PeopleSoft®

# PeopleSoft Enterprise Purchasing 8.9 PeopleBook

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# About This PeopleBook Preface

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

This preface discusses:

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

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

## PeopleSoft Application Prerequisites

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

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

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

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

## PeopleSoft Application Fundamentals

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

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

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

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

# Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

## Obtaining Documentation Updates

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

**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, https://www.peoplesoft.com/corp/en/login.jsp

## Ordering Printed Documentation

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

- Web
- Telephone
- Email

### Web

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

### Telephone

Contact MMA Partners at 877 588 2525.

### Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

### See Also

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

## Additional Resources

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

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

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

# Typographical Conventions and Visual Cues

This section discusses:

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

## Typographical Conventions

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

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

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

# 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.

---

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

---

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

---

## Warnings

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

---

***Warning!*** Example of a warning.

---

## Cross-References

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

## Country, Region, and Industry Identifiers

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

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

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

### Country Identifiers

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

### Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

### Industry Identifiers

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

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

## Currency Codes

Monetary amounts are identified by the ISO currency code.

# 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 Used in 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.<br>Select Always to run the request every time the batch process runs.<br>Select Don't Run to ignore the request when the batch process runs. |
| **Process Monitor** | Click to access the Process List page, where you can view the status of submitted process requests. |
| **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). |
| **Request ID** | An ID that represents a set of selection criteria for a report or process. |
| **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. |
| **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. |
| **User ID** | An ID that represents the person who generates a transaction. |

## See Also

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler*

*Enterprise PeopleTools 8.46 PeopleBook: Using PeopleSoft Applications*

# PeopleSoft Enterprise Purchasing Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft application fundamentals.
- Common elements in this PeopleBook.
- Pages with deferred processing.
- PeopleSoft Enterprise Purchasing default hierarchies.

---

**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 Products

This PeopleBook refers to these products:

- PeopleSoft Enterprise Asset Management.
- PeopleSoft Enterprise Cost Management.
- PeopleSoft Enterprise Collaborative Supply Management.
- PeopleSoft Enterprise eProcurement.
- PeopleSoft Enterprise eSupplier Connection.
- PeopleSoft Enterprise Supply Planning Multisite Material Planner and PeopleSoft Enterprise Supply Planning Advanced Multisite Planner.
- PeopleSoft Enterprise Manufacturing.
- PeopleSoft Enterprise Flow Production.
- PeopleSoft Enterprise Engineering.
- PeopleSoft Enterprise General Ledger.
- PeopleSoft Enterprise Inventory.
- PeopleSoft Enterprise Maintenance Management.
- PeopleSoft Enterprise Order Management.
- PeopleSoft Enterprise Payables.
- PeopleSoft Enterprise Project Costing.
- PeopleSoft Enterprise Product Configurator.
- PeopleSoft Enterprise Quality.
- PeopleSoft Enterprise Receivables.
- PeopleSoft Enterprise Strategic Sourcing.

- PeopleSoft Enterprise Purchasing.
- PeopleSoft Enterprise CRM Call Center Applications.
- PeopleSoft Enterprise Integrated FieldService.

## PeopleSoft Application Fundamentals

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

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

- *PeopleSoft Enterprise Application Fundamentals PeopleBook*
- *PeopleSoft Enterprise Managing Items PeopleBook*
- *PeopleSoft Enterprise Global Options and Reports PeopleBook*
- *PeopleSoft Enterprise Commitment Control PeopleBook*
- *PeopleSoft Enterprise Source-To-Settle Common Information PeopleBook*
- *PeopleSoft Working With Third-Party Applications PeopleBook*
- *PeopleSoft Enterprise Supply Chain Management Integrations PeopleBook*

## Pages With Deferred Processing

Several pages in PeopleSoft Enterprise 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 Enterprise Purchasing Default Hierarchies

PeopleSoft Enterprise Purchasing application defaulting behavior is discussed in the Using Default Hierarchies chapter. 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.

# 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.<br>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:<br>*Once* executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.*<br>*Always* executes the request every time the batch process runs.<br>*Don't Run* ignores the request when the batch process runs. |
| **Process Monitor** | This link takes you to the Process List page, where you can view the status of submitted process requests. |
| **Report ID** | The report identifier. |
| **Report Manager** | This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list). |
| **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 click the Search button 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 *Active* or *Inactive.* By linking status and effective date, you can retain historical information and plan future implementation. For auditing purposes, PeopleSoft encourages inactivating data that is no longer in use instead of deleting it. |

| | |
|---|---|
| **User ID** | The system identifier for the individual who generates a transaction. |

# PART 1

# Setting Up PeopleSoft Purchasing

**Chapter 1**
**Getting Started With PeopleSoft Purchasing**

**Chapter 2**
**Using PeopleSoft Purchasing Pagelets**

**Chapter 3**
**Using the Supplier Relationship Management (SRM) Dashboard**

**Chapter 4**
**Using User-Definable Fields**

**Chapter 5**
**Defining PeopleSoft Purchasing Business Units and Processing Options**

**Chapter 6**
**Defining Purchasing Item Information**

**Chapter 7**
**Defining Miscellaneous Charges and Landed Costs**

**Chapter 8**
**Using Workflow**

**Chapter 9**
**Using Default Hierarchies**

**Chapter 10**
**Using Messaging**

**Chapter 11**
**Using Electronic Data Interchange Messaging**

**Chapter 12**
**Using Commitment Control**

**Chapter 13**
**Running Document Tolerances**

**Chapter 14**
**Using Entry Events**

# CHAPTER 1

# Getting Started With PeopleSoft Purchasing

This chapter provides an overview of PeopleSoft Purchasing business processes 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
- Vendor rebates
- 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
- PeopleSoft Supply Planning Multisite Material Planner, Supply Planning Advanced Multisite Planner, and Manufacturing
- PeopleSoft Flow Production
- PeopleSoft General Ledger
- PeopleSoft Inventory
- PeopleSoft Maintenance Management
- PeopleSoft Order Management
- PeopleSoft Payables
- PeopleSoft Project Costing
- PeopleSoft Product Configurator
- PeopleSoft Quality
- PeopleSoft Receivables
- 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

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, receipts, 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.

Using the Pegging workbench, you can optionally tie item demand to supply provided by a specific requisition or purchase order. Multiple demand lines can be satisfied by a single schedule or, alternatively, multiple schedules may be used to satisfy a single demand. The pegging workbench can also be accessed from within the Requisition and Purchase Order maintenance pages. Once the tie between the specific purchase order or requisition is made, notifications are sent to the appropriate owners whenever changes to either the supply or the demand are made.

## PeopleSoft Maintenance Management

PeopleSoft Purchasing integrates with PeopleSoft Maintenance Management to acquire parts and services needed for the maintenance and repair of assets.

Requisitions and purchase orders can be created to acquire parts and services for a work order that is created in PeopleSoft Maintenance Management. The work order link to the requisition or purchase order is maintained through out the procurement life cycle. As parts are received notification is sent to the appropriate maintenance personnel. In addition, once work is complete on the work order, excess parts can be returned to the supplier.

## PeopleSoft Order Management

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

Within Sales Order entry, users will also have the option of sourcing the demand directly from PeopleSoft Purchasing. When demand for an item on a sales order is created, the Customer Service Representative will have the option of tying the demand to existing supply from a requisition or purchase order or to create a new purchase order to fulfil the demand. When a new PO is created, the CSR may optionally preselect the vendor. Once this link is made, the purchased items can either be drop shipped directly to the customer site or received into inventory and shipped at a later time. When changes to either the demand or the supply are made, notifications are sent so the appropriate documents can be updated.

## 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.

In addition, vendor rebate claims are sent to PeopleSoft Payables for settlement (to net the vendor balance in the next pay-cycle) or for rebate and VAT accounting entries posting depending on the rebate agreement settlement method. Vendor rebate claims are sent to PeopleSoft Payables as an adjustment voucher using the Process Claims Driver process. The Process Claims Driver process then initiates the Claim Settlement Process for AP process (claim settlement process for account payables process). Then when an adjustment voucher is created PeopleSoft Payables sends that information back to PeopleSoft Purchasing.

Plus, prepayment vouchers can be sent from PeopleSoft Purchasing to the voucher staging tables when loading procurement card statements if you so choose. These prepayment vouchers include the procurement card transactions associated with a purchase order.

### PeopleSoft Project Costing

PeopleSoft Purchasing creates requisitions based on project activity requests in PeopleSoft Project Costing and returns ordered materials transactions to Project Costing 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 Receivables

Vendor rebate claims with a settlement method of check, credit memo, direct debit, draft, or electronic funds transfer are sent to PeopleSoft Receivables for expected payment as a pending item using the Process Claims Driver process. The Process Claims Driver process then initiates the Claim Settlement Process for AR process (claim settlement process for account receivables process). Then when payment is received for these pending items PeopleSoft Receivables sends that payment information back to PeopleSoft Purchasing.

### 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 *PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Working with Items,” Using Universal Item Identifiers. |

| Component | Component Interface | Reference |
|---|---|---|
| ITM_SHIPTO_VNDR | ITM_SHIPTO_VNDR_CI | See Chapter 6, "Defining Purchasing Item Information," Selecting Vendors Based on Item Shipping Location, page 102. |
| LOCATION_TBL | LOCATION_TBL_CI | See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Ship To Locations. |
| PURCH_ITEM_ATTR | PURCH_ITEM_ATTR_CI | See Chapter 6, "Defining Purchasing Item Information," Defining Purchasing Item Attributes, page 74. |
| REQUESTOR_TBL | REQUESTOR_TBL_CI | See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "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 Enterprise Application Fundamentals PeopleBook, with information about where to find the most current version of each.

## See Also

"PeopleSoft Enterprise Purchasing Preface," page xlix

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Setup Manager*

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Component Interfaces*

# CHAPTER 2

# Using PeopleSoft Purchasing Pagelets

This chapter provides an overview of PeopleSoft Purchasing pagelets and discusses how to:

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

## Understanding PeopleSoft Purchasing Pagelets

PeopleSoft Purchasing provides portal pagelets for the 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 the suppliers can personalize the portal homepage by adding the pagelets that the suppliers need. Standard PeopleSoft role-based security ensures that users can access only the pagelets appropriate to their roles.

Suppliers can configure their portal homepage with three narrow columns or one narrow and one wide column. Some pagelets have both a narrow and a wide version, each with its own object name. When you see two object names for a pagelet, the first one refers to the narrow version.

Some pagelets support personalization; the Personalize button in the pagelet title bar alerts the suppliers to this capability.

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

### See Also

*PeopleSoft Enterprise Portal Solutions 8.9 PeopleBook: Enterprise Portal Pagelet Development*

### 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.)

PeopleSoft groups pagelets into functional roles as an example of how to organize access. You must create the proper permission lists and associate them with actual role definitions before the users can access them, or use the provided permission list definitions in the delivered sample data. PeopleSoft delivers sample data security objects (roles and permission lists) that you can use as an example of how to set up pagelet access.

# Organizing Supplier-Facing Pagelets by Functional Role

PeopleSoft provides several supplier-oriented role groupings as examples of how to organize supplier-facing pagelet access by function.

This section discusses how to organize these pagelets based on functional role:

- Supplier-Application Administrator.
- Supplier-Customer Service Rep (supplier-customer representative).
- 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, that you want to make available to the suppliers.

## Supplier-Application Administrator Role

The Supplier-Application Administrator role is an external facing role that has access to the core set of PeopleSoft Purchasing, as well as functions related to PeopleSoft Collaborative Supply Management and PeopleSoft Engineering. 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 these PeopleSoft Purchasing product pagelets:

- On-Time Performance.
- PO/Receipt Qty Performance (purchase order/receipt quantity performance).
- Quality Performance.
- Quantity Performance.
- Recent ASNs (recent advance ship notices).
- Recently Dispatched POs (recently dispatched purchase orders).
- Recently Dispatched RFQs (recently dispatched request for quotes).
- Recently Dispatched Schedules.
- Remaining Quantity Balances

## Supplier-Customer Service Rep Role

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

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

- On-Time Performance.
- PO/Receipt Qty Performance (purchase order/receipt quantity performance).

- Quality Performance.
- Quantity Performance.
- Recently Dispatched POs (recently dispatched purchase orders).
- Recently Dispatched RFQs (recently dispatched request for quotes).

### Supplier-Production Manager Role

The Supplier-Production Manager role is an external facing role that can access these PeopleSoft Collaborative Supply Management pagelets:

- Recently Dispatched Schedules.
- Remaining Quantity Balances.

### Supplier-Warehouse Personnel Role

The Supplier-Warehouse Personnel role enables a user to create 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

This section discusses how to personalize supplier pagelet user defaults.

**Note.** Suppliers can personalize some of the supplier-facing pagelets.

## Pages Used to Personalize Supplier-Facing Pagelets

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

Suppliers can select default vendors, and in some cases, the number of rows to appear on a pagelet.

**Note.** The system administrator can further control the content and appearance of the supplier performance pagelets at the reporting entity or vendor-setID level.

Select a default vendor (this option is available only when the user is associated with multiple vendor IDs).

If the pagelet displays transaction IDs, select the maximum number of records (rows) to appear on the pagelet.

# Viewing Supplier Activities

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

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

## 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_ SCHEDS) | Supplier-Applications Administrator, Supplier-Production Manager | Employee | Displays the most recently dispatched schedules. | Requires these 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 these products: PeopleSoft Collaborative Supply Management, PeopleSoft Inventory, and PeopleSoft Purchasing |

# Recently Dispatched POs Pagelet

Access the Recently Dispatched POs pagelet.

This pagelet displays recent purchase orders, dates, status, and acknowledgement status.

**PO ID** (purchase order 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 purchase orders or online purchase order acknowledgements (POAs).

**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 35, “Dispatching and Printing Purchase Orders,” page 717

# Recently Dispatched RFQs Pagelet

Access the Recently Dispatched RFQs pagelet.

This pagelet displays recently dispatched RFQs. You must first create RFQs in PeopleSoft Purchasing and assign the RFQs to the vendors using the Dispatch Vendor List or the Item Supply Vendor List.

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

### See Also

Chapter 35, "Dispatching and Printing Purchase Orders," page 717

## Recent ASNs Pagelet

Access the Recent ASNs pagelet.

This pagelet displays shipment IDs from supplier-entered advance shipping notifications, shipping date, and receipt lines.

| | |
|---|---|
| **Shipment No** (shipment 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** (create advance shipment notification) | Click a linked value to access the Advance Shipment Notification - Advance Shipment Creation page. |

## Recently Dispatched Schedules Pagelet

Access the Recently Dispatched Schedules pagelet.

This 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 the PeopleSoft Enterprise Portal Integrated Task List pagelet, a supplier receives task details by clicking a link for a supplier schedule work item. This link takes the supplier directly to the supplier workbench schedule/item list, where the supplier can then click an item to access the Item Summary page. When satisfied with the schedule quantities, the supplier can approve the schedule.

---

### See Also

*PeopleSoft Enterprise Portal Solutions 8.9 PeopleBook: Enterprise Portal Application Technology, "Using the Integrated Task List"*

## Remaining Quantity Balances Pagelet

Access the Remaining Quantity Balances pagelet.

This 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 the homepage layout is three-column, this pagelet displays up to four graphs. A two-column layout restricts the number of graphs that appear to one or two.

---

| | |
|---|---|
| **% Remaining** (percent remaining) | Displays the percentage remaining, derived by this equation:<br>(quantity available − reorder point) / restock value x 100<br>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)].<br>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 the PeopleSoft Collaborative Supply Management Quantity Details page. |

# Viewing Supplier Performance

This section discusses how the suppliers view performance metrics using these pagelets:

- 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 the 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 |
| 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.

This 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, 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.

This 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, percentage under, percentage 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.

This 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.

This pagelet displays the percentage and actual number of vendor shipment quantities inspected, accepted, rejected, and returned by period. The pagelet features a purchase order-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 the Supplier Relationship Management (SRM) Dashboard

This chapter provides an overview of the PeopleSoft Purchasing and eProcurement SRM Dashboard and discusses how to:

- Set up the SRM Dashboard.
- View SRM Dashboard pagelets.

## Understanding the PeopleSoft Purchasing and eProcurement SRM Dashboard

The SRM Dashboard is a centralized portal page with multiple pagelets that provide buyers with essential information to assist them with their daily jobs in one location. These buyer-facing pagelets are delivered with the SRM dashboard and can be accessed if PeopleSoft Purchasing or PeopleSoft eProcurement are installed.

You may add any of these pagelets to your SRM Dashboard page:

- Activity Monitor.
- Buyer Spend Total.
- Buyer Spend Percentage.
- Overdue Purchase Orders.
- Requisitions to be Sourced.
- Review ASNs (advanced shipping notices).
- PO Acknowledgement Status.
- Dispatched Purchase Orders.

The information displayed on each pagelet is by *buyer*. When a buyer logs into the system, the first page displayed to them will be their home page with their selected pagelets. The information displayed on each pagelet will be only those purchase orders or requisitions on which they are specified as the buyer. If a buyer is responsible for multiple purchasing business units, the purchase orders and requisitions for all purchasing business units will display.

### See Also

*PeopleSoft Enterprise Portal Solutions 8.9 PeopleBook, "Enterprise Portal Pagelet Development"*

## Personalizing SRM Dashboard Pagelets

To personalize your SRM dashboard page, you'll need to do some initial set up:

1. Select which pages you'd like to appear on your home page. This is accomplished by clicking the Personalize Content link at the top of the menu.

   Once you have accessed the Content page, you can select from the list of SRM Dashboard pagelets listed under Cross-Supply Chain.

2. After you've selected the pagelets you want to appear on your home page, select the Personalize Layout link.

   This enables you to specify where on the home page you'd like each pagelet to appear.

3. Click Save to retain these settings.
4. The first page you'll see when logging in will be the layout you previously defined.

---

**Note.** You can change the information you wish to view or rearrange your layout at any time.

---

## Prerequisites

If you are including the Buyer Spend Total and/or Buyer Spend Percentages as part of your dashboard, you will need to define:

1. Calendar periods by using the Calendar Periods page (Set Up Financials/Supply Chain, Common Definitions, Calendar/Schedules, Detail Calendar, Calendar Periods).

   These calendar period are used to bucket the purchase order expenditures to display spend information.

   See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Entering Detail Calendar Periods.

2. A reporting entity for the spend analysis.

   The reporting entity defines which PeopleSoft Purchasing business units to be included when the system updates the spend history tables. In addition, the reporting entity defines in which period to bucket the purchase order schedules when creating the purchase order graphs for the buyer. You should set up a reporting entity for all possible combinations of business units for which buyers are responsible. For example, if Buyer A and Buyer B both can purchase only for Purchasing Business Unit 1, you would need only one reporting entity. However, if Buyer A can purchase for Purchasing Business Unit 1 and 2 and Buyer B can purchase for Purchasing Business Unit 2 and 3, you would need two separate reporting entities.

3. The buyers preferences for the SRM Dashboard.

   This is used to further refine the information that is displayed on the Spend Total and Spend Percentage graphs.

If you are including the Activity Monitor pagelets as part of your dashboard, you will also need to define which workflow notifications should appear on the buyer's Activity Monitor. You can select from any number of existing workflow notifications.

# Setting Up the SRM Dashboard

In addition to selecting which pages will appear on your dashboard, there are a few set up steps that will define the data to be presented, as well as how the data will appear on your pagelets.

This section discusses how to:

- Define a reporting entity.
- Add and maintain buyers to use the SRM Dashboard.
- Register worklists for the Activity Monitor.

## Pages Used to Set Up the SRM Dashboard

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Define Procurement Controls | PRCR_ENTITY_TBL | Purchasing, Analyze Procurement, Setup Profiles | Define a reporting entity. |
| Dashboard | PO_SPEND_BUYER | Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Setup | Use this page to further refine information to be displayed on the Spend Total and Spend Percentage graphs. Define and maintain buyers and purchase order defaults for buyers. |
| Register Worklists for Activity Monitor | PV_WL_REGISTRY | Setup Financials/Supply Chain, Common Definitions, Activity Monitor, Activity Monitor Registry, Register Worklists for Activity Monitor | Select which worklist entries can appear on the buyer's Activity Monitor. |

## Defining a Reporting Entity

Access the Define Procurement Controls page.

**Reporting Entity ID** Enter a unique identifier for spend history.

**Reporting Type** Select *Spend Analysis*.

**Description** Enter a short description for the reporting entity.

**Calendar SetID** Select the setID for the calendar you wish to use to bucket expenditures.

**Calendar ID** Select a predefined calendar in which to bucket purchase order expenditures. This calendar will determine how purchase order commitments will be displayed by period.

For example, if you selected a calendar where Period 1 was defined from 01/02/2005 to 01/29/2005 and Period 2 was from 01/30/2005 to 02/26/2005 and you created the following purchase orders:

1. You have 2 purchase order schedules, one for 100.00 due 01/15/2005 and another for 200.00 due 1/30/2005.
2. When the graph for the Buyer Spend Total is generated, you would see 100.00 in Period 1 and 200.00 in Period 2.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Entering Detail Calendar Periods.

**Currency Code** Select a currency to which all purchase order spend information will be converted. This will be the currency in which all buyers assigned this reporting entity will see their Spend Total and Spend Percentage.

**Rate Type** Select the rate type used to convert the currency for purchase orders.

**Unit Type** Default value is *PO*.

**Business Unit** Select all the PeopleSoft Purchasing business units for which this reporting entity is responsible. When updating the spend history tables, the process selects all purchase orders assigned to the PeopleSoft Purchasing business units specified here.

## Adding and Maintaining Buyers to Use the SRM Dashboard

Access the Dashboard page.

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**Note.** The Dashboard page is part of the Buyer Setup component. Use the page to further define the information that will appear on the Spend Analysis graphs for the buyer.

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**Reporting Entity ID** Select the reporting entity to which the buyer is associated. This will control which Purchasing Business Unit information is displayed to the Buyer on the graphs and the currency in which it is displayed. The system will look at the purchase orders for the purchasing business units defined on the reporting entity definition and summarize the purchase order amounts by buyer. When this buyer logs onto their home page, the purchase order amounts for which they are the designated buyer will be displayed. The amounts are displayed in the currency specified on the reporting entity definition.

**Prior Periods** Enter the number of prior periods to be displayed on the graphs. For example, if the buyer wants to view one prior period and 5 future periods worth of spend information, they would enter *1* in this field.

**Future Periods** Enter the number of future periods to be displayed on the graphs.

## Registering Worklists for the Activity Monitor

Access the Register Worklists for Activity Monitor page.

Use this page to specify which workflow notifications will appear in the Activity Monitor pagelet. The activity monitor is used system wide and can contain all possible workflow notifications. However, only those notifications sent to the user will appear in his or her Activity Monitor pagelet.

**Worklist Name** Select the worklist name that you would like to have appear on the Activity Monitor pagelet.

# Viewing SRM Dashboard Pagelets

This table provides a summary of pagelets that can be viewed using the SRM Dashboard:

| Pagelet Name | Usage |
|---|---|
| Activity Monitor | Displays worklist entries assigned to the buyer. |
| Buyer Spend Total | Displays the spend for purchase orders assigned to the specific buyer. Amounts are bucketed by period, using the scheduled due date on the purchase order. |
| Buyer Spend Percentage | Displays the percentage of purchase order amounts that originated from a contract. |
| Overdue Purchase Orders | Displays all purchase order lines where the purchase order line's scheduled due date is prior to today's date and the quantity still to be received is greater than 0. |
| Requisitions to be Sourced | Displays approved requisitions that have not yet been sourced to a purchase order. |
| Review ASN | Displays ASN information for those purchase orders assigned to the specific buyer. |
| PO Acknowledgement Status | Displays purchase orders that do not yet have a corresponding acknowledgement from the supplier, or those purchase orders that have acknowledgements and are awaiting review. |
| Dispatched Purchase Orders | Displays a list of recently dispatched purchase orders. |

## Common Elements Used in this Section

**Vendor ID** Enter a valid vendor or search on an existing vendor. The list of vendor's displayed are for those purchase orders to which the buyer is assigned.

**Business Unit** Select a business unit. Only those business units associated with the purchase orders where the user is the to buyer will display.

**From Date** and **To Date** Enter values for these fields. These dates are associated with the approval dates for the requisitions or purchase orders.

**Show All/Enhanced** Click this link to enter additional selection criteria. Once you've entered the criteria in which to search, click the Search button. The results will be displayed on the Filter Results tab.

## Activity Monitor Pagelet

Access the Activity Monitor pagelet.

This pagelet displays the types of workflow notifications sent, along with the number of notifications. The assigned priority is indicated by the color of the bar graph. To assign a priority to the worklist entry, click the type of notification you wish to update. From there, you will be transferred to a page which displays the individual entries where you can update the priority of an entry.

## Buyer Spend Total Pagelet

Access the Buyer Spend Total pagelet.

This pagelet displays the total spend in a graphical format for a specific buyer. The periods displayed are based on the calendar specified on the reporting entity tied to the buyer. Purchase order schedule lines are bucketed into the calendar periods according to their scheduled due date. The number of periods displayed is based on the options selected in the Buyer definition for the dashboard. To view the numeric value spend for the period, use the cursor to hover over the selected bar graph.

## Buyer Spend Percentage Pagelet

Access the Buyer Spend Percentage pagelet.

This pagelet displays the percentage of spend that originated from a contract. The periods displayed are based on the calendar specified on the reporting entity tied to the buyer. Purchase Order schedule lines that were converted from a contract are bucketed into the calendar periods according to their scheduled due date. The value of this periodic contract spend is then calculated as a percentage of the total of all purchase orders. The number of periods displayed is based on the options selected in the Buyer definition for the dashboard. To view the numeric value percentage for the period, use the cursor to hover over the selected bar graph.

## Overdue Purchase Orders Pagelet

Access the Overdue Purchase Orders pagelet.

This pagelet displays a list of purchase orders where a schedule line's due date is prior to today's date and the quantity to be received is greater than zero. If multiple schedule lines for a purchase order are overdue, the PO ID will appear multiple times on the pagelet. The due date and the item overdue will be displayed. To view more information about the schedule, click the PO ID link. To view a list of purchase orders using a different selection criteria, click the Show All/Enhanced link.

## Requisitions to be Sourced Pagelet

Access the Requisitions to be Sourced pagelet.

This pagelet displays recently approved requisitions for the buyer that have not yet been sourced to a vendor. To view a list of requisitions using a different selection criteria, click the Show All/Enhanced link.

**Req ID** (requisition ID) Click this link to access the requisition. If the requisition originated in PeopleSoft eProcurement, you will be transferred to the Requisition Details page. From there, you can transfer to the eProcurement Edit Requisitions component. If the requisition originated in PeopleSoft Purchasing and PeopleSoft eProcurement is not installed, you will be transferred to the Maintain Requisitions - Requisition page. From there, you can transfer to the Add/Update Requisitions component. If both PeopleSoft Purchasing and eProcurement are installed you will always be transferred to the eProcurement Edit Requisitions component.

## Review ASN Pagelet

Access the Review ASN pagelet.

This pagelet displays only those shipment numbers that are associated to purchase orders related to the specific buyer. Only those ASNs that are new or ready to be processed will display. The vendor name and the date of transmission will also display. If multiple purchase orders are associated with the ASN, *Multiple* will appear under the PO column instead of the Purchase Order ID. You can transfer to the ASN information or the PO information by selecting the respective links. To view a list of purchase orders or ASNs using different selection criteria, click the Show All/Enhanced link.

## PO Acknowledgement Status Pagelet

Access the PO Acknowledgement Status pagelet.

This pagelet displays purchase orders that do not have a corresponding acknowledgement from the supplier, or those purchase order's that have acknowledgements and are awaiting review. The purchase order's displayed here have been dispatched to the vendor and are set up for acknowledgements. The dispatch date along with the Vendor to which the purchase order was dispatched is displayed along with it's current POA status. To view a list of purchase orders using different selection criteria, click the Show All/Enhanced link.

## Dispatched Purchase Orders Pagelet

This pagelet displays a list of recently dispatched purchase orders. Buyers can view purchase orders that have been created, approved, and sent to a vendor. The date and time that the purchase order was dispatched and the vendor to whom it was dispatched are also displayed. The most recently dispatched purchase orders will be displayed first. When you click a PO link, the system transfers you to the Maintain Purchase Order - Purchase Order page.

To view a list of purchase orders using different selection criteria, click the Show All/Enhanced link.

# CHAPTER 4

# Using User-Definable Fields

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

**Note.** 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 passed through the system without affecting PeopleSoft Purchasing functions. You can populate user-defined fields using the PeopleSoft Application Designer or add them to browser pages for the end users. Because the structural design is provided, you do not need to extensively modify the system to take advantage of this feature.

Necessary changes include adding 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, if you source a requisition to a purchase order, the subrecord for each level on the requisition carries over to the purchase order accordingly.

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

There are six subrecords for adding user-definable fields to purchasing transactions:

| 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 (return to vendor subrecord) | PUR_USR_RTV_SBR |

To compile a listing of all of the PeopleSoft records that include these subrecords, you can use this 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 that already exists in the tables.

Only those with technical knowledge of PeopleSoft Application Designer and PeopleCode should modify or add to the delivered subrecords.

---

To compile a list of tables that must be altered by a data base administrator, you can use this sample SQL statement, altering the criteria “A.FIELDNAME =” to reference the subrecord modified. This 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

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Application Designer*

*Enterprise PeopleTools 8.46 PeopleBook: PeopleCode Developer’s Guide*

# CHAPTER 5

# 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 the organization that tracks and maintains its own set of requisitions and purchase orders. Each business unit has its own way of storing information and its own processing guidelines. PeopleSoft Purchasing business units share vendor, purchase order, and receiving information with PeopleSoft Payables business units in the same setID.

After you determine how many business units that you need and how to organize them, define them in the 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 the PeopleSoft Purchasing implementation. PeopleSoft implementation personnel can also help you define the appropriate business unit structure.

---

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

Define business units in this order:

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 purchase order-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. The business unit configuration can also help you maintain the 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 the organizational entities as a PeopleSoft General Ledger business unit. If you've centralized the procurement practices, you can define one PeopleSoft Purchasing business unit that can generate charges to each PeopleSoft 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 PeopleSoft Purchasing business units under one PeopleSoft General Ledger business unit, or you can charge multiple PeopleSoft General Ledger business units from one PeopleSoft Purchasing business unit. Often, the PeopleSoft Purchasing business units will be the same as the 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 PeopleSoft Payables and PeopleSoft 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 PeopleSoft Payables business unit can process data for many PeopleSoft Purchasing business units, and multiple PeopleSoft Payables business units can create vouchers for one PeopleSoft 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 the 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 Structured Query Report (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 purchase order 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 Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process"

# Establishing PeopleSoft Purchasing Business Units

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

This section discusses how to:

- Create PeopleSoft Purchasing business units.
- Define request for quote (RFQ) required rules.
- Define standard comments.
- Define matching options.
- Define image locations.
- Set up 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. |
| RFQ Required Rule | RFQ_REQUIRED_RULE | Click the Go To RFQ Required Rule button on the Purchasing Definition - Business Unit Definition page. | Define and view details about the RFQ required rule. |
| 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 purchase orders. |
| 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 purchase orders. |
| 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.<br>**Note.** You can access this page if entry events are enabled.<br>See Chapter 14, "Using Entry Events," page 203. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| VAT Defaults Setup | VAT_DEFAULTS_DTL | • Click the VAT Default link on the Purchasing Definition - Business Unit Definition page.<br>• Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults | Enter VAT defaults for the requisition, purchase orders, RFQs, and procurement cards.<br>**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 (purchase order business unit definition) component and cannot be changed.<br>If you enter this page by using the standard menu navigation, you can specify the VAT driver and any VAT driver keys as applicable. |
| Copy VAT Defaults From | VAT_DFLT_SRCH_COPY | Click the Copy Defaults From link on the VAT Defaults Setup 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: AP Unit: US001 Accrue SUT for ERS orders
Cancel Days: SS Unit: US001 Tax Vendor
Currency: USD Rate Type: CRRNT

RFQ Required Rule
Line Amount Threshold: USD
RFQ Required Rule:

Vertex
Company:
Division:
Department:

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**

Select 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. This defines options such as freight terms and payment terms for the business unit.

**Location**

Select 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**

Select 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 purchase order, or canceled requisition or purchase order, 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 purchase orders 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 purchase order 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** (general ledger unit)

Select a PeopleSoft General Ledger 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 PeopleSoft General Ledger business unit. You can access this link using the PeopleSoft General Ledger business unit. You can't directly link a PeopleSoft Purchasing business unit to a VAT entity.

**AM Unit** (asset management unit)

Select the default PeopleSoft Asset Management business unit for the transactions that this PeopleSoft Purchasing business unit creates. When you create a purchasing transaction, the PeopleSoft Asset Management business unit appears by default if the item is an asset. You can override this information at the transaction level.

**Capitalize**

Select if most of the asset purchases are capital items.

**AP Unit** (accounts payable unit)

Select the PeopleSoft Payables business unit that is used on evaluated receipt settlement (ERS) purchases.

**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.

**SS Unit** (strategic sourcing unit)

Select the default PeopleSoft Strategic Sourcing business unit that is used for this PeopleSoft Purchasing business unit.

---

**Note.** When you enter the same PeopleSoft Strategic Sourcing business unit for multiple PeopleSoft Purchasing business units, PeopleSoft Strategic Sourcing copies requisitions from multiple PeopleSoft Purchasing business units into an event.

---

**Rate Type**

Select 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.

**Tax Vendor**

Select this check box to integrate with a third-party tax vendor for tax processing. The system will calculate tax from the third-party tax vendor (Vertex or Taxware) when creating purchase orders online or when sourcing to a purchase order.

When you select this check box, depending on the tax vendor you select certain fields will appear in the group box below this check box.

---

**Note.** This check box is available only if you select a tax vendor (Vertex or Taxware) on the Installation Options - Overall page.

---

## Taxware Group Box

This group box is available only 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. This field appears for these third-party tax products (Vertex Q Series, Vertex O Series, and Taxware Sales and Use Tax).

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

**Organization** Enter the organization. This field appears instead of the Company field for the Taxware Enterprise third-party tax product.

**Division** Enter the tax vendor division code. This field appears for these third-party tax products (Vertex Q Series, Vertex O Series, and Taxware Sales and Use Tax).

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

**Department** Enter the tax vendor department. This field only appears for the Vertex O Series third-party tax product.

The department 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 available only 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 flag to *Yes* for that line on the requisition.

For example, if you are buying something and it costs more than 1000 USD, the system is going to require that you get a couple of bids before it will source it to the recommended or specified vendor.

**RFQ Required Rule**(request for quote required rule) Select an RFQ rule from the rules defined in the RFQ Required Rules component.

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

## See Also

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Defining Purchasing Processing Options, page 51

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Preparing PeopleSoft Purchasing VAT Environments, page 59

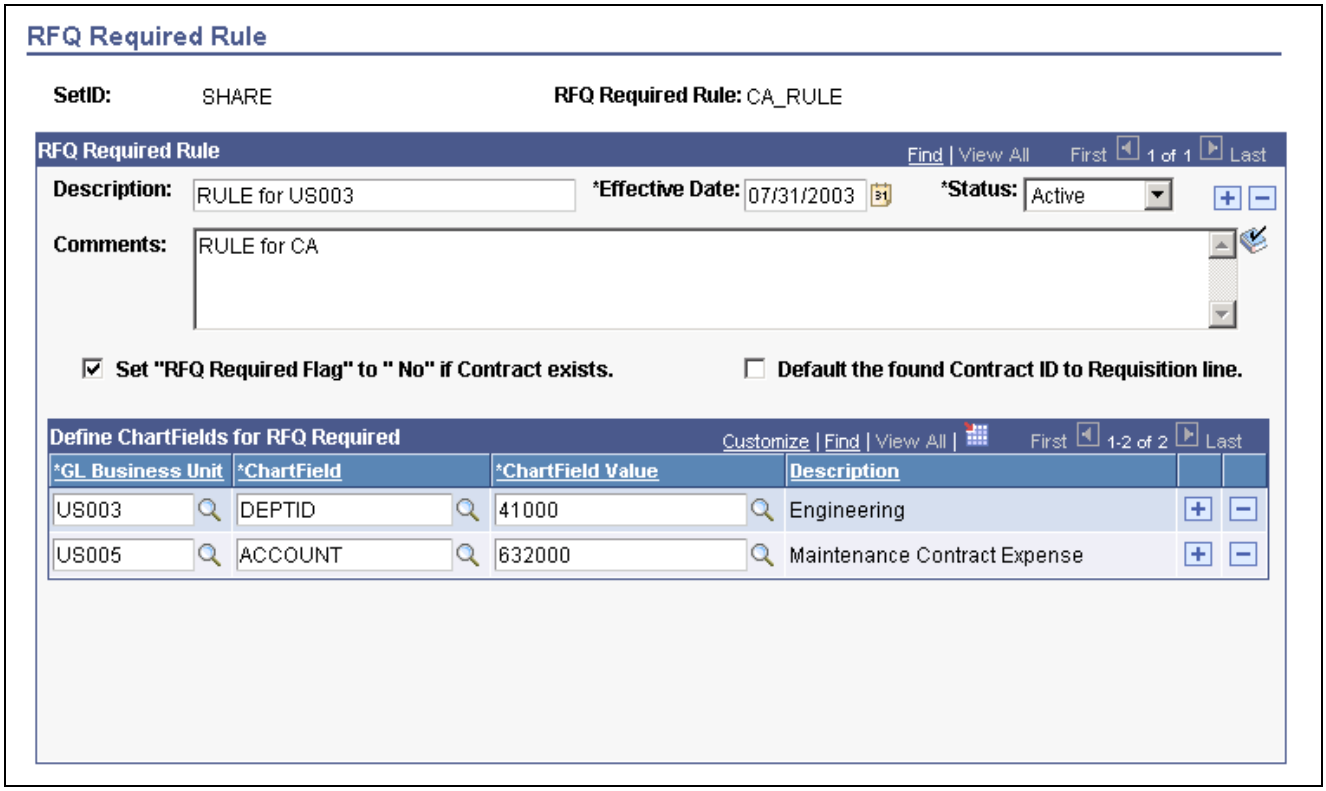
Chapter 28, “Closing Requisitions,” page 469

Chapter 14, “Using Entry Events,” page 203

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

# Defining RFQ Required Rules

Access the RFQ Required Rule page.




RFQ Required Rule page

Use this page to define ChartField values that will set the RFQ Required option to *Yes* for requisitions created online or through the Requisition Loader process. You can also define the RFQ Required option in the Purchasing Item Attributes or Item Category components when an RFQ is required any time that 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 RFQ Required Rule 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 option accordingly.

**Set "RFQ Required Flag" to "No" if Contract exists** (set request for quote 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 on to the requisition line.

## See Also

Chapter 30, "Managing Requests for Quotes," page 493

# Defining Standard Comments

Access the Standard Comments page.

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

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Setting Up Standard Comments

Chapter 35, "Dispatching and Printing Purchase Orders," page 717

# 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 purchase order.

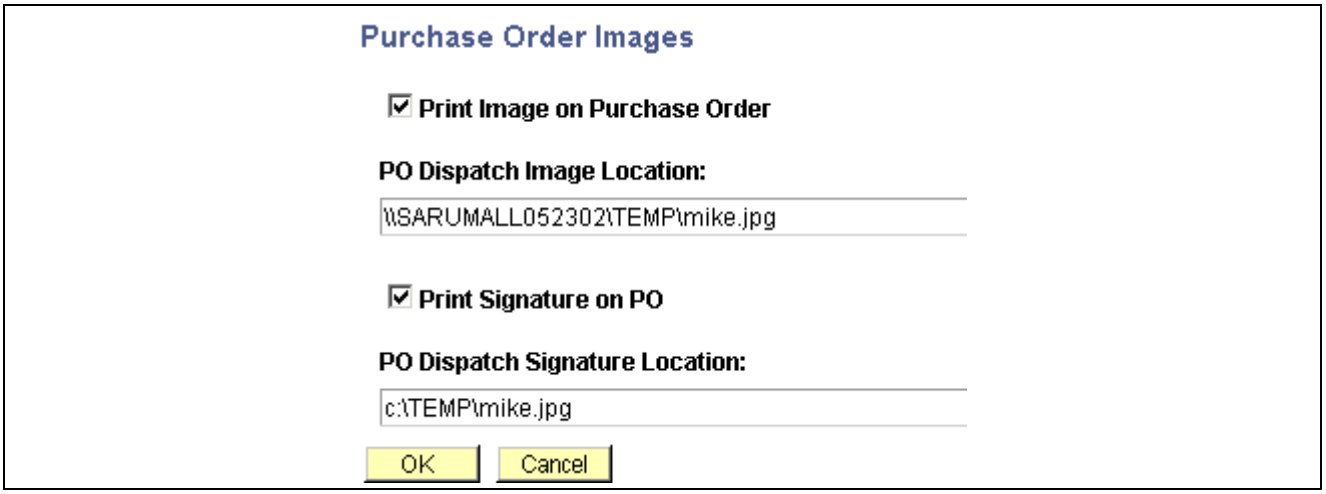
### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Matching and Document Association Options

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process"

# Defining Image Locations

Access the Purchase Order Images page.




Purchase Order Images page

**Print Image on Purchase Order** and **PO Dispatch Image Location** (purchase order dispatch image location)

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

**Print Signature on PO** (print signature on purchase order) and **PO Dispatch Signature Location** (purchase order dispatch signature location)

Select to print a signature on purchase orders, 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 the Structured Query Report (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 35, "Dispatching and Printing Purchase Orders," page 717

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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** (return to value-added tax defaults sub-search)

Click to return to the Purchasing Definition component.

**VAT Reporting Country** (value-added tax 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, select 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 purchase orders 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:

*Dist GL BU* (distribution general ledger business unit): Selects the PeopleSoft General Ledger business on the purchase order distribution line.

*Txn BU* (transaction business unit): Selects the business unit on the purchase order header.

*Txn GL BU* (transaction general ledger business unit): Selects the PeopleSoft General Ledger business unit on the purchase order 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 about the fields and VAT drivers that appear.

---

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Working with 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 option 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 NEW YORK OPERATIONS

*PO Item Vendor Security Option: No Edit Required
*PO Change Order Template: STANDARD
*Change Order Map Template EDX
*Req Change Order Option: N
Req Change Order Template:
Origin: ONL
Receipt Date Adjustment: 10
DUNS Number: 12345
*Receipt Allocation Type: FIFO
*PO Price Edit: Warning

☑ Allow Multicurrency Reqs ☐ Calculate VAT On Req
☑ Allow Multicurrency PO
☑ Allow Business Item Attributes
☑ Allow Receipt Load Cascade
☑ Accrue PO Receipts ☑ Accrue Non/PO Receipts
☑ Separate Inspection ☐ Allow Curr UOM Conv Rate
☐ Tax Exempt ID:
☑ RTV Adjust Source
☑ RTV Adjust Fees ☑ Allow PO Deletion
☐ RTV Reopen PO ☑ Allow Requisition Deletion

Sourcing Controls

| | Tolerance Over | Tolerance Under |
|---|---|---|
| % Unit Price Tolerance: | 5.00 | 5.00 |

Automatically Approve Change Requests
☐ 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** (purchase order item vendor security option)

Select a value to indicate how the system handles edits to item and vendor combinations on purchase order lines:

*Edit Required Must Use Item ID:* A valid item ID with an established item and vendor relationship is required for each purchase order 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 purchase order 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 purchase order vendor established.

*No Edit Required:* An item ID isn't required on the purchase order 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 and vendor relationship is established.

**PO Change Order Template**(purchase order change order template)

Select the template that the system will use 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 purchase order is dispatched.

**Change Order Map Template**

Select the change order map template. The Purchase Order Acknowledgements process uses this template to determine the fields that can be changed by the supplier on the purchase order acknowledgements pages and using the EDX process.

**Note.** These fields have to already exist on the online purchase order acknowledgement pages.

**Req Change Order Option** (requisition change order option)

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

Values are:

*A:* (Approved Requisitions)

*N:* (No Change Orders)

*S:* (Sourced)

*V:*(Valid Budget Checked)

**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 affect only the buying organization after the requisition has been sourced to a purchase order; however, departmental controls may require that you track changes 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 the 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 (sourced - sourced to a purchase order or material stock request).
- None - No Change Orders.

**Origin**

Select the origin code to be used on ERS invoices so that you can process ERS matching by origin in PeopleSoft Payables. PeopleSoft 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 the records when the delivery was actually on time.

**DUNS Number**

Enter a DUNs number.

**Receipt Allocation Type**

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

*FIFO* (first-in-first-out): Purchase order quantities are fulfilled based on the sequence in which they are added to the purchase order schedule. This is the default receipt allocation type.

*Prorate:* Purchase order quantities are fulfilled by calculating the percentage of received quantity to the total purchase order line quantity. The received quantity is then allocated to each distribution line using that percentage. 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 a received quantity of 25.

*Specify:* Allocations are fulfilled by the user manually entering the receipt quantity or amount at the distribution level when receiving purchase order schedules with multiple distributions. This enables the specific allocation of the receipt quantity or amount by open purchase order distribution quantity or amount.

---

**Note.** The receipt allocation type that you select here appears as the default when creating a receipt for this PeopleSoft Purchasing business unit.

---

**PO Price Edit** (purchase order price edit)

Select the purchase price edit: Values are:

- *Error*
- *None*
- *Warning*

**Allow Multicurrency Reqs** (allow multicurrency requisitions)

Select to enable 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 purchase order, 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 enable 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** (allow multicurrency purchase order)

Select to enable purchase orders to be entered in the vendor currency, even if the vendor currency differs from the business unit currency. If you do not select this check box, and requisitions are entered in a currency different from the business unit 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.** Selecting the Allow Business Item Attributes check box is useful if you must maintain item-specific attributes by business unit, as well as by setID. For example, suppose that several of the business units normally purchase the same item, but each business unit has a different lead time for this item. If you enable 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 purchase order line and cascade that quantity over multiple schedules. For example, let's say that you have one purchase order 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.** The Allow Receipt Load Cascade check box is applicable only when using the Receiver Load Application Engine process (PO_RECVLOAD) to build receivers from loaded data. This check box 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 purchase order 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** (accrue non/purchase order receipts)

Select to enable this business unit to accrue receipts for noninventory items without a purchase order.

**Separate Inspection**

Select to require that inspection information be entered apart from receiving information. Inspections can be performed 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)

Select to calculate the purchase order standard quantity using the current conversion rate at receiving or time of purchase order change. If you do not select this field, or if you do not select the option at receiving or purchase order change, the system uses the purchase order conversion rate. When PeopleSoft Inventory is not installed, receiving always uses the current conversion rate and won't update the purchase order distribution. When PeopleSoft Inventory is not installed, purchase order change uses the current conversion rate and updates the purchase order distributions.

**Note.** This check box is available 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:

(Net Receipt Quantity) = (Net Receipt Quantity) - (RTV Qty)

**RTV Adjust Fees** (return to vendor adjust fees) Select to include adjustment fees when items are returned to the vendor. These fees could include restocking fees or other fees that are imposed on the transaction.

**RTV Reopen PO** (return to vendor reopen purchase order) Select this check box to change the purchase order schedule status to *Open* when items are returned to the vendor for replacement. When the items are reshipped, this check box enables you to receive the items against the original schedule.

---

**Note.** If you are using commitment control, you can't reopen closed purchase orders, and you will not be able to select this check box. This functionality is not available when using commitment control.

---

**Allow PO Deletion** (allow purchase order deletion) Select to enable authorized users to delete purchase orders in the selected business unit.

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

## Sourcing Controls

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

## Automatically Approve Change Requests

**Buyer Accepted POA Source** (buyer accepted purchase order acknowledgements source) Select this check box to automatically approve change order requests that are generated by online purchase order acknowledgements that a supplier enters directly into the system. This check box appears selected by default.

---

**Note.** To use this option, the installation must include PeopleSoft eSupplier Connection.

---

**All Other Sources** Select this check box to automatically approve change order requests that are generated by other change order sources such as, PeopleSoft Supply Planning.

### Liquidate Method

**Allow Liquidate by Quantity when Distribute by Quantity** Select to indicate that the purchase order business unit is liquidated by quantity when distributed by quantity. If you do not select this check box, the Comm. Cntrl. Budget Processor process automatically liquidates pre-encumbrance and encumbrance balances by amount only.

**Note.** The installation must include commitment control to use this option.

**Default Liquidate Method** Select a default liquidate method for the purchase order business unit. You can liquidate by quantity or amount.

**Note.** You must select the Allow Liquidate by Quantity when Distribute by Quantity check box to define a quantity default liquidate method.

### See Also

Chapter 26, “Creating Requisition Change Orders,” page 455

Chapter 43, “Inspecting Received Items,” page 853

Chapter 33, “Using Purchase Order Sourcing,” page 629

Chapter 45, “Using Receipt Accrual,” page 891

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Creating Requisition Change Order Templates

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Creating Purchase Order Change Order Templates

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Origin Codes

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Working with VAT”

Chapter 41, “Receiving Shipments,” Maintaining Receipt Distribution Information, page 824

## 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

This section discusses how to:

- Define purchase order approval requirements.
- Define requisition approval requirements.

### See Also

Chapter 34, “Approving Purchase Orders,” page 711

Chapter 25, “Approving Requisitions,” page 449

## 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 purchase order approval requirements for each business unit. |
| 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 for each business unit. |

## Defining Purchase Order Approval Requirements

Access the PO Approval Options page.

**PO Approval Business Process** (purchase order approval business process) Select the 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** (purchase order amount approval rule set) Select the approval rule set that is used to apply purchase order amount approvals.

**PO ChartField Approval RuleSet** (purchase order ChartField approval ruleset) Select the approval rule set that is used to apply purchase order ChartField approvals.

Selecting PO Amount Approval Needed (purchase order amount approval needed) or PO ChartField Approval Needed (purchase order ChartField approval needed) check boxes forces purchase order 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 purchase orders. You can use designated online pages for purchase order approvals if you do not use the worklist routing option in PeopleSoft Workflow.

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

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

When a purchase order is created for a buyer whose default purchase order status is *Pending Approval/Approved,* the purchase order 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 the PO Create Exceptions (purchase order create exceptions) fields to define exceptions for groups of purchase orders created in batch. These exceptions are grouped based on the sourcing process where the purchase order 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 purchase order. It can't force an approval that isn't required. If a purchase order is modified online after a selected exempt process creates it, the purchase order is subject to the general approval rules that you select on the PO Approval Options page.

| | |
|---|---|
| **PO Process** (purchase order process) | Select the sourcing process that you want to be exempt from the approval options. Values are: *Auto Select, Contract PO's* (contract purchase orders), *Online Source, PAR Location Replenishment,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 purchase orders automatically in *Approved* status when the purchase orders 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. Purchase orders that are created from these sources are now exempt from workflow approval requirements and are automatically created with a status of *Approved.*

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

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

### See Also

Chapter 33, "Using Purchase Order Sourcing," page 629

Chapter 8, "Using Workflow," page 109

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

## Defining Requisition Approval Requirements

Access the Req Approval Options page.

| | |
|---|---|
| **Req Approval Business Process** (requisition approval business process) | Select the 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** (requisition amount approval rule) | Select the approval rule set that is used to apply requisition amount approvals. |
| **Req ChartField Approval Rule** (requisition ChartField approval rule) | Select the approval rule set that is used to apply requisition ChartField approvals. |

Selecting the Req Amount Approval Needed or Req ChartField Approval Needed check boxes 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 8, “Using Workflow,” page 109

Chapter 25, “Approving Requisitions,” page 449

## Establishing Purchasing Options

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

This section discusses how to:

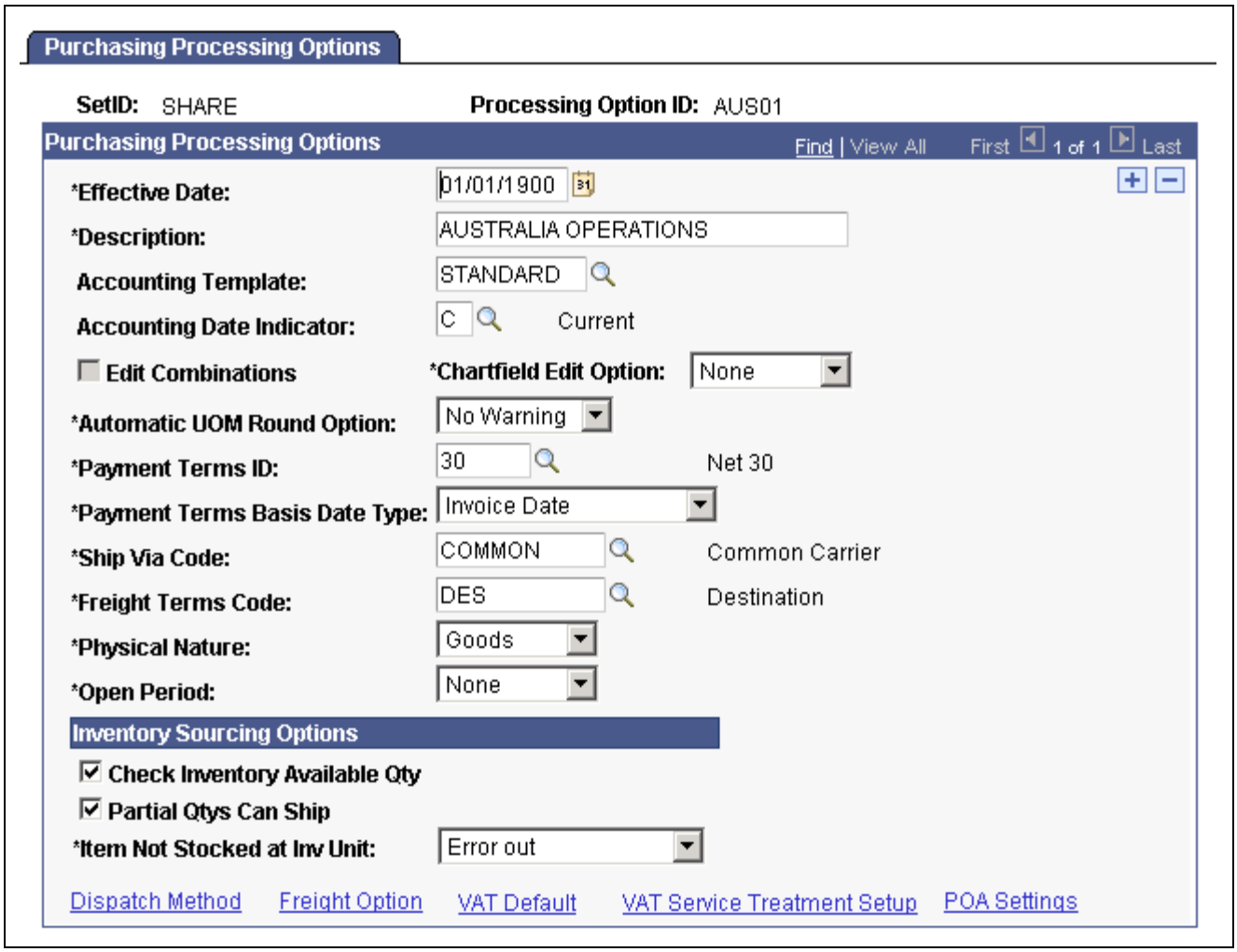
- Define purchasing processing options.
- Define transaction dispatch methods.
- Define freight options.
- Define VAT service treatment setup.
- Define purchase order acknowledgement settings.

## 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 options and transaction processing criteria for each PeopleSoft Purchasing business unit. You can override these options during transaction processing. |
| Dispatch Method | BU_OPT_PM_DISP | Click the Dispatch Method link on the Purchasing Processing Options page. | Define transaction dispatch methods for purchase orders, 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 (value-added tax 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.<br>See Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Setting Up VAT Defaults, page 40. |
| Service VAT Treatment Defaults Setup (service value-added tax 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. |
| POA Settings (purchase order acknowledgements settings) | POA_DEF_BU_SP | Click the POA Settings link on the Purchasing Processing Options page. | Define POA requirements and tolerance settings. |

## Defining Purchasing Processing Options

Access the Purchasing Processing Options page.




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** Select 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 until you correct the error.

*Reject:* Rejects the transaction and does not enable you to save until you correct the error.

*Use Suspen* (use suspense): Posts the transaction to a suspense account. You should coordinate with the PeopleSoft General Ledger implementation team to see if you should select this option. If you do, the PeopleSoft 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 purchase order unless you override it 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 type for the selected payment terms ID. The system calculates the payment due date from this date. Values are: *Accounting Date, Constructive Doc Receipt Date, Invoice Date, Receipt Date, Ship Date,* and *User Specified 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 are:

*Buyer's:* Select if the service was physically performed at the buyer 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's:* Select if the service was physically performed at the supplier 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 value in the Physical Nature field 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 Inventory 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 option 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 enable an order to be partially sourced from one or more PeopleSoft Inventory business units, with any remaining quantity being sourced to a purchase order.

If you do not select this check box and a quantity cannot be fully sourced from one PeopleSoft 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 purchase order.

**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 PeopleSoft Inventory business unit found to stock this item. Values include:

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

*Source to PO* (source to purchase order): The Build Inventory Demand process sources the request to a purchase order when there is no PeopleSoft 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* (no) so that the PO Calculation process can source it to a purchase order.

---

**Note.** This and the Check Inventory 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.

---

**Dispatch Method**

Click this link to access the Dispatch Method page. Use the Dispatch Method page to define the dispatch methods for purchase orders, request for quotes, return to vendors, and contracts.

**Freight Option**

Click this link to access the Freight Option page. Use the Freight Option page to define freight options for the business units.

**VAT Default**(value-added tax default)

Click this link 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 PeopleSoft Purchasing defaults, as applicable.

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

Click this link 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 PeopleSoft Purchasing, as applicable.

**POA Setting**(Purchase Order Acknowledgement Setting)

Click this link to access the POA Setting page. Use this page to define whether or not purchase order acknowledgements will be required from suppliers.

### See Also

Chapter 33, "Using Purchase Order Sourcing," Building Inventory Demand Transactions, page 653

Chapter 12, "Using Commitment Control," Open Period, page 169

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Additional Common Information

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Editing ChartField Combinations"

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Single Payment Terms

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Multipayment Terms

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT"

## Defining Transaction Dispatch Methods

Access the Dispatch Method page.

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**Note.** Vendors can define their own dispatch method settings on the Procurement Options page.

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**Purchase Order, Request For Quote,** and **Return to Vendor**

Select the dispatch method for transactions that this business creates. Values are: *EDX* (electronic data exchange), *Email, Fax, Phone,* or *Print.*

**Contract**

Select the dispatch method for transactions that this business creates. Values are: *Email, Fax, Phone,* or *Print.*

**ProCard Dispatch Option** (procurement card dispatch option)

Select the procurement card dispatch option if you are using the procurement card functionality on purchase orders. The option you select will impact the printed text that appears on the PO/Dispatch Print report. Options are:

- *Charge to Card on File:* Select this option to have "Charge to credit card" print in the header portion of the PO Dispatch/Print SQR report (POPO005).
- *Contact Buyer:* Select this option to have the buyer's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information."
- *Contact Cardholder:* Select this option to have the card holder's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information."
- *Include Masked Card Info* (include masked card information): Select this option to have the masked card number, card type, and expiration date appear in the header portion of the PO Dispatch/Print report.
- *No Reference:* Select this option to have no procurement card information print on the PO Dispatch/Print report.

**Transmit Change Orders**

Select this check box 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 purchase order 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 purchase orders are unaffected by this value.

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### See Also

Chapter 35, "Dispatching and Printing Purchase Orders," page 717

Chapter 30, "Managing Requests for Quotes," Running the RFQ Dispatch/Print Process, page 507

Chapter 44, "Managing Vendor Returns," Running the RTV Dispatch/Print Process, page 886

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Voucher and Order Contracts," Running the Purchase Order Contracts Process

## Defining Freight Options

Access the Freight Option page.

**TRFT Rule Code** (transportation and freight rule code) — Select the transportation and freight rule code for this business unit.

**Freight Charge Method** — Select the freight charge method for this business unit. Although the method applies to the entire purchase order, it is calculated on a line-by-line basis.

### See Also

*PeopleSoft Enterprise Order Management 8.9 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.

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

**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, on which you can use to copy the VAT defaults from another key combination for the same VAT driver.

**Seller Location Country** — Select the supplier's location country.

**Seller Location State** — As applicable, enter the supplier's location state.

**VAT Service Type** (value-added service type)

Set the type of service for the applicable VAT drivers:

*Freight Transport*

*Other*

**VAT Place of Supply** (value-added tax place of supply)

For the applicable VAT drivers, select the usual place of supply (the place where VAT liability occurs):

*Buyer's Countries*

*Supplier's Countries*

*Where Physically Performed.*

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT"

## Defining POA Settings

Access the POA Settings page.

### POA Settings

**POA Required**

Select this check box if a POA is required by a supplier after a purchase order is dispatched. When you select this check box the Alert worklist if no POA received fields become available.

**Alert worklist if no POA Received**

Enter the number of days after purchase order dispatch or before purchase order delivery to send a notification to the buyers worklist if no POA is received by the supplier for a purchase order in those time frames.

---

**Note.** Enter *999* in these fields if you do not want to generate a worklist entry for the buyer.

---

**POA required with change order**

Select this check box if a POA is required when a change order is created.

### POA Tolerance Settings

**Auto-Approve POA if changes against PO do not exceed**

Enter the tolerance settings for the system to be able to automatically approve a POA for the buyer.

**days before Schedule Due Date** and **days After Schedule Due Date**

Enter the number of days early or late to enable auto approving a POA for the purchase order schedule. If the supplier changes a date that falls outside the schedule days early or late tolerances then the buyer will be required to review the change.

**percent under Schedule Quantity** and **percent over Schedule Quantity**

Enter the percentage under or over the purchase order schedule quantity to enable auto approving a POA for a purchase order. If the supplier changes the quantity for any schedule above or below this percentage then the buyer will be required to review the change.

**percent below PO Unit Price and percent above PO Unit Price** Enter the percentage below or above the purchase order unit price to enable auto approving a POA for a purchase order.

---

**Note.** Enter *999* in these tolerance setting fields if you do not want the system to be able to automatically approve a POA within the tolerance settings.

---

### POA Settings Hierarchy

You can define POA settings at the purchasing business unit level and at the vendor and location level. You define the purchasing business unit POA settings using the POA Settings page in the Processing Options component. You define the vendor and location POA settings using the Procurement Options page in the Vendor component. You can override the purchasing business unit POA settings by defining vendor and location POA settings.

During the processing of a POA the system will first retrieve the POA settings at the vendor and location level that are associated with the purchase order. If the POA settings are not defined at that level, then the system will retrieve the POA settings at the purchasing business unit level.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information,” Specifying High-Level Procurement Processing Options.

## Preparing PeopleSoft Purchasing VAT Environments

To prepare the PeopleSoft Purchasing VAT environment:

1. Link the PeopleSoft Purchasing business unit to a VAT entity using the PeopleSoft General Ledger business unit.

   This enables the PeopleSoft 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 PeopleSoft 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 (PeopleSoft General Ledger) check box.
3. Select the PeopleSoft General Ledger business unit in the GL Unit (general ledger unit) field.

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

   After linking PeopleSoft Purchasing business units to PeopleSoft 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 purchase order options VAT driver.

   See Chapter 23, "Creating Requisitions Online," page 377.

4. Click the VAT Service Treatment Setup link to access the Service VAT Treatment Default setup page for the purchase order 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 (calculate value-added tax on requisitions) 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 PeopleSoft 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 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 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 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 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 the VAT Defaults link to access the VAT Defaults Setup page.
3. Click 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 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 PeopleSoft Purchasing hierarchy by navigating directly to the VAT Defaults and Service VAT Treatment Defaults components.

## See Also

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Defining VAT Service Treatment Setup, page 57

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Establishing Buyers and Defaults

# CHAPTER 6

# 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.
- Update item vendor unit of measure conversion rates.
- 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 the purchasing item information pages provides item-related processing information and default values that minimize errors and maximize productivity when creating purchasing transactions.

This section discusses how to:

- Set up item catalogs.
- Work with market codes.

### 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 as the first node in the catalog tree.

2. Create a catalog tree.
3. Assign catalogs to the requesters.
4. Associate an inventory item with a category.

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

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

   In the access requirements for the page, enter the setID and the category code that you want to use as the first node for the new catalog tree.
2. 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 zero (0.00000). For our current task, this is acceptable. Click the OK button to acknowledge the warning.
4. When the system asks if you want to update item catalogs with the category changes, click the No button because you have not yet created the target catalog tree.

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

To create a catalog tree:

1. Access the Tree Manager component.
2. Choose to create a new tree definition and enter a tree name.
3. On the Tree Definition and Properties page, enter the basic information: tree name, structure ID, effective date, description, category, use of levels, audit options, and performance options.

   Click the OK button to accept the settings and close the Tree Definition and Properties page. When you do, the Enter Root Node for Tree page appears.
4. On the Enter Root Node for Tree page, create a tree level for the new tree.

   If there is no existing level listed, click 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, for example, *LEVEL 1*.

   If the level does not already exist in the system, you will be transferred to the Tree Level Setup page.
6. On the Tree Level Setup page, enter further information about the level.

   This includes information such as effective date, status, description, and short description.

   Click the Apply button to save the settings. Click the OK button to return to the Enter Root Node for Tree page.
7. On 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 the first node.

   Click the OK button to accept and create the first node. When you do, the Tree Manager page appears.
8. On the Tree Manager page, click the Insert Detail button to create the detail node.

   The Detail Value Range page appears.

9. On the Detail Value Range page, select the Dynamic Flag check box and click the Add button.

   The system returns you to the Tree Manager page.
10. Save the new tree definition.

    You have now successfully created an item catalog tree.
11. Click the *Yes* button when prompted to update item catalogs with the category changes.
12. Assign the new category to the new catalog.
13. Launch Tree Manager to verify that the nodes have been created correctly for the catalog.

To assign catalogs to the requesters:

1. Access the Requester Setup page, and enter the requester name in the access requirements.
2. Select the Use Only Assigned Catalogs check box.
3. In the Catalog Information scroll area, assign catalogs to the selected requester.
4. Select the Default check box for the catalog that the requester will use as their default catalog.

### See Also

Chapter 6, "Defining Purchasing Item Information," Defining Purchasing Item Categories, page 68

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Tree Manager*

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Loading Items"

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Requesters and Defaults

## Working with Market Codes

If you are an existing PeopleSoft Purchasing customer, the conventional category codes are considered to be user defined and the market codes for these codes will be set to *User Def* (user defined) (01) in the Item Categories component after running the upgrade script. You can 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 UNSPSC and their corresponding MarketSite items through a batch process.

Use the UNSPSC 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 the business relationship to the supplier, such as rental/lease, wholesale, retail, or original equipment manufacturer. Each UNSPSC is unique and enables unambiguous translation of the commodity's description into any language.

This 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 Item Categories 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. You cannot modify the market code once you add the category code.

If the market code for the new category is set to *UN/SPSC,* the system looks at the code and determines if its ancestor codes must 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 Item Categories component, the system asks if you want the item catalogs updated. If the answer is no, the catalog tree is not updated. If the answer is yes, the Update Catalog Tree page appears. 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 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 6, "Defining Purchasing Item Information," Defining Purchasing Item Categories, page 68

Chapter 6, "Defining Purchasing Item Information," Updating Catalog Trees, page 72

Chapter 23, "Creating Requisitions Online," Ordering Items by Catalog, page 394

## Common Elements Used in This Chapter

| | |
|---|---|
| **Days Late, Early Ship Rjct Days** (days late, early shipment rejection days) | Enter 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 price tolerance/percentage extended price tolerance) | Enter 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) | Displays the inspection IDs, which 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:<br>*Standard:* Select to perform inspections in the standard UOM set up on the Item Definition - General: Common page.<br>*Vendor:* Select to perform inspections in the UOM used on the purchase order to the vendor. |
| **Lead Time Factor %, Ship to Priority Factor %, Price Factor %, Vendor Priority Factor %** (lead time factor percent, ship to priority factor percent, price factor percent, vendor priority factor percent) | If you select the *Flexible* 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 percent 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 that you want to take if you receive less than the quantity specified on the purchase order schedule. Select from:<br>*Open:* Select to receive the partial quantity, leave the receipt line status as *Open,* and enable the receipt to be saved. |

*Open/Error:* Reject the partial quantity, leave the receipt line status as *Open,* and generate an error message.

*Open/Warn* (open, but with a warning): Receive the partial quantity, leave the receipt line in *Open* status, and generate a warning message.

*Recvd* (received): Receive the partial quantity and change the receipt line status to *Recvd.*

*Recvd/Warn* (received with a warning): Receive the partial quantity and change the receipt line status to *Recvd,* but also generate a warning about the partial quantity.

**Receiving Required**

Select the receiving requirement for the item. Values are:

- *Do Not:* If selected, accounts payable matching and receipt accrual are not applicable.
- *Optional:* If selected, accounts payable will not match receipt lines and the system will not accrue the receipt.
- *Required:* If selected, accounts payable will match receipt lines and the system will accrue the receipt.

**Reject Qty Over Tolerance** (reject quantity over the tolerance limit)

Select this check box to reject a quantity that surpasses the tolerance limits that you set.

**Sourcing Method**

Select from *Basic, Cumulative Split, Flexible,*and *Sched Split* (split schedule). This value appears by default from the category assigned to the item.

**Tolerance Over, Tolerance Under**

Select the amount or percentage over or under the tolerance selected that still enables a voucher match.

**Unit Price Tolerance/% Unit Price Tolerance** (unit price tolerance/percent unit price tolerance)

Displays the matching tolerance amount and percentage for the price of an individual item.

# Defining Purchasing Item Categories

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

This section provides an overview of item categories and discusses how to:

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

## Understanding Item Categories

If your installation includes PeopleSoft Purchasing, you must create categories for the 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 is automatically added to each catalog that contains that category.

For each category that 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 the outdoor equipment purchases. During item definition, every item that 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 | Change item categories or add a new item category on the Item Categories - Category Definition page and save.<br>Click the Yes button when asked if you want to update catalogs with the category changes. | Select the catalog tree to update with new category code information. |
| BU Specific Attributes (business unit specific attributes) | ITM_CAT_BU_SEC | Click the BU Attributes (business unit attributes) link on the Item Categories - Category Definition page. | Assign a buyer to this category for each business unit. You may want to do this if you order by description and want a default buyer for this category by business unit.<br>This setup is optional. The system uses the values set for the buyer at the item category level for all business units that are not specified here. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| View Catalog Hierarchy | CAT_PARENTAGE_SEC | Click the Hierarchy link on Item Categories - Category Definition page. | View information about where a category resides in the entire catalog tree hierarchy. |
| VAT Defaults Setup | VAT_DEFAULTS_DTL | Click the VAT Default link on Item Categories - Category Definition page. | Define VAT defaults.<br>See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Setting Up and Maintaining VAT Defaults. |
| Service VAT Treatment Defaults Setup | VAT_DEFAULTS_DTL | Click the VAT Service Treatment Setup link on Item Categories - Category Definition page. | Define service VAT treatment defaults.<br>See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Setting Up and Maintaining Service VAT Treatment Defaults. |
| Item Categories - Category Definition 2 | CATEGORY_TBL2 | Items, Define Controls, Item Categories, Category Definition 2 | Define the matching and receiving controls, sourcing controls, and miscellaneous controls and options for the category.<br>Also use to set price tolerance defaults for items to trigger workflow exception notifications.<br>PeopleSoft Purchasing and PeopleSoft Payables use matching controls to match receipts, purchase orders, and vouchers.<br>Receiving controls specify how receiving users process items assigned to this category.<br>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**

Select the coding scheme that a category code is using. Values are: *UN/SPSC* (Universal Standard Products and Services Classification) (02) and *User Def.* (user defined) (01).

**Status**

Select a category status. Changing a category status from *Active* to *Inactive* means that you can no longer assign items to the category. This status change does not affect the existing and future PeopleSoft 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 the PeopleSoft 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 PeopleSoft 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**

Enter an ultimate use code to default on to purchasing transactions whenever this category is referenced on an ad hoc (order by description) line.

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.

**Physical Nature**

Indicate if the object is a physical good or service. Values are: *Goods* and *Services*.

**Where Performed**

Select the location where the service is most often performed:

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

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

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

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

---

**Note.** This option is available only when the physical nature is service.

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### See Also

Chapter 6, “Defining Purchasing Item Information,” Working with Market Codes, page 65

Chapter 23, “Creating Requisitions Online,” Ordering Items by Catalog, page 394

Chapter 23, “Creating Requisitions Online,” Creating Requisition Schedules, page 408

Chapter 23, “Creating Requisitions Online,” Searching for Item Categories, page 407

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Understanding PeopleSoft ChartFields

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Processing Multiple Currencies”

## 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 can select multiple catalog trees for updating.

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

---

**Note.** The category being modified is not available as a parent category when updating the catalog tree.

---

## Defining Item Category Control Options

Access the Item Categories - Category Definition 2 page.

### Sourcing Controls

**Accumulate Level**

If you select *Cumulative Split* 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. Changing the value in this field triggers 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. Changing the value in this field triggers recalculation of historical quantities and amounts.

**Start Date** Displays the start day, which is calculated based on the values that 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** Displays 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 is refreshed by the first run of the Cumulative Sourcing Update process (PO_POHISTUD) as soon as the current date is greater than or equal to the end date.

**Total Category Amount** Displays the total merchandise amount for all vendors for this category for the historical period, in the category currency.

### Misc. Controls and Options

**Close PO Under Percent Tol** (close purchase order under percent tolerance) Enter an acceptable percentage of the total quantity that can be outstanding while still enabling 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** (request for quote required) Select this check box if the item must go through the RFQ cycle before it can be included on a requisition or purchase order.

### See Also

Chapter 38, “Reconciling Purchase Orders,” Running the PO RECON Application Engine Process (PO_PORECON), page 772

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

Chapter 33, “Using Purchase Order Sourcing,” Updating Vendor History Dates and Amounts for Cumulative Sourcing, page 686

## 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 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 *Sched Split* or *Cumulative Split* in the Sourcing Method field on the Item Categories - Category Definition 2 page, enter the allocation percentage for the selected vendor.

**Merchandise Amt** (merchandise amount) Displays the total merchandise amount for this vendor for this category for the historical period, along with the category currency.

### See Also

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Categories, page 68

# Defining Purchasing Item Attributes

To define purchasing item attributes, use the Purchasing Attributes component (PURCH_ITEM_ATTR). Use the PURCH_ITEM_ATTR_CI component interface to load data into the tables for this component.

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

This section provides an overview of order multiple rounding rules and discusses how to:

- Define purchasing item attributes.
- Enter purchasing item specifications.
- Define purchasing controls.
- Define purchasing business unit attributes.
- Define purchasing item vendor relationship attributes and priorities.
- Define purchasing item vendor UOM and pricing information.
- Enter item vendor UOM conversion rate changes.
- Update purchase orders with item vendor UOM conversion rate changes.

## Understanding Order Multiple Rounding Rules

In several industries like consumer goods and wholesale and distribution, for various economic and packaging reasons, suppliers will only ship certain items in multiples of a specific quantity. They can define the smallest quantity they are willing to ship for the item. Then when you create purchase orders to these suppliers you want a system that can utilize this information and calculates the rounding of the suggested order quantities to reflect the supplier’s specification to these suppliers.

PeopleSoft Purchasing gives you the ability to specify whether you want to have the system check for order multiples when you are ordering an item from a particular vendor and location on a purchase order. In addition, you can also specify the rounding rule you want to the system to use when its is calculating the correct order quantity multiple for this item on the purchase order. The two available rounding rules that you can choose are natural round and round up. Following are examples of the different types of rounding rules and there outcomes:

### Rounding Rule Examples

See the following table for quantity calculation examples using the different rounding rules:

| Item | Vendor | Location | Unit of Measure /Order Multiple | Round Rule | Order Quantity | Suggested Order Quantity |
|---|---|---|---|---|---|---|
| 10005 | SCM0000001 | Main | EA / 5<br>IP / 10<br>CS / 2<br>PT / 1 | Natural Round | 14 EA | *15 EA* |
| 10005 | SCM0000001 | Main | EA / 5<br>IP / 10<br>CS / 2<br>PT / 1 | Natural Round | 12 EA | *10 EA* |
| 10005 | SCM0000001 | Main | EA / 5<br>IP / 10<br>CS / 2<br>PT / 1 | Round Up | 14 EA | *15 EA* |
| 10005 | SCM0000001 | Main | EA / 5<br>IP / 10<br>CS / 2<br>PT / 1 | Round Up | 12 EA | *15 EA* |

## 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 or the Vendor's UOM & Pricing Info page. | Enter packing volume and weight information for the item.<br>When accessed from the Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) page, the Packing Details page also enables you to define item package dimensions, which can be useful if item package dimensions vary by vendor. |
| VAT Defaults Setup (value-added tax defaults setup) | VAT_DEFAULTS_DTL | Click the VAT Default link on the Purchasing Attributes page and the Purchasing Business Unit Attributes page. | Enter VAT defaults for this item into the VAT hierarchy tables with a VAT driver of item. |
| Service VAT Treatment Defaults Setup | VAT_DEFAULTS_DTL | Click the VAT Service Treatment Setup link on the Purchasing Attributes page and the Purchasing Business Unit Attributes page. | 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.<br>Define sourcing controls and miscellaneous controls and options for the item.<br>Set price tolerance defaults for purchased items. These tolerances default from the item's category; you can override them during online item setup.<br>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 (business unit attributes) link on the Purchasing Attributes - Purchasing Controls page. | Define item attributes by business unit.<br><br>If you do not specify tolerance values for the business unit, the system uses tolerance values defined for the item's purchasing attributes.<br><br>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.<br><br>If you access this page and enter a business unit, but do not enter any values and click OK to exit the page, the system will record default tolerance values from the purchasing attributes to create business-unit specific values. Click Cancel instead to avoid this situation.<br><br>The fields on this page match those on the Purchasing Attributes page and on the Purchasing Definition - Business Unit Options page.<br><br>This page is not available unless at least one of the PeopleSoft 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 link on the Purchasing Attributes - Item Vendor page. | Search for vendors. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) | ITM_VENDOR_UOM | Click the Item Vendor UOM (item vendor unit of measure) 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 UOM. |
| Effective Dated UOM | ITM_VNDR_UOMCHG | Click the Effective Dated UOM link on the Vendor's UOM & Pricing Info page. | Enter effective-dated conversion rate changes along with the packing detail information. |
| Update Purchase Order | PO_EDUOM_UPDPO_SEC | Click the Update PO link on the Vendor's UOM & Pricing Info page or the Effective Dated UOM page. | Update existing purchase order schedules with the new effective-dated UOM conversion rate changes. |
| Maintain Purchase Order - Purchase Order | PO_LINE | Click the PO ID link on the Update Purchase Order page. | Maintain the purchase order and all of its details. |
| Vendor's Manufacturer Info (vendor's manufacturer information) | ITM_VENDOR_MFG | Click the Vendor Item MFG (vendor item manufacturer) 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** (purchase order available date, unavailable) Indicate the dates within which the item can be added to a purchasing transaction. You can add an item between these two dates only.

**Standard Price** Enter the standard price for the item purchased in its standard UOM. 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 UOM is defined on the Item Definition - General: Common page.

**Standard Unit of Measure** Displays the standard UOM used for pricing. The pricing UOM may be different from the stocking UOM.

**Last PO Price** (last purchase order price) Displays the last price that was used on a purchase order for this item. When an item is initially set up, 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 enable items to be returned to a vendor other than the original vendor of the order.

**Currency** Select the currency of the standard price.

**Lead Time Days** Displays the value appears by default from the Item Categories - Category Definition page. You can override the default value for individual items.

**Item Descr** (item description) Enter a long description of the item up to 30 characters long. Enter a short description of the item up to 10 characters long. 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 is used in all purchasing transactions and becomes available by selecting the description button or menu item on the PeopleSoft Purchasing pages.

**Asset Profile ID** Displays the default from the Item Categories - Category Definition page. An asset profile ID on a purchase order, in conjunction with a PeopleSoft Asset Management business unit, indicates that PeopleSoft Asset Management is to be notified of the purchase of this item when it is received.

**Ultimate Use Code** Select 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.

**Physical Nature** Indicates whether an object is a physical good or service.

**Where Performed** Select to indicate the location where the service is most often performed:

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

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

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

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

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**Note.** This field is only available when you select a physical nature of *Service.*

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**Primary Buyer** Displays the default 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.

## Associated Picture

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

**File Extension** Enter the file extension, such as .bmp or .jpg.

Click the Image Doc Launcher button to launch an attached file. This button is only available if you entered a file name and extension in the fields in the Associated Picture group box.

### See Also

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor UOM and Pricing Information, page 86

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Categories, page 68

Chapter 6, “Defining Purchasing Item Information,” Defining Item Categories, page 70

## 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 you specify this by selecting the Copy to Transactions check box. If this check box 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 Send to Vendor here, the Send to Vendor option on the Line Comments page for the transaction is automatically selected.

**Comments** Enter the specifications for the item using up to 2,000 characters.

**Copy to Transactions** Select this check box to automatically copy the item specifications comments into the line comments when this item is referenced on a requisition or purchase order transaction.

**Send to Vendor** Select this check box to make this specification information available to be sent to the vendor as part of the purchase order.

## 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.

The fields on this page match those on the Purchasing Business Unit Attributes page and the Purchasing Definition - Business Unit Options page.

Specify default price tolerances for the PeopleSoft Payables Matching process (AP_MATCH) that matches purchase orders, receipts, and vouchers to verify vendor charges. When you use matching with PeopleSoft Purchasing and PeopleSoft Payables to verify vendor charges, the system uses four price tolerances to determine whether the purchase order price and voucher price are within the tolerances and thus whether the purchase order and purchase order voucher match. These fields appear by 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 fields that you don't want to use to *9999999* and the percentage fields 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 appear by 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.

The fields on this page match those on the Purchasing Business Unit Attributes page and the Purchasing Definition - Business Unit Options page.

**Include Past Due Kanban POs** (include past due Kanban purchase orders)

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

Select this check box to include past-due Kanban purchase order quantities when the Receiver Load process searches for purchase orders to match up with Kanban IDs for receipt creation.

If you select this check box, the Receiver Load process can receive a schedule whose due date has passed, but which still contains a quantity to be received.

If you do not select this check box, the Receiver Load process searches 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 the receipts and purchase orders have the opportunity to match up. Because vendor replenishment occurs frequently, 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**

Enter the percentage of received units to inspect. This value is calculated using the Inspection UOM (inspection unit of measure) value.

## Sourcing Controls

**Use Category Sourcing Controls**

Select this check box to use the sourcing controls set on the Item Categories - Category Definition 2 page.

If you have set up vendors at the category level and select this check box for items using this category, then the vendors that you entered at the category must also be entered in the purchasing attributes.

## Misc. Controls and Options

**Auto Select**

Select this check box 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 these conditions is not met, the AutoSelect Requisitions process will not include the item.

**Accept Any Vendor** Select this check box if you can order an item without setting up vendors for the item. If you do not select this check box, 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 this check box if you can order an item without setting up a ship to address for it.

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

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**Available in All Regions** Select this check box if you want to bypass regional security.

**Contract Required** Select this check box if you need a contract to order the item on a requisition or purchase order. If 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 this check box 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 check box, you can order the item directly.

**Stockless Item** Select this check box 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 while still enabling 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 will treat the purchase order as fully received.

**Ship Via** Select a ship via method if you always want this item to be shipped using the method selected here.

### See Also

Chapter 6, “Defining Purchasing Item Information,” Defining Priority Vendors By Item Ship To Location, page 103

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83

Chapter 30, “Managing Requests for Quotes,” page 493

Chapter 38, “Reconciling Purchase Orders,” Understanding Purchase Order Reconciliation, page 763

Chapter 33, “Using Purchase Order Sourcing,” page 629

## Defining Purchasing Business Unit Attributes

Access the Purchasing Business Unit Attributes page.

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

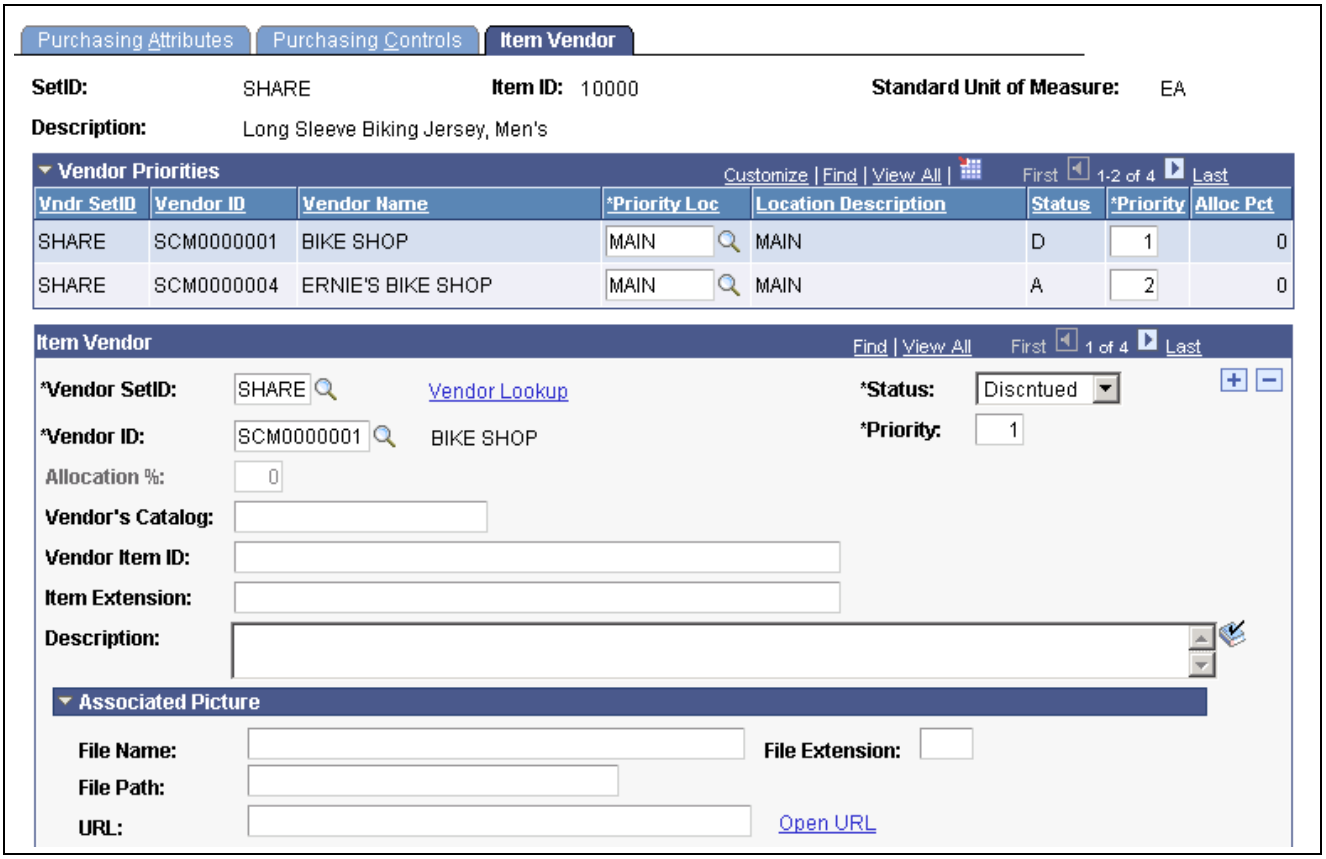
When you access this page to specify business-unit specific attributes, tolerance values appear by default from the item's purchasing attributes. To define zero tolerances on this page, you must manually clear the tolerance fields.

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

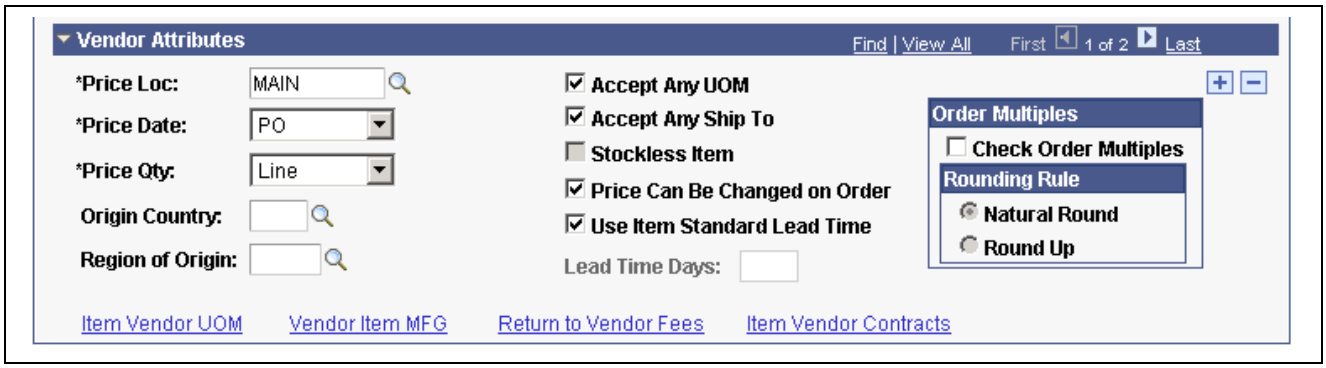
The fields on this page match those on the Purchasing Attributes - Purchasing Controls page and the Purchasing Definition - Business Unit Options page.

## Defining Purchasing Item Vendor Relationship Attributes and Priorities

Access the Purchasing Attributes - Item Vendor page.



Purchasing Attributes - Item Vendor page (1 of 2)




Purchasing Attributes - Item Vendor page (2 of 2)

## Vendor Priorities

**Priority Loc** (priority location)

Select the ordering location for the item and vendor. The vendor default location appears by default.

Several processes in PeopleSoft Purchasing use this field:

- Purchase order sourcing will use the item vendor priority for orders if no item and shipto priority vendor has been defined.
- Sourcing Load process used by PeopleSoft Supply Planning will use the item vendor priority if no item and shipto priority vendor has been defined.
- Requisition Loader process will use the first item vendor priority location if no location is specified.

## Vendor Attributes

**Price Loc** (price location)

Select a vendor 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 that you identify as the pricing location.

**Price Date**

Select the date used for effective-dated price adjustments:

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

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

**Price Qty** (price quantity)

Select a price quantity. Based on the 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 PeopleSoft 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 PeopleSoft Inventory business unit, enter a specific state code. The state code should belong to the country of the PeopleSoft Inventory business unit.

If you leave the field blank, the Intrastat Transaction Loader uses the state code of the shipping PeopleSoft 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 PeopleSoft Inventory business unit.

**Accept Any UOM** (accept any unit of measure)

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

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**Note.** This check box does not affect requisition processing. The system does not use this check box when displaying the available UOM's for an item on a requisition.

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**Accept Any Ship To**

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

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**Note.** This check box 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 check box on either page, you must establish an item-vendor ship to relationship on the Item Ship To Locations page.

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**Stockless Item**

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

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**Note.** If the Stockless Item check box was not selected for the item on the Purchasing Attributes - Purchasing Controls page, it won't be available at the item-vendor level on this page.

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**Lead Time Days**

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

**Check Order Multiples**

Select this check box if you want to utilize order multiples for this item vendor and location. The system will check for order multiples for all the associated UOMs for this item vendor and location.

**Rounding Rule**

When utilizing order multiples specify the rounding rule you want the system to use so that calculations involving the item quantity ordered result in whole numbers. Options are:

- Natural Round: Decimal values greater than or equal to 0.5 are rounded up to the nearest whole number, and decimal values less than 0.5 are rounded down to the nearest whole number. For example, 1.223 rounds down to 1.0000, while 1.678 rounds up to 2.0000.
- Round Up: All decimal values are rounded up to the nearest whole number. So, both 1.223 and 1.678 round up to 2.0000.

See Chapter 6, "Defining Purchasing Item Information," Understanding Order Multiple Rounding Rules, page 74.

### See Also

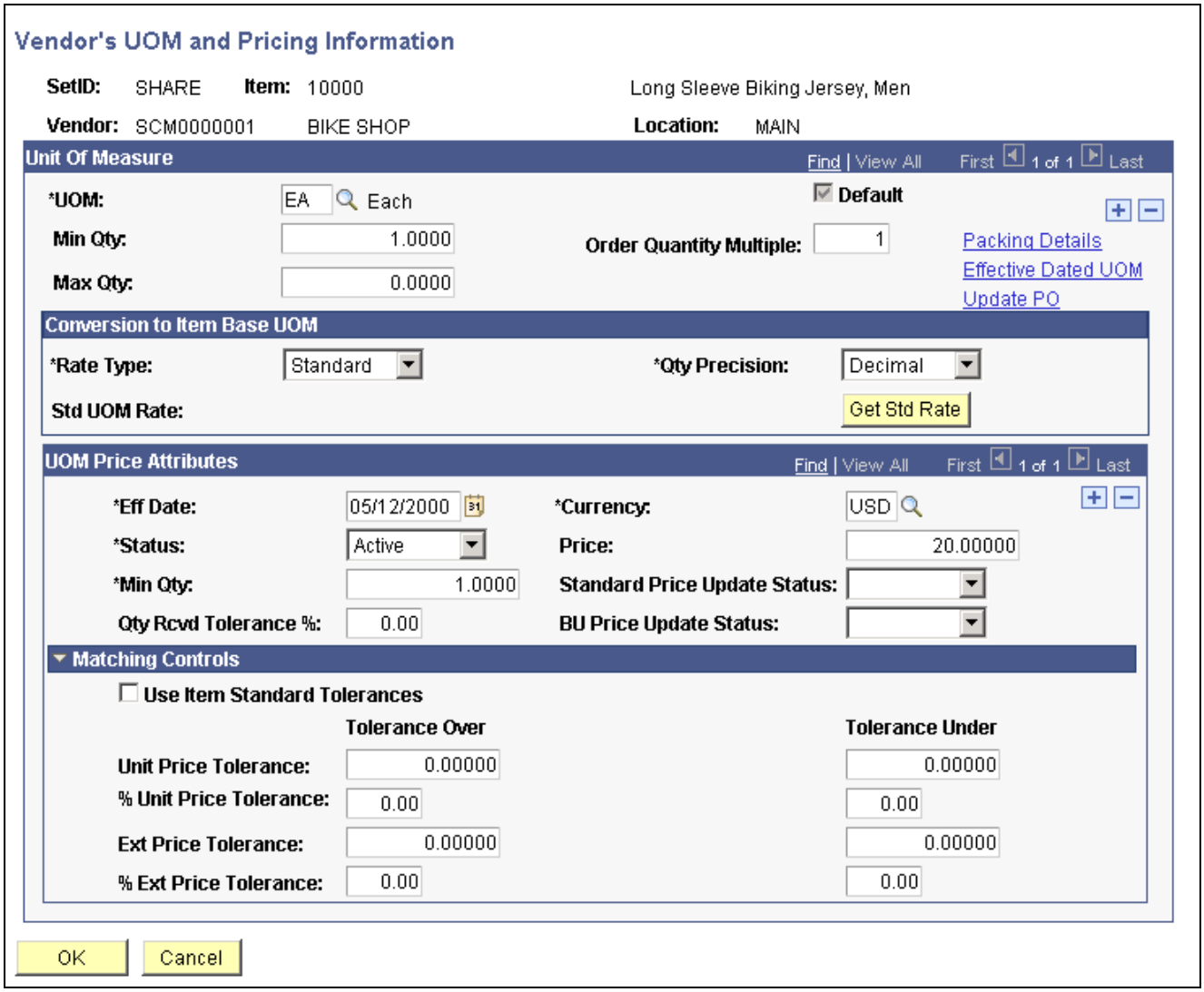
Chapter 6, "Defining Purchasing Item Information," Defining Priority Vendors By Item Ship To Location, page 103

Chapter 6, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83

Chapter 33, "Using Purchase Order Sourcing," Running the PO Calculations Process, page 658

## Defining Purchasing Item Vendor UOM and Pricing Information

Access the Vendor's UOM & Pricing Info page.




Vendor's UOM and Pricing Information page

### Unit Of Measure

**Default** Select a UOM in which the item can be purchased from the vendor. Select the Default check box to have the PO Calculations process use this UOM on the purchase order when this vendor is chosen to source this item to. When

multiple UOMs are established for the item-vendor combination, users can select which UOM to use as the default. Select at least one.

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

Enter the quantity limits for orders in the selected UOM.

If you enter a requisition that does not fall within these quantities, you'll 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 will receive an error.

If you enter a purchase order that does not fall within these quantities, you'll receive an error and the system will use the standard UOM and item standard price.

**Order Quantity Multiple**

Enter the order quantity multiple for each item vendor and UOM. This field is utilized if you are using the order multiples functionality.

A quantity of one appears by default.

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**Note.** The order multiple for the UOM will be applicable if the Qty Precision field value is *Whole Nbr* (whole number) only.

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**Packing Details**

Click this link to access the Packing Details page. Use this page to enter packing volume and weight information for the item along with item package dimensions by vendor.

**Effective Dated UOM**

Click this link to access the Effective Dated UOM page. Use this page to enter effective-dated conversion rate changes along with packing detail information.

**Update PO**

Click the link to access the Update Purchase Order page. Use this page to update existing purchase orders with the new effective-dated UOM conversion rate changes.

## Conversion to Item Base UOM

If the vendor ordering UOM for the item is different from the item's standard UOM, specify how to convert the vendor UOM.

**Rate Type**

Select from these values:

*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 that you enter in this field represents the conversion rate between the vendor UOM to one unit in the standard UOM.

*Standard:* Select to use the standard conversion rate.

For example, suppose that the 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 specify a new conversion rate of *24* to 1.

**Std UOM Rate** (standard unit of measure rate)

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

**Qty Precision** (quantity precision)

Select the quantity precision to be used in UOM conversions:

*Decimal:* Round to four decimal places.

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

**Get Std Rate** (get standard rate) Click this button to display the standard UOM rate.

### UOM Price Attributes

**Qty Rcvd Tolerance %** (quantity received tolerance percentage) Enter the quantity received tolerance percentage to be used in the receiving transactions for this item-vendor UOM combination. This field appears by default from the Purchasing Attributes - Purchasing Controls page.

**Standard Price Update Status**and **BU Price Update Status** (business unit price update status) Select from these options for updating standard prices, business unit standard prices, or both:

*No Update:* Do not update prices.

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

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**Note.** If there are duplicate rows, the system uses these 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 UOM.

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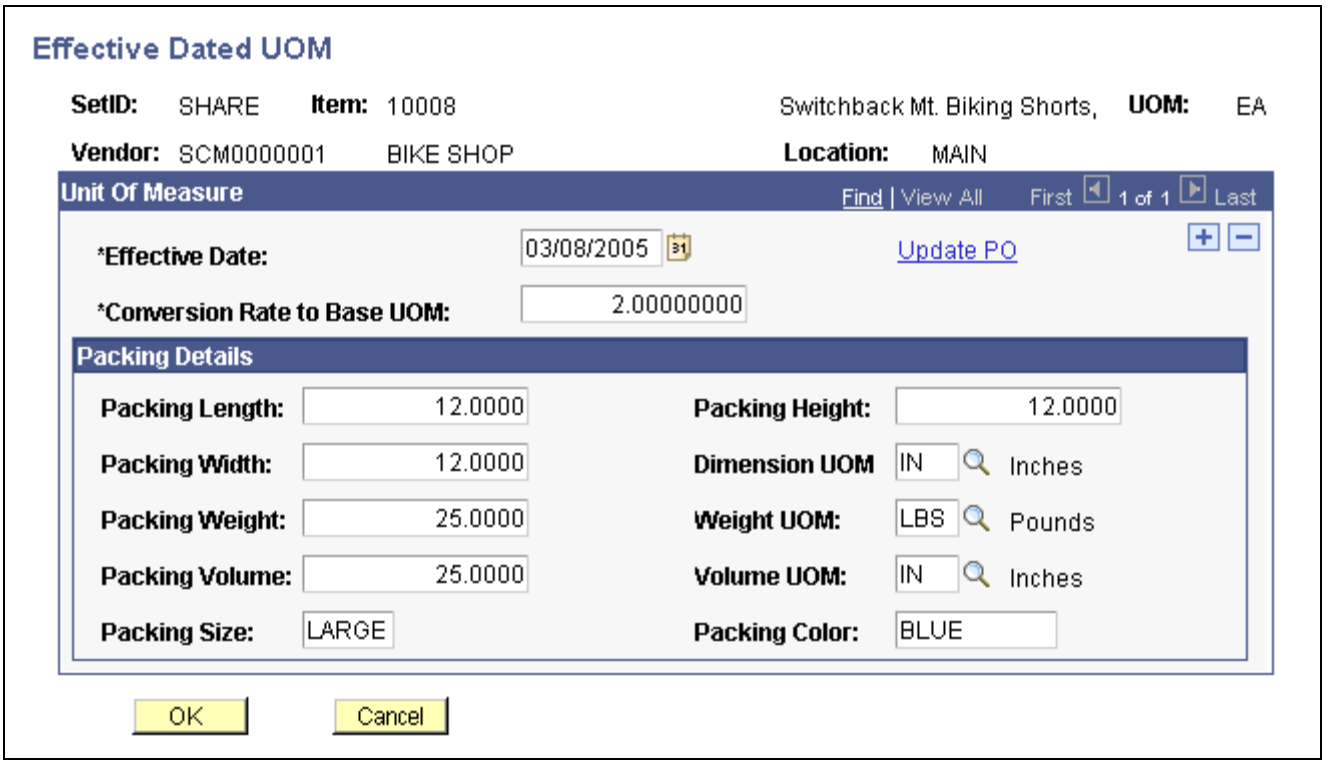
*Updated:* Price has been applied.

### Matching Controls

**Use Item Standard Tolerances** Select this check box 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.

## Entering Item Vendor UOM Conversion Rate Changes

Access the Effective Dated UOM page.




Effective Dated UOM page

### Unit Of Measure

**Effective Date** Select the date when the new conversion rate become effective. The current date appears by default.

**Conversion Rate to Base UOM** Enter the new conversion rate based on the base UOM.

**Update PO** (update purchase order) Click this link to access the Update Purchase Order page. Use this page to update the existing purchase orders with the conversion rate change.

### Packing Details

Use all the fields in this section to specify the packing details for this effective date.

### Other Information

**OK** When you click this button a message appears asking if you want to update the item vendor UOM with these changes. You can update the information or you can choose not to update the information.

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**Note.** When updating from this page, the Item Vendor UOM will be updated with the most current effective-dated UOM regardless of which effective date row is shown on this page.

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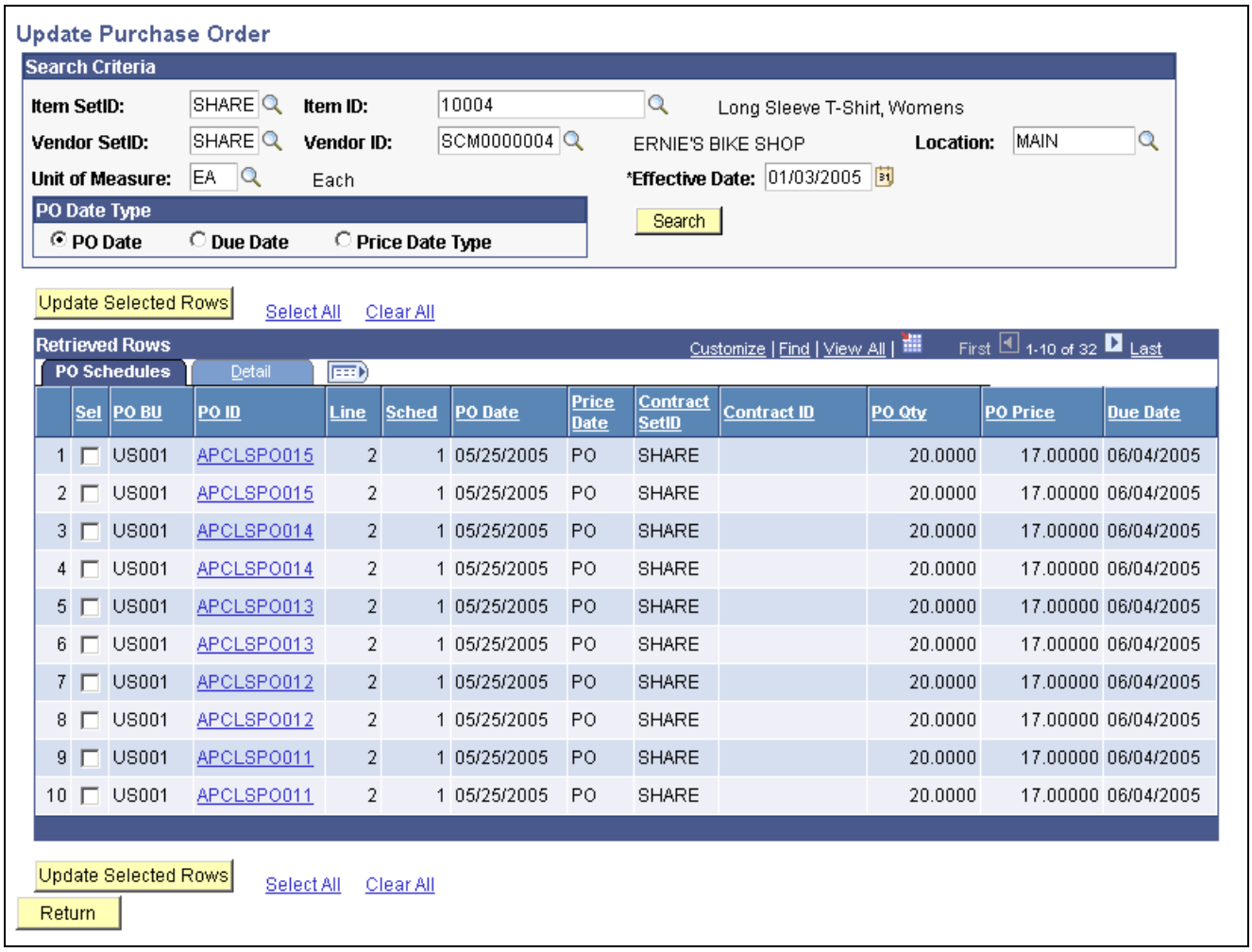
## Updating Purchase Orders With Item Vendor UOM Conversion Rate Changes

Access the Update Purchase Order page.



Update Purchase Order page

## Search Criteria

You can access this page in a few different ways. If you access this page from the Vendor's UOM & Pricing Information page, most of the fields in the search criteria section of this page appear by default from that page. If you access this page from the Effective Dated UOM page, most of the fields in the search criteria section of this page appear by default from that page.

**Effective Date**

The current date appears by default when this page is accessed from the Vendor's UOM & Pricing Information page.

The effective date from the Effective Dated UOM page appears by default when this page is accessed from the Effective Dated UOM page.

Select an effective date.

**PO Date Type**

Select the date type the system will use to retrieve the purchase orders for update. The system compares the effective date to the purchase order date type. Options are:

- PO Date (purchase order date): All purchase order schedules within the purchase order lines that meet the search criteria and where the PO Date is greater than or equal to the effective date will display in the Retrieved Rows group box.

- Due Date: All purchase order schedules within the purchase order lines that meet the search criteria and where the due date on the schedule is greater than or equal to the effective date will display in the Retrieved Rows group box.
- Price Date Type: The system will first determine the Price Date Type (PO Date or Due Date) from the purchase order line. Then the system will retrieve the information based on the two scenarios above.

**Note.** Since Price Date Type is defined at the purchase order line level, each line will be retrieved based on its Price Date Type (PO Date or Due Date).

**Search** When you click this button the system displays in the Retrieved Rows group box all the purchase order schedules that match the search criteria entered.

### Retrieved Rows - PO Schedules

**Sel** Click this check box next to each purchase order schedule that you want to update with the new conversion rate change.

Click the Select All link to select all the purchase order schedules. Click the Clear All link to clear all the purchase order schedules that you previously selected.

**PO ID** (purchase order ID) Click this link to access the Maintain Purchase Order - Purchase Order page. Use this page to view and maintain the purchase order.

### Retrieved Rows - Detail

Select the Detail tab.

**PO Conversion Rate** Displays the existing purchase order conversion rate.

**New Conversion Rate** Displays the new conversion rate that the system will use to update the purchase order schedules that you select.

### Other Buttons

**Update Selected Rows** When you click this button the system will recalculate the expected standard quantity and store the new conversion rate for all the selected purchaser order schedules. The new conversion rate that is used is from the most recent effective-dated row that appears on the Effective Dated UOM page compared against the effective date that you select in the search criteria.

## Updating Item Vendor Unit of Measure Conversion Rates

This section discusses how to update item vendor unit of measure conversion rates.

## Page Used to Update Item Vendor Unit of Measure Conversion Rates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Update Item Vendor UOM | PO_RUN_UPDIVUOM | Items, Define Items and Attributes, Update Item Vendor UOM | Initiate the Update Item Vendor UOM Application Engine process (PO_UPDIVUOM) which can update current and future item vendor unit of measure conversion rate changes. |

## Updating Item Vendor Unit of Measure Conversion Rates

Access the Update Item Vendor UOM page.

**Effective Date**

Select the effective date that you want to update the item vendor UOM conversion rate changes from.

The item vendor UOM is updated with the most recent effective-dated UOM changes using the effective date you select on this page as the reference. The effective date you select on this page can be in the past, current, or in the future.

---

**Note.** The timing for running this process is important. If the process runs after midnight, then you want to set the future conversion rate date to the date the rate actually becomes effective. If it is run before midnight, you want to enter the future conversion rate date as one day earlier. Alternatively, you can modify the selection criteria to select those where the effective date is tomorrow.

Also, to ensure the future dated conversion rate gets updated correctly on weekends and holidays we suggest you run this process every day, including weekends and holidays. Plus, we suggest you run the process first thing in the morning, before the start of each workday.

---

# 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).

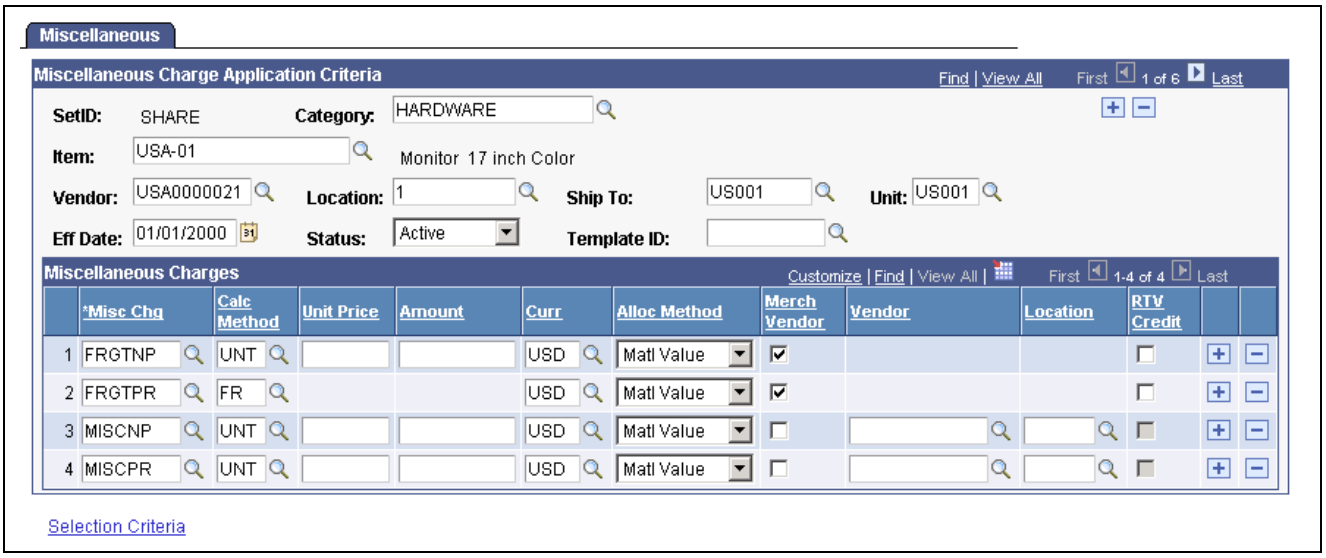
This section discusses how to assign miscellaneous charges and templates to items and categories.

## Pages Used to Capture Item Miscellaneous Charges

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Miscellaneous Charges Selection | ITM_CAT_MC_CRITERA | • Items, Define Items and Attributes, Miscellaneous Charges, Miscellaneous Charges Selection<br>• 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. |
| Miscellaneous Charges - Miscellaneous | ITM_CAT_VNDR_MC | Click the OK button on the Miscellaneous Charges Selection page. | Assign miscellaneous charges and miscellaneous charge templates to different item and category combinations. |

## Assigning Miscellaneous Charges and Templates to Items and Categories

Access the Miscellaneous Charges - Miscellaneous page.




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. 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. 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 fields, select a value for the field.

**Template ID** To apply a template of miscellaneous charges, select the template ID. Miscellaneous charge templates are defined on the Misc Chg/Landed Cost Template (miscellaneous charge/landed cost template) page.

**Calc Method** (calculation method) Select the method that you want to use to calculate this charge:

*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): Calculates 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 use to allocate the miscellaneous charge: *None, Quantity,Volume, Weight,* or *Matl Value* (material value). Charges are allocated based on the value of the items on each selected line.

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

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

# Setting Up Item Vendor Price Adjustment Rules

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

This section provides an overview of item vendor price adjustments and discusses how to:

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

## Understanding Item Vendor Price Adjustments

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 the items. You can also define contract price adjustments on the PO Line Price Adjustment (purchase order line price adjustment) page and combine them with the vendor price adjustments to define specific contract pricing terms.

### See Also

Chapter 6, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Voucher and Order Contracts," Entering Contract Purchase Order 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 that 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 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)

For each adjustment rule, select one type of method by which adjustments will be calculated. Choose from:

*Increment Adjustments:* 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 percent 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 percent is deducted from 90 for a final adjustment price of 81.

*Sum All Adjustments:* 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 percent each, the system takes the total adjustment of -20 and deducts it from the base price of 100 for a final adjusted price of 80.

**Seq** (sequence)

Enter the sequence number for each rule. Price adjustment rules are applied in ascending order.

**Dflt UOM** (default unit of measure)

Select this check box 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 this check box 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 check box, select the UOM that 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 this check box 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** Select the values if you selected the Match Ship check box.

**Hard** Select this check box to indicate a hard price adjustment. This is an adjustment that the system uses to the exclusion of all other adjustments, even those with earlier sequence numbers.

**Stop Price** Select this check box to indicate a final price adjustment. No further adjustments can be made after the system applies this adjustment.

**Ignore Flg** (ignore flag) Select this check box 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 check box is selected.

Suppose you have the following price adjustment conditions for an item:

Apply a hard 10 percent discount if the UOM matches.

Apply a 100 USD discount, but ignore this if another adjustment applies. The Ignore Flg is selected for this adjustment.

If you order the item in the matching UOM, the 10 percent 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 UOM, you qualify only for the 100 USD discount. Because this is the only adjustment that applies, the adjustment can be applied.

### See Also

Chapter 6, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Vendor Locations

## Defining Item Vendor Price Adjustment Details

Access the Price Adjustment Details page.

**Copy Price Adj. Qty** (copy price adjustment quantity) Click this link 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 one.

**Adjusted Price**

Enter the adjusted price that you want. The adjustment amount/percent is automatically calculated and appears.

**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 provides overviews of price updates and the Price Update process and 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.

You can also update 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 then alter the data.

### See Also

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Using Item Catalog Maintenance”

## Understanding Price Updates

Your PeopleSoft system may have multiple prices for an item, including the item’s standard price, item/vendor price, 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 current 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 that 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 that 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.
- Updating standard prices with the current effective item/vendor prices and business unit standard prices that are loaded through the Item Loader.

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**Note.** Changing an item's contract price does not automatically trigger 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 automatically assigns a contract to a purchase order when the criteria are met.

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### See Also

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Loading Items"

## Understanding 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 Vendor's UOM & Pricing Info page. It also scans for prices that have been loaded into the system with the Item Loader.

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

You must choose to use either the current date or date range. If you select the Date Range option, you 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 applies updates in the order of effective date, applying the most current effective date as the end result.

You will probably want to schedule the Price Update process to run regularly if the system includes many price changes.

## Pages Used to Update Item Prices

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) | ITM_VENDOR_UOM | Items, Define Items and Attributes, Purchasing Attributes, Item Vendor<br>Click the Item Vendor UOM link on the Purchasing Attributes - Item Vendor page. | Update item/vendor prices and choose to apply the price changes to the item's standard price and PeopleSoft Purchasing business unit standard prices. |
| Purchasing Business Unit Attributes | IMT_BU_PUR | Items, Define Items and Attributes, Purchasing Attributes, Purchasing Controls<br>Click the BU Attributes link on the Purchasing Attributes - Purchasing Controls page. | Mark 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 | SCM Integrations, Process Transactions, Items, Item Loader | Mark 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 the 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 must be updated.
2. Change the pricing on the current row in the UOM Attributes group box 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 a status of *Inactive.* If the row is inactive, an error message appears when the changes are saved.

---

3. Select *To Be Upd* (to be updated) in the Standard Price Update Status field to apply the price change to the item's standard price on the Purchasing Attributes - Purchasing Attributes page.
4. Select *ToBe Upd* (to be updated) in the BU Price Update Status field to apply there price change to the standard prices by PeopleSoft Purchasing business unit.

   You must also select the Update Business Unit Price check box on the Purchasing Business Unit 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 prices.

   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.
6. Click the OK button on the Vendor's UOM & Pricing Info page.
7. Save the Purchasing Attributes - Item Vendor page.

The system updates the standard prices as follows:

- If you selected *To Be Upd* (to be updated) in the Standard Price Update Status field, and the new price is effective currently, the new price appears in the Standard Price field of the Purchasing Attributes - Purchasing Attributes page.
  - When the price is updated, the value in the Standard Price Update Status field on the Vendor's UOM & Pricing Info page will default to *Updated.*
  - If necessary, the UOM 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 - Purchasing Attributes page.
- If you selected *To Be Upd* (to be updated) in the BU Price Update Status field, 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 Purchasing Business Unit Attributes page will have the new price applied.
  - When the price is updated, the value in the BU Price Update Status field on the Vendor's UOM & Pricing Info page will default to *Updated.*
  - If necessary, the UOM 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 - 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 process is used (INV_ITEM_UOM). If that conversion rate does not exist, the Units of Measure page 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 appears.

**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 appears.

# Using Standard Price and Business Unit Price Batch Updating

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

1. Select the items that you want to update in the Item Loader.
   a. Access the Item Loader page.
   b. In the Item Load Type field, select *Item Pricelist.*

      This processes item data staged with the Item Price List EIP message, ITEM_PRICELIST_LOAD.
2. 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.
3. Select Update Business Unit Price to update business unit standard prices when a currently effective item/vendor UOM price record is loaded, and set the BU Price Update status to *To Be Upd* for the future effective-dated records.

   To update business unit prices, you must also select the Update Business Unit Price check box for all items on the Purchasing Business Unit Attributes page.
4. Mark items on the Purchasing Business Unit Attributes page for standard price updating at the business unit level.

   Select the Update Business Unit Price check box and click the OK button to save the changes.

   When updating with prices loaded using the Item Loader, this step enables business units that match the setID/item combination to have the new price applied.
5. 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 the price updates.

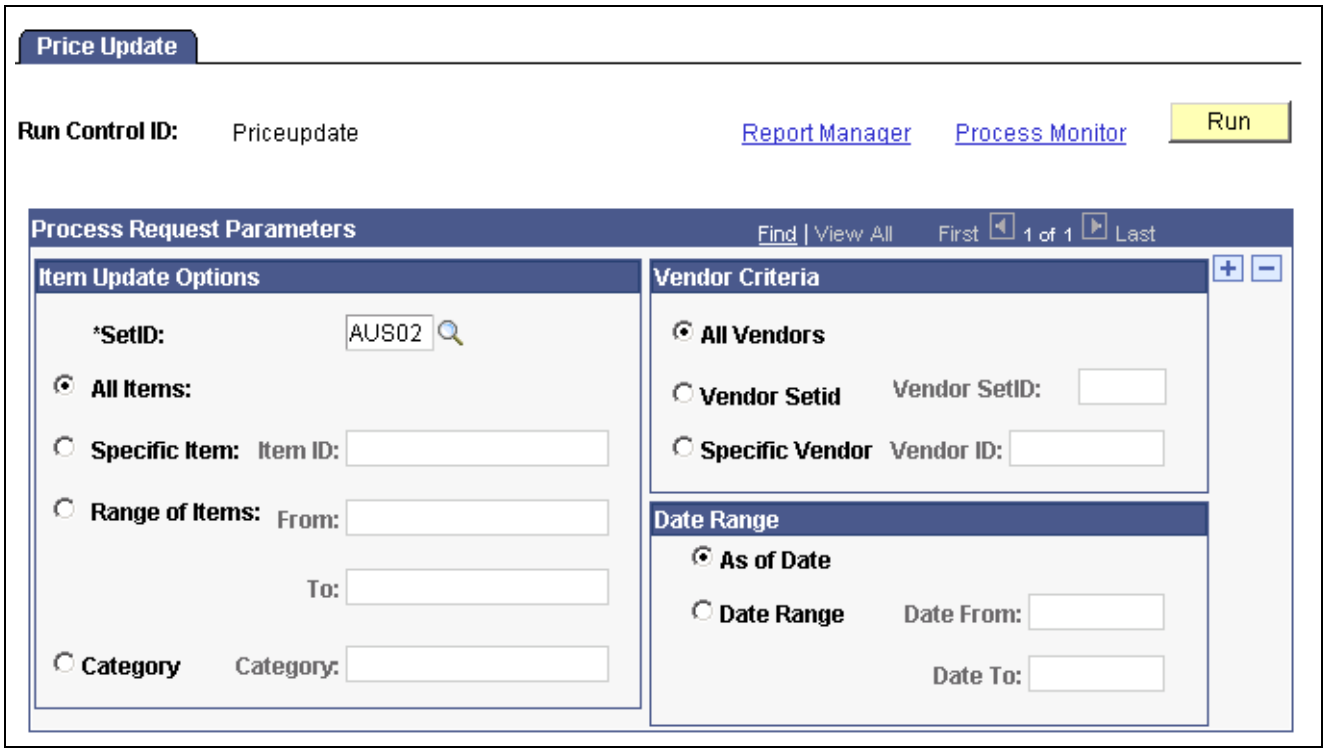
      The Price Update process scans the Item/Vendor tables for dates that have become effective and calculates the new standard price based on the price entered for that effective date on the item/vendor UOM price entered with the Item Loader.

### See Also

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Loading Items”

# Running the Price Update Process

Access the Price Update page.




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 that you specify in the Date From/Date To fields.

## Selecting Vendors Based on Item Shipping 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.

**Note.** 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.

**ShipTo SetID, Ship To** Select each shipping location that you're defining for the item. Ship to location codes are established on the Ship To Locations page.

**Include in Planning** Select this check box to enable purchase options to be created in PeopleSoft Supply Planning for the PeopleSoft Inventory business unit related to this ship to location.

The purchase option then enables the creation of new purchase orders through PeopleSoft Supply Planning for this PeopleSoft Inventory business unit. If this check box is not selected at the item-ship to level, it will not be available 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 6, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83

Chapter 6, "Defining Purchasing Item Information," Defining Priority Vendors By Item Ship To Location, page 103

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Vendor Locations

# Creating Purchasing Kits

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

This section provides an overview of purchasing kits and lists the page used to create purchasing kits.

## Understanding Purchasing Kits

A purchasing kit is a set of components that comprise two or more items. Purchasing kits 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 entering 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 that 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.

The account and alternate account you define on the purchasing kit definition will appear on the requisition distribution line when you associate a purchasing kit with a requisition.

## 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 7

# 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 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 PeopleSoft 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 purchase orders. 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 purchase order.

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 Chrg/Landed Cost Template page to define templates that group several miscellaneous charges. These templates can be associated with an item, category, purchase order, or purchase order schedule. Receipt lines are assigned the estimated costs of their associated purchase order schedule.

Once you have created miscellaneous charges and miscellaneous charge templates, you can assign them to purchase orders 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 32, "Creating Purchase Orders Online," Applying Miscellaneous Charges To Purchase Order Lines, page 581

Chapter 6, "Defining Purchasing Item Information," Capturing Item Miscellaneous Charges, page 92

Chapter 6, "Defining Purchasing Item Information," Assigning Miscellaneous Charges and Templates to Items and Categories, page 93

*PeopleSoft Enterprise Cost Management 8.9 PeopleBook*, "PeopleSoft Enterprise Cost Management Reports"

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Miscellaneous Charge and Landed Cost Templates

## Defining Miscellaneous Charge Defaults

To populate the purchase orders with the correct miscellaneous charge codes or landed cost templates, you must design a series of parameter combinations. When you enter a purchase order 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.<br>(INV_ITEM_ID, VENDOR_ID, BUSINESS_UNIT, and SHIPTO_ID) |
| 2 | Item, vendor, and business unit.<br>(INV_ITEM_ID, VENDOR_ID, and BUSINESS_UNIT; and no SHIPTO_ID) |
| 3 | Item and vendor.<br>(INV_ITEM_ID and VENDOR_ID; and no BUSINESS_UNIT nor SHIPTO_ID) |
| 4 | Item.<br>(INV_ITEM_ID; and no VENDOR_ID, BUSINESS_UNIT, nor SHIPTO_ID) |
| 5 | Category, vendor, business unit, and ship to location.<br>(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.<br>(CATEGORY_ID, VENDOR_ID, and BUSINESS_UNIT; and no INV_ITEM_ID nor SHIPTO_ID) |
| 7 | Category and vendor.<br>(CATEGORY_ID and VENDOR_ID; and no INV_ITEM_ID, SHIPTO_ID, nor BUSINESS_UNIT) |
| 8 | Category.<br>(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 purchase order 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 8

# Using Workflow

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

- Approve requisitions and purchase orders using workflow.
- Use PeopleSoft Purchasing workflow notifications.
- Issue requisition sourcing workflow notifications.
- Issue purchase order cancelation workflow notifications.
- Issue contract expiration and exceed maximum workflow notifications.
- Use purchase order acknowledgement alert workflow notifications.
- Use Item Loader exception workflow notifications.
- Use rebate manager workflow notifications.
- Use receipt quantity change workflow notifications.
- Use settlement manager 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 purchase orders, especially for high-cost items. Implementing PeopleSoft workflow can help streamline this process and enhance internal communications.

Use workflow to:

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

PeopleSoft delivers workflow with PeopleSoft Purchasing and it 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.

### 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 8, “Using Workflow,” Using Item Loader Exception Workflow Notifications, page 123

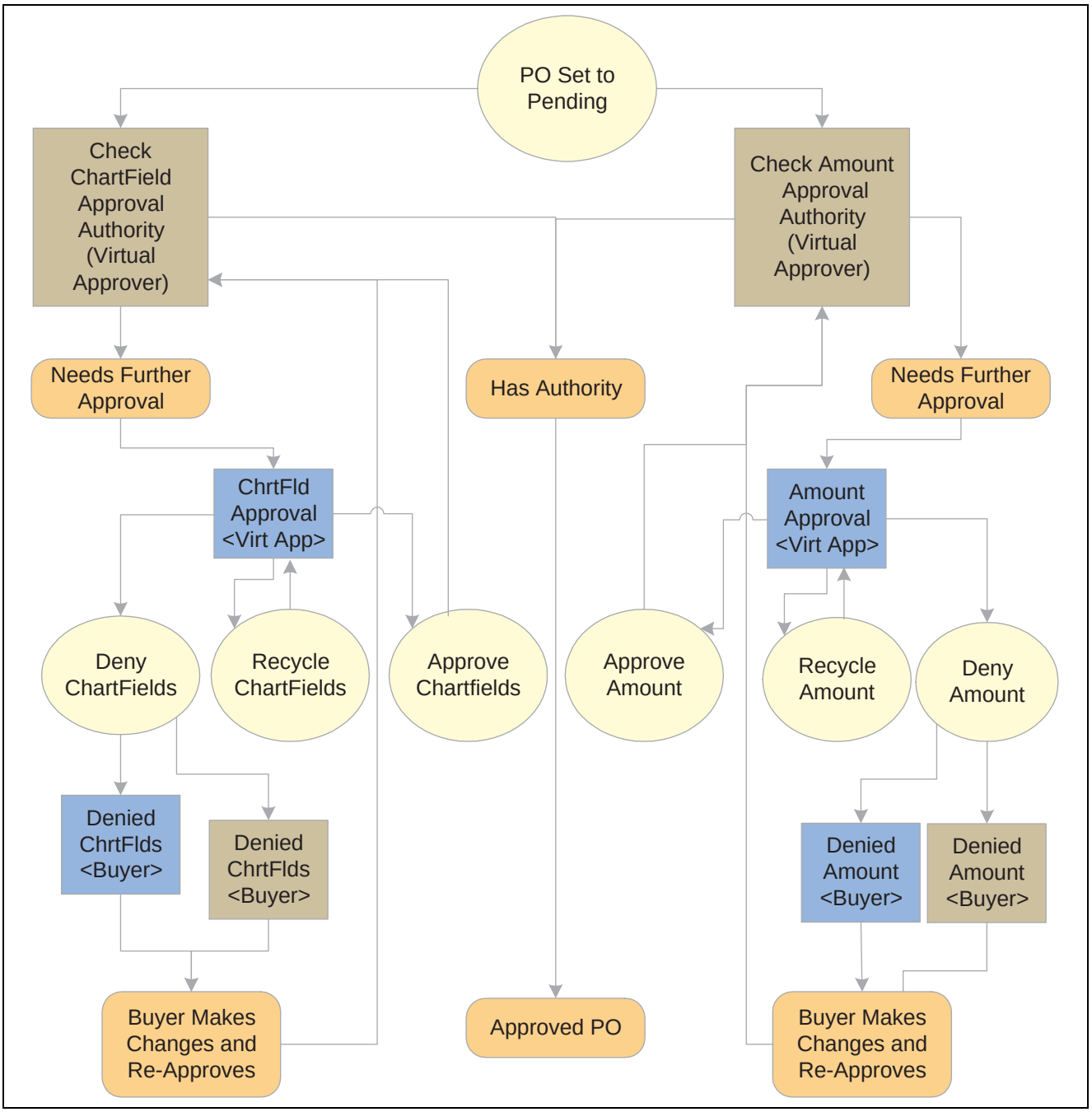
Chapter 8, “Using Workflow,” Using Purchase Order Acknowledgement Alert Workflow Notifications, page 121

## Workflow Processes Design

Workflow is an integral part of PeopleSoft Purchasing, whether you work with requisitions, purchase orders, procurement card transactions, request for quotes (RFQs), or contracts.

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

This diagram illustrates the use of workflow objects to define the approval workflow for purchase orders:




Purchase order approval process workflow

### See Also

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

## Virtual Approver

PeopleSoft Purchasing uses a workflow model that is called Virtual Approver to handle the requisition and purchase order 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 determine what kind of approval is necessary.

On purchase orders 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.

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**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 purchase order 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 purchase order amount and the ChartField authorization.

If the system finds that the person who set the purchase order status to *Pending Approval* has authorization for both of those approval transactions, the purchase order is approved.

However, if the purchase order 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 PeopleSoft Workflow Administrator. The purchase order 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 purchase order. If the user denies the purchase order, the system generates an email message and a worklist entry to notify the buyer that appears on the purchase order.

### See Also

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

## Role and User Setup

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 purchase order 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.

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**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 Enterprise Application Fundamentals 8.9 PeopleBook.

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### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Getting Started With PeopleSoft Enterprise Application Fundamentals"

*Enterprise PeopleTools 8.46 PeopleBook: Security Administration*

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

## Route Controls Setup

Route controls further specify which users that belong to a specific role are to receive a workflow item. For instance, you may have a role of manager, but not every manager in the system should receive every purchase order for approval. A particular manager may be responsible for a certain purchase order business unit. 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 purchase orders from a particular business unit to those managers who should be reviewing those purchase orders.

### See Also

*Enterprise PeopleTools 8.46 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 purchase orders. 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 purchase order 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 purchase order approval table to *In Process* triggers the workflow approval process. Workflow searches for requisitions or purchase orders 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 purchase orders into workflow:

- Use the PeopleSoft Application Engine processes.

  PeopleSoft Application Engine processes use queries to determine which requisitions and purchase orders are eligible for workflow routings and approvals. To be eligible, a requisition or purchase order must have a status of *Pending Approval* and the approval status on the requisition or purchase order approval table must be *Initial.* The requisition or purchase order approval table tracks the approval status.

  For eligible requisitions and purchase orders, the PeopleSoft Application Engine processes sets statuses on the approval table to *In Process,* and the first worklist entries are created for the requisition and purchase order. The requisition or purchase order is now in workflow. The status remains as *Pending Approval,* until the requisition or purchase order completes its workflow cycle and the status changes to *Approved.*

- Perform manual steps on the requisition and purchase order approval pages.

  If the requisition or purchase order requires workflow approval, setting the requisition or purchase order status to *Approved* on these pages changes the status on the requisition or purchase order approval table to *In Process,* which triggers workflow approval.

This requisition or purchase-order-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 purchase order 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 purchase order remains as *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 purchase orders are approved using workflow.

### See Also

Chapter 8, "Using Workflow," Virtual Approver, page 111

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining Purchase Order Approval Requirements, page 48

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining Requisition Approval Requirements, page 49

## 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.<br><br>Run the Requisition ChartField Approval Application Engine process (PO_WFREQCF) to submit requisition ChartFields for approval using workflow.<br><br>When using the batch Requisition Amount Approval and Requisition ChartField Approval processes, these processes do not look to verify who is logged in when running the process, therefore the User ID is irrelevant. Instead, these processes look to the requestor on the requisition to see if they have approval authority. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purchase Orders - Approval Workflow | PO_APPR_WF | Purchasing, Purchase Orders, Approval Workflow | Run the Pending PO Amount Approval Application Engine (purchase order amount approval application engine) process (PO_WFPOAMT) to submit purchase order amounts for approval using workflow.<br><br>Run the Pending PO ChartField Approval Application Engine process (PO_WFPOCF) to submit purchase order ChartFields for approval using workflow.<br><br>When using the batch Pending PO Amount Approval and Pending PO ChartField Approval processes, these processes do not look to verify who is logged in when running the process, therefore the User ID is irrelevant. Instead, these processes look to the buyer on the purchase order to see if they have approval authority. |

## Example of Approving a Requisition

You have the authority to approve a requisition up to 1,000.00 USD, your supervisor can approve requisitions up to 10,000.00 USD, the manager can approve requisitions up to 100,000.00 USD, 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 1,000,000.00 USD. 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 1,000,000.00 USD 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.

This table lists 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)<br>Worklist (recycled) | Requisition Approvals |

### See Also

Chapter 25, “Approving Requisitions,” page 449

## Examples of Approving a Purchase Order

This section discusses how to perform purchase order 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 purchase order, you must obtain your manager’s approval prior to making the purchase. You submit the purchase order directly to your manager for her approval. She approves or cancels the purchase order using the Purchase Order Approval pages. If your manager approves the purchase order, she returns it to you for purchase.

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

When you select the purchase order from your worklist, the system accesses the same pages that you use to start the process manually (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 purchase order:

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

  The junior buyer can also approve the ChartField distributions on the purchase order.
- A senior buyer who must approve purchase orders over 10,000.00 USD.

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 purchase orders are automatically dispatched. As the junior buyer creates and modifies purchase orders, she identifies their statuses as pending approval. If all of the junior buyer purchase orders are less than 10,000.00 USD on a given day, the save process changes the status of the purchase orders from *Pending Approval* to *Approved.* Because both amount and ChartField distributions are identified as *Approved,* the system changes the overall purchase order status to *Approved,* meaning that when the scheduled dispatch process runs at the end of the day, it automatically picks up those purchase orders.

### Case B: Purchase Orders That Exceed Approval Maximum

If the junior buyer accesses and approves a purchase order for 10,000.00 USD, workflow routes the purchase order to the next higher role, which is set up as the senior buyer. The next time that the senior buyer logs on and checks her worklist, the purchase order 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 view the purchase order worklist entry until the beginning of the following day. If the senior buyer needs to view 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 purchase orders by using the approval pages.

If you are the approver, you can approve the purchase order 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.

If the purchase orders are retrieved from the scheduled process the system looks at the buyer associated with the purchase orders and then references the approval rules associated with the buyer. If the purchase orders are retrieved on the online pages, the system looks at the user who is logged on and references the approval rules associated with the user. If the junior buyer uses the Approve Amounts - Approval page to approve her purchase orders, 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 identified as complete, the system changes the overall status of the purchase order to *Approved.* Until then, the overall status remains as *Pending Approval.*

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**Note.** If the business unit approval rules are set so that they do not require amount or ChartField approvals, the purchase order skips the workflow process.

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You can also set up workflow so that activities are routed directly to the person with the proper authority, thus 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 purchase orders:

| Workflow Notification Event | Workflow Notification Type | Business Process Name |
|---|---|---|
| Notify approver when a purchase order needs approval. | Worklist | Purchase Order Approvals |
| Notify previous approver that a purchase order has been denied or recycled. | Worklist and email (denied)<br>Worklist (recycled) | Purchase Order Approvals |

### See Also

Chapter 8, "Using Workflow," Virtual Approver, page 111

Chapter 34, "Approving Purchase Orders," page 711

Chapter 32, "Creating Purchase Orders Online," Creating Purchase Order Headers, page 550

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Establishing PeopleSoft Purchasing Business Units, page 32

Chapter 37, "Using the Purchase Order Reconciliation Workbench," Understanding the Purchase Order Reconciliation Workbench, page 755

## Using PeopleSoft Purchasing Workflow Notifications

You can use workflow to automate requester and buyer notification processes for requisitions and purchase orders. These notifications let the requesters and buyers know about the statuses of requisitions and purchase orders 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. This table lists 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 purchase order line through the Create PO process. | Email | REQ_SOURCED<br>**Note.** You must run this workflow manually from an online page.<br>See Chapter 8, "Using Workflow," Issuing Requisition Sourcing Workflow Notifications, page 119. |

| Workflow Notification Event | Workflow Notification Type | Business Process Name |
|---|---|---|
| Notify the requester when the purchase order for the requisition is canceled. | Email | PO_CANCELED<br>**Note.** You must run this workflow manually from an online page.<br>See Chapter 8, "Using Workflow," Issuing Purchase Order Cancelation Workflow Notifications, page 120. |
| 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_E XPIRED |
| 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<br>**Note.** You must run this workflow manually from an online page.<br>See Chapter 8, "Using Workflow," Issuing Contract Expiration and Exceeding Maximum Workflow Notifications, page 120. |
| Notify the buyer when a POA is received that requires approval by the buyer before being processed. (POA can be either an EDX or Online POA.) | Worklist | PO_ACKNOWLEDGEMENT<br>**Note.** Within the activity tied to this business process, the EDI PO Acknowledgement and the Online PO Acknowledgement worklist definitions are the ones being used for this realtime notification. |

### See Also

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Application Designer*

## Issuing Requisition Sourcing Workflow Notifications

This section lists the page that you use to issue requisition sourcing workflow notifications.

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

### Page Used To Issue Requisition Sourcing Workflow Notifications

| 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 purchase order lines by the Create Purchase Orders process (PO_POCREATE). |

## Issuing Purchase Order Cancelation Workflow Notifications

This section lists the page that you use to issue purchase order cancelation workflow notifications.

### Page Used to Issue Purchase Order Cancelation Workflow Notifications

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Canceled Sourced POs Workflow - Po Pocncl Prcs (canceled sourced purchase order workflow - 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 purchase orders that are sourced from their requisitions have been canceled. |

## Issuing Contract Expiration and Exceeding Maximum Workflow Notifications

This section lists the page that you use to issue contract expiration and exceed maximum workflow notifications.

## Page Used to Issue Contract Expiration and Exceed Maximum Workflow Notifications

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Contract Alert Workflow | CNTRCT_ALERT_WF | Purchasing, Procurement Contracts, Create Contract Alert Workflow, Contract Alert Workflow | Run the PO_CNTRCT_WF process, which notifies buyers when their contracts have expired or reached their maximum monetary amounts. In addition, this process will update the work list entries for the buyer when the expiration date, release amount, or any thresholds have been modified for a contract and that contract still exceeds the thresholds. |

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Voucher and Order Contracts," Defining Contract Thresholds

# Using Purchase Order Acknowledgement Alert Workflow Notifications

This section discusses how to use the purchase order acknowledgement alert workflow notification.

The purchase order acknowledgement alert workflow provides buyers with notifications for every purchase order where the purchase order is violating the defined rules for when a purchase order acknowledgement should be received by.

To generate the purchase order acknowledgement alert notification:

1. Define purchase order acknowledgement settings.
2. Run the POA_ALERTS Application Engine process to create worklist entries for the purchase orders that are violating the defined rules for when a purchase order acknowledgement should be received.
3. The system routes the worklist entry to the specified user ID based on the buyer ID on the purchase order header.
4. Click the worklist entry.

   The system transfers you to the purchase order on the Maintain Purchase Order - Purchase Order page where the buyer can acknowledge on behalf of the supplier or get the necessary information to contact the supplier.

### See Also

*PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook*, "Acknowledging Purchase Orders Online"

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining POA Settings, page 58

Chapter 32, "Creating Purchase Orders Online," Using Purchase Order Acknowledgements, page 617

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining POA Settings

## Pages Used to Use Purchase Order Acknowledgement Alert Workflow Notifications

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| POA Settings (purchase order acknowledgement settings) | POA_DEF_BU_SP | Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Options, Purchasing Processing Options<br>Click the POA Settings link on the Purchasing Processing Options page. | Define the purchase order acknowledgement alert settings for the purchasing business unit. |
| Procurement Options | VNDR_PROC_OPT_SEC | Vendors, Vendor Information, Add/Update, Vendor, Location<br>Click the Procurement link on the Vendor - Location page. | Define the purchase order acknowledgement alert settings for a vendor and location. The system will first use the POA settings defined for the vendor location on a purchase order, and if not defined there, will then use the POA settings for the purchasing business unit on the purchase order. |
| POA Alerts | PO_POA_ALERTS | Purchasing, Purchase Orders, Acknowledgements, Run Acknowledgement Alerts, POA Alerts | Initiate the Purchase Order Acknowledgement Alerts Application Engine process (POA_ALERTS) which will generate worklist entries for the buyer. Buyers will receive a worklist entry for each purchase order that is violating the defined POA settings for when a POA should be received by the supplier. |

# 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 identity the errors and exceptions generated from the Item Loader process and then route them to the appropriate role user. The process either generates a worklist or emails, depending on how you define setup 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 by a higher or lower amount.

**Over Percentage Tolerance** Defines the minimum percent price increase that generates an exception. 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 | SCM Integrations, Setup, Item Exceptions, Workflow Rule Assignment | 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 | SCM Integrations, 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 | SCM Integrations, Transaction Error Handling, Approve Item Exceptions, Select Exceptions | Select exceptions by setID, vendor, item, category, exception rule ID, status, or enterprise integration point control ID. |
| Exception Summary | IN_ITMEXP_SUM | SCM Integrations, 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 | SCM Integrations, 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 Exception Summary 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 errors and exceptions that appear. 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.

# Using Rebate Manager Workflow Notification

This section discusses how to use the rebate manager workflow notification.

The rebate manager workflow provides rebate managers with notifications of claims generated against vendor rebate agreements that they are responsible for.

To generate the rebate manager notification:

1. Run the Rebate Accrual process to generate rebate accrual transactions.
2. Run the Generate Claims process to generate vendor rebate claims.
3. Run the Notify Rebate Manager process to create worklist or email entries to notify the rebate managers that claims have been generated for the vendor rebate agreements they are responsible for.
4. Review the worklist entry or the email sent for the rebate manager notification.

   The rebate manager will use either the Message Dashboard or the Worklist page to review and acknowledge the notifications that were sent by the workflow process to the worklist.

### See Also

Chapter 16, “Understanding Vendor Rebates,” page 269

Chapter 20, “Managing Vendor Rebate Claims,” page 323

Appendix C, “Delivered Workflows for PeopleSoft Enterprise Purchasing,” page 975

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Setting Up and Using the Message Dashboard”

## Prerequisites

Before the rebate manager workflow notification process can be executed successfully you must have:

- Defined a vendor rebate agreement with the Notify Rebate Manager check box selected on the Rebate Agreement - Rebate Options page.
- Performed purchasing transactions on which to base vendor rebate claims.

## Pages Use to Use Rebate Manager Workflow Notifications

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Notify Rebate Mgr | VRBT_NTFY_RM_RC | Purchasing, Vendor Rebates, Vendor Rebate Claims, Notify Rebate Manager, Notify Rebate Mgr | Initiate the Notify Rebate Manager process to notify the rebate managers of claims generated against their vendor rebate agreements. |
| Message Dashboard | SAC_EWN_DSH_SRCH | Set Up Financials/Supply Chain, Common Definitions, Errors and Warnings, Message Dashboard | Manage rebate manager notifications. |
| Worklist | WORKLIST | Worklist, Worklist | Manage rebate manager notifications. |

# Using Receipt Quantity Change Workflow Notifications

This section discusses how to use the receipt quantity change workflow notification.

The receipt quantity change workflow provides the rebate managers with notifications when a receipt associated with vendor rebate agreements that has accruals already included on a claim has been changed.

To generate the receipt quantity change workflow notification:

1. Change the quantity on a receipt associated with a vendor rebate agreement that already has accruals included on a claim using the Maintain Receipts - Receiving page.

   Upon changing the quantity the system will automatically generate the notification.

2. Review the worklist entry or the email sent for the receipt quantity change notification.

   The rebate manager will use either the Message Dashboard or the Worklist page to review and acknowledge the notifications that were sent by the workflow process to the worklist.

### See Also

Chapter 41, “Receiving Shipments,” page 789

Chapter 16, “Understanding Vendor Rebates,” page 269

Chapter 20, “Managing Vendor Rebate Claims,” page 323

Appendix C, “Delivered Workflows for PeopleSoft Enterprise Purchasing,” page 975

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Setting Up and Using the Message Dashboard”

## Prerequisites

Before the receipt quantity change workflow notification process can be executed successfully you must have previously received a quantity on a receipt that was associated with a vendor rebate agreement that has accruals on a claim.

## Pages Use to Use Receipt Quantity Change Workflow Notifications

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Receipts - Receiving | RECV_WPO | Purchasing, Receipts, Add/Update Receipts, Maintain Receipts - Receiving | Change the quantity on a receipt that is associated with a vendor rebate agreement that has accruals already included on a claim. |
| Message Dashboard | SAC_EWN_DSH_SRCH | Set Up Financials/Supply Chain, Common Definitions, Errors and Warnings, Message Dashboard | Manage receipt quantity change notifications. |
| Worklist | WORKLIST | Worklist, Worklist | Manage receipt quantity change notifications. |

# Using Settlement Manager Workflow Notifications

This section discusses how to use the settlement manager workflow notification.

The settlement manager workflow provides settlement managers with notifications of claims settlement activity that has occurred against vendor rebate claims that they are responsible for.

To generate the settlement manager notification:

1. Run the Rebate Accrual process to generate rebate accrual transactions.
2. Run the Generate Claims process to generate vendor rebate claims.
3. Run the Claim Settlement process to send claims to PeopleSoft Payables and PeopleSoft Receivables to be processed.
4. Run the Notify Settlement Manager process to create worklist or email entries to notify the settlement managers that claims settlement activity has occurred for the vendor rebate agreements they are responsible for.
5. Review the worklist entry or the email sent for the claims settlement notification.

   The settlement manager will use either the Message Dashboard or the Worklist page to review and acknowledge the notifications that were sent by the workflow process to the worklist.

### See Also

Chapter 16, “Understanding Vendor Rebates,” page 269

Chapter 18, “Generating Rebate Accruals,” page 301

Chapter 20, “Managing Vendor Rebate Claims,” page 323

Appendix C, “Delivered Workflows for PeopleSoft Enterprise Purchasing,” page 975

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Setting Up and Using the Message Dashboard”

## Prerequisites

Before the settlement manager workflow notification process can be executed successfully you must have:

- Defined a vendor rebate agreement with the Notify Settlement Manager check box selected on the Rebate Agreement - Rebate Options page.
- Performed purchasing transactions on which to base vendor rebate claims.

## Pages Use to Use Settlement Manager Workflow Notifications

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Notify Settle Mgr | VRBT_NTFY_SM_RC | Purchasing, Vendor Rebates, Vendor Rebate Claims, Notify Settlement Manager, Notify Settle Mgr | Initiate the Notify Settlement Manager process to notify the settlement managers of claims settlement activity that occurred against their rebate claims. |
| Message Dashboard | SAC_EWN_DSH_SRCH | Set Up Financials/Supply Chain, Common Definitions, Errors and Warnings, Message Dashboard | Manage settlement manager notifications. |
| Worklist | WORKLIST | Worklist, Worklist | Manage settlement manager notifications. |

# CHAPTER 9

# Using Default Hierarchies

This chapter provides overviews of:

- PeopleSoft Purchasing default hierarchy.
- Unit of measure (UOM) conversion hierarchy.
- Matching default hierarchy.
- Vendor location hierarchy and multicurrency pricing.
- Multicurrency conversions.

## Understanding the PeopleSoft Purchasing Default Hierarchy

For each business unit that you define in PeopleSoft Purchasing, you establish default information used in all transaction processing. Depending on the fields that you define, you can specify default information at each applicable level in the hierarchy or have default fields obtain 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 navigate 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: Purchase Order Origin.
- Level Five: Business Unit.

- Level Six: User.

The first level, 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 purchase order, 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 purchase order, 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 |
| Contract Status | User |

| Transaction Field Value | Default Hierarchy |
|---|---|
| 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 |
| PO Status | Buyer, User |

| Transaction Field Value | Default Hierarchy |
|---|---|
| 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 |
| SetID | User |

| Transaction Field Value | Default Hierarchy |
|---|---|
| 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 Application Engine 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 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 Maintain Requisitions - Requisition Defaults page to set defaults for requisitions at the individual transaction level. This page gives you the option to do the following for all future requisition lines:

- Specify default values.

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

If you have pre-existing 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 23, “Creating Requisitions Online,” Applying Requisition Header Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 390

Chapter 23, “Creating Requisitions Online,” Entering Requisition Header Defaults, page 387

Chapter 24, “Using the Requisition Loader,” Understanding the Purchasing Requisition Loader Application Engine Process (PO_REQLOAD), page 433

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Using Requisition Loader Defaults and Overrides

## Purchase Order Default Hierarchy

PeopleSoft Purchasing enables you to create purchase orders using purchase order staging batch processing or the purchase order online entry pages.

The PO Stage Load Application Engine 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 purchase order ChartFields when you run the process. You can also use the PO Loader Defaults - Overrides and Options page to set override options for the Create Purchase Orders Application Engine process (PO_POCREATE). These values replace existing purchase order ChartField values when you run the process.

Once you create purchase orders from either online or batch processes, use the Purchase Order Defaults page to set defaults for purchase orders at the individual transaction level. The page gives you the option to do the following for all future purchase order 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 that you defined on this page to populate fields on the purchase order for future lines.

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

### See Also

Chapter 32, “Creating Purchase Orders Online,” Applying Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 569

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Defaults, page 566

Chapter 33, “Using Purchase Order Sourcing,” Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Manufacturing, page 651

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Using Purchase Order 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, which is 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 determine 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 |

| Transaction Field Value | Default Hierarchy |
|---|---|
| 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 |
| 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 |

| Transaction Field Value | Default Hierarchy |
|---|---|
| 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 |
| 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 |

| Transaction Field Value | Default Hierarchy |
|---|---|
| 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 |
| Sales/Use Tax Information | Ship To Location |
| Serial Item | Item |
| Ship Via | Item BU Attributes, Item Purchasing Attributes, Item |

| Transaction Field Value | Default Hierarchy |
|---|---|
| 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 |
| 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 |

| Transaction Field Value | Default Hierarchy |
|---|---|
| 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 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.

# Understanding 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 the 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 in 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 in the Item Vendor table.

### See Also

Chapter 6, "Defining Purchasing Item Information," Defining Purchasing Item Vendor UOM and Pricing Information, page 86

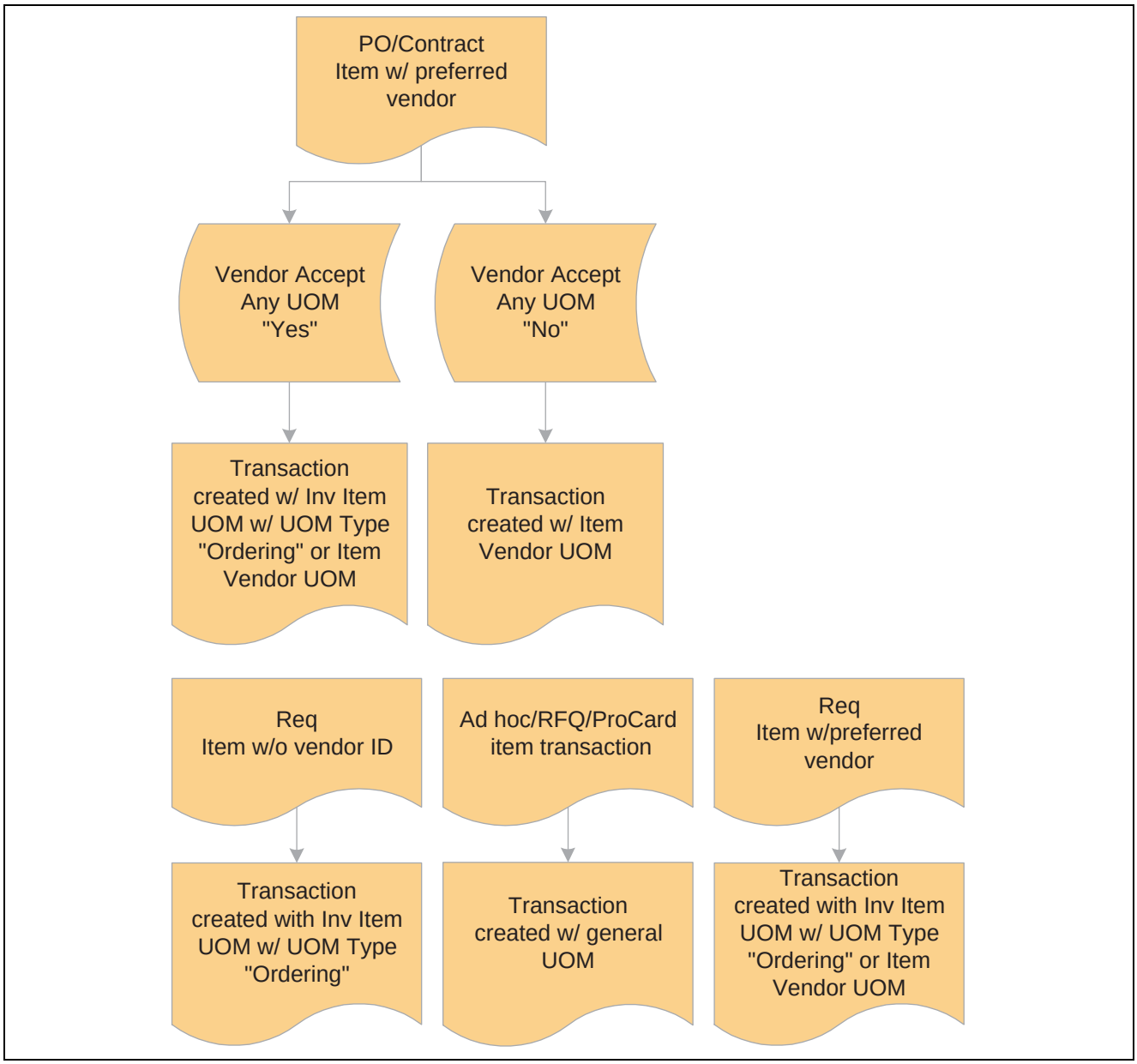
*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Defining Items by SetID," Associating an Item with a UOM

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Defining Items by SetID," Assigning a UOM to an Item

## UOM Defaulting

The PeopleSoft Purchasing UOM default hierarchy is based in part on the type of transaction that you create (RFQ, requisition, purchase order, contract, or procurement card). If a vendor is involved in the transaction, the setting of the Accept Any UOM check box 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 appears by default 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 6, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83

## UOM Conversion Rate Defaults

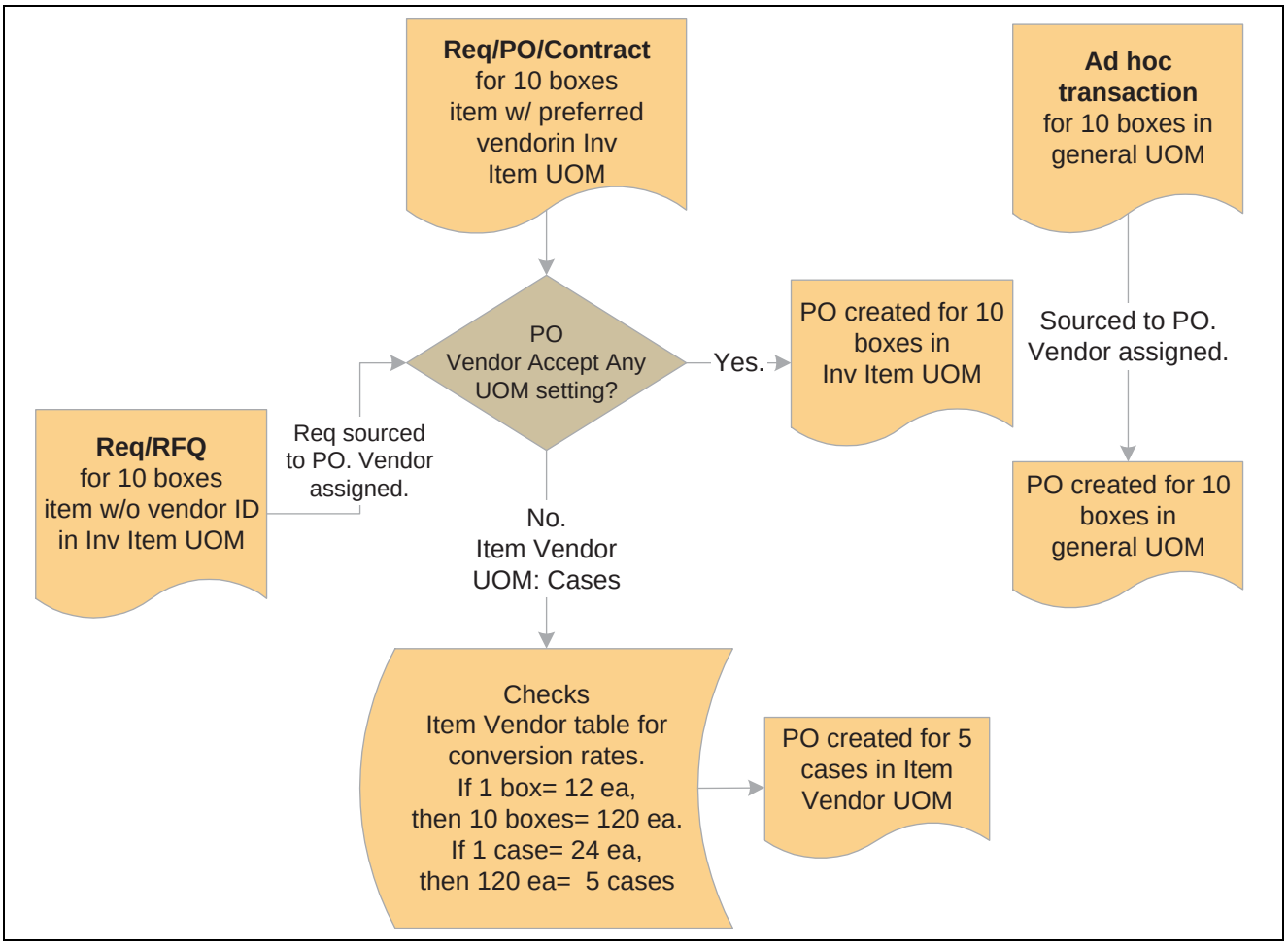
When you convert one transaction type to another, the UOM on the originating transaction may need to be converted to the UOM that is required for the new transaction. This kind of UOM conversion may be performed when you source a requisition to a purchase order, or award an RFQ and create a purchase order 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 purchase order, and the vendor assigned to the purchase order 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 purchase order from the requisition with the inventory item UOM, and no conversion is necessary.

When you source an ad hoc item transaction to a purchase order, the general UOM on the originating transaction is carried to the purchase order and no conversion is performed.




UOM conversion default hierarchy

# Understanding the Matching Default Hierarchy

This section outlines the way in which matching and Evaluated Receipt Settlement (ERS) statuses appear by default onto vouchers, purchase orders, and receipts. Status flags determine the application of match rules to a purchase order, 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-purchase order receipts).

This table illustrates the matching default hierarchy used in PeopleSoft Purchasing:

| General Criteria | | | | | | | Purchase Order | | | | Receipt | | | | Voucher | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Match Option | Vend Loc Recpt Only match | Vend Loc ERS Flag | Cntrl ID | BU_AP ERS Opt Dflt | BU Intrfc ERS Opt | PO? | Match_ Status_ PO | Match Action | ERS Action | Cntrl ID | Match_ Status_ Recv | ERS_ Flag | ERS_ Inv_ Dt_ Opt | Match_ Cntl_ID | Match_ Status_ Vchr | Match_ Action | Rcpt 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 | | | | 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 Enterprise Payables 8.9 PeopleBook*, “Running the Matching Process”

## Understanding the Vendor Location Hierarchy and Multicurrency Pricing

PeopleSoft Purchasing uses the vendor location hierarchies to determine vendors and various vendor locations for online requisitions. These hierarchies are also used by the PO Calculations Application Engine process (PO_POCALC) to determine the vendor necessary to create a purchase order and determines 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:

**Level 1** When defined, the system uses *Item Ship To Vendor Locations* 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 *Item Region Vendor Locations* to determine the priority vendor and the vendor order location specified for the item and region. Based on the vendor and vendor location selected for the region, 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 *Ship To Vendor Location* 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 *Region Vendor Location* 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 *Item Vendor* 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 purchase order, make sure that the Override Suggested Vendor check box is clear on the Maintain Requisition - Requisition 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 purchase order to be created using the same hierarchy and ignore all of the overriding information that the user enters on the requisition. Once the purchase order 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 purchase order 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.

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**Note.** These setup scenarios are based on normal day-to-day practices. Exceptions are handled through manual intervention at the requisition, sourcing, or the purchase order level.

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### See Also

Chapter 6, "Defining Purchasing Item Information," Defining Priority Vendors By Item Ship To Location, page 103

Chapter 6, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Ship To Locations

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Specifying High-Level Procurement Processing Options

## High-Level Controls Implementation: 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 enable definition of the vendor priority and vendor order location at a more granular level.

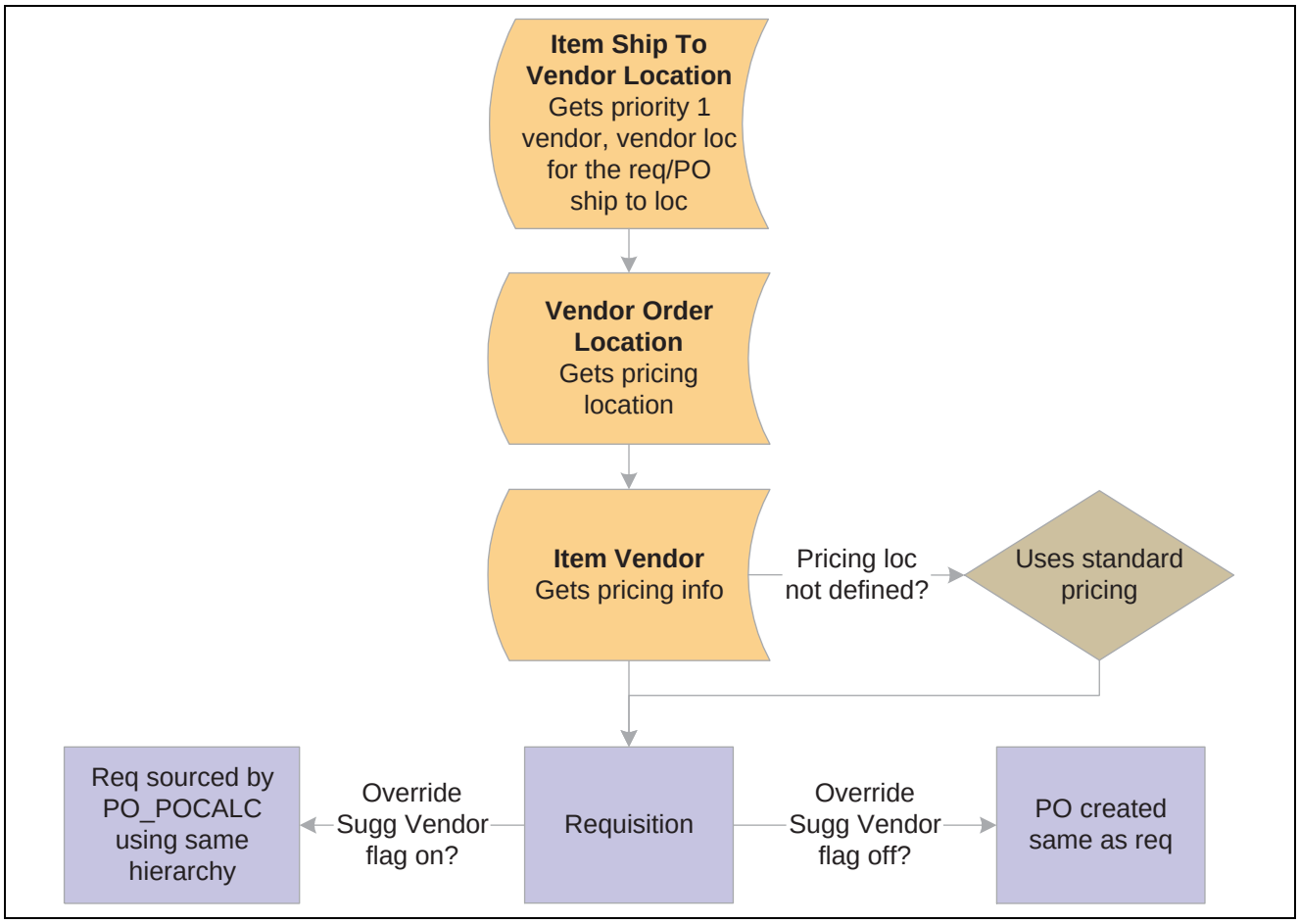
The ship to location is the most specific designation, which overrides both the Item Region Vendor Location and the Item Vendor priorities and location. Grouping ship to locations into regions provides the ability to override the Item Vendor prioritization and default vendor order location at the intermediate 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 accesses 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.

## Mid-Level Control Implementation: 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.

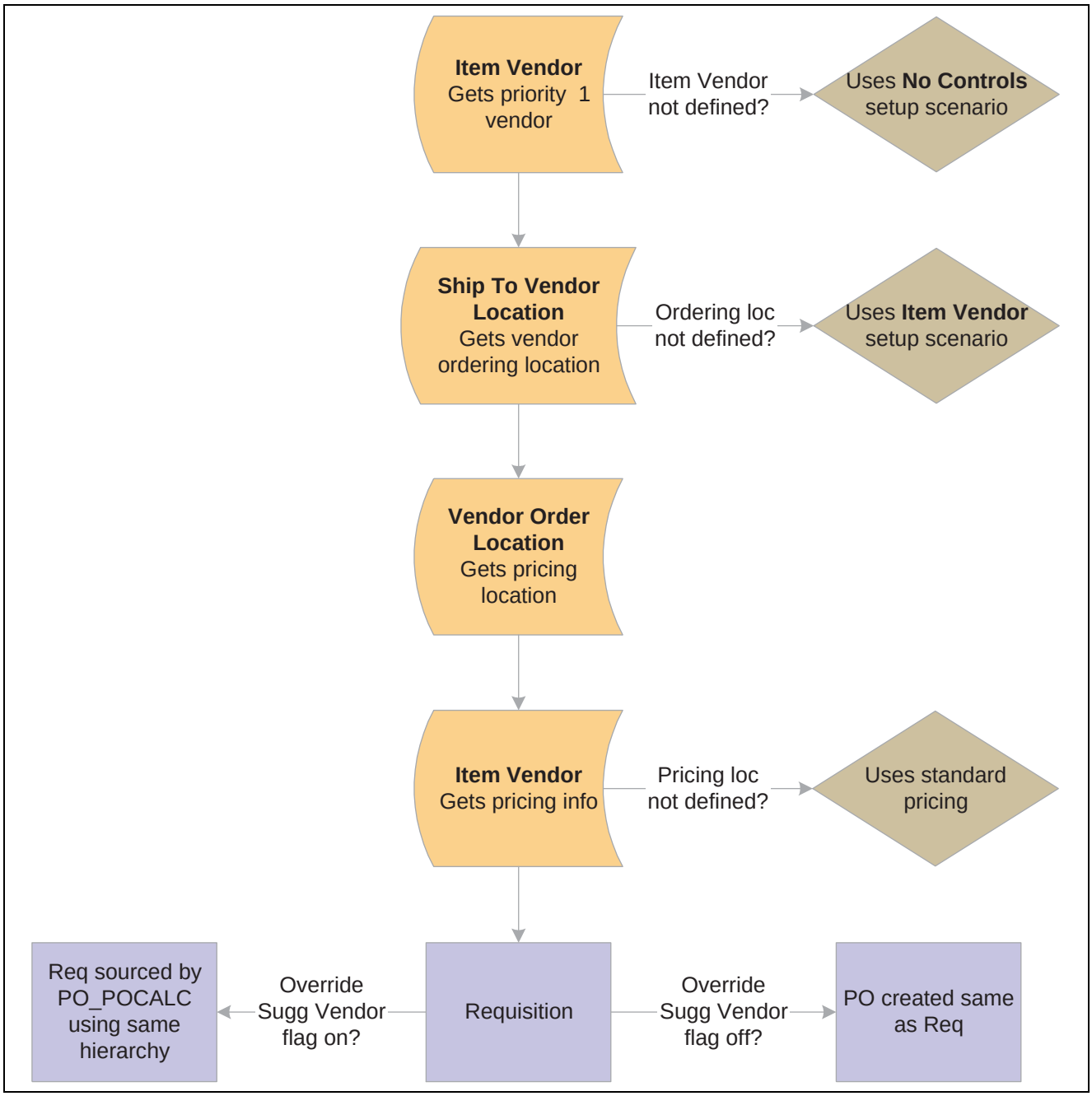
## Ship To Vendor Location Vendor Order Location Setup

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 purchase order.

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.

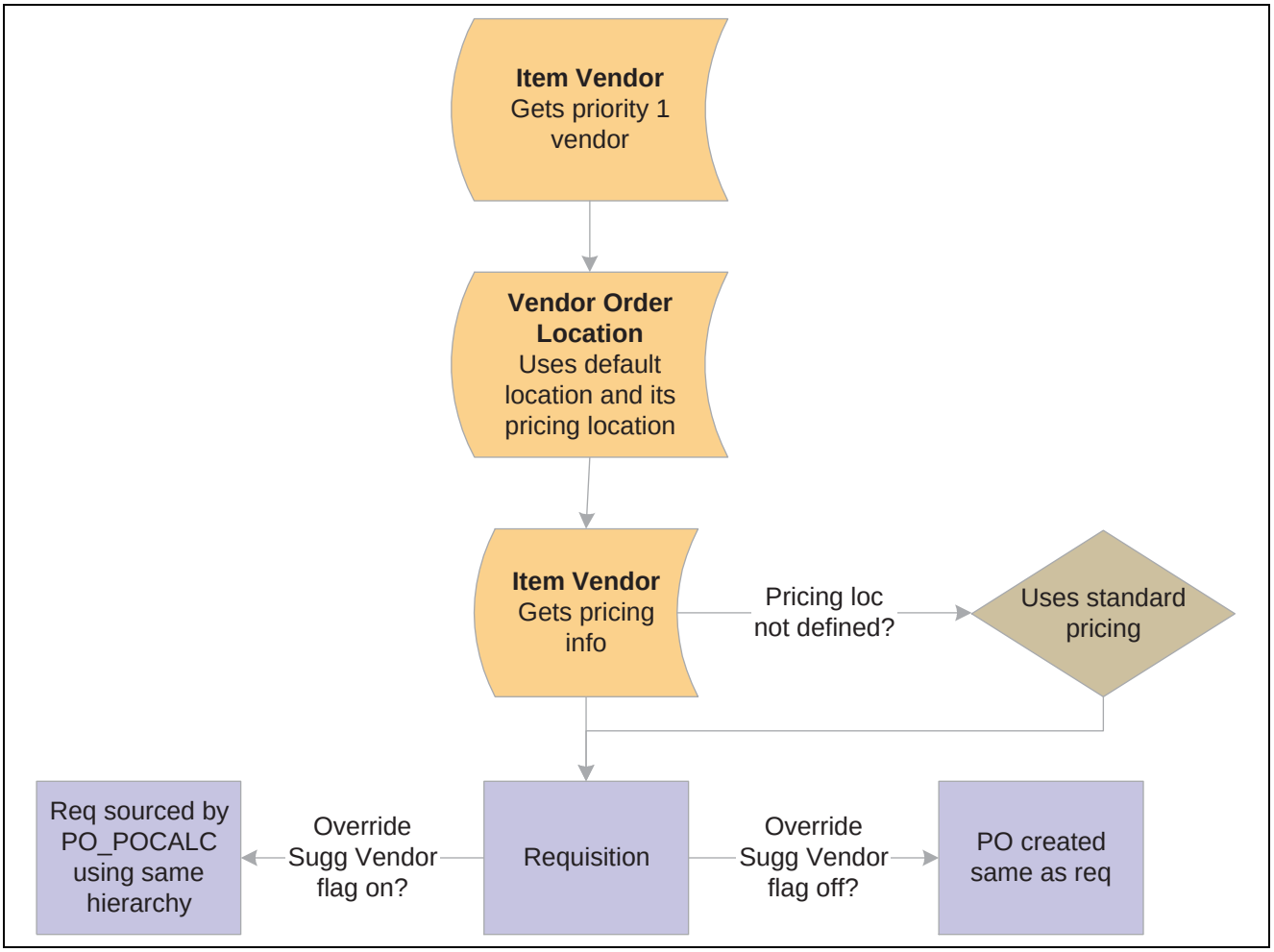
One vendor ordering location for each vendor can be defined for each region. You can have more than one vendor for each region but only one order location per vendor. This default system is not item-specific, but rather region specific.

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.

## Low-Level Control Implementation: Defining Item-Vendor Relationships Overview

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 purchase orders created online.

This diagram illustrates this default hierarchy:




Default Hierarchy using the Item Vendor setup

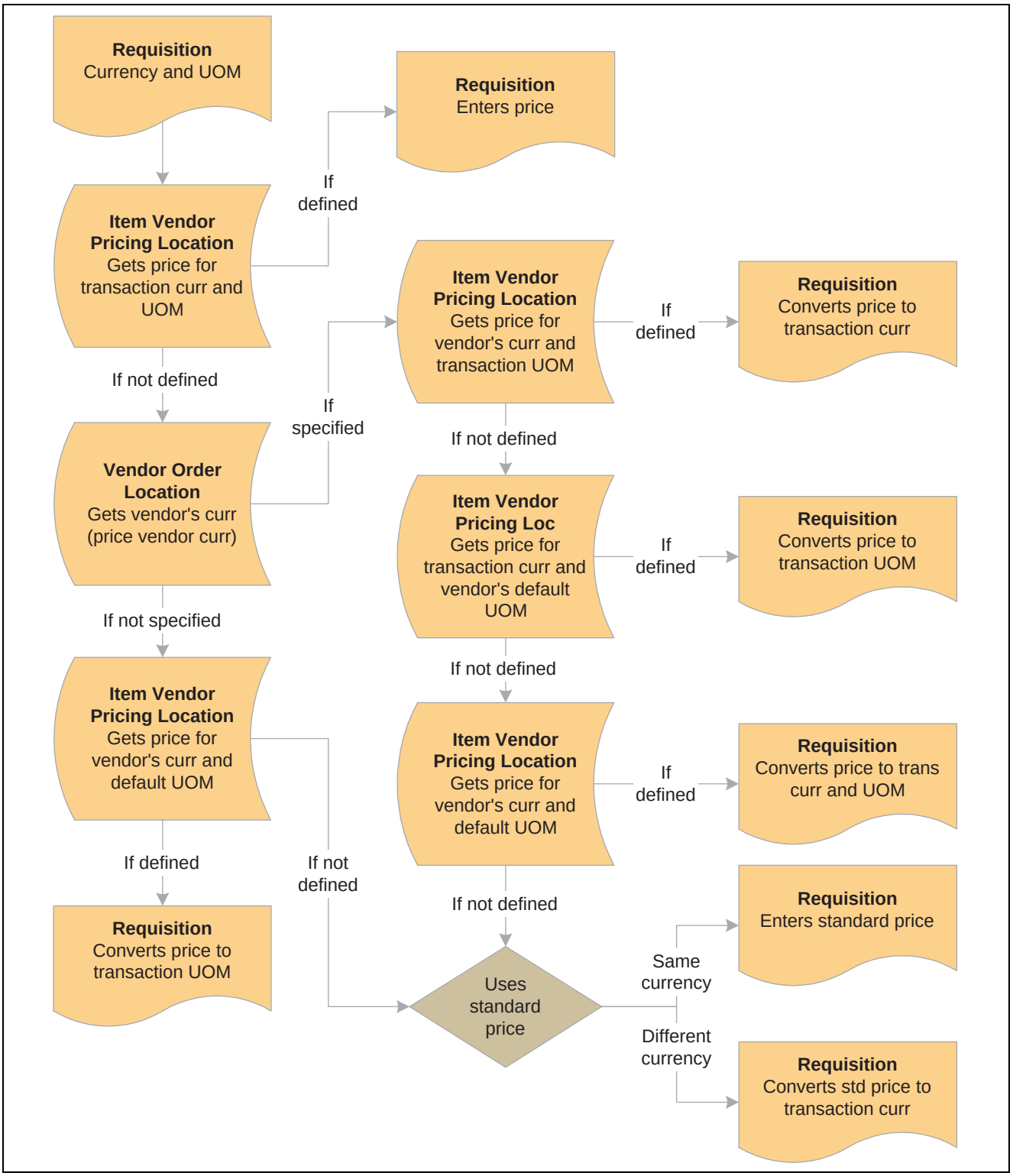
## Zero-Level Control Implementation Overview

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 purchase order 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, purchase orders created online use the standard price as well.

# Understanding Multicurrency Conversions

You can define multiple currencies and UOMs for a pricing location. When multicurrencies are involved, the system creates the requisition and purchase order 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 purchase order. 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, purchase orders 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 purchase order is built in the currency for the PeopleSoft Purchasing business unit.

When the Override Suggested Vendor check box is clear, the purchase order is built from the requisition, and if currencies are different, the system converts the requisition transaction price or currency to the purchase order currency. If the Override Suggested Vendor check box is selected, the system follows the same vendor location hierarchies described previously.

If the purchase order is built from a requisition and the Define PO option was selected during requisition selection, the purchase order is built in the vendor currency, or the modified currency, if it was modified during Define PO.

## See Also

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 34

# CHAPTER 10

# 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

*Enterprise PeopleTools 8.46 PeopleBook: 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 Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Implementing Integrations," 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 30, "Managing Requests for Quotes," Setting Up and Publishing the RFQ EIP, page 508.

- Return To Vendor (RTV).

  See Chapter 44, "Managing Vendor Returns," Setting Up and Publishing the RTV EIP, page 887.

- Purchase Order (PO) Dispatch/ PO Change Request.

  See Chapter 35, "Dispatching and Printing Purchase Orders," page 717.

- Purchase Order Expected Receipts.

  See Chapter 41, "Receiving Shipments," Setting Up and Publishing the Purchase Order Expected Receipts EIP, page 838.

- Purchase Order Receipt Notification.

  See Chapter 41, "Receiving Shipments," Setting Up and Publishing the Purchase Order Receipt Notification EIP, page 840.

- Credit Card Data.

  See Chapter 15, "Managing Procurement Cards," Setting Up and Publishing the Credit Card Data EIP, page 240.

### See Also

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Understanding SCM Integration"

*Enterprise PeopleTools 8.46 PeopleBook: Integration Broker*

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler*

Chapter 11, "Using Electronic Data Interchange Messaging," Processing Outbound EDI Transactions, page 165

## 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 30, “Managing Requests for Quotes,” Subscribing to the RFQ Response EIP, page 510.

- Purchase Order Receipt.

  See Chapter 41, “Receiving Shipments,” Subscribing to the Purchase Order Receipt EIP, page 836.

- Advance Shipment Receipt (ASR).

  See Chapter 41, “Receiving Shipments,” Subscribing to the ASR EIP, page 836.

- Purchase Order/ Purchase Order Change Acknowledgement.

  See Chapter 36, “Creating Purchase Order Change Orders,” Subscribing to the Purchase Order and Purchase Order Change Order Acknowledgement EIP, page 746.

- Item Price List.

  See Chapter 10, “Using Messaging,” Subscribing to the Item Price List EIP, page 161.

- Purchase Order Requisition.

  See Chapter 24, “Using the Requisition Loader,” page 433.

- Procurement Card.

  See Chapter 15, “Managing Procurement Cards,” Subscribing to the Procurement Card Load EIP, page 241.

- GPO Load Manufacturer Price.

  See Chapter 10, “Using Messaging,” Subscribing to the GPO Load Manufacturer Price EIP, page 162.

- GPO Load Distributor Price.

  See Chapter 10, “Using Messaging,” Subscribing to the GPO Load Distributor Price EIP, page 163.

### See Also

Chapter 11, "Using Electronic Data Interchange Messaging," Processing Inbound EDI Transactions, page 166

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Understanding SCM Integration"

*Enterprise PeopleTools 8.46 PeopleBook: Integration Broker*

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler*

# 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 | SCM Integrations, 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 | SCM Integrations, 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 | SCM Integrations, Setup, Data Collection, 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 | SCM Integrations, 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 | SCM Integrations, Process Transactions, Items, GPO Load Manufacturer Price | Specify the parameters for the GPO Load Manufacturer Price process. |
| Item Loader | RUN_IN_ITMLOAD | SCM Integrations, 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 | SCM Integrations, 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 | SCM Integrations, 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 | SCM Integrations, Process Transactions, Items, GPO Load Distributor Price | Subscribe to the GPO Load Distributor Price EIP. |
| Item Loader | RUN_IN_ITMLOAD | SCM Integrations, 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 | SCM Integrations, 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 | SCM Integrations, 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 11

# 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 10, "Using Messaging," page 157

*PeopleSoft Enterprise SCM Electronic Data Interchange Messaging 8.9 PeopleBook*, "Understanding Electronic Data Interchange Messaging"

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 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 Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Understanding SCM Integration"

Chapter 10, "Using Messaging," page 157

## 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 Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Understanding SCM Integration"

Chapter 10, "Using Messaging," page 157

# CHAPTER 12

# Using Commitment Control

This chapter provides an overview of commitment control in PeopleSoft Purchasing and discusses how to:

- Use partial and final liquidations.
- Budget check requisitions.
- Budget check purchase orders.
- Budget check procurement cards.
- Run budget period-end processes.
- Roll over purchase orders 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 includes 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 determine 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 a 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 purchase order, 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 purchase order 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 purchase orders.

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, you can 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 purchase order inquiry pages.

### See Also

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Understanding PeopleSoft Commitment Control"

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Basic Commitment Control Options"

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications"

## Comm. Cntrl. Budget Processor Process in PeopleSoft Purchasing

The Comm. Cntrl. Budget Processor (commitment control budget processor) Application Engine process (FS_BP) 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 menu for requisitions, purchase orders, and procurement cards.

The Comm. Cntrl. Budget Processor process operates exactly like the budget-check remote call options available on the purchase order 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 purchase order, the liquidation is recorded using the fiscal year and accounting period of the voucher.

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**Note.** Commitment control is not automatically invoked for requisitions and purchase orders 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.

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### See Also

Chapter 12, "Using Commitment Control," Budget Exceptions, page 170

Chapter 33, "Using Purchase Order Sourcing," page 629

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Processing Source Transactions Against Control Budgets," Understanding the Budget Checking of Source Transactions

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Basic Commitment Control Options"

## 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 posts 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 purchase order 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 whether 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 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, purchase orders, procurement cards, requisition and purchase order reconciliation workbench (for cancel and close), and receipt accrual transactions.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Defining and Updating Open Periods and Adjustment Periods

# Liquidation Method

Liquidate method is a document schedule control option that instructs the Comm. Cntrl. Budget Processor process 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 liquidate by amount. Use the Purchasing Definitions - Business Unit Options page to determine whether a purchase order 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:

- Calculate the unit price by using the amount of the preceding document.
- Calculate the liquidate amount by using the predecessors unit price and multiplying it by the standard quantity of the current document.
- Use the newly derived amount to relieve the pre-encumbrance and encumbrance of the preceding document.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Setting Installation Options for PeopleSoft Applications”

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” page 29

# Document Tolerances

For information on document tolerances see the discussion on the topic.

See Chapter 13, “Running Document Tolerances,” page 197.

# Budget Exceptions

When using commitment control with PeopleSoft Purchasing, you track all requisition, purchase order and non-prorated purchase order 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 identifies 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 enable 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 8, “Using Workflow,” page 109

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Managing Budget Exceptions,” Setting Up and Running Exception Notification

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Managing Budget Exceptions,” Understanding Viewing and Handling of Budget Transaction Exceptions

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Budget Transaction Exceptions

## Budget Overrides

Various override attributes 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 to override specific budgets or transactions.

### See Also

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions

*PeopleSoft Enterprise Commitment Control 8.9 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 identified 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 process reacts to the most current budget data. Consequently, if you alter your budgets and run a budget check, errors on active transactions can change.

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**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.

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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 process 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 purchase order quantities and item prices. | Changes final encumbrance amounts generated during budget checking. |

| Transaction Change | Effect |
|---|---|
| Modify ChartFields. | Sets the budget status to *Not Checked.* Requires another run of the budget processor. |
| Cancel, delete, or insert a requisition line. | Sets budget-header status to *Not Checked.* 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. |
| Increase or decrease budget amounts. | Generates different exceptions for all affected transactions. Increasing your budget decreases exceptions and decreases 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: *Open, Hold,* and *Closed.* If you change the status of a budget, that action affects all referencing transactions captured in the next budget check. |

### See Also

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Budget Transaction Exceptions

## Commitment Control and PeopleSoft Purchasing Close Processes

If you have commitment control enabled, the Close Requisitions (PO_REQRCON) and Close Purchase Orders (PO_PORECON) Application Engine processes consider this functionality.

After you have selected your process parameters and run a close process, the process verifies 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_REQRCON) or purchase orders (for PO_PORECON) that meet the close criteria. The status on the distribution line and the header changes from *V* (valid) to *N* (not checked).

The close processes set the budget status to *Not Checked* and the fully liquidated flag to *Yes*. Run the budget processor to relieve the remaining encumbrance.

For example, you have a purchase order for 100.00 USD, but after discounts, the vendor only invoices you for 98.00 USD. Before running the Close Purchase Orders process, the remaining 2.00 USD still exists as an encumbrance. When you close the purchase order, you must liquidate the remaining encumbrance for 2.00 USD. For this reason, the Close Purchase Orders 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 close processes.

### See Also

Chapter 28, "Closing Requisitions," page 469

Chapter 38, "Reconciling Purchase Orders," page 763

## Budget Checking Receipt Accruals

This process is used to budget check the expense and encumbrance reclassification transactions. You can budget check either type.

### See Also

Chapter 45, "Using Receipt Accrual," Performing Budget-Checking for Receipt Accruals, page 897

# 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 *Error* or *Warning* 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 *Error* or *Warning* 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 enable overrides and the budget header status is *Not Checked.* The budget header status appears as *Not Checked* if you changed the source transaction after the Comm. Cntrl. Budget Processor process issued the exceptions and you have not run the process again.<br><br>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 passes 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 project costing business unit) | Business unit assigned to the project in PeopleSoft Project Costing. |
| **Resource Type** | Resource category, such as labor, associated with a given cost. This is 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:<br><br>*REQ_PREENC:* Requisition pre-encumbrance.<br><br>REQ_PRECNP: Non-Prorated Requisition Prencumbrance.<br><br>*PO_POENC:* Prorated purchase order encumbrance.<br><br>*PO_POENCNP:* Non-prorated purchase order encumbrance.<br><br>*PO_PROCARD:* Procurement card transaction.<br><br>*PO_RAENC:* Receipt Accrual Encumbrance.<br><br>*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, purchase order, or procurement card transaction. |
| **Tran Override Available Info** (transaction override available information) | Click the Tran Override Available Info 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.

**Run Control ID** Create a unique run control ID for each type of source transaction that you want to budget check independently of other source transactions. If you use the same run control ID for purchase orders and requisitions, the budget processor will process both purchase orders and requisitions existing at the time the run control ID is used to initiate the budget checking process. For example, this occurs if you have created a run control ID of BPO1 for both purchase orders and requisitions. However, if you create a different run control ID for purchase orders and requisitions, the different source transactions are processed independently of each other. For example, creating BPPO1 for purchase orders and BPRQ1 for requisitions enables you to budget check the two source transactions independently of one another.

### See Also

Chapter 12, "Using Commitment Control," Comm. Cntrl. Budget Processor Process in PeopleSoft Purchasing, page 168

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Application-Specific Installation Options

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Inquiring on Budgets and Transaction Activities," Viewing Budget Details and Transaction Activity

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions

*PeopleSoft Enterprise Commitment Control 8.9 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 purchase order. When you create or modify a purchase order, you can designate that the purchase order is final, prompting the system to liquidate the preceding requisition. You can make your purchase order 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 purchase order.
- Purchase order 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 purchase order 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.

  The corresponding voucher lines that reference (liquidate) the lines determine this.

At times, multiple transactions reference the same predecessor. If two payment vouchers for two invoices of 500.00 USD each are associated to the same 1000.00 USD purchase order, only the second payment voucher is considered final. The first 500.00 USD payment voucher is considered partial, because an additional 500.00 USD encumbrance remains outstanding. If the first 500.00 USD actually represents the last expected action against the order, you can designate the voucher as *final for less* and relieve the entire 1000.00 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 purchase order 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 |

| Ledger | Amount |
|---|---|
| Encumbrance | 1165.00 USD |
| Pre-encumbrance | 75.00 USD |

Create another purchase order that references this requisition for 25.00 USD, finalize the purchase order and run budget checking. The total for all purchase orders 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 purchase order to the correct amount
2. Click the Finalize Document button for the affected line or lines.
3. Save the purchase order.
4. After approving the revised purchase order, run budget checking to confirm the correction.

## Reversing Partial or Final Liquidation

You can also reverse finalization of a purchase order 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 purchase order for only 700.00 USD, without expecting to spend the remaining 300.00 USD that the requisition authorizes. You can declare the purchase order 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 purchase order's liquidation status to *Partial.* Then you can declare the purchase order final (for less) again, thus 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 purchase order.
3. Run budget checking to confirm the correct amount.

## Budget Checking After Partial or Final Liquidation

You must budget check each purchase order after you declare it either final (for less) or partial. During budget checking, the system treats a finalized purchase order as a direct encumbrance, still subject to pre-encumbrance tolerance checking.

**Note.** If two or more purchase orders are linked to one requisition, none of those purchase orders can be finalized until all of those purchase orders have passed budget checking.

**Note.** You cannot change a purchase order'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 purchase order 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 12, "Using Commitment Control," Understanding Commitment Control in PeopleSoft Purchasing, page 167

Chapter 14, "Using Entry Events," page 203

# 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 |
|---|---|---|---|
| Req Budget Check (requisition budget check) | REQ_KK_CHECK_REQ | Purchasing, Requisitions, Budget Check, Req Budget Check | Run the Comm. Ctrl. Budget Processor process for requisitions. Commitment control must be enabled for PeopleSoft Purchasing. |
| Maintain Requisitions - Requisition | REQ_FORM | Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition | 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 Exceptions 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, Line Exceptions | 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 Req Budget Check page.

To budget check requisitions, select *REQ_PREENC* in the Trans Type field.

## Process Options

**Req ID** (requisition ID) Values are:

*All:* Select to budget check all requisitions.

*Some:* Select to display the From and To fields. Budget checks all requisitions that match the range specified in the From and 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 and To fields. Budget checks all requisitions for which creation dates fall within the dates specified in the From and 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 - Requisition page. This invokes the Comm. Cntrl. Budget Processor process by remote call.

### See Also

Chapter 12, "Using Commitment Control," Comm. Cntrl. Budget Processor Process in PeopleSoft Purchasing, page 168

Chapter 23, "Creating Requisitions Online," Creating Requisition Header Information, page 380

# Budget Checking Purchase Orders

This section discusses how to:

- Budget check purchase orders using the Comm. Cntrl. Budget Processor process.
- Budget check purchase orders using online pages.

## Pages Used to Budget Check Purchase Orders

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Budget Check Request | PO_KK_CHECK_REQ | Purchasing, Purchase Orders, Budget Check, PO Budget Check Request | Run the Comm. Ctrl. Budget Processor process for purchase orders. You must enable commitment control for PeopleSoft Purchasing. |
| Maintain Purchase Order - Purchase Order | PO_LINE | Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order | Enter or change purchase order information online. |
| Purchase Order Exceptions | KK_XCP_HDR_PO1 | Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Purchase Order, Purchase Order | View budget check exceptions for purchase orders. 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 Exceptions page for transaction headers for a specific purchase order. | View line details for purchase orders with budget exceptions. |
| Line Exceptions | KK_XCP_LN_PO1 | Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Purchase Order, Line Exceptions | View lines on a purchase order 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 purchase orders. 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 purchase order line. | View line details for non-prorated purchase orders with budget exceptions. |
| Line Exceptions | KK_XCP_LN_PO1N | Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Purchase Order Non-prorated, Line Exceptions | View lines on a non-prorated purchase order with budget check exceptions. Users with appropriate authority can override the budget exceptions on this page. |

# Budget Checking Purchase Orders Using the Comm. Cntrl. Budget Processor Process

Access the Budget Check Request page.

To budget check prorated purchase orders, select *PO_POENC* in the Trans Type field.

To budget check non-prorated purchase orders, select *PO_POENCNP* in the Trans Type field.

## Process Options

**PO ID** (purchase order ID) Values are:

*All:* Budget checks all purchase orders.

*Some:* Select to display the From and To fields. Budget checks all purchase orders that match the range specified in the From and To fields.

*Value:* Select to display the PO ID field. Budget checks the purchase order that matches the ID specified in the PO ID field.

**PO Date** (purchase order date)

Values are:

*All:* Select to budget check all purchase orders.

*Some:* Displays the From and To fields. Budget checks all purchase orders for which creation dates fall within the dates specified in the From and To fields.

*Value:* Displays the PO Date field. Budget checks purchase orders for which creation dates match the date specified in the PO Date field.

## Budget Checking Purchase Orders Using Online Pages

When you create online purchase orders, 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 12, "Using Commitment Control," Comm. Cntrl. Budget Processor Process in PeopleSoft Purchasing, page 168

Chapter 32, "Creating Purchase Orders Online," Creating Purchase Order Headers, page 550

# 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 you enable commitment control for procurement cards, the system validates the budget rows. If rows are not budget checked, the budget status is *N* (not checked). If a row fails the budget check, the budget status is *E* (error). If rows pass the budget check, the budget status is *V* (valid).

  If you selected edit combination 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 you enable commitment control for procurement cards, 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 system automatically uses the budget processor to check for valid ChartFields.

**Note.** To budget check procurement cards, 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 Reconcile Statement - Procurement Card Transactions page.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 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 ProCard Load Statement Application Engine 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 Procurement Card Load Statement Options page. |
| 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 ProCard 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 Comm. Cntrl Budget Processor process for the procurement cards in batch mode. |
| Budget Check Exceptions | KK_XCP_HDR_PO3 | Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Procurement Card, Budget Check Exceptions | Review procurement card transactions that failed the budget check process. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Source Transactions - Definition | KK_SOURCE_TRAN1 | Commitment Control, Define Control Budgets, Source Transactions, Source Transactions - Definition | Define source transactions for commitment control.<br><br>**Note.** Select *Planned* as the value for the Commitment Control Amount Type field. |
| Budget Definitions - Control Budget Options | KK_BUDG1 | Commitment Control, Define Control Budgets, Budget Definitions, Budget Definitions - Control Budget Options | Establish budgetary controls.<br><br>**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.<br><br>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 15, “Managing Procurement Cards,” Loading Procurement Card Statements to Application Tables, page 244

## Budget Checking Procurement Cards Using the Reconcile Statement - Procurement Card Transactions Page

Access the Reconcile Statement - Procurement Card Transactions 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 provides an overview of budget period-end processing and discusses how to run budget period-end processes.

## Understanding Budget Period-End Processing

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 re-establish 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 close processes for requisitions and purchase orders that remove outstanding requisitions and purchase orders from your budget.
- The other aspect of these processes involves use of the PO Rollover1 (PO_POROLL1) and PO Rollover2 (PO_POROLL2) Application Engine 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 15, “Managing Procurement Cards,” Loading Procurement Card Statements to Application Tables, page 244

Chapter 38, “Reconciling Purchase Orders,” page 763

Chapter 28, “Closing Requisitions,” page 469

## Pages Used to Run Budget Period-End Processes

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Close Requisitions | RUN_REQRECON | Purchasing, Requisitions, Reconcile Requisitions, Close Requisitions | Run the Close Requisitions process and produce the Close Requisition SQR report (PORQ009). |
| Close PO | RUN_PORECON | Purchasing, Purchase Orders, Reconcile POs, Close Purchase Orders, Close PO | Run the Close Purchase Order process and produce the Close Purchase Order SQR report (POPO008). |
| PO Rollover | PO_ROLLOVER | Purchasing, Purchase Orders, Budget Year End Processing, PO Rollover Workbench, PO Rollover | Select purchase orders to rollover and change their statuses to *Pending* before running the PO Rollover1 process. Check the roll status of the purchase orders. |
| Purchase Order Selection | PO_ROLLOVER_SEARCH | Click the Selection Criteria link on the PO Rollover page. | Use the filters to choose purchase orders for consideration for rollover. |
| Purchase Order Details | PO_ROLLOVER_LN | Click the Secondary Lines button on the PO Rollover page. | View additional details for purchase orders 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 process. |
| Budget Check Request | PO_KK_CHECK_REQ | Purchasing, Purchase Orders, Budget Check, Budget Check Request | Run the Comm. Cntrl. Budget Processor process. |
| PO Rollover2 | RUN_POROLL2 | Purchasing, Purchase Orders, Budget Year End Processing, Request PO Rollover2, PO Rollover2 | Run the PO Rollover2 process. |

# Rolling Over Purchase Orders at Budget Period-End

This section provides an overview of purchase order rollover process and discusses how to:

- Create a data set for retrieval by the purchase order rollover workbench.
- Select and qualify purchase orders for rollover.
- Review purchase order details.
- Run the PO Rollover1 process.
- Run the PO Rollover2 process.

- Run the PO Roll Open Encumbrance process.

## Understanding the Purchase Order Rollover Process

If you are using commitment control, you can use purchase order 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 purchase orders to rollover.

Purchase orders 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.

### See Also

Chapter 32, “Creating Purchase Orders Online,” page 543

## Pages Used to Rollover Purchase Orders

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| PO Rollover View | RUN_POROLLVW | Purchasing, Purchase Orders, Budget Year End Processing, Request PO Roll View, PO Rollover View | Create a data set for retrieval by the purchase order rollover workbench by initiating the PO_POROLLVW Application Engine process. |
| PO Rollover (purchase order rollover) | PO_ROLLOVER | Purchasing, Purchase Orders, Budget Year End Processing, PO Rollover Workbench, PO Rollover | Select purchase orders to rollover and change their status to *Pending* before running the PO Rollover1 process. Check the roll status of purchase orders. |
| Purchase Order Details | PO_ROLLOVER_LN | Click the Secondary Lines button for any row on the PO Rollover page. | View additional details for purchase orders listed on the PO Rollover page. |
| POs Not Budget Checked | PO_ROLL_REQ_FIN | Click the POs to Budg Chk for Finalizing link on the Purchase Order Details page. | View details about purchase orders that have yet to reach a budget check status of *Valid,* thus enabling 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 process. |
| 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. |

## Creating a Data Set for Retrieval by the Purchase Order Rollover Workbench

Access the PO Rollover View page.

---

**Note.** It is highly recommended that you create data sets that are no greater than 1000 rows. Any larger and the processing times on the purchase order rollover workbench can be substantial.

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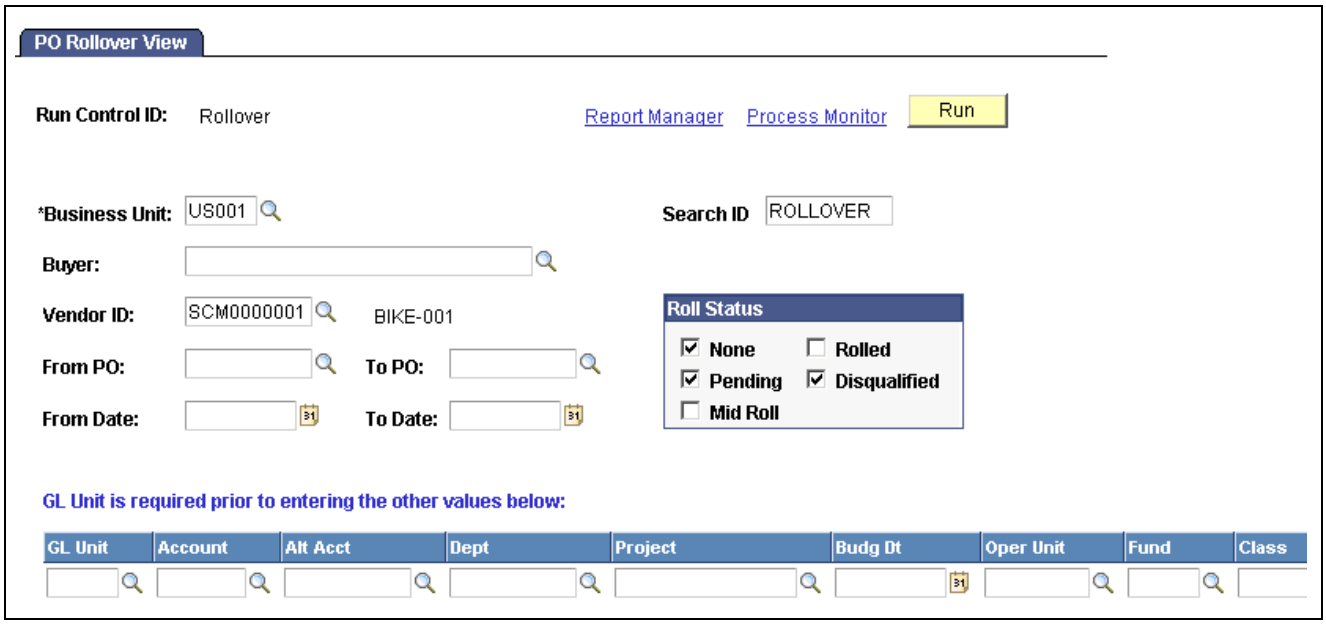



PO Rollover View page

**Search ID** Enter a search ID for this data set. The search ID is used to retrieve the data set on the PO Rollover page.

---

**Note.** If the search ID is re-used for different search criteria, the previously selected data will be overwritten. PeopleSoft recommends a unique search ID for each different set of search criteria.

---

## Roll Status

The following rules apply to purchase order selection:

When you select *Rolled* and *None* and a purchase order 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 purchase order 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 purchase order 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.

---

**None** Select this check box to find purchase orders 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.

**Pending** Select this check box to find purchase orders that have been selected for rolling.

**Mid Roll** Select this check box to find purchase orders on which you have run the PO Rollover1 process. Purchase orders with this header status are protected from all actions except budget checking and rollover. Purchase orders with this status cannot be copied into vouchers.

**Rolled** Select this check box to find purchase orders that have been rolled.

**Disqualified** Select this check box to find purchase orders that have been identified during PO Rollover1 as being in error and, therefore, are not eligible to continue the Rollover process.

### Other Information

**Run** Click this button to initiate the PO_POROLLVW process that creates the data set that you can select on the PO Rollover page.

### See Also

Chapter 12, "Using Commitment Control," Selecting and Qualifying Purchase Orders for Rollover, page 191

Chapter 12, "Using Commitment Control," Running the PO Rollover1 Process, page 193

Chapter 12, "Using Commitment Control," Running the PO Rollover2 Process, page 194

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

## Selecting and Qualifying Purchase Orders 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 purchase order rollover processing on the PO Rollover page. To retain the relationship between the purchase order and the receipt, the PO Rollover2 process updates the purchase order distribution number on the receipt distribution to match the new purchase order distribution number.

However, if there is one receipt for the purchase order that has been partially vouchered, the PO Rollover page is unable to maintain the relationship between the associated documents. Therefore, the purchase order is not available for selection for purchase order 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.

Purchase orders that you selected on the PO Rollover View page appear if they qualify for rollover. Purchase orders that are canceled, fully vouchered, on hold, in process, or that have not been successfully budget checked 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.

---

**Business Unit** and **Search ID** Select the search criteria then click the Search button. If you select only a business unit, then multiple search IDs will display. If multiple search IDs

contain the same purchase order number then that purchase order will display multiple times on the page. If you select a business unit and a search ID, then only the data from the specific search ID will display on the page.

**Finalize Requisition**

When running the PO Rollover1 process, you can choose to finalize requisitions associated with the purchase orders selected for the process.

To help you prepare for requisition finalization, this field provides the finalization qualification status of the requisition associated with the purchase order that you selected for purchase order rollover processing. Values are:

*Not Qualified:* Requisition is not qualified for finalization.

*No Requisition:* There is no requisition associated with the selected purchase order.

*Qualified:* The associated requisition qualifies for finalization. A requisition qualifies for finalization when all purchase orders 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 purchase order.

---

**Keep PY Encumbrances Open** (keep prior year encumbrances open)

Select to keep the prior year remaining encumbrances open for the selected purchase orders.

---

***Warning!*** If you select this option, remaining purchase order encumbrances for the prior year are not liquidated, and cannot be liquidated going forward.

If you select this option, you can perform purchase order rollover in one step using the PO Roll Open Encum process. Purchase order 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.

---

Click the Secondary Lines button for any row to access the Purchase Order Details page. Use the Purchase Order Details page to view additional details for the purchase order.

**Save**

Select the purchase orders for the rollover processes and then click the Save button. After you click the Save button the system changes the roll status of those purchase order to *Pending.*

---

**Important!** If a purchase order is in multiple data sets and it has been set to a roll status of Pending from a specific search ID, the status will not display as Pending when you retrieve the other data sets. You will need to recreate the data sets by re-executing PO_POROLLVW to display any updates to the statuses.

---

## Reviewing Purchase Order Details

Access the Purchase Order Details page.

### More Details Tab

Select the More Details tab.

**POs to Budg Chk for Finalizing** (purchase orders to budget check for finalizing)

Select to access the POs Not Budget Checked page, where you can view details about purchase orders that have not yet reached a budget check status of *Valid.*

Bringing the budget check status of these purchase orders 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 (purchase order).

*IVC:* Invalid budget status (voucher).

*N:* No error.

*PV:* Invalid budget status (purchase order and voucher).

*PVR:* Invalid budget status. Purchase order and voucher items received.

*R:* Rolled.

*REC:* Items received but not vouchered.

*VR:* Invalid budget status; voucher and items received.

## 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 purchase orders. 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 Comm. Cntrl. Budget Processor process.

---

**Note.** You must budget check the purchase orders after you run the PO Rollover1 process and before you continue to the PO Rollover2 process.

---

---

**Note.** The PO Rollover1 process acts only on purchase orders when the Keep PY Encumbrances Open check box is clear on the PO Rollover page.

---

**Finalize Requisitions**

Select to finalize qualified requisitions associated with the purchase orders selected for processing by the PO Rollover1 process. A requisition qualifies for finalization when all purchase orders 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 12, “Using Commitment Control,” Comm. Cntrl. Budget Processor Process in PeopleSoft Purchasing, page 168

# Running the PO Rollover2 Process

Access the PO Rollover2 page.

The PO Rollover2 process breaks the relationship between the rolled purchase order 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 purchase orders. This update to KK_ROLLED prevents the budget processor from processing and modifying the existing transaction. Instead, the budget processor assigns the purchase order a new transaction ID the next time the rolled purchase order 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 purchase orders.

The process closes or cancels the old distribution lines by setting the DISTRIB_LN_STATUS field 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 12, "Using Commitment Control," Comm. Cntrl. Budget Processor Process in PeopleSoft Purchasing, page 168

# Running the PO Roll Open Encumbrance Process

Access the Roll Open Encum page.

---

**Note.** The process acts only on purchase orders when the Keep PY Encumbrances Open option is 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 purchase orders 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 purchase orders that you want to roll into a new budget date. |
| **Budget Date** | Enter the new budget date that you want to assign to purchase orders successfully rolled by the process. |

# CHAPTER 13

# 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 100.00 USD, and this requisition is sourced to a purchase order for 150.00 USD, and the document tolerance percentage is 10. In this situation, the purchase order fails document tolerance checking. If you have the proper authorization, you can override the document tolerance checking and continue processing the purchase order.

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 Checking Application Engine process (FS_DOC_TOL) first and then it runs the Comm Cntrl Budget Processor Application Engine process (FS_BP).

If any amounts, quantities, general ledger business units, or ChartFields are modified on a purchase order after the document tolerance is checked, either manually or using the POCREATE or POCHNG processes, the system resets the document tolerance status to *Not Chk'd* (not checked).

## Setting Up Document Tolerances

The setup for document tolerances is the same for both PeopleSoft Payables and PeopleSoft Purchasing.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 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 Comm Cntrl Budget Processor Application Engine process (FS_BP) on the Maintain Purchase Order - Purchase Order page. The system runs the Comm Cntrl Budget Processor process and then runs the Document Tolerance Checking process.

You can check a purchase order 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 purchase order information online. |

## Checking Document Tolerances

Access the Maintain Purchase Order - Purchase Order page.

Click the Budget Check button to run the Comm Cntrl Budget Processor process for this purchase order. This button appears only if you have enabled commitment control for PeopleSoft Purchasing and the purchase order has not been subjected to budget checking. This button is not available if you have run the Comm Cntrl Budget Processor process on the purchase order.

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 Comm Cntrl Budget Processor process.

---

**Note.** You would normally run the Comm Cntrl Budget Processor process as a batch process using the Budget Check Request page. If you do so and document tolerance checking is enabled for the business unit, you must ensure that the commitment control source transaction definitions for purchase order transactions are defined, so that only purchase orders that have passed document tolerance checking are eligible for budget checking.

---

**Doc Tol Status** (document tolerance status)

If you enable document tolerance checking, the system displays the document tolerance status. Values are:

*Valid:* The purchase order has passed document tolerance checking.

*Not Chk'd* (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 Chk'd.*

*Error:* Exceptions are generated for the purchase order during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exceptions - Doc To 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 without budget checking.

## Page Used to Run Document Tolerances Without Budget Checking

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Document Tolerance | DOC_TOL_RUN_CNTRL | Purchasing, Purchase Orders, Verify Document Tolerance, Document Tolerance | Initiate the Document Tolerance Checking process. The system checks 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** | Displays the rule ID and description of the match rule that produced the exception. |

## Details

| | |
|---|---|
| **Pred Doc Amt** (predecessor document amount) | Displays the amount of the predecessor document (purchase order). |
| **Life-to-Date Liquidated Amt** (life-to-date liquidated amount) | Displays the sum total of all source documents (purchase orders) linked to the predecessor document. If you have multiple purchase orders tied to the same requisition, the Document Tolerance process calculates the tolerance against the sum total of all of the purchase orders tied to this requisition rather than the amounts of the individual purchase orders. An individual purchase order may be within the tolerance, but if the sum total of the linked purchase orders exceeds the tolerance, the purchase order will not pass document tolerance checking. |
| **Defined Tolerance Amount** | The tolerance amount that you defined on the Document Tolerance page. |
| **Defined Tolerance Percentage** | Displays 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 purchase order does not pass document tolerance checking and the system generates an exception. |
| **Calculated Doc Amt Tol Amount** (calculated document amount tolerance amount) | Displays the amount of the source document (purchase order), plus any defined tolerance amount. |
| **Calculated Doc Tol Percent Amt** (calculated document tolerance percent amount) | Displays the amount of the source document (purchase order), plus any defined tolerance percentage amount. |
| **Source Doc Monetary Amt** (source document monetary amount) | Displays the amount of the source document (purchase order). |
| **Source Doc Converted Amt** (source document converted amount) | Displays the converted amount of the source document (purchase order). The system converts the source document to the predecessor document general ledger business unit base currency to calculate the tolerance. |
| **Predecessor GL Base Currency** | Displays the predecessor document general ledger business unit base currency. |
| **Transaction Currency** | Displays the currency of the source document (purchase order). |
| **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** Displays the user who overrode this exception on the Document Tolerance Exceptions - Doc Tol Exception page.

**DateTime** Displays the date and time that the designated user overrode this exception on the Document Tolerance Exceptions - Doc Tol Exception page.

# CHAPTER 14

# Using Entry Events

This chapter provides an overview of entry events in PeopleSoft Purchasing and discusses how to:

- Set up PeopleSoft Purchasing entry events.
- Generate PeopleSoft Purchasing entry events.
- Drill down to the general ledger to 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. These are 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 using the Installation Options component.

- 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 Receivables, and PeopleSoft Billing.

---

**Note.** For requisitions and purchase orders, you must use commitment control to generate entry event transactions.

---

The processor is accessed through run control components for requisitions, purchase orders, 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 the PeopleSoft 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 process, entry events found in the requisition loader defaults override entry event defaults found at the business unit level or on the Requisition Loader 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 Purchase Order - Distributions for Schedule page.

• Purchase order express

Entry events function on the Express Purchase Order - Purchase order page in the same manner as on the Maintain Purchase Order - Purchase Order and Maintain Purchase Order - Schedules 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 the 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 purchase order, the entry event is passed to the staging area.

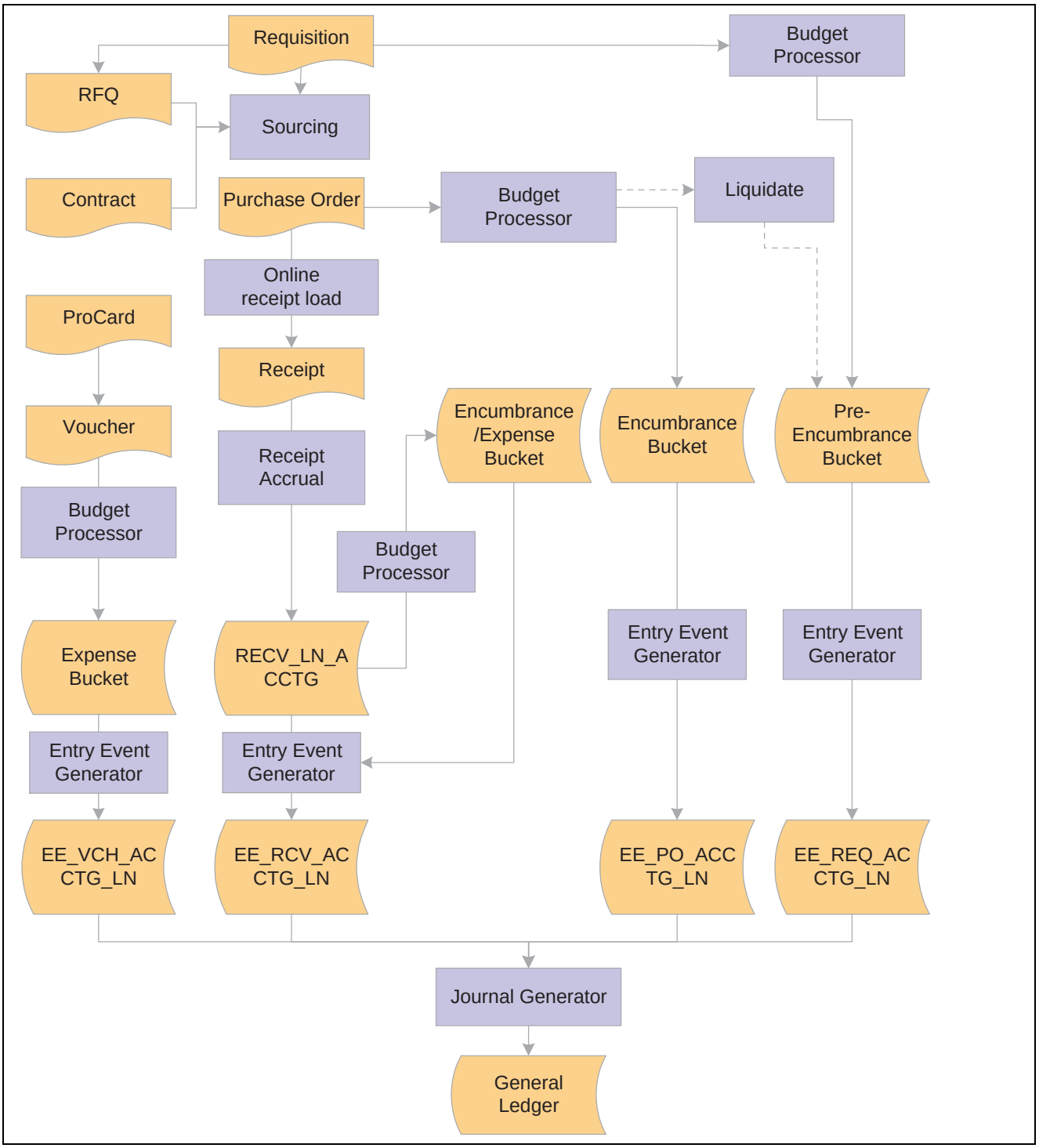
• PO Calculations and Create Purchase Orders processes

The purchasing system uses the PO Calculation and Create Purchase Orders processes to source requisitions to purchase orders. They also pass the entry event from the requisition to the purchase order. The Create Purchase Orders process validates the entry event code from the requisition. If that entry event code is not valid for the purchase order, the Create Purchase Orders process overrides the value with the entry event code defined at the business unit level for purchase orders.

The Entry Event Generator process (FS_EVENTGEN) processes entry events for all PeopleSoft products that use entry events, which include PeopleSoft General Ledger, PeopleSoft Payables, PeopleSoft Purchasing, PeopleSoft Receivables, and PeopleSoft Billing.

PeopleSoft Purchasing users access the process through components specific to requisitions, purchase orders, and receipts. The process uses setup data to create additional accounting transactions in a separate accounting record.

This diagram shows the entry event process flow:




Entry event process flow

### See Also

Chapter 14, “Using Entry Events,” Selecting Entry Event Defaults, page 207

Chapter 32, “Creating Purchase Orders Online,” Entering Distribution Information, page 602

Chapter 15, “Managing Procurement Cards,” Running the Voucher Load Process, page 264

Chapter 39, “Reviewing Purchase Order Information,” Reviewing Purchase Order Accounting Line Entries, page 779

Chapter 29, “Reviewing Requisition Information,” Reviewing Requisition Accounting Line Entries, page 489

Chapter 33, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 646

Chapter 33, “Using Purchase Order Sourcing,” Building Inventory Demand Transactions, page 653

Chapter 33, “Using Purchase Order Sourcing,” Creating Purchase Orders Using the Create Purchase Orders Process, page 682

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

Chapter 45, “Using Receipt Accrual,” page 891

Chapter 45, “Using Receipt Accrual,” Viewing Receipt Accrual Accounting Line Entries, page 899

Chapter 24, “Using the Requisition Loader,” Reviewing and Correcting Purchasing Requisition Loader Process Data Errors, page 443

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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 Generator process generates entry events for nonactuals 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 using the Ledgers for A Unit component.

---

## 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<br>Click the Entry Event link in the General Options group box. | Select purchasing entry events for purchase orders, requisitions, and procurement cards. |
| Entry Event Defaults | BUS_UNIT_PM_EE | Setup Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition<br>Click the Entry Event Defaults link on the Purchasing Definition - Business Unit Definition page. | Select default entry events at the business unit level.<br>**Note.** The link does not appear unless entry events are enabled. |

## Enabling Entry Events for PeopleSoft Purchasing

Access the Entry Event page.

**Purchasing** Select the entry event option for PeopleSoft Purchasing. Values are:

- *No EE* (no entry event): 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 purchase orders, requisitions, and procurement cards. Before selecting a default, you may need to review the defined codes.

### See Also

Chapter 14, "Using Entry Events," Setting Up PeopleSoft Purchasing Entry Events, page 206

# Generating PeopleSoft Purchasing Entry Events

This section discusses how to generate PeopleSoft Purchasing entry events.

**Note.** PeopleSoft Purchasing enables you to access the Entry Event component on three menus: Requisitions, Purchase Orders, and Receipts.

## 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<br>• Purchasing, Purchase Orders, Entry Event Request<br>• Purchasing, Receipts, Entry Event Request | Run the Entry Event Generator Application Engine process (FS_EVENTGEN). |

## Generating PeopleSoft Purchasing Entry Events

Access the Entry Event Request page.

**Note.** Budget checking must be run before entry events are generated for purchase orders or requisitions.

### Process Request Parameters

**Request ID** Enter an identifier for the request.

**Description** Enter a description of the request.

**Entry Event Process** Select the 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:

*PO Purchase Order* (PO Purchase Order posting)

*Requisition Posting*

*Receipt Accrual*

**Process Option** Select the process options based on the entry event process that you selected. Values are:

*All Units:* All business units.

*Document:* A document that you select in the Selection Criteria group box.

*Unit:* A business unit you select in the Selection Criteria group box.

### Selection Criteria

You can use these fields to limit the process to one business unit or one document. The documents available for the Document field depend on the 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 the general ledger system to view entry event journal entries.

## Pages Used to Drill Down to the General Ledger to View Entry Event Journal Entries

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| PO Purchase Order Drillback (purchase order purchase order drillback) | EE_PO_DRILL | Purchasing, Purchase Orders, Review PO Information, EE Journal Entries, PO Purchase Order Drillback | Drill down to the general ledger and view entry event journals for the purchase orders. |
| PO Requisition Drillback | EE_REQ_DRILL | Purchasing, Requisitions, Review Requisition Information, EE Journal Entries, PO Requisition Drillback | Drill down to the general ledger and view entry event journals for the requisitions. |
| PO Receipt Accrual Drillback | EE_RCV_DRILL | Purchasing, Receipts, Review Receipt Information, Entry Event Journal Drill Down, PO Receipt Accrual Drillback | Drill down to the general ledger and view entry event journals for the receipts. |

# PART 2

# Using Procurement Cards

**Chapter 15**
**Managing Procurement Cards**

# CHAPTER 15

# Managing Procurement Cards

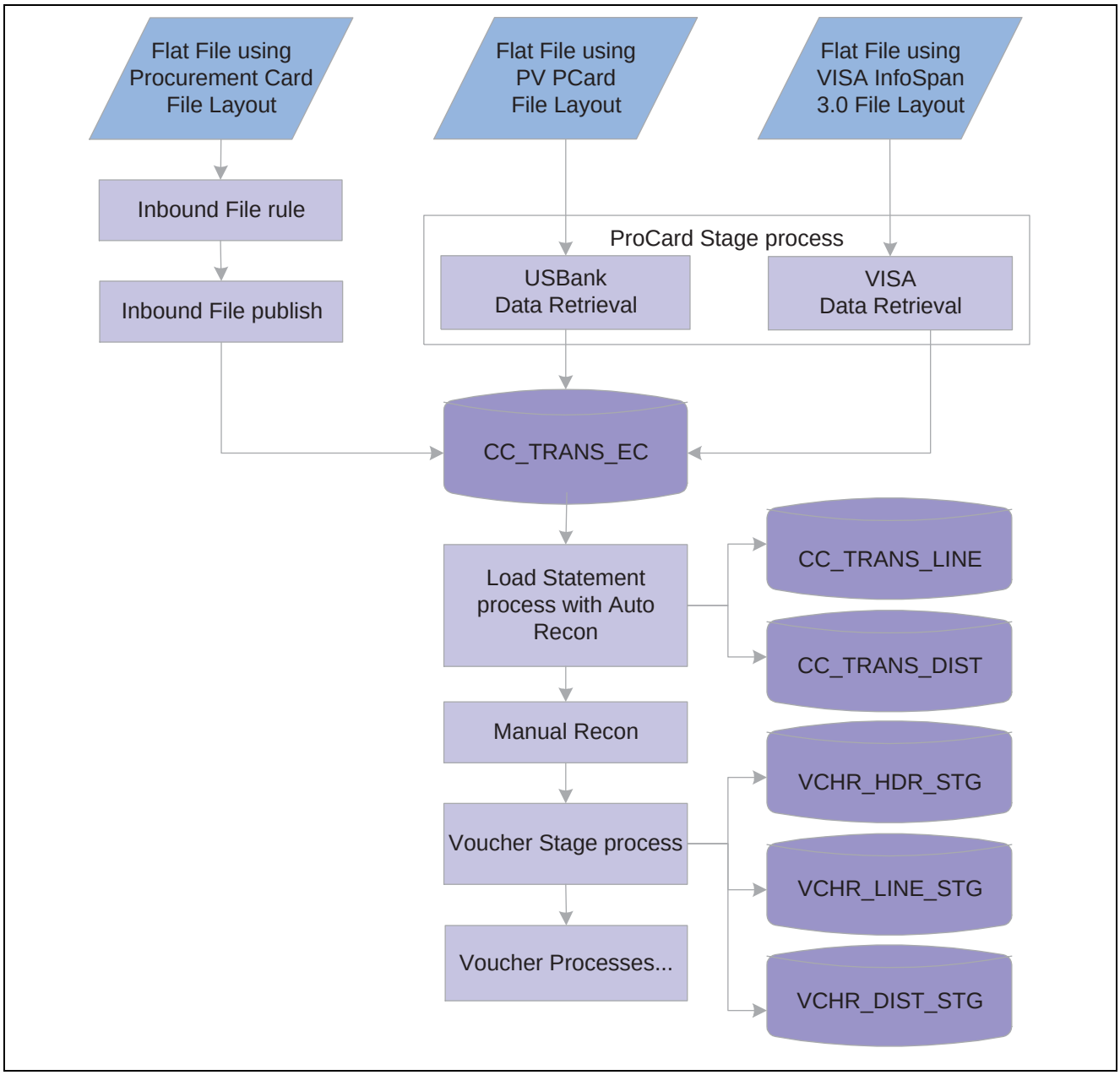
This chapter provides an overview of the procurement card business process and discusses how to:

- 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 Visa transaction type codes.
- Define procurement card mapping.
- Set up procurement card load statement options.
- Stage procurement card statements using PeopleSoft Application Messaging.
- Stage procurement card statements in a flat file format.
- Setting up and publishing the credit card data enterprise integration point (EIP).
- Subscribing to the Procurement Card Load EIP.
- Stage standard delivered bank format 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.
- Analyze procurement card information.

# 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** Select the card issuer. In most cases, this is the name of the bank that issues the card.

**Card Number** Enter the 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.

**Mask Credit Card Number** Clear this check box if you want to show the full credit card number on the report. This check box appears selected by default. This check box will only appear on this page if you are associated with a role that has Unmask Card Number rights for procurement cards.

---

**Note.** This field has no relationship to the role name selected on the page as a report request parameter. This field pertains to role of the user accessing the page.

---

**Merchant** Source of the purchased goods or services.

**PO Qty** (purchase order quantity) Displays the purchase order quantity of each item purchased for this statement line. If there's no purchase order associated with the statement or the quantity is unknown, the purchase order 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.

**Role Name** Select the role name that you want to filter the report by. The roles available for selection, are those roles that belong to the current user that also have cards assigned to them. It does not include those roles that have no cards assigned to them.

**Ship To** Address to which the goods that 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:

*Staged:* Statement from the bank is loaded into the staging tables by the Load ProCard Stage process.

*Initial:* 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 *Initial* if it was *Staged.*

*Verified:* Statement is waiting to be reviewed. After verification, the statement line status changes to *Approved.* 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. The cardholder can only set the status to *Verified* and another person has to approve it and set the status to *Approved.*

*Approved:* 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.

*Closed:* Statement has been pushed to the voucher staging table.

*Not Closed:* Any transactions that are not in the voucher staging table.

*Error:* 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 life cycle pass into the invoice and VAT reporting structures.

# Setting Up Procurement Card Installation Options

This section lists the page used to set up your procurement card installation options.

**Note.** Before you can use the procurement card functionality, you must first set up your procurement card installation options. These options determine procurement card controls that are used throughout the procurement card life cycle.

## Page 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 autonumbering parameters, maximum quantities for quantity price breaks, and the maximum number of rows that are to appear in scroll areas; define requisition loader parameters, such as maximum lines loaded; and define procurement card controls, such as the number of digits that are to appear on a procurement card. |

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Purchasing Installation Options

# Establishing Procurement Card Security

This section provides and overview of procurement card security and 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.

## Understanding 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. PeopleSoft delivers six procurement card roles and several predefined access rights with the system, so that you can establish your organizational role and role access parameters easily.

You do not need to use the predefined procurement card roles that PeopleSoft Purchasing provides. You can establish your own roles that match your environment. PeopleSoft Purchasing delivers these predefined roles so that you can quickly begin using the procurement card functionality.

For backward compatibility during upgrade, the system converts your existing proxies and assigns them to the procurement card administrator role. You can view this system conversion using the Assign Proxies page in PeopleSoft Purchasing. In addition, to complete the proxy assignment you must manually assign each proxy (PeopleSoft user) using PeopleTools security functionality to the procurement card administrator role (CC_ADMINISTRATOR). This is done using the User Profiles - Role page.

See Chapter 15, “Managing Procurement Cards,” Assigning Users to Procurement Card Roles, page 220.

See Chapter 15, “Managing Procurement Cards,” Assigning Proxy Roles for Different Procurement Cards, page 223.

## PeopleSoft Predefined User Roles

PeopleSoft delivers the following predefined user roles with the system: Administrator, Approver, Reconciler, Reviewer, PO User (purchase order user), and Req User (requisition user).

# Pages Used to Define Procurement Card Roles

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| User Profiles - Roles | USER_GENERAL | PeopleTools, Security, User Profiles, User Profiles, User Profiles - Roles | 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 on this page, they can be used in the procurement card module. |
| Procurement Card Access Rights | CC_RIGHTS1 | Purchasing, Procurement Cards, Security, Assign 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 or the Assign SpeedCharts page. | Search and assign additional procurement cards to the proxy user. |
| SpeedChart | SPEEDCHART | Setup Financials/Supply Chain, Product Related, Procurement Options, Management, SpeedChart | Define SpeedCharts. |
| Assign SpeedCharts | CC_ASSIGN_SPEEDCH | Purchasing, Procurement Cards, Security, Assign SpeedCharts | Assign SpeedCharts for each procurement card. |
| Assign Proxies | CC_CARD _DATA4 | Purchasing, Procurement Cards, Definitions, Cardholder Profile, Cardholder Profile - Card Data<br>Click the Proxies link on the Cardholder Profile - Card Data page. | Assign users (proxies) and the role associated with the selected cardholder. |

### See Also

*Enterprise PeopleTools 8.46 PeopleBook: Security Administration*

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Defining Purchasing Installation Options

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Securing Your System,” Understanding PeopleSoft Application Security

## Assigning Users to Procurement Card Roles

Access the User Profiles - Role page.

### See Also

*Enterprise PeopleTools 8.46 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 Enterprise Application Fundamentals 8.9 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 | PO User | Reconciler | Req User | 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 Profile | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Cardholder - Maintain Proxy | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Cardholder - Maintain Distribution | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Usage - Use Procurement Card on Requisition | ☑ | ☐ | ☐ | ☐ | ☑ | ☐ |
| Usage - Use Procurement Card on PO | ☑ | ☐ | ☑ | ☐ | ☐ | ☐ |
| Usage - Allow Override of Vendor Card | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ |

Procurement Card 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**

Select this check box to give this role—users—the access rights to review the statement only. With this right, this role has no authority to modify the statement.

**Access Reports**

Select this check box to give this role—users—the access rights to run procurement card reports.

**Reconcile - Set Status to Staged**

Select this check box to give this role—users—the access rights to change the status of the statement to *0 - Staged.*

**Reconcile - Set Status to Verified**

Select this check box to give this role—users—the access rights to 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 cannot change the status of any transaction that is already set to *Verified, Approved,* or *Closed.* For transactions that need to be reverified, users with approval rights must set their status to *Staged.*

---

**Reconcile - Set Status to Approved**

Select this check box to give this role—users—the access rights to change the status of the statement to *3 - Approved.*

**Note.** Once the status is set to *Approved* and the approver saves and exits the page, the statement can no longer be modified.

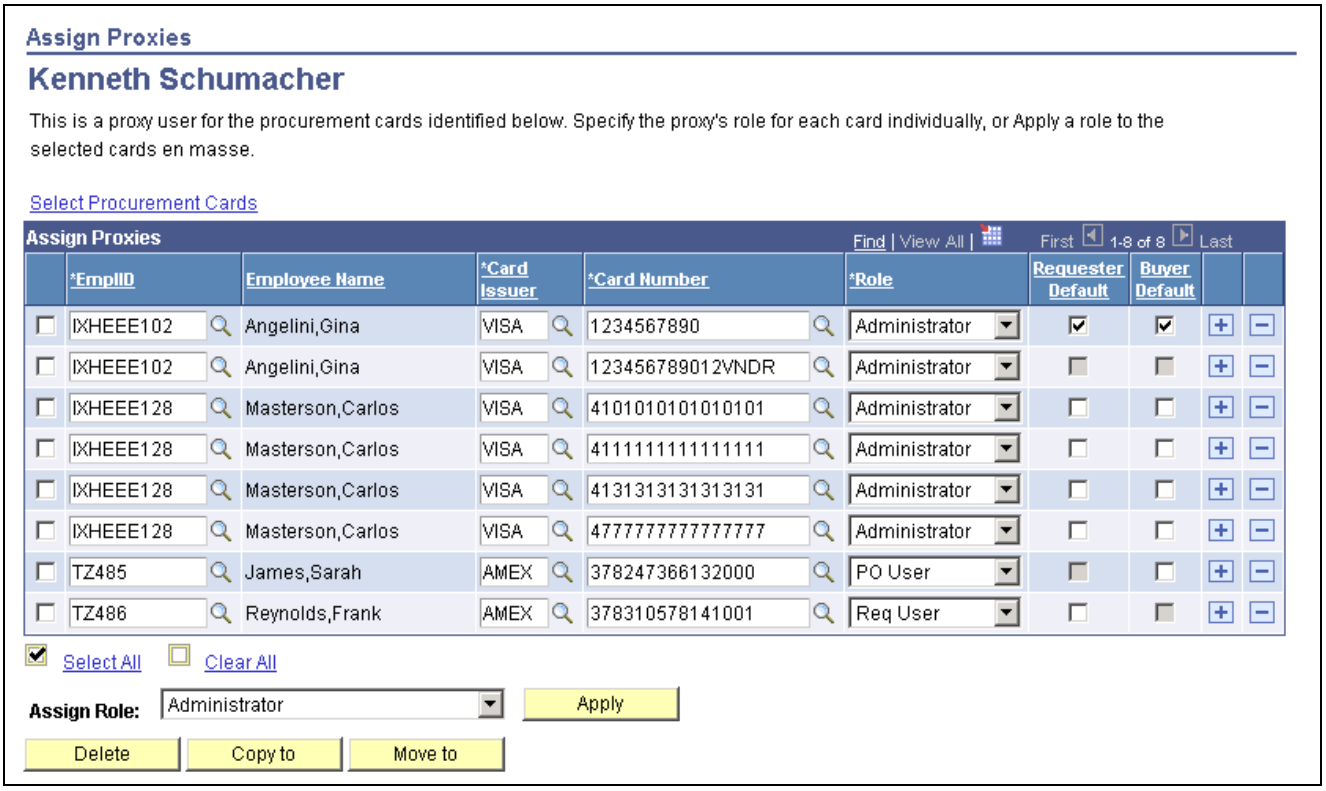
| | |
|---|---|
| **Reconcile - Update Distribution (Restricted)** | Select this check box to give this role—users—the access rights to update the distribution by selecting one of the predefined SpeedCharts that are assigned to this card. |
| **Reconcile - Update Distribution (Unrestricted)** | Select this check box to give this role—users—the access rights to update the distribution by selecting one of the predefined SpeedCharts that are assigned to this card or by entering the ChartField information manually. |
| **Reconcile - Modify Staged Transactions** | Select this check box to give this role—users—the access rights to modify transactions that are not verified or approved. |
| **Reconcile - Modify Verified Transactions** | Select this check box to give this role—users—the access rights to modify transactions that are not approved. |
| **Reconcile - Modify Approved Transactions** | Select this check box to give this role—users—the access rights to modify transactions that are approved. |
| **Reconcile - Modify Error Transactions** | Select this check box to give this role—users—the access rights to resolve transactions that failed the voucher edit. |
| **Unmask Card Number** | Select this check box to give this role—users—the access rights to view the full credit card number.<br>Plus, with this right, you have the option of printing the full credit card number on any of the procurement card reports or displaying it on any of the procurement card inquiry pages. |

**Note.** The full credit card number always appears in the following components: Assign Proxies, Assign SpeedCharts, and Cardholder Profile.

| | |
|---|---|
| **Cardholder - Maintain Profile** | Select this check box to give this role—users—the access rights to modify any information on the Card Data page in the Cardholder Profile component. |
| **Cardholder - Maintain Proxy** | Select this check box to give this role—users—the access rights to add, change, or delete proxy assignments in the Cardholder Profile component. |
| **Cardholder - Maintain Distribution** | Select this check box to give this role—users—the access rights to add, change, or delete accounting distribution assignments in the Cardholder Profile component. |
| **Usage - Use Procurement Card on Requisition** | Select this check box to give this role—users—the access rights to assign a procurement card as a payment method when creating a requisition. |
| **Usage - Use Procurement Card on PO** (usage - use procurement card on purchase order) | Select this check box to give this role—users—the access rights to assign a procurement card as a payment method when creating a purchase order. |
| **Usage - Allow Override of Vendor Card** | Select this check box to give this role—users—the access rights to override a vendor card that was previously entered for a purchase order. The vendor card appears by default from the vendor profile and this role has the rights to override that value if the vendor is also set to allow override. |

# Assigning Proxy Roles for Different Procurement Cards

Access the Assign Proxies page.




Assign Proxies page

**Requester Default**

Select this check box if you would like this procurement card to appear as the default when defining the requestor on the Requestor Setup page. The selection you make here also appears on the Requestor Setup page. Establishing it here accomplishes the same thing as establishing it on the Requestor Setup page.

The selection you make here will also appear on the Cardholder Profile - Card Data: Assign Proxies page.

---

**Note.** This field will only appear if this proxy user has also been set up as a requester using the Requester Setup page.

---

**Buyer Default**

Select this check box if you would like this procurement card to appear as the default when defining the buyer on the Buyer Setup page. The selection you make here also appears on the Buyer Setup page. Establishing it here accomplishes the same thing as establishing it on the Buyer Setup page.

The selection you make here will also appear on the Cardholder Profile - Card Data: Assign Proxies page.

---

**Note.** This field will only appear if this proxy user has also been set up as a buyer using the Buyer Setup page.

---

**Apply**

Click this button to apply the same role to multiple procurement cards for the proxy user.

**Delete** Click this button to remove selected cards from the current proxy user. This proxy user can no longer access transactions for those cards.

**Copy to** Click this button to copy access rights to another user.

**Move to** Click this button 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 are identified as exceptions. You can override exceptions on the Exceptions page.

---

# Setting Up Universal SpeedCharts

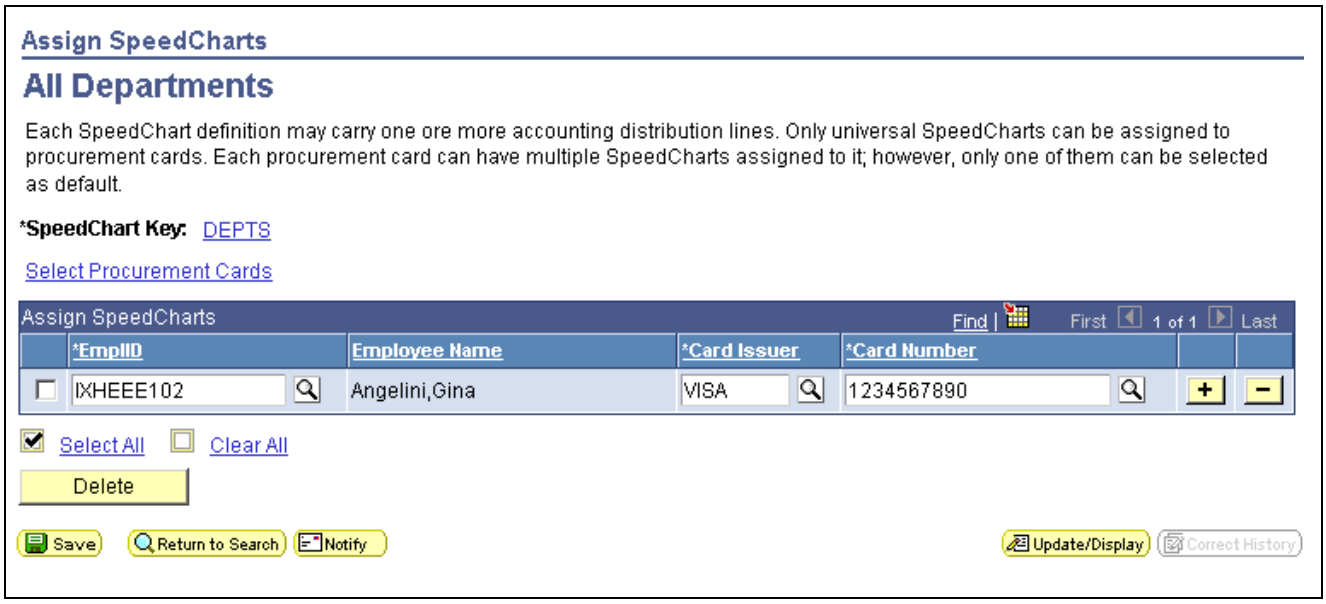
Access the SpeedChart page.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining SpeedCharts

# Assigning Universal SpeedCharts to Multiple Procurement Cards

Access the Assign SpeedCharts page.




Assign SpeedCharts page

**SpeedChart Key** Click the associated link to view the details of SpeedCharts within a given setID. When you click this link the SpeedChart Detail page appears.

**Select Procurement Cards** Select this link to assign additional procurement cards to the SpeedChart. When you click this link the Select Procurement Cards page appears.

**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 Cardholder Profile component (CC_EE_PROFILE).

This section provides an overview of the Personal Employee EIP and discusses how to:

- View cardholder personal data.
- Define cardholder card data.
- Define vendor card vendors.
- Define proxies.
- Define default account distributions.
- Restrict cardholder purchases by commodity code.

## Understanding the Personal Employee EIP

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 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, Personal Data | 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, Card Data | Enter card issuer, card number, and set the transaction limits for that card. |
| Vendors | CC_CARD_DATA5 | Click the Vendors link on the Card Data page. | Define vendors and the card options for these vendors. |
| Assign Proxies | CC_CARD_DATA4 | Click the Proxies link on the Card Data page. | Define who can access this procurement card and identify the rights that they have. |
| Default Accounting Distribution | CC_CARD_DATA2 | Click the Default Distrib (default distribution) link on the Card Data page. | Enter accounting distribution defaults for single-line distribution or assign SpeedCharts for multiline distributions. |
| SpeedChart Detail | CC_SPEEDCH_DTL | Click the Show SpeedChart link on the Default Accounting Distribution page. | View the details of the 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. |
| Cardholder Information | RUN_POY8000 | Purchasing, Procurement Cards, Reports, Cardholder Information | Generate the Cardholder Information Crystal report (POY8000).<br><br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purchase Exceptions | RUN_POY8010 | Purchasing, Procurement Cards, Reports, Purchase Exceptions | Generate one of these Crystal reports: Amount Limit per Transaction (POY8010), Amount Limit per Month (POY8011), Number of Transactions per Day (POY8012), Number of Transactions/Month (POY8013), or Unauthorized Commodity Codes (POY8013).<br><br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |
| MCC Exceptions (merchant category code exceptions) | RUN_POY8064 | Purchasing, Procurement Cards, Reports, MCC Exceptions | Generate the MCC Exceptions Crystal report (POY8064).<br><br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |

# Viewing Cardholder Personal Data

Access the Personal Data page.

**Personnel Status** Displays the cardholder personnel status, such as employee, consultant, contractor, or any other designation that your organization uses. Appears by default from human resources and cannot be changed.

**Telephone** Displays the cardholder home telephone number.

# Defining Cardholder Card Data

Access the Card Data page.

## Card Data Tab

Select the Card Data tab.

**Card Issuer** Select the procurement card issuer.

**Card Type** Select the card type for this procurement card.

## Additional Information Tab

Select the Additional Information tab.

**Vendor Card** Select this check box if this card is a vendor card. Once you select this check box the Vendors link becomes available.

**Vendors** Click this link to access the Vendors page. Use this page to assign the vendor and card options for this vendor card.

This will simultaneously update the vendor location with the same data (like requestor in assign proxies). This relationship can be maintained in either place.

### Credit Limits Tab

Select the Credit Limits tab.

**Note.** The fields on this tab are only used for reporting purposes.

**Maximum Credit Limit** (Optional) Enter the maximum credit limit for the credit card.

**Monthly Credit Limit** (Optional) Enter the maximum amount that a cardholder can spend every month.

**Transaction Amount Limit** (Optional) Enter the maximum amount that a cardholder can spend for each transaction.

**Currency** Select the currency for the credit limit fields.

### Transaction Limits Tab

Select the Transaction Limits tab.

**Note.** The fields on this tab are only used for reporting purposes.

**Transactions Allowed Per Month** Enter the number of transactions that a cardholder can perform in a month.

**Transactions Allowed Per Day** Enter the number of transactions that a cardholder can perform in a day.

## Defining Vendor Card Vendors

Access the Vendors page.

**Pay for PO** Select this check box if you want this vendor card to appear as the payment method for this vendor and location on a purchase order. If selected this vendor card will appear by default on the purchase order.

**Allow Override** Select this check box if this vendor card for this vendor and location can be overridden on a purchase order.

**Dispatch Option** Select the dispatch option for this vendor location. Options are:

- *Charge to Card on File:* Select this option to have “Charge to credit card” print in the header portion of the PO Dispatch/Print SQR report (POPO005).
- *Contact Buyer:* Select this option to have the buyer’s name and phone number print in the header portion of the PO Dispatch/Print report. For example, “*Please contact John Smith 925-694-3863 for payment information.”

- *Contact Cardholder:* Select this option to have the card holder's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information."
- *Default:* Select this option to use the dispatch option on the purchase order.
- *Include Masked Card Info* (include masked card information): Select this option to have the masked card number, card type, and expiration date appear in the header portion of the PO Dispatch/Print report.
- *No Reference:* Select this option to have no procurement card information print on the PO Dispatch/Print report.

The system will also update the fields on the Cardholder Profile and Assign Proxies pages with the selection you make here.

## Defining Proxies

Access the Assign Proxies page.

**User ID**

Select the user authorized to reconcile procurement card statements for the selected card. Creating a user ID 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 set up as their own proxy.

**Role**

Select an appropriate role for the designated proxy. Each role carries a set of access rights.

**Requestor Default**

This check box setting appears by default from the Assign Proxies page when defining the security for the proxy. If this check box is selected, this is the procurement card that will appear as the default when defining the requestor on the Requestor Setup page.

If you make any changes to this check box, the setting will automatically be reflected in the Assign Proxies page when defining the security for the proxy and automatically be reflected in the Requestor Setup page.

**Buyer Default**

This check box setting appears by default from the Assign Proxies page when defining the security for the proxy. If this check box is selected, this is the procurement card that will appear as the default when defining the buyer on the Buyer Setup page.

If you make any changes to this check box, the setting will automatically be reflected in the Assign Proxies page when defining the security for the proxy and automatically be reflected in the Buyer Setup page.

## Defining Default Accounting Distributions

Access the Default Accounting Distribution page.

### Distribution Choices

**Use Single-Line Distribution**

Select this option to assign a single account distribution for the procurement card transactions. This option is selected when the page appears.

**Note.** If you select this option, it enables the Use Single Line Distribution group box.

**Use Multi-Line Distribution** Select this option to assign multi-line distributions for the procurement card transactions.

**Note.** If you select this option, the Use Multi-Line Distribution group box is enabled.

### Use Multi-Line Distribution

**Speedchart Key** Select SpeedCharts that can be used for this card when reconciling the statement. Each SpeedChart can carry one or multiple distribution lines. Select a default SpeedChart that is used in the ProCard Load Statement process to create default accounting distribution lines.

**Note.** You must designate a default SpeedChart for the system to use when loading statement data.

## Restricting Cardholder Purchases by Commodity Code

Access the Restricted Purchase page.

**Commodity Code** Select the commodity for which you want to set a cardholder purchasing restriction. Only commodity codes defined for the setID associated with the default business unit that you selected on the Card Data page are available.

**Limit Amount** Enter the maximum amount that the cardholder can spend on the commodity.

**Limit Per Trans** (limit per transaction) Enter the maximum amount that the cardholder can spend per transaction on the commodity.

# Defining Card Issuers

To define card issuers, use the ProCard Card Issuers component (CC_CARD_TBL).

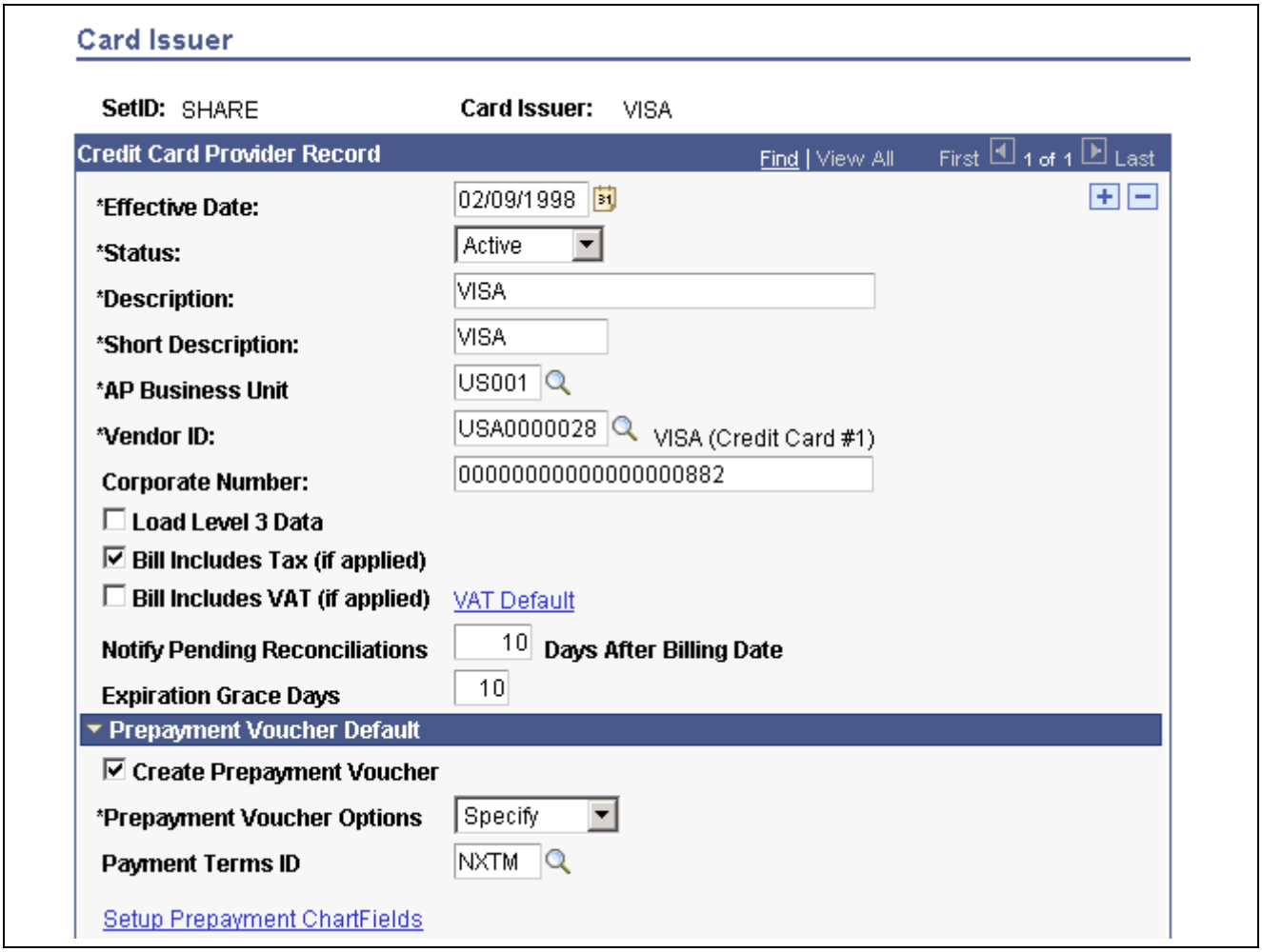
This section discusses how to define procurement card issuers.

## Page Used to Define Card Issuers

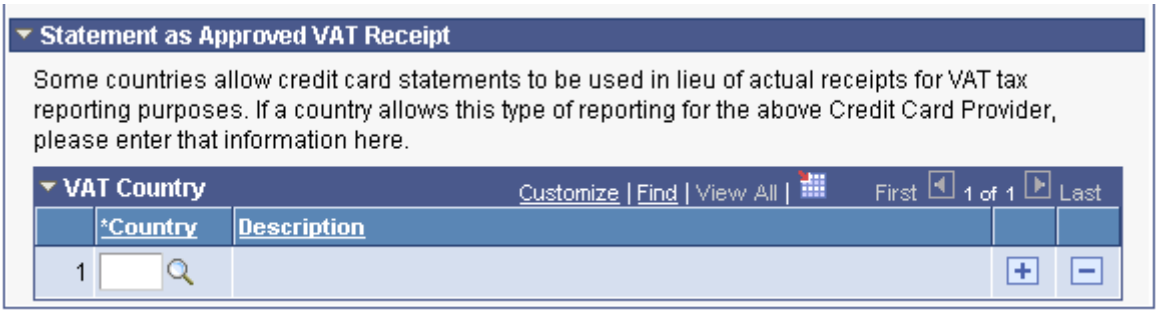
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Card Issuer | CC_CARD_TBL | Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Card Issuers, Card Issuer | Enter details about the procurement card providers and link these details to a vendor ID. |
| VAT Defaults Setup | VAT_DEFAULTS_DTL | Click the VAT Defaults link on the Card Issuer page. | View VAT defaults. |
| Card Issuer - Setup Prepayment ChartFields | CC_CARD_TBL_CF | Click the Setup Prepayment ChartFields link on the Card Issuer page. | Define prepayment voucher ChartFields. |

## Defining Procurement Card Issuers

Access the Card Issuer page.




Card Issuer page (1 of 2)




Card Issuer page (2 of 2)

## Credit Card Provider Record

**AP Business Unit** (PeopleSoft Payables business unit)

Select the PeopleSoft Payables business unit that will be used for the prepayment voucher and for staging reconciled transactions.

**Load Level 3 Data**

Select this check box if you want to load itemized data for the procurement card transactions associated with this card issuer. Examples of level three data is additional information related to a transaction such as, car rental, lodging, and passenger itinerary information.

**Bill Includes Tax (if applied)**

Select this check box to indicate that the procurement card provider record includes sales tax, if applicable.

**Bill Includes VAT (if applied)**

Select this check box 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 Enterprise Global Options and Reports 8.9 PeopleBook*, “Working with VAT”.

## Prepayment Voucher Default

**Create Prepayment Voucher**

Select this check box if you want to create a prepayment voucher for the procurement card statement amount.

**Prepayment Voucher Options**

Select the prepayment voucher option. Values are:

- *Auto Apply:* Select this option to have the system use the accounting entry template for the debit side of the transaction. If you select this option you can not select the prepayment voucher ChartFields on the Card Issuer - Setup Prepayment ChartFields page.
- *Specify:* Select this option if you want to specify the ChartFields to be used for the prepayment voucher. This option also creates a reference ID so that only transactions from the same statement as the prepayment will be drawn down for that prepayment.

Once you select a prepayment voucher option the Setup Prepayment ChartFields link becomes available.

**Payment Terms ID**

Select the payment terms for the prepayment voucher.

**Setup Prepayment ChartFields** Click this link to access the Card Issuer - Setup Prepayment ChartFields page. Use this page to define prepayment ChartFields.

### Statement as Approved VAT Receipt

**Country** If the card issuer is an approved provider for claiming tax credit from procurement card statements, select the name of the country that uses credit card statements in lieu of actual receipts for VAT reporting.

When the country is listed, the ProCard Load Statement Application Engine process (PO_CCLOADLD) sets 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 performs 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 Preferred Vendors 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 the cardholders have made purchases.<br>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 Search | VENDOR_LOOKUP_SEC | Click the Vendor Lookup link on the List of Merchants page or Preferred Vendors page. | Search for vendors. |
| Preferred Vendors | CC_VNDR_XREF | Purchasing, Procurement Cards, Definitions, Preferred Vendor, Preferred Vendors | Maintain or change the relationship between a merchant and a preferred vendor. The preferred vendors are those from whom you want the cardholders to purchase. |
| Non-Preferred Supplier | RUN_POY8061 | Purchasing, Procurement Cards, Reports, Non-Preferred Supplier | Generate the Non-Preferred Supplier Crystal report (POY8061).<br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |

# Defining Preferred Vendors

Access the List of Merchants page.

**Merchant** Displays the merchant names that come 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 List of Merchants page.

# Defining Preferred UOM

To define preferred UOM, use the UOM Mappings 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 Mappings, List of Merchant UOM | Some vendors are capable of entering level three data (line item information); therefore, UOM may show up for some statement lines. Displays 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 Mappings, Preferred UOM | 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 List of Merchant UOM page.

# Defining MCC Blocked

To define blocked MCC's, use the ProCard Blocked MCCs component (CC_MCC_BLOCKED).

This section lists the pages used to define MCC blocked.

**Note.** 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 MCC (blocked merchant category code) | CC_MCC_BLOCKED | Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Blocked MCCs, Blocked MCC | Blocks purchases made within the specified MCC. |
| Merchant Category Group | EX_VIS_MCG_MAP | Setup Financials/Supply Chain, Product Related, Expenses, Mapping, Merchant Category Group | Map MCCs to merchant category groups. |

# Defining Visa Transaction Type Codes

To define Visa transaction type codes, use the Visa ProCard Transaction Codes component (CC_VISA_TTYPE).

This section lists the page used to set up Visa transaction type codes.

## Page Used to Define Visa Transaction Type Code

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Visa Transaction Codes | CC_VISA_TTYPE | Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Visa Transaction Codes, Visa Transaction Codes | Enter a code provided by VISA to indicate debit or credit transactions. |

# Defining Procurement Card Mapping

To define procurement card XML maps, use the ProCard MasterCard XML Map component (CC_MC_XML_MAP).

This section list the pages used for procurement card mapping.

## Pages Used to Define Procurement Card Mapping

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Country Code | EX_COUNTRY_MAP_PNL | Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Country Map, Country Code | Map the incoming countries associated with transactions to PeopleSoft countries. |
| Currency Code | EX_CURRNCY_MAP_PNL | Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Currency Map, Currency Code | Map the incoming currencies associated with transactions to PeopleSoft currencies. |
| MasterCard XML Map | CC_MC_XL_MAP | Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard MasterCard XML Map, MasterCard XML Map | Define the MasterCard XML mapping to the PeopleSoft mapping. |

# Setting Up Procurement Card Load Statement Options

To setup procurement card load statement options, use the ProCard Load Statement Options component (CC_RECON_OPT).

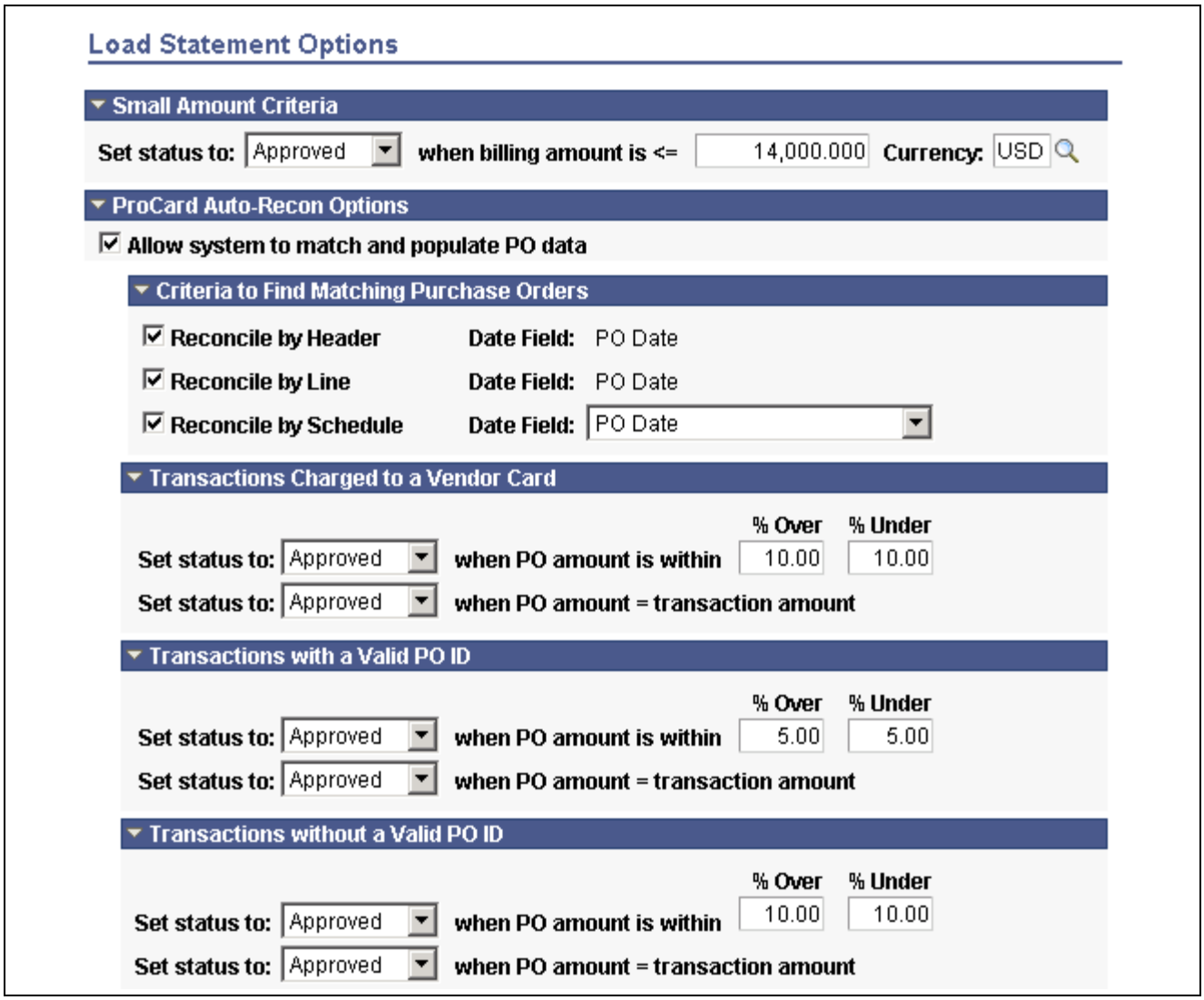
This section discusses how to define load statement options.

## Page Used to Define Procurement Card Load Statement Options

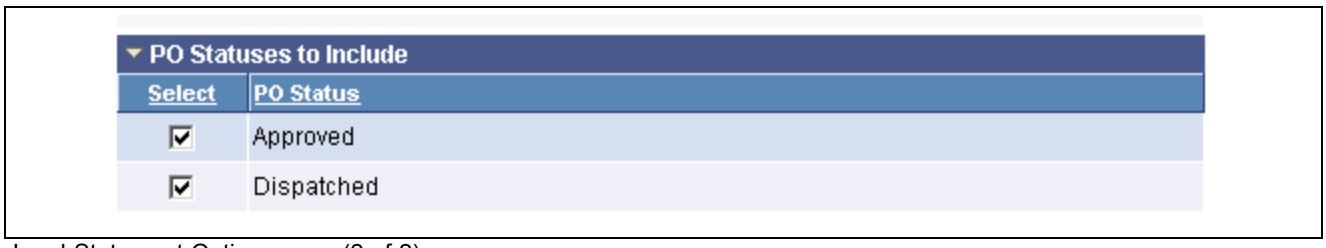
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Load Statement Options | CC_RECON_OPT | Setup Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Load Statement Options, Load Statement Options | Set criteria for handling transactions with small amounts and for enabling the system to match and populate purchase order data. |

## Defining Load Statement Options

Access the Load Statement Options page.




Load Statement Options page (1 of 2)




Load Statement Options page (2 of 2)

## Small Amount Criteria

**Set status to** Select a small amount criteria status. Values are: *Verified, Approved,* or the field is blank. 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.

**when billing amount is<=** Enter an amount for the small amount criteria. Indicates the upper limit of the criterion.

**Currency** Select a currency for the small amount criteria.

## ProCard Auto-Recon Options

**Allow system to match and populate PO data** (allow system to match and populate purchase order data) Select this check box to request that the system automatically match the transaction data with the existing purchase order information to populate purchase order data.

## Criteria to Find Matching Purchase Orders

**Reconcile by Header** Select this check box to match the transactions with the purchase order header. The system attempts to match the entire purchase order information.

**Reconcile by Line** Select this check box to match the transactions with the purchase order line.

**Reconcile by Schedule** Select this check box to match the transactions with the purchase order line schedule.

**Date Field** Select a date for the purchase order header, line, or schedule. To match by schedule, values are: *PO Date* and *Ship Date.*

## Transactions Charged to a Vendor Card

**Set status to** Select a status when the purchase order amount is not the same as the amount on the statement but is within the tolerance percentages and when the purchase order amount equals the transaction amount. Values are: *Verified,Approved,* or the field is blank. If it is blank, the default status is *Staged.*

**% 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.

## Transactions with a Valid PO ID (transactions with a valid purchase order ID)

**Set status to** Select a status when the purchase order amount is not the same as the amount on the statement but is within the tolerance percentages and when the purchase order amount equals the transaction amount. Values are: *Verified,Approved,* or the field is blank. If it is blank, the default status is *Staged.*

**% 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.

## Transactions without a Valid PO ID

**Set status to** Select a status when the purchase order amount is not the same as the amount on the statement but is within the tolerance percentages and when the purchase order amount equals the transaction amount. Values are: *Verified,Approved,* or the field is blank. If it is blank, the default status is *Staged.*

**% 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.

### PO Statuses to Include

Select the purchase order statuses to be included for the transactions. You can select Dispatched. Approved, or both. The system only considers those purchase orders that include purchase order statuses. The default selects both Dispatched and Approved.

# Staging Procurement Card Statements Using PeopleSoft Application Messaging

You can load procurement card statements in XML format to your CC_TRANS_EC staging tables using PeopleSoft Application 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 10, “Using Messaging,” page 157

# Staging Procurement Card Statements in a 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 11, “Using Electronic Data Interchange Messaging,” page 165

# Setting Up and Publishing the Credit Card Data EIP

The Credit Card Data EIP publishes corporate card data to an external system.

Use this asynchronous full data publish and component publish message EIP 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 Procard Statement Load Application Engine process (PO_CCLOADLD) 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 ProCard Load Statement process to load the statement lines from the staging table into the statement tables and to perform autoreconciliation using the settings defined on the Procurement Card Load Statement Options page. |
| Data Collection Setup | BCT_SETUP_FS | SCM Integrations, Setup, Data Collection, 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 | SCM Integrations, 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 ProCard Statement Load process 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.

# Staging Standard Delivered Bank Format Statements

This section discusses how to run the ProCard Data Loader Application Engine process (PO_CCPRDSTG).

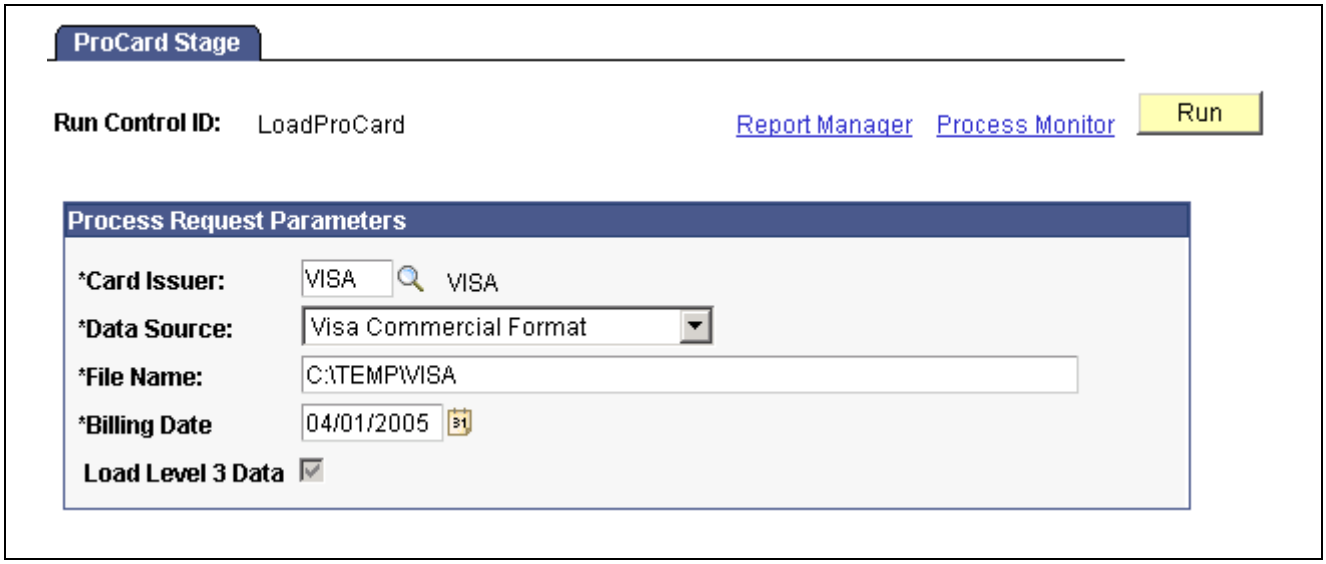
The ProCard Data Loader process loads VISA Commercial Format and US Bank compliant bank statement data files to the staging tables.

## Page Used to Stage Standard Delivered Bank Format 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 ProCard Data Loader process. If the data source is VISA, it triggers the PO_CCVISA subprocess to load the Visa Commercial Format compliant data file. If the data source is US Bank, it triggers the PO_CCUSBANK subprocess to load the US Bank compliant data file. |

## Running the ProCard Data Loader Application Engine Process (PO_CCPCRDSTG)

Access the ProCard Stage page.




ProCard Stage page

**Card Issuer** Select 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 Commercial Format.* If

the bank statement is in US Bank format, then you should select *USBank Layout.* If the bank statement is in MasterCard format, then you should select *MasterCard Custom Data Format.*

**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.

**Billing Date** Today's date appears by default. Select the billing date to use for staging the statements.

**Note.** This field is only available for the Visa Commercial Format data source.

**Load Level 3 Data** This field selection appears by default from the Card Issuer page. It is display only and cannot be modified on this page.

**Note.** This check box only appears for Visa Commercial Format and the Master Card Custom Data Format data sources.

### See Also

Chapter 15, "Managing Procurement Cards," Defining Procurement Card Issuers, page 231

# Handling Statement Staging Errors

This section discusses how to handle staging 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 provides an overview of the ProCard Load Statement process and discusses how to run the ProCard Load Statement process.

## Understanding the ProCard Load Statement Process

The ProCard Load Statement Application Engine process (PO_CCLOADLD) has a few different functions. These functions are:

- Automatically reconcile procurement card statements using the criteria you define on the Load Statement Options page and then loading those statements to application tables.
- Load the statements to be manually reconciled by you using the Reconcile Statement component.

  Once statement lines have been loaded successfully, the status of the lines is set to *Staged,* and the statement lines are ready for review using the Reconcile Statement component. 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, the system sends an email message to the corresponding cardholder. If the status of the statement line is *Staged,* then it changes to *Initial.*
- Create prepayment vouchers for the procurement card statements.

  After the ProCard Load Statement process runs it creates prepayment vouchers in the voucher staging tables. You will then need to run the Voucher Build process to create the prepayment voucher in PeopleSoft Payables.

### Reconciling Statements Automatically

The system reconciles the statement lines by reconciling:

- Transactions based on small amount criteria.
- Transactions charged to a vendor card.
- Transactions with a valid purchase order ID.
- Transactions without a valid purchase order ID.

---

**Note.** The primary purpose of the Load Statement Options page is to set up filters to copy purchase order data into the statement tables and set the statement status. For tighter commitment control, you can create purchase orders for procurement card purchases. The automatic reconciliation process reduces the manual efforts to reconcile between these two sets of transactions.

---

### 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 purchase order, the system only considers the small amount criteria and assigns a statement status associated with When billing amount is <=.
2. If the statement line fails to meet any of the criteria, the status automatically changes to *Staged.*

### Reconciling Transactions Charged to a Vendor Card

To reconcile transactions charged to a vendor card:

1. If there is a purchase order with a valid vendor card in the statement, the system automatically copies the entire purchase order including line, schedule, and distribution information into the statement tables.

   **Note.** The information that the system copies 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 purchase order amount, the system prorates the purchase order 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 purchase order amount, the system assigns a statement status associated with When purchase order 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 purchase order amount is within the tolerance range (percentage over and percentage under), the system assigns a statement status associated with When purchase order amount is within tolerances.
6. If the statement amount is neither the same as the purchase order 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 with Purchase Order ID

To reconcile transactions with a valid purchase order ID:

1. If there is a purchase order with a valid ID in the statement, the system automatically copies the entire purchase order including line, schedule, and distribution information into the statement tables.

   **Note.** The information that the system copies 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 purchase order amount, the system prorates the purchase order 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 purchase order amount, the system assigns a statement status associated with When purchase order 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 purchase order amount is within the tolerance range (percentage over and percentage under), the system assigns a statement status associated with When purchase order amount is within tolerances.
6. If the statement amount is neither the same as the purchase order 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 Purchase Order ID

To reconcile transactions without a valid purchase order ID:

1. If you do not select Allow System to match and populate PO data, the system does not attempt to copy purchase order 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 purchase order by header, then by line, and finally by schedule based on the settings in the Load Statement Options.

   If the match results in no purchase order or multiple purchase orders, the system does not bring in any purchase order information, and it uses the distribution information from the cardholder profile.

3. If there is a purchase order whose date and amount is the same as the transaction date and amount on a statement line, then the system brings in the entire purchase order information including line, schedule, and distribution.

4. If there is no purchase order with the same date and amount, but there is a purchase order with the same date and the amount is within tolerance range, then the system also brings in the entire purchase order information including line, schedule, and distribution.

5. If there are multiple purchase orders that meet the matching criteria, the system does not copy the purchase order information and must reconcile this statement line manually.

   However, when you are reconciling this statement line manually those purchase orders become candidates for you to pick from on the purchase order information page.

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 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 to a purchase order, all VAT default fields are copied from the purchase order. In cases where a purchase order is not linked to the transaction, the system uses the following logic 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 appears by default from the cardholder profile.

Seller's Location: If the merchant address is available in the CC_TRANS_LINE, use the merchant country and state to derive the seller's country and state. Otherwise, if the merchant vendor cross-reference exists, use the ordering address of vendor in the CC_TRANS_LINE to derive seller's country and state.

Ship From Address: If the merchant and vendor relationship does exist, use the default ship from location defined in the vendor 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, use the ship to address.

---

## Page Used to Load Procurement Card Statements to Application Tables

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Load Statement | RUN_CC_LOADTRANS | Purchasing, Procurement Cards, Process Statements, Load Statement | Run the ProCard Load Statement process to load the statement lines from the staging table into the statement tables and to perform autoreconciliation using the settings that you defined on the Load Statement Options page. |

## Running the ProCard Load Statement Process

Access the Load Statement page.

**Total Rows in the Staging Tables** Displays the 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 ProCard Load Statement process. Use the Correct Errors page to view and handle these errors.

**Total Rows to be Loaded** Displays the total number of records in the staging table that are ready to be loaded. This includes the total rows in the staging tables and the total rows with errors in the staging tables.

**Delete Loaded Rows From the Staging Tables** Select this check box to delete statement line records from the staging table that were successfully loaded to the statement tables.

# Running the Bank Statement Workflow Application Engine Process (PO_CCSTMT_WF)

This section lists 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 *Staged* to *Initial*. |

# 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 Search | CC_RECON_SRCH | Purchasing, Procurement Cards, Reconcile, Reconcile Statement, Reconcile Statement Search | Enter search criteria for the procurement card transactions you want to reconcile. |
| Reconcile Statement - Procurement Card Transactions | CC_RECON_WB | Click the Search button on the Reconcile Statement Search page. | 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 - Card Data: Assign Proxies 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. |
| ProCard VISA Trans Detail Reconcile Statement - Visa Transaction Details | CC_RECON_VISA | Click the Line Details button for a Visa transaction on the Reconcile Statement - Procurement Card Transactions page. | View the details of the Visa transaction. |
| ProCard MasterCard Trans Reconcile Statement - MasterCard Transaction Details | CC_RECON_MC | Click the Line Details button for a MasterCard transaction on the Reconcile Statement - Procurement Card Transactions page. | View the details of the MasterCard transaction. |

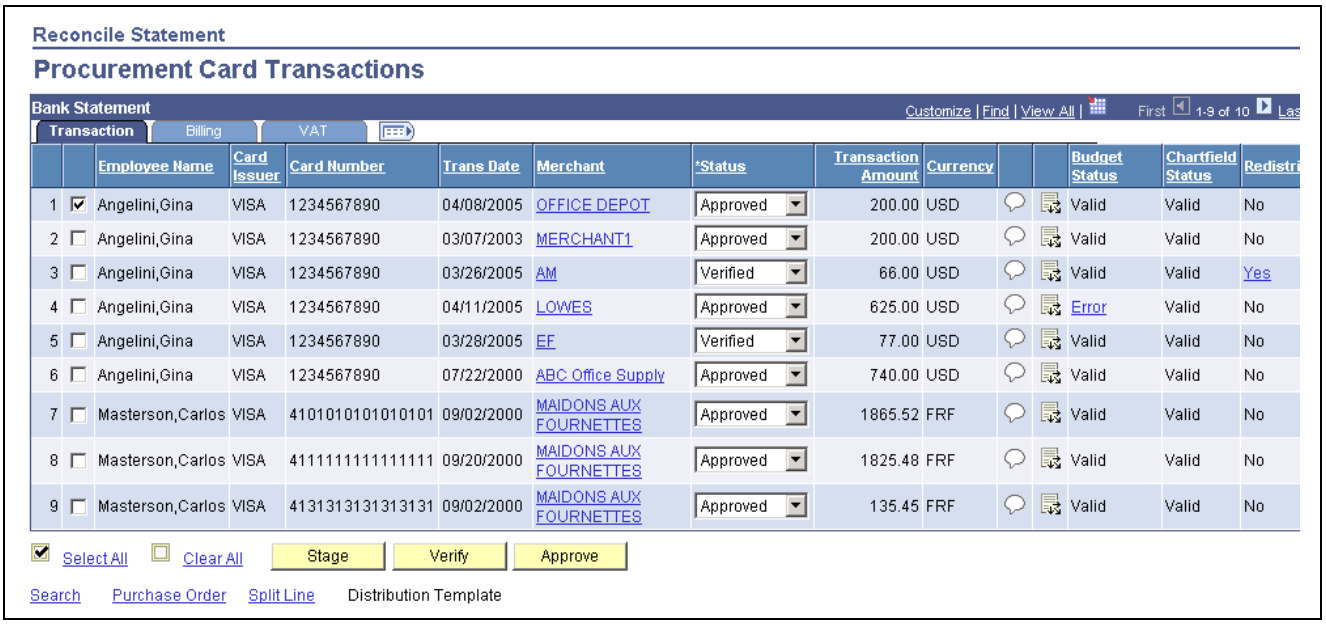
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Reconcile Statement - MasterCard Transaction Details | CC_RECON_MC_5300CU | Click the Show Details button for a corporate card line item detail associated with a MasterCard transaction on the ProCard MasterCard Trans Reconcile Statement - MasterCard Transaction Details page. | View the details associated with the MasterCard transaction. |
| Reconcile Statement - Line Comments | CC_RECON_COMMENT | Click the Comments button on the Reconcile Statement - Procurement Card Transactions page. | Enter comment text that remains with the associated procurement card transaction line. |
| Reconcile Statement - Account Distribution | CC_TRANS_DIST | Click the Distribution button on the Reconcile Statement - Procurement Card Transactions page. | Split accounting distributions or override defaults for a statement line.<br>The key difference between this page and the Distribution Templates/Reset Status page is that this page affects one statement line at a time. |
| 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 Details | 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 - Purchase 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 | Click the Category Search link on the Reconcile Statement - Purchase 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| View Category Hierarchy | CAT_PARENTAGE_SEC | Click the View Hierarchy link on the Reconcile Statement - Purchase Details page. | View information about where a category resides in the entire catalog tree hierarchy. |
| Purchase Order Pick List | CC_POPICKLIST | Click the PO Pick List link on the Reconcile Statement - Purchase Details page. | Select a purchase order from a list of candidates that meet the criteria specified on the Procurement Card 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.<br><br>To split accounting lines or override default values only, use the Reconcile Statement - Account Distribution page. |
| 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. |
| 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. |
| Account Summary | RUN_POY8050 | Purchasing, Procurement Cards, Reports, Account Summary | Generate one of these Crystal reports: Purchase Summary by Vendor report (POY8050), Purchase Summary by Merchant (POY8051), or Purchase Summary by Employee (POY8052).<br><br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purchase Details | RUN_POY8030 | Purchasing, Procurement Cards, Reports, Purchase Details | Generate one of these Crystal reports: Purchase Detail by Vendor report (POY8030), Purchase Detail by Merchant (POY8031), or Purchase Detail by Employee (POY8032).<br><br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |

# Reviewing and Approving Procurement Card Transactions

Access the Reconcile Statement - Procurement Card Transactions page.




| | | Employee Name | Card Issuer | Card Number | Trans Date | Merchant | *Status | Transaction Amount | Currency | | | Budget Status | Chartfield Status | Redistri |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | Angelini,Gina | VISA | 1234567890 | 04/08/2005 | OFFICE DEPOT | Approved | 200.00 | USD | | | Valid | Valid | No |
| 2 | ☐ | Angelini,Gina | VISA | 1234567890 | 03/07/2003 | MERCHANT1 | Approved | 200.00 | USD | | | Valid | Valid | No |
| 3 | ☐ | Angelini,Gina | VISA | 1234567890 | 03/26/2005 | AM | Verified | 66.00 | USD | | | Valid | Valid | Yes |
| 4 | ☐ | Angelini,Gina | VISA | 1234567890 | 04/11/2005 | LOWES | Approved | 625.00 | USD | | | Error | Valid | No |
| 5 | ☐ | Angelini,Gina | VISA | 1234567890 | 03/28/2005 | EF | Verified | 77.00 | USD | | | Valid | Valid | No |
| 6 | ☐ | Angelini,Gina | VISA | 1234567890 | 07/22/2000 | ABC Office Supply | Approved | 740.00 | USD | | | Valid | Valid | No |
| 7 | ☐ | Masterson,Carlos | VISA | 4101010101010101 | 09/02/2000 | MAIDONS AUX FOURNETTES | Approved | 1865.52 | FRF | | | Valid | Valid | No |
| 8 | ☐ | Masterson,Carlos | VISA | 4111111111111111 | 09/20/2000 | MAIDONS AUX FOURNETTES | Approved | 1825.48 | FRF | | | Valid | Valid | No |
| 9 | ☐ | Masterson,Carlos | VISA | 4131313131313131 | 09/02/2000 | MAIDONS AUX FOURNETTES | Approved | 135.45 | FRF | | | Valid | Valid | No |

Reconcile Statement - Procurement Card Transactions page

## Transaction Tab

**Merchant**

Click the linked merchant name to access the Reconcile Statement - Merchant Details page. Use this page to view the source of the purchased goods.

Click the Line Details button to access the ProCard VISA Trans Detail Reconcile Statement - Visa Transaction Details or ProCard MasterCard Trans Reconcile Statement - MasterCard Transaction Details pages. Use these pages to view the details for the Visa or MasterCard transaction.

Click the Comments button to enter comments for the reconcile statement line.

Click the Distribution button to access the Reconcile Statement - Account Distribution page, where you can modify the account distribution for a procurement card.

**ChartField Status** Displays the status of the ChartField edits.

## Billing Tab

Select the Billing tab.

**Description** Enter additional information about the goods purchased.

**Billing Amount** Displays the amount billed on the statement line.

**Prepaid Ref** (prepaid reference) Displays the prepayment voucher associated with the transaction.

**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 you enter an amount, the statement line is visible on the Review Disputes - Dispute page until it has been identified as collected.

**Credit Collected** Displays the status of the disputed amount. If clear, the dispute is still open. If selected, the dispute has been identified as collected or closed on the Review Disputes - Dispute page.

## VAT Tab

Select the VAT tab.

**Physical Nature** Displays whether the purchased item is a good or service.

**VAT Entity** Displays the VAT entity associated with PeopleSoft General Ledger business unit from the PeopleSoft Purchasing business unit.

**Entered VAT Amount** Displays the amount of VAT included on the statement line.

**VAT Calculated Amount** Displays the amount of VAT that the system calculates.

**Claiming Tax Credit** Indicates whether the statement line is to 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 causes zero VAT recovery and rebate amounts to be recorded.

Click the Line VAT 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, select a value in the Status field.

To update the status for multiple lines at once, click the check box next to each line 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 Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT"

## Defining Account Distributions

Access the Reconcile Statement - Account Distribution page.

**Unit Price** Displays the cost of the item purchased on the selected statement line.

**SpeedChart** Select a predefined distribution template to apply to the statement line.

### ChartFields Tab

You can manually override the distribution information for the statement line by changing any of the distribution field values in the scroll area.

---

**Note.** Once a purchase order is referenced by procurement card transactions you are no longer able to modify the ChartFields or liquidate method on this page.

---

---

**Note.** If the procurement card transaction is associated with a PeopleSoft Maintenance Management work order you are not able to modify the PeopleSoft General Ledger business unit, project related fields (PeopleSoft Project Costing business unit, project, and activity), and asset information.

---

### Details/Tax Tab

Select the Details/Tax tab.

**SUT Applicable** (sales and use tax applicable) Tax method applied to the statement line. Appears by default from the Sales/Use Tax page.

**Sales/Use Tax %** (sales and use tax percentage) Tax percentage that the system uses 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.

## Defining Statement Line Purchase Order Details

Access the Reconcile Statement - Purchase Details page.

**Original PO** The value of this field is *Y* (yes) if the purchase order ID came from a transaction on the bank statement. If the purchase order ID is missing or is generated by the system during the Auto Recon process, the value in this field is *N* (no). You can only modify the purchase order related data if the field value is *N*.

**PO ID** Displays the purchase order number associated with the statement line. This purchase order number is either an original purchase order on the bank

statement, one that is populated by the system during the auto reconciliation process, or entered directly by the cardholder.

---

**Note.** Once a purchase order has been vouchered it is unavailable for selection on this page.

---

**PO Line** Displays the line number of a purchase order.

**PO Sched** (purchase order schedule) Displays the schedule number of a purchase order.

**Vendor ID** Select 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 you establish a valid tax reporting ID 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** Select the location address for the vendor.

**Item ID** For reporting, select 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.

**Unit Price** Displays the cost of the goods on the statement line.

**Bill Includes Tax if Applied** This check box setting appears by default from the Procurement Card Issuer page.

**Tax Paid** Select this check box to designate that tax was paid to the merchant at the point of sale. If tax was paid, no further documentation is required.

## Maintenance WO (maintenance work order)

If the purchase order selected is associated with a PeopleSoft Maintenance Management work order the fields in this section will appear. You can modify the work order information that appears on this page or you can enter the work order information using this page.

**WO Business Unit** (PeopleSoft Maintenance Management business unit) Select the PeopleSoft Maintenance Management business unit associated with the work order you want to associate with the procurement card transaction.

**Work Order ID** Select the work order you want to associate with the procurement card transaction.

**Task Number** Select the task number associated with the work order.

**Resource Type** Select the resource type associated with the work order. Types are: *Labor, Material,* and *Tools.*

**Resource Line No.** (resource line number) Select the resource line number associated with the work order.

After you enter the work order information, the system will populate the account distributions on the Reconcile Statement - Account Distributions page based on the work order distribution template.

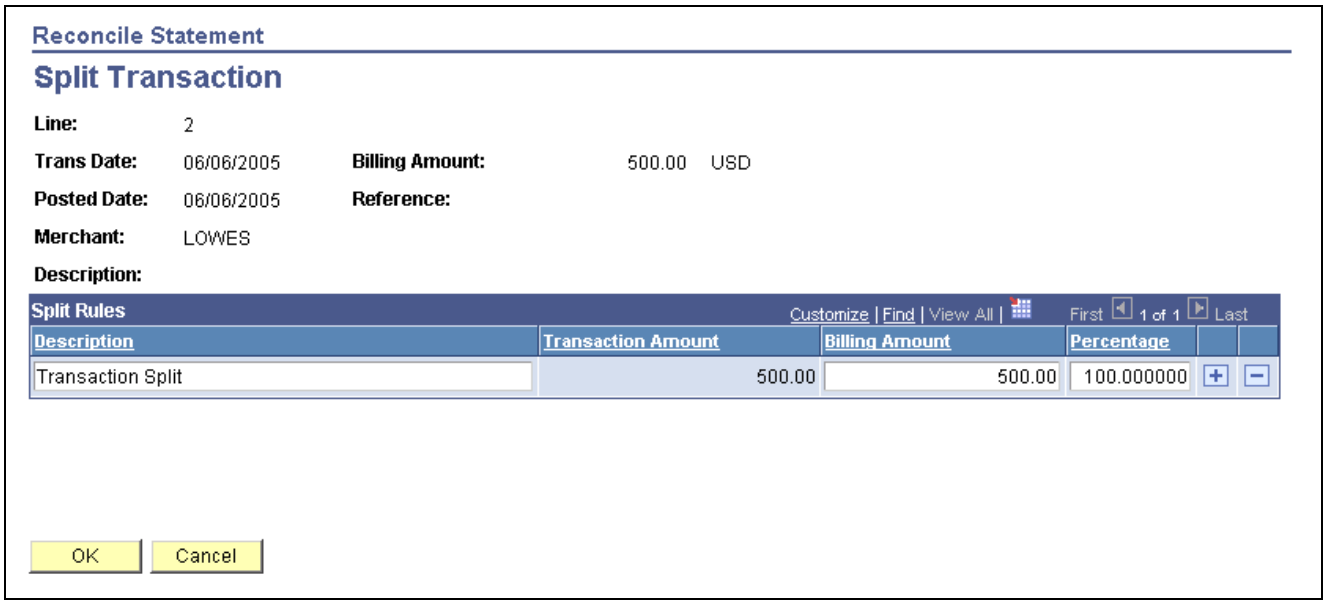
## Entering Statement Line Tax Information

Access the Sales/Use Tax page.

| | |
|---|---|
| **Tax Applicability** | Select the tax applicability for the statement line. Most procurement card purchases typically use the sales or use tax method. Values are:<br>*Direct Pay:* Sales tax is not calculated on the purchase order. 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.<br>*Exempt:* Item purchased is exempt from sales and use tax.<br>*Exonerated:* Buyer does not have to pay sales tax. Tax is not calculated on the purchase order and PeopleSoft Payables does not pay taxes.<br>*Sales Tax:* Calculate and apply sales tax on the purchase order.<br>*Use Tax:* Calculate and apply use tax on the purchase order. |
| **Tax Destination** | Select the location code of the final destination where the purchased goods are to be used. The system calculates sales and use tax amounts based on this information. |
| **Tax Code** | Enter the tax code. The tax code determines tax rate (or the sales and use tax code percent) used in the tax calculation. |
| **SUT Code Pct** (sales and 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 Transaction page.



Reconcile Statement - Split Transaction 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 - Distribution Template page.

**SpeedChart** Select the 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 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 page, which makes it easier for the user to 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. Values are: *Goods* or *Services*.

## VAT Locations

**Ship From Country** Displays the vendor ship from location country. In the case of transactions involving goods or freight service transactions, this determines the VAT treatment.

**Ship From State** If the ship from country is defined as tracking VAT by state or province, it displays the vendor ship from location state. In the case of transactions involving goods or freight service transactions, this determines 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 or province, it 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, it 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. The default value comes from the PeopleSoft Purchasing VAT defaulting hierarchy.

**Place of Supply Driver** If the transaction is for a service, it displays the usual place of supply (such as the place where VAT is usually liable) for the service. This value helps to determine the place of supply country and the VAT treatment. Values are: *Buyer's Countries, Supplier's Countries,* or *Where Physically Performed.* The default value comes from the PeopleSoft Purchasing VAT defaulting hierarchy.

**Reporting Country** Displays the country for which this VAT is to 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. Values are: *None, Exonerated,* or *Suspended.* 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. Values are:

*Gross:* The system calculates VAT before it applies any early payment discounts.

*Net:* 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 does 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**

Displays the declaration point for a good or service when you want VAT transaction information to be recognized for reporting purposes. Values are:

*Invoice:* VAT is recognized at time of invoice.

*Payment:* VAT is recognized at time of payment.

*Delivery:* 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.

**Rounding Rule**

Displays the VAT rounding rule. The value comes from the VAT country, VAT entity, vendor or vendor location drivers. Values 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 two 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 nonrecoverable (nontaxable) VAT.

For Canadian public sector, the use type also determines the rebate of the nonrecoverable 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 causes zero VAT recovery and rebate amounts to be recorded.

**Place of Supply Country** Displays the country in which the VAT is liable. An algorithm determines the default value.

**Treatment** Displays the VAT treatment. Complex algorithms determine the VAT treatment. Values 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 Service 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-European Union purchase, domestic, or outside the scope of VAT.

*EU Service Purchase:* If each trading partner is located and registered in different European Union countries, and the VAT on a service is liable in the buyer's country, the transaction is treated as a self-assessed European Union 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 is treated as a self-assess goods import, and both input and output VAT are recorded.

*Self-Assess Service 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 is to 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 is recorded.

Within PeopleSoft detail, VAT treatment values on the transaction lines are used to apply the precise defaults applicable to the transaction lines. The treatment is determined based the rules that are applicable to the transaction.

**Applicability** Displays the VAT status. Values 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 charged VAT.

**Transaction Type** Displays the code that categorizes and classifies this transaction for VAT reporting and accounting.

## Adjust/Reset VAT Defaults

Any changes that 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 only affects 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 that you have made to VAT defaults on this page that affect other VAT defaults on this page are retained.

Click the i button to list the fields that are to be adjusted.

---

**Note.** PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page.

---

**Levels** Use to specify the levels to reset when you click the Reset All VAT Defaults button. Values 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 that you selected. Any changes that you have previously made to VAT defaults is lost.

**Note.** Reset all VAT Defaults completely redetermines the VAT defaults. This does not necessarily mean that they are reset to their original values. For example, the user may not have changed any VAT default values, but if a VAT driver field changes, reset redetermines all of the 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 field for the tax dispute amount.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Working with VAT”

# Running the Grace Period Expired Application Engine Process (PO_CCEXP_WF)

This section lists the page used to run the Grace Period Expired process.

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 Application Engine Process

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Grace Period Expired Workflow | CC_BK_EXP_PRCS_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 *Approved.* |

# Resolving Disputed Transactions

This section discusses how to view and resolve procurement card transaction amount disputes.

## Pages Used to Resolve Disputed Transactions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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 where the Credit Collected check box has been cleared. |
| Line and Dispute Comments | CC_TRANS_COMNT_SEC | Click the Comments link on the Dispute page. | Enter comment text that remains with the associated procurement card transaction dispute. |
| Expected Credits | RUN_POY8020 | Purchasing, Procurement Cards, Reports, Expected Credits | Generate the Expected Credits Crystal report (POY8020).<br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |
| Credit Detail By MCG (Credit Detail By Merchant Category Group) | RUN_POY8060 | Purchasing, Procurement Cards, Reports, Credit Detail By MCG | Generate the Credit Detail By MCG Crystal report (POY8060).<br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |

## Viewing and Resolving Procurement Card Transaction Amount Disputes

Access the Dispute page.

### Dispute Amount Tab

**Collected** Select this check box 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 page.

**Dispute Amount** Displays the difference in the amount between your records and the transaction amount. Appears by default from the Reconcile Statement - Procurement Card Transactions page.

**Description** Appears by default from the Reconcile Statement - Procurement Card Transactions 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 |
|---|---|---|---|
| Review Statement Selection Criteria | CC_TRANS_LDSFETCH | Purchasing, Procurement Cards, Review Bank Statement, Review Statement Selection Criteria | Enter selection criteria for statements you want to view. |
| Statement Summary | CC_TRANS_LDSUMMARY | Click the Search button on the Review Statement Selection Criteria page. | 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** Displays the statement status for the statement summary. Values include *All Trans* (all transactions), *Approved, Closed, Initial, Not Closed, Staged,* and *Verified.*

**Voucher ID** Displays the voucher ID. Only statements with a *Closed* 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 ProCard Load Voucher Stage Application Engine process (PO_CCVSHRSTG) 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 ProCard Load Voucher Stage process to move approved transactions to the voucher staging tables. Data in the CC_TRANS_LINE table is written into the Voucher Line staging table (VCHR_LING_STG) 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 *By Business Unit* or *By Credit Card Number*.

**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**(maximum voucher lines) Enter the maximum number of lines created into a single voucher.

## Transaction Status Criteria

**Approved Status** Select this option to process only the transactions that are approved.

**Any Status Except Closed** Select this option to process transactions that are not closed (this includes transactions that are not approved nor verified).

## Budget Status Criteria

**Valid Budget Status** Select this option to process only the transactions that pass budget validation.

**Any Budget Status** Select this option to process transactions that were never budget checked.

### ChartField Status Criteria

**Valid ChartField Status** Select this option to process only the transactions that have no ChartField error.

**Any ChartField Status** Select this option to process transactions that fail the ChartField combination edits.

## Analyzing Procurement Card Information

This section lists the pages used to analyze procurement card information.

# Pages Used to Analyze Procurement Card Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purchase Exceptions | RUN_POY8010 | Purchasing, Procurement Cards, Reports, Purchase Exceptions | Generate one of these Crystal reports: Amount Limit per Transaction report (POY8010), Amount Limit per Month report (POY8011), Number of Transactions per Day report (POY8012), Number of Transactions/Month report (POY8013), or Unauthorized Commodity Codes report (POY8013).<br><br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |
| Credit Detail By MCG (Credit Detail By Merchant Category Group) | RUN_POY8060 | Purchasing, Procurement Cards, Reports, Credit Detail By MCG | Generate the Credit Detail By MCG Crystal report (POY8060).<br><br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |
| Non-Preferred Supplier | RUN_POY8061 | Purchasing, Procurement Cards, Reports, Non-Preferred Supplier | Generate the Non-Preferred Supplier Crystal report (POY8061).<br><br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |
| Top Supplier Chains | RUN_POY8062 | Purchasing, Procurement Cards, Reports, Top Supplier Chains | Generate the Top Supplier Chains Crystal report (POY8062). |
| Top Merchant Category | RUN_POY8063 | Purchasing, Procurement Cards, Reports, Top Merchant Category | Generate the Top Merchant Category Crystal report (POY8063). |
| MCC Exceptions (merchant category code exceptions) | RUN_POY8064 | Purchasing, Procurement Cards, Reports, MCC Exceptions | Generate the MCC Exceptions Crystal report (POY8064).<br><br>See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983. |

# PART 3

# Using Vendor Rebates

**Chapter 16**
**Understanding Vendor Rebates**

**Chapter 17**
**Defining Vendor Rebate Agreements**

**Chapter 18**
**Generating Rebate Accruals**

**Chapter 19**
**Maintaining Vendor Rebate Agreement Association With Purchase Orders**

**Chapter 20**
**Managing Vendor Rebate Claims**

**Chapter 21**
**Analyzing Vendor Rebates**

# CHAPTER 16

# Understanding Vendor Rebates

This chapter provides an overview of vendor rebates.

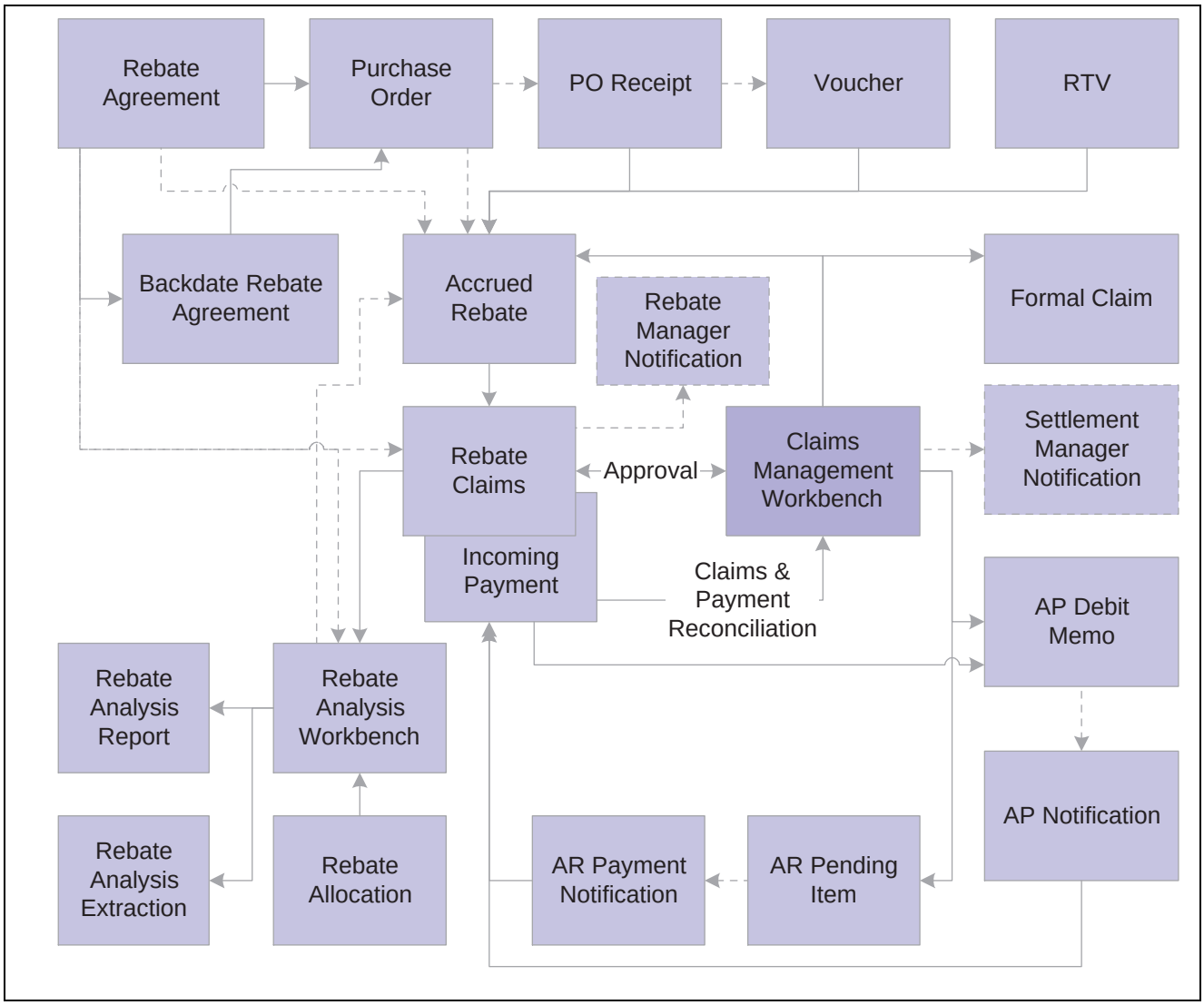
## Understanding Vendor Rebates

Today's companies are faced with competitive pressures to reduce and manage costs and to have good working relationships with their suppliers. As competition intensifies the successful management and profitability of vendor rebates is essential.

One of the ways an organization can improve its profit margin is in the successful analysis, creation, execution, and tracking of vendor rebates in their environment. Vendor rebate information is an extremely valuable asset if you can obtain and use it properly. Without the means to capture and share that information, costly mistakes and loss of money can occur. You need functionality that provides the right information at the right time to the right individuals.

Now, with PeopleSoft Purchasing's vendor rebate functionality, you can effectively manage vendor rebates and increase revenue. The vendor rebate functionality that resides in PeopleSoft Purchasing integrates with other PeopleSoft applications to give you a complete and overall solution to the full vendor rebate life cycle. Through the implementation of the vendor rebate functionality, you can move one step closer to achieving success in managing vendor rebates and tracking the effectiveness of those vendor rebates.

This diagram illustrates the complete vendor rebate business process flow:




Vendor rebate business process flow

## Vendor Rebate Definition

The most important step in managing a successful vendor rebate program is the accurate definition of vendor rebate agreements. Using vendor rebate agreements in PeopleSoft Purchasing you can capture the complex rules related to rebates from the supplier in a user-friendly and concise manner. You can define multiple rebate rules within a rebate agreement giving you the ability to fully define the contractual agreement with the supplier. PeopleSoft Purchasing supports a variety of rebate rules. The rebate rules supported are:

- Standard rebate: This type of rebate specifies a rebate factor (percentage or amount) based on the defined purchase threshold levels during a specified time period. Increases in purchased amounts can reach a higher threshold level, which changes the rebate factor for additional purchases.
- Retrospective rebate: This type of rebate specifies a rebate factor (percentage or amount) based on the defined purchase threshold levels during a specified time period. Increases in purchased amounts can reach a higher threshold level, which changes the rebate factor for additional purchases as well as all the purchases to date, within the specified rebate period.
- Growth bonus rebate: This type of rebate is based on a specified increase in purchases for a specific item or item category. For the growth bonus rebate, the user needs to have the ability to define the items and or

item categories that will be considered for the growth bonus, the target percentage increase or growth that will trigger the rebate, the purchase amount or quantity for each item or category that will be the basis to determine the growth percentage. The current period purchase volume will be compared to these values to determine whether the growth targets were achieved.

- Marketing contribution rebate: This type of rebate is based on amounts. With the rebate amount being based on amount or percentage. Unlike the other rebate rules types, the marketing contribution is independent of the purchase transactions, it's a one time rebate for the entire rebate agreement life.
- Flat amount rebate: This type of rebate specifies a flat amount based on the defined purchase threshold levels during the rebate agreement life. Flat rebate amount can be either prorated or not prorated.

### See Also

Chapter 17, "Defining Vendor Rebate Agreements," page 273

## Vendor Rebate Association With Purchase Orders

The vendor rebate assignment with purchase orders is another crucial area. When a purchase order is created in PeopleSoft Purchasing the vendor rebate agreement association will automatically occur. However, due to business constraints in the real world, vendor rebate assignment when the purchase order is created might not be possible due to the vendor rebate agreement availability, just like at the beginning of a new rebate agreement period where purchase orders need to be released but the vendor rebate agreements are still in a negotiation phase with the supplier.

To support these type of exceptions the vendor rebate functionality includes the Backdate Vendor Rebates component. Using the Backdate Vendor Rebates component you can:

- Associate vendor rebate agreements to one or more purchase order lines at the same time.
- Disassociate vendor rebate agreements to one or more purchase order lines at the same time.
- Modify vendor rebate agreements line by line to purchase orders.

### See Also

Chapter 19, "Maintaining Vendor Rebate Agreement Association With Purchase Orders," page 317

## Vendor Rebate Claims Management

One of the last steps in managing a successful vendor rebate program is to be proactive in claiming rebate amounts from the supplier. Once rebates are accrued, you can generate claims for the accrued rebates and inform suppliers of the rebate claims and payment terms. To assist suppliers in paying rebates, suppliers can pay for the rebate using a variety of settlement methods—adjustment voucher, check, credit memo, direct debit, draft, and electronic funds transfer (EFT).

PeopleSoft Purchasing provides you with the claims management workbench to assist you with the management of claims and the payment process for these claims. The claims management workbench enables you to:

- Review, approve, and generate a formal claim to send to the supplier.
- Settle a claim.
- Reconcile incoming payments.
- Defer a claim to the next payment cycle.
- Create deductions or reverse deductions to accommodate overdue payments from the supplier.

Overall the claims management workbench enables you to track what rebates have been paid and what is due from suppliers. This helps ensure that organizations collect rebate claims in a timely fashion and results in cost savings.

The claims management processes integrate with PeopleSoft Payables and PeopleSoft Receivable to complete the payment cycle.

### See Also

Chapter 20, “Managing Vendor Rebate Claims,” page 323

Chapter 18, “Generating Rebate Accruals,” page 301

## Vendor Rebate Effectiveness Evaluation

The final step in managing a successful vendor rebate program is evaluating the profitability of the vendor rebates offered from the suppliers. Reviewing this type of information from time to time gives you the ability to make adjustments to the vendor rebate structure and gives you the necessary information so you can plan and execute profitable rebates in the future.

PeopleSoft Purchasing provides you with the rebate analysis workbench to assist you with evaluating and determining the effectiveness and profitability of a vendor rebate. Using the rebate analysis workbench you have the ability to perform multiple inquiries to analyze vendor rebates. You can perform rebate threshold analysis and time period analysis, view purchase orders that have not been received associated with the vendor rebate, and view accrued rebate details.

### See Also

Chapter 18, “Generating Rebate Accruals,” page 301

Chapter 21, “Analyzing Vendor Rebates,” page 351

CHAPTER 17

# Defining Vendor Rebate Agreements

This chapter provides overviews of vendor rebate agreement statuses and vendor rebate rule types and discusses how to:

- Define vendor rebate agreements.
- Dispatch vendor rebate agreements.

## Understanding Vendor Rebate Agreement Statuses

There are multiple statuses that can occur for a vendor rebate agreement during the life of the agreement. The available statuses for a vendor rebate agreement and the eligible processes for each status are:

| Vendor Rebate Agreement Status | Edits, Allowed Actions, Eligible Processes |
|---|---|
| *Open* | User must have entry authority.<br><br>Accrual transactions created and claims generated:<br><br>If there are accruals created and claims generated (other than canceled claims), the user cannot change rebate agreement rule information.<br><br>Accrual transactions created and no claims have been generated or claims exist in canceled status:<br><br>• The user can change rebate rule information. The system will set the Force Recalc Flag = 'Y' on the rebate agreement. When the accruals transaction is run, the process checks for the Force Recalc flag on the Rebate Agreement. The system will not set the Force Recalc Flag = 'Y' if the user changes just the rule description for the rebate agreement.<br><br>• Also, the system will set the Force ReCalc Flag = 'Y' if the user changes the Must Use Rate Date check box and the associated rate date or the Rebate Reduction From RTV check box.<br><br>Rebate Agreement references on purchase order but no accrual transactions:<br><br>• The user cannot change the following:<br><br>- General Details: Vendor, Vendor ID, Currency, and Rate Type. Begin date and expiration date can be modified.<br><br>- Rebate Options: Corporate Agreement, *Eligible PO Business Units,* Include Automatically PO Adhoc Items, and Open Item Rebate Agreement check boxes. The Open Item Rebate Agreement check box can be selected if it wasn't previously but it cannot be cleared if previously selected.<br><br>- Rebate lines and exceptions: Cannot change or delete an existing rebate line. You can mark the line inactive. You can add additional lines and exceptions.<br><br>• Rebate Rules: User can modify all rebate agreement rules information.<br><br>Rebate agreement is not referenced on a purchase order:<br><br>The user can change all the information on the rebate agreement. |
| *Approved* | • User must have approval authority.<br><br>• User cannot modify any rebate information except rebate status and dispatch fields.<br><br>• Rebate agreements only in approved status can have the following processes run against them:<br><br>- Rebate agreements can be dispatched.<br><br>- Accrual transactions can be created.<br><br>- Claims can be generated.<br><br>Claims Reconciliation and the Overdue and Cancel Overdue process can be processed if the rebate agreement is in either an *Approved* or *Hold* status. |

| Vendor Rebate Agreement Status | Edits, Allowed Actions, Eligible Processes |
|---|---|
| *Cancel* | • User must have cancel authority.<br>• User cannot modify any rebate information except for rebate status.<br>• Can only cancel rebate agreements if there are no rebate agreement references on a purchase order line. If there are any rebate agreement references on a purchase order line, clear the references using the Maintain Purchase Order - Purchase Order page, the Express Purchase Order - Purchase Order page, or the Backdate Vendor Rebates page. |
| *Hold* | • User must have hold authority.<br>• User cannot modify any rebate information except for rebate status.<br>• User can put the rebate agreement on hold even if there are rebate references on the purchase order, accrual transactions have been created, and claims have been generated.<br>• There can be no activity against a rebate agreement in a hold status. You can perform payment activities against the rebate agreement such as, Claims Reconciliation and Overdue and Cancel Overdue processes. |
| *Close* | • User must have close authority.<br>• User cannot modify any rebate information except for rebate status.<br>• User controls the close action on the rebate Agreement irrespective of the rebate references. The system will issue warning messages based on the references. Issue individual messages based on the following rebate references:<br>- Pending claims (claims in Open, Approved, Pending Payment, and Partial Paid statuses).<br>- Accrual transactions created and no claims have been generated or claims have been generated but they are in a *Cancel* or *Paid* status.<br>- Rebate agreement references on a purchase order and no accrual transactions have been generated. |

# Understanding Vendor Rebate Rule Types

PeopleSoft Purchasing provides five different vendor rebate rule types that can be associated with a vendor rebate agreement with the supplier. These vendor rebate rule types are:

- Stepped/Standard.
- Retrospective.
- Flat Amount.
- Growth Bonus.
- Marketing Contribution.

### Stepped/Standard

This is the simplest vendor rebate rule type and is based on amounts or quantities. Standard/Stepped rebate rule types specify a rebate factor percentage based on the defined purchase threshold levels during the rebate agreement life. Usually the higher the threshold the greater the rebate percentage. Thus awarding a greater vendor rebate amount for a supplier who makes large purchases.

For example, a rebate agreement is negotiated with a supplier, which states the following:

- Purchases between 0 USD and 100,000 USD receive a 1 percent rebate.
- Purchases between 100,001 USD and 500,000 USD receive a 2 percent rebate.
- Purchases Over 500,001 USD receive a 3 percent rebate.
- Rebates will be paid quarterly.
- Method of payment will be by check.

Say the purchases for the quarter were 650,000 USD. The rebate at the end of the quarter would be 13,500 USD.

13,500 USD = ((100,000 USD * .01) + (400,000 USD * .02) + (150,000 USD * .03))

### Retrospective

Retrospective rebate rules types are based on amounts or quantities. Retrospective rebate rule types specify a rebate factor percentage based on the defined purchase threshold levels during the rebate agreement life. Increases in purchased amounts can reach a higher threshold level, which changes the rebate factor for additional purchases as well as all the purchases to date, within the rebate agreement life.

For example, a rebate agreement is negotiated with a supplier, which states the following:

- Purchases between 0 USD and 100,000 USD receive a 1 percent rebate.
- Purchases between 100,001 USD and 500,000 USD receive a 2 percent rebate retrospectively back to 1 USD.
- Purchases Over 500,001 USD receive 3percent rebate retrospectively back to 1 USD.
- Rebates will be paid quarterly.

Say the purchases for the quarter were 650,000 USD. The rebate at the end of the quarter would be 19,500 USD.

19,500 USD = (650,000 USD * .03)

### Flat Amount

Flat amount rebate rules types are based on amounts or quantities. Flat rebate rule types specify a flat amount based on the defined purchase threshold levels during the rebate agreement life. Flat rebate amount can be either prorated or not prorated.

For example, a rebate agreement is negotiated with a supplier, which states the following:

- Purchases between 0 USD and 100,000 USD receive a 1000 USD rebate, prorated.
- Purchases between 100,001 USD and 200,000 USD receive a 5000 USD rebate, prorated.
- Rebates will be paid quarterly.

Say the purchases for the quarter were 150,000 USD. The rebate at the end of the quarter would be 3,500 USD.

3,500 USD = (1,000 USD + 50 percent of 5,000 USD)

Another example not using prorate option:

- Purchases between 0 USD and 100,000 USD receive a 1000 USD rebate, prorated.
- Purchases between 100,001 USD and 200,000 USD receive a 5000 USD rebate, not prorated.
- Rebates will be paid quarterly.

Say the purchases for the quarter were 150,000 USD. The rebate at the end of the quarter would be 6,000 USD.

6,000 USD = (1,000 USD + 5,000 USD)

## Growth Bonus

Growth bonus rebate rule types are based on a specified increase in purchases for a specific item or item category. For this rebate rule type, you have the ability to define the items and or item categories that will be considered for the growth bonus, the target percentage increase or growth that will trigger the rebate, the purchase amount or quantity for each item or item category that will be the basis to determine the growth percentage. The current period purchase volume will be compared to these values to determine whether the growth targets were achieved. You can also define rebate per growth percentage threshold levels.

For example, a rebate agreement is negotiated with a supplier, which states the following:

- Receive a 2 percent growth bonus on a particular category (A) of products under the condition that the purchasing turnover has increased by 10 percent or more year on year.
- Rebates will be paid quarterly.

Say the purchases were:

| Category | Fourth Quarter 2002 | Fourth Quarter 2003 | Percentage Increase |
|---|---|---|---|
| A | 400,000 USD | 450,000 USD | 12.5 percent |
| B | 200,000 USD | 200,000 USD | 0 percent |
| | 600,000 USD | 650,000 USD | |

The rebate at the end of the quarter would be 1,000 USD.

1,000 USD = (50,000 *.02)

## Marketing Contribution

Marketing Contribution rebate rules types are based on amounts. With the rebate amount being based on amount or percentage. Unlike the other rebate rules types, the marketing contribution is independent of the purchase transactions. It is a *one-time*rebate for the entire rebate agreement life.

For example: a contract is negotiated with a supplier for the quarter, which states the following:

Receive a 1.5 percent marketing contribution on purchases for the previous period.

Say the purchases for the previous quarter were 650,000 USD. The rebate at the end of the quarter would be 9,750.00 USD.

9,750 USD = (650,000 USD * .015)

## Rebate Agreement Examples

Example of a quarterly rebate agreement using retrospective rule with quantity basis and marketing contribution:

A rebate agreement with a supplier, contains three items:

Item A – UOM EA

Item B – UOM EA

Item C – UOM CS (CS: case, 1 CS = 4 EA)

The rebate rules for the rebate agreement state the following:

- Purchases between 0 and 10,000 EA receive a 1 percent rebate.
- Purchases between 10,000 and 50,000 EA receive a 2 percent rebate retrospectively back to 1 EA.
- Purchases over 50,000 EA receive a 3 percent rebate retrospectively back to 1 EA.
- Additionally, we receive a 1 percent marketing contribution on purchases for the same quarter last year.
- Rebates will be paid quarterly.
- Method of payment will be by check.

Say the purchases for the same quarter last year were 300,000 USD. Following is a table that illustrates the purchases for the current quarter:

| Item | Quantity | Unit of Measure | Unit Price | Amount |
|---|---|---|---|---|
| Item A | 4,000 | EA | 10.00 USD | 40,000 |
| Item B | 6,000 | EA | 20.00 USD | 120,000 |
| Item C | 4,000 | CS | 50.00 USD | 200,000 |
| Total Purchase | 26,000 | EA | | 360,000 |

**Note.** The total units in EA are calculated as: ((4000 + 6000 + (4000 * 4))

The rebate at the end of the quarter would be 10,200 USD.

10,200 USD = ((360,000 USD * .02) + (300,000 *.01))

An another example of rebate agreement using retrospective, marketing contribution and growth bonus rules combined:

- Purchases between 0 USD and 100,000 USD receive a 1 percent rebate.
- Purchases between 100,001 USD and 500,000 USD receive a 2 percent rebate retrospectively back to 1 USD.
- Purchases Over 500,001 USD receive a 3 percent rebate retrospectively back to 1 USD.
- Additionally, we receive a 1 percent marketing contribution on purchases for the same quarter in the previous year.
- Also we receive a 2 percent growth bonus on a particular category (A) of products under the condition that the purchasing turnover has increased by 10 percent or more year on year.
- Rebates will be paid quarterly.
- Method of payment will be by check.

Say the purchases for the quarter were 650,000 USD. The purchases for the same quarter last year were 600,000 USD.

| Category | Fourth Quarter 2002 | Fourth Quarter 2003 | Percentage Increase |
|---|---|---|---|
| A | 400,000 USD | 450,000 USD | 12.5 percent |
| B | 200,000 USD | 200,000 USD | 0 percent |
| | 600,000 USD | 650,000 USD | |

The rebate at the end of the quarter would be 26,500 USD.

26,500 USD = (650,000 USD * .03) + (600,000 * .01) + (50,000 *.02)

# Prerequisites

Before you begin creating vendor rebate agreements, you should:

- Define vendor rebate agreement authorizations for each rebate manager using the Rebate Authorizations page.

  See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining User Preferences,” Defining Vendor Rebate Agreement Authorization.

- Specify the rebate ID security control option using the Purchase Order Authorizations page.

  See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining User Preferences,” Defining Purchase Order User Authorizations.

- (Optional) Define vendor rebate settlement tolerance settings using the Set Controls - Contracts page.

  See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Contract Control Parameters.

- Set up automatic numbering for vendor rebate agreement IDs and claim IDs using the Auto Numbering page.

  See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Automatic Numbering.

- Define the accounting entry template for use with vendor rebate agreements using the Accounting Entry Template page.

  See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates.

- Define reason codes to be used for claims adjustment using the Reason Codes page.

  See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Defining Additional Common Information.

- Create bill to customers for each vendor using the Vendor Information - Identifying Information page if the settlement method for the rebate agreement is anything but *Adjustment Voucher*.

  See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information,” Entering Vendor Identifying Information.

- (Optional) Define the matching default hierarchy. The vendor rebate functionality requires the matching functionality to be implemented.

See Chapter 9, “Using Default Hierarchies,” Understanding the Matching Default Hierarchy, page 146.

# Defining Vendor Rebate Agreements

To define vendor rebate agreements, use the Rebate Agreement component (VRBT_AGREEMENT).

This section discusses how to:

- Define rebate agreements.
- Define rebate options.
- Update rebate agreement value added tax (VAT) details.
- Define rebate rules.

## Pages Used to Define Vendor Rebate Agreements

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Rebate Agreement - Rebate Agreement | VRBT_HDR | Purchasing, Vendor Rebates, Rebate Agreement | Define the overall rebate agreement information for the rebate agreement. |
| Rebate Agreement - Copy Rebate Agreement | VRBT_COPY_SEC | Click the Copy From Existing Rebate Agreement link on the Rebate Agreement - Rebate Agreement page. | Copy an existing rebate agreement to a new rebate agreement. |
| Vendor Search | VENDOR_LOOKUP_SEC | Click the Vendor Search link on the Rebate Agreement - Rebate Agreement page. | Search for the vendor you want to associate with the rebate agreement. |
| Rebate Agreement - Specify Vendor Locations | VRBT_VNDR_LOC | Click the Specify Vendor Locations link on the Rebate Agreement - Rebate Agreement page. | Define the vendor locations that apply to the rebate agreement. If you specify vendor locations, then the rebate agreement is applicable to purchase orders created for the specific vendor location. If vendor locations are not defined for the rebate agreement, then the rebate agreement is applicable to purchase orders irrespective of the vendor locations. |
| Rebate Agreement - Rebate Comments | VRBT_COMMENTS | Click the Add Comments link on the Rebate Agreement - Rebate Agreement page. | Define rebate agreement comments. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Rebate Agreement - Rebate Activity | VRBT_ACTIVITY | Click the Rebate Activities link on the Rebate Agreement - Rebate Agreement page. | Enter activities and the due dates associated with the rebate agreement. Plus, you can mark when those activities have been completed. |
| Rebate Agreement - Vendor Primary Contact Info | VBRT_CNTCTPHNSEC | Click the Primary Contact Info link on the Rebate Agreement - Rebate Agreement page. | Review the vendors primary contacts address and other contact information such as, telephone number and pager number. |
| Rebate Agreement - Activity Log | PO_MAINT_POP | Click the Activity Log link on the Rebate Agreement - Rebate Agreement page. | Review the activity log for this rebate agreement. This page displays the user ID and the date of the individual who entered, modified, and approved the rebate agreement. |
| Rebate Agreement - Item Search | PO_ITEM_SEARCH_SP | • Click the Item Search link on the Rebate Agreement - Rebate Agreement page.<br>• Click the Search button on the Rebate Agreement - Rebate Agreement page when you select a line type of item. | Search for items that you want to apply to the rebate agreement. |
| Category Search | CAT_SEARCH_SEC | Click the Search button on the Rebate Agreement - Rebate Agreement page when you select a line type of category. | Search for categories that you want to apply to the rebate agreement. |
| Rebate Agreement - Item Category Exceptions | VRBT_CAT_EXCPTN | Click the Exception link on the Rebate Agreement - Rebate Agreement page when you select a line type of category. | Define items within a category that do not apply to this rebate agreement. |
| Rebate Agreement - Rebate Options | VRBT_OPTIONS | Purchasing, Vendor Rebates, Rebate Agreement, Rebate Options | Define general and settlement rebate options that pertain to the rebate agreement. |
| Rebate Agreement - Eligible PO Business Units | VRBT_BU | Click the Eligible PO Business Units link on the Rebate Agreement - Rebate Options page. | Define eligible purchase order business units for the rebate agreement. This page is available if the rebate agreement is not specified as a corporate agreement. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Rebate Agreement - Rebate Agreement Value Added Tax | VRBT_HDR_VAT | Click the Header VAT link on the Rebate Agreement - Rebate Options page. | Update rebate agreement value added tax details.<br>**Note.** The Header VAT link is only available if the PeopleSoft General Ledger business unit associated with the PeopleSoft Payables business unit is a VAT entity. |
| Rebate Agreement - Receivables ChartFields | VRBT_AR_DIST | Click the Receivables ChartFields link on the Rebate Agreement - Rebate Options page. | Review and override the ChartFields associated with PeopleSoft Receivables business unit associated with the rebate agreement. The system populates by default the ChartFields from the AR Distribution Code defined for the PeopleSoft Receivables business unit. The PeopleSoft Receivables ChartFields are required if the settlement method for the rebate agreement is anything but *Adjustment Voucher.* |
| Rebate Agreement - Rebate Rules | VRBT_RULES | Purchasing, Vendor Rebates, Rebate Agreement, Rebate Rules | Define the different rebate rules that apply to this rebate agreement. |
| Rebate Agreement - Rebate Types Explained | VRBT_RULE_INFO | Click the Rebate Types Explained link on the Rebate Agreement - Rebate Rules page. | Explains the five different types of rebates with examples, namely Standard or Stepped, Retrospective, Flat, Growth Bonus, and Market Contribution. |
| Rebate Agreement - Distributions for Rebate Rule | VRBT_RULE_DIST | Click the Rule ChartFields link on the Rebate Agreement - Rebate Rules page. | Define the ChartField distributions for each rebate rule. |

## Defining Rebate Agreements

Access the Rebate Agreement - Rebate Agreement page.

Rebate Agreement | Rebate Options | Rebate Rules

SetID: SHARE
*Rebate Status: Open
Rebate ID: 000000000000000006
Copy From Existing Rebate Agreement

General Details

Vendor: ERNIE'S-001 Vendor Search
*Vendor ID: SCM0000004 ERNIE'S BIKE SHOP
*Rebate Manager: DVP1 Smith,Jane
Settlement Manager: MGR1 Davis, Al
Primary Contact:
Rebate Reference:
Description: Products Rebate Agreement 1
Master Contract ID:
Currency: USD
Rate Type CRRNT
*Begin Date: 05/17/2005
Expiration Date:

*Dispatch Method: Print Dispatch
Specify Vendor Locations
Add Comments
Rebate Activities
Primary Contact Info
Activity Log

Amount Summary

Maximum Rebate Amount: 200000.00 USD
Total PO Amount:
Total Accrued Rebate:
Total Claim Amount:
Rebate Received:
Total Pending Rebate Amount:

Add Items From: Item Search

Line Items and Categories — Customize | Find | View All | First 1-3 of 5 Last

| Line | Line Type | Search | Item ID | Category | Description | Status | | |
|---|---|---|---|---|---|---|---|---|
| 1 | Item | | 10011 | CYCLING | Biking Gloves, Unisex | Active | + | − |
| 2 | Item | | 10014 | CYCLING | Cadence Kit | Active | + | − |
| 3 | Item | | 10015 | CYCLING | AT9090 Altimeter | Active | + | − |

Goto: View Category Hierarchy

Rebate Agreement - Rebate Agreement page

**Rebate Status**

This field appears by default from the User Preferences - Procurement: Rebate Authorizations page. When defining a rebate agreement the initial default value is either *Open* or *Approved.*

Select the overall rebate agreement status. Values are:

- *Approved*
- *Canceled*
- *Closed*
- *Hold*
- *Open*

See Chapter 17, "Defining Vendor Rebate Agreements," Understanding Vendor Rebate Agreement Statuses, page 273.

**Copy From Existing Rebate Agreement**

Click this link to access the Rebate Agreement - Copy Rebate Agreement page. Use this page to copy an existing rebate agreement to the new rebate agreement.

**Note.** This link only appears in Add mode.

## General Details

**Rebate Manager** Select the rebate manager for this rebate agreement. These are users who are specified with the rebate manager role.

**Settlement Manager** Select the settlement manager for this rebate agreement.

**Master Contract ID** Select the contract to associate with this rebate agreement.

**Begin Date** Select the start date for this rebate agreement. The current date appears by default for the begin date.

---

**Note.** You cannot change the begin date to be after the purchase order date.

---

**Expiration Date** Select the end date for this rebate agreement.

---

**Note.** You cannot change the expiration date to be before the purchase order date.

---

**Dispatch Method** Select the dispatch method for the rebate agreement. Values are:

- *Email*
- *FAX*
- *Phone*
- *Print*

**Dispatch** Click this button to dispatch the vendor agreement. The rebate agreement must be approved before you can dispatch it. Once you click the button the system automatically performs the Rebate Dispatch & Email multiprocess job (VRBTDISP).

**Specify Vendor Locations** Click this link to access the Rebate Agreement - Specify Vendor Locations page. Use this page to specify specific vendor locations where the rebate agreement ID can be applied when creating a purchase order.

For example, suppose you have a vendor ABC and they have three locations Location 1, Location 2, and Location 3. You have created a specific rebate agreement ID with this vendor that is applicable only if the purchase order is ordered from Location 2 and Location 3. In this situation, when ordering from Location 1 they are not eligible for the rebate agreement.

Specifying vendor locations is optional. If you do not specify vendor locations then the rebate agreement ID can be applied to all the vendor locations from the specified vendor.

## Amount Summary

**Maximum Rebate Amount** Enter a value if there is a maximum rebate amount for this rebate agreement. This value is expressed in the rebate agreement currency.

**Total PO Amount** (total purchase order amount) Displays the total purchase order amount in the rebate agreement currency. This is the sum of all merchandise amounts per purchase order line that are associated with this rebate agreement.

**Total Accrued Rebate** Displays the total accrued amount for this rebate agreement.

**Total Claim Amount** Displays the total claim amount for this rebate agreement.

**Rebate Received** Displays the total claim amount collected from the supplier for this rebate agreement.

**Total Pending Rebate Amount** Displays the difference between the Total Accrued Rebate and the Total Claim Amount for the rebate agreement (the accrued rebate portion that has not been claimed yet).

### Line Items and Categories

**Add Items From** Click the Item Search link to access the Rebate Agreement - Item Search page. Use this page to add multiple items at once to the rebate agreement.

**Line** Displays the rebate agreement line number. The rebate agreement line indicates which item or item categories are applied to the vendor rebate agreement.

---

**Note.** This only applies if the vendor rebate agreement is not a corporate agreement.

---

**Line Type** Select the type of line you are adding to the rebate agreement. Values are:

- *Category*

  When you select category as the line type, the Category field becomes available for entry and the Item ID field is not available for entry.

- *Item*

  When you select item as the line type, the Item ID field becomes available for entry. The category associated with the item you enter appears in the Category field.

(search) Click to search for either item IDs or categories.

If you select a line type of *Category,* click this button to access the Category Search page. Use this page to search for categories.

If you select a line type of *Item,* click this button to access the Rebate Agreement - Item Search page. Use this page to search for items.

**Exception** Click this link to access the Rebate Agreement - Item Category Exceptions page. Use this page to identify the items in the category that you want to exclude from the rebate agreement.

The Exception link only appears when you select a line type of *Category.*

## Defining Rebate Options

Access the Rebate Agreement - Rebate Options page.

Rebate Agreement | Rebate Options | Rebate Rules

SetID: SHARE
*Rebate Status: Open
Rebate ID: 0000000000000000006

General Rebate Options

- [x] Corporate Agreement
- [ ] Open Item Rebate Agreement
- [ ] Include Automatically PO Adhoc Items
- [x] Rebate Reduction From RTV
- [ ] Include only Vouchered Rebate Accruals in Claims
- [ ] Must Use Rebate Rate Date

Rate Date: 05/17/2005

- [ ] Notify Rebate Manager
- [ ] Notify Settlement Manager

Direct Shipment Option: Include Direct Shipments

Settlement Options

*AP Business Unit: US001
AR Business Unit: US001 Receivables ChartFields
GL Business Unit: US001
Vendor Location:
*Settlement Frequency: MONTHLY
*Next Claims Generation Date: 06/15/2005
*Settlement Method: Check
AR Payment Terms: IMMED

Settlement Tolerances

Amount Tolerance Over: 500.00
Amount Tolerance Under: 200.00
Percentage Tolerance Over: 5.00
Percentage Tolerance Under: 5.00

Rebate Agreement - Rebate Options page

## General Rebate Options

**Corporate Agreement**

Select this check box if this rebate agreement can be used by all business units. This check box appears selected by default.

If the check box is clear, then you need to specify at least one Eligible PO Business Unit.

**Open Item Rebate Agreement**

Select this check box if the rebate agreement is open to all items. If you select this check box you are not able to enter items or categories for the rebate agreement on the Rebate Agreement - Rebate Agreement page.

**Include Automatically PO Adhoc Items**

Select this check box if you want to include description-only items for the rebate agreement.

**Rebate Reduction From RTV**(rebate reduction from return to vendor)

Select this check box if you want to generate accruals upon return to vendor shipments for the purchase orders tied to this rebate agreement. Accruals on RTV transactions will have a negative rebate amount.

**Include Only Vouchered Rebate Accruals in Claims**

Select this check box if you want the Generate Vendor Rebate Claims process to include only the rebate accruals with a transaction status of *Vouchered.*

**Direct Shipment Option**

Select the direct shipment option. This option is used to determine the rebate agreement assigned to a purchase order when the purchase order is created. Values are:

- *Direct Shipments Only:* Rebate agreement is applied exclusively to the direct shipment transactions.

- *Exclude Direct Shipments:* Rebate agreements is applied exclusively to regular purchase order transactions.
- *Include Direct Shipments:* Rebate agreements are applied to both regular purchase order transactions and direct shipment transactions.

**Must Use Rebate Rate Date** Select this check box if you want the system to use the rebate agreement rate date for the currency conversion. After you select this check box then select the rate date in the Rate Date field.

**Notify Rebate Manager** Select this check box if you want to notify the Rebate Manager by email, worklist, or both when a new claim is generated.

**Notify Settlement Manager** Select this check box if you want to notify the Settlement Manager by email, worklist, or both when a claim is settled through the Claims Management Workbench.

## Settlement Options

**AP Business Unit** (PeopleSoft Payables business unit) Select the PeopleSoft Payables business unit to use for the rebate agreements settlement method.

**AR Business Unit**(PeopleSoft Receivables business unit) Select the PeopleSoft Receivables business unit if the settlement method for the rebate agreement is anything but *Adjustment Voucher*.

**GL Business Unit**(PeopleSoft General Ledger business unit) The PeopleSoft General Ledger business unit that is associated with the PeopleSoft Payables business unit appears.

**Vendor Location** Select the vendor location to apply to adjustment vouchers created for a claim settlement. Specifying a vendor location is optional.

This vendor location will be passed to PeopleSoft Payables through the voucher staging process.

Specifying a vendor location can be useful if you want to handle a specific vendor location for rebate different then from the normal ordering vendor location.

**Settlement Frequency** Select the frequency of the rebate agreement settlement. The schedule IDs that you define on the Maintain Purchase Order - Schedules page are used for the settlement frequency. For example, settlement frequency can be yearly, quarterly, monthly, and so on.

See Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Schedules, page 582.

**Next Claims Generation Date** Displays the next claim generation date. The system calculates the date based on the rebate agreement begin date and settlement frequency selected. You can override this date if you choose.

For example, let’s say that a rebate agreement is being entered on 02/01/2004 (current system date) with a begin date of 01/01/2004 and an expiration date of 12/31/2004 with a settlement method of quarterly. Assuming that the schedule is defined as quarterly with a day of the month equal to one for

the schedule ID. So in this case, the next claims generation date calculated would be 04/01/2004.

**Settlement Method** Select the settlement method for the rebate agreement. Values are: *Adjustment Voucher, Check, Credit Memo, Direct Debit, Draft,* and *Electronic Funds Transfer*.

**AR Payment Terms** (PeopleSoft Receivables payment terms)or **AP Payment Terms** (PeopleSoft Payables Payment Terms) Depending on the settlement method you select, you will either select AR Payment Terms or AP Payment Terms. The system uses this field for the payment due days calculation.

### Settlement Tolerances

**Amount Tolerance Over** and **Amount Tolerance Under** These fields appear by default from the values defined on the Set Controls - Contracts page.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Contract Control Parameters.

**Percentage Tolerance Over** and **Percentage Tolerance Under** These fields appear by default from the values defined on the Set Controls - Contracts page.

## Updating Rebate Agreement VAT Details

Access the Rebate Agreement - Rebate Agreement Value Added Tax page.

### Expanding and Collapsing Sections

To manage the VAT data more efficiently, you can expand and collapse sections on this VAT page making it easier to manage the information on this page.

**Expand All Sections** Click this 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 this button 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 vendor location in the Settlement Options if specified, or the default vendor location or *Goods* value if not specified on the vendor location.

### VAT Locations

**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 or province, it 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 determines the VAT treatment.

**Ship To State** If the ship to country is defined as tracking VAT by state or province, it 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

**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. Values are: *None, Exonerated,* or *Suspended.* 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. Values are:

*Gross:* The system calculates VAT before it applies any early payment discounts.

*Net:* 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 does 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** Appears for a good or service when you want VAT transaction information to be recognized for reporting purposes. Values are:

- *Invoice:* VAT is recognized at time of invoice.
- *Payment:* VAT is recognized at time of payment.
- *Delivery:* 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.

**Rounding Rule**

Displays the VAT rounding rule. The value comes from the VAT country, VAT Entity, vendor, or vendor location drivers. Values are:

*Nat Rnd* (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.

*Down* (round down): Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46.

*Up* (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 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.

**Treatment**

Displays the VAT treatment. VAT treatment is determined by a complex set of algorithms. Values 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 Service 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 Service 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 Service 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 PeopleSoft Purchasing VAT defaulting hierarchy. Values are:

- *Exempt* (not subject to VAT).
- *Exonerated.*
- *N/A* (not applicable): Valid only when VAT treatment is No VAT Processing.
- *Outside* (outside scope of VAT).
- *Suspend.*
- *Taxable.*

**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, purchase order options, vendor, vendor location levels in the PeopleSoft Purchasing VAT defaulting hierarchy.

**Record Output VAT**

Select this check box to enter vouchers where VAT is not included on the invoice but is payable to the VAT authority rather than the vendor. In this case, you account for both input and output VAT for the purchase. This is 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.

**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, purchase order options, vendor, vendor location levels in the PeopleSoft Purchasing VAT defaulting hierarchy.

## Adjust/Reset VAT Defaults

Any changes that 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 only affects 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 the changes. All changes that 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 are to be adjusted.

---

**Note.** You should always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page.

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**Levels** Enables you to specify the levels to reset when you click the Reset All VAT Defaults button. Values 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 this button to have the system reset the VAT defaults based on the Levels value that you selected. Any changes that you previously made to VAT defaults will be lost.

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**Note.** Reset completely redetermines the VAT defaults. This does not necessarily mean they are reset to their original values. For example, the user may not have changed any VAT default values, but if a VAT driver field changes, you can click Reset All VAT Defaults to redetermine all defaults based on the new driver value.

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**Note.** The system captures all the VAT information for VAT processing to take advantage of the PeopleSoft Global Options even though some of the information may not be relevant to vendor rebates.

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## See Also

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Preparing PeopleSoft Purchasing VAT Environments, page 59

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Working with VAT”

# Defining Rebate Rules

Access the Rebate Agreement - Rebate Rules page.

Rebate Agreement | Rebate Options | Rebate Rules

SetID: SHARE *Rebate Status: Open

Rebate ID: 0000000000000000006 Rebate Types Explained

Rules Summary Customize | Find | First 1-2 of 2 Last

| Rule Number | Rebate Rule Type | Description | Tier Basis | Rebate Calculated As | Total Rebatable Amount | Total Rebatable Quantity |
|---|---|---|---|---|---|---|
| 1 | Retrospective | Volume Rebate | Amount | Percentage | | |
| 2 | Growth Bonus | New Product Growth Bonus | Amount | Percentage | | |

Rule Details Find | View All First 1 of 2 Last

Rule Number: 1

*Rebate Rule Type: Retrospective

Description: Volume Rebate

Edit Rule Settings Click on the button to configure the Rule Settings.After editing, click on the 'Edit Rebate Tier Table' pushbutton to render the Rebate Tier Table.

Configure Rule

Tier Basis: Amount

Tiers in Terms Of: From (Minimum)

Rebate Calculated As: Percentage

Rebate Agreement - Rebate Rules page (1 of 2)

Edit Rebate Tier Table Click on the button to enable the Rebate Tier Table based on the Rule Settings.

**All rebate line items/categories are eligible for the rule** Rule ChartFields

Rebate Tiers Customize | Find | First 1-4 of 4 Last

| Line | From Amount (Minimum) | Currency | Rebate % |
|---|---|---|---|
| 1 | 5000.00 | USD | 1.0000 |
| 2 | 10000.00 | USD | 2.0000 |
| 3 | 50000.00 | USD | 3.0000 |
| 4 | 100000.00 | USD | 5.0000 |

Rebate Agreement - Rebate Rules page (2 of 2)

## Rules Summary

The fields in this group box display all the rebate rules that currently exist for this rebate agreement. This is a quick way to view a summary of the rebate rules associated with the rebate agreement.

## Stepped or Standard Rule Type

To define a stepped or standard rule type:

1. Select *Stepped/Standard* in the Rebate Rule Type field.
2. (optional) Enter a description for the rule using the Description field.
3. Configure the rule settings.

The field selections you make in the Configure Rule section of the page determine how the fields in the Rebate Tiers group box will appear.

- Select a tier basis for the rule using the Tier Basis field. Values are: *Amount* and *Quantity. Quantity* appears by default.

  If you select amount, amount fields appear in the Rebate Tiers group box.

  If you select quantity, quantity fields appear in the Rebate Tiers group box. Plus, you will need to select a unit of measure associated with the quantity in the UOM field.

- Select a tiers in terms of setting for the rule using the Tiers in Terms Of field. Values are: *From (Minimum)* and *To (Maximum). From (Minimum)* appears by default.

  If you select From (Minimum), a *From* column appears in the Rebate Tiers group box.

  If you select To (Maximum), a *To* column appears in the Rebate Tiers group box.

- Select how the rebate is to be calculated for this rebate rule using the Rebate Calculated As field. Values are: *Amount* and *Percentage.*

  For stepped/standard rules, the rebate is always calculated as a *percentage. Amount*is not a valid selection for this rebate rule type.

4. Click the Edit Rebate Tier Table button.

   When you click this button, the fields in the Rebate Tiers group box are configured to match the rule settings you choose previously. Plus, the configure rule fields are no longer available for entry.

5. Enter the terms of the rebate using the fields in the Rebate Tiers group box.

   - Enter the *From* or *To* quantities or amounts. If you are working with quantities, the UOM field appears. If you are working with amounts, the Currency field appears.
   - Enter the rebate percentage for each rebate rule line using the Rebate % field.

6. (Optional) Edit the rule setting fields.

   If you have found that you need to change the fields that appear in the Rebate Tiers group box. Click the Edit Rule Settings button.

   - Select the new field values for the rule settings.
   - Click the Edit Rebate Tier Table button.
   - Enter the new values for the rebate rule.

7. Enter rule distributions using the Rebate Agreement - Distributions for Rebate Rule page.

   Click the Rule ChartFields link.

   The rule ChartFields will appear by default from the Accounting Template but you can override it. The Generate Vendor Rebate Claims process will retrieve and create claim distribution lines with the ChartFields from here. Then the claim distribution lines will be passed to PeopleSoft Payables or PeopleSoft Receivables when the claim is settled.

8. Save the rebate rule by clicking the Save button.

## Flat Amount Rule Type

To define a flat amount rule type:

1. Select *Flat Amount* in the Rebate Rule Type field.
2. (optional) Enter a description for the rule using the Description field.

3. Configure the rule settings.

   The field selections you make in the Configure Rule section of the page determine how the fields in the Rebate Tiers group box will appear.

   - Select a tier basis for the rule using the Tier Basis field. Values are: *Amount* and *Quantity. Quantity* appears by default.

     If you select amount, amount fields appear in the Rebate Tiers group box.

     If you select quantity, quantity fields appear in the Rebate Tiers group box. Plus, you will need to select a unit of measure associated with the quantity in the UOM field.

   - Select a tiers in terms of setting for the rule using the Tiers in Terms Of field. Values are: *From (Minimum)* and *To (Maximum). From (Minimum)* appears by default.

     If you select From (Minimum), a *From* column appears in the Rebate Tiers group box.

     If you select To (Maximum), a *To* column appears in the Rebate Tiers group box.

4. Click the Edit Rebate Tier Table button.

   When you click this button, the fields in the Rebate Tiers group box are configured to match the rule settings you choose previously. Plus, the configure rule fields are no longer available for entry.

5. Enter the terms of the rebate using the fields in the Rebate Tiers group box.

   - Enter the *From* or *To* quantities or amounts. If you are working with quantities, the UOM field appears. If you are working with amounts, the Currency field appears.

   - Click the Prorate check box to prorate the flat rebate amount.

     For example, you define a rule for the purchase amount from 0 to 10,000 USD with the rebate being 100 USD. If the purchase amount is 6,000 USD and the prorate check box on the tier is clear then the rebate amount is 100 USD, if the prorate check box is selected then the rebate amount is 60 USD.

   - Enter the flat rebate amount for each rebate rule line using the Rebate Amount field.

6. (Optional) Edit the rule setting fields.

   If you have found that you need to change the fields that appear in the Rebate Tiers group box. Click the Edit Rule Settings button.

   - Select the new field values for the rule settings.

   - Click the Edit Rebate Tier Table button.

   - Enter the new values for the rebate rule.

7. Enter rule distributions using the Rebate Agreement - Distributions for Rebate Rule page.

   Click the Rule ChartFields link.

   The rule ChartFields will appear by default from the Accounting Template but you can override it. The Generate Vendor Rebate Claims process will retrieve and create claim distribution lines with the ChartFields from here. Then the claim distribution lines will be passed to PeopleSoft Payables or PeopleSoft Receivables when the claim is settled.

8. Save the rebate rule by clicking the Save button.

## Growth Bonus Rule Type

To define a growth bonus rule type:

1. Select *Growth Bonus* in the Rebate Rule Typefield.

2. (optional) Enter a description for the rule using the Description field.
3. Configure the rule settings.

   The field selections you make in the Configure Rule section of the page determine how the fields in the Rebate Tiers group box will appear.

   - Select a tier basis for the rule using the Tier Basis field. Values are: *Amount* and *Quantity. Quantity*appears by default.

     If you select amount, amount fields appear in the Rebate Tiers group box.

     If you select quantity, quantity fields appear in the Rebate Tiers group box. Plus, you will need to select a unit of measure associated with the quantity in the UOM field.

   - Select a tiers in terms of setting for the rule using the Tiers in Terms Of field. Values are: *From (Minimum)* and *To (Maximum). From (Minimum)* appears by default.

     If you select From (Minimum), a *From* column appears in the Rebate Tiers group box.

     If you select To (Maximum), a *To* column appears in the Rebate Tiers group box.

   - Select how the rebate is to be calculated for this rebate rule using the Rebate Calculated As field. Values are: *Amount* and *Percentage.*
4. Click the Edit Rebate Tier Table button.

   When you click this button, the fields in the Rebate Tiers group box are configured to match the rule settings you choose previously. Plus, the configure rule fields are no longer available for entry.
5. Enter the items or categories to associate with the growth bonus rule type using the Eligible Items and Categories for Growth Bonus group box.

   Select a line type using the Line Type field. Values are: *Item* and *Category.*

   If you select *Item* as a line type, then select an item ID and enter a rebate basis amount using the Basis Amount field.

   If you select *Category* as a line type, then select a category and enter a rebate basis amount using the Basis Amount field.

   If you select item or category as the line type and quantity as the tier basis, then enter an item ID or a category and enter a rebate basis amount as well as a rebate basis quantity.
6. Enter the terms of the rebate using the fields in the Rebate Tiers group box.

   - Enter the *From* or *To* quantities or amounts. If you are working with quantities, the UOM field appears. If you are working with amounts, the Currency field appears.
   - Enter the rebate percentage for each rebate rule line using the Rebate % field.
7. (Optional) Edit the rule setting fields.

   If you have found that you need to change the fields that appear in the Rebate Tiers group box. Click the Edit Rule Settings button.

   - Select the new field values for the rule settings.
   - Click the Edit Rebate Tier Table button.
   - Enter the new values for the rebate rule.
8. Enter rule distributions using the Rebate Agreement - Distributions for Rebate Rule page.

   Click the Rule ChartFields link.

The rule ChartFields will appear by default from the Accounting Template but you can override it. The Generate Vendor Rebate Claims process will retrieve and create claim distribution lines with the ChartFields from here. Then the claim distribution lines will be passed to PeopleSoft Payables or PeopleSoft Receivables when the claim is settled.

9. Save the rebate rule by clicking the Save button.

### Marketing Contribution Rule Type

To define a marketing contribution rule type:

1. Select *Marketing Contribution* in the Rebate Rule Type field.
2. (optional) Enter a description for the rule using the Description field.
3. Enter the terms of the rebate using the Previous Period Basis Amount, Rebate Amount, or Rebate % (rebate percentage) fields.
4. Enter rule distributions using the Rebate Agreement - Distributions for Rebate Rule page.

   Click the Rule ChartFields link.

   The rule ChartFields will appear by default from the Accounting Template but you can override it. The Generate Vendor Rebate Claims process will retrieve and create claim distribution lines with the ChartFields from here. Then the claim distribution lines will be passed to PeopleSoft Payables or PeopleSoft Receivables when the claim is settled.
5. Save the rebate rule by clicking the Save button.

### Retrospective Rule Type

To define a retrospective rule type follow the same procedure as you would to define a stepped or standard rule type. The only difference is that you will want to select a Rebate Rule Type of *Retrospective.*

# Dispatching Vendor Rebate Agreements

This section provides an overview of vendor rebate agreement dispatch and discusses how to dispatch vendor rebate agreements.

## Understanding Vendor Rebate Agreement Dispatch

You can dispatch a vendor rebate agreement in two ways. You can dispatch a rebate agreement online using the Rebate Agreement - Rebate Agreement page or you can dispatch rebate agreements using the batch Rebate Dispatch & Email multiprocess job.

Use the Vendor Rebate Agreement Dispatch page to schedule a background batch job that dispatches a single rebate agreement or multiple rebate agreements that meet the selection criteria. After rebate agreements have been successfully dispatched, their statuses are updated to *Dispatched.*

### See Also

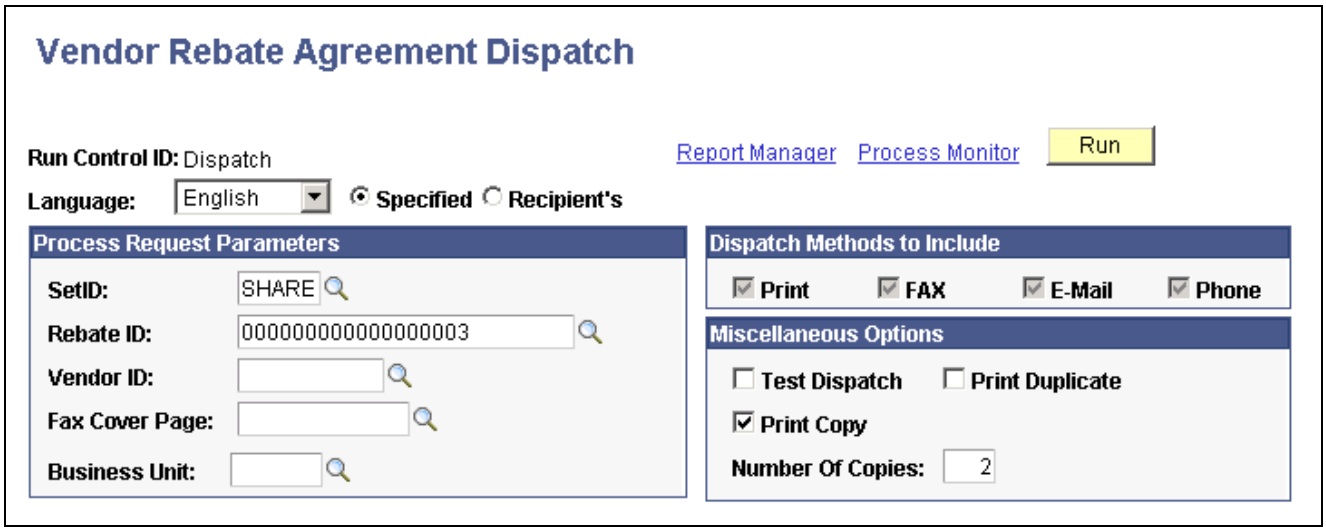
Chapter 17, “Defining Vendor Rebate Agreements,” Defining Vendor Rebate Agreements, page 280

# Page Used to Dispatch Vendor Rebate Agreements

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Rebate Agreement Dispatch | RUN_DISP_POVRBT100 | Purchasing, Vendor Rebates, Rebate Dispatch, Vendor Rebate Agreement Dispatch | Initiate the Vendor Rebate Dispatch SQR Report process (POVR100), Rebate Dispatch Email Application Engine process (PO_VR_EMAIL), or Rebate Dispatch & Email multiprocess job (VRBTDISP). |

# Dispatching Vendor Rebate Agreements

Access the Vendor Rebate Agreement Dispatch page.




Vendor Rebate Agreement Dispatch page

## Process Request Parameters

**SetID** Select the vendor rebate agreement setID.

**Rebate ID** Select a vendor rebate agreement.

**Fax Cover Page** Select a fax cover page if some of the rebate agreements that you are dispatching are to be sent by fax. Define fax cover letters in the system on the Fax Cover Letters page.

The Vendor Rebate Dispatch 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 the fax software vendor to identify the limitations and capabilities of the software fax cover page support.

---

## 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 rebate agreement is to be dispatched, you must modify the dispatch method on the Rebate Agreement - Rebate Agreement page.

## Miscellaneous Options

**Test Dispatch** Select to perform a test run of the dispatch. When you select this option, the process runs, but the rebate agreements processed do not appear in Dispatched status, and the rebate agreements are printed with the word Unauthorized at the bottom. This enables you to test the email, or fax setup without updating the system.

**Print Copy** Select to produce a printed copy of each processed rebate agreement. If any of the processed rebate agreements are by phone, fax, or email, the system prints a hard copy for review.

**Print Duplicate** Select to print the word Duplicate on each rebate agreement.

# CHAPTER 18

# Generating Rebate Accruals

This chapter provides an overview of the Rebate Accrual process and discusses how to generate rebate accruals.

## Understanding the Rebate Accrual Process

The Rebate Accrual Application Engine process (PO_VRBTACCR) calculates earned rebates for transactions related to purchase orders such as, receipts, vouchers, and return to vendors (RTVs).

The Rebate Accrual process identifies all purchase order lines that have vendor rebate agreements defined. Then the system finds all associated receipts, vouchers, and RTVs to calculate the rebate and generate accrual records for those source transactions based on the rebate agreement terms and rules. During the processing of the different transactions the system will convert amounts and quantities to the vendor rebate agreement currency and vendor rebate agreement rule unit of measure. The sum of these amounts and quantities becomes the basis for calculating the vendor rebate. The basis is referred to as the rebateable amount and rebateable quantity.

The rebate accrual records provide visibility to the rebate manager on the estimated earned rebates for analysis purposes but also serve as the basis for the claim generation. The final rebate should be calculated based on the actual amount that you pay to the supplier for the goods that you order and receive, but with the analysis objective in mind, the accruals process will generate accruals records on the fly, as soon as the receipt transactions are available in the system. That is, the rebate amount is calculated based on the purchase order estimated price and the received quantity. Later, when the voucher is entered and available, the accruals process will recalculate the final rebate based on the information on the voucher and update the accrual records. Of course, if the voucher is already entered and available at the time when the receipt transaction is being processed, the accruals process calculates the rebate amount based directly on the voucher information to avoid an unnecessary step.

The accruals process also supports purchase orders without receipts such as, direct shipments or where the receipt is optional. In these cases, the voucher serves as the source transaction to generate accruals records.

Finally, for return to vendor shipment transactions, the Rebate Accrual process will or will not calculate and generate rebate adjustments depending on the rebate agreement terms.

For analysis purposes, the rebate accrual records generated will have two levels of details:

1. Header level which corresponds to the total rebate calculated for the source transaction.
2. Details level which corresponds to the rebate calculated for each of the rebate agreement rules.

The Rebate Accrual process can be run on demand for one or multiple rebate agreements, or, run automatically at the time of claim generation for the rebate agreement being processed.

The Rebate Accrual process can be initiated from these pages:

- Rebate Accrual.

- Generate Claims.

---

**Note.** The accuracy of the rebate information available for vendor rebate analysis is dependent on the Rebate Accrual process and how often you perform that process. The volume of information to be processed by the Rebate Accrual process can be very large and the processing time could take awhile. PeopleSoft recommends you determine an appropriate frequency for the run of the process so that business requirements are met and the process is able to complete in a reasonable amount of time.

---

## Restricted and Unrestricted Access

Rebate managers can initiate the Rebate Accrual process using the Rebate Accrual page. Using the Rebate Accrual page the rebate manager selects the vendor rebate agreements they want to process and then runs the process.

The rebate vendor agreements available for selection on the Rebate Accrual page is determined by the rebate manager's access rights. When you set up PeopleSoft Purchasing you can specify which rebate managers have unrestricted access rights. You give the rebate manager unrestricted access by selecting the Unrestricted Rebate Manager check box on the User Preferences: Procurement - Rebate Authorizations page.

If you are a rebate manager that does not have unrestricted access then you can only initiate the Rebate Accrual process for your rebates.

If you are a rebate manager and have unrestricted access then you can initiate the Rebate Accrual process for any vendor rebate agreements associated with any rebate manager.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Vendor Rebate Agreement Authorization.

## Common Processing for Rebate Transactions

For each of the eligible source transactions related to purchase order lines that have vendor rebate agreements defined such as, receipt, voucher, or RTV shipment transactions, the Rebate Accrual process will first look at the related transactions available for the source transactions to determine the applicable scenario to be processed. Then the process will perform the rebate calculation and generation for each of the rules defined on the rebate agreement.

---

**Note.** Purchase orders require matching, receipts require processing, vouchers require posting, and RTVs must be in *Shipped* status to be considered for rebate accrual.

---

For example, assume that a receipt is the source transaction, then the system will verify if the related voucher exists and is eligible—matched and posted. If the voucher covers the receipt totally or partially, based on the information available, the Rebate Accrual process will process the receipt as a receipt without a voucher, as a receipt partially vouchered, or as a receipt fully vouchered.

---

**Note.** To view an explanation of the different scenarios that can occur see the section below—Accruals Generation Upon Transactions.

---

The rebate calculation and generation for each of the rules defined on the rebate agreement includes a series of functions such as, currency conversion, unit of measure conversion, rebate calculation based on the rebate agreement rule configuration, and rebate recalculation based on changes to the source transactions or other factors like rebate agreement changes or modification of the rebate accruals balance on the rebate agreement.

The Rebate Accrual process performs these functions for each transaction that is associated with a vendor rebate agreement:

- Currency conversion:

The Rebate Accrual process converts the amounts for the different transactions it processes to the vendor rebate agreement currency.

- Unit of measure (UOM) conversion:

  The Rebate Accrual process converts the transaction UOMs for the different transactions it processes to the vendor rebate agreement rule UOMs.

- Vendor rebate recalculation:

  Accrual records are generated from the source transactions related to the purchase orders and the rebate agreement's terms and rules. Changes to the source transactions or to the rebate agreements might affect the earned rebates. Therefore, the Rebate Accrual process includes a function to detect changes made after the generation of the original rebate accrual to automatically recalculate the accruals as appropriate. Changes include rebate agreement change, source transaction change (receipt quantity change), purchase orders disassociated from the rebate agreement or newly associated with the rebate agreement (using the Backdate Vendor Rebates page). Due to the nature of the retrospective and growth bonus rules types, rebate recalculation might also be necessary when new source transactions are entered into the system even if none of the changes discussed occur. This function takes care of such situations.

  When the Rebate Accrual process performs the recalculation function, the accrual records might have already be included in a claim, and are therefore no longer available for update. To not lose the history, in such a situation, the Rebate Accrual process recalculates the rebate for the source transaction but instead of updating the existing accrual records, it will generate child accrual records with the difference between the new rebate and the old rebate. This mechanism is referred to as the rebate accruals split.

  To view examples of rebate accruals split see the section below—Accruals Generation Upon Transactions.

- Vendor rebate calculation for each vendor rebate agreement rule type:

  The Rebate Accrual process calculates the vendor rebate for each vendor rebate agreement rule type. The rule types it can calculate for are stepped/standard, retrospective, flat amount, growth bonus, and marketing contribution.

  *Stepped/Standard Rule Type:*

  Assume:

  Purchases between 0 USD and 100,000 USD receive 1 percent rebate

  Purchases between 100,001 USD and 500,000 USD receive 2 percent rebate

  As of date purchase amount is 100,000 USD

  Total rebate amount is 1,000 USD

  Purchase order receipt transaction amount is 20,000 USD, then the rebate amount for this purchase order receipt transaction is 400 USD (2 percent of 20,000 USD), so the new total rebate amount is 1,400 USD (1,000 USD + 400 USD).

  *Retrospective Rule Type:*

  Assume:

  Purchases between 0 USD and 100,000 USD receive 1 percent rebate

  Purchases between 100,001 USD and 500,000 USD receive 2 percent rebate

  As of date purchase amount is 100,000 USD

  Total rebate amount is 1,000 USD

Purchase order receipt transaction amount is 20,000 USD, then the rebate amount for this purchase order receipt transaction is 400 USD (2 percent of 20,000 USD) and since the accumulative purchase amount reaches the next threshold level, the rebate is also recalculated for the existing accrued rebate transactions 2,000 USD (2 percent of 100,000 USD), so the new total rebate amount is 2,400 USD (2,000 USD + 400 USD).

*Flat Amount Rule Type:*

Assume:

Purchases between 0 USD and 100,000 USD receive 1,000 USD rebate

Purchases between 100,001 USD and 200,000 USD receive 2,000 USD rebate

As of date purchase amount is 90,000 USD

Total rebate amount is 1,000 USD

Purchase order receipt transaction amount is 20,000 USD, then the rebate amount for this purchase order receipt transaction is:

With the prorated option: 200 USD (10 percent of 2,000 USD) so the new total rebate amount is 1,200 USD (1,000 USD + 200 USD).

---

**Note.** The system calculates the 10 percent prorate factor. The prorate factor calculation is: ((new purchase amount – lower level of the applicable tier) / (upper level applicable tier – lower level applicable tier)).

---

Without the prorated option: 2,000 USD so the new total rebate amount is 3,000 USD (1,000 USD + 2,000 USD).

*Growth Bonus Rule Type:*

Assume:

2 percent growth bonus on a particular category of products under the condition that the purchasing turnover has increased by 10 percent

As of date purchase amount is 90,000 USD for this category

Growth Basis is 100,000 USD

Purchase order receipt transaction amount is 20,000 USD for this category, the growth bonus rebate amount is: 200 USD (2 percent of 10,000 USD)

*Marketing Contribution Rule Type:*

Accrued once for a vendor rebate agreement

Example 500 USD for Marketing Contribution

- Rebate accruals update with vendor rebate agreement updates:

  Once the Rebate Accrual process completes the rebate accrual calculation and generation for a rebate agreement, it will calculate the total accrued rebate amount and update the rebate agreement header. It also updates the total rebateable amount and rebateable quantity at the rebate agreement rule level.

## Accruals Generation Upon Transactions

For each of the eligible source transactions related to purchase order lines that have vendor rebate agreements defined, the Rebate Accrual process will look at the related transactions available for the source transactions to determine the processing. One of these scenarios can occur:

- Receipt source transaction:

- New receipt and related voucher is not available (voucher not entered or voucher entered but not matched and not posted).

  The Rebate Accrual process will generate the accrual records based on the receipt information such as, received quantity, the purchase order information such as, the unit price, and the rebate agreement information. The accrual records will have the transaction status set as *Received.*

  Example:

  *Before Rebate Accrual:*

  Receipt

| Receipt ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| RCV01 | PO001 | 10 | 10 | 2 percent |

  Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| | | | |

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| | | | | |

  *After Rebate Accrual:*

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RCV01 | PO001 | 1 | 2 (2 percent of 100) | Received |

- New receipt, related voucher is available (voucher is entered, matched and posted) and covers the receipt fully.

  The Rebate Accrual process will generate the accrual records based on the receipt information such as, received quantity, the voucher information such as, the unit price, and the rebate agreement information. The accrual records will have the transaction status set as *Vouchered.*

  Example:

  *Before Rebate Accrual:*

  Receipt

| Receipt ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| RCV01 | PO001 | 10 | 10 | 2 percent |

  Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| VCHR01 | PO001 | 10 | 11 |

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| | | | | |

  *After Rebate Accrual:*

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RCV01 | PO001 | 1 | 2.2 (2 percent of 110) | Vouchered |

- New receipt, related voucher is available (voucher is entered, matched and posted) and covers the receipt partially.

  The Rebate Accrual process will generate the accrual records based on the receipt information such as, received quantity, the voucher information such as, the unit price, quantity vouchered, and the rebate agreement information. The rebate accruals split occurs. The vouchered portion will be calculated based on the unit price from the voucher and will have accrual records with the transaction status set as *Vouchered.* The portion that has not been vouchered yet will be calculated based on the unit price from the purchase order and will have accrual records with the transaction status as *Received.*

  Example:

  *Before Rebate Accrual:*

  Receipt

| Receipt ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| RCV01 | PO001 | 10 | 10 | 2 percent |

  Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| VCHR01 | PO001 | 6 | 11 |

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| | | | | |

  *After Rebate Accrual:*

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RCV01 | PO001 | 1 | 0.8 (2 percent of 40) | Received |
| RCV01 | PO001 | 2 | 1.32 (2 percent of 66) | Vouchered |

- Receipt with accruals already generated with a transaction status of *Received* and the related voucher is newly available and covers the receipt fully.

  The Rebate Accrual process will recalculate and update the accrual records with the voucher information. The accrual records will now have the transaction status set as *Vouchered.*

  Example:

  *Before Rebate Accrual:*

  Receipt

| Receipt ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| RCV01 | PO001 | 10 | 10 | 2 percent |

  Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| VCHR01 | PO001 | 10 | 11 |

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RCV01 | PO001 | 1 | 2 (2 percent of 100) | Received |

  *After Rebate Accrual:*

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RCV01 | PO001 | 1 | 2.2 (2 percent of 110) | Vouchered |

- Receipt with accruals already generated with a transaction status of *Received* and the related voucher is newly available and covers the receipt partially.

  The Rebate Accrual process will recalculate and update the accrual records with the voucher information. The rebate accruals split occurs. The vouchered portion will now have accrual records with the transaction status set as *Vouchered.* The portion that has not been vouchered yet will be calculated based on the unit price from the purchase order and will have accruals records with the transaction status as *Received.*

  Example:

  *Before Rebate Accrual:*

  Receipt

| Receipt ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| RCV01 | PO001 | 10 | 10 | 2 percent |

  Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| VCHR01 | PO001 | 6 | 11 |

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RCV01 | PO001 | 1 | 2 (2 percent of 100) | Received |

  *After Rebate Accrual:*

  Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RCV01 | PO001 | 1 | 1.32 (2 percent of 66) | Vouchered |
| RCV01 | PO001 | 2 | 0.8 (2 percent of 40) | Received |

- Voucher source transaction:

  New voucher and the receipt is not available.

  The Rebate Accrual process will generate the accrual records based on the voucher information such as, unit price, quantity vouchered, and the rebate agreement information. The accrual records will have the transaction status set as *Vouchered.*

  Example:

  *Before Rebate Accrual:*

  Receipt

| Receipt ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| | | | | |

Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| VCHR01 | PO001 | 6 | 11 |

Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| | | | | |

*After Rebate Accrual:*

Accrued Rebate

| Receipt ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RCV01 | PO001 | 1 | 1.32 (2 percent of 66) | Vouchered |

- RTV shipment source transaction:

**Note.** The RTV must be in a *Shipped* status to be considered for accrual.

- New RTV shipment and related adjustment voucher is not available (voucher is not generated or generated but not posted)

  The Rebate Accrual process will generate the accrual records based on the RTV shipment information such as, shipped quantity, the purchase order information such as, the unit price, and the rebate agreement information. The accrual records will have the transaction status set as *Returned.*

  Example:

  *Before Rebate Accrual:*

  RTV

| RTV ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| RTV01 | PO001 | 10 | 10 | 2 percent |

  Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| | | | |

  Accrued Rebate

| RTV ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| | | | | |

  *After Rebate Accrual:*

  Accrued Rebate

| RTV ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RTV01 | PO001 | 1 | – 2 (2 percent of –100) | Returned |

- New RTV shipment and related adjustment voucher will not be generated (RTV adjustment voucher option not used).

  The Rebate Accrual process will generate the accrual records based on the RTV shipment information such as, shipped quantity, the purchase order information such as, the unit price, and the rebate agreement information. The accrual records will have the transaction status set as *Vouchered.*

  Example:

  *Before Rebate Accrual:*

  RTV

| RTV ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| RTV01 | PO001 | 10 | 10 | 2 percent |

  Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| | | | |

  Accrued Rebate

| RTV ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| | | | | |

  *After Rebate Accrual:*

  Accrued Rebate

| RTV ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RTV01 | PO001 | 1 | – 2 (2 percent of –100) | Vouchered |

- New RTV shipment and related adjustment voucher is available (voucher is generated, matched, and posted).

  The Rebate Accrual process will generate the accrual records based on the RTV shipment information such as, shipped quantity, the adjustment voucher information such as, the unit price, and the rebate agreement information. The accrual records will have the transaction status set as *Vouchered.*

---

**Note.** The adjustment voucher cannot be partially generated for RTVs and therefore the partial adjustment voucher scenario is not applicable for rebate accruals.

---

Example:

*Before Rebate Accrual:*

RTV

| RTV ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| RTV01 | PO001 | 10 | 10 | 2 percent |

Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| VCHR01 | PO001 | 10 | 11 |

Accrued Rebate

| RTV ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| | | | | |

*After Rebate Accrual:*

Accrued Rebate

| RTV ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RTV01 | PO001 | 1 | – 2.2 (2 percent of –110) | Vouchered |

- New RTV shipment, accruals already generated with a transaction status of *Returned*, and the related adjustment voucher is newly available.

  The Rebate Accrual process will recalculate and update the accrual records with the voucher information. The accrual records will now have the transaction status set as *Vouchered.*

  Example:

  *Before Rebate Accrual:*

  RTV

| RTV ID | Purchase Order ID | Quantity | Unit Price | Rebate |
|---|---|---|---|---|
| RTV01 | PO001 | 10 | 10 | 2 percent |

  Voucher

| Voucher ID | Purchase Order ID | Quantity | Unit Price |
|---|---|---|---|
| VCHR01 | PO001 | 10 | 11 |

  Accrued Rebate

| RTV ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RTV01 | PO001 | 1 | –2 (2 percent of 100) | Returned |

  *After Rebate Accrual:*

  Accrued Rebate

| RTV ID | Purchase Order ID | Sequence | Rebate Amount | Status |
|---|---|---|---|---|
| RTV01 | PO001 | 1 | – 2.2 (2 percent of –110) | Vouchered |

# Generating Rebate Accruals

This section discusses how to generate rebate accruals.

## Page Used to Generate Rebate Accruals

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Rebate Accrual | RUN_PO_VRBTACCR | Purchasing, Vendor Rebates, Rebate Accrual, Rebate Accrual | Initiate the Rebate Accrual process. |

## Generating Rebate Accruals

Access the Rebate Accrual page.

**Rebate ID**

Select one or more vendor rebate agreements you want to have processed by the Rebate Accrual process.

---

**Note.** If you do not select any vendor rebate agreements the Rebate Accrual process will process all eligible vendor rebate agreements.

---

# CHAPTER 19

# Maintaining Vendor Rebate Agreement Association With Purchase Orders

This chapter provides an overview of the Backdate Vendor Rebates component processes and discusses how to associate, dissociate, and modify vendor rebate agreements line by line to purchase orders manually.

## Understanding the Backdate Vendor Rebates Component Processes

In normal situations, the rebate agreement assignment on the purchase order line occurs automatically at the time of purchase order creation. However, due to business constraints in the real world, vendor rebate assignment during purchase order creation might not be possible due to the rebate agreement availability, just like at the beginning of a new rebate agreement period where purchase orders need to be released but the rebate agreements are still in negotiation phase with the supplier. Another scenario that would require an association change is when the rebate agreement already assigned to a purchase order line is no longer applicable. The Backdate Vendor Rebates component is designed to allow you to handle all these exceptions.

The Backdate Vendor Rebates component gives the rebate manager the ability to:

- Associate manually vendor rebate agreements to one or more purchase order lines at the same time.
- Disassociate vendor rebate agreements to one or more purchase order lines at the same time.
- Modify vendor rebate agreements line by line to purchase orders.

The rebate manager can associate and disassociate vendor rebate agreements to purchase order lines that are in the purchase order statuses of *(Initial, Open, Pending Approval, Approved, Dispatched,* and *Closed)* using this component. You cannot associate or disassociate to purchase orders that are in a *Pending Cancel* or *Canceled* status. It is important to note that you can retrospectively associate and disassociate vendor rebate agreements to closed purchase order lines. Plus, purchase orders for which there are already vendor rebate claims generated against them are not available for update in the Backdate Vendor Rebates component.

If the rebate manager is associating or disassociating a vendor rebate agreement to a purchase order that already has rebate accrual transactions, this component upon saving the new vendor rebate agreement association will mark this purchase order to indicate that the related receipt and return to vendor (RTVs) transactions need to be recalculated by the Rebate Accrual Application Engine process (PO_VRBTACCR).

Plus, after you perform the new vendor rebate agreement association with purchase order lines you can view the new vendor rebate agreement association using the Maintain Purchase Order - Purchase Order page or the Express Purchase Order - Details for Line page if you have the authorization to view or update the rebate agreement on the purchase order.

Once accrued rebate transactions are generated against a purchase order line, the Rebate ID field is not available to be modified on the purchase order line on the Maintain Purchase Order - Purchase Order page or the Express Purchase Order - Details for Line page. In this case, the rebate manager must use the Backdate Vendor Rebates component to change the vendor rebate agreement on the line.

If you are a rebate manager that does not have unrestricted access then you can only work with your rebate agreements.

If you are a rebate manager and have unrestricted access then you can work with any rebate agreements.

### See Also

Chapter 32, "Creating Purchase Orders Online," Entering Purchase Order Line Information, page 574

Chapter 18, "Generating Rebate Accruals," page 301

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Vendor Rebate Agreement Authorization

# Associating, Dissociating, and Modifying Vendor Rebate Agreements Line by Line to Purchase Orders Manually

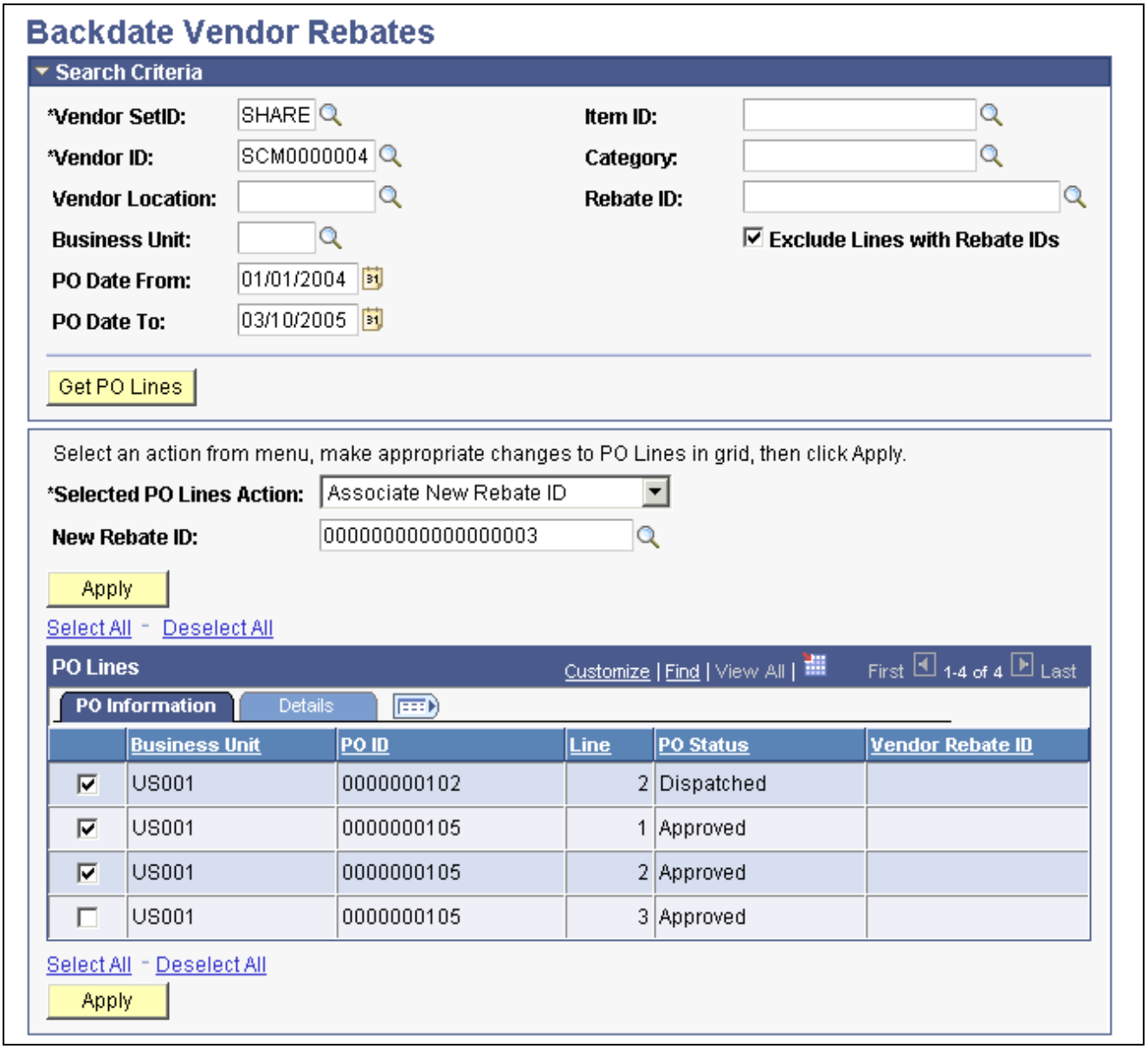
This section discusses how to associate, dissociate, and modify rebate agreements line by line to purchase orders.

## Pages Used to Manually Associate, Dissociate, and Modify Vendor Rebate Agreements Line by Line to Purchase Orders Manually

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Backdate Vendor Rebates | VRBT_BACKDATE | Purchasing, Vendor Rebates, Backdate Vendor Rebates, Backdate Vendor Rebates | Maintain vendor rebate agreement associations with purchase orders. |
| Backdate Vendor Rebates - Rebate Agreement ID Lookup | VRBT_SEARCH_SP2 | Click the Lookup Rebate ID button next to the New Rebate ID field in the middle portion of the Backdate Vendor Rebates page. | Search for vendor rebate agreements that you want to associate with the purchase order lines. |
| Backdate Vendor Rebates - Rebate Agreement ID Lookup | VRBT_SEARCH_SP | Click the Vendor Rebate button next to the New Rebate ID field in the PO Lines group box on the Backdate Vendor Rebates page. | Search for vendor rebate agreements you want to associate with this specific purchase order line. |

# Associating, Dissociating, and Modifying Vendor Rebate Agreements Line by Line to Purchase Orders Manually

Access the Backdate Vendor Rebates page.




Backdate Vendor Rebates page

The Backdate Vendor Rebates page gives you the ability to maintain vendor rebate agreement associations with purchase order lines.

## Associating Vendor Rebate Agreements to Purchase Orders

To associate a vendor rebate agreement to a purchase order:

1. Select purchase order search criteria in the Search Criteria group box and then click the Get PO Lines button.

a. Select the Exclude Lines with Rebate IDs check box to have the system display all purchase orders that match the search criteria and do not have a vendor rebate agreement associated with them.

   Results are shown in the PO Lines group box at the bottom of the page. This is the normal option for associating vendor rebate agreements to purchase orders.

b. Clear the Exclude Lines with Rebate IDs check box to have the system display all purchase orders that match the search criteria and have a vendor rebate agreement associated with them.

   Results are shown in the PO Lines group box at the bottom of the page. Purchase orders that are not associated with a vendor rebate agreement will not display.

2. Select *Associate New Rebate ID* in the Selected PO Lines Action field.
3. Enter the vendor rebate agreement you want to associate with the purchase order lines in the New Rebate ID field.
4. Select the purchase order lines you want to associate with the new rebate agreement.
5. Click the Apply button.

   The system will display messages stating whether the modification was successful or not.

## Dissociating Vendor Rebate Agreements from Purchase Orders

To dissociate a vendor rebate agreement from a purchase order:

1. Select purchase order search criteria in the Search Criteria group box and then click the Get PO Lines button.

   a. Select the Exclude Lines with Rebate IDs check box to have the system display all purchase orders that match the search criteria and do not have a vendor rebate agreement associated with them.

      Results are shown in the PO Lines group box at the bottom of the page.

   b. Clear the Exclude Lines with Rebate IDs check box to have the system display all purchase orders that match the search criteria and have a vendor rebate agreement associated with them.

      Results are shown in the PO Lines group box at the bottom of the page. Purchase orders that are not associated with a vendor rebate agreement will not display. This is the normal option for dissociating vendor rebate agreements from purchase orders.

2. Select *Dissociate Existing Rebate IDs* in the Selected PO Lines Action field.
3. Select the purchase order lines you want to dissociate a vendor rebate agreement from.
4. Click the Apply button.

   The system will display messages stating whether the modification was successful or not.

## Modifying Vendor Rebate Agreements Line by Line to Purchase Orders

To modify a vendor rebate agreement line by line to purchase orders:

1. Select purchase order search criteria in the Search Criteria group box and then click the Get PO Lines button.

   a. Select the Exclude Lines with Rebate IDs check box to have the system display all purchase orders that match the search criteria and do not have a vendor rebate agreement associated with them.

      Results are shown in the PO Lines group box at the bottom of the page.

   b. Clear the Exclude Lines with Rebate IDs check box to have the system display all purchase orders that match the search criteria and have a vendor rebate agreement associated with them.

      Results are shown in the PO Lines group box at the bottom of the page. Purchase orders that are not associated with a vendor rebate agreement will not display.

2. Select *Modify Rebate IDs Line-by-Line* in the Selected PO Lines Action field.
3. Enter the new vendor rebate agreement next to each purchase order line that you want to modify using the New Rebate ID field in the PO Lines group box.
4. Click the Apply button.

   The system will display messages stating whether the modification was successful or not.

# CHAPTER 20

# Managing Vendor Rebate Claims

This chapter provides an overview of the vendor rebate claims management business process and discusses how to:

- Generate vendor rebate claims.
- Print a vendor rebate claim.
- Notify rebate managers of claims.
- Use the claims management workbench.
- Reconcile payments for vendor rebates.
- Maintain claims.
- Reconcile claims.
- Notify settlement manager.
- View claim settlement information.
- Enter claim payments manually.

## Understanding the Vendor Rebate Claims Management Business Process

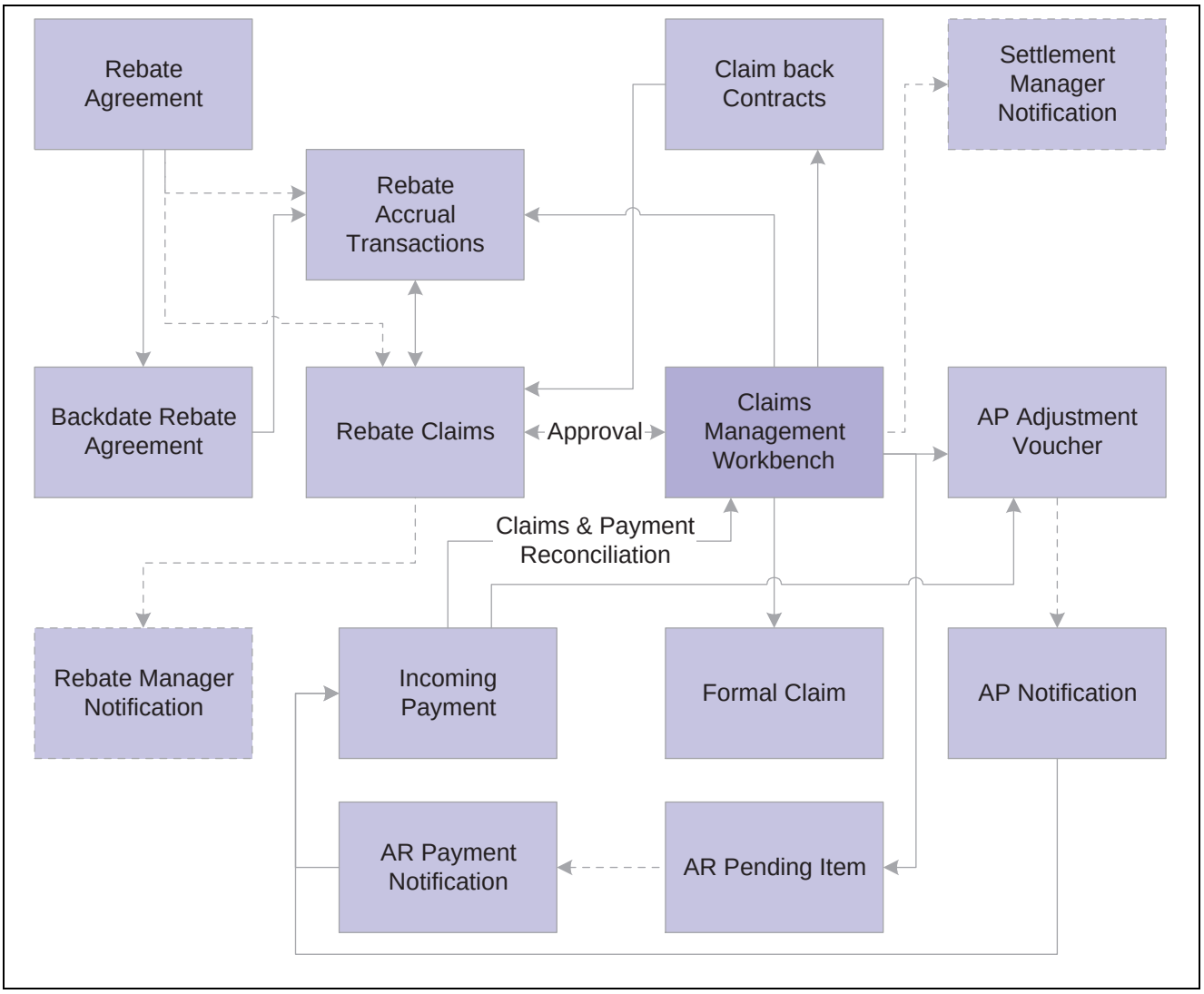
PeopleSoft Purchasing provides the capability to manage the complete life cycle of a vendor rebate claim. Using PeopleSoft Purchasing vendor rebate functionality you can generate claims, send a formal claim to the supplier, inform PeopleSoft Payables and PeopleSoft Receivables of the accrued rebate amount and expected payment from the supplier, reconcile payments from the supplier with the claim, and finally at any time during this claim processing notify the rebate manager or settlement manager of the claim activity that is occurring.

To assist with the management of vendor rebate claims and the payment for those claims PeopleSoft Purchasing developed the claims management workbench. The claims management workbench is a part of the vendor rebate functionality. Using the claims management workbench you can perform several process actions against the claim. A few of the processes that you can initiate from the claims management workbench can also be initiated from other pages that can be reached directly from the Vendor Rebates menu in PeopleSoft Purchasing. Depending on the security settings in the environment you may choose to initiate the processes from the claims management workbench or from an individual run control page.

When using the claims management workbench you can perform several processes. Basically you select the process you would like to perform using the workbench and then click the Submit For Processing button. When you click this button the Claims Management Workbench - Process Request Option page appears. After specifying the process options you click the OK button. This page initiates the Process Vendor Claims Application Engine process (PO_PRCSCLAIM) or the Vendor Rebate Claim Print SQR Report process (PORB7010). The Process Vendor Claims process has the capability to view the action that was requested and initiate the additional necessary processes. The Process Vendor Claims process can initiate these processes:

- Defer Claim Application Engine process (PO_CLMDEFER).
- Cancel Claim Application Engine process (PO_CLMCANCEL).
- Claim Settlement Process for AP (claim settlement process for account payables) Application Engine process (PO_CLMSETTLE_AP).
- Claim Settlement Process for AR (claim settlement process for account receivables) Application Engine process (PO_CLMSETTLE_AR).
- Claims Reconciliation Application Engine process (PO_CLMRECON).
- Claim Overdue Deduction Application Engine process (PO_CLMDEDUCT).
- Claim Cancel Deduction Application Engine process (PO_CLMCANDED).

This diagram depicts the vendor rebate claims management process flow using the claims management workbench:




Vendor rebate claims management process flow

## Vendor Rebate Claim Process

To process a vendor rebate claim:

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**Note.** The vendor rebate claims process becomes available after you create a vendor rebate agreement, associate that vendor rebate agreement with a purchase order, and perform transactions (receipts, vouchers, and return to vendors) related to that purchase order that is associated with a vendor rebate agreement. Also, a claim will be generated for a rebate agreement only if the next claims generation date is reached.

---

1. Initiate the Generate Rebate Accrual Application Engine process (PO_VRBTACCR).

   The rebate accrual records serve as the basis for claim generation.

2. Initiate the Generate Vendor Rebate Claims Application Engine process (PO_GENCLAIM).

   This process generates the vendor rebate claims.

3. (Optional) Initiate the Notify Rebate Manager Application Engine process (PO_VRBT_NTFY).

   This process notifies the particular rebate manager of claims that were created for all vendor rebate agreements, a specific vendor rebate agreement, or a specific claim.

4. Approve the claim using the Claims Management Workbench - Rebate Claims page.

   Using the Apply Claim Action or Claim Status Action fields on this page you can approve, unapprove, or cancel a claim.

5. (Optional) Defer a claim to the next period using the Claims Management Workbench - Rebate Claims page.
   - Select *Defer* in the Apply Claim Action or Claim Status Action fields.
   - Click the Submit for Processing button to initiate the Process Vendor Claims process. This process then initiates the Defer Claim process.

6. Perform a specific process action for the claim using the Claims Management Workbench - Rebate Claims page.

   Using the Apply Process Action or *Claim Processing Action* fields you can select the process you want to initiate for the claims and then click the Submit For Processing button. The Submit For Processing button initiates the process you selected to perform in the processing action field. Using these fields you can:
   - Select a process action of *Claim Settlement* to initiate the Process Vendor Claims process. This process then initiates the Claim Settlement Process for AP or the Claim Settlement Process for AR.

     These processes send expected payment from the supplier to PeopleSoft Payables in the form of an adjustment voucher if the Settlement Method on the vendor rebate agreement is *Adjustment Voucher* or to PeopleSoft Receivables as a pending item if the Settlement Method on the vendor rebate agreement is *Check, Credit Memo, Direct Debit, Draft,* or *Electronic Funds Transfer* (EFT).
   - Select a process action of *Print for Dispatch* to initiate the Vendor Rebate Claims Print process.

     This process generates a hard copy of the claim. The rebate manager can then send this claim report to the supplier.
   - Select a process action of *Payment Reconciliation* to initiate the Process Vendor Claims process. This process then initiates the Claim Reconciliation process.

     This process reconciles the claim with incoming payments from PeopleSoft Payables and PeopleSoft Receivables.
   - Select a process action of *Overdue* to initiate the Process Vendor Claims process. This process then initiates the Claim Overdue Deduction process.

     This process will reverse the pending items that were previously sent to PeopleSoft Receivables and then it will generate adjustment vouchers to send to PeopleSoft Payables.
   - Select a process action of *Cancel Deduction* to initiate the Process Vendor Claims process. This process then initiates the Claim Cancel Deduction process.

     This process will reverse the adjustment vouchers (for overdue) previously sent to PeopleSoft Payables and then it will regenerate the pending items to send back to PeopleSoft Receivables—once again you are expecting to receive payment from the supplier.

7. (Optional) Save this workbench using the Claims Management Workbench - Rebate Claims page.

   Click the Save For Later button.

8. Perform the PeopleSoft Payables vendor rebate claim processing flow for adjustment vouchers.

   See The PeopleSoft Payables Vendor Rebate Claim Processing flow section in this chapter.

9. Perform the PeopleSoft Receivables vendor rebate claim processing flow for pending items.

   See The PeopleSoft Receivables Vendor Rebate Claim Processing flow section in this chapter.

10. (Optional) Initiate the Notify Settlement Manager Application Engine process (PO_VRBT_NTFY).

This process notifies the particular settlement manager of claim settlement activity that was created for all vendor rebate agreements, a specific vendor rebate agreement, or a specific claim.

11. View the results from all the claim and payment activity associated with vendor rebate claim using the Claims Management Workbench - Rebate Claims page.

    The Claims Management Workbench - Rebate Claims page contains four different tabs where you can view information and current amounts for vendor rebate claims, claim settlement, claim reconciliation, and value added tax (VAT) details.

12. (Optional) View claim settlement results associated with a vendor rebate claim using the Claim Settlement inquiry page.

---

**Note.** If the rebate manager does not have unrestricted access then they can only select vendor rebate agreements assigned to them on any pages that reference the rebate agreement.

---

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining User Preferences,” Defining Vendor Rebate Agreement Authorization.

---

***Warning!*** The claims management functionality in PeopleSoft Purchasing is the driver and central location for all PeopleSoft Payables and PeopleSoft Receivables transactions sourced for claims. You should not manually modify these claims transactions in PeopleSoft Payables or PeopleSoft Receivables because this could cause an out-of-sync situation between PeopleSoft Purchasing and the other applications.

---

## PeopleSoft Payables Vendor Rebate Claim Processing Flow

Before you can process claims in PeopleSoft Payables you must have first run the Claim Settlement Process for AP using the Claims Management Workbench - Rebate Claims page. Select a process action of *Claim Settlement.*

To process an adjustment voucher (expected payment) in PeopleSoft Payables:

1. Build the adjustment vouchers that came from the vendor rebate claim processing in PeopleSoft Purchasing to PeopleSoft Payables by initiating the Voucher Build Application Engine process (AP_VCHRBLD) using the Voucher Build page.

   This process also writes the voucher information to the Incoming Payment tables for Claims Management in PeopleSoft Purchasing.

   See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Processing Batch Vouchers,” Understanding Voucher Build Processing.

   See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Processing Batch Vouchers,” Understanding Voucher Build Source Transactions.

   See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Processing Batch Vouchers,” Running the Voucher Build Process and Reviewing Messages.

2. Initiate the Claim Reconciliation process using the Claims Management Workbench - Rebate Claims page.

   Select a process action of *Payment Reconciliation.*

   This process looks at the Incoming Payment tables and reconciles the expected amount on a claim with how much was received for the claim.

---

**Note.** To adjust the claim amounts use the Claims Management Workbench in PeopleSoft Purchasing before running the Claim Settlement Process. Do not adjust claim amounts in PeopleSoft Payables.

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## PeopleSoft Receivables Vendor Rebate Claim Processing Flow

In PeopleSoft Receivables there are two different processes that can occur when integrating with PeopleSoft Purchasing for vendor rebate agreements. One process is for PeopleSoft Receivables to process a vendor rebate claim with a settlement method of credit memo. The other process is to process a vendor rebate claim with a settlement method of cash (check, direct debit, draft or EFT).

Before you can process claims in PeopleSoft Receivables you must have first run the Claim Settlement Process for AR using the Claims Management Workbench - Rebate Claims page. Select a process action of *Claim Settlement.*

To process a pending item (expected payment) in PeopleSoft Receivables (cash settlement method):

1. Post the pending items that came from the vendor rebate claim processing in PeopleSoft Purchasing to PeopleSoft Receivables by initiating the Receivables Update Multiprocess job (ARUPDATE) using the Receivable Update Request page.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Entering Pending Items,” Purchasing and Order Management Interface.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Setting Up Receivable Update and Pending Group Generator”.

2. If the rebate claim is reversed, use the maintenance worksheet to offset the original claim item (this process is the same as offsetting any other item).

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Maintaining Customer Account Balances,” Maintaining Customer Accounts Using Worksheets.

3. Enter the cash settlement payment as a deposit in PeopleSoft Receivables to record the payment.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Entering Payments”.

4. Apply payments received for vendor rebate claims using the payment worksheet.

   You must manually apply the payments on the payment worksheet to indicate the base and value-added tax (VAT) amounts if any for each item.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Applying Payments,” Applying Payments Using Payment Worksheets.

5. Initiate the Receivables Update process (ARUPDATE) using the Receivables Update Request page to post the payments for a vendor rebate claim.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Setting Up Receivable Update and Pending Group Generator”.

6. Initiate the AR Rebate Notification Application Engine process (AR_REBATE) process using the Receivables Rebate Notification page to interface the payment information or any other change to the balance of a claim item to the Claims Incoming Payment staging table (VRBT_CLAIM_PMTI). This enables users to reconcile the payments with the original claims using the claims management workbench. This process also updates the claim balances in the claims management workbench based on payment and maintenance activity in PeopleSoft Receivables.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Posting and Unposting Groups,” Running the AR Rebate Notification Process.

7. Initiate the Claim Reconciliation process using the Claims Management Workbench - Rebate Claims page.

   Select a process action of *Payment Reconciliation.*

This process looks at the Incoming Payment tables and reconciles the expected amount on a claim with how much was received for the claim.

It also creates a Claim Voucher with the collected amounts (VAT, claim amount, and so on).

---

**Note.** The claim voucher created here will not be processed by the PeopleSoft Payables pay cycle.

---

8. Process the claim voucher through PeopleSoft Payables using the Voucher Build process.

   See The PeopleSoft Payables Vendor Rebate Claim Processing Flow section in this chapter.

To process a pending item (expected payment) in PeopleSoft Receivables (credit memo settlement method):

1. Post the pending items that came from the vendor rebate claim processing in PeopleSoft Purchasing to PeopleSoft Receivables by initiating the Receivables Update Multiprocess job (ARUPDATE) using the Receivable Update Request page.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Entering Pending Items,” Purchasing and Order Management Interface.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Setting Up Receivable Update and Pending Group Generator”.

2. Initiate the Receivables Update process (ARUPDATE) using the Receivables Update Request page to post the payments for a vendor rebate claim.

   This process posts the credit memo information for the claim to the Incoming Payment tables for Claims Management in PeopleSoft Purchasing.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Setting Up Receivable Update and Pending Group Generator”.

3. Enter the credit memo as a deposit in PeopleSoft Receivables as an AR item.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Entering Payments”.

4. Apply credit memo received for vendor rebate claims using the maintenance worksheet.

   You must manually apply the credit memo payments on the maintenance worksheet to indicate the base and value-added tax (VAT) amounts if any for each item.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Maintaining Customer Account Balances,” Maintaining Customer Accounts Using Worksheets.

5. Initiate the Receivables Update process (ARUPDATE) using the Receivables Update Request page to post the payments for a vendor rebate claim.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Setting Up Receivable Update and Pending Group Generator”.

6. Initiate the AR Rebate Notification Application Engine process (AR_REBATE) process using the Receivables Rebate Notification page to interface the payment information or any other change to the balance of a claim item to the Claims Incoming Payment staging table (VRBT_CLAIM_PMTI).

   This enables users to reconcile the payments with the original claims using the claims management workbench. This process also updates the claim balances in the claims management workbench based on payment and maintenance activity in PeopleSoft Receivables.

   See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, “Posting and Unposting Groups,” Running the AR Rebate Notification Process.

7. Initiate the Claim Reconciliation process using the Claims Management Workbench - Rebate Claims page.

Select a process action of *Payment Reconciliation.*

This process looks at the Incoming Payment tables and reconciles the expected amount on a claim with how much was received for the claim.

It also creates a Claim Voucher with the collected amounts.

**Note.** The claim voucher created here is just a regular adjustment voucher.

8. Process the claim voucher through PeopleSoft Payables using the Voucher Build process.

   See The PeopleSoft Payables Vendor Rebate Claim Processing Flow section in this chapter.

# Prerequisites

Before you begin working with vendor rebate claims, you should:

- Set up entry types and reasons if you are integrating with PeopleSoft Receivables.

  See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, "Defining Receivables Processing Options," Setting Up Entry Types and Reasons.

- Set up group types and group origins if you are integrating with PeopleSoft Receivables.

  You must define a group type of *R* for vendor rebates.

  See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, "Defining Receivables Processing Options," Setting Up Group Types and Group Origins.

- Define vendor rebate PeopleSoft Receivables options for each accounts receivable business unit and claim type using the AR BU Options page.

  See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Account Receivables Integration Options for Vendor Rebates.

# Generating Vendor Rebate Claims

This section discusses how to generate vendor rebate claims.

## Page Used to Generate Vendor Rebate Claims

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Generate Claims | VRBT_GEN_CLM_RC | Purchasing, Vendor Rebates, Vendor Rebate Claims, Generate Claims, Generate Claims | Initiate the Generate Vendor Rebate Claims process. |

## Generating Vendor Rebate Claims

Access the Generate Claims page.

**Through Date** Select the date through which you want to generate claims.

**Claim Run Options** Select the run option. Values are:

- *Specific Rebate Agreements:* Select this option to generate claims for a specific rebate agreement. Once you select this option, select the specific setID and rebate ID you want to process using the SetID and Rebate ID fields in the Rebate Agreements group box.
- *All Rebate Agreements:* Select this option to generate claims for all rebate agreements. Once you select this option, the Rebate Agreements group box is not available.

# Printing a Vendor Rebate Claim

This section discusses how to print a vendor rebate claim.

**Note.** The Vendor Rebate Claims Print page is used to initiate the Vendor Rebate Claims Print process outside of the claims management workbench. You can also initiate the Vendor Rebate Claims Print process directly from the Claims Management Workbench - Claim Details page.

## Page Used to Print a Vendor Rebate Claim

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Rebate Claims Print | VRBT_CLAIMS_PRT_RC | Purchasing, Vendor Rebates, Vendor Rebate Claims, Vendor Rebate Claims Print, Vendor Rebate Claims Print | Initiate the Vendor Rebate Claims Print process.<br><br>See Appendix D, "PeopleSoft Purchasing Reports," page 983. |

# Notifying Rebate Managers of Claims

This section discusses how to notify rebate managers of claims.

## Page Used to Notify Rebate Managers of Claims

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Notify Rebate Mgr | VRBT_NTFY_RM_RC | Purchasing, Vendor Rebates, Vendor Rebate Claims, Notify Rebate Manager, Notify Rebate Mgr | Initiate the Notify Rebate Manager process. |

## Notifying Rebate Managers of Claims

Access the Notify Rebate Mgr page.

**Notification Option** Select the notification option. Values are:

- *All Rebate IDs:* Select this option to notify rebate managers of vendor rebate claims generated for all vendor rebate agreements.

  Once you select this option, select the specific SetID you want to process using the SetID field.

- *Specific Claim ID:* Select this option to notify rebate managers of a specific vendor rebate claim that was generated.

  Once you select this option, select the specific claim ID you want to process using the SetID, Rebate ID, and Claim ID fields.

- *Specific Rebate Agreement:* Select this option to notify rebate managers of vendor rebate claims generated for a specific vendor rebate agreement.

  Once you select this option, select the specific SetID and rebate ID you want to process using the SetID and Rebate ID fields.

# Using the Claims Management Workbench

This section provides an overview of the claims management workbench and discusses how to use the claims management workbench.

## Understanding the Claims Management Workbench

The rebate manager can use the claims management workbench after a rebate claim has been generated by the Generate Vendor Rebate Claims process. The rebate manager can use the claims management workbench to:

- Review, approve, and generate a formal rebate claim to send to the supplier.
- Settle claims by sending the expected rebate claim payment to PeopleSoft Payables or to PeopleSoft Receivables.
- Reconcile incoming payments and reconcile payments with a claim ID.

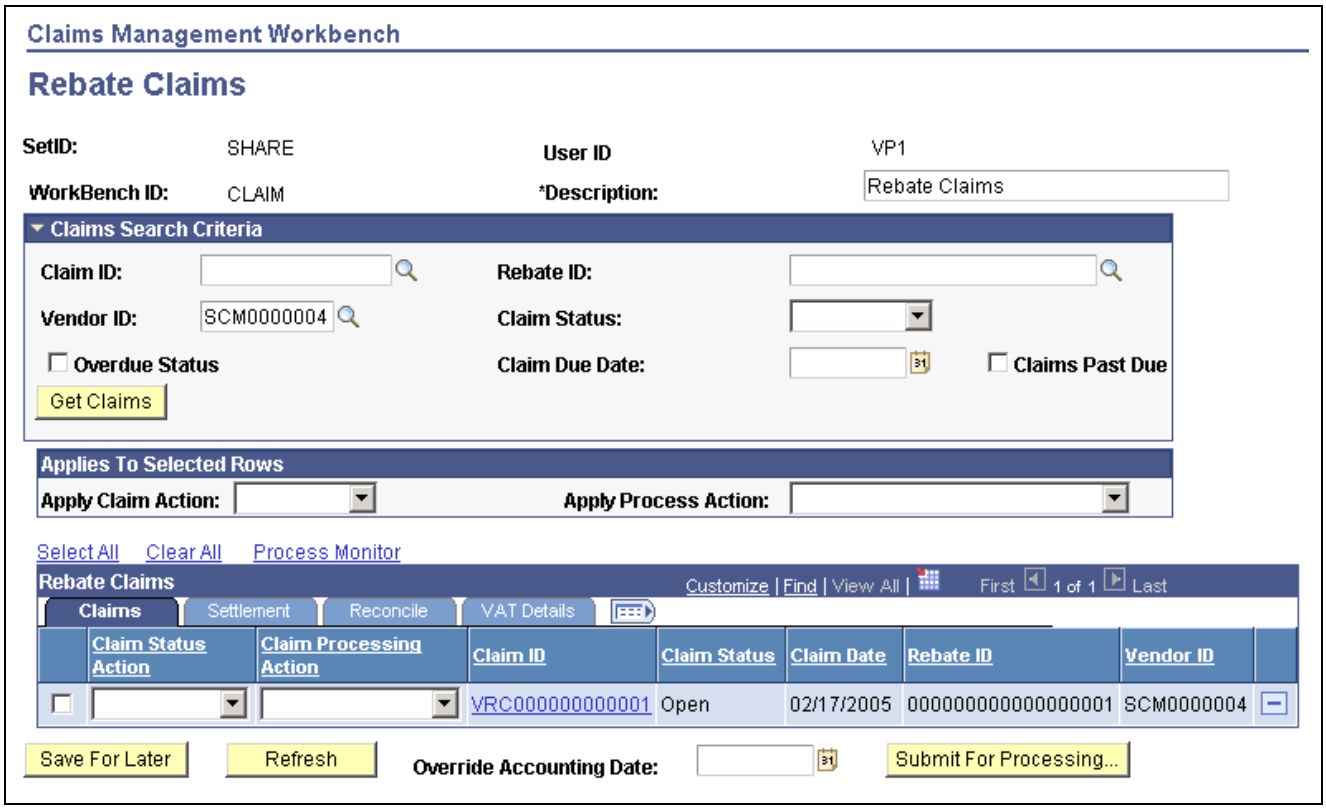
In addition to the rebate claim life cycle, the claims management workbench will enable the rebate manager to handle outstanding situations like deferring a claim to the next payment cycle, or creating a deduction or reversing a deduction created in the next period to address overdue payments from the supplier.

## Pages Used to Use the Claims Management Workbench

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Claims Management Workbench - Rebate Claims | VRBT_CLAIM_WB | Purchasing, Vendor Rebates, Vendor Rebate Claims, Claims Management Workbench, Claims Management Workbench - Rebate Claims | Maintain vendor rebate claims. |
| Claim - Details | VRBT_CLAIM_DETAIL | Click the Claim ID link in the Claims group box on the Claims Management Workbench - Rebate Claims page. | View all the detail information for a claim. |
| Claim Settlement | VRBT_CLAIM_SETTLE | Click the Claim Settlement link in the Claims group box on the Claims Management Workbench - Rebate Claims page. | View claim settlement information. |
| Claim Reconciliation - Claim Details | VRBT_CLAIM_RECON | Click the Reconciliation Status link in the Claims group box on the Claims Management Workbench - Rebate Claims page. | View claim reconciliation details. |
| Claims Management Workbench - Process Request Options | VRBT_CLAIM_WB_PRCS | Click the Submit for Processing button on the Claims Management Workbench - Rebate Claims page. | Initiates the Process Vendor Claims process or the Vendor Rebate Claim Print process. This Process Vendor Claims process will perform the action that was requested in the Apply Processing Action or the Claim Processing Action fields on the Claims Management Workbench - Rebate Claims page. |

## Using the Claims Management Workbench

Access the Claims Management Workbench - Rebate Claims page.




Claims Management Workbench - Rebate Claims page

Before you access this page you will enter the Workbench ID on the Claims Management Workbench dialog box.

**Description** Enter a description for the claims management workbench.

## Claims Search Criteria

**Overdue Status** Select this check box if you want to work with claims that are overdue. The Overdue Status check box is selected on the claim.

**Claim Due Date** Select a claim due date. The system will display all claims where the claim due date is less than or equal to the date specified.

**Claims Past Due** Select this check box if you want to work with claims that are past due. The system looks at the claim due date entered to determine what is past due.

**Get Claims** After you select the claim search criteria, click this button to have the system display in the Claims group box all of the claims that match the search criteria selected.

## Applies to Selected Rows

**Apply Claim Action** Select the claim action you want to apply to all the claim rows you select in the Claims group box. Claim actions are:

- *Approve:* Enables the rebate manager to change the claim ID from an *Open* claim status to an *Approved* claim status.

- *Cancel:* Enables the rebate manager to change the claim ID from an *Open, Approved,* or *Deferred* claim status to a *Cancel* claim status only if the claim is not included in a new claim ID—Defer Claim field is clear.
- *Defer:* Enables the rebate manager to change the claim ID from an *Open* or *Approved* claim status to a *Deferred* claim status.
- *Unapprove:* Enables the rebate manager to change the claim ID from an *Approved* claim status to an *Open* claim status.

Using this field you can apply the claim action you select to multiple claims. To apply a claim action to an individual claim row select the claim action using the Claim Status Action field in the Claims group box.

**Apply Process Action**

Select the process action you want to apply to all the claim rows you select in the Claims group box. Process actions are:

- *Cancel Deduction:* The system will initiate the Process Vendor Claims process that will then initiate the Claim Cancel Deduction process. This process will reverse the adjustment vouchers previously sent to PeopleSoft Payables for overdue and then it will regenerate the pending items to send back to PeopleSoft Receivables.
- *Claim Settlement:* The system will initiate the Process Vendor Claims process that will then initiate the Claim Settlement for AP process and the Claim Settlement for AR process. These processes send expected payment from the supplier to PeopleSoft Payables in the form of an adjustment voucher if the Settlement Method on the vendor rebate agreement is *Adjustment Voucher* or to PeopleSoft Receivables as a pending item if the Settlement Method on the vendor rebate agreement is *Check, Credit Memo, Direct Debit, Draft,* or *Electronic Funds Transfer* (EFT).
- *Overdue:* The system will initiate the Process Vendor Claims process that will then initiate the Claim Overdue Deduction process. This process will reverse the pending items that were previously sent to PeopleSoft Receivables and then it will generate adjustment vouchers to send to PeopleSoft Payables.
- *Payment Reconciliation:* The system will initiate the Process Vendor Claims process that will then initiate the Claim Reconciliation process. This process reconciles the claim with incoming payments from PeopleSoft Payables or PeopleSoft Receivables.
- *Print for Dispatch:* The system will initiate the Rebate Claim Print process. This process generates a hard copy of the vendor rebate claim that you can send to the supplier as a formal contract of the vendor rebate agreement.

Using this field you can apply the claim action you select to multiple claims. To apply a claim action to an individual claim row select the claim action using the Claim Processing Action field in the Claims group box.

## Rebate Claims

**Select**

This check box next to each claim row is used in conjunction with the Apply Claim Action, Claim Status Action, Apply Process Action, and the Claim Processing Action fields. Select the claims you want to apply the claim action or process action to.

**Claim Status Action**

Select a status action for an individual claim. Claim status action values are the same as those for the Apply Claim Action field. Claim status actions are:

- *Approve.*
- *Cancel.*
- *Defer.*
- *Unapprove.*

**Claim Processing Action**

Select a claim processing action for an individual claim. Claim processing action values are the same as those for the Apply Process Action field. Claim processing actions are:

- *Cancel Deduction.*
- *Claim Settlement.*
- *Overdue.*
- *Payment Reconciliation.*
- *Print for Dispatch.*

**Claim ID**

Displays the claim ID. Click the claim ID link to access the Claim - Details page. Using this page you can view all the detail information associated with the claim.

**Claim Status**

Displays the header status for the claim.

**Claim Date**

Displays the claim date from the claim header.

Click the Claim Processing Error button to view the error message associated with the last claim processing action performed on the claim. This button appears only if an error has occurred.

The In Process button appears on the page when a process you submitted is being executed by the system. This button appears only if a process is currently running.

Plus, the Claim Status Action and Claim Processing Action fields are not available for entry until the requested processing action has completed and this button no longer appears.

## Settlement

Select the Settlement tab.

**Total Claim Amount**

Displays the total claim amount in the vendor rebate agreement currency from the claim header.

**Total Claim Collected**

Displays the total claim amount collected in the vendor rebate agreement currency from the claim header.

**Claim Amount Not Collected**

Displays the claim amount available for collection in the vendor rebate agreement currency from the claim header.

**Settlement Method**

Displays the settlement method for the claim.

**Claim Settlement**

Click this link to access the Claim Settlement inquiry page. Using this page you can view the details of the settlement.

### Reconcile

Select the Reconcile tab.

| | |
|---|---|
| **Recon Status** (reconciliation status) | Click this link to access the Claim Reconciliation - Claim Details page. Using this page you can view all the claim reconciliation details. |
| **Defer Claim** | Displays the deferred claim ID. If the claim ID has been deferred and already included in a new and subsequent Claim ID, the new claim ID is displayed here for reference. Click this link to access the Claim - Details page. Using this page you can view the claim details for the deferred claim. |

### VAT Details (value added tax details)

Select the VAT Details tab.

| | |
|---|---|
| **Total Claim VAT** | Displays the total claim VAT amount in the vendor rebate agreement currency for the claim header. |
| **VAT Collected** | Displays the total claim VAT amount collected in the vendor rebate agreement currency for the claim header. |
| **VAT Amount Not Collected** | Displays the total claim VAT amount available for collection in the vendor rebate agreement currency for the claim header. |

### Miscellaneous Information

| | |
|---|---|
| **Save For Later** | Click this button to save this claims management workbench and its associated information. At a later date you can retrieve the workbench and continue maintaining the claim information. |
| **Refresh** | Click this button to have the system refresh the information that displays on this page. |
| **Override Accounting Date** | (Optional) Select an override accounting date to be used by the claim processing action. This date will override the claims accounting date that appears in the claim header. |
| **Submit For Processing** | Click this button to initiate the process selected in either the Apply Process Action or Claim Processing Action field for one or more vendor rebate claims. When you click this button the Claims Management Workbench - Process Request Options page appears. Use this page to specify request options and then initiate the selected process. |

## Reconciling Payments for Vendor Rebates

This section discusses how to reconcile payments for vendor rebates.

**Note.** The Payment Reconcile page is used to initiate the payment reconciliation process outside of the claims management workbench. You can also initiate the payment reconciliation process directly from the Claims Management Workbench - Claim Details page.

## Page Used to Reconcile Payments for Vendor Rebates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Reconcile | VRBT_PYMT_RECON_RC | Purchasing, Vendor Rebates, Vendor Rebate Claims, Incoming Payment Reconcile, Payment Reconcile | Initiate the Payment Reconcile Application Engine process (PO_CLMRECON). |

## Reconciling Payments for Vendor Rebates

Access the Payment Reconcile page.

**Incoming Payment Recon Option** (incoming payment reconciliation option)

Select the reconciliation option. Values are:

- *All Rebate IDs:* Select this option to reconcile incoming payments for all vendor rebate agreements. Once you select this option, select the specific setID you want to process using the SetID field.
- *Specific Claim ID:* Select this option to reconcile incoming payments for a specific claim ID. Once you select this option, select the specific setID, rebate ID, and claim ID you want to process using the SetID, Rebate ID, and Claim ID fields.
- *Specific Rebate Agreement:* Select this option to reconcile incoming payment for a specific rebate agreement. Once you select this option, select the specific SetID and rebate ID you want to process using the SetID and Rebate ID fields.

**Note.** If you do not have unrestricted access then you will only be able to select the claim IDs and rebate IDs that apply to your user ID. If you have unrestricted access you can select any claim ID or rebate ID regardless of user ID.

**Accounting Date**

(Optional) Select an accounting date you wish to apply for this incoming payment reconciliation process. This date will override the vendor rebate agreement accounting date.

# Maintaining Claims

This section provides an overview of the claim amount change processing and discusses how to:

- Maintain claims.
- Maintain claim distributions.

## Understanding Claim Amount Change Processing

Using the Claim - Details page you can modify, namely increasing or decreasing, the claim amount on a vendor rebate claim. To change the claim amount the claim status must be *Open, Approved, Deferred, Pending Payment, Partially Paid* (if the related active claim settlement is on hold), or *Paid.*

This table depicts the processing that occurs when a claim amount is changed:

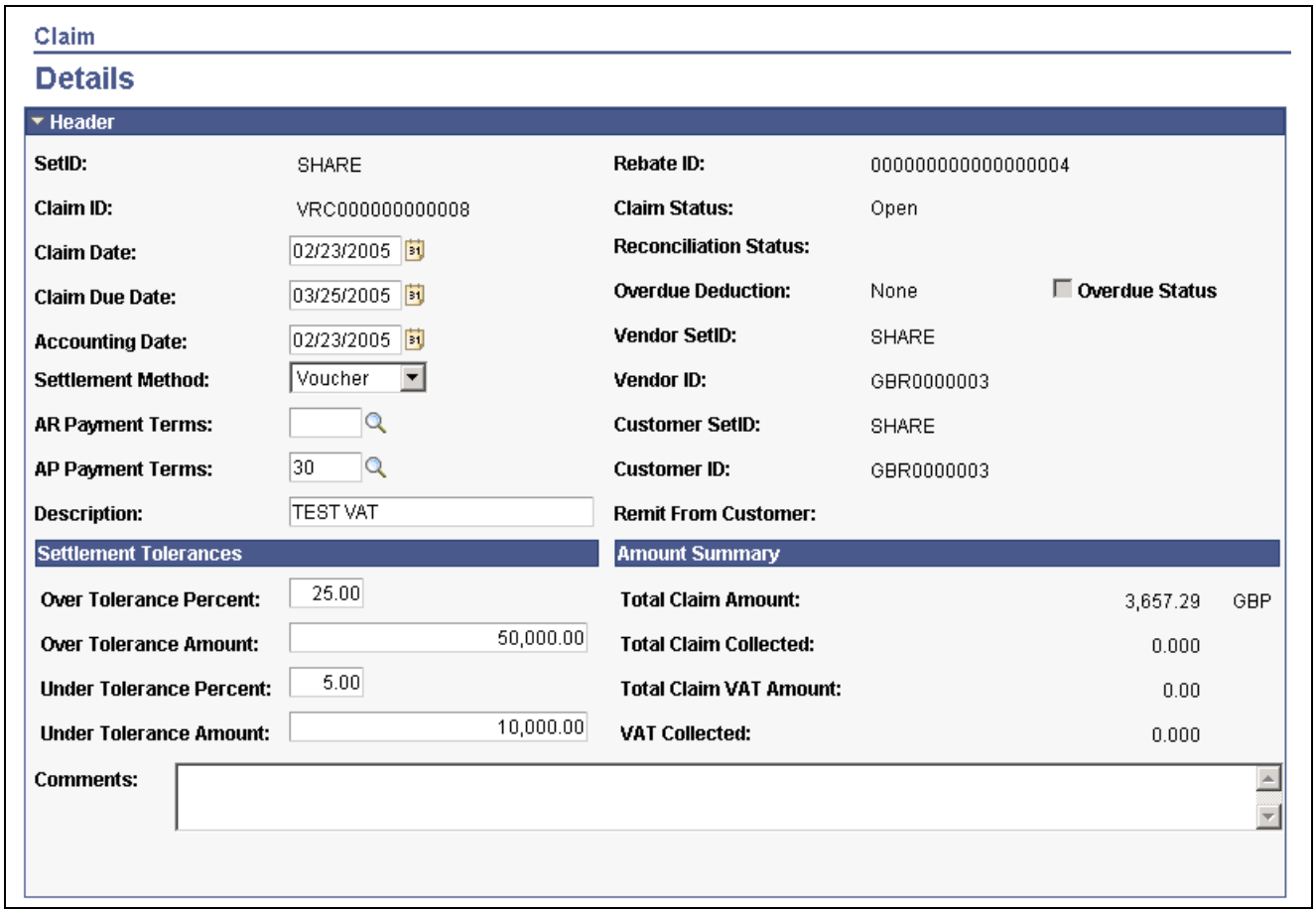
| Claim Status | Action | System Processing That Occurs |
|---|---|---|
| *Open, Approved,* or *Deferred* | Change the claim amount. | • Validate accounting date.<br>• Recalculate total claim amount.<br>• Recalculate VAT amounts at the header, line, and distribution levels. |
| *Pending Payment*<br><br>(Claim settlement already sent to PeopleSoft Payables or PeopleSoft Receivables) | Change the claim amount. | • Validate accounting date.<br>• Recalculate total claim amount.<br>• Reverse pending claim settlement.<br>• Recreate a new claim settlement with the new claim amount.<br>• Recalculate VAT amounts at the header, line, and distribution levels.<br>• Set claim header status to *Paid* and reconciliation status to *Reconciled* if new claim header total claim amount – total claim collected amount = 0. |
| *Partially Paid* and active claim settlement on hold.<br><br>(Claim settlement has not been sent to PeopleSoft Payables or PeopleSoft Receivables) | Change the claim amount. | • Validate accounting date.<br>• Recalculate total claim amount.<br>• Inactivate pending claim settlement.<br>• Recreate a new claim settlement with the new claim amount for the adjustment.<br>• Recalculate VAT amounts at the header, line, and distribution levels.<br><br>**Note.** The new total claim amount cannot be less than the total claim collected amount.<br><br>For example, suppose that the total claim amount is 100 USD and the total claim collected amount is 40 USD, then you cannot adjust the claim amount by decreasing for more than 60 USD. |
| *Paid*<br><br>(Claim settlement is complete) | Change the claim amount. | • Validate accounting date.<br>• Recalculate total claim amount.<br>• Create a new adjustment claim settlement with the new claim amount for the adjustment.<br>• Recalculate VAT amounts at the header, line, and distribution levels.<br>• Set claim header status to *Partially Paid* and reconciliation status to *To Be Reconciled.*<br><br>**Note.** The new total claim amount cannot be less than the total claim collected amount.<br><br>For example, suppose that the total claim amount is 100 USD and the total claim collected amount is 90 USD, then you cannot adjust the claim amount by decreasing for more than 10 USD. |

# Pages Used to Maintain Claims

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Claim - Details | VRBT_CLAIM_DETAIL | Purchasing, Vendor Rebates, Vendor Rebate Claims, Claim Details, Claim - Details | Maintain vendor rebate agreement claims. |
| Claim - Activities | VRBT_CLAIM_ACT_SEC | Click the Activities link on the Claim - Details page. | Maintain claim activities. |
| Claim - Distributions | VRBT_CLAIM_DIST | Click the Distribution button next to a claim line in the Lines group box on the Claim - Details page. | View claim detail distribution information and update claim distribution ChartFields. |

# Maintaining Claims

Access the Claim - Details page.




Claim - Details page (1 of 2)

Activities

Lines — Customize | Find | View All | First 1-3 of 3 Last

| Line | Defer Claim | Rebate Type | Description | Claim Amount | | VAT Amount | Reason Code |
|---|---|---|---|---|---|---|---|
| 1 | | Stepped | STEPPED | 608.88 | GBP | 0.00 | |
| 2 | | Flat Amt. | FLAT AMOUNT | 3,048.40 | GBP | 0.00 | |
| 3 | | MKTContrib | MKTG CONTRIBUTION | 0.01 | GBP | 0.00 | |

Claim - Details page (2 of 2)

## Header

**Claim Date** Displays the claim date. You can modify this claim date if the claim status is *Open* or *Approved.*

If you change the claim date the system will recalculate the claim due date and will display a message asking if you want to accept the new claim due date.

**Claim Due Date** Displays the claim due date. You can modify this claim due date if the claim status is *Open* or *Approved.*

**Accounting Date** Displays the accounting date used for this claim. You can modify this accounting date for a claim in any status.

If you modify the accounting date the system validates that the accounting date is defined in an open period for the claim.

**Settlement Method** Displays the settlement method for the claim. You can modify this claim due date if the claim status is *Open* or *Approved.*

If you modify the settlement method, you must enter the accounts receivable payment terms or the accounts payable payment terms or both depending on the settlement method. Enter the payments terms using the AR Payment Terms (accounts receivable payment terms) or AP Payment Terms (accounts payable payment terms) fields.

**Remit From Customer** Displays the remit from customer associated with the customer and vendor on the claim. This is the customer that will send the payment for the claim.

## Settlement Tolerances

The settlement tolerance fields appear by default from the vendor rebate agreement. You can override the tolerance settings if you choose.

## Amount Summary

**Total Claim Amount** and **Currency** Displays the total claim amount in the vendor rebate agreement currency.

**Total Claim Collected** Displays the total claim collected amount in the vendor rebate agreement currency.

**Total Claim VAT Amount** (total claim value added tax amount) Displays the total claim VAT amount in the vendor rebate agreement currency. This field will appear if you are using VAT functionality.

**VAT Collected** (value added tax collected) Displays the VAT collected amount in the vendor rebate agreement currency. This field will appear if you are using VAT functionality.

### Comments and Messages

**Comments** Enter claim comments. These comments will appear on the Vendor Rebate Claims Print report.

**Message** Displays the error message received from any of the batch processes run against the claim. This field will not appear if there are no messages.

### Activities

**Activities** Click this link to access the Claim - Activities page. Use the page to manage the claim activities.

### Lines

**Line** Displays the claim line.

**Defer Claim** Displays the deferred from claim.

**Rebate Type** Displays the rebate rule type.

**Claim Amount** and **Currency** Displays the claim amount in the vendor rebate agreement currency. You can modify the claim amount if the claim status is: *Open, Approved, Deferred, Pending Payment, Partially Paid* (if the related active claim settlement is on hold), or *Paid.*

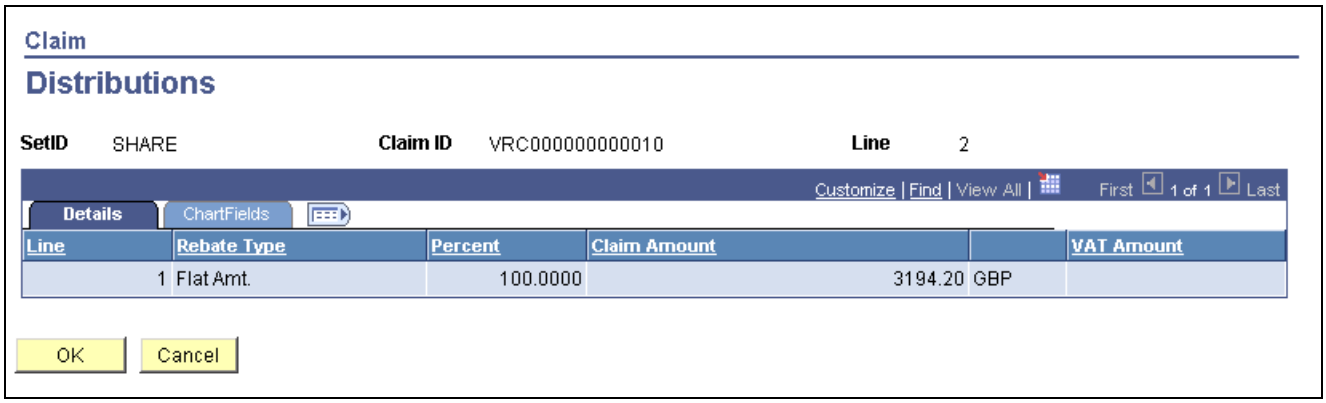
**VAT Amount** (value added tax amount) Displays the VAT amount in the vendor rebate agreement currency.

**Reason Code** Enter a reason code if you modify the claim amount.

Click the Distribution button to access the Claim - Distributions page. Use this page to view claim detail distribution information and to update claim distribution ChartFields.

## Maintaining Claim Distributions

Access the Claim - Distributions page.




Claim - Distributions page

**Line** Displays the distribution line number.

**Percent** Displays the distribution percent of the line amount.

### ChartFields

Select the ChartFields tab.

**Type** Displays the distribution type. *VR Agrmnt.*appears for vendor rebate agreement claims.

**ChartFields** Displays the ChartFields associated with the claim distribution. You can modify the ChartFields if the claim status is *Open* or *Approved.*

# Reconciling Claims

This section provides an overview of exception processing and discusses how to:

- Reconcile claim details.
- View incoming payments.

## Understanding Exception Processing

Using the Claim Reconciliation - Claim Details page you can handle exceptions that occur against claim reconciliation. You can change the Reconciliation Status on this page and the system will perform additional processing depending on what you change the status to. This table illustrates the exception processing that can occur when you change the reconciliation status:

| Exception Process to Correct | Current Reconciliation Status | Changed to Reconciliation Status | Additional System Processing |
|---|---|---|---|
| Total Claim Collected amount against an adjustment voucher or against a pending item that was sent to PeopleSoft Receivables is less than the under tolerance amount or Total Claim Collected amount is greater than the over tolerance amount and the claims manager wants to stop further reconciliation processing. | *Exception* | *Reconciled* | Once this status is changed the system will create an adjustment claim settlement entry to clear the residual amount and then depending on the settlement method will then generate an adjustment voucher in PeopleSoft Payables or a pending item in PeopleSoft Receivables.<br><br>Plus, the claim status is changed from *Partially Paid* to *Paid.* |

## Pages Used to Reconcile Claims

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Claim Reconciliation - Claim Details | VRBT_CLAIM_RECON | Purchasing, Vendor Rebates, Vendor Rebate Claims, Claim Reconciliation, Claim Reconciliation - Claim Details | View claim reconciliation details and maintain claim payment exceptions. |
| Claim Reconciliation - Incoming Payments | VRBT_RECON_INPAY | Click the Incoming Payments link on the Claim Reconciliation - Claim Details page. | View incoming payments details associated with a vendor rebate claim. |
| Voucher Payment Inquiry | VCHR_INQ_PYMNT | Click the AP Payment Reference (accounts payable payment reference) link next to a payment on the Claim Reconciliation - Incoming Payments page. | View voucher payment details.<br>See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Voucher Information. |
| Customer Item Inquiry | ITEM_LIST | Click the AR Payment Reference (accounts receivable payment reference) link next to a payment on the Claim Reconciliation - Incoming Payments page. | View customer item payment details.<br>See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, "Researching Receivables," Reviewing Item Information. |

## Reconciling Claim Details

Access the Claim Reconciliation - Claim Details page.

Claim Reconciliation

Claim Details

Header

| | | | |
|---|---|---|---|
| SetID: | SHARE | Vendor ID: | SCM0000004 |
| Claim ID: | VRC000000000002 | Claim Status: | Pending |
| Rebate ID: | 000000000000000005 | Reconciliation Status: | None |
| Claim Date: | 05/12/2005 | Overdue Deduction: | None ☐ Overdue Status |
| Claim Due Date: | 05/12/2005 | Description: | Products Rebate Agreement 1 |
| Accounting Date: | 05/12/2005 | | |

Settlement Tolerances

| | | |
|---|---|---|
| Over Tolerance Percent: | 5.00 | |
| Over Tolerance Amount: | | 500.00 |
| Under Tolerance Percent: | 5.00 | |
| Under Tolerance Amount: | | 200.00 |

Amount Summary

| | | |
|---|---|---|
| Total Claim Amount: | 2,000.00 | USD |
| Total Claim Adjustment: | 0.00 | |
| Total Claim Collected: | 0.00 | |

Comments:

Message:

Claim Reconciliation - Claim Details page (1 of 2)

Incoming Payments

Settlement — Customize | Find | View All | First 1 of 1 Last

Details

| Settle Seq | Status | DateTime | Settlement Method | Claim Amount | | Amount Collected | Overdue Status | Hold | Reason | Description |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Active | 05/12/2005 6:16AM | Direct Deb | 2000.00 | USD | 0.00 | ☐ | ☐ | | |

Claim Lines — Customize | Find | View All | First 1 of 1 Last

| Line | Defer Claim | Rebate Type | Claim Amount | Claim Adjust | Reason | Description |
|---|---|---|---|---|---|---|
| 3 | | MKTContrib | 2000.00 | 0.00 | | |

Claim Reconciliation - Claim Details page (2 of 2)

## Header and Settlement Tolerances

Most of the fields that display in these sections are the same as those that appear on the Claim - Details page.

See Chapter 20, “Managing Vendor Rebate Claims,” Maintaining Claims, page 340.

**Accounting Date**

The accounting date appears by default as the claim date. You can override it if you choose. Select another accounting date if you want to record all the subsequent transactions sent to PeopleSoft Payables or PeopleSoft Receivables with this accounting date.

Overriding the accounting date is useful in the situation where the claim life cycle is long and spans multiple accounting periods. For example, assume that you generate a claim in a particular accounting period, but due to some disputes with the supplier, you can only make the decision to close outstanding

remaining claim amounts in subsequent accounting periods (previous accounting period might already be closed). Overriding the accounting date gives you the ability to record the adjustment in the current accounting period.

**Claim Status** Displays the current claim status. Statuses are: *Open, Approved, Deferred, Pending Payment, Partially Paid,* and *Paid.*

**Reconciliation Status** The current reconciliation status appears. Statuses are: *Exception, Pending, Reconciled,* and *To Be Reconciled.*

Change this status to handle claim payment exceptions. You can change the status from *Exception* to either *Reconciled* or *To Be Reconciled.*

### Amount Summary

**Total Claim Amount** Displays the total claim amount in the vendor rebate agreement currency.

**Total Claim Adjustment** Displays the total claim adjustment amount in the vendor rebate agreement currency.

Total Claim Adjustment = (Total Claim Amount – Original Claim Amount)

**Total Claim Collected** Displays the total claim amount collected in the vendor rebate agreement currency.

**Total Claim VAT Amount** (total claim value added tax amount) Displays the total claim VAT amount in the vendor rebate agreement currency. This field will only appear if you are using VAT.

**VAT Collected** (value added tax collected) Displays the VAT amount collected in the vendor rebate agreement currency. This field will only appear if you are using VAT.

### Settlement

**DateTime** Displays the date and time when the settlement was created.

### Claim Lines

**Claim Adjust** Displays the claim adjustment amount for this claim and line in the vendor rebate agreement currency.

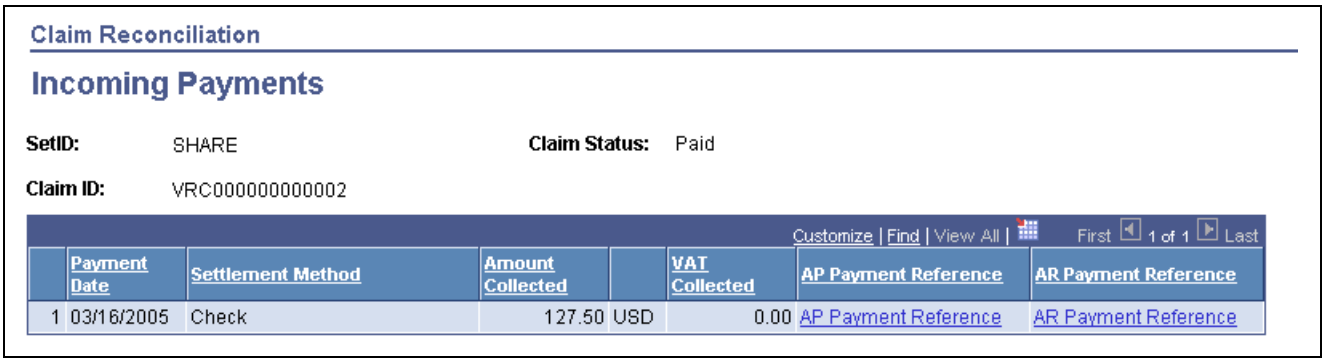
Claim Adjust = (Claim Amount – Original Claim Amount)

### Additional Links

**Incoming Payments** Click this link to access the Claim Reconciliation - Incoming Payments page. Use this page to view the claim payment details that came from PeopleSoft Payables and PeopleSoft Receivables.

## Viewing Incoming Payments

Access the Claim Reconciliation - Incoming Payments page.




Claim Reconciliation - Incoming Payments page

**AP Payment Reference** (account payables payment reference)

Click this link to access the Voucher Inquiry page. Use this page to view all the details associated with this voucher.

**AR Payment Reference** (account receivables payment reference)

Click this link to access the Customer Item Inquiry page. Use this page to view all the details associated with this pending item payment.

# Notifying Settlement Managers

This section discusses how to notify settlement managers.

## Page Used to Notify Settlement Managers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Notify Settle Mgr | VRBT_NTFY_SM_RC | Purchasing, Vendor Rebates, Vendor Rebate Claims, Notify Settlement Manager, Notify Settle Mgr | Initiate the Notify Settlement Manager process. |

## Notifying Settlement Managers

Access the Notify Settle Mgr page.

**Notification Option**

Select the notification option. Values are:

- *All Rebate IDs:* Select this option to notify settlement managers of claim settlement activity for all vendor rebate agreements. Once you select this option, select the specific SetID you want to process using the SetID field.
- *Specific Claim ID:* Select this option to notify settlement managers of claim settlement activity for a specific claim. Once you select this option, select the specific claim ID you want to process using the SetID, Rebate ID, and Claim ID fields.
- *Specific Rebate Agreement:* Select this option to notify settlement managers of claim settlement activity for a specific vendor rebate agreement. Once

you select this option, select the specific SetID and rebate ID you want to process using the SetID and Rebate ID fields.

# Viewing Claim Settlement Information

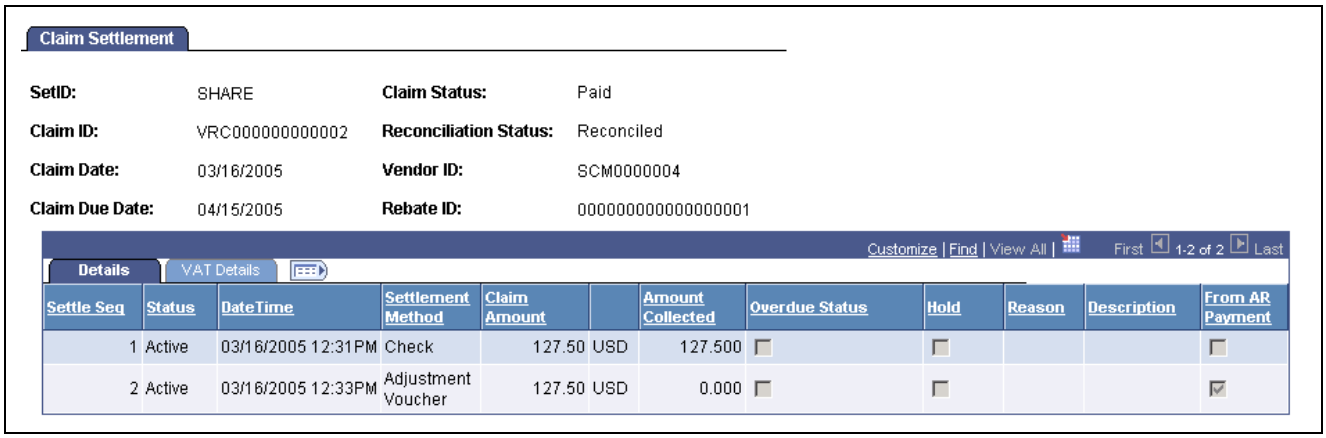
This section discusses how to view claim settlement information.

## Page Used to View Claim Settlement Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Claim Settlement | VRBT_CLAIM_SETTLE | Purchasing, Vendor Rebates, Vendor Rebate Claims, Claim Settlement Inquiry, Claim Settlement | View information associated with a vendor rebate claim settlement. |

## Viewing Claim Settlement Information

Access the Claim Settlement page.




Claim Settlement page

**Note.** You can view the same information that appears on this page using the claims management workbench. This page is useful for those individuals that only need to inquire on the information associated with a claim and do not require update capability.

### Details

**From AR Payment** (from accounts receivable payment) Indicates that the voucher has been created to account for the payment recorded in PeopleSoft Receivables.

# Entering Claim Payments Manually

This section provides an overview of the manual entry of claim payments and discusses how to enter claim payments manually.

# Understanding the Manual Entry of Claim Payments

The Claim Incoming Payment component gives you the ability to manually record incoming claim payments from external systems. If you are not using PeopleSoft Payables or PeopleSoft Receivables to collect supplier's rebate claim payments then you would use this component to enter claim payments.

---

**Note.** This Claim Incoming Payment component should not be used if you are using PeopleSoft Receivables to collect supplier's rebate claim payments. In this case, PeopleSoft recommends you remove user access to this component.

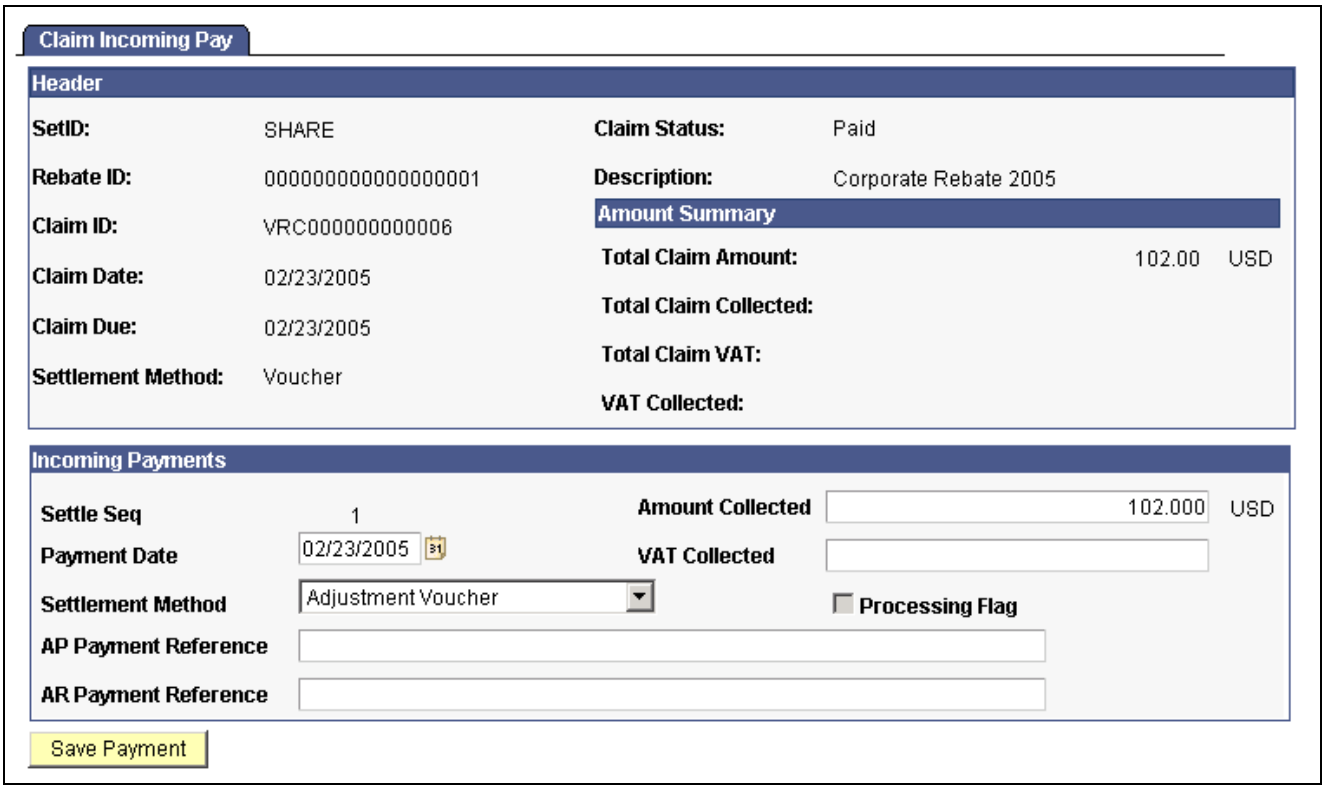
---

# Page Used to Enter Claim Payments Manually

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Claim Incoming Pay | VRBT_CLAIM_INPAY | Purchasing, Vendor Rebates, Vendor Rebate Claims, Claim Incoming Payment, Claim Incoming Pay | Manual entry of a incoming claim payment. |

# Entering Claim Payments Manually

Access the Claim Incoming Pay page.




Claim Incoming Pay page

## Header and Amount Summary

The fields in this section of the page are the same as those discussed on the Claim - Details page.

See Chapter 20, "Managing Vendor Rebate Claims," Maintaining Claims, page 340.

## Incoming Payments

| | |
|---|---|
| **Amount Collected** | The amount collected in the rebate agreement currency appears by default from the claim settlement. You can override the amount collected. |
| **VAT Collected** (value added tax collected) | The VAT amount collected in the rebate agreement currency appears by default from the claim settlement. You can override the VAT amount collected. |
| **Processing Flag** | Indicates whether the incoming transaction has been processed or not by the reconciliation process. When you manually enter a new claim payment, this flag is unchecked. |
| **AP Payment Reference** (accounts payable payment reference) | Enter the reference of the payables payment transaction from the payables legacy system. |
| **AR Payment Reference** (accounts receivable payment reference) | Enter the reference of the receivables payment transaction from the receivables legacy system. |
| **Save Payment** | Click this button to save the incoming claim payment. |

# CHAPTER 21

# Analyzing Vendor Rebates

This chapter provides an overview of the vendor rebate analysis workbench and discusses how to:

- Define sales organizations.
- Establish vendor rebate allocations.
- Analyze vendor rebates.

## Understanding the Vendor Rebate Analysis Workbench

The vendor rebate analysis workbench is a tool used to assist rebate managers with vendor rebate analysis. Using the vendor rebate analysis workbench a rebate manager can:

- Manage earned rebates by keeping track of rebate allocations amongst sales organizations.
- Analyze accumulative purchases and earned rebates for each vendor rebate agreement, which includes details of open purchase orders, receipts, and vouchers that have been associated to the vendor rebate agreement.
- View the next rebate level approaching a threshold.
- View transactional information from accrued rebate details.
- Generate reports of threshold analysis and open purchase order information.
- Extract accrued rebate transaction data to a flat file.

**Note.** The accuracy of the rebate information available for vendor rebate analysis is dependent on the Rebate Accrual process and how often you perform that process. The volume of information to be processed by the Rebate Accrual process can be very large and the processing time could take awhile. PeopleSoft recommends you determine an appropriate frequency for the run of the process so that business requirements are met and the process is able to complete in a reasonable amount of time.

### Vendor Rebate Analysis Process

To use the vendor rebate analysis workbench:

1. Select the vendor rebate agreements you want to include for analysis using the Vendor Rebate Analysis Workbench - Workbench Filter Options page.
2. View claim and rebate summary activity using the Vendor Rebate Analysis Workbench page.
3. Perform additional vendor rebate analysis.
    a. Select one or more of the vendor rebate agreements you want to perform additional analysis processing for by selecting the check box next to each vendor rebate agreement in the List of Vendor Rebates group box on the Vendor Rebate Analysis Workbench page.

b. Select the type of additional processing you want to perform for the vendor rebates using the Select Row For field on the Vendor Rebate Analysis Workbench page.

Select *Threshold & Time Period Anly* (threshold and time period analysis) to perform a threshold and time period analysis for the vendor rebates selected.

Select *PO Not Received Report* to generate the PO Not Received Report for the vendor rebates selected.

Select *Rebate Threshold Report* to generate the Rebate Threshold Report for the vendor rebates selected.

Select *Extract Accrued Dtls to File* (extract accrued details to file) to generate a flat file containing the accrued details for the vendor rebates selected.

c. Select the time period to be used for the threshold and time period analysis using the View Results by Time Period field on the Vendor Rebate Analysis Workbench page.

**Note.** Time period is only applicable for the threshold and time period analysis.

d. Click the OK button on the Vendor Rebate Analysis Workbench page.

e. View the information rendered by the processing action you requested.

The process you requested in the Select Row For field determines what page appears next.

Use the Vendor Rebate Analysis Workbench - Rebate Threshold Analysis page to view the vendor rebate threshold and time period analysis for the vendor rebates selected.

Use the Vendor Rebate Analysis Workbench - PO Not Received Report page to generate the PO Not Received report for the vendor rebates selected.

Use the Vendor Rebate Analysis Workbench - Rebate Threshold Report page to generate the Rebate Threshold report for the vendor rebates selected.

Use the Vendor Rebate Analysis Workbench - Flat File Extraction on Rebate Transactions page to generate a flat file of the accrued details for the vendor rebates selected.

4. (Optional) Save this version of the Vendor Rebate Analysis Workbench for use at later date by clicking the Save Workbench button on the Vendor Rebate Analysis Workbench page.

# Defining Sales Organizations

To define sales organizations to be used with vendor rebates, use the Sales Organization Setup component (VRBT_SALES_ORG).

This section discusses how to define sales organizations.

## Page Used to Define Sales Organizations

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Sales Organization Setup | VRBT_SLS_ORG_SETUP | Purchasing, Vendor Rebates, Vendor Rebate Analysis, Sales Organization Setup, Sales Organization Setup | Define the sales organizations that you want to allocate earned rebates to in PeopleSoft Purchasing. You can associate a PeopleSoft Order Management business unit to the sales organization if you have also implemented PeopleSoft Order Management. |

## Defining Sales Organization

Access the Sales Organization Setup page.

**OM Business Unit** (PeopleSoft Order Management business unit)

Select the PeopleSoft Order Management business unit to associate with the sales organization.

If you want to use a PeopleSoft Order Management business unit for fund allocation, it is required that you create a sales organization and associate this sales organization to the PeopleSoft Order Management business unit in order to perform vendor rebate allocations.

**Note.** There can only be one sales organization per PeopleSoft Order Management business unit and only one set of contact information, which is contact, email, and phone information.

# Establishing Vendor Rebate Allocations

This section discusses how to establish vendor rebate allocations.

## Prerequisites

Before you can establish vendor rebate allocations you need to define sales organization.

See Chapter 21, “Analyzing Vendor Rebates,” Defining Sales Organizations, page 352.

# Page Used to Establish Vendor Rebate Allocations

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Rebate Allocation | VRBT_ALLOC_DTLS | Purchasing, Vendor Rebates, Vendor Rebate Analysis, Vendor Rebate Allocation, Vendor Rebate Allocation | Allocate the earned rebate from the supplier to the sales organizations. This page is used to capture the allocation percentage for history and analysis purposes. The accounts allocation itself will be manually done through the PeopleSoft General Ledger. |

# Establishing Vendor Rebate Allocations

Access the Vendor Rebate Allocation page.

---

**Note.** If the rebate manager does not have unrestricted access then they can only select vendor rebate agreements assigned to them.

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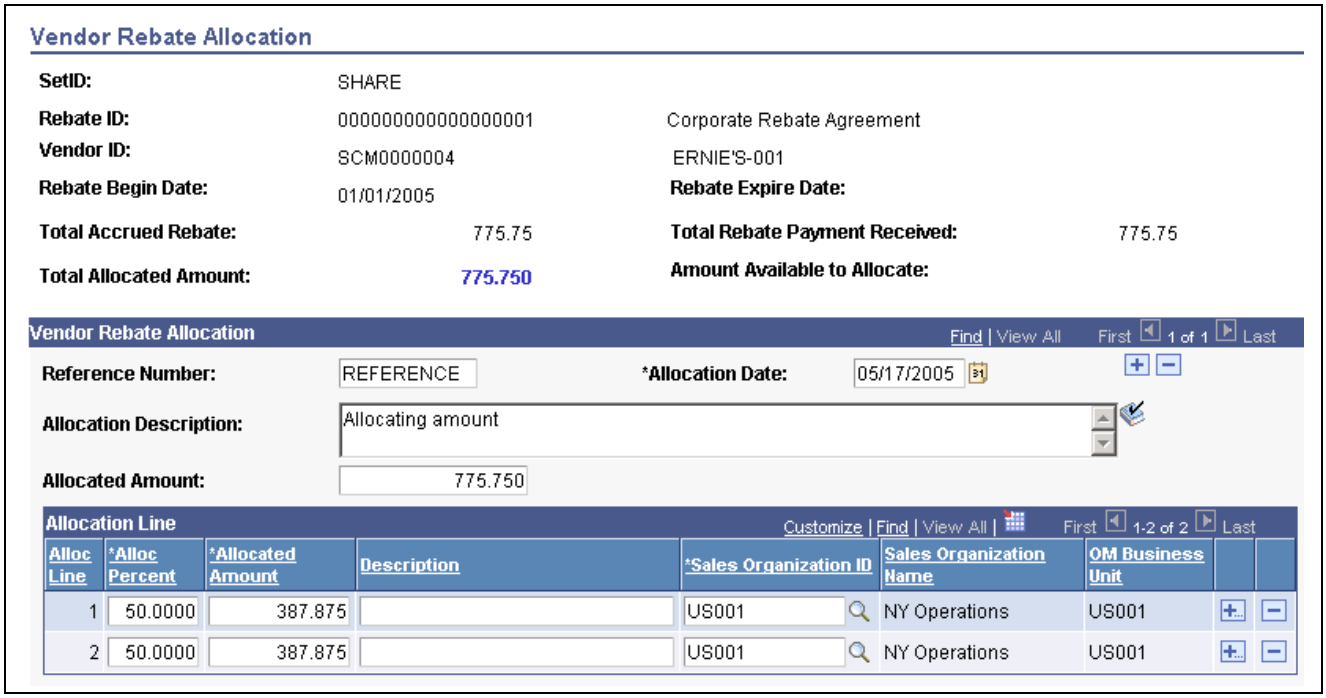
See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Vendor Rebate Agreement Authorization.



Vendor Rebate Allocation page

**Total Accrued Rebate** Displays the total accrued rebate amount for this vendor rebate agreement as of today.

**Total Rebate Payment Received** Displays the total rebate payment received amount for this vendor rebate agreement.

**Total Allocated Amount** Displays the total allocated amount for this vendor rebate agreement.

**Amount Available to Allocate**

Displays the amount available to allocate for this vendor rebate agreement.

Amount Available to Allocate = (Total Rebate Payment Received – Total Allocated Amount)

### Vendor Rebate Allocation

**Allocation Date**

Displays today's date by default. You can select another allocation date if you choose.

**Amount to Allocate** and **Allocated Amount**

Select the amount you want to allocate to the sales organizations.

When inserting a new allocation row this field label appears as Amount to Allocate. After you complete the allocation, the field label appears as Allocated Amount.

If there are currently no other allocations for this vendor rebate agreement, the Total Rebate Payment Received amount appears by default. If there are other allocations the Amount Available to Allocate amount appears by default. You can enter a different amount if you choose.

### Allocation Line

**Alloc Percent** (allocation percent)

Select the allocation percent. 100 percent appears by default. The allocation percent for all the allocation lines together must be less than or equal to 100 percent.

If you change the allocation percent the system automatically calculates and displays the new Allocated Amount for the line in the grid.

**Allocated Amount**

Displays the allocated amount you want to associate with this particular sales organization.

Allocated Amount = (Allocation Percent * Amt to Allocate or Allocated Amount (in the header portion of page)

**Description**

Enter a description for this allocation line.

**Sales Organization ID**

Select the sales organization that you want to associate with this allocation amount.

## Analyzing Vendor Rebates

This section discusses how to:

- Select vendor rebates for analysis.
- Use the vendor rebate analysis workbench.
- View accrued rebate details.
- View rebate threshold analysis information.
- View purchase orders not received information.
- Extract vendor rebate analysis to a file.

# Pages Used to Analyze Vendor Rebates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Rebate Analysis Workbench - Workbench Filter Options | VRBT_ANLY_WB_SRCH | Purchasing, Vendor Rebates, Vendor Rebate Analysis, Rebate Analysis Workbench, Vendor Rebate Analysis Workbench - Workbench Filter Options | Enter filter options for the vendor rebate analysis workbench. |
| Vendor Search | VENDOR_LOOKUP_SEC | Click the Vendor Search link on the Vendor Rebate Analysis Workbench - Workbench Filter Options page. | Search for available vendors. |
| Vendor Rebate Analysis Workbench | VRBT_ANLY_WB | Click the View Workbench button on the Vendor Rebate Analysis Workbench - Workbench Filter Options page. | Perform vendor rebate agreement analysis. |
| Rebate Agreement - Rebate Agreement | VRBT_HDR | • Click a Rebate ID link in the List of Vendor Rebates group box on the Claim to date Activity tab on the Vendor Rebate Analysis Workbench page.<br>• Click a Rebate ID link in the List of Vendor Rebates group box on the Vendor Rebate Analysis Workbench - Rebate Threshold Analysis page. | View the complete vendor rebate agreement. |
| Vendor Rebate Analysis Workbench - Accrued Rebate Details | VRBT_ACCR_INQ | • Click the Accrued Rebate Details link in the List of Vendor Rebates group box on the Claim to date Activity tab on the Vendor Rebate Analysis Workbench page.<br>• Click the Accrued Rebate Details for Rule link in the List of Vendor Rebates group box under the Rebate Rule Details tab on the Vendor Rebate Analysis Workbench - Rebate Threshold Analysis page. | View accrued rebate transaction details. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purchase Order Inquiry - Purchase Order | PO_LINE_INQ | • Click a Purchase Order link under the PO tab on the Vendor Rebate Analysis Workbench - Accrued Rebate Details page.<br>• Click a Purchase Order link on the Vendor Rebate Analysis Workbench - PO Not Received Analysis page. | View the complete purchase order with all its details. |
| Receipts | RECV_INQ | Click a Receiver ID Number link under the Receipt tab on the Vendor Rebate Analysis Workbench - Accrued Rebate Details page. | View the receipt details. |
| Vendor Rebate Allocation | VRBT_ALLOC_DTLS | Click the Vendor Rebate Allocation Details link in the List of Vendor Rebates group box on the Claim to date Activity tab on the Vendor Rebate Analysis Workbench page. | View the vendor rebate allocation to the sales organizations. |
| Vendor Rebate Analysis Workbench - Rebate Threshold Analysis | VRBT_THRSHLD_ANLY | After selecting transactions, then Select *Threshold & Time Period Anly* in the Select Rows For field and click the OK button on the Vendor Rebate Analysis Workbench. | Perform rebate agreement threshold analysis. Threshold analysis assists rebate managers in analyzing the extent of additional purchases required to optimize the rebate amount. |
| Vendor Rebate Analysis Workbench - PO Not Received Analysis | VRBT_PO_NRCVD | Click the Total Open PO Amount link in the List of Vendor Rebates group box on the Vendor Rebate Analysis Workbench - Rebate Threshold Analysis page. | View purchase orders that are still open associated with the vendor rebate agreements. |
| Vendor Rebate Analysis Workbench - Rebate Threshold Report | VRBT_SERVER_RPT2 | After selecting transactions, then Select *Rebate Threshold Report* in the Select Rows For field and click the OK button on the Vendor Rebate Analysis Workbench. | Initiate the Rebate Threshold Report SQR Report process (POVRB200). |
| Vendor Rebate Analysis Workbench - PO Not Received Report | VRBT_SERVER_RPT2 | After selecting transactions, then Select *PO Not Received Report* in the Select Rows For field and click the OK button on the Vendor Rebate Analysis Workbench. | Initiate the PO Not Received Report SQR Report process (POVRB300). |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Rebate Analysis Workbench - Flat File Extraction on Rebate Transactions | VRBT_PRINT_OPTION | After selecting transactions, then Select *Extract Accrued Dtls to File* in the Select Rows For field and click the OK button on the Vendor Rebate Analysis Workbench. | Initiate the Flat File Extraction Application Engine process (VRBT_FILEXT) which creates a flat file containing the vendor rebate transactions. |
| Save Workbench | VRBT_SAVE_WB_SBP | Click the Save Workbench button on the Vendor Rebate Analysis Workbench page. | Save a particular vendor rebate analysis workbench for later retrieval and use. |

## Selecting Vendor Rebates For Analysis

Access the Vendor Rebate Analysis Workbench - Workbench Filter Options page.

**Vendor Search** Click this link to access the Vendor Search page. Use this page to search for vendors.

**Transaction Accrued From** Select the from date on which to search for vendor rebate accrued transactions. In Add mode, January 1st of the current year appears by default.

**Transaction Accrued To** Select the to date on which to search for vendor rebate accrued transactions. In Add mode, the current date appears by default.

**Rebate ID** Select the vendor rebate agreement you want to analyze on the workbench. Only approved vendor rebate agreements are available for selection. Also, the vendor rebate agreements available for selection is determined by the rebate manager's access right. If you are a rebate manager that does not have unrestricted access then you can only view and select your rebate agreements. If you are a rebate manager and have unrestricted access then you can view and select any rebate agreements associated with any rebate manager.

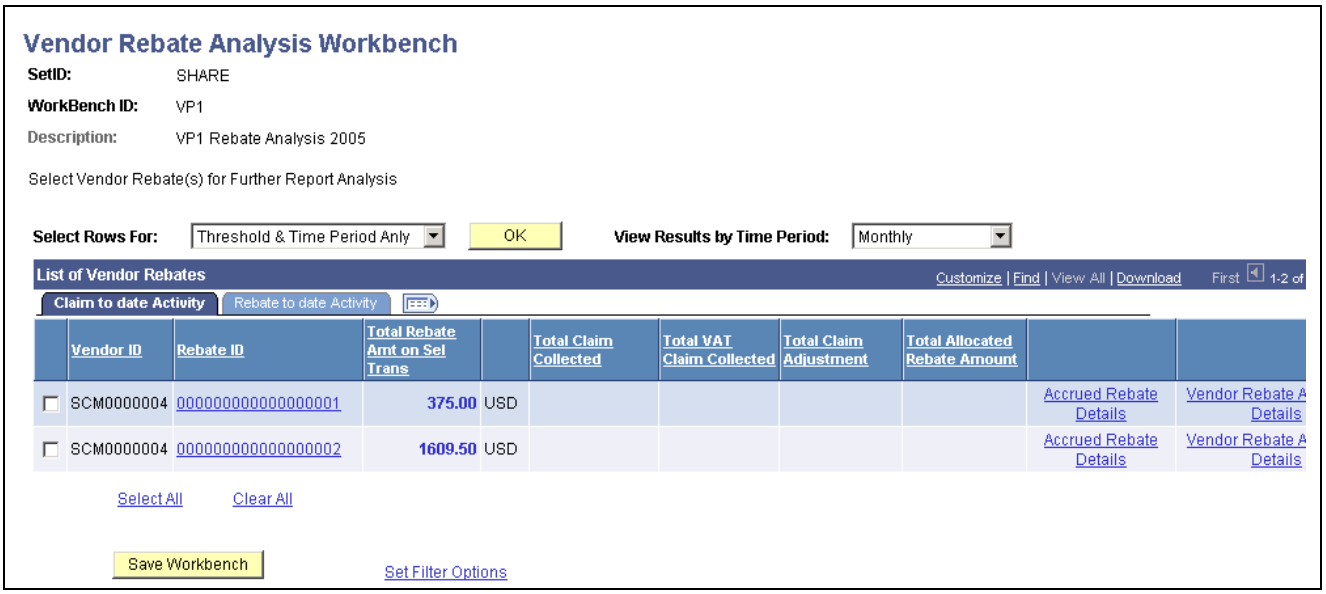
**Rebate Rule Type** Select the rebate rule type. Leave this field blank to have the system retrieve all transactions for all rebate rule types associated with the vendor rebate agreement on the Vendor Rebate Analysis Workbench.

**Claim Status** Select the claim status. Leave this field blank to have the system retrieve all transactions for all claim statuses associated with the vendor rebate agreement on the Vendor Rebate Analysis Workbench.

**View Workbench** After you enter filter options, click this button to display the vendor rebate analysis workbench populated with the information that matches the filter options selected.

## Using the Vendor Rebate Analysis Workbench

Access the Vendor Rebate Analysis Workbench page.



Vendor Rebate Analysis Workbench page

**Select Rows For**

Select the type of activity that you want to perform for the vendor rebates you select. Activities are:

- *Extract Accrued Dtls to File:* When you select this option the Vendor Rebate Analysis Workbench - Flat File Extraction on Rebate Transactions page appears.

  Use this page to extract the accrued rebate details to a flat file.

  See Chapter 21, "Analyzing Vendor Rebates," Extracting Vendor Rebate Analysis to a File, page 365.

- *PO Not Received Report* (purchase order not received report): When you select this option the Vendor Rebate Analysis Workbench - PO Not Received Report page appears.

  Use this page to initiate the PO Not Received SQR Report process (POVRB300).

  See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983.

- *Rebate Threshold Report:* When you select this option the Vendor Rebate Analysis Workbench - Rebate Threshold Report page appears.

  Use this page to generate the Rebate Threshold Report SQR Report process (POVRB200).

  See Appendix D, "PeopleSoft Purchasing Reports," PeopleSoft Purchasing Reports, page 983.

- *Threshold & Time Period Anly* (threshold and time period analysis): When you select this option along with a view results by time period option the Rebate Threshold and Time Period Analysis page appears populated with the vendor rebate information associated with the vendor rebates selected.

  Use this page to perform threshold and time period analysis for vendor rebates.

See Chapter 21, "Analyzing Vendor Rebates," Viewing Rebate Threshold Analysis Information, page 363.

**OK**

Click this button to have the system perform the process requested in the Select Rows For field.

---

**Note.** You must select at least one vendor rebate agreement in the List of Vendor Rebates group box before any process will occur.

---

**View Results by Time Period**

Select the time period that you want to use to view the vendor rebate analysis. Time periods are:

- *Monthly.*
- *Quarterly.*
- *Yearly.*

This field is only available if you select *Threshold & Time Period Anly* in the Select Rows For field.

## List of Vendor Rebates

**Selection**

Select this check box next to the vendor rebates you want to analyze. You can analyze one or more rebates at the same time.

**Rebate ID**

Click a rebate ID link to access the Rebate Agreement - Rebate Agreement page. Use this page to view all the details of this vendor rebate agreement.

**Total Rebate Amt on Sel Trans** (total rebate amount on selected transactions) and **Currency**

Displays the total rebate amount in the rebate currency for the selected transactions.

The Total Rebate Amt on Sel Trans equals the sum of transaction line rebate amounts on the Vendor Rebate Analysis Workbench - Accrued Rebate Details page that matches the filter options selected.

**Total Claim Collected**

Displays the total claim collected amount in the rebate currency.

Total Claim Collected equals the sum of Total Claimed Amount for all claims associated to the transaction lines on the Vendor Rebate Analysis Workbench - Accrued Rebate Details page that matches the filter options selected.

**Total VAT Claim Collected** (total value added tax claim collected)

Displays the total VAT claim collected amount in the rebate currency.

Total VAT Claim Collected equals the sum of Total Claimed Collected VAT amount for all claims associated to the transaction lines on the Vendor Rebate Analysis Workbench - Accrued Rebate Details page that matches the filter options selected.

**Total Claim Adjustment**

Displays the total claim adjustment amount.

Total Claim Adjustment equals the sum of the difference between the Total Claim Amount minus the original total claim amount for each claim associated to the transaction lines on the Vendor Rebate Analysis Workbench - Accrued Rebate Details page that matches the filter options selected.

**Total Allocated Rebate Amount**

Displays the total allocated rebate amount for the rebate agreement.

**Accrued Rebate Details** Click this link to access the Vendor Rebate Analysis Workbench - Accrued Rebate Details page. Use this page to view the accrued rebate details for this vendor rebate agreement.

**Vendor Rebate Allocation Details** Click this link to access the Vendor Rebate Allocation page. Use this page to view the rebate allocation details for this vendor rebate and the sales organizations.

See Chapter 21, "Analyzing Vendor Rebates," Establishing Vendor Rebate Allocations, page 353.

### Rebate to Date Activity

Select the Rebate to date Activity tab.

**Total Accrued Rebate** Displays the total accrued rebate amount for the vendor rebate agreement.

**Total Rebate Payment Received** Displays the total rebate payment received amount for the vendor rebate agreement.

**Total Pending Rebate Amount** Displays the total pending rebate amount for the vendor rebate agreement.

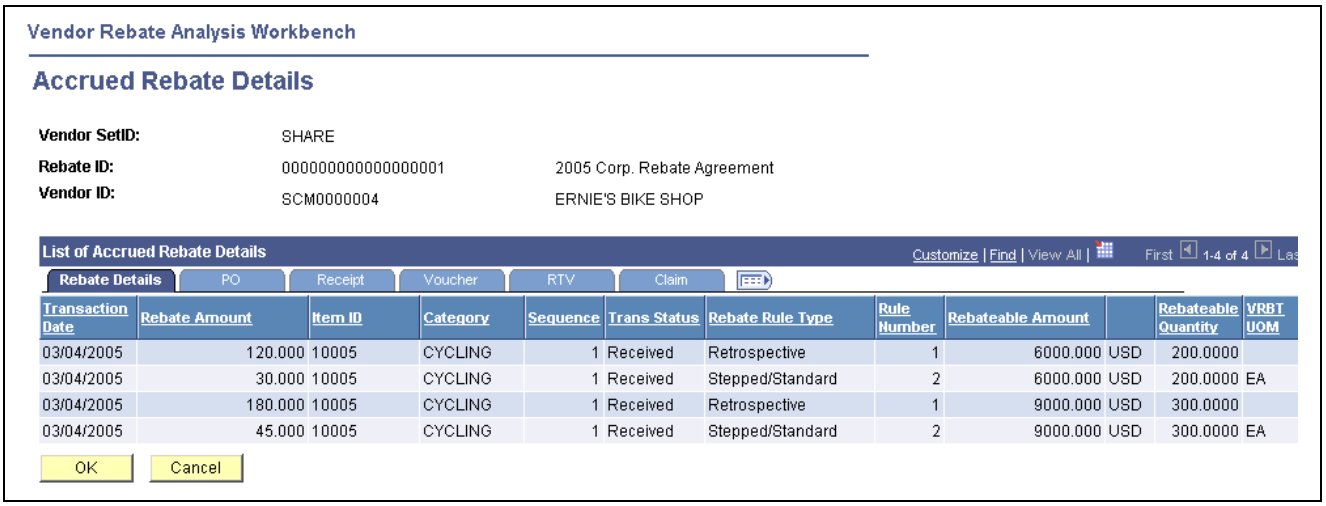
### Miscellaneous Information

**Save Workbench** Click this button to access the Save Workbench page. Use this page to save this vendor rebate analysis workbench and its associated information including the filter options entered. At a later date you can retrieve the workbench and continue to perform rebate analysis.

**Set Filter Options** Click this link to access the Vendor Rebate Analysis Workbench - Workbench Filter Options. Use this page to maintain the different filter options for this workbench.

## Viewing Accrued Rebate Details

Access the Vendor Rebate Analysis Workbench - Accrued Rebate Details page.




| Transaction Date | Rebate Amount | Item ID | Category | Sequence | Trans Status | Rebate Rule Type | Rule Number | Rebateable Amount | | Rebateable Quantity | VRBT UOM |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 03/04/2005 | 120.000 | 10005 | CYCLING | 1 | Received | Retrospective | 1 | 6000.000 | USD | 200.0000 | |
| 03/04/2005 | 30.000 | 10005 | CYCLING | 1 | Received | Stepped/Standard | 2 | 6000.000 | USD | 200.0000 | EA |
| 03/04/2005 | 180.000 | 10005 | CYCLING | 1 | Received | Retrospective | 1 | 9000.000 | USD | 300.0000 | |
| 03/04/2005 | 45.000 | 10005 | CYCLING | 1 | Received | Stepped/Standard | 2 | 9000.000 | USD | 300.0000 | EA |

Vendor Rebate Analysis Workbench - Accrued Rebate Details page

## Rebate Details

Displays the rebate accruals generated by the Generate Rebate Accrual process for the rebate agreement selected and according to the filter options selected.

See Chapter 18, "Generating Rebate Accruals," page 301.

**Rebate Amount** Displays the rebate amount for this transaction.

**Trans Status** (transaction status) Displays the particular transaction status for the rebate accrual record. For example, if the transaction is a receipt transaction and the related voucher was not available at the rebate accruals generation time, then the transaction status is *Received.* If the voucher was available for the receipt transaction at the rebate accruals generation time or if the transaction is related to a voucher then the transaction status is *Vouchered.*.

See Chapter 18, "Generating Rebate Accruals," Understanding the Rebate Accrual Process, page 301.

**Rebateable Amount** and **Currency** Displays the rebateable amount in the vendor rebate currency for this transaction.

This amount comes from the rebate accrual records generated by the Generate Rebate Accrual process for the receipt, voucher, or RTV transaction. The rebateable amount corresponds to the basis amount for rebate calculation.

**Rebateable Quantity** and **(VRBT UOM)** (vendor rebate agreement unit of measure) Displays the rebateable quantity in the vendor rebate unit of measure for this transaction.

This quantity comes from the rebate accrual records generated by the Generate Rebate Accrual process for the receipt, voucher, or RTV transaction. The rebateable quantity corresponds to the basis quantity for rebate calculation.

## Purchase Order

Select the PO tab.

**Purchase Order** Click this link to access the Purchase Order Inquiry - Purchase Order page. Use this page to view all the purchase order information associated with this purchase order.

**Merchandise Amount** Displays the merchandise amount for this transaction.

## Receipt

Select the Receipt tab.

**Receiver ID Number** Click this link to access the Receipts inquiry page. Use this page to view all the details associated with this receipt.

## Claim

Select the Claim tab.

**Claim Number** Displays the claim number associated to the rebate accrual if the rebate accrual has already been processed by the claim generation. Click this link to

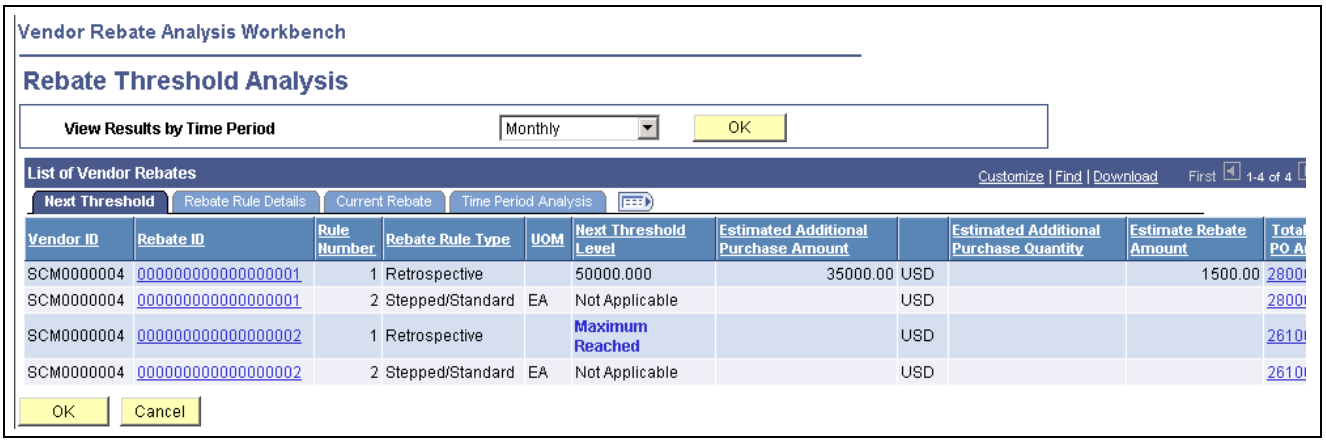
access the Claim - Details page. Use this page to view all the information associated with this claim.

**Total Claim Amount** Displays the total claim amount.

**Total Claimed Amount** Displays the total claimed amount.

# Viewing Rebate Threshold Analysis Information

Access the Vendor Rebate Analysis Workbench - Rebate Threshold Analysis page.




Vendor Rebate Analysis Workbench - Rebate Threshold Analysis page

**View Results by Time Period** Select a time period and then click the OK button to have the system redisplay the rebate threshold analysis information for that time period.

## Next Threshold

**Rebate ID** Click a rebate ID link to access the Rebate Agreement - Rebate Agreement page. Use this page to view all the details of this vendor rebate agreement.

**Next Threshold Level** Displays the next threshold level amount or quantity depending on the rebate agreement rule definition. This threshold level is determined based on either the current rebateable amount or current rebateable quantity.

---

**Note.** This field is only applicable for retrospective rebate rule types.

---

**Estimated Additional Purchase Amount** Displays the estimated amount of purchases required to reach the next threshold level for the vendor rebate.

Estimated Additional Purchase Amount = (Next Threshold Level - Current Rebateable Amount)

---

**Note.** This field is only applicable for retrospective rebate rule types and amount rule based.

---

**Estimated Additional Purchase Quantity** Displays the estimated quantity of purchases required to reach the next threshold level for the vendor rebate.

Estimated Additional Purchase Quantity = (Next Threshold Level - Current Rebateable Quantity)

**Note.** This field is only applicable for retrospective rebate rule types and quantity rule based.

**Estimate Rebate Amount**

Displays the estimated rebate amount if the next threshold is reached for the vendor rebate. This amount is based on the rebate agreement rule and the rule details.

If the rebate factor qualifier is percentage and the rebate tier basis equals amount, then Estimate Rebate Amount = (Next Threshold Level (lower) Amount * Rebate Factor).

If the rebate factor qualifier is percentage and the rebate tier basis equals quantity, then the estimate rebate amount cannot be determined since purchase amount cannot be determined.

If the rebate factor qualifier is amount and the rebate tier basis equals amount or quantity, then Estimate Rebate Amount = (Rebate Factor of the Next Threshold Level + the sum of the rebate factor for all the lower threshold levels).

**Total Open PO Amount** (total open purchase order amount)

Click this linked value to access the Vendor Rebate Analysis Workbench - PO Not Received Analysis page. Use this page to view purchase order schedules that are tied to the vendor rebate that have not been received or vouchered.

## Rebate Rule Details

Select the Rebate Rule Details tab.

**Accrued Rebate Details for Rule**

Click this link to access the Vendor Rebate Analysis Workbench - Accrued Rebate Details page. Use this page to view accrued rebate details for the vendor rebate agreement rule.

## Current Rebate

Select the Current Rebate tab.

**Current Rebateable Quantity**

Displays the current rebateable quantity for the rebate agreement rule according to the filter options selected.

Current rebateable quantity equals the sum of all the accepted quantity in the vendor rebate unit of measure.

**Current Rebateable Amount**

Displays the current rebateable amount for the rebate agreement rule according to the filter options selected.

Current rebateable amount equals the sum of all rebateable amounts in the vendor rebate currency for all accrued details.

**Total Accrued Rebate**

Displays the total accrued rebate amount for the vendor rebate for the rebate agreement rule according to the filter options selected.

**Total Purchases to Date**

Displays the total purchases to date amount for the vendor rebate.

## Time Period Analysis

Select the Time Period Analysis tab.

This section of the page is very dynamic. Depending on the time period you select you will view different time period columns in the List of Vendor Rebates group box. For example, if you select a monthly time period you will view monthly columns with the rebate amount shown for each month.

The columns that display on this page are based on the time period selected and the vendor rebate agreement header start date and end date. If the end date is in the future the current system date is used.

# Viewing Purchase Orders Not Received Information

Access the Vendor Rebate Analysis Workbench - PO Not Received Analysis page.

Vendor Rebate Analysis Workbench

## PO Not Received Analysis

**SetID:** SHARE
**Rebate ID:** 000000000000000001 Corporate Rebate Agreement
**Vendor ID:** SCM0000004 ERNIE'S BIKE SHOP
**Rule Number/Type/Tiers Basis:** 1/Retrospective/Quantity **Vendor Rebate UOM:** EA
**Total Purchases to Date:** 4840.000 USD **Total Open PO Amount:** 17000.000 **Total Open PO Qty:** 800.0000

PO Line Schedules Tied to Current Rebate That Have Not Yet Been Received or Vouchered. Customize | Find | View All | First 1-3 of 3 Last

| Due Date | Open Merchandise Amount | PO Quantity Not Received | PO Qty | UOM | Business Unit | Purchase Order | PO Status | Line | Sched |
|---|---|---|---|---|---|---|---|---|---|
| 04/14/2005 | 10000.00 | 500.0000 | 500.0000 | EA | US001 | 0000000092 | Dispatched | 2 | 1 |
| 04/14/2005 | 1000.00 | 100.0000 | 100.0000 | EA | US001 | 0000000093 | Dispatched | 3 | 1 |
| 04/21/2005 | 6000.00 | 200.0000 | 200.0000 | EA | US001 | 0000000092 | Dispatched | 1 | 1 |

Return

Vendor Rebate Analysis Workbench - PO Not Received Analysis page

**Total Purchases to Date** Displays the total purchases to date amount for this vendor rebate.

**Total Open PO Amount** (total open purchase order amount) Displays the total open purchase order amount for this vendor rebate agreement rule.

**Total Open PO Qty** (total open purchase order quantity) Displays the total open purchase order quantity for this vendor rebate agreement rule. The total open purchase order quantity is not relevant to the amount based rule.

**Purchase Order** Click this link to access the Purchase Order Inquiry - Purchase Order page. Use this page to view the details for this purchase order.

# Extracting Vendor Rebate Analysis to a File

Access the Vendor Rebate Analysis Workbench - Flat File Extraction on Rebate Transactions page.

**Report Destination** Enter the location where you want the flat file to be stored.

## Flat File Layout

The system creates the flat file using this file layout:

| Field | Field Description |
|---|---|
| SETID | SetID |
| VRBT_ID | Vendor rebate ID |
| BUSINESS_UNIT_PO | Purchasing business unit |
| PO_ID | Purchase order ID |
| PO_LINE_NBR | Purchase order line number |
| PO_SCHED_NBR | Purchase order schedule number |
| VRBT_TRANS_TYPE | Vendor rebate transaction type |
| BUSINESS_UNIT | Business unit<br>This is the business unit associated with the document ID. It can be a PeopleSoft Purchasing receiving business unit if the document ID is a receipt or a PeopleSoft Payables business unit if the document ID is a voucher. |
| DOC_ID | Document ID |
| LINE_NBR | Line number |
| RECV_SHIP_SEQ | Receiving shipment sequence number |
| SEQ_NUM | Sequence number |
| TRANS_DATE | Transaction date |
| ITM_SETID | Item set ID |
| INV_ITEM_ID | Item ID |
| CATEGORY_ID | Category ID |
| VENDOR_SETID | Vendor set ID |
| VENDOR_ID | Vendor ID |
| VRBT_TRANS_STATUS | Vendor rebate transaction status |
| MERCHANDISE_AMT | Merchandise amount |
| CURRENCY_CD | Currency code |
| VRBT_RULE_ID | Vendor rebate rule ID |
| VRBT_RULE_TYPE | Vendor rebate rule type |
| RBTABLE_AMT | Rebateable amount |
| RBTABLE_QTY | Rebateable quantity |

| Field | Field Description |
|---|---|
| UNIT_MEASURE_VRBT | Vendor rebate unit of measure |
| REBATE_AMOUNT | Rebate amount |
| TOTAL_CLAIMED_AM | Total claimed amount |
| CLAIM_ID | Claim ID |
| CLAIM_STATUS | Claim status |
| TOTAL_CLAIM_AMT | Total claim amount |
| TOT_CLAIM_VAT | Total claim value added tax amount |
| TOT_CLAIM_COLLEC | Total claim collected amount |
| TOT_VAT_COLLECT | Total value added tax collected amount |
| TOT_CLAIM_ADJ_AM | Total claim adjustment amount |

# PART 4

# Using Requisitions and Requests for Quotes

**Chapter 22**
**Understanding Requisitions**

**Chapter 23**
**Creating Requisitions Online**

**Chapter 24**
**Using the Requisition Loader**

**Chapter 25**
**Approving Requisitions**

**Chapter 26**
**Creating Requisition Change Orders**

**Chapter 27**
**Using the Requisition Reconciliation Workbench**

**Chapter 28**
**Closing Requisitions**

**Chapter 29**
**Reviewing Requisition Information**

# Chapter 30
# Managing Requests for Quotes

# CHAPTER 22

# Understanding Requisitions

This chapter provides an overview of requisition defaults and discusses how to:

- Cancel requisitions.
- Delete requisitions.
- Place a requisition on hold.
- Use procurement cards on requisitions.
- Use PeopleSoft Maintenance Management work orders on 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 the 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 the default changes to all of the existing distribution lines associated with the line.

### See Also

Chapter 23, “Creating Requisitions Online,” Entering Requisition Header Defaults, page 387

Chapter 23, “Creating Requisitions Online,” Entering Requisition Line Defaults, page 401

Chapter 23, “Creating Requisitions Online,” Applying Requisition Header Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 390

Chapter 9, “Using Default Hierarchies,” Requisition Default Hierarchy, page 135

## 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 purchase order or request for quote.
- No requisition schedules are staged.
- No lines have been processed by PeopleSoft Project Costing.

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 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Creating PeopleSoft Purchasing Business Units, page 34

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Requisition User Authorizations

## Placing a Requisition On Hold

To place a requisition on hold from further processing, select the Hold From Further Processing check box on a requisition using the Maintain Requisitions - Requisition page. Once you place a requisition on hold, PeopleSoft Purchasing prevents you from doing the following at all levels of the document:

- Approving a requisition.
- Canceling a requisition.
- Closing a requisition.

You will not be able to delete a requisition at the header level, but row level deletions are permitted.

In addition, if you have indicated hold from further processing on a requisition, you will not be able to source that requisition to a purchase order or a request for quote.

**Note.** All buttons on the requisition will be grayed out (not available) except for the Budget Check, Finalize Document, Undo Finalize Entire Document, Create Header Change, and Create Line Change buttons.

### Budget Checking a Requisition On Hold

When you perform budget checking for a requisition, using the actual buttons on the Maintain Requisitions - Requisitions page or the Req Budget Check run control page, that process is also affected by the hold from further processing functionality.

Budget checking is now determined by the selection criteria that you define as part of the Source Transaction definition for the Commitment Control Budget Processor process and whether you have selected the Hold From Further Processing check box for the requisition. You define the Source Transaction definition selection criteria using the Source Transactions - Selection Criteria page. This table illustrates the different Source Transaction definition selection criteria and whether budget checking occurs for the requisition:

| Source Transaction | Source Transaction - Selection Criteria | Hold From Further Processing | Budget Checking |
|---|---|---|---|
| REQ_PREENC (requisition preencumbrance) | HOLD_STATUS = N | Selected | Budget checking will not occur. |
| REQ_PREENC | HOLD_STATUS not entered as selection criteria. | Selected | Budget checking will occur. |
| REQ_PREENC | HOLD_STATUS = Y | Selected | Budget checking will occur for only those requisitions on hold. |
| REQ_PRECNP (requisition (non-prorated) preencumbrance) | HOLD_STATUS = N | Selected | Budget checking will not occur. |
| REQ_PRECNP | HOLD_STATUS not entered as selection criteria. | Selected | Budget checking will occur. |
| REQ_PRECNP | HOLD_STATUS = Y | Selected | Budget checking will occur for only those requisitions on hold. |

## Processing Not Affected When a Requisition is Placed On Hold

If a requisition has the Hold From Further Processing check box selected, you will still be able to:

- Create header and line changes.
- Run document tolerances.
- Run entry events.
- Execute the Request for Quote/Contract process—if this process has already started and the requisition is placed on hold, the process will continue.

## See Also

Chapter 23, “Creating Requisitions Online,” Creating Requisition Header Information, page 380

Chapter 12, “Using Commitment Control,” page 167

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Setting Up Commitment Control Source Transaction Types”

# Using Procurement Cards on Requisitions

If you are using the procurement card functionality in PeopleSoft Purchasing, the system may automatically assign a procurement card to the requisition as the payment method. The system looks for procurement cards that are defined as a default for the requester. The requester needs to have the access rights to use a procurement card on a requisition before they can use the procurement card. Plus, after the system assigns a procurement card the requester can override the procurement card if they choose with another card.

A procurement card will default on to the requisition from the requester if the requestor has a procurement card specified and they have selected the Use Procurement Card as default payment method on requisitions check box on the Requester Setup page.

If the requester wants to add a procurement card to a requisition where one has not been specified they will select the Use Procurement Card check box on the requisition header and if they have a default card specified for the requester defaults (without the Use Procurement Card check box as payment method on Requisitions selected) the system will automatically populate the requisition.

A requester can change or add any procurement card to a requisition if they have the role that has been assigned the *Usage - Use Procurement Card on Requisition* access rights for that card. Plus, a requester can deselect lines for payment by procurement card by clearing the Use ProCard check box in the line details for the requisition.

In addition, vendor cards cannot be associated with a requisition. At the time of requisition creation the vendor location is not known until the buyer saves the purchase order or the system creates the purchase order through the sourcing processes. In PeopleSoft Purchasing vendor cards are associated with a vendor location and can be used when defining purchase orders.

### See Also

Chapter 15, “Managing Procurement Cards,” page 213

Chapter 23, “Creating Requisitions Online,” page 377

Chapter 31, “Understanding Purchase Orders,” Procurement Card Processing on the Purchase Order, page 533

# Use PeopleSoft Maintenance Management Work Orders on Requisitions

In PeopleSoft Purchasing you can only associate a PeopleSoft Maintenance Management work order to a requisition for non-inventory and description only items. Once you make this association, the requisition schedule is pegged to a work order. You will use the Pegging Workbench to associate work orders to inventory items on a requisition.

In PeopleSoft Purchasing there are a few different methods of defining a requisition to support a PeopleSoft Maintenance Management work order. These methods are:

- PeopleSoft Maintenance Management creates the requisition staging tables directly so that the PeopleSoft Purchasing Requisition Loader process can generate the requisition.

  If the requisition was created through the Purchasing Requisition Loader processes and the requisition originated in PeopleSoft Maintenance Management, then the fields on Maintain Requisitions - Schedules page will contain the work order information passed from PeopleSoft Maintenance Management.

- You manually create the PeopleSoft Maintenance Management work order association directly when defining a requisition in PeopleSoft Purchasing.

  You manually associate PeopleSoft Maintenance Management work order information to a requisition schedule by selecting existing work order information on Maintain Requisitions - Schedules page. You can also manually associate a maintenance work order to a requisition schedule even though the item ID on the requisition does not exist on the work order parts list. Making this association will add the item to the work order.

Plus, if you change the work order information that is already associated with a requisition schedule, the system will delete the existing requisition distributions and copy in the work order distributions from the work order itself. Plus, the pegging information will be updated to reflect the new work order information.

## See Also

Chapter 33, “Using Purchase Order Sourcing,” page 629

Chapter 24, “Using the Requisition Loader,” page 433

Chapter 23, “Creating Requisitions Online,” Entering Requisition Schedule Information, page 410

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Schedule Information, page 584

Chapter 31, “Understanding Purchase Orders,” PeopleSoft Maintenance Management Work Order Processing on the Purchase Order, page 533

*PeopleSoft Enterprise Maintenance Management 8.9 PeopleBook*, “Understanding Maintenance Management,” Maintenance Management Integration with Purchasing and Payables

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Pegging Supply and Demand”

# CHAPTER 23

# Creating Requisitions Online

This chapter provides overviews of the requisition business process and the value-added tax (VAT) drivers, VAT driver keys, and the defaulting hierarchy for VAT defaults and discusses how to:

- Create requisition header information.
- Create requisition lines.
- Create requisition schedules.
- Use pegging with requisitions in PeopleSoft Purchasing.
- Enter distribution information.
- Copy an existing requisition to a new requisition.
- Print requisition templates.
- Preview and print requisitions.

## 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 have to access only one page, the Maintain Requisitions - Requisition page. You don't need to access other pages, except to confirm or edit information that populated the transaction from the default hierarchy.

Here is the basic flow of requisitions in PeopleSoft Purchasing:

1. Create the requisition in one of two ways:
   - Use the online requisition pages.

- Use the Purchasing Requisition Loader process, which loads requisitions from external sources and PeopleSoft Inventory, PeopleSoft Order Management, PeopleSoft Project Costing, PeopleSoft Maintenance Management, and PeopleSoft Product Configurator (if these applications are installed with PeopleSoft Purchasing).

2. Approve the requisition.

   The requisitions can require approval of amounts and ChartFields, or you can configure the users with authority to enter requisitions that require no additional approvals.

3. Run the Commitment Control Budget Processor Application Engine process (FS_BP), if you've enabled the Commitment Control feature.

   This process determines whether funds exist to cover the cost of the requisition. You can also run this process as a background process.

4. Copy request for quote (RFQ) or strategic sourcing events.

   Copy the requisition into an RFQ or strategic sourcing event for the bidding process.

5. Source the requisition to purchase orders or inventory demand.

   After you approve the requisition, it is sourced into purchase orders through online sourcing pages or background processes. You can source the requisition to PeopleSoft Inventory through the Build Inventory Demand process (PO_REQINVS). You can also copy the requisition directly into a purchase order using the online pages.

6. Run the Requisition Reconciliation process (PO_REQRCON) to close qualifying requisitions.

### Pegging in PeopleSoft Purchasing

By using the pegging feature, you can tag requisitions or purchase orders to be used to meet specific demand such as sales orders, interunit transfers, or production IDs.

See Chapter 23, "Creating Requisitions Online," Using Pegging with Requisitions in PeopleSoft Purchasing, page 419.

### See Also

Chapter 33, "Using Purchase Order Sourcing," page 629

Chapter 25, "Approving Requisitions," page 449

Chapter 28, "Closing Requisitions," Understanding the Close Requisitions Process, page 469

Chapter 24, "Using the Requisition Loader," Understanding the Purchasing Requisition Loader Application Engine Process (PO_REQLOAD), page 433

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Pegging Supply and Demand"

## Understanding VAT Drivers, VAT Driver Keys, and the Defaulting Hierarchy for VAT Defaults

The following table lists the PeopleSoft 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:

| VAT Driver | VAT Driver Keys | PeopleSoft Application | Country | State | Applicable to Regular VAT Defaults | Applicable to Services VAT Treatment Defaults |
|---|---|---|---|---|---|---|
| Item BU | Item SetID<br>Item ID<br>Business Unit | Purchasing | Optional | Optional | Yes | No |
| Item | Item SetID<br>Item ID | Purchasing, Payables | Optional | Optional | Yes | Yes |
| Item Category | Item SetID<br>Category Code | Purchasing | Optional | Optional | Yes | Yes |
| Vendor Location | Vendor SetID<br>Vendor ID<br>Vendor Location | Purchasing, Payables | Optional | Optional | Yes | Yes |
| Vendor | Vendor SetID<br>Vendor ID | Purchasing, Payables | Optional | Optional | Yes | Yes |
| PO Business Unit | Business Unit | Purchasing | Optional | Optional | Yes | No |
| PO Options | SetID<br>Process Option ID | Purchasing | Optional | Optional | Yes | Yes |
| VAT Entity Registration | VAT Entity<br>Country | All | Required | Optional | Yes | No |

| VAT Driver | VAT Driver Keys | PeopleSoft Application | Country | State | Applicable to Regular VAT Defaults | Applicable to Services VAT Treatment Defaults |
|---|---|---|---|---|---|---|
| VAT Country | Country | All | Not applicable | Optional | Yes | No |
| Credit Card Provider | Vendor SetID<br>Credit Card Vendor | Purchasing | Optional | Optional | Yes | No |

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Getting Started”

# 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 requisition 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 Header Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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 the requisitions.<br>**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<br>Click the Requisition Authorizations link on the Procurement page. | Authorize users to create and update requisitions for applicable buyers. Define a user's requisition processing authority in relation to applicable buyers.<br>**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. |
| Maintain Requisitions - Requisition | REQ_FORM | Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition | Create requisitions online. |
| Commitment Control | KK_EXCPTN_OVER_SEC | Click the Budget Status link on the Maintain Requisitions - Requisition page. | This link is available only when the commitment control option is enabled.<br>See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Processing Source Transactions Against Control Budgets". |
| Requester Information | REQ_USER_AUDIT | Click the Requester Info (requester information) link on the Maintain Requisitions - Requisition page. | View requester information. |
| Requisition Defaults | REQ_HDR_DEFAULTS | Click the Requisition 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. |

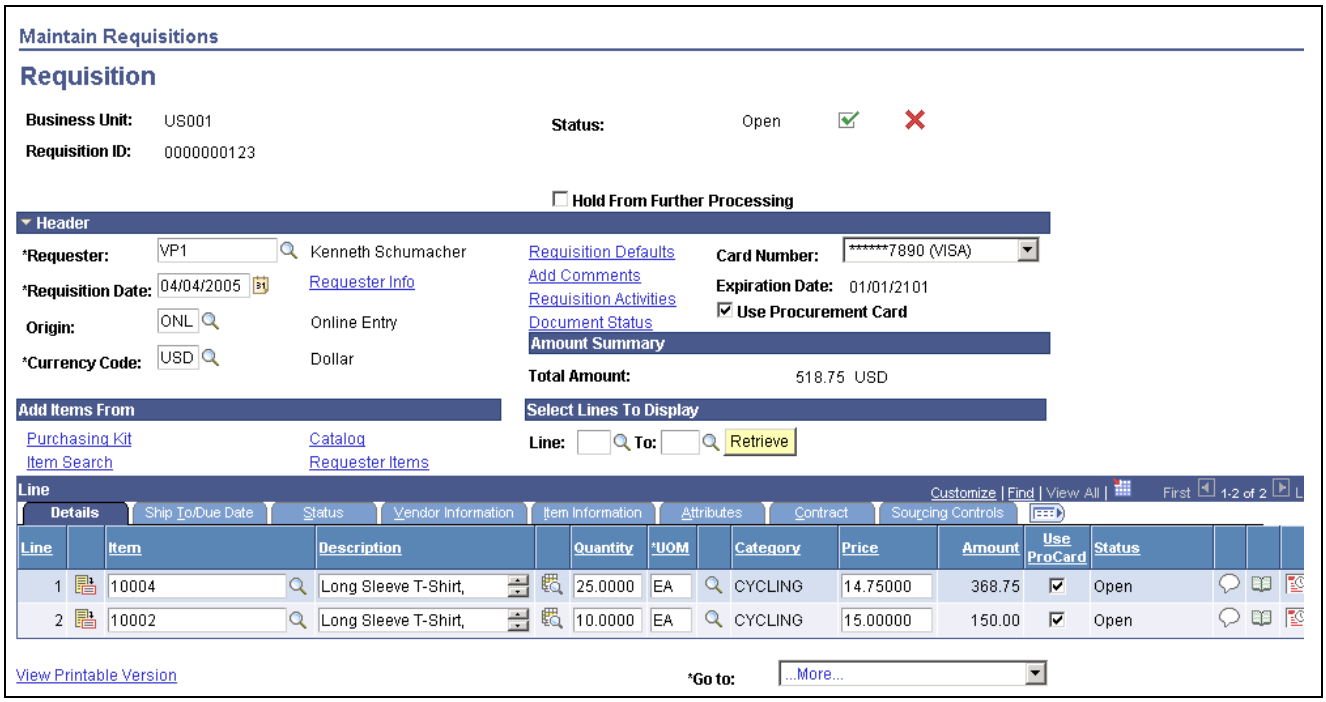
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Search | VENDOR_LOOKUP_SEC | Click the Vendor Lookup link on the Requisition Defaults page. | Search for vendors. |
| Vendor Detail | VENDOR_LOOKUP_DTL | Click the Vendor Detail link on the Vendor Search page. | View vendor details. |
| Address | VENDOR_ADDR_SEC | Click the Address link on the Vendor Search 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 link 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 the transaction document. You can default the address to the existing lines as well.<br>You cannot define a one-time address for direct shipment requisitions. To change the address for a direct shipment you must go to the sales order in PeopleSoft Order Management and make the address change there. |
| Retrofit field changes to all existing requisition 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. You can modify the standard comments to meet the requirements of the transaction. |
| Currency Information | EXCH_RT_DTL_INQ | Select *01 - Exchange Rate Detail* in the Go to field on the Maintain Requisitions - Requisition page. | Display the rules used to calculate exchange rates for the transaction. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Activities | REQ_ACTIVITY_SEC | Click the Requisition Activities link on the Maintain Requisitions - Requisition page. | Enter and track activities associated with a particular transaction. Keep the activity comments organized by logging the due date and by selecting the Done check box. |
| Req DOC Status (requisition document status) | PRCR_DOCSTAT_INQ | • Purchasing, Requisitions, Review Requisition Information, Document Status, Req DOC Status<br>• Click the Document Status link on the Maintain Requisitions - Requisition page. | Access and review information about procurement documents associated with a requisition. |
| Enter Kit Items | REQ_KIT_ITEMS | Click the Enter 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 requisition. |
| 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 Catalog page. | View details about the item. |
| 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 the 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 that 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Req Change Ord Header History (requisition change order header history) | REQ_CHANGE_HDR | Purchasing, Requisitions, Review Requisition Information, Change History, Header | View requisition change order header history. |

# Entering Requisition Header Information

Access the Maintain Requisitions - Requisition page.




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.

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**Note.** An individual requisition line that originates in PeopleSoft eProcurement can be approved and eligible for sourcing even if the entire requisition is not fully approved.

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**Note.** Requisitions in *Canceled* and *Completed* statuses are not available on this page and can only be viewed using requisition inquiry pages.

---

Click to approve the requisition, including all of its lines.

Click to cancel the requisition. Cancelation is irreversible, and you must create a new requisition. You cannot change a canceled requisition. You are allowed only to cancel a requisition if you are granted authorization on the Define 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**

Displays the requisition budget checking status, if budget checking is enabled.

*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 the database.

**Hold From Further Processing**

Select this check box to temporarily prevent further processing of the requisition. The requisition will not be eligible for approval, unapproval, cancelation, closure, or sourcing to a purchase order.

In addition, budget checking is determined by the selection criteria that you define as part of the Source Transaction definition for the Commitment Control Budget Processor process and whether you have selected the Hold From Further Processing check box for the requisition.

If the HOLD_STATUS = *N* for the Selection Criteria for the Source Transaction, and the Hold From Further Processing check box is selected, and you perform budget checking, no budget checking will occur for the requisition.

If the HOLD_STATUS is not entered as Selection Criteria for the Source Transaction, and the Hold From Further Processing check box is selected, and you perform budget checking the budget checking process will execute for the requisition.

If the HOLD_STATUS = *Y* for the Selection Criteria for the Source Transaction, and the Hold From Further Processing check box is selected, and you perform budget checking, the budget checking process will execute but will only process the requisitions that are marked on hold.

See Chapter 22, "Understanding Requisitions," Placing a Requisition On Hold, page 373.

## Header

**Requisition Date** Select the creation date of the requisition.

**Origin** Select the origin of the requisition. Origin codes are defined on the Origin Codes page.

**Currency Code** Displays the 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** Determines 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 or warning to prevent you from running budget checking.

This field is available only if commitment control is enabled.

**Card Number** and **Card Type** The requester procurement card and type appears by default from the Requester Setup page. You can override the procurement card that appears. Only the valid procurement cards for this requester are available for selection.

**Expiration Date** Displays the expiration date of the procurement card.

**Use Procurement Card** This settings appears by default from the Requester Setup page. You can override the setting of this check box. If you select this check box the procurement card will be used as the payment method for the requisition.

## Amount Summary

If you're using VAT, the Merchandise Amount, Tax, and Total Amount appear under the Amount Summary group box.

**Total Amount** Displays the total amount for all lines in the transaction currency.

**Total Base Amount** Displays the total amount for all lines in the base currency.

**Recalculate Gross Amount** Use this option to recalculate the tax and total amount upon request.

**Note.** This option is available only if VAT is installed.

## Additional Information

**View Printable Version** Click this link to review the requisition printout on the screen. Clicking this link does not print the requisition. Be aware that the 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.

### See Also

Chapter 26, “Creating Requisition Change Orders,” page 455

Chapter 22, “Understanding Requisitions,” Deleting Requisitions, page 372

Chapter 12, “Using Commitment Control,” Budget Checking Requisitions, page 179

Chapter 12, “Using Commitment Control,” Open Period, page 169

Chapter 8, “Using Workflow,” Approving Requisitions and Purchase Orders Using Workflow, page 113

## Entering Requisition Header Defaults

Access the Requisition 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 Requisition 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.

---

**Note.** If you are maintaining a requisition that is associated with a PeopleSoft Maintenance Management work order, the system will not override the changes you make on this page for PeopleSoft Project Costing information ( PC Business Unit, Project, and Activity fields) and asset information (AM Business Unit and Profile ID).

The system does not apply project changes to the distribution rows because the work order is linked with projects information and we cannot change these values in PeopleSoft Purchasing. Plus, the asset information changes are not applied because distributions linked with a work order non-inventory cannot be received as assets.

---

### Header

**Category** Select a default category code for the requisition. Selecting a default value here can facilitate the ability to request ad hoc (description-only) items.

**Unit of Measure** Select a default unit of measure for the requisition. Selecting a default value here can facilitate the ability to request ad hoc (description-only) items.

### Item Defaults

**Ship To** Select the default location to where the vendor will ship the order.

**Due Date**

Enter the 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 purchase order, the system derives the due date by incrementing the purchase order 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 purchase order due date by default.

---

**Note.** If the PeopleSoft 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 that you enter here 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**

Select 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.

**Distribute by**

Select to distribute by either 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 percent.

**Liquidate by**

Liquidate the outstanding pre-encumbrance and encumbrance balances by amount or quantity.

---

**Note.** This field is available only 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 purchase order business unit page, the budget processor balance will liquidate by amount only.

---

## Amount Summary

**SpeedChart**

Select a default SpeedChart. The SpeedChart feature enables you to use a code that contains preset distributions.

## Distributions - Details Tab

**Budget Date**

If you are using commitment control, the system defaults the budget date from the accounting date, but you can override it. When you save the requisition, the system confirms that the budget date here is within the valid open period date range for the PeopleSoft General Ledger business unit.

## Distributions - Asset Information Tab

Select the Asset Information tab.

**Business Unit** (PeopleSoft Asset Management business unit)

Select a PeopleSoft Asset Management business unit to associate with the asset item.

---

**Note.** If you consider an item to be an asset and plan to pass it to PeopleSoft Asset Management through the PeopleSoft Receiving business process, you must populate both the PeopleSoft Asset Management business unit and Profile ID fields.

If both fields contain values, data is written to the PeopleSoft Asset Management staging tables. If only one of the fields is populated, the system will not consider the item an asset.

---

**Profile ID**

Select an asset profile ID.

**Capitalize**

Designates a capitalized item. A PeopleSoft Asset Management business unit must be selected in order for this check box to be enabled. If the item is capitalized, it can be depreciated before being paid.

**Cost Type**

Select the 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 Enterprise Cost Management 8.9 PeopleBook*, "Defining the Cost Foundation for Makeable Items".

### See Also

Chapter 12, "Using Commitment Control," Open Period, page 169

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Configuring ChartFields," Understanding ChartField Configuration

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Defining Your Operational Structure in PeopleSoft Inventory," Specifying Business Unit Closure Dates

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Defining Your Operational Structure in PeopleSoft Inventory," Establishing Operation Closure Dates

## Searching for Vendors

Access the Vendor Search page.

**Class**

Select a class of vendors: *A* (attorney), *E* (employee), *H* (HRMS), or *R* (outside party).

**Type**

Select a type of vendor: *ADV* (advertising), *CNS* (consultant), *CNT* (contractor), *ENT* (entertainment), *FRG* (foreign supplier), *GVT* (government), *MNR* (minority vendor), *PR* (public relations), *TRD* (tradesman), *TRN* (transportation), or *TRV* (travel related services).

# Viewing Address Details

Access the Address page.

When this page functions as a ship to address page, the address that appears is the address where the items will be shipped to. When this page functions as a vendor address page, the address that appears is the address that appears on the purchase order 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 Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Locations

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Vendor Addresses

# Creating One-Time Requisition Default Addresses

Access the Req One Time Address Default 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'll be prompted with the Retrofit Field Changes To All Lines page, where you can select the default field changes that you want to apply to all applicable areas of the selected transaction document.

You cannot define a one-time address for direct shipment requisitions. To change the address for a direct shipment you must go to the sales order in PeopleSoft Order Management and make the address change there.

### See Also

Chapter 23, "Creating Requisitions Online," Applying Requisition Header Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 390

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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 page.

When accessed from the requisition-related Header Defaults page, this page enables you to retrofit the 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 the changes once and apply as many of them as you want to the transaction.

The option to apply these defaults is available depending on 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 that appears in the Distrib Line (distribution 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, the header default field value change does not apply at the distribution level. In this case, select the Apply option to carry the 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, 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 value that appears in the Distrib Line field. 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 23, "Creating Requisitions Online," Entering Requisition Header Information, page 384

## Entering Requisition Header Comments

Access the Header Comments page.

**Retrieve Active Comments Only**

Select to retrieve only active comments. In Add mode, this check box is selected and cannot be cleared.

Once you inactivate a comment line using the Inactivate button, save, and then re-enter the transaction, you cannot access the comment line when this check box is selected. You can clear this check box to retrieve the comment line that you inactivated, in addition to any active comment lines.

**Sort Method**

Select the method that you want to use to sort the comments retrieved:

*Comment Time Stamp:* Select to sort the comments by the time stamp assigned by the system when they were created.

*Vendor Flag:* Select to sort by comments flagged to be sent to the vendor.

**Retrieve**

Click this button to load existing comments into the comments text box. This button appears only if existing comments are available.

**Sort**

Click this button to sort comments according to the selections that you made in the Sort Method and Sort Sequence fields.

**Copy Standard Comments**

Click this link to copy standard comments to the requisition header comments. When you click this link the Standard Comments page appears.

See Chapter 23, "Creating Requisitions Online," Using Standard Comments, page 392.

**Inactivate**

Click this button to inactivate the currently displayed comment. The comment is not actually deleted, but is set to an inactive status.

If you need to retrieve inactive comments, you must clear the Retrieve Active Comments Only check box and then click the Retrieve button. This enables you to retrieve all inactive comments.

---

**Note.** Re-retrieving the comments will override all the comments that you have worked on. However, any context that was previously saved as a standard comment will be saved after the transaction is complete.

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**Send to Vendor** Select if you want comments to appear on purchase orders 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 that you attach using the Associated Document fields.

**Shown at Receipt** Select if you want comments to appear on the receipt documents.

**Shown at Voucher** Select if you want comments to appear on the vouchers.

### Associated Document

Use the fields in this group box to attach files to the transaction. You can attach any type of file. The documents that you choose to attach do not transmit with the purchase order to the vendor.

**Attachment** Displays the attachment ID. This field is unavailable for entry because the attachment is automatically assigned.

**Attach** Click this button to attach a document to the comments. When you click the attach button you will be prompted to select a file for uploading. Select the file, and then click the Upload button.

**View** Select this button to display an attachment that has already been linked to the comments.

**Go To Source** If the transaction's comments originated with another transaction, you can click this link to view the originating source transaction. This link 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 link to view the originating requisition.

## Using Standard Comments

Access the Standard Comments page.

**Action** Select the action that you want to perform on the standard comments:

*Copy Comment:* 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 Comment Typeand 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.

*Link to Comment:* Select to copy the selected standard comments to the Comments page. If you select this option, you cannot modify or add to the text of this comment. You can use this option multiple times to include

more than one standard comment. If you select this option, you must also select the Comment 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.

*Create New Comment:* Select to enter a standard comment for an existing or new comment ID within an existing standard type. The comment that 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 standard type. These comments and their IDs are user defined on the Standard Comments page.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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, so 1 USD equals 5.69061334. The second rate for EUR is quoted indirectly. The third rate for EUR to FRF is direct and reads 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 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 Enterprise Global Options and Reports 8.9 PeopleBook*, "Getting Started"

## Ordering Kit Items

Access the Enter 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** Enter the number of kits that 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 Items 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.

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**Note.** This option is not available if the Item Search Options field is *List All.*

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**Limit Items by Vendor** Select to limit the 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 this button to add selected items to the transaction document. For the item to be added, you must select the Sel check box for the item and enter a quantity in the Qty Ordered field.

**Line Page** Click this link 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.

**Status** Displays the status of the item availability. Values are:

*A* (active): Item has a current effective date.

*D* (discontinued): Item has been discontinued by the manufacturer, or the vendor has decided to no longer supply the item.

*H* (hold): Item is temporarily unavailable from the vendor.

*I* (inactive): Item has an expired effective date.

*X* (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** Displays the numeric rating assigned to each of the selected item approved vendors. This rating designates the priority that the organization places on ordering the selected item from that vendor. The field values appear by default from the Purchasing Attributes - Item Vendor Priority page.

**Price** Displays the vendor standard price for the selected item. This information appears by default from Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) 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 the requisition when you click OK.

**Last Date** Displays the last date on which the requester ordered the item.

**Count** Displays the 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 requisition line defaults.
- Apply requisition line default field value changes to existing distributions.
- Enter requisition line details.
- Access item descriptions.
- View catalog category hierarchies.
- View buyer contact information.
- Enter line comments.
- Access item specifications.
- Search for item categories.

## Pages Used to Create Requisition Lines

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Requisitions - Requisition | REQ_FORM | Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition | Create requisitions online. |
| Maintain Requisition - Details for Line | REQ_LINE_DETAILS | Click the Details button on the Maintain Requisitions - Requisition page. | Verify or modify line details, such as buyer, vendor, and other line-specific information. |
| Item Description | REQ_ITEM_DESCR | Click the Item Description link on the Maintain Requisitions - Details for Line page. | Enter and view descriptions for a specific item.<br>The item description link comprises 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Buyer Telephone Information | REQ_BUYER_INFO | Click the Buyer Information link on the Maintain Requisitions - Details for 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 Line page. | View information about where a category resides in the entire catalog tree hierarchy. |
| Vendor Search | VENDOR_LOOKUP_SEC | Click the Vendor Lookup link on the Maintain Requisitions - Details for Line page. | Search for vendors. |
| Vendor Summary | VNDR_ID1_SUM | Click the Vendor Details link on the Maintain Requisitions - Details for Line page. | View vendor summary information. |
| Configuration Info (configuration information) | REQ_LINE_CONFIG | Click the Configuration Info (configuration information) link on the Maintain Requisitions - Details for Line page. | View item configuration codes for configured items. The item that you query must be defined as a configured item and have configuration codes created for it. |
| Contract | CNTRCT_HDR | Click the Contract Details link on the Maintain Requisitions - Details for Line page. | View detailed contract information. |
| Item Search Criteria | ITEM_SEARCH_SP | Click the Item Search button or the Item Search link on the Maintain Requisitions - Requisition page. | Search for items. |
| Look Up UOM (look up unit of measure) | UOM_SEARCH_SP | Click the Initialize UOM (initialize unit of measure) button on the Maintain Requisitions - Requisition page. | Search for a unit of measure to associate with the item and vendor on the requisition. |
| Line Comments | REQ_COMMENTS | Click the Line Comments button on the Maintain Requisitions - Requisition page. | Enter line 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 Line Comments page. | Add standard comments to the comments text box. You can modify the standard comments to meet the requirements of the transaction. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Include Item Specifications | PO_ITEM_SPEX | Click the Copy Item Specs (copy item specifications) link on the Line Comments page. | Include standard item specifications as they are or modify them to meet the requirements of the transaction comment.<br>The item for which you are viewing comments must be associated with item specifications on the Item Specifications page.<br>See Chapter 6, "Defining Purchasing Item Information," Entering Purchasing Item Specifications, page 80. |
| Defaults for Line | REQ_LINE_DEFAULTS | Click the Line Defaults button on the Maintain Requisitions - Requisition page. | Enter default information for a requisition line. |
| Retrofit field changes to all the distributions on the requisition line? | REQ_DFLT_RETROFIT | Exit the Defaults for Line 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 | Select *03 - Category Search* in the Go to field 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 uses a category hierarchy tree. |

# Entering Requisition Line Information

Access the Line scroll area on the Maintain Requisitions - Requisition 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 appears between lines one and two. When you save the requisition, leave the page, and re-access the requisition, the last lines that you entered appear 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 - Requisition page are unavailable for entry. This indicates that there are multiple values for one or more fields on the Maintain Requisitions - Schedule page.

## Details Tab

Select the Details tab.

Click the Details button to access the Maintain Requisitions - Details for Line page. Use this page to view the details for the requisition lines.

**Item**

Select the ID of the item that you want to order. If the item that 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**

Enter a description of the item that is listed in the Item 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; you cannot change it.

**Quantity**

Enter the item quantity to order. The quantity is recalculated if you change the unit of measure.

**UOM** (unit of measure)

Enter the unit of measure for the requested item.

**Category**

Enter the category for the item on the requisition line. If you specify an item ID, the category appears from the Purchasing Attributes page; you cannot change it.

**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.

If you are using commitment control, the price field is unavailable for modification when a requisition schedule that is distributed by quantity, has been partially or fully sourced to a purchase order. This field is also unavailable for modification when creating a change order for a requisition (that is distributed by quantity) that has been partially or fully sourced to a purchase order.

**Use ProCard** (use procurement card)

This check box appears as selected for the line if you have the Use Procurement Card check box selected at the header level. If you select this check box, this purchase order line will be charged to the procurement card.

Click the Line Comments button to access the Line Comments page. Use this page to maintain line comments.

Click the Line Defaults button to access the Details for Line page. Use to page to maintain line defaults.

Click this button to access the Maintain Requisitions - Schedule page, where you can view schedule shipment details and distribution information.

## Status Tab

Select the Status tab.

Click the Cancel Line button to cancel a line on the requisition.

## Vendor Information

**Vendor**and **Location**

Displays the vendor and the priority location for the item and vendor.

See Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83.

## Sourcing Controls Tab

Select the Sourcing Controls tab.

These values control the unit price tolerances that the system uses to determine if a requisition can be accepted by the PO Calculation process (PO_POCALC). The PO Calculations process calculates the correct price for a purchase order 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 purchase order price. If the purchase order 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 the 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**

Enter the date when the requisition is available for sourcing. 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 this check box to enable the sourcing process to override the suggested vendor. If you select this check box, the system overrides any vendor suggested on the requisition line with the vendor selected based on the applicable sourcing method.

The setting of this check box is dependent on the setting of the Override Preferred Vendor check box on the User Preferences - Procurement: Requisition Authorizations page.

If the Override Preferred Vendor check box is selected, the Override Suggested Vendor check box is selected and can be cleared.

If the Override Preferred Vendor check box is clear, the Override Suggested Vendor check box 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 this check box to source the line item to a purchase order line, along with quantities of the same item from other requisitions.

If selected, you must also select the Override Suggested Vendor check box.

**Source to Inventory**

Select this check box 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.

**Sourcing Controls**

Select the method for sourcing tolerances. Values are:

- *% Unit Price Tolerance*
- *Unit Price Tolerance*

**Tolerance/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 that you choose. A tolerance of *0* means that the requisition

price must match the purchase order price. It does not mean that tolerances do not apply.

**% Unit Price Tolerance** (percent unit price tolerance) — If you select a Sourcing Controls of *% Unit Price Tolerance,* then enter the 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** — If you select a Sourcing Controls of *Unit Price Tolerance* then enter the base price tolerances on an amount over or under the suggested requisition price. In Add mode, *999999.99999* appears by default. If you want no tolerances to apply, enter exactly *99999999.99999.*

### See Also

Chapter 6, "Defining Purchasing Item Information," Understanding Purchasing Item Information, page 63

Chapter 9, "Using Default Hierarchies," Understanding the UOM Conversion Hierarchy, page 142

Chapter 9, "Using Default Hierarchies," UOM Conversion Rate Defaults, page 145

## Searching For Items

Access the Item Search Criteria page.

All of the fields available for entry on this page compose the item search criteria. The system finds all items that match the search criteria entered. You can perform as wide or narrow a search as needed, but you must enter at least one search parameter. The values that appear on this page are defined in the Item Definition component.

Then after the search results appear, select the check box next to the associated item and click the Return button to populate the selected transaction line on the page from which you originally accessed this page. Selecting this check box causes the selected item to overwrite any existing item on the selected line on the page from which you accessed this page.

### See Also

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Defining Items by SetID"

## Entering Requisition Line Defaults

Access the Defaults for Line 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 the distributions on the requisition line page.

**Default Options** — Displays either *Default* or *Override.* This value is defined on the Requisition Defaults page.

**SpeedChart** — Select a default SpeedChart. The SpeedChart feature enables you to use a code that contains preset distributions.

**Copy Header Defaults** — Click this link to copy requisition header distribution defaults to the line.

### Details Tab

Select the Details tab.

Enter the percentage for each distribution in the distribution details. The sum of the line distribution percentages must equal 100 percent. If the Default Options field is set to *Override,* you can set up multiple distribution lines.

### See Also

Chapter 23, "Creating Requisitions Online," Applying Requisition Header Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 390

Chapter 23, "Creating Requisitions Online," Entering Requisition Header Defaults, page 387

*PeopleSoft Enterprise Application Fundamentals 8.9 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.

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**Note.** This page is very similar to the Retrofit field changes to all existing requisition lines/schedule/distributions page.

---

When accessed from the requisition-related Defaults for Line page, this page enables you to retrofit the line default field value changes to schedules and distributions on a requisition without having to manually apply them to each area. You can make the changes once and apply as many of them as you want to the transaction.

The option to apply these defaults is available depending on whether you select the Default or Override option on the requisition-related Requisition Defaults page.

**Apply** Select to apply the line default field value change to the distribution line that appears in the Distrib Line (distribution 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 Distribs** (apply to all distributions) Select this check box to apply the line default field value change to all existing distribution lines on the requisition line, regardless of the distribution line value that appears.

A distribution percentage value (DISTRIB_PCT) is specific to an individual distribution line. Therefore, the Apply to All Distribs check box is unavailable for this field value change.

## Entering Requisition Line Details

Access the Maintain Requisitions - Details for Line page.

**Create Line Change** When a requisition is eligible for change order tracking, the system makes this button, and all 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 are tracked if they are the change order fields.

## Line Details

**Buyer** Select a 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 the item.

## Amount Summary

**Amount** Displays the total price of the items on the requisition line in the transaction currency.

## Additional Information

**Use Procurement Card to pay for this item** This check box appears as selected if at the requisition line level you have the Use ProCard check box selected. Select this check box if you want the procurement card to be the payment method for this requisition line.

## Vendor Information

**Vendor ID** (vendor identification) Displays by default the first priority vendor ID for the requisition line, 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 appear. These values default from the Purchasing Attributes - Item Vendor page.

**UPN ID** (universal product number ID) Enter the universal product number ID.

**RFQ Required** (request for quote required) Select this check box to indicate that this requisition line must be submitted for vendor quotes before purchase order sourcing.

**Note.** The setting of the RFQ Required check box defaults from the Item Category - Purchasing Item Attribute Hierarchy. If the RFQ Required check box is clear, 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 check box 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 selects the RFQ Required check box.

**Stockless Item** Select this check box to indicate that the ordered item is for par replenishment. This check box 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 this link 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 PeopleSoft Inventory business unit defined and the Consolidate with other Reqs check box must be clear.

## Attributes

**Physical Nature** Select to indicate if the object is a physical good or service. Values are: *Goods* and *Services.*

**Where Services Performed** Select to indicate the location where the service is most often performed:

*Buyer's:* Select if the service was physically performed at the buyer's location.

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

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

*Supplier's:* Select if the service was physically performed at the supplier's location.

**Note.** This option is available only when the Physical Nature value is *Services.*

**Zero Price Indicator** Select this check box 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** Select the contract ID that 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 purchase order, the PO Calculations process calculates the purchase order 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 appears. Once you have specified a contract, you cannot change the

vendor. The Override Suggested Vendor check box is clear and is unavailable for entry. If an item ID exists on the contract, the Calc Price (calculate price) check box is selected and 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 the 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 purchase order 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 purchase order contract, you cannot override the 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 purchase order is already defined. You can click the Contract Details link to review the details of the contract that you select in this field.

---

**GPO Contract** (group purchasing organization contract)

Select the group purchasing organization contract number.

**GPO ID** (group purchasing organization ID)

Select the group purchasing organization ID.

## Sourcing Controls

**Calculate Price?**

Select this check box to have the PO Calculations process recalculate the sourced purchase order price based on the vendor selected. If this check box is clear, the requisition price is the purchase order price. This check box is always clear and unavailable for entry for description-only items. This check box is selected and unavailable for entry for item ID lines when a contract is specified.

### See Also

Chapter 26, “Creating Requisition Change Orders,” page 455

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor UOM and Pricing Information, page 86

Chapter 33, “Using Purchase Order Sourcing,” Sourcing Requisitions to Purchase Orders Manually, page 638

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 667

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Using Group Purchasing Organizations”

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Working with Items,” Using Universal Item Identifiers

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Working with Items,” Using Device Tracking

## Accessing Item Descriptions

Access the Item Description page.

The item description appears in the base language in the Transaction Item Description text box. The item description appears in the preferred language in the display-only Preferred Language Item Descr (preferred language item description) text box. The preferred language is the language preference that you specify when you log in to the system.

The item descriptions in the preferred language are defined in the Purchasing Attributes component. This component is capable of storing certain field values in the base language, as well as in preferred languages.

For example, if the base language for the system is French, but you log in with a preferred language of Dutch, certain fields, including item description in the Purchasing Attributes component, are available for entry in the 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 that you entered in the preferred language. The Transaction Item Description text box retains the item description entered in the base language.

If an item description in the preferred language does not exist, or if the base and preferred languages are the same, the base language item description appears 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 purchase orders. For all other scenarios, the Transaction Item Description group box is unavailable for entry.

Use the Description text box on the transaction line to enter ad hoc items on RFQs, requisitions, contracts, and purchase orders. The description that you enter becomes available on the Item Description page. The preferred language option is not applicable in this scenario.

### See Also

Chapter 6, “Defining Purchasing Item Information,” page 63

## Viewing Catalog Category Hierarchies

Access the View Category Hierarchy page.

**Catalog ID** Select 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 Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Buyers

## Enter Line Comments

Access the Line Comments page.

The fields on this page are the same as the fields on the Header Comments page.

See Chapter 23, "Creating Requisitions Online," Entering Requisition Header Comments, page 391.

## Accessing Item Specifications

Access the Include Item Specifications page.

**Action** Select the action that you want to perform on the standard item specification:

*Copy Comment:* Select this value and select the Select check box to make the selected item specifications available on the Line Comments page. On the Line Comments page, you can use the item specifications as they appear or modify them. Modifications to the item specifications on the Line Comments page do not affect the original item specifications.

*Link to Comment:* Select this value and select the Select check box to copy the selected item specifications to the Line Comments page. If you select this value, you cannot modify or add to the specifications text on the Line Comments page.

**Select** Select to include the associated item specifications on the Line Comments page.

**Send to Vendor** Displays the setting as defined on the Item Specification page.

If this check box is selected, when you move the item specifications to the Line Comments page, the Send to Vendor check box on the Line Comments page is automatically selected and the item specifications are eligible to be sent to the vendor.

## Searching for Item Categories

Access the Category Search page.

**Catalog ID** Select the catalog ID that you want the system to use to locate the catalog in which you want to search for item categories.

**All Items** Click this link to display all categories associated with the selected catalog. Select a category to populate the Category field on the transaction and then click the OK button.

# Creating Requisition Schedules

This section discusses how to:

- Enter requisition schedule information.
- Enter VAT schedule information.
- Enter schedule details.
- Create a one-time use address.

## Pages Used to Create Requisition Schedules

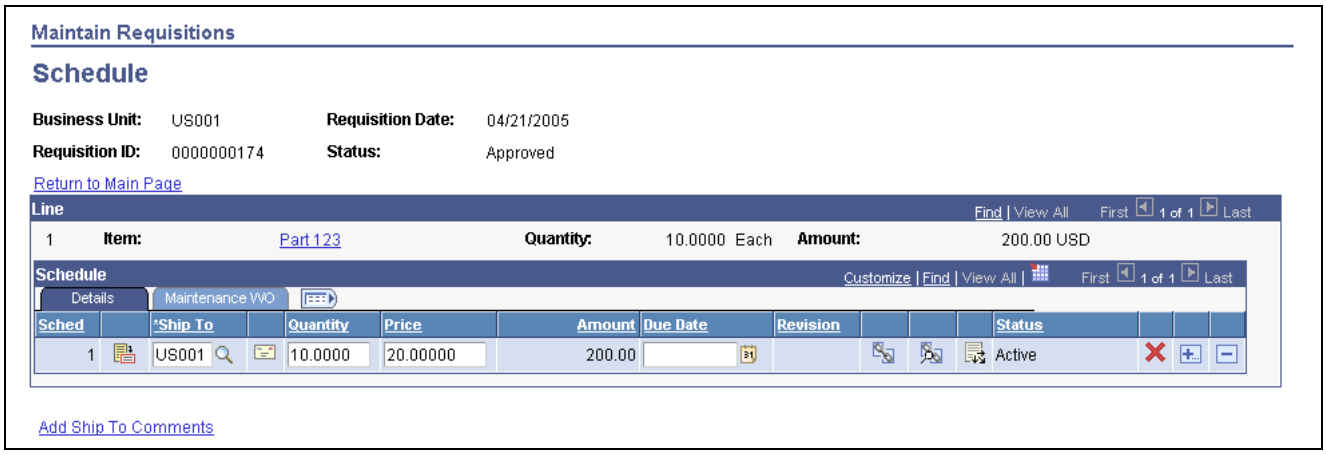
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Requisitions - Schedule | REQ_SCHEDULE | Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition<br>Click the Schedule button on the Maintain Requisitions - Requisition page. | Specify multiple 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 Description link on the Maintain Requisitions - Schedule page.<br>The item description link comprises 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. |
| VAT Information for a Schedule | REQ_SCHED_VAT | Click the Schedule VAT button on the Maintain Requisitions - Schedule page. | Enter VAT details for the requisition schedule.<br>**Note.** This page is available only when the Calculate VAT on Req check box is selected for the requisition business unit in the purchasing business unit definition component. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Schedule Details | REQ_SCHED_DTL2 | Click the Schedule Shipment Detail button on the Maintain Requisitions - Schedule page. | Enter time due, ultimate use, and sales and use tax destination information. |
| Maintain Requisitions - Direct Ship | REQ_SCHED_DROP | Click the Schedule Direct Shipment button on the Maintain Requisitions - Schedule page. | View details about the sales order from which a direct shipment requisition was created. The requisition must contain a direct shipment. This button is available only if the schedule is a direct shipment. |
| Requisition ShipTo Address | REQ_ONETIME_ADDR | Click the Ship To Address button on the Maintain Requisitions - Schedule page. | View address details for the location relevant to the page from which this page is accessed.<br>You can also set up a one-time ship to address for the selected requisition.<br>**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.<br>**Note.** This page is unavailable for direct shipment requisitions. |
| Pegging Workbench | IN_PEG_DETAIL_SP | Click the Pegging Workbench button on the Maintain Requisitions - Schedule page. | View and maintain pegging information associated with the requisition schedule.<br>See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Pegging Supply and Demand”. |
| Pegging Inquiry | IN_PEG_DETAIL_SP | Click the Pegging Inquiry button on the Maintain Requisitions - Schedule page. | View the demand for this requisition.<br>See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Pegging Supply and Demand”. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Qualified Distributions page | REQ_DIST_PEG | Click the Pegging Workbench or Pegging Inquiry buttons on a requisition schedule that is associated with multiple distribution lines. | Select the requisition distribution that you want to want to maintain or view the pegging information for. |
| Requisition Ship To Comments | REQ_COMMENTS | Click the Add Ship To Comments link on the Maintain Requisitions - Schedule page. | Add comments related to the ship to address. |

# Entering Requisition Schedule Information

Access the Maintain Requisitions - Schedule page.



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.

Click this button, and 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 - Details Tab

You can specify multiple shipping schedules for each line and multiple distributions for each schedule.

**Ship To**

Select the 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 a PeopleSoft 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 as a valid date for receiving. If it encounters an exception date, it uses the next valid future date as the due date.

Click the Ship To Address button to access the Requisition Ship To Address page. Use this page to view the ship to address or to define a one-time address for the requisition.

**Note.** This button is unavailable for direct shipment requisitions created from sales orders in PeopleSoft Order Management.

**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**

Enter the unit price of the item.

If you are using commitment control, the price field is unavailable for modification when a requisition schedule that is distributed by quantity, has been partially or fully sourced to a purchase order. This field is also unavailable for modification when creating a change order for a requisition (that is distributed by quantity) that has been partially or fully sourced to a purchase order.

**Amount**

Displays the total price of the items on the requisition schedule. This is the unit price multiplied by the schedule quantity.

**Due Date**

(Optional) Select the requisition schedule due date. The date that you enter becomes the default purchase order due date. If you don't specify a due date here, when you source the requisition to a purchase order, the system derives the due date by incrementing the purchase order 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 purchase order due date by default.

**Note.** If the PeopleSoft 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 that 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.

**Revision**

Enter the manufacturer's product revision number of the item ordered. If the ship to is a PeopleSoft 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.

Click the Schedule Direct Shipment button to access the Maintain Requisitions - Direct Ship page. Use this page to view the sales order information for the direct shipment requisition.

Click the Pegging Workbench button to access the Pegging Workbench page. Use this page to view and maintain the pegging information associated with this requisition.

See Chapter 23, "Creating Requisitions Online," Using Pegging with Requisitions in PeopleSoft Purchasing, page 419.

Click the Pegging Inquiry button to access the Pegging Inquiry page. Use this page to view the demand for this requisition.

See Chapter 23, "Creating Requisitions Online," Using Pegging with Requisitions in PeopleSoft Purchasing, page 419.

**Status** Displays the status of the schedule.

## Schedule - Maintenance WO Tab

Select the Maintenance WO (maintenance work order) tab.

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**Note.** This tab will not appear on this page if PeopleSoft Maintenance Management is not installed.

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If a requisition was created through the Purchasing Requisition Loader process coming from PeopleSoft Maintenance Management then the fields on this page will be populated with the work order information from PeopleSoft Maintenance Management. If work order information does not already exist, you can manually associate the work order information with the requisition using the fields on this page.

In PeopleSoft Purchasing you can only associate a PeopleSoft Maintenance Management work order to a requisition for non-inventory and description only items. Once you make this association, the requisition schedule is pegged to a work order. You will use the Pegging Workbench to associate work orders to inventory items on a requisition.

When you associate a work order with a requisition the system will copy the distributions from the work order parts template, including distribute by method, distribution percentage, general ledger business unit, ChartFields, and projects information.

Plus, if you change the work order information that is already associated with a requisition schedule, the system will delete the existing requisition distributions and copy in the work order distributions from the work order itself. Plus, the pegging information will be updated to reflect the new work order information.

**WO Business Unit** (PeopleSoft Maintenance Management business unit) Select the PeopleSoft Maintenance Management business unit.

**Work Order ID** Select the work order you want to associate with this requisition.

**Task Number** Select the work order task number.

**Resource Type** Select the type of resource you are defining a requisition for. Types are:

- *Labor*
- *Material*
- *Tools*

**Resource Line No.** (resource line number) Select the resource line number associated with the work order.

### Changing Work Order Information

If the purchase order distributions are associated with a requisition, you must clear the requisition before you can change the work order information. Also, if the work order is associated with the purchase order schedule (non-inventory and ad hoc (description-only) lines), when you make a change to the purchase order and reopen the quantity back on the requisition, the system will reopen the requisition pegs to the work order. Changes that can cause this behavior are reducing quantity, canceling a distribution, and deleting a distribution. If the purchase order is for an inventory item, reopening the requisition quantity does not reopen the pegs—you must manually redo the pegging.

### See Also

Chapter 26, "Creating Requisition Change Orders," page 455

Chapter 9, "Using Default Hierarchies," Understanding the UOM Conversion Hierarchy, page 142

Chapter 9, "Using Default Hierarchies," Understanding Multicurrency Conversions, page 154

Chapter 9, "Using Default Hierarchies," Understanding the Vendor Location Hierarchy and Multicurrency Pricing, page 147

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Defining Your Operational Structure in PeopleSoft Inventory," Establishing Operation Closure Dates

*PeopleSoft Enterprise Maintenance Management 8.9 PeopleBook*, "Understanding Maintenance Management"

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Pegging Supply and Demand"

## Entering VAT Schedule Information

Access the VAT Information for a Schedule page.

### Expanding and Collapsing Sections

**Expand All Sections** Click 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 purchase of goods separately from services. The default comes from PeopleSoft 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 setting in the PeopleSoft Purchasing defaulting hierarchy (for example on the vendor or business unit), the system sets the value for this field as follows:

- If the ship from location is specified, this field is set to the vendor's ship from location country
- If the ship to location is specified, this field is set to the ship to location country.
- If the buyer's location is specified, this field is set to the Purchasing business unit bill to location country.
- If the suppliers location is specified, this field is set to the vendor's order from location country.

**Service Performed State** Depending on the services performed setting in the PeopleSoft Purchasing defaulting hierarchy (for example on the vendor or business unit), the system sets the value for this field as follows:

- If the ship from location is specified, this field is set to the vendor's ship from location state.
- If the ship to location is specified, this field is set to the ship to location state.
- If the buyer's location is specified, this field is set to the Purchasing business unit bill to location state.
- If the suppliers location is specified, this field is set to the vendor's order from location state.

  This value appears only if the value in the Service Performed Country field 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** Displays the vendor's ship from location state if the ship from country is defined as tracking VAT by state or province. 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** Displays the ship to location state if the ship to country is defined as tracking VAT by state or province. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

## VAT Defaults

**Service Type** Displays the VAT service type of *Freight* or *Other* if the transaction is for a service. The value in this field determines whether the special rules for freight transport within the European Union apply. The default value comes from five

drivers in the VAT default hierarchy, purchase order options, vendor, vendor location, item category, and item.

**Place of Supply Driver** Displays the usual place of supply (that is, the place where VAT is usually liable) for the service, if the transaction is for a 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.*The default value comes from five drivers in the VAT default hierarchy, purchase order 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** Displays the state within the reporting country that is used to retrieve values from the VAT Defaults table (if the reporting country requires that VAT be tracked by state or province).

**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: *None, Exonerated,* or *Suspended.* 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:

*Gross:* The system calculates VAT before it applies any early payment discounts.

*Net:* 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 won't 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 check box 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:

*Invoice:* VAT is recognized at time of invoice.

*Payment:* 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, purchase order 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 two 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 available only 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 available only 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:

*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* (European Union goods purchase): If the ship from and ship to countries are different, the system determines whether both countries are located within the EU. 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* (European Union 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 EU, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If 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 EU, and the vendor is not registered in the ship to country, the transaction would be treated as an import. If 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 on 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**

Select this check box to enable entry of vouchers where VAT is not included on the invoice but is payable to the 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 the changes. All changes that 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:

*All lower levels:* Resets all VAT defaults at lower levels for this page, namely the requisition distribution level.

*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 value that you selected in the Levels field. Any changes that you have previously made to VAT defaults will be lost.

**Note.** Reset redetermines the VAT defaults. This does not necessarily mean that 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, clicking this reset button will redetermine all defaults based on the new driver value.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Getting Started”

## Entering Schedule Details

Access the Schedule Details page.

### Details

**Tax Destination**

Displays the 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**

Displays the 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 Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Defining Ultimate Use Codes

## Creating a One-Time Use Address

Access the Requisition ShipTo 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.

**Note.** This page is unavailable for direct shipment requisitions that originated from PeopleSoft Order Management. To change address on a direct ship requisition you must change the address associated with sales order in PeopleSoft Order Management.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Vendor Addresses

# Using Pegging with Requisitions in PeopleSoft Purchasing

This section provides an overview of pegging requisitions to sources of demand such as sales orders and material stock requests from inventory, and discusses how to:

- Use the Pegging Workbench.
- View pegging information.

## Understanding Using Pegging with Requisitions in PeopleSoft Purchasing

The pegging process can be used with requisitions and purchase orders. By using the pegging feature, you can prevent the incoming supply from being promised, reserved, or allocated to another order by tagging it to be used specifically for certain requisitions and subsequent purchase orders. Requisitions and purchase orders can be used as supply to satisfy sales orders or material stock requests (MSR) from inventory. However, pegs can be broken (removed) by using the Pegging Workbench.

If a requisition is pegged to satisfy specific demand such as a sales order or MSR, this information is copied over to the purchase order.

There are two types of pegs:

- A *soft peg* links an outgoing order to the quantity included in an incoming supply. For example, a sales order for 10 units is soft pegged to an incoming purchase order with 2,000 units. When a soft peg is changed or canceled, the peg is changed but the incoming supply (in this case the purchase order) is not changed. A notification is sent to the buyer informing them that a change in the demand pegged to the PO has taken place. Soft pegs are useful when items are in short supply and you want to peg higher priority customer orders to specific supply.
- A *hard peg* is created when a sales order (demand) creates a purchase order, requisition, or interunit transfer (supply) to fulfill it. Hard pegs are only created from the sales order when adding a Direct Ship or Direct Receipt. All other orders would be considered soft pegs and will result in notifications only upon changes. When a hard peg is changed or canceled, not only is the peg changed, but also the incoming supply is changed. For example, a sales order for 10 units is hard pegged to an incoming purchase order with 10 units. If the sales order is changed to 4 units, then the purchase order is changed to 4 units. Hard pegs are useful for make-to-order items or special products.

### Hard Pegs v. Soft Pegs

The following are examples of hard pegs:

- A new 'Direct Ship' purchase order (formerly drop ship purchase order)

- A new ‘Direct Receipt’ purchase order or a ‘Direct Receipt’ interunit transfer that is created from a sales order
- A new ‘Direct Ship’ requisition (formerly drop ship requisition)
- A new ‘Direct Receipt’ requisition that is created from a sales order

**Note.** All other orders would be considered soft pegs.

### See Also

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Pegging Supply and Demand”

## Prerequisites

Pegging can be set up at the business unit, item, or user level. In order to use this feature, you must set up these pages:

1. Pegging Setup (Inventory, Order Pegging, Business Unit Setup): To define pegging attributes for the PeopleSoft Inventory business unit.
2. Pegging Item Setup (Inventory, Order Pegging, Item Setup); To define pegging attributes for the item and business unit combination.
3. User Security (Inventory, Order Pegging, User Security): Select the type of supply and demand with which users can control.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Pegging Supply and Demand”.

## Pages Used to Peg Requisitions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pegging Workbench | IN_PEG_DETAIL_SP | Purchasing, Requisitions, Add/Update Requisitions<br>Click the Schedules button for a particular line item on the requisition.<br>Click the Statuses tab.<br>Click the Pegging Workbench button. | Apply, change, or remove pegs from items. |
| Pegging Inquiry | IN_PEG_DETAIL_SP | Click the Pegging Inquiry button on the Maintain Requisitions - Schedule page. | View pegging information for line items. |

## Using the Pegging Workbench

Access the Pegging Workbench page.

**Pegging Workbench**

| | | | | | |
|---|---|---|---|---|---|
| **Order Type:** | Requisition | | | **Inventory Unit:** | US010 |
| **Unit:** | US001 | **Order No:** | 0000000183 | | |
| **Order Line:** | 1 | **Schedule:** | 1 | **Distribution Line:** | 1 |
| **Item ID:** | 10004 | | | **QTY Order:** | EA |
| **Schedule Date:** | | | | **QTY Sourced:** | 20.0000 |
| **From Date:** | | **To Date:** | | **Peg Remaining:** | 0.0000 |

Refresh ☑ **Hide Other Fully Pegged Orders**

Add Work Order Material

**Details** Customize | Find | View All | First 1-3 of 3 Last

Order | Quantity

| Order Type | Order Information | Line | Schedule Date | Hard Peg | QTY Available Remaining | QTY Pegged | Open QTY Pegged |
|---|---|---|---|---|---|---|---|
| Sales Order | US001/WES0001 | OM/3/1/1 | 08/02/2000 | ☐ | 12.0000 | 0.0000 | |
| Stock Request | US010/MSR0000002 | IN/1/3/1 | 08/16/2000 | ☐ | 2.0000 | 0.0000 | |
| Sales Order | US001/CEN1092 | OM/1/1/1 | 04/28/2005 | ☐ | 1.0000 | 0.0000 | |

OK Cancel

Pegging Workbench for requisitions

---

**Note.** Items must indicate that they are to be received into an Inventory business unit in order to access the Pegging Workbench.

---

Use the Pegging Workbench to apply, change, or remove pegs. The workbench enables you to link a specific quantity from a demand to incoming supply. For example, 10 units of a soft-reserved item on a sales order's demand line can be pegged to 10 units on a requisition line. One demand line can be pegged to one or more supply-side lines. For example, 10 units of a soft-reserved item on an order's demand line can be pegged to 4 units on one purchase order and 6 units on another purchase order. In addition, you can peg the supply side to the demand side; for example, starting with a purchase order line with 10 units and pegging to a sales order that needs 10 units.

**From Date** and **To Date** — Enter beginning and end dates for pegged information.

**Hide Other Fully Pegged Orders** — Select this check box if you want to filter out other orders than are completely pegged to other orders.

## Details

**Order Information** — Displays the source business unit and order number. Select the line to access an inquiry page with additional information about this order.

**Line** — Displays the order line, schedule line, distribution (or demand) line.

**Schedule Date** — Displays the date of the schedule.

**Hard Peg** — Indicates if the row has hard pegged demand or supply. Hard pegs indicate that the existing peg has a one to one relationship between a demand line and a supply-side line. If you attempt to peg additional demand or supply quantities to this row, the system displays a warning message that will change the

peg to a soft peg. If you continue with the change, then the peg chain will be changed to a soft peg.

**QTY Available Remaining** Displays the item quantity that is available to be pegged.

**QTY Pegged** Displays the quantity of this line that has already been pegged to another order.

**Open Qty Pegged** To create a peg, enter a quantity in this field to be pegged against the line displayed at the top of this page and then hit the Save button. This creates the peg chains for the demand and supply.

To break (remove) a peg, enter zero in this field and then click the Save button.

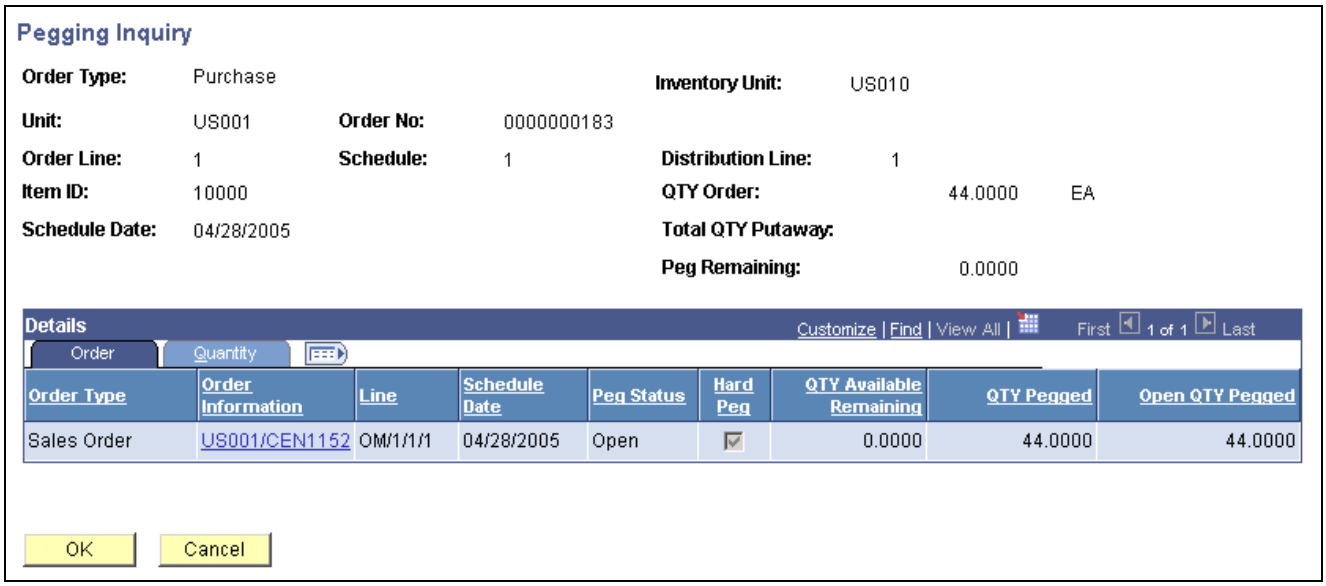
**Pegged QTY Received** Displays the pegged quantity that has already been received into a PeopleSoft Purchasing business unit.

### Quantity tab

View the quantity that has been sourced for the specific order.

## Viewing Pegging Information

Access the Pegging Inquiry page.



Pegging Inquiry page

**Important!** You must save any changes before you can access the Pegging Inquiry page.

Use this page to view information such as order type, order information, and quantity pegged that is associated with any pegged orders.

### See Also

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Pegging Supply and Demand”

# 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 - Requisition<br>Click the Schedule button on the Maintain Requisitions - Requisition page.<br>Click the Distribution button on the Maintain Requisitions - Schedule page. | Specify multiple shipping schedules for each line and define multiple distributions for each schedule. |
| Currency Information | EXCH_RT_DTL2_INQ | Click the Exchange Rate Detail button on the Maintain Requisitions - Distribution page. | Display the rules used to calculate exchange rates for the transaction. |
| 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. |
| Multiple SpeedCharts | RUN_REQSPCHARTS_OL | Click the Multi-Speed Charts link on the Maintain Requisitions - Distribution page. | Define multiple speed charts and the requisition quantity to distribute for each speed chart. |

## Entering Distribution Information

Access the Maintain Requisitions - Distribution page.

Maintain Requisitions

Distribution

Requisition ID: NEXT
Line: 1
Schedule: 1
Ship To: US008 USA - Colo
*Distribute by: Quantity
SpeedChart: Multi-SpeedCharts

Item: 10000 Long Sleeve Biking Jersey, Men
Status: Approved
Quantity: 14.0000 EA
Open Quantity: 14.0000
Amount: 297.50 USD

Distributions Customize | Find | View All | First 1 of 1 Last

Chartfields | Details | Asset Information

| 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 selected the Override option and you split 50 percent 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 the schedule to divide the delivery of goods among business units in the organization and to further define the accounting distributions. Sequential numbers are assigned to each distribution that you define for a schedule.

Distributions are transferred to purchase orders, but are not sent to the vendor.

**Distribute by**

Select the method used to allocate the 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.

*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).

*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 the outstanding pre-encumbrance and encumbrance balances by amount or quantity.

---

**Note.** This field is visible only 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 Purchasing Definition - 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.

**Multi-SpeedCharts** Click this link to access the Multiple Speed Charts page. Use this page to define multiple speed charts and the requisition quantity to distribute by speed chart.

**Open Quantity** and **Open Amount** Displays the quantity on the schedule not yet sourced to a purchase order, if you are distributing by quantity. If you are distributing by amount, this field displays the amount on the schedule not yet sourced to a purchase order.

The following fields apply to the entire distribution.

**Quantity** Displays the quantity of items on the schedule, along with the applicable unit of measure.

**Amount** Displays the total price of the items on the schedule, along with the transaction currency.

## ChartFields Tab

Select the ChartFields tab.

**Status** Displays the distribution line status:

*Complete:* Distribution line has met requisition reconciliation criteria and has been closed.

*Open:* 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.

*Canceled:* Distribution line has been canceled and is not available for sourcing.

*Processed:* Distribution line is available for sourcing and is either in process or complete. This status implies that the line has already been processed.

**Percent** Enter the 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 the distribution method, is calculated based on the value you enter.

**Quantity** Enter the quantity of items that you want distributed on the distribution line. The value in the Percent field is calculated based on this value.

This field is available for entry when you distribute by quantity.

---

**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** Enter the total amount that you want distributed on the distribution line. The value in the Percent field is calculated based on this value.

This field is available for entry when you distribute by amount.

**Account** and **Alt Account** (alternate account)

Select the account and alternate account for this distribution line.

If you associate a purchasing kit definition with a requisition, the account and alternate account fields will appear by default from the purchasing kit definition. If the fields are not defined on the purchasing kit definition the system will look at the header defaults, if the fields are not there, the system will continue to look at the other levels of the default ChartField hierarchy.

See Chapter 9, "Using Default Hierarchies," Purchasing ChartField Default Hierarchy, page 142.

See Chapter 6, "Defining Purchasing Item Information," Creating Purchasing Kits, page 103.

## Details Tab

Select the Details tab.

**IN Unit**(PeopleSoft Inventory business unit)

Select the default PeopleSoft 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 PeopleSoft 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 unavailable for entry. You can enter a PeopleSoft Inventory business unit for items that are identified as stockless.

The presence of an Inventory business unit value in this field causes 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**

Displays as selected when the purchase order 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)

Enter the quantity on the distribution not yet sourced to a purchase order. This field is available for entry when you distribute by quantity.

**Open Amt** (open amount)

Enter the amount on the distribution not yet sourced to a purchase order. This field is available for entry when you distribute by amount.

**GL Base Amount** (general ledger base amount)

Displays the total amount of the distribution, expressed in the base currency of the PeopleSoft General Ledger business unit associated with the distribution line.

**Distribution VAT**

Click to view VAT information for current line, schedule, and distribution.

Click the Exchange Rate Detail button to access the Currency Information page. Use this page to view the rules used to calculate exchange rates for the transaction.

Click the Cancel button 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 for entry.

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.

---

## Asset Information Tab

Select the Asset Information tab.

**AM Unit** (PeopleSoft Asset Management business unit)

Select a PeopleSoft Asset Management business unit to associate with the asset item. If this field is populated by the system, the value appears by default from the PeopleSoft Purchasing business unit or the Requisition Defaults page.

---

**Note.** If you consider an item to be an asset and plan to pass it to PeopleSoft Asset Management through the PeopleSoft Receiving business process, you must populate both the PeopleSoft Asset Management business unit and Profile ID fields.

If both fields contain values, data is written to the PeopleSoft Asset Management staging tables. If only one of the fields is populated, the system will not consider the item an asset. All of the information that you enter on this page is passed to PeopleSoft Asset Management.

---

**Profile ID**

Select an asset profile ID.

**CAP#** (capital acquisition plan number)

Select a CAP number defined for this item in PeopleSoft Asset Management. This is required only if the item is capitalized.

**Sequence**

Select a sequence number for the capital acquisition plan.

**Tag Number**

Enter an 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 passed on to PeopleSoft Asset Management.

In addition, the system checks the tag number you enter on the requisition to make sure it is not already assigned to an asset, when the Allow Dup Tags option is not set for the PeopleSoft Asset Management business unit. If the tag number has already been assigned to another asset the system will give you a warning message. The system only looks at the Assets table it does not look at the interface tables, previously entered receipts, purchase orders, or requisitions to see if the tag number has been assigned to another pending transaction.

**EmplID**

Select an employee ID of the custodian for this item. This information corresponds to the employee ID number on the Asset Custodian/License/Manufacturer page.

**Capitalize** Designates a capitalized item. A PeopleSoft Asset Management business unit must be selected in order for this check box to be enabled. If the item is capitalized, it can be depreciated before being paid.

**Cost Type** Select the 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 Enterprise Cost Management 8.9 PeopleBook*, "Defining the Cost Foundation for Makeable Items".

### See Also

Chapter 23, "Creating Requisitions Online," Creating Requisition Header Information, page 380

Chapter 23, "Creating Requisitions Online," Creating Requisition Lines, page 396

Chapter 23, "Creating Requisitions Online," Creating Requisition Schedules, page 408

Chapter 9, "Using Default Hierarchies," page 131

Chapter 12, "Using Commitment Control," page 167

Chapter 41, "Receiving Shipments," page 789

## 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.

*Distribution GL Business Unit* (distribution General Ledger business unit): If you select this value, the system uses the PeopleSoft General Ledger business unit on the distribution line to search for the taxable and exempt percentages.

*Transaction Business Unit:* If you select this value, the system uses the applicable transaction business unit to search for the taxable and exempt percentages

*Transaction GL Business Unit* (transaction General Ledger business unit): If you select this value, the system uses the PeopleSoft General Ledger business unit to which the applicable transaction business unit is mapped to search for the taxable and exempt percentages.

**Recovery Source** See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Processing Value Added Tax (VAT) in Payables".

**Rebate Source** See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Processing Value Added Tax (VAT) in 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** Displays the amount of VAT that is recoverable in transaction currency.

**Recovery Amount Base** Displays the amount of VAT that is recoverable in base currency.

**Rebate Amount** Displays the amount of VAT that is available as a rebate in transaction currency.

**Rebate Amount Base** Displays 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 Enterprise Global Options and Reports 8.9 PeopleBook*, "Getting Started"

## Copying an Existing Requisition to a New Requisition

This section discusses how to copy existing requisitions.

## Pages 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 - Requisition page. | Select an existing requisition to copy to the 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.

When you copy a requisition that has procurement card information defined, the system will not copy over the procurement card information to the new requisition. The system will redetermine the procurement card information for the new requisition by looking at the card information that is defined for the requester.

When you copy a requisition that is associated with a PeopleSoft Maintenance Management work order, the system will not copy over the work order information to the new requisition.

You can copy a canceled requisition or a requisition that has canceled lines to a new requisition. If you copy a canceled requisition all the lines from the canceled requisition are copied over to the new requisition and the status of the lines is made active. If you copy a requisition that has one or more lines canceled, only the active lines from the existing requisition are copied to the new requisition.

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.

# Printing Requisition Templates

This section provides an overview of the Requisition Template SQR Report (PORQ011) and lists the page used to generate the report.

## Understanding the Requisition Template SQR Report (PORQ011)

The Requisition Template report provides a printed requisition form that 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 completed by the requester. The Requisition Template can help streamline the requisition process and improve the accuracy of data entry.

## Page Used to Print Requisition Templates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Requisition Template | RUN_PORQ011 | Purchasing, Requisitions, Reports, Requisition Template | Produce the Requisition Template report. |

# Previewing and Printing Requisitions

This section discusses how to:

- Preview requisitions.
- Print requisitions.

## Pages Used to Preview and Print Requisitions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Requisitions - Requisition | REQ_FORM | Purchasing, Requisitions, Add/Update Requisitions, Maintain Requisitions - Requisition | Preview requisitions online. |
| Requisition Print | RUN_POY100 | Purchasing, Requisitions, Reports, Print Requisition, Requisition Print | Produce the Requisition Print SQR Report (PORQ010). You can print one or multiple requisitions. |

## Previewing Requisitions

Access the Maintain Requisitions - Requisition page.

**View Printable Version** Click this link to preview the requisition printout on the screen. This option does not print the requisition. Be aware that the requisition is saved prior to display.

**Note.** You must set up the REN server to view the printable version. See the system administrator for the proper REN Server setup.

## Printing Requisitions

Access the Requisition Print page.

**Business Unit** Select a 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 Statuses to Include group box are printed.

**From Date** and **Through Date** Select the date range for the requisitions you want to print. If you select a single requisition in the Requisition ID field, this information is ignored.

## 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.

# CHAPTER 24

# Using the Requisition Loader

This chapter provides an overview of the Purchasing Requisition Loader Application Engine process (PO_REQLOAD) and discusses how to:

- Load requisitions.
- Subscribe to the Purchase Order Requisition enterprise integration point (EIP).
- Correct Purchasing Requisition Loader process errors.
- Update direct shipment information.
- Purge requisition load requests.

## Understanding the Purchasing Requisition Loader Application Engine Process (PO_REQLOAD)

The Purchasing Requisition Loader process collects purchase requests from PeopleSoft Inventory, PeopleSoft Order Management, PeopleSoft Project Costing, PeopleSoft Product Configurator, PeopleSoft Maintenance Management 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 or generating inventory demand transactions. Before running the Purchasing Requisition Loader process, you must establish this requisition default information on the Requisition Loader Defaults - Req Loader Defaults (requisition loader defaults - requisition 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 PeopleSoft Purchasing business unit.

This process will also populate the procurement card information on the requisition if default procurement card information is defined for the requester. If during this process the system determines that the procurement card has expired, it will go ahead and create the requisition without the procurement card information. In this situation the process does not issue any messages. Finally, 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 Enterprise Integrated FieldService, 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 24, "Using the Requisition Loader," Correcting Purchasing Requisition Loader Process Errors, page 441

Chapter 24, "Using the Requisition Loader," Purging Requisition Load Requests, page 447

Chapter 12, "Using Commitment Control," Comm. Cntrl. Budget Processor Process in PeopleSoft Purchasing, page 168

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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 PeopleSoft 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 Requisition Loader Defaults - 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 PeopleSoft 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 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 purchase order, 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 direct shipment from the vendor to the customer. 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 direct 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 purchase order. 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 direct shipment purchase requests, the direct ship from vendor schedule is in *In Process* status. Once the Purchasing Requisition Loader process successfully creates a requisition for the purchase request, the direct ship from vendor 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.

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**Note.** Direct ship from vendor orders are not eligible for receiving in PeopleSoft Purchasing because they are normally sent directly to a customer site and received there.

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## 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 PeopleSoft Product Configurator orders in *Open* status. The Consolidate with other Reqs and Inventory Source Flag check boxes for the PeopleSoft Product Configurator system source and Loader business unit must be clear for this process to work as designed. The Purchasing Requisition Loader process sets these PeopleSoft Product Configurator defaults to *No*. Alternatively, you can set these defaults on the Requisition Loader Defaults - Overrides and Options page for the PeopleSoft 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.

## Project Costing System Source

When running the Purchasing Requisition Loader process, you can have it query the PeopleSoft Project Costing system source (PROJ_RESOURCE table) for PeopleSoft Project Costing purchase requests. To have the process query this table, select a system source field value of *PPC* (project costing online entry page) on the Requisition Loader page.

The Purchasing Requisition Loader process retrieves PeopleSoft Project Costing purchase requests that meet the following criteria:

| Field | Field Value |
|---|---|
| DEFAULT_ANALYSIS_TYPE | *REQ* (required) |
| PO_DISTRIB_STATUS | *I* (active) |

While the Purchasing Requisition Loader process is processing the PeopleSoft Project Costing purchase request, the Project Costing order is in *In Process* status. Once the Purchasing Requisition Loader process creates requisitions from the PeopleSoft Project Costing 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.*

## Maintenance Management System Source

When running the Purchasing Requisition Loader process, you can have it query the PeopleSoft Maintenance Management system source (WM_WO_SCHED_PO table) for description only or non-inventory line items that need to be sourced through PeopleSoft Purchasing. To have the process query this table, select a system source field value of *WM* (Maintenance Management) on the Requisition Loader page.

The Purchasing Requisition Loader process retrieves PeopleSoft Maintenance Management requisitions in *Ready to Stage*status (WO_REQ_STATUS). While the Purchasing Requisition Loader process is processing the maintenance management requests, the maintenance management requisition status is *In Process.* Once the Purchasing Requisition Loader process successfully creates a requisition for the maintenance management requisition, the maintenance management requisition is in *Complete* status.

The Purchasing Requisition Loader process retrieves the PeopleSoft Maintenance Management procurement distribution rows if the item is non-inventoried or open description. It then copies the distribution rows to the requisition. It also copies the project business unit, project, and project activity from the work order.

Plus, the process will clear the asset information for distributions that are associated with PeopleSoft Maintenance Management work orders because requisitions associated with work orders cannot be designated for PeopleSoft Asset Management.

## External System Sources

External system sources for the Purchasing Requisition Loader process include third-party systems, PeopleSoft Enterprise Integrated 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 | *BPO* |
| PeopleSoft CRM FieldService | *BPO* |
| Third-party data source | *FRM* (external form) |

## See Also

Chapter 24, “Using the Requisition Loader,” Correcting Purchasing Requisition Loader Process Errors, page 441

Chapter 24, “Using the Requisition Loader,” Updating Direct Shipment Information, page 445

Chapter 10, “Using Messaging,” Processing Inbound Messages, page 159

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, “Replenishing Inventory,” Understanding Inventory Replenishment Processing

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, “Replenishing Inventory,” Creating and Modifying Replenishment Requests

*PeopleSoft Enterprise Order Management 8.9 PeopleBook*, “Maintaining Order Schedule Information,” Maintaining Order Schedule Information

*PeopleSoft Enterprise Product Configurator 8.9 PeopleBook*, “Using PeopleSoft Product Configurator,” Creating Direct Production and Requisition Orders

*PeopleSoft Enterprise Product Configurator 8.9 PeopleBook*, “Using Configuration Rule Actions,” Defining Purchase Item Rules

*PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, “Tracking Procurement Costs,” Integrating Requisitions and Purchase Orders with Project Costing

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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 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.

PeopleSoft Purchasing batch and the external system sources are always valid values. Other valid system sources vary depending on the applications installed.

Values include:

*BCP* (configurator product batch).

*BIN* (inventory batch).

*BOM* (order management batch).

*BPO* (purchase order batch).

*POU* (point of use).

*PPC* (project costing online entry page).

*WM* (maintenance management)

**Run Type**

Select whether to run the process for all business units, one business unit, one purchase request, or a range of business units. The Auto Load Indicator check box on the Requisition Loader Defaults - Req Loader Defaults page must be selected for business units and their requests to be eligible for processing in conjunction with the *All Business Units* and *Range of Business Units* run types. Run types are:

*All Business Units:* Select to run the process for all business units.

*One Business Unit:* Select to run the process for one business unit. If you select this value, enter a value in the Requesting Loader Bus Unit (requesting loader business unit) field.

*One Request:* Select to run the process for 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.

*Range of Business Units:* Select to run the process for a range of business units. If you select this value, enter a From and To Requesting Loader Bus Unit.

**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 Requisition Loader Defaults - 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 requisitions 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 determines the requisition ID.

*When not specified use:* 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 this check box to create a separate requisition ID for each replenishment ID (PeopleSoft Inventory), loader requisition ID (external), resource ID (PeopleSoft Project Costing), 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 are unavailable for entry.

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.

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**Note.** If the rows for the Purchasing Requisition Loader process have stockless items and standard items (items you stock) and you *do not* select the Create Mult Reqs check box, the system will still create separate requisitions one for the stockless items and one for the standard items.

---

**Auto Line Numbering**

Select automatic line numbering options for the requisitions that are created by the Purchasing Requisition Loader process. Values are:

*Auto Assign:* Select to have the system assign a number to each requisition line automatically. Any requisition line numbers that you entered previously are overridden.

*When not specified:* Select to have the system assign requisition line numbers only when a line number is not specified.

**Copy Item Spec** (copy item specifications) Select this check box 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:

*Always Override:* Select to have the system override the vendor that is selected on the requisition and substitute it with the preferred vendor.

*None:* 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.

*When not specified:* Select to have the system select the preferred vendor only on requisitions that do not have a vendor specified.

### See Also

Chapter 24, "Using the Requisition Loader," Defining Purchasing Requisition Loader System Sources, page 434

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Purchasing Installation Options

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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 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 | SCM Integrations, Setup, Data Collection, 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 | SCM Integrations, Transaction Error Handling, Maintain Data Definitions, Data Def Maint | 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 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 provides an overview of the Purchasing Requisition Loader error processing and discusses how to:

- Review and correct Purchasing Requisition Loader process data errors.
- View and enter requisition comments.
- Enter or edit override address information.

## Understanding the Purchasing Requisition Loader Error Processing

During processing, the Purchasing Requisition Loader process, 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

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft 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 process data for the external form and purchasing batch system sources.<br>For other system sources, errors are set as statuses on source records. Access the source document directly to correct data. |
| Description | PO_REQLOAD_DESCR | Click the Description link on the Requisition Loader Request page. | Enter and view descriptions for a specific item.<br>The item description link comprises the first 30 characters of the item's description in the Transaction Item Description text box on the Description page. |
| Asset Information | REQ_LOAD_ASSET | Click the Asset Information link on the Requisition Loader Request page. | Enter asset information for an eligible item. |
| Comments | REQ_LOAD_CMT1 | Click the Comments link on the Requisition Loader Request page. | View and enter comments for specific requisitions. |
| Category Search | CAT_SEARCH_SEC | Click the Category Search link 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 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. |
| View Category Hierarchy | CAT_PARENTAGE_SEC | Click the View Hierarchy link on the Requisition Loader Request page. | View information about where a category resides in the entire catalog tree hierarchy. |

# Reviewing and Correcting Purchasing Requisition Loader Process Data Errors

Access the Requisition Loader Request page.

## Requisition Tab

**Status** Displays 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** Displays 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 in order to save the page.

## Price Tab

Select the Price tab.

**Ship To Customer** Displays the ship to 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** (PeopleSoft Inventory business unit) Displays the PeopleSoft Inventory business unit that is assigned to the requisition line.

**Revision** Displays the manufacturer's product revision number of the requested item. If the ship to is a PeopleSoft 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) Displays the requisition quantity. If no requisition quantity appears, you must enter a value here.

**Calc Price** (calculate price) Select this check box if you want the requisition price to be recalculated for the purchase order by the PO Calculations process (PO_POCALC).

## Chartfields Tab

Select the 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 appears by default from the Requester Setup page (REQUESTOR_TBL) 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. You cannot override this value 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.

**GL Unit** (PeopleSoft General Ledger business unit) Displays 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.

**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) Select 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** Displays the user ID of the person who entered the requisition.

### See Also

Chapter 14, "Using Entry Events," page 203

Chapter 33, "Using Purchase Order Sourcing," Running the PO Calculations Process, page 658

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Ultimate Use Codes

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Requesters and Defaults

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Using Requisition Loader Defaults and Overrides

## Viewing and Entering Requisition Comments

Access the Comments page.

**Comment Type** Select a comment type. Types are:

*Header:* Comments are designated as requisition header comments and are accessible from the Maintain Requisitions - Requisitions page.

*Line:* Comments are designated as requisition line comments and are accessible from the Maintain Requisitions - Requisitions page.

**Allow Modify Comments** Select this check box to enable other users to modify these comments.

**Send to Vendor** Select this check box to send these comments to vendors.

**Shown at Receipt** Select this check box to have these comments appear on the receipt documents.

**Shown at Voucher** Select this check box to have these comments appear on the voucher.

### See Also

Chapter 23, "Creating Requisitions Online," Entering Requisition Header Information, page 384

## 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 Direct Shipment Information

This section provides an overview of the Direct Shipments Update Application Engine process (PO_REQDROP) and discusses how to run the Direct Shipments Update process.

## Understanding the Direct Shipments Update Application Engine Process (PO_REQDROP)

The Direct Shipments Update process 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 direct ship status (PO_DISTRIB_STATUS) value of *Modified.* When you modify certain aspects of direct ship from vendor sales order lines or shipment schedules in PeopleSoft Order Management, the system sets the direct ship status to *Modified.*

Changes made to the following fields set the direct 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 | REQ_SHIP_DTTM | Shipment Schedules |
| Requested Shipment Time | REQ_SHIP_DTTM | Shipment Schedules |

| Field | Field Name | PeopleSoft Order Management Page |
|---|---|---|
| Requested Arrival Date | REQ_ARRIVAL_DTTM | Shipment Schedules |
| Requested Arrival Time | REQ_ARRIVAL_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 direct 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 direct ship from vendor sales order schedule, the system sets the drop ship status to *Modified.* The corresponding requisition and purchase order schedules are also canceled. After the Direct Shipments Update process runs, if the direct ship from vendor sales order schedule is changed, the direct ship status (PO_DISTRIB_STATUS) is set to *Processed.* If the direct ship from vendor sales order schedule is canceled, the system sets the requisition distribution status to *Canceled.* If the requisition is sourced to a purchase order, an entry is created for the Change Purchase Order process. When the change order is processed and if the purchase order is already dispatched, corresponding purchase order lines are canceled. If the purchase order is not yet dispatched you'll receive a message suggesting that you delete the corresponding purchase order lines.

If the requisition has already been sourced to one or more purchase orders, 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 purchase order.

# Page Used to Update Direct Shipment Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Update Direct Ship | RUN_REQ_DRPSHP_CHG | Purchasing, Requisitions, Update Direct Shipments, Update Direct Ship | Run the Direct Shipments Update process. |

# Running the Direct Shipments Update Process

Access the Update Direct Ship page.

## Process Request Parameters

**All Business Units** Select to run this process for all PeopleSoft Order Management business units. If you clear this check box, enter a single PeopleSoft Order Management business unit value in the Order Management Business Unit field.

# Purging Requisition Load Requests

This section provides an overview of the Purge Requisition Load Request Application Engine process (PO_RLRQPRG) and discusses how to run the Purge Requisition Load Request process.

## Understanding the Purge Requisition Load Request Application Engine 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 Purchasing Requisition Loader process.

To increase system performance, PeopleSoft recommends that you run the Purge Requisition Load Request process regularly, depending on how often you execute the Purchasing Requisition Loader process.

## Page Used to Purge Requisition Load Requests

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purge Reqload Requests (purge requisition load requests) | RUN_PO_RLRQPRG | Purchasing, Requisitions, Purge Load Requests, Purge Reqload Requests | Set parameters for the Purge Requisition Load Request process and initiate the process. |

## Running the Purge Requisition Load Request Process

Access the Purge Reqload Requests page.

**Purge Processed Rows** Select this check box to purge the purchase requests on the PO_REQLOAD_RQST table that are in *Processed* status.

**Purge Error Rows** Select this check box to purge the purchase requests on the PO_REQLOAD_RQST table that are in *Error* status.

**System Source** Select the system source for the requests that are to be purged.

**Requesting Loader Bus Unit** (requesting loader business unit) Select a 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:

*C* (current date): Defines the date selection operation based on the current date and the operation modifier in the Operand field.

*M* (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 (number of days) field.

*N* (no selection by date): Prevents the use of a date selection operation.

*P* (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.

*S* (specified 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:

< (less than selection date): The date selection operation captures only Purchasing Requisition Loader process 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.

<= (less than or equal to selection date): The date selection operation captures only Purchasing Requisition Loader process requests with process dates that are less than or equal to the selection date.

<> (not equal to selection date): The date selection operation captures only Purchasing Requisition Loader process requests with process dates that are not equal to the selection date.

= (equal to selection date): The date selection operation captures only Purchasing Requisition Loader process requests with process dates that are equal to the selection date.

> (greater than selection date): The date selection operation captures only Purchasing Requisition Loader process 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 process 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 process requests for purging. This field becomes available for entry when you select *S* (specified date) in the Date Selection field.

# CHAPTER 25

# 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, 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 25, "Approving Requisitions," Using Automatic Approvals, page 450

Chapter 25, "Approving Requisitions," Using Workflow Approvals, page 451

## 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 visible only on the originating page (the Approve Amounts - Approval page or Approve ChartFields - Approval page).

**View Printable Req** (view printable requisition) Click to launch the Requisition Print SQR (requisition print structured query report) process (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 25, "Approving Requisitions," Setting Up Requisition Approvals, page 451

Chapter 25, "Approving Requisitions," Approving Requisition Amounts, page 453

Chapter 25, "Approving Requisitions," Approving Requisition ChartFields, page 454

Chapter 8, "Using Workflow," Role and User Setup, page 112

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

# 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 status on the Maintain Requisitions - Requisition 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 instead use online approval pages to approve requisitions manually.

### See Also

Chapter 8, "Using Workflow," Approving Requisitions and Purchase Orders Using Workflow, page 113

Chapter 23, "Creating Requisitions Online," Entering Requisition Header Information, page 384

Chapter 8, "Using Workflow," Using PeopleSoft Purchasing Workflow Notifications, page 118

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

# 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 in the Allowed Requisition Actions group 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 | *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

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining Purchase Order Approval Requirements, page 48

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Requisition User Authorizations

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Requesters and Defaults

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

# Approving Requisitions Using Online Pages

This section provides an overview of approving requisitions using online pages and discusses how to:

- Approve requisition amounts.
- View requisition amount and ChartField details.
- Approve requisition ChartFields.

## Understanding Approving Requisitions Using Online Pages

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 - Requisition page to perform online requisition approvals.

### See Also

Chapter 23, "Creating Requisitions Online," Entering Requisition Header Information, page 384

Chapter 27, "Using the Requisition Reconciliation Workbench," page 459

## 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.<br>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 (show requisition approved currency) button on the Requisition Amount Approval page or the Requisition ChartField 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.<br>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.<br>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 - Requisition page and Maintain Requisitions - Schedule page.

### Line Details - Amounts/Qty Tab

| | |
|---|---|
| **Amount** | Displays the price of the items on the requisition line. |
| **Base Amt** (base amount) | Displays the 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

Select the Details tab.

| | |
|---|---|
| **Price Tol /Price Tol Under**(price tolerance/price tolerance under) | Displays the over and under price tolerance amount for the selected requisition line. |
| **% Prc Tol /% Prc Tol Under**(price tolerance percentage/price tolerance under percentage) | Displays the over and under price tolerance percentage for the selected requisition line. |
| **RFQ Required** (request for quote required) | Designates whether the purchase of this requisition line item requires an RFQ. |

### See Also

Chapter 23, “Creating Requisitions Online,” Entering Requisition Header Information, page 384

Chapter 23, “Creating Requisitions Online,” Entering Requisition Schedule Information, page 410

## 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 - Requisition page and Maintain Requisitions - Distributions page.

### See Also

Chapter 23, “Creating Requisitions Online,” Entering Requisition Header Information, page 384

Chapter 23, “Creating Requisitions Online,” Entering Requisition Schedule Information, page 410

Chapter 25, “Approving Requisitions,” Approving Requisition ChartFields, page 454

# CHAPTER 26

# 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 Definition - Business Unit Options page.

#### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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 results in change order sequencing.

---

# Creating Requisition Change Orders

This section discusses how 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 one.

   You can change fields that are not included on the Change Order template at any time.

### See Also

Chapter 23, "Creating Requisitions Online," Creating Requisition Header Information, page 380

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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, Ship | View requisition change order ship history. |

# CHAPTER 27

# 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 these functions:

- Updating a requisition.
- Resetting the approval status of a requisition.
- Approving a requisition.
- Canceling a requisition.
- Closing a requisition.
- Inquiring about a requisition.

### See Also

Chapter 23, “Creating Requisitions Online,” Creating Requisition Header Information, page 380

Chapter 23, “Creating Requisitions Online,” Creating Requisition Lines, page 396

Chapter 23, “Creating Requisitions Online,” Entering Distribution Information, page 423

## Prerequisites

You must have the authority to perform the actions that you specify against the requisitions that you retrieve and select. Set up this authority on the User Preferences: Procurement - Requisition Authorizations page.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 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 | Click the Search button on the Reconciliation WorkBench - Filter Options page. | Analyze, approve, unapprove, cancel, and close requisitions. |
| Requisitions inquiry | REQ_INQ_LOOKUP | Click the Requisition ID link on the Reconciliation Workbench page | View the information associated with the requisition. |
| REQ DOC Status | PRCR_DOCSTAT_INQ | Click the Doc Status (document status) button on the Reconciliation Workbench page. | View the requisition 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 link 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 link on the Reconciliation WorkBench - Schedules page. | View the distribution associated with the selected requisition. |
| Reconciliation WorkBench - Processing Results | REQ_RC_WB_RSLT | • Click an Action button on the Reconciliation Workbench.<br>• Click the View Processing Results link on the Reconciliation Workbench. | 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 Reconciliation Workbench - Processing Results page. | View the message text stating why a requisition was not qualified for processing. |

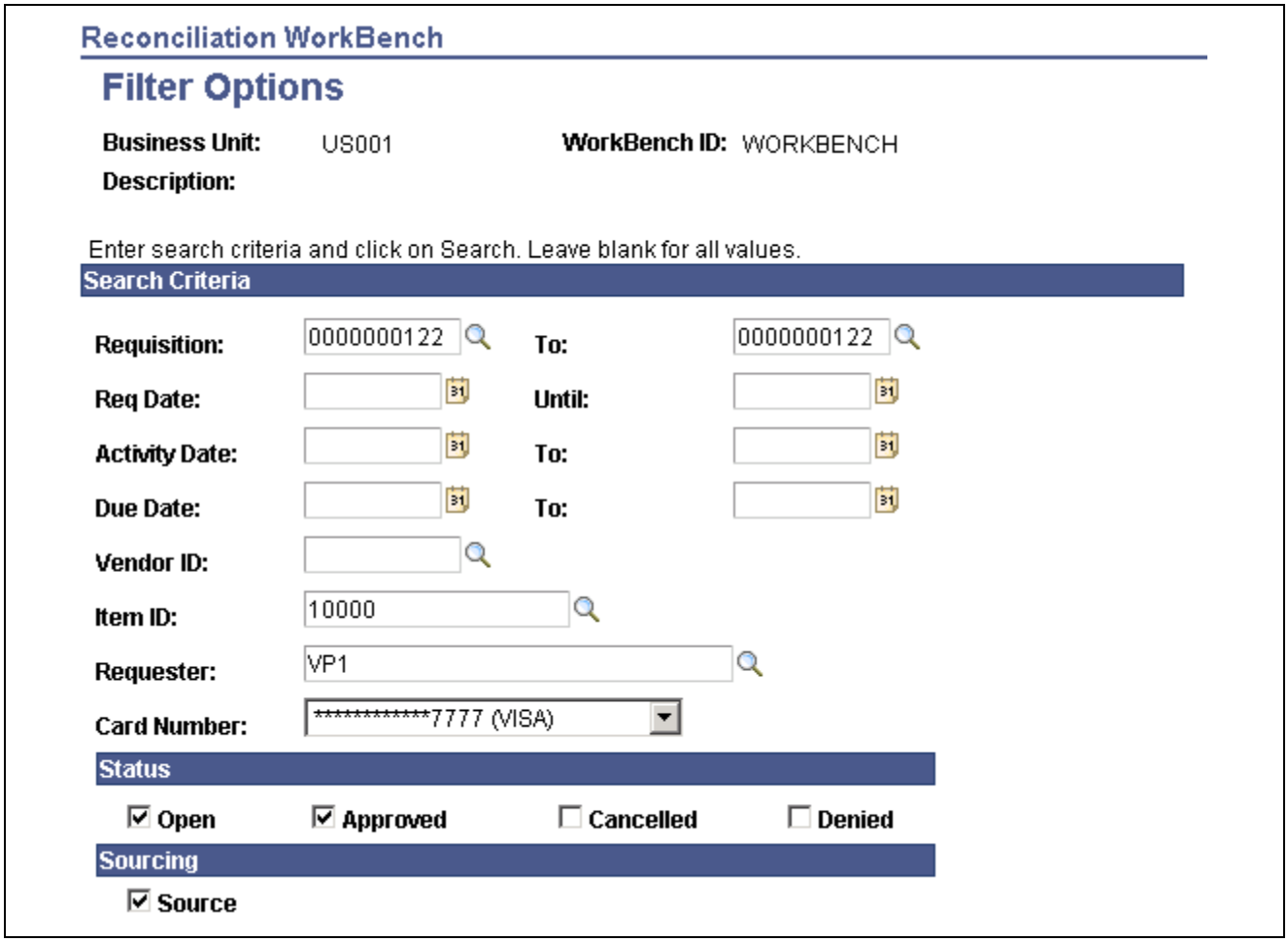
## Selecting Requisitions

Access the Reconciliation Workbench - Filter Options page.

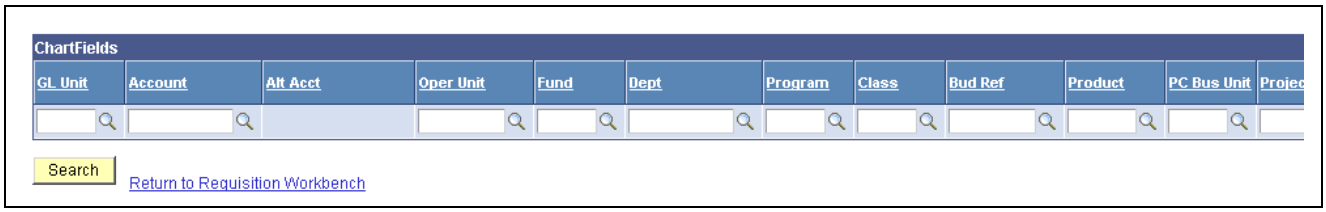
When using the Reconciliation Workbench, first select the desired requisitions. You can specify the requisition selection criteria on the Reconciliation Workbench - Filter Options page.

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.

In addition, keep in mind that the workbench can be saved and the saved criteria is reusable.




Reconciliation WorkBench - Filter Options page (1 of 2)




Reconciliation WorkBench - Filter Options page (2 of 2)

## Search Criteria

**Requester** Select the requester that created the requisitions. Once you select the requester if they use procurement cards the Card Number field will become available.

**Card Number** Select the procurement card number associated with the requisitions.

### Encumbrances

**Open Encumbrances** If you are using commitment control, the Open Encumbrances check box appears 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.

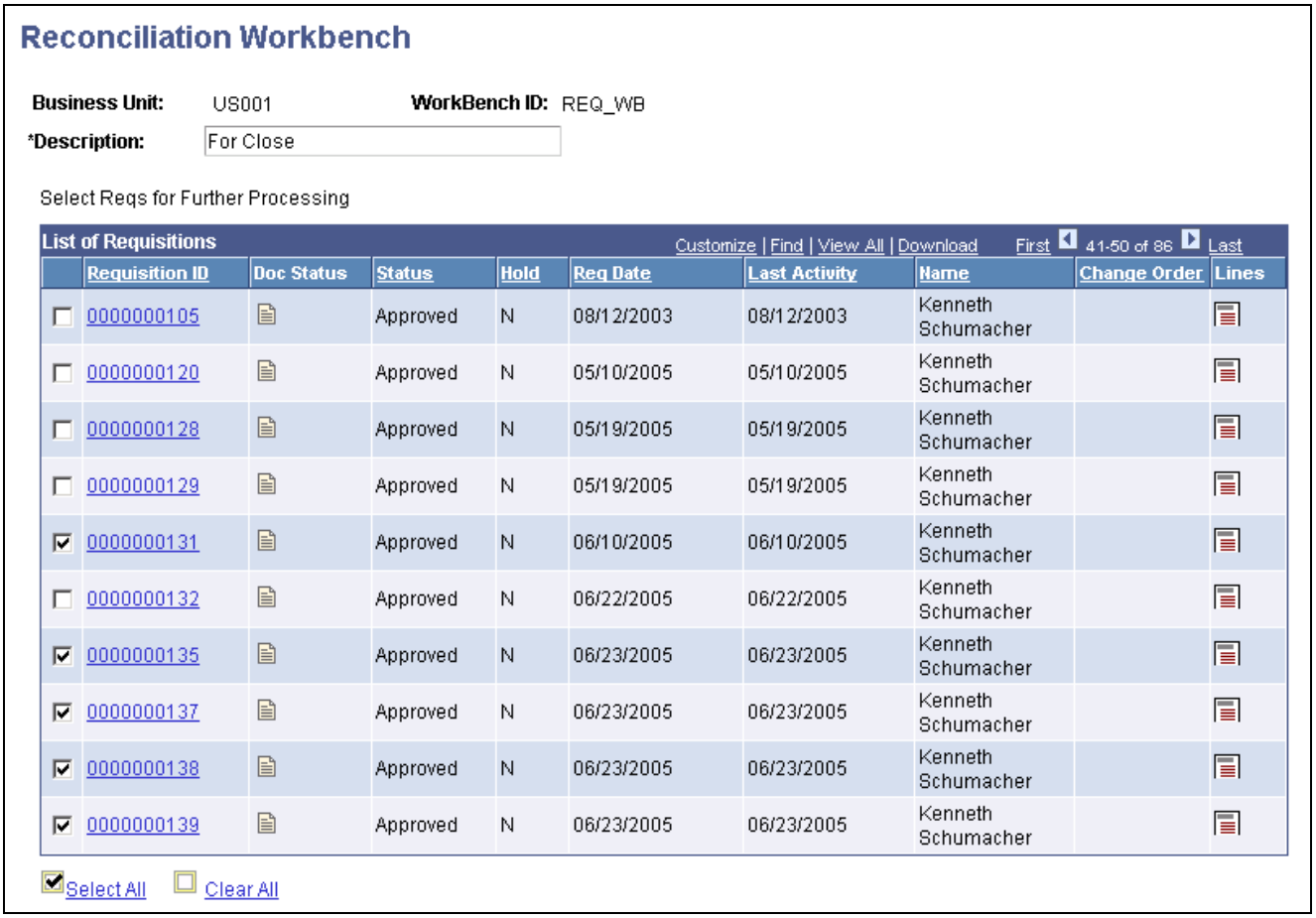
Click Search to retrieve the selected information and have it appear on the Requisition Reconciliation WorkBench page.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

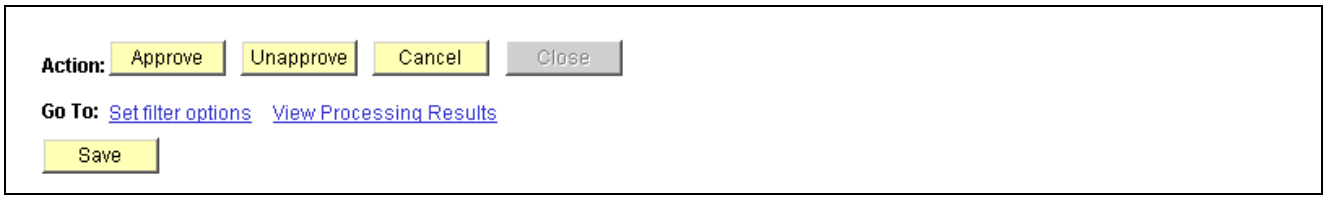
## Using the Requisition Reconciliation Workbench

Access the Reconciliation Workbench page.




| | Requisition ID | Doc Status | Status | Hold | Req Date | Last Activity | Name | Change Order | Lines |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | 0000000105 | | Approved | N | 08/12/2003 | 08/12/2003 | Kenneth Schumacher | | |
| ☐ | 0000000120 | | Approved | N | 05/10/2005 | 05/10/2005 | Kenneth Schumacher | | |
| ☐ | 0000000128 | | Approved | N | 05/19/2005 | 05/19/2005 | Kenneth Schumacher | | |
| ☐ | 0000000129 | | Approved | N | 05/19/2005 | 05/19/2005 | Kenneth Schumacher | | |
| ☑ | 0000000131 | | Approved | N | 06/10/2005 | 06/10/2005 | Kenneth Schumacher | | |
| ☐ | 0000000132 | | Approved | N | 06/22/2005 | 06/22/2005 | Kenneth Schumacher | | |
| ☑ | 0000000135 | | Approved | N | 06/23/2005 | 06/23/2005 | Kenneth Schumacher | | |
| ☑ | 0000000137 | | Approved | N | 06/23/2005 | 06/23/2005 | Kenneth Schumacher | | |
| ☑ | 0000000138 | | Approved | N | 06/23/2005 | 06/23/2005 | Kenneth Schumacher | | |
| ☑ | 0000000139 | | Approved | N | 06/23/2005 | 06/23/2005 | Kenneth Schumacher | | |

Reconciliation Workbench page (1 of 2)




Reconciliation Workbench page (2 of 2)

| | |
|---|---|
| **Description** | Enter a description for the workbench. The first time in the workbench you must enter a description before you can save the workbench. |
| **Requisition ID** | Click a linked requisition ID to access the corresponding Requisitions inquiry page. |
| | Click the Doc Status button for the selected requisition to access the Req DOC Status inquiry page for the requisition. |
| | Click the Lines button for the selected requisition to access the Reconciliation Workbench - Requisition Lines page. |

Click one of the following buttons to perform actions on the requisitions that you have selected for processing:

| | |
|---|---|
| **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. If change order tracking is required for canceled requisitions you must cancel requisitions individually through the Add/Update Requisitions component.

---

| | |
|---|---|
| **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 Override button.<br><br>Requisitions that are associated with purchase orders which have not yet been closed will not be qualified for override. |
| **Save** | Click to save the selected requisitions. |
| **Set Filter Options** | Click this link to access the Reconciliation WorkBench - Filter Options page, where you can enter selection criteria for a new subset of requisitions to review, modify, or act upon. |
| **View Processing Results** | Click this link to access the Reconciliation WorkBench - Processing Results page, where you can view the results of the actions that you have performed. |

### See Also

Chapter 23, “Creating Requisitions Online,” Creating Requisition Header Information, page 380

Chapter 47, “Inquiring About Document Status,” page 907

## 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 in further processing.

### List of Requisition Lines

| | |
|---|---|
| **Line** | Click a line number to access the schedule for the line. |

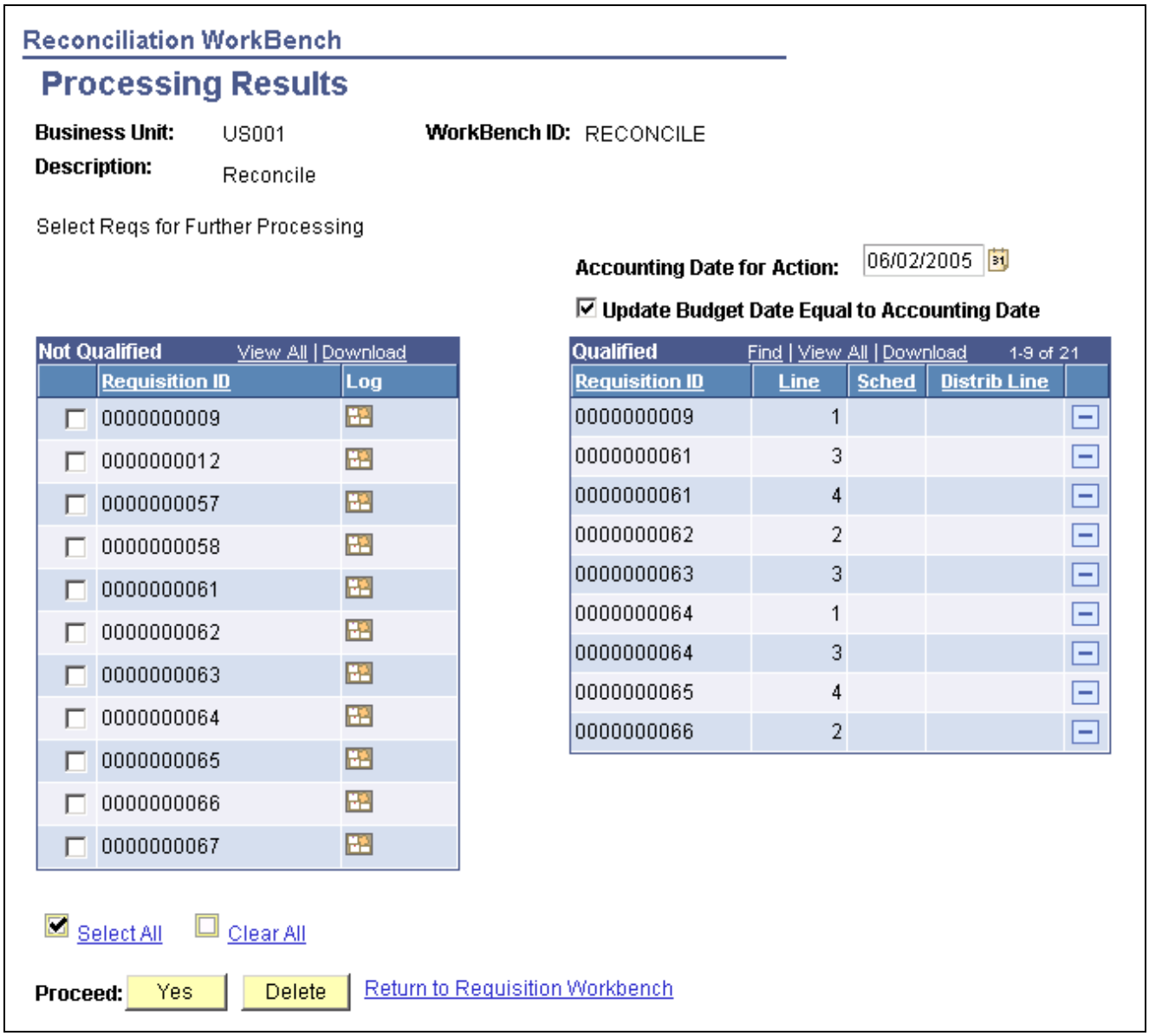
## Viewing Requisition Schedules

Access the Reconciliation WorkBench - Requisition Schedules page.

| | |
|---|---|
| **Sched Num** (schedule number) | Click a schedule line number to access the associated distribution. |

## Viewing Processing Results

Access the Reconciliation WorkBench - Processing Results page.




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.

**Accounting Date for Action** and **Update Budget Date Equal to Accounting Date**

Displays the accounting 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.

Click the Log button to access the Reconciliation WorkBench - Processing Log page. This page is a log for the selected nonqualified requisition that states why the requisition was not qualified for the previous processing action.

| | |
|---|---|
| **Yes** | Click this button to proceed with the processing of the qualified requisitions. The system prompts you to confirm this selection. |
| **Delete** | Click this button to cancel the processing. |

# CHAPTER 28

# Closing Requisitions

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

- Close requisitions.
- Reopen requisitions.

## Understanding the Close Requisitions Process

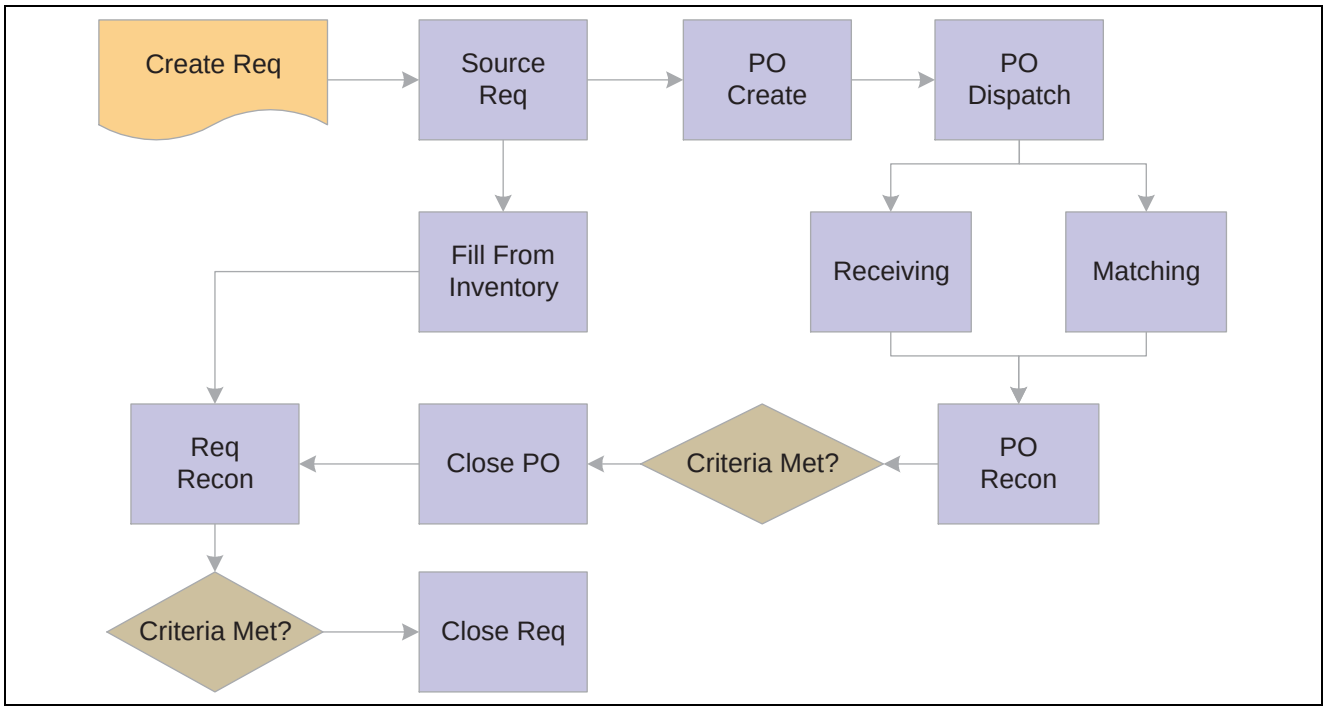
Use the Close Requisitions Application Engine process (PO_REQRCON) to close requisitions that are fully canceled or fully sourced and no longer need to be modified. When you run the Close Requisitions process, it reconciles requisition-related settings and statuses to change the status of applicable requisitions to *C* (completed).

The benefit of this status change is that completed requisitions no longer appear 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 must modify.

If commitment control is enabled, the Close Requisitions 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 (FS_BP) can liquidate pre-encumbrance budget amounts for outstanding requisitions.

Although the Close Requisitions 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 Close Requisitions process to run at an interval of your choosing using the PeopleSoft Process Scheduler or run it manually using the Close Requisitions page.

To understand the Close Requisitions 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 Close Requisitions process:




Transaction flow leading to the Close Requisitions process

When you initiate the Close Requisitions process from the Close Requisitions page, you have three processing options on the Process Scheduler Request page:

- Select Close Requisition SQR Report (PORQ009) to produce the Requisition Reconciliation report.
- Select Close Requisitions Application Engine process (PO_REQRCON) to run the Close Requisitions process.
- Select Close Requisitions a multi-process job (PO_REQRQ) to run the Close Requisitions process and produce the Requisition Reconciliation report.

---

**Note.** If necessary, you can run the Requisition Reopen Application Engine process (PO_REQREOPN) to undo the changes made by the Close Requisitions process.

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### See Also

Chapter 28, “Closing Requisitions,” Running the Close Requisitions Process, page 474

Chapter 12, “Using Commitment Control,” Comm. Cntrl. Budget Processor Process in PeopleSoft Purchasing, page 168

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler, "Submitting and Scheduling Process Request," Scheduling a Process Request*

## Describing Requisition Close Criteria

To understand how the Close Requisitions 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 modified in the future.

The following table details the business-related criteria referenced by the Close Requisitions process and the settings and statuses that must be met to qualify for closure. Each of the criteria discussed must be met for the Close Requisitions process to close a requisition.

The settings and statuses referenced by the Close Requisitions process include a sourcing requirement that requires all lines on a requisition to be accounted for on a purchase order 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<br><br>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 Close Requisitions process verifies that the number of close days defined for the requisition PeopleSoft Purchasing business unit have elapsed. The system adds the value in the Close Days field to the last activity date to determine whether the required number of grace period days have passed.<br><br>For example, for a Close Requisitions process run date of August 31, 2000, suppose that the last activity date for the requisition is August 25, 2000, and the close days is set to five days. In this example, the process would close the requisition. |
| Cancel Days<br><br>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 Close 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 Close Requisitions 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.<br><br>**Note.** The Close Requisitions process does not change the line status from *Canceled* to *Complete.* However, it does change the header status to *Complete.* The requisition line status remains *Canceled* 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 Close Requisitions process verifies that the purchase orders to which the requisition lines are sourced have a *Completed* status. |

| Record-Level Criteria | Qualifying Setting/Status |
|---|---|
| Activity Date<br><br>The system updates this date on the requisition when you save your requisition. | The Close Requisitions 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 Close Requisitions process run date (current date) to determine whether it can close the requisition.<br><br>You can view activity date values by writing a Structure Query Language (SQL) statement against the PS_REQ_HDR record and looking at the ACTIVITY_DATE field. |
| Distribution Line Status | The Close Requisitions process verifies that the requisition distribution line status is set to *X* (canceled) or *P* (processed). A requisition has a status of *P* after it is sourced to a purchase order or copied to a request for quote. |
| Entry Event Status | If commitment control is enabled, the Close Requisitions process verifies that you have Entry Event checked for the row. |

The Close Requisitions 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 purchase order (PS_REQ_LN_DISTRIB.DISTRIB_LN_STATUS = *P*), the purchase order 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 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 34

## Describing Close Requisition Changes to Requisition Statuses

A requisition’s distribution lines, schedules, lines, and header can be closed in intervals by the Close Requisitions process. Distribution lines close first, followed by the schedules, lines, and 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 Close Requisitions process, it changes the status of all requisitions that meet closure criteria as shown in these tables:

| Requisition Distribution Line | Updated Status |
|---|---|
| DISTRIB_LN_STATUS | *C* (completed) unless the distribution line was canceled, in which case the status remains *X* |
| PROCESS_MANUAL_CLOSE | *Y* (yes) |
| PC_DISTRIB_STATUS | *N* (none) |
| BUDGET_LINE_STATUS (if commitment control is used) | *N* (not checked) |
| KK_CLOSE_FLAG (if commitment control is used) | *Y* (yes) |
| KK_TRAN_OVER_FLAG (if commitment control is used) | *N* (no) |

| Requisition Schedule Line | Updated Status |
|---|---|
| CURR_STATUS | *C* (closed) unless the schedule was canceled, in which case the status remains *X* |

| Requisition Line | Updated Status |
|---|---|
| CURR_STATUS | *C* (closed) unless the line was canceled, in which case the status remains *X* |

| Requisition Header | Updated Status |
|---|---|
| REQ_STATUS | *C* (completed) |
| ACTIVITY_DATE | Run Date |

| Requisition Header | Updated Status |
|---|---|
| BUDGET_HDR_STATUS (if commitment control is used) | *N* (not checked) |
| IN_PROCESS_FLG | *N* (no) |

### See Also

Chapter 38, "Reconciling Purchase Orders," page 763

Chapter 12, "Using Commitment Control," Commitment Control and PeopleSoft Purchasing Close Processes, page 173

# Closing Requisitions

This section discusses how to run the Close Requisitions process.

**Note.** You can use the Requisition Reconciliation Workbench to preview the results of the Close Requisitions process on selected transactions. Once you confirm that the process will produce your desired results, you can run the Close Requisitions process from the Requisition Reconciliation Workbench.

### See Also

Chapter 27, "Using the Requisition Reconciliation Workbench," page 459

## Page Used to Close Requisitions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Close Requisitions | RUN_REQRECON | Purchasing, Requisitions, Reconcile Requisitions, Close Requisitions | Run the Close Requisitions process and produce the Requisition Reconciliation report. |

## Running the Close Requisitions Process

Access the Close Requisitions page.

### Process Requests Parameters

**Requisition Run Option** Determines which requisitions are selected for the Close Requisitions process. Values are:

*1 Bus Unit* (one business unit): Reconciles all of the requisitions for a single business unit. If you select this value, enter business unit and ChartField criteria.

*1 Document:* Reconciles a single requisition within a single business unit. If you select this value, enter business unit, requisition ID, and ChartField criteria.

*All BUs* (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** Determines 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 Close Requisitions process.

**Update Budget Date Equal to Accounting Date** Select to make your budget date the same as the accounting date.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields"

# Reopening Requisitions

This section lists the page used to reopen requisitions.

PeopleSoft Purchasing provides the Requisition Reopen Application Engine process (PO_REQREOPN) to undo changes made by the Close Requisitions process. The process reverses the effects of the Close Requisitions 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 Close Requisitions 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 Close Requisitions 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 Close Requisitions process, running the Requisition Reopen process returns its status to *open.*

### See Also

Chapter 12, "Using Commitment Control," Comm. Cntrl. Budget Processor Process in PeopleSoft Purchasing, page 168

## Page Used to Reverse Requisition Reconciliation

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Reopen Closed Reqs (reopen closed requisitions) | RUN_PO_REQREOPEN | Purchasing, Requisitions, Reconcile Requisitions, Reopen Requisitions, Reopen Closed Reqs | Run the Requisition Reopen process. |

# CHAPTER 29

# Reviewing Requisition Information

This chapter discusses how to:

- Use requisition inquiries.
- Use the Requisition Workbench.
- Review requisition accounting line entries.
- Review requisition entry event journal entries.

## 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 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 |
|---|---|---|---|
| Requisitions Inquiry | REQ_INQ_SELECT | Purchasing, Requisitions, Review Requisition Information, Requisitions, Requisitions Inquiry | Enter criteria for selecting requisitions to view on the Requisitions inquiry page. |
| Vendor Search | VENDOR_LOOKUP_SEC | Click the Vendor Lookup link on the Requisition Inquiry page. | Search for vendors. |
| Vendor Detail | VENDOR_LOOKUP_DTL | Click the Vendor Details link on the Requisition Inquiry page. | View vendor details. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Requisitions (inquiry) | REQ_INQ_LOOKUP | Purchasing, Requisitions, Review Requisition Information, Requisitions<br>After you enter the selection criteria, click the OK button on the Requisitions Inquiry page. | Review requisition information. |
| Line Details | REQ_INQ_LINE | Click a Requisition ID link on the Requisitions inquiry page. | View line information for selected requisitions. |
| Item Description | REQ_ITM_DESCR | Click the Item Description link on the Line Details page. | View descriptions for a specific item.<br>**Note.** The Item Description link comprises the first 30 characters of the item's description in the Transaction Item Description text box on the Item Description page. |
| Line Comments | REQ_INQ_COMMENTS | Click the Line Comments button on the Line Details page. | View line comments for a transaction. |
| Shipment Details | REQ_INQ_SCHED | Click the Schedule Details button on the Line Details page. | View shipment schedule information about a requisition line. |
| Requisition Ship To Address | PO_SHIPTO_ADDR | Click the Ship To Location link on the Shipment Details page. | View address details for the location relevant to the page from which you accessed this page. 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 (distribution details display) button on the Shipment Details page. | View distribution details for the selected schedule line. |
| View Category Hierarchy | CAT_PARENTAGE_SEC | Click the View Hierarchy button on the Line Details page. | View information about where a category resides in the catalog tree hierarchy. |
| Header Comments | REQ_INQ_COMMENTS | Click the Header Comments button on the Requisitions inquiry page. | View header comments for a transaction. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Approval History | REQ_INQ_APPROVAL | Click the Approval History button on the Requisitions inquiry page. | Display the approval history for selected requisitions. |
| Change History - Batch | REQ_CHANGE_BATCH | Click the Change Order link on the Requisitions inquiry page. | View information about change orders associated with the requisition. |
| Requisition to RFQ List (requisition to request for quotation list) | REQ_INQ_RFQ | Click the On RFQ (on request for quotation) 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 On PO (on purchase order) link on the Requisitions inquiry page. | View information for purchase orders created from selected requisitions. |
| Purchase Order Inquiry - Purchase Order | PO_LINE_INQ | Click the Purchase Order link on the Requisition to Purchase Order List page. | View detailed purchase order information. |
| Direct Shipment | REQ_INQ_DROPSHIP | Click the Direct Ship link on the Requisitions inquiry page. | View details about the sales order from which this direct shipment requisition was created. |
| Requisition Receipts List | REQ_INQ_RECV | Click the 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 On MSR (on material stock request) 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 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. |
| Voucher Payments | VCHR_PAYMENT_PNL | Click the Payment Information link on the Requisition to Voucher List page. | View voucher payment information. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Procurement Card Information | CC_USE_HDR_DTL_1 | Click the Use ProCard link on the Requisitions inquiry page. | View procurement card details. |
| Req DOC Status (request document status) | PRCR_DOCSTAT_INQ | Click the Document Status button on the Requisitions inquiry page. | Review information about procurement documents associated with a requisition. |

# Entering Requisition Inquiry Selection Criteria

Access the Requisition Inquiry page.

**Vendor Set ID** Select a vendor setID. This field is unavailable for entry if you have selected a business unit.

**Item SetID** Select an item setID. This field is unavailable for entry if you have selected a business unit.

**Direct Ship** Select this check box to view requisitions designated for direct shipment.

**OK** Click this button to retrieve the requisitions that match the selection criteria entered and to display them on the Requisitions inquiry page.

# Viewing Requisition Information

Access the Requisitions inquiry page.

## Status Tab

**Change Order** Select the linked *Y* value to access the Change History - Batch page. Using this page you can view the change order history for the requisition.

**On RFQ** (on request for quotation) Select the linked *Y* or *P* values to access the Requisition to RFQ List page.

*Y* (yes): All lines appear on RFQs.

*P* (partial): Some lines appear on RFQs.

**On PO** (on purchase order) Select the linked *Y* or *P* values to access the Requisition to Purchase Order List page.

*Y* (yes): All lines appear on purchase orders.

*P* (partial): Some lines appear on purchase orders.

**Direct Ship** Select the linked *Y* value to access the Line Details page, where you can view requisition schedule direct shipment information.

*Y* (yes): The requisition is designated for direct shipment.

**Received** Select the linked *Y* or *P* values to access the Requisition Receipts List page.

*Y* (yes): All lines appear on receipts.

*P* (partial): Some lines appear on receipts.

| | |
|---|---|
| **On MSR** (on material stock request) | Select the linked *Y* or *P* values to access the Requisition to MSR List page.<br>*Y* (yes): All lines appear on MSRs.<br>*P* (partial): Some lines appear on MSRs. |
| **On Voucher** | Select the linked *Y* or *P* values to access the Requisition to Voucher List page.<br>*Y* (yes): All lines appear on vouchers.<br>*P* (partial): Some lines appear on vouchers. |
| **Use ProCard** | Select the linked *Y* value to access the Procurement Card Information inquiry page.<br>*Y* (yes): The requisition is using a procurement card. |

### See Also

Chapter 29, "Reviewing Requisition Information," Viewing Requisition-to-Purchase Order Information, page 482

Chapter 29, "Reviewing Requisition Information," Viewing Requisition-to-Receipt Information, page 482

Chapter 29, "Reviewing Requisition Information," Viewing Requisition-to-MSR Information, page 482

## Viewing Requisition Line Details

Access the Line Details page.

### More Tab

Select the 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** | Indicates if the item is flagged for device tracking. |

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Group Purchasing Organizations"

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Working with Items," Using Universal Item Identifiers

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Working with Items," Using Device Tracking

## Viewing Requisition Schedule Details

Access the Shipment Details page.

**Ship To** 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 Tab

**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 Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

# Viewing Requisition-to-Purchase Order Information

Access the Requisition to Purchase Order List page.

## More Tab

Select the More tab.

**Open Qty** (open quantity) Displays the quantity remaining to be sourced to a purchase order.

**Open Amt** (open amount) Displays the amount remaining to be sourced to a purchase order.

**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 Tab

**Business Unit** Displays the PeopleSoft Inventory business unit.

**Demand Source** Displays the source of the stock request:

*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.

**Note.** The Requisition Workbench component provides the same information as the Requisition inquiry component, plus more details about MSRs, interunit receipts, and external shipments.

### See Also

Chapter 29, “Reviewing Requisition Information,” Viewing Requisition Line Details, page 481

## Pages Used to Use the Requisition Workbench

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Requisition Workbench (or Selection Criteria) | REQ_WB_SELECT | Purchasing, Requisitions, Review Requisition Information, Workbench | Enter selection criteria for requisition information to appear on the Workbench - Requisitions page. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Requisitions - Req Workbench (requisitions - requisition workbench) | REQ_WB_LOOKUP | Purchasing, Requisitions, Review Requisition Information, Workbench, Requisitions<br>After you enter the selection criteria, click the OK button on the Requisitions Workbench page. | 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. |
| Item Description | REQ_ITM_DESCR | Click the Item Description link on the Line Details page.<br>The item description link comprises 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. |
| Direct Ship | REQ_INQ_DROPSHIP | • Click the Direct Shipment button on the Shipment Details page.<br>• Click the Direct Ship link on the Workbench - Requisitions page. | View details about the sales order from which this direct 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 theLine Comments button 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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 purchase orders 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 purchase order information. |
| Requisition Receipts List | REQ_INQ_RECV | Click the On Received link on the Workbench - Requisitions page. | View receipt information associated with selected requisitions. |
| 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.<br>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.<br>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: BIN Loader BU: From Req Due Date: To:
Business Unit: US015 Requisition ID: 0000000001 To Req: 0000000006
Requester: Requisition Date: To:
Requester Name: Req Status: Origin:
Item SetID: Description:
Item ID:

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:

MSR Type

All From Receipt Date: To Receipt Date:

OK Cancel Refresh

Requisition Workbench (or Selection Criteria) page

Enter selection criteria to view the status of a specific requisition and check where it is in the process flow from sourced to received.

Also enter criteria to view all requisitions for a specific requester that have been sourced to a purchase order, 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, the business unit value

designated for the Loader BU/System Source combination on the Requisition Loader Defaults - Req Loader Defaults page appears.

## Sourcing Activity

Use the Sourcing Activity group box to further define the selection criteria.

**Reqs Never Sourced**(requisitions never sourced) — Select to retrieve information about requisitions that have no sourcing activity. If you do not select this option, the search excludes requisitions with no sourcing activity.

**Apply Activity Dates** — Click this button to apply the From Activity Date and To Activity Date values to the PO Activity Dates and MSR Activity Dates fields.

**From Activity Date** and **To Activity Date** — Displays the range of activity dates for which you want to retrieve requisition information. Click the Apply Activity Dates button to apply the date range that you enter.

## Sourced to Purchase Order

Use the Sourced to Purchase Order group box to further refine the types of requisitions to be retrieved. Only requisition IDs that exist on purchase order distributions are available when using these criteria.

In the first drop-down list box, select from the following purchase order process flow attributes. Requisitions that have been sourced to purchase orders 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* (purchase orders drop shipments only): All qualifying requisition lines that are drop shipments are retrieved.
- *POs Not Received* (purchase orders 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* (purchase orders not received plus drop shipments): All qualifying requisition lines that do not exist on active receipt distributions and are not drop shipments are retrieved.
- *POs Received* (purchase orders received): All qualifying requisition lines that exist on an active receipt distribution are retrieved.

**From Receipt Date** and **To Receipt Date** — Select *All, All Except Drop Shipments,* and *POs Received,*as well as the Sourced to Purchase Order options in order for the system to use the receipt date range (from RECV_HDR).

## PO Activity Dates

Use the PO Activity Dates (purchase order activity dates) group box to further limit the range of requisition lines retrieved based on the purchase order line ship due date on associated purchase orders.

**From Due Date** and **To Due Date** — Displays the range of purchase order line ship due dates for which you want to retrieve requisition information. This date range is used by the system for any sourced to purchase order 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 fields 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 this group box to further limit the range of requisition lines retrieved based on MSR ship and schedule dates.

**From Schedule/Ship** and **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 this group box to limit the MSRs retrieved to the type selected. Using the MSR Type field, 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:* Retrieves all qualifying requisition lines for which requisition IDs exist on MSRs.
- *All InterUnits:* Retrieves all qualifying interunit transfer requisition lines.
- *External Shipments:* Retrieves all qualifying requisition lines for which external shipments exist.
- *InterUnits Not Received:* Retrieves all qualifying interunit transfer requisition lines that have not been received.
- *InterUnits Received:* Retrieves 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 24, “Using the Requisition Loader,” Running the Purchasing Requisition Loader Process, page 438

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Using Requisition Loader Defaults and Overrides

*PeopleSoft Enterprise CRM 8.9 Call Center Applications PeopleBook: “Defining Call Center Business Units and Display Template Options”*

*PeopleSoft Enterprise Integrated FieldService 8.9 PeopleBook: “Defining Business Units in PeopleSoft Integrated FieldService”*

## 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 29, “Reviewing Requisition Information,” Viewing Requisition Information, page 480

Chapter 29, “Reviewing Requisition Information,” Viewing Requisition-to-MSR Information, page 482

# Reviewing Requisition Accounting Line Entries

This section discusses how to:

- Enter requisition accounting line entry selection criteria.
- Review requisition accounting line entries.

**Note.** 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 14, "Using Entry Events," page 203

## 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 values 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.

## Reviewing Requisition Accounting Line Entries

Access the Requisition Accounting Entries page.

To properly generate entry event accounting entries, run the Entry Event Generator each time that you run the budget check process. 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 Commitment Control 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 purchase order ID associated with the reversal accounting entry lines.

## See Also

Chapter 34, “Approving Purchase Orders,” Approving Purchase Order ChartFields, page 716

Chapter 34, “Approving Purchase Orders,” Approving Purchase Order Amounts, page 715

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Accounting Calendars”

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Understanding PeopleSoft ChartFields

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Inquiring on Budgets and Transaction Activities,” Viewing the Activity Log

*PeopleSoft Enterprise Commitment Control 8.9 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 the general ledger and view entry event journals for your requisitions. |

### See Also

Chapter 14, “Using Entry Events,” page 203

# CHAPTER 30

# Managing Requests for Quotes

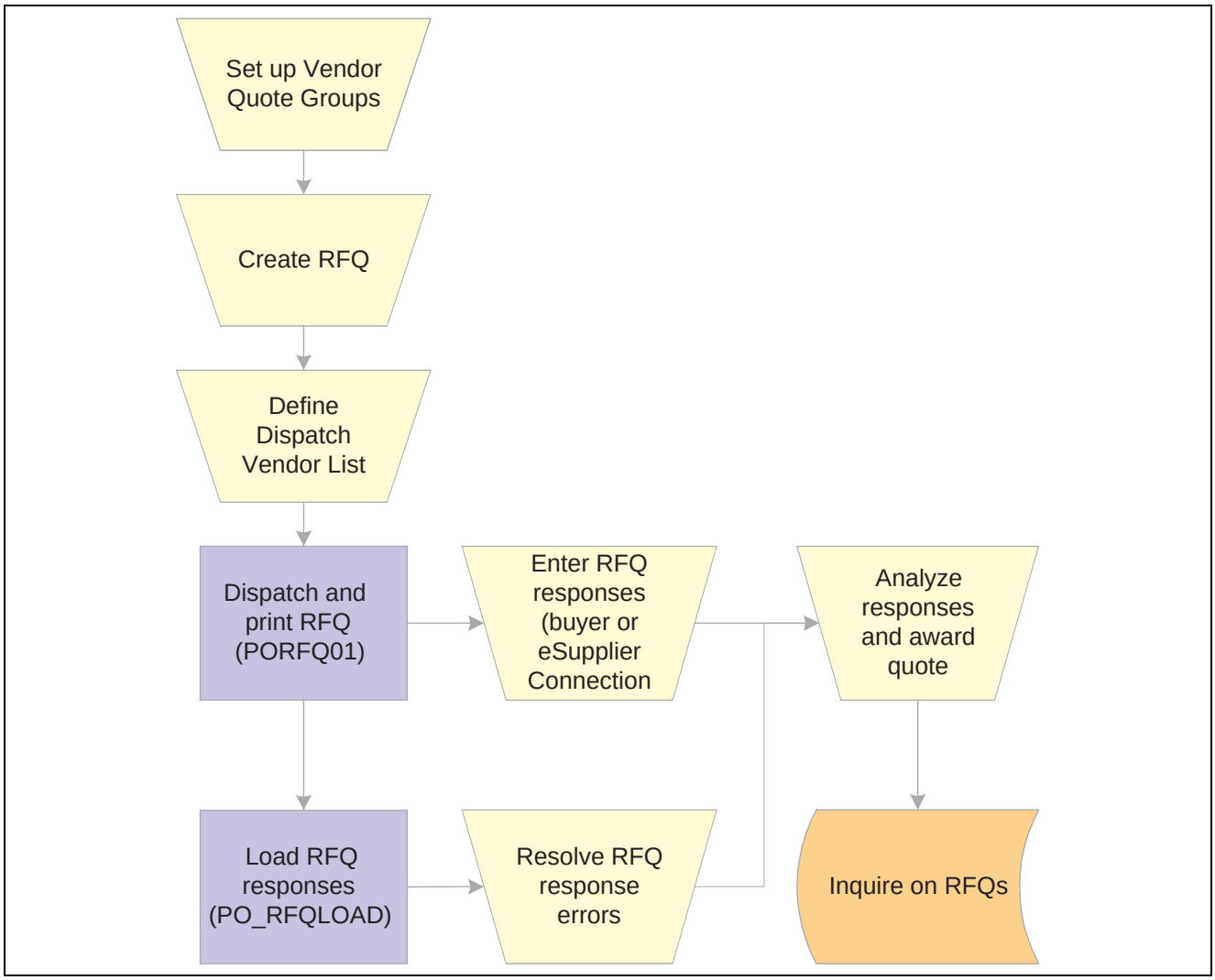
This chapter provides an overview of requests for quotes (RFQs) in PeopleSoft Purchasing and discusses how to:

- Establish vendor quote groups.
- Create RFQs.
- Dispatch RFQs.
- Load RFQ electronic data exchange (EDX) responses.
- Set up and publish the RFQ enterprise integration point (EIP).
- Subscribe to the RFQ Response EIP.
- Resolve vendor response load errors.
- Maintain RFQ responses.
- Award RFQs to vendors.
- Create purchase orders or contracts from RFQs.
- Inquire and report on RFQs and vendor responses.

## 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 PeopleSoft 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 |
|---|---|---|---|
| List of Vendors | RFQ_VNDR | Purchasing, Request for Quotes, Manage Vendor Quote Group, List of Vendors | Select vendors from the Vendor table to add to a vendor quote group. |
| Vendor Lookup | VENDOR_LOOKUP_WRK | Click the Vendor Lookup button on the 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 (vendor select by standard industrial classification) link on the 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.<br>This page becomes available when you select a vendor on the RFQ Dispatch Vendor List page and click the To Dispatch check box for the vendor. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Item Description | RFQ_ITEM_DESCR, RFQ_ITEM_3_DESCR | • Click the Description button on the Request Quotes page.<br>• Click the Item Description link on the Item Description page.<br>The item description link comprises 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. |
| Enter Copy Criteria | RFQ_HDR_COPY | Click the Copy From link on the Request Quotes page. | Copy lines from the RFQ or requisition templates.<br>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.<br>To access this page, you must clear the Copy all Req/RFQ lines (copy all requisitions/RFQ lines) check box on the Enter Copy Criteria page. |
| RFQ Dispatch History | RFQ_DISP_DSPLY | 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 | Click 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 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Details | RFQ_VNDR_ADDR_SEC | Click the Vendor Details link on the RFQ Dispatch Vendor List page. | View vendor contact information. |
| Address | RFQ_VNDR_ADDR_SEC | Click the Address link on the Vendor Details page.<br>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.<br>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 Search | VENDOR_LOOKUP_SEC | Click the Vendor Lookup link on the RFQ Dispatch Vendor List page. | Search for vendors. |
| RFQ Header Comments | RFQ_HDR_COMM_SEC | Click the Header Comments link 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 the 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 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Category Search | CAT_SEARCH_SEC | Select the *1 - Category Search* option from the More drop-down list box on the Request Quotes page. | When entering an ad hoc item, search for and select an appropriate category ID for the item. A category hierarchy tree is used to search for the category ID. |
| View Category Hierarchy | CAT_PARENTAGE_SEC | Select the *2 - Hierarchy* option from the More drop-down list box on the Request Quotes page. | View information about where a category resides in the catalog tree hierarchy. |
| RFQ Activities | RFQ_ACTIVITY_SEC | Select the *3 - Activities* option from the More drop-down list box 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 (request for quote document status) | PRCR_DOCSTAT_INQ | Select the *4 - Document Status* option in the More drop-down list box on the Request Quotes page.<br>Purchasing, Requests for Quotes, Review RFQ Information, Document Status, RFQ DOC Status | Access and review information about procurement documents associated with an RFQ. |

## Creating an RFQ

Access the Request Quotes page.

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**Note.** You cannot associate PeopleSoft Maintenance Management work order information to a manually created RFQ. The PeopleSoft Maintenance Management work order information can be carried with the requisition that is associated to an RFQ.

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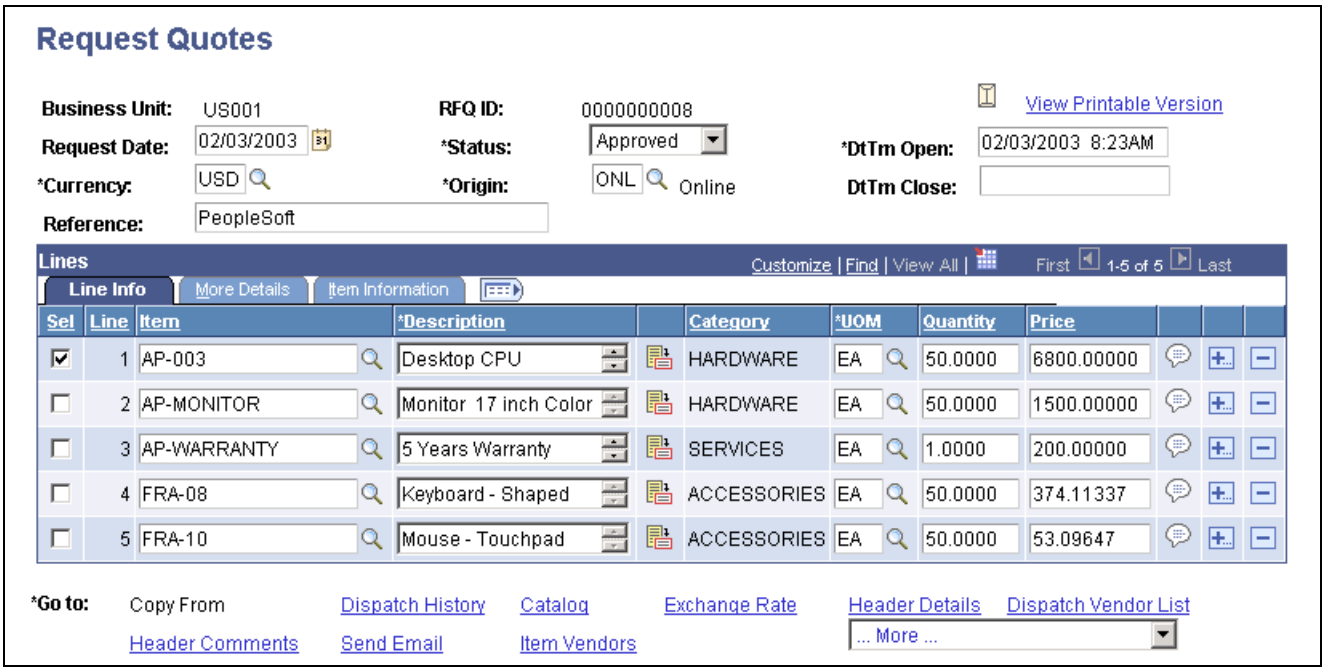



Request Quotes page

**View Printable Version** Click this link 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:* RFQ is 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.

## Line Info Tab

**Item** Select 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, a value already appears.

If the RFQ line is associated with a requisition line that has one or more distributions that are being pegged, then the Item field is not available.

**Category** Select 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

Select the More Details tab.

**Due Date** 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 are:

- *Buyer's:* Select if the service was physically performed at the buyer 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's:* Select if the service was physically performed at the supplier 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 value in the Physical Nature field is *Service.* These fields default onto requisition, purchase orders, contract, and RFQ lines. These fields also impact the VAT treatment determination.

**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.

## Item Information Tab

**Device Tracking** Indicates whether a line contains a device-tracked item.

## See Also

Chapter 30, "Managing Requests for Quotes," Dispatching RFQs, page 506

Chapter 9, "Using Default Hierarchies," Understanding the UOM Conversion Hierarchy, page 142

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Defining Your Operational Structure in PeopleSoft Inventory," Establishing Operation Closure Dates

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Freight Terms

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Working with Items," Using Device Tracking

# Entering RFQ Header Details

Access the RFQ Header Details page.

**Terms** Displays payment terms expected for the vouchers that correspond to any purchase orders generated from this RFQ.

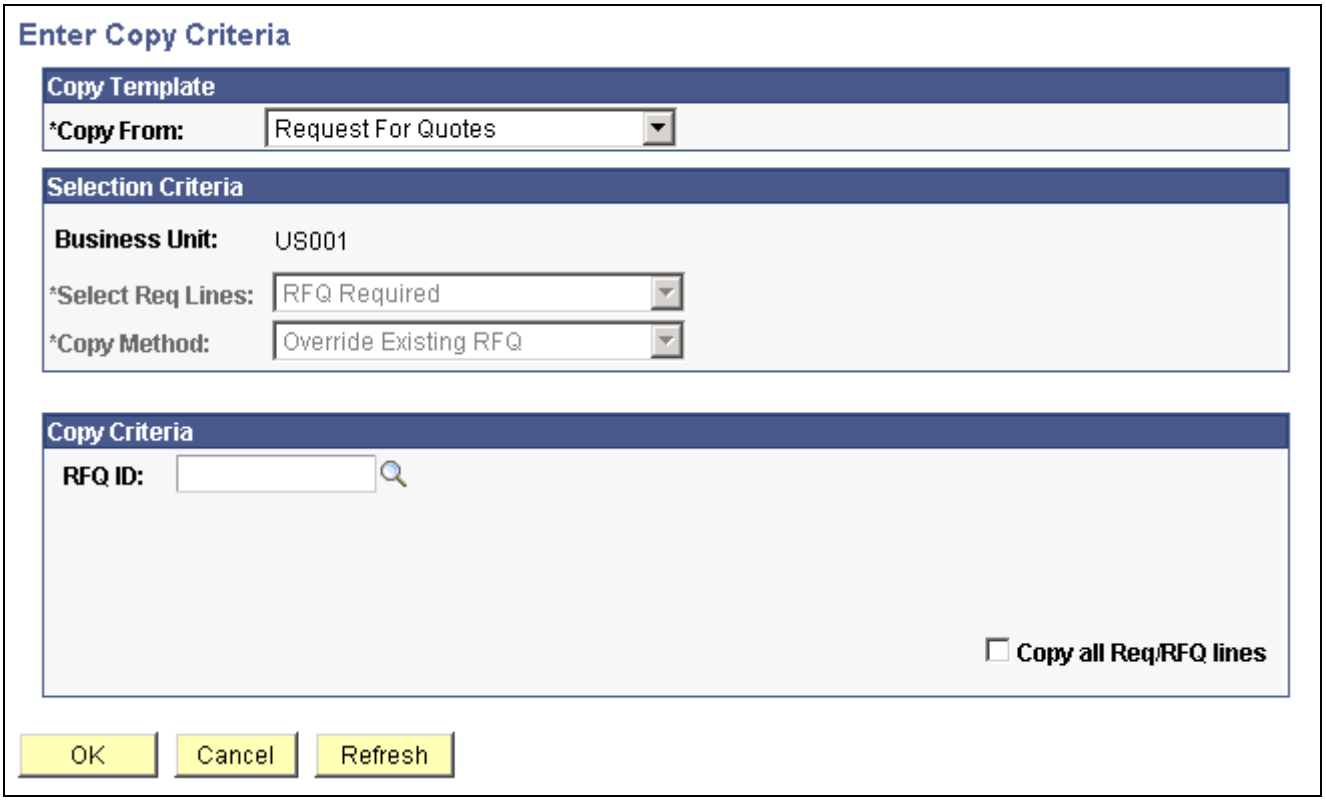
**Currency** Displays the currency for the entire RFQ. When you analyze the responses, they can all be converted to this currency. The corresponding rate type displays next to the currency. This rate type is used for currency conversions when processing the RFQ responses.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Payment Terms

# Copying Lines from RFQs or Requisitions

Access the Enter Copy Criteria page.




Enter Copy Criteria page

### Copy Template

**Copy From** Select the type of document from which you want to copy information to the 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 value, 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 cannot be sourced or modified.

The requisition open amounts and quantities are updated when the RFQ is awarded to the purchase order or contract.

The requisition's associated PeopleSoft Maintenance Management work order information and pegging information is passed to the purchase order when the RFQ is awarded to a purchase order.

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 the RFQ. Values are:

- *RFQ Not Required:* Select to retrieve requisition lines for which RFQs are not required.
- *RFQ Required:* Select to retrieve requisition lines for which RFQs are required.
- *Req Lines* (requisition lines): Select to retrieve any eligible requisition lines.

**Copy Method** Determines the method by which lines that you select on the Select Lines to Copy page are copied to the RFQ.

When you copy to the first RFQ line, the only available value is *Override Existing RFQ.* 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 *Append to Existing RFQ* value to add the current copy selection to the existing RFQ.

## 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 the selections here.

**Exclude Auto Source Item** Select this check box to exclude lines that contain items marked for automatic sourcing.

**Include Inventory Items** Select this check box to include only lines that contain inventory items.

**Stockless Item** Select this check box to retrieve only stockless items, which are items from par replenishment.

**Include Reqs With No Vendor** (include requisitions with no vendor) Select this check box to include requisitions with no vendors.

**Copy all Req/RFQ lines** (copy all requisitions/RFQ lines) Select this check box to have the system copy all the requisition or RFQ lines to the new RFQ. If you select this check box, you must specify a requisition or RFQ ID in the Copy Criteria group box. If you leave this check 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 check box, click this button to access the Select Lines to Copy page, where you can view and select lines to copy to the RFQ.

### See Also

Chapter 12, "Using Commitment Control," page 167

## 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 6, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83

## 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 this check box for the vendor that you want to dispatch the RFQ to. You can select this check box 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 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 30, "Managing Requests for Quotes," Dispatching RFQs, page 506

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Vendor Addresses

## Dispatching from the RFQ Component

Access the Dispatch Options page.

**Test Dispatch** Select this check box to test the dispatch but not actually dispatch the RFQ to the vendor.

**Print Copy** Select this check box to print a copy of the dispatch. Use this check box if the dispatch method is something other than print and you need a hard copy for your files.

**Print Duplicate** Select this check box 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** Select 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: *FILE, PRINTER,* or *WEB.*

**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:

*CSV:* Comma delimited (*.csv).

*HP:* HP format (*.lis).

*HTM:* HTML documents (*.htm).

*LP:* Line printer format (*.lis).

*PDF:* Acrobat (*.pdf).

*PS:* Postscript (*.lis).

*SPF:* SQRiBE Portable Format (*.scb).

**OK** Click this button to dispatch the RFQ. The system uses the dispatch method set up on the RFQ Dispatch Vendor List page.

## Viewing RFQ Dispatch History

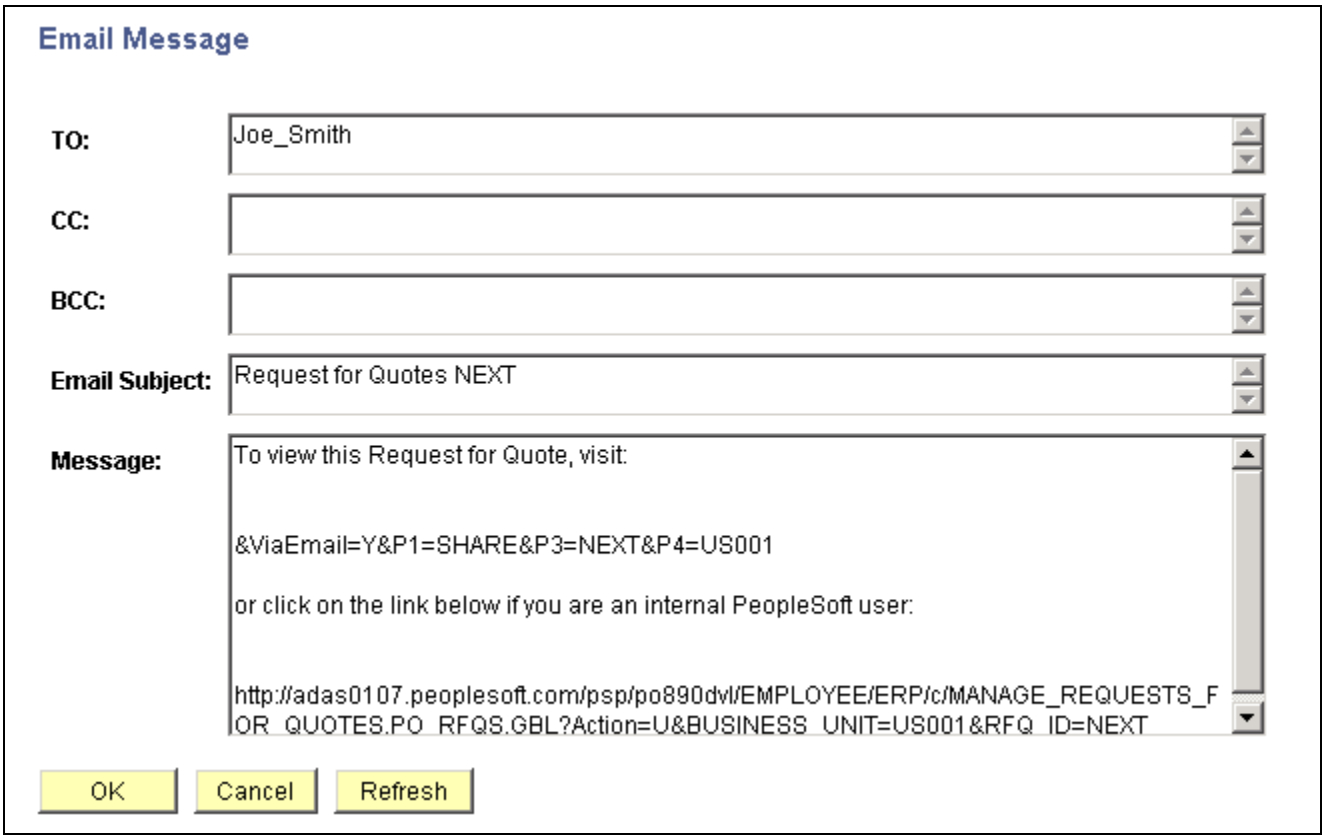
Access the RFQ Dispatch History page.

**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 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** Click this button to send the email.

# Dispatching RFQs

This section provides an overview of the RFQ Dispatch and Print process and discusses how to run the RFQ Dispatch/Print process.

## Understanding the RFQ Dispatch and Print Process

The RFQ Dispatch/Print SQR Report process (PORFQ01) dispatches the 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 the Print Copy check box 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 multiprocess job (RFQDISP)** | Select to run the RFQ Dispatch/Print SQR process (PORFQ01) and then the Email Application Engine process (PO_RFQ_EMAIL). |
| **RFQ Dispatch/Print SQR Report process (PORFQ01)** | Select to run only the RFQ Dispatch/Print process. |
| **Email Application Engine process (PO_RFQ_EMAIL)** | Select to run only the 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 Dispatch/Print process and the Email process.

To dispatch by email, you first must run the RFQ Dispatch/Print process to update the RFQ email queue table. You must 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 the recipient can review and respond to the RFQ.
- If PeopleSoft Enterprise Portal is installed, the Email process can also generate a tasklist entry, which appears on the Integrated Task List pagelet on the organization extranet homepage.

To simplify dispatching by email, you can use the RFQ Dispatch & Email multiprocess job on the Process Scheduler Request page that you access from the Dispatch Quote Forms page. The RFQ Dispatch & Email multiprocess job automatically runs the RFQ 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 these EC outbound tables: RFQ_DISPHDR_EC and RFQ_DISPLN_EC.

### See Also

Chapter 30, "Managing Requests for Quotes," Running the RFQ Dispatch/Print Process, page 507

*PeopleSoft Enterprise eSupplier Connection 8.9 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, or the RFQ Dispatch & Email multiprocess job. |

## Running the RFQ Dispatch/Print Process

Access the Dispatch Quote Forms page.

### Process Request Parameters

**Fax Cover Page** Select 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 purchase orders 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 30, "Managing Requests for Quotes," Dispatching RFQs, page 506

# Loading RFQ EDX Responses

This section provides an overview of the Load RFQ EDX Responses process and lists the page used to run the Load Inbound RFQ Responses process.

## Understanding the Load RFQ EDX Responses Process

Use the Load Inbound RFQ Responses Application Engine process (PO_RFQLOAD) 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, you must run the Load Inbound RFQ Responses process. The Load Inbound RFQ Responses process adds the vendor responses to the PeopleSoft tables.

### See Also

Chapter 10, “Using Messaging,” page 157

## 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 RFQ EIP

This section provides an overview of the RFQ EIP and discusses how to:

- Set up the RFQ EIP.
- Publish the RFQ EIP.

## Understanding the 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 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.

## Pages Used to Setup and Publish the RFQ EIP

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Request Quotes | RFQ_HDR | Purchasing, Request for Quotes, Add/Update RFQs, Request Quotes | Create an RFQ. |
| Publish Outbound Message | IN_RUN_PUB_MSG | SCM Integrations, 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 RFQ Message Selection Criteria page.

**Selection Type** Select *Select Ven* (select vendors) to deliver staged RFQs based on the vendors invited. Select *Select BU*(select business unit) 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* (all business units) 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 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 *All Vendor* to publish all RFQs designated for deliver to all vendors. Select *1 Vendor* to publish RFQs designated for deliver to a specific vendor.

This field is available for entry only when you select *Select Ven* in the Selection Type field.

**Vendor SetID** Select a valid vendor setID. This field is available for entry and required only when you select *I Vendor* in the Vendor Selection Type field.

**Vendor ID** Select a valid vendor ID. This field is available for entry and required only when you select *1 Vendor* in the Vendor Selection Type field.

**Location** Select a valid vendor location code. This field is available for entry only when you select *1 Vendor* in the Vendor Selection Type field.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information"

# Subscribing to the RFQ Response EIP

This section provides an overview of the RFQ Response EIP and discusses how to subscribe to the RFQ Response EIP.

## Understanding the 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 to move the message data from staging tables to application tables.

## 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. |
| Data Collection Setup | BCT_SETUP_FS | SCM Integrations, Setup, Data Collection, 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 | SCM Integrations, Transaction Error Handling, Maintain Data Definitions, Data Def Maint | View data detail or correct errors for subscribe messages that contain data rather than transactions. |

## Subscribing to the RFQ Response 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 to move the message data from staging tables to application tables.
3. Use the Data Def Maint 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 Description link on the Response Errors page.<br>The item description link comprises 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 this check box to enable the Load Inbound RFQ Responses process to reprocess the corrected RFQ responses.

**RFQ 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 that 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

Select the 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** 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 vendor responses to the 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 the 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 PeopleSoft eSupplier Connection, enabling the vendor to override previously submitted responses.

### See Also

*PeopleSoft Enterprise eSupplier Connection 8.9 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 the installation includes PeopleSoft eSupplier Connection, view and edit vendor-entered responses.<br>Once an RFQ has been awarded, the fields on this page are no longer available for entry. |
| Item Description | RFQ_ITEM_2_DESCR | Click the Description button on the Maintain Responses page. | View descriptions for a specific item. |
| RFQ DOC Status (request for quote document 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 Billing Address or Address links on the Response Header Details page. | View address details for the location relevant to the link selected. |
| Response Comments | RFQ_RESP_CMT_SEC | Click the Response Comments link on the Maintain Responses page. | Enter response comments for the RFQ.<br>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 the installation includes PeopleSoft eSupplier Connection) 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 the currency of the vendor response.

## Line Info Tab

**Rspnded** (responded) Select to indicate that the vendor has responded and that 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 check box is unavailable when the RFQ is awarded.

---

**Note.** If the 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 selects this check box and displays the Supplier History button.

---

You can also reopen the line for a new vendor response by clearing the Rspnded (responded) check box and clicking Save. (You can also 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 vendor comments received from another source; they appear as vendor header comments (not buyer comments) on the Request for Quote Response page in PeopleSoft eSupplier Connection.

**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

Select the More Details tab.

**Supplier History** Click this 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 PeopleSoft 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 time.

## See Also

*PeopleSoft Enterprise eSupplier Connection 8.9 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: *Fax, Phone, Print,* and *EDX.* If the response was sent through EDX, the system completes this field automatically.

**Note.** The system 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 Analyze and 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 (request for quote document 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 the analysis and award 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 the 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

Select the More Details tab.

| | |
|---|---|
| **Minor Ind** (minority indicator) | Displays the minority indicator for applicable vendors. This information is supplied by the vendor. |

## Creating Purchase Orders or Contracts from RFQs

This section discusses how to:

- Create a purchase order or contract from an RFQ.
- Define RFQ purchase order distributions.

The purchase orders 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 the Create PO/Contract page.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Using Voucher and Order Contracts”

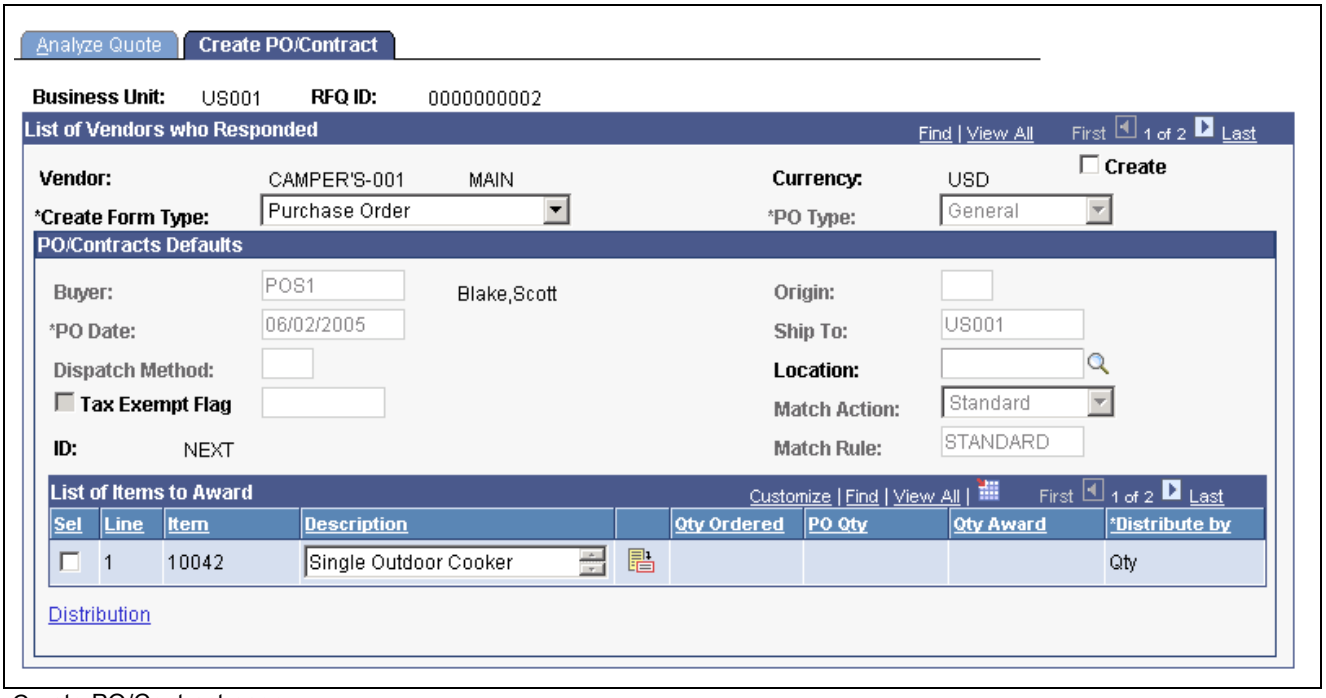
Chapter 30, “Managing Requests for Quotes,” Maintaining RFQ Responses, page 512

# Pages Used to Create Purchase Orders or Contracts from RFQs

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Create PO/Contract (create purchase order/contract) | RFQ_GEN_PO | Purchasing, Request for Quotes, Award Quotes, Create PO/Contract | View the awarded vendors of a specified RFQ and create a purchase order 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. |
| RFQ PO Distribution (request for quote purchase order distribution) | RFQ_DISTRIB_SEC | Click the Distribution link on the Create PO/Contract page. | Define multiple distributions for the purchase order schedule that you are creating from the RFQ. |
| Asset Information | RFQ_DST_AM_SEC | Click the Asset Information link on the RFQ PO Distribution page. | Enter asset information for an eligible item. |

# Creating a Purchase Order 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 purchase order or a contract for the lines awarded to a vendor. Values are:

*Contracts RFQ/Resp. Currency* (contracts RFQ 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 purchase order.

*Contracts Response Currency:* Select to create a contract in the response currency. The entry in the UOM/Pricing table on the contract appears in the response currency.

*Purchase Order:* Select to create a purchase order in the response currency.

---

**Note.** If the requisition associated with the RFQ has pegging information then you cannot create a contract from the RFQ. For example, if the requisition associated with the RFQ has PeopleSoft Maintenance Management work order information you will not be able to create a contract from the RFQ only a purchase order. The purchase order will contain the pegging information associated with the requisition.

---

**Create** Select this check box to create the contract or purchase order.

**PO Type** (purchase order type) Select a purchase order type:

*General:* Designates a general purchase order.

*Kanban:* Designates a Kanban purchase order.

## PO/Contracts Defaults

**Dispatch Method** Select a dispatch method for either the purchase order or contract.

**Tax Exempt Flag** Designates whether the purchase order 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 purchase order.

**ID** Indicates the ID of the purchase order or contract to be created. If you have autonumbering enabled, the field value is *NEXT,* and the ID is automatically generated by the system.

**Origin** Displays the origin of the purchase order or contract. Origin codes are established on the Origin Codes page and help identify the origins of the transactions.

**Ship To** Displays the ship to information defined on the User Preferences - Procurement: Request for Quote Process page. Ship to information assigned to purchase orders 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 purchase order creation, this ship to value is used.

**Location** Displays the user location defined on the User Preferences - Procurement page. Location information assigned to purchase orders 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:

*No Match:* No match is required.

*Standard:* Composed of two-way, three-way, and four-way matching, or any matching rules that you have defined.

**Match Rule** Select a match rule. 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 purchase order or contract.

**Distribute by** Select the method by which you want to allocate or charge the expense account distribution. Select *Amt* (amount) or *Qty* (quantity). Inventory items cannot be distributed by amount; you must distribute inventory items by quantity.

### See Also

Chapter 35, “Dispatching and Printing Purchase Orders,” page 717

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Defining Transaction Document Autonumbering Options, page 47

Chapter 30, “Managing Requests for Quotes,” Creating RFQs, page 495

Chapter 30, “Managing Requests for Quotes,” Maintaining RFQ Responses, page 512

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Origin Codes

## Defining RFQ Purchase Order Distributions

Access the RFQ PO Distribution page.

### Details Tab

Select the Details tab.

**IN Unit** (inventory business unit) Displays the PeopleSoft Inventory business unit for the distribution. If the purchase order line is for an inventory item, this field appears by default from the ship to location on the Maintain Purchase Order - Schedules page. If the item is an inventory item and a PeopleSoft Inventory business unit is entered on the first distribution line of the schedule, the due date on the Maintain Purchase Order - Schedules page is validated against the PeopleSoft Inventory business unit closure calendar. This is done to ensure that the PeopleSoft Inventory business unit is open to receive merchandise on that day.

If the RFQ line is associated with a requisition line that has one or more distributions that are pegged, the IN Unit is unavailable for entry.

**Percent** Enter the item distribution percent for the line.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

Chapter 32, "Creating Purchase Orders Online," page 543

# Inquiring and Reporting on RFQs and Vendor Responses

PeopleSoft Purchasing includes several inquiries and a report that enable you to review and analyze the RFQ and vendor response data.

This section discusses how to compare request and response values.

## Pages Used to Inquire and Report on RFQs and Vendor Responses

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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 these pages:<br>All Quotes inquiry page.<br>All Vendors inquiry page.<br>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 link on these pages:<br>All Quotes inquiry page.<br>All Vendors inquiry page.<br>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 these pages:<br>All Quotes inquiry page.<br>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:<br>All Quotes inquiry page.<br>All Vendors inquiry page. | View the last user to modify the RFQ and the date of the modification. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| RFQ Header Comments | RFQ_INQ_COMMENTS | Click the Header Comments link on the All Quotes inquiry page. | View RFQ header comments. |
| RFQ Header Details By Vendor | RFQ_HDR_BY_VNDR | Click the Header Details link on the 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 All Quotes Inquiry page. | View RFQ line information. |
| Item Description | RFQ_ITEM_6_DESCR, RFQ_ITEM_5_DESCR | Click the Item Description link on these pages:<br>Response Line Details By Vendor page.<br>RFQ Line Details By Vendor page.<br>The Item Description link comprises 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. |
| RFQ Line Comments | RFQ_INQ_COMMENTS | Click the Line Comments link on the RFQ Line Details By Vendor page. | View RFQ line comments. |
| View Category Hierarchy | CAT_PARENTAGE_SEC | Click the Hierarchy link on the RFQ Line Details By Vendor page. | View information about where a category resides in the catalog tree hierarchy. |
| 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.<br>**Note.** If the 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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. |
| REQ/RFQ Cross Reference (requisitions/request for quote cross reference) | RUN_POY6100 | Purchasing, Request for Quotes, Requisition/RFQ Xref Report, REQ/RFQ Cross Reference | Generate the REQ/RFQ Cross Reference Crystal 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:

*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 this group box to view original RFQ values.

## Responded

Use this group box to view vendor response values.

# PART 5

# Using Purchase Orders and Change Orders

**Chapter 31**
**Understanding Purchase Orders**

**Chapter 32**
**Creating Purchase Orders Online**

**Chapter 33**
**Using Purchase Order Sourcing**

**Chapter 34**
**Approving Purchase Orders**

**Chapter 35**
**Dispatching and Printing Purchase Orders**

**Chapter 36**
**Creating Purchase Order Change Orders**

**Chapter 37**
**Using the Purchase Order Reconciliation Workbench**

**Chapter 38**
**Reconciling Purchase Orders**

## Chapter 39
## Reviewing Purchase Order Information

## Chapter 40
## Using Stockless Items

# CHAPTER 31

# Understanding Purchase Orders

This chapter discusses:

- Purchase order defaults.
- Purchase order header status values.
- Sales and use tax (SUT) processing on the purchase order.
- Value-added tax (VAT) processing on the purchase order.
- Vendor rebate processing on the purchase order.
- Procurement card processing on the purchase order.
- PeopleSoft Maintenance Management work order processing on the purchase order.
- Purchase order consolidation.
- Purchase order cancelation.
- Purchase order deletion.
- Purchase order hold processing.

## Purchase Order 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 use the system of defaults available in PeopleSoft Purchasing, configure the purchase order business rules and defaults during the installation phase and maintain them regularly. If you use the purchase order online pages, you can override many of the defaults that you have defined at higher levels of the hierarchy.

When you set up the system, there are pages available that enable you to define the defaults for the typical purchase order. When you create a purchase order online, you do not need to access any other page than the Maintain Purchase Order - Purchase Order page. If you find that you must 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 purchase order default values at various levels of the purchase order hierarchy, such as at the business unit, buyer, or vendor level. These values apply to purchase order lines, schedules, and distributions.

When you add new lines to a purchase order, default values appear by default on lines depending on the settings of the default and override options on the Purchase Order Defaults page. If *Default* is selected, data appears by default on the line from the default hierarchy. If *Override* is selected, data appears by default on the line from the Purchase Order Defaults page. You can override these defaults using the Purchase Order Defaults page. Changing a value on the Purchase Order Defaults page does not affect any purchase order 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 purchase order, and you click the OK button the Retrofit field changes to "all" existing PO lines/schedules/distributions page appears. Use this page to specify that you want to apply the changes to existing lines, schedules, and distributions.

### See Also

Chapter 32, "Creating Purchase Orders Online," Applying Default Field Value Changes to Existing Lines, Schedules, and Distributions, page 569

Chapter 32, "Creating Purchase Orders Online," Entering Purchase Order Header Information, page 556

Chapter 32, "Creating Purchase Orders Online," Entering Purchase Order Defaults, page 566

Chapter 9, "Using Default Hierarchies," Understanding the PeopleSoft Purchasing Default Hierarchy, page 131

## Purchase Order Header Status Values

The purchase order header status, like all header values, applies to the entire purchase order. The purchase order status is the high-level indication of where the purchase order is in its life cycle. A typical purchase order does not go through every purchase order status.

This table shows each status value that a purchase order can have with its possible receipt and match statuses. The receipt status refers to the extent to which the purchase order has been received. The match status refers to the extent to which the matching process has been completed.

| Purchase Order Status | Receipt Status | Match Status |
|---|---|---|
| *Initial* | *Not Received* | N/A |
| *Open* | *Not Received* | *To be Matched* |
| *Pending Approval/Approved* | *Not Received* | *To be Matched* |
| *Approved* | *Not Received/Partially Received* | *Partially Matched* |
| *Dispatched* | *Not Received/Partially Received /Received* | *Partially Matched / Fully Matched* |

| Purchase Order Status | Receipt Status | Match Status |
|---|---|---|
| *Canceled* | N/A | N/A |
| *Complete* | *Received* | *Matched* |

A purchase order can have a status of *Initial* when you add it to the system manually or if it is a blanket purchase order that you created from a contract. A manually entered purchase order remains in *Initial* status until you specify a buyer. Each buyer has an associated default purchase order status of either *Open* or *Pending Approval.* When you specify the buyer, the status of the purchase order changes to the buyer's default purchase order status. When you create a purchase order using the PO Calculations (purchase order calculations) Application Engine process (PO_POCALC) and the Create Purchase Orders Application Engine process (PO_POCREATE), the purchase order begins its life cycle with the status that you defined in the buyer setup.

A purchase order cannot enter the approval process until it is in *Pending Approval* status. There are buttons on the Maintain Purchase Order - Purchase Order page and purchase order Reconciliation WorkBench page that can change the status from *Open* to *Pending Approval.* On the purchase order Reconciliation WorkBench page, there is also a button to reset purchase order statuses back to *Open.*

When the workflow approval process is complete, the purchase order status changes from *Pending Approval* to *Approved.* After it is approved, any change in amount or ChartFields causes the system to return the purchase order status to *Pending Approval.*

Approved purchase orders are available for the PO Dispatch/Print SQR Report process (POPO005). When you dispatch the purchase order, the status changes from *Approved* to *Dispatched,* if the purchase order has a valid budget header status and a valid document tolerance status.

After this point, one of three things can happen to the purchase order status:

- Creating a change order sets the status back to *Approved.*
- Running the Close Purchase Orders Application Engine process (PORECON) changes the status to *Complete.*
- Canceling the entire purchase order changes the purchase order status to *Canceled.*

  Canceling a purchaser order can be done using the purchase order Reconciliation WorkBench page.

  A purchase order does not have to be dispatched to be canceled. It can be canceled at any time during its life cycle until it has been received or invoiced. After the quantity has been received or invoiced, you cannot cancel it.

## See Also

Chapter 32, "Creating Purchase Orders Online," Entering Purchase Order Header Information, page 556

Chapter 38, "Reconciling Purchase Orders," Understanding Purchase Order Reconciliation, page 763

Chapter 33, "Using Purchase Order Sourcing," Running the PO Calculations Process, page 658

Chapter 37, "Using the Purchase Order Reconciliation Workbench," page 755

# SUT Processing on the Purchase Order

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, SUT can be assigned to a purchase order 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.

SUT rates are usually dependent on the location where the goods are to be used or shipped. For this reason, purchase order 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 purchase order schedule, where you can override it. The tax destination on the purchase order 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 Tax Options page accessed from the Vendor - 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 purchase order 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 SUT 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 the schedule line. If you use a third-party application to calculate tax rates and amounts, the tax code field is not required or used as the default 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, let's say that you defined a ship to location of ABC01 with ABC tax codes. Sales tax is applicable for all of the 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 have to set up tax codes for vendors only on an exception basis.

You can define tax codes and tax authorities on the Tax Code page and Tax Authority page.

### See Also

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Calculating Sales and Use Tax in Supply Chain Management"

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Ship To Locations

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Specifying Ship To Location Sales and Use Tax Defaults and Exceptions

# VAT Processing on the Purchase Order

To use VAT processing, establish the VAT environment and enable the business units for VAT. You can then create purchase orders that include tax amounts, exceptions, recoverable amounts, and rebate amounts. The PeopleSoft General Ledger business unit associated with the PeopleSoft 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 appear by default from the vendor. The ship to country and buyer's VAT registration information by default come from the ship to location on the purchase order, 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 the VAT setup.

You can view and modify default VAT information on the PO Header - VAT Information (purchase order header - value-added tax 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.

Most of the information that the system uses to retrieve and calculate VAT information is established on the purchase order schedule. This may appear by default from the header in combination with the 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 purchase order 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 the Adjust Affected VAT Defaults button. Click the Reset All VAT Defaults button if you want the system to reset all of the VAT defaults, including any VAT default fields that you may have changed previously. The system calculates VAT at save time or upon request by clicking the Calculate button on the purchase order header.

The system calculates actual VAT amounts and stores this data on the purchase order distribution record. The system computes the VAT amounts in both the vendor's currency and the base currency on the PeopleSoft General Ledger business unit linked to the purchase order. 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 purchase order total amount to be invoiced by the vendor.

### See Also

Chapter 32, "Creating Purchase Orders Online," Creating Purchase Order Headers, page 550

Chapter 32, "Creating Purchase Orders Online," Creating Purchase Order Schedules, page 582

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Preparing PeopleSoft Purchasing VAT Environments, page 59

# Vendor Rebate Processing on the Purchase Order

When creating a purchase order online, the system will automatically assign a vendor rebate agreement to the purchase order line if a vendor rebate agreement is applicable for the vendor and item, item category, or ad hoc item on the purchase order line.

The system uses the vendor on the purchase order or the manufacturer vendor for a group purchasing organization (GPO) manufacturer when assigning a vendor rebate agreement to the purchase order. If the purchase order line is associated with a GPO contract and a vendor has been specified, the system will use this vendor when assigning the vendor rebate agreement. If there is not a vendor associated with the GPO contract then the system will use the vendor on the purchase order. Whether you are using the purchase order vendor or the manufacturer vendor the vendor rebate agreement assignment process is the same.

If there are multiple vendor rebate agreements that could apply to the purchase order line, the system uses a default hierarchy strategy when assigning the vendor rebate agreement to the purchase order line. In all situations, these criteria must be met for the vendor rebate agreements to be available for automatic assignment to the purchase order line:

- Vendor rebate agreements must be approved.
- Vendor rebate agreements begin date and expire date must fall within the purchase order date.
- Vendor rebate agreements purchasing business unit must be the same as that on the purchase order or the vendor rebate agreements are identified as corporate agreements.

Plus, if vendor locations are specified on the purchase order then vendor rebate agreements that have that same vendor location are available for assignment to that purchase order. If no vendor locations are specified on the purchase order then the vendor rebate agreements are available for assignment irrespective of the vendor location.

This table describes the vendor rebate agreement default hierarchy strategy that occurs when assigning a vendor rebate agreement to a purchase order line:

| Entry on Purchase Order Line | Vendor Rebate Agreement Default Hierarchy |
|---|---|
| Item ID is entered. | 1. Vendor rebate agreements specifically for this item.<br>If a vendor rebate agreement exists just for this item, it will automatically be assigned to the purchase order line. If multiple vendor rebate agreements exist for this item, then the system assigns the vendor rebate agreement with the latest begin date as of the purchase order date.<br>2. Vendor rebate agreements for an item category.<br>If a vendor rebate agreement exists for an item category the system will verify whether the item entered is applicable for this item category. If so, this vendor rebate agreement will automatically be assigned to the purchase order line. If multiple vendor rebate agreements exist for this item category, then the system assigns the vendor rebate agreement with the latest begin date as of the purchase order date.<br>3. Vendor rebate agreements that are open item rebate agreements.<br>If an open item vendor rebate agreement exists, the system will verify whether the vendor entered is applicable to this vendor agreement. If so, this vendor rebate agreement will automatically be assigned to the purchase order line. If multiple open item vendor rebate agreements exist, then the system assigns the vendor rebate agreement with the latest begin date as of the purchase order date. |
| Item ID is not entered but description and category are entered. | 1. Vendor rebate agreements for an item category.<br>If a vendor rebate agreement exists for this item category (Include Automatically PO Ad Hoc Items check box is selected on the vendor rebate agreement), it will automatically be assigned to the purchase order line. If multiple vendor rebate agreements exist for this item category, then the system assigns the vendor rebate agreement with the latest begin date as of the purchase order date.<br>2. Vendor rebate agreements that are open item rebate agreements.<br>If an open item vendor rebate agreement exists (Include Automatically PO Ad Hoc Items check box is selected on the vendor rebate agreement), the system will verify whether the vendor entered is applicable to this vendor agreement. If so, this vendor rebate agreement will automatically be assigned to the purchase order line. If multiple open item vendor rebate agreements exist, then the system assigns the vendor rebate agreement with the latest begin date as of the purchase order date. |

The automatic assignment of the vendor rebate agreement occurs not only when a purchase order line is created, but also when you create a purchase order by copying from other documents, namely requisition, contract, or purchase order. When a purchase order is created from another purchase order, the vendor rebate agreement will be assigned based on the purchase order date of the new purchase order and is not copied from the source purchase order lines.

In addition, the system will go through the vendor rebate agreement assignment process every time these fields are changed on the purchase order:

- Item ID.
- Category ID.
- Vendor ID.
- Vendor Location.
- Manufacturer ID.
- Unit of measure.
- GPO Contract ID.

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**Note.** Changing the purchase order date will not trigger the reassignment of the vendor rebate agreement because the date can be manually overridden.

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Finally, subcontracting purchase orders cannot be tied to a vendor rebate agreement. These are purchase orders that are created from PeopleSoft Manufacturing.

## Vendor Rebate Security

The rebate security definition that you define for each user using the Procurement - Purchase Order Authorizations page, determines how the rebate ID field is rendered for the purchase order line on the Maintain Purchase Order - Purchase Order, Maintain Purchase Order - Details for Line, and Express Purchase Order - Details for Line pages.

If the Rebate ID Security Control value is *Update* then the Rebate ID field and the Look Up Rebate ID button appear on the page. The Rebate ID field is available for update and the Look Up Rebate ID button is active to assist you with vendor rebate agreement assignment.

If the Rebate ID Security Control value is *View Only* then the Rebate ID field and the Look Up Rebate ID button appear on the page. The Rebate ID field is not available for update, and the Look Up Rebate ID button is not active.

If the Rebate ID Security Control value is *Hidden* then the Rebate ID field and the Look Up Rebate ID button do not appear on the page.

Once the purchase order line has a receipt transaction or a vendor rebate accrual transaction associated with it the Rebate ID field is unavailable for modification using the Maintain Purchase Order - Purchase Order, Maintain Purchase Order - Details for Line, and Express Purchase Order - Details for Line pages. At this time you would use the Backdate Vendor Rebates page to modify the vendor rebate agreement association with the purchase order line.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Purchase Order User Authorizations

Chapter 32, "Creating Purchase Orders Online," Creating Purchase Order Lines, page 572

Chapter 32, "Creating Purchase Orders Online," Using Express Purchase Orders, page 615

Chapter 19, "Maintaining Vendor Rebate Agreement Association With Purchase Orders," page 317

## Procurement Card Processing on the Purchase Order

When creating a purchase order online, the system will automatically assign a procurement card or vendor card to the purchase order if procurement cards or vendor cards are applicable. After the procurement card is assigned by the system the buyer can override the procurement card with another card if they so choose and are authorized.

If there are multiple procurement cards or vendor cards that could apply to the purchase order, the system uses a default hierarchy strategy when assigning the procurement card or vendor card to the purchase order. The default procurement card hierarchy strategy that occurs when assigning a procurement card to a purchase order is:

- If the vendor location on the purchase order has a vendor card defined for it then the system will assign the vendor card as the payment method on the purchase order.
- If no vendor card exists, then the system will assign the requesters procurement card to the purchase order as payment method if the purchase order was created from a requisition.
- Finally, if no vendor card exists for the vendor location and no procurement cards exist for the requester, then the system will assign the buyers procurement card as payment method on the purchase order.

### See Also

Chapter 15, "Managing Procurement Cards," page 213

Chapter 32, "Creating Purchase Orders Online," page 543

Chapter 22, "Understanding Requisitions," Using Procurement Cards on Requisitions, page 375

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information"

## PeopleSoft Maintenance Management Work Order Processing on the Purchase Order

In PeopleSoft Purchasing you can only associate a PeopleSoft Maintenance Management work order to a purchase order for non-inventory and description only items. Once you make this association, the purchase order schedule is pegged to a work order. You will use the Pegging Workbench to associate work orders to inventory items on a purchase order.

Plus, if the purchase order line is marked as an *amount only* line, you cannot associate PeopleSoft Maintenance Management work order information to that purchase order line.

In PeopleSoft Purchasing there are a few different methods of defining a purchase order to support a PeopleSoft Maintenance Management work order. These methods are:

- PeopleSoft Maintenance Management creates the purchase order staging tables directly so that the PeopleSoft Purchasing sourcing processes (PO Calculations and Create Purchase Order processes) can generate the purchase order.

  If the purchase order was created through the purchasing sourcing processes then the fields on Maintain Purchase Order - Schedules page will contain the work order information passed from PeopleSoft Maintenance Management.

- PeopleSoft Maintenance Management creates the requisition staging tables directly so that the PeopleSoft Purchasing Requisition Loader process can generate the requisition. From there the requisition can process through the PeopleSoft Purchasing sourcing processes and a purchase order is generated.

  If the purchase order was created through the purchasing sourcing processes and the requisition originated in PeopleSoft Maintenance Management, then the fields on Maintain Purchase Order - Schedules page will contain the work order information passed from PeopleSoft Maintenance Management.

- PeopleSoft Purchasing creates a purchase order through the award RFQ (request for quote) process, and the requisition associated with the RFQ has PeopleSoft Maintenance Management work order information, then the work order information associated with the requisition is passed through the RFQ process and will appear here on Maintain Purchase Order - Schedules page.

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  **Note.** You cannot manually associate work order information to a RFQ it must come from a requisition associated with the work order information.

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- You manually create the PeopleSoft Maintenance Management work order association directly when defining a purchase order in PeopleSoft Purchasing.

  You manually associate PeopleSoft Maintenance Management work order information to a purchase order schedule by selecting existing work order information on Maintain Purchase Order - Schedules page. You can manually associate a maintenance work order to a purchase order schedule even though the item ID on the purchase order does not exist on the work order parts list.

- You manually create a purchase order in PeopleSoft Purchasing by copying a requisition that is associated with a PeopleSoft Maintenance Management work order.

  Using the Copy From field on the Maintain Purchase Order - Purchase Order page you can select to copy a requisition when creating a new purchase order. In this case, the work order information is copied from the requisition to the purchase order.

## Work Order Modification

When modifying the PeopleSoft Maintenance Management work order information associated with a purchase order there are some things you should keep in mind.

If the purchase order is for a non-inventory item or description only item and is associated with a requisition and you want to change the work order information on the purchase order schedule, you will need to first clear the requisition information on the purchase order distributions by using the Clear Requisition Information button on the Maintain Purchase Order - Distributions for Schedule page.

See Chapter 32, “Creating Purchase Orders Online,” Entering Distribution Information, page 602.

Plus, if you change the work order information that is already associated with a purchase order schedule, the system will delete the existing purchase order distributions and copy in the work order distributions from the work order itself. Plus, the pegging information will be updated to reflect the new work order information.

### See Also

Chapter 33, “Using Purchase Order Sourcing,” page 629

Chapter 24, “Using the Requisition Loader,” page 433

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 550

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Schedule Information, page 584

*PeopleSoft Enterprise Maintenance Management 8.9 PeopleBook*, “Understanding Maintenance Management”

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Pegging Supply and Demand”

## Purchase Order 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 purchase orders. This feature is useful if you do not want to send multiple purchase orders to the same vendor for the same business unit.

If you consolidate the requisition lines onto a single purchase order, the vendor receives only one purchase order 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 processes. When you choose the consolidate option, lines for the same item ID (marked as consolidated) for multiple requisitions will be consolidated onto one line on the purchase order. However, the schedules do not get consolidated. You will see a separate schedule (along with its original distributions) for each schedule on the originating requisitions.

On the requisition, if you choose to consolidate the purchase orders 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 PeopleSoft Purchasing stage tables always set the line on the stage table to *not* consolidated:

- PO Stage Load (PO_POSTAGE).
- Request for Quotes.
- Purchase Order Contracts (PO_POCNTRCT).
- Create Par Replenishment Requests (INPGCDMD).

You can override the consolidation method used by online requisition selection by selecting the Define PO (define purchase order) option on the Requisition Selection - Sourcing page. Select this option to create one purchase order 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 purchase order 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 will appear on the purchase order. 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 purchase orders 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 purchase order 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 purchase order.

If one of these conditions exists on the 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 purchase order. Therefore there is a schedule on the purchase order for each requisition schedule.

Staged rows that are not marked for consolidation create a new purchase order 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 purchase orders.

### See Also

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Line Details, page 576

Chapter 23, “Creating Requisitions Online,” Creating Requisition Lines, page 396

Chapter 33, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 646

Chapter 33, “Using Purchase Order Sourcing,” Creating Purchase Orders Using the Create Purchase Orders Process, page 682

Chapter 33, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 636

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

## Purchase Order Cancelation

You can cancel a purchase order entirely if all of these conditions apply:

- The purchase order is not on hold.
- You are authorized to cancel purchase orders on the User Preferences - Procurement: Purchase Order Authorizations page.

- You are authorized to cancel purchase orders for the buyer on the User Preferences - Procurement: Purchase Order Authorizations page.
- No schedules on the purchase order have been matched.
- No receipts have been recorded against the purchase order.
- No open vouchers have been recorded against the purchase order.
- No open or staged receipts against a blanket purchase order.

Once the system dispatches a purchase order, you can cancel the entire dispatched purchase order or you can cancel all lines without canceling the entire purchase order. On a dispatched purchase order, if you click the Cancel PO (cancel purchase order) button, the status of the purchase order changes to *Pending Cancel.* Then once you dispatch the purchase order again, the order is canceled.

## Purchase Order Cancelation Processes

To cancel a purchase order not sourced from a requisition that does not require budget checking:

1. Display the purchase order on the Maintain Purchase Order - Purchase Order page.

   The purchase order may be in a status of *Open, Pending Approved, Approved,* or *Dispatched.*

2. Click the Cancel PO button on the Maintain Purchase Order - Purchase Order page.

   The system displays a message asking you to confirm the cancelation.

3. Click the Yes button to confirm the cancelation of the purchase order.

   If the system was able to cancel the purchase order you'll receive a message stating successful cancelation on the Maintain Purchase Order - Cancel Purchase Order page.

   If the system was not able to cancel the purchase order you'll receive a message stating that the cancelation was unsuccessful on the Maintain Purchase Order - Cancel Purchase Order page. An unsuccessful cancelation is mostly likely due to a system failure.

4. Click the Ok button on the Maintain Purchase Order - Cancel Purchase Order page.

   The system cancels the purchase order, changes the status on the purchase order to *Canceled,* and takes you back to the Add/Update POs component - Search page.

To cancel a purchase order not sourced from a requisition that does require budget checking:

1. Display the purchase order on the Maintain Purchase Order - Purchase Order page.

   The purchase order may be in a status of *Open, Pending Approved, Approved,* or *Dispatched.*

2. Click the Cancel PO button on the Maintain Purchase Order - Purchase Order page.

   The system displays a message asking you to confirm the cancelation.

3. Click the Yes button to confirm the cancelation of the purchase order.

   If the system was able to cancel the purchase order you'll receive a message stating that the purchase order was successfully canceled and that the purchase order requires budget checking. The system gives you the option to perform the budget checking process at that time on the Maintain Purchase Order - Cancel Purchase Order page.

   If the system was not able to cancel the purchase order you'll receive a message stating that the cancelation was unsuccessful on the Maintain Purchase Order - Cancel Purchase Order page. An unsuccessful cancelation is mostly likely due to a system failure.

4. Complete the cancelation process.

- Click the Budget Check button on the Maintain Purchase Order - Cancel Purchase Order page to perform the budget checking process.

  The system cancels the purchase order, changes the status on the purchase order to *Canceled,* performs a budget check, and takes you back to the Add/Update POs component - Search page.

- Click the OK button on the Maintain Purchase Order - Cancel Purchase Order page to not perform the budget checking process.

  The system cancels the purchase order, changes the status on the purchase order to *Canceled,* and takes you back to the Add/Update POs component - Search page.

  To perform a budget check on this purchase order you will have use the Budget Check Request run control page at a later date.

To cancel a purchase order sourced from a requisition that does not require budget checking:

1. Display the purchase order on the Maintain Purchase Order - Purchase Order page.

   The purchase order may be in a status of *Open, Pending Approved, Approved,* or *Dispatched.*

2. Click the Cancel PO button on the Maintain Purchase Order - Purchase Order page.

   The system displays a message asking you to confirm the cancelation.

3. Click the Yes button to confirm the cancelation of the purchase order.

   - If the purchase order can be canceled the Maintain Purchase Order - Cancel Purchase Order page appears asking if you would like to open the requisition quantities to be sourced again. You have these options:

     Yes - Re-source all of the requisitions.

     No - Do not re-source the requisitions.

     Specify the requisitions you want to re-source. If you select this option, select the requisitions you want to re-source in the Requisitions Available for Re-Sourcing group box.

   - If the purchase order cannot be canceled the Maintain Purchase Order - Cancel Purchase Order page appears displaying the error messages why the purchase order cannot be canceled.

4. Select the requisition re-sourcing option and click the Continue button on the Maintain Purchase Order - Cancel Purchase Order page.

   If the system was able to cancel the purchase order you'll receive a message stating that the purchase order was successfully canceled on the Maintain Purchase Order - Cancel Purchase Order page.

   If the system was not able to cancel the purchase order you'll receive a message stating that the cancelation was unsuccessful on the Maintain Purchase Order - Cancel Purchase Order page. An unsuccessful cancelation is mostly likely due to a system failure.

5. Click the Ok button on the Maintain Purchase Order - Cancel Purchase Order page.

   The system cancels the purchase order, changes the status on the purchase order to *Canceled,* and takes you back to the Add/Update POs component - Search page.

To cancel a purchase order sourced from a requisition that does require budget checking:

1. Display the purchase order on the Maintain Purchase Order - Purchase Order page.

   The purchase order may be in a status of *Open, Pending Approved, Approved,* or *Dispatched.*

2. Click the Cancel PO button on the Maintain Purchase Order - Purchase Order page.

   The system displays a message asking you to confirm the cancelation.

3. Click the Yes button to confirm the cancelation of the purchase order.

- If the purchase order can be canceled the Maintain Purchase Order - Cancel Purchase Order page appears asking if you would like to open the requisition quantities to be sourced again. You have these options:

  Yes - Re-source all of the requisitions.

  No - Do not re-source the requisitions.

  Specify the requisitions you want to re-source. If you select this option, select the requisitions you want to re-source in the Requisitions Available for Re-Sourcing group box.

- If the purchase order cannot be canceled the Maintain Purchase Order - Cancel Purchase Order page appears displaying the error messages why the purchase order cannot be canceled.

4. Select the requisition re-sourcing option and click the Continue button on the Maintain Purchase Order - Cancel Purchase Order page.

   If the system was able to cancel the purchase order you'll receive a message stating that the purchase order was successfully canceled and that the purchase order requires budget checking. The system gives you the option to perform the budget checking process at that time on the Maintain Purchase Order - Cancel Purchase Order page.

   If the system was not able to cancel the purchase order you'll receive a message stating that the cancelation was unsuccessful on the Maintain Purchase Order - Cancel Purchase Order page. An unsuccessful cancelation is mostly likely due to a system failure.

5. Complete the cancelation process.

   - Click the Budget Check button on the Maintain Purchase Order - Cancel Purchase Order page to perform the budget checking process.

     The system cancels the purchase order, changes the status on the purchase order to *Canceled,* performs a budget check, and takes you back to the Add/Update POs component - Search page.

   - Click the OK button on the Maintain Purchase Order - Cancel Purchase Order page to not perform the budget checking process.

     The system cancels the purchase order, changes the status on the purchase order to *Canceled,* and takes you back to the Add/Update POs component - Search page.

     To perform a budget check on this purchase order you will have use the Budget Check Request run control page at a later date.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Purchase Order User Authorizations

Chapter 32, "Creating Purchase Orders Online," Canceling a Purchase Order Online, page 610

Chapter 37, "Using the Purchase Order Reconciliation Workbench," page 755

Chapter 12, "Using Commitment Control," page 167

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Processing Source Transactions Against Control Budgets"

## Purchase Order Deletion

You can delete a purchase order line, schedule, or distribution by clicking the Delete Row button.

You can delete an entire purchase order by clicking the Purchase Order Delete button on the Purchase Order header panel. You can delete a purchase order entirely if these conditions exist:

- The purchase order is not on hold.
- The purchase order has never been successfully budget checked.
- The purchase order has never been dispatched.
- Purchase order deletion is allowed within the business unit on the Purchasing Business Unit Options page.
- You are authorized to delete purchase orders on the User Preferences - Procurement: Purchase Order Authorizations page.
- You are authorized to delete purchase orders for the buyer on the User Preferences - Procurement: Purchase Order Authorizations page.
- The purchase order is not a blanket purchase order.
- The purchase order is not a recurring purchase order voucher.
- There are no distribution lines on the purchase order that are sourced from a requisition.

The system deletes records from these tables when you delete a purchase order:

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 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Establishing PeopleSoft Purchasing Business Units, page 32

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Purchase Order User Authorizations

# Purchase Order Hold Processing

To place a purchase order on hold from further processing, select the Hold From Further Processing check box on a purchase order using the Maintain Purchase Order - Purchase Order page or the Express Purchase Order - Purchase Order page. Once you place a purchase order on hold, PeopleSoft Purchasing prevents you from performing these actions at all levels of the document:

- Approving a purchase order.
- Dispatching a purchase order.
- Canceling a purchase order.
- Closing a purchase order.

You will not be able to delete a purchase order at the header level, but row level deletions are permitted.

In addition, if you have indicated hold from further processing on a purchase order, you will not be able to perform the rollover processes at budget period end for that purchase order.

**Note.** All buttons on the purchase order become unavailable for input except for the Budget Check, Finalize Document, Undo Finalize Entire Document, Change Order, and Create Line Change buttons.

## Budget Checking a Purchase Order On Hold

When you perform budget checking for a purchase order, using the actual buttons on the Maintain Purchase Order - Purchase Order page or the Budget Check Request run control page, that process is also affected by the hold from further processing functionality.

Budget checking is now determined by the selection criteria that you define as part of the Source Transaction definition for the Commitment Control Budget Processor process and whether you have selected the Hold From Further Processing check box for the purchase order. You define the Source Transaction definition selection criteria using the Source Transactions - Selection Criteria page. This table illustrates the different Source Transaction definition selection criteria and whether budget checking occurs for the purchase order:

| Source Transaction | Source Transaction - Selection Criteria | Hold From Further Processing | Budget Checking |
|---|---|---|---|
| PO_POENC (purchase order encumbrance) | HOLD_STATUS = N | Selected | Budget checking will not occur. |
| PO_POENC | HOLD_STATUS not entered as selection criteria. | Selected | Budget checking will occur. |

| Source Transaction | Source Transaction - Selection Criteria | Hold From Further Processing | Budget Checking |
|---|---|---|---|
| PO_POENC | HOLD_STATUS = Y | Selected | Budget checking will occur for only those purchase orders on hold. |
| PO_POENCNP (purchase order (non prorate item) encumbrance) | HOLD_STATUS = N | Selected | Budget checking will not occur. |
| PO_POENCNP | HOLD_STATUS not entered as selection criteria. | Selected | Budget checking will occur. |
| PO_POENCNP | HOLD_STATUS = Y | Selected | Budget checking will occur for only those purchase orders on hold. |

## Processing Not Affected When a Purchase Order is Placed On Hold

If a purchase order has the Hold From Further Processing check box selected, you will still be able to:

- Create header and line changes.
- Run document tolerances.
- Run entry events.
- Finalize the various levels of the document or the entire document and undo finalize the various levels of the document or the entire document for commitment control purposes.

  For example, if the purchase order is on hold and the requisition is not, finalizing the requisition is permitted.
- Attach procurement cards to a purchase order on hold and process through to a voucher.
- Create receipts and all other processes downstream from the receipt process such as, return to vendor and receipt accrual.
- Create vouchers and all other processes downstream from the create voucher process such as, budget checking, matching, and posting.

## See Also

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 550

Chapter 12, “Using Commitment Control,” page 167

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Setting Up Commitment Control Source Transaction Types”

# CHAPTER 32

# Creating Purchase Orders Online

This chapter provides an overview of the purchase order business process and discusses how to:

- Use purchase order reservations.
- Create purchase order headers.
- Create purchase order lines.
- Create purchase order schedules.
- Create purchase order distributions.
- Cancel a purchase order online.
- Use express purchase orders.
- Use purchase order acknowledgements.
- Create and view purchase order backorders.
- Update purchase orders with new item vendor UOM conversion rates.

## Understanding the Purchase Order Business Process

With PeopleSoft Purchasing, you can create a purchase order online, in the background, or from another system that transforms purchase requests into purchase orders.

As purchase orders proceed from entry to dispatch, the system tracks details and collects analysis information to facilitate future purchases. In an integrated system, PeopleSoft Purchasing provides purchase order line information to PeopleSoft Payables for invoice payment.

A purchase order in PeopleSoft Purchasing has a tree structure whose key components are a header, lines, schedules, and distributions. A purchase order is identified by an ID that is unique within a PeopleSoft Purchasing business unit. The system generates a default purchase order ID number, but you can override it.

***Warning!*** If you manually override the system assigned purchase order ID number with a custom purchase order ID, do not enter a custom purchase order ID that includes numbers only. If you need to create a purchase order ID that includes numbers only, use the "Next" feature. If you enter a purchase order ID manually that includes numbers only, the system may retrieve a number that is already used by the batch process, thus causing it to fail.

**Header** Contains information such as the purchase order type, tax exempt status, and vendor and buyer details. Header information pertains to the entire purchase order.

**Lines** Contains information such as the item ID, item description, category, and quantity. Schedules and distributions are accessed through the purchase order line.

**Schedules** Every purchase order 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 is to be charged to the organization, as well as internal delivery locations. Distributions also contain interface information for PeopleSoft Inventory, Project Costing, Order Management, and Asset Management. You can have more than one distribution for each schedule.

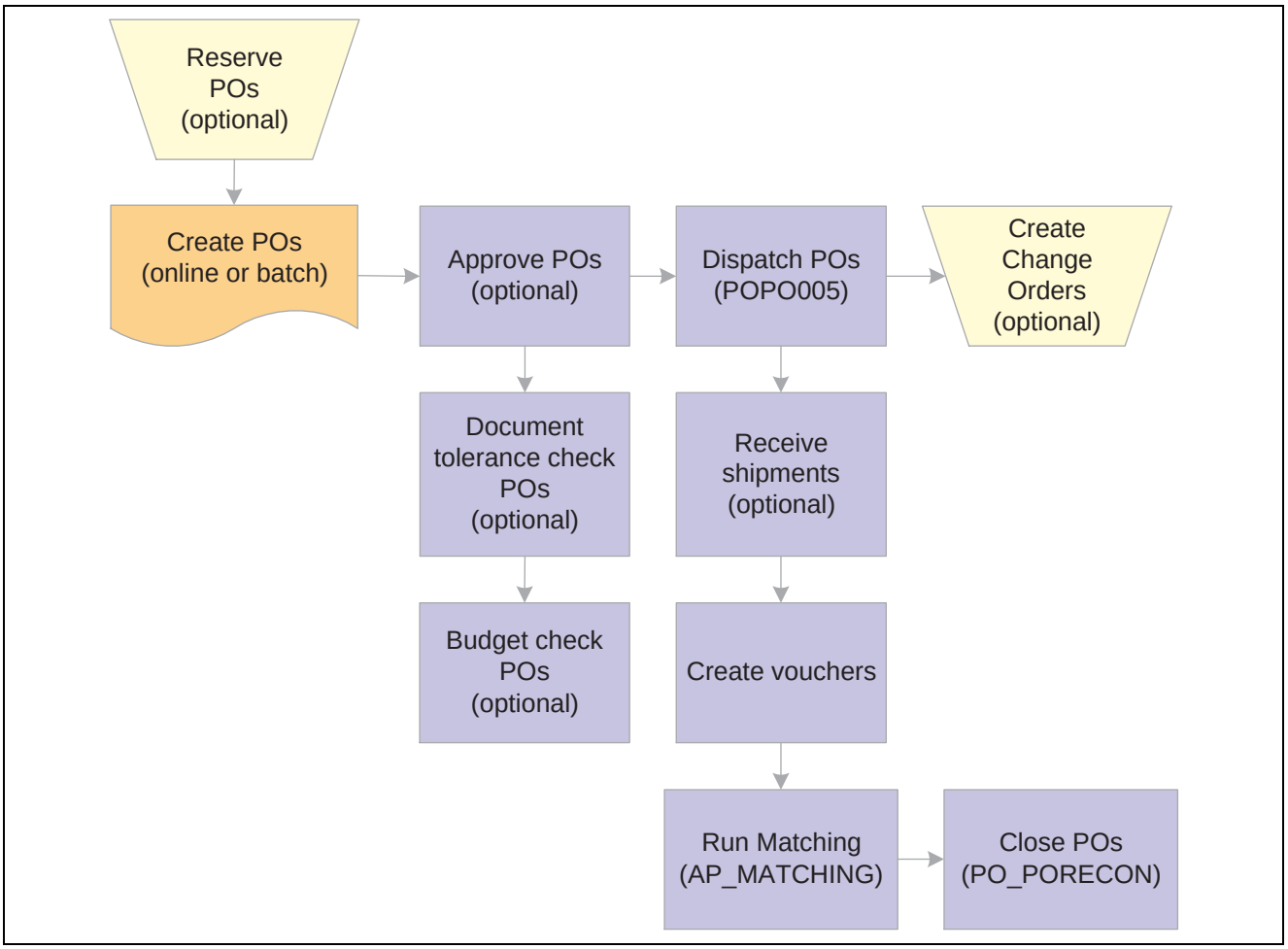
Here is the basic flow of purchase orders in PeopleSoft Purchasing:

1. (Optional) Reserve a purchase order for future use on the Purchase Order Reservations page.
2. Create the purchase order through one of these methods:
   - Directly online.

     You can create purchase orders online using the Maintain Purchase Order - Purchase Order page or the Express Purchase Order - Purchase Order page.
   - Purchase order sourcing processes.

     Using the PO Calculations process (PO_POCALC) and the Create Purchase Order process (PO_POCREATE), purchase orders can be created from multiple sources: through requisition selection, as a contract release, as an RFQ award, or from sources external to PeopleSoft Purchasing, such as from PeopleSoft Supply Planning, PeopleSoft Strategic Sourcing (strategic sourcing event), or PeopleSoft Order Management (sales order).
3. Approve purchase order amounts and ChartFields on the purchase order approval pages (may be optional depending on the business practices).
4. Dispatch the purchase orders 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 purchase order lines that are set up to require receiving).
7. Create purchase order vouchers.
8. (Optional) Run the Matching process (AP_MATCH).
9. Reconcile and close the purchase orders using the Close Purchase Orders process (PO_PORECON).

This diagram illustrates the purchase order business process flow:




Purchase order business process flow

## See Also

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Header Information, page 556

Chapter 32, “Creating Purchase Orders Online,” Entering Express Purchase Orders, page 616

Chapter 34, “Approving Purchase Orders,” page 711

Chapter 35, “Dispatching and Printing Purchase Orders,” Running the PO Dispatch/Print Process, page 721

Chapter 38, “Reconciling Purchase Orders,” Running the PO RECON Application Engine Process (PO_PORECON), page 772

Chapter 37, “Using the Purchase Order Reconciliation Workbench,” page 755

Chapter 33, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 636

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Stage Load Application Engine Process, page 653

# 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:

*Matl Value* (material value): Allocates charges based on the value of the items on the line.

*Quantity:* Allocates charges based on the quantity of items on the line.

*Volume:* Allocates charges based on the volume of the items on the line.

*Weight:* 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.

**Budget Status**

Appears only if budget checking is enabled.

*Valid:* The purchase order has been successfully budget checked.

*Error:* The purchase order has failed budget checking.

*Not Checked:* The purchase order 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 whether 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.

**Currency**

Currency of the charge amount appears by default from the vendor location default currency when the vendor location is specified.

**Freight Charge Method**

Method by which freight is charged for the purchase order. This value can be overridden for the schedule on the Details for Schedule page. Values are:

*Volume:* Freight is charged by the volume of the shipped item.

*Quantity:* Freight is charged by the number of packages.

*Value:* Freight is charged by the value of the order.

*Weight:* Freight is charged by the weight of the items.

**Freight Trm/Freight Terms Code**

Freight terms code that applies to the schedules for this purchase order.

**Geocode**

Nine-digit code used to identify the state, county, and city as a specific jurisdiction. Used for tax calculation by integrated third-party applications.

**IN Unit** (inventory unit)

Inventory business unit for the item. At the distribution level, if the purchase order 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 purchase order vendor and the Third-Party Vendor link becomes unavailable.<br>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 purchase order. 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 purchase order 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 purchase order transaction currency and the purchase order business unit base currency. |
| **Request BU** (requesting business unit) | Business unit from which the purchase order 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 these values:<br>*Item is Exempt:* Select if the item is exempt from sales and use tax.<br>*Purchaser Is Exonerated:* Select if you, as the purchaser, do not have to pay sales or use tax. Tax is not calculated on the purchase order and accounts payable does not pay taxes.<br>*Sales Tax Appl* (sales tax applicability): Select to calculate and apply sales tax on the purchase order.<br>*Sales Tax Appl, Direct Pay* (sales tax applicability direct pay): Select if you do not want sales tax calculated on the purchase order. 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.<br>*Use Tax Appl* (use tax applicability): Select to calculate and apply use tax on the purchase order. |
| **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** (value-added tax applicability/applicability) Select whether VAT should be calculated for this schedule. While most purchases may be subject to VAT for any of the 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 *Exempt, N/A, Outside, Suspended, Exonerated* and *Taxable.*

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 appears by default from the VAT defaults table, using the Purchasing VAT defaulting hierarchy.

**VAT Transaction Type** The VAT transaction type provides a way of categorizing the VAT transactions for reporting purposes.

The VAT transaction type appears by default from the VAT defaults table, based on the Purchasing VAT defaulting hierarchy.

**VAT 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 32, "Creating Purchase Orders Online," Entering Purchase Order Schedule Information, page 584

Chapter 32, "Creating Purchase Orders Online," Selecting Miscellaneous Charges to Apply to Purchase Order Lines, page 581

Chapter 32, "Creating Purchase Orders Online," Updating Schedule VAT Details, page 590

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining Purchasing Processing Options, page 51

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Preparing PeopleSoft Purchasing VAT Environments, page 59

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Application-Specific Installation Options

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Getting Started"

# 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 Reservations | PO_RESERVE | Purchasing, Purchase Orders, Reserve PO IDs, Purchase Order Reservations | Reserve a purchase order number or a sequence of purchase order numbers without having to enter the details of the purchase order. This enables you to enter and process the purchase order later while securing a purchase order number now. This functionality can be useful when you must give a purchase order number to a vendor over the phone, but you don't have time to enter a complete purchase order at that time. |

## Reserving Purchase Orders

Access the Purchase Order Reservations page.

When accessing the page, you can enter a custom purchase order ID in the Purchase Order field on the Purchase Order Reservation prompt page. If you attempt to reserve a purchase order ID that is already in use, you receive an error.

**PO ID**

When you save this page and are not reserving a block of purchase orders, the single purchase order ID appears and is assigned to a purchase order containing default information based on the user ID and the information that you entered here.

If you are reserving a block of purchase orders, the ID of the first purchase order in the sequence appears.

New purchase orders are created with a status of *Initial* and are immediately available for modification.

**PO Range**

This field appears if you are reserving more than one purchase order and displays the purchase order IDs generated.

**Number of PO's**

Select to reserve a block of purchase order numbers. Enter the number of purchase order IDs that you want to reserve. The purchase order IDs that were created appear to the right of the Number of PO's field.

The PO ID that the user enters is the first PO ID reserved. The additional PO IDs generated will have a number appended to the first ID, starting either with 1 if the number of POs is 9 or less, or 01 if the number of POs is 10 - 99.

# Creating Purchase Order Headers

This section discusses how to:

- Enter purchase order header information.
- Enter vendor details.
- Enter purchase order header details.
- Entering purchase order header comments.
- Enter purchase order defaults.
- Apply default field value changes to existing lines, schedules, and distributions.
- Maintain procurement card information.
- Entering purchase order header VAT details.
- Enter purchase order dispatch options.
- View purchase order dispatch history.
- Enter purchase order 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 purchase order information. |
| Copy Purchase Order from Contract | PO_COPY_TMPLT | Select *Contract* in the Copy From field. | Select this option to access the Copy Purchase Order from Contract page, where you can copy the purchase order from an existing contract. |
| Copy Purchase Order from Purchase Order | PO_COPY_TMPLT | Select *Purchase Order* in the Copy From field. | Select this option to access the Copy Purchase Order from Purchase Order page, where you can copy the purchase order from an existing purchase order. |
| Copy Purchase Order From Requisition | PO_REQ_SOURCE | Select *Requisition* in the Copy From field. | Select this option to access the Copy Purchase Order From Requisition page, where you can copy the purchase order from an existing requisition. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Manage PO Acknowledgements - Acknowledgement Summary | PO_SS_POA_SUMMARY | Click the POA Status link on the Maintain Purchase Order - Purchase Order page. The POA Status link will only appear for those purchase orders that require a POA. (The system determines if a POA is required by first looking at the vendor location settings (Vendor Information - Procurement Options page), then in the purchasing business unit processing option settings (Purchasing Processing Options page.) Optionally this can be overridden per purchase order by going to the Header Details link. | View the status of the acknowledgement and transfer the buyer to the purchase order acknowledgement transaction to review and respond to any changes made by the supplier or to respond on behalf of the supplier if necessary.<br><br>See *PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook*, "Acknowledging Purchase Orders Online," Reviewing and Approving Online POAs (Buyers).<br><br>See *PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook*, "Acknowledging Purchase Orders Online," Responding on Behalf of the Supplier (Buyers).<br><br>See *PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook*, "Acknowledging Purchase Orders Online," Responding on Behalf of the Supplier (Buyers).<br><br>See Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," page 29. |
| Vendor Search | VENDOR_LOOKUP_SEC | Click the Vendor Search link 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 | Commitment Control, Review Budget Check Exceptions, Purchasing and Cost Management, Purchase Order, Purchase Order Exceptions | View budget check exceptions for purchase orders. Users with appropriate authority can override the budget exceptions on this page. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purchase Order (NP) Exception | 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 purchase orders. Users with appropriate authority can override the budget exceptions on this page. |
| PO Header Details | PO_HDR_DTL | Click the Header Details link on the Maintain Purchase Order - Purchase Order page. | Enter purchase order header details, enter rules for the entire order, and hold the purchase order 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. |
| Exchange Rate Detail | EXCH_RT_DTL_INQ | Click the Exchange Rate Detail link 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 set defaults when none exist. |
| PO One Time Address Default | PO_DFLT_ADDR | Click the One Time Address link on the Purchase Order Defaults page. | Define 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 the transaction document. |
| Retrofit field changes to all existing PO 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 Copy Standard Comments link on the PO Header Comments page or the PO ShipTo Comments page. | Enter standard comments for the purchase order. |

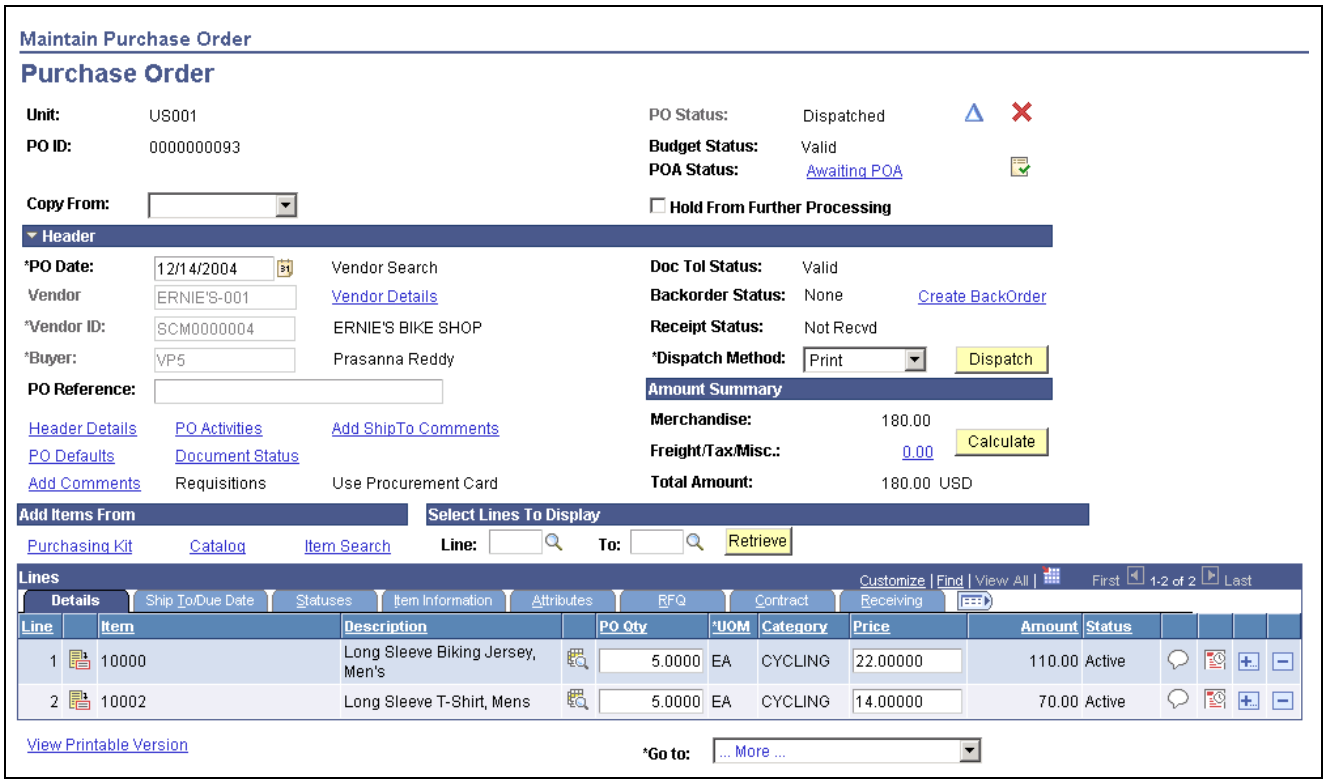
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purchase Order Activities | PO_ACTIVITY | Click the PO Activities link on the Maintain Purchase Order - Purchase Order page. | Enter and track activities associated with a particular transaction. Keep the activity comments organized by logging the due date and by selecting the Done check box. |
| PO Document Status | PRCR_DOCSTAT_INQ | • Click the Document Status link on the Maintain Purchase Order - Purchase Order page.<br>• Purchasing, Purchase Orders, Review PO Information, Document Status, PO Document Status | Access and review information about procurement documents associated with a purchase order. |
| Maintain Purchase Order - Requisition Details | PO_HDR_REQ | Click the Requisitions link on the Maintain Purchase Order - Purchase Order page. | View the requisition details that were used to create the purchase order. |
| PO ShipTo Comments | PO_COMMENTS_SEC | Click the Add ShipTo Comments link on the Maintain Purchase Order - Purchase Order page. | Maintain ship to comments associated with the purchase order. If you defined ship to comments using the Ship To Locations page, those comments appear by default on this page, if you elected to have them copied to the purchase order.<br>See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Ship To Locations. |
| Maintain Purchase Order - Procurement Card Information | CC_USE_HDR_DTL | Click the Use Procurement Card link on the Maintain Purchase Order - Purchase Order page. | Review the existing procurement card information, add or update the procurement card information, or override the existing procurement card with another one. |
| PO Header - VAT Information | PO_HDR_VAT | Click the Header VAT link on the Maintain Purchase Order - Purchase Order page. | View header VAT details. |
| Create Backorder | 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 the dispatched purchase order schedule. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Dispatch Options | DISPATCH_OPTIONS | Click the Dispatch button on the Maintain Purchase Order - Purchase Order page. | Enter dispatch options for the purchase order and to dispatch a purchase order to the vendor. |
| PO Total Amount Details | PO_ADJ_BRKDWN | Click the link associated with the Freight/Tax/Misc field 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. |
| Activity Log | PO_MAINT_POP | Select *01 - Activity Log* in the Go to field on the Maintain Purchase Order - Purchase Order page. | View basic transaction activity information. |
| PO Matching | PO_MATCHING | Select *11 - Matching* in the Go to field on the Maintain Purchase Order - Purchase Order page. | Enter matching information for the purchase order. |
| PO Dispatched History | PO_DISP_DSPLY | Select *02 - PO Dispatched History* in the Go to field on the Maintain Purchase Order - Purchase Order page. | View the dispatch history of the purchase order. |
| RTV Information | RTV_LN_DISP_SEC | Select *05 - All RTV* in the Go to field on the Maintain Purchase Order - Purchase Order page. | If there is an existing RTV transaction for this purchase order, you can view the RTV information. |
| Commitment Control | KK_EXCPTN_OVER_SEC | Select *16 - Budget Status - Prorated* or *17 - Budget Status - NProrated* in the Go to field 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 | DOC_TOL_RUN_CNTRL | • Select *18 - Doc. Tolerance Checking* in the Go to field on the Maintain Purchase Order - Purchase Order page.<br>• 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 *18 - Doc Tolerance Exception* in the Go to field on the Maintain Purchase Order - Purchase Order page. | View and update document tolerance exceptions. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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. |

# Entering Purchase Order Header Information

Access the Maintain Purchase Order - Purchase Order page.



Maintain Purchase Order - Purchase Order page

**Chng Order** (change order) If applicable, displays the change order batch number for the purchase order.

**Copy From** Select from these values:

*Contract:* Select to access the Copy Purchase Order From Contracts page, where you can copy the purchase order from an existing contract. Enter the contract setID, contract ID, vendor, vendor ID, and master contract of the contract that you want to copy. You can copy multiple contracts into an existing purchase order. 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. Plus, the system will use the vendor and location or the buyer from the copied contract to determine the valid procurement card information for the new purchase order.

*Purchase Order:* Select to access the Copy Purchase Order From Purchase Order page, where you can copy the purchase order from an existing purchase order. Enter relative information like purchase order ID, vendor ID, and buyer information from the purchase order that you want to copy. The copy function only enables you to copy from one purchase order. If you attempt to copy more

than one purchase order, the most recently copied purchase order overrides the previous purchase order information. Plus, the procurement card information is not copied over to the new purchase order. The system will redetermine the valid procurement card or vendor card to be used on the new purchase order by looking at the vendor and location or the buyer.

You can copy a canceled purchase order or a purchase order that has canceled lines to a new purchase order. If you copy a canceled purchase order all the lines from the canceled purchase order are copied over to the new purchase order and the status of the lines is made active. If you copy a purchase order that has one or more lines canceled, only the active lines from the existing purchase order are copied to the new purchase order.

Plus, if you are using the vendor rebate agreement functionality, when a purchase order is created from another purchase order, the vendor rebate agreement will be assigned based on the purchase order date of the new purchase order and is not copied from the source purchase order lines.

Finally, if you are copying a purchase order that is associated with a PeopleSoft Maintenance Management work order, the work order information will not be copied to the new purchase order.

*Requisition:* Select this option to access the Copy Purchase Order From Requisition page, where you can copy the purchase order from an existing requisition.

When you copy from a requisition, you are sourcing the requisition onto the purchase order. The Copy From field enables you to turn a requisition into a purchase order without going through sourcing. If you want to partially source, split source, or consolidate requisitions, use the Requisition Selection component. If a blanket purchase order is specified on the requisition line, it cannot be sourced to the purchase order here. Plus, the procurement card information will be copied over to the new purchase order if all the requisitions selected are using the same procurement card information. If the information between the requisitions is not the same, the procurement card will be blank or the buyer's procurement card will become the default value. If a vendor card currently exists on the purchase order it will not be overridden by the requisitions procurement card information.

Finally, if you are copying a requisition that is associated with a PeopleSoft Maintenance Management work order, the work order information will be copied to the new purchase order.

---

**Note.** You must enter a vendor ID before you can copy the purchase order from an existing requisition.

---

**PO Status**

Status of the entire purchase order. Values include *Initial, Open, Pending Approval, Approved, Dispatched, Canceled,* and *Complete.*

**Budget Status**

Appears only if budget checking is enabled. Values are:

*Not Chk'd* (not checked): The purchase order has not been budget checked.

*Valid:* The purchase order has been successfully budget checked.

*Error:* The purchase order 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 purchase order.

Users with appropriate authority can override the budget exceptions on the Purchase Order Exceptions page.

**POA Status**

Appears only if POAs are required for the given purchase order. Click the POA Status link to access the Manage PO Acknowledgements - Acknowledgement Summary page. Using this page the buyer can collaborate with the supplier using POAs. Values are:

- *Awaiting PO Dispatch:* Purchase order has not been dispatched. The next step in the POA process would be to dispatch the purchase order.
- *Initial Dispatch Acknowledged:* If POAs are not required for change orders, this status will display for all change orders after the first dispatch is acknowledged by the supplier.
- *Awaiting POA:* Purchase order has been dispatched. The buyer is waiting for a POA from the supplier.

  When this status appears the Acknowledge POA button becomes available.
- *Responded, Awaits Review:* POA has been created by the supplier and is waiting review and approval by the buyer.
- *Approved, Changes Pending:* Buyer approved the POA with the changes suggested by the supplier and the changes are waiting to be processed through the change order load processes.
- *Acknowledged, with Changes:* Change order has been processed with all changes reflected and updated on the purchase order.
- *Acknowledged:* POA has been acknowledged with no changes by the supplier.

Click the Acknowledge POA button if the buyer wants to acknowledge the POA for the supplier. When you click this button the POA status becomes *Acknowledged* and history is kept that the buyer accepted the purchase order as is on behalf of the supplier.

---

**Note.** This button only appears for purchase orders requiring acknowledgement and when the POA status is *Awaiting POA*.

---

**Hold From Further Processing**

Select this check box to temporarily prevent further processing of the purchase order. The purchase order will not be eligible for approval, unapproval, cancelation, closure, or dispatch processing.

In addition, budget checking is now determined by the selection criteria that you define as part of the Source Transaction definition for the Commitment Control Budget Processor process and whether you have selected the Hold From Further Processing check box for the purchase order.

If the HOLD_STATUS = *N* for the Selection Criteria for the Source Transaction, and the Hold From Further Processing check box is selected, and you perform budget checking, no budget checking will occur for the purchase order.

If the HOLD_STATUS is not entered as Selection Criteria for the Source Transaction, and the Hold From Further Processing check box is selected, and

you perform budget checking the budget checking process will execute for the purchase order.

If the HOLD_STATUS = *Y* for the Selection Criteria for the Source Transaction, and the Hold From Further Processing check box is selected, and you perform budget checking, the budget checking process will execute but will only process the purchase orders that are marked on hold.

See Chapter 31, "Understanding Purchase Orders," Purchase Order Hold Processing, page 541.

Click 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 that you enter. This button is available for purchase orders in dispatched status, and if you specified fields on the PO Chng Ord Template (change order template) page that are header-level changes.

Click the Cancel PO button to cancel the entire purchase order.

See Chapter 32, "Creating Purchase Orders Online," Canceling a Purchase Order Online, page 610.

**Approve PO**

Click the Approve PO button to change the status of the purchase order to *Approved.* The purchase order receives an approved or pending approval status based on the purchase order approval rules defined for the PeopleSoft Purchasing business unit. Once the status changes 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 purchase order. Set up approval authority on the User Preferences - Procurement: Purchase Order Authorizations page.

**Delete PO**

Click this button to delete the entire purchase order. When you click this button, you must confirm that you want to delete the purchase order. Once you delete a purchase order, the same purchase order ID can be reused.

You can only delete purchase orders if you have been authorized for purchase order deletion on the User Preferences - Procurement: Purchase Order Authorizations page.

**Budget Check**

Click the Budget Check button to run budget checking for this purchase order. 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 (FS_BP) runs to check the 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 enabled, 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 identify 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 only appears if there are non-prorated purchase orders with a budget status of *Error*.

*Not Checked:* The purchase order has not been budget checked.

## Header

**PO Date**

Automatically changes to the current system date. You can override the purchase order date. This appears on the purchase order and is the date used for price calculation if the price date is defined as the purchase order date.

**Vendor**

A purchase order can have only one vendor. When you enter 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 purchase order. You can override the defaults from the vendor on the Vendor Details page.

**Buyer**

A purchase order 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**

Displays the backorder status. Values are:

- *None.*
- *Backorder.*

- *BO Recv* (backorder received).

**Receipt Status** Displays the receipt status of the purchase order. Values are:

- *Not Recvd* (not received).
- *Partial* (partially received).
- *Received* (fully received).

### Amount Summary

**Merchandise** Displays the merchandise amount according to the quantities and prices of the items on the purchase order.

This field is not available if this purchase order is used with a recurring purchase order voucher.

**Freight/Tax/Misc.** Click the link associated with the Freight/Tax/Misc. field. When you click this link the PO Total Amount Details page appears. Using this page you can view the total amount of adjustments made to this purchase order. This includes VAT, sales tax, miscellaneous charges, and freight.

**Calculate** Click this button to recalculate the freight total for this purchase order.

**Total Amount** The total amount on the purchase order calculated from the merchandise and adjustment amounts appears.

### See Also

Chapter 32, “Creating Purchase Orders Online,” Updating Schedule VAT Details, page 590

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Line Details, page 576

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Schedule Information, page 584

Appendix D, “PeopleSoft Purchasing Reports,” POPO005 - PO Dispatch/Print, page 993

Chapter 34, “Approving Purchase Orders,” page 711

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 34

Chapter 47, “Inquiring About Document Status,” Viewing Purchase Order Document Status, page 911

Chapter 13, “Running Document Tolerances,” Understanding Document Tolerances, page 197

Chapter 31, “Understanding Purchase Orders,” Purchase Order Header Status Values, page 526

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Document Tolerances

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Creating Purchase Order 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.

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**Note.** The payment terms on the purchase order voucher in PeopleSoft Payables are the payment terms from the purchase order header.

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**Basis Dt Type** (basis date type) Defines the date that the system uses as the term basis date for scheduling payment and determining early payment discounts. Values include *Acct Date* (accounting date), *Doc Date* (constructive document receipt date), *Inv Date* (invoice date), *Recpt Date* (receipt date), *Ship Date,* and *User Date* (user specified date).

**Basis Date** Select a basis date. This field is available when the basis date type is *User Date.*

**Address** Select an address for this location. Click the Address Details link to view vendor location address details in the lower portion of the page.

**Contact** Select a contact person for the vendor. Click the Contact Details link to view contact address details in the lower portion of the page.

**Salesperson** Select a salesperson for the vendor. Click the Salesperson Details link to view salesperson address details in the lower portion of the page.

# Entering Purchase Order Header Details

Access the PO Header Details page.

## PO Details

**PO Type** Select the type of purchase order that you are creating from a user-defined selection list. This value, with the exception of Kanban, is not used in purchase order processing, but can be used for informational purposes.

**Billing Location** Location code that designates the billing address displays.

**Tax Exempt** Select if the purchase order 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 purchase order.

**Letter of Credit ID** Select a letter of credit ID. This value is used as a reference on the purchase order and appears by default on the purchase order voucher pages.

## Currency

**Currency Code** The currency to use on the purchase order displays. The currency code can be changed only when the business unit allows multicurrency.

**Rate Date** The date of the rate used in the currency calculation displays.

**Rate Type** Displays the currency exchange rate the system uses to convert between the purchase order transaction currency code value and the purchase order business unit Base Currency value.

**Exchange Rate** Displays the rate at which the currency exchange is performed, based on the rate date and rate type.

## Procurement Card Dispatch Options

**Dispatch Option**

Select the procurement card dispatch option if you are using the procurement card functionality. Options are:

- *Charge to Card on File:* Select this option to have "Charge to credit card" print in the header portion of the PO Dispatch/Print SQR report (POPO005).
- *Contact Buyer:* Select this option to have the buyer's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information."
- *Contact Cardholder:* Select this option to have the card holder's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information."
- *Include Masked Card Info* (include masked card information): Select this option to have the masked card number, card type, and expiration date appear in the header portion of the PO Dispatch/Print report.
- *No Reference:* Select this option to have no procurement card information print on the PO Dispatch/Print report.

**Contact Name** and **Contact Phone**

These field are only available if you select a dispatch option of *Contact Buyer* or *Contact Cardholder.*

If you select Contact Buyer the buyers name and phone number appear.

If you select Contact Cardholder the cardholders name and phone number appear.

**Instructions**

Enter additional procurement card instructions if you so choose.

## Process Control Option

**Acknowledgements Required for**

Select whether purchase order acknowledgements are required by the supplier. The default values are retrieved from either the Procurement Options page associated with the vendor location in the Vendor Information component or the POA Settings page in the Purchasing Options component. If no values are defined at the vendor location level then the system retrieves the values associated with purchasing business unit. This value can not be changed once the purchase order has been dispatched. This value can be overridden here for the given purchase order. Values are:

- *All dispatches:* POAs are required by the supplier for all dispatched purchase orders and change orders.
- *Initial dispatch only:* POA is only required by the supplier for the first dispatch of a purchase order. Change orders do not require POAs.
- *Not required:* POAs are not required by the supplier.

**Dispatch**

Selected by default so that once the status of the purchase order is *Approved,* the purchase order is a candidate for the next dispatch process. To prevent the purchase order from being dispatched, clear this check box.

**Method** Override the default dispatch method by selecting *EDX, Fax, Phone, Email,* or *Print.*

**Email Address** 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, Telephone,** and **Ext** (extension) When the dispatch method is fax, these fields are enabled to allow entry of an override fax phone number for the dispatch of the current purchase order.

**Accounting Date** Determines 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** Displays the accounting template for the purchase order. The accounting template is used to determine ChartField values that are used to offset one-sided transactions in PeopleSoft Purchasing.

### See Also

Chapter 34, "Approving Purchase Orders," Approving Purchase Orders by Using Online Pages, page 714

Chapter 35, "Dispatching and Printing Purchase Orders," page 717

Chapter 33, "Using Purchase Order Sourcing," Running the PO Stage Load Application Engine Process, page 653

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Entering and Processing Vouchers Online: General Voucher Entry Information"

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining POA Settings, page 58

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining POA Settings

## Entering Purchase Order Header Comments

Access the PO Header Comments page.

**Retrieve Active Comments Only** Select this check box to retrieve only active comments. In Add mode, this check box is selected and cannot be cleared.

Once you inactivate a comment line using the Inactivate button, save, and then re-enter the transaction, you cannot access the comment line when this check box is selected. You can clear this check box to retrieve the comment line that you inactivated, in addition to any active comment lines.

**Sort Method** Select the method that you want to use to sort the comments retrieved:

*Comment Time Stamp:* Select to sort the comments by the time stamp assigned by the system when they were created.

*Vendor Flag:* Select to sort by comments flagged to be sent to the vendor.

**Retrieve** Click this button to load existing comments into the comments text box. This button appears only if existing comments are available.

**Sort** Click this button to sort comments according to the selections that you made in the Sort Method and Sort Sequence fields.

**Copy Standard Comments** Click this link to copy standard comments to the purchase order header comments. When you click this link the Standard Comments page appears.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Setting Up Standard Comments.

**Inactivate** Click this button to inactivate the currently displayed comment. The comment is not actually deleted, but is set to an inactive status.

You must clear the Retrieve Active Comments Only check box in order to access any inactive comments.

If you have inactivated a comment, you must select the Retrieve button to reselect the comments.

**Send to Vendor** Select this check box if you want comments to appear on purchase orders dispatched to vendors. If the comments are for internal use only, clear the check box. The Send to Vendor option applies to comments in the comment text box only, not to the documents that you attach using the Associated Document fields.

**Shown at Receipt** Select if you want comments to appear on the receipt documents.

**Shown at Voucher** Select if you want comments to appear on the vouchers.

## Associated Document

Use the fields in this group box to attach files to the transaction. You can attach any type of file. The documents that you choose to attach do not transmit with the purchase order to the vendor.

**Attachment** Displays the attachment ID. This field is unavailable for entry because the attachment is automatically assigned.

**Attach** Click this button to attach a document to the comments. When you click the attach button you will be prompted to select a file for uploading. Select the file, and then click the Upload button.

**View** Select this button to display an attachment that has already been linked to the comments.

**Email** Select this check box if you want to email the attachment with dispatched documents. Attachments are only emailed as part of the purchase order email if the email flag is selected and the Dispatch Method is email. The attachment email process requires the system to download the attachment to a temporary directory. That temporary directory is by default c:\temp, but can be modified using the File Locations page.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Additional Common Information.

**Go To Source** If the transaction's comments originated with another transaction, you can click this link to view the originating source transaction. This link 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 link to view the originating requisition.

# Entering Purchase Order 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 PO line, schedule, and distribution 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.

---

**Note.** If you are maintaining a purchase order that is associated with a PeopleSoft Maintenance Management work order, the system will not override the changes you make on this page for PeopleSoft Project Costing information (PC Business Unit, Project, and Activity fields) and asset information (AM Business Unit and Profile ID).

The system does not apply project changes to the distribution rows because the work order is linked with projects information and we cannot change these values in PeopleSoft Purchasing. Plus, the asset information changes are not applied because distributions linked with a work order non-inventory cannot be received as assets.

---

## Line

**Category**

Select a default category code for the purchase order. Selecting a default value here enables you to order ad hoc (description-only) items. The category entered here only applies to ad hoc (description only) lines.

**Unit of Measure**

Select a default unit of measure (UOM) for the purchase order. Selecting a default value here can facilitate the ability to order ad hoc items.

## Schedule

**Ship To**

Displays the default ship to location, which appears on the purchase order schedule as the location to which the vendor ships the order. A change to the ship to location implies sales and 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**

Displays the default due date. The due date for each schedule has the default value of the purchase order date, plus the number of lead-time days defined for

the item (or item category if an ad hoc item). You can override the due date by using the PO Defaults page. If the default option is *override,* the system uses the override value, and the lead time calculation is ignored. If the default option is *default,* the system calculates the due date based on the purchase order date plus the number of lead time days.

When an item changes, the due date is updated to reflect the lead time days associated with the new item. If the category for an ad hoc changes, the due date is also updated to reflect the lead time days associated with the item category. If the purchase order defaults page is set to *override,* the override is applied.

---

**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 Override 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 percent.

**Liquidate by**

Liquidate the outstanding pre-encumbrance and encumbrance balances by amount or quantity.

---

**Note.** This field is only visible if commitment control is enabled, and you select Liquidate by Quantity on the Purchasing Definition - Business Unit Options page. If commitment control is not installed, or you do not select the option to liquidate by quantity on the purchase order business unit page, the budget processor balance liquidates 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. The default due date appears by default in this field and is updated when the item or item category (ad hoc items) changes. If you override the due date on the PO Defaults page, the purchase order date plus the number of lead time days defined for the item or item category (ad hoc items) will be used, not the overridden due date. You can override the original promise date on the PO Defaults page.

**Freight Terms Code**

Freight terms code that applies to the schedules for this purchase order.

## Distribution

**SpeedChart** Select a speed chart. The SpeedChart field enables you to use a code that contains preset distributions. This speed chart is not itself a defaulting element. Instead use it here to assist you in defining default chart field elements.

## Distributions - Chartfields Tab

**Budget Date** If you are using commitment control, this field is 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.

## Distributions - Asset Information Tab

Select the Asset Information tab.

**AM Bus Unit** (PeopleSoft Asset Management business unit) Select a PeopleSoft Asset Management business unit to associate with the asset item.

---

**Note.** If you consider an item to be an asset and plan to pass it to PeopleSoft Asset Management through the PeopleSoft Receiving business process, you must populate both the PeopleSoft Asset Management business unit and Profile ID fields.

If both fields contain values, data is written to the PeopleSoft Asset Management staging tables. If only one of the fields is populated, the system will not consider the item an asset.

---

**Profile ID** Select an asset profile ID.

**Capitalize** Designates a capitalized item. A PeopleSoft Asset Management business unit must be selected in order for this check box to be enabled. If the item is capitalized, it can be depreciated before being paid.

**Cost Type** Select the 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 Enterprise Cost Management 8.9 PeopleBook*, “Defining the Cost Foundation for Makeable Items”.

### See Also

Chapter 32, "Creating Purchase Orders Online," Entering Schedule Details, page 596

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Configuring ChartFields," Completing the Standard ChartField Configuration Page

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Shipping Codes

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Freight Terms

*PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook*, "Establishing Asset Processing," Defining Common Tables to Manage Assets

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Defining Your Operational Structure in PeopleSoft Inventory," Establishing Operation Closure Dates

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Ship To Locations

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining SpeedCharts

## Applying 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 the default field value changes to lines, schedules, and distributions on a purchase order without having to apply them to each area. You can make the 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 item orders.

| | |
|---|---|
| **Apply** | Select this check box to apply the default field value change to the distribution line that appears in the Distrib Line field. For example, if you select Apply for distribution line 3, the change will be applied to each distribution line 3 that appears on the purchase order.<br><br>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 the 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 default field value change does not apply at the distribution level. |
| **Apply to All Distribs** (apply to all distributions) | Select this check box to apply the default field value change to all existing distribution lines on the transaction, regardless of the distribution line value that appears. |

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 32, "Creating Purchase Orders Online," Entering Purchase Order Defaults, page 566

## Maintaining Procurement Card Information

Access the Maintain Purchase Order - Procurement Card Information page.

### Procurement Card used for payment

**Card Number, Card Type,** and **Expiration Date** — Displays the procurement card information that will be used for payment on this purchase order. If no card is assigned no values appear in this group box.

### Override with Procurement Card or Vendor Card

**Card Number** — Select the procurement card or vendor card that you want to use for the payment method on this purchase order. The card numbers that are available for selection are related to the buyer who has the rights to use a procurement card on a purchase order and the vendor cards related to the vendor and location. After you select a new card number it will override the existing card number.

**Don't use Procurement Card** — Click this check box if you do not want to use a procurement card as the payment method on this purchase order.

## Entering Purchase Order 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.

See Chapter 32, "Creating Purchase Orders Online," Updating Schedule VAT Details, page 590.

## Entering Purchase Order Dispatch Options

Access the Dispatch Options page.

**Fax Cover Page** — Enter the location of the fax cover page file.

**Server Name** — Select the name of the server that you want to process the dispatch request.

**Output Destination Type** — Select the dispatch method. Values are *FILE, PRINTER* and *WEB*.

**Output Destination Format** — Select the appropriate format for the dispatched file, based on how you want to send the file to the vendor. Values are: *CSV, HP, HTM, LP, PDF, PS,* and *SPF.*

**Test Dispatch** — Select this check box if you want to do a test dispatch and do not want to dispatch to the vendor. The word *Unauthorized* prints at the bottom of the transaction document. The system dispatches the purchase order, but it doesn't update the purchase order status from *Approved* to *Dispatched.*

**Print BU Comments** (print business unit comments) Select this check box to have the comments (terms and conditions) that you defined for the purchasing business unit appear on the purchase order upon dispatch. These comments are assigned to the purchasing business unit by clicking the Comments link on the Purchasing Definition - Business Unit Definition page.

**Print Duplicate on PO** Select this check box to print the word *duplicate* on the transaction document.

**Print Changes Only** Select this check box if you are dispatching a change order and want to print only the changes that were made to the purchase order.

**Print Copy** Select this check box if you want to print a copy of the dispatched document. If any of the purchase orders are dispatched by phone, fax, email, or EDX, a hard copy is printed for review.

### See Also

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Creating PeopleSoft Purchasing Business Units, page 34

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Fax Cover Letters

## Viewing Purchase Order Dispatch History

Access the PO Dispatched History page.

**Fax Dir** (fax directory) Directory where the fax file is located displays. The file is generated during the dispatch process for purchase orders with a fax dispatch method.

## Entering Purchase Order Matching Information

Access the PO Matching page.

### Match Status

Displays the match status. Values are*To Match, Part Matched,* or *Fully Matched,* based on the extent to which the matching process has been completed for the purchase order.

### Match Options

**Match Action** Controls the type of match rules that you can add to this match rule control. Values include:

*No Match:* No match required.

*Standard:* Comprises two-way (purchase order to voucher), two-way (receipt to voucher), three-way, four-way, or ERS (evaluated receipt settlement) matching.

**ERS Action** Values include:

*Yes:* Matches receipts against purchase orders and generates vouchers without requiring an invoice.

*No.*

**Match Rule** Select a match rule.

### See Also

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Running the Matching Process”

# Creating Purchase Order Lines

This section discusses how to:

- Enter purchase order line information.
- Enter purchase order line details.
- Apply miscellaneous charges to purchase order lines.
- Select miscellaneous charges to apply to purchase order 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 purchase order 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 purchase order. |
| 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 link on the Maintain Purchase Order - Purchase Order page. | Search for items. |
| Details foe Line | PO_LINE_DTLS | Click the Line Details button associated with a purchase order line 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 you can specify whether the item requires receiving and inspection. Any changes that you make on this page apply only to the selected line. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Item Description | PO_ITEM_DESCR | Click the Item Description link on the Details for Line page.<br>The item description link comprises 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. |
| Add/Update Contracts - Contract | CNTRCT_LINE | Click the Contract Details link on the Details for Line 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 link on the Details for Line page. | View item configuration codes for configured items. The item that you are querying must be defined as a configured item and have configuration codes created for it. |
| Item/Product Availability (inquiry) | ATP_SUMMARY_INV | Click the Item Availability link on the Details for Line page. | View the availability of this item. PeopleSoft Inventory must be installed for this link to be active. |
| PO Line Comments | PO_COMMENTS_SEC | Click the Line Comments button associated with a purchase order line 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. |
| Maintain Purchase Order - Rebate Agreement ID Look Up | VRBT_SEARCH_SP | Click the Look Up Rebate ID button associated with a purchase order line under the Contract tab on the Maintain Purchase Order - Purchase Order page | Search for available vendor rebate agreements. |
| Category Search | CAT_SEARCH_SEC | Select *03 - Category Search* in the Go to field 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 | Select *04 - View Category Hierarchy* in the Go to field on the Maintain Purchase Order - Purchase Order page. | View information about where a category resides in the entire catalog tree hierarchy. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Header Misc. Charges (header miscellaneous charges) | PO_MISC_WRK | Select *13 - Header Misc. Charges* in the Go to field 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 purchase order. |
| 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 purchase order 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 pertaining to the miscellaneous charge and specify the amount of the charge. |
| Exchange Rate Detail | EXCH_RT_DTL_INQ | Click the Exchange Rate Detail link on the Header - 3rd Party Vendor page. | View the rules used to calculate exchange rates for the transaction. |

# Entering Purchase Order Line Information

Access the Maintain Purchase Order - Purchase Order page.

## Lines Group Box - Details Tab

**Item**

Depending on how you set up PO Item Vendor Security 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 the 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.

Purchase orders can contain standard and stockless items, but you cannot mix them on the same purchase order.

This field is not available if the purchase order is used with a recurring purchase order voucher.

If you perform one of these actions on a purchase order line that is associated with a PeopleSoft Maintenance Management work order, the system will remove the work order information and the peg to the non-inventory work order:

- Change a description only or non-inventory item to an inventory item.
- Change the category.

**PO Qty** (purchase order quantity)

Enter the quantity of the item that you want to order.

If you are using the order multiples functionality, when you enter the purchase order quantity the system will validate the line quantity against the order quantity multiple factor that you specified for this item vendor and unit of measure on the Vendor's UOM & Pricing Information page. If the quantity you enter is not a multiple of the order quantity multiple factor, based on the rounding rule, the system will issue a warning message that the item should be ordered in multiples of this factor and it suggests the correct order quantity. You can accept the system suggested quantity at that time or keep the original quantity that you entered.

Order quantity multiples are not validated and checked for these information:

- Non item vendor UOMs.
- Inventory item UOMs.
- Adhoc or description only transaction lines.
- Purchase orders that have a status of *Dispatched* or *Canceled.*

---

**Note.** Order multiple checks are only applicable to item vendor UOMs.

---

If the purchase order line built by the PO Calculations (PO_POCALC) and Create Purchase Order (PO_POBUILD) processes references an RFQ and you change the purchase order quantity, the system prompts you asking whether you want to increase or decrease the RFQ order quantity. For example, if you decrease the purchase order 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 appears 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)

Select the UOM of the item that you want to use to place the order.

This field is not available if the purchase order is used with a recurring purchase order voucher.

**Amount**

Purchase order quantity multiplied by the unit price. Appears in the transaction currency or the vendor preferred currency. If the 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 purchase order is used with a recurring purchase order voucher.

**Status**

Status of the line appears. Values are: *Active, Canceled, Hold,* or *Closed.*

## Lines Group Box - Statuses Tab

Select the Statuses tab.

Click the Cancel Line 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.

---

### Lines Group Box - Contract Tab

Select the Contract tab.

**Rebate ID**

Depending on the Rebate ID Security Control setting this field will appear or will be hidden. The approved vendor rebate agreement that matches what is being ordered on the purchase order line appears. You can only modify the vendor rebate agreement if the Rebate ID Security Control Setting field value is *Update.* Otherwise, you will only be able to view the vendor rebate agreement.

In addition, once the purchase order line has a receipt transaction or a vendor rebate accrual transaction associated with it the Rebate ID field will no longer be available for modification. At this time you would use the Backdate Vendor Rebates page to modify the vendor rebate agreement association with the purchase order line.

---

**Note.** Vendor rebate agreements cannot be associated with subcontracting purchase orders generated through PeopleSoft Manufacturing.

---

Depending on the Rebate ID Security Control setting this Look Up Rebate ID button will appear or will be hidden. This button is only active if the Rebate ID Security Control Setting field value is *Update.* Click this button next to the Rebate ID field to access the Maintain Purchase Order - Rebate Agreement ID Look Up page. Use this page to search for available vendor rebate agreements for what you are ordering on the purchase order.

### See Also

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Categories, page 68

Chapter 9, “Using Default Hierarchies,” Understanding the UOM Conversion Hierarchy, page 142

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Defining Items by SetID”

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Vendor UOM and Pricing Information, page 86

Chapter 31, “Understanding Purchase Orders,” Vendor Rebate Processing on the Purchase Order, page 529

## Entering Purchase Order Line Details

Access the Details for Line page.

Click the Chng Line (change line) button to change an attribute on the purchase order line. This button and functionality are available only if the purchase order is in *Dispatched* status.

When you click this button, all fields defined on the PO Chng Ord Template (change order template) page become available for entry and can be changed. If you are the using vendor rebate functionality, changing the Rebate ID field will not create a change order.

When you save the purchase order, 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 purchase order line. This button is available if the purchase order status is *Dispatched.* If you cancel a dispatched line, a change order is created.

This button is also available when the purchase order status is *Approved,* but only if the purchase order was previously dispatched and subsequently changed and approved.

If you do not have the authority to cancel a purchase order, the Cancel Line button is not available. Set up the authority to cancel a purchase order 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 identify 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 purchase orders referenced to the same requisition line distribution, all the other purchase orders must 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 purchase order. 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

**Amount to Receive** Amount that is still open on the purchase order displays.

**Quantity to Receive** Quantity that has not been received and is still open on the purchase order displays.

**Line Status** The status of the line appears. Values are: *Active, Canceled,* or *Closed.*

**Backorder Status** Backorder status displays. Values include:

*None.*

*Backorder.*

*BO Recv* (backorder received).

**Doc. Base Amt.** (document base amount)

Amount of the line in the purchase order 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 displays.

**Replenish Code**

Displays the replenishment code setup for the line item if it is either a replenishment or stockless item. A purchase order can have either stockless or replenishment items only. You cannot have both types on the same purchase order.

**Stockless Item**

Select this check box 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 purchase order line cannot be fulfilled on the first receipt, the remaining quantity on the line is canceled. You can then run the Close Backorders process (PORC500) to close partially received stockless orders or orders that have not been received within a specified number of days.

**Device Tracking**

Select this check box to indicate whether a line contains a device-tracked item.

**Withholding**

Select this check box to indicate that the voucher line that matches this purchase order line may be subject to withholding.

Vendor defaults determine whether this option is checked or unchecked.

## Attributes

**Physical Nature**

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

**Price Qty** (price quantity)

Quantity that the system uses to determine minimum order quantities and price adjustment quantities. Select *Line* or *Schedule.*

If you set up an item-vendor relationship for the purchase order 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 purchase order quantity.

**Price Date**

Date that the system uses to determine minimum quantity and price adjustment dates. Select *PO* (purchase order date) or *Due* (schedule due date). The price date works in conjunction with the value in the Price Qty field.

**Amount Only**

Select this check box to designate the line as an amount-only line. If selected, the purchase order quantity value on the line is set to *1* and the field becomes unavailable for entry.

The Amount field on the line becomes available for entry. The line amount that you enter becomes the schedule price and amount.

If you have an existing purchase order quantity value, line amount, schedule amount, and schedule price, and then select this option, each of these values is reset:

- The purchase order quantity 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 purchase order is used with a recurring purchase order voucher.

## RFQ

**RFQ ID** (request for quote ID)

Appears if the purchase order line originated from an RFQ.

## Contract

**Contract ID** and **Contract Line**

To associate a contract with this purchase order 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 purchase order from the contract.

You may enter a contract after selecting the item ID, or select a contract and line number, which copies the contract line information onto the purchase order line.

The contract ID and line number are not available if the purchase order is used with a recurring purchase order voucher.

If this purchase order is created for either a contract assigned to this specific purchase order (enhanced blanket purchase order) or a recurring purchase order voucher, the contract ID and line number are display only.

Contracts may be used on a purchase order if:

- The contract is approved.
- The contract vendor matches the purchase order vendor.
- The contract is not expired and the begin and expire dates fall within the purchase order (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 purchase order line on this page, the purchase order 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 purchase order, 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 purchase order and to view it in the Contract Events inquiry.

**Rebate ID**

Depending on the Rebate ID Security Control setting this field will appear or will be hidden. The approved vendor rebate agreement that matches what is

being ordered on the purchase order line appears. You can only modify the vendor rebate agreement if the Rebate ID Security Control Setting field value is *Update.* Otherwise, you will only be able to view the vendor rebate agreement.

In addition, once the purchase order line has a receipt transaction or a vendor rebate accrual transaction associated with it the Rebate ID field will no longer be available for modification. At this time you would use the Backdate Vendor Rebates page to modify the vendor rebate agreement association with the purchase order line.

---

**Note.** Vendor rebate agreements cannot be associated with subcontracting purchase orders generated through PeopleSoft Manufacturing.

---

Depending on the Rebate ID Security Control setting this Look Up Rebate ID button will appear or will be hidden. This button is only active if the Rebate ID Security Control Setting field value is *Update.* Click this button next to the Rebate ID field to access the Maintain Purchase Order - Rebate Agreement ID Look Up page. Use this page to search for available vendor rebate agreements for what you are ordering on the purchase order.

**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

**Recv Reqd**(receiving required) Select the line item receiving requirement. Values are:

- *Do Not Receive.*
- *Receiving is Optional.*
- *Receiving is Required.*

**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 40, “Using Stockless Items,” Running the Close Backorders Process, page 785

Chapter 32, “Creating Purchase Orders Online,” Creating and Viewing Purchase Order Backorders, page 624

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Header Information, page 556

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Using Group Purchasing Organizations”

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Working with Items,” Using Universal Item Identifiers

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Working with Items,” Using Device Tracking

# Applying Miscellaneous Charges To Purchase Order Lines

Access the Header Misc. Charges page.

## All Charges

The All Charges group box displays information about the miscellaneous charges selected on the Header Miscellaneous Charges page.

The actions of the these three items apply to the single miscellaneous charge that appears in the All Charges group box.

**Select All** Click the this link to select all purchase order lines for allocation of the miscellaneous charge that appear in the All Charges group box.

**Clear All** Click this link to clear the selection of all purchase order lines for the allocation of the miscellaneous charge that appears in the All Charges group box.

**Allocate** Click this button to calculate charges to the selected purchase order lines for the miscellaneous charge that appears in the All Charges group box.

## Current Charge

Use the Current Charge group box to allocate the selected miscellaneous charges to specific purchase order lines. Select the check box for lines to which you want to apply miscellaneous charges.

**Amount** Miscellaneous charge amount allocated to the purchase order 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 32, "Creating Purchase Orders Online," Applying Miscellaneous Charges To Purchase Order Lines, page 581

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Setting Up Miscellaneous Charges and Landed Costs

# Selecting Miscellaneous Charges to Apply to Purchase Order Lines

Access the Header - Miscellaneous Charges page.

**Template ID** Select the template of miscellaneous charges to apply to purchase order 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 32, "Creating Purchase Orders Online," Applying Miscellaneous Charges To Purchase Order Lines, page 581

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Setting Up Miscellaneous Charges and Landed Costs

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Setting Up Miscellaneous Charges and Landed Costs

# Creating Purchase Order Schedules

This section discusses how to:

- Enter purchase order schedule information.
- Enter purchase order schedule one-time address information.
- Enter schedule sales and use tax (SUT) information.
- Update schedule value-added tax (VAT) details.
- 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 Order - Schedules | PO_SCHEDULE | Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order<br>Click the Schedule button next to a purchase order line on the Maintain Purchase Order - Purchase Order page. | Specify ship to, quantities, due dates, comments, SUT, miscellaneous charges, price adjustments, and multiple distributions per schedule within a purchase order line. |
| Item Description | PO_ITEM_DESCR, PO_ITEM_DESCR2 | Click the item description link on the Maintain Purchase Order - Schedules page. | Enter and view descriptions for a specific item.<br>The item description link includes the first 30 characters of the item's description in the Transaction Item Description text box on the Item Description page. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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. |
| PO ShipTo Address | PO_ONE_TIME_ADDR | Click the Ship To Address button on the Maintain Purchase Order - Schedules page. | Set up a one-time ship to address for the selected purchase order schedule.<br>You cannot define a one-time address for direct shipment purchase orders. To change the address for a direct shipment you must go to the sales order in PeopleSoft Order Management and make the address change there. |
| Price Adjustments for Schedule | PO_VAL_ADJ | Click the Value Adjustment button on the Maintain Purchase Order - Schedules page. | Adjust the price of a schedule. |
| Miscellaneous Charges for Schedule | PO_SCHED_MISC | Click the Miscellaneous Charges button on the Maintain Purchase Order - Schedules page. | Change miscellaneous charges on this schedule. |
| Schedule - 3rd Party Vendor | PO_SCHED_MISC_3RD | Click the Third Party link on the Miscellaneous Charges for Schedule page. | Select a third-party vendor to whom to pay the miscellaneous charge. |
| Sales/Use Tax Information for Schedule | PO_SCHED_SUT | Click the Sched Sales/Use Tax button on the Maintain Purchase Order - Schedules page. | Enter the SUT information for the schedule. |
| VAT Information for a Schedule | PO_SCHED_VAT | Click the Schedule VAT button on the Maintain Purchase Order - Schedules 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 |
|---|---|---|---|
| Direct Shipment | PO_SCHED_OM | Click the Schedule Direct Shipment button on the Maintain Purchase Order - Schedules page. | View sales order information about a drop-shipment purchase order. The purchase order must have a direct shipment.<br><br>**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. |
| PO ShipTo Comments | PO_COMMENTS_SEC | Click the Add Ship To Comments link on Maintain Purchase Order - Schedules page. | Enter comments for a transaction. You can enter a unique comment, or you can select from predefined standard comments. |
| Pegging Workbench | IN_PEG_DETAIL_SP | Click the Statuses tab on the Maintain Purchase Order - Schedules page.<br><br>Click the Pegging Workbench button on the Maintain Purchase Order - Schedules page. | Apply, change, or remove pegs from items. |
| Pegging Inquiry | IN_PEG_DETAIL_SP | Click the Statuses on the Maintain Purchase Order - Schedules page.<br><br>Click the Pegging Inquiry button on the Maintain Purchase Order - Schedules page. | View pegging information for line items. |
| Qualified Distributions page | PO_DIST_PEG | Click the Pegging Workbench or Pegging Inquiry buttons on a purchase order schedule that is associated with multiple distribution lines. | Select the purchase order distribution that you want to maintain or view the pegging information for. |

## Entering Purchase Order Schedule Information

Access the Maintain Purchase Order - Schedules page.

Click the Finalize Document button to finalize all referenced requisitions for the current purchase order. The system verifies that all line distributions in the purchase order schedule have 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 over liquidating the pre-encumbrance.

If multiple purchase order schedules are associated to the same requisition schedule, the entire requisition schedule may be finalized from any of the related purchase order schedules.

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 identify a distribution line as final for less, you must run budget checking afterwards.

**Note.** If a schedule is a PeopleSoft Order Management direct 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 the PeopleSoft Order Management application. You can tell if you have a direct shipment, because the Schedule Direct Shipment button appears on the Maintain Purchase Order - Schedules page, instead of a ShipTo Address button.

**PO Status**

Current status of the entire purchase order. Valid status values are *Initial, Open, Pending Approval, Approved, Dispatched, Canceled,* and *Complete.*

## Schedules - Details

Use the Schedules group box to add schedule information to purchase order line details that appear in the group box.

**Due Date**

Displays the 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 purchase order date. You can override the due date for each schedule as long as it is not earlier than the purchase order 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.

When you create a change order by adding a line to the purchase order on a purchase order that has a due date in the past, the system will populate the due date for the new line with the current date plus lead time days, if a lead time exists for the category. Otherwise, the current date will appear in the Due Date field.

Click the Schedule Direct Shipment button to access the Direct Shipment page. Use the Direct Shipment page to view PeopleSoft Order Management sales order information related to the direct shipment.

**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.

Click the Ship To Address button to access the PO ShipTo Address page. Use this page to set up a one-time ship to address for the selected purchase order schedule.

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**Note.** You cannot define a one-time address for direct shipment purchase orders. To change the address for a direct shipment you must go to the sales order in PeopleSoft Order Management and make the address change there.

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**PO Quantity**

The purchase order quantity for the first schedule automatically changes to the entire line quantity. You can override the quantity with a lower number and insert a second schedule for the difference.

The purchase order quantity for the second schedule automatically changes 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 purchase order. Contract rules also determine which sets of price adjustments the system considers (contract price adjustments and 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 purchase order.

This field is not available if the purchase order is used with a recurring purchase order 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 purchase order.

This field is not available if the purchase order is used with a recurring purchase order voucher.

## Schedules - Statuses

Select the Statuses.

Click the Pegging Workbench button to access the Pegging Workbench page. Use this page to view and maintain the pegging information associated with this purchase order schedule.

See Chapter 23, "Creating Requisitions Online," Using Pegging with Requisitions in PeopleSoft Purchasing, page 419.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Pegging Supply and Demand".

Click the Pegging Inquiry button to access the Pegging Inquiry page. Use this page to view the demand for this purchase order.

See Chapter 23, "Creating Requisitions Online," Using Pegging with Requisitions in PeopleSoft Purchasing, page 419.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Pegging Supply and Demand".

Click the Create Schedule Change button to change an attribute on the purchase order schedule. This button and functionality are available only if the purchase order 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 purchase order, 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 purchase order schedule. This button is available if the purchase order status is *Dispatched.* If you cancel a dispatched schedule, a change order is created.

This button is also available when the purchase order status is *Approved,* but only if the purchase order was previously dispatched and subsequently changed and approved.

To cancel the schedule, you must have the authority to cancel purchase orders on the User Preferences - Procurement: Purchase Order Authorizations page.

## Schedules - Maintenance WO

Select the Maintenance WO.

---

**Note.** This will not appear on this page if PeopleSoft Maintenance Management is not installed.

---

If the purchase order was created through the PeopleSoft Purchasing sourcing processes the work order information fields on this page will already be populated with the values that came through the sourcing processes. If work order information does not already exist you can manually associate the work order information with the purchase order using the fields on this page. This page is used to associate non-inventory and ad hoc (description-only) items to purchase order schedules with a work order. If work order information is specified, then all distributions are associated with the work order specified. Use the Pegging Workbench to associate inventory items to a work order.

When you associate a work order with a purchase order the system will copy the distributions from the work order parts template, including distribute by method, distribution percentage, general ledger business unit, ChartFields, and projects information.

| | |
|---|---|
| **Maintenance WO Unit** (PeopleSoft Maintenance Management work order business unit) | Select the PeopleSoft Maintenance Management business unit. |
| **Maintenance WO** (maintenance work order) | Select the work order you want to associate with this purchase order. |
| **Task Number** | Select the work order task number. |
| **Resource Type** | Select the type of resource you are defining a purchase order for. Values are:<br>• *Labor.*<br>• *Material.*<br>• *Tools.* |
| **Resource Line No.** (resource line number) | Select the resource line number associated with the work order, work order task, resource type entered. If the ad hoc (description only) item on the purchase order line doesn't exist on the work order, you can leave the resource line blank. At save, the system will add the ad hoc (description only) item to the work order task. |

### Changing Work Order Information

If the purchase order distributions are associated with a requisition, you must clear the requisition before you can change the work order information. Also, if the work order is associated with the purchase order schedule (non-inventory and ad hoc (description-only) lines), when you make a change to the purchase order and reopen the quantity back on the requisition, the system will reopen the requisition pegs to the work order. Changes that can cause this behavior are reducing quantity, canceling a distribution, and deleting a distribution. If the purchase order is for an inventory item, reopening the requisition quantity does not reopen the pegs. You must manually redo the pegging.

### See Also

Chapter 32, "Creating Purchase Orders Online," Entering Distribution Information, page 602

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Requisition User Authorizations

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Defining Your Operational Structure in PeopleSoft Inventory," Establishing Operation Closure Dates

*PeopleSoft Enterprise Order Management 8.9 PeopleBook*, "Introduction to Sales Order Entry," Direct Shipping Products

Chapter 31, "Understanding Purchase Orders," PeopleSoft Maintenance Management Work Order Processing on the Purchase Order, page 533

*PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Pegging Supply and Demand"

## Entering Purchase Order Schedule One-time Address Information

Access the PO ShipTo Address page.

**Note.** This page is not available for direct shipment purchase orders.

### One Time Address

**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 (POA). 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. Values are:

*Ship From:* Location from which the order was shipped.

*Ship To:* Location for which the order will ship.

**Note.** This field is only available when the Taxware software is installed.

If you leave this field blank, the TaxCalc process derives the address information from Vendor Location page.

**GeoCode**

Click this link to select a new geocode.

## Entering Schedule SUT Information

Access the Sales/Use Tax Information for Schedule page.

**Tax Destination**

Location code on which the SUT 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 appears by default from the Purchasing Item Attributes and Purchasing Item Category pages.

**Exception Type** and **SUT Excptn Cert** (sales and use tax exception certificate)

Appears by default 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 this button to run the TaxCalc API process, which calculates the sales and use tax. Use this option when Vertex or Taxware is installed.

### Calculation Parameters

| | |
|---|---|
| **Include VAT** | 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.<br><br>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 appear by default from the Ship To Location Sales/Tax setup page.

### Exception Handling

These 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 does not call the TaxCalc API to calculate the exception.
- If the SUT exception type is direct pay, the system updates the defaults on the SUT Excptn Cert (SUT exception certificate) with the direct pay permit from the ship to location and calls the TaxCAl API to update calculations.
- If the SUT applicability is sales and the exception type is none, then send the ship to, ship from, POA, 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 SUT applicability is use and the exception type is none, then send the ship to, ship from, POA, 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 31, “Understanding Purchase Orders,” SUT Processing on the Purchase Order, page 528

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)”

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, “Integrating with Sales and Use Tax Applications”

## Updating Schedule VAT Details

Access the VAT Information for a Schedule page.

## Expanding and Collapsing Sections

To manage the VAT data more efficiently, you can expand and collapse sections on this VAT page making it easier to manage the information on this page.

**Expand All Sections** Click this 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 this button 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 PeopleSoft Purchasing business unit bill to location country.

**Location State** For services only, displays the PeopleSoft 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** The system sets the value for this field depending on the services performed flag setting in the product defaulting hierarchy (for example on the vendor or business unit):

- 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** The system sets the value for this field depending on the services performed flag setting in the PeopleSoft Purchasing defaulting hierarchy (for example on the vendor or business unit):

- 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 appears 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 or province, it 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 determines the VAT treatment.

**Ship To State** If the ship to country is defined as tracking VAT by state or province, it 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, it displays *Freight* or *Other* as the VAT service type. 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 (such as 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. Values 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. Values are: *None, Exonerated,* or *Suspended.* 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. Values are:

*Gross:* The system calculates VAT before it applies any early payment discounts.

*Net:* 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 does 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**

Appears for a good or service when you want VAT transaction information to be recognized for reporting purposes. Values are:

- *Invoice:* VAT is recognized at time of invoice.
- *Payment:* VAT is recognized at time of payment.
- *Delivery:* VAT is recognized on delivery.

This value may be set at several levels in the VAT hierarchy, that is, VAT entity registration, business unit options, vendor, or vendor location.

**Rounding Rule**

Displays the VAT rounding rule. The value comes from the VAT country, VAT Entity, vendor, or vendor location drivers. Values are:

*Nat Rnd* (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.

*Down* (round down): Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46.

*Up* (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**

Displays the country in which the VAT liable (for services). Place of supply country is determined by algorithm.

**Treatment**

Displays the VAT treatment. VAT treatment is determined by a complex set of algorithms. Values 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 Service 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 Service 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 Service 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 PeopleSoft Purchasing VAT defaulting hierarchy. Values are:

- *Exempt* (not subject to VAT).
- *Exonerated.*
- *N/A* (not applicable): Valid only when VAT treatment is No VAT Processing.
- *Outside* (outside scope of VAT).
- *Suspend*.
- *Taxable*.

**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, purchase order options, vendor, vendor location, item category, and item levels in the PeopleSoft Purchasing VAT defaulting hierarchy.

**Record Output VAT**

Select this check box to enter vouchers where VAT is not included on the invoice but is payable to the VAT authority rather than the vendor. In this case, you account for both input and output VAT for the purchase. This is 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.

**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, purchase order options, vendor, vendor location, item category, and item levels in the PeopleSoft Purchasing VAT defaulting hierarchy.

## Adjust/Reset VAT Defaults

Any changes that you make to fields on this page may affect VAT defaults on this page. For accuracy and consistency, use these fields to adjust affected VAT defaults or to reset all VAT defaults. Adjusting or resetting VAT defaults only affects 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 the changes. All changes that 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 are to be adjusted.

---

**Note.** You should 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. Values 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 that you selected. Any changes that you previously made to VAT defaults will be lost.

---

**Note.** Reset completely redetermines the VAT defaults. This does not necessarily mean they are reset to their original values. For example, the user may not have changed any VAT default values, but if a VAT driver field changes, you can click Reset All VAT Defaults to redetermine all defaults based on the new driver value.

---

### See Also

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Preparing PeopleSoft Purchasing VAT Environments, page 59

## Entering Schedule Details

Access the Details for Schedule page.

**Status** Purchase order schedule status. Values are: *Active, Canceled,* or *Closed.*

### Schedule Details

**Original Promise Date** Displays the vendor's original promised delivery date. Use this field to track when the vendor promised delivery against the date that 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 this check box 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 this check box to indicate that this is a zero-priced line and is considered a no charge item.

**Frozen (Planning)** If selected, prevents PeopleSoft Supply Planning from changing the schedule. The two schedule changes PeopleSoft Supply 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) Displays the document base amount. This is the Amount value converted to the base currency of the purchase order. The base currency is the currency of the PeopleSoft General Ledger business unit for this PeopleSoft Purchasing business unit.

## Matching Controls

**Matching** Select the matching method for the schedule. Values are *ERS, Full Match,* and *No Match.*

**Match Status PO** Displays the match status of the schedule. Values are *To Match, Part Matched, Fully Matched,* and *Unmatched.* These 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 purchase order maintenance. Online purchase order 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 purchase order and voucher prices are within the tolerances and thus whether the purchase order and purchase order 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 *0%.*

**Unit Price Tolerance Over/Tolerance Under** Amount over and under the individual item price that you plan to 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 plan to allow on the voucher and still have the transaction qualify for a match.

**Ext Price Tolerance Over/Tolerance Under** (extended price tolerance over/tolerance under) Amount over and under the extended item price (price multiplied by quantity) that you plan to 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 plan to allow on the voucher and still have the transaction qualify for a match.

## Receiving Controls

**Reject Qty Over Tolerance** (reject quantity over tolerance) Select this check box to reject a shipment at receiving time if the quantity received is over the tolerance set in the Qty Rcvd Tolerance % (quantity received tolerance percentage) 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 reject shipments automatically that arrive three or more days early.

**Qty Recv Tolerance %** (quantity received tolerance percentage) Displays the quantity received tolerance percentage for the item on the purchase order. This field appears by default from the Vendor's UOM and Pricing Info page.

### Freight Calculation Rule

**Freight Charge Override** Select this check box to override the freight charge set on the Purchase Order Defaults page with the values entered on this page.

### Maintenance WO (maintenance work order)

Displays the PeopleSoft Maintenance Management work order information that you previously entered on the Maintain Purchase Order - Schedules page.

You can change the work order information field values on this page and the changed values will be reflected on the Maintain Purchase Order - Schedules page.

---

**Note.** The Maintenance WO section will not appear on this page if PeopleSoft Maintenance Management is not installed.

---

See Chapter 32, "Creating Purchase Orders Online," Entering Purchase Order Schedule Information, page 584.

### See Also

Chapter 32, "Creating Purchase Orders Online," Entering Purchase Order Defaults, page 566

## Entering Schedule Price Adjustments

Access the Price Adjustments for Schedule page.

**Adjusted Price** Displays the sum of all value adjustments, including base price.

**Current Price** Displays the current price on the schedule.

**Change Price** Click this link 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 this link 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 purchase orders.

Indicates the origin of the price adjustment amount. For example, the type is set to *CNT* (contract) if the purchase order 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. Values are:

*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 an SUT 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.

*User:* When the user-defined price is used because the staged row is created without selecting the Calculate Price check box.

**Adj Meth** (adjustment method)

*Pct* (percent): If selected, the Pct and Price To Base Percentage On fields become available for entry. Enter the adjustment percent and indicate whether you want the adjustment percentage applied to the base price or to the price as calculated.

For example, suppose that you have a base price of 100 and two percentage adjustments of -10 percent 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 percent 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 appears in the System Adjustment Info group box.

| | |
|---|---|
| **Ship To** | Location to which the adjustment pertains. |
| **UOM** | UOM for which the adjustment should be applied. |
| **Qty Needed** (quantity needed) | Displays the quantity needed to qualify for the adjustment. |
| **Actual** | Displays the actual quantity on the schedule. |

# Entering Schedule Miscellaneous Charges

Access the Miscellaneous Charges for Schedule page.

| | |
|---|---|
| **Adjusted Price** | Displays the price on the schedule including any price adjustment amounts. |
| **Current Price** | Displays the current price on the schedule. |

## Misc. Charges

| | |
|---|---|
| **Calculation Method** | If the charge type has appeared by default from the Miscellaneous Charges - Miscellaneous page, the calculation method associated with the default appears here. If the charge was entered on the schedule, the *% Value* method is selected and you can enter values in the Value % and Flat Amount fields. |
| **Value %** (value percentage) | 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

Select the More Details.

| | |
|---|---|
| **Actual Chrg** (actual charge) | Select if this is an actual charge, rather than an estimate. The system displays the miscellaneous charge origin. Values are:<br>*Allocated:* Charges are allocated from the header miscellaneous charges.<br>*Calculated:* Charges are calculated from the item and vendor miscellaneous charges setup.<br>*Entered.* |
| **LC Comp** (landed cost component) | If selected, indicates that the charge is a landed cost. This is a display-only field. |

## See Also

Chapter 6, “Defining Purchasing Item Information,” Assigning Miscellaneous Charges and Templates to Items and Categories, page 93

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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 appears 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 32, "Creating Purchase Orders Online," Entering Schedule Miscellaneous Charges, page 600

# 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 Order - Distributions for Schedule | PO_SCHED_DISTRIB | Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order<br>Click the Schedules button on the Maintain Purchase Order - Purchase Order page.<br>Click the Distributions/ChartFields button from the Maintain Purchase Order - Schedules page. | Define multiple distributions for each purchase order schedule. |
| Item Description | PO_ITEM_DESCR2 | Click the Item Description link on these pages: the Maintain Purchase Order - Distributions for Schedule page or the Distribution Sales/Use Tax Details page<br>The item description link includes 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Multiple SpeedCharts | RUN_POSPCHARTS_OL | Click the Multi-SpeedCharts link on the Distributions for Schedule page. | Add, append, and override speed charts for the purchase order schedule. |
| PO Currency Information | PO_DIST_CURR_INFO | Click the Currency link on the Maintain Purchase Order - Distributions for Schedule page.<br>Select the Details/Tax tab. | View the date, rate, and other currency information. |
| Exchange Rate Detail | EXCH_RT_DTL_INQ | Click the Exchange Rate Detail link on the PO Currency Information page. | Display the rules used to calculate exchange rates for the transaction. |
| Requisition Details | PO_DISTRIB_REQ | Click the Requisition Details link on the Maintain Purchase Orders - Distributions for Schedule page.<br>Select the Req Detail tab. | View the details of the requisition from which this purchase order distribution originated and clear the requisition from the distribution. |
| Sales/Use Tax Details for Distribution | PO_DISTRIB_SUT | Click the Sales/Use Tax Information button next to a distribution line on the Maintain Purchase Order - Distributions for Schedule page.<br>Select the Details/Tax tab. | View sales and use tax information pertaining to this purchase order distribution. |
| VAT Details for Distribution | PO_DISTRIB_VAT | Click the Distrib VAT button next to a distribution line on the Maintain Purchase Order - Distributions for Schedule page.<br>Select the Details/Tax tab. | Review the VAT details for this distribution and change the VAT transaction type. |
| Maintain Distributions | PO_CF_DTLS | Purchasing, Purchase Orders, Maintain Distributions | To maintain a purchase order distribution directly without having to access the Maintain Purchase Order - Schedules page first. |

# Entering Distribution Information

Access the Maintain Purchase Order - Distributions for 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, suppose that you select the Override option, and you split 50 percent of distribution line 1 to distribution line 2, the system checks the purchase order 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 select the Default option and perform the same split, the system checks the default hierarchy first. If no values exist, the system checks the purchase order default values as described previously.

**Distribute by**

Select the method by which you want to allocate or charge the expense account distribution. Values are:

*Amount:* Select if the sum of all distribution amounts must equal the schedule amount (merchandise amount). Inventory items cannot be distributed by amount.

*Quantity:* Select if the sum of all distribution quantities must equal the schedule quantity.

**Liquidate by**

Liquidate the 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 purchase order business unit page, the budget processor balance liquidates by amount only.

---

**SpeedChart**

If you charge by amount, you can define distributions using speed charts. Speed charts are templates that contain preset distributions. Select a speed chart and accept or override the default values.

**Status**

The default distribution status is *Active.* This status is updated by the PO RECON 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.

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.

## Chartfields Tab

**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** (purchase order 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 appears.

**GL Unit** (PeopleSoft General Ledger business unit)
Displays the PeopleSoft General Ledger business unit associated with the PeopleSoft Purchasing business unit.

---

**Note.** If the purchase order schedule is associated with a work order, the general ledger business unit appears by default from the work order parts template.

---

**ChartFields**
If the purchase order schedule is associated with a work order, the ChartFields will appear by default from the work order parts template if you are procuring non-inventory or description-only items.

**PC Business Unit, Project,** and **Activity**
If the purchase order schedule is associated with a work order, the project information will appear by default from the work order parts template if you are procuring non-inventory or description-only items. If you are procuring inventoried items the projects information will not be sent.

## Details/Tax Tab

Select the Details/Tax tab.

**Base Amt** (base amount)
Distribution amount expressed in the base currency. This amount is converted from the purchase order 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)
PeopleSoft Inventory business unit for the item. At the distribution level, if the purchase order line is for an inventory item, this field appears by default from the ship to location on the Maintain Purchase Order - Schedules 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 Order - Schedules page is validated against the inventory business unit calendar. This ensures that the inventory business unit is open to receive merchandise on that day. You can also enter a PeopleSoft Inventory business unit for items that are identified as stockless.

The presence of an PeopleSoft Inventory business unit value in this field causes the items to be received and putaway to the selected PeopleSoft 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.

This 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.<br>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. |
| Y | N | Clear.<br>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.<br>Consigned check box is clear by default and this setting cannot be overridden. | Item can never be purchased as a consigned item. |

## Asset Information Tab

Select the Asset Information tab.

---

**Note.** If the purchase order schedule is a non-inventory item and open description item and is associated with a PeopleSoft Maintenance Management work order you are unable to enter asset information for the distribution on this page.

---

**AM Unit** (PeopleSoft Asset Management business unit) Select a PeopleSoft Asset Management business unit to associate with the asset item. If this field is populated by the system, the value appears by default from the PeopleSoft Purchasing business unit or the Purchase Order Defaults page.

**Note.** If you consider an item to be an asset and plan to pass it to PeopleSoft Asset Management through the PeopleSoft Receiving business process, you must populate both the PeopleSoft Asset Management business unit and Profile ID fields.

If both fields contain values, data is written to the PeopleSoft Asset Management staging tables. If only one of the fields is populated, the system will not consider the item an asset. All of the information that you enter on this page is passed to PeopleSoft Asset Management.

**Profile ID** Select an asset profile ID.

**CAP#** (capital acquisition plan number) Select a CAP number defined for this item in PeopleSoft Asset Management. This is required only if the item is capitalized.

**Sequence** Select a sequence number for the capital acquisition plan.

**Tag Number** Enter an 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 passed on to PeopleSoft Asset Management.

In addition, the system checks the tag number you enter on the purchase order to make sure it is not already assigned to an asset, when the Allow Dup Tags option is not set for the PeopleSoft Asset Management business unit. If the tag number has already been assigned to another asset the system will give you a warning message. The system only looks at the Assets table it does not look at the interface tables, previously entered receipts, purchase orders, or requisitions to see if the tag number has been assigned to another pending transaction.

**EmplID** Select an employee ID of the custodian for this item. This information corresponds to the employee ID number on the Asset Custodian/License/Manufacturer page.

**Capitalize** Designates a capitalized item. A PeopleSoft Asset Management business unit must be selected in order for this check box to be enabled. If the item is capitalized, it can be depreciated before being paid.

**Cost Type** Select the 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 Enterprise Cost Management 8.9 PeopleBook*, “Defining the Cost Foundation for Makeable Items”.

## Req Detail Tab

Select the Req Detail tab.

Use this tab to view the details of the requisition from which this purchase order distribution originated. You can view the requisition business unit, line, schedule, distribution, as well as other requisition related purchase order distribution information.

Click the Clear Requisition Info button to clear the requisition information from the purchase order distribution without changing the purchase order quantity. Information cleared from the purchase order distribution line includes the requisition business unit, requisition ID, requisition line number, requisition schedule number, and requisition distribution line number. The purchase order 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 purchase order.

---

**Note.** If the purchase order is sourced form a requisition, click the related requisition links to access the requisition component.

---

## Statuses Tab

Select the Statuses tab.

**Status**

Distribution line status. Values are:

*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 disassociates the requisition from the purchase order before budget checking to avoid over liquidating the pre-encumbrance.

If multiple purchase order distribution lines are associated to the same requisition distribution line, the system will only finalizes 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 identify a distribution line as final for less, you must run budget checking afterwards.

---

## See Also

Chapter 38, “Reconciling Purchase Orders,” Running the PO RECON Application Engine Process (PO_PORECON), page 772

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Understanding PeopleSoft ChartFields

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining SpeedCharts

# Viewing Distribution SUT 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.

**Apportionment Control** Business unit that you want to use to retrieve VAT apportionment information for the distribution line. This value appears by default from the Purchasing business unit VAT driver in the VAT defaults table.

*Dist GL BU* (distribution general ledger business unit).

*TXN BU* (transaction business unit).

*TXN GL BU* (transaction general ledger business unit).

**Recovery Source** Select whether the VAT recovery is *Automatic* or *Manual.* This value appears by default 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 *Automatic* or *Manual.* This value appears by default 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 this button to recalculate the VAT for the line.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining User Preferences,” Defining Purchase Order User Authorizations

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Preparing PeopleSoft Purchasing VAT Environments, page 59

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Getting Started”

## Entering Distribution Information Directly

Access the Maintain 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 disassociates the requisition from the purchase order before budget checking so that the pre-encumbrance is not over liquidated.

If multiple purchase order distribution lines are associated to the same requisition distribution line, the system only finalizes 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 identify a distribution line as final for less, you must run budget checking afterwards.

# Canceling a Purchase Order Online

This section discusses how to:

- Cancel a purchase order.
- View error messages when canceling a purchase order.
- Resource requisitions associated with a purchase order after successful cancelation of a purchase order.
- Initiate budget checking after successful cancelation of a purchase order.

### See Also

Chapter 31, “Understanding Purchase Orders,” Purchase Order Cancelation, page 536

Chapter 37, “Using the Purchase Order Reconciliation Workbench,” page 755

## Pages Used to Cancel a Purchase Order Online

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Purchase Order - Purchase Order | PO_LINE | Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order | Cancel a purchase order. |
| Maintain Purchase Order - Cancel Purchase Order | PO_BUDG_CHECK | Click the Cancel PO button on the Maintain Purchase Order - Purchase Order page and then click the Yes button when you receive the cancelation confirmation message.<br>Click the Continue button on the Maintain Purchase Order - Cancel Purchase Order page after selecting the requisition resourcing option for a purchase order that was sourced from a requisition. | Displays whether a purchase order was successfully canceled and if a purchase order requires budget checking gives you the ability to initiate the budget checking process. Plus, if the purchase order was previously dispatched this page gives you additional instructions on how to complete the cancel process. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Purchase Order - Cancel Purchase Order | PO_CANCEL_RSLT | Click the Cancel PO button on the Maintain Purchase Order - Purchase Order page for a purchase order that has been sourced from a requisition and then click the Yes button when you receive the cancelation confirmation message.<br>Click the Continue button after selecting the resourcing option for a purchase order that was sourced from a requisition on the Maintain Purchase Order - Cancel Purchase Order page. | Make available the requisition quantities that are associated with the purchase order you are canceling so that they can be sourced again at a later date or this page displays the error messages giving you the reasons why the purchase order cannot be canceled. |
| Commitment Control | KK_EXCPTN_OVER_SEC | • Click the View Budget Status - Prorated link on the Maintain Purchase Order - Cancel Purchase Order page.<br>• Click the View Budget Status - NProrated link on the Maintain Purchase Order - Cancel 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 Comm Cntrl Budget Processor for the transaction.<br>See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Processing Source Transactions Against Control Budgets”. |

## Canceling a Purchase Order

Access the Maintain Purchase Order - Purchase Order page.

Maintain Purchase Order

Purchase Order

Unit: US001
PO ID: 0000000166
Copy From:
PO Status: Approved
POA Status: Awaiting PO Dispatch
Hold From Further Processing

Header

*PO Date: 06/19/2005 Vendor Search
Vendor ERNIE'S-001 Vendor Details
*Vendor ID: SCM0000004 ERNIE'S BIKE SHOP
*Buyer: VP1 Kenneth Schumacher
PO Reference:
Doc Tol Status: Valid
Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch

Header Details PO Activities Add ShipTo Comments
PO Defaults Document Status
Add Comments Requisitions

Amount Summary
Merchandise: 137.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 137.00 USD

Add Items From
Purchasing Kit Catalog Item Search

Select Lines To Display
Line: To: Retrieve

Lines Customize | Find | View All | First 1-2 of 2 Last

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

| Line | Item | Description | PO Qty | *UOM | Category | Price | Amount | Status |
|---|---|---|---|---|---|---|---|---|
| 1 | 10003 | Long Sleeve Biking | 3.0000 | EA | CYCLING | 23.00000 | 69.00 | Active |
| 2 | 10004 | Long Sleeve T-Shirt, | 4.0000 | EA | CYCLING | 17.00000 | 68.00 | Active |

View Printable Version Delete PO *Go to: ... More ...

Maintain Purchase Order - Purchase Order page

Click the Cancel PO button to cancel the entire purchase order. When you click this button, you are prompted to confirm that you want to cancel the purchase order.

If the purchase order 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 purchase order.

You are also prompted to change the requisition quantity, so that it can be sourced again.

If you don't have the authority to cancel a purchase order, the Cancel PO button is not available. Set up the authority to cancel a purchase order on the User Preferences - Procurement: Purchase Order Authorizations page.

If the purchase order has already been dispatched to the vendor, the system will transfer you to the Maintain Purchase Order - Cancel Purchase Order page which contains additional instructions regarding the need to re-budget check the purchase order (if commitment control is engaged) and to re-dispatch the purchase order.

If you cancel a purchase order that is associated to a recurring purchase order voucher contract, the system changes the status of the contract to *Hold*. You can then copy the contract into a new contract if necessary.

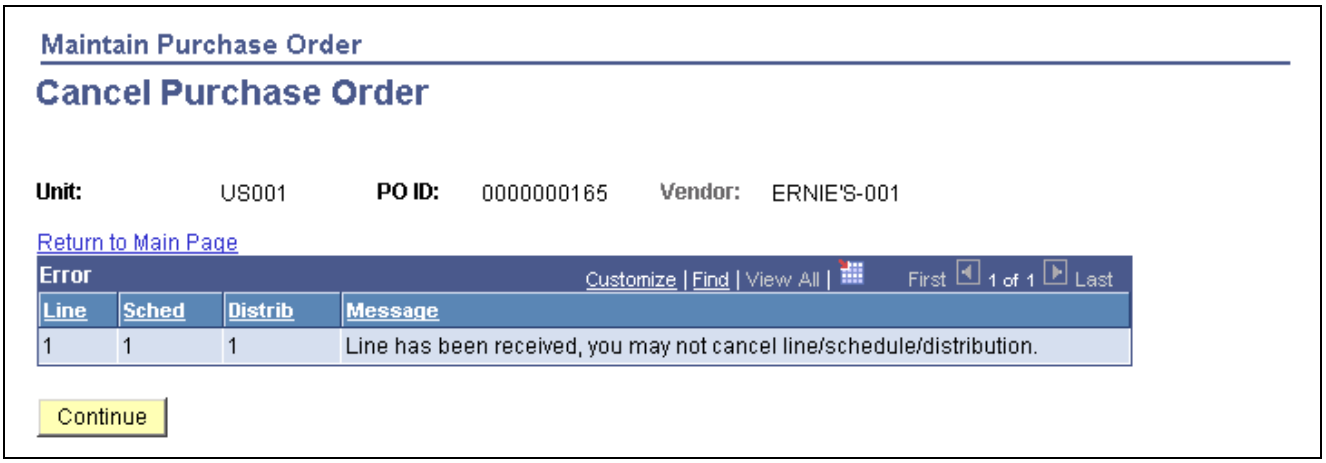
### See Also

Chapter 12, “Using Commitment Control,” page 167

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Setting Up Commitment Control Source Transaction Types”

## Viewing Error Messages When Canceling a Purchase Order

Access the Maintain Purchase Order - Cancel Purchase Order page.




Maintain Purchase Order - Cancel Purchase Order page

If the system determines a purchase order cannot be canceled, messages will appear on this page giving you the reasons why you cannot cancel a purchase order.

## Resourcing Requisitions Associated With a Purchase Order After Successful Cancelation of a Purchase Order

Access the Maintain Purchase Order - Cancel Purchase Order page.

Maintain Purchase Order

Cancel Purchase Order

**Unit:** US001 **PO ID:** 0000000166 **Vendor:** ERNIE'S-001

**Would you like to open the Requisition quantity(ies) to be sourced again?**

- ○ **Yes, Re-Source all Reqs**
- ○ **No, Do Not Re-Source Reqs**
- ◉ **Specify Reqs to Re-source**

**Requisitions Available for Re-Sourcing** Find | View All | First 1-2 of 2 Last

| Re-Source Requisition? | Line Number | Schedule | Requisition ID | Requisition Line | Requisition Schedule |
|---|---|---|---|---|---|
| ☑ | 1 | 1 | 0000000148 | 3 | 1 |
| ☑ | 2 | 1 | 0000000148 | 4 | 1 |

☑ Select All ☐ Clear All

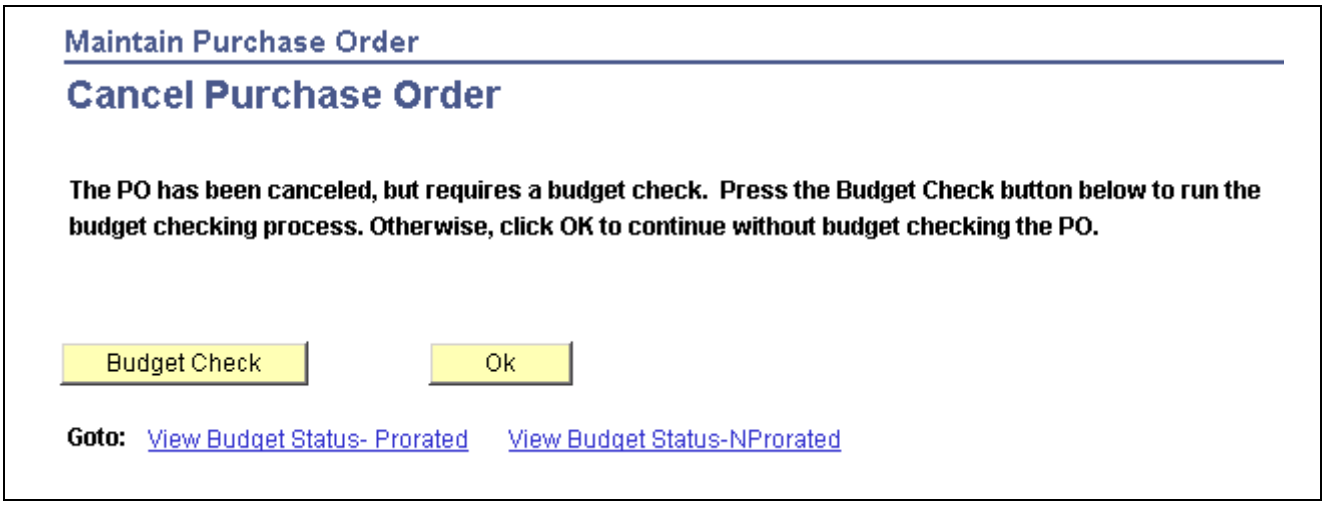
Continue

Maintain Purchase Order - Cancel Purchase Order page

| | |
|---|---|
| **Yes, Re-Source all Req** (yes, re-source all requisitions) | Select this option to re-source all requisition quantities associated with the purchase order. |
| **No, Do Not Re-Source Reqs** (no, do not re-source requisitions) | Select this option if you do not want to re-source all requisition quantities associated with the purchase order. |
| **Specify Reqs to Re-source** (specify requisitions to re-source) | Select this option if you want to specify which requisitions associated with the purchase order that you want to re-source the quantities for. When you select this option the Requisitions Available for Re-Sourcing group box appears displaying all of the requisitions that are associated with the purchase order you are canceling. |
| **Re-Source Requisition?** | Select this check box next to each individual requisition and line that you want to re-source. |
| **Continue** | Click this button to have the system re-source the requisition quantities and continue on with the cancelation process. |

## Initiating Budget Checking After Successful Cancelation of a Purchase Order

Access the Maintain Purchase Order - Cancel Purchase Order page.




Access the Maintain Purchase Order - Cancel Purchase Order page

| | |
|---|---|
| **Budget Check** | Click this button to run the budget checking process for this purchase order. This button is available if commitment control is enabled for PeopleSoft Purchasing. |
| **Ok** | Click this button to continue with the cancelation of the purchase order without budget checking the purchase order. |
| **View Budget Status - Prorated** and **View Budget Status - NProrated** | Click these links to access the Commitment Control page where you can 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 Comm Cntrl Budget Processor process for the transaction. |

### See Also

Chapter 12, "Using Commitment Control," page 167

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Commitment Control Source Transaction Types"

## Using Express Purchase Orders

This section discusses how to enter express purchase orders.

# Pages Used to Enter Express Purchase Orders

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Express Purchase Order - Purchase Order | PO_EXPRESS | Purchasing, Purchase Orders, Add/Update Express POs, Express Purchase Order | Enter purchase orders 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 Purchase Order - Purchase Order page, you cannot distribute by amount, allocate header miscellaneous charges, nor copy from an existing contract, requisition, or purchase order. |
| Pegging Workbench | IN_PEG_DETAIL_SP | Purchasing, Purchase Orders, Add/Update Express POs<br>Click the Schedules collapsible group box.<br>Click the Statuses tab. | Apply, change, or remove pegs from items.<br>See Chapter 23, "Creating Requisitions Online," Using Pegging with Requisitions in PeopleSoft Purchasing, page 419. |
| Pegging Inquiry | IN_PEG_DETAIL_SP | Click the Pegging Inquiry button in the Schedules collapsible group box on the Express Purchase Order - Purchase Order page. | View pegging information for line items.<br>See Chapter 23, "Creating Requisitions Online," Using Pegging with Requisitions in PeopleSoft Purchasing, page 419. |

# Entering Express Purchase Orders

Access the Express Purchase Order - Purchase Order page.

Express Purchase Order

Purchase Order

Unit: US001
PO ID: 0000000093
Copy From:
PO Status: Dispatched
Budget Status: Valid
POA Status: Approved, Changes Pending
Hold From Further Processing

Header

*PO Date: 12/14/2004 Vendor Search
Vendor ERNIE'S-001 Vendor Details
*Vendor ID: SCM0000004 ERNIE'S BIKE SHOP
*Buyer: VP5 Prasanna Reddy
PO Reference:
Doc Tol Status: Valid
Backorder Status: None Create BackOrder
Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch

Header Details PO Activities Add ShipTo Comments
PO Defaults Document Status
Add Comments Requisitions Use Procurement Card

Amount Summary
Merchandise: 180.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 180.00 USD

Add Items From
Purchasing Kit Catalog Item Search

Select Lines To Display
Line: To: Retrieve

Lines Find First 1-2 of 2

| Line | Item | Description | PO Qty | *UOM | Category | Amount | Status |
|---|---|---|---|---|---|---|---|
| 1 | 10000 | Long Sleeve Biking Jersey, Men's | 5.0000 | EA | CYCLING | 110.00 | Active |
| 2 | 10002 | Long Sleeve T-Shirt, Mens | 5.0000 | EA | CYCLING | 70.00 | Active |

Expand All Collapse All
View Printable Version
Go to: ... More ...

Express Purchase Order - Purchase Order page

This page is divided into areas that are similar to the Maintain Purchase Order - Purchase Order page.

Please refer to the Maintain Purchase Order - Purchase Order page for the descriptions of the links, buttons, and fields on the Express Purchase Order - Purchase Order page.

### See Also

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 550

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Lines, page 572

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Schedules, page 582

Chapter 32, “Creating Purchase Orders Online,” Canceling a Purchase Order Online, page 610

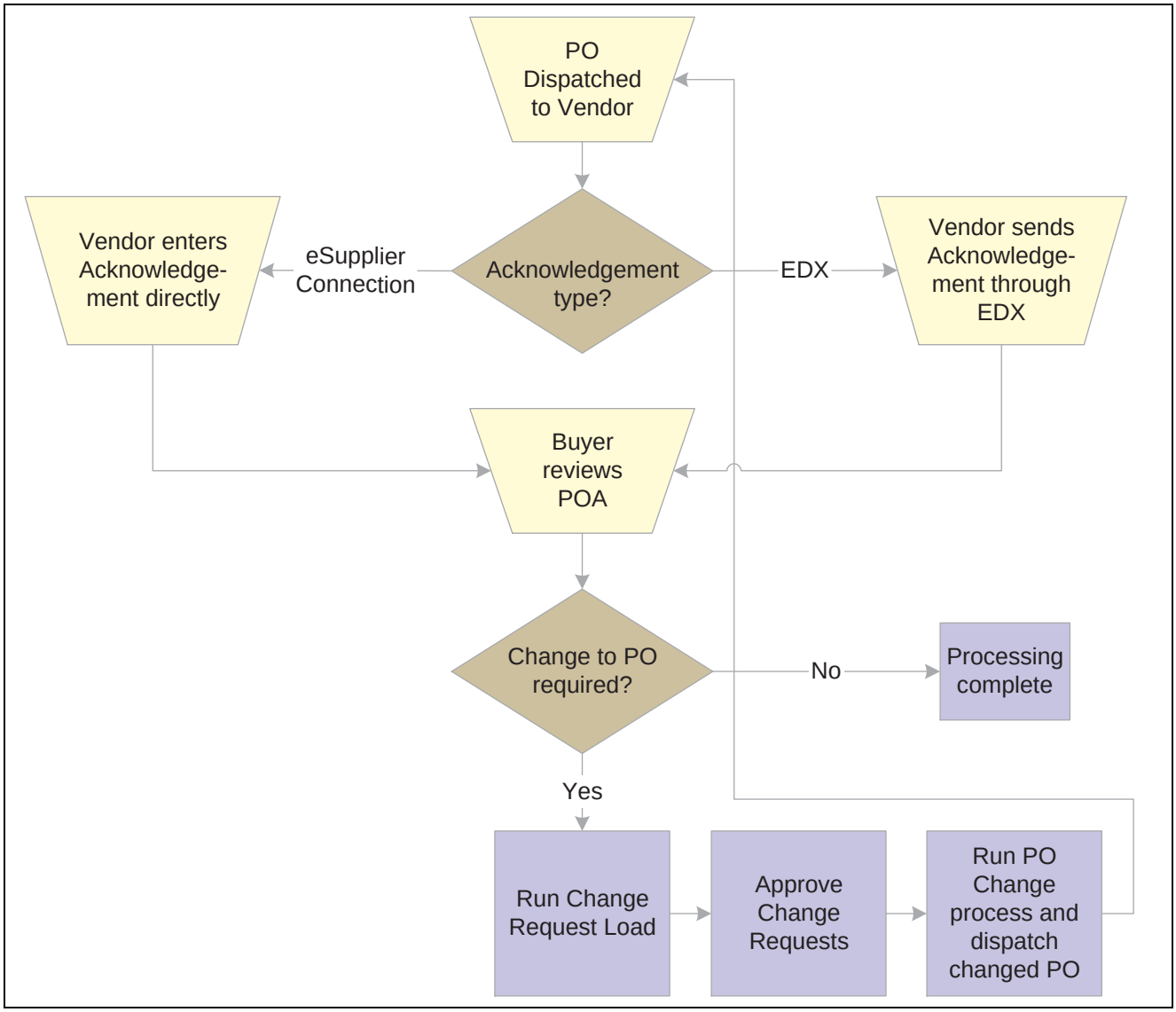
## Using Purchase Order Acknowledgements

This section provides overviews of the purchase order acknowledgement (POA) business process and the Electronic Date Exchange POA business process and discusses how to:

- Search for POAs.
- Review acknowledgement header information.
- Compare purchase order and EDX POA header details.
- Compare purchase order and EDX POA line details.
- Review EDX POA schedule information.
- Compare purchase order and EDX POA schedule details.

# Understanding the POA Business Process

The POA functionality in PeopleSoft is shared between PeopleSoft Purchasing and PeopleSoft eSuppllier Connection. The buyer side of the POA functionality is addressed in PeopleSoft Purchasing where as the supplier side of the POA functionality is addressed in PeopleSoft eSupplier Connection. This diagram illustrates the overall POA business process flow:




POA process flow

PeopleSoft enables you create POAs in a few different ways. You can create POAs in this manner:

- Supplier creates a POA online using the Acknowledge Purchase Orders component in PeopleSoft eSupplier Connection.

  See *PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook*, "Acknowledging Purchase Orders Online," Understanding Online POAs.

  See *PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook*, "Acknowledging Purchase Orders Online," Creating Online POAs (Suppliers).

- Supplier creates a POA using an electronic data exchange (EDX) system.

The EDX Acknowledgements component in PeopleSoft Purchasing enables you to move back and forth between the purchase order and EDX POA to make any necessary changes and correction to either document.

See Chapter 32, "Creating Purchase Orders Online," Understanding the Electronic Date Exchange POA Business Process, page 619.

- Buyer creates a POA online for the supplier using the Manage PO Acknowledgements component in PeopleSoft Purchasing.

  The buyer can create a POA on behalf of the supplier by using the awaiting acknowledgement option on the Manage PO Acknowledgements page.

  See *PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook*, "Acknowledging Purchase Orders Online," Reviewing and Approving Online POAs (Buyers).

  See *PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook*, "Acknowledging Purchase Orders Online," Responding on Behalf of the Supplier (Buyers).

## Understanding the Electronic Date Exchange POA Business Process

PeopleSoft enables you to view information from a 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 purchase order and POA at the header, line, and schedule levels.

The EDX Acknowledgements component enables you to move back and forth between the purchase order and POA to make any necessary changes and corrections to either document.

---

**Note.** If the installation includes PeopleSoft eSupplier Connection, the vendors can also enter their POAs directly into the system. The search page shows both EDX received POAs and any created by the vendors online using PeopleSoft eSupplier Connection. You view online POAs using PeopleSoft eSupplier Connection pages.

---

The EDX POA business process follows these general steps:

1. The purchase order 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 or 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 triggers the status in which the EDX POA starts. 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 stops between the load change request and process change order step and waits for an approval from the buyer using 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_ACKNOWLEGEMENT; this adds worklist entries for the buyer user associated to the purchase order that links to the buyer side PO Acknowledgement search page.

   ---

**Note.** If using POA tolerances defined at the vendor location or at the purchasing business unit options, if a supplier sends an EDX in with changes that are within those tolerances the POA will be set to approved automatically and step 3 below will be skipped.

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 you run the Change Request Load process. Once the process runs, the POA is display only. Approved POAs 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 changes, but the status on the header or lines use the *Accepted* status (indicating no change). In order to avoid processing something that hasn't been approved, these orders are forced to stop for approval between the Change Request and Change Order processes.
4. You can 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 approve POA change requests automatically 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 purchase order with the changes.

**Note.** Running the Process Change Orders Automatically process (PO_AUTO_CHNG) does Steps 4 through 6 all in one process run.

## Pages Used to Use 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 the selection criteria on this page. When you use the search page, only values associated with POAs appear. Select a value from the search results to view the POA on the Manage PO Acknowledgements page. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Manage PO Acknowledgements - Header | PO_POA_HDRERR_STG | Purchasing, Purchase Orders, Acknowledgements, Manage PO Acknowledgements<br>Select the appropriate POA from the PO Acknowledgement List group box. | View header and line detail for purchase order acknowledgements associated with the entered search criteria. |
| Maintain Purchase Order - Purchase Order | PO_LINE | Click the Edit the PO link on the Manage PO Acknowledgements - Header page. | Modify the original purchase order. |
| Acknowledgement Header Details | PO_POA_HDR_COMPARE | Click the Compare Header link on the Manage PO 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 Manage PO 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. |
| Manage PO Acknowledgements - Schedule | PO_POA_SHPERR_STG | Purchasing, Purchase Orders, Acknowledgements, Manage PO Acknowledgements<br>Select the appropriate POA from the PO Acknowledgement List group box.<br>Select the Schedule tab. | View schedule detail for purchase order acknowledgements. |
| Acknowledgement Schedule Details | PO_POA_SHP_COMPARE | Click the Compare Schedule link on the Manage PO 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. |
| PO ShipTo Address | PO_SHIPTO_ADDR | Click the Address link on the Acknowledgement Schedule Details page. | View the purchase order shipto address information. |

## Searching for POAs

Access the Manage PO Acknowledgements page.

Select the criteria with which to filter the search.

**From Date** and **To Date** — Select the purchase order dispatch date range.

**Current Acknowledgements** — Select the status option of the POAs you want to search on. Values are:

- *Awaiting Acknowledgement:* POAs that are pending a supplier response.
- *Supplier Responded:* POAs that the supplier has submitted and are pending a buyer review.
- *Buyer Accepted:* POAs that have already been approved.

**View History** — Select this option to display 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 purchase order is being dispatched for the first time.

**Source of Acknowledgement** — Displays the source of the acknowledgement. Values are: *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 Manage PO Acknowledgements - Header page for EDX which is not collaborative.

See *PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook*, “Acknowledging Purchase Orders Online”.

# Reviewing Acknowledgement Header Information

Access the Manage PO Acknowledgements - Header page.

## PO Header Details

**EIP Control ID** (enterprise integration point control identifier) — Displays the identifier assigned to the acknowledgement.

**Ack Date** (acknowledgement date) — Select the date on which the acknowledgement was created.

**Received** — Select the date on which the acknowledgement was received.

**Reviewed** — Select this check box to indicate that you reviewed the acknowledgement. The user ID and the current date appear. This value appears within the Approve Change Requests component to help identify those POAs that have been reviewed.

**Status** — Select the status for the POA header information. You can override it here if necessary.

If the header information changes, you must select one of these to enable a change request. Values are:

*Ack - With Detail and Change* (acknowledged with detail and change).

*Accepted - Changes Made.*

*Ack - Exception Detail Only*(acknowledged exception detail only).

*Reject With Detail.*

*Rej - Exception Detail Only*(reject - exception detail only).

*Rejected - No Detail.*

*Rejected With Counter Offer.*

---

**Note.** Line and schedule changes generate a change request based online status, regardless of header status.

---

**Approve** Click this button to approve the selected purchase order acknowledgement. This changes the status to *Buyer Accepted* and the Load Change Requests process picks up the EDX POA for processing. If the business unit option is set to approve change requests automatically, then you don't need to use the Approve Change Requests component to move the POA along to the final step of processing the change order.

### Vendor Tab

Select the Vendor tab.

**UPN ID** (universal product number identification) Displays the universal product number for the item.

### Links

**Edit the PO** Click this link to access the Maintain Purchase Order - Purchase Order page, where you can edit the original purchase order.

**Compare Header** Click this link to access the Acknowledgement Header Details page, where you can compare POA header information with the purchase order header information.

**Compare Line** Click this link to access the Acknowledgement Line Details page, where you can compare POA line information with the purchase order line information.

### See Also

Chapter 32, "Creating Purchase Orders Online," Entering Purchase Order Header Information, page 556

Chapter 36, "Creating Purchase Order Change Orders," Reviewing and Approving Change Order Requests, page 747

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Working with Items," Using Universal Item Identifiers

## Comparing Purchase Order and EDX POA Header Details

Access the Acknowledgement Header Details page.

### Header Details

The Header Details group box enables you to compare purchase order and POA header information. Acknowledgement information can be modified on the left and original purchase order information appears on the right.

## Comparing Purchase Order and EDX POA Line Details

Access the Acknowledgement Line Details page.

### Line Details

The Line Details group box enables you to compare purchase order and POA line information. Acknowledgement information can be modified on the left and original purchase order information appears on the right.

## Reviewing EDX POA Schedule Information

Access the Manage PO Acknowledgements - Schedule page.

### Schedule Tab

Select the Schedule tab.

If you want to compare an acknowledgement schedule with its corresponding purchase order schedule, select the Sel (select) check box and click the Compare Schedule link to access the Acknowledgement Schedule Details page.

## Comparing Purchase Order and EDX POA Schedule Details

Access the Acknowledgement Schedule Details page.

### Schedule Details

The Schedule Details group box enables you to compare purchase order and POA schedule information. Acknowledgement information can be modified on the left and original purchase order information appears 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 purchase order header Backorder Status field value from *None* to *Backorder*. The overall header, line, and schedule statuses remain the same (dispatched, active, and so forth).

The backorder status appears on these 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 Purchase Order - Purchase Order (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 these pages:

- Create Backorder: Received and Matched tab (PO_BACKORDER).
- 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, suppose that the original purchase order 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 purchase order 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 the 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 38, “Reconciling Purchase Orders,” Understanding Purchase Order Reconciliation, page 763

Chapter 31, “Understanding Purchase Orders,” Purchase Order Header Status Values, page 526

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Creating Purchase Order 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 purchase order schedules. |
| Item Description | PO_BCKORD_ITM_DESC | Click the Item Description link on the Create Backorder page.<br>The Item Description link includes the first 30 characters of the item description in the Transaction Item Description field on the Item Description page. | Enter and view descriptions for a specific item. |

# Updating Purchase Order Backorder Status

Access the Create Backorder page.

**Note.** Only purchase orders with a status of *Dispatched* are available for selection.

This section discusses how to:

- (Optional) Populate the page with current receipt and matching information.
- Apply backorder details to open purchase order schedules that have not been received.

(Optional) To populate the page with current receipt and matching information:

1. Select the impacted lines and schedules.
2. Click the Get Received/Matched Quantity button.

The system populates the Received and Matched fields with any received and matched quantities for the selected lines and schedules.

To apply backorder details to a purchase order:

1. Select the impacted lines and schedules that the supplier has indicated will not be delivered by the due date.
2. Enter the backordered quantities for the selected lines and schedules:
   - Select Apply Backorder to Open Quantity check box to backorder the entire unreceived quantity.
   - Alternatively, enter a backordered quantity to backorder less than the quantity not received.
3. Enter due date for the selected lines and schedules:
   - Select a backorder due date in the default options. Using this field the system populates the BO Due Date (backorder due date) field for the selected schedules with the same expected arrival date. (You must first select the Apply Backorder to Open Quantity check box.)
   - Alternatively, enter the backorder due date for each backordered quantity by individual line and schedule.
4. Click the Apply Backorder & Save button.

If you have selected the Apply Backorder to Open Quantity check box:

- 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 Backorder Due Date field for each individual line and schedule.
- For fully backordered schedules, the system:

  Retains the originally scheduled quantity and schedule number.

  It references itself as the schedule number that generated the backorder.

  Updates the schedule due date.

  Updates the purchase order header status to *Backorder,* and then clears the Backorder Due Date and Backordered Qty fields.
- For partially backordered schedules, the system:

  Creates new schedules, and where appropriate, new distribution lines.

  References the schedule number that generated the backorder.

  Uses backorder due date and backordered quantity values to calculate revised due date and purchase order quantity values.

  Updates the purchase order header status to *Backorder,* and then clears the Backorder Due Date and Backordered Qty fields.

# Updating Purchase Orders With New Item Vendor UOM Conversion Rates

This section lists the page used to update purchase orders with the new item vendor UOM conversion rates.

# Page Used to Update Purchase Orders With New Item Vendor UOM Conversion Rates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Update Purchase Order | PO_EDUOM_UPDPO | Purchasing, Purchase Orders, Effective Dated UOM PO Update, Update Purchase Order | Update existing purchase order schedules with the new effective-dated UOM conversion rate changes.<br><br>See Chapter 6, "Defining Purchasing Item Information," Updating Purchase Orders With Item Vendor UOM Conversion Rate Changes, page 89.<br><br>**Note.** This page is identical to the Update Purchase Order page that can be accessed from the Vendor's UOM & Pricing Info or Effective Dated UOM pages. |

# CHAPTER 33

# 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 by region.
- Load staged purchase order requests from PeopleSoft Supply Planning and Manufacturing.
- Build inventory demand transactions.
- Run the PO Calculations process.
- Use the Sourcing Workbench.
- Create purchase orders using the Create Purchase Orders process.
- Use the Automatic Purchasing Sourcing process.
- Update vendor history dates and amounts for cumulative sourcing.
- Purge Purchasing staging tables.
- Manually construct the Purchasing staging tables.
- Source error messages.

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**Note.** The preceding bullets provide the order in which you would normally perform these sourcing processes. You do not need to run all of the sourcing processes every time.

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### See Also

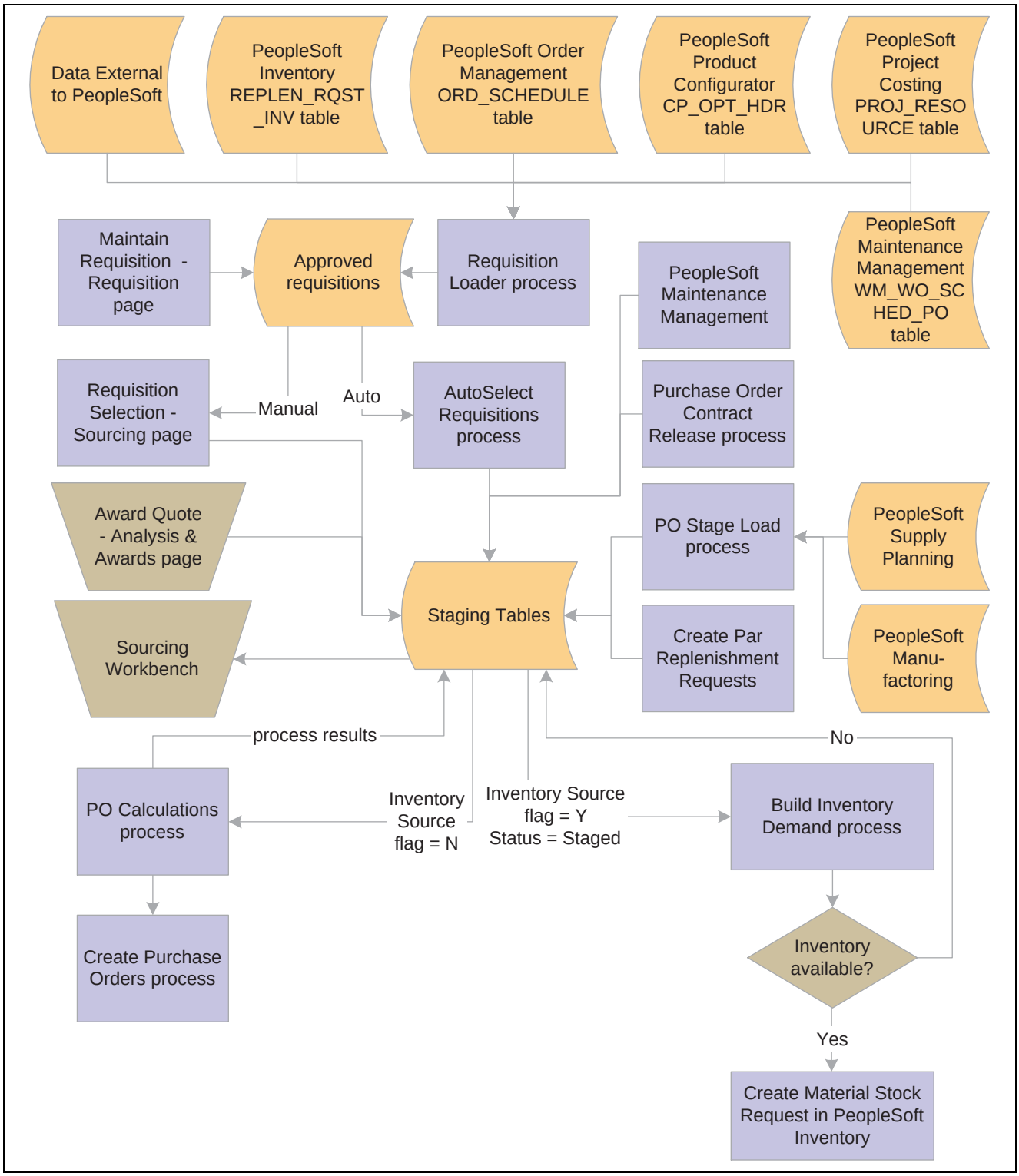
Chapter 30, "Managing Requests for Quotes," page 493

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Managing Par Inventory," Replenishing Par Locations

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Voucher and Order Contracts," Staging Purchase Order Contracts

## Understanding the Purchase Order Sourcing Business Process

The purchase order sourcing business process creates purchase orders from item requests loaded to the PeopleSoft Purchasing staging tables from various sources. This diagram provides an overview of the sourcing business process flow:




Overview of the sourcing process flow

These 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 purchase order creation.

- Staging contract releases for purchase order creation.
- Staging par location (cart) replenishment requests for purchase order creation.

## Primary Sourcing Staging Tables

The primary PeopleSoft Purchasing sourcing staging tables are:

**PO_ITM_STG**

This core staging table provides line and schedule level information destined for the purchase order. 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.

These 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 purchase order 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 purchase order 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 into a purchase order 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 purchase order.

**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 purchase order ID results update PO_ITM_STG.

**PO_DISTRIB_STG**

This table provides distribution information. One row is placed here for each distribution destined for the purchase order. 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.

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**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 33, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 646

Chapter 33, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 636

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

## Stage Statuses

This 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 purchase order 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, or for some sources, to X. |
| 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 purchase order is ready for building but still needs the vendor to be approved in the sourcing workbench pages. Can be changed to B (build), R, or for some sources, to X. |
| 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. |
| 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. |

| STAGE_STATUS | Description | Explanation of Status |
|---|---|---|
| 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. |
| 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, or for some sources, to X. |
| W | Warning issued | Set by the Create Purchase Orders process once a purchase order 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, no changes are allowed.<br><br>**Note.** Only transactions built by certain processes can be set to the X stage status. To set the stage status to X, the row must have one of these process codes: SRC (reqsorc), OLS (online source), PLL (planning load), SFL (shop floor load), CRT (cart (par) replenishment), CON (contract release) or WKM (work order management). If the row was built by the RFQ Load process, you cannot use the X stage status. |

### See Also

Chapter 30, “Managing Requests for Quotes,” Loading RFQ EDX Responses, page 508

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, “Managing Par Inventory,” Understanding Par Location Management

## 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 these 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) |

| Record | Field | Value |
|---|---|---|
| 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 that you entered on the Requisition Selection page. The requisition must meet these 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 the requisition is not eligible for selection.

## See Also

Chapter 33, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 636

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Query*

# Common Elements Used in This Chapter

**Business Unit** Select rows to be processed or selected based on the business unit that staged them.

**Date** Specify the exact date that you want to use in the date selection criteria. This field is required if you use the date selection option *S;* 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 *P* and *M.*

**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 three days, select date selection option *P,* date selection operand *<=,* and number of days *3.*

**Option** For the AutoSelect Requisitions process, use to specify the source date selection criteria for the requisition lines that you want to process or select.

For the Purchase Order Stage Load process, use to specify release date selection criteria for planned purchase orders 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:

*C:* Use current date.

*M:* Current date minus number of days.

*N:* No date selection criteria.

*P:* Current date plus number of days.

*S:* 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.

*CON* (contract purchase orders).

*CRT* (par location replenishment).

*OLS* (online source).

*PLL* (planning load).

*RFQ* (request for quotation).

*SFL* (manufacturing load).

*SRC* (autoselect)

**Process Instance** Select rows to be processed and selected based on the process instance that staged them.

**System Source** Select rows to be processed and selected based on their system source.

# Manually Selecting Requisitions for Sourcing

This section provides an overview of the manual requisition selection process and discusses how to:

- Source requisitions to purchase orders manually.
- Maintain procurement card information.
- Change requisition vendors.
- Review purchase order staging details.
- Review purchase order item staging information.
- Review purchase order header staging details.

## Understanding the Manual Requisition Selection Process

Manually selecting requisitions for sourcing enables you to maintain a finer degree of control than available using batch requisition selection and purchase order creation. Manual selection provides you with these options:

- Source all items that are *not* identified for the AutoSelect Requisitions process.

  This is not available using batch processing. Items that are not identified 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 purchase order.

  This is also available using batch process if associated blanket purchase orders are used or found.
- Define a purchase order header row.

  This is not available using batch processing.

### See Also

Chapter 33, “Using Purchase Order Sourcing,” Qualifying Criteria for Requisition Selection, page 633

## 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 purchase orders or inventory demand. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Requisition Selection - Procurement Card Information | CC_USE_HDR_DTL_1 | Click the Procurement Card link on the Requisition Selection - Sourcing page. | Maintain procurement card information such as, selecting a procurement card as payment method if one is not already assigned, viewing the existing procurement card information, and overriding the existing procurement card. |
| Item Description | PO_REQ_DESCR254 | Click the item description link on the Requisition Selection - Sourcing page.<br>The item description link includes 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. |
| 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.<br>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 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. |
| Requisition Selection - Procurement Card Information | CC_USE_HDR_DTL | Click the Use Procurement Card link on the Requisition Selection - Staging Information page. | Maintain procurement card information for the sourcing process. |

| 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. |

# Sourcing Requisitions to Purchase Orders Manually

Access the Requisition Selection - Sourcing page.

## Search Criteria

**Vendor ID** Select a vendor.

**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 PeopleSoft 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 check box under the Misc. Controls and Options section of that page.

## Selection Options

**Define PO** Select to define purchase orders using the structure of requisitions as they appear on this page, instead of letting the system create it using the predefined rules.

The PO Calculations process does not overwrite these purchase order configurations, even if the Consolidate with Other Reqs check box on the requisition is selected. In addition, you must specify the vendor for the purchase order, as the PO Calculations process does not select a vendor for you.

If selected, the information that you view on the Requisition Selection - Sourcing page is exactly what will be on the purchase order and each requisition line that you source will be on its own purchase order line, even if others exist for the same item.

If you want to use the Define PO check box, you must select this check box before selecting requisitions for sourcing. Similarly, if you don't want to use the Define PO check box, you must clear the check box before selecting requisitions for sourcing.

If you are sourcing to PeopleSoft Inventory or do not select this check box, the information that 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 that you have selected for sourcing on this page has been sourced to a blanket purchase order contract, you will not be able to select the Define PO check box. Instead, you will receive a message that this option is not valid for the selected line. This check box only applies to lines that are selected by the Inc field after you select the Define PO check box.

The Define PO check box works in conjunction with the Override Preferred Vendor check box set on the User Preferences - Procurement: Requisition Authorizations page and the Override Suggested Vendor check box set on the Maintain Requisitions - Requisition page under the Sourcing Controls tab 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 you select the Define PO, you can create purchase orders in whatever form you choose. The Override Suggested Vendor and Consolidate with Other Reqs check boxes are clear when the requisition lines are staged.

This table illustrates the different scenarios available when the Define PO check box is clear:

| Define PO | Override Preferred Vendor | Override Suggested Vendor | Vendor Used on PO |
|---|---|---|---|
| No | No | Yes<br>In this scenario, this value can never be set to No. | Priority |
| No | Yes | Yes | Priority |
| No | Yes | No | Suggested |

**Check Item Available**

Select this check box 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 system sets the inventory source option accordingly.

**All Lines From Req** (all lines from requisition)

Select to source all lines from the same requisition.

**PO Item Vendor Option**

This value appears by default from the PO Item Vendor Security Option defined on the Purchasing Definition - Business Unit Options page for the PeopleSoft Purchasing business unit that you entered on the Requisition Selection - Sourcing page. Values are:

*No Edit Required:* 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.

*Edit Required When Use Item ID:* 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.

*Edit Required Must Use Item ID:* The system requires item IDs and verifies item-vendor combinations. This value cannot be changed.

## Sourcing Tab

Select the Sourcing tab.

**Inc** (include)

Select this check box 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 the change, then select it again.

**Vendor ID**

Vendor that you want to use on the purchase order. 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**

Displays the vendor location used for ordering and determining the pricing location. The priority location appears by default from the item and shipto or from the item vendor.

See Chapter 6, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Relationship Attributes and Priorities, page 83.

**Procurement Card**

Displays the actual value of the procurement card assigned to the requisition or if no procurement card was assigned to the requisition as of yet it will display *Procurement Card.*

Click the linked procurement card value to access the Requisition Selection - Procurement Card Information page. Use this page to override the current procurement card, view the current procurement card information or to assign a procurement card.

**PO Qty** (purchase order quantity)

The purchase order quantity appears by default from the requisition line.

You can enter a purchase order 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 is possible only when the Define PO check box is selected.

**PO UOM** (purchase order unit of measure)

UOM that you want to use on the purchase order. The UOM appears by default 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.

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**Note.** If set to *N,* the PO Calculations process does not search for an available contract.

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## Requisitions Tab

Select the 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 purchase order. The tolerance appears by default from the Maintain Requisitions - Requisitions page under the Sourcing Controls tab for the requisition.

## Change Vendor Tab

Select the Change Vendor tab.

**Change Vendor** Select this check box 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 33, “Using Purchase Order Sourcing,” Changing Requisition Vendors, page 642

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

Chapter 9, “Using Default Hierarchies,” Understanding the UOM Conversion Hierarchy, page 142

Chapter 31, “Understanding Purchase Orders,” Purchase Order Consolidation, page 535

## Maintaining Procurement Card Information

Access the Requisition Selection - Procurement Card Information page.

### Procurement Card used for payment

**Card Number, Card Type,** and **Expiration Date**

Displays the procurement card information associated with the current procurement card on the requisition.

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**Note.** If a procurement card has not been previously assigned to the requisition then no procurement card information displays.

---

### Override Procurement Card

**Card Number**

Select the card number to override the current procurement card number on the requisition or select a procurement card that you want to assign to the requisition if a procurement card was not previously assigned.

Only the valid procurement cards for the user who is making the requisition selection appear as valid procurement cards in the drop down list. This user must also have the access rights to use a procurement card on a requisition.

**Card Type** and **Expiration Date**

After you select an override procurement card these fields display the information associated with that procurement card.

**Don’t use Procurement Card**

Select this check box if you do not want to use a procurement card as a payment method for this requisition that is being sourced to a purchase order. If you select this check box no procurement card will be associated with the purchase order.

## Changing Requisition Vendors

Access the Override Selected Requisition Vendor page.

Select a vendor to use by selecting the Change Vendor check box for the selected requisition lines on the Change Vendor tab of the Requisition Selection - Sourcing page.

**Vendor, Vendor ID,** and **Location**

Select the vendor and location you want to override the current vendor with.

**OK**

When you click this 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 purchase order staging tables.

### See Also

Chapter 33, "Using Purchase Order Sourcing," Manually Selecting Requisitions for Sourcing, page 636

## Reviewing Purchase Order Staging Details

Access the Requisition Selection - Staging Information page.

### Header

Header information is available for modification only if you selected Define PO on the Requisition Selection - Sourcing page. This page is only accessible if Define PO 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.

**PO Date** Identifies the date to be used on the purchase order. This value can be changed if the system is assigned the purchase order date. If you are adding to an existing purchase order, the purchase order date appears by default from that purchase order.

**User Assign ID** Select to source the requisition lines to the purchase order ID that you enter in the PO ID field. The purchase order must be an existing or reserved purchase order for the same vendor. If selecting an existing purchase order, only those in *Initial, Pending Approval,* or *Approved* status that have never been dispatched are available for selection.

**Use Procurement Card** Click this link to access the Requisition Selection - Procurement Card Information page. Use this page to maintain the procurement card information for the requisition being staged to become a purchase order.

The procurement cards that appear for selection on this page are related to the buyer who also has the rights to use a procurement card on a purchase order. Plus, any vendor cards appear as well for the buyer and vendor and location if the vendor accepts procurement cards as a payment method.

Procurement cards will be visible here if they came over from the requisition or set as a default from the vendor. The buyer has the ability to change this card information to a card that they are authorized to use.

### Line/Schedule

The line and schedule information appears by default from the requisition. If you selected Define PO, this information appears on the purchase order. If you did not select Define PO, the information listed here is passed to the appropriate sourcing process: PO Calculations or Build Inventory Demand.

**Line** and **Sched** (schedule) If you selected Define PO, this is the purchase order 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 purchase order if the Define PO check box is selected. If the Calculate Price? check box is selected on the requisition, 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 Maintain Requisitions - Requisition page under the Sourcing Controls tab, the ad hoc row is not rejected. Instead, the system recognizes that the price exceeds the 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 purchase order's schedules.

**Amount** Total line amount in the displayed currency.

**Distribute by** The distribution method by which you allocate the expense account distribution appears by default from the requisition. Values include *Amount* or *Quantity.*

If you select *Quantity,* the sum of all distribution quantities must equal the schedule quantity. Inventory items must be distributed using the quantity distribution method.

If you select *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 selectedDefine PO, this information appears on the purchase order. If you did not select Define PO, the system passes this information to the appropriate sourcing processes.

**PO Qty** (purchase order quantity) Identifies the quantity on the distribution. You can change the default distribution quantity. If the distribution method is *Amount,* the purchase order quantity is not available for entry.

**Amount** Identifies the distribution amount. You can change the default distribution amount here. If the distribution method is *Quantity,* the amount is not available for entry.

**Percent** Identifies the distribution percent. You can enter the distribution percent if the distribution method was either *Quantity* or *Amount.* 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 PeopleSoft 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 33, “Using Purchase Order Sourcing,” Creating Purchase Orders Using the Create Purchase Orders Process, page 682

Chapter 33, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 636

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

## Reviewing Purchase Order Item Staging Information

Access the PO Item Staging page.

**Receiving Required** Select the receiving requirement for the item. Values are:

- *Do Not Receive:* If selected, accounts payable matching and receipt accrual are not applicable.
- *Receiving is Optional:* If selected, accounts payable will not match receipt lines and the system will not accrue the receipt.
- *Receiving is Required:* If selected, accounts payable will match receipt lines and the system will accrue the receipt.

**Inspect** Select this check box 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.

**Tax Exempt Flag** Select this check box if sales tax does not apply to this transaction.

### Matching Options

**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

**Payment Terms Basis Date Type** Specify the date that should be used to calculate the voucher payment terms in PeopleSoft Payables.

### Process Control Option

**Dispatch** Select this check box to indicate that the purchase order should be dispatched upon creation.

**Method** Select a dispatch method. Values are *Print, Fax, Email, EDX,* or *Phone.*

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Matching and Document Association Options

# Automatically Selecting Requisitions for Sourcing

This section provides an overview of the AutoSelect Requisitions process and discusses how to run the AutoSelect Requisitions process.

## Understanding the AutoSelect Requisitions Process

The AutoSelect Requisitions Application Engine process (PO_REQSORC), also referred to as AutoSelect, loads eligible approved requisitions into the PeopleSoft Purchasing stage tables for purchase order creation and is an alternative to selecting requisitions online using the Requisition Selection - Sourcing page. The AutoSelect process does not select or stage requisitions that have distribution lines that do not have an account number entered for each distribution line.

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.

In order for AutoSelect to select the 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 the intended requisition lines are in the staging tables by searching by the requisition ID or the process instance. If the requisition does not appear on the page, it was not selected.

Here are the results of the AutoSelect process:

- 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, PeopleSoft Maintenance Management, and purchasing contracts populate the same staging tables used by the subsequent steps in the sourcing process.

---

### Requisition Change Order Processing

You can use the AutoSelect Requisitions process to process a requisition change order for a requisition that was previously sourced to a purchase order. One additional process must be performed to ensure that the requisition does not exist on the autoselect staging tables. You must perform the Purge Stage Tables process (PO_POSTGPRG) using the Purge Stage Table page and then perform the AutoSelect process on the requisition change order. If you do not perform the Purge Stage Tables process the change order for the requisition may not be recognized by the AutoSelect Requisitions process.

### See Also

Chapter 33, "Using Purchase Order Sourcing," Manually Selecting Requisitions for Sourcing, page 636

Chapter 33, "Using Purchase Order Sourcing," Running the PO Calculations Process, page 658

Chapter 33, "Using Purchase Order Sourcing," Purging Purchasing Staging Tables, page 687

## 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 Process

Access the AutoSelect Req page.

**Request Type**

Select from these values:

*Inventory:* Only those requisition lines for which the Inventory Source check box is selected are selected.

*Purch Ord* (purchase order): Only those requisition lines for which the Inventory Source check box is clear are selected.

*Both:* Requisition lines are selected for sourcing whether or not the Inventory Source check box is selected.

**Business Unit**

Select a purchasing business unit. Use to limit the selection of requisition lines to a single PeopleSoft Purchasing business unit.

**Vendor SetID** and **Vendor**

Select a vendor setID and vendor ID to limit the selection of requisition lines to those for a specific vendor.

**Contract SetID** and **Contract**

Select a contract setID and contract number to limit the selection of requisition lines to those for a specific contract.

**SetID** and **Category**

Select a setID and item category to limit the selection of requisition lines to those with items within a specific item category.

**Buyer**

Use to limit the selection of requisition lines to those associated with a specific buyer.

**Item ID Required** Select this check box to load only those requisitions containing a valid item ID identified 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 the selection of requisition lines to those with a specific origin.

**System Source** Use to limit the selection of requisition lines to those with a specific system source. For example, select WM (maintenance management) to select requisitions for sourcing to PeopleSoft Purchasing that were created in PeopleSoft Maintenance Management.

# Sourcing by Region

This section provides an overview of regional sourcing and discusses how to:

- Set up region codes.
- Associate regions to ship to locations.
- Define vendor priority and vendor location by region.
- Define vendor order locations.
- Review regional level sourcing methods.

## Understanding Regional Sourcing

For large multinational 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 (such as 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 the requests to the preferred vendor within that region.

### Understanding the Regional Sourcing Process Flow

To set up 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 is to 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.

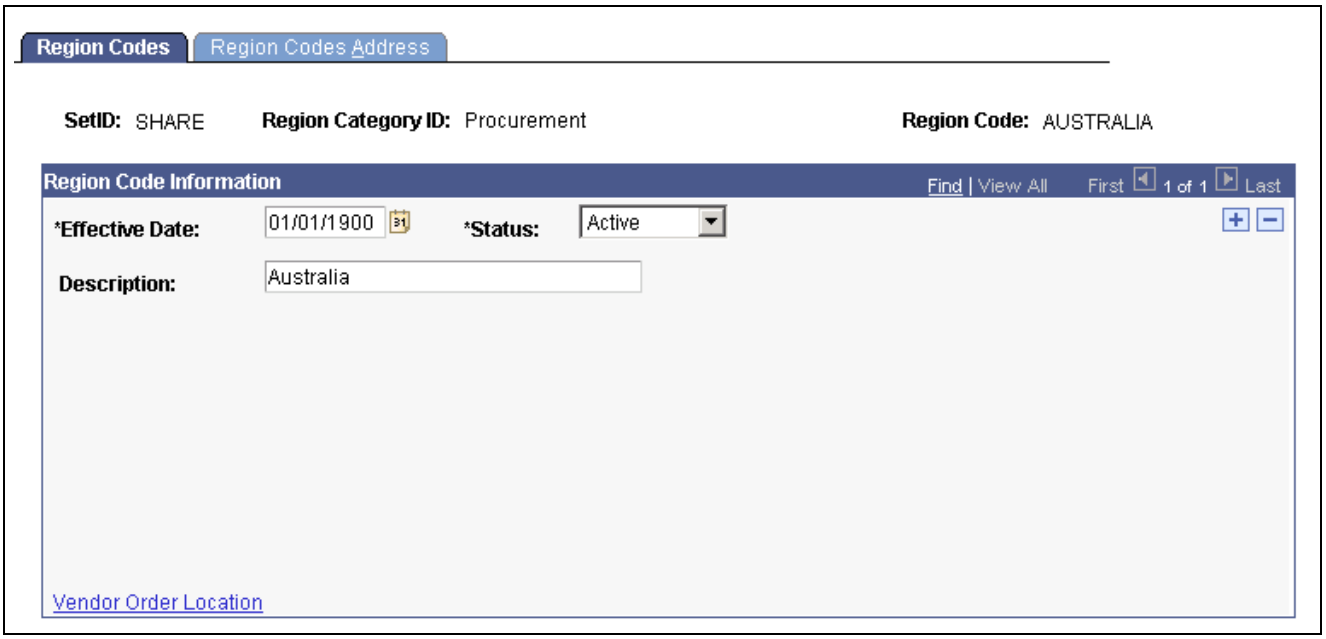
   Use the Procurement Region Vendor Order Location page to identify the location of the vendor. This page enables you to specify what vendor locations are relevant for the region.

# Pages Used to Source by Region

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Region Codes | REGION_CD | Set Up Financials/Supply Chain, Common Definitions, Location, Region Codes | Define the geographical sourcing region and establish vendor priority and vendor locations. |
| Region Codes Address | REGION_CD_ADDR | Set Up Financials/Supply Chain, Common Definitions, Location, Region Codes, Region Codes Address | Define description and address information for the region code. |
| Ship To Locations | SHIPTO_HDR | Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Ship To Locations | Associate the sourcing region to the appropriate ship to location. |
| Itm Region Vndr (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. | 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 page

**Note.** When you first navigate to the Region Codes page, the system prompts you for a region category ID. Use the procurement region category ID. If you want to set up alternative region types for the region codes, use the Region Types page to set up the new region type. You may consider this option when creating separate regions for multiple applications like PeopleSoft Purchasing and PeopleSoft Services Procurement.

**Description** Enter a unique description for the 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.

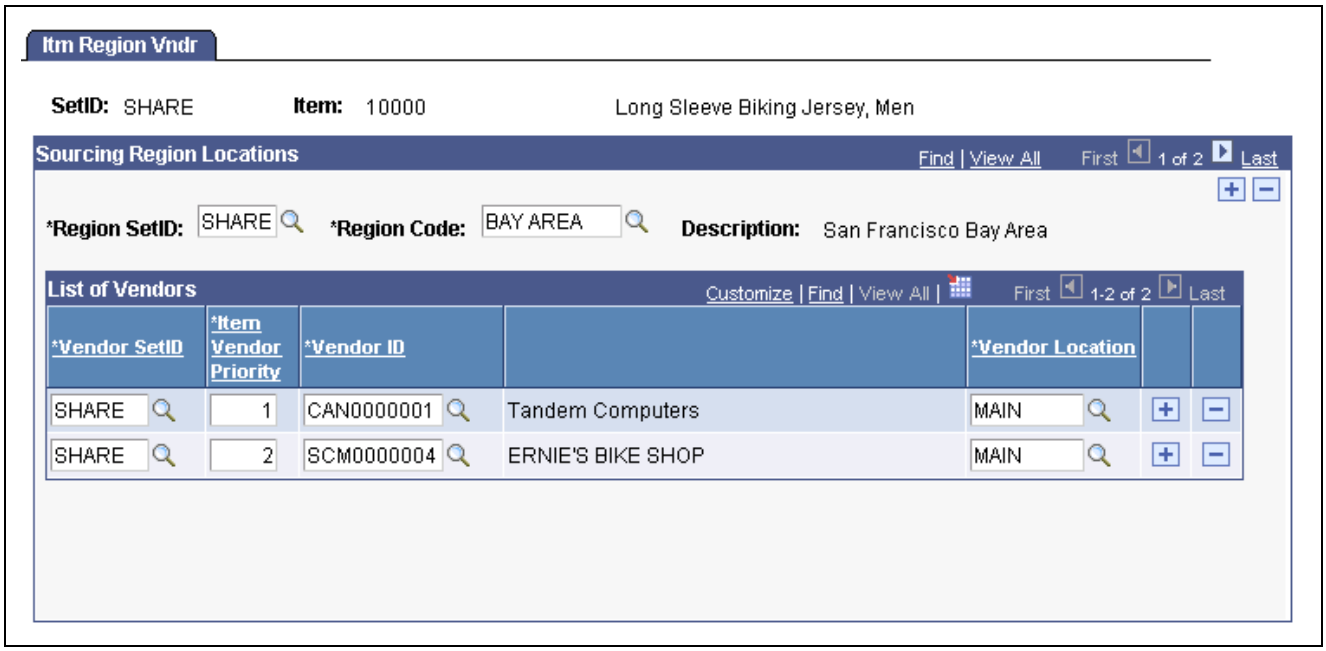
## Associating Regions to Ship To Locations

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 page.




Itm Region Vndr page

**Region Code** Select a region code to associate with this regional vendor.

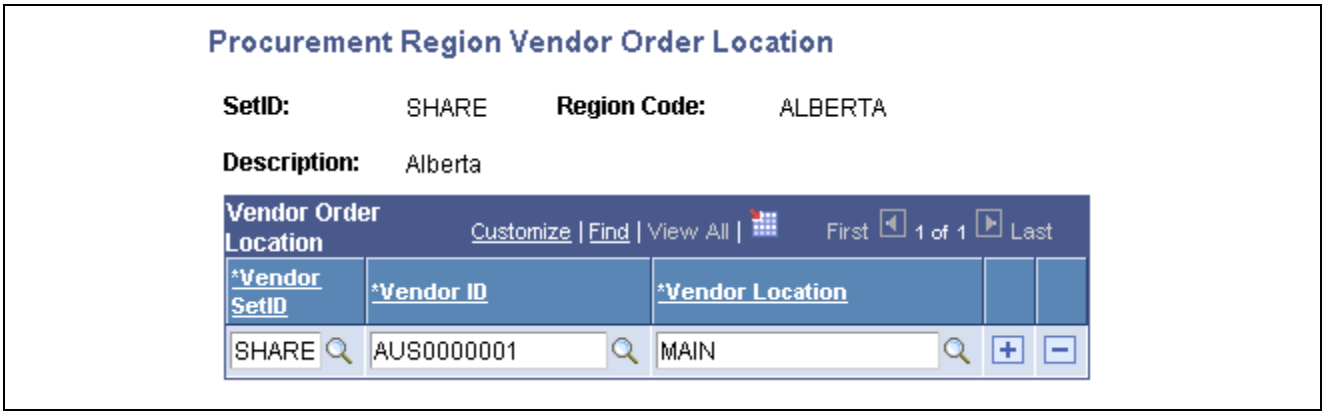
**Item Vendor Priority** Choose the priority order for which a vendor will be selected for regional sourcing.

**Vendor ID** Select the vendor that 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 page

**Vendor Set ID** Select the vendor setID for the vendor that 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 check box on the Maintain Requisitions - Requisition page under the Sourcing Controls tab. If this check box is clear, the system uses the vendor provided on the transaction. The regional sourcing hierarchy is used only when you select the basic sourcing method.

# Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Manufacturing

This section provides an overview of the PO Stage Load process and discusses how to:

- Review, approve, and apply planning messages.
- Run the PO Stage Load Application Engine process.

## Understanding the PO Stage Load Process

The PO Stage Load process looks for purchase order requests in PeopleSoft Supply Planning and Manufacturing tables and loads them into the PeopleSoft Purchasing staging tables.

The PO Stage Load process accepts new requests from PeopleSoft Supply Planning and Manufacturing. 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 purchase order 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.

### See Also

Chapter 36, "Creating Purchase Order Change Orders," Running the Change Purchase Order Process, page 751

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Using Purchase Order Loader Defaults and Overrides

## Page Used to Load Staged Purchase Order Requests from PeopleSoft Supply Planning and Manufacturing

| 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 purchase orders. Once a plan has been created and recommendations are made, the Approve Purchasing Updates (PL_POST) creates the purchasing planning messages.

After you receive the messages, you can:

- Review and approve the purchasing messages using the Approve Purchasing Updates component.

  This component contains pages from which you select the messages that you want to review, view the purchase order details, quantity and status details, and configuration code information, and select the messages that you want to approve.

- Review any exception messages generated when the purchasing messages are applied using the P Review Purchasing Post Errors component.

  This component contains pages from which you select the exceptions that you want to review. Then look at the exception details, purchase order 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 36, "Creating Purchase Order Change Orders," Running the Change Purchase Order Process, page 751

Chapter 33, "Using Purchase Order Sourcing," Running the PO Stage Load Application Engine Process, page 653

## Running the PO Stage Load Application Engine Process

Access the PO Stage Load page.

**Inventory Unit** If you specify a PeopleSoft Inventory business unit, only items from PeopleSoft Supply Planning associated with that business unit are selected. If you leave this field blank, all PeopleSoft Inventory business units are considered.

**PO Business Unit** (purchase order business unit) If you specify a PeopleSoft Purchasing business unit, only items destined for this business unit are selected. If you leave this field blank, all PeopleSoft Purchasing business units are considered.

**Process Planning Requests** Select this check box 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 this check box to break down the purchase orders into one purchase order per vendor, per item. This can be desirable if the purchase orders are very large. If this check box is clear, you can generate purchase orders with multiple lines for the same vendor. To use this check box, you must select the Process Planning Requests check box.

**Purchase Order Type** Select to indicate the type of requests that you want to load. To use this option, you must select the Process Planning Requests check box. Values are:

*Existing Orders:* Change to an existing purchase order.

*Planned Order:* 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, select the Process Planning Requests check box.

**Process Production Requests** Select this check box to process purchase requests from PeopleSoft Manufacturing. If this check box is clear, purchase requests from PeopleSoft Manufacturing are ignored.

**Group POs by Item - Production** Select this check box to break down the purchase orders into one purchase order per vendor, per item. This can be desirable if the purchase orders are very large. If this check box is clear, you can generate purchase orders with multiple lines for the same vendor. To use this check box, you must select the Process Production Requests check box.

### See Also

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler*

# Building Inventory Demand Transactions

This section provides an overview of the Build Inventory Demand process (PO_REQINVS) and discusses how to run the Build Inventory Demand process.

# Understanding the Build Inventory Demand Process

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 identified 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, IN_DEMAND, which is built at the distribution level; therefore, 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.

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Because some distributions may be sourced entirely from inventory demand and others from a purchase order, 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 to reference the requisition.

## 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.

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**Note.** The Build Inventory Demand process never sources demand from the PeopleSoft 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 IN_DEMAND 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 Sourcing Workbench - Sourcing Details page. You can also view the inventory demand created by the Build Inventory Demand process using the Update Unreserved Orders page.

The Build Inventory Demand process uses this logic to determine the method by which inventory demand should be sourced, as well as which warehouses to utilize:

1. The process first verifies that the requested item exists in the BU_ITEM_INV table for the inventory business units 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 units in the distribution network, the process continues with this 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 purchase order.
   - 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 units in the distribution network, the process continues with this 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 these 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 purchase order. 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 purchase order.

  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 purchase order. 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 purchase order.

- 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 purchase order. 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 purchase order.

  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 purchase order. 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 purchase order.

For 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 appear in this 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 identifies the balance of 20 units to be sourced to a purchase order. The purchase order is created in the next run of 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 purchase order.

Once the Build Inventory Demand process runs successfully, these 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)<br>Releases requisition line for updates by online and batch processes. | Quantity sourced to inventory demand, appears in requisition UOM. |
| Partial | *S* (staged)<br>PO_POCALC and PO_POCREATE source the balance to a purchase order. | No update to the requisition. | *N* (no) | No update to the requisition. | Quantity sourced to inventory demand, appears in requisition UOM. |
| None | *S* (staged)<br>PO_POCALC and PO_POCREATE source the balance to a purchase order. | 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, suppose that 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 33, “Using Purchase Order Sourcing,” Creating Purchase Orders Using the Create Purchase Orders Process, page 682

Chapter 33, “Using Purchase Order Sourcing,” Creating Purchase Orders Using the Create Purchase Orders Process, page 682

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Establishing Distribution Networks

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, “Promising and Reserving Inventory”

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, “Setting Up Fulfillment at the Business Unit and Item Levels,” Defining Business Unit Fulfillment Options

## 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 run the process. |

# Running the PO Calculations Process

This section provides overviews of the PO Calculations process, sourcing methods, procurement card assignment hierarchy, and discusses how to run the PO Calculations process.

## Understanding the PO Calculations Process

The PO Calculations Application Engine process (PO_POCALC) performs most of the processing necessary to create a purchase order. After running the PO Calculations process, you can review the results of the process and make changes using the Sourcing Workbench - Sourcing page before the purchase order is created. After you run the PO Calculations process, run the Create Purchase Orders process to create the purchase order.

If you select the Pre-Approve Vendor check box on the PO Calculations - Run Controls page, 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 in the Sourcing Workbench.

You can review the results of the PO Calculations process on the Sourcing Workbench - Sourcing Details page and change the recommended vendor. If you change a vendor through the Sourcing Workbench, run the PO Calculations process again to recalculate the staged row.

### Twelve Functions of the PO Calculations Process

The PO Calculations process performs twelve 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 purchase orders 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 you should use the item or the category sourcing method. The sourcing method to be used for each requisition is set based on the information at the item or category level at the time that the requisition is sourced, either online through the Requisition Selection - Sourcing page or through the AutoSelect Requisitions process.

2. Changes purchase order values using the business unit, vendor, item, or contract, based on the PeopleSoft Purchasing default hierarchy.

3. Consolidates requisitions onto purchase orders when the Consolidate Flag is *Y*.

   ---

   **Note.** The PO Calculations process does not combine multiple requisition lines onto one purchase order 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 purchase order currency.

   When you add to an existing purchase order, 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 purchase order 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 the 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 verified at the line level. If you have multiple lines on a purchase order with the same item ID, the sum of those line quantities and amounts is verified 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 does 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 uses 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 purchase order to use to fulfill the request, the PO Calculations process reserves the blanket purchase order. 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 purchase order applies, the request line is assigned an error status. This is because the blanket purchase order 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 purchase order and recycle the row in *Error* status through the PO Calculations process.

9. Finds a vendor rebate agreement.

   If you are using the vendor rebate functionality, this process will determine and assign the appropriate vendor rebate agreement to the purchase order line. The PO Calculations process uses the same default hierarchy strategy when assigning a vendor rebate agreement as when creating a purchase order online.

   See Chapter 31, “Understanding Purchase Orders,” Vendor Rebate Processing on the Purchase Order, page 529.

10. Finds a procurement card or vendor card to use as the payment method.

    If you are using the procurement card functionality, this process will determine and assign the appropriate procurement card or vendor card to the purchase order line. The PO Calculations process uses a hierarchy strategy when assigning the correct card number to a purchase order line.

    See Chapter 33, “Using Purchase Order Sourcing,” Understanding the PO Calculations Process, page 658.

11. 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 this 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).
- 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.

12. Calculates miscellaneous charges, freight, sales and use tax, and value-added tax (VAT).

## 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 Sourcing Workbench - Sourcing Details page and change the recommended vendor. If you use the Sourcing Workbench to change a vendor, 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 one 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 Sourcing Workbench - Sourcing 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 33, “Using Purchase Order Sourcing,” Creating Purchase Orders Using the Create Purchase Orders Process, page 682

Chapter 33, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 636

Chapter 33, “Using Purchase Order Sourcing,” Running the AutoSelect Requisitions Process, page 647

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

Chapter 31, “Understanding Purchase Orders,” Purchase Order Consolidation, page 535

Chapter 31, “Understanding Purchase Orders,” VAT Processing on the Purchase Order, page 529

Chapter 31, “Understanding Purchase Orders,” SUT Processing on the Purchase Order, page 528

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, “Defining Your Operational Structure in PeopleSoft Inventory,” Specifying Business Unit Closure Dates

Chapter 33, “Using Purchase Order Sourcing,” Sourcing Error Messages, page 702

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

Chapter 9, “Using Default Hierarchies,” Understanding the UOM Conversion Hierarchy, page 142

## Understanding Sourcing Methods

To use these sourcing methods, select the Override Suggested Vendor option on the Sourcing Controls page. If this option is clear, the system uses the vendor provided on the transaction.

### Basic Sourcing

Basic sourcing, also referred to as sourcing method basic, can be set at the category level and overridden at the item level.

Here is how the vendor order location is determined:

- 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 page, 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 must 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 checks the Region Order Location table (REGION_VNDR_LOC) to change 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 Flexible, 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 these 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 percent 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 the 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:

((Lead Time / Sum of lead times) * Lead time User rank) + ((Price / Sum of prices) * Price User Rank) + ((Shipto Priority / Sum of Shipto Priorities) * User rank) + ((Vendor Priority / Sum of Vendor Priorities) * User rank)

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**Note.** When you use flexible sourcing, method Flexible, pricing is always done at the schedule level, never at the line level.

---

## Schedule Split Sourcing

Schedule split sourcing, also known as sourcing method Split, 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 percent of all orders for an item or category to Vendor A and 40 percent 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 percent 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.

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## Cumulative Split Sourcing

Cumulative split sourcing, also referred to as historic split sourcing and sourcing method Cumulative, like schedule split sourcing, enables you to split orders to multiple vendors based on predefined percentages. Unlike schedule split sourcing, this method sources the purchase order 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 the 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 - Run Controls page.

If you select *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 *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 accumulate level offers greater and more accurate control, while the run accumulate level offers better performance.

PeopleSoft Purchasing maintains records on historical order amounts to determine to which vendor the purchase order 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 purchase order, 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.

## Understanding the Procurement Card Assignment Hierarchy

The PO Calculations process determines the correct procurement card or vendor card to use on the purchase order as a payment method if you are using the procurement card functionality. This table illustrates how the procurement card or vendor card is assigned to a purchase order:

| If Consolidate Req Lines | If Suggested Vendor Can Be Overridden | If Chosen (or final) Vendor Accepts Cards | If Vendor Card is Available | If Use Procurement Card Specified on Req | Procurement Card That Will Appear on PO |
|---|---|---|---|---|---|
| N | N<br>Vendor must be entered on requisition. | N<br>Chosen vendor does not accept any cards. | N<br>Vendor cannot accept vendor card if they don't accept any cards. | Not applicable<br>Vendor does not accept any cards. | None |
| N | Y | N | N | Not applicable<br>Vendor does not accept any cards. | None |
| N | Y | Y<br>Chosen vendor accepts cards. | Y | Not applicable<br>Vendor card is always used. | Vendor card |
| N | Y | Y | N | N | None<br>Use buyer default procurement card if it is valid. |
| N | Y | Y | N | Y | Use the specified procurement card if it is valid. If none used, use the buyer default procurement card if it is valid. |

| If Consolidate Req Lines | If Suggested Vendor Can Be Overridden | If Chosen (or final) Vendor Accepts Cards | If Vendor Card is Available | If Use Procurement Card Specified on Req | Procurement Card That Will Appear on PO |
|---|---|---|---|---|---|
| Y | Y | N | N | Not applicable<br>Vendor does not accept any cards. | None |
| Y | Y | Y | Y | Not applicable<br>Vendor card is always used. | Vendor Card |
| Y | Y | Y | N | N | None<br>Use buyer default procurement card if it is valid. |
| Y | Y | Y | N | Y | Use the specified procurement card if it is valid. If none used, use the buyer default procurement card if it is valid. |

### See Also

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Categories, page 68

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 74

Chapter 6, “Defining Purchasing Item Information,” Capturing Item Miscellaneous Charges, page 92

Chapter 15, “Managing Procurement Cards,” page 213

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information”

## Page 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.<br>Enter the run control criteria for the PO Calculations process and to run the process. |

# Running the PO Calculations Process

Access the PO Calculations - Run Controls page.

## POCalculate Selection Criteria

Selecting field values in this group box limits the selection of staged rows to those that meet the criteria selected. These fields are 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 check box.

If you do not select any of the sourcing methods, only staged rows with a vendor provided and the Override Suggested Vendor check box 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 *Schedule* level if you want each schedule to be examined individually when finding a vendor. With this accumulate level 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 *Run* if you want all schedules for that category being processed during the run to be grouped together when finding a vendor. With the run accumulate level all schedules for the category will be sourced from the same vendor.

---

**Note.** The schedule accumulate level offers greater and more accurate control, but the run accumulate level offers better performance.

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## PO Calculate Process Options

**Buyer**

(Required) Select the buyer to be used on the purchase order header in the event that the PO Calculations process cannot determine the buyer.

The buyer name is carried at the line level on the requisition, so a requisition can have multiple buyers. When the PO Calculations process creates the purchase order header, it must assign a buyer name.

- If all the staged lines that belong on one purchase order have the same buyer name, the PO Calculations process uses that name on the header.
- If the staged lines that belong on the purchase order 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), the system uses the vendor buyer name.
- If the vendor buyer name is blank, the system enters the buyer name on the purchase order header.

**Consolidation Method**

Determines whether purchase orders are consolidated by business unit, vendor, and buyer or by business unit and vendor only. The consolidation method applies only to staged rows identified 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 purchase order.

Alternately, if you add buyer to the consolidation criteria, all rows that have the same buyer, vendor, and business unit are grouped on a purchase order.

**Origin** (Optional) Select an origin to be used on the purchase orders.

**Purchase Order Date** Enter a date to be used on the purchase orders, for purchase orders 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 purchase order reference to be used on the purchase orders. This is a free-form field.

**Pre-Approve Vendor** Select this check box to approve the vendor that the PO Calculations 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 this check box to have purchase orders 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 purchase order enters the workflow approval business process. If you do not select this check box, the purchase order 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 percent.

## See Also

Chapter 33, “Using Purchase Order Sourcing,” Creating Purchase Orders Using the Create Purchase Orders Process, page 682

Chapter 33, “Using Purchase Order Sourcing,” Using the Sourcing Workbench, page 669

Chapter 31, “Understanding Purchase Orders,” Purchase Order Consolidation, page 535

Chapter 8, “Using Workflow,” Approving Requisitions and Purchase Orders Using Workflow, page 113

# Using the Sourcing Workbench

This section provides an overview of the sourcing workbench and discusses how to:

- View and modify staged row details.
- View eligible vendors for staged rows.
- View item requisition pricing details.
- View purchase order sales and use tax information.
- View purchase order value adjustments.
- View purchase order VAT information.
- View flexible sourcing vendor selection results.
- View planned purchase order information.

## Understanding 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.

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 described:

1. Run the AutoSelect Requisitions process (PO_REQSORC) and access the Sourcing Workbench to verify that the requisitions have been selected for sourcing.

   You can determine whether the result of the requisition is an inventory demand transaction or a purchase order.

   If the system creates a purchase order, 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 determine whether rows were added.
3. Run the Build Inventory Demand process (PO_REQINVS) and access the Sourcing Workbench to review the staging tables to determine whether the 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 determine which rows are ready for purchase order 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 purchase order.
5. Run the Create Purchase Orders process (PO_POCREATE) and access the Sourcing Workbench to review the staging tables to determine which rows were sourced to purchase orders and to determine the purchase order IDs for those rows.

### Correcting Errors

Select rows that are in error from previous process runs by selecting the Stage Status field in the search criteria to *Error*. The error code and a plain text error message appear on the Sourcing Workbench - Sourcing 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 Sourcing Workbench - Sourcing Details page and update the stage status to *Recycle,* so that the PO Calculations process can reprocess the row.

Another common error is due to exceeded price tolerances. Use the Sourcing Workbench - Sourcing 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 restaging. On the Sourcing Workbench - Sourcing Details page, update the stage status to *Reset/Purg* (reset/purge) to release the original requisition or contract release so that you can make changes to it. After you change the status to *Reset/Purg* and purge the staged transaction, you can click the Source Document link in the Source Transaction Information section of the Sourcing Workbench - Sourcing Details page to access the source requisition or contract so you can make changes. You must restage the source document through its normal staging process.

### See Also

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

Chapter 33, “Using Purchase Order Sourcing,” Viewing Eligible Vendors for Staged Rows, page 675

## Common Elements Used in This Section

| | |
|---|---|
| **% Price Tol Over** and **%Under** | Displays the tolerance percent price over and under. This tolerance percent is applied to the suggested price on the requisition and used in the PO Calculations process. If the purchase order price is outside of the tolerance, the PO Calculations process rejects the staged row. |
| **Amount Only** | If this check box is 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** | Displays the price expressed in the base currency. |
| **Calculate Price?** | If this check box is selected, the PO Calculations process calculates a price. If this check box is clear, the staged row price is used on the purchase order. |
| **Due Date** | Displays the due date for the purchase order. This is the date the items are due at the ship to location. |
| **Instance** | Displays the process instance of the PO Calculations process that last updated this row. |
| **Location** | Displays the vendor location. |
| **LT Days** (lead time days) | Displays the lead time period between submitting the purchase order to the receipt of goods. |
| **PO Stg ID/PO Stage ID** | Displays the PO Stage ID. This is the same as the requisition ID when the PO stage type is *R*. It is taken from INSTALLATION_PO.LAST_PO_STG_ID when the PO stage type is *O*. |

| | |
|---|---|
| **PO Stg Type/PO Stage Type** | *Requisition* for the AutoSelect Requisitions process or online requisition selection when the Define PO check box is not selected. The system uses *Other* for any other process. |
| **Price** | Displays the requisition price for the item. |
| **Price Tol** (price tolerance), **Over,** and **Under** | Displays the 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 purchase order 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 purchase order price. If the purchase order price is outside of the tolerance, the PO Calculations process rejects the staged row. |
| **Std Quantity** (standard quantity ) | Displays the requisition quantity expressed in the standard unit of measure for this item. |
| **Quantity** | Displays the requisition quantity being sourced to the selected vendor. |
| **Requisition ID** | If this row came from a requisition, the ID of the requisition appears. |
| **Sched Num** (schedule number) | Displays the schedule number on the original request. |
| **Ship To** | Displays the location where the items are being shipped. |
| **Src Method** (sourcing method) | Displays 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 *Basic, Flexible, Sched Split* (schedule split), and *Cumulative Split.* |
| **Stg Status** (stage status) | Displays the status of the staged row. |
| **Sys Source** (system source) | Displays the source of the purchase request. Values include *Planning, Production,* or *PO Online* (purchase order online). |
| **Unit** | Displays 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 POCalc Override Vendor? check box on the Sourcing Workbench - Sourcing Details page is cleared 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** | Displays the vendor to whom the row has been sourced. |
| **Zero Price Ind** (zero price indicator) | If this check box is selected, indicates that the price for this item is zero. |

## See Also

Chapter 33, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 646

Chapter 33, “Using Purchase Order Sourcing,” Manually Selecting Requisitions for Sourcing, page 636

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

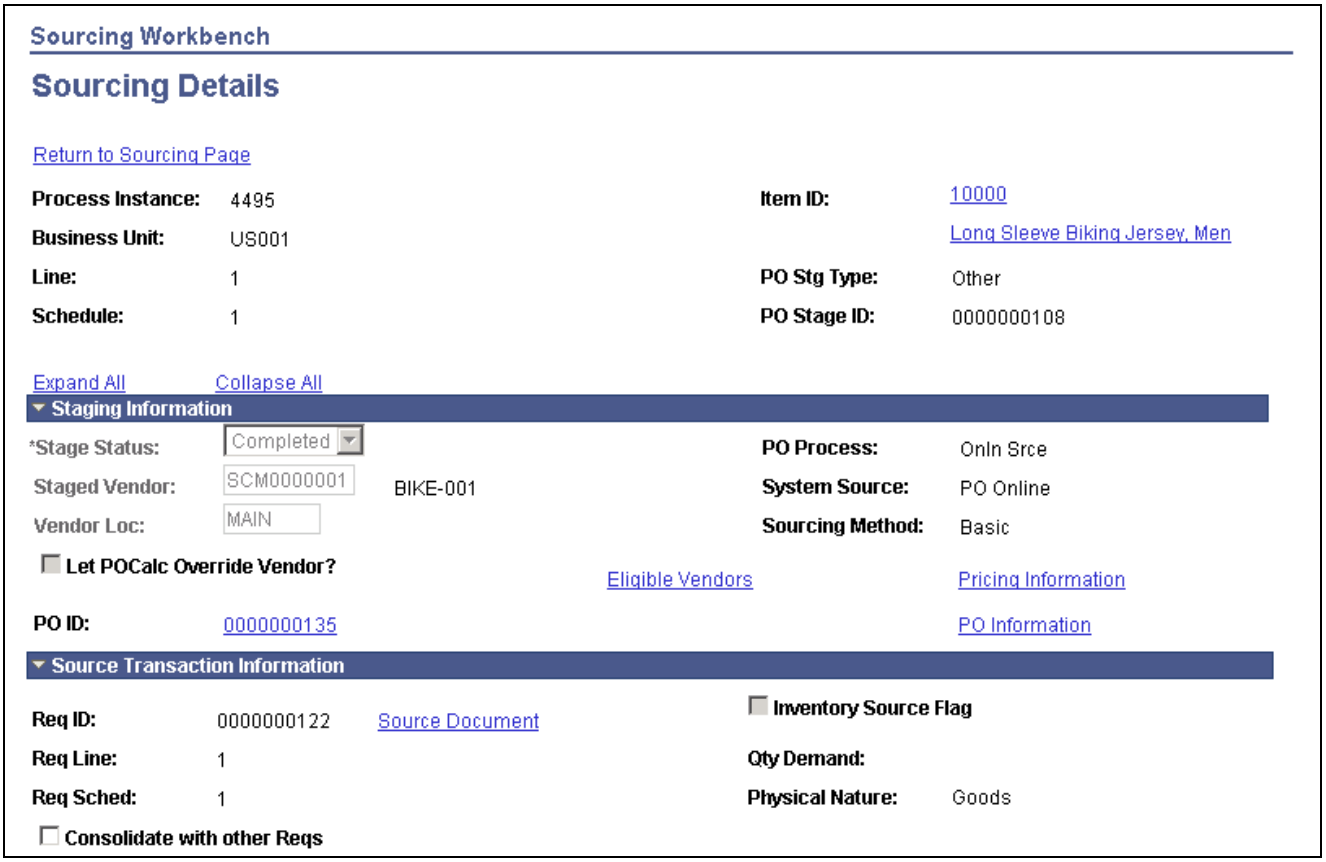
# Pages Used to Use the Sourcing Workbench

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Sourcing Workbench - Sourcing | 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 - Summary | VNDR_ID1_SUM | 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.<br>The description link includes 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. |
| Maintain Requisitions - Requisition | REQ_FORM | 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 - Sourcing page. | Access a purchase order created for the staged row. |
| Sourcing Workbench - Sourcing Details | PO_SRC_ANLSYS_DTL | Click the Sourcing Details button on the Sourcing Workbench - Sourcing page. | View further details about a staged row and how 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. |
| Sourcing Workbench - Pricing Information | PO_SRC_PRICING | Click the Pricing Information link on the Sourcing Workbench - Sourcing Details page. | View details about the pricing of the item from the requisition. |
| Sales/Use Tax | PO_STG_SUT_INQ | Click the Tax Amount button on the Sourcing Workbench - Pricing Information page. | View the sales and use tax information from the purchase order. |

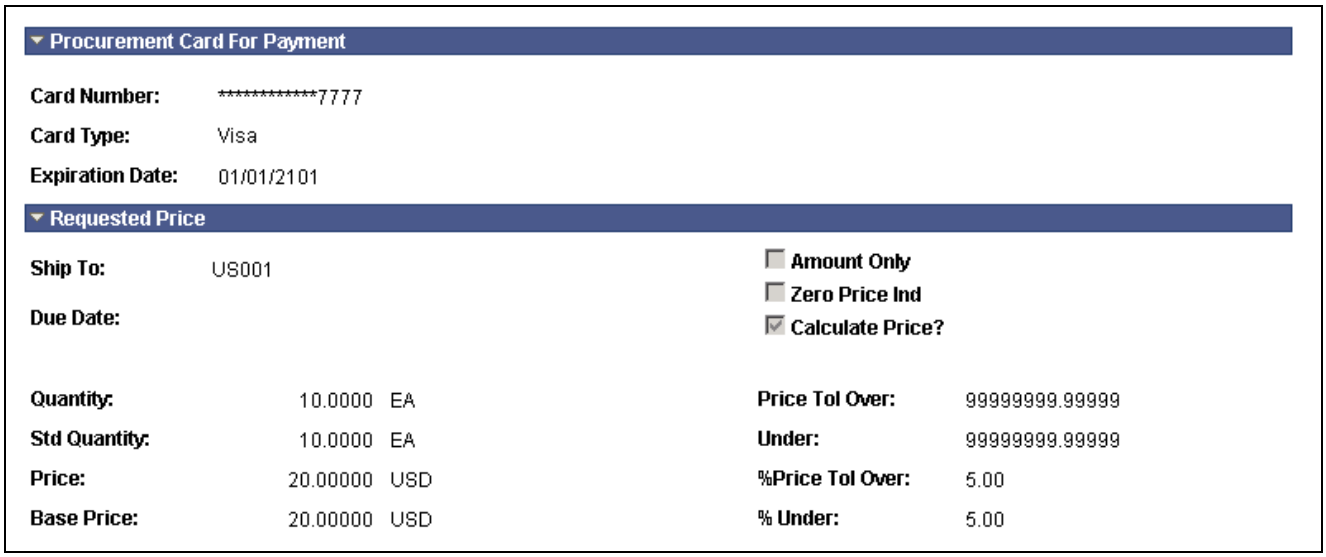
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Sourcing Workbench - Value Adjustments | PO_VAL_ADJ_STG_INQ | Click the Value Adjustment link on the Sourcing Workbench - Pricing Information page. | View the value adjustments (discounts and surcharges) added to the base price of the item on the purchase order. |
| VAT (value added tax) | PO_ITM_STG_VAT_INQ | Click the VAT link on the Sourcing Workbench - Pricing Information page. | View the VAT information for the purchase order 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. |
| Sourcing Workbench - PO Information (purchase order information) | PO_STG_SCHED_DTLS | Click the PO Schedule Information link on the Sourcing Workbench - Sourcing Details page. | View details about the purchase order that is going to be created. |

## Viewing and Modifying Staged Row Details

Access the Sourcing Workbench - Sourcing Details page.




Sourcing Workbench - Sourcing Details page (1 of 2)




Sourcing Workbench - Sourcing Details page (2 of 2)

## Staging Information

**Stage Status**

Select a 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.

**Staged Vendor**

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 purchase order 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 changes to *Recycle.*

When you change the vendor, the Let POCalc Override Vendor? check box is clear, to ensure that the PO Calculations process does not choose a different vendor.

**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.

**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) Displays the purchase order to which this line was sourced. If the line is split sourced and multiple purchase orders are created, the *Multiple* link appears.

**PO Process** Displays the 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 PeopleSoft Inventory business unit from planning or manufacturing.

**Source Document** Click this link 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) Appears selected if the row originated from a requisition configured to allow the row to be consolidated onto the same purchase order 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 purchase order, 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.

---

**Note.** Source information does not appear if the system source is Maintenance Management (WM).

---

### Procurement Card For Payment

This group box will only appear if you are using a procurement card as a payment method for the purchase order.

**Card Number, Card Type,** and **Expiration Date** Displays the procurement card information that will be used for payment on the purchase order.

### Requested Price

**Message** A plain text warning or error message appears if the stage status is either *Error* or *Warning*.

### See Also

Chapter 33, "Using Purchase Order Sourcing," Building Inventory Demand Transactions, page 653

Chapter 33, "Using Purchase Order Sourcing," Running the PO Calculations Process, page 658

Chapter 33, "Using Purchase Order Sourcing," Viewing Eligible Vendors for Staged Rows, page 675

Chapter 33, "Using Purchase Order Sourcing," Viewing Flexible Sourcing Vendor Selection Results, page 680

Chapter 31, "Understanding Purchase Orders," Purchase Order Consolidation, page 535

## 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 check box for that vendor. When you change the vendor, the Let POCalc Override Vendor? check boxon the Sourcing Workbench - Sourcing Details page is cleared to ensure that the PO Calculations process does not choose a different vendor.

---

**Note.** If you change the setting of the Use This Vendor check box, you must rerun the PO Calculations process.

---

**PO Line** The purchase order line for the request appears, if the purchase order has already been created.

### See Also

Chapter 33, "Using Purchase Order Sourcing," Viewing and Modifying Staged Row Details, page 673

## Viewing Item Requisition Pricing Details

Access the Sourcing Workbench - Pricing Information page.

### Price Tab

The Price tab displays one row for each eligible vendor.

**Price** The calculated unit price, plus any price adjustments appears.

**Amount** The extended price for the item being purchased (unit price times the quantity) appears.

The currency in which the price is expressed also appears. 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

Select the Base/Std Info tab.

**Qty Std UOM** (quantity standard unit of measure) Quantity ordered expressed in the standard UOM for this item appears.

**Price Base** Unit price expressed in the currency of the PeopleSoft Purchasing business unit (base currency) appears.

**Base Amt** (base amount) Monetary value of the line appears. This is the quantity multiplied by the unit price, expressed in the base currency for the business unit.

### Contract Tab

Select the Contract tab.

**Contract ID/Line/Release** If the item falls under a contract, the system displays the contract elements that set the item price.

**Milestone Line** Milestone number associated with the selected contract line and release appears.

### See Also

Chapter 33, "Using Purchase Order Sourcing," Viewing Item Requisition Pricing Details, page 676

Chapter 9, "Using Default Hierarchies," Understanding Multicurrency Conversions, page 154

Chapter 9, "Using Default Hierarchies," Understanding the Vendor Location Hierarchy and Multicurrency Pricing, page 147

## Viewing Purchase Order Sales and Use Tax Information

Access the Sales/Use Tax page.

### Sales/Use Tax Info

**Sale/Use Tax Applicability** Displays the sales and use tax applicability rule. 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 Appl).

*D* (Direct Pay).

*U* (Use Tax Appl).

**Sales/Use Tax Exception Type** The SUT exception type appears by default from the ship to location for the SUT destination code. Values are *Direct Pay, Exempt,* or *None.*

**Sales/Use Tax Exception Certif** (sales/use tax exception certificate) The SUT exception certificate ID appears by default from the ship to location for this SUT destination code.

**Tax Code** Sales and use tax code that contains the various taxing authority information for this ship to location.

**Include VAT** If this check box is selected, indicates that VAT should be included in the amount total before the SUT amount is calculated.

**Include Freight** If this check box is selected, indicates that freight costs should be included in the amount total before the tax is calculated.

**Include Misc Charges** (include miscellaneous charges) If this check box is selected, indicates that miscellaneous charges should be included in the amount total before the tax is calculated.

### See Also

Chapter 32, "Creating Purchase Orders Online," Entering Schedule SUT Information, page 589

# Viewing Purchase Order Value Adjustments

Access the Value Adjustments page.

## Value Adjustments

**Type**

Displays the type of adjustment. Values are:

*Base:* The base price from the item's Purchasing Attributes page. This is either the item or vendor price or the standard item price.

*CNT:* The price is from a contract.

*TBL:* A price adjustment (discount or surcharge) from the item's Price Adjustments page.

*FRT:* Freight costs.

*TAX:* Sales or use tax.

*OTH:* Other miscellaneous adjustments.

**Base Price Type**

Displays the origin of the starting price when the value in the Type field is *Base.* Values are:

*Contract:* Originated from the contract for the item.

*Item Standard:* Originated from the standard item price on the item's Purchasing Attributes.

*RFQ:* Originated from the request for quote price.

*Vendor Std:* Originated from the standard item and vendor pricing structure on the item's Purchasing Attributes-Item/Vendor page or Price Adjustments page.

*User:* Originated when the user-defined price was used, because the staged row was created with the Calculate Price? check box not selected.

**Adj Meth** (adjustment method)

Displays whether the price adjustment is expressed in amount or percentage.

**Pct** (percentage)

If the adjustment is by percentage, the percentage of the adjustment displays.

**Amt** (amount)

If the price adjustment is by amount, the amount of the adjustment displays.

**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 appears by default from the Item Price Adjustment page. If there is a contract associated with the purchase order, this value could appear by default from the PO Line Price Adjustments page.

## See Also

Chapter 32, "Creating Purchase Orders Online," Entering Schedule Price Adjustments, page 598

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Voucher and Order Contracts," Entering Contract Purchase Order Line Price Adjustments

# Viewing Purchase Order VAT 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 the 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 purchase order. Values are:

- *Exempt.*
- *Exonerated.*
- *N/A:* (not applicable).
- *Outside:* (outside scope of VAT).
- *Suspend:* (suspended).
- *Taxable.*
- *VAT Only.*

**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 purchase order 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 the 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 32, “Creating Purchase Orders Online,” Updating Schedule VAT Details, page 590

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 74

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Working with 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

Select the 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.<br>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 override manually 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 purchase order to receipt of the goods. This appears by default 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) | Entered on the item or item category and reflects the value that 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) | Entered on the item or item category and reflects the value that 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

Select the 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 %** | Percentage that you entered on the item or item category and reflects the value that you have given 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 appears by default 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 Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Ship To Locations

## Viewing Planned Purchase Order Information

Access the Sourcing Workbench - PO Information page.

**Payment Terms ID** Identifies the payment terms that appear on the purchase order header.

### GPO Info Tab

Select the GPO Info tab.

**GPO ID** Displays the group purchasing organization ID.

**GPO Contract Number** Displays the group purchasing organization contract number.

### Schedule Details Tab

Select the Schedule Details tab.

**Freight Terms** Identifies the freight terms code that applies to the schedules for the purchase order.

**Replenish Code** Displays the PeopleSoft Inventory replenishment code for this distribution.

**Inspect** If this check box is selected, indicates that inspection is required for the line.

### Matching/Receiving Info Tab

Select the Matching/Receiving Info 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 purchase order, 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 purchase order, 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** | Displays the receiving requirement for the item. Values are:<br>• *Do Not:* If displayed, accounts payable matching and receipt accrual are not applicable.<br>• *Optional:* If displayed, accounts payable will not match receipt lines and the system will not accrue the receipt.<br>• *Required:* If displayed, accounts payable will match receipt lines and the system will accrue the receipt. |
| **Early Ship Rjct Days** (early ship reject days) | Receiving cannot accept a shipment that is received early by the number of days indicated by this value. |

### Config Info Tab (configuration information tab)

Select the Config Info 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 Purchase Orders Using the Create Purchase Orders Process

This section provides an overview of the Create Purchase Orders process and discusses how to run the Create Purchase Orders process.

## Understanding the Create Purchase Orders Process

The Create Purchase Orders Application Engine process (PO_POCREATE) uses rows in the staging tables that have been processed by the PO Calculations process to create purchase orders. The Create Purchase Orders process maintains the purchase order groupings created by the PO Calculations process to create purchase orders.

The Create Purchase Orders process determines the purchase order ID, assigns line, schedule, and distribution numbers, and creates contract release information for staged rows in the PO_ITM_STG_UD table that meet the selection criteria and are in a *B* (Ready) status. When the Create Purchase Orders process is complete, PO_ITM_STG and PO_ITM_STG_UD are updated with a stage status of *C* and also reflect the assigned purchase order keys and vendor.

If you run the PO Dispatch/Print SQR Report process (POPO005) after this process, the system dispatches purchase orders that were configured on the run control page to be created in *Approved* status.

### See Also

Chapter 33, "Using Purchase Order Sourcing," Creating Purchase Orders Using the Create Purchase Orders Process, page 682

Chapter 33, "Using Purchase Order Sourcing," Running the PO Calculations Process, page 658

Chapter 35, "Dispatching and Printing Purchase Orders," Running the PO Dispatch/Print Process, page 721

## Page Used to Create Purchase Orders Using 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** Enter the process instance related to the PO Calculations process. This process instance limits the selection of staged requisitions to those that were put into the PeopleSoft Purchasing stage table.

### PO Creation Options

**Calculate PO Line Numbers** Select this check box to ignore staged entry line numbers when the Create Purchase Orders process creates new purchase orders 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 purchase orders with nonsequential line numbers that do not begin with one.

**Hold from Further Processing** Select to place the resulting purchase orders on hold and prevent further processing of the purchase orders.

**Allow Dispatch When Appr** (allow dispatch when approved) Select to make the resulting purchase orders eligible for dispatch when you run the PO Dispatch/Print process.

# Using the Automatic Purchasing Sourcing Process

This section provides an overview of the Automatic Purchasing Sourcing process and discusses how to run the Automatic Purchasing Sourcing process.

# Understanding the Automatic Purchasing Sourcing Process

The Automatic Purchasing Sourcing Application Engine 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 Automatic Purchasing Sourcing process to run these processes:

- AutoSelect Requisitions.
- PO Stage Load.
- PO Contracts.
- Build Inventory Demand.
- PO Change.
- PO Calculations.
- Create PO.

You have two options for configuring the Automatic Purchasing Sourcing process: you can select the sourcing processes to run and allow the system to identify the parameters that must be defined or you can choose to select the individual processes and enter the criteria manually. Either method results in the Automatic Purchasing Sourcing process, performing all of the individual sourcing processes that you configure.

Use the PO Auto Sourcing - Objectives page 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 Automatic Purchasing Sourcing 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 the Select Individual Processes link to access the Processes page. This page enables you 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 Automatic Purchasing 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 the processes on the appropriate tab from the Processes page. Click the Run button on any tab to run the Automatic Purchasing Sourcing process.

## See Also

Chapter 33, “Using Purchase Order Sourcing,” Automatically Selecting Requisitions for Sourcing, page 646

Chapter 33, “Using Purchase Order Sourcing,” Building Inventory Demand Transactions, page 653

Chapter 33, “Using Purchase Order Sourcing,” Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Manufacturing, page 651

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

# Pages 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 Automatic Purchasing Sourcing process to run multiple jobs in sequence for the same set of staging records. |
| PO Auto Sourcing - Options | RUN_PO_AUTOSRC2 | Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing, Options | Specify selection criteria and purchase order creation options that correspond with the selected sources. |
| PO Auto Sourcing - Results | RUN_PO_AUTOSRC_LOG | Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing, Results | View the results of the Automatic Purchasing Sourcing process. |
| Processes | RUN_PO_AUTOSRC | Click the Select Individual Processes link on the PO Auto Sourcing - Objectives page. | (Optional) Select individual purchasing processes to run 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 (POCntrct)** 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 provides an overview of the Cumulative Sourcing Update Application Engine process and discusses how to run the Cumulative Sourcing Update process.

### See Also

Chapter 6, “Defining Purchasing Item Information,” Defining Item Category Control Options, page 72

## Understanding the Cumulative Sourcing Update Application Engine Process

The Cumulative Sourcing Update process (PO_POHISTUD) has two functions: it updates vendor history dates and recalculates amounts for cumulative split sourcing.

When you run the Cumulative Sourcing Update process (PO_POHISTUD), the process verifies whether the current date is equal to or greater than the vendor history end date for 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.

The second function of the Cumulative Sourcing Update process (PO_POHISTUD) is to recalculate amounts. This function is useful if you feel the amounts are not reliable and want to recalculate them. The Cumulative Sourcing Update process can be run for one or all vendors, and one or all categories. 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 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 the month to look for expired history periods; however, it is automatically triggered by these events:

- You change a sourcing method to cumulative for a category.
- You add a category vendor.
- You delete a category vendor.
- You change the vendor history start month.
- You change the vendor history number of months.

## 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 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 this check box to look for categories that have entered a new period, update history dates, and recalculate amounts for those categories. The Process Request Parameters fields do not apply to this check box.

**Force Amount Recalculation** Select this check box to force amount recalculation for the categories and vendors that meet the process request parameters.

# Purging Purchasing Staging Tables

This section provides an overview of the Purge Stage Tables process and discusses how to run the Purge Stage Table Application Engine process.

## Understanding the Purge Stage Tables Process

The Purge Stage Tables process (PO_POSTGPRG) purges entries on the PeopleSoft 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 or cart (par) replenishment, PeopleSoft Purchasing contract releases, PeopleSoft Supply Planning, and PeopleSoft Production Management. It cannot purge staged rows in error from RFQs.

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, the staging tables 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 identifies 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 Sourcing Workbench - Sourcing 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 these 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 rereleased.

- For PeopleSoft Supply Planning, it sets the subPO status to *20,* so it can be reselected by the PO Stage Load process.

### See Also

Chapter 33, "Using Purchase Order Sourcing," Automatically Selecting Requisitions for Sourcing, page 646

Chapter 33, "Using Purchase Order Sourcing," Building Inventory Demand Transactions, page 653

Chapter 33, "Using Purchase Order Sourcing," Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Manufacturing, page 651

Chapter 33, "Using Purchase Order Sourcing," Running the PO Calculations Process, page 658

## Page Used to Purge Purchasing Staging Tables

| 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 *E* (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 *C* (completed), *W* (warning), or *X* (ready to purge).

**PO Stage Record Type** (purchase order stage record type) Used in combination with purchase order 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 the PO Stage Record Type field 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 load the PeopleSoft Purchasing staging tables manually. However, PeopleSoft does not support this approach and is not able to offer further assistance beyond the information that is contained in this section. PeopleSoft Application Designer can provide more information about which fields are required.

These processes populate the PeopleSoft Purchasing stage tables:

- Online requisition selection.
- AutoSelect Requisitions.
- PO Stage Load.

- Requests for quotes.
- Purchase Order Contracts.
- Create Par Replenishment Requests.
- PeopleSoft Maintenance Management integration with PeopleSoft Purchasing for purchase order creation.

Insert a row into PO_ITM_STG for each item and ship to combination:

| Field Name | Field Value or Description |
|---|---|
| PROCESS_INSTANCE | *0* |
| BUSINESS_UNIT | Purchase order business unit. |
| PO_STG_TYPE | *O* |
| PO_STG_ID | INSTALLATION_PO.LAST_PO_STG_ID (*Next)*. |
| LINE_NBR | Incoming line. |
| ADD_SCHED_FLG | *N* |
| AMT_ONLY_FLG | *Y* if no quantity is provided. The default is *N*. |
| BAL_STATUS | *I* |
| BCKORD_ORG_SCHED | Back order original schedule. |
| 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 | *Y :* If price calculation is requested. Must be *Y* if CONSOLIDATE_FLG is *Y*. 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 *Y*. When CALC_PRICE_FLG is set to *Y,* base currency, base price, and base merchandise amount are required fields; and transaction currency, price, and merchandise amount fields are ignored.<br><br>*N:* If no price calculation is requested. No tolerance checking is performed, because the requisition and purchase order prices will be identical. |
| CARRIER_ID | (Optional) |

| Field Name | Field Value or Description |
|---|---|
| CATEGORY_ID | (Required) Incoming category ID. |
| CHNG_SOURCE | See translate values.<br>• BPA - Single PO<br>• CRT - Cart Repln<br>• DRP - Drop Ships<br>• EDX - EDX<br>• EPR - User<br>• ONL - On-line PO<br>• PLN - Planning<br>• POC - PO Change<br>• PRD - Production<br>• Req - Req |
| CNTRCT_ID | Incoming contract ID if specified; otherwise, it's blank. Must be blank if CONSOLIDATE_FLG is *Y.* |
| 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. The default is *1,* never *0.* |
| CNTRCT_RATE_MULT | Incoming contract rate multiplier. Normally, used only by Contract Release process. The 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) Configuration Code. Normally, it is used only by PeopleSoft Product Configurator. |
| CONSOLIDATE_FLG | *Y:* If this PO_ITM_STG line can be merged with similar items on a purchase order.<br>*N:* If this PO_ITM_STG line must be on its own purchase order. |
| CONVERSION_RATE | *1:* Used in the PO Calculations process for unit of measure conversion. |

| Field Name | Field Value or Description |
|---|---|
| CONVERT_UOM_FLG | *Y:* If you want the system to convert to the vendor UOM. Must be *Y* if the 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 | (Required) Purchasing business unit base currency. |
| DATETIME_MODIFIED | Current DATETIMESTAMP. |
| DESCR254_MIXED | (Required) Incoming item description. |
| DISTRIB_MTHD_FLG | *A* or *Q* from requisition lines, indicating whether distributions are by amount or quantity. |
| DOC_BUILT_FLG | *N* |
| DUE_DT | 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*. |
| INSPECT_CD | (Optional) Incoming inspection code. |
| 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 | (Required) Incoming item setID. |
| LEAD_TIME | *0* |

| Field Name | Field Value or Description |
|---|---|
| LIQUIDATE_METHOD | *A* (amount)<br>*Q* (quantity) |
| 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. The default is *0*. |
| OP_SEQUENCE | (Optional) Normally, used only by shop floor subcontracts in PeopleSoft Supply Planning. |
| OPRID | From REQ_HDR.OPRID_ENTERED_BY. |
| OVERRIDE_SUGG_VNDR | This is required.<br>*Y:* If VENDOR_ID can be overridden by AutoSourcing. Must be *Y* if CONSOLIDATE_FLG is *Y*.<br>*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. |
| PHYSICAL_NATURE | *G* (goods)<br>*S* (services) |
| PO_BUILT_FLG | *Y:* If purchase order is specified.<br>*N:* If purchase order is unassigned or blank. |

| Field Name | Field Value or Description |
|---|---|
| PO_ID | Normally, *UNASSIGNED* appears by default. It can use an existing PO_ID, if PO_HDR_STG is also provided. |
| PO_LINE_NBR | Work field. Leave zero. |
| 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_PO | Specified price is required. PRICE_REQ appears by default. This is stated in transaction currency. |
| PRICE_REQ | Requested price. Required when ZERO_PRICE_FLG is *N*. This is stated in transaction currency. |
| PRICE_REQ_BSE | Specified price in base currency is required. This field is also used for tolerance checking. |
| 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 | (Required) Same as QTY_REQ, but in standard unit of measure. |
| RECV_REQ | Receiving required. Values are:<br>• *Y:* Receiving is Required<br>• *N:* Receiving is Optional<br>• *X:* Do Not Receive |
| RELEASE_NBR | Incoming contract release number. The 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. The 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. The current date appears by default. |
| SRC_METHOD | Method to use to find vendor. Default is *B* for basic. |
| STAGE_STATUS | *S* (staged) |
| SUT_BASE_ID | (Required) Incoming sales and use tax base ID. It is usually the same as the ship to ID. |
| SYSTEM_SOURCE | See translate values. |
| ULTIMATE_USE_CD | (Optional) Incoming ultimate use code. |

| Field Name | Field Value or Description |
|---|---|
| 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. *0* 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. *0* means no variance allowed. Must be expressed in base currency. |
| VENDOR_ID | Incoming vendor ID required if OVERRIDE_SUGG_VNDR is *N;* otherwise, it can be blank. |
| VENDOR_SETID | (Required) Incoming vendor setID. |
| VNDR_CATALOG_ID | (Optional) Incoming vendor catalog ID. |
| VNDR_LOC | Vendor order location. Required if VENDOR_ID is specified. |
| WM_WO_SBR<br>Contains BUSINESS_UNIT_WO, WO_ID, WO_TASK_ID, RSRC_TYPE, RES_LN_NBR | This subrecord contains PeopleSoft Maintenance Management work order business unit, work order ID, task number, resource type, and resource line number. |
| WORK_ORDER_ID | PeopleSoft Services Procurement work order ID. |
| ZERO_PRICE_IND | Must be *Y* if PRICE_PO on created purchase order must be *0.* If this is *Y,* set CALC_PRICE_FLG to *N.* |

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 purchase order assigned to the transaction during the PO Calculations process (for blanket purchase orders), if applicable. This table is optional, because it is only used to force information into the purchase order header.

| Field Name | Field Value or Description |
|---|---|
| PROCESS_INSTANCE | Can be *0* or actual value. |
| BUSINESS_UNIT | (Required) Purchasing business unit. |
| PO_STG_TYPE | (Required) Same as PO_ITM_STG. |
| PO_STG_ID | (Required) Same as PO_ITM_STG. |
| PO_DT | (Required) Desired purchase order date. |
| PO_REF | Desired purchase order reference. |
| PYMNT_TERMS_CD | (Required) Desired payment terms code. |
| BUYER_ID | Desired buyer ID. |
| ORIGIN | Desired origin. |
| ADDRESS_SEQ_NUM | (Required) Desired vendor order address sequence. |
| CNTCT_SEQ_NUM | (Optional) Desired contact sequence. |
| SALES_CNTCT_SEQ_N | (Optional) Desired sales contact sequence. |
| BILL_LOCATION | (Required) Desired bill to location. |
| TAX_EXEMPT | (Required) Desired tax status is *Y* or *N*. |
| 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 purchase order 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 purchase order ID. |
| PO_BUILT_FLG | *Y* if the purchase order is specified.<br>*N* if the purchase order is 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 purchase order type. |
| MATCH_ACTION | (Optional) Controls what type of match rules you can add to this match rule control. |
| MATCH_CNTRL_ID | (Optional) Controls the way matching operates for voucher, purchase order, receipt, and inspection information. |
| PAY_TRM_BSE_DT_OPT | (Optional) Defines which date the system uses as the terms basis date for scheduling payment and determining early payment discounts. |
| PUR_USR_HDR_SBR | User-definable field. |
| TERM_BASIS_DT | (Optional) Defines the basis date for scheduling payment and determining early payment discounts. |

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 line number. |
| STAGE_STATUS | *S* (staged) |
| DISTRIB_PCT | Percent of schedule quantity. |
| QTY_PO | Incoming distribution quantity. |
| QTY_REQ | Incoming requisition quantity. |
| CURRENCY_CD | Transaction currency. Must be the 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 purchase order 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. The default is *1*, never *0*. |

| Field Name | Field Value or Description |
|---|---|
| MERCHANDISE_AMT | Incoming merchandise amount. |
| LOCATION | Incoming location. |
| ACCOUNT | Incoming account. |
| ALTACCT | Incoming alternate account. |
| CF16_AN_SBR | Should already be configured to the 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 Project Costing 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_CATEGORY | Incoming resource subcategory. |
| REQ_ID | Requisition ID for cross-reference if cross-referencing from the purchase order is required. |
| REQ_LINE_NBR | Requisition line for cross-reference if cross-referencing from the purchase order is required. |
| REQ_SCHED_NBR | Requisition schedule number for cross-reference if cross-referencing from the purchase order is required. |

| Field Name | Field Value or Description |
|---|---|
| REQ_DISTRIB_NBR | Requisition distribution number for cross-reference if cross-referencing from the purchase order 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 | Purchase order 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 Enterprise Inventory 8.9 PeopleBook*, "Managing Par Inventory," Replenishing Par Locations

Chapter 4, "Using User-Definable Fields," page 27

Chapter 33, "Using Purchase Order Sourcing," Manually Selecting Requisitions for Sourcing, page 636

Chapter 33, "Using Purchase Order Sourcing," Automatically Selecting Requisitions for Sourcing, page 646

Chapter 33, "Using Purchase Order Sourcing," Loading Staged Purchase Order Requests from PeopleSoft Supply Planning and Manufacturing, page 651

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Application Designer*

## Sourcing Error Messages

This table lists 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<br><br>You must enter Run Control parameters before running this process. | The Application Engine can't find the run control data for this process. | Enter the 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<br><br>Selection days are required when the Date Selection Option is *Plus* or *Minus*. | 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<br><br>Date Selection operand is required when a Date Selection Option is selected. | You have not indicated whether the number of days in the range is plus or minus the purchase order source date, although you have requested the source date option. | The 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 the run control. |
| 4<br><br>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<br><br>Unit of Measure not accepted by vendor. | Vendor does not accept all units of measure, and this UOM (unit of measure) has not been identified 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<br><br>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<br><br>Consolidation specified, yet the option prohibiting consolidation is also specified. | Row indicates that it is to be consolidated, yet one of the 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<br><br>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 *N* on the staging table. |
| 9<br><br>PO ID calculation option is selected, yet PO ID is specified, and so forth. | The PO Built flag indicates that no purchase order exists, yet a purchase order ID is specified, or the PO Built flag indicates that a purchase order does exist, and either the specified purchase order does not exist, or there is no PO_HDR_STG table for it. | Remove the purchase order ID or the PO Built flag on the staging table. |
| 10<br><br>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.<br><br>See Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," page 29. |

| Error | Cause | Resolution |
|---|---|---|
| 11<br>Unit Price Tolerance exceeded. | The calculated purchase order 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<br>Percent unit price tolerance exceeded. | The calculated purchase order 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<br>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<br>Selection date is required when the Date Selection Option is *Specify*. | 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<br>Vendor Item relationship missing. | The Business Unit table indicates that a vendor item relationship must exist for the vendor and item ID. | You can establish the relationship using the Item Vendor page. |
| 16<br>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<br>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<br>PO Price is zero. | No price calculation was requested, and the purchase order price is zero. | Enter a price on the staged row or the item price. |
| 22<br>PO schedules are out of balance. | Purchase order schedule quantity or amount does not equal the sum of the distribution quantities or amounts. | You can change this imbalance in the purchase order page of your choice. |

| Error | Cause | Resolution |
|---|---|---|
| 23<br>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<br>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<br>PO Calculations calculated different price than Contract Release. Contract Release price used. | The PO Calculations process calculated a different price than the one 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 purchase order, but purchase order value adjustments show the purchase order calculated price. This is an information-only message. No action is required. |
| 26<br>RFQ is Required. | This cannot be sourced to a purchase order, because the item indicates that an RFQ is required, and no RFQ is specified. | Perform the RFQ first. |
| 27<br>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 the conversion process creates this table. |
| 28<br>Inventory Demand not created due to insufficient quantity. A purchase order 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 purchase order will be created instead. |
| 29<br>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<br>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 purchase order line or the purchase order 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<br>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<br>Cannot convert currency from Vendor to Base. | A conversion rate does not exist from the vendor currency to the purchase order base currency. | Add a conversion rate. |
| 34<br>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<br>Vendor does not support Stockless Inventory. | The purchase order indicates cart replenishment, but the vendor does not support stockless inventory. | Remove the cart replenishment option from the purchase order. |
| 36<br>Sales/Use Tax Default Information is Missing. | There should be an entry in the Sales/Use Tax Defaults table for each ship to ID that does not exist. This information is required in order to proceed with building this purchase order 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.<br>See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Ship To Locations. |
| 37<br>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 the VAT setup information on the VAT Entity page. |

| Error | Cause | Resolution |
|---|---|---|
| 38<br>Error in VAT Calculation Module. | VAT calculation module (FSPVCRAE) was unable to calculate taxes for this item. | Review the VAT setup, and if no problems are found, contact the account representative. |
| 39<br>Error in VAT Bill to defaulting. | Error in VAT module FSPBFPVT, which provides the default value for the bill to country. | Review the VAT setup, and if no problems are found, contact the account representative. |
| 40<br>Error in VAT exception, treatment, and transaction defaults. | Error in VAT exception, treatment, and transaction defaults. An error was returned from one of the VAT programs: FSPVEPVT, FSPVTPVT, or FSPTXVVT. | Review the VAT setup, and if no problems are found, contact the account representative. |
| 41<br>Error in VAT suspension or applicability defaults. | Error in VAT suspension or applicability defaults. An error was returned from one of the VAT programs: FSPNSPVT or FSPVCPVT. | Review the VAT setup, and if no problems are found, contact the account representative. |
| 42<br>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 the business unit setup. |
| 43<br>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<br>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<br>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<br>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<br>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<br>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<br>Invalid VAT Registration ID. | VAT registration ID is blank. | Correct the VAT registration ID for this country and VAT entity. |
| 50<br>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 the 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<br>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. |
| 52<br>Error in VAT Bill from defaulting. | Error in VAT module FSPVFPVT, which provides the default value for the bill from country. | Review the VAT setup, and if no problems are found, contact the account representative. |
| 53<br>Error in VAT treatment defaulting. | VAT defaulting routine returned an error value when trying to get VAT treatment. | Review the VAT setup, and if no problems are found, contact the account representative. |

| Error | Cause | Resolution |
|---|---|---|
| 54<br>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 the VAT setup, and if no problems are found, contact the account representative. |
| 55<br>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 the VAT setup, and if no problems are found, contact the account representative. |
| 56<br>Revision is invalid. | Item revision does not exist. | Cancel the transaction and correct the revision code on the source document. |
| 57 (Warning)<br>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<br>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<br>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<br>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<br>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<br>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<br><br>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<br><br>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 6, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 74

# CHAPTER 34

# Approving Purchase Orders

This chapter provides an overview of purchase order approvals and discusses how to:

- Use automatic approvals.
- Use workflow approvals.
- Set up purchase order approvals.
- Approve purchase orders by using online pages.

## Understanding Purchase Order Approvals

PeopleSoft Purchasing enables you to set up purchase order approval requirements at the business-unit level. All approval requirements must be met before a purchase order is eligible for dispatch.

Purchase order approvals are available in two areas. You can require approval of one or both of these items:

- Purchase order amounts.
- Purchase order ChartFields.

There are two types of approval methods:

- Automatic approvals.
- Workflow approvals.

You can prevent approved purchase orders from dispatching by performing one of these steps:

- Selecting the Hold From Further Processing check box on the Maintain Purchase Order - Purchase Order page.
- Clearing the Dispatch When Approved option on the Maintain Purchase Order - Purchase Order page.
- Clearing the Dispatch check box on the Maintain Purchase Order - PO Header Details page.
- Manually changing the status of the purchase order to *Open.*

### See Also

Chapter 34, “Approving Purchase Orders,” Using Automatic Approvals, page 712

Chapter 34, “Approving Purchase Orders,” Using Workflow Approvals, page 713

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Header Details, page 562

# Common Elements Used in This Chapter

**Appr Act** (approval action)

Select one of these actions. If you don't have the authority to complete the approval or if you deny or recycle the purchase order, the approval status remains *In Process* and routes to the next role user in the approval definition.

*Approve:* Select to approve the purchase order amount or ChartField. If requirements are met, the approval status changes to *Complete* when you save this page, and the purchase order is made available for dispatch. If workflow is implemented, the system sends an email to the buyer telling him or her that the purchase order has been approved.

*Deny:* Select to deny the amount or ChartField for this purchase order 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.

*Recycle:* Select to send the purchase order 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 purchase order amount.

**Approval Status**

Displays the overall status of the purchase order.

**Base Amt** (base amount)

Displays the amount of the purchase order in the business unit base currency.

**Chng Order** (change order)

Displays the change order number when you approve a purchase order with a change order.

**Comment**

Enter comments pertinent to the approval action. These comments are saved with the purchase order and are visible only on the originating page, either the Approve Amounts - Approval page or Approve ChartFields - Approval page.

**View Printable PO** (view printable purchase order)

Click this button to review the purchase order printout on the screen. This option does not print the purchase order directly to the printer; however, you can use the print feature from the browser to send the output to the printer.

### See Also

Chapter 34, "Approving Purchase Orders," Approving Purchase Order ChartFields, page 716

Chapter 34, "Approving Purchase Orders," Approving Purchase Order Amounts, page 715

# Using Automatic Approvals

When you use the automatic approval method, the system automatically approves purchase orders when they are saved by a user with proper authorizations. If a user without proper authorizations saves a purchase order, the status changes to the user's default purchase order save status, either *Open* or *Pending.* A qualified user must manually access and approve a purchase order by 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 buyers and requesters. This involves determining whether 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 34, "Approving Purchase Orders," Setting Up Purchase Order Approvals, page 713

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

## Using Workflow Approvals

When you use the workflow approval method, the system approves purchase orders by using workflow roles, rules, and routings. To implement workflow approvals, define the roles, rules, and routings by using the Workflow component. PeopleSoft delivers a system that includes basic approval rules.

When you save a purchase order and the purchase order's status is set to *Pending/Approved* as the default value, 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 purchase order.

If you do not have the authority to approve the purchase order, workflow notifies the approver at the next level in the approval hierarchy that a purchase order needs approval, and adds the purchase order to that approver's worklist. Workflow routes the purchase order until it reaches an approver with proper approval authorizations.

You can set up workflow to search for purchase orders that require approval and to move those purchase orders to the appropriate users for approval.

Even if you choose to use workflow approvals, you still have the option not to invoke workflow and use the online pages to approve purchase orders manually.

### See Also

Chapter 34, "Approving Purchase Orders," Approving Purchase Orders by Using Online Pages, page 714

Chapter 32, "Creating Purchase Orders Online," Entering Purchase Order Header Information, page 556

Chapter 8, "Using Workflow," Approving Requisitions and Purchase Orders Using Workflow, page 113

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

## Setting Up Purchase Order Approvals

To set up purchase order approvals:

1. Access the User Preferences - Procurement: Purchase Order Authorizations page.

   To authorize a user to approve purchase orders, select the Approval check box in the Allowed Purchase Order Actions group 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 the amount and ChartField approval options.

3. Access the Buyer Setup - Buyer Setup page.

   In the Default PO Status group box, select either Open or Pending Approval/Approved to determine the default status of purchase orders once the selected buyer saves them.

This table lists the purchase order save statuses resulting from all possible setup configurations:

| Approval Method | Buyer With Approval Authority | Buyer's Purchase Order Status Setting | Purchase Order 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

*Enterprise PeopleTools 8.46 PeopleBook: Workflow Technology*

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining Purchase Order Approval Requirements, page 48

# Approving Purchase Orders by Using Online Pages

This section provides an overview of approving purchasing orders using online pages and discusses how to:

- Approve purchase order amounts.
- Approve purchase order ChartFields.

# Understanding Approving Purchase Orders Using Online Pages

Whether you are using workflow or automatic approvals, you can use the PeopleSoft Purchasing online approval pages to approve qualified purchase orders.

If you are using automatic approvals, you always use these pages to approve purchase orders requiring approvals.

If you are using workflow approvals, you can bypass the workflow processes and use these pages to directly approve qualified purchase orders.

You can also use the Reconcile POs - Reconciliation WorkBench page or Maintain Purchase Order - Purchase Order page to perform online purchase order approvals.

### See Also

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Header Information, page 556

Chapter 27, “Using the Requisition Reconciliation Workbench,” Understanding the Requisition Reconciliation Workbench, page 459

# Pages Used to Approve Purchase Orders 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 purchase order amounts for purchase orders that require approval and view details.<br>If you have a purchase order approval role in workflow, you can access this page when you select a purchase order from your worklist. |
| Purchase Order ChartField Approval | PO_APPROVAL_CHRT | Purchasing, Purchase Orders, Approve ChartFields, Purchase Order ChartField Approval | Approve purchase order ChartFields for purchase orders that require approval and view details.<br>If you have a purchase order approval role in workflow, you can access this page when you select a purchase order from your worklist. |

# Approving Purchase Order 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 Order - Schedules page.

### PO Amount

**PO Reference** Displays free-form text that appears by default from the Maintain Purchase Order - Purchase Order page.

| | |
|---|---|
| **Merchandise Total Amount** | Displays the quantity of items multiplied by the unit price in the purchase order 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 purchase order 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 32, “Creating Purchase Orders Online,” Entering Purchase Order Header Details, page 562

## Approving Purchase Order 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 the Maintain Purchase Order - Distributions for Schedule page.

### See Also

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Header Details, page 562

Chapter 32, “Creating Purchase Orders Online,” Entering Distribution Information, page 602

# CHAPTER 35

# Dispatching and Printing Purchase Orders

This chapter provides an overview of purchase order dispatch and discusses how to:

- Dispatch purchase orders.
- Set up and publish the Purchase Order Dispatch/Purchase Order Change Request EIP (enterprise integration point).

## Understanding Purchase Order Dispatch

With PeopleSoft Purchasing, you can dispatch and print purchase orders individually or in volume. You can dispatch purchase orders by printing, fax, phone, email, or electronic data exchange (EDX). You can also dispatch them from the online pages or through a batch process.

A purchase order must have a status of *Approved* or *Dispatched* and have passed the commitment control budget check to be eligible for dispatch.

### Dispatching Purchase Orders Using Online Pages

Use one of these pages to dispatch purchase orders individually:

- Maintain Purchase Order - Purchase Order page.
- Express Purchase Order - Purchase Order page.
- PO Reconciliation WorkBench page.

Here are the basic steps to dispatch purchase orders from an online page:

1. Access one of the online pages.
2. Click the Dispatch button on the page.

   The Dispatch Options page appears.
3. Enter dispatch options for the purchase order.
4. Click the OK button.

   The system dispatches the purchase order using the method set up on the PO Header Details page.

***Warning!*** If a purchase order is on hold, dispatching that purchase order from the Maintain Purchase Order - Purchase Order page, Express Purchase Order - Purchase Order page, or PO Reconciliation WorkBench page automatically removes the purchase order from hold and dispatches it. If a purchase order is on hold, and you dispatch that purchase order through the PO Dispatch/Print process, the system does not dispatch the purchase order and it remains on hold.

**Note.** You can only print out a limited number of pages when dispatching comments.

## Dispatching Purchase Orders Using a Batch Process

Use the Dispatch Purchase Orders page to schedule a background batch job that dispatches a single purchase order or multiple purchase orders that meet your selection criteria. After purchase orders have been successfully dispatched, their statuses are updated to *Dispatched.*

**Note.** The PO Dispatch/Print process dispatches purchase orders associated with recurring purchase order vouchers; however, the PO_STATUS values on the purchase orders 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 multi-process job** | Select to run the Single PO Dispatch/Print SQR Report process (POPO005) and then the Email Application Engine process (PO_PO_EMAIL). |
| **PO Dispatch/Print process** | Select to run only the PO Dispatch/Print SQR Report process (POPO005). |
| **Email process** | Select to run only the Email Application Engine process (PO_PO_EMAIL). |

When you use the email dispatch method, the PO 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 purchase order as an attachment. When the dispatch method is fax, the dispatch process creates a purchase order file and a fax control file in the locations that 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 purchase orders, and sending the output files to the proper locations. To actually deliver purchase orders to the 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.

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 the recipient through the internet. If you specify a vendor contact on the Vendor Details page on the purchase order, 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 purchase order, the Email process sends the email to the address that 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 purchase order 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 purchase order by telephone, *Phone* must be selected as the dispatch method. This ensures that when you dispatch a purchase order either from one of the pages or using the PO Dispatch/Print process, the status of the purchase order updates to *Dispatched.*

An important factor to consider when you select an appropriate output format is the 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 generate the PO Dispatch/Print report from the Purchase Orders Print page, a hard copy of the purchase order prints, but the purchase orders are not dispatched. When you print the purchase order using the Purchase Orders Print page, the word *Unauthorized* prints on the purchase order to differentiate it from an actual dispatched purchase order.

---

**Note.** A purchase order cannot be dispatched using email or fax when the email ID or fax number is not available; in other words, they are either not specified on the document or they are not available from the vendor profile. Some purchase orders that are scheduled to be dispatched using the PO Dispatch/Print process may not be processed due to a missing email ID or fax number. Please check the log file for those purchase orders that are not dispatched.

---

## Tips on Dispatching and Printing Transactions

Here are some tips regarding dispatching and printing transactions:

- The entry in the SQRDIR set in the PSSQR.INI (Microsoft Windows environment) or PSSQR.UNX (UNIX environment) file must be correctly defined and must point to the correct BINW where the SQR executables are installed.

  PeopleSoft delivers an undefined (dummy) SQRDIR to enable you to install the 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 34, “Approving Purchase Orders,” page 711

Chapter 32, “Creating Purchase Orders Online,” Entering Express Purchase Orders, page 616

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Dispatch Options, page 570

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Header Details, page 562

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Header Information, page 556

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Defining Image Locations, page 39

Chapter 29, “Reviewing Requisition Information,” Viewing Requisition Information, page 480

Chapter 12, “Using Commitment Control,” page 167

Chapter 37, “Using the Purchase Order Reconciliation Workbench,” page 755

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining File Locations

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Preparing to Dispatch by Fax and Email

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information,” Entering Vendor Contact Information

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information,” Entering Vendor Addresses

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler*

# Dispatching Purchase Orders

This section discusses how to:

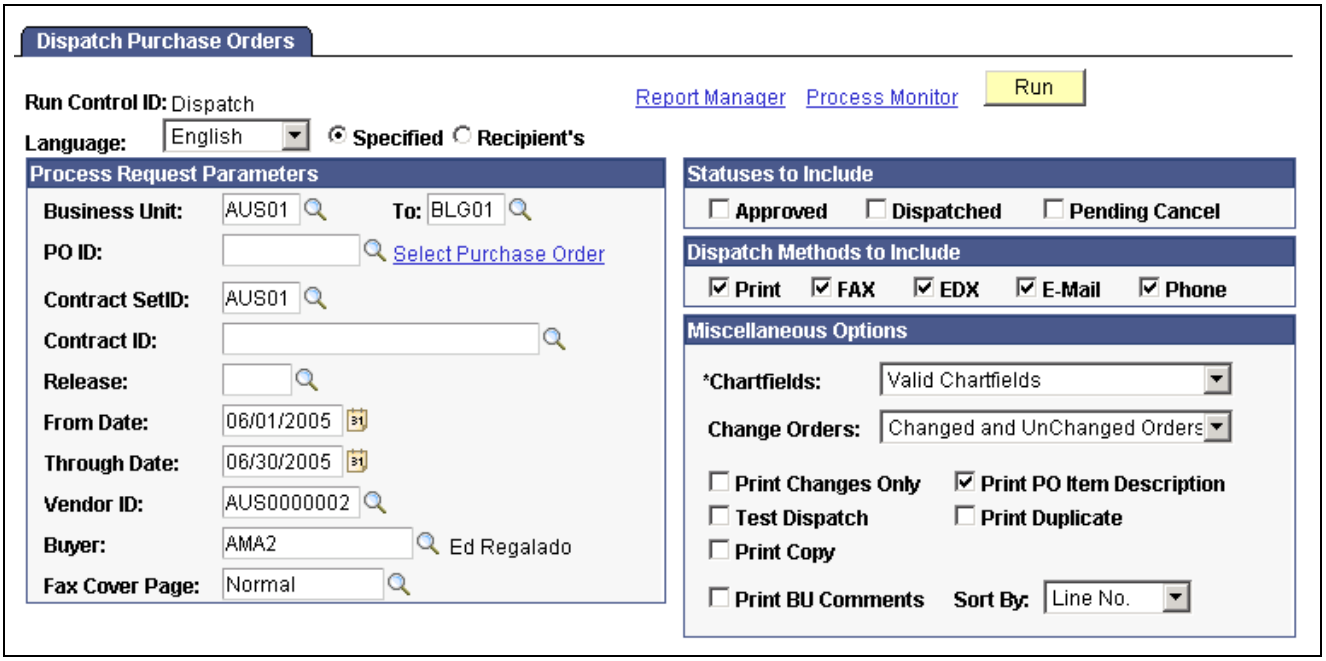
- Run the PO Dispatch/Print process.
- Select purchase orders for dispatch.

# Pages Used to Dispatch Purchase Orders

| 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 purchase orders, 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 purchase order for processing. |
| Vendor Search | VENDOR_LOOKUP_SEC | Click the Vendor Lookup link on the Select Purchase Order page. | Search for vendors. |

# Running the PO Dispatch/Print Process

Access the Dispatch Purchase Orders page.




Dispatch Purchase Orders page

## Process Request Parameters

**Contract SetID** Select a contract setID, if the purchase orders that you are to dispatch are associated with a contract.

**Contract ID** Select a contract number, if the purchase orders that you are to dispatch are associated with a contract.

**Release** Select the release number of the contract.

**From Date** and **Thru Date** Select dates to dispatch purchase orders based on purchase order date values.

**Fax Cover Page** Select a fax cover page if some of the purchase orders that you are dispatching are to be sent by fax. Define fax cover letters in the 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.

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**Note.** Support for fax cover pages is purely a function of the fax software that you use. Please consult the fax software vendor to identify the limitations and capabilities of the software fax cover page support.

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## Statuses to Include

In the Statuses to Include group box, select whether to include purchase orders with approved, dispatched, or pending cancel statuses in this run of the dispatch. When a specific purchase order ID is not entered, you must select at least one option.

**Dispatched** Select to redispatch a dispatched purchase order or to print copies of dispatched purchase orders.

## 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 purchase order 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 the fax software does not support the PDF file format, then select an output format that the fax software can handle.

If the fax software does not support PDF files, PeopleSoft recommends that you process all of the purchase orders 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 check box. Then on the Process Scheduler Request page, select the appropriate output format supported by the fax software.

## Miscellaneous Options

**Chartfields** Select *Recycled AND Valid ChartFields* to process purchase orders regardless of whether the ChartFields are valid or recycled.

Select *Recycled Chartfields* to process only purchase orders with distribution lines whose ChartFields are identified as *Recycled.* (PO_LINE_DISTRIB.CHARTFIELD_STATUS = ’R’).

Select *Valid Chartfields* to process only purchase orders with distribution lines whose ChartFields are identified as *Valid.* (PO_LINE_DISTRIB.CHARTFIELD_STATUS = ’V’).

**Change Orders** Select *Changed Orders* to process only purchase orders that have been changed.

Select *Changed and Unchanged Orders* to process changed and unchanged purchase orders.

Select *Unchanged Orders* to process only purchase orders that have never been changed.

**Print Changes Only**

If you select to dispatch changed orders in the Change Orders field, the Print Changes Only check box becomes available. Select to dispatch only the changes to the purchase order, rather than the entire purchase order.

If you create the purchase order from a contract with the Release To Single PO Only option selected, select this check box to have the system send only the latest changes to the supplier.

**Test Dispatch**

Select this check box to perform a test run of the dispatch. When you select this check box, the process runs, but the purchase orders processed do not appear in *Dispatched* status, and the purchase orders are printed with the word *Unauthorized* at the bottom of the page. This enables you to test the EDX, email, or fax setup without updating the system.

**Print Copy**

Select this check box to produce a printed copy of each processed purchased order. If any of the processed purchase orders are done by phone, fax, email, or EDX, the system prints a hard copy for review.

**Print BU Comments** (print business unit comments)

Select this check box to print comments (terms and conditions) defined for the PeopleSoft Purchasing business unit on the purchase order 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 this check box 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 purchase order is in the base language and may have been modified on the purchase order.

**Print Duplicate**

Select this check box to print the word *Duplicate* on each purchase order.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Fax Cover Letters

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Dispatch Configurations

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Preparing to Dispatch by Fax and Email

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Using Voucher and Order Contracts,” Using Recurring Purchase Order Vouchers

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Header Information, page 556

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating PeopleSoft Purchasing Business Units, page 34

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 74

## Selecting Purchase Orders for Dispatch

Access the Select Purchase Order page.

**Note.** You can access the PO Reconciliation WorkBench page to select multiple purchase orders for dispatch.

| | |
|---|---|
| **PO Unit** | Select a business unit. |
| **ID** | Select a purchase order ID. |
| **Start Date** and **End Date** | Used as a comparison against the purchase order 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 this button to display the purchase order lines and schedules that match the criteria that you entered. |

In the Retrieved Rows group box, click the Sel check box next to a purchase order to work with that particular purchase order.

**Note.** After you dispatch the purchase order, the vendor's 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 Enterprise Source to Settle Common Information 8.9 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 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 the vendors. You typically use EDI to process these transactions.

Run the PO Dispatch/Print process (POPO005) to stage the purchase order.

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 Set Up 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, Dispatch Purchase Orders | Run the PO Dispatch/Print process and dispatch purchase orders, run the Email process, or run the PO Dispatch & Email multiprocess job. |
| Publish Outbound Message | IN_RUN_PUB_MSG | SCM Integrations, Publish Outbound Message | Initiate the outbound message publish process for outbound PeopleSoft Supply Chain Management messages that use the batch publish design pattern. |
| PO Dispatch Message Selection Criteria | PO_RUN_POD | Select the Purchase Order Dispatch check box on the Publish Outbound Message page to enable the Purchase Order Dispatch link.<br>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 purchase order, 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.

See Chapter 30, “Managing Requests for Quotes,” Publishing the RFQ EIP, page 509.

# CHAPTER 36

# Creating Purchase Order Change Orders

This chapter provides an overview of the purchase order change order business process and discusses how to:

- Set up purchase order change order templates.
- Identify purchase order change order fields.
- Review processing rules for the Change Purchase Order process (PO_POCHNG).
- Generate purchase order change orders online.
- Load change orders received using electronic data exchanges (EDXs) or supplier-facing online acknowledgements (PeopleSoft eSupplier Connection).
- Subscribe to the Purchase Order and Purchase Order Change Order Acknowledgement enterprise integration point (EIP).
- Review and approve change order requests.
- Create change orders from approved change requests.
- Purge change request tables.
- View change order history.

## Understanding the Purchase Order Change Order Business Process

When you update a purchase order that has been dispatched, you create or append to a change order. With PeopleSoft Purchasing, you can create change orders online using the purchase order pages, or you can load and process change requests using the Change Load Application Engine process (PO_CHNGLOAD) and Change Purchase Order Application Engine process.

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 EDX or supplier-facing online acknowledgements. These acknowledgements may contain information that requires you to change the purchase orders.

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 purchase order change order template, the Change Purchase Order process 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 Change Purchase Order processes.

**Note.** The Purchase Order Change Order business process updates most changed values on the purchase order, regardless of whether the fields exist on the purchase order change order template. The purchase order change order template determines fields that are tracked and recorded in change order history records, and does not determine the fields that can actually be changed on the purchase order. If you are using the vendor rebate functionality, changing the Rebate ID field on the purchase order will not create a change order.

**Note.** Batch changes to non-dispatched purchase orders are stored in the change request tables. These requests are used by the Change Purchase Order process to update original purchase orders. However, these changes, as well as changes made directly to non-dispatched purchase orders, are not stored in the change order tables and the change order batch number on the purchase order 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 purchase order pages. If the request is from another source, you can make the change online or run a batch process.

**Note.** If the installation includes PeopleSoft eSupplier Connection, the suppliers can enter their own purchase order acknowledgement (POA) changes directly into the PeopleSoft system. Upon buyer acceptance (online or automatic according to the business unit options flag), the Change Load requests processes these online POAs similar to EDX transactions.

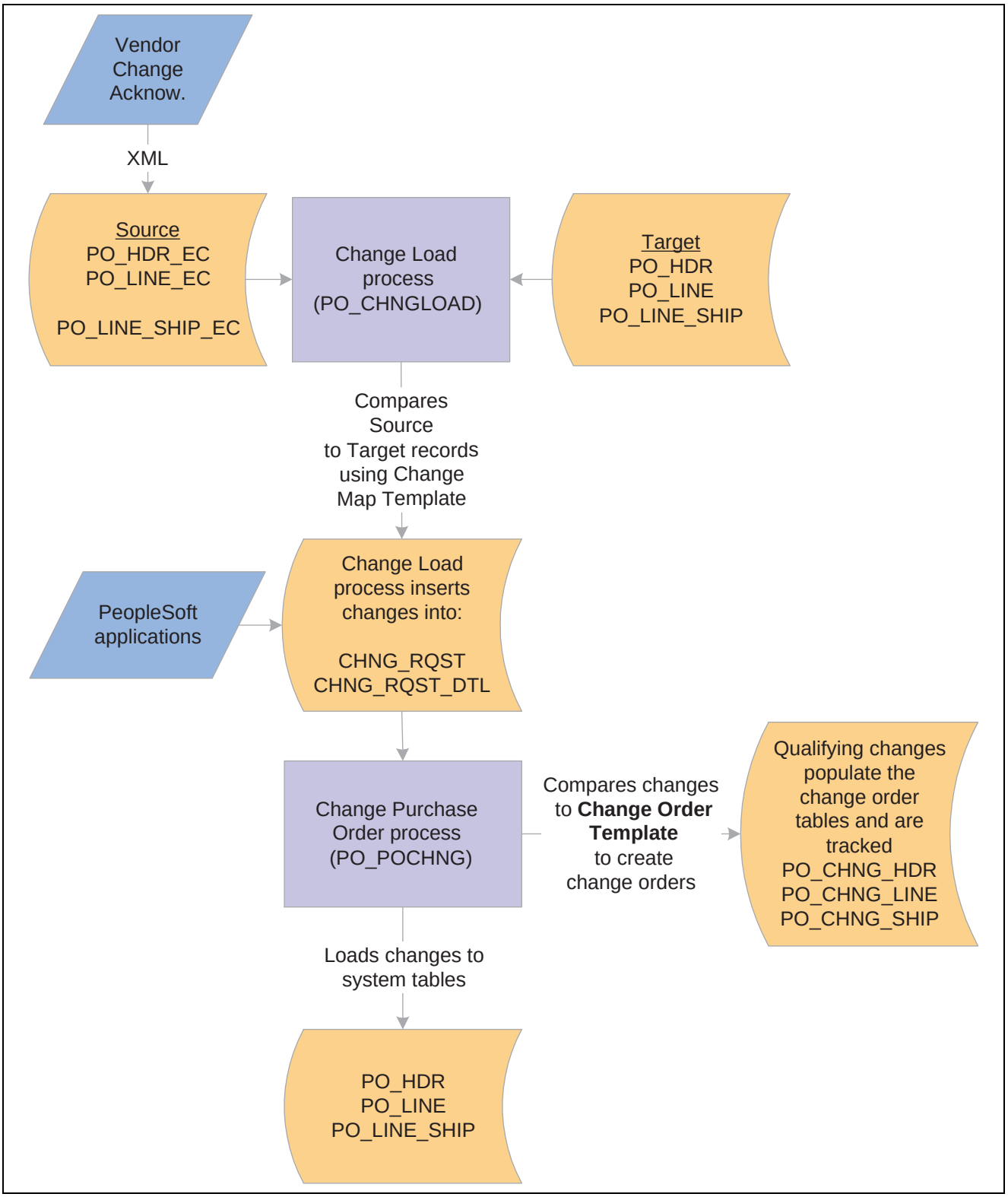
Functions that generate change order requests that can be handled by batch processes include:

- EDX purchase order acknowledgments.
- Requisition - assignment to a purchase order.
- PeopleSoft eSupplier Connection online purchase order acknowledgements with a status of *Buyer Accepted.*
- PeopleSoft Order Management drop-shipped order changes.
- PeopleSoft Manufacturing subcontract changes.
- PeopleSoft Supply Planning planned order changes.
- Par location replenishment.
- Close Backorders Application Engine 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. 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.

This 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 purchase orders, two events take place:

1. The actual purchase order is updated.

You make the change to the online purchase order manually or the Change Purchase Order process updates the purchase order when the change is not done manually.

2. The change order tracking tables are updated with the change to the purchase order.

   When you change the purchase order 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 purchase order after its initial dispatch. The first time that you update a dispatched purchase order, the system displays *Change Order 1* next to the purchase order number in the purchase order header. Each time you update the purchase order 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 purchase order at the header, line, and schedule levels. After the initial dispatch of a purchase order, a change sequence number is assigned to each change. These sequence numbers don't appear on the purchase order, but appear in the purchase order history.

## Example

Here is an example of batch changes:

1. You dispatch a purchase order containing three lines.
2. You create a change on line 1.

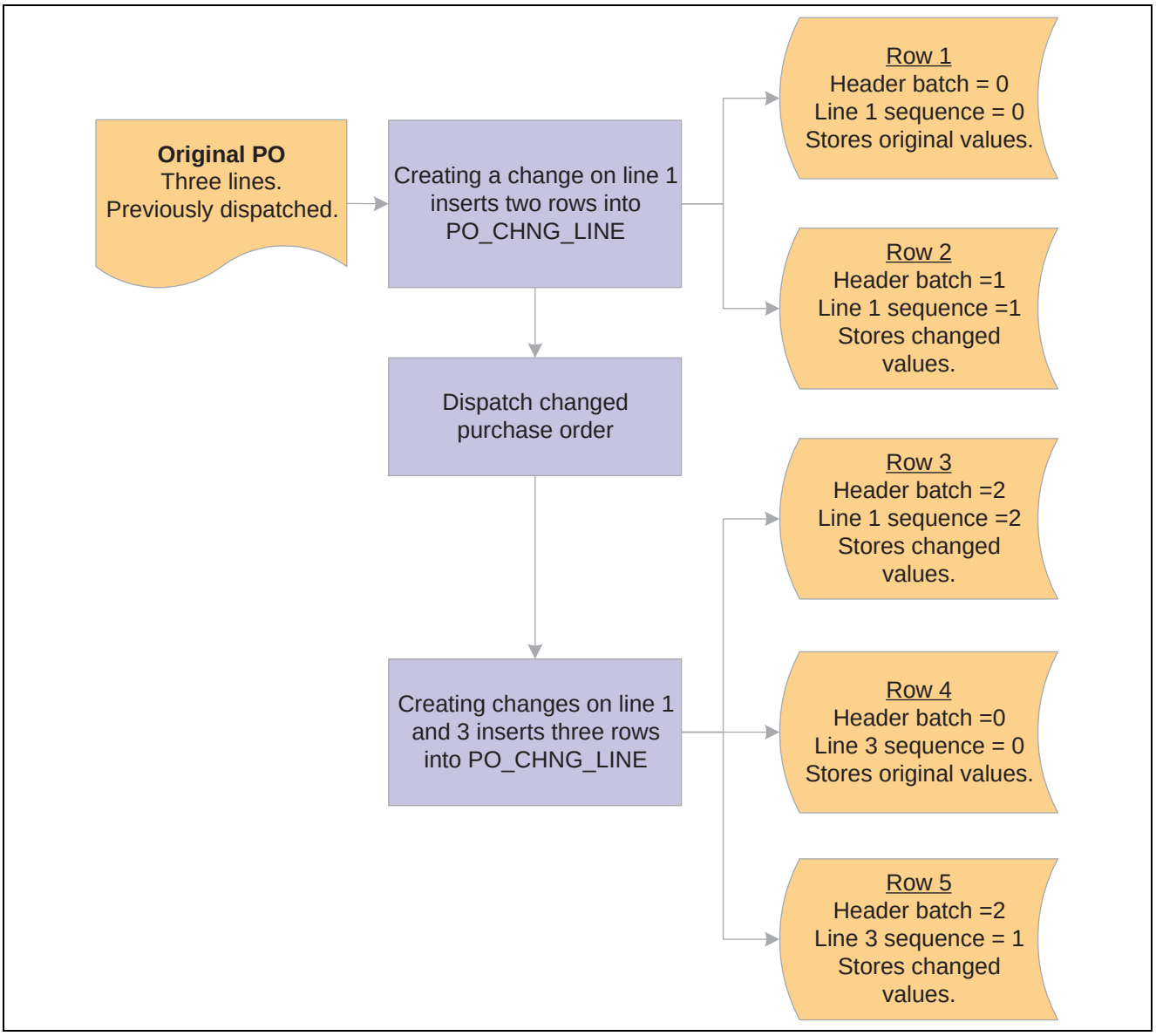
   The header change order batch number is set to 1; the change sequence number for the first line is also 1.

   **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.** The system creates a historical row 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.

This diagram illustrates how the PO_CHNG_LINE table helps 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 that are eligible for change order tracking.

## See Also

Chapter 36, "Creating Purchase Order Change Orders," Reviewing and Approving Change Order Requests, page 747

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Creating Purchase Order Change Order Templates

Chapter 36, "Creating Purchase Order Change Orders," Loading Change Orders Received Using EDXs or Supplier-Facing Online Acknowledgements (PeopleSoft eSupplier Connection), page 745

# Common Elements Used in This Chapter

**Change Order Source/Source**

Displays the source of the change requests. Values are:

*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 Supply Planning planned order changes.

*POC* (purchase order change batch process): Used internally by the Change Purchase Order process 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 purchase orders.

*PRD* (production/shop floor): PeopleSoft Manufacturing subcontract changes.

**UPN ID**

Displays the universal product number identifier assigned to a unique combination of item ID, manufacturer ID, and unit of measure (UOM).

### See Also

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Working with Items," Using Universal Item Identifiers

# Setting Up Purchase Order Change Order Templates

Use the purchase order change order template to define which fields, if modified on a previously dispatched purchase order, will trigger a change order. When you configure the Change Order template, you define the fields that you want to track at the various change order levels.

When triggering a change order online, the purchase order 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 discussed in the overview of the Purchase Order Change Order business process.

**Note.** The Purchase Order Change Order business process updates changed values on the purchase order, regardless of whether the fields exist on the purchase order change order template. The purchase order change order template helps 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 purchase order.

### See Also

Chapter 36, "Creating Purchase Order Change Orders," Understanding the Purchase Order Change Order Business Process, page 727

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Creating Purchase Order Change Order Templates

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Application Designer*

## Identifying Purchase Order Change Order Fields

This table lists all of the fields that are eligible for change order tracking that can be processed by the Change Purchase Order process. You can modify this list by updating the purchase order change order template.

| Table | Field |
|---|---|
| PO_HDR | ACCOUNTING_DT |
| PO_HDR | ACCRUE_USE_TAX |
| PO_HDR | ADDRESS_SEQ_NUM |
| PO_HDR | BACKORDER _STATUS |
| PO_HDR | BILL_LOCATION |
| PO_HDR | BUDGET_HDR_STATUS |
| PO_HDR | BUDGET_HDR_STS_NP |
| PO_HDR | BUYER_ID |
| PO_HDR | CHANGE_STATUS |
| PO_HDR | CHNG_ORD_BATCH |
| PO_HDR | CNTCT_SEQ_NUM |
| PO_HDR | CURRENCY_CD |
| PO_HDR | CURRENCY_CD_BASE |

| Table | Field |
|---|---|
| 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 | POST_DOC |
| PO_HDR | PO_DT |
| PO_HDR | PO_REF |
| PO_HDR | PO_STATUS |
| PO_HDR | PO_TYPE |
| PO_HDR | PREPAID_AMT |
| PO_HDR | PREPAID_AUTH_STAT |

| Table | Field |
|---|---|
| PO_HDR | PREPAID_PO_FLG |
| PO_HDR | PREPAID_STATUS_PO |
| PO_HDR | PYMNT_TERMS_CD |
| PO_HDR | RATE_DATE |
| PO_HDR | RECV_STATUS |
| PO_HDR | RT_TYPE |
| PO_HDR | SALES_CNTCT_SEQ_N |
| PO_HDR | TAX_EXEMPT |
| PO_HDR | TAX_EXEMPT_ID |
| PO_HDR | TERMS_BASIS_DT |
| PO_HDR | VENDOR_ID |
| PO_HDR | VNDR_LOC |
| PO_LINE | AMT_ONLY_FLG |
| PO_LINE | BENEFIT_ID |
| PO_LINE | CANCEL_STATUS |
| PO_LINE | CATEGORY_ID |
| PO_LINE | CHANGE_STATUS |
| PO_LINE | CNTRCT_ID |
| PO_LINE | CNTRCT_LINE_NBR |

| Table | Field |
|---|---|
| PO_LINE | CNTRCT_SETID |
| PO_LINE | CONFIG_CODE |
| PO_LINE | DESCR254_MIXED |
| PO_LINE | GPO_CNTRCT_NBR |
| PO_LINE | GPO_ID |
| PO_LINE | INSPECT_CD |
| PO_LINE | INV_ITEM_ID |
| PO_LINE | ITM_ID_VNDR |
| PO_LINE | MFG_ID |
| PO_LINE | MFG_ITM_ID |
| PO_LINE | MILESTONE_NBR |
| PO_LINE | PACKING_VOLUME |
| PO_LINE | PACKING_WEIGHT |
| PO_LINE | PHYSICAL_NATURE |
| PO_LINE | PRICE_DT_TYPE |
| PO_LINE | QTY_TYPE |
| PO_LINE | RECV_REQ |
| PO_LINE | RELEASE_NBR |
| PO_LINE | REPLEN_OPT |

| Table | Field |
|---|---|
| PO_LINE | RFQ_ID |
| PO_LINE | RFQ_LINE_NBR |
| PO_LINE | ROUTING_ID |
| PO_LINE | UNIT_MEASURE_VOL |
| PO_LINE | UNIT_MEASURE_WT |
| PO_LINE | UNIT_OF_MEASURE |
| PO_LINE | VNDR_CATALOG_ID |
| PO_LINE | WTHD_CD |
| PO_LINE | WTHD_SW |
| PO_LINE_SHIP | BCKORD_ORD_SCHED |
| PO_LINE_SHIP | BUSINESS_UNIT_OM |
| PO_LINE_SHIP | BUSINESS_UNIT_RTV |
| PO_LINE_SHIP | CANCEL_STATUS |
| 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 |

| Table | Field |
|---|---|
| PO_LINE_SHIP | CURRENCY_CD |
| 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 | FREIGHT_TERMS |
| PO_LINE_SHIP | DUE_DT |
| PO_LINE_SHIP | DUE_TIME |
| PO_LINE_SHIP | FROZEN_FLG |
| PO_LINE_SHIP | FRT_CHRG_METHOD |
| PO_LINE_SHIP | FRT_CHRG_OVERRIDE |
| PO_LINE_SHIP | IST_TXN_FLG |
| PO_LINE_SHIP | LIQUIDATE_METHOD |
| PO_LINE_SHIP | MATCH_LINE_OPT |
| PO_LINE_SHIP | MATCH_STATUS_LN_PO |
| PO_LINE_SHIP | MERCHANDISE_AMT |
| PO_LINE_SHIP | MERCH_AMT_BSE |
| PO_LINE_SHIP | ORDER_INT_LINE_NO |

| Table | Field |
|---|---|
| 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 | PRICE_PO |
| PO_LINE_SHIP | QTY_PO |
| PO_LINE_SHIP | QTY_RECV_TOL_PCT |
| PO_LINE_SHIP | QTY_RFQ |
| PO_LINE_SHIP | REJECT_DAYS |
| PO_LINE_SHIP | REVISION |
| PO_LINE_SHIP | RJCT_OVER_TOL_FLAG |
| PO_LINE_SHIP | RTV_ID |
| PO_LINE_SHIP | RTV_LN_NBR |
| PO_LINE_SHIP | SCHED_LINE_NBR |
| PO_LINE_SHIP | SHIPTO_ID |
| PO_LINE_SHIP | SHIP_DATE |
| PO_LINE_SHIP | SHIP_TO_CUST_ID |

| Table | Field |
|---|---|
| PO_LINE_SHIP | SHIP_TYPE_ID |
| PO_LINE_SHIP | STATE_VAT_PERFRM |
| 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 |

| Table | Field |
|---|---|
| PO_LINE_SHIP | VAT_CALC_TYPE |
| PO_LINE_SHIP | VAT_DCLRTN_POINT |
| 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 | WORK_ORDER_ID |
| PO_LINE_SHIP | ZERO_PRICE_IND |

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Creating Purchase Order 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 purchase order status be changed to *X* (canceled).

  You cannot request that the purchase order 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 purchase order 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.
- Purchase order status is set according to the rules that are defined on the PO Changes page.

  The system uses the PO_APPROVAL table primarily 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 percentage 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.

## Cancelation Rules

These are the cancelation rules for the Change Purchase Order process:

- If you cancel a purchase order, all lines and schedules are canceled, with change records created for each line and schedule.

  If you cancel a purchase order line, all schedules are canceled, and the system creates change records 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 system rejects the transaction.
- The only active schedule for a line cannot be canceled.
- The only active line for a purchase order cannot be canceled.

## Price Change Rules

These are the price change rules for the Change Purchase Order process:

- You cannot change a price to 0 unless the zero price indicator is set to *Y*.
- If you change the price, the system does not perform a price calculation.
- If you change the item ID, UOM, due date, purchase order quantity, or ship to location, the system recalculates the price and, if necessary, the currency is converted.
- The system only reprices changed schedules.

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 quality change rules for the Change Purchase Order process:

- The change order quantity becomes the updated quantity on the purchase order.

  The change order quantity is not the quantity by which the prior quantity is increased or decreased.
- If a unit of measure changes with the change request, the system adjusts the quantity 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 you create a purchase order, the system updates this field if the conversion rate changes under these conditions:

- UOM or item ID changes.
- PeopleSoft Inventory is not installed and a change is made to the purchase order price or quantity.
- PeopleSoft Inventory is installed and you change the purchase order price or quantity, and the run control option *Use Current UOM Conv Rate* indicates that you are to use the new conversion rate.

### Contract-Related Rules

If a contract is specified on the purchase order, and a quantity changes, the system updates the contract release amounts and quantities. 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 system updates the value-added tax (VAT) amounts and sales and use tax amounts as appropriate.
- If you change the ship to ID, it doesn't cause a change to the sales and use tax base ID.

### BackOrder Rules

If a backorder is created for the purchase order through the supplier-facing acknowledgement component, the Change Purchase Order process automatically inserts the backorder schedule onto the purchase order 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 36, “Creating Purchase Order Change Orders,” Creating Change Orders From Approved Change Requests, page 751

Chapter 9, “Using Default Hierarchies,” Understanding the UOM Conversion Hierarchy, page 142

## Generating Purchase Order Change Orders Online

To create a change order online, use the same pages that you use to update a purchase order, except that you’ll be updating a dispatched purchase order. Fields that are eligible for change order tracking according to the purchase order change order template are not available for entry on a dispatched purchase order. If you want to edit these fields, perform these actions:

- To make a header level change, access the Maintain Purchase Order - 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, select the Statuses tab on the Lines grid of the Maintain Purchase Order - Purchase Order page and click the Create Line Change button.

  Alternatively, access the Details for Line page and click the Chng Line button. The fields that trigger line level change order generation become available for entry.
- To make a schedule level change, click the Create Schedule Change button on the Statuses tab from the Maintain Purchase Order - Schedules page.

  To access this page, click the Schedule button from the Details tab of the Lines grid on the Maintain Purchase Order - 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 new schedules are added.
- If you change the quantity on a purchase order line, and only one schedule exists, this automatically creates a change order for the schedule.

  You do not have to click the Create Line Change button to make changes to the purchase order line quantity. The line quantity serves as a work field on the purchase order, 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, dispatch it as you would a regular purchase order.

When creating change orders using the online purchase order pages, if you attempt to cancel a line or a schedule that has been received (even partially), the system adjusts the quantity of the line or schedule and creates a change order.

For example, if the line quantity is 5, and 2 have been received, the line quantity becomes the received quantity, or 2 in this example. When the system transmits the change order to the vendor, the vendor sees that the quantity on the cancelation equals the quantity that he has already shipped, and he can cancel the remainder.

### See Also

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 550

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Lines, page 572

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Schedules, page 582

Chapter 35, “Dispatching and Printing Purchase Orders,” page 717

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Creating Purchase Order Change Order Templates

# Loading Change Orders Received Using EDXs or Supplier-Facing Online Acknowledgements (PeopleSoft eSupplier Connection)

This section discusses how to run the Change Load process.

The Change Load process loads changes to purchase orders received using EDX or online acknowledgements into the Change Request table. You can review and approve these change requests on the Change Ord Rqsts page.

### See Also

Chapter 36, “Creating Purchase Order Change Orders,” Identifying Purchase Order Change Order Fields, page 733

Chapter 36, “Creating Purchase Order Change Orders,” Reviewing and Approving Change Order Requests, page 747

## Page Used to Load Change Orders Received Using EDXs or Supplier-Facing Online Acknowledgements (PeopleSoft eSupplier Connection)

| 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. |

## Running the Change Load Process

Access the 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 buyer-approved online acknowledgements and 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 Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Creating Change Map Templates

# Subscribing to the Purchase Order and Purchase Order Change Order Acknowledgement EIP

This section discusses provides an overview of the Purchase Order and Purchase Order Change Order Acknowledgement EIP and discusses how to subscribe to the Purchase Order and Purchase Order Change Order Acknowledgement EIP.

## Understanding the Purchase Order and Purchase Order Change Order Acknowledgement EIP

The Purchase Order Acknowledgement and Purchase Order Change Order Acknowledgement EIP subscribes to a message that contains purchase order acknowledgements and change order acknowledgements from vendors.

This asynchronous batch subscribe message also supports flat-file processing for electronic data interchange (EDI) transactions X.12 855 and 860.

Run the Change Load process (PO_CHNGLOAD) to move the data from staging tables to application tables.

## Pages Used to Subscribe to the Purchase Order and Purchase Order 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 | SCM Integrations, Setup, Data Collection, 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 | SCM Integrations, 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 Purchase Order Change Order Acknowledgement EIP

Before you can subscribe to the Purchase Order and Purchase Order Change Order Acknowledgement EIP, you must:

1. Activate the PURCHASE_ORDER_ACKNOWLEDGEMENT message.
2. Run the Change Load 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 provides an overview of the change request tables and discusses how to:

- Select change order requests to review and approve.
- Review and approve change order requests.
- Review and approve change order request details.

## Understanding the Change Request Tables

The change request tables are used for background processing. To load data into these tables, use one of these business processes:

- EDX change order acknowledgments loaded by the Change Load process.
- PeopleSoft Order Management drop-shipped order changes.

- PeopleSoft Manufacturing subcontract changes.
- PeopleSoft Supply 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 Field name that are to be changed.

## See Also

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Managing Par Inventory," Replenishing Par Locations

Chapter 10, "Using Messaging," page 157

Chapter 24, "Using the Requisition Loader," Updating Direct Shipment Information, page 445

*PeopleSoft Enterprise eProcurement 8.9 PeopleBook*, "Using Change Requests and Change Orders"

## Pages Used to Review and Approve Change Order Requests

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Selection Criteria | CHNG_RQST_SELECT | • Purchasing, Purchase Orders, Manage Change Orders, Approve Change Requests, Selection Criteria<br>• Click the Search link on the Change Ord Rqsts (change order requests) 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 | Click the OK button on the Selection Criteria page. | 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. |
| Message | CHANGE_RQST_MSG, CHANGE_REQUEST | Click the Messages 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 purchase order information such as the item, pricing, account code, vendor name, and comments. |

## Selecting Change Order Requests to Review and Approve

Access the Selection Criteria page.

**Name** Enter the vendor name for the vendor for whom you want to view change order requests.

**Purchase Order Reference** Enter the reference text entered on the purchase order for the change requests that you want to access.

**Review Complete** Enter *Y* to access reviewed change requests. Enter *N* to access change request that have not been reviewed.

**Update** Enter *Y* to access change requests that have been updated by the Change Purchase Order process. Enter *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 changes.

**Approved** Select to approve the change request. Once approved, the Change Purchase Order process can process the line.

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**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.

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### See Also

Chapter 36, "Creating Purchase Order Change Orders," Creating Change Orders From Approved Change Requests, page 751

Chapter 36, "Creating Purchase Order Change Orders," Defining Change Order and Sequence Numbers, page 730

## Reviewing and Approving Change Order Requests

Access the Change Requests page.

This page displays all change requests for a purchase order with the same source and change time.

### Change Details

Click the Approve All link to approve all lines.

**Approved** Select this check box to approve the change order. Once approved, the Change Purchase Order process can process the line.

**Process Status** Displays the change request line status for the Purchase Order Change process. Values are:

*Initialize:* Change request has not been processed.

*Complete:* Change request has been processed successfully.

*Errors:* Change request has been processed, but errors were found.

*In Process:* Change request is being processed.

*Recycle:* When the status is *Error,* the user may change it to *Recycle* and rerun the process.

**Proposed Change** Displays the description of the field affected by the change request.

**Current Value** Displays the current value field on the purchase order.

**New Value** Displays the value of the proposed field change.

### Error Messages Tab

Select the Error Messages tab.

**Message Set Number** and **Message Number** — Displays any error messages received during the Change Purchase Order process.

**Messages** — Click this link to access the Message page, where you can view change request error messages.

# Creating Change Orders From Approved Change Requests

This section discusses how to 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 Unit/ 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 purchase order IDs.

### PO Update Options

**Override Dflt Buyer's PO Sts** (override default buyer's purchase order status) — After a change order is created, the associated purchase order is usually set to the buyer's default purchase order status. Select this check box to override the default status with the purchase order status that you specify in the PO

Status field, if the current purchase order status is *D* (dispatched). Values are *Approved, Open,* and *Pending Approval.*

**Use Current UOM Conv Rate** (use current unit of measure conversion rate)

Select to use the current UOM conversion rate. When selected, the current conversion rate is used to calculate expected standard quantity. If you do not select this option, the system calculates the expected standard quantity using the purchase order conversion rate.

**Note.** This option is only available when PeopleSoft Inventory is installed. If PeopleSoft Inventory is not installed, the current conversion rate is always used to calculate expected standard quantity.

# Purging Change Request Tables

This section provides an overview of the purge change request process and discusses how to run the PO_POCHGPRG process.

## Understanding the Purge Change Request Process

The PO_POCHGPRG Application Engine process (PO_POCHGPRG) enables you to purge completed and error rows from these 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 lists the pages that you use to view change order history.

# Pages Used to View Change Order History

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Review Change History - Batch | PO_CHANGE_BATCH | Purchasing, Purchase Orders, Manage Change Orders, Review Change History, Batch | Review purchase order batch changes. |
| Review Change History - Header Changes | PO_CHANGE_HDR | Purchasing, Purchase Orders, Manage Change Orders, Review Change History, Header Changes | Review purchase order header change information stored in the PO_CHNG_HDR table.<br>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, Line Changes | Review purchase order line change information stored in the PO_CHNG_LINE table.<br>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, Ship Changes | Review purchase order schedule change information stored in the PO_CHNG_SHIP table.<br>Use the scroll area to view original values for values that have changed, as well as the changed values. |
| Review Change Orders - Header Changes | PO_CHANGE_HDR | Purchasing, Purchase Orders, Manage Change Orders, Review Change Orders, Header Changes | Review purchase order header change information stored in the PO_CHNG_HDR table.<br>Use the scroll area to view original values for values that have changed, as well as the changed values. |
| Review Change Orders - Line Changes | PO_CHANGE_LINE | Purchasing, Purchase Orders, Manage Change Orders, Review Change Orders, Line Changes | Review purchase order line change information stored in the PO_CHNG_LINE table.<br>Use the scroll area to view original values for values that have changed, as well as the changed values. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Review Change Order - Ship Changes | PO_CHANGE_SHIP | Purchasing, Purchase Orders, Manage Change Orders, Review Change Order, Ship Changes | Review purchase order schedule change information stored in the PO_CHNG_SHIP table.<br>Use the scroll area to view original values for values that have changed, as well as the changed values. |

# CHAPTER 37

# Using the Purchase Order Reconciliation Workbench

This chapter provides an overview of the Purchase Order Reconciliation Workbench and discusses how to manage purchase orders using the Purchase Order Reconciliation Workbench.

## Understanding the Purchase Order Reconciliation Workbench

Use the Purchase Order Reconciliation Workbench for these activities:

- Update a purchase order.
- Reset the approval status of a purchase order.
- Approve a purchase order.
- Dispatch a purchase order.
- Cancel a purchase order.
- Close a purchase order.
- View a purchase order draft.
- Inquire about a purchase order.
- Review purchase order summary activity.

You must have the authority to perform the particular activity that you select.

Access the Reconciliation Workbench - Filter Options page prior to accessing the Purchase Order Reconciliation Workbench. Use the Reconciliation Workbench - Filter Options page to enter selection criteria for the purchase orders that you want to display on the Purchase Order 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 32, “Creating Purchase Orders Online,” Creating Purchase Order Lines, page 572

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Schedules, page 582

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Distributions, page 601

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining User Preferences,” Defining Purchase Order User Authorizations

# Managing Purchase Orders Using the Purchase Order Reconciliation Workbench

This section discusses how to:

- Select purchase orders.
- Use the Purchase Order Reconciliation Workbench.
- View purchase order lines.
- View purchase order schedules.
- View processing results.

## Pages Used to Manage Purchase Orders Using the Purchase Order Reconciliation Workbench

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Reconciliation Workbench - Filter Options | PO_RC_WB_SRCH | Purchasing, Purchase Orders, Reconcile POs, Reconciliation Workbench, Reconciliation Workbench - Filter Options | Select attributes to search for purchase orders. |
| Reconciliation Workbench | PO_RC_WB | Click the Search button on the Reconciliation Workbench - Filter Options page. | Analyze, approve, dispatch, unapprove, cancel, close, and print preview purchase orders. |
| Document Status Inquiry | PRCR_DOCSTAT_INQ | • Click the Doc Status button on the Reconciliation Workbench page.<br>• Purchasing, Purchase Orders, Review purchase order Information, Document Status, purchase order Document Status | View your document status. |
| Reconciliation Workbench - Purchase Order Lines | PO_RC_WB_LN | Click the Lines button for a purchase order on the Reconciliation Workbench page. | View the lines associated with the selected purchase order. |
| 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 purchase order. |
| 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 purchase order. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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 purchase order. |
| Maintain Distributions | PO_CF_DTLS | • Purchasing, Purchase Orders, Maintain Distributions<br>• Click the Maintain Distributions button on the Reconciliation Workbench - Purchase Order Schedules page. | Maintain distributions associated with purchase order schedule.<br>See Chapter 32, "Creating Purchase Orders Online," Creating Purchase Order Distributions, page 601. |
| 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 Orders - Purchase Order | Maintain purchase orders.<br>See Chapter 32, "Creating Purchase Orders Online," Creating Purchase Order Headers, page 550. |
| 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 purchase orders. |
| Reconciliation Workbench - Processing Log | PO_RC_WB_MSG | Click the Log button for an unqualified purchase order on the Reconciliation Workbench - Processing Results page. | View the message text stating why the purchase order was not qualified for processing. |

# Selecting Purchase Orders

Access the Reconciliation Workbench - Filter Options page.

## Search Criteria

**Buyer** Select the buyer you want to filter the purchase orders by. If you select a buyer that has the rights to use procurement cards on a purchase order the Card Number field becomes available.

**GPO ID** (group purchasing organization identification) Select a group purchasing organization ID.

**GPO Contract** Select a group purchasing organization contract number.

**Card Number** Select the procurement card number you want to filter purchase orders by.

### Status

**Pending Appr** (pending approved) Select this check box to select purchase orders that are in a status of pending approved. You can cancel purchase orders that are in a pending approved status.

### Encumbrance

**Open Encumbrances** If you are using commitment control, click the Open Encumbrances check box to search for purchase orders with open encumbrances.

### ChartFields

You can enter multiple ChartField combinations as search criteria. For example, you can search for purchase orders in GL Unit (PeopleSoft general ledger business unit) US001 and Account 50000, as well as US005 and Account 1200.

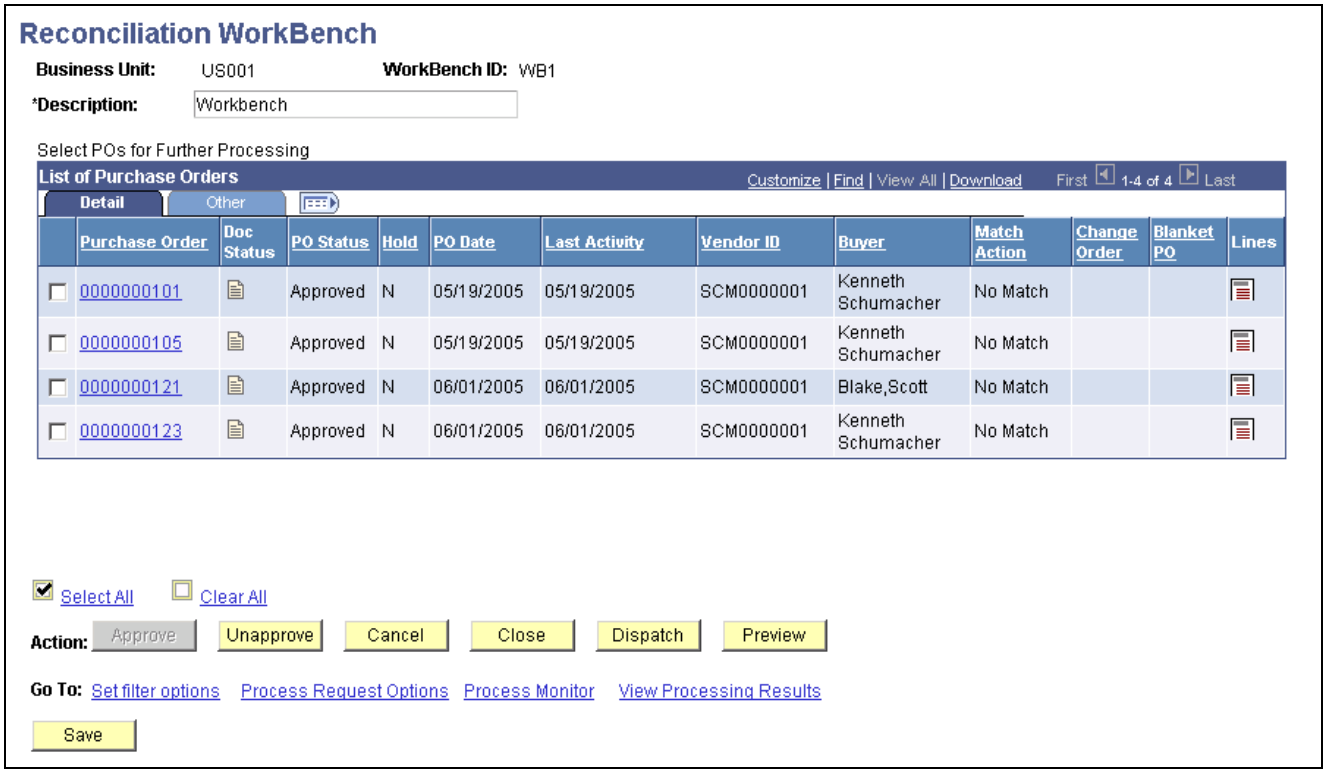
Click Search, and the system retrieves the selected information that matches the selection criteria and displays it on the Purchase Order Reconciliation Workbench page.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

## Using the Purchase Order Reconciliation Workbench

Access the Reconciliation Workbench page.



Reconciliation Workbench page

## Detail Tab

**Purchase Order** Click the purchase order number to access the purchase order inquiry for that purchase order number.

Click the Document Status button for the selected purchase order to access the purchase order Document Status page for the purchase order in a new window.

Click the Lines button for the selected purchase order to access the Purchase Order Lines page.

## Other Tab

Select the Other tab.

Click the Go To PO Activity Summary button for the selected purchase order to access the Activity Summary inquiry page in a new window.

Click the Edit the PO button to access the Maintain Purchase Orders component in a new window, so that you can edit the purchase order.

**Approve** Click this button to change the status of the selected purchase orders to *Approved.*

**Unapprove** Click this button to change the status of the selected purchase orders to *Open.*

**Cancel** Cancels the selected purchase orders. When you cancel a purchase order that is in a Dispatched status, the status changes to *Pend Cncl* (pending cancel).

---

**Note.** When canceling purchase orders, the system does not create change orders.

---

**Close** Closes the selected purchase orders to further processing. You can override unqualified purchase orders and make them available for closing by selecting the purchase order IDs and clicking the Yes button to proceed.

**Dispatch** Dispatches the selected purchase orders, including all lines on the purchase order. Only purchase orders with approved or pending cancel statuses can be dispatched. If commitment control is enabled, the purchase order must also have a valid budget check status before it can be dispatched.

---

**Note.** Process Request Options must be established for the workbench before you will be able to dispatch the selected purchase orders.

---

**Preview** Previews the selected purchase orders.

**Set Filter Options** Click this link to access the Reconciliation Workbench - Filter Options page, and enter selection criteria for a new subset of purchase orders to review, modify, or take action on.

**Process Request Options** Click this link to access the Reconciliation Workbench - Process Request Options page. Use this page to define process request options for use by the dispatch process.

**Process Monitor** Click this link to access the Process Monitor page, where you can view the status of purchase orders that you submitted to dispatch or preview.

**View Processing Results** Click this link to access the Reconciliation Workbench - Processing Results page, where you can view the results of the actions that you have performed.

**Save** Click the button to save the search criteria that generated the list of purchase orders on the Reconciliation Workbench page.

### See Also

Chapter 32, "Creating Purchase Orders Online," Creating Purchase Order Headers, page 550

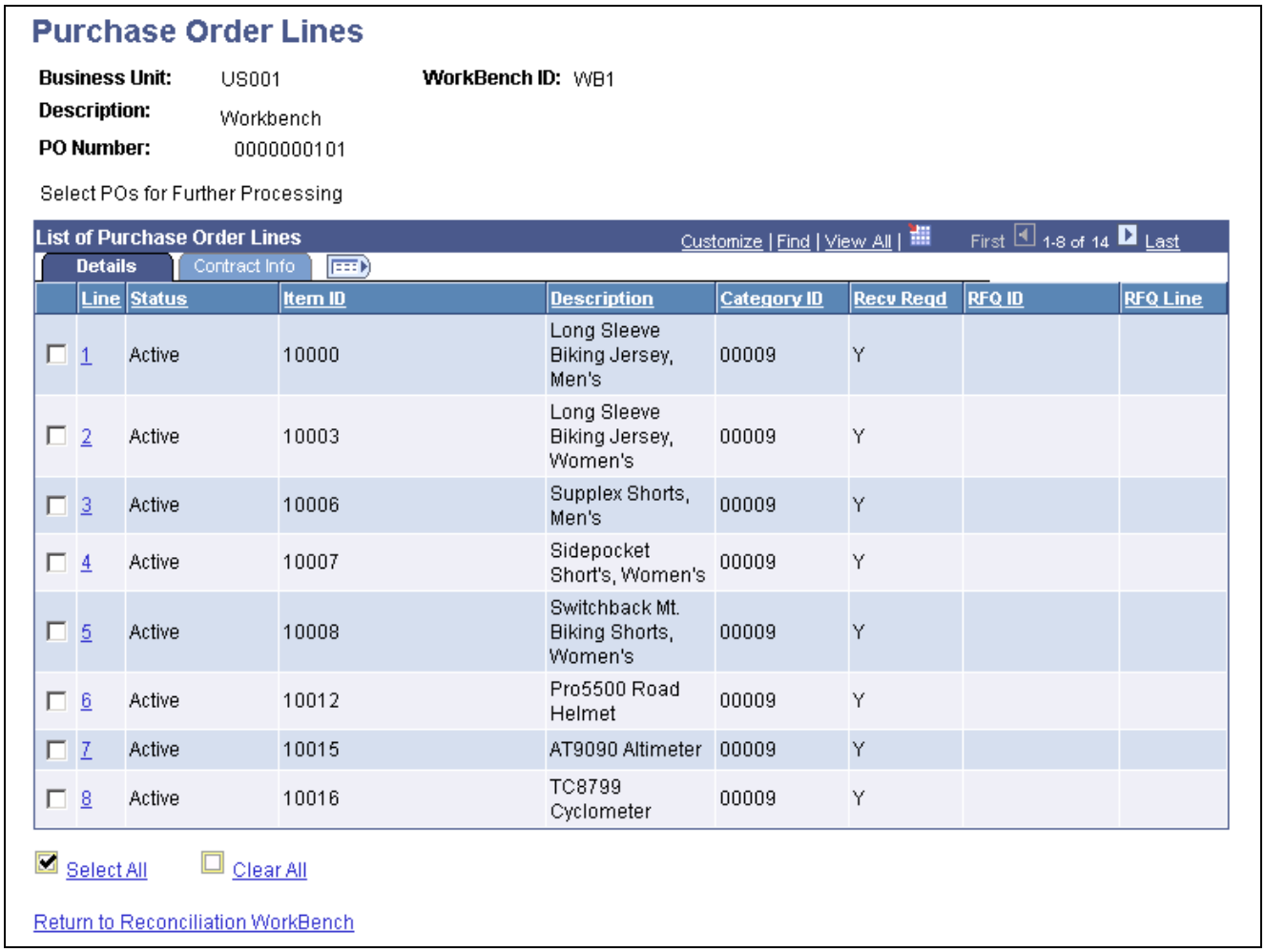
Chapter 32, "Creating Purchase Orders Online," Creating and Viewing Purchase Order Backorders, page 624

Chapter 47, "Inquiring About Document Status," page 907

Chapter 39, "Reviewing Purchase Order Information," Viewing Purchase Order Activity Summaries, page 778

## Viewing Purchase Order Lines

Access the Reconciliation Workbench - Purchase Order Lines page.



Purchase Order Lines

**Business Unit:** US001 **WorkBench ID:** WB1
**Description:** Workbench
**PO Number:** 0000000101

Select POs for Further Processing

List of Purchase Order Lines Customize | Find | View All | First 1-8 of 14 Last

Details | Contract Info

| | Line | Status | Item ID | Description | Category ID | Recv Reqd | RFQ ID | RFQ Line |
|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | Active | 10000 | Long Sleeve Biking Jersey, Men's | 00009 | Y | | |
| ☐ | 2 | Active | 10003 | Long Sleeve Biking Jersey, Women's | 00009 | Y | | |
| ☐ | 3 | Active | 10006 | Supplex Shorts, Men's | 00009 | Y | | |
| ☐ | 4 | Active | 10007 | Sidepocket Short's, Women's | 00009 | Y | | |
| ☐ | 5 | Active | 10008 | Switchback Mt. Biking Shorts, Women's | 00009 | Y | | |
| ☐ | 6 | Active | 10012 | Pro5500 Road Helmet | 00009 | Y | | |
| ☐ | 7 | Active | 10015 | AT9090 Altimeter | 00009 | Y | | |
| ☐ | 8 | Active | 10016 | TC8799 Cyclometer | 00009 | Y | | |

☑ Select All ☐ Clear All

Return to Reconciliation WorkBench

Reconciliation Workbench - Purchase Order Lines page

You can select or clear purchase order lines, then select the Return to Reconciliation Workbench link to select purchase orders for further processing.

### Details Tab

**Line** Click the line number to access the schedule for the line.

### Contract Info Tab (contract information)

Select the Contract Info tab.

**GPO ID** Displays the group purchasing organization ID.

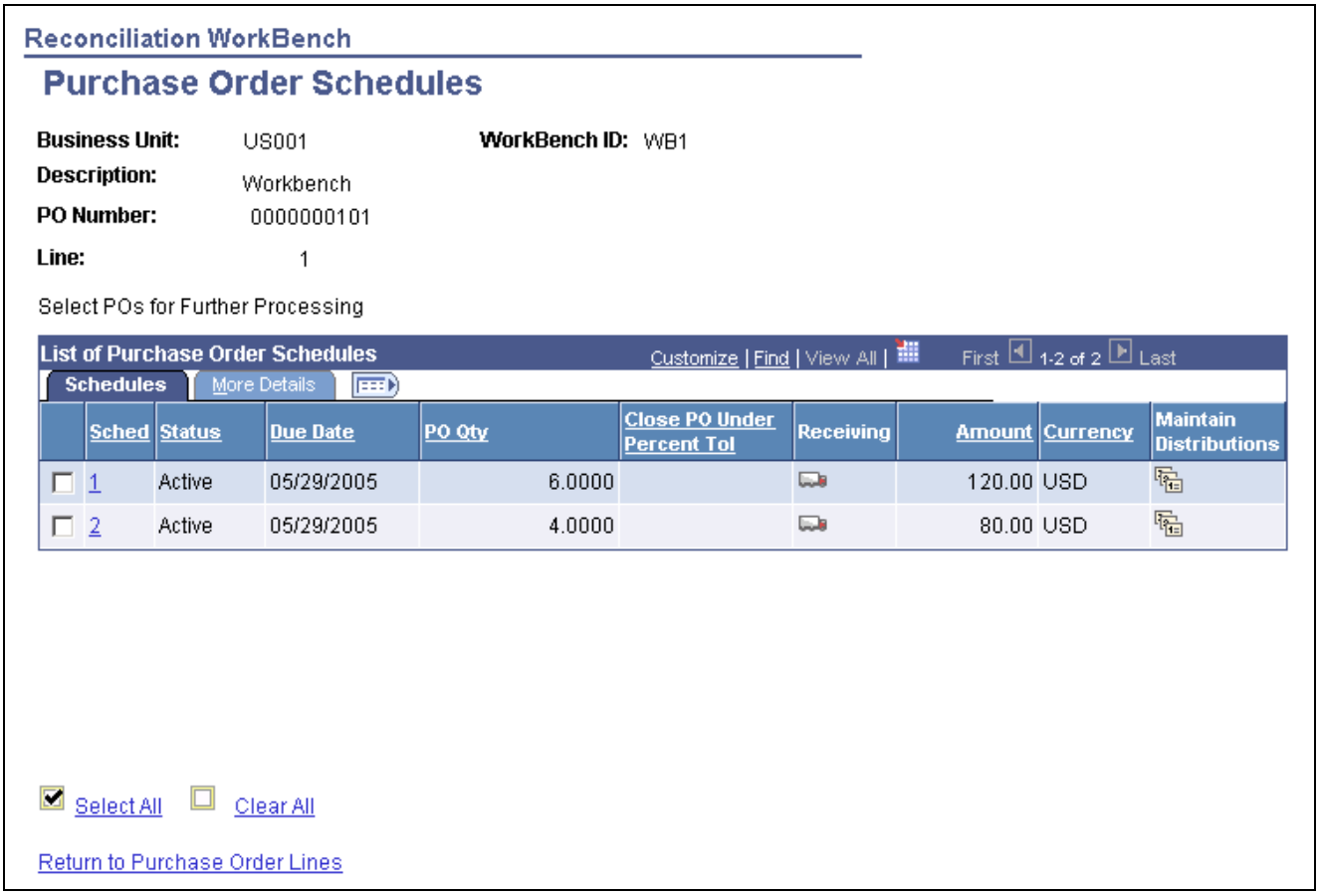
**GPO Contract Number** Displays the group purchasing organization contract number.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Group Purchasing Organizations"

## Viewing Purchase Order Schedules

Access the Reconciliation Workbench - Purchase Order Schedules page.




Reconciliation Workbench - Purchase Order Schedules page

**Sched** (schedule) Click a schedule line number to access the associated distribution.

### See Also

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Distributions, page 601

## 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 purchase orders are qualified for that action.

If some of the selected purchase orders are not qualified for the action, you can select the purchase orders to override their status and qualify them for the action.

When closing the purchase order, 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 purchase orders that are sourced from requisitions, select this check box to transfer the purchase order 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 purchase order when you are using commitment control.

In addition, whether you are using commitment control or not the system updates the accounting dates with this date for the purchase orders being closed or canceled using the purchase order Reconciliation Workbench.

Click the Log button to access the log for the selected nonqualified purchase order. The log states why the purchase order was not qualified for the previous processing action.

Click the Delete Row button to remove qualified purchase orders from being sent for further processing.

**Yes** Click this button to proceed with the processing on the qualified purchase orders. The system prompts you to confirm this selection.

**Delete** Click this button to cancel the processing.

# CHAPTER 38

# Reconciling Purchase Orders

This chapter provides an overview of purchase order reconciliation and discusses how to:

- Reconcile purchase orders.
- Reverse purchase order reconciliation.

## Understanding Purchase Order Reconciliation

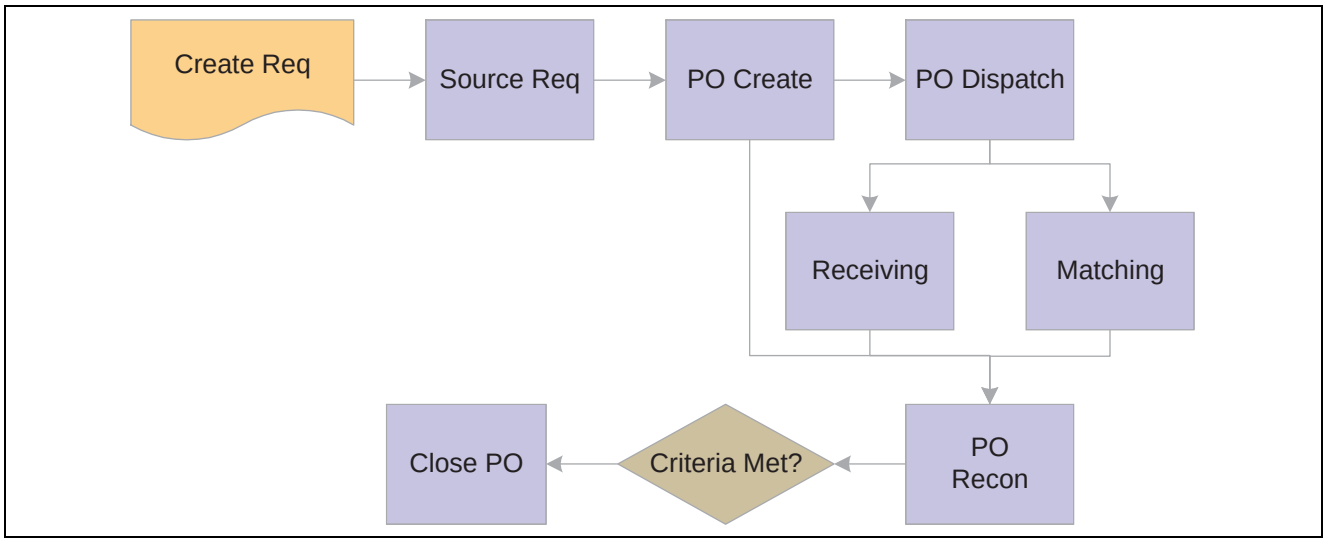
Use the PO RECON (purchase order reconciliation) Application Engine process (PO_PORECON) to close qualifying purchase orders that you no longer need to modify. When you run the PO RECON process, it reconciles various purchase-order-related settings and statuses to change the status of applicable purchase orders to *C* (completed).

The benefit of this status change is that completed purchase orders no longer appear in your list of available purchase orders when you access purchase order pages in update and display mode. These completed purchase orders 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 purchase orders. Removing these purchase orders improves system performance and decreases the time required to find purchase orders 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 (FS_BP) can cancel encumbrance budget amounts for outstanding purchase orders.

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 to improve the efficiency of your purchase order process. You can schedule this process to run automatically by using the PeopleSoft Process Scheduler or initiate it manually by using the Close 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 38, “Reconciling Purchase Orders,” Reversing Purchase Order Reconciliation, page 773

Chapter 12, “Using Commitment Control,” page 167

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler*

## Purchase Order Reconciliation Criteria

To understand how the PO RECON process functions, you must know the criteria that the process uses to close a purchase order. The process checks the settings and statuses of several criteria to determine that a purchase order is ready to be closed and that it does not need to be accessed for modifications in the future.

These tables detail the business-related criteria verified 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 purchase order:

| Business-Related Criteria | Qualifying Setting or Status |
|---|---|
| Close Days<br><br>The Close Days field on the Purchasing Definition - Business Unit Definition page specifies the number of days beyond a purchase order's last activity date during which the purchase order cannot be closed. The close days value creates a grace period during which you can change the purchase order before the purchase order 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 purchase order's purchasing business unit has elapsed. The system adds the value for the Close Days field to the last activity date to determine whether the required number of grace period days has passed.<br><br>For example, for a PO RECON process run date of August 31, 2000, suppose that the last activity date for the purchase order is August 25, 2000 and the value for the Close Days field is set to five days. In this example, the process closes the purchase order.<br><br>You can view the value in the Close Days field by writing a Structured Query Language (SQL) statement against PS_BUS_UNIT_TBL_PM. |

| Business-Related Criteria | Qualifying Setting or Status |
|---|---|
| Cancel Days<br><br>The Cancel Days field on the Purchasing Definition - Business Unit Definition page specifies the number of days beyond a purchase order last activity date during which the canceled purchase order cannot be closed. The value for the Cancel Days field creates a grace period during which a canceled purchase order 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 calculation for the Cancel Days field when the Close PO page specifies a specific purchase order number. | The value in the Cancel Days field works the same way in which the value in the Close Days field does but for canceled purchase orders. The PO RECON process verifies that the number of cancel days defined for the PO 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 has passed.<br><br>You can view the value in the Cancel Days field by writing an SQL statement against PS_BUS_UNIT_TBL_PM.<br><br>**Note.** The PO RECON process does not change the line status from *Canceled* to *Complete.* However, it does change the header status to *Complete.* The purchase order line status remains *Canceled,* so that you can distinguish canceled lines from closed lines. |
| Close PO Under Quantity Percent Tolerance<br><br>The Close PO Under Quantity Percent Tolerance value defines the acceptable percentage of the total purchase order quantity that can be outstanding while still allowing the purchase order to be closed. This setting enables the PO RECON process to close a purchase order even if the received and matched quantities are less than the purchase order quantity.<br><br>This value is set at these levels:<br><br>• The business unit specific attributes level on the Purchasing Attributes - Purchasing Controls page.<br>• The purchasing attributes level when using the Item Master enterprise integration point on the Data Definition Maintenance - PO Attributes - Purchasing Controls 2 page.<br>• The item categories level on the Item Categories - Category Definition 2 page.<br><br>**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 this calculation to verify that the Close PO Under Quantity Percent Tolerance value has been met so that the process can close the purchase order:<br><br>(Quantity Received) ≥ (Quantity Ordered) - ((Quantity Ordered) x (Percent Tolerance)) |

This table details the record-level criteria that must be met for a purchase order to qualify for closure:

| Record-Level Criteria | Qualifying Setting or Status |
|---|---|
| PO Status | The PO RECON process verifies that the purchase order has a status of *D* (dispatched) or *X* (canceled).<br><br>Statuses of *O* (open) and *A* (approved) enable the process to close a purchase order when other applicable criteria are met.<br><br>Statuses of *I* (initial), *P* (pending approval), and *C* (completed) do not enable the process to close the purchase order.<br><br>You can view the purchase order status by writing an SQL statement against PS_PO_HDR. |
| Activity Date<br><br>The system updates this date on the purchase order when you create a change order and save your work, and also when you cancel a purchase order through the PO Workbench page. | The PO RECON process uses these calculations to determine whether the purchase order's last activity date enables the process to close the purchase order:<br><br>• (Activity Date) ≤ (Current Date) - (Close Days).<br>• (Activity Date) ≤ (Current Date) - (Cancel Days).<br><br>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 purchase order, the match status of the purchase order is *M* (matched), *O* (overwritten match), or *N* (no match required).<br><br>In cases where the MATCH_STATUS_PO and MATCH_STATUS_LN_PO never reaches a status of *M* (matched), the PO RECON process checks the purchase order schedule (PO_LN_SHIP_MTCH) for quantity matched.<br><br>A matching status of *T* (to match) or *P* (partially matched) does not qualify the purchase order for closure.<br><br>When matching is required on a purchase order, there can be several vouchers against a purchase order. One of the vouchers might be matched, but the status (MATCH_STATUS_PO) on the purchase order remains *P* (partially match) until the final voucher is matched. The purchase order status then changes to *M* (matched).<br><br>The PO RECON process considers a purchase order fully matched and available for closure when these criteria are met:<br><br>• The quantity ordered for each line on the purchase order is less than or equal to the total quantity received and matched.<br>• The quantity ordered is within the specified Close PO Under Quantity Percent Tolerance value.<br><br>You can view the match status value by writing an SQL statement against the PS_PO_HDR table and viewing the value in the MATCH_STATUS_PO field. |
| Distribution Line Status | The PO RECON process verifies that the distribution line statuses for the purchase order are *O* (open), *P* (processed), or *X* (canceled). |
| Amount Only | The PO RECON process checks to see whether the Amount Only check box (AMT_ONLY_FLG) is selected for the purchase order line. If the purchase order 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 purchase order to determine whether the purchase order has been fully received. |

| Record-Level Criteria | Qualifying Setting or Status |
|---|---|
| Receiving Required setting | The PO RECON process verifies whether the Receiving Required field is *Receiving is Required*for the purchase order line on the Maintain Purchase Order - Details for Line page. The process uses this setting in conjunction with the due date value at the record level to determine whether it can close the purchase order.<br><br>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 this calculation to verify that the due date on the purchase order schedule line (PO_LINE_SHIP.DUE_DT) is less than or equal to the calculated close date:<br><br>(Due Date)≤ (Current Date) - (Close Days)<br><br>The PO RECON process verifies that the due date value for purchase orders when the Receiving Required field is *Receiving is Optional* or *Do Not Receive.*. This includes PeopleSoft Order Management direct shipments. |
| Voucher Status | The PO RECON process verifies that associated vouchers have been posted, deleted, or closed. |
| Entry Event Status | If you enable commitment control, the PO RECON process verifies that you have checked the row for entry events. |

Additionally, you can view purchase order schedule information (PS_PO_LINE_SHIP), purchase order distribution information (PS_PO_LINE_DISTRIB), and purchase order receiving information (PS_RECV_LN_DISTRIB) by writing an SQL statement against the mentioned tables.

## See Also

Chapter 38, “Reconciling Purchase Orders,” Running the PO RECON Application Engine Process (PO_PORECON), page 772

Chapter 38, “Reconciling Purchase Orders,” Understanding Purchase Order Reconciliation, page 763

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Line Details, page 576

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 74

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Loading Items,” Editing Data Errors in the Item Loader Staging Tables

## Describing Purchase Order Reconciliation Changes to Purchase Order Statuses

The PO RECON process can close purchase order 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 purchase order.

For example, suppose that a purchase order 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 purchase order closes.

If a purchase order meets the criteria described in the previous tables, the PO RECON process updates purchase order statuses as shown in these tables:

| PO Distribution Line (PO_LN_DISTRIB) | Updated Status |
|---|---|
| BUDGET_LINE_STATUS (if commitment control is used) | *N* (not budget checked) |
| KK_CLOSE_FLAG (if commitment control is used) | *Y* (yes) |
| PROCESS_MAN_CLOSE | *Y* (yes) |
| DISTRIB_LN_STATUS | *C* (completed) |
| PC_DISTRIB_STATUS | *N* (no) |

| PO Distribution Line (PO_LINE_DIST_NP) | Updated Status |
|---|---|
| BUDGET_LINE_STATUS (if commitment control is used) | *N* (not budget checked) |
| KK_CLOSE_FLAG (if commitment control is used) | *Y* (yes) |
| PROCESS_MAN_CLOSE | *Y* (yes) |
| DISTRIB_LN_STATUS | *C* (completed) |

| 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 | *Run Date* |
| BUDGET_HDR_STATUS (if commitment control is used) | *N* (not budget checked) |
| BUDGET_HDR_STS_NP (if commitment control is used) | *N* (not budget checked) |
| RECV_STATUS | *R* (fully received) |

## Purchase Order Reconciliation and the Fully Received Status

When you receive goods against a dispatched purchase order, the received status changes to *P* (partially received). The PO RECON process changes the purchase order line item *O* (open) status to *R* (fully received), if any of these sets of criteria are met for a purchase order:

- Matching is not required.
- The line item status is *Open.*
- (Quantity Matched) ≥ (Quantity Ordered).

or

- Matching is required.
- The line item status is *Open.*
- (Quantity Matched on PO_LN_SHIP_MTCH) ≥ (Quantity Ordered) x (Under Quantity Percent Tolerance).

or

- Receiving is not required or optional.
- The line item status is *Open.*
- (Scheduled Due Date) ≤ (Current Date) - (Close Days).

or

- Receiving is required and:
- The line item status is *Open.*
- (Last Activity Date) ≤ (Current Date) - (Close Days).

- (Scheduled Due Date) ≤ (Current Date).

## Purchase Order Reconciliation and the Complete Status

The PO RECON process closes a dispatched purchase order and sets its status to *Complete* if any of these sets of criteria are met for a purchase order:

- The purchase order is dispatched.
- The purchase order matched status is either *Matched, Not Required,* or *Override Match.*
- Receiving is required.
- All line items are fully received.
- (Last Activity Date) ≤ (Current Date) - (Close Days).

or

- The purchase order is dispatched.
- The purchase order matched status is either *Matched, Not Required,* or *Override Match.*
- Receiving is not required or optional.
- (Shipment Due Date) ≤ (Current Date).
- (Last Activity Date) ≤ (Current Date) - (Close Days).

# Reconciling Purchase Orders

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 produces the results that you want, you can run the PO RECON process from the Purchase Order Reconciliation Workbench.

### See Also

Chapter 37, “Using the Purchase Order Reconciliation Workbench,” page 755

## Page Used to Reconcile Purchase Orders

| 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 purchase orders are selected for the PO RECON process. Values are:

*1 Bus Unit* (one business unit): Reconciles all purchase orders within a single business unit. If you select this value, you may enter business unit and ChartField criteria.

*1 Document:* Reconciles a single purchase order within a single business unit. If you select this value, you may enter business unit, purchase order, and ChartField criteria.

*All BUs* (all business units): Reconciles all purchase orders 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 purchase orders for processing based on ChartField values. This option is useful if you are using commitment control and want to process purchase orders 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 purchase order when you are using commitment control.

In addition, whether you are using commitment control or not the system updates the accounting date with this date for the purchase orders closed by the reconciliation process.

### See Also

Appendix D, “PeopleSoft Purchasing Reports,” POPO008 - Purchase Order Reconciliation, page 993

# Reversing Purchase Order Reconciliation

This section provides an overview of the purchase order reopen process and lists the page used to reverse purchase order reconciliation.

## Understanding the Purchase Order Reopen Process

PeopleSoft Purchasing provides the Purchase Order Reopen Application Engine process (PO_POREOPEN) 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 purchase orders.

Run the Purchase Order Reopen process to return each purchase order 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 purchase order. If a purchase order status was canceled prior to being closed by the PO RECON process, running the Purchase Order Reopen process on the purchase order returns the purchase order’s status to *Canceled.* If the purchase order status was open prior to the PO RECON process, running the Purchase Order Reopen process returns the purchase order’s status to *Open.*

# Page Used to Reverse Purchase Order Reconciliation

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Reopen Closed POs | RUN_PO_REOPEN | Purchasing, Purchase Orders, Reconcile POs, Reopen POs, Reopen Closed POs | Initiate the Purchase Order Reopen process. |

# CHAPTER 39

# Reviewing Purchase Order Information

This chapter discusses how to:

- Inquire about purchase orders.
- View purchase order activity summaries.
- View purchase order document tolerance information.
- Review purchase order accounting line entries.

## Inquiring About Purchase Orders

This section lists the pages used to inquire about purchase orders.

### Pages Used to Inquire About Purchase Orders

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purchase Order Inquiry - Purchase Order | PO_LINE_INQ | Purchasing, Purchase Orders, Review PO Information, Purchase Orders, Purchase Order Inquiry | View purchase order information.<br>This is an inquiry version of the Maintain Purchase Order - Purchase Order page. |
| Purchase Order Inquiry - Vendor Details | PO_VENDOR_INQ | Click the Vendor Detail link on the Purchase Order Inquiry - Purchase Order page. | View vendor details. |
| Purchase Order Inquiry - PO Header Details | PO_HDR_DTL_INQ | Click the Header Details link on the Purchase Order Inquiry - Purchase Order page. | View purchase order header details. |
| PO Header Details - Bill To Address | PO_ADDRESS | Click the Billing Address link on the Purchase Order Inquiry - PO Header Details page. | View billing address details for the billing location. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Exchange Rate Detail | EXCH_RT_DTL_INQ | Click the Exchange Rate Detail link on the Purchase Order Inquiry - PO Header Details inquiry page and the PO Currency Information page. | View the rules used to calculate exchange rates for the transaction. |
| 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 Order page. | View purchase order value-added tax (VAT) information. |
| RTV Information | RTV_LN_DISP_SEC | Click the All RTV link on the Purchase Order Inquiry - Purchase Order page. | View details about any RTV transactions associated with the selected purchase order. |
| Purchase Order Inquiry - PO Matching | PO_MATCHING_INQ | Click the Matching link on the Purchase Order Inquiry - Purchase Order page. | View purchase order-matching information. |
| PO Header Comments | PO_COMMENTS_IN_SEC | Click the Header Comments link on the Purchase Order Inquiry - Purchase Order page. | View comments for a transaction. |
| PO Document Status | PRCR_DOCSTAT_INQ | • Click the Document Status link on the Purchase Order Inquiry - Purchase Order page.<br>• Purchasing, Purchase Orders, Review PO Information, Document Status | Access and review information about procurement documents associated with a purchase order. |
| Purchase Order Inquiry - Procurement Card Information | CC_USE_HDR_DTL | Click the Use Procurement Card link on the Purchase Order Inquiry - Purchase Order page. | View the procurement card or vendor card information that is being used as the payment method for the purchase order. |
| Review Change Orders - Header Changes | PO_CHANGE_HDR | Click the Change Order link on the Purchase Order Inquiry - Purchase Order page. | View the change order history associated with a purchase order. |
| Item Description | PO_ITEM_DESCR_INQ | Click the Item Description link on the Purchase Order Inquiry - Purchase Order page.<br>The item description 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Details for Line | PO_LINE_DTLS_INQ | Click the Line Details button on the Purchase Order Inquiry - Purchase Order page. | View purchase order line details.<br><br>**Note.** The rebate ID associated with the purchase order line displays on this page if the Rebate ID Security Control field value for the user is *Update* or *View Only.* Otherwise, the rebate ID will not display.<br><br>See Chapter 31, "Understanding Purchase Orders," Vendor Rebate Processing on the Purchase Order, page 529. |
| Maintain Contracts - Line | CNTRCT_LINE | Click the Contract Details link on the Details for Line inquiry page. | View contract details and select contract lines to use as lines on the purchase order. |
| PO Line Comments | PO_COMMENTS_IN_SEC | Click the Line Comments button on the Purchase Order Inquiry - Purchase Order page. | View line comments for a transaction. |
| Purchase Order Inquiry - Schedules | PO_SCHED_INQ | Click the Schedule button on the Purchase Order Inquiry - Purchase Order page. | View information about the purchase order schedule.<br><br>This is an inquiry version of the Maintain Purchase Orders - Schedule page. |
| Purchase Order Inquiry - PO Total Amount Details | PO_ADJ_BRKDWN | Click the Freight/Tax/Misc link on the Purchase Order Inquiry - Purchase Order page. | View price adjustments broken down into individual amounts, such as freight, sales and use tax, miscellaneous charges, and value-added tax. |
| Purchase Order Inquiry - Details for Schedule | PO_SCHED_DTLS_INQ | Click the Schedule Details link on the Purchase Order Inquiry - Schedules page. | View purchase order schedule details. |
| PO ShipTo Comments | PO_COMMENTS_IN_SEC | Click the ShipTo Comments link on the Purchase Orders Inquiry - Schedules page. | View ship to comments for a transaction. |
| Purchase Order Inquiry - PO ShipTo Address | PO_INQ_ADDR | Click the Ship To Address button on the Purchase Order Inquiry - Schedules 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- Schedules page. | View schedule price adjustment information. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Miscellaneous Charges for a Schedule | PO_SCHED_MISC_INQ | Click the Miscellaneous Charges button on the Purchase Order Inquiry - Schedules page. | View schedule miscellaneous charge information. |
| Sales/Use Tax Information for Schedule | PO_SCHED_SUT_INQ | Click the Sched Sales/Use Tax button on the Purchase Order Inquiry - Schedules page. | View schedule sales and use tax information. |
| Schedule VAT Information | PO_SCHED_VAT_INQ | Click the Schedule VAT link on the Purchase Order Inquiry - Schedules page. | View schedule VAT information. |
| Purchase Order Inquiry - Distributions for Schedule | PO_SCHED_DIST_INQ | Click the Distributions/ChartFields button on the Purchase Order Inquiry - Schedules page. | View purchase order distribution information. |
| Distribution Details | PO_DIST_DTLS_INQ | Click the Distribution Details link on the Purchase Order Inquiry - Distributions for Schedule page. | View distribution details. |
| PO Currency Information | PO_DIST_CURR_INQ | Click the Currency link on the Purchase Order Inquiry - Distributions for Schedule page. | View purchase order currency information. |
| Sales/Use Tax Details for Distribution | PO_DISTRIB_SUT_INQ | Click the Sales/Use Tax Information button on the Purchase Order Inquiry - Distributions for Schedule page. | View distribution sales and use tax details. |
| Distribution VAT Details | PO_DISTRIB_VAT_INQ | Click the Distrib VAT link on the Purchase Order Inquiry - Distributions for Schedule page. | View distribution VAT details. |

# Viewing Purchase Order 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 purchase orders to date.

**Note.** The quantity received on the Activity Summary pages reflect the purchase order 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 purchase order activity summaries.

## Pages Used to View Purchase Order 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 purchase orders to date. |
| Receipts - Receipts Inquiry | RECV_INQ | • Click the Receipt Number link on the Activity Summary page.<br>• Purchasing, Receipts, Review Receipt Information, Receipts | View additional information about the receipt document. |
| Review RTVs | RTV_INQ | Purchasing, Return to Vendor, Review RTVs | View additional information about the return to vendor document. |

# Viewing Purchase Order Document Tolerance Information

This section lists the pages used to view purchase order document tolerance information.

## Pages Used to View Purchase Order Document Tolerance Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Doc Tol Exception | DOC_TOL_EXCPT | Purchasing, Purchase Orders, Review PO Information, Document Tolerance Exceptions, Doc Tol Exception | View and update document tolerance exceptions. |
| Override Log | DOC_TOL_OVR_LOG | Purchasing, Purchase Orders, Review PO Information, Doc Tolerance Override History, Override Log | View and update document tolerance override history. |

# Reviewing Purchase Order 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:

- Select accounting line entries for review.

- Review accounting line entries for purchase orders.

## Pages Used to Review Purchase Order Accounting Line Entries

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Selection Criteria (for purchase order accounting line entries) | PO_ACCTG_LN_SELECT | Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries, Selection Criteria | Select the criteria that you want to view on the Purchase Order Accounting Entries page. Filter criteria by purchase order range, business unit, fiscal year range, purchase order status, and ChartField combinations. |
| Po Acctg Ln Lookup (purchase order accounting line lookup) | PO_ACCTG_LN_LOOKUP | Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries, Po Acctg Ln Lookup | Review accounting line entries. |

## Selecting Accounting Line Entries for Review

Access the Selection Criteria 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, you should run the entry event generator process each time that you run the budget check process. When you run the entry event generator process 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 you run the budget check process again, it deletes the existing entries for that transaction and recreates 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 field 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.

# Reviewing Accounting Line Entries for Purchase Orders

Access the Po Acctg Ln Lookup page.

## Accounting Entries

**Purchase Order ID** Click this link to access the Purchase Order Inquiry page, where you can view the vendor ID and other purchase order 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 you have run the entry event generator process. For standard entries, the value is always *0.* For supplemental entries, the value is *0* the first time that you run the entry event generator process, *1* the second time, and so on.

**Monetary Amount** Click this link to access the Commitment Control 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 14, “Using Entry Events,” page 203

Chapter 34, “Approving Purchase Orders,” Approving Purchase Order ChartFields, page 716

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Accounting Calendars”

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Understanding PeopleSoft ChartFields

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Inquiring on Budgets and Transaction Activities,” Viewing the Activity Log

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Setting Up Commitment Control Source Transaction Types”

# CHAPTER 40

# Using Stockless Items

This chapter provides an overview of stockless items in PeopleSoft Purchasing and discusses how to close stockless item backorders.

## Understanding Stockless Items in PeopleSoft Purchasing

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 Item check box 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 Create Par Replenishment Requests process (INPGCDMD) automatically stages a purchase order in PeopleSoft Purchasing from PeopleSoft Inventory. This purchase order 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 purchase order. 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 purchase order. Stockless item purchase orders 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 purchase order using online pages, you cannot enter standard and stockless items on the same purchase order.

The PO Dispatch/Print process (POPO0500) includes information about whether the replenishment option for the item is stockless or standard.

### See Also

Chapter 32, “Creating Purchase Orders Online,” Creating Purchase Order Distributions, page 601

Chapter 23, “Creating Requisitions Online,” Creating Requisition Lines, page 396

Chapter 6, “Defining Purchasing Item Information,” Capturing Item Miscellaneous Charges, page 92

Chapter 33, “Using Purchase Order Sourcing,” Running the PO Calculations Process, page 658

Chapter 33, “Using Purchase Order Sourcing,” Creating Purchase Orders Using the Create Purchase Orders Process, page 682

Chapter 24, “Using the Requisition Loader,” Running the Purchasing Requisition Loader Process, page 438

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*

# Closing Stockless Item Backorders

This section provides an overview of the Close Backorders process and discusses how to run the Close Backorders process.

## Understanding the Close Backorders Process

Use the Close Backorders SQR Report process (PORC500) to cancel backordered quantities of stockless items that the vendor cannot supply with the first receipt.

The Close Backorders process does three things:

- Examines all of the purchase orders with stockless items.
- Builds change requests that reduce the quantity of the purchase order to the amount received.
- Cancels any open lines.

For purchase orders 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 Backorders process. Change orders do not affect vendor performance measurement.

### See Also

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*

Chapter 40, “Using Stockless Items,” Running the Close Backorders Process, page 785

Chapter 36, “Creating Purchase Order Change Orders,” page 727

# Page Used to Close Stockless Item Backorders

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Close Backorders | RUN_RECV_CLOSE_BO | Purchasing, Receipts, Close Backorders | Cancel stockless item backorders using the Close Backorders process. |

# Running the Close Backorders Process

Access the Close Backorders 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** (Required) Enter the number of close days. Close days are the number of days that a stockless purchase order can remain open without receipts. A stockless purchase order that is still open with no quantity received after the number of days specified will be canceled.

# PART 6

# Receiving, Inspecting, and Returning Goods or Services

**Chapter 41**
**Receiving Shipments**

**Chapter 42**
**Working with Delivery Information**

**Chapter 43**
**Inspecting Received Items**

**Chapter 44**
**Managing Vendor Returns**

**Chapter 45**
**Using Receipt Accrual**

**Chapter 46**
**Reviewing Receipt Information**

**Chapter 47**
**Inquiring About Document Status**

# CHAPTER 41

# Receiving Shipments

This chapter provides an overview of the receiving business process and discusses how to:

- Receive purchase order items.
- Receive non-purchase order items.
- Receive items by amount.
- Manage receipts.
- Modify receipt ChartFields.
- Track receipt activity.
- Use advanced shipping receipts (ASRs).
- Receive items using electronic data collection (EDC).
- Subscribe to the Advanced Shipping Receipt (ASR) enterprise integration point (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 EIPs and EDC.
- 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, PeopleSoft Asset Management, and PeopleSoft Manufacturing 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 the actual receipt. These processes include setting up items and creating requisitions and purchase orders.

When stock arrives at the receiving location, you receive it using the PeopleSoft Purchasing Receiving component. You can receive inventory or non-inventory items, with or without associated purchase orders. Direct ship orders are not eligible for receiving in PeopleSoft Purchasing, because they are normally sent directly to a customer site and received there.

Here is the basic flow of the receiving business process:

1. Create receipts using online pages or batch processing.
   - Use the online Maintain Receipts - Receiving page to receive, accept, and reject shipment quantities. You can use this page to receive items with associated purchase orders or without associated purchase orders, as well as maintain existing receipts.
   - Use the Receive Load process (PO_RECVLOAD) to load batches of purchase order receipt information gathered using electronic data collection (EDC) and ASR EIPs, and, if your installation includes PeopleSoft eSupplier Connection, supplier-entered advanced shipping notices (ASNs).
2. If the stock is to 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. Use the Inspection page to inspect the stock, if inspections are performed as a separate business process in the organization.

   In this case, the Insp Qty field on the Maintain Receipts - 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 the 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 the receiving agents to process shipments and receipts, you must select the Separate Inspection check box when setting up the 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 the 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 manufacturing 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 manufacturing (if required) and matched (if required).

### See Also

Chapter 41, “Receiving Shipments,” Closing Receipts, page 848

Chapter 41, “Receiving Shipments,” Entering Asset Information, page 815

Chapter 41, “Receiving Shipments,” Entering Override Inventory Putaway Information, page 819

Chapter 41, “Receiving Shipments,” Entering Receipts, page 803

Chapter 41, “Receiving Shipments,” Running the Receive Load Application Engine Process (PO_RECVLOAD), page 842

Chapter 41, “Receiving Shipments,” Receiving Items Using EDC, page 833

Chapter 41, “Receiving Shipments,” Using the Receiver Interface Push Application Engine Process (PO_RECVPUSH), page 844

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

Chapter 43, “Inspecting Received Items,” Entering RTV Setup Information, page 861

Chapter 43, “Inspecting Received Items,” Inspecting Receipt Items, page 856

Chapter 43, “Inspecting Received Items,” Specifying Putaway Location Overrides, page 859

Chapter 44, “Managing Vendor Returns,” Entering RTV Transactions, page 872

Chapter 41, “Receiving Shipments,” Modifying Receipt ChartField Values, page 827

Chapter 42, “Working with Delivery Information,” page 851

Chapter 10, “Using Messaging,” Processing Inbound Messages, page 159

## Defining Receipt Statuses

Receipt statuses are maintained at the receipt header, line, and distribution levels. After you’ve entered the receipt header information, selected the purchase order lines and schedules to be received, entered the quantities, updated pertinent asset information, input putaway information, and saved the receipt, the save time editing on the receipt adjusts the appropriate receipt statuses.

| Receipt Header Status Values | Status Definition |
|---|---|
| *Open* | Not all edits have passed. One or more receipt lines are in *Open* status. |
| *Received* | All edits have passed. All lines are in *Received* or *Canceled* status. |
| *Hold* | Receipt is on hold until released by user. |

| Receipt Header Status Values | Status Definition |
|---|---|
| *Moved* | Receipt has been processed by RECVPUSH, which creates the landed cost transactions for new receipts, and may interface them to PeopleSoft Asset Management, PeopleSoft Inventory, or PeopleSoft Manufacturing. |
| *Closed* | All receipt lines have been moved and matched (when required). All interface requirements have been fulfilled and no further processing is required. |
| *Canceled* | 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* does the receipt header have a status of *Received.* If any receipt lines have a status of *Open,* the receipt header has a status of *Open.*

## Using Quantity Tolerances

When you save the Maintain Receipts - Receiving page, the system checks for over shipments 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 purchase order line quantity, the current receipt quantity, and any quantity previously received for the purchase order line. When the quantity previously received, plus the current receipt quantity is greater than the purchase order 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 41, “Receiving Shipments,” Entering Receipts, page 803

Chapter 41, “Receiving Shipments,” Viewing Receipt Line Details, page 811

## 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 purchase order. If the receipt date is prior to the due date of the purchase order schedule minus this tolerance value, then the receipt line is identified as early. If the receipt date is past the due date of the purchase order schedule plus this tolerance value, then the receipt line is identified as late.

## Using Partial Receipt Edits

Use the Partial Qty field on the Purchasing Attributes - Purchasing Controls page to specify the 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 |
|---|---|
| *Recvd* (received) | No error and no warning are issued. Line status is set to *Received.* |
| *Recvd/Warn* (received/warning) | Warning message is issued. Line status is set to *Received.* |
| *Open* | No error and no warning are issued. Line status set to *Open.* |
| *Open/Warn* (open/warning) | Warning message is issued. Line status set to *Open.* |
| *Error* | Shipment cannot be received. Error message is issued. Line status set to *Open.* |

## 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 Enterprise Inventory 8.9 PeopleBook*, “Receiving and Putting Away Stock,” Calling Directed Putaway

# Prerequisites

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 the Interface Receipts defaults.

### See Also

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Establishing PeopleSoft Purchasing Business Units, page 32

# Common Elements Used in This Chapter

**Area/Storage Area**

Identifies the segment of the warehouse in which this item is to be stored. If the item being received requires inspection, the chosen area must be associated with an inspection location. The available values that appear 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 *Amt.*

*Qty* (quantity): Designates that the line is to be distributed by quantity.

*Amt* (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-purchase order receipts, this value appears by default from the ship to location. For purchase order receipts, this value appears by default from the purchase order 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 purchase order-related. The check box is clear and unavailable when the receipt is non-purchase order-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.<br><br>**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 an inspection location to a non-inspection location. |
| **Vndr UOM** (vendor unit of measure) | Item unit of measure assigned by the vendor and used on the purchase order line. |

# 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 purchase order.

Steps in receiving a shipment against a purchase order might include:

- Selecting the purchase order.
- Receiving and rejecting shipment quantities.
- Viewing purchase order 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 purchase order receipt. It depends on the items received and the method of receiving.

# Receiving Non-Purchase Order Items

A non-purchase order receipt can be interfaced to the same products as a purchase order receipt, with the exception of PeopleSoft Manufacturing subcontracts, which must be received with a purchase order. Some information that would be copied from the purchase order for a purchase order receipt must be entered or selected when entering a non-purchase order receipt, while other information appears by default.

You add a non-purchase order receipt line on the Maintain Receipts - Receiving page in Add mode. You must complete the Vendor ID, Vendor Location, and Ship To Location fields in the Header section of the Maintain Receipts - Receiving page before entering other non-purchase order receipt information on the Maintain Receipts - Receiving page.

You can enter an item ID for the receipt line or, if you have the authority, a description of the item and category ID. If you have the authority to change a non-purchase order receipt price, you can enter just a description for the item that you want to receive and an associated category and you can also change the price associated with the item until the receipt line has been moved to PeopleSoft Inventory, moved to PeopleSoft Manufacturing, moved to PeopleSoft Asset Management, or a voucher has been partially or fully matched in PeopleSoft Payables.

When you change the price of the description only item, the new price will be used to recalculate transaction and base merchandise amounts for the receipt line.

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 for Line page.

Receipt lines with associated purchase orders cannot be added to non-purchase order receipts.

### See Also

Chapter 41, “Receiving Shipments,” Entering Receipts, page 803

Chapter 41, “Receiving Shipments,” Entering Receipt Header Information, page 809

Chapter 41, “Receiving Shipments,” Maintaining Receipt Distribution Information, page 824

# 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 purchase order 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 a large monetary amount.

When the Amount Only check box is selected on the associated contract or purchase order, 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 purchase order 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:

- Select purchase orders.
- Enter receipts.
- Enter receipt header information.
- View receipt line details.
- Enter asset information.
- Enter override inventory putaway information.
- View inventory item storage details.
- Search for available storage locations.
- Maintain receipt distribution information.
- View purchase order comments.
- View return-to-vendor details.
- Accrue a receipt.

## Pages Used to Manage Receipts

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Select Purchase Order | PO_PICK_ORDERS | • Purchasing, Receipts, Add/Update Receipts, Select Purchase Order<br>• Click the Select Purchase Order link on the Maintain Receipts - Receiving page. | Search for and retrieve purchase order schedules against which to create receipts.<br>Select the PO Receipt check box before entering the Select Purchase Order page.<br>**Note.** This page is not available when creating a receipt for non-purchase order items. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Receipts - Receiving | RECV_WPO | • (PO receipt) Select a purchase order line on the Select Purchase Order page and click the OK button.<br>• (non-PO receipt) Purchasing, Receipts, Add/Update Receipts, Maintain Receipts - Receiving | Create receipts for non-purchase order and purchase order line items. |
| Item Description | RECV_ITEM_DESCR, RTV_ITEM_DESCR_FS, PO_PICK_IT_DESCR | Click the Item Description link on the Maintain Receipts - Receiving page or the Select Purchase Order page.<br>The item description 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. |
| Maintain Receipts - Header Details | RECV_WPO_HDR | Click the Header Details link on the Maintain Receipts - Receiving page. | View and enter receipt header information. |
| Maintain Receipts - Receipt Header Comments | RECV_COMMENTS_SEC | Click the Add Comments link on the Maintain Receipts - Receiving page. | View and enter comments for the receipt header level. |
| Maintain Receipts - Activities | RECV_ACTIVITY_SEC | Click the Activities link on the Maintain Receipts - Receiving page. | Enter information that pertains to the receipt activity. You can use this page to record comments, due dates, and activity status. |
| Receipt DOC Status | PRCR_DOCSTAT_INQ | • Click the Document Status link on the Maintain Receipts - Receiving page.<br>• Purchasing, Receipts, Review Receipt Information, Document Status, Receipt DOC Status | Access and review information about procurement documents associated with a receipt. |
| Maintain Receipts - 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. |

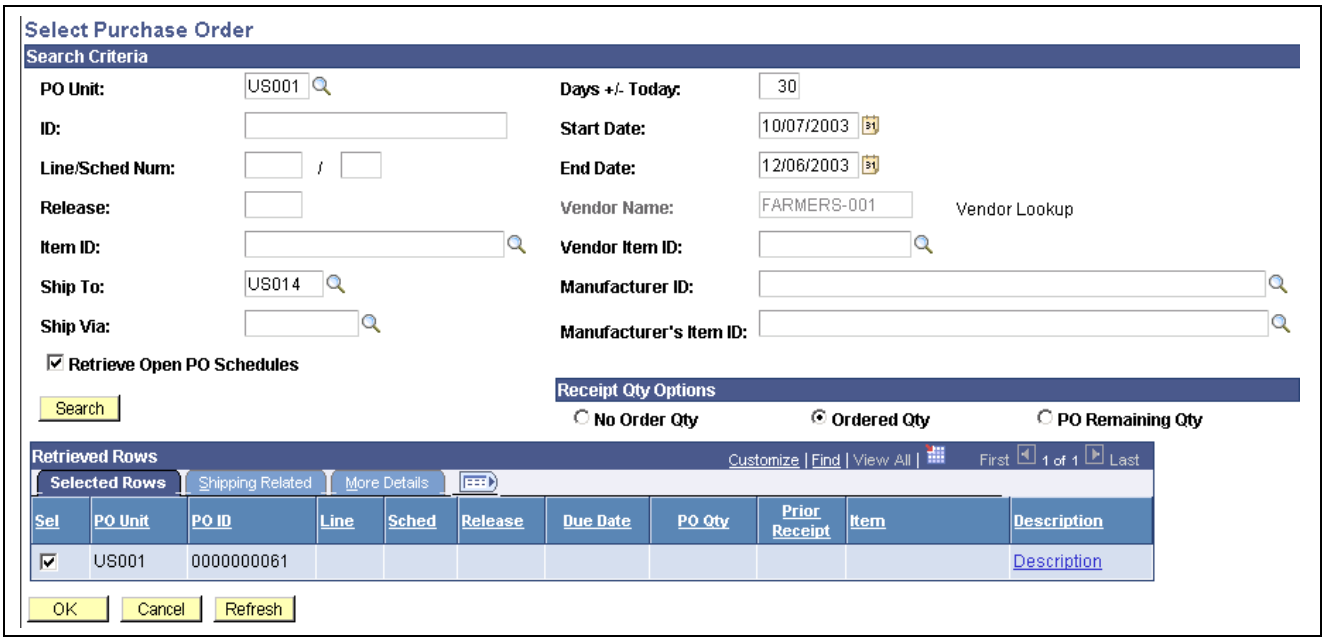
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Asset Management Information for Line | RECV_WPO_AM | Click the AM Status Pending or Moved link under the Receipt Lines tab of the Maintain Receipts - Receiving page.<br>If available, this link appears in the AM Status column in the grid section of the Maintaining Receipts - Receiving page. | View and enter information about asset purchases. This information is passed to PeopleSoft Asset Management.<br>This page is available for entry only if the selected receipt is targeted for PeopleSoft Asset Management. One or more of the distributions must have a PeopleSoft Asset Management business unit and AM profile designated, and optionally, other asset management data. |
| Inventory Putaway Information for Line | RECV_WPO_PUTAWAY | Click the INV Status Pending or Moved link under the Receipt Lines tab of the Maintain Receipts - Receiving page.<br>If available, this link appears in the IN Status column in the grid section of the Maintain Receipts - Receiving page. | View and enter overriding information used to put items away in inventory business unit storage locations.<br>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 purchase order and non-purchase order receipts. |
| Inventory Item Information | RECV_INV_ITEMS_SP | Click the Item Detail link on the Inventory Putaway Information for Line page. | View detailed inventory information entered for an inventory-related item. |
| Storage Location Search | RECV_STOR_LOC_SRCH | Click the Storage Location Search button under the Putaway Location tab 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 under the Putaway Location tab of the Inventory Putaway Information for Line page. | Define directed putaway information for receipt items. This button 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 Device Track link under the Receipt Lines tab of the Maintain Receipts - Receiving page. | View and enter serial/component and lot/batch information.<br>This page is only accessible for items that have been flagged for device tracking.<br>This option is only available if you select device tracking for the receipt line. The device tracking value appears by default from the Item Master table. |
| Receipt Line Comments | RECV_COMMENTS_SEC | Click the Line Comments button under the Links and Status tab of the Maintain Receipts - Receiving page. | View and enter comments for the receipt line. |
| Maintain Receipts - Receipt Distributions for Line | RECV_WPO_DIST | Click the Distribution button under the Links and Status tab of the Maintain Receipts - Receiving page. | View distribution information for the selected receipt. |
| PO Distribution Details | RECV_WPO_PO_DIST | Click the PO Distribution Details button on the Maintain Receipts - Receipt Distributions for Line page. | View purchase order distribution information. |
| PO Comments | RECV_PO_LN_COMMENT | Click the PO Comments button under the Source Information tab of the Maintain Receipts - Receiving page. | View purchase order header, line, and ship to comments for the associated purchase order line or purchase order schedule levels. |
| RTV Information | RTV_LN_DISP_SEC | Click the Return To Vendor Data link on the Maintain Receipts - Receiving page. | View details about any RTV transactions created for the selected receipt. |
| Pegging Workbench | IN_PEG_DETAIL_SP | • Click the Pegging Inquiry button under the Source Information tab of the Maintain Receipts - Receiving page.<br>• Click the Pegging Inquiry button on the Maintain Receipts - Receipt Distributions for Line page. | View the pegging information. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pre - AM 1 | INTFC_PRE_AM_01 | Click the Interface Asset 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. |

# Selecting Purchase Orders

Access the Select Purchase Order page.



Select Purchase Order page

**Note.** This page is only available if you select the PO Receipt check box on the Add/Update Receipt dialog box.

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 the search retrieves a list of items, you can identify the selections and have the system place them on the transaction document.

**PO Unit** (PeopleSoft Purchasing business unit) Select the business unit.

**ID** Enter the purchase order number or purchasing contract number. Entering a contract ID retrieves all of the purchase order schedules associated with the contract.

**Note.** The open purchase order schedules is controlled by the Retrieve Open PO Schedules check box.

**Line** and **/Sched Num**(schedule number) — Enter the purchase order line and schedule numbers.

**Release** — Enter the release number of the contract associated with the item, if applicable.

**Retrieve Open PO Schedules** — Select this check box to retrieve only purchase order schedules that haven't been fully received. If you do not select this check box, purchase orders that have been fully received appear in the search, as well as purchase order schedules that haven't been fully received.

**Days +/- Today** — Enter a value to further restrict or expand the number of purchase order schedules that appear 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. The system will select all schedules whose due date falls on or between the two dates.

**Start Date** and **End Date** — Used as a comparison against the purchase order due 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.

## 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 appear. 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 this option to signify that the receiver must enter 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. You will need to manually enter all receipt quantities.

**Ordered Qty** (ordered quantity) — Select this option to automatically make the received quantity the purchase order quantity. This selection changes the purchase order quantity regardless of any prior receipt quantity.

**PO Remaining Qty** (purchase order remaining quantity) — Select this option 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 this button to display purchase order lines and schedules that match the entered criteria in the Retrieved Rows group box.

## Retrieved Rows

In this group box, all the purchase order lines and schedules that match the search criteria appear.

### Selected Rows Tab

| | |
|---|---|
| **Sel** (select) | Click this check box next to a purchase order line 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. |
| **Prior Receipt** | Displays the number of items already received. |

### Shipping Related Tab

Select the Shipping Related tab.

| | |
|---|---|
| **Orig Prom** (original promise date) | This values appears by default from the purchase order schedule and contains the purchase order schedule original due date. |

### More Details Tab

Select the More Details tab.

| | |
|---|---|
| **PO Amount** (purchase order amount) | Displays the monetary value of the merchandise on the selected purchase order line. |
| **Recv Reqd** (receiving required) | Displays whether receiving is required for this item. Values are:<br>• *Y:*Receiving is Required.<br>• *N:*Receiving is Optional.<br>• *X:*Do not receive.<br>If receiving is required, 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 over shipment is allowed without having to reject items. |
| **Price** | Displays the unit price of the item on the selected purchase order line. |

### See Also

Chapter 41, “Receiving Shipments,” Using ASRs, page 828

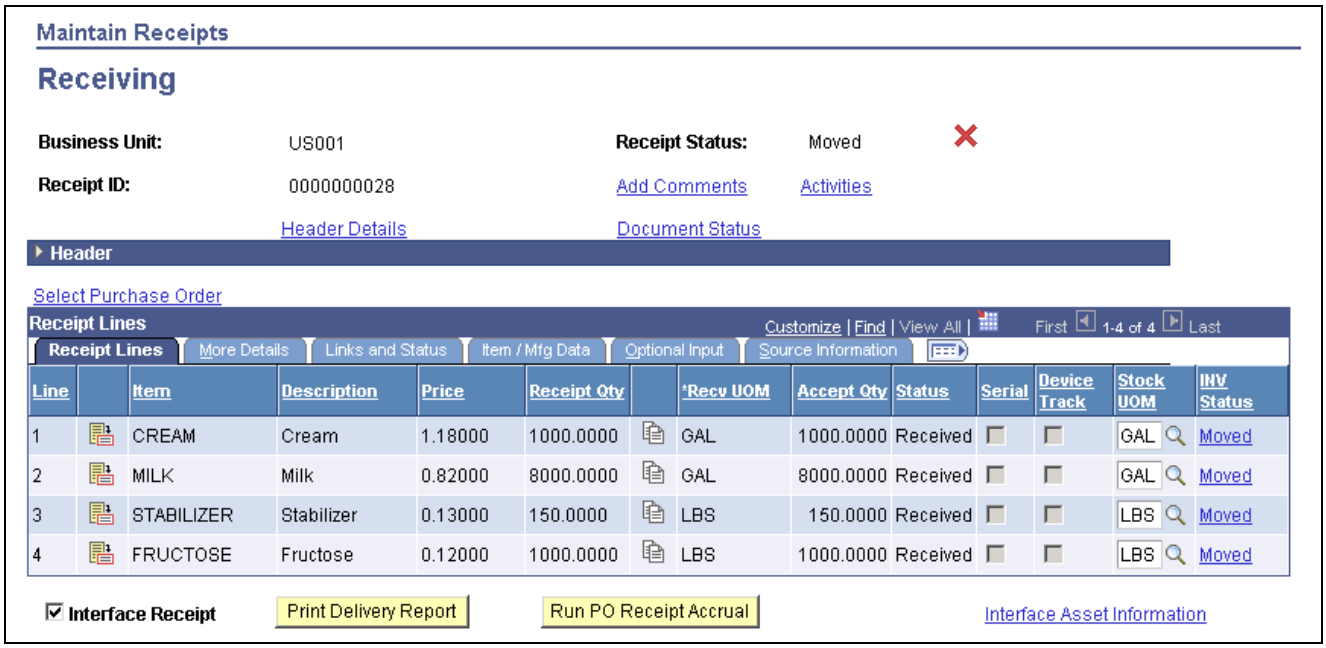
Chapter 41, “Receiving Shipments,” Entering Receipts, page 803

Chapter 41, “Receiving Shipments,” Running the Receive Load Application Engine Process (PO_RECVLOAD), page 842

Chapter 44, “Managing Vendor Returns,” Entering RTV Transactions, page 872

## Entering Receipts

Access the Maintain Receipts - Receiving page.




Maintain Receipts - Receiving page

If a vendor sent you ASR information using electronic data exchange and the receipts have already been created by the Receive Load process, the receipt information appears in the scroll area for your review in Update/Display mode.

**Header Details**

Click on this link to access the Maintain Receipts - Header Details page. Use this page to view and enter receipt header information.

**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.

**Add/Edit Comments**

Click on the Add Comments link to access the Maintain Receipts - Receipt Header Comments page. Use this page to add header level comments that will be associated with this receiver ID. Once comments are added, the link will be displayed as Edit Comments. Click on the link to add additional header level comments or to review existing ones.

**Activities**

Click on this link to access the Maintain Receipts - Activities page. Use this page to add or review activities associated with the receipt header.

Click the Cancel Receipt button to cancel the entire receipt. Canceling the transaction cannot be reversed.

## Header

**Vendor ID, Vendor Location,** and **Ship To Location**

Select the vendor ID, vendor location, and Ship To location for the non-purchase order receipt item. These fields must be entered before you can continue with a non-purchase order receipt.

For purchase order receipts these fields are display only and appear by default from the purchase order.

**Select Purchase Order**

Click this link to access the Select Purchase Order page. Use this page to search for and retrieve purchase order schedules against which to create a receipt.

## Receipt Lines

Receipt lines display in this group box for the purchase order lines selected on the Select Purchase Order page.

## Receipt Lines Tab

Click the Details button to access the Receipt Line Details for Line page, where you can view details about the receipt. This page formats the information you see here and on the subsequent tabs in a single long page format.

**Description**

If you are receiving against a purchase order, the item selected and its description will be displayed. If you are entering a non-purchase order receipt, you can enter an existing item ID and a description and category will be displayed. If you have the authority to change a non-purchase order receipt price, you can enter just a description for the item you are receiving. After you enter the description for the item, the Category field is available for entry.

**Price**

When an item is received against the purchase order, the Item's purchase order price is displayed. If you are entering a non-purchase order receipt and have specified an item ID, the item's purchasing item attributes price is displayed. If you have the authority to change a non-purchase order receipt price, you can make modifications here. Additionally, if you entered a description only item, you would enter the price here.

When the price is changed the new price will be used to recalculate transaction and base merchandise amounts on the receipt line.

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**Note.** The item description, price, and category will no longer be available for modification once the non-purchase order receipt line has been moved to inventory, moved to assets, moved to manufacturing, or accounts payable matching has fully or partially matched a voucher.

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**Receipt Qty** (receipt quantity) and **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.

If you are using the vendor rebate functionality, you can still change the receipt quantity that was previously entered, even if there are accrued rebate transactions tied to this receipt with a vendor rebate claim. However, in a such situation the rebate accrual transaction won't be recalculated but a workflow and/or email notification will be sent to the rebate manager. After reviewing the changes, the rebate manager must decide whether manual actions, such as adjusting the subsequent claim amount, is required. If there

are no accrued rebate transactions you can change the receipt quantity and the Rebate Accruals process will recalculate the rebate accrual transaction.

Click the Copy quantity down button to enter the same Receipt Qty (received quantity) value on the selected line to all Receipt Qty fields for all subsequent lines selected.

**Accept Qty** (accepted quantity)

Displays the 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.

**Status**

Displays the status of the receipt line.

*Closed* (closed schedule)

*Hold* (hold schedule)

*Open* (open schedule)

*Received* (received schedule)

*Canceled* (canceled schedule)

**Category**

If you have entered a description only for a non-purchase order receipt line item, select the category to associate with the item.

**Serial**

Identifies if the receipt line is serial controlled. If you are receiving a description-only purchase order line (no item ID) and the line is asset-related, the serial check box can be selected. For serial-controlled items, you must enter the serial ID at the time of receipt or the receipt line status stays in the *Open* status and is not eligible for interfacing to inventory or assets.

**Device Track**

Indicates whether a receipt line is device tracked. The default value is selected and unavailable for device-tracked items unless they are description only (no item ID). The 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:

*Pending:* Indicates that the receipt line is asset-related and is pending interface with PeopleSoft Asset Management. Click on the link to access the Asset Management Information for Line page where asset information can be recorded.

*Moved:* Indicates that the receipt line has been interfaced to PeopleSoft Asset Management.

If the receipt line is not asset-related this field is blank.

**INV Status** (inventory move status)

Displays the item status in relation to PeopleSoft Inventory. Values are:

*Pending:* Indicates that the receipt line is inventory-related and is pending interface with PeopleSoft Inventory. Click on the link to access the Inventory Putaway Information for Line page where storage location information can be reviewed or entered.

*Moved:* Indicates that the receipt line has been interfaced to PeopleSoft Inventory.

If the receipt line is not inventory-related this field is blank.

## More Details Tab

Select the More Details tab.

Inspection processing may be performed as a separate business process for the organization. This involves receiving all goods, moving them to an inventory holding area, and then performing the inspection process. To have the receiving agents process shipments and receipts in this manner, select the Separate Inspection check box when setting up the 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 the receivers to be able to inspect items and enter inspection quantity at time of receipt, do not select the Separate Inspection check box.

**Inspect**

If selected, this check box indicates that the receipt line requires inspection.

**Reject Qty** (rejected quantity)

Enter the quantity of items to reject. 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**

Select an action for the rejects. Values are:

*C* (return for credit)

*R* (return for replacement)

When you enter or modify a rejection against a PeopleSoft Manufacturing receipt line, and the receipt has already been moved to PeopleSoft Manufacturing, the following adjustments apply when updating the Manufacturing 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 returned 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) and **RMA Line**

If available, enter the RMA number the vendor assigned to the rejected item. Supplying this information helps you and the vendor to associate the rejected goods to the original purchase order. RMA information from any return-to-vendor transactions (RTVs) associated with the receipt line does not update the receipt RMA information.

**Net Receipt Quantity**

Displays the 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 Adjust Source check box is selected at the business unit level.

**Allocation Type**

Displays the allocation type for the receipt. The method selected is used when the receipt quantity is less that the quantity ordered. This field appears by default from the Purchasing Definition - Business Unit Options page. Values are:

*FIFO* (first-in-first-out): Allocations to the distribution quantities are fulfilled based on the sequence in which they are added to the purchase order schedule for purchase order receipts or the receipt line for non-purchase order receipts.

*Prorate:* The receipt amount is prorated across the distributions for the schedule based on what percentage the receipt amount is to the total purchase order schedule's distribution amount. For example, if 50% of the required items were received, each distribution line would be allocated 50 percent of its required quantity.

*Specify:* The user will specify the quantity received for each distribution line.

**Ship To** Displays the location to which the vendor delivered the items.

## Optional Input Tab

Select the Optional Input tab.

**Hold** Select this check box to put the receipt line on hold. When selected, the receipt line status is set to *H* (hold).

**Invoice Number** Enter the invoice ID assigned by the vendor. The invoice ID from the receipt header appears by default to the receipt lines. An invoice ID is required for ERS processing of the receipt.

**Packing Slip** Enter the packing slip ID for the received merchandise. The packing slip appears by default from the receipt header.

**Pro Number** (progressive number) Enter the tracking number assigned to the shipment in which the material arrived. This progressive number appears by default from the receipt header.

**Origin Country** Select the 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.

*NA* (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.

**Intrastat Distribution Status** Used for Intrastat reporting and indicates whether this receipt has been processed by the Intrastat reporting process. Valid values are:

*Distribute*(Distributed)

*Ignore*(Ignored)

*Archive*(Archival entry)

*Reversal*(Reversal entry)

*Undefined*(Undefined)

## Source Information

Select the Optional Input tab.

Click the Pegging Inquiry button to access the Pegging Workbench page. Use this page to view details associated with the pegged line.

### Additional Information

**Print Delivery Report** Click this 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 this 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 appear if *Do Not Generate Reversal* is not selected as the reversal code on the Journal Generator Template.

### See Also

Chapter 41, “Receiving Shipments,” Accruing a Receipt, page 826

Chapter 41, “Receiving Shipments,” Accruing a Receipt, page 826

Appendix D, “PeopleSoft Purchasing Reports,” POY5030 - Receiver Delivery, page 1001

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 74

Chapter 43, “Inspecting Received Items,” page 853

Chapter 10, “Using Messaging,” page 157

Chapter 45, “Using Receipt Accrual,” page 891

Chapter 44, “Managing Vendor Returns,” Item Rejection Versus Item Returns, page 864

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Defining Items by SetID,” Establishing Item Shipping and Handling Attributes

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Working with Items,” Using Device Tracking

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Working with Items,” Using Universal Item Identifiers

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Working with Items,” Using Item Quantity UOM

*PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook*, “Integrating Asset Management with Other Products”

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Creating Business Unit Options, page 41

## Entering Receipt Header Information

Access the Maintain Receipts - Header Details page.

**Receive Source** Identifies the method used to create the receipt.

**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.

| | |
|---|---|
| **Last Change Date** | Displays the date and time of the last change to the receipt. |
| **Last User to Modify** | Displays the last user to modify the receipt. |

## Shipping Information

| | |
|---|---|
| **Carrier ID** | Enter the Carrier ID. This identifies the carrier who delivered the shipment. |
| **Vehicle ID** | Enter a Vehicle ID. This identifies the vehicle that delivered the shipment. |
| **Driver ID** | Enter a Driver ID. This identifies the driver who delivered the shipment. |
| **Bill of Lading** | Enter the bill of lading. The bill of lading that you enter here appears by default onto the receipt lines. |
| **Pack Slip** | Enter the packing slip. The pack slip value that you enter here appears by default to the packing slip on the receipt line. The field becomes unavailable when the match status on the receipt is *Matched* or *Partially Matched.* |
| **Shipment Number** | Enter the shipment number assigned to the shipment. |
| **Pro Number** (progressive number) | Enter the carrier's tracking number for this delivery of materials. The progressive number that you enter here appears by default to the progressive number on the receipt line. |
| **Container ID** | Enter a Container ID. This identifies the container in which the goods were shipped. |
| **Nbr Cartons** (number of cartons) | Enter the number of cartons received. |
| **Pallets In** | Enter the number of pallets delivered. |
| **Pallets Out** | Enter the 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** | Select 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 appears by default as 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:<br>*Frt Terms* (freight terms): Use freight terms to determine the invoice date.<br>*Recv Date* (receipt date): Use the receipt date to determine the invoice date. |
| **Freight Terms** | Enter 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 this check box is selected, the receipt can be used by PeopleSoft Payables for ERS (evaluated receipt settlement). |

**Match Status** Displays the receipt's matching status. Values are:

*Matched* (fully matched)

*No Match* (no match)

*Partial* (partially matched)

*To Match* (to be matched)

*Vouchered*(vouchered)

**Match Rule** Displays the match rule assigned to the receipt, if applicable.

### Receipt Hold Options

**Hold Receipt** Select this check box to hold processing of this receipt in PeopleSoft Purchasing.

**Hold Inventory** Select this check box to hold any received inventory items from moving to PeopleSoft Inventory for putaway processing.

**Hold Assets** Select this check box to hold any received items with asset management information from moving to PeopleSoft Asset Management for further processing.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Viewing and Updating Match Rule Controls

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Viewing and Updating Match Rule Definitions

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process"

## Viewing Receipt Line Details

Access the Maintain Receipts - Receipt Line Details for Line page by clicking the Details button for a specific line.

### Receipt Quantity

**Receipt Qty** (receipt quantity) Displays the quantity received on the receipt line.

**Reject Qty** (reject quantity) Displays the quantity rejected on the receipt line.

**Accept Qty** (accept quantity) Displays the quantity accepted on the receipt line.

**Return Qty** (return quantity) Displays the quantity returned on the receipt line.

**Inspect Qty** (inspected quantity) Displays the quantity inspected on the receipt line.

**Recv UOM** (receiving unit of measure) Displays the unit of measure in which the items were received.

**Vndr UOM** (vendor or ordering unit of measure) Displays the unit of measure in which the items were ordered from the vendor.

**Std UOM** (standard unit of measure) Displays the standard unit of measure for the item.

**Stock UOM** (stocking unit of measure) Displays the unit of measure in which the items are to be stocked in inventory.

## Conversion Rate

**Convert to PO** Displays the conversion rate applied to the receipt UOM quantity to determine the purchase order UOM quantity.

**Convert to Stock** Displays the conversion rate applied to the receipt UOM quantity to determine the stocking UOM quantity to put away the item.

**Vendor to Std Rate** Displays the conversion rate applied to the vendor / purchase order UOM quantity to determine the standard UOM quantity for the receipt line.

**Convert Stock to Standard** Displays the 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:

*Moved:* The receipt line has been interfaced to PeopleSoft Asset Management.

*N/A* (not applicable): The receipt line is not asset-related.

*Pending:* 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.

**Intrastat Distribution Status** Used for Intrastat reporting and indicates whether this receipt has been processed by the Intrastat reporting process. Values are:

*Distribute* (distributed)

*Ignore* (ignored)

*Archive* (archival entry)

*Reversal* (reversal entry)

*Undefined* (undefined)

**Inventory** Designates whether the receipt line is an inventory related line, along with its status. Values are:

*Moved:* The receipt line has been interfaced to PeopleSoft Inventory.

*N/A* (not applicable): The receipt line is not inventory-related.

*Pending:* The receipt line is inventory-related and is pending interface with PeopleSoft Inventory.

**Mfg Applicable** (manufacturing applicable) Designates whether the receipt line is a PeopleSoft Manufacturing related line, along with its status. Values are:

*Moved:* The receipt line has been interfaced to PeopleSoft Production Management.

*N/A* (not applicable): The receipt line is not production management-related.

| | |
|---|---|
| | *Pending:* The receipt line is production management-related and is pending interface with PeopleSoft Production Management. |
| **Serial Control** | Designates whether the receipt line is serial controlled, along with one of the following statuses: *Complete* or *Incomplete.* |
| **Inspection** | Designates whether the receipt line item requires inspection, along with one of the following statuses: *Complete* or *Incomplete.* |
| **Process Complete** | Displays *Y* 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. |
| **Lot Control** | Designates whether the receipt line item is lot controlled, along with one of the following statuses: *Complete* or *Incomplete.* |
| **Ship Date Status** | Displays the status of the ship date. Values are:<br>*Date OK* (passes date check): Shipment date passed the ship date tolerance check.<br>*Early Ship* (early shipment): Shipment date was too early to pass the ship date tolerance check.<br>*Late Ship* (late shipment): Shipment date was too late to pass the ship date tolerance check. |
| **Due Date** | Displays the requested due date and due time of the receipt line. |
| **Quantity Status** | Displays the tolerance status of the receipt line item's received quantity. Values are:<br>*Qty OK* (passes quantity check): Received quantity passed the quantity tolerance check.<br>*Over Ship* (over shipment): Received quantity was greater than the quantity tolerance.<br>*Under Ship* (under shipment): Received quantity was less than the quantity tolerance. |
| **Ship Days** | Displays the number of days the shipment was late. |
| **Matching** | Indicates whether matching is required for the receipt line. |
| **Ship Qty Pct** (ship quantity percentage) | Displays the percentage of items that were overshipped. |
| **Match Status** | Displays the receipt line matching status. Values are:<br>*Matched* (fully matched)<br>*No Match* (no match)<br>*Partial* (partially matched)<br>*To Match* (to be matched)<br>*Vouchered* (vouchered) |

## Manufacturer Information

| | |
|---|---|
| **IN Unit** (PeopleSoft Inventory business unit) | Displays the PeopleSoft Inventory business unit value used for PeopleSoft Manufacturing-related transaction. |
| **Operation Sequence** | Displays the operation sequence of the PeopleSoft Manufacturing-related transaction. This is the manufacturing subcontracted operation for which the outside processing service was performed. |
| **Production ID** | Displays the production ID of the PeopleSoft Manufacturing-related transaction. This is the production ID for which the outside processing services were performed. |
| **Revision** | Displays the revision number of the item if applicable. |
| **Manufacturer ID** | Displays the item's manufacturer ID. |
| **Manufacturer** | Displays the name of the manufacturer. |
| **Model** | Displays the model of the item. |
| **Mfg Itm ID** (manufacturing item ID) | Displays the manufacturer item ID for the item. |
| **Configuration Code** | Displays the identification code assigned to specific configuration details for the items, if applicable. |

## Optional Data

| | |
|---|---|
| **Hold** | Displays the line hold status. *Y* if on hold and a *N* if not on hold. |
| **Bill of Lading** | Displays 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** | Displays the progressive number of the receipt line. |
| **Origin Country** | Displays the country from which the receipt line item originated. |
| **Invoice ID** | Displays the vendor assigned invoice ID assigned to the shipment for the receipt line. |
| **Packing Slip** | Displays the shipment packing slip for the receipt line. |

## Source Information

| | |
|---|---|
| **PO Unit** (PeopleSoft Purchasing business unit) | Displays the PeopleSoft Purchasing business unit of the purchase order schedule associated with the receipt line. |
| **PO Amount** | Displays the merchandise amount of the purchase order schedule associated with the receipt line. |
| **PO ID** | Displays the purchase order ID of the purchase order schedule associated with the receipt line. |
| **PO Type** | Displays the type of purchase order from which the receipt line was created. This is a user-defined value. Types are not used in purchase order processing, |

with the exception of *Kanban;* however, you can use them for tracking and reporting purposes.

**PO Line** Displays the purchase order line number of the purchase order schedule associated with the receipt line.

**PO Schedule** Displays the purchase order schedule number of the purchase order schedule associated with the receipt line.

**Amount Only** If *Y,* indicates that the receipt line is to be received by amount only.

**Distribute by** Displays the distribution method used for the receipt line. By quantity or by amount.

### See Also

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, "Working with Items," Using Item Quantity UOM

## Entering Asset Information

Access the Asset Management Information for Line page by clicking on the link in the AM status column of the Maintain Receipts - Receiving page

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**Note.** If the defaults for the 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.

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If the purchase order distribution has a PeopleSoft Asset Management business unit and asset profile ID specified, the 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 populate automatically when the receiving agent accesses the Asset Management Information for Line 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 can occur 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 purchase order 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.

**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 functionality is not available if the receipt line has a single distribution only.

When you use this functionality, 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

**Business Unit** PeopleSoft Asset Management business unit associated with the selected distribution line. The PeopleSoft Asset Management unit can be entered for new non-purchase order receipts, but cannot be changed once the receipt has been saved.

**Profile ID** Displays the identifier for the receipt item product profile defined in PeopleSoft Asset Management.

**CAP #** (capital acquisition planning number) Displays the capital acquisition plan identifier. This identifier is defined in PeopleSoft Asset Management.

**Cost Type** Displays the cost type code for the receipt item, if applicable. Cost types represent different components of the cost of an asset, such as materials, labor, and overhead. For example, you can differentiate between the cost of building an asset and its market value by allocating the cost of production to one cost type and the margin of profit to another cost type. Cost type, in combination with asset category and transaction code, determines into which accounts the costs are entered in the general ledger.

**Capitalize** Designates whether or not the receipt item is capitalized. Values are:

*Non Cap*(not a capitalized asset)

*Capitalize* (capitalized asset)

**CAP Sequence** (capital acquisition planning sequence) Displays the sequence number for the capital acquisition plan.

## Apply to Details

**Assign Tag IDs** and **Assign Serial IDs** If the receipt line is serial controlled, both the Assign Serial IDs and Assign Tag IDs options are available. If the receipt line is not serial controlled, only Assign Tag IDs is 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 the Start Row field. If you assign tag IDs, this represents the starting tag ID, which is assigned to the first detail row and is indicated by the Start Row field.

**Start Row** This is a required field and automatically changes 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 the tag ID or serial ID, depending on which action is selected (Assign Tag IDs or Assign Serial IDs).

**Apply**

Click this button 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**(PeopleSoft Asset Management business unit)

Displays the PeopleSoft Asset Management business unit.

**Status**

Displays the 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 *Moved* and another row on the same distribution can have a status of *Open*.

**Quantity**

Displays the quantity assigned to the asset row. If the receipt line is serial controlled, the quantity is not available for change.

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**Note.** The sum of the quantities on the asset rows must equal the distributed quantity on the receipt.

---

**Tag Number**

Enter the asset tag number for the asset row. If you enter the tag number value on the purchase order distribution, those values appear by default from the purchase order distribution.

In addition, the system checks the tag number that you entered on the receipt to make sure it is not already assigned to an asset, when the Allow Dup Tags option is not set for the PeopleSoft Asset Management business unit. If the tag number has already been assigned to another asset the system gives you a warning message. The system only looks at the Assets table it does not look at the interface tables, previously entered receipts, purchase orders, or requisitions to see if the tag number has been assigned to another pending transaction.

**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 Maintain Receipts - Receiving page.

**Asset ID**

Asset ID for the asset row. The default value is *NEXT*. If you do not override this value, *NEXT* is passed to PeopleSoft Asset Management, where the next asset ID is assigned. You may choose to override the *NEXT* value and manually enter an asset ID or assign one by using the Next Asset ID button.

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 these asset rows must all have the same custodian, location, model, and manufacturer values as well.

**Number** (sequence number)

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*.

**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.

Click the Cancel Row 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 is not be interfaced and is deleted during receipt interface processing. If the receipt has been interfaced, then a retire asset transaction is passed to PeopleSoft Asset Management.

## More Details Tab

Select the More Details tab.

**VIN** (Optional) Enter the VIN number for each individual serial receipt. Only one VIN can be assigned to each serial ID.

---

**Note.** This field is only available if you are receiving a serial-controlled item and the Asset Type associated with the item and asset profile is *FLEET.*

---

**Custodian** Enter the 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 must be the same on those same asset rows.

**Location** Select the 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.

**Mfg ID** (manufacturer ID) The manufacturer ID for the item appears by default from the manufacturer ID assigned to the purchase order line using the Maintain Purchase Order - Details for Line page. You can also select a manufacturer ID if one is not displayed. Once you select a manufacturer ID the description for the manufacturer appears in the Manufacturer field.

**Model** The model appears by default from the model associated with the item on the Purchasing Attributes - Purchasing Attributes page.

If a model does not appear, you can modify or select 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** Select 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.

---

**Note.** If a manufacturer ID is entered for the line then you will not be able to select a Manufacturer. If the manufacturer ID field is blank then you can select a manufacturer using this field.

---

**Capitalize** Displays whether or not the receipt item is capitalized. Appears by default from the value of the parent distribution row, but can be overridden by validation edits.

### PO Comment

Displays the purchase order 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 click the OK button on the Asset Management Information for Line page. Capitalization to Asset ID cross-edits ensures 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* are not included in the edit. However, the row with an asset ID of *NEXT* and a sequence number value (*NEXT1, NEXT2,* and so forth) will be included in the edit. If a combination of on and off Capitalization flags are detected for one asset ID, a message appears requiring an action to be selected.

If you select Yes on the message prompt, the system turns on the Capitalization flag for all asset rows with the same asset ID.

If you select No on the message prompt, the system turns off the Capitalization flag for all asset rows with the same asset ID.

The original Capitalization flag value copied from the purchase order distribution remains on the receipt distribution. Only the receipt line asset row changes.

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 41, “Receiving Shipments,” Viewing Receipt Line Details, page 811

*PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook*, “Establishing Asset Processing”

*PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook*, “Establishing Asset Processing,” Setting Up Asset Profiles

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 78

## Entering Override Inventory Putaway Information

Access the Inventory Putaway Information for Line page by clicking the link in the INV Status column on the Maintain Receipts - Receiving page.

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**Note.** If the defaults for the inventory purchases are set up 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 controlled 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 purchase order 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

**Distributed Quantity** Displays the number of items being received for this distribution line. This value is dependent on the value entered in the Quantity field.

**Merchandise Amt** (merchandise amount) Displays the 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) Displays the 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** Displays the 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).

**Consigned** If this check box is selected, indicates that the distribution items are consignment items. Consigned items can only be putaway in non-owned locations.

**Non-Owned Item** If this check box is selected, indicates that the distribution items are non-owned. Non owned items can only be putaway in non-owned locations.

## Apply to Details

This group box is only available when the receipt is serial controlled or lot controlled.

## Putaway Information Tab

**Status** Displays the receipt putaway row status. Identifies whether the specific putaway row has passed to the PeopleSoft Inventory system. One putaway row can have a status of *Moved,* while another row on the same distribution can have a status of *Open.*

**Quantity** Enter the 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** Enter the serial ID for the distribution sequence. This field is only available for entry if the *Serial* check box is selected for a selected line on the Maintain Receipts - Receiving page.

**Lot ID** Enter the lot ID for the distribution sequence. This field is only available when lot control is *Y* (yes) for the selected line on the Maintain Receipts - Receiving page.

**Vendor Lot** Enter the identifier assigned to the item's lot by the vendor. This field is only available when the lot control status is *Y* (yes) for a selected line on the Maintain Receipts - Receiving page.

**Note.** The vendor lot value changes 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 is not to be interfaced and is 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

Select the Putaway Location tab.

**IN Unit** (PeopleSoft Inventory business unit) Identifies the PeopleSoft Inventory business unit for the distribution. For non-purchase order receipts, this value appears by default from the ship to location. For purchase order receipts, this value appears by default from the purchase order distribution.

**Container ID** Displays the container with which the received item is associated.

**Kanban ID** Displays the identification code assigned to the Kanban card associated with the putaway of this item. This code appears by default 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 Inventory Putaway Information for Line 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 Inventory Putaway Information for Line page are the Quantity field and the Cancel Row 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 Inventory Putaway Information for Line page, cancel the original putaway row by clicking the Cancel Row button for the row and then inserting a new row with the correct information.

This row goes 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 and distribution sequence number, a warning appears 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 you click the Cancel Row button.

- If the receipt has gone through the full putaway process, the only putaway fields that are available for entry on the Inventory Putaway Information for Line page are the Quantity field and Cancel Row 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 Maintain Receipts - 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.

### See Also

Chapter 41, “Receiving Shipments,” Entering Receipts, page 803

Chapter 41, “Receiving Shipments,” Entering Asset Information, page 815

Chapter 41, “Receiving Shipments,” Processing Receipts, page 843

Chapter 41, “Receiving Shipments,” Using the Receiver Interface Push Application Engine Process (PO_RECVPUSH), page 844

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, “Managing Consigned Purchases Inventory,” Receiving Consigned Stock

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, “Receiving and Putting Away Stock”

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Defining Items by SetID,” Establishing Item Tracking and Lot-Control Attributes

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Working with Items,” Using Item Quantity UOM

## Viewing Inventory Item Storage Details

Access the Inventory Item Information page.

| | |
|---|---|
| **Shlf Life** (shelf life) | Displays the 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 appears by default 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 business needs, the appropriate code appears. This field is informational only. |

### See Also

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Defining Items by SetID,” Establishing Item Shipping and Handling Attributes

*PeopleSoft Enterprise Managing Items 8.9 PeopleBook*, “Defining Items by SetID,” Defining Additional Item Attributes

## Searching for Available Storage Locations

Access the Storage Location Search page.

| | |
|---|---|
| **Storage Location** and **Storage Level 1 - 4** | 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 Storage Location and Storage Level fields. The search results appear in the scroll area. |

# Maintaining Receipt Distribution Information

Access the Maintain Receipts - Receipt Distributions for Line page by clicking the Distribution button on the Links and Status tab.

**Allocation Type**

Displays the allocation type for the receipt. This field appears by default from the Maintain Receipts - Receiving page. This field becomes available if there are multiple distributions for a schedule. Values are:

*FIFO* (first-in-first-out): Allocations to the receipt distributions are fulfilled based on the sequence in which they are added to the purchase order schedule for purchase order receipts or the receipt line for non-purchase order receipts.

*Prorate:* Allocate the receipt amount across the distributions for the schedule based on what percentage the purchase order distribution amount is of the purchase order schedule amount for purchase order receipts.

*Specify:* Allocate the receipt amount or quantity across multiple distributions for the schedule based on the quantity or amount that you enter for the distribution lines. When you select this value, the Qty Std UOM or the Amount field become available for entry.

---

**Note.** An allocation type of *Specify* does not affect processing when only one distribution line exists for a schedule.

---

## Details Tab

**Line**

Displays the distribution line number.

**Status**

Displays the status of the distribution row.

**Location**

Displays the location to where the goods are to be delivered.

**Qty Std UOM** (quantity in the standard unit of measure)

Displays the quantity of items being distributed, expressed in the standard UOM.

If you select an allocation type of *Specify,* enter the quantity received across the multiple distribution lines.

**Qty VND UOM** (quantity in the vendor's unit of measure)

Displays the quantity of items being distributed, expressed in the vendor UOM.

**Amount**

Displays the merchandise amount for the distribution row in the transaction currency.

If you select an allocation type of *Specify,* enter the amount received across the multiple distribution lines.

**Currency**

Displays the transaction currency code.

**Base Amt**(base amount)

Displays the merchandise amount for the distribution row in the base currency code.

**Currency**

Displays the base currency code which is used by general ledger, inventory, and asset integration.

**IN Unit** (PeopleSoft Inventory business unit)

If the item is an inventory item, it displays the PeopleSoft 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-purchase order items only. This setting can only be overridden if it appears by default from the item as consigned. If the setting changes to 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.

Click the PO Distribution Details button to access the PO Distribution Details page where you can view the details of the purchase order distribution.

Click the Pegging Inquiry button to access the Pegging Workbench page. Use this page to view details associated with the pegged distribution.

See Chapter 23, "Creating Requisitions Online," Viewing Pegging Information, page 422.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Pegging Supply and Demand".

### Asset Details Tab

Select the Asset Details tab.

**AM Business Unit** (PeopleSoft Asset Management business unit) Displays the PeopleSoft Asset Management business unit assigned to the purchase order for the selected receipt items by the originating PeopleSoft Purchasing business unit.

**Profile ID** Identifier of the item's asset management profile.

**Capitalize** Displays the capitalize asset indicator. Values are *Capitalize* or *Non Cap*.

**Cap #** Displays the asset's capital acquisition plan number.

**Cap Sequence** Displays the asset's capital sequence number.

**Employee ID** Displays the employee ID associated with the asset.

## Viewing Purchase Order Comments

Access the PO Comments page.

The purchase order header, line, and ship to comments that are related to the receipt line appear.

**Send to Vendor** If this check box is selected, designates that these comments were sent to the vendor as a part of the purchase order dispatch.

## Viewing Return-To-Vendor Details

Access the RTV Information page.

All RTV lines associated with the receipt ID appear.

**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 44, "Managing Vendor Returns," Item Rejection Versus Item Returns, page 864

Chapter 44, "Managing Vendor Returns," Entering RTV Information, page 876

## Accruing a Receipt

Access the Accrue Receipt page by clicking the Run PO Receipt Accrual button. This will enable you to enter parameters to initiate a process request.

**Accounting Date** (Required) Select the accounting date. The current date appears by default. An error appears when you click the OK button, 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 appears when you click the OKbutton if this is not a purchase order receipt and entry events are optional and the field is blank.

For purchase order receipts with no entry event code on the purchase order distribution line, the value selected here populates the expense and accrual accounting lines. The encumbrance line is blank.

If there is already an entry event code on the purchase order distribution line, it is not to be replaced by the value selected on this page and the entry event code populates expense, accrual, and encumbrance accounting lines.

For non-purchase order receipts, the value selected here populates the expense and accrual accounting lines.

### Eligibility Requirements for Accrual

The following list provides eligibility requirements for accrual:

1. For both purchase order and non-purchase order 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 purchase order related then the purchase order line must have Receiving Required selected.

d. 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 purchase order receipts, the Accrue PO Receipts check box in the associated PeopleSoft Purchasing business unit must be selected.
3. For non-purchase order receipts, the Accrue Non/PO Receipts check box in the associated PeopleSoft Purchasing business unit must be selected.

# Modifying Receipt ChartFields

This section discusses how to modify receipt ChartField values.

**Note.** While it is unusual for the receiving department to change distribution information copied directly from the purchase order, 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 Description link on the ChartFields page.<br>The item description 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. |

## Modifying Receipt ChartField Values

Access the ChartFields page.

### Receipt Lines

**Vndr Rcpt Qty** (vendor receipt quantity) and **Vndr Accept Qty** (vendor accept quantity) — Displays the received and accepted quantities expressed in the vendor UOM.

### Account Lines

**Dist Qty** (distribution quantity) — Displays the distribution quantity to be charged to the ChartField combination.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Receiving User Preferences

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

Chapter 41, "Receiving Shipments," Receiving Items by Amount, page 796

# 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 |
|---|---|---|---|
| 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 Activity page. | View and enter header-level comments for the selected receipt. |
| Receipt Line Comments | RECV_COMMENTS_SEC | Click the Line Comment link on the Activity page. | View and enter line-level comments for the selected receipt.<br>To access this page, enter the appropriate receipt line in the Receipt Line field. |

# Using ASRs

This section discusses how to:

- Access ASR information.
- Access ASR purchase order header details.
- View ASR shipment details.
- View ASR shipping address details.
- Enter ASR lot and serial ID information.

**Note.** If the installation includes PeopleSoft eSupplier Connection, the suppliers can enter advance shipment notifications directly into the PeopleSoft system. Once a supplier's ASN is submitted, it becomes an ASR in PeopleSoft Purchasing.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

Chapter 10, "Using Messaging," page 157

Chapter 11, "Using Electronic Data Interchange Messaging," page 165

## 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) | Displays the ASR status. Values are:<br>*Error* (ASR error): Indicates that there was an error in processing the transaction. Click the Error Message Text link to access details about the error.<br>*New* (ASR new): Designates a new transaction that has not been processed by the Receive Load process.<br>*Processed* (ASR processed): Indicates that the transaction has been processed by the Receive Load process and a receipt has been created.<br>*Ready* (ready for processing): Indicates that the transaction has been reset from *Error* status after corrections were performed.<br>*Validated* (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.<br>*Canceled* (ASR canceled): Indicates that the transaction has been canceled. |
| **Msg** (message)/**Message Number** | If the ASR status is set to *Error,* it displays the message number that identifies the type of error that occurred. |
| **Order No** (order number) | Displays the order number assigned by the vendor that sent the ASR. |
| **Pro Number** (progressive number) | Displays the tracking number assigned to the package in which the material was delivered. |

# Pages Used to Use ASRs

| 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 EIP or created by supplier-entered ASNs. |
| Item Description | RECV_AOLN_IT_DESCR | Click the Item Description link on the ASR Review page.<br>The item description 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. | View purchase order 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 ASR. |
| 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 purchase order items and attributes that you want to reconcile with a receipt received by ASR. |

# Accessing ASR Information

Access the ASR Review page.

**EIP Control ID** (enterprise integration point control ID)

Displays the identifier assigned to the message that imported the selected batch of ASRs.

---

**Note.** If the 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.

---

Click the Cancel button to cancel the ASR. Canceling an ASR cannot be reversed.

Click the Reset Error Statusbutton 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 purchase order line was added.

### ASR Lines Tab

Select the ASR Lines tab.

**PO Unit** (PeopleSoft Purchasing business unit) Displays the PeopleSoft Purchasing business unit associated with the ASR. You can override the purchase order unit by changing the PO Business Unit value on the Header Details page. You can change the value for one purchase order line on this page or change the information on the Header Details page to populate the change to all purchase order lines at once.

**PO Number** Select the purchase order number associated with the ASR. You can use this field to correct purchase order key information. You can change the value for one purchase order line on this page or change the information on the Header Details page to populate the change to all purchase order lines at once.

**Line** Select the purchase order line number associated with the ASR. You can use this field to correct purchase order key information.

**Sched Num** (schedule number) Select the purchase order schedule number associated with the ASR. You can use this field to correct purchase order key information.

### More Line Data Tab

Select the More Line Data tab.

**Shipment Unit of Measure** Displays the unit of measure used for the shipment.

**Unit of Measure** Displays item unit of measure used on the purchase order.

**Qty Shipped** (quantity shipped) Displays the quantity shipped expressed in the shipment unit of measure.

**Rev Override** (revision override) Select this check box to enter a value if the revision on the ASR is different from the revision value on the purchase order.

**Revision** Select the revision number associated with the item ID, if applicable.

**Invoice ID** Enter the invoice identification number that is assigned to the purchase order, 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** Enter the identification code assigned to any associated vendor contract, if applicable.

### See Also

Chapter 41, “Receiving Shipments,” Entering Receipt Header Information, page 809

## Accessing ASR Purchase Order Header Details

Access the Header Details page.

**Shipment Number** Displays the shipment number assigned by the vendor or supplier to the ASR shipment.

| | |
|---|---|
| **PO Business Unit** (PeopleSoft Purchasing business unit)/**PO Number** | PeopleSoft Purchasing business unit and purchase order associated with the ASR. Changes that you make to the values in these fields are reflected on the ASR Review page. |

### See Also

Chapter 41, "Receiving Shipments," Viewing ASR Shipment Details, page 832

## Viewing ASR Shipment Details

Access the Shipment Header page.

### Shipment Header

| | |
|---|---|
| **EC Primary Event Code** (electronic collection primary event code) | Displays the EDC primary event code generated by the system when the message is processed. |
| **EC Secondary Event Code** (electronic collection secondary event code) | Displays the EDC secondary event code. This is an internally assigned value. |
| **OM Unit** (PeopleSoft Order Management business unit) | Displays the PeopleSoft Order Management business unit associated with the ASR, if applicable. |
| **Customer ID** | Displays the identification code assigned to the organization by the vendor. |
| **Inventory Unit** | Displays the PeopleSoft Inventory business unit associated with the ASR, if applicable. |
| **Process Instance** | Displays the identification code assigned to the process instance that loaded the ASR. |
| **ShipTo Set** | Displays the ship to address setID assigned to the shipment. |
| **Ship To** | Displays the ship to address assigned to the shipment. |
| **Location** | Displays the vendor location code. |
| **Device ID** | Displays the 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) | Displays the date and time that the ASR was received. |
| **Cancel ASR** | Select this check box to cancel the entire ASR. Canceling a receipt cannot be reversed. |

## Viewing ASR 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 ASR 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 Enterprise Managing Items 8.9 PeopleBook*, "Defining Items by SetID," Establishing Item Tracking and Lot-Control Attributes

# Receiving Items Using EDC

This section provides an overview of entering receipts using EDC and discusses how to:

- Initiate receiving using EDC.
- Update ASRs using EDC.
- Receive an entire purchase order using EDC.
- Receive a purchase order line using EDC.
- Receive a purchase order schedule using EDC.
- End an EDC receiving transaction.

## Understanding Entering Receipts Using EDC

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 enter data manually 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 the 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 Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Integrating to Electronic Data Collection Systems"

## Common Elements Used in This Section

**Area** Identify the segment of the warehouse in which this item is to 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 | SCM Integrations, Create Transactions, Receiving, Purchasing Receiving, Receiving | Complete five receiving-specific electronic data collection transactions. |
| Transaction Maintenance | BCT_CTL_UPD | SCM Integrations, 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 Receiving Using EDC

Access the Purchasing Receiving - Receiving page.

---

**Note.** Fields on this page hide and appear depending on the electronic data collection transaction code that you enter in the Transaction Code field.

---

**Transaction Code** Select one of these transaction codes to access the associated page function. Values are:

- *0101 - Receipt Total Shipment by ID* Select this transaction code to update an ASR staged by the Receive Load process.
- *0102 - Receipt Total PO w/Plan or BC*Select this transaction code to receive an entire purchase order.

- *0103 - Receipt PO Lines w/Plan or BC*Select this transaction code to receive a purchase order line.
- *0104 - Receipt PO Schedules w/Plan*Select this transaction code to receive a purchase order schedule.
- *0105 - Receipt PO End Trans*Select this transaction code to end the receiving transaction.

## Updating ASRs Using EDC

Access the Purchasing Receiving - Receiving page and select transaction code *0101* in the Transaction Code field.

Use this version of the page to update an ASR previously staged by the Receive Load process.

**Container ID** Enter the container that holds the items being received.

**Shipment Number** (Required) Enter the shipment number assigned to the ASR shipment.

### See Also

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, “Integrating to Electronic Data Collection Systems”

## Receiving an Entire Purchase Order Using EDC

Access the Purchasing Receiving - Receiving page and select transaction code *0102* in the Transaction Code field.

Use this version of the page to receive all lines of the specified purchase order.

## Receiving a Purchase Order Line Using EDC

Access the Purchasing Receiving - Receiving page and select transaction code *0103* in the Transaction Code field.

Use this version of the page to receive a specific purchase order line.

## Receiving a Purchase Order Schedule Using EDC

Access the Purchasing Receiving - Receiving page and select transaction code *0104* in the Transaction Code field.

Use this version of the page to receive a specific purchase order schedule.

## Ending an EDC Receiving Transaction

Access the Purchasing Receiving - Receiving page and select transaction code *0105* in the Transaction Code field.

Use this version of the page to end the transaction when you have finished receiving a shipment.

# Subscribing to the ASR EIP

The ASR 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 Application Engine 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, Receiver Load | Run the Receive Load process. |
| Data Collection Setup | BCT_SETUP_FS | SCM Integrations, Setup, Data Collection, 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 | SCM Integrations, 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 to move the ASR message data from the staging tables to application tables.
3. Use the Data Def Maint page 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 the Warehouse Management System (WMS) 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 Application Engine 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, Receiver Load | Run the Receive Load process. |
| Data Collection Setup | BCT_SETUP_FS | SCM Integrations, Setup, Data Collection, Data Collection Setup | Set the option to keep transaction log history for electronic data collection transactions and to set the default file suffix. |
| Transaction Maintenance | BCT_CTL_UPD | SCM Integrations, 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 | SCM Integrations, 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 to move the data from staging tables to application tables.
3. Use the common Transaction Maintenance or Data Def Maint 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 Application Engine 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 | SCM Integrations, Setup, Data Collection, 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 | SCM Integrations, 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 to create requisitions from the staged data.
3. Use the Data Def Maint page 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 purchase order 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 purchase order.

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 Set Up and Publish the Purchase Order Expected Receipts EIP

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Receipts - Receiving | RECV_WPO | Purchasing, Receipts, Add/Update Receipts, Maintain Receipts - Receiving | Create receipts for non-purchase order and purchase order line items. |
| Publish Outbound Message | IN_RUN_PUB_MSG | SCM Integrations, 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 check box on the Publish Outbound Message page to enable the PO Expected Receipts link. Click the PO Expected Receipts link to initiate 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 PeopleSoft 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 purchase order for publication by the Purchase Order Expected Receipt EIP:

- Create purchase orders.
- 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.

See Chapter 30, “Managing Requests for Quotes,” Publishing the RFQ EIP, page 509.

# Setting Up and Publishing the Purchase Order Receipt Notification EIP

The Purchase Order Receipt Notification EIP publishes purchase order receipt information to external systems such as surgical resource software applications.

Use this EIP to notify vendors about purchase order 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 Application Engine 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.

## Page 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, Receipt Push Inventory multiprocess job, Receipt Push Assets multiprocess job, and the Receipt to Inventory & AM multiprocess job. |

## 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 Receiver Interface Push 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 Receiver Interface Push process 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 is 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 EIPs and EDC

This section discusses how to:

- Run the Receive Load Application Engine process (PO_RECVLOAD).
- Load EDC transactions using the Receive Load process.
- Load ASR transactions using the Receive Load process.

Use this process to load transactions into the PeopleSoft Purchasing tables. Receipts can be received through the following methods:

- 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 Maintain Receipts - Receiving page.

The Receive Load process requires that a purchase order exist before a receipt can be created and that receiving is required for the purchase order line. The Receive Load process excludes purchase order lines that have receiving required as *X* Do Not Receive. Therefore, it is only able to create purchase order-related receipts. The process does not load non-purchase order receipts.

## Loading ASR Transactions

When you load ASR transactions, the Receive Load process uses the purchase order 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 purchase order 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 over shipment.

**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 check box 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 Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Integrating to Warehouse Management Systems"

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Integrating to Electronic Data Collection Systems"

## Pages Used to Load Receipts Received by EIPs and EDC

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Receiver Load | RUN_RECVLOAD | • Purchasing, Receipt, Load Receipts, Receiver Load<br>• SCM Integrations, 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 purchase order items and attributes that you want to put through the Receive Load process. |

## Running the Receive Load Application Engine Process (PO_RECVLOAD)

Access the Receiver Load 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 ASR transactions): Select to load ASR transactions, also known as ASN transactions, into the purchasing tables.

**Use Current UOM Conv Rate** (use current unit of measure conversion rate)

Select this check box to use the current unit of measure conversion rate. If you do not select this check box, the system calculates the standard quantity using the purchase order conversion rate.

**Note.** This check box is only available when PeopleSoft Inventory is installed. When Inventory is not installed, the system always calculates the standard quantity using the current conversion rate.

## Loading EDC Transactions Using the Receive Load Process

Access the 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 scan the transaction log continuously 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 PeopleSoft Process Scheduler. Use of PeopleSoft Process Scheduler with this background process ensures that it runs continuously.

## Loading ASR Transactions Using the Receive Load Process

Access the 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 Application Engine process (PO_RECVPUSH).
- Use the Receipt to Inventory & AM multiprocess job (RECV_03).
- Use additional receipt processes.

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 Manufacturing 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 (PO_RECVPUSH)

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 run 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 multiprocess job (RECV_03).
- If you know the receipt being processed has no inventory-related lines, run the Receipt Push Assets multiprocess job (RECV_02).

Before a receipt can be a candidate for the independently run Receiver Interface Push process, the following criteria must be true:

- The Items for Auto-Putaway check box on the User Preferences - Inventory page must be selected. If this check box is not selected, the item is staged for inventory.
- The receipt's status must be *Received.*
- The Hold Receipt check box on the Maintain Receipts - Header Details 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 changes 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 (RECV_03)

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 multiprocess job 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).

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**Note.** Care should be taken when modifying the PeopleSoft Job Definitions used to process receipts. PS Job RECV_INV must be the second job in the PS Job submitted to process any inventory related receipts. Otherwise the receipt transactions will not be processed by the inventory processes. This rule applies to PS Jobs RECV_01, RECV_01G, RECV_03, and RECV_03G. Modifications to PS Job RECV_INV should only be done with PeopleSoft Inventory product support direction.

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Before a receipt can be a candidate for the Receipt to Inventory & AM multiprocess job, 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 Maintain Receipts - Header Details page must be clear to enable the process to move received items to PeopleSoft Inventory.
- The Hold Assets check box on the Maintain Receipts - Header Details page must be clear to enable the process to move received items to PeopleSoft Asset Management.

The Receipt to Inventory & AM multiprocess job 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 Manufacturing through the Receipt to Inventory & AM multiprocess job. The identifying keys of the Production ID from the original request, along with details about the receipt are passed to the Manufacturing receipt process. When a subcontracted receipt is updated, the Manufacturing receipt process is notified of any changes to the accepted and rejected quantities.

When processing a receipt for a subcontract line that has a data collection receipt source, transaction log entries are created that are later processed by PeopleSoft Manufacturing 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 Receipt to Inventory & AM multiprocess job 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 PeopleSoft Process Scheduler to run one or more of the following additional receipt multiprocess jobs:

- Assets Interface (RECV_AM).
- Inventory Putaway (RECV_INV).
- Receipt Push Assets (RECV_02).
- Receipt Push Inventory (RECV_01).
- Receipt to Inventory and Asset Management (RECV_03).

- Recv Push and Accrual (RECV_00G)
- Recv Push and Accrual (RECV_GL).
- Receipt Accrual and Inventory Interface (RECV_01G).
- Receipt Accrual and AM Interface (RECV_02G).
- Recv Push and Accrual to Inventory and Asset Management (RECV_03G).
- Receipt Accrual (RECV_G)

## Processing Receipts

Access the Process Receipts page.

**Autogenerate Labels** Select this check box to generate labels for the receipt using the PO Receipt Labels report page.

# Working with Landed Costs on Receipts

This section provides an overview of landed costs and discusses how to:

- Access receipt and voucher landed cost information.
- View voucher details for landed costs.

## Understanding Landed Costs

Landed costs are miscellaneous charges that you can add to a purchase order in addition to sales and use tax and VAT. If PeopleSoft Cost Management is installed, you can use the landed cost charges in 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 calculate the landed cost automatically based on items and item vendors using the Miscellaneous Charges - Miscellaneous page, or you can manually add landed costs charges on the purchase order. Receipt lines generated at receiving push time are assigned these estimated landed costs from their associated purchase order 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 7, “Defining Miscellaneous Charges and Landed Costs,” page 105

# 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 Misc Chg link 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.

## Receipt Line Charges

**Close** Select this check box 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) Displays the landed-cost status of the selected receipt line. Values are:

*Open:* The landed cost status for the receipt line remains in an *Open* status until all landed cost voucher lines have a *Closed* status.

*Closed:* The landed cost status for the receipt line changes to *Closed* when all of the landed cost voucher lines have a *Closed* status.

**Misc Chg** (miscellaneous charge) Displays the miscellaneous charge code assigned to the landed cost charged to the receipt line. Click this link to access the Voucher Details page.

**Charge Amount** Displays the estimated landed costs from the purchase order schedule.

**Voucher Amt** (voucher amount) Displays the actual amount paid on the voucher for the landed cost. This value appears by default from the accounts payable system.

**Voucher Qty** (voucher quantity) Displays the actual landed cost item quantity accounted for on the voucher. This value appears by default from the accounts payable system.

**Amount Variance %** Displays the percentage by which the landed cost charge amount value varies from the landed cost voucher amount value.

**Quantity Variance %** Displays the percentage by which the landed cost accept quantity value varies from the landed cost voucher quantity value.

**Amount Tolerance %** Displays the percentage by which the actual landed cost (voucher amount 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 (purchase order) amount.

**Quantity Tolerance %** Displays the percentage by which the actual landed cost quantity (voucher quantity value) can be more or less than the estimated landed cost quantity (accept quantity 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) Displays the original quantity of items received on this receipt line.

**Charge Amount Converted** Displays the original estimated landed cost charge from the purchase order schedule.

**Charge Amount** Displays the actual landed cost charge paid on the voucher converted from the estimated landed cost on the purchase order schedule using the voucher currency and UOM (unit of measure).

**UOM Vchr** (unit of measure voucher) Displays the unit of measure assigned to the landed cost quantity on the voucher.

**Quantity Vouchered** Displays the landed cost quantity vouchered after conversion to the UOM of the voucher.

# Closing Receipts

This section provides an overview of the Close Receipts Application Engine process (PO_RECV_COM) and lists the page used to run the Close Receipts process.

## Understanding the Close Receipts Process

Use the Close Receipts process to close and assign a *Closed* status to receipt schedules that have been interfaced to assets, inventory, or manufacturing (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 identified as *Closed.* The receipt header has a *Closed* status when all line items have been identified *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 Close Receipts

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Close Receipts | RUN_PO_RECV_COM | Purchasing, Receipts, Close Receipts | Run the Close Receipts process. |

# Generating Receiving Labels

This section provides an overview of barcode label generation and lists the page used to generate receiving labels.

## Understanding Barcode Label Generation

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 bar code 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 Item Usage 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 are to be delivered to point-of-use locations directly upon receiving.

## Page Used to Generate Receiving 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 42

# 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 |
|---|---|---|---|
| Maintain Delivery Information - 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 Description link on the Maintain Delivery Information - Delivery Location page.<br>The item description 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. |
| Maintain Delivery Information - Location Comments | RECV_DELIVERY2 | Purchasing, Receipts, Maintain Delivery Information, Location Comments | View comments entered for the delivery location of the material. This may include standard routing instructions for delivery. |
| Maintain Delivery Information - Ship To Comments | RECV_DELIVERY3 | Purchasing, Receipts, Maintain Delivery Information, Ship To Comments | 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.<br>For example, if the ship to is Company Headquarters Building B, but the delivery location is the fourth floor mail room of Building E, the comments could be instructions on which mail slot to use in the fourth floor mail room, receiving dates and times, or special delivery instructions. |

# CHAPTER 43

# 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.
- Purchasing Attributes - Purchasing Controls.
- Purchasing Business Unit Attributes.
- Requisition Line Details.
- PO Line Details (purchase order line details).

The item receipt does not have to be related to a purchase order to be eligible for inspection.

### See Also

Chapter 32, “Creating Purchase Orders Online,” Entering Purchase Order Line Details, page 576

Chapter 23, “Creating Requisitions Online,” Entering Requisition Line Defaults, page 401

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Defining Matching Options, page 39

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Business Unit Attributes, page 82

### Using Separate Inspections

Performing inspections by using the PeopleSoft Purchasing Inspect Receipts 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 Inspect Qty (inspect quantity) field on the Maintain Receipts - 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 Inspect Qty field on the Maintain Receipts - 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 Receipt Push Inventory multiprocess job (RECV_01). 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 noninspection location. The move from inspection to final putaway location is described in more detail later in this chapter.

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 Maintain Receipts - Receiving page.
2. Run the Receipt Push Inventory multiprocess job.

   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 Inspect Receipts 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 move the item from the inspection location manually 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.

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**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.

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### See Also

Chapter 43, “Inspecting Received Items,” Specifying Putaway Location Overrides, page 859

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

Chapter 44, “Managing Vendor Returns,” page 863

Chapter 41, “Receiving Shipments,” Entering Receipts, page 803

Chapter 41, “Receiving Shipments,” Entering Override Inventory Putaway Information, page 819

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, “Integrating to Electronic Data Collection Systems”

# Performing Inspections

This section discusses how to:

- Inspect receipt items.
- Select receipt lines for inspection.
- 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 |
|---|---|---|---|
| Select Receipt (search criteria) | PO_PICK_ORDERS | • Purchasing, Receipts, Inspect Receipts, Select Receipt<br>• Click the Select Receipt link on the Inspection page. | Select receipt lines to put through the inspection process. |
| Vendor Search | VENDOR_LOOKUP_SEC | Click the Vendor Lookup link on the Select Receipt page. | Search for vendors. |
| Item Description | PO_PICK_IT_DESCR | Click the Description link on the Select Receipt page.<br>The description 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Inspection | RECV_INSPECT | Purchasing, Receipts, Inspect Receipts, Select Receipt<br>Enter search criteria on the Select Receipt page and click the Search button.<br>Click the Sel check box next to a receipt line and click the OK button. | Put receipt line items through the inspection process.<br>The Inspection Required check box must be selected for the item on the receipt line. |
| Item Description | RECV_INSP_IT_DESCR | Click the Item Description link on the Inspection 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, run time, 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.<br>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 generate an RTV transaction automatically. |
| Quality Data Entry - Subgroup Method or Quality Data Entry - Sample Method | QS_DE_GUI_S | Click the Transfer to Quality link on the Inspection page. | Enter quality inspection detail results for the item on the purchase order line. |

## 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.

**Status**

The status of the inspection process appears. Values are *Complete* and *Incomplete.*

## More Line Data

**IN Unit** (inventory business unit)

Displays the inventory business 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 Manufacturing (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 Manufacturing 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 PeopleSoft Quality, as well as the inspection quantity, which is passed on to Quality as SGRP size. The inspection quantity to be passed on to PeopleSoft 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 generate an RTV transaction automatically for the returned quantity.

### See Also

Chapter 43, "Inspecting Received Items," Entering RTV Setup Information, page 861

Chapter 43, "Inspecting Received Items," Specifying Putaway Location Overrides, page 859

Chapter 44, "Managing Vendor Returns," Entering RTV Information, page 876

Chapter 44, "Managing Vendor Returns," Item Rejection Versus Item Returns, page 864

*PeopleSoft Enterprise Quality 8.9 PeopleBook*, "Collecting Quality Data," Using Subgroup and Sample Methods to Enter Data

*PeopleSoft Enterprise Quality 8.9 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 purchase order 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 *1* 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:

- *Per Batch:* Designates that the inspection operation should be performed on a batch of items, perhaps on a representative sample from an entire shipment.

- *Per Unit:* 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** Displays detailed instructions for the inspection of the items.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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:

- *Complete:* Serial numbers have been assigned. This is the default value for a non-serial-controlled item.
- *Incomplete:* 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 *Incomplete,* this location must be an inspection location. If the inspection status is *Complete,* then it must be a noninspection 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:

- *C* (closed receipt): Item has been moved and matched, when required. No further processing is required.
- *H* (hold receipt): Receipt on hold until released by user.

- *M* (moved to interface): Item has interacted with PeopleSoft Asset Management, PeopleSoft Inventory, or PeopleSoft Manufacturing.
- *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 41, "Receiving Shipments," Defining Receipt Statuses, page 791

## 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 create the RTV automatically 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 Reason Codes page. |
| **Rej Action** (rejection action) | Select one of the following return action values for the rejected item:<br>• *C* (return for credit): You return the items to the vendor and do not request replacement of these returned goods.<br>• *R* (return for replacement): The vendor ships replacement goods, and you receive them against the original purchase order. |

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Additional Common Information

# CHAPTER 44

# 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.
- Create RTV transactions against closed purchase orders.
- Select RTV Source Details.
- 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 the RTV Business Process

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 purchase order from which the materials were acquired; however, returns can be processed in PeopleSoft Purchasing without referencing the original purchase order if this detail is no longer available.

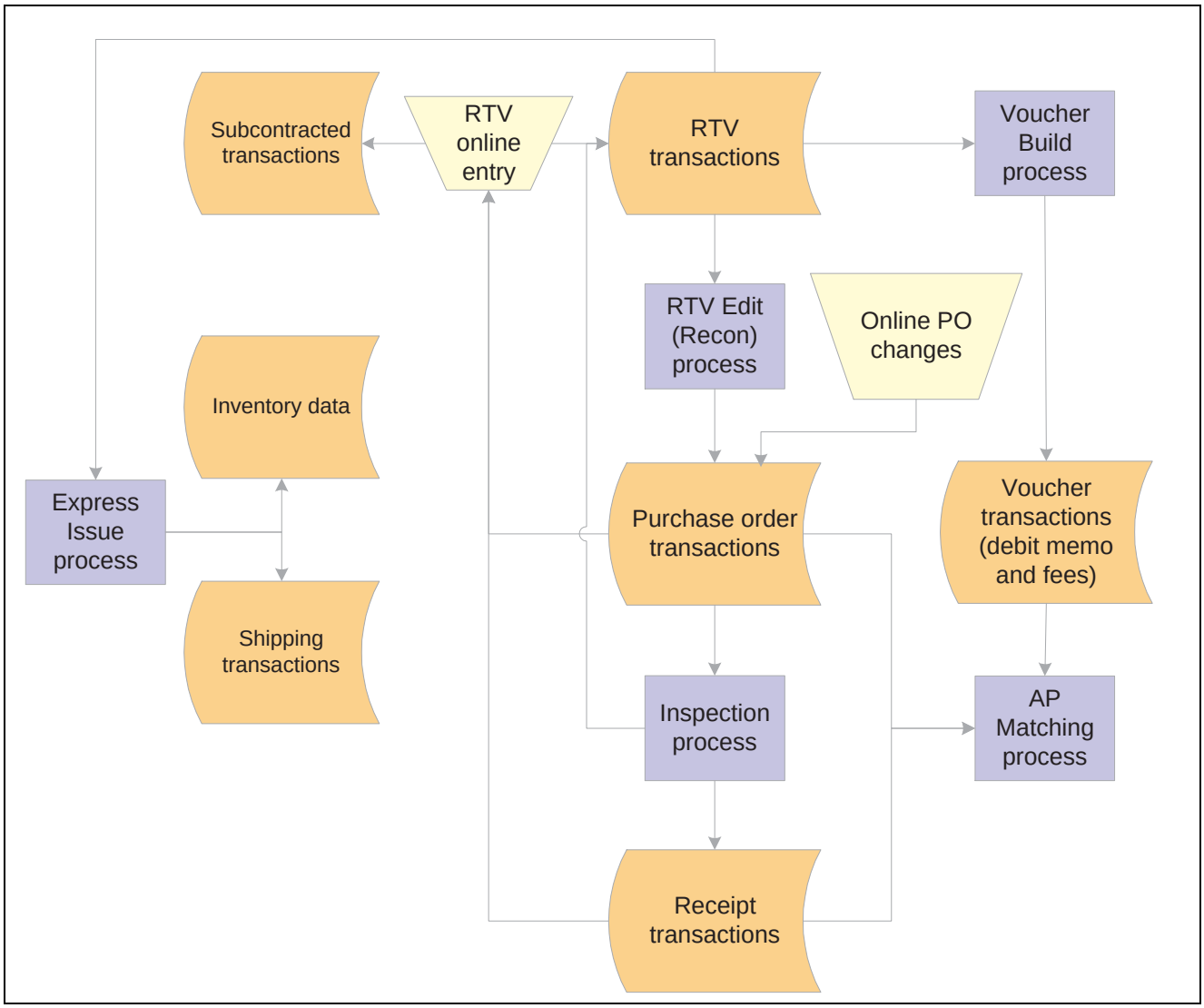
To initiate the RTV process, identify the items being returned to the vendor by entering descriptive information such as the vendor ID and vendor RMA (return material authorization) number in the RTV component. These pages provide various selection criteria that enable you to locate the correct purchase order 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 purchase order 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 Application Engine process (PO_RTVRECON). This prepares the RTV for PeopleSoft Payables processing.
4. Run the Voucher Build Application Engine process (AP_VCHRBLD) 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 44, “Managing Vendor Returns,” Entering RTV Information, page 876

Chapter 44, “Managing Vendor Returns,” Reconciling RTV Transactions, page 889

## 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 the receiving 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 define this option while defining a vendor's procurement options. at the vendor location and at the PeopleSoft Payables business unit level on the Payables Definition - Voucher Build page. To view the default settings, 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 check box does not impact the creation of the adjustment voucher in PeopleSoft Payables. You create the RTV transaction based upon the setting for the RTV Adjustment Option field 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 *To Build* on the Quick Invoice page.

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**Note.** If you reject items and also return the same items originating from the same source purchase order, 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 check box selection. Because the reject has already been accounted for in its own transaction, do not include it in the RTV transaction.

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### See Also

Chapter 44, "Managing Vendor Returns," Entering RTV Defaults, page 880

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Setting Up Payables Business Units"

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Processing Batch Vouchers," Running the Voucher Build Process and Reviewing Messages

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Using Quick Invoices"

## 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 purchase orders.

To enter adjustment fees for the RTV transactions, select the RTV Adjust Fees check box on the Purchasing Definition - Business Unit Options page.

If you select the RTV Adjust Source or RTV Adjust Fees check box, 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.

A return for credit is not available for receipts which originate from a purchase order that is using a procurement card as the payment method.

### 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 purchase order. Then, manually enter the order portion of the exchange on a purchase order. You can order the item on a new purchase order or on a new line of an existing purchase order. The return for exchange remains open in the system until it is matched with the new purchase order or new purchase order 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 purchase order. For replacement returns, select the RTV Reopen PO check box on the Purchasing Definition - Business Unit Options page to reopen the affected purchase order.

For replacement returns, select the RTV Adjust Source check box on the Purchasing Definition - Business Unit Options page to adjust the net received quantity on the receipt automatically. You can also select the RTV Adjustment Voucher field on the Payables - Voucher Build 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 the original purchase order (either the purchase order selected or the purchase order associated with the receipt selected on the RTV document) references that contract, the RTV Reconciliation 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 the original purchase order (either the purchase order selected or the purchase order associated with the receipt selected on the RTV document) references those open references, the RTV Reconciliation process updates the open item reference amount.

The RTV Reconciliation process updates the contract total amount once the RTV line status changes to shipped.

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### See Also

Chapter 44, “Managing Vendor Returns,” Entering RTV Defaults, page 880

Chapter 44, “Managing Vendor Returns,” Inquiring About RTVs, page 889

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing PeopleSoft Purchasing Business Units, page 32

## 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 check box 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.<br>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.<br>An adjustment voucher is created. |
| Y | Y | Replacement | • The net received quantity on the receipt record decreases according to the quantity returned.<br>• The return quantity on the receipt record increases according to the quantity returned.<br>• If you select the RTV Reopen PO check box on the Purchasing Definition - Business Unit Options page and the purchase order is closed, the header status changes to *Pending Approval.* The line, schedule, and distribution statuses change to *Open.*<br>• 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.<br><br>If you select the RTV Reopen PO check box on the Purchasing Definition - Business Unit Options page and the purchase order is closed, the header status changes to *Pending Approval.* The line, schedule, and distribution statuses change to *Open.* |
| Y | N | Replacement | • The net received quantity on the receipt record decreases according to the quantity returned.<br>• The return quantity on the receipt record increases according to the quantity returned.<br>• If you select the RTV Reopen PO check box on the Purchasing Definition - Business Unit Options page and the purchase order is closed, the header status changes to *Pending Approval.* The line, schedule, and distribution statuses change to *Open.* |
| N | Y | Replacement | • The return quantity on the receipt record increases according to the quantity returned.<br>• If you select the RTV Reopen PO check box on the Purchasing Definition - Business Unit Options page and the purchase order is closed, the header status changes to *Pending Approval.* The line, schedule, and distribution statuses change to *Open.*<br>• 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. This material 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 Enterprise Inventory 8.9 PeopleBook*, "Creating Orders for Fulfillment," Creating Online Orders Using Express Issue in PeopleSoft Inventory

*PeopleSoft Enterprise Inventory 8.9 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 Enterprise Asset Management 8.9 PeopleBook*, "Retiring Assets," Understanding Asset Retirement

# Common Elements Used in This Chapter

| | |
|---|---|
| **IN Unit** (PeopleSoft Inventory business unit) | If the item is an inventory item, displays the inventory business unit that applies to the item. |
| **Lot ID** | If the item is lot-controlled, displays the lot ID assigned to the item. |
| **PO/Purchase Order** | Displays the purchase order associated with the receipt against which you are creating the vendor return. |
| **PO Unit** (PeopleSoft Purchasing business unit) | Displays the PeopleSoft Purchasing business unit associated with the purchase order. |
| **Receipt Line** | Displays the receipt line associated with the items that you want to return. |
| **Receipt No** (receipt number) | Displays the receipt number associated with the items that you want to return. |
| **Receipt Unit/BU Recv** (receipt unit/business unit receiving) | Displays the receiving business unit associated with the receipt against which you are creating the vendor return. |
| **Recv Date/Received Date** | Displays the date on which the item was received. |
| **Rev/Revision** | Displays the revision number associated with the item ID, if applicable. |

| | |
|---|---|
| **Serial ID** | If the item is serial-controlled, displays the serial ID assigned to the item. |
| **Vendor/Vendor ID** | Displays the vendor that supplied the item being returned. |
| **Vndr UOM/Vendor Unit of Measure** | Displays the unit of measure assigned to the item by the vendor. |

# Setting Up RTV Processing Options

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. Select the RTV Debit Memo check box and the appropriate RTV Adjustment Option field value.

   PeopleSoft provides the ability to automatically create adjustment vouchers 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 will be processing adjustment vouchers from vendor returns. When processing RTV adjustment vouchers, the system first considers the vendor information (be it user-defined or system-defaulted). If no vendor information is available, the system then goes to the next higher level in the default hierarchy, the PeopleSoft Payables business unit.

   **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 the 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 when defining a vendor and vendor location and specifying the RTV options as part of the procurement set up.

## See Also

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," page 29

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

# Creating RTV Transactions Without Purchase Orders

PeopleSoft Purchasing enables you to perform free-form RTV entry. You can return items by creating RTVs without source purchase orders or receipts. Acceptable return actions for RTVs without purchase orders 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 purchase order 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 purchase order 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 PeopleSoft Inventory business unit from where inventory items are to be shipped or destroyed.

### See Also

Chapter 44, “Managing Vendor Returns,” Entering RTV Information, page 876

# Creating RTV Transactions Against Closed Purchase Orders

The PeopleSoft Purchasing RTV process enables you to return items against closed purchase orders.

If the return action is return for credit or return for exchange, the purchase order 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 purchase orders automatically. To do this, select the RTV Reopen PO check box on the Purchasing Definition - Business Unit Options page.

When you enter a return for replacement with this check box selected, you receive a warning message notifying you that the purchase order is to be reopened. If you approve, the purchase order header status changes to *Pending Approval.* The purchase order line, schedule, and distribution statuses change to *Open.*

### See Also

Chapter 5, “Defining PeopleSoft Purchasing Business Units and Processing Options,” page 29

# 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 purchase order 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 PeopleSoft 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 purchase order or receiving distribution lines. If there is only one distribution, you do not need to access this page. The distribution is automatically selected from the 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.

The page you access depends on what you are returning against:

- If you are returning against a purchase order 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 purchase order or receipt distribution records are selected, you can enter the return quantity on the Distribution Details page.

### See Also

Chapter 44, “Managing Vendor Returns,” Entering RTV Information, page 876

Chapter 44, “Managing Vendor Returns,” Selecting Asset Return Details, page 882

Chapter 44, “Managing Vendor Returns,” Selecting Receipt Distribution Return Details, page 882

# 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 purchase order 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 purchase order 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 purchase order line is designated as receipt required, the return must be specified against the receipt document.

  If only the purchase order number is known, you can select the receipt line by purchase order 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 link on the RTV and Select Receipt pages.<br>The item description link includes 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. |
| 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.<br>If there is only one distribution for the selected purchase order or receipt line, the distribution is automatically selected.<br>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 purchase order and receipt information for the selected RTV distribution line. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| RTV Line Comments | RTV_COMMENTS_SEC | Click the Line Comments 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. |
| 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.<br>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 purchase order. |
| Receipt Details | RTV_RECV_QTY | Click the Details link on the Select Receipt page. | View details of the RTV transaction at the purchase order schedule level. |
| RTV Defaults | RTV_DEFAUTLS | Click the RTV Defaults link on the RTV page. | View details regarding how the 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 purchase order distribution, the Select Purchase Order Distribution page appears.<br>Retrieve and select the distribution information against which you are returning a product. |

| 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.<br>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.<br>Retrieve and select the distribution information against which you are returning a product. |
| 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 check box, you can enter additional fees. You can charge vendors a restocking fee for defective items using this same functionality. |
| Select Purchase Order | PO_PICK_ORDERS | Click the Select PO link on the RTV page. | Search for and retrieve purchase order schedules against which to create RTVs. Only purchase orders that do not require receipts are available for selection.<br>If the purchase order that you are returning against requires receiving, use the use the Select Receipt page to retrieve receipt lines against which to create the vendor returns. |
| 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 link 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 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 | • Click the Document Status link on the RTV page.<br>• Purchasing, Return To Vendor, Document Status, RTV DOC Status | Review information about procurement documents associated with this vendor return. |

# Entering RTV Information

Access the RTV page.

**Status** Displays the status of the RTV header. Values are:

*Open:* This status appears by default 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** Displays the shortened name of the vendor to whom you are returning the goods.

**Vendor** Displays the vendor ID of the vendor to whom you are returning the goods.

**Location** Displays the location code to which you are returning the goods.

**Buyer** Displays the buyer responsible for the return.

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 RTV** Click this button 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.

**Cancel Line** Click to cancel the selected RTV line and associated distributions. Canceling an RTV line cannot be reversed.

## RTV Lines

**Action**

Select the return action for the returned merchandise. This selection determines valid selections for the other options on the page.

---

**Note.** A *Credit* action is not available for receipts which originate from a purchase order that is using a procurement card as the payment method.

---

**Disposition**

Displays the disposition for the returned merchandise. *Ship* appears by default.

*Ship:* Indicates that the RTV goods are to be shipped back to the vendor. Use the Express Issue page function to process inventory-related transactions.

*Destroy:* 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**

Select the reason for returning the product to the vendor. These values are defined on the Return Reasons page.

**RMA Number**

Enter the return material authorization number typically provided by the vendor.

**RMA Line**

Enter the RMA Line number provided by the vendor if multiple items are being returned against a single RMA number.

**Status**

Displays the status of the RTV line. Values are:

*Open:* This status appears by default when the vendor return is initiated.

*Shipped:* The line has been shipped. A line is considered shipped when the line's Ship Qty equals the Return Qty.

*Closed:* The line has been closed.

*Cancelled:* The line has been canceled.

## Optional Input Tab

Select the Optional Input tab.

**Rev** (revision)

Displays the revision associated with the item ID, if applicable.

## Return Quantities Tab

Select the Return Quantities tab.

**Ship Qty** (shipped quantity)

Displays the 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)

Displays the 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)

Displays the 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 purchase order or receipt. If the vendor return is created with a source

purchase order or receipt line, the vendor UOM appears by default from the appropriate document.

**Std UOM** (standard UOM) Displays the 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** Displays the 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 purchase order or receipt. If the vendor return is created with a source purchase order or receipt line, the price appears by default from the appropriate document.

**Amount** Displays the total price of the items being returned, along with the currency in which it is expressed.

### Source Information Tab

Select the Source Information tab.

**Production ID** If the item is associated with a subcontracted operation, this field displays the item's production ID.

**Operation Sequence** Displays the operation sequence for the subcontracted operation.

**Inventory** Displays 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. Values are: *Y:* (yes) or *N:* (no).

### See Also

Chapter 44, "Managing Vendor Returns," Dispatching and Printing RTV Transactions, page 885

Chapter 44, "Managing Vendor Returns," Entering Distribution Return Details, page 882

Chapter 6, "Defining Purchasing Item Information," Defining Purchasing Item Attributes, page 74

Chapter 6, "Defining Purchasing Item Information," Setting Up Item Vendor Price Adjustment Rules, page 94

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Additional Common Information

## 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. After you enter the selection criteria, click the Search button.

---

**Note.** 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 No., Receipt No., Vendor ID, or ShortName, fields, and try the search again.

---

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.

**ShortName** Select the shortened name of the vendor that supplied the item being returned.

| | |
|---|---|
| **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 this button to retrieve information that meets the selection criteria and to have this information display in the lower portion of the page. |
| **Select All** | Click this link to select all of the receipt lines retrieved. |
| **Clear All** | Click this link to clear the check box for all of the lines currently selected. |
| **Mfg ID** (manufacturer ID) | Select the manufacturer of the item that you are returning. |

### Receipt Lines Tab

| | |
|---|---|
| **Seq** (sequence) | Uniquely identifies multiple receipts for each receipt line. |
| **Vndr Rcpt Qty** (vendor received quantity) | Displays the quantity of items received expressed in the vendor UOM. |
| **Vndr Accept Qty** (vendor accepted quantity) | Displays the quantity of items accepted expressed in the vendor UOM. |

### Additional Receipt Information Tab

Select the Additional Receipt Information tab.

| | |
|---|---|
| **Vndr Reject Qty** (vendor reject quantity) | Displays the quantity of items rejected expressed in the Vendor UOM value. |
| **Rej Reason** (reject reason) | Displays the reject reason entered on the receipt, if part of the receipt quantity was rejected at receiving time. |
| **Rej Action** (reject action) | Displays the reject action from the receipt, if part of the receipt quantity was rejected at receiving time. |
| **Status** | Displays the status of the associated receipt. |

### See Also

Chapter 44, “Managing Vendor Returns,” Item Rejection Versus Item Returns, page 864

Chapter 41, “Receiving Shipments,” Understanding the Receiving Business Process, page 789

## Viewing Item Receipt Details

Access the Receipt Details page.

| | |
|---|---|
| **Received Quantity** | Displays the quantity of items delivered. |
| **Accepted Qty** (accepted quantity) | Displays the quantity of items accepted. |
| **Rejected Qty** (rejected quantity) | Displays the quantity of items rejected at receiving time. |

**Reject Reason Code** Displays the reject reason entered on the receipt, if part of the receipt quantity was rejected at receiving time.

**Action On Rejection** Displays the reject action on the receipt, if part of the receipt quantity was rejected at receiving time.

### See Also

Chapter 44, "Managing Vendor Returns," Item Rejection Versus Item Returns, page 864

## 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 check box'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 RTV Adjustment Option setting on the Payables Definition - Voucher Build page and can be overridden on the RTV. Values are:

*Create* (create adjustment): The Voucher Build process selects and creates an adjustment voucher from the RTV transaction.

*No Adj* (no adjustment): The Voucher Build process does not select or create an adjustment voucher from the RTV transaction.

*Stage Voucher* (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 vouchers build status to *To Build* on the Quick Invoice page.

**RTV Dispatch Method** Select the method by which you want to dispatch the vendor returns. The dispatch method that appears by default is defined on the Procurement Options page. Values are *EDX* (electronic data exchange), *Email, Fax, Phone,* and *Print.*

**RTV Notification Method** Select the method by which you want to notify the 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 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," page 29

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Setting Up Payables Business Units," Setting Voucher Build Options

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Basic Voucher and Payment Processing"

## Overriding the Vendor 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 Purchase Order Distribution Return Details

Access the Select Purchase Order Distribution page.

Select the check box to retrieve and choose a purchase order distribution against which you want to perform an RTV transaction.

**PO Qty** (purchase order quantity) Displays the number of items in the selected purchase order distribution.

**PO Amount** Displays the merchandise amount for the selected purchase order distribution.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 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) | Displays the number of items in the selected receipt distribution. |
| **Amount** | Displays the 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** (PeopleSoft Asset Management business unit) | Displays the PeopleSoft Asset Management business unit assigned to the purchase order for the selected receipt items by the originating PeopleSoft Purchasing business unit, if applicable. |
| **Quantity** | Displays the number of items on the asset distribution line. |
| **VIN** | Displays the VIN number associated with the serial-controlled item number that you received associated with the purchase order. |

**Note.** This field only appears if you received a serial-controlled item and the Asset Type associated with the item and asset profile was *FLEET.*

### See Also

Chapter 44, “Managing Vendor Returns,” Selecting Asset Return Details, page 882

Chapter 41, “Receiving Shipments,” Managing Receipts, page 797

# Entering Distribution Return Details

Access the Distribution Details page.

| | |
|---|---|
| **Line** | Displays the RTV line number associated with this 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) | Displays the quantity of items returned to the vendor. |
| **Amount** | Displays the monetary value of the items returned, along with the currency in which it is expressed. |

### Distributions Tab

**Return Qty** (returned quantity)

Enter the 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)

Select the 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)

Enter the 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 PeopleSoft 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**

Displays the distribution status of the RTV transaction. Values are:

*Open:* This status appears by default 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**

Displays the value of the items returned on the distribution line, along with the currency in which it is expressed.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining and Using ChartFields,” Understanding PeopleSoft ChartFields

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, “Creating Orders for Fulfillment,” Creating Online Orders Using Express Issue in PeopleSoft Inventory

Chapter 44, “Managing Vendor Returns,” Entering RTV Transactions, page 872

## Accessing RTV Fees

Access the RTV Fees page.

The setting of the RTV Adjust Fees check box 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 check box, adjustment fees can be entered here.

If you clear the check box, 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) Select the identification code assigned to the applicable miscellaneous charge.

**Reason Code** Displays the reason for the return. This value appears by default from the RTV line. Reasons are defined on the Reason Codes page.

**Action** Displays the type of fee action. Values are *CR* (credit) and *DB* (debit).

**Percent** Enter the fee percentage associated with the return reason.

**Fee** Enter the calculated amount of the fee.

**Accounting Entry Type** Select the type of accounting entry associated with this fee.

**Cost Element** Displays 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. Values are: *Y* (yes) and *N* (no).

**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. Values are: *Y* (yes) and *N* (no).

**Process Flag** Indicates whether or not the RTV fees have been processed. Values are *Y* (yes) and *N* (no).

### See Also

Chapter 44, "Managing Vendor Returns," Entering RTV Defaults, page 880

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," page 29

Chapter 44, "Managing Vendor Returns," Item Rejection Versus Item Returns, page 864

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Additional Common Information

## Entering RTV Header Details

Access the Header Detail Information page.

**Voucher Adjust Status** If this check box is selected, the Batch Voucher Build process has processed the RTV transaction.

**Freight Terms** Select the 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 Progressive 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) Enter the RTV ship sequence number.

**Pro Number** (progressive number) Enter the progressive number associated with this RTV line.

### See Also

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Creating Orders for Fulfillment," Creating Online Orders Using Express Issue in PeopleSoft Inventory

# Dispatching and Printing RTV Transactions

This section provides an overview of the RTV Dispatch/Print process and discusses how to run the RTV Dispatch/Print process.

## Understanding the RTV Dispatch/Print Process

The RTV Dispatch/Print SQR 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, you have three choices:

**Email Application Engine process (PO_RTV_EMAIL)** Select to run only the Email process.

**RTV Dispatch/Print SQR process (PORT001)** Select to run only the RTV Dispatch/Print process.

**RTV Dispatch & Email multiprocess job (RTVDISP)** Select to run the RTV Dispatch/Print process and then the 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 multiprocess job on the PeopleSoft Process Scheduler Request page that you access from the Dispatch RTVs page. The RTV Dispatch & Email multiprocess 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_DISPFEE_EC, and PS_RTV_DISPSHIP_EC.

To print a vendor return only, you can select the Print Only check box on the Dispatch RTVs page and specify the number of copies that you want.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Vendor Addresses

*PeopleSoft Enterprise Source to Settle Common Information 8.9 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 multiprocess job.<br>Also produce the RTV Dispatch/Print report, which provides a printout of selected RTVs. |

## Running the RTV Dispatch/Print Process

Access the Dispatch RTVs page.

### Process Request Parameters

**Business Unit** Select a business unit as part of the selection criteria.

**RTV ID** Select an RTV ID as part of the selection criteria. You must specify a business unit before you can enter an RTV ID. When you select a specific RTV ID, only the business unit and RTV ID are used as the selection criteria.

**Vendor ID** Select a vendor ID as part of the selection criteria.

**Buyer** Select 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. The 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 this check box to include previously dispatched vendor returns. Records with RTV_HDR.DISPATCH_FLAG = *Y* are included.

**Not Dispatched** Select this check box to include vendor returns that have never been dispatched. Records with RTV_HDR.DISPATCH_FLAG = *N* are included.

**Open, Closed, Shipped, and Canceled** Select the specific check box to include vendor returns with the selected statuses.

### Dispatch Methods to Include

**Print, Fax, EDX** (electronic data exchange), **E-Mail,** and **Phone** Select the specific check box to include vendor returns with the selected dispatch methods.

### Miscellaneous Options

**Print Only** Select this check box to print only and not dispatch the RTV transaction.

**Print Duplicate** Select this check box to print only and not dispatch the vendor return. The printed RTV document will have the word *Duplicate* printed on it. The RTV transaction must have been previously dispatched.

**Test Dispatch** Select this check box to perform a test run of the dispatch. When you select this check box, 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 the 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 RTV EIP

This section provides an overview of the RTV EIP and discusses how to:

- Set up the RTV EIP.
- Publish the RTV EIP.

## Understanding the 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.

## Pages Used to Set Up and Publish the RTV EIP

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| RTV , | RTV | Purchasing, Return To Vendor, Add/Update RTV, RTV | Enter information related to the entire RTV transaction. |
| Publish Outbound Message | IN_RUN_PUB_MSG | SCM Integrations, 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 the Return to Vendor check box 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 RTV 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 provides an overview of the RTV Reconciliation process and discusses the page used to reconcile RTV transactions.

## Understanding the RTV Reconciliation Process

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 the purchase order or purchase order receipt references that contract, the RTV Reconciliation 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 the purchase order or purchase order receipt references those open contract references, the RTV Reconciliation process updates the open item reference amount.

The RTV Reconciliation process updates the contract total amount once the RTV line status changes to *Shipped.*

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If the return action on the RTV line is *Exchange,* an attempt is made to find the purchase order 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 purchase order 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. You can still view the return using the RTV 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 | Initiate 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. |
| Vendor Address inquiry | RTV_ADDR_DTL_INQ | Click the Address link on the RTV Inquiry page. | View vendor address details. |
| 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. |
| 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. |
| Header Detail Information inquiry | RTV_HDR_DTLS_INQ | Click the Header Details link on the RTV Inquiry page. | View detailed RTV header-level information. |
| 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 purchase order and receipt information for the select RTV distribution line. |
| 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. |
| RTV DOC Status | PRCR_DOCSTAT_INQ | • Click the Document Status link on the RTV Inquiry page.<br>• Purchasing, Return to Vendor, Document Status.<br>• Click the Document Status link on the RTV page. | Access and review information about procurement documents associated with a vendor return. |

# CHAPTER 45

# 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

The PeopleSoft Purchasing Receipt Accrual Application Engine process (PO_RECVACCR) 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.

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**Note.** For the Receipt Accrual process to work as designed, both PeopleSoft Payables and PeopleSoft Purchasing must be installed, and you must use PeopleSoft Payables Matching to validate vouchers.

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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 or non-purchase order receipts to give you an accurate forecast of the 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 the expense accounts reflect the remaining 15,000 USD in upcoming debits. This helps reduce the impact of unexpected debits to the expense accounts. Without the Receipt Accrual process, this 15,000 USD is hidden until the debits bill and post to the 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 the unbilled receipts, enabling you to manage the 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 the organization.

- Expensed items where a non-purchase order 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 run one of the following three processes: the Entry Event Generator, Comm Cntrl Budget Processor, or the Journal Generator.

2. The original transactions for which reversals have just been created are identified 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. Values are:

      *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 purchase orders.

4. Separate transactions are created to record miscellaneous charges that are derived from receipt landed cost transactions (RECV_LN_DIST_LC).

### See Also

Chapter 45, “Using Receipt Accrual,” Accruing Receipts, page 896

Chapter 14, “Using Entry Events,” Understanding Entry Events in PeopleSoft Purchasing, page 203

Chapter 14, “Using Entry Events,” Generating PeopleSoft Purchasing Entry Events, page 208

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Using Journal Generator,” Running Journal Generator Processing

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, “Understanding PeopleSoft Commitment Control,” Budget Checking Process

## Receipt Accrual Criteria Description

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.

### Inventory-Related Purchasing Transactions Accrual

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, purchase order, 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, purchase order, 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 purchase order to calculate the base amount to accrue.

### VAT and Miscellaneous Charges

If there are miscellaneous charges or landed cost charges associated with the purchase order, these charges accrue only if you select the Accrue Charge check box on the Misc Charge/Landed Cost Defn page and the Accrue PO Receipts check box on the Purchasing Definition - Business Unit Options page. In addition, only miscellaneous charge and landed cost transactions with these 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 purchase order. This value flows from the purchase order 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 purchase order.

### See Also

Chapter 7, "Defining Miscellaneous Charges and Landed Costs," page 105

Chapter 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Establishing PeopleSoft Purchasing Business Units, page 32

*PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process"

## Receipt Accrual Setup

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 5, "Defining PeopleSoft Purchasing Business Units and Processing Options," Establishing PeopleSoft Purchasing Business Units, page 32.

2. Select the Accrue Charge check box 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 purchase order; it flows to the receipt through the purchase order value adjustment.

   See Chapter 7, "Defining Miscellaneous Charges and Landed Costs," page 105.

3. Select a journal template for receipt accrual on the Procurement 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 Enterprise Payables 8.9 PeopleBook*, "Setting Up 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 Enterprise Application Fundamentals 8.9 PeopleBook*, "Using 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 purchase order distributions. The alternate account designated on the Accounting Entry Template page applies only to the liability account defined here.

   See *PeopleSoft Enterprise Application Fundamentals 8.9 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 the 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 the 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.

## Receipt Accrual Implementation

Use the following process flow to use the Receipt Accrual process, the Entry Event Generator, and the Journal Generator process (FS_JGEN) 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 process from the Entry Event Run Request page.
5. Run the Journal Generator process from the Generate Journals Request page:

   a. On the Generate Journals Request page, select *REC_ACCRUE* 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 SQR Report process (PORC700) to review the totals for each expense account and the total accrued liability.

### See Also

Chapter 45, “Using Receipt Accrual,” Accessing Receipt Accrual Journal Entries, page 901

Chapter 45, “Using Receipt Accrual,” Budget-Checking Receipt Accruals, page 898

Chapter 45, “Using Receipt Accrual,” Running the Receipt Accrual Process, page 896

Chapter 45, “Using Receipt Accrual,” Receipt Accrual Setup, page 894

Appendix D, “PeopleSoft Purchasing Reports,” PORC700 - Receipt Accrual, page 995

Chapter 14, “Using Entry Events,” page 203

*PeopleSoft Enterprise Application Fundamentals 8.9 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 | Set parameters and run the Receipt Accrual process. |
| Accrue Receipt | RUN_RECVACCR_OL | Purchasing, Receipts, Add/Update Receipts, Maintain Receipts - Receiving page<br>Click the Run PO Receipt Accrual button on the Maintain Receipts - 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) Select an accounting date to use for the period ending date. The current date appears by default. 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 this option to accrue qualifying receipts for all business units. If you select this 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 this option to accrue qualifying receipts for a specific business unit. If selected, enter a business unit in the Values group box.

**Receiver** Select this option 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.

### Additional Setting

**Default Entry Event Code** Select a default entry event.

For purchase order receipts with no entry event code on the purchase order 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 purchase order 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-purchase order receipts, the value selected here populates the expense and accrual accounting lines.

### See Also

Chapter 14, “Using Entry Events,” page 203

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Using Journal Generator,” Running Journal Generator Processing

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

## Performing Budget-Checking for Receipt Accruals

This section discusses how to budget-check receipt accruals.

# 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 Comm. Cntrl. Budget Processor Application Engine process (FS_BP). This process is used to budget-check the expense and encumbrance reclassification transactions. You can choose to budget-check either type. |

# Budget-Checking Receipt Accruals

Access the Budget Check Request page.

## Budget-Check Request

**Tran Type** (transaction type) Select the transaction type. Select from these source transactions:

*PO_RAEXP* (Receipt Accruals - Expense): Budget-check expense transactions and miscellaneous charges.

*PO_RAENC* (Receipt Accruals - Encumbrance): Budget-check encumbrance reclassifications and miscellaneous charges.

## Process Options

**Unit Option** The Receipt 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 Enterprise Commitment Control 8.9 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 from the Receipt Acctg Line page. Using the Commitment Control page you can view details about transactions such as, the source transaction type and the amount type for the journal, override budget-checking for the transaction, or run the Comm. Cntrl. Budget Processor process 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 Comm. Cntrl. Budget Processor Application Engine process (FS_BP) for the transaction. |

## Accessing Receipt Accrual Accounting Line Entries

Access the Receipt Acctg Line page.

Receipt Acctg Line

Search Criteria

*Business Unit: US001 *Fiscal Year: 2003 *Period: 4 Budget Status:

From Receipt No: To Receipt No: Type: Rec Accrue Search

Line Details Customize | Find | View All | First 1-8 of 13 Last

Distribution Information More Distribution Details

| Receipt No | Line | Sched # | Dist | Type | Merchandise Amt | Currency | Budget Status | GL Unit | Dist Qty |
|---|---|---|---|---|---|---|---|---|---|
| 0000000020 | 1 | 1 | 1 | Rec Accrue | -850.00 | USD | Valid | US005 | 50.0000 |
| 0000000019 | 1 | 1 | 1 | Rec Accrue | 2000.00 | USD | Valid | US005 | 100.0000 |
| 0000000019 | 1 | 1 | 1 | Rec Accrue | 2000.00 | USD | Valid | US005 | 100.0000 |
| 0000000019 | 1 | 1 | 1 | Rec Accrue | -2000.00 | USD | Valid | US005 | 100.0000 |
| 0000000019 | 1 | 1 | 1 | Rec Accrue | -2000.00 | USD | Valid | US005 | 100.0000 |
| 0000000019 | 1 | 1 | 1 | Rec Accrue | -2000.00 | USD | Valid | US005 | 100.0000 |
| 0000000018 | 1 | 1 | 1 | Rec Accrue | 2000.00 | USD | Valid | US005 | 100.0000 |
| 0000000018 | 1 | 1 | 1 | Rec Accrue | 2000.00 | USD | Valid | US005 | 100.0000 |

Receipt Acctg Line page

Use the fields in the Search Criteria group box to filter transactions, and click the Search button to display the selections that match the search criteria in the Line Details group box.

### Distribution Information

The following fields appear only if you enable commitment control for PeopleSoft 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.*

Click the Budget Options button to access the Commitment Control page, where you can review transaction details and override budget-checking.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications"

*PeopleSoft Enterprise Application Fundamentals 8.9 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, GL Journal Drill Down, 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) Click this link to access the Journal Lines inquiry page in PeopleSoft General Ledger.

**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

Select the 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

Select the Accounting Period tab.

**Distribution Line** Displays the distribution line number associated with the journal entry accounting period.

# CHAPTER 46

# Reviewing Receipt Information

This chapter discusses how to inquire about receipts.

## 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.<br>This page and the pages accessible from it enable you to inquire on the same information available through the Maintain Receipts - 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. |
| 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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 | Click 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 Comment or Line Comment 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. |
| Device Tracking | RECV_INQ_DEVICE | Click the Device Tracking link on the Receipts inquiry page. | View device tracking information for each receipt distribution line. |
| RTV Information | RTV_LN_DISP_SEC | Click the Display RTV Information link on the Receipts inquiry page. | View RTV information for each receipt. |
| Receipt DOC Status | PRCR_DOCSTAT_INQ | • Click the Document Status link on the Receipts inquiry page.<br>• Purchasing, Receipts, Review Receipt Information, Document Status, Receipt DOC Status | Access and review information about procurement documents associated with a receipt. |
| Partially Rcvd POs (partially received purchase orders) | RECV_PARTIAL | Purchasing, Receipts, Review Receipt Information, Partially Received POs, Partially Rcvd POs | View information such as purchase order quantity, received quantity, merchandise amount for purchase order, and merchandise amount received, related to purchase orders that have been partially received. |
| Procurement Card Information | CC_USE_HDR_DTL_1 | Click the Procurement Card link on the Partially Rcvd POs page. | View the procurement card information details related to the procurement card that is being used as the payment method for the purchase order. |
| 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. |

## Viewing Receipt Comments

Access the Comments page.

**Show at Voucher** Select this check box to enable the voucher process to copy the comments to the voucher.

# CHAPTER 47

# Inquiring About Document Status

This chapter provides an overview of document status inquiries and discusses how to view document status.

## 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), return to vendors (RTVs), and receipts associated with a purchase order.

From the menus for these transactions, you can view all of the procure-to-pay documents associated with their respective sources:

- Requisitions.
- RFQs.
- Purchase orders.
- Receipts.
- RTVs.
- Contracts.
- Associated vouchers and payments (if you're using PeopleSoft Payables).
- Strategic sourcing events (if you're 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.

*Valid:* Valid budget check.

**Carrier ID** Freight Carrier.

**Document Type** Requisition, purchase order, RTV, RFQ, or 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 29, "Reviewing Requisition Information," Viewing Requisition Information, page 480.

- All Vendors inquiry page

  See Chapter 30, "Managing Requests for Quotes," Inquiring and Reporting on RFQs and Vendor Responses, page 520.

- Purchase Order - Form inquiry page

  See Chapter 39, "Reviewing Purchase Order Information," Inquiring About Purchase Orders, page 775.

- Receipts (inquiry) page

  See Chapter 46, "Reviewing Receipt Information," Inquiring About Receipts, page 903.

- RTV Inquiry page

  See Chapter 44, "Managing Vendor Returns," Inquiring About RTVs, page 889.

- Events Inquiry page

  See Chapter 14, "Using Entry Events," Drilling Down to the General Ledger to View Entry Event Journal Entries, page 209.

- If you are using PeopleSoft Inventory, click the DOC ID for a MSR or interunit receipt to access the Stock Requests Inquiry page for the associated document.

  See *PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Creating Orders for Fulfillment," Reviewing the Status of a Particular Order.

- If you are using PeopleSoft Payables, click the DOC ID to access the Voucher Inquiry page or the Payment Inquiry page for the associated document.

  See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "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 access the Strategic Sourcing Inquiry page for the associated document.

  See *PeopleSoft Enterprise Strategic Sourcing 8.9 PeopleBook*, "Managing Events," Using the Sourcing Document Status Inquiry.

**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.

If you are using PeopleSoft Strategic Sourcing, *Work Order* may appear.

**Status** Status of the associated document.

**Location** Vendor location.

Click the Go To Document Status Inquiry 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, purchase order, 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.

# Viewing Document Status

This section discusses how to:

- View requisition document status.
- View RFQ document status.
- View purchase order 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<br>• Click the Document Status link on the Maintain Requisitions - Requisition page. | Access and review information about procurement documents associated with a requisition. |
| RFQ DOC Status | PRCR_DOCSTAT_INQ | • Purchasing, Request for Quotes, Review RFQ Information, Document Status, RFQ DOC Status<br>• Purchasing, Request for Quotes, Add/Update RFQs, Request Quotes<br>Select *4 - Document Status* in the More field on the Request Quotes page. | Access and review information about procurement documents associated with an RFQ. |
| PO Document Status | PRCR_DOCSTAT_INQ | • Purchasing, Purchase Orders, Review PO Information, Document Status, PO Document Status<br>• Click the Document Status link on the Maintain Purchase Order - Purchase Order page. | Access and review information about procurement documents associated with a purchase order. |
| Receipt DOC Status | PRCR_DOCSTAT_INQ | • Purchasing, Receipts, Review Receipt Information, Document Status, Receipt DOC Status<br>• Click the Document Status link on the Maintain Receipts - 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<br>• Click the Document Status link on the RTV page. | Access and review information about procurement documents associated with a vendor return. |
| Contract Doc Status | PRCR_DOCSTAT_INQ | Purchasing, Procurement Contracts, Review Contract Information, Document Status, Contract Doc Status | 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 Requisitions - Req Inquiry page for the requisition.

**Status** Requisition status. Values are:

*Approved:* Requisition has been approved.

*Complete:* Requisition has been processed through to completion.

*Open:* 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 *Pending Approval.*

*Pending approval:* Requisition is eligible to enter the approval process.

*Canceled:* Requisition has been canceled.

## Viewing RFQ Document Status

Access the RFQ DOC Status page.

**RFQ ID** (request for quote ID) Click the link to open a new browser window that displays the Vendors By Quote - All Vendors inquiry page.

**Status** RFQ status. Values are:

*Approved:* RFQ is ready to be sent to vendors.

*Closed:* RFQ is no longer open.

*On hold:* RFQ is pending.

*Canceled:* RFQ is rejected.

*Open:* RFQ is not ready to be sent to vendors.

## Viewing Purchase Order Document Status

Access the PO Document Status page.

**PO ID** Click the link to open a new browser window that displays the Purchase Order Inquiry - Purchase Order page.

**Status** PO status. Values are:

*Approved:* Purchase order is ready to be sent to vendors.

*Closed:* Purchase order is no longer open.

*On hold:* Purchase order is pending.

*Canceled:* Purchase Order is canceled.

*Open:* Purchase order is not ready to be sent to vendors.

*Dispatched:* Purchase order has been dispatched to the 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 purchase order 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:

*Open:* Not all of the edits have passed. One or more receipt lines are in an *Open* status.

*Received:* All of the edits have passed. All of the lines are in a *Received* or *Canceled* status.

*Hold:* Receipt is on hold until released by user.

*Moved:* Item has been interfaced to PeopleSoft Asset Management, PeopleSoft Inventory, or PeopleSoft Manufacturing.

*Closed:* 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.

*Canceled:* All of the lines are canceled. Canceling cannot be reversed.

## Viewing RTV Document Status

Access the RTV DOC Status page.

**RTV ID** Click to open a new browser window that displays the RTV Inquiry page where you can view detailed RTV information.

**Status** Values are:

*Closed:* The line has been closed.

*Open:* Appears by default when the vendor return is initiated.

*Shipped:* The line has been shipped. A line is considered shipped when the line's shipped quantity equals the returned quantity.

*Canceled:* The line has been canceled.

## Viewing Contract Document Status

Access the Contract 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.

# PART 7

# Analyzing Procurement Data

**Chapter 48**
**Analyzing Procurement History**

# CHAPTER 48

# 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.

### PeopleSoft Delivered Inquiry Types

You configure 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 history items.
- Purchase order schedule list.
- Receiver history items.
- Receiver schedule list.
- Requisition list.
- Voucher history items.
- Voucher list.

## Configuring Procurement Analysis Inquiries

This section discusses how to:

- Define reporting entities.

- Set up candidate fields.
- Create a procurement analysis view.
- Set up candidate views.
- Set up inquiry profiles.

### See Also

Chapter 48, “Analyzing Procurement History,” Defining Reporting Entities, page 918

Chapter 48, “Analyzing Procurement History,” Setting Up Candidate Fields, page 919

Chapter 48, “Analyzing Procurement History,” Setting Up Candidate Views, page 920

Chapter 48, “Analyzing Procurement History,” Setting Up Inquiry Profiles, page 920

## 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 inquires. |
| 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** Enter 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** Select 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 AP Data** (include accounts payable data) | Select if you want the inquiries for the reporting entity to include voucher data. |
| **Include all AP units**(include all accounts payable units) | Select if you want to include all accounts payable 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. |

## Setting Up Candidate Fields

Access the Field Candidate Setup page.

**Inquiry Type**

Displays the applicable view name. Values include:

- *PO Schedule List* (PRCR_LST_APO_VW).
- *Procurement History List* (PRCR_HST_AAA_VW).
- *Receiver Schedule List* (PRCR_LST_ARC_VW).
- *Requisition List* (PRCR_LST_ARQ_VW).
- *Voucher List* (PRCR_LST_AAP_VW).

**Field Heading**

Enter a 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**

Displays the 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

*Enterprise PeopleTools 8.46 PeopleBook: Data Management*

## Setting Up Candidate Views

Access the View Candidate Setup page.

**View By** Displays the user-defined name of the view.

**View ID** Select the view used to create the View By.

**Inquiry Type** Select the inquiry type for which the view by value can be used.

## Setting Up Inquiry Profiles

Access the Inquiry Profile Setup page.

**User ID** Select the user ID that uses the inquiry profile.

**Procurement Profile ID** Select a profile ID. Seven profile IDs exist for each user ID:

- *PO History Items*
- *PO Schedule List*
- *Receiver History Items*
- *Receiver Schedule List*
- *Requisition List*
- *Voucher History Items*
- *Voucher List*

**RPT Entity** (reporting entity) Select the data selection criteria that are defined for the selected reporting entity that apply to the inquiry profile.

**Inquiry Type** Displays the 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 appear. 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 provides an overview of the Procurement History Update Application Engine process (FS_PRCRUPD) and discusses how to run the Procurement History Update process.

## Understanding the Procurement History Update Application Engine Process (FS_PRCRUPD)

This process populates the history tables. It selectively accumulates procurement history for the following transactions:

- Purchase order 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 the Procurement History Update process and run it. This process accumulates procurement history from the transaction tables. |

## Running the Procurement History Update Process

Access the Update Procurement History page.

**Reporting Entity ID**

Select the reporting entity ID. It determines the business units for which procurement history data is generated, as well as the kinds of data that is selected.

**Relative**

Select this option 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 PeopleSoft 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 this option 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 48, "Analyzing Procurement History," Defining Reporting Entities, page 918

# Generating Vendor Analysis Data

This section provides an overview of the Vendor Performance Analysis Build Cube process (POVENDOR) and discusses how to run the Vendor Performance Analysis process.

## Understanding 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 purchase order, 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

*Enterprise PeopleTools 8.46 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, Build Vendor Analysis Cube | Set up run-control information for the Vendor Performance Analysis process and run it. This process extracts the data from Procurement History (PRCR_ITEM_HST), and generates the cube for PowerPlay. |

## Running the Vendor Performance Analysis Process

Access the Build Vendor Analysis Cube page.

| | |
|---|---|
| **Cube Instance ID** | Select the VENDOR_ANALYSIS - Vendor Performance Analysis cube instance ID for the query. |
| | Click the Open Cube Instance Definition button to access the Cube Inst Def (open cube instance definition) page. |
| **Reporting Entity ID** | Select a reporting entity ID. It determines the business units for which vendor procurement data is generated, as well as the kinds of data that are 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** | 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 run it for each build. |
| **Meta-Data Action** | Select *Create, Update,* or *None.* |
| **Data Action** | Select *Create, Update,* or *None.* |
| **Currency** | Select the currency that is to be applied to all retrieved data. |

### See Also

*Enterprise PeopleTools 8.46 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 purchase order. |
| **Bank Code** | Code that is assigned to the bank from which the item invoice is to be paid. |
| **CUR/Currency** | Purchase order 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.<br>Inquiries initially retrieve only fields that are predefined. However, you can 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 purchase orders that are associated with the receipt line. |
| **Paid Amount** | Amount that is paid on the purchase order, 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 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. |
| 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 these pages:<br>PO History Inquiry<br>Receipt History Inquiry<br>Voucher History Inquiry<br>Purchase Order List inquiry<br>Receipt List inquiry<br>Voucher List inquiry<br>Requisition List inquiry | Enter vendor identifying information. |
| Conversations | VNDR_CNVRSTN | Click the Vendor Conversations link on these pages:<br>PO History Inquiry<br>Receipt History Inquiry<br>Voucher History Inquiry<br>Purchase Order List inquiry<br>Receipt List inquiry<br>Voucher List inquiry | Track ongoing discussions and conversations with vendor contacts.<br>You must enter the vendor and contact before you record conversations. |
| Purchasing Attributes | ITM_TBL_PUR | Click the Item link on these pages:<br>PO History Inquiry<br>Receipt History Inquiry<br>Voucher History Inquiry<br>Purchase Order List inquiry<br>Receipt List inquiry<br>Voucher List inquiry | Enter basic purchasing information for an item. |

## Viewing Purchase Order Data

Access the Purchase Order List inquiry page.

**Amount** Total line cost.

**PO Date** Purchase order creation date.

**Price** Purchase order item unit cost.

**Status** Purchase order status.

**VND Item** (vendor item) Vendor item code.

## Viewing Receipt Data

Access the Receipt List inquiry page.

| | |
|---|---|
| **Origin** | Source of the receipt. |
| **PO Price** | Purchase order item unit price. |
| **PO Ship Amt** (purchase order shipped amount) | Cost of the purchase order items that are shipped. |
| **PO Ship Qty** (purchase order shipped quantity) | Number of purchase order items shipped. |
| **Status** | Purchase order 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 direct shipments. |
| **Order Management BU** (order management business unit) | Order Management business unit for direct 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 provides an overview of federal spending regions and 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.

## Defining Federal Spending Regions

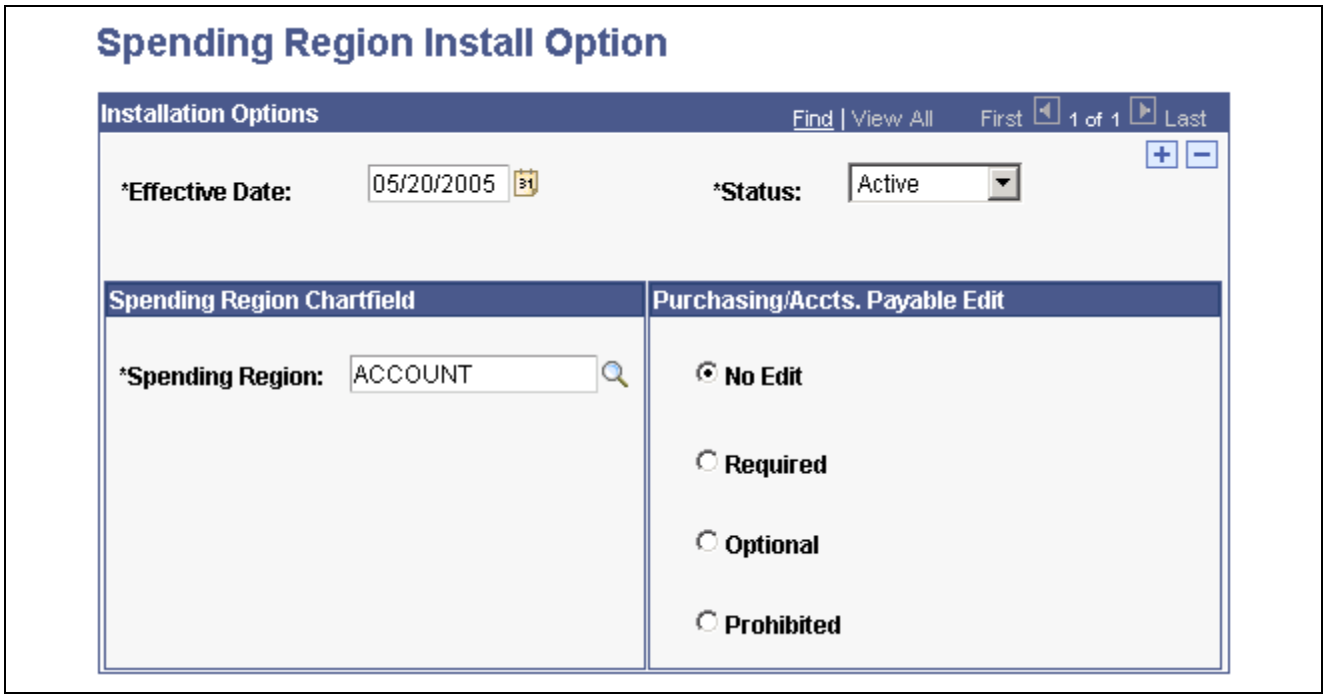
This section discusses how to define spending regions.

### Page Used to Define Federal Spending Regions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Spending Region Install Option | SPNDNG_REG_INST | Set Up Financials/ Supply Chain, Product Related, Procurement Options, Federal Spending Region, Spending Region Installation, Spending Region Install Option | Establish the ChartField that is used to identify spending regions. |

### Defining Spending Regions

Access the Spending Region Install Option page.




Spending Region Install Option page

### Spending Region Chartfield

**Spending Region** Select a valid ChartField as the spending region element.

### Purchasing/Accts. Payable Edit (Purchasing and Accounts Payable Edits)

Determine how the system responds if 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 |
|---|---|---|---|
| Spending Region Definition | SPNDNG_REG_DEF | Set Up Financials/ Supply Chain, Product Related, Procurement Options, Federal Spending Region, Spending Region Definition | Capture spending by region for PeopleSoft Payables transactions. |

## Using Spending Regions

Access the Spending Region Definition page. Select the country and state for the spending region.

**SetID** Select one setID or multiple setIDs to establish a ChartField relationship for the given state.

**ChartField Value** Select a ChartField value that was previously defined on the Spending Region Install Option 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.
- Process customs duty on online purchase orders.
- Dispatch and print excise duty and sales tax information on purchase orders.
- Process custom duty, excise duty, and sales taxes in purchase order 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 a Bill of Entry (BOE).
- Receive against a BOE.
- Run the Receiver Interface Push process with custom duty.
- Create internal vendor excise invoices against a 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 Application Engine process (PO_POCALC).
- View purchase order excise duty and sales tax information in the Sourcing Workbench.
- Process custom duties, excise duties, and sales taxes in the Create Purchase Orders Application Engine process (PO_POCREATE).
- Purge excise duties and sales taxes in the purchasing staging tables using the Purge Stage Tables Application Engine 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 |
|---|---|---|---|
| Run Controls | 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 Workbench - Sourcing | View, correct, and recycle transactions in the purchasing staging tables. |
| Sourcing Workbench - Sourcing Details | PO_SRC_ANLSYS_DTL | Click the Sourcing Details button on the Sourcing Workbench - Sourcing page. | View further details about a staged row and to change the vendor and stage status |
| Sourcing Workbench - Pricing Information | PO_SRC_PRICING | Click 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 | Click the Excise/Sales Tax link on the Sourcing Workbench - Pricing Information page. | View staged purchase order 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, Purge Stage Table | Enter run control criteria for the Purge Stage Tables process and run the process. |

# Processing Custom Duty, Excise Duty, and Sales Taxes in the PO Calculations Application Engine Process (PO_POCALC)

Access the PO Calculations - Run Controls page.

The PO Calculations process acts on the PeopleSoft Enterprise 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 purchase order.

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_CMFRTMSC section of the PO Calculations process runs the customs duty tax determination and calculation common process.

### See Also

Chapter 33, "Using Purchase Order Sourcing," Running the PO Calculations Process, page 658

## Viewing Purchase Order 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. Values for purchases are:

- *DIMP* (direct import)
- *DOM* (domestic)
- *LIMP* (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 appears. 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 whether 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 nonrecovery) Total nonrecoverable tax amount on the schedule.

## Excise/Sales Tax Details

**Tax Type** Tax type associated with the tax component code on the transaction. Values are:

- *E* (excise duty)
- *S* (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:

*Amount:* Ad hoc amount-based tax calculation.

*Percentage:* Percentage-based tax calculation. This is the default value.

*Quantity:* Quantity-based tax calculation

**Tax Rate UOM** (tax rate unit of measure) If the Calculation Scheme is set to *Quantity,* the unit of measure against which the tax rate amount is applied.

---

**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 *Percentage,* the percentage to be applied against the taxable amount.

**Tax Rate Amount** — If the Calculation Scheme field value is set to *Quantity,* amount to be applied against the transaction quantity, according to the transaction quantity in the Tax Rate UOM value.

---

**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 *Amount,* 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** — Nonrecoverable tax amount for the tax rate sequence.

**Recovery Percentage** — The system uses this value to split taxes into recoverable and nonrecoverable components.

If the Tax Type field value is set to *Excise,* this is the CENVAT percentage that can be recovered. For example, a field value of *100* indicates that the full amount of tax is eligible for CENVAT credit.

If you set the Tax Type field value to *Sales Tax,* this is the set-off percentage for the tax rate code. For example, a field value of *60* indicates that 60 percent of the tax amount is recoverable and eligible for setoff. 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 33, “Using Purchase Order Sourcing,” Using the Sourcing Workbench, page 669

## Processing Custom Duties, Excise Duties, and Sales Taxes in the Create Purchase Orders Application Engine Process (PO_POCREATE)

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 purchase orders 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 nonprorated 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 32, “Creating Purchase Orders Online,” page 543

Chapter 33, “Using Purchase Order Sourcing,” Creating Purchase Orders Using the Create Purchase Orders Process, page 682

## Purging Excise Duties and Sales Taxes in the Purchasing Staging Tables Using the Purge Stage Tables Application Engine Process (PO_POSTGRP)

Access the Purge Stage Table page.

Once purchase orders 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 33, “Using Purchase Order Sourcing,” Purging Purchasing Staging Tables, page 687

# Processing Excise Duty and Sales Taxes for Online Purchase Orders

In PeopleSoft Enterprise 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 appear by default to purchase orders 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 purchase order header and line excise duty and sales tax information.
- Access purchase order schedule excise duty and sales tax details.

## Pages Used to Process Excise Duty and Sales Taxes for Online Purchase Orders

| 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 purchase order header and line information online. |
| Copy Purchase Order | PO_COPY_TEMPLATE | Access the Copy Fromfield on the Maintain Purchase Order - Purchase Order.<br>The Copy From field is available only in add mode. | Create a purchase order by copying an existing contract, requisition, or purchase order.<br>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 purchase order.<br>The Tax Determination and Tax Calculation processes are triggered upon completion of the copy. |
| Maintain Purchase Order - Schedules | PO_SCHEDULE | Click the Schedule button on the Maintain Purchase Order - Purchase Order page. | Specify ship to, quantities, due dates, comments, sales and use tax, miscellaneous charges, price adjustments, and multiple distributions per schedule within a purchase order line.<br>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 purchase order schedule after entering field values such as the purchasing business unit, vendor, and item on the purchase order header and line. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Express Purchase Order - Purchase Order | PO_EXPRESS | Purchasing, Purchase Orders, Add/Update Express POs, Express Purchase Order - Purchase Order | Enter purchase orders 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 Purchase Order - Purchase Order page you cannot distribute by amount, allocate header miscellaneous charges, or copy from an existing contract, requisition, or purchase order. |
| PO Schedule Excise Duty/Sales Tax Details | PO_LN_SHIP_TAX_EXS | • Click the Excise/Sales Tax link on the Maintain Purchase Order - Schedules page.<br>• Click the Schedule Excise/Sales Tax link on the Express Purchase Order - Purchase Order page. | Access excise and sales tax rate codes, corresponding tax component codes, and calculated results.<br>Access the total excise duty amount, sales tax amount, excise duty recovery amount, and sales tax recovery amount at the schedule level. |
| Maintain Purchase Order - Distributions for Schedule | PO_SCHED_DISTRIB | Click the Distributions/ChartFields button on the Maintain Purchase Order - Schedules page. | Define multiple distributions for each purchase order schedule. |
| PO Distribution Excise Duty /Sales Details | EXS_PO_DISTRIB_TAX | • Click the Excise/Sales/Custom link on the Maintain Purchase Order - Distributions for Schedule page.<br>• Click the Excise/Sales/Custom link on the Express Purchase Order - Purchase Order page. | View excise duties, sales taxes, and customs duties calculated on the purchase order schedule, prorated across the schedule's distribution lines.<br>Excise duty, sales tax, customs duty amounts appear in the transaction currency and the general ledger base currency.<br>Total excise duty, sales tax, and customs duty amounts appear for each distribution line. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Purchase Order Inquiry - Schedules | PO_SCHED_INQ | Purchasing, Purchase Orders, Review PO Information, Purchase Orders, Purchase Order Inquiry - Purchase Order<br>Click the Schedule button on the Purchase Order Inquiry - Purchase Order page. | View information about the purchase order schedule. |
| PO Schedule Excise/Sales Details (inquiry) | EXS_PO_LN_SHIP_INQ | Click the Excise/Sales Tax link on the Purchase Order Inquiry - Schedules page. | Inquire on purchase order excise duty and sales tax details. |

## Entering Purchase Order 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 purchase order 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 purchase order 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 purchase order.

---

The following tables store excise duty and sales tax data for online purchase order 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 purchase order. This value includes sales tax, excise duty, valued-added tax (VAT), miscellaneous charge, and freight amounts.

## Accessing Purchase Order 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:** DOM 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 Details | More

| 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 Duty/Sales Tax Details page

Following purchase order excise duty and sales tax calculations, you can access tax information on the PO Schedule Excise/Sales Details 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 that appear 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 determine 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 purchase order 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 nonrecovery tax amounts are recalculated and appear.
- When you click the OK button, the system prorates the total excise tax amount, excise nonrecovery amount, excise recovery amount, sales tax amount, sales tax recovery amount, and sales tax nonrecovery 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 purchase order header. |
| **Ship To** | Displays ship to location entered on the purchase order 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. Values for purchases are:

*DIMP* (direct import)

*DOM* (domestic)

*LIMP* (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.

You can click the save or refresh button to initiate the Tax Calculation process. The system recalculates and redisplays the taxes.

**Custom Duty Applicable** Indicates whether custom duties are applicable to the transaction.

---

**Note.** If you select this check box, the Custom Duty Applicable group box appears.

---

## 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 whether 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 appears by default 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.

The tax location for the transaction is based on the inventory business unit for the ship to location.

**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 whether 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 nonrecovery) | Total nonrecoverable tax amount on the schedule. |

## Excise/Sales Tax Details

| | |
|---|---|
| **Tax Type** | Tax type associated with the tax component code on the transaction. Values are:<br>• *E* (excise duty)<br>• *S* (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:<br>*Amount:* Ad hoc amount-based tax calculation.<br>*Percentage:* Percentage-based tax calculation. This is the default value.<br>*Quantity:* Quantity-based tax calculation. |
| **UOM** (unit of measure) | If the Calculation Scheme is set to *Quantity,* the unit of measure against which the tax rate amount is applied. |

**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 *Percentage,* 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 *Quantity,* amount to be applied against the transaction quantity, according to the transaction quantity in the Tax Rate UOM value.

**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 *Amount,* this is the tax amount.

**Basis Amount**

Base amount on which tax is calculated.

**Tax Amount**

Tax amount for the tax rate sequence.

**Recvry Amt** (recovery amount)

Amount of tax that can be recovered based on the Tax Amount and Rcvry Percent values.

**NRcvry Amt** (nonrecovery amount)

Amount of tax that is nonrecoverable based on the Tax Amount and Rcvry Percent values.

**Rcvry Percent** (recovery percentage)

The system uses this value to split taxes into recoverable and nonrecoverable components.

If the Tax Type field value is set to *Excise,* this is the CENVAT percentage that can be recovered. For example, a field value of *100* indicates that the full amount of tax is eligible for CENVAT credit.

If the Tax Type field value is set to *Sales Tax,* this is the set-off percentage for the tax rate code. For example, a field value of *60* indicates that 60 percent of the tax amount is recoverable and eligible for setoff. 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 Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Calculating Sales and Use Tax in Supply Chain Management"

Chapter 32, "Creating Purchase Orders Online," page 543

Chapter 32, "Creating Purchase Orders Online," Using Express Purchase Orders, page 615

# Processing Customs Duty on Online Purchase Orders

This section provides an overview of purchase order customs duty processing and discusses how to:

- Enter purchase order line customs duty details.
- Enter purchase order schedule customs duty details.
- Access purchase order schedule customs-related miscellaneous charge details.
- Enter purchase order distribution customs duty details.
- Enter express purchase order 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 purchase orders. Customs duties appear by default to purchase order schedules according to the default hierarchy described in this document.

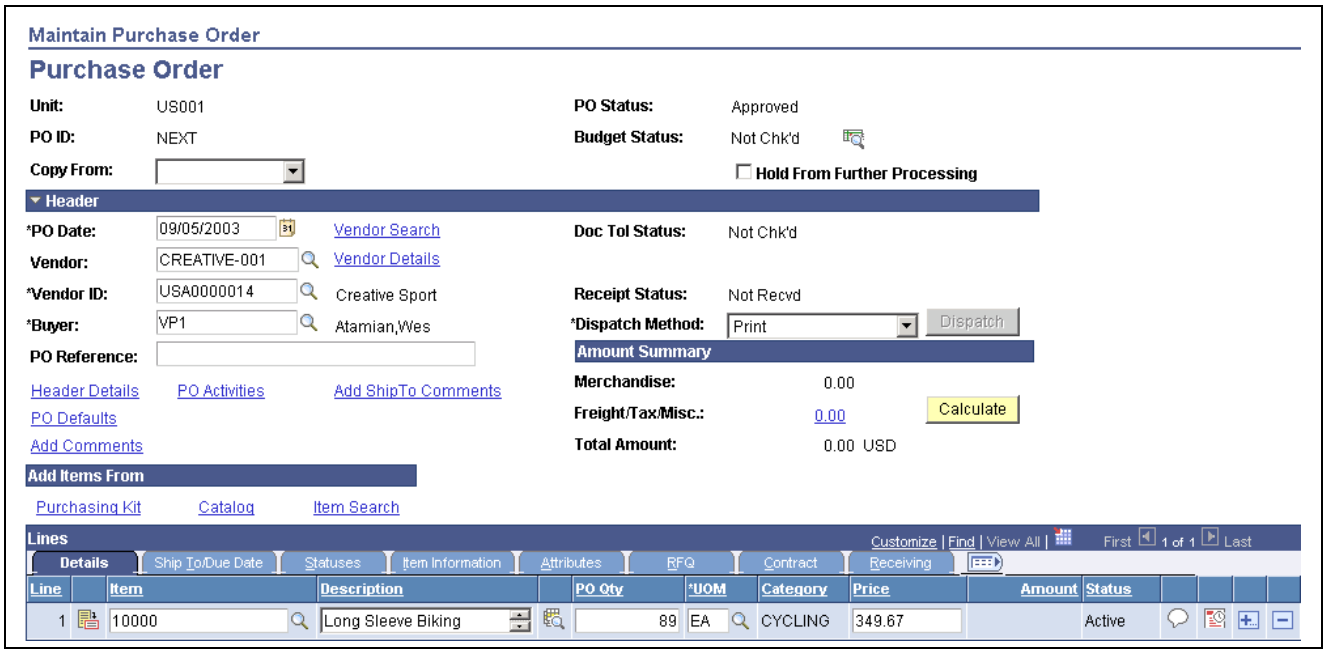
## Pages Used to Process Customs Duty on Online Purchase Orders

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Purchase Order - Purchase Order | PO_LINE | Purchasing, Purchase Orders, Add/Update POs, Maintain Purchase Order - Purchase Order | Enter or modify purchase order information online. |
| Maintain Purchase Order - Schedules | PO_SCHEDULE | Click the Schedule button on the Maintain Purchase Order - Purchase Order page. | Specify ship to, quantities, due dates, comments, sales and use tax, miscellaneous charges, price adjustments, and multiple distributions per schedule within a purchase order line. |
| Maintain Purchase Order - Miscellaneous Charges for Schedule | PO_SCHED_MISC | Click the Miscellaneous Charges button on the Maintain Purchase Order - Schedules page. | Access schedule-level miscellaneous charge information. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Maintain Purchase Order - Distributions for Schedule | PO_SCHED_DISTRIB | Click the Distributions/ChartFields button on the Maintain Purchase Order - Schedules page. | Define multiple distributions for each purchase order schedule. |
| Distribution Excise/ Sales Tax Details | EXS_PO_DISTRIB_TAX | • Click the Excise/Sales/Custom link on the Maintain Purchase Order - Distributions for Schedule page.<br>• Click the Excise/Sales/Custom link on the Express Purchase Order - Purchase Order page. | View excise duties, sales taxes, and customs duties calculated on the purchase order schedule, prorated across the schedule's distribution lines.<br>Excise duty, sales tax, and customs duty amounts appear in the transaction currency and the general ledger base currency.<br>Total excise duty, sales tax, and customs duty amounts appear for each distribution line. |
| Express Purchase Order - Purchase Order | PO_EXPRESS | Purchasing, Purchase Orders, Add/Update Express POs, Express Purchase Order - Purchase Order | Enter purchase orders using a 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 Purchase Order - Purchase Order page you cannot distribute by amount, allocate header miscellaneous charges, nor copy from an existing contract, requisition, or purchase order. |
| Miscellaneous Charges for Schedule (inquiry) | PO_SCHED_MISC_INQ | Purchasing, Purchase Orders, Review PO Information, Purchase Orders, Purchase Order Inquiry<br>Click the Schedule button on the Purchase Order Inquiry - Purchase Order page.<br>Click the Miscellaneous Charges link on the Purchase Order Inquiry - Schedules page. | View information about miscellaneous charges on the purchase order schedule. |

# Entering Purchase Order Line Customs Duty Details

Access the Maintain Purchase Order - Purchase Order page.



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** (purchase order quantity) Entering or modifying the purchase order 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 32, "Creating Purchase Orders Online," Creating Purchase Order Headers, page 550

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Calculating Sales and Use Tax in Supply Chain Management"

## Entering Purchase Order Schedule Customs Duty Details

Access the Maintain Purchase Order - Schedules 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 32, "Creating Purchase Orders Online," Creating Purchase Order Schedules, page 582

## Accessing Purchase Order Schedule Customs-Related Miscellaneous Charge Details

Access the Maintain Purchase Order - Schedule - Miscellaneous Charges page.

**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

Schedule - Miscellaneous Charges Customize | Find | View All | First 1-2 of 2 Last

Misc. Charges | More Details

| 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 page

## Misc. Charges

**Dependency Code** Associated with customs duty-related miscellaneous charges.

**Merch Vendor** (merchandise vendor) The setting of this option appears by default from the Misc Charge/Landed Cost Defn page. If selected, you pay the miscellaneous charge the purchase order 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 by clicking 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 purchase order 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 *Unit Amt,* it displays the unit of measure of the goods on the schedule. |
| **Unit Price** | If the calculation method is set to *Unit Amt,* it displays the unit price for the item's miscellaneous charge. |
| **Value %** | If the calculation method is set to *% Value,* it displays the percentage defined on the Misc Charge/Landed Cost Defn page. It 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 *Flat Amt,* it displays the flat amount of the charge entered on the Miscellaneous Charges - Miscellaneous page. |
| **Basis Amount** | If the calculation method is set to *% Value,* the assessable value against which the % Value value is applied to calculate the charge amount appears. |
| **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 NRcrvy Amt** (customs duty nonrecovery amount) | Displays the nonrecoverable customs duty amount based on the Rec Tax Pct value. |

### See Also

Chapter 32, "Creating Purchase Orders Online," Entering Schedule Miscellaneous Charges, page 600

## Entering Purchase Order Distribution Custom Duty Details

Access the Maintain Purchase Order - Distributions for Schedule page.

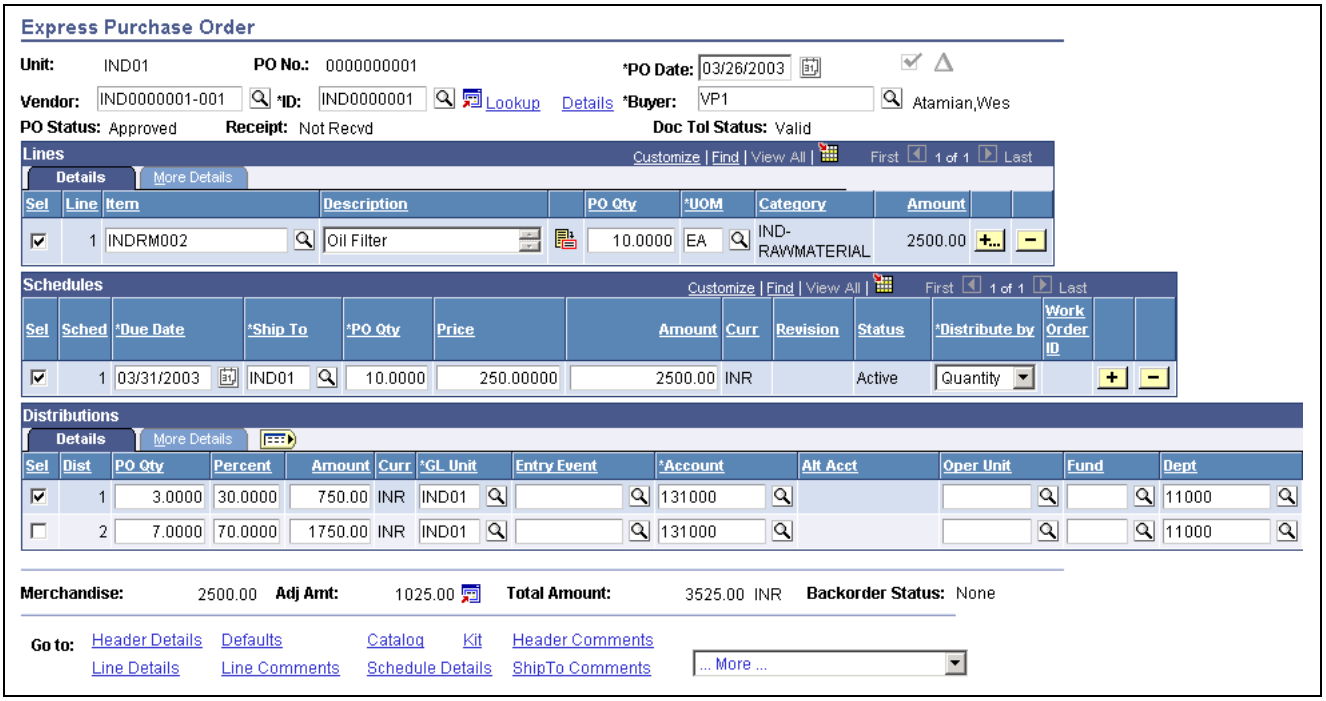
| | |
|---|---|
| **PO Qty** (purchase order quantity) | Entering or modifying the purchase order quantity for an item with associated customs duty miscellaneous charges on an import purchase order triggers the calculation of customs duty amounts (recoverable and nonrecoverable) and other related base amounts. |
| **Pct** (percent) | Enter or modify 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 nonrecoverable) 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 nonrecoverable) amounts. |
| **GL Unit** (general ledger business unit) | Enter or modify 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 nonrecoverable) amounts. |

### See Also

Chapter 32, "Creating Purchase Orders Online," Creating Purchase Order Distributions, page 601

## Entering Express Purchase Order Customs Duty Details

Access the Express Purchase Order - Purchase Order page.




Express Purchase Order - Purchase Order page

**Benefit ID** You must enter a benefit ID for each item on an import purchase order. This information appears by default on BOEs and other reports.

### See Also

Chapter 32, "Creating Purchase Orders Online," Using Express Purchase Orders, page 615

# Dispatching and Printing Excise Duty and Sales Tax Information on Purchase Orders

The PO Dispatch/Print process (POPO005) prints and dispatches purchase orders to vendors and updates purchase order 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.<br><br>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.<br><br>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.<br><br>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 |
| 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 and Print Excise Duty and Sales Tax Information on Purchase Orders

| 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 35, "Dispatching and Printing Purchase Orders," page 717

# Processing Custom Duty, Excise Duty, and Sales Taxes in Purchase Order Change Orders

When you make changes to a purchase order that affect tax determination, online change order processing and the batch Change Purchase Order (PO_POCHNG) process provide for the redetermination 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 purchase order schedules and distributions.

The order items that change determine 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.

When the Change Purchase Order process for changes related to custom duties taxes is triggered:

- The Change Purchase Order process calls PO_CMFRTMSC and PO_CMBLDDST.

  The PO_CMFRTMSC section of the Change Purchase Order process runs 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 36, "Creating Purchase Order Change Orders," page 727

## Page Used to Process Custom Duty, Excise Duty, and Sales Taxes in Purchase Order 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 Application Engine 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 purchase order 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 41, "Receiving Shipments," Using the Receiver Interface Push Application Engine Process (PO_RECVPUSH), page 844

## 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, Process Receipts | Define parameters to run the Receiver Interface Push process (PO_RECVPUSH) and the Receipt to Inventory & AM multiprocess job (RECV_03). |

# Using the Return-To-Vendor (RTV) Excise Adjustment Business Process

This section discusses the RTV Adjustment Business process.

**Note.** None of the taxes automatically change, calculate, or appear on the actual RTV.

See Chapter 44, "Managing Vendor Returns," page 863.

# Using Bill of Entry (BOE)

This section provides overviews of BOE, BOE processing rules, BOE Statuses, and BOE custom duty determination and calculation and discusses how to:

- Create BOEs.
- Select BOE source transactions.
- Enter BOE header details.
- Print BOE worksheets.
- Update BOEs.

## Understanding BOE

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 nonbonded scenario if the transfer of responsibility occurs upon delivery to you after customs assessment.

The following list provides the basic process flows for the nonbonded BOE scenario.

### Nonbonded BOE

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 nonbonded BOEs:

1. Create a BOE with a type of *Home Consumption* using a purchase order 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 nonrecoverable 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 BOE Processing Rules

The bill of entry processing rules are:

- The system does not apply receiving tolerance percentages when creating BOEs; therefore, the total purchase order schedule BOE quantity cannot be greater than the purchase order quantity.
- You cannot create BOEs based on amount-only purchase order lines.
- You can add purchase order schedules from multiple purchase orders 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, suppose that 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 BOE Statuses

The following table provides details about available BOE header and line statuses:

| Header Statuses | Possible Line Statuses | Details |
|---|---|---|
| *Open* | *Hold, Ready, Assessed,* or *Closed* | When BOE headers and lines are initially added, the BOE status is set to *Open.*<br><br>After all lines have reached a status of *Ready, Assessed,* or *Closed,* you can change the BOE header status to *Ready* and print the BOE worksheet. |
| *Ready* | *Ready, Assessed,* or *Closed* | You can print BOE worksheets only for BOEs in *Ready* status. |
| *Assessed* | *Assessed* or *Closed* | Only BOE lines in *Assessed* status can be associated with receipt lines.<br><br>After all lines have reached a status of *Assessed* or *Closed,* you can change the BOE header status to *Assessed.*<br><br>You can apply updates to the BOE worksheet until the header status is changed to *Assessed.* |
| *Closed* | *Closed* | After receiving BOE goods, you can manually change the BOE line status to *Closed.*<br><br>After a BOE line has reached a status of *Closed,* no information on the BOE line can be modified, including the line duty.<br><br>After all lines have reached a status of *Closed,* you can change the BOE header status to *Closed.*<br><br>After a BOE header has reached a status of *Closed,* no information on the BOE can be modified.<br><br>Only BOE lines in *Closed* status are picked up when creating an internal vendor excise invoice with a type of *BOE.*<br><br>After information has been copied from the BOE transactions to the internal vendor excise invoice, the CENVAT Posting process creates the CENVAT entries. |

# Understanding BOE Customs Duty Determination and Calculation

When source transaction lines (purchase order 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

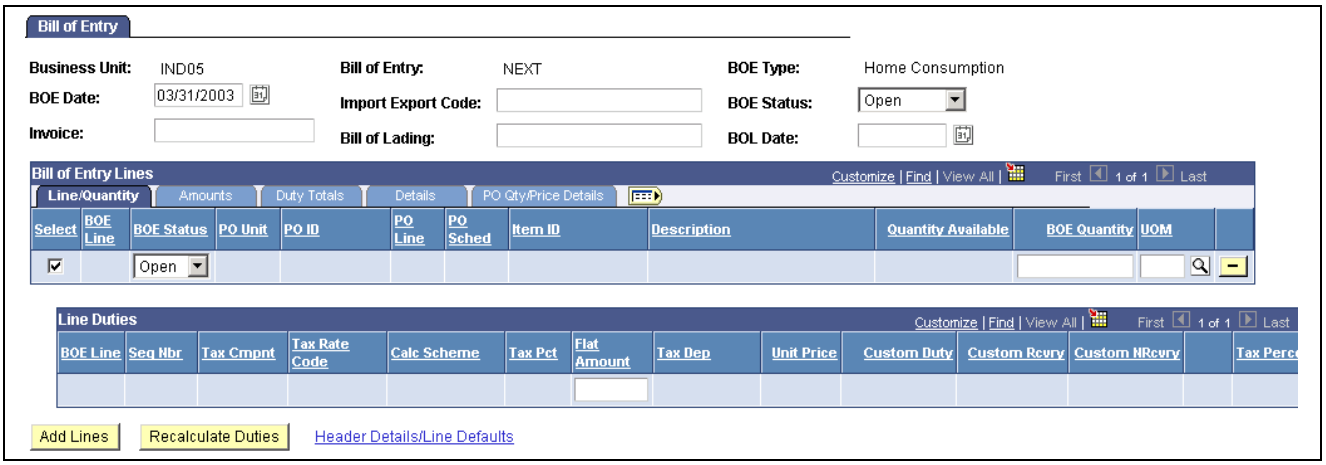
*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Calculating Sales and Use Tax in Supply Chain Management"

# Pages Used to Use BOE

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Bill of Entry | BILL_OF_ENTRY | Purchasing, Receipts, Maintain Bill of Entry IND, Bill of Entry, Bill of Entry | Enter BOEs. |
| Select Lines | BOE_SELECT | Click the Add Lines button on the Bill of Entry page. | Select source rows to add to a BOE. |
| Header Details | BOE_HDR | Click 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, BOE Worksheet | Enter parameters for the Bill of Entry Worksheet Crystal process (POY5070) and run the process. |

# Creating BOEs

Access the Bill of Entry page.



Bill of Entry page

You can create a BOE for a single purchase order, multiple purchase orders, or a portion of a purchase order. BOEs are associated with a purchasing business unit.

**Import Export Code** This field appears by default from 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 these values:

*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** and **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 Tab

**Select** Select the BOE line for which you want to display details in the Line Duties scroll area.

**BOE Status** Select the bill of entry line status. Values are: *Hold, Closed,* and these values:

*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 purchase order schedule is associated with another BOE, this quantity is the purchase order schedule quantity less the quantity associated with the other BOE.

**BOE Quantity** Quantity assigned to the BOE. The default value is the purchase order quantity. You can modify this quantity; however, the quantity can never exceed the purchase order quantity available to be associated with a BOE. This purchase

order quantity is expressed in the BOE unit of measure, which may be different from the purchase order 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 purchase order quantity unit of measure. You can modify this value.

## Amounts Tab

Select the Amounts tab.

**Amount** The default value is the purchase order merchandise amount expressed in the reporting currency defined for the line. This value changes according to the value that 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 purchase order currency.

**Rate Type** The default value is derived from the BOE header.

**Rate (RPT => PO)** (exchange rate from reporting to purchase order currency) This is the exchange rate applied between the reporting and purchase order 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 Tab

Select the Duty Totals tab.

**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 nonrecovery) Total nonrecoverable customs duty amount for the BOE line. The amount reflects the sum of corresponding amounts in the Line Duties scroll area.

## Details Tab

Select the Details tab.

**Benefit ID** The default is the purchase order benefit scheme ID.

**Exempt ID** Enter an applicable customs duty exemption ID.

## PO Qty/Price Details Tab

Select the PO Qty/Price Details tab.

The PO Qty/Price Details (purchase order quantity/price details) tab displays purchase order details for each BOE line.

**Unit Price** The default value is the purchase order unit price.

## Line Duties

**Seq Nbr** (sequence number) The sequence appears by default from the Schedule - Miscellaneous Charges page.

**Misc Chg** (miscellaneous charge) All customs duty-related miscellaneous charge codes associated with each line item appear by default on 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 purchase order 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,* it 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,* it 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,* it 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 nonrecovery) Displays the nonrecoverable customs duty amount based on the recoverable tax percent.

**Add Lines** Click this button to access the Select Lines page, where you can select purchase order schedules to add to the BOE.

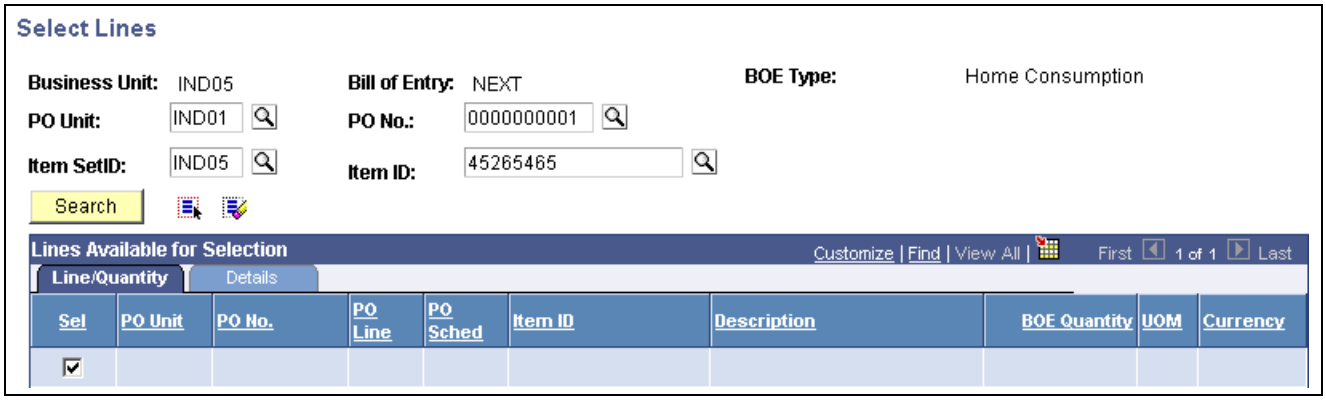
**Header Details/Line Defaults** Click this link to access the Header Details page, where you can access BOE header details.

**Recalculate Duties** Click this button 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 *Ready.*

**Note.** Saving the BOE also triggers recalculation.

## Selecting BOE Source Transactions

Access the Select Lines page.




Select Lines page

**Note.** Available fields on this page appear based on the BOE Type field value.

**Business Unit** Displays the PeopleSoft Enterprise 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** Displays the system-generated BOE reference number.

**BOE Type** Values are:

*Home Consumption:* Select to designate that the goods are to be transferred from customs authorities directly to your inventory warehouse for consumption.

*Warehousing:* 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 the inventory warehouse.

If *Home Consumption* or *Warehousing* is selected, the system populates the Lines Available for Selection scroll area with purchase order schedules that meet the selection criteria and the following requirements when you click the Search button:

- Purchase order schedule direct import tax transaction type: *DIMP*
- Purchase order schedule: The schedule is not already fulfilled on a BOE.

The BOE quantity that appears is the purchase order schedule quantity less the sum of the BOE quantities for all BOEs for the purchase order 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 source rows and click OK, information from the source purchase order 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 that appears by default to the BOE lines.

*Ex-Bond:* Select to designate that goods are being moved from a bonded customs warehouse to the inventory warehouse for consumption.

If selected, the system populates the Lines Available for Selection scroll area with BOE lines that meet the selection criteria and the following requirements when you click 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 that appears 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 source rows and click 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 that appears by default 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 *Ex-Bond.* 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 ID** 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 *Ex-Bond.* 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 *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.

**BOE Ref Line** This field appears when the BOE Type field is set to *Ex-Bond.* 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 purchase order quantity, which may have been converted if the UOM field value is different from the purchase order unit of measure. You can modify this quantity on the BOE; however, the quantity can never exceed the purchase order 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 purchase order quantity unit of measure. You can modify this value on the BOE.

**Amount** This field appears when the BOE Type field is set to *Ex-Bond.* 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 purchase order 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.

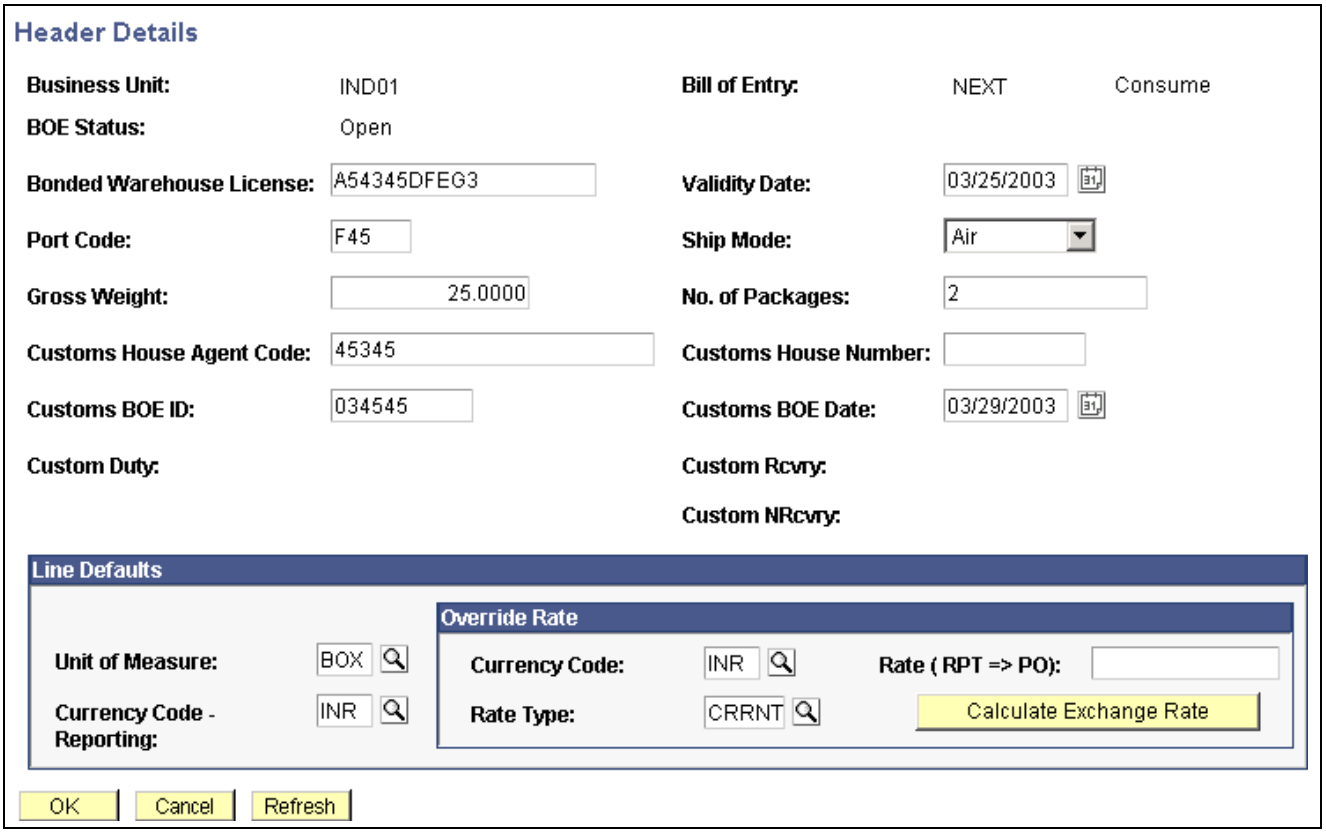
## See Also

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, “Calculating Sales and Use Tax in Supply Chain Management”

*PeopleSoft Enterprise Billing 8.9 PeopleBook*, “Calculating India Excise and Sales Tax in PeopleSoft Billing”

# Entering BOE Header Details

Access the Header Details page.




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, suppose that 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** Displays the 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 nonrecovery) 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 that you insert. This value does not override the default unit of measure for existing lines.

**Currency Code - Reporting** This field appears by default 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 that you insert.

**Rate (RPT => PO))** Exchange rate between the default reporting currency code and the override currency code that 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 that 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 that 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.

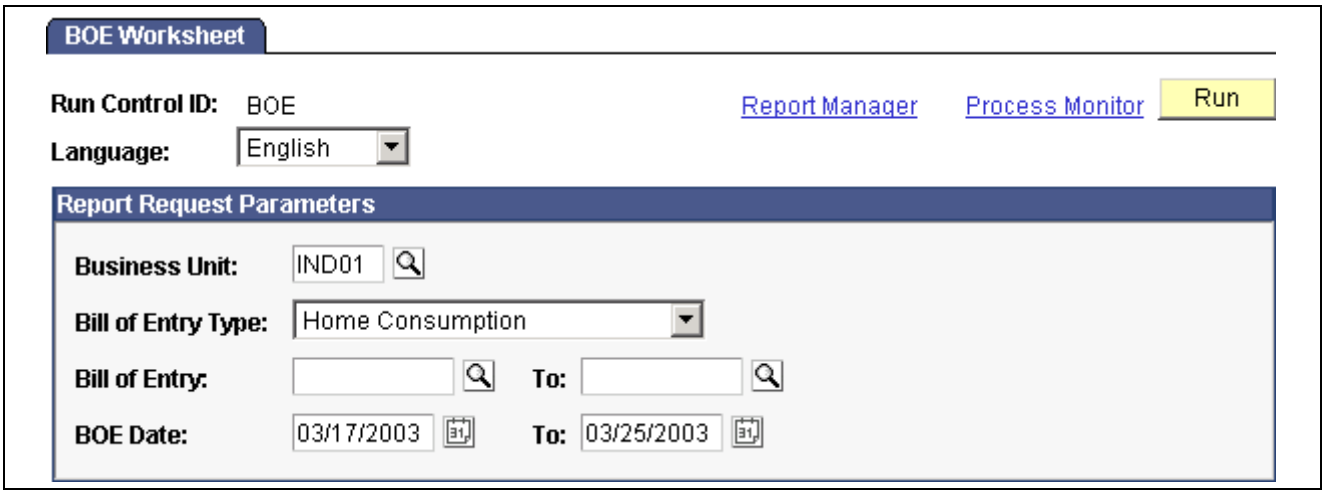
### See Also

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Calculating Sales and Use Tax in Supply Chain Management"

*PeopleSoft Enterprise Billing 8.9 PeopleBook*, "Calculating India Excise and Sales Tax in PeopleSoft Billing"

## Printing BOE Worksheets

Access the BOE Worksheet page.




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 that 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 that you want to print. The system prints BOEs in *Ready* status that have BOE dates that meet the date range criteria.

## Updating BOE

Access the Bill of Entry page.

You update a BOE worksheet in the 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 Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Calculating Sales and Use Tax in Supply Chain Management"

*PeopleSoft Enterprise Billing 8.9 PeopleBook*, "Calculating India Excise and Sales Tax in PeopleSoft Billing"

# Receiving Against BOE

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

- Select BOE lines for receipts.
- Receiving BOE lines.

## Understanding the BOE 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 41, "Receiving Shipments," page 789

*PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Calculating Sales and Use Tax in Supply Chain Management"

*PeopleSoft Enterprise Billing 8.9 PeopleBook*, "Calculating India Excise and Sales Tax in PeopleSoft Billing"

## Pages Used to Receive Against BOE

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Select Purchase Order - Search Criteria | PO_PICK_ORDERS | • Purchasing, Receipts, Add/Update Receipts, Select Purchase Order - Search Criteria<br>• Click the Select Purchase Order link on the Maintain Receipts - Receiving page.<br>• Access the Maintain Receipts - Receiving page in Add mode. | Search for and retrieve BOE-related purchase order schedules to add to a receipt. |
| Maintain Receipts - Receiving | RECV_WPO | Purchasing, Receipts, Add/Update Receipts, Maintain Receipts - Receiving | Create receipts for non-purchase order and purchase order line items. |
| Maintain Receipts - Receipt Line Details for Line | RECV_WPO_DETAILS | Click 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 BOE Lines for Receipt

Access the Select Purchase Order - Search Criteria page.

When receiving a purchase order 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 purchase order 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 that you want to receive against.

**ID**

Enter the BOE number for a BOE line that 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 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 that 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.

- The ID that you enter is a PO ID for a non-direct-import purchase order. If applicable, purchase order lines and schedules on this purchase order are included in the first possible set of rows in the scroll area.

- The ID that you enter is a contract ID. If applicable, purchase order lines and schedules associated with this contract ID are included in the second possible set of rows in the scroll area.
- The ID that you enter is interpreted as either the BOE ID or the purchase order ID referenced on the BOE line. If applicable, purchase order 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** (purchase order quantity) For purchase order schedules with associated BOE lines, the purchase order quantity reflects the BOE quantity.

### See Also

Chapter 41, "Receiving Shipments," Managing Receipts, page 797

## Receiving BOE 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 purchase order 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 that 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 purchase order 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 41, "Receiving Shipments," page 789

# Running the Receiver Interface Push Process with Customs Duty

The Receipt Push process (PO_RECVPUSH) creates landed cost transactions for nonrecoverable customs duty amounts. The nonrecoverable 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 purchase order 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 nonrecoverable customs duties. If the tax transaction type is not set to *Import,* the process does not create receipt-landed cost transactions.

### See Also

Chapter 41, "Receiving Shipments," Using the Receiver Interface Push Application Engine Process (PO_RECVPUSH), page 844

# Creating Internal Vendor Excise Invoices Against BOE

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 Create Internal Vendor Excise Invoices Against BOE

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Excise Invoice Receipt Search | EXD_VND_INV_SRCH | Access the Exd Vnd Invoice page in Add mode.<br>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) | EXD_VND_INVOICE | Purchasing, Receipts, Maintain Vndr Excise Invce IND, Exd Vnd Invoice | Create and modify internal vendor excise invoices.<br>**Note.** Internal vendor excise invoices in *Ready* and *Posted* 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) | *BOE* (bill of entry): As a result of selecting an excise document number series for BOEs, the BOE excise transaction type appears.<br>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 purchase order 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 41, “Receiving Shipments,” Managing Receipts, page 797

## Creating Internal Vendor Excise Invoices for BOE Transactions

Access the Exd Vnd Invoice page.

---

**Note.** All tax amounts that appear on this page reflect customs duty amounts.

---

Information on the BOE lines that you selected on the search page are 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 nonrecoverable 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 nonrecoverable customs duty amount is always set to 0, and therefore the customs duty amount may not be the sum of the recoverable and nonrecoverable customs duty amounts. If the nonrecoverable 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) | *BOE* (bill of entry): As a result of selecting an excise document number series for BOEs, the BOE excise transaction type appears. |

| | |
|---|---|
| **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 nonrecoverable 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) | Purchase order 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.** 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 Tab

Select the More tab.

| | |
|---|---|
| **EXD-NonRcvry Amt** (excise duty - nonrecovery amount) | Recoverable customs duty amount for goods on the internal vendor excise invoice line. |
| **EXD-Recov Amt** (excise duty - recovery amount) | Nonrecoverable customs duty amount for goods on the internal vendor excise invoice line. |
| **Currency** | Transaction currency for the internal vendor excise invoice. |

## Source Information Tab

Select the Source Information tab.

| | |
|---|---|
| **PO Unit** | Purchasing business unit on the BOE line. |
| **PO No/PO Line/PO Sched** (purchase order number/purchase order line/purchaser order 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 that you are associating with the internal vendor excise invoice.

**BOE Line** Bill of entry line that you are associating with the internal vendor excise invoice.

**Bill of Lading** Bill of lading associated with the BOE.

### Excise Tax Details

**Tax Type** When the excise transaction type is set to *BOE,* this field displays the *Excise* tax type. However, tax amounts that appear on this page reflect customs duty amounts.

**Tax Pct** (tax percent) When the excise transaction type is set to *BOE* and the calculation method from the BOE is set to *% Value,* it displays the percentage to be applied to the assessable value of the item to derive the customs duty amount.

**UOM** (unit of measure) Unit of measure for the BOE line.

**Tax Amount** Customs duty amount for the rate sequence based on BOE.

**NRcvry Amt** (nonrecovery amount) Nonrecoverable customs duty amount for the rate sequence.

**Recovery Amount** Recoverable customs duty amount for the rate sequence.

## Viewing India Localization Reports

This table describes the Purchasing report provided for India 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

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler*

# APPENDIX C

# Delivered Workflows for PeopleSoft Enterprise Purchasing

This appendix discusses delivered workflows for PeopleSoft Enterprise Purchasing.

## Delivered Workflows for PeopleSoft Enterprise Purchasing

This section discusses PeopleSoft Enterprise Purchasing workflows. The workflows are listed alphabetically by workflow name.

### Bank Statement Arrived

This 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

This 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 |

## Online Purchase Order Acknowledgement Notifications

This section discusses the Online Purchase Order Acknowledgement Notifications workflow.

### Description

| | |
|---|---|
| **Event Description** | PO Acknowledgements incoming from the supplier that need approval. |
| **Action Description** | Alerts the buyer tied to the purchase order, when an acknowledgement comes in from the supplier (via EDX or online) that needs their approval. |
| **Notification Method** | Worklist |

### Workflow Objects

| | |
|---|---|
| **Approval Rule Set** | N/A<br>**Note.** Uses the buyer tied to the PO (purchase order). |
| **Business Process** | PO_ACKNOWLEDGEMENT |
| **Activity** | PO_ACKNOWLEDGEMENT (POA Approvals - Realtime EDX flow. Supplier POA Resp - Realtime Online flow) |
| **Role** | Uses the buyer tied to the purchase order. |

## Procurement Card Grace Period Expired

This 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 Acknowledgement Alert Notification

This section discusses the Purchase Order Acknowledgement Alert workflow.

### Description

| | |
|---|---|
| **Event Description** | Late PO Acknowledgements |
| **Action Description** | Notifies the buyers tied to purchase orders marked as acknowledgements required, that have not received PO Acknowledgements within specified ranges defined in the Purchasing Business Options or within the vendor's definition. (Two types are after X days of purchase order dispatch and within X days of shipment) |
| **Notification Method** | Worklist |

### Workflow Objects

| | |
|---|---|
| **Approval Rule Set** | N/A<br>**Note.** Uses the buyer tied to the purchase order that hasn't received the acknowledgement. |
| **Business Process** | PO_POA_ALERTS |
| **Activity** | PO_POA_ALERTS |
| **Role** | Uses the buyer tied to the purchase order. |

## Purchase Order Approval - ChartField Approval, Supervisor

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 purchase order 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, Reviewer

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 purchase order 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, Denied

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 purchase order 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, Supervisor

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 purchase order 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, Reviewer

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 purchase order 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, Denied

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 purchase order 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 purchase order associated with a requisition is canceled. |
| **Action Description** | Notifies the requester when the purchase order 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 |

## Rebate Manager Notification

This section discusses the rebate manager notification workflow.

### Description

| | |
|---|---|
| **Event Description** | A claim associated with a vendor rebate agreement is generated. |
| **Action Description** | Notifies the rebate manager when the claim for the rebate agreement has been generated. |
| **Notification Method** | Email and worklist. |

### Workflow Objects

This notification uses the PeopleSoft Errors, Warnings, and Notifications (EWN) architecture.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Setting Up and Using the Message Dashboard".

## Receipt Quantity Change Notification

This section discusses the rebate manager notification workflow for receipt quantity changes affecting a rebate.

### Description

| | |
|---|---|
| **Event Description** | A receipt associated with a vendor rebate agreement that has accruals already included on a claim is changed. |
| **Action Description** | Notifies the rebate manager when the receipt associated with a vendor rebate agreement that has accruals already included on a claim has been changed. |
| **Notification Method** | Email and worklist |

### Workflow Objects

This notification uses the PeopleSoft Errors, Warnings, and Notifications (EWN) architecture.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, "Setting Up and Using the Message Dashboard".

## 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 purchase order 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 |

## Settlement Manager Notification

This section discusses the settlement manager notification workflow.

### Description

| | |
|---|---|
| **Event Description** | A claim associated with a vendor rebate agreement is settled. |
| **Action Description** | Notifies the settlement manager when the claim for the rebate agreement has been settled. |
| **Notification Method** | Email and worklist. |

### Workflow Objects

This notification uses the PeopleSoft Errors, Warnings, and Notifications (EWN) architecture.

See *PeopleSoft Enterprise Supply Chain Management 8.9 Common Information PeopleBook*, “Setting Up and Using the Message Dashboard”.

# 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

*Enterprise PeopleTools 8.46 PeopleBook: Crystal Reports for PeopleSoft*

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Application Fundamentals 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 Structured Query Reports (SQRs) or Crystal reports. 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<br>PO Dispatch/Print | Prints a hard copy of the purchase order. (SQR) | Purchasing, Purchase Orders, Review PO Information, Print POs, Purchase Orders Print | RUN_PRN_POPO005 |
| POPO008<br>Purchase Order Reconciliation | Provides information about purchase orders that have been closed by the last run of the Close Purchase Order Application Engine process. (SQR) | Purchasing, Purchase Orders, Reconcile POs, Close Purchase Orders | RUN_PORECON |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| POPO009<br>PO Activity | Lists purchase order activity for the purchasing business unit, GL business unit, department, and dates that 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<br>PO Acknowledgement | Lists specified purchase order acknowledgments sorted by either vendor name or buyer name. (SQR) | Purchasing, Purchase Orders, Reports, Acknowledgements, PO Acknowledgement | RUN_POPO010 |
| POPO011<br>Non-Owned Purchasing History | Lists utilization information for nonstock 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, PO Non-Owned History | RUN_POPO011 |
| POPO012<br>Backorder Status | Part of the Backorder Status process displays backorder details for a vendor, business unit, item, or buyer within user-defined date parameters.<br>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 | RUN_POPO012 |
| PORB7010<br>Vendor Claims | Provides a hard copy of the claim. (SQR)<br>See Chapter 20, "Managing Vendor Rebate Claims," Printing a Vendor Rebate Claim, page 331. | Purchasing, Vendor Rebates, Vendor Rebate Claims, Vendor Rebate Claims Print | VRBT_CLAIMS_PRT_RC |
| PORC100<br>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 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| PORC200<br>Planned Receipt | Provides information about receipts generated from purchase order information to be used for electronic data collection transactions. (SQR) | Purchasing, Receipts, Reports, Planned Receipts, Planned Receipt Report | RUN_PORCV200 |
| PORC500<br>Close Backorders | Creates change orders to reduce the purchase order quantity for stockless purchase orders that are backordered. It also cancels lines that have not been received. (SQR) | Purchasing, Receipts, Close Backorders | RUN_RECV_CLOSE_BO |
| PORC700<br>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.<br>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<br>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<br>PO Receipt Item Usage Labels | Prints item usage labels for point-of-use locations against purchase order 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<br>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<br>RFQ Dispatch/Print | Provides a hard copy of the request for quote. (SQR) | Purchasing, Request for Quotes, Dispatch Quotes, Dispatch Quote Forms | RUN_PORFQ01 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| POROL001<br>Open Purchase Order | Review open purchase orders for the budget year-end process. The information for the purchase order distribution lines appear in this report if their encumbrances still remain on the KK_LIQUIDATION table. (SQR) | Purchasing, Purchase Orders, Budget Year End Processing, Open Purchase Order Report, Open Purchase Order | RUN_POREPORT |
| POROL002<br>PO Rollover | Review the four different roll statuses (Pending, Mid Roll, Roll Completed, and Disqualified) of the purchase orders during the budget year-end process. (SQR) | Purchasing, Purchase Orders, Budget Year End Processing, PO Rollover Activity Report, PO Rollover | RUN_PORO0011 |
| PORQ009<br>Close Requisition | Provides information about requisitions that have been closed by the last run of the Close Requisition process (PO_REQRCON). (SQR) | Purchasing, Requisitions, Reconcile Requisitions, Close Requisitions | RUN_REQRECON |
| PORQ010<br>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<br>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<br>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<br>Procurement Budgetary Activity | Generate the Procurement Budgetary Activity Report. This report provides budgetary amount information for purchase orders according to report request parameters. (SQR) | Purchasing, Purchase Orders, Reports, Req and PO Budgetary Activity, Req-PO Budgetary Activity | RUN_POS8000 |
| POS8002<br>Requisition Budgetary Activity | Generate the Requisition Budgetary Activity report. This report provides budgetary amount information for requisitions according to report request parameters. (SQR) | Purchasing, Purchase Orders, Reports, Req and PO Budgetary Activity, Req-PO Budgetary Activity | RUN_POS8000 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| POVR100<br>Vendor Rebate Dispatch | Prints a hard copy of the vendor rebate agreement. (SQR) | • Purchasing, Vendor Rebates, Rebate Dispatch, Vendor Rebate Agreement Dispatch<br>• Click the Dispatch button on the Rebate Agreement - Rebate Agreement page. | RUN_DISP_POVRBT100 |
| POVRB200<br>Rebate Threshold Analysis | Provides vendor rebate agreement threshold analysis information for selected vendor rebate agreements. (SQR)<br>See Chapter 21, "Analyzing Vendor Rebates," Viewing Rebate Threshold Analysis Information, page 363. | Purchasing, Vendor Rebates, Vendor Rebate Analysis, Rebate Analysis Workbench, Vendor Rebate Analysis Workbench - Workbench Filter Options page.<br>Click the View Workbench button on the Vendor Rebate Analysis Workbench - Workbench Filter Options page.<br>Select *Rebate Threshold Report* in the Select Rows For field on the Vendor Rebate Agreement Analysis Workbench and then click the OK button. | VRBT_SERVER_REPORT |
| POVRB300<br>PO Not Received | Provides open purchase order information that is associated with a vendor rebate agreement. (SQR)<br>See Chapter 21, "Analyzing Vendor Rebates," Viewing Purchase Orders Not Received Information, page 365. | Purchasing, Vendor Rebates, Vendor Rebate Analysis, Rebate Analysis Workbench, Vendor Rebate Analysis Workbench - Workbench Filter Options page.<br>Click the View Workbench button on the Vendor Rebate Analysis Workbench - Workbench Filter Options page.<br>Select *PO Not Received Report* in the Select Rows For field on the Vendor Rebate Agreement Analysis Workbench and then click the OK button. | VRBT_SERVER_RPT |
| POY1100<br>Requisition to PO XREF | Provides information about selected requisitions and the purchase orders that have been created from them. (Crystal) | Purchasing, Requisitions, Reports, PO/Requisition Xref, Requisition to PO XREF | RUN_POY1100 |
| POY3031<br>Contract Activities | Displays line level information about procurement documents associated with a contract. (Crystal) | Purchasing, Procurement Contracts, Reports, Activities Report, Contract Activities | RUN_POY3030 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| POY4006<br>Expediting Report by Buyer | Provides purchase order details such as late days and due date sorted by buyer. Use it to help determine which purchase orders may require expediting. (Crystal) | Purchasing, Purchase Orders, Reports, Expediting, Expediting Report | RUN_POY4005 |
| POY4007<br>Expediting Report by Vendor | Provides purchase order details such as late days and due date sorted by vendor. Use it to help determine which purchase orders may require expediting. (Crystal) | Purchasing, Purchase Orders, Reports, Expediting, Expediting Report | RUN_POY4005 |
| POY4008<br>Expediting Report by Due Date | Provides purchase order details such as late days and due date sorted by due date. Use it to help determine which purchase orders may require expediting. (Crystal) | Purchasing, Purchase Orders, Reports, Expediting, Expediting Report | RUN_POY4005 |
| POY4010<br>PO Listing by PO Date | Provides purchase order information sorted by purchase order date. (Crystal) | Purchasing, Purchase Orders, Reports, Listings, PO Listings | RUN_POY4010 |
| POY4011<br>PO Listing By Vendor | Provides purchase order information sorted by vendor. (Crystal) | Purchasing, Purchase Orders, Reports, Listings, PO Listings | RUN_POY4010 |
| POY4012<br>PO Listing By Buyer | Provides purchase order information sorted by buyer. (Crystal) | Purchasing, Purchase Orders, Reports, Listings, PO Listings | RUN_POY4010 |
| POY4013<br>PO Listing By Status | Provides purchase order information sorted by status. (Crystal) | Purchasing, Purchase Orders, Reports, Listings, PO Listings | RUN_POY4010 |
| POY4020<br>Order Status By Vendor | Provides purchase order status information sorted by vendor. (Crystal) | Purchasing, Purchase Orders, Reports, Status Listings, PO Status Listings | RUN_POY4020 |
| POY4021<br>Order Status by Item | Provides purchase order status information sorted by item. (Crystal) | Purchasing, Purchase Orders, Reports, Status Listings, PO Status Listings | RUN_POY4020 |
| POY4030<br>PO Detail Listing By PO Date | Provides detailed purchase order information sorted by purchase order date. (Crystal) | Purchasing, Purchase Orders, Reports, Detail Listings, PO Detail Listings | RUN_POY4030 |
| POY4031<br>PO Detail Listing By Vendor | Provides detailed purchase order information sorted by vendor. (Crystal) | Purchasing, Purchase Orders, Reports, Detail Listings, PO Detail Listings | RUN_POY4030 |
| POY4032<br>PO Detail Listing By Buyer | Provides detailed purchase order information sorted by buyer. (Crystal) | Purchasing, Purchase Orders, Reports, Detail Listings, PO Detail Listings | RUN_POY4030 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| POY4040<br>PO Schedule Listing By PO Date | Provides purchase order schedule information such as ship to and due date sorted by purchase order date. (Crystal) | Purchasing, Purchase Orders, Reports, Schedule Listings, PO Schedule Listings | RUN_POY4040 |
| POY4041<br>PO Schedule Listing By Vendor | Provides purchase order 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<br>PO Schedule Listing By Buyer | Provides purchase order 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<br>PO To Requisition XREF | Provides a cross-reference between requisitions and the purchase orders created from those requisitions. (Crystal) | Purchasing, Purchase Orders, Reports, Requisition/PO Xref, PO To Requisition Xref | RUN_POY4100 |
| POY5001<br>Receiver Summary | Provides a summary listing of receipts within a specified date range. (Crystal) | Purchasing, Receipts, Reports, Receipt Summary, Receiver Summary | RUN_POY5000 |
| POY5010<br>Receiver Shipto Detail | Provides a summary listing of receipts shipments within a specified date range. (Crystal) | Purchasing, Receipts, Reports, Receipt Ship To Details, Receipt Shipto Detail | RUN_POY5010 |
| POY5020<br>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<br>Receiver Delivery | Provides a detailed list of shipments by receiver ID. (Crystal) | Purchasing, Receipts, Reports, Receipt Delivery | RUN_POY5030 |
| POY5035<br>Shop Floor Receipt Delivery | Provides a detailed list of shop floor receipts. (Crystal) | Purchasing, Receipts, Reports, Receipt Delivery | RUN_POY5030 |
| POY5050<br>Return To Vendor Detail | Provides the vendor's return address, shipping method, and line item return information.<br>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 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| POY5060<br>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.<br>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 |
| POY5070<br>Bill of Entry Worksheet | Provides a bill of entry worksheet. (Crystal) | Purchasing, Receipts, Reports, Bill of Entry Worksheet, BOE Worksheet | RUN_POY5070 |
| POY6100<br>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<br>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<br>Amount Limit per Transaction | Provides information about employee procurement card expenditure amount limits per transaction. (Crystal) | Purchasing, Procurement Cards, Reports, Purchase Exceptions | RUN_POY8010 |
| POY8011<br>Amount Limit per Month | Provides information about employee procurement card expenditure amount limits per month. (Crystal) | Purchasing, Procurement Cards, Reports, Purchase Exceptions | RUN_POY8010 |
| POY8012<br>Number of Transactions per Day | Provides information about employee number of procurement card transactions per day limits. (Crystal) | Purchasing, Procurement Cards, Reports, Purchase Exceptions | RUN_POY8010 |
| POY8013<br>Number of Transactions/ Month | Provides information about employee number of procurement card transactions per month limits. (Crystal) | Purchasing, Procurement Cards, Reports, Purchase Exceptions | RUN_POY8010 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| POY8014<br>Unauthorized Commodity Codes | Provides information about employee procurement card purchases involving unauthorized commodity codes. (Crystal) | Purchasing, Procurement Cards, Reports, Purchase Exceptions | RUN_POY8010 |
| POY8020<br>Expected Credits | Provides a list of disputed procurement card transactions.<br>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<br>Purchase Detail by Vendor | Provides procurement card expenditures made using a particular credit card provider. (Crystal) | Purchasing, Procurement Cards, Reports, Purchase Details | RUN_POY8030 |
| POY8031<br>Purchase Detail by Merchant | Provides procurement card expenditures for a specific merchant. (Crystal) | Purchasing, Procurement Cards, Reports, Purchase Details | RUN_POY8030 |
| POY8032<br>Purchase Detail by Employee | Provides procurement card expenditures of a single cardholder or all of the cardholders. (Crystal) | Purchasing, Procurement Cards, Reports, Purchase Details | RUN_POY8030 |
| POY8050<br>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<br>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<br>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<br>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<br>Non-Preferred Supplier | Identifies all purchases involving nonpreferred 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 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| POY8062<br>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<br>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<br>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<br>Estimate vs. Actual Landed Cost | Provides purchase price variance for landed cost elements. (SQR) | Purchasing, Receipts, Reports, Estimate/Actual Landed Cost, Estimate vs Actual | RUN_CMS3000 |
| CMS3010<br>Total Purchase Variance | Provides purchase price variance and exchange rate variance for landed cost elements. (SQR) | Purchasing, Receipts, Reports, Total Purchase Variance, Total Variance | RUN_CMS3010 |
| CMS3020<br>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 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 purchase order is tied to a contract, the contract release number appears.

**PO Status** (purchase order status) — Displays the status of the purchase order: *Approved, Canceled, Completed, Dispatched, Initial, Open,* or *Pending Approval.*

**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

| | |
|---|---|
| **Payment Terms** | If you are using a procurement card or a vendor card as the payment method for the purchase order, *ProCard* appears in this field. |
| **Procurement Card Information** | Depending on the procurement card dispatch option you select different procurement card information will appear on this report. The procurement card information appears under the Bill To information in the header portion of the report. For example: Procurement Card: *********7777 Card Type: Visa Expires: 2100-01-01 |
| **Replenishment Option** | Displays whether the items on the purchase order are standard or stockless. Each purchase order 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 purchase order 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 32, “Creating Purchase Orders Online,” Creating Purchase Order Headers, page 550

Chapter 6, “Defining Purchasing Item Information,” Defining Purchasing Item Attributes, page 74

Chapter 35, “Dispatching and Printing Purchase Orders,” Selecting Purchase Orders for Dispatch, page 723

# POPO008 - Purchase Order Reconciliation

| | |
|---|---|
| **PO Status** | Status of the purchase order after you run the process. |
| **Budget Status** | Status of the budget check that you performed on the purchase order. |
| **Budget Ln Status** (budget line status) | Status of the budget check performed on the purchase order line. |

## See Also

Chapter 23, “Creating Requisitions Online,” Creating Requisition Header Information, page 380

Chapter 38, “Reconciling Purchase Orders,” Reconciling Purchase Orders, page 772

Chapter 31, “Understanding Purchase Orders,” Purchase Order Header Status Values, page 526

## POPO009 - PO Activity

**Include Cancelled POs?** Check to include canceled purchase orders on the report.

**Include Open/Pending Appr POs?** Check to include purchase orders 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:

*C* (current date): Report purchase order activity beginning and ending with the current date.

*M* (current date minus days): Report purchase order 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.

*N* (no selection by date): Date criteria not used to report purchase order activity.

*P* (current date plus days): Report purchase order 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.

*S* (specified date): Report purchase order activity beginning and ending with the date that you select in the Date field.

## POPO010 - PO Acknowledgement

**Only Those Needing Review** Select to report only on acknowledgments not yet identified as *Reviewed.*

**Exceptions Only** Select to report only on acknowledgments for which the status indicates that the vendor has changed the purchase order.

**Option** Select the beginning and ending dates for which you want to report acknowledgments. Values are:

*C* (current date): Report received acknowledgments beginning and ending with the current date.

*M* (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.

*N* (no selection by date): Date criteria not used to report acknowledgments.

*S* (specified date): Report received acknowledgments beginning and ending with the date that you select in the Date field.

**POA Status** Acknowledgment status for the purchase order.

**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 Manufacturing 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 purchase order line (or schedule) that has not been received. This is the purchase order quantity minus the receipt quantities.

**Production ID** If the item is associated with a PeopleSoft Manufacturing 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.

**Pegged** Indicates if the line or schedule is pegged.

## 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 Enterprise Managing Items 8.9 PeopleBook*, "Working with Items," Using Device Tracking

*PeopleSoft Enterprise Managing Items 8.9 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. |
| **Include CF** (include ChartField) | Select to generate a report on the ChartField and values that you selected in this row. |

## POROL002 - PO Rollover

| | |
|---|---|
| **Pending** | Select to report on purchase orders that are pending. |
| **Mid Roll** | Select to report on purchase orders for which you have run the PO Roll1 process. |
| **Roll Completed** | Select to report on purchase orders 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. |
| **Disqualified** | Select to report on purchase orders that are in roll error. |

## PORQ010 - Requisition Print SQR

On the report, the status of the requisition appears next to the business unit in the header portion of the report:

- *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. |
| **Procurement Card, Card Type,** and **Expires** | If applicable, the procurement card number, type, and expiration date will appear in the header portion of the report under the Requestor Signature field. |
| * | An asterisk will appear next to the requisition line and schedule if that line is to be paid by a procurement card. |
| **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 purchase order 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 purchase order 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 44, "Managing Vendor Returns," page 863

## POS8001 - Procurement 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.

**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.

**PO ID** (purchase order ID) Purchase order for which information is reported.

**Line/Sched/Dist** (line/schedule/distribution) Report processing checks the Purchase Order 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 PO Amount** (original purchase order amount) Original purchase order distribution amount.

**Liquidated Amount** The liquidated amount is calculated from the original purchase order amount less the remaining amount.

---

**Note.** You should 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.

---

**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 purchase order 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 you select the Commitment Detail Ledger option, the remaining amount is derived from KK_LIQUIDATION.MONETARY_AMT.

If the Commitment Detail Ledger option is not selected, the remaining amount is derived from PO_LN_DISTRIB.MONETARY_AMT_BSE.

**Vouchered Amount** Sum of the vouchered amount associated with the purchase order distribution line.

**Totals** The report provides totals for original purchase order amount, liquidated amount, remaining amount, and vouchered amount values.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit

## POS8002 - 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 requisition amount)
Original requisition distribution amount.

**Liquidated Amount**
The liquidated amount is calculated from the original requisition amount less the remaining amount.

**Note.** You should 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.

**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 you select the Commitment Detail Ledger option, the remaining amount is derived from KK_LIQUIDATION.MONETARY_AMT.

If the Commitment Detail Ledger option is not selected, the remaining amount is derived from REQ_LN_DISTRIB.MONETARY_AMT_BSE.

**PO Amount**
Sum of the MONETARY_AMT_BSE field values from the purchase order distribution lines associated with the requisition distribution line.

**Totals**
The report provides totals for original requisition amount, liquidated amount, remaining amount, and PO amount values.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 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.

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**Note.** You can no longer select Hold Inventory for a receipt after that receipt has a status of *Moved.*

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### See Also

Chapter 41, "Receiving Shipments," Entering Asset Information, page 815

Chapter 41, "Receiving Shipments," Defining Receipt Statuses, page 791

## 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 41, "Receiving Shipments," Defining Receipt Statuses, page 791

## 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 purchase order with the Shown at Receipt option selected.

## POY5035 - Shop Floor Receipt Delivery

| | |
|---|---|
| **Production ID** | If the item is associated with a PeopleSoft Manufacturing 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 purchase order 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. |

# 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.

**academic career** In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

**academic institution** In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

**academic organization** In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

**academic plan** In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

**academic program** In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

**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.

**address usage** In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

**adjustment calendar** In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

**administrative function** In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

**admit type** In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

**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.

**analysis database** In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

**Application Messaging** PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

**AR specialist** Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

**arbitration plan** In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

**assessment rule** In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

**asset class** An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

**attribute/value pair** In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

**audience** In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

**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.

**billing career** In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

**bio bit or bio brief** In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

**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 activity** The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

**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 process** A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

**business task** The name of the specific function depicted in one of the business processes.

**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.

**campus** In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

**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.

**category** In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

**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.

**checklist code** In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

**class** In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

**Class ChartField** A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

**clearance** In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

**clone** In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

**cohort** In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

**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.

**comm key** See *communication key.*

**communication key** In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

**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.

**component interface** A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

**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.

**constituents** In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

**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 Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

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-plus contract line** A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.

**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.

**course** In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

**course share set**

In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

**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 cube**

In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

**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.

**detailed business process**

A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

**dimension**

In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

**directory information tree**

In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

**division**

In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

**document sequencing** A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

**dynamic detail tree** A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

**edit table** A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

**effective date** A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

**EIM ledger** Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

**elimination set** In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

**entry event** In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

**equitization** In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

**equity item limit** In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

**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.

**financial aid term** In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

**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.

**gap** In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

**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.

**gift table** In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

**GL business unit** Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

**GL entry template** Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

**GL Interface process** Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

**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.

**initiative** In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

**inquiry access** In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access*.

**institution** In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

**integration** A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

**integration point** An interface that a system uses to communicate with another PeopleSoft application or an external application.

**integration set** A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

**item** In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

**item shuffle** In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

**joint communication** In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

**keyword** In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations.

You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

**KPI**

An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

**LDIF file**

Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

**learner group**

In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

**learning components**

In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

**learning environment**

In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

**learning history**

In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

**ledger mapping**

You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

**library section**

In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

**linked section**

In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

**linked variable**

In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

**LMS**

Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

**load**

In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

**local functionality**

In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

**location**

Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

**logistical task**

In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

**market template**

In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

**mass change**

In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

**match group**

In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

**MCF server**

Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

**merchandising activity**

In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

**meta-SQL**

Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

**metastring**

Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

**multibook**

In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

**multicurrency**

The ability to process transactions in a currency other than the business unit's base currency.

**national allowance**

In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

**need**
In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

**node-oriented tree**
A tree that is based on a detail structure, but the detail values are not used.

**pagelet**
Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

**participant**
In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

**participant object**
Each participant object may be related to one or more compensation objects.

See also *compensation object.*

**partner**
A company that supplies products or services that are resold or purchased by the enterprise.

**pay cycle**
In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

**payment shuffle**
In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

**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 component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

**PeopleCode event**
See *event.*

**PeopleSoft Pure 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.

**person of interest**
A person about whom the organization maintains information but who is not part of the workforce.

**personal portfolio**
In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

**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.

**population**

In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

**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.

**primacy number**

In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

**primary name type** In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

**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** A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

**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.

**product family** A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

**product line** The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

**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.

**prospects**

In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

**publishing**

In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

**rating components**

In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

**record group**

A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

**record input VAT flag**

Abbreviation for *record input value-added tax flag*. Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

**record output VAT flag**

Abbreviation for *record output value-added tax flag*.

See *record input VAT flag*.

**recname**

The name of a record that is used to determine the associated field to match a value or set of values.

**recognition**

In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

**reference data**

In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

**reference object**

In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

**reference transaction**

In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

**regional sourcing**

In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing

model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

**relationship object** In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

**remote data source data** Data that is extracted from a separate database and migrated into the local database.

**REN server** Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

**requester** In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

**reversal indicator** In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

**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.

**SCP SCBM XML message** Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

**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.

**search/match** In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

**seasonal address** In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

**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.

**service impact** In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

**service indicator** In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

**session** In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

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 key process** In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

**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.

**speed key** See *communication key.*

**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.

**standard letter code** In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

**statutory account** Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

**step** In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

**storage level** In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

**subcustomer qualifier** A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

**Summary ChartField** You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

**summary ledger** An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

**summary time period** In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

**summary tree** A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

**syndicate** To distribute a production version of the enterprise catalog to partners.

**system function** In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

**system source** The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft system.

For example, processes that import data from Microsoft Project into PeopleSoft applications create transaction rows with a source code of MSP (Microsoft Project).

**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.

**tax authority** In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

**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.

**third party** A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.

**3C engine** Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

**3C group** Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

**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.

**tuition lock** In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

**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.

**update access** In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

**user interaction object** In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

**variable** In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

**VAT exception** Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

**VAT exempt** Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

**VAT exoneration** Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

**VAT suspension** Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

**warehouse** A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

**work order** In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

**worker** A person who is part of the workforce; an employee or a contingent worker.

**workset** A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

**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 link** The XML Linking language enables you to insert elements into XML documents to create a links between resources.

**XML schema** An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

**XPI** Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

**yield by operation** In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

**zero-rated VAT** Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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