PeopleSoft.

EnterpriseOne 8.10
Procurement
PeopleBook

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EnterpriseOne 8.10
Procurement PeopleBook
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Table of Contents

Purchasing Related Vouchers 144

Special Orders Processing 192

Approval Processing 213

About These EnterpriseOne PeopleBooks Preface

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

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field 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.

EnterpriseOne Application Prerequisites

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

See the *Foundation Guide*.

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

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

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

Note

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

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Italics	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.

Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

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

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

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 you can send e-mail comments to *doc@peoplesoft.com*.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Overviews

The purchasing department is an integral part of processing purchase orders, credit orders, and returns. Procurement involves order entry through actual payment of the goods and services that you receive.

This section provides overview information about the procurement industry as well as information about how the Procurement system operates.

Industry Overview

Procurement is the process of obtaining products and services from suppliers. It includes decisions about how much and when to purchase goods and services, the actual purchasing of goods and services, and the process of receiving the requested goods or services. The purchasing cycle ensures that the appropriate quantity and quality of equipment, material, supplies, or services are acquired at the best price and from the most appropriate source. Procurement involves and affects more departments than just the purchasing department. An integrated procurement system provides the purchasing professional with links to information across all of an organization's functions and departments. Some of the links include activities and information, including receiving transactions, order revision data, supplier profiles, accounts payable status, special order processing, and the tracking of incoming purchases through receipt routing.

Industry Environment and Concepts for Procurement

Ideally, the procurement process in any organization has processes and procedures that increase internal customer response and reduce nonvalue-added activities. The Procurement system is an effective system that integrates all aspects of the organization, provides the buyer with up-to-date information, which reduces the administrative time spent finding information. This time can then be spent developing new sources of supply, building relationships with current suppliers, and researching new ways to improve the procurement process.

Order Generation

The procurement process begins when the need arises for items or services. This need is typically presented to the purchasing department in the form of a requisition. A requisition is a document that identifies to the buyer what is needed, when it is needed, and the approximate or actual cost associated with the item or service requested. The requisition can then be used to generate a quote for suppliers to bid on or to generate a purchase order. The purchase order that is created from the requisition is the written contract between the buyer and the seller for the purchase of items or services at an agreed price and delivery date.

Purchasing Methods

Most purchasing organizations use the following methods:

- Inventory
- Non-inventory
- Subcontracting

Purchasing for inventory includes items intended for resale, raw materials, and manufactured items. These items require full integration between the Procurement system and the Inventory Management system. This kind of system integration validates that the item exists in inventory. Information included about the inventory item might include cost, description, supplier, and units of measure. An example of an inventory item for a manufacturer of computer hardware would be printed circuit boards.

Purchasing for non-inventory includes gods, materials, and services that are used internally or are subsequently charged to outside parties. Typically, these items and services are recorded in general ledger accounts. Examples of non-inventory items include office supplies, maintenance, repair, and operating supplies (MRO), and building services.

Subcontract purchasing is associated with outside operations performed by suppliers, or internal projects requiring a number of suppliers to charge their services to a common job number. One example would be a plating operation performed by an outside supplier on a steel part that was produced by your organization.

Receipt Processing

Once a supplier ships items to your warehouse based on the specifications outlined on a purchase order, the receiving department needs to receive those items. Items are received and services are performed daily in your organization. When a shipment is received, you typically route it to several operations that ensure that the shipment is:

- Unloaded and checked
- Verified for the quantity due against the quantity received
- Entered in the system with the quantity against the corresponding purchase order

To ensure a high level of customer satisfaction within the organization, the receiving department should notify the person who requisitioned the order or the buyer or both that the goods requested have been received.

Special Order Processing

During the day-to-day activities within a purchasing department, special needs exist that require different types of documents. The different types of documents include:

- Blanket purchase orders
- Quote orders
- Change orders

You use blanket orders when your organization repeatedly purchases an item or service. You create a blanket order based on a specified amount or quantity that has been projected to be used over a period

of time, typically one year. As required, quantities are released from the blanket order and the system creates a purchase order. You use a blanket order to reduce the administrative costs associated with processing purchase orders and to streamline the procurement process. An example of a blanket order is 1,200 cases of shop towels used by the maintenance department throughout the year. The buyer then releases quantities of approximately 100 cases per month.

You use quote orders when you want to solicit a competitive bid for an item from a number of suppliers. The Request for Quote (RFQ) includes the quantity, specifications, delivery date, and response date needed. After suppliers return the RFQ, the buyer evaluates the information and awards the purchase order to the supplier that best meets the specifications of cost, delivery, and quality outlined in the RFQ. Quote orders can be directly generated from requisitions and, in turn, purchase orders can be generated directly from quote orders.

Change orders enable a buyer to change the original purchase order or contract. Change orders are important because they provide an audit trail about changes to the original purchase order or contract.

Approval Processing

Approval processing refers to the steps that a requisition or purchase order goes through to gain the appropriate authorization to purchase the goods or services specified. The process of requiring approvals at the requisition level or purchase order level is becoming more common. Depending on the amount of the requisition or purchase order, different people in the organization need to approve the order at different levels.

Receipt Routing

Receipt routing allows you to track the location of purchased items after they leave the supplier's warehouse. Receipt routing allows you to know where products are located: whether they are on the way to the warehouse, in the receiving process, or in the warehouse. Receipt routing provides improved customer service levels to the purchasing department's internal customers. Receipt routing can also be used to record the disposition of items out of the receiving process if they do not meet the specifications outlined on the purchase order. An example of the steps that an item might move through in a given receipt route include:

- In transit
- In customs
- In inspection
- Received into stock

Supplier Management

A key step in building a strong supply chain for your organization is developing ongoing partnerships with your suppliers. Some of the tools available to develop these relationships include:

- Performance analysis
- Supplier price comparison information
- Certified supplier status
- Agreed-upon terms
- Item catalog costing

To monitor your suppliers' performance, you should consider the following key areas:

- Cost
- Delivery
- Quality

You determine cost based on the supplier with the best value and not on the supplier with the lowest cost. Delivery analysis is based on the number of days late as well as the number of days early that are agreed upon. Quality analysis evaluates whether the supplier has met the specifications for the items included on the purchase order after they have been received.

Procurement: The Competitive Advantage

The following list identifies examples of typical procurement process problems, the idea to action that will resolve each problem, and the return on investment.

Multiple purchase orders from one supplier	The purchase order workbench streamlines the procurement process and channels it through one central point. The number of purchase orders created is reduced as well as the processing time associated with those orders. The system reduces processing costs and duplication of effort across all departments, including purchasing, receiving, and accounts payable.
Received quantities exceed purchase order quantities	Tolerance rules let you specify the actual quantity or percentage you allow to be received that is greater than the quantity specified on the purchase order. You can set the tolerance rule by item, item category code, or company. Tolerance rules reduce the time spent getting approvals from buyers that allow over-shipments to be received.
Manual processes for requesting quotes (RFQ)	The system allows RFQs to be submitted to multiple suppliers for multiple items. Once RFQs are returned, analyzed, and evaluated, they can be converted to purchase orders, eliminating the need to re-enter the information. The system also allows you to capture and maintain price breaks for different quantities. Quote processing enables you to track the pertinent information for each quote in one place. The quote can then be evaluated for multiple suppliers, items, and price breaks. The processing time is reduced, and customer service and response time are improved.
Inefficient requisition processing	The system provides you with the necessary tools to create a requisition, generate a quote from that requisition, and then generate a purchase order from the quote. The number of suppliers from whom you can solicit quotes is unlimited, the number of items quoted is unlimited, and the number of purchase orders that you can create is unlimited. Processing all of these tasks online improves efficiency, links all of the documents together, and provides an audit trail of the necessary information to create purchase order or quote orders.
Different units of measure for purchasing than for stock or sale	By using the transaction unit of measure in conjunction with the purchasing unit of measure, the buyer can purchase at the correct price negotiated for the purchasing unit of measure, and the receiving department can receive the item based on the transaction unit of measure stated on the purchase order. The system removes the step of manually calculating the correct quantities. Benefits include more efficient processing of receipts and more accurate accounting of received quantities.

Multiple approval routings needed	Approval routes for purchase orders and requisitions are defined by document type. By specifying a different document type for each department's purchase orders, the system allows you to set up unique approval routes. These routes are customized by the amount levels and the number of people included on each route. Customer satisfaction improves because purchase orders move through the system faster.
Manual item restriction system	Item restrictions allow you to gain control over specific items you purchase from specific suppliers. The Item Restrictions field in the purchasing instructions for each supplier enables you to include or exclude a list of items that can be purchased from that supplier. By automating this process, the system eliminates any chance of you purchasing items that should not be purchased from that supplier.
Inconsistent MRO tracking and record keeping	The Non Stock Item Revisions form enables you to keep track of non-inventory items that are purchased repeatedly, such as MRO items. Information about each item can include item number, description, unit of measure, cost, line type, buyer number, and search text. This information can be summarized in reports that provide history about each item that is purchased. The benefits of using the Non Stock Item Revisions form include: • Documented cost basis • Logical sequencing of item numbers • Consistent searches of text words • Defined units of measure • Listing of items by responsible buyer
Lack of visibility as items move from receiving to final location	Receipt routing shows the visibility needed to track items from the suppliers' warehouses to the final stocking location in your warehouse. The system allows you to assign items to multiple receipt routes. The steps in the receipt route are user defined and might include inspection, dock, customs, transit, and stock. The system also allows you to record the disposition of items that do not meet specification at any step in the receipt route. For up-to-date item information, the system provides the availability of an item before it reaches its final location. This integrated system enables customer service representatives to view this same information to determine the availability of items for sale.
Money committed against a budget or project is calculated only once a month	Commitment tracking shows the committed money on received and pending purchase orders. You use the general ledger to track the committed money against the budgeted money. Commitment tracking enables you to be proactive rather than reactive when purchasing against a budget or a project. Commitment tracking also gives management better control over managing the money that the purchasing department is responsible for tracking.
Nonautomated process for notifying a buyer that an urgent item was delivered	Through a processing option in the receipt process, the system sends a notice to the requestor or the buyer upon receipt of the items. The notice of receipt completes the feedback loop of information to the requestor or buyer and improves the level of customer service with other departments. This notice also reduces the processing time from order request to physical receipt.

Time-consuming supplier analysis	Through the Supplier Management feature, supplier analysis can be user defined to monitor cost, quality, and delivery information. The system allows you to set up your own analysis calculations and the format in which you want to view them. Supplier performance based on cost, quality, and delivery time leads to informed decision making when evaluating suppliers. The availability of supplier information across departments demonstrates the complete integration of information within the system.

Procurement Overview

The PeopleSoft EnterpriseOne Procurement system accommodates a diverse range of purchasing activities for:

- Replenishing inventory

- Acquiring materials used to complete projects

- Charging purchased goods and services to specific departments, jobs, or cost centers

Procurement involves order entry through actual payment for the goods and services that you receive. You must carefully plan the cycle through which you intend to process your orders and set up the Procurement system accordingly. Setup issues include order types, line types, and order activity rules.

You can perform activities that are specific to your procurement operation, such as special order processing, approval processing, and supplier management. A variety of features are available to help you process orders quickly and effectively. Extensive review and reporting capabilities can help you make decisions about current and future purchasing strategies.

System Integration

The Procurement system works in conjunction with PeopleSoft EnterpriseOne accounting, job cost, logistics, and manufacturing systems to cover all aspects of processing purchase orders. The Procurement system accommodates Electronic Data Interchange (EDI) so that you can send and receive documents electronically.

For additional information, review the following topics:

- General Accounting and Accounts Payable

- Address Book

- Manufacturing

- Logistics

- Job Costing

- Electronic Data Interchange (EDI)

- E-Procurement Powered by Ariba

General Accounting and Accounts Payable

The Procurement system integrates with the General Accounting and Accounts Payable systems. With the use of automatic accounting instructions (AAIs) and user-input account numbers, the system relays pertinent transaction information to your accounting systems.

The Procurement system retrieves supplier payment information, tax information, and so forth from the Accounts Payable system.

Address Book

The Procurement system coordinates with the Address Book system to retrieve:

- Supplier address information
- Ship-to address information
- Warehouse address information
- User identification information

Manufacturing

The Procurement system can interact with several PeopleSoft EnterpriseOne manufacturing systems to help process parts availability, work orders, forecasting and planning, product costing, and so forth.

Logistics

Your company might integrate the PeopleSoft EnterpriseOne Procurement system with the PeopleSoft EnterpriseOne Inventory Management system. This integration involves the validation and exchange of information that pertains to inventory items.

Other PeopleSoft EnterpriseOne logistics systems with which the Procurement system integrates include:

- Warehouse Management
- Sales Order Management
- Enterprise-Wide Profitability Solution
- Forecasting
- Distribution Requirements Planning
- Advanced Pricing

Job Costing

The Procurement system can also interact with the Job Cost system to view subcontract commitments. Using job status inquiry, you can view your job and project commitment details on an account-by-account basis.

Electronic Data Interchange (EDI)

EDI is the computer-to-computer exchange of business transactions, such as purchase orders, invoices, and shipping notices, in a standard format.

The Electronic Commerce system consists of System 47, which is the application interface containing interface files, tables, and programs. System 47 works with third-party translation software that translates EDI standard data into a flat file format so that the EnterpriseOne application software can manage the data.

When you receive documents, your third-party translation software:

- Retrieves the data via network communications

- Translates the data from EDI standard format to EnterpriseOne application table format

- Moves the translated data into the EnterpriseOne EDI flat files

The inbound conversion program moves the translated data into the EnterpriseOne EDI interface tables. The Electronic Commerce system then moves the data into the appropriate application tables. When you send documents, the system performs the procedures in reverse order.

The EDI documents that PeopleSoft currently supports for the purchasing system are listed in the following table. The table includes corresponding codes for ANSI and EDIFACT, which are EDI standard cross-industry terms.

TRANSACTION	ANSI	EDIFACT	Inbound To	Outbound From
Purchase Order	850	ORDERS	Sales	Procurement
Purchase Order Acknowledgement	855	ORDRSP	Procurement	Sales
Invoice	810	INVOIC	Accounts Payable (A/P), Procurement	Sales
Receiving Advice	861	RECADV	Procurement, Sales	Procurement
Purchase Order Change	860	ORDCHG	Sales	Procurement
Purchase Order Response Message	865	ORDRSP	Procurement	Sales

See Also

- ❑ *EDI Purchase Order Documents* in the *Data Interface for Electronic Data Interchange Guide* for information about EDI purchase order transactions

E-Procurement Powered by Ariba

E-Procurement Powered by Ariba allows you to manage expenditures for operating resources and helps you maximize the power of E-Business. E-Procurement lets you manage your internal business operations and take advantage of business-to-business e-commerce for rapid and efficient transactions with suppliers, reducing the time and costs for purchasing operating goods and services.

Features, Terms, and Concepts

Purchasing for Inventory

Your company might manage an inventory or stock-based operation, which includes:

- Retail items for sale to customers
- Items for internal consumption
- Manufactured items
- Repair and maintenance items

You must use the purchasing for inventory method to purchase goods for a stock-based environment. This method enables full integration between the Procurement system and the Inventory Management system. You purchase items based on the item numbers that exist in the Inventory Management system. The Procurement system:

- Validates that items exist in the Inventory Management system
- Retrieves item information such as item descriptions, units costs, and units of measure from the Inventory Management system
- Updates item information such as on-hand balances, and unit costs in the Inventory Management system

In a stock-based environment, item costs are classified as inventory on the balance sheet until you issue the items out of inventory. If you sell the items, they become cost of goods sold. If you use the items internally, you determine the expense account to which to charge the items at the time of issuance.

Purchasing for Non-Inventory

Your company might purchase goods, materials, or services that are used internally or are subsequently charged to outside parties. Purchases might apply to:

- Jobs
- Projects
- Internal consumption
- Repair and maintenance
- Parts chargeable on a work order

You use the purchasing for non-inventory method to charge purchases against general ledger account numbers. Each account number can represent a job or project. This method accommodates non-stock, and services and expenditures based environments.

You can also use the purchasing for non-inventory method to purchase items that exist in the Inventory Management system. The Procurement system validates item numbers and retrieves item descriptions and costs from the Inventory Management system, but does not update item balance information.

Tracking commitments or encumbrances is a common practice in non-stock and services and expenditures based environments. A commitment or encumbrance is the recognition of a future obligation. If you purchase against general ledger account numbers, you can have the system track commitment or encumbrance amounts when you enter purchase orders.

Subcontracting

You use the subcontracting method to manage the daily and long term details of contracts, payments, and commitments that are associated with your jobs. In addition, you can do any of the following:

- Create and maintain contracts for the subcontractors on your jobs

- Establish payment guidelines and make payments against your contracts

- Track the costs you have paid against a job and the costs you are committed to in the future

- Make inquiries on contract information

- Input change orders for your contract commitments

- Generate status reports for your contracts and commitments

When you create a new contract, you enter subcontractor information, the work to be done, contract commitments, dates, log items, and so on. For existing contracts, you can enter commitment change orders and track the completion of submittals and transmittals.

You can also enter and release progress payments or hold progress payments. Progress payments are payments that you make to your subcontractors as their jobs progress.

Procurement Environments

The Procurement system provides four different environments in which you can perform your purchasing activities:

- Stock based

- Non-stock based

- Services and expenditures based

- Subcontract based

The stock-based environment is designed to accommodate those who purchase for inventory. The non-stock and the services and expenditures based environments accommodate those who purchase against general ledger account numbers. The subcontract-based environment accommodates those who procure goods and services through subcontracts.

You choose the environment that is most conducive to your operation. For example, the stock-based environment enables you to perform activities common to inventory operations, such as supplier management and rebate processing. The non-stock and the services and expenditures based environments enable you to track commitments and encumbrances. The subcontract-based environment enables you to enter subcontracts and changes to the subcontract.

Many activities are common to all four environments. However, the menus and forms for each are set up differently to accommodate processes and procedures specific to each environment.

The environments you use depend entirely on your organization. Some organizations may choose to use all environments, while other organizations may choose to use only one environment.

Order Processing Cycle

The purchase order processing cycle consists of three primary steps:

- Creating an order
- Receiving the goods or services
- Creating a voucher to pay for the goods or services

After you enter an order, you can enter receipt information in the system (formal receiving process) to receive the goods or services. If you follow informal receipt processing, you must compare invoice information to the original purchase order to create a voucher. If you purchase for inventory, you must use the formal receiving process. If you purchase against general ledger (G/L) account numbers, you can use either the formal or informal receiving process.

The method you use to create vouchers depends on your receiving process. If you use the formal receiving process, you can create vouchers:

- Individually by verifying that invoice information matches receipt information
- In batch mode using existing receipt records

Each time you enter an order, you must provide details about the items and services that you want to order. For each item or service, you must enter a line of detail that describes the item or service, including the quantity and cost.

You must specify a line type for each detail line. The line type indicates how the system manages information on the detail line. For example, you might have a line type of S (for stock items) to indicate that the system is to replenish the quantity of the item in the Inventory Management system and reflect the cost in the general ledger and the Accounts Payable system.

You must set up order processing cycles to indicate how the system is to process the detail lines for each order type (purchase orders, requisitions, blanket orders, and so forth). For example, you can set up the processing cycle for inventory purchase orders as follows:

- Enter purchase order
- Print purchase order
- Print purchase receiver
- Receive goods or services
- Create voucher

You use order activity rules to define the operations the system performs for a processing cycle and to indicate the progression of the steps.

You must set up order activity rules for every combination of order type and line type. You use user defined status codes to set up the order activity rules. Each status code represents a step in the processing cycle, for example printing the order.

Each detail line of an order contains a pair of status codes. These codes identify the last status and the next status to which the system advances the line. The last status code represents the last operation performed on the order. The next status code represents the next step in the processing cycle.

Status Codes

Enter P.O.

Print
P.O.

220 ● Last Status Code
280 ☞ Next Status Code

Print
Receiver

280 ●
380 ☞

Enter
Receipts

380 ●
400 ☞

Voucher
Match

400 ●
999 ☞

● Last Status Code

☞ Next Status Code

(Complete in
Purchasing
System)
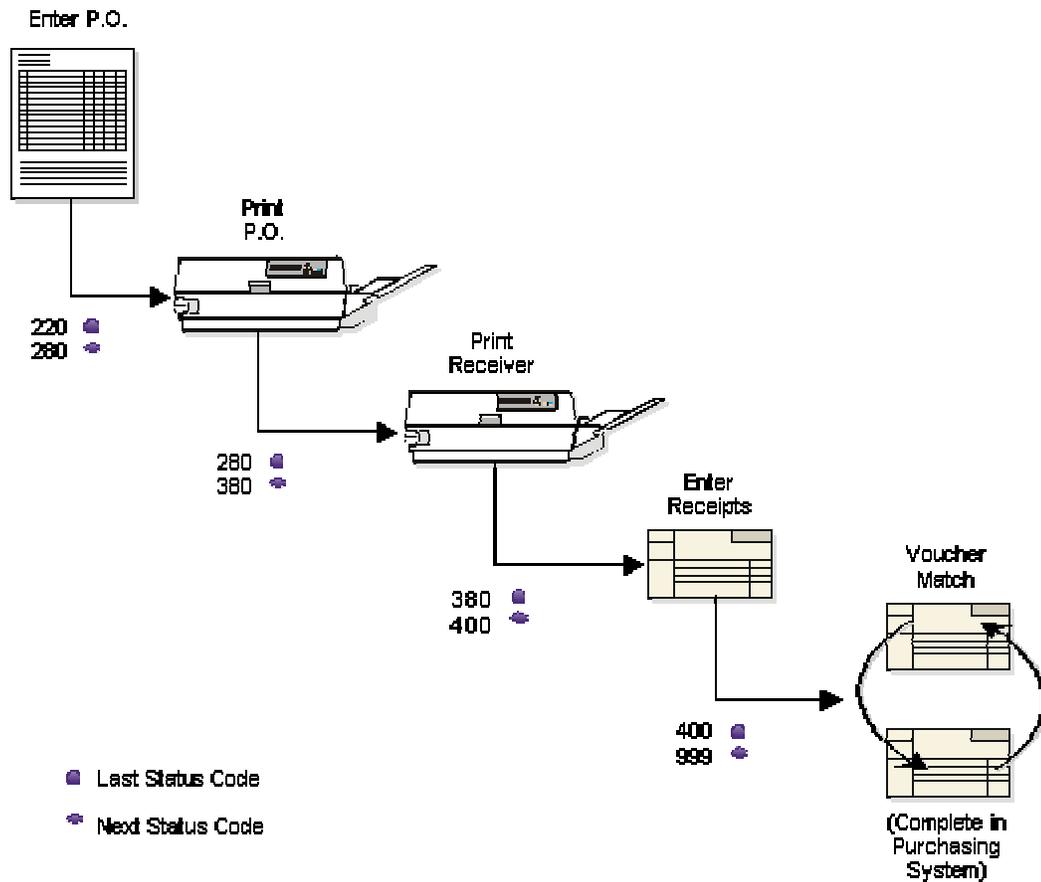
For each processing cycle you set up, you must specify the order type and line type to which it applies. For example, the processing cycle shown above might only apply to purchase order detail lines to which you assign a line type of S.

Optional Procurement Activities

Optional procurement activities you can perform include:

- Creating multiple orders simultaneously
- Ensuring that orders are approved before processing
- Creating special orders such as requisitions and blanket orders
- Obtaining and comparing price quotes for items and services
- Tracking revisions to orders
- Creating change orders

- Monitoring items from the moment they leave a supplier's warehouse
- Managing relationships between suppliers and items
- Checking budgets
- Processing approvals

Order Entry

Each time you want to purchase goods or services, you must enter an order. You enter orders to specify details about the goods or services you are purchasing, to indicate the supplier from whom you are purchasing, and to specify other pertinent information.

An order consists of two parts:

- Header information - general information that relates to the entire order, such as the supplier name and order dates
- Detail information - line-by-line details about the items or services you want to order, such as item numbers, quantities, and costs

You can enter header information and detail information separately. Depending on your volume of orders and the amount of header information you need to enter, you use processing options to choose one of the following methods to enter orders:

- Enter header information first, followed by detail information
- Enter detail information only, allowing the system to apply limited default values for header information

Several tools are available to help you create orders. These tools allow you to generate multiple orders at the same time, locate item and supplier information, and so forth.

You can have the system check orders to verify that costs do not exceed budget limits. You can place an order on hold if it exceeds budget or for any other reason. You can review up-to-date commitment, budget, log, and order hold information.

After you generate orders, you can make changes to the orders and print the orders.

The system maintains header and detail information in two separate tables:

- Purchase Order Header (F4301)
- Purchase Order Detail File (F4311)

Prerequisite

- ❑ Verify that item master information and item branch/plant information are set up for each of your inventory items.
- ❑ Verify that branch/plant constants are set up for each of your business units or branches (required for only inventory management).
- ❑ Set up order activity rules and order line types.
- ❑ Set up default location and printer information for your terminal or user profile (optional).
- ❑ Set up address book records for all suppliers.
- ❑ Set up procurement instructions for each supplier and ship-to address.

Entering Order Header Information

To generate an order, you must provide information about the supplier who is to fill the order, the branch/plant that is requesting the order, and the shipping address for the order. This information is called order header information.

The header information that you enter determines how the system processes the order. For example:

- Supplier information determines the address to which the order is sent, the payment terms for the order, and so forth.

- Origination information determines the business unit accountable for the order and the address to which the goods and services are to be delivered.

- Tax information determines how the system calculates taxes for the order.

Header information also includes the date the order is placed, the date the order is due, and reference information, such as the user entering the order.

Using the processing options for Order Entry, you can display a header form before the detail form. Depending on how you set the processing options, certain fields can display on the header form. If you choose to bypass the header form, you must enter limited header information on the detail form. Based on the supplier and branch/plant that you enter, the system applies default values to the fields on the header form.

If you purchase goods or services from international suppliers, you might need to enter order amounts in different currencies, such as Canadian dollars, Japanese yen, and the euro. Before you can do this, you must enter the following types of information on the header form:

- Whether the supplier uses a foreign currency

- The type of currency that the supplier uses (which defaults from the Supplier Master Information form)

- The base currency for your company

- The exchange rate for the currency (one of the predefined rates from the Multi-Currency Processing system)

You also can enter Advanced Pricing information by entering an adjustment schedule on the Additional Information form, which you can access from the Supplier Master Revision form. Before you enter Advanced Pricing information, verify that you have activated the pricing constants.

To use approval processing, which requires that orders be approved before continuing through the procurement cycle, you can set the approval processing options for Order Entry. If you use approval processing, the name of the approval route appears on the header form. Verify that the name of the approval route is correct when you set the processing options, because you cannot change the name after you enter an order.

To enter a special order, such as a requisition, blanket order, or quote order, you use a combination of processing options, order activity rules, and line types in the order entry program.

See Also

❏ *Creating an Approval Route* in the *Procurement Guide* for more information about approval processing

❏ *Entering Requisitions*, *Entering Blanket Orders*, and *Working with Quote Orders* in the *Procurement Guide* for more information about special orders

❏ *Setting Up Procurement Constants* in the *Procurement Guide* for more information about how to set up pricing constants

❏ *Setting Up Pricing Constants* in the *Advanced Pricing Guide* for more information about how to set up the Advanced Pricing system for Procurement

Entering Supplier Information for an Order

You might have different arrangements with each of your suppliers in regard to terms of payment, freight handling, invoice methods, and so forth. When you enter order header information, you must specify the supplier from whom you are requesting the order and any specific arrangements to which you and the supplier have agreed.

You can set up procurement instructions to specify the arrangements that you have with each of your suppliers. When you enter a supplier on an order, the system retrieves the instructions for that supplier. You can modify the instructions to suit a specific order.

To enter a supplier for an order, the supplier must exist in the Address Book system. If this is not the case, you can enter the supplier in the Address Book system when you enter order header information. You can also enter master information for the supplier if the information does not already exist.

Prerequisite

❏ Set the appropriate processing option on the Processing tab to allow access to the Address Book.

▶ **To enter supplier details**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

   The Order Header form appears if you have set the processing option to display header information before detail information.

2. On Order Header, complete the following fields:

   • Branch/Plant
   • Supplier

3. From the Form menu, choose Additional Info.

4. On Order Header - Additional Information, complete the following fields and click OK:

   • Print Message
   • Freight Handling Code
   • Cost Rule

- Send Method
- Evaluated Receipt
- Payment Terms
- Supplier SO
- AIA Document

If you have set up purchasing instructions for a supplier, the system supplies default values for several fields above based on the supplier you enter for the order. You can access the Work With Supplier Master form through the Supplier Master form exit on the Order Header form.

► **To enter supplier address information**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find to locate your order.

2. Choose the order and click Select.

3. On Order Header, choose Address Book from the Form menu.

4. On Work With Addresses, click Add to open Address Book Revision.

5. On Address Book Revision, on the Address Book tab, complete the following fields:

   - Alpha Name
   - Search Type
   - Tax ID

6. Click the Mailing tab and complete the following fields:

   - Mailing Name
   - Address Line 1
   - Address Line 2
   - Address Line 3
   - Address Line 4
   - City
   - State
   - Country
   - Postal Code
   - Effective Date

7. Click the Additional tab and complete the following field:

   - Payables Y/N/M

8. Click the Related Address tab and complete the following fields:

   - Parent Number
   - 1st Address Number
   - 2nd Address Number
   - 3rd Address Number
   - 4th Address Number

- Factor/Special Payee

9. Click the Cat Code 1-10 tab and complete the following field:

    - Category Code 01

10. Click the Cat Code 11-30 tab and complete the following field and click OK:

    - Category Code 11

11. On Order Header, return the address book number you created to the following field:

    - Supplier

12. To set up the master information for the new supplier, choose Supplier Master from the Form menu, complete the steps to set up the supplier, and then click OK.

13. On Order Header, complete the steps to enter supplier details.

See Also

❑ *Creating and Updating Address Book Records* in the *Address Book Guide* for complete instructions about the address book

❑ *Setting Up Supplier and Item Information* in the *Procurement Guide* if you need to set up the supplier information

► **To enter a temporary address for a supplier**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

This type of address change applies only to the order you are entering. You can also enter a temporary address change for the ship-to entity.

1. On Work With Order Headers, click Find to locate your order.

2. Choose the order and click Select.

3. On Order Header, choose Order Addresses from the Form menu.

4. On Order Address Information, complete any of the following fields:

    - Address Line 1
    - Address Line 2
    - Address Line 3
    - Address Line 4
    - Postal Code
    - City
    - State
    - Country
    - County

5. Depending on the address number that you want to be temporary, choose either of the following options and then click OK:

    - Supplier
    - Ship To

Entering Origination Information for an Order

You generate an order for a specific branch/plant, business unit, project, or job within your company. In most instances, goods are shipped to the same branch/plant that requests the order. However, you might want to ship the goods to another location.

You must specify the branch/plant, business unit, project, or job for which you are placing an order. When you enter a branch/plant, the system retrieves the ship-to address from Branch/Plant Constants provided that the ship-to address exists in the address book. If you want to ship the order to a different shipping address, you can override the ship-to address number.

You can enter instructions for the delivery of an order. For example, you can specify that goods be delivered to a certain dock at the warehouse. You can have the system retrieve default delivery instructions set up for the ship-to address in the Supplier Master table (F0401).

► **To enter origination information for an order**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

   The Order Header form appears if you have set processing options to display header information prior to detail information.

2. On Order Header, complete the following fields:

   - Supplier
   - Branch/Plant
   - Ship To

3. From the Form menu, choose Additional Info.

4. On Order Header - Additional Information, complete the following field and click OK:

   - Delivery Instructions Line 1

5. On Order Header, click OK.

6. On Order Detail, click Cancel.

7. On Work With Order Headers, click Cancel.

Entering Dates for an Order

When you enter an order, you might request that the supplier deliver the order by a specific date. If the supplier cannot deliver the order by the date you request, you can specify the date that the supplier promises to deliver the order. In addition, you can specify the date that you place the order and the date that the order expires.

The system automatically creates a corresponding direct ship purchase order when a direct ship sales order is created in Sales Order Management. If you change the date that the supplier promises to deliver for the direct ship purchase order, the system automatically changes the delivery date on the corresponding sales order.

To enter dates for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.

2. Choose the order and click Select.

   The Order Header form appears if you have set processing options to display header information prior to detail information.

3. On Order Header, complete the following date fields as appropriate, and click OK:

   - Order Date
   - Requested
   - Promised Delivery
   - Cancel Date

   If you do not enter an order date, a scheduled pick date, or a requested date, the system enters the current system date. If you do not enter a scheduled pick date, the system enters the requested date.

Entering Tax Information for an Order

In most business environments, you are required to pay taxes on the items you purchase. You can have the system calculate taxes for an order based on the tax information that you enter for the order.

The system provides default values for tax fields based on the master information that you have set up for the supplier. You can use the Purchase Order program (P4310) processing options to specify that the system retrieve the default value for the tax rate area from the master information for the ship-to address.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with PeopleSoft software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

Assuming that an order has more than one item, you can change tax information to accommodate each item or service. Then taxes are applicable for the item or service only if you have specified that the detail line is taxable.

► **To enter tax information for an order**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.

2. Choose the order and click Select.

   The Order Header form appears if you have set processing options to display header information prior to detail information.

3. On Order Header, complete the following fields, and then click OK:

   - Tax Expl Code
   - Tax Rate/Area
   - Certificate

Note

You can override the tax information when you enter the purchase order or match it to the voucher.

See Also

❑ *Entering Tax Information for a Detail Line* in the *Procurement Guide* for more information about specifying that an item or service is taxable

❑ *Vertex Quantum for Sales and Use Tax* in the *Procurement Guide* for information about how to set up the Vertex interface and how to assign GeoCodes to address book records

Entering Reference Information for an Order

At some point, you might need to include additional information in an order. For example, you might want to include:

- The individual who placed the order

- The buyer responsible for procuring items and services on the order

- The company responsible for delivering the order

- A confirmation number, document number, or job number for the order

- Miscellaneous notes

You can enter reference information for an order when you enter header information. The reference information is primarily for informational purposes.

You can attach miscellaneous notes to an order as notes to be printed on the order.

► **To enter reference information for an order**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.

2. Choose an order and click Select.

   The Order Header form appears if you have set processing options to display header information prior to detail information.

3. On Order Header, complete the following fields:

   - Carrier
   - Buyer

   The system enters an address number in the Ordered By field based on the system user who is entering the order.

4. From the Form menu, choose Additional Info.

5. On Order Header - Additional Information, complete the following field and click OK:

   - Reference

6. On Order Header, choose Attachments from the Form menu.

7. On Media Object Viewer, click Text.

8. Enter the appropriate text and click Save.

9. On Order Header, click OK.

Entering Order Detail Information

After you enter header information for an order, such as the supplier to fill the order and the branch/plant requesting the order, you must enter information about each item or service that you want to procure on the Order Detail form. For each item or service, you must enter a line of detail that describes:

- The item or service that you want to procure

- The quantity that you want to procure

- The cost of the item or service

Depending on your business objectives, you can use the following methods to enter order detail lines:

- By item number

- By general ledger account number

If you run an inventory operation in which you stock items for resale, internal use, or manufacturing purposes, you must enter detail lines by item number. If you purchase goods or services for internal use or for use on a certain job or project, you can enter detail lines by account number, item number, or both.

If the supplier has an Internet home page set up with items that it offers, you can preview supplier information in the electronic catalog before entering the order detail information. On the Order Detail form, you can use a form exit to preview supplier information.

The system provides default values for detail lines based on the header information on an order. You can add and change the information for each detail line based on what is relevant to your purchasing process. For example, if you purchase items for inventory, you must specify the unit of measure for the item. You can also specify the location where the item is stored upon receipt, and the weight, volume, lot, and manufacturing information for the item. You also can attach notes, or narrative text, to each detail line.

You can enter tax information for each detail line to have the system calculate taxes on the goods or services you are purchasing. If the supplier provides a discount on the order, you can enter the terms of the discount. By assigning reporting codes to a detail line, you can group items for reporting purposes.

If the supplier uses a different currency than your company's base currency, you must enter costs in foreign currency.

You can replace an existing item on a detail line with a substitute or replacement item. For example, if the supplier is out of the item you entered on a detail line, you can review a list of alternative items and choose a replacement item.

For an existing order, you can use the Order Detail form to review summary information such as items, account numbers, order quantities, prices, extended volumes and weights, total tax amount, and total dollar amount.

You might need to cancel a detail line if you no longer want to purchase the items or services that the line contains. When you cancel a line, the system closes the line and assigns it a last status of 980 (canceled order entry) and a next status of 999, which indicates that the purchasing process for the line is complete. If you want the closed line to appear when you are reviewing the order, you can set the processing options for Order Entry. If you want the closed line deleted from the system, you must run a purge.

The system provides four grid formats as tabs on the Order Detail form. Each tab displays the columns in the detail area of the form in a different order. In this guide, the stock based environment and forms are shown as examples.

Prerequisite

❑ You must set the Order Entry processing options to have the system enter a current status code and a next status code for each detail line. These codes determine the next process that the detail line goes through in the purchasing process. For more information about status codes, see *Setting Up Order Activity Rules* in the *Procurement Guide*.

❑ You must set the Order Entry processing options to indicate the method by which the system updates detail lines with changes to header information. If you do not set the processing options to automatically update the header information, you must do so manually on the Order Header form by choosing Header To Detail/Define, which allows you to specify which fields to update, and then Header To Detail/Populate from the Form menu.

See Also

❑ *Reviewing Open Orders* in the *Procurement Guide* for information about viewing pending orders

Entering Detail Lines by Item Number

If you work in an environment in which you stock items for resale, internal use, or manufacturing purposes, you enter the item numbers set up in the Inventory Management system to make purchases. After you enter an item number on a detail line, the system:

- Validates that the item exists in the Inventory Management system

- Retrieves information for the item from the Inventory Management system

The system retrieves information, such as the cost, description, and unit of measure for the item and enters it on the detail line. You can override these values and specify additional information, such as a storage location, a lot number, an asset identifier, manufacturing details, and landed cost rules.

The system automatically creates a corresponding direct ship purchase order when a direct ship sales order is created in Sales Order Management. If you change the cost values for the direct ship purchase order, the system automatically changes the cost values on the corresponding sales order.

After you enter all detail lines on the purchase order, the system displays a warning message if the value of the order either exceeds the maximum order value or is below the minimum order value that is specified for the supplier in the purchasing instructions.

You determine how the system processes information on each detail line. For example, you can direct the system to update the availability of an item in the Inventory Management system upon receipt. As another example, you can have the system retrieve the unit cost of the item you are ordering provided you assign a line type (such as Y, B, or D) to the detail line that tells the Procurement system to interface with the Inventory Management system. You must enter a line type for each detail line to indicate how the transaction works with other PeopleSoft systems.

Another example of how the detail line information that you enter affects other systems is general ledger (G/L) information. The G/L class code that you enter for a detail line determines the inventory account and the received not vouchered account for which the system creates journal entries. The system creates these entries when you enter a receipt.

If you work in a non-inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non-stock items provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

► **To enter detail lines by item number**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

   If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.

2. On Order Detail, enter header information on the Order Detail tab, as needed.

3. Choose the Line Defaults tab and enter information, as needed.

4. For each item complete a row with the following fields:

   - Item Number
   - Quantity Ordered

27

5. For each item, complete the following fields, as required:

- Tr. UoM
- Unit Cost
- Extended Cost
- Pu. UoM
- Ln Ty
- Description
- Account Number
- Last Status
- Next Status
- G/L Offset

Note

You can click the Search button in the Tr. UoM field and Pu. UoM field to access the Unit of Measure Lookup form, where you can choose from a list of valid units of measure for the item that you are entering on the purchase order.

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6. From the Row menu, choose Additional Info 1.

7. On Order Detail - Page I, complete the following fields and click OK:

- Location
- Asset ID
- Print Message

8. On Order Detail, choose Additional Info 2 from the Row menu.

9. On Order Detail - Page II, complete the following fields and click OK:

- Report Code 1
- Extended Weight
- Extended Volume
- Freeze Code

10. On Order Detail, click OK.

See Also

❑ *Setting Up Landed Costs* in the *Procurement Guide* for more information about the different ways to assign landed costs and how the system applies landed costs

❑ *Entering Order Header Information* in the *Procurement Guide* for more information about how to enter supplier information

❑ *Setting Up Order Line Types* in the *Procurement Guide* for more information about line types

Entering Detail Lines by Account Number

If you work in an environment in which you purchase services or goods for internal use or for use in a certain job or project, you can charge purchases against general ledger account numbers. You enter a detail line for each account number against which you are purchasing. This allows the general ledger to reflect expenses by job or project.

When you enter detail lines by account number, you can have the system perform commitment and budget tracking. For example, a certain account number represents your office supply expenses. Each time you purchase goods against the account number, you can have the system:

- Track the amount and quantity of office supplies that you are committed to purchase

- Validate that the cost of the supplies does not exceed the budget for office supplies

You determine how the system processes information on each detail line. For example, you can require that the system process a line based on both an account number and an item number. You must enter a line type for each detail line to indicate how the transaction works with other PeopleSoft systems.

If you work in a non-inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non-stock items provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

If you are making an account-based entry, you must enter an inventory interface of A or B.

If you are entering a lump sum for a detail line, you must enter an inventory interface of A or N.

A final example of how the detail line information that you enter affects other systems is general ledger information. The system tracks purchasing expenses in the general ledger based on the G/L class code that you enter for a detail line. The G/L class code determines the received not vouchered account to which the system applies a credit if you enter a formal receipt.

► **To enter detail lines by account number**

Use one of the following navigations:

From the Services/Expenditures PO Processing menu (G43C11), choose Enter Purchase Orders.

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Add.

   If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.

2. On Order Detail, enter header information, as necessary.

3. Click the Line Defaults tab and complete the following applicable fields:

   - Account Number
   - Project Cost Center
   - Subsidiary

- Obj Acct

4. Complete the following fields in the detail area, as required, and click OK:

- Unit Cost
- Quantity Ordered
- Tr. UoM
- Unit Cost
- Extended Cost
- Pu. UoM
- Ln Ty
- Description 1
- Description 2
- Subledger
- Sub Type
- Last Status
- Next Status
- G/L Date
- G/L Offset

Note

You can click the Search button in the Tr. UoM field and Pu. UoM field to access the Unit of Measure Lookup form, where you can choose from a list of valid units of measure for the item that you are entering on the purchase order.

See Also

❑ *Entering Detail Lines by Item Number* in the *Procurement Guide* for information about entering item information for detail lines

❑ *Working with Journal Entries for Receipt Transactions* and *Setting Up Automatic Accounting Instructions* in the *Procurement Guide* for additional general ledger information

Entering Shipment Information

If you use Transportation Management, you can set up processing so that the system automatically creates shipment for a purchase order based on the order type and line type combination that you define in the user defined code tables (49/SD). The shipment is a request to transport goods from the supplier to the branch/plant. If you do not enter a carrier and mode of transport during order entry, the system retrieves default carrier and transport information from any of the following:

- Item Branch/Plant Information
- Customer Master Information
- Inventory Commitment Preference

When you review routing options in Transportation Management, you can review and revise the carrier and mode of transport. If you do not specify a carrier in either of the master tables or during order entry, the system populates the carrier and mode of transport based on the Carrier transportation preference.

See Also

❑ *Planning Transportation* in the *Transportation Management Guide* for more information on entering shipment and load information

Entering Tax Information for a Detail Line

You can enter tax information that is specific to a detail line. This tax information determines whether taxes apply to the items or services on the detail line, and how the system calculates the taxes.

The system retrieves default tax information for each detail line based on the tax information that you entered for the order. If tax information for the detail line differs from that for the rest of the order, you can change the tax information to accommodate the detail line.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with PeopleSoft software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

► **To enter tax information for a detail line**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:

   - Branch/Plant
   - Supplier

3. Select a detail line and choose Additional Info 1 from the Row menu.
4. On Order Detail - Page I, complete the following fields and click OK:

   - Taxable
   - Expl Code
   - Rate/Area

See Also

❑ *Vertex Quantum for Sales and Use Tax* in the *Procurement Guide* for information about how to set up the Vertex interface and how to assign GeoCodes to address book records

Entering Discount Terms for a Detail Line

You can enter discount terms on a detail line to have the system calculate a discount on the items that you purchase. For example, a supplier might offer a 10 percent discount on certain items.

You can enter a specific discount factor for a detail line. The system enters a cost for the item on the detail line based on the discount factor. For example, to specify a 10 percent discount for an item, you enter a discount factor of 0.90. If the unit cost for the item is usually 10.00, the system enters a unit cost of 9.00.

You can also specify a discount for an item based on a price rule. The system applies a discount to the unit cost of the item based on the discount set up for the price rule. The system retrieves a default price rule for an item if:

- You have attached a price rule to branch/plant information for the item.

- You have attached the price rule to the supplier from whom you are purchasing the item (or to the price group for the supplier).

► **To enter discount terms for a detail line**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

2. On Order Detail, complete the following fields:

   - Branch/Plant
   - Supplier

3. Select a detail line and choose Additional Info 1 from the Row menu.

4. On Order Detail - Page I, complete the following fields and click OK:

   - Discount Factor
   - Item Price Group
   - Pricing Cat. Level

See Also

- ❑ *Creating Price Discount Rules for Purchasing* in the *Procurement Guide* for information about setting up discounts for price rules and price groups

- ❑ *Attaching Price Discount Rules to Items and Suppliers* in the *Procurement Guide* for information about setting up price rules

Entering Reporting Codes for a Detail Line

You might want to group detail lines with similar characteristics so that you can generate reports based on the group. For example, you can group all detail lines for electrical items so that you can produce a report that lists open order information for electrical items. To group detail lines, you assign reporting codes to each line. The reporting codes are default codes that are associated with the classification codes for an item on the Item/Branch Plant Info. form.

Five categories of reporting codes are available for purchasing. Each category represents a specific group of codes. For example, you might have a category for commodities. Within this category would be different codes, each of which represents a specific type of commodity, such as aluminum or copper.

► **To enter reporting codes for a detail line**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

2. On Order Detail, complete the following fields:

   - Branch/Plant
   - Supplier

3. Select a detail line and choose Additional Info 2 from the Row menu.

4. On Order Detail - Page II, complete the following fields and then click OK:

   - Report Code 1
   - Report Code 2
   - Report Code 3
   - Report Code 4

   To complete each field, access the corresponding user defined code table and choose the appropriate code.

Entering Change Orders

You can change commitment details after you enter them by creating a change order, which updates the commitment information and creates a record of changes to the order. For example, to increase the committed amount for an order by 100, you enter a change order for 100.

You can set the display and process processing options for Order Entry to determine whether you can change original commitment information by line item or if you must enter a change order.

The system maintains a record after you make a change. After you enter change order information, you can enter descriptive text for each line item of the contract.

Note that if you are using the Advanced Pricing system for Procurement, change orders are not priced with adjustment schedules.

► **To enter change orders**

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Find to locate the order for which you want to add a change order.

2. Choose the order that you want to change.

3. Choose Change Orders and then Add Change Order from the Row menu.

4. On Order Detail, complete the following fields, as required, and click OK:

   - Change Order
   - Quantity Ordered
   - Tr. UoM
   - Unit Cost
   - Extended Cost
   - Pu. UoM
   - Ln Ty
   - Description
   - Description 2
   - Account Number
   - Subledger
   - Sub Type
   - Branch/Plant
   - Last Status
   - Next Status

See Also

   ❑ *Entering Item Classification Codes (Optional)* in the *Inventory Management Guide* for more information on how to enter Procurement classification codes

Entering Substitute or Replacement Items

You might enter an order for an item, but the supplier does not have the quantity available to fill the order. You can review a list of substitute items and choose an item to replace the item on a detail line. If the system notifies you that the item on a detail line is obsolete, you can review and choose a replacement for the item.

The substitutes or replacements that the system displays are based on the cross-reference types from the Inventory Management system that you specify in the processing options for the Order Entry program and the Purchase Order Workbench program.

You can specify whether you want to review substitute or replacement items after you enter a detail line. You can have the system replace the item number, the item description, and the cost on a detail line with that of a substitute or replacement item.

► **To enter substitute or replacement items**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, locate the order for which you want to enter a substitute or replacement item.

2. Choose the order, and then choose Detail Revision from the Row menu.

3. On Order Detail, choose the row that contains the item that you want to replace.

4. From the Row menu, choose either Substitute Items or Obsolete Items.

5. On Substitute Items, review the following fields for each item:

   - Item Number
   - Description
   - Cost
   - Quantity Available

6. Choose the row that contains the appropriate substitute or replacement item and click OK.

7. Return to Order Detail and review that the system has replaced the original item information with that of the substitute or replacement item you chose.

See Also

❏ *Setting Up Cross References for Promotional Items* in the *Inventory Management Guide* for information about promotional items

Entering Kit Orders

Kits are comprised of component items that are associated to a parent item. Kits are useful if your company sells combinations of products. For example, if your company sells stereo systems, you can set up a kit with a parent name of stereo. The stereo kit can contain components such as speakers and a compact disc player, which you typically want to sell together. You can have an item number for the kit that you enter on a purchase order, but the parent item, stereo, is not stocked as an inventory item.

When you enter an item number for a kit, you can review the preselected components and the quantities that comprise the kit. You can also select any optional items that you want to include on the purchase order.

If you change quantity information for the kit, you must manually adjust the corresponding cost information. If you need to cancel component lines, you must cancel each line individually.

Prerequisite

❏ Verify that you have set the appropriate processing option in the Purchase Orders program (P4310) that displays kit component lines.

❏ Verify that kit items have been set up. See *Entering Kit Information* in the *Inventory Management Guide*.

► **To enter kit orders**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

2. On Order Detail, complete the following fields:

   - Branch/Plant
   - Supplier

3. In the detail area, enter a kit parent item in the following field:

   - Item Number

4. Choose the row that contains the kit parent item.

5. From the Row menu, choose Kits.

6. On Kit Selection, revise the following component information, as necessary:

   - O
   - Quantity
   - Request Date

7. To review features, double-click on the row with an F (Feature) in the O (Option) column.

8. To accept options, choose the row and click Select to display an asterisk in the following field:

   - Sel

9. Click OK.

   The Order Detail form displays. If you would like to review the components or features that you selected for the kit order, click Cancel and inquire again on the kit order that you entered.

Processing Options for Purchase Orders (P4310)

Defaults Tab

These processing options allow you to enter default information that the system uses for purchase order processing.

1. Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_   Accounts Payable documents

R_   Accounts Receivable documents

T_   Payroll documents

I_ Inventory documents

O_ Purchase Order documents

J_ General Accounting/Joint Interest Billing documents

S_ Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable,and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form (P40205), are:

S Stock item

J Job cost, subcontracts, or purchasing to the General Ledger

B G/L account and item number

N Non-stock item

F Freight

T Text information

M Miscellaneous charges and credits

W Work order

3. Beginning Status

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

4. Override Next Status

Use this processing option to specify the next status code for all new or modified purchase order lines. You enter next status codes for combinations of order type and line type by using the Order Activity Rules program (P40204). If you leave this processing option blank, the system uses the next status code in the order activity rules as the default value.

Note: Do not use this processing option if you are using approval processing.

5. Unit of Measure

Use this processing option to indicate the unit of measure that will default into the Transaction Unit of Measure field. The unit of measure that you enter overrides any value that is currently in the Transaction Unit of Measure field.

Note that if you choose an item from a catalog in Purchase Order Entry (P4310), the unit of measure in the catalog overrides is the default.

6. Line Number Increment

Use this processing option to automatically number the order lines by the increment that you choose. You should choose to increment by whole numbers,since other processes, such as kit entry, create decimal increments.

7. Default Tax Rate/Area

Blank = Supplier

1 = Ship To

Use this processing option to specify where the system locates default tax rate/area information to use as the default during order entry.

   1   The system uses the default tax rate/area from the address book number for the Ship To. The information that the system uses is located in the tax information section of the Supplier Master table (F0401).

  Blank The system uses the tax rate/area that is associated with the address book number for the Supplier.

The system retrieves the tax explanation code from the Supplier address book number record in the Supplier Master table (F0401).

Note that if this is the version that is being called from the Order Release program, then the tax information comes from the Supplier Master table (F0401)

and not from the original order

8. Transaction Unit of Measure

Blank = Purchasing Unit of Measure

1 = Primary Unit of Measure

Use this processing option to specify where the system locates transaction unit of measure information to use as the default during order entry.

   1   The system uses the primary unit of measure from the Item Master table (F4101) as the default for the transaction unit of measure.

  Blank The system uses the purchasing unit of measure from the Item Master table (F4101). The transaction unit of measure directly relates to the number that you have entered in the Quantity field on the Purchase Order Entry form.

If you choose an item from a catalog in Purchase Order Entry, the unit of measure in the catalog overrides that value that you enter in this field.

If you have entered a value in the Unit of Measure field, you should not enter a value in this field.

9. Landed Cost Rule

Use this processing option to specify the landed cost rule for the system to use on all orders that have been entered using this version.

If you leave this field blank, the system uses the landed cost rule from the Ship To information that is stored in the Address Book.

10. Header to Detail

Blank = Manually load header changes to detail

1 = Auto load header changes to detail

Use this processing option to specify whether the system updates information in the detail lines when you change header information.

1   The system automatically loads header changes to the detail lines.

Blank You must use the Populate form exit on the Order Header form to manually apply header to detail changes.

Use the Define form exit on the Order Header form to choose which fields on the Order Detail form you want to update with changes to header information.

After you make changes to the header information, the Order Detail form appears. Remember to click OK to record the changes that you have made on the Order Detail form. If you click Cancel, your changes will be lost.

11. Work Order Status

Use this processing option to specify the new work order status when the purchase order quantity or promise date changes.

This processing option pertains to purchase orders that have been created for outside operations by processing work orders with the Order Processing program (R31410). If you change the quantity or promise date after the system creates a purchase order, the system updates the work order status to the value that you have entered in this field.

If you leave this field blank, the system does not change the work order status.

12. Account Description

Blank = Business unit, object, subsidiary

1 = Business unit, subsidiary

Use this processing option to specify where the system locates the account description to use as the default in order entry.

1   The system retrieves the account description from the account that consists of the business unit and the subsidiary. Typically, the account is a non-posting header account. Note that the object account will not be used when the system retrieves the account description.

Blank The system retrieves the account description from the account that consists of the business unit, object, and subsidiary.

13. Line Sequence

Blank = Assigns unique line number continuously.

1 = Starts the sequencing process over for each   change order.

Use this processing option to specify how the system assigns line numbers on a change order.

1   The system starts the sequencing process over for each change order. If you enter 1, the system retains and increments the line number sequence within each individual change order, but for the next change order, the system starts over with the line number sequencing.

Blank The system assigns unique line numbers on a continuous, incremental basis. When there are multiple change orders, the system assigns line numbers on a continuous, incremental basis rather than starting over with line number sequencing for each change order.

14. Cost Rule Selection

Blank = Supplier

1 = Ship To

Use this processing option to specify where the system locates default cost rule selection information to use as the default during order entry. Note that if this is the version that is being called from the Order Release program, then the cost rule information comes from the Supplier Master table (F0401) and not from the original order. Valid values are:

1

The system uses the default cost rule selection from the address book number for the ship to. The information that the system uses is located in the cost rule information section of the Supplier Master table (F0401).

Blank

The system uses the cost rule selection that is associated with the address book number for the supplier. The system retrieves the cost rule explanation code from the supplier address book number record in the Supplier Master table (F0401).

Display Tab

These processing options control the types of information that the system displays.

1.Suppress Closed Lines

Blank = Do not suppress

1 = Suppress

Use this processing option to specify if closed lines should be suppressed. Valid values are:

1

The system suppresses closed or cancelled lines. If you suppress closed or cancelled lines, any line with a status of 999 will not appear in the detail area. However, the record for the line remains in the Purchase Order Detail table (F4311).

Blank

The system does not suppress closed or cancelled lines.

2. Status Code Protection

Blank = Do not protect

1 = Protect

Use this processing option to specify whether you can change status codes. Valid values are:

1

Status codes cannot be changed. You can review the codes, but you cannot change them. Regardless of the status code, the system protects the last and next status when you have activated status code protection.

Blank

Status codes can be changed.

3. Order Type Protection
 Blank = Do not protect
 1 = Protect

Use this processing option to specify whether you can change order types.

1

The order type (also known as the document type) cannot be changed. You can review the order type, but you cannot change it.

Blank

You can change the order type.

4. Kit Display
 Blank = Parent line
 1 = Component lines

Use this processing option to specify whether the system displays kit component lines or only the parent line. Valid values are:

1

The system displays kit component lines. You must first create the purchase order and then inquire upon the purchase order to display the kit component lines.

Blank

The system displays only the parent line. However, both the parent line and all component lines are written to the Purchase Order Detail table (F4311).

5. Cost Protection
 Blank = Display cost fields
 1 = Disable cost fields
 2 = Hide cost fields

Use this processing option to specify whether you can change costs. Valid values are:

1

The costs fields appear on the form, but cannot be changed.

2

The system hides cost information. The Cost field does not appear, although the system still writes the cost information to the Purchase Order Detail Table (F4311). The system uses cost information from the costs tables as the default. Examples of the costs tables are the Item Cost table (F4105) and the supplier Price/Catalog table (F41061). The cost table that the system uses for the default information depends on the way that your system is set up.

Blank

The cost fields appear on the form and can be overridden.

6. Detail Line Protection

Use this processing option to specify the next status at which detail lines are protected from being changed. The entire detail line is protected when the next status is greater than or equal to this status. If you leave this field blank, the system does not protect detail lines from being changed.

7. Free Goods Catalog
Blank = No Warning
1 = Issue Warning

Use this processing option to specify if you want Free Goods Catalog Warnings displayed. Valid values are:

Blank

No Warning

1

Issue Warning

8. Order Header Protection
 Blank = Do not protect
 1 = Protect

Use this processing option to determine whether order header information is read-only or can be modified. Valid values are:

Blank

Order header information can be changed.

1

Order header information is read-only.

9. Jargon and Header Business Unit
 Blank = Branch/Plant
 1 = Job
 2 = Project
 3 = Business Unit

Use this processing option to specify whether to use financial AAIs or distribution AAIs. Additionally, the system uses this processing option to determine which description appears for the Business Unit field (MCU) that appears on the Order Header form and the Order Detail form. For example, if you leave this processing option blank, the MCU field displays the description Branch/Plant. Valid values are:

Blank

Branch/Plant.

1

Job. The system uses the financial AAIs CD, CT, or CR.

2

Project. The system uses distribution AAIs.

3

Business Unit.

10. Account Protection
Blank = Do not protect
1 = Protect account number if
    received/vouchered

Use this processing option to specify whether the account number information is protected after the detail line has been partially received or vouchered. Valid values are:

Blank

The account number information is not protected.

1

The account number information is protected.

Interfaces Tab

These processing options allow you to enter interface information.

1. Business Unit Validation
 Blank = Business Unit Master table
 1 = Inventory Constants table

Use this processing option to specify how the system validates the branch/plant. Valid values are:

1

The system validates the branch/plant against the Inventory Constants table (F41001). If you are performing stock purchasing, enter 1 for this processing option. When you enter 1, the system uses the address book number in the Inventory Constants table (F41001) as the default for the Ship To address book number.

Blank

The system validates the branch/plant against the Business Unit Master table (F0006). Typically, you use this processing option when you are performing services expenditure purchasing. When you leave this processing option blank, the Ship To address book number defaults from the address book number in the Business Unit Master table (F0006). You can access the Business Unit Master table through the Revise Single Business Unit program.

2. PBCO Warning
 Blank = Issue warning
 1 = Do not issue warning

Use this processing option to specify whether you want to receive a PBCO (Post Before Cutoff) warning. Valid values are:

1

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

Blank

The system compares the G/L date on the purchase order to the general accounting period for the company and business unit that are on the purchase order. The PBCO warning ensures that you are not recording purchases in a prior general accounting period.

3. PACO Warning
 Blank = Issue warning
 1 = Do not issue warning

Use this processing option to specify whether you want to receive a PACO (Post After Cutoff) warning. Valid values are:

1

Do not issue the PACO warning.

Blank

The system compares the G/L date on the purchase order with the current period in the General Accounting Constants for the company and business unit that are on the purchase

order. The PACO warning occurs when you try to create a purchase order with a G/L date that exceeds two periods beyond the current G/L period.

4. Quantity Update
 Blank = Quantity on PO
 1 = Quantity on Other POs

Use this processing option to specify which quantity fields the system updates. Before you set this processing option, always check the way that you have defined availability in the Branch/Plant Constants program. Valid values are:

1

Update the Quantity On Other POs field (alias OT1A) in the Item Branch or Location tables. Use this value when you are entering requisitions, quotes, blanket orders, or other order types for which you do not want to affect your current on-purchase order quantity.

Blank

The system updates the Quantity on PO field (alias PREQ).

5. Supplier Analysis
 Blank = Do not capture
 1 = Capture

Use this processing option to indicate whether you want the system to capture supplier analysis information. Valid values are:

1

The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090).To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Receipts program (P4312) and the Voucher Match program (P4314) to capture the same information.

Blank

The system does not capture supplier analysis information.

6. Edit Supplier Master
Blank = Do not edit
1 = Edit

Use this processing option to determine whether the system validates the supplier number against the Supplier Selection File table (F4330). Valid values are:

Blank

The system does not validate the supplier number.

1

The system validates the supplier number.

7. Financial AAIs

Blank = Do not validate

1 = Validate

Use this processing option to specify whether to use financial AAIs or distribution AAIs. Additionally, the system uses this processing option to determine which description appears for the Business Unit field (MCU) that appears on the Order Header form and the Order Detail form. For example, if you leave this processing option blank, the MCU field displays the description Branch/Plant. Valid values are:

Blank

Branch/Plant.

1

Job. The system uses the financial AAIs CD, CT, or CR.

2

Project. The system uses distribution AAIs.

3

Business Unit.

Processing Tab

These processing options control how the system processes information.

1. New Supplier Information

Blank = Manually access Address Book Revisions

1 = Auto display Address Book Revisions

Use this processing option to specify whether you can add new supplier information through the Address Book Revisions program (P0101). Valid values are:

1

Automatically access the Address Book Revisions program (P0101). You can add a supplier as you need to, rather than having to stop the task that you are performing to add a supplier. Consider your security restrictions for your Address Book records. You may not want to provide all users with the ability to enter supplier address book records.

Blank

The system does not access the Address Book Revisions program (P0101).

2. Order Templates

Blank = Do not display

1 = Display

Use this processing option to specify whether you want to review order templates. Valid values are:

1

Automatically display available order templates. If you set this processing option to automatically displays available order templates and you access the Order Header form, the system displays the order templates before displaying the Order Detail form. If you access the Order Detail form first, the system displays the order templates when you move your cursor to the detail area for the first time.

Blank

 Do not display available order templates.

3. Subsystem Printing
 Blank = Do not print
 1 = Print

Use this processing option to specify whether you want to automatically print a purchase order using the subsystem. Valid values are:

1

Automatically print the purchase order by using the subsystem. Note that you need to submit the version of the Purchase Order Print program (R43500) that is designated for subsystem processing.

Blank

Do not print a purchase order by using the subsystem.

4. Blanket Releases
 Blank = Do not process
 1 = Process and search all
 2 = Process and search with Branch Plant

Use this processing option to specify whether the system automatically processes blanket releases. Valid values are:

Blank

The system does not automatically process blanket releases.

1

The system automatically processes blanket releases for all branch/plants. If more than one blanket order exists for the supplier/item combination, the system displays a checkmark in the row header that is located in the detail area and an "X" in the Blanket Exists column. To select a blanket order, choose the appropriate option from the Row menu.

2

The system automatically processes blanket releases for a specific branch/plant. If there is more than one blanket order for the supplier/item combination, then the system displays a check mark in the row header that is located in the detail area and an "X" in the Blanket Exists column. To select a blanket order, choose the appropriate option from the Row menu.

5. Header Display
 Blank = Display Order Detail
 1 = Display Order Header before Order Detail

Use this processing option to specify whether the Order Header form appears before the Order Detail form. Valid values are:

1

Display the Order Header form before the Order Detail form.

Blank

Display the Order Detail form.

6. Agreement Search
 Blank = Do not search
 1 = Assign one if there is only one
 2 = Display all
 3 = Assign agreement with the earliest expiration date

Use this processing option to indicate how the system searches for agreements. This processing option applies only if you are using the Procurement system in conjunction with the Agreement Management system. Valid values are:

Blank

Do not search for agreements.

1

Assign an agreement if there is only one agreement in the system. If the system finds multiple agreements, the system displays a check mark in the row header that is located in the detail area and an "X" in the Agreement Exists column. You must use a row exit to select an agreement.

2

Display all agreements.

3

Search for the agreement that has the earliest expiration date.

7. Base Order Protection

Blank = Do not protect
1 = Protected

Use this processing option to specify whether base order information can be changed. The base order is the original contract or order. The base order detail lines are identified as change order number 000. Typically, you use this processing option to prevent changes from being made to the original order. Valid values are:

1

The base order information cannot be changed.

Blank

You can change the base order information.

8. Project/Job Validation
Blank = No warning or error
1 = Warning if header and detail are different
2 = Error if header and detail are different
3 = Error if job does not belong to header project

Use this processing option to require that the values for the branch/plant and G/L account business unit are the same. Valid values are:

1

The values for the G/L account business unit and the header business unit (branch/plant, job, and so on) are the same.

Blank

The values for the G/L account business unit and the header business unit can be different.

9. Exclusive Adjustment Hold

Use this processing option to place the order on hold if you apply advanced pricing to the item and have chosen mutually exclusive adjustments for the item's adjustment groups.

10. Logs Entry Display
Blank = Do not display
1 = Display

Use this processing option to specify whether the system automatically displays logs when adding an order or a contract. Valid values are:

Blank

The system does not automatically display logs.

1

The system automatically displays logs.

Duplication Tab

These processing options allow you to enter default information that the system uses for duplicate orders.

1. Duplicate Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also ndicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P

Accounts Payable documents

R

Accounts Receivable documents

T

Payroll documents

I

Inventory documents

O

Purchase Order documents

J

General Accounting/Joint Interest Billing documents

S

Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

2. Beginning Status Code

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

3. Next Status Code (Optional)

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

4. Copy Selection
Blank = Do not copy
1 = Line text
2 = Line and order text
3 = Order text

Use this processing option to specify the information that the system copies. You must activate this processing option if you want the system to copy line attachment text and order attachment text when generating quotes or requisitions into purchase orders. Valid values are:

1

Copy only line text.

2

Copy line text and order text.

3

Copy only order text.

Blank

Copy no information.

Cross Ref Tab

These processing options allow you to enter cross-reference codes.

1. Substitute Items

Use this processing option to specify the default cross-reference code that the system uses for retrieving substitute items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one substitute item, the system displays a check mark in the row header that is ocated in the detail area and an "X" in the Substitute Exists column.

2. Obsolete Items

Use this processing option to specify the cross-reference code for retrieving item replacements for obsolete items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one replacement item, the system displays a check mark in the row header that is located in the detail area and an "X" in the Replacement Exists column.

3. Promotional Items

Use this processing option to specify the cross-reference code that the system uses to retrieve promotional items.

Order Inquiry Tab

These processing options allow you to enter status and date information.

1. From Status Code

Use this processing option to specify the first code in the range of status codes for order detail lines.

Note that the system uses this status as the default on the Additional Selection form.

2. Thru Status Code

Use this processing option to specify the last code in the range of status codes for order detail lines. Note that the system uses this status as the default on the Additional Selection form.

3. Last Status
 Blank = Next Status Code
 1 = Last Status Code

Use this processing option to specify whether the system uses the last status or next status for the Open Order Inquiry program (P4310). Valid values are:

1

The system uses the last status code as the default for the from and thru status codes.

Blank

The system uses the next status code as the default for the from and thru status codes.

4. Date
 Blank = Requested Date
 1 = Transaction Date

2 = Promised Date

3 = Original Promised Date

4 = Receipt Date

5 = Cancel Date

6 = G/L Date

Use this processing option to specify the date that the system checks to ensure that the date is within the date range. Valid values are:

1

The system checks the Transaction Date.

2

The system checks the Promised Date.

3

The system checks the Original Promise Date.

4

The system checks the Receipt Date.

5

The system checks the Cancel Date.

6

The system checks the G/L Date

Blank

The system checks the Requested Date.

Versions Tab

These processing options control which version of various programs the system uses.

1. Supply/Demand Inquiry (P4021)

Use this processing option to define the version that the system uses when you are using the Supply/Demand Inquiry program. When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. Supplier Analysis (P43230)

Use this processing option to define the version that the system uses when you are using the Supplier Analysis program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. Supplier Master (P04012)

Use this processing option to define the version that the system uses when you are using the Supplier Master program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. PO Print on Demand (R43500)

Use this processing option to define the version that the system uses when you are using the Purchase Order Print On Demand program. The system uses the version that you choose to print an order when you access the appropriate row exit on a form.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Item Availability Summary (P41202)

Use this processing option to define the version that the system uses when you are using the Item Availability program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

6. Approval Review (P43081)

Use this processing option to define the version that the system uses when you are using the Approval Review program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

7. Receipt Routing (P43250)

Use this processing option to define the version that the system uses when you are using the Receipt Routing program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

8. Open Receipts (P43214)

Use this processing option to define the version that the system uses when you are using the Open Receipts program.

When you choose a version, review the version's processing options to ensure that the

version meets your needs.

9. Revision Audit Summary (P4319)

Use this processing option to define the version that the system uses when you are using the Revision Audit Summary program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

10. Purchase Ledger (P43041)

Use this processing option to define the version that the system uses when you are using the Purchase Ledger program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

11. Open Order Inquiry (P4310)

Use this processing option to define the version that the system uses when you are using the Open Order Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

12. Financial Status Inquiry (P44200)

Use this processing option to define the version that the system uses when you are using the Financial Status Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

13. Inbound Transportation (P4915)

Use this processing option to define the version that the system uses when you are using the Inbound Transportation applications.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

14. Preference Profile (R40400)

Use this processing option to determine which version of the Preference Profiles program (P42520) the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses version ZJDE0001.

15. Configurator (P32942)

Use this processing option to determine which version the system uses when you are using the configurator program. When you choose a version, review the version's processing options to ensure that the version meets your needs.

16. Blanket Release (P43216)

Use this processing option to specify which version that the system uses with the Blanket Order Release program (P43060).

17. Logs Entry (P4305)

Use this processing option to define the version that the system uses with the Logs Entry program (P4305).

Currency Tab

These processing options allow you to enter currency information.

1. Tolerance

Use this processing option to specify a currency tolerance limit percentage to ensure that the currency amount does not fluctuate by an amount greater than the tolerance percentage as compared with the Currency Exchange Rates table (F0015).

If you work with multiple currencies, create a separate version of this program for each currency. The amount you specify in this processing option is currency specific.

2. Currency Code

Use this processing option to specify the currency code in which to view "as if" amounts. This allows you to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered.

If you leave this processing option blank, the system displays "as if" amounts in the currency in which they were originally entered.

Note: "As if" currency amounts are stored in a temporary memory, and are not written to a table.

3. As of Date

Use this processing option to specify an "as of" date for the "as if" Currency Code processing option. The system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the Currency Code processing option and leave this processing option blank, the system uses the system date.

Note: A valid exchange rate between the domestic or foreign currency and the "as if" currency must exist in the F0015 table, based on the "as of" date.

Approvals Tab

These processing options allow you to enter approval-processing information.

1. Route Code
Blank = Do not perform
1 = Originator's address
2 = Originator's user profile
3 = Branch/Plant
4 = Default location

Use this processing option to specify which code the system uses for approval processing.

The Approval Route Code of your choice.

1   Use the Originator's address as the default value.

2   Use the Originator's user profile as the default value.

3   Use the Branch/Plant route code as the default value.

4   Use the Default Locations route code as the default value.

Blank The system does not perform approval processing.

2. Awaiting Approval Status

Enter the next status for the system to use when the order enters the approval route.

3. Approved Status

Enter the next status for the system to use when the order is automatically approved.

4. Reapprove Changed Lines
Blank = Do not reapprove
1 = Reapprove on change to any field
2 = Reapprove on change to user-activated critical fields only
3 = Reapprove on change to standard critical fields only

Use this processing option to specify whether the system activates approval processing for certain types of modifications to a purchase order line that already has been approved. Valid values are:

Blank

The system does not activate approval processing.

1

The system activates approval processing when any fields for the purchase order line have been modified.

2

The system activates approval processing only when certain critical fields, which are activated through the Approval Fields Constants program (P43080), have been modified.

3

The system activates approval processing only when the standard critical fields have been modified.

5. Approval Hold Code

Use this processing option to specify a hold code that the system uses when placing the order on hold for the approval process. If you leave this processing option blank, the system does not place the order on hold.

Budgeting Tab

These processing options allow you to enter budgeting information.

1. Budget Hold Code

Use this processing option to specify the hold code that the system uses for budget holds. After you enter a hold code, the system activates the budget checking process. Budget checking ensures that when a detail line exceeds the budget for an account, the system places the entire order on hold.

2. Budget Ledger Type

Use this processing option to specify the ledger type that contains your budgets.

If you specify a budget ledger type, the system retrieves only that budget ledger type. If you leave this processing option blank, the system retrieves all budget ledger types that were specified in the Ledger Type Master Setup program (P0025) and are contained in the Ledger Type Master table (F0025).

3. Level of Detail

Use this processing option to specify the value (3 through 9) for the level of detail that the system uses during the budget checking process. If you leave this processing option blank, the system uses a default value of 9.

Note: You can use this processing option with the processing option for level of detail accumulation.

4. Budget Total Method
1 = Job Cost budget
2 = Standard financial budget
3 = Standard financial spread

Use this processing option to specify the method by which the system calculates your budget. If you leave this processing option blank, the system uses the job cost budget calculation method. Valid values are:

1

The system uses the job cost budget calculation method:

Original budget + period amounts for the current year + prior year postings

2

The system uses the standard financial budget calculation method:

Sum of period amounts for the current year

3

The system uses the standard financial spread calculation method:

Original budget + period amounts for the current year

5. Period Accumulation Method
Blank = Total annual budget
1 = Through Current Period

Use this processing option to indicate the time period that the system uses when accumulating the budget.

1   Accumulate the budget through the current period.

Blank Use the total annual budget to accumulate the budget.

6. Tolerance Percentage

Use this processing option to specify the percentage by which the detail line amount can

exceed your budget before the system places the order on budget hold.

7. Hold Warning
 Blank = Do not display
 1 = Display
 2 = Display warning, but do not place order on hold

Use this processing option to specify whether the system displays a warning message about detail line amounts that exceed the budget. Valid values are:

Blank

The system does not display a warning, but it does place the order on hold.

1

The system displays a warning and places the order on hold.

2

The system displays a warning, but it does not place the order on hold.

8. Budget Accumulation Level of Detail
 Blank = Do not accumulate
 1 = Accumulate

Use this processing option to specify whether the system uses the value for the Level of Detail processing option (located on the Budgeting tab) to accumulate budget amounts. Valid values are:

Blank

The system uses the value for the Level of Detail processing option.

1

The system accumulates budget amounts starting from the level of detail that has been specified for the purchase order detail line up to the value for the Level of Detail processing option.

9. Exclude Subledger/Type
 Blank = Include
 1 = Exclude

Use this processing option to specify whether the system excludes the subledger and subledger type when validating the budget information. Valid values are:

Blank

The system includes the subledger and subledger type.

1

The system excludes the subledger and subledger type. The system calculates the total of budgets for all subledgers for the detail line account to determine whether the line exceeds the budget.

10. Job Cost Account Sequence
 Blank = Standard
 1 = Job cost

Use this processing option to specify the job cost account sequence that the system uses for budgeting. Valid values are:

Blank

The system uses the standard account sequence (for example, cost center, object, and subsidiary).

1

The system uses the job cost sequence (for example, job, cost code, and cost type).

11. Include Taxes
Blank = Exclude
1 = Include

Use this processing option to determine whether the system includes taxes for taxable lines in budget calculations. Valid values are:

Blank

Do not include taxes.

1

Include taxes.

Interop Tab

These processing options allow you to enter interoperability information.

1. Purchase Order Before/ After Image Processing
 Blank = After Image
 1 = Before and After Image

Use this processing option to specify whether the system captures a record of a transaction before the transaction was changed or whether the system captures records of a transaction before and after a transaction was changed.

1   Capture two records; one record of the transaction before it was changed and one record after it was changed.

Blank Capture a record of a transaction after the transaction was changed.

2. Purchase Order Transaction Type

Use this processing option to enter a transaction type for the export transaction.

If you leave this field blank, the system does not perform export processing.

3. Work Order Before/ After Image Processing
Blank = After Image
1= Before and After Image

Use this processing option to specify whether the system writes the before image for the work order header. Valid values are:

1   The system includes the image.

Blank The system does not include the image.

4. Work Order Transaction Type

Use this processing option to specify the default transaction type for the work order header that the system uses when processing export transactions. If you leave this field blank, the system does not perform export processing.

Order Revision Tab

These processing options allow you to control revisions to orders.

1. Revision Tracking
Blank = Do not perform
1 = Existing orders
2 = Existing orders and addition of new lines to the order

Use this processing option to specify whether the system allows revisions to an order.

1   Allow revisions to existing orders only.

2   Allow both revisions to an existing order as well as the addition of new lines to the order.

Blank The system does not perform order revision tracking.

2. Next Status

Use this processing option to specify the next status code at which the system begins tracking order revision audit information. The system does not record revisions to detail lines if the lines' statuses precede the status code that you enter in this processing option.

The system stores revision information in the Purchasing Ledger table (F43199). You can access this table through the Order Revision Inquiry program (P4319).

3. Text Entry
Blank = Disallow
1= Allow

Use this processing option to specify whether the system allows you to enter text when you are entering a revision.

1   Allow users to automatically enter text when entering a revision.

    The system displays a text entry window when the order is accepted.

Blank Do not allow users to enter text when they are entering a revision.

Self-Service Tab

This processing option allows you to specify whether the system activates self-service functionality.

1. Supplier Self-Service
Blank = Do not activate
1 = Activate

Use this processing option to activate Supplier Self-Service for use in a Java/HTML environment. This functionality allows suppliers to view their orders online.

Valid values are:

Blank Do not activate Supplier Self-Service.

1   Activate Supplier Self-Service.

Matrix Tab

Use this processing option to specify the parent that the system processes.

1. Inventory Parent
Blank = Display Matrix Order form
1 = Do not display Matrix Order form

Workflow Tab

Use these processing options to specify how the system processes workflow information.

1. Price Changes Notify

Blank = Do not send any notification emails
1 = Purchase Order Originator
2 = Project Manager
3 = Buyer
4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the unit cost/lump sum changes on the order. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

2. Planned Delivery Date Changes Notify

Blank = Do not send any notification emails
1 = Purchase Order Originator
2 = Project Manager
3 = Buyer

4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the promised delivery date on the order changes. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

3. Quantity Changes Notify

Blank = Do not send notification emails
1 = Purchase Order Originator
2 = Project Manager
3 = Buyer
4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the quantity of the order changes. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

4. Order Hold Notify

Blank = Do not send notification emails
1 = Purchase Order Originator
2 = Project Manager
3 = Buyer
4 = Originator, Buyer and Project Manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the order goes on hold. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

Transfer Order Tab

Use these processing options to specify how the system processes transfer orders.

1. Create Item Branch Record if one does not exist for the receiving B/P when Entering a Transfer Order

Blank   = Create Item Branch Record
1   = Do not Create Item Branch Record

Use this processing option for transfer orders to determine whether the system creates an item branch record if one does not already exist in the receiving branch/plant.

2. Project Transfer Order Line Type

Use this processing option to specify the line type that the system uses for the purchase order that is created from a sales transfer order. Ensure that the line type has been defined

with an inventory interface of C by accessing the Line Type Constants program (P40205). When the line type has an inventory interface of C, the system performs financial commitments for purchase orders that are associated with the Engineering Project Management system.

Copying Change Orders

You can copy a change order and then modify it to suit your needs. This feature saves you time when you have similar change orders for many orders.

► To copy a change order

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, locate the order for which you want to copy a change order.

2. Choose the order and then choose Change Orders and then Copy Change Order from the Row menu.

3. On Order Detail, complete the following fields, as required, and then click OK:

   - Quantity Ordered
   - Unit Cost
   - Extended Cost

Note

If you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line to ensure that the system assigns the correct number to each detail line.

See Also

❑ *Setting Up Commitments* in the *Procurement Guide* for more information about commitment details

Working with Special Order Entry Features

You can use several timesaving features to enter order information. For example, you can duplicate an order to create another order. You can also create orders for multiple suppliers simultaneously. Other features let you quickly locate item and supplier information and enter the information on purchase order detail lines.

Duplicating an Order

To avoid entering the same information for multiple orders, you can duplicate an order. You can also duplicate an order to create a new type of order from an existing order, for example, to create an order from a requisition. You cannot duplicate orders on hold.

You can also duplicate an order to create a certain type of order from the original order. You set the processing options for Order Entry to specify the order type code for the duplicate orders. For example, you enter the order type code for purchase orders (usually OP) if you want the system to create a purchase order every time you duplicate a requisition. You must also specify the status codes for detail lines on the duplicate order, and you must indicate whether the system duplicates notes that are attached to the original order.

► **To duplicate an order**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Headers, click Find to locate the order you want to duplicate.

2. Select the order from the detail line and click Copy.

3. On Order Detail, change the order dates and other information, as necessary.

   Note that if you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line to ensure that the system assigns the correct number to each detail line.

4. Click OK.

Entering Orders for Multiple Suppliers

You can enter orders for multiple suppliers simultaneously instead of entering a separate order for each supplier. You specify the items you want to purchase and the supplier from whom you want to purchase each item on the Purchase Order Workbench form.

If the supplier has an Internet home page set up with items that they offer, you can preview supplier and item information in the electronic catalog before entering the order.

You cannot order from a supplier who has a noncertified status. If the supplier has a partially certified status, the system displays a warning message before generating the order. If you need to change a supplier's certification status, you can do so on the Supplier/Item Relationships form.

After you enter the items, you must direct the system to create purchase orders. The system combines items for each supplier on a separate purchase order; the information for each detail line defaults from

master information for the item or procurement instructions for the supplier. You can review the orders that the system generates using the Order Detail form.

▶ **To enter orders for multiple suppliers**

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, complete the following fields that are applicable for all items:

   - Branch/Plant
   - Ship To
   - Requested

2. Complete the following fields for each item that you want to order:

   - Item Number
   - Supplier
   - Quantity Ordered

3. Click OK for the system to automatically generate a separate purchase order for each supplier from whom you are ordering items.

   If you do not want the system to automatically generate separate purchase orders, you must first cancel the orders before exiting Purchase Order Workbench.

See Also

   ❑ *Creating Supplier and Item Relationships* in the *Procurement Guide* for more information on how to change a supplier's certification status
   ❑ *Processing Options for Purchase Orders (P4310)* in the *Procurement Guide*

Choosing a Supplier from Whom to Purchase an Item

When you order an item, you must specify the supplier from whom you want to purchase the item. You can review all suppliers that provide a particular item and the price that each supplier charges for the item on the Supplier Price Comparison form. The system displays only those items for which:

   - Costs are maintained at the branch/plant level.
   - Purchase prices are maintained at the supplier level.

After you identify the supplier from whom you want to order the item, you can specify the quantity you want to order and return the information to the Purchase Order Workbench (P43101).

▶ **To choose a supplier from whom to purchase an item**

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, choose Price Comparison from the Form menu.

2. On Supplier Price Comparison, to locate all suppliers who provide a particular item, complete the following field and click Find:

   - Item Number

3. To specify the quantity of the item you want to order, complete the following field:

- Quantity

4. To specify additional information for the order, complete the following fields:

- Branch/Plant
- Requested
- Purchasing UOM

5. To specify the supplier from whom to order the item, click on the appropriate row and then click Select.

6. On Purchase Order Workbench, review the new order detail line.

   When you click OK, the system automatically generates a separate purchase order for each supplier from whom you are ordering items.

See Also

❏ *Assigning a Cost Level to an Item* in the *Inventory Management Guide* for more information about item cost levels

Entering Items Using Supplier Catalogs

Your suppliers might organize their products into different catalogs due to seasonal changes in products, different product lines, and so forth. If you maintain items in catalogs on the system, you can use the catalogs to locate and choose items to order.

After you locate a catalog, you can choose the items that you want to order. The system enters each item that you choose on an order detail line, along with the unit price for the item as specified in the catalog. If the supplier has an Internet home page set up with items that it offers, you can preview item information in the electronic catalog. On the Catalogs - Item Selection form, you can use a form exit to preview item information.

Note that an item can have different prices, each based on the amount that you purchase. You can review all item prices for the items in a catalog on the Catalogs - Item Selection form. An item that has multiple prices appears several times, and each listing represents a different purchase quantity and the price that applies to that quantity.

▶ **To enter items using supplier catalogs**

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, complete the following field:

- Branch/Plant

2. From the Form menu, choose Catalogs.

3. On Supplier Catalog Search & Select, complete the following field and click Find:

- Supplier Number

4. Choose the catalog that contains the items you want to review and click Select.

5. On Catalogs - Item Selection, complete the following field for each item that you want to order:

- Order Quantity

6. Click OK.

Each item that you choose appears on a separate detail line on the purchase order.

See Also

❑ *Entering Supplier Prices* in the *Procurement Guide* for information about setting up supplier catalogs

Entering Items Using Order Templates

You can use order templates to locate lists of items that you frequently order and to choose items that you want to order.

Each order template contains a specific group of items. When you enter a purchase order, you can choose to review a certain template. From the template, you choose the items you want to order, and the system returns the items to the purchase order.

The order templates can be specific to a supplier or they can be generic, in which case you do not usually purchase the items on the template from any specific supplier. If you access order templates before entering a supplier on the purchase order, you can review a list of generic templates.

► **To enter items using order templates**

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, complete the following field:

- Branch/Plant

2. From the Form menu, choose Order Templates.

3. On Work With Available Order Templates, complete the following field and click Find:

- Supplier Name

4. Choose the template you want to review and click Select.

5. On Order Templates, complete the following field for each item that you want to order:

- Quantity Ordered

You can order all items on the template in their usual quantities by choosing Preload With Usual from the Form menu.

6. Click OK.

Each item in the appropriate quantity appears on a separate detail line on Order Detail.

See Also

❑ *Setting Up Templates for Purchase Orders* in the *Procurement Guide*

Creating Orders from Existing Detail Lines

You can avoid manually entering purchase orders by having the system create new purchase orders based on existing detail line information. If the detail lines you are working with are applicable to several different suppliers, the system creates a separate purchase order for each supplier.

If there are multiple detail lines for a supplier, it is because each line pertains to a different branch/plant. The system uses the Next Numbers program to assign a single purchase order number to each supplier. You can also assign the order numbers manually.

You can use processing options to specify default values for the orders that the system creates. These values include the order type and the beginning status code. You can also indicate special processing for the new orders, such as approval routes and budget checking.

Creating purchase orders from existing detail lines is the final procedure for several different Procurement programs, including:

- Purchase Order Workbench
- Generate Purchase Orders from Requisitions
- Generate Purchase Orders from Blanket Orders
- Generate Quotes from Requisitions
- Purchase Order Generator

► **To create orders from existing detail lines**

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

Alternately, from the Order Generation/Approve/Release menu (G43A13), choose the appropriate release program or Purchase Order Generator.

1. On Purchase Order Workbench, choose Review Order from the Form menu after you have entered a detail line for each item that you want to purchase.

   If you are using an order release program or Purchase Order Generator, choose Review Order from the Form menu after you have specified the quantities or amounts to release or the items to order.

2. On Suppliers Selected for Order, verify that the system has combined all releases into a separate line for each supplier and branch/plant.

3. To review information about the items to be included on a certain order, choose the order and choose Details from the Row menu.

4. On Items Selected for Order, review and make changes to information about the individual items or accounts to be included on the order, and click OK.

   Note that you can cancel an order detail line, an item, or an account by deleting it. The system automatically updates original order detail lines with any cancellations or changes that you make to quantity, cost, unit of measure, or request date.

5. On Suppliers Selected for Order, click Cancel.

6. On Purchase Order Workbench, choose Generate Order from the Form menu.

The system creates a purchase order for each line on Suppliers Selected for Order. The Generated Purchase Orders form appears so that you can review the new purchase order numbers.

See Also

❑ *Choosing Requisition Detail Lines for Orders* in the *Procurement Guide* for more information about release quantities

❑ *Entering Orders for Multiple Suppliers* in the *Procurement Guide* for information about the Purchase Order Workbench program

❑ *Working with Requisitions* in the *Procurement Guide* for information about the Generate Purchase Orders from Requisitions program

❑ *Working with Blanket Orders* in the *Procurement Guide* for information about the Generate Purchase Orders from Blanket Orders program

❑ *Working with Quote Orders* in the *Procurement Guide* for information about the Generate Quotes from Requisitions program

❑ *Generating Purchase Orders* in the *Procurement Guide* for information about the Purchase Order Generator

Working with Commitments and Encumbrances

A commitment or encumbrance is the recognition of a future obligation. Each time you enter an order detail line, you can have the system track the amount that you are obligated to pay and apply it to a job or project.

For example, you might be working on a pavement resurfacing project. Each time you enter an order for goods or services to complete the project, you can have the system create a commitment or encumbrance for the order amount.

In addition, you can roll over a commitment or encumbrance to the next fiscal year.

For example, local governments and municipalities normally have the authority to expend funds for one fiscal year. As a result, purchase orders and subcontracts with open balances are often canceled at the end of the fiscal year. To prevent these purchase orders and subcontracts from being canceled and to retain the recognition of these open balances, they must be rolled forward to the new fiscal year.

Prerequisite

❑ You must set up the document types for pre-encumbrances and commitments in UDC table 40/CT.

See *Setting Up Commitments* in the *Procurement Guide* for more information and steps to complete this task.

❑ To relieve commitments, set the Commitment Relief value for the transaction company or company 0000 in Job Cost Constants (F0026).

See *Setting Up Commitment Relief* in the *Procurement Guide* for more information and steps to complete this task.

Understanding Encumbrances

A commitment is created when a goods or services that are chargeable to a budgeted or appropriated expense are ordered or contracted. The commitment is relieved when the goods or services are received, which creates a liability of either a Received Not Vouchered or an Accounts Payable Ledger record.

A functional server program called Update Commitment Ledger (X00COM) is used to create and relieve commitments and encumbrances. The system uses the Update Commitment Ledger (X00COM) to create appropriate entries for Procurement system commitments.

Creating an Encumbrance or Commitment

You can creates order detail lines using either of the following methods:

- Purchase Orders (P4310)
- Blanket Order Release (P43060)

When you create an order detail line, the system verifies that the document type exists in the UDC 40/CT, verifies that the line type has an inventory interface of A or B, and automatically creates commitments and encumbrances.

If you create a purchase order from a requisition, you can track pre-encumbrances in addition to encumbrances. A pre-encumbrance is the recognition of a future obligation from which you can commit budget amounts based on that request. When you generate the purchase order from the requisition, the system relieves the pre-encumbrance as you release quantities and closes the requisition. In addition, as you generate purchase orders, the system creates commitments for the resulting purchase order amounts.

Relieving an Encumbrance or Commitment

Use the Commitment Relief constant in Job Cost Constants program (P0026) to establish the criteria the system uses to automatically relieve open commitments when you run the G/L posting program for:

- Vouchers matched in a 2-way environment
- Purchase order receipts in a 3-way environment

Just receiving or vouchering an order does not relieve the commitment. The General Ledger Post Report program (R09801) calls the Update Commitment Ledger (X00COM) that actually relieves the commitment. Committed dollars are relieved from the Purchase Amounts (PA) ledger and are added to the Actual Amount (AA) ledger.

When vouchers or receipts are posted, the system:

- Relieves the commitment
- Creates an audit trail in the purchasing ledger file
- Recalculates the amounts in the account balances ledgers, if necessary
- Changes the exchange rate of selected purchase orders and restates the domestic commitment amounts, if necessary

When you inquire on commitments, the receipt G/L date, not the original purchase order G/L date, is used to relieve the commitment.

Files Used for Commitments and Encumbrances

In addition to the entries that are made to the purchasing tables during order entry, receipt processing, and voucher match, the system also maintains commitment information in the following tables:

- P.O. Detail Ledger File – Flexible Version (F43199)
- Account Balances (F0902)

P.O. Detail Ledger File – Flexible Version (F43199)

The system creates multiple entries in the P.O. Detail Ledger File – Flexible Version table (F43199). Based on change orders, order activity rules, and commitments, the system maintains the following multiple ledgers to satisfy your business requirements:

- Purchasing Ledger
- Commitment Audit Trail (PA/PU Ledger)
- Change Order Ledger (CO Ledger)

If you are tracking commitments, a commitment audit trail transaction is created in the P.O. Detail Ledger File – Flexible Version table. The committed amounts are maintained in the purchase amounts (PA) ledger and any committed units are maintained in the purchase units (PU) ledger. When you review the PA or PU ledger, you will notice that, unlike the purchasing ledger, the Last and Next status code fields are blank.

Each commitment transaction represents one of the following situations:

- The entry of an original commitment
- A change to a commitment
- A canceled commitment
- A relieved commitment due to a receipt or payment

Account Balances (F0902)

During order entry, the system creates a commitment entry in the PA and PU ledgers in the Account Balances table (F0902). Based on the G/L date, the system creates an entry in the appropriate accounting period and adds the committed amount to the total budgeted amount.

If the Commitment Relief constant is set to Y, the system posts the receipt payment to the PA and PU ledgers in the Account Balances table (F0902). Based on the G/L date of the receipt (three-way match) or voucher batches (two-way match), the system relieves the commitment from the appropriate period as well as the total budgeted amount.

Verifying Commitment Integrity

From the Purchasing Reports menu (G43B111), choose Commitment Integrity Report.

You can review commitment information using the Encumbrance Inquiry form. In addition, you can generate a Commitment Integrity Report to compare your open order amounts against your committed amounts and amount balances and to review any variances.

Use the Commitment Integrity Report program (R40910) to indicate variances among the following tables:

- Purchase Order Detail File (F4311)
- P.O. Detail Ledger File – Flexible Version (F43199)
- Account Balances (F0902)

Two comparisons are made to identify out-of-balance conditions between files.

> The detail file and the audit file are compared on a to-date basis, which means that all data in the files is summed regardless of date. The detail file is not date sensitive and does not contain information such as when you made changes to the open amount.

> The system compares the audit file and the balances file on a through-period-end basis. The system uses the date you enter in the first processing option to determine the period end date to use. This comparison is period sensitive because that is the lowest level of detail stored in the balances file.

The columns under "Balance to Date" on the left side of the report are Purchase Order Detail File (F4311), P.O. Detail Ledger File – Flexible Version (F43199), and variance. The amounts reported by account number and subledger, respectively, are:

- Open amount in the detail file
- Total of the commitment audit trail transactions
- Difference between the two columns

The columns under "Balance as of xx/xx/xx" on the right side of the report are P.O. Detail Ledger File – Flexible Version (F43199), Account Balances (F0902), and variance. The amounts reported by account number and subledger are:

- Total of the Commitment Audit Trail transactions
- Account Balances total
- Difference between the two columns

Variances occur between the Purchase Order Detail File table and the Commitment Audit Trail under the following conditions:

- Unposted receipt or voucher batches

  To confirm all O and V batches are posted, run the Unposted Batches report (R007011).

- Orders on budget hold

  The system does not create an encumbrance until an order is released from budget hold.

If you find an inconsistency in your commitments that cannot be resolved, you can correct the information in the PA ledger. All entries in the PA and PU ledgers are based on the Purchase Order Detail File table (F4311). You can rebuild this information from the Purchase Order Detail File table (F4311) and correct any inconsistencies in the Account Balances table (F0902).

See Also

❑ *Working with a Commitment Audit Trail* in the *Procurement Guide* for more information about rebuilding the PA and PU ledger in the P.O. Detail Ledger File – Flexible Version table (F43199)

❑ *Posting Committed Costs to Jobs* in the *Procurement Guide* for more information about rebuilding the PA and PU ledger in the Account Balances table (F0902)

Reviewing Commitment Information for Orders

You can monitor individual commitment or encumbrance amounts for a job or project to verify the types of purchases being made. You can also review the total commitment or encumbrance amount for a job or project to verify that the amount does not exceed the budget.

After you receive goods, services, or create vouchers, you can have the system relieve commitments and encumbrances. The system does this by reducing the total commitment amount for a job or project by the individual commitment amount. If you use a formal receiving process, the system performs commitment relief when you post journal entries for receipts or vouchers to the general ledger. If you use an informal receiving process, the system relieves open commitments when you post vouchers to the general ledger.

The system performs commitment and encumbrance tracking only on order types you specify in user defined code table 40/CT. If an order is on hold, the system does not create commitments or encumbrances for the order until you release the hold.

The system only tracks commitments and encumbrances for detail lines that you charge directly to a general ledger account number. These are detail lines to which you assign a line type with an inventory interface of A or B.

Each time you enter a purchase order detail line for which commitment tracking is applicable, the system records the amount in the purchase amount (PA) ledger, which contains committed purchase amounts in domestic currency, and the purchase units (PU) ledger, which contains committed purchase units.

You can review individual commitment transactions for:

- A branch/plant
- An account number
- A supplier
- An order number and type

You can also review the total amount of all commitments, relieved commitments, and open commitments for each of the above.

Each commitment transaction represents one of the following situations:

- The entry of an original commitment
- A change to a commitment
- A canceled commitment
- A relieved commitment due to a receipt or payment

You can review details for each transaction, such as the account number, order number, line number, and supplier, as well as who generated the transaction and when.

The system retrieves commitment transaction information from the P.O. Detail Ledger File – Flexible Version table (F43199).

► **To review commitment information for orders**

From the Purchasing Inquiries menu (G43B112), choose Commitment Inquiry.

Alternately, from Purchasing Inquiries menu (G43C112), choose Encumbrance Inquiry.

Alternately, from Subcontract Inquiries menu (G43D112), choose Commitment Inquiry.
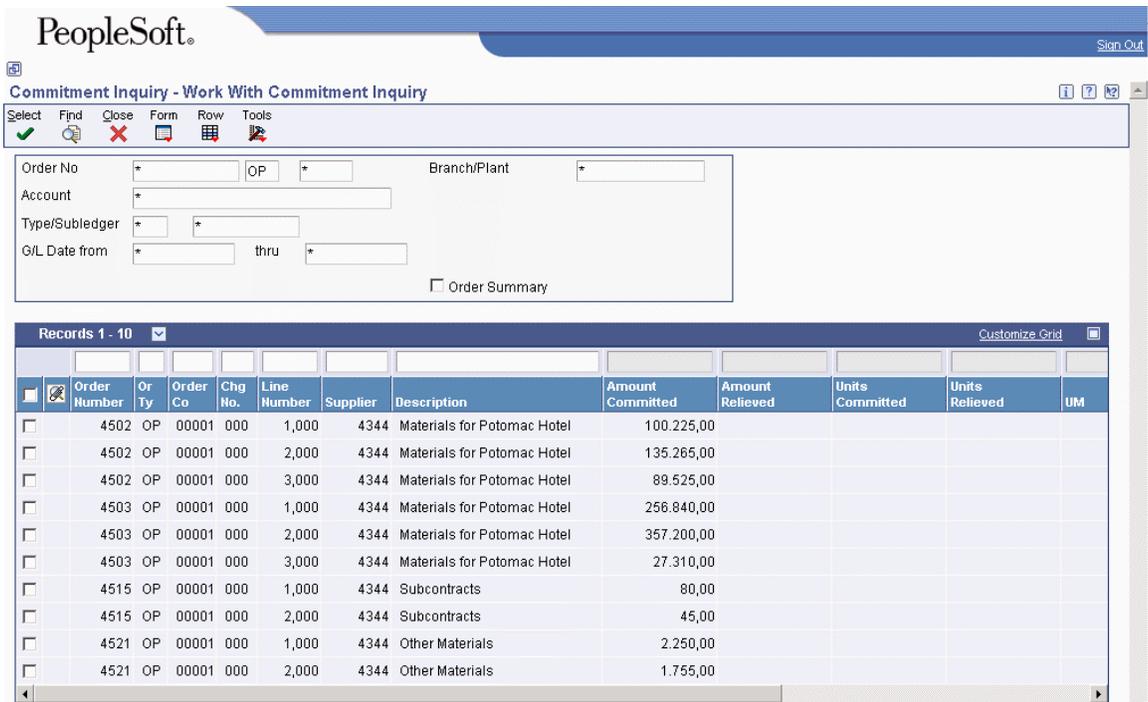
1. On Work With Commitment Inquiry, complete the following fields and click Find to narrow the search:

- Order No
- Account
- Subledger
- G/L Date from
- G/L Date
- Branch/Plant

2. Review the following fields:

- Total Open Amount
- Total Open Units
- Order Number
- Chg No.
- Supplier
- Description
- Amount Committed
- Amount Relieved
- Units Committed
- Units Relieved
- Account Number

3. To review details for a certain transaction, choose the transaction and click Select.

4. On Commitment Inquiry Detail, review details for the commitment transaction and click Cancel.

Processing Options for Commitment Inquiry (P40230A)

Default
Order Type
Display
Enter '1' for Change Orders else Commitments
Versions
Order Entry   (P4310)

Working with Encumbrance Rollovers

From the Procurement Advanced & Technical Ops (G43A31) menu, choose Encumbrance Rollover.

When you run the encumbrances rollover, the system rolls forward the fiscal year end encumbrances and commitments. The rollover reduces the manual effort placed on users who work in environments with a high volume of transactions. The Encumbrance Rollover program (R4317) provides you the option to do one of the following:

- Relieve committed lines on a purchase order or subcontract from the prior year and recommit a new line with the current year's G/L date. These lines are assigned to a new account that is created especially for this rollover. This account is controlled through distribution AAI 4430.

- Cancel committed lines on a purchase order or subcontract to ensure that no further payment processing can be made against those lines. For subcontracts, the purge code must be R. For purchase orders, the system updates the next status to 999 (closed).

Many industries use the term decommit to relieve commitments. When you relieve or decommit commitments and encumbrances, the system creates an RO ledger type record. You should not purge the RO records as they must be used to create or rebuild commitments.

See Also

❑ *Working with a Commitment Audit Trail* in the *Procurement Guide* for information about creating the audit trail of commitments

❑ *Receipt Processing* in the *Procurement Guide* for information about the formal and informal receiving processes

Processing Options for Encumbrance Rollover (R4317)

Defaults Tab

Use these processing options to specify the defaults that the system applies when you run an encumbrance rollover.

---

1. Rollover Method:
'1' - New G/L date
'2' - New G/L date and new account number
blank - cancel

Use this processing option to specify how the system processes year-end encumbrance amounts. The method that you use depends on your business requirements. Valid values are:

   Blank Rollover is canceled with no further action. No amount is recommitted to a new G/L date or account.

   1   Roll over the year-end encumbrance amount to the next year using a new G/L date.

   2   Roll over the year-end encumbrance amount to the next year using a new G/L date and a new account number.

2. G/L Class Code:
blank- purchase order detail G/L code

Use this processing option to specify the G/L class code that the system uses to retrieve the AAIs. You can enter a G/L class code or leave the field blank to use the G/L class code from the purchase order detail line. If you are processing subcontracts with account reclassification, you must enter a G/L class code. If you are processing both purchase orders and subcontracts, the G/L class code that you enter will be used for both. This code determines the A/R account (class) that is offset when you post invoices. The code that you enter in this field can be alphanumeric or can match the object code of the G/L account number.

Note: Do not use code 9999. The system reserves this code for the post program and indicates that offsets will not be created.

3. Ledger Type:

Use this processing option to specify the ledger type that the system uses for the history record in the P.O. Detail Ledger table (F43199). This is a user defined code (09/LT) that specifies the type of ledger, such as AA (actual amounts), BA (budget amount), or AU (actual units).

4. New G/L Date:

Use this processing option to specify the G/L date for the current year's encumbrance rollover. This date identifies the financial period to which the transaction is posted. You set up the date range for each financial period in general accounting constants.

5. Decommit G/L Date:

Use this processing option to specify the G/L date to decommit, or relieve, the encumbrance. This date identifies the financial period to which the transactions will be posted. You set up the date range for each financial period in the general accounting constants.

Process Tab

Use this processing option to specify whether the rollover should be processed in proof or final mode.

1. Process mode

'1' - final

blank - proof

Use this processing option to specify whether the system runs the encumbrance rollover in proof or final mode. When you run the encumbrance rollover in proof mode, the system does not update the status or any applicable tables.

When you run the encumbrance rollover in final mode, the system updates the status and all applicable tables. Whether you run the encumbrance rollover in proof or final mode, you can print journal entries and errors. Valid values are:

1   Run the encumbrance rollover in final mode

Blank Run the encumbrance rollover in proof mode

MFG Edits Tab

Use this processing option to specify how the system processes manufacturing data.

1. Enter a '1' to process Manufacturing Encumbrances

Use this processing option to specify whether the system processes financial encumbrances that are associated with manufacturing work orders. Valid values are:

1

Process financial encumbrances that are related to purchase orders, subcontracts, and manufacturing work orders.

Blank

Process financial encumbrances that are related to purchase orders and subcontracts.

2. Work Order Close Status

Use this processing option to specify the work order status that the system uses to close open work orders. You can also use this processing option to specify the work order status that the system uses to determine whether an order is open. The system only processes work orders whose status is less than the closed work order status that you specify in this processing option. If you leave this processing option blank, the system uses status 99 (close) as the default.

Working with Budgets

If you set up budgets for jobs, projects, departments, and so forth, you might want to verify that the purchase amounts you incur do not exceed these budgets. You can compare budget amounts to actual amounts you have spent and to the amounts that you are committed to spend in the future.

To work with budgets, you must enter purchase order detail lines by account numbers.

Understanding Budget Checking

You use budget checking to identify the detail line amounts that exceed the budget for a specific job, project, department, and so forth.

Each time you enter or change a purchase order, the system checks the account number for each detail line and compares it to the available budget for the account. If the detail line amount exceeds the available budget amount, the system places the entire order on hold. You can set a budgeting processing option in the Purchase Orders program (P4310) to provide a warning message that a detail line amount exceeds the available budget amount, but the system will still place the order on hold. The system allows no further processing of the order until you remove the budget hold. You must set up budget hold codes for each business unit.

The system calculates available budget amounts by subtracting actual amounts (AA ledger) and committed amounts (PA Ledger) from the budget amount that you specify for an account number. The system uses the following budget calculation:

> Available Budget = Original Budget Changes - Actual amounts spent - Commitments - Encumbrances

The system uses the following budget calculation for ledgers:

> Available Budget = BA or JA Ledger Amounts - AA Ledger Amounts - PA Ledger Amounts

You use the processing options on the Budgeting tab from Order Entry to activate budget checking and to specify information such as:

- The budget ledger from which the system retrieves budget amounts

- The hold code the system assigns to detail lines that exceed budget

- The percentage by which a detail line can exceed budget before being put on hold
- The method by which the system determines budget amounts

Do not use the JA ledger type for budgeting. The system reserves this ledger type for Job Cost.

To understand budget checking, review the following topics:

- Search scenarios for level of detail
- Budget totaling
- Calculating available budget to date for the fiscal year

Search Scenarios for Level of Detail

When you create an account, you assign each account number a level of detail. The range for the level of detail is one through nine, with one being the highest and nine being the lowest.

You enter the level of detail in the processing option for the system to search for the available budget. This processing option also controls how the system accumulates the actual and committed and encumbered amounts for the account.

Budget Amount Accumulation

Two search scenarios exist:

1. If the account number that you enter on the order is the same as the budget account number, and the level of detail of this account is equal to the level of detail you enter in the processing option, the system does not roll up the budget. The system calculates the available budget on the account.

   If the detail line exceeds the available budget then the system applies a budget hold to the line.

2. If the account number that you enter on the order does not have the same level of detail that you enter in the processing option, and the level of detail of the account is lower than the level of detail that you enter in the processing option, the system retrieves the budget from the account whose level of detail matches the level of detail that you enter in the processing option.

Actual and Committed Amount Accumulation

If you set the budget accumulation processing option to accumulate, then the system accumulates budgets starting from the level that you enter in the level of detail processing option and continues to the lowest level of detail.

To accumulate the actual and committed and encumbered amounts for the account, the system first searches higher levels of detail in the chart of accounts. The system locates the first account number that has a level of detail that is equal to the level of detail that you enter in the processing option. This account number must be above the level of detail of the account number on the order.

The system then searches lower levels of detail in the chart of accounts to locate the first account number with a level of detail equal to the level of detail you specify in the processing option. This account number must be below the level of detail of the account number on the order.

The system then totals the actual and committed/encumbered account balances for the account range it identifies and subtracts the total from the budget ledger to determine the available budget. The system compares the available budget amount with the amount you enter on the order.

If the detail line exceeds the available budget, the system applies a budget hold to the line.

Budget Totaling

Use the Budget Total Method processing option of Purchase Order Workbench to specify how the system calculates the budget total.

The system uses the following fields in the Account Balances table (F0902) for budgeting:

- BORG - the original or beginning budget
- AN01 through AN12 - the net posting fields which contain changes in the current year
- AYPC - the balance forward field contains the sum of the prior year's changes, which the system rolls into the current year

Use 1 in this processing option for job cost accounting. The system adds the amounts in the above fields. The total of these fields is the budget amount the system uses for budget checking.

Note

The original budget cannot be spread when you enter a 1 in this processing option.

Use 2 in this processing option for Public Sector and Not-For-Profit entities. Use this method when the system spreads an original budget to the net posting fields. The system calculates the total budget from the net posting fields to use in budget checking.

Use 3 in this processing option for Profit entities. You enter changes to the budget in the net posting fields. The system adds the net posting fields and the original budget to determine the budget amount to use in budget checking. Use this method when an original budget is not spread to the net posting fields.

Calculating Available Budget to Date for the Fiscal Year

Use the Period Accumulation Method processing option to specify how the system calculates the available budget.

When you enter a 1 in this processing option, the system reviews the fiscal date pattern for the company and determines the current general ledger period. The system then adds the sum of the period budget amounts from period one through the current period. The system uses this amount as the original budget for budget checking.

Enter 1 in this processing option only when you enter 2 in the Budget Total Method processing option.

See Also

❑ *Releasing Order Holds* in the *Procurement Guide* for more information about removing budget holds

❑ *Working with Annual Budgets* in the *General Accounting Guide* for more information about setting up budgets

❑ *Working with Orders on Hold* in the *Procurement Guide* for more information about budget hold codes for business units

Reviewing the Budget

You might want to compare the amounts you have budgeted for goods and services to the amounts that you have actually spent and to the amounts you are committed to spend in the future. For each account you can review:

- The budget amount

- The actual amount you have spent

- The total amount of commitments through a certain date

- The variance between the budget amount and the amount you have spent or are committed to spend in the future

- The transactions that have affected a certain account and the journal entries that relate to a particular transaction

▶ **To review the budget**

From the Purchasing Inquiries menu (G43B112), choose Budget Comparison.

Alternately, from the Purchasing Inquiries menu (G43C112), choose Budget Comparison.

1. On Trial Balance / Ledger Comparison, complete the following field:

   - Skip to Account

2. Complete the following fields to indicate the ledgers from which the system retrieves commitment and budget amounts:

   - Ledger Type 1
   - Ledger Type 2

3. Complete the following field:

   - Level Of Detail

4. Complete the following fields to indicate the period for which the ledger amounts reflect:

   - LT 1 Thru Date
   - LT 2 Thru Date

5. Click Find.

6. Review the following fields for each account:

   - Ledger Type 1
   - Ledger Type 2
   - Variance Period Balance
   - Ledger 1 Period Balance

- Posting Edit Code
- Account ID

Processing Options for Trial Balance/Ledger Comparison (P09210A)

Default
1. Ledger Type 1

Blank = Ledger Type 'BA'.

2. Ledger Type 2

Blank = Ledger Type 'AA'.

3. Exit with Ledger Type

Blank or 1 = Ledger Type 1.
2 = Ledger Type 2.

Display
1. Suppress Zero Balances

Blank or N = Display zero balances
Y = Suppress the display of accounts with zero
    balances.

2. Calculation Method

Blank or S = Subtraction
A = Addition
M = Multiplication
D = Division

3. Additional Ledger Type 1

Blank = No Additional Ledger Types will be   used.

4. Additional Ledger Type 2

Blank = No Additional Ledger Types will be   used.

5. Subledger

Blank = Blank Subledger

6. Subledger Type

Blank = Blank Subledger Type

7. Account Level Of Detail

Blank = 9
Currency
1. Currency Code

Blank = All currencies.

Select
1. Date Effective Balances

Blank or N = Use Period End Dates.
Y = Calculate Date Effective Balances.

2. Default Thru Period Display

Blank or N = Thru Dates.
Y = Thru Periods.

Working with Orders on Hold

You can place an order on hold to prevent it from being processed. You might place an order on hold for reasons such as the following:

- You have yet to settle prices and terms with the supplier.

- You are not sure if you want to use the supplier.

- The supplier's minimum order amount is not being met.

- The order exceeds the budget.

You cannot print or receive orders on hold. You must release the hold to continue processing the order. To release an order on hold, you must have the correct password.

Entering Order Holds

When you place an order on hold, you prevent it from being processed. You might want to put an order on hold if you have yet to reach price negotiations with the supplier or if the order exceeds budget.

There are two types of order holds: budget holds and regular holds. Budget holds are for orders that exceed the budget. Regular holds are for all other holds.

You can put an order on hold one of three different ways:

- Assign a hold code to the order on the order entry form.

- Assign a hold code to a supplier on purchasing instructions so that each time you enter an order for the supplier the system assigns the hold code to the order.

- Specify a budget hold code in the processing options for the Enter Orders program. If budget checking is activated, the system assigns the hold code to orders when detail lines exceed budget.

Prerequisite

❑ Set up hold codes and assign a responsible individual to each hold code. See *Setting Up Order Hold Information* in the *Procurement Guide*.

See Also

❑ *Defining Supplier Purchasing Instructions* in the *Procurement Guide* for more information about purchasing instructions

Releasing Order Holds

To have the system process an order that has been put on hold, you must release the hold. You can review all holds on a certain order and choose the holds that you want to release.

For budget holds, you can review the budget before releasing budget hold orders by accessing Trial Balance/Ledger Comparison from the Release Held Orders (Budget) program. Note that you cannot use Release Held Orders (Budget) to release an order on budget hold if the order is assigned an approval route. In that case, you must use the Approval Review program to approve and release the order.

► **To release order holds**

From the Order Generation/Approve/Release menu (G43A13), choose Release Held Orders.

Alternately, from the Order Generation/Approve/Release menu (G43B13), choose Release Held Orders (Budget).

Alternately, from the Order Generation/Approve/Release menu (G43D13), choose Release Held Orders.

1. On Work With Held Orders, complete the following fields and click Find to review orders on hold:

- Branch/Plant

- Hold Code
- Person Responsible
- Customer/Supplier
- Order Number

2. Choose the order detail line for which you want to release the hold and click Select.

3. On Password Confirmation, complete the following field and click OK:

- Password

See Also

❑ *Working with Budgets* in the *Procurement Guide* for more information about putting orders on budget hold

Processing Options for Held Order Release

Defaults

1. Order Type

2. Release Code

Display

1. Enter a '1' to display SO's, else display PO's

2. Enter 'Y' to display previously released orders

Versions

Enter the version for each program. If left blank, ZJDE0001 will be used.

1. Sales Order Entry (P4210)

2. Purchase Order Entry (P4310)

3. Print Pick Slip (R42520)

4. Ship and Debit (R45100)

5. Manufacturing Work Order (P48013)

(Applicable to Release of Sales Orders only)

Process

Enter '1' for

1. Automatic printing of Pick Slip.

2. Enter the release status code of the work order

3. Ship and Debit Processing

Blank = Do not call R45100

1 = Subsystem Mode

2 = Batch Mode

Warehouse

1. Enter the request processing mode

' ' = No pick request. '1' = Generate requests only. '2' = Generate requests and process using the subsystem.

2. If processing pick requests using the subsystem, enter the version.

3. Override next status for sales order lines for which requests have been generated.

Prepayment

1. Release Authorization Hold and Advance Prepayment Status.

2. Release Settlement Hold and Advance Prepayment Status.

Working with Log Information

Log information is supplemental to the information contained in an order. It includes details such as submittals and transmittals. A submittal is information that you need to receive from a subcontractor or supplier, for example, proof of insurance. A transmittal is information that you need to send to a subcontractor or supplier, such as permission to proceed. Logs can also include information relevant to the order such as meeting dates, notes, and so forth.

You can assign dates to log information so that the system issues an outstanding submittal warning when you try to make payments before you receive all of the submittals. For example, if you require a subcontractor or supplier to submit insurance information to you before you make a payment against the order, you can specify for outstanding submittal warnings. The system then warns you if you try to make a payment before you receive the information.

You can enter new log information into a contract, or you can copy log information into an order from a model log. A model log is a set of standard log information that you can copy into your contracts and then modify for each contract.

Entering Log Information

Enter log information to identify information that is relevant to an order. The system provides you with multiple detail lines in which you can enter log information. After you enter log information, you can enter descriptive text for each line item within the log. You can also delete any of the log information for a contract.

► **To enter log information**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

Depending on the menu selection you choose, one of the following forms displays:

1. On Work With Order Headers or Work With Order Details, click Find to locate the order for which you want to enter log information.

2. Click on the order and choose Log Details from the Row menu.

3. On Log Details, complete the following fields and click OK:

    - Status Code
    - Explanation -Remark-
    - Job Number
    - Change Request

- Issue Date
- Expired Date
- Required Date
- Pay Effect
- Cat Cde1
- Cat Cde2
- Cat Cde3
- ID Code
- Supplier

Note

The outstanding log warning is set up in the Pay Effect field. For an outstanding log warning to occur, the status of the log must be N, the Pay Effect field must be set to Y, and the required and expired dates must be earlier than the system date. The system also checks for all log types in the Outstanding Log Types (43/OL) user defined code table.

Running the Log Report/Update

From the Subcontract Reports menu (G43D111), choose Log Report/Update.

You can run the Log Report/Update to update the value of the Pay Effect field in the Log Master table (F4303). This report displays the following information:

- Log items and text that relate to a contract
- Submittal and transmittal status information

When you run the report, you can specify whether to update the status of expired logs to "not complete," which creates an outstanding submittal warning. You can review the information on the report to determine whether to post payments against contracts that have expired logs.

Processing Options for Log Report/Update (R43300)

Print Options
Enter a '1' to change unsatisfied, expired logs that have a Pay Effect of 'Y' to a Status of 'N'. If left blank, the status will not be updated.
Enter a '1' to print a contract management report. If left blank, no report will print.
Enter a '1' to print the associated log text. If left blank, log text will not print.

Copying Log Information from a Model Log

You can copy log information into a contract from a model log. A model log is a set of standard log information that you can copy into your orders and then modify for each order. This feature saves you time when you have log information that is duplicated across many orders.

Prerequisite

❑   Create model log information. See *Creating a Model Log* in the *Procurement Guide*.

▶   **To copy log information from a model log**

From the Purchase Order Processing menu (G43A11), choose Order Log Revisions.

Alternately, from the Subcontract Processing menu (G43D11), choose Order Log Revisions.

1. On Log Details, enter the order for which you want to copy log information, and then choose Model Log from the Form menu.

2. On Work with Model Logs, click Find.

3. Choose a model log and click Select.

    The system copies the log information from the model log with the same contract type and company.

Printing Orders

After you enter orders, you can print them to review the orders and then send them to the appropriate suppliers. The system prints the orders in the language that is specified for the supplier in the Supplier Master table.

You can also print orders to a work file, which enables you to customize the report. Before you customize a report, you must retrieve the appropriate address information and attachments or notes.

You cannot print orders on hold.

Printing by Batch

From the Purchase Order Processing menu (G43A11), choose Print Purchase Orders.

You can print orders by batch so you can review the orders and then send them to the appropriate suppliers.

Use the processing options to specify which information prints on orders. You can have the system print:

*   Taxes

*   Open item information only

*   Supplier item numbers

*   Foreign and domestic currencies

*   Exchange rates (for foreign currency users)

*   Messages

The system can automatically print adjustments on the report if you set the Price Picklist field to print prices and adjustments when you define the purchasing instructions.

See Also

❑ *Defining Supplier Purchasing Instructions* in the *Procurement Guide* for more information on setting the Price Picklist field

Processing Options for Purchase Order Print (R43500)

Status Codes Tab

These processing options allow you to specify the range of status codes that you want the system to update when you print purchase orders, and whether you want the system to update the status codes.

1. Next Status Code From (optional)

Use this processing option to indicate the start of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

2. Next Status Code Thru (required)

Use this processing option to indicate the end of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

3. Next Status Code Override

   (optional)

Use this processing option to indicate the next status code that you want the system to update. The override status is another allowed step in updating status codes. You must enter a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

4. Status Update

   Blank = Update to Next Status

   1 = Do not update to Next Status

   2 = Update all lines and print changed lines only

Use this processing option to prevent the system from updating the status on an order. Status codes are user defined codes (40/AT) that you set up on the Order Activity Rules form for the order type and line type that you are using.

Valid values are:

   Blank Update to next status

   1   Prevent updating to the next status

Tax Information Tab

This processing option allows you to specify the tax information that the system includes when printing a purchase order.

1. Print Tax

   1 = By Group

2 = By Area

3 = By Authority

Use this processing option to specify the tax information that the system includes when printing a purchase order. Valid values are:

1   Tax information prints by group.

2   Tax information prints by area.

3   Tax information prints by authority.

Report Display Tab

These processing options allow you to select the information that the system includes in the report, such as quantities and amounts, exchange rates, global messages, and notes.

1. Quantity && Amount Display

  Blank = Original Quantity and
  Amount
  1 = Open Quantity and Amount

Use this processing option to specify whether the system prints the original quantity and amount or the open quantity and amount. Valid values are:

  Blank Print original quantity and amount.

1   Print open quantity and amount.

2. Exchange Rate Display

  Blank = Do not print Exchange
  Rate
  1 = Print Exchange Rate

Use this processing option to specify whether the system prints the exchange rate. Valid values are:

  Blank Do not print the exchange rate.

1   Print the exchange rate.

3. Global Message to be printed

Use this processing option to indicate the text messages that you want the system to print on each order. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.

Text messages are user-defined codes that are set up in 40/PM.

4. Purchase Order Note Display

  Blank = Do not print Purchase
  Order Note
  1 = Print Purchase Order Note

Use this processing option to specify whether the system prints the purchase order note. Examples of notes are the name of the individual who placed the order, the buyer responsible for procuring the items and services on the order, the company responsible for delivering the order, confirmation numbers and job numbers. Valid values are:

Blank Do not print the purchase order note.

1   Print the purchase order note.

5. Report Heading Display

 Blank = Default

 1 = Suppress title && Company

 name

Use this processing option to suppress the printing of the report title and company name when you use preprinted forms. Valid values are:

Blank Print the default report title and company name.

1   Do not print the report title and company name.

6. Purchasing Agent Name Display

 Blank = Do not print Agent name

 1 = Print Agent name

Use this processing option to specify whether the system prints the purchasing agent on the purchase order. Valid values are:

Blank Do not print the purchasing agent name on the purchase order.

1   Print the purchasing agent name on the purchase order.

Item Number Display Tab

These processing options allow you to specify how the system displays item numbers.

1. Item No. Display

 1 = Print ours

 2 = Print ours and supplier's

Use this processing option to specify whether the system prints either your item number only or both your item number and the supplier's item number.

Valid values are:

1 Print only your item number.

2 Print both your item number and the supplier's item number.

2. Enter Cross Reference Type

Use this processing option to specify the type of cross reference that the system uses when printing a supplier's item number. The system stores the cross reference information in the

Order Processing Cross Reference table (F4013).

Cross reference information are user-defined codes that are set up in 41/DT.

Order Revision Tab

These processing options allow you to specify both the order revisions that the system prints and which order lines appear.

1. To print Order Revision
  Enter specific order revision
  number (or)
  Blank = Print all revisions
  * = Print last revision

Use this processing option to specify whether the system prints a specific order revision, the entire purchase order, or the latest order revision. To print a specific order revision, enter the order revision number. Other valid values are:

  Blank Print the entire purchase order.

  *   Print the latest order revision.

2. Lines for a Revision
  Blank = Print only revised lines
  1 = Print all lines

Use this processing option to specify whether the system prints only revised order lines or all order lines. Valid values are:

  Blank Print only revised lines for a revision.

  1   Print all lines on the order for a revision.

Currency Tab

This processing option allows you to specify whether the system prints amounts in domestic or foreign currency.

1. Amount Display
  Blank = Print amounts in
  Domestic mode
  1 = Print amounts in Foreign
  mode

Use this processing option to specify whether the system prints amounts in domestic or foreign currency. Valid values are:

  Blank Print amounts in domestic currency.

| 1 | Print amounts in foreign currency. |

EDI Tab

These processing options allow you to specify which EDI information the system displays.

1. EDI Processing Selection
  Blank = Purchase Order
  1 = EDI/Purchase Order
  2 = EDI only

Use this processing option to specify whether the system prints a purchase order or uses EDI processing or both. Valid values are:

  Blank Print purchase order only.

  1   Print purchase order and create output to EDI.

  2   Use EDI processing only.

2. EDI Transaction
  1 = Purchase Order
  2 = Quote Order

Use this processing option to specify whether the system enters the EDI transaction as a purchase order or a quote order. Valid values are:

  1   Enter the EDI transaction as a purchase order.

  2   Enter the EDI transaction as a quote order.

3. EDI Document Type

Use this processing option to specify the EDI document type that the system creates in an EDI transaction.

In a non-EDI environment, the document type would be consistent with the order type (DCTO) assigned at order entry time, an invoice document type, a voucher document type, and so on.

4. EDI Transaction Set Number

Use this processing option to specify how the system categorizes the type of EDI transaction.

5. EDI Transaction Format

Use this processing option to specify a specific mapping structure used to process both inbound and outbound EDI transactions. This option does not apply to non-EDI transactions.

6. Trading Partner ID

Use this processing option to specify the party with whom you are trading documents in this EDI transaction.

7. Transaction Set Purpose

Use this processing option to specify the purpose of the transaction set.

Transaction set purpose codes are user-defined codes that you set up in 47/PU when you send and receive EDI documents. The system uses the action code each time the Transaction Set Purpose field appears in a table.

8. EDI Shipping Schedule Message

  Blank = Do not create Schedule
  Message
  1 = Create Schedule Message

Use this processing option to specify whether the system creates an EDI shipping schedule message. Valid values are:

  Blank Do not create an EDI shipping schedule message.

  1   Create an EDI shipping schedule message.

9. Shipping Schedule Qualifier

  Blank = 'KB' will be used
  (or)
  Enter a valid Schedule Qualifier

Use this processing option to specify a shipping schedule qualifier. Shipping schedule qualifier codes identify the type of date used when defining a shipping or delivery time in a schedule or forecast. You can enter a valid qualifier value or leave the option blank. Valid qualifier values are:

  AB Authorized Delivery Based

  AS Authorized Shipment Based

  BB Production Based

  DL Delivery Based

  JS Buyer Production Sequence Schedule

  KB Kanban Signal

  PD Planned Delivery

  PS Planned Shipment

  SH Shipment Based

  ZZ Mutually Defined

  Blank The system uses Kanban.

Versions Tab

These processing options allow you to customize your printed purchase orders.

1. Print Option

  Blank = Print R43500

  1 = Print from second UBE

Use this processing option to direct the system to route the purchase order information to a workfile and launch a second UBE to read the workfile and print the purchase order. For example, use this option when you need to customize the layout of the Purchase Order Print program.

The Print Purchase Orders program (R43500) processes the orders and performs the necessary logic (such as calculating taxes). Valid values are:

  Blank Launch the Purchase Order Print program (R43500).

  1   Launch a secondary UBE.

NOTE: If you leave this option blank, the system will not route the purchase order information to a workfile and will not launch a second UBE.

2. Name of 2nd UBE

This processing option works in conjunction with the Print Option processing option. Use this processing option to specify the name of the second UBE program to be launched. If you leave this option blank, the system launches the default Print Purchase Order Print program (R43501).

3. Second UBE Version

  Enter version to be run (or)

  Blank = XJDE0001

Use this processing option to define the version that the system uses when you use the Purchase Order Print program (R43501). Enter a valid version or leave this option blank. If you leave this option blank, the system uses the ZJDE0001 version.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

NOTE: If you set the Print Option processing option to 1 and leave the Name of 2nd UBE processing option blank, the system uses the default Print Purchase Orders program (R43501).

Printing Individually

You can print orders individually so you can review them before sending them to the appropriate suppliers. If you have set the processing options in Order Entry for the system to store purchase order information for Electronic Data Interchange (EDI), you can send the orders to your suppliers using the Electronic Commerce system.

You can have the system print three types of messages on an order:

- Print messages
- Attachments
- Global messages

You create print messages using the Purchase Orders program (P4310). After you create a print message, you can assign it to an order or detail line during order entry.

You use processing options in Order Entry to specify whether attachments print. You can assign an attachment to an order or to detail lines during order entry.

You also use processing options to specify whether global messages print. Global messages always print at the top of orders.

Printing orders is usually a step in the sequence of processing orders. You set up these steps in Order Activity Rules. Once you print an order, you can have the system move the order to the next step in the process, or you can leave the order where it is so that you can print it again. You use processing options in Order Entry to specify whether the system updates status codes for orders after they print.

You might want to print orders twice, once to review the orders and again to update status codes. You can access the following two versions of the print program through the processing options for Order Entry:

- Print Purchase Orders
- Reprint Purchase Orders

You might want to use one version to review orders and the other to update status codes for orders.

If you print an order that is on hold, the system prints a blank page.

► **To print individually**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, locate the order you want to print.
2. Select the order and choose Detail Revision from the Row menu.
3. On Order Detail, select the detail line and choose Print Order from the Form menu.

   Alternately, on Work With Order Headers, select the detail line and choose Print Order from the Row menu.

4. On Printer Selection, specify information such as printer name and paper size on the appropriate tab and click OK.

Working with Order Information

You can review open order information and print a variety of reports that contain information about orders.

Reviewing Open Orders

Before you enter an order, you might want to determine if an item is currently on order. You can review open orders, which are orders that contain items and services you have yet to receive. You can specify the order number, supplier, item, account number, and so on for the open detail lines you want to review.

You also can review open quantities for purchase orders, requisitions, blanket orders, and so forth by choosing the type of order for which you want to review detail lines.

You can review additional information for each open detail line that appears, including the quantity ordered, the quantity open, the quantity received, and the quantity for which vouchers have been created. You can also access address numbers, dates, and tax information.

Regardless of whether you enter an order in a domestic or foreign currency, you can review the order as if it were entered in another currency. For example, you can review amounts in Canadian dollars as if they were entered in the euro. Likewise, you can review amounts in Japanese yen as if they were entered in U.S. dollars, and so on.

► **To review open orders in a domestic or foreign currency**

From the Purchasing Inquiries menu (G43A112), choose Open Orders.

Alternately, from the Subcontract Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, complete the following fields as required to locate open detail lines:

   - Order Number
   - Related Order
   - Original Order
   - Item Number
   - Account Number
   - Branch/Plant

2. To narrow the search, choose Added Selections from the Form menu.

3. On Additional Selection Criteria, complete the following fields:

   - Status Range
   - Thru
   - Date Range
   - Thru

4. Click one of the following options to determine whether the status range is based on the last or next status code for each detail line:

    - Next
    - Last

5. Click one of the following options to determine which order date the date range is based on:

    - Requested
    - Transaction
    - Promised Delivery
    - Original Promised
    - Receipt
    - Cancel
    - G/L Date

6. Click OK to return to Work With Order Details, then click Find.

    The open detail lines that meet your search criteria appear.

7. To review additional information for an open detail line, choose the detail line and then choose Order Detail from the Row menu.

8. On Purchase Order Detail Inquiry, review additional fields.

9. To review address numbers, dates, or tax information for the open order, choose the appropriate option from the Form menu.

Reviewing Open Orders in an "As If" Currency

From the Purchasing Inquiries menu (G43A112), choose Open Orders.

Regardless of whether you enter a purchase order in a domestic or foreign currency, you can review amounts as if they were entered in a different currency. "As if" currency processing allows you to review purchase orders as if they were entered in a currency other than the currency in which they were actually entered. For example, a Canadian company that enters a foreign currency purchase order in the euro can review the purchase order amounts as if they were entered in the Japanese yen (JPY) and then compare the JPY amounts to the domestic (CAD) and foreign (EUR) currency amounts.

One of the advantages of "as if" currency processing is that it does not impact disk space. The "as if" currency amounts are not written to a table; instead, they are stored in temporary memory. Although this has no impact on disk space, it can impact processing time.

To review purchase order amounts in an "as if" currency, you must enter a default currency code and an exchange rate date in the processing options for the Purchase Orders program (P4310). This activates the As If Currency field on the Work with Order Details form.

The system retrieves the exchange rate from the Currency Exchange Rates table (F0015) and calculates the "as if" currency amounts based on the base (domestic) currency of the purchase order. Because of fluctuating exchange rates, the "as if" currency amount you are reviewing might not be the same amount as the actual voucher or payment.

Reviewing Change Orders

After you enter a change order, you might need to review all of the changes. You can specify criteria such as the order number, supplier, item, and account number for the change order you want to review.

You can review additional information for each change order that appears, including the quantity ordered, the quantity open, the quantity received, and the quantity for which vouchers have been created. You can also access address numbers, dates, and tax information.

▶ **To review change orders**

From the Subcontract Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, complete the following fields as required to locate open orders:

   - Order Number
   - Related Order
   - Original Order
   - Item Number
   - Account Number

2. Locate the order for which you want to review information.

3. Click on the order and, from the Row menu, choose Change Orders, then View All Chg Order.

4. On Order Detail, review the information and click cancel to return to Work With Order Details.

5. On Work With Order Details, choose Added Selections from the Form menu.

6. On Additional Selection Criteria, complete the following fields:

   - Status Range
   - Thru
   - Date Range
   - Thru

7. Click one of the following options to determine whether the status range is based on the last or next status code for each detail line:

   - Next
   - Last

8. Click one of the following options to determine which order date the date range is based on:

   - Requested
   - Transaction
   - Promised Delivery
   - Original Promised
   - Receipt
   - Cancel

- G/L Date

9. Click OK to return to Work With Order Details, and click Find.

   The open detail lines that meet your search criteria appear.

10. To review additional information for an open detail line, choose the detail line, and then choose Order Detail from the Row menu.

11. On Purchase Order Detail Inquiry, review additional fields.

12. To review address numbers, dates, or tax information for the open order, choose the appropriate option from the Form menu.

Reviewing Order Summary Information

You can review summary information for an order, including items, account numbers, order quantities, prices, and extended volumes and weights. You can also review the total tax and dollar amount for the entire order.

► **To review order summary information**

From the Subcontract Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, locate the order for which you want to review information.

2. Click on the order and choose Order Summary from the Row menu.

3. On Order Entry - Summary Order Information, review the order summary information.

Reviewing Order Detail Information

You can review a detailed summary of information about an order or change order. For example, you can review information about vouchers, retainage, or changes made to an order.

► **To review order detail information**

From the Subcontract Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, locate the order for which you want to review information.

2. Click on the order and choose Order Recap from the Row menu.

3. On Order Recap, review the order information.

Reviewing Financial Status Information

You can review up-to-the-minute details of the financial status information for any order. You can also review the financial details of any progress payment voucher that relates to an order.

Financial status information includes:

- Order details
- Amount units billed

- Amount paid

- Amount retained

- Amount units open

If you have multicurrency turned on, you can review financial information in foreign or domestic currency using the Foreign option on the Work With Financial Status Inquiry form. The system automatically converts the amounts based on the exchange rate that you specify.

► **To review financial status information**

From the Subcontract Inquiries menu (G43D112), choose Financial Status Inquiry.

1. On Work With Order Details, to locate an order, complete the following fields and click Find:

   - Order Number
   - Or Ty
   - Order Co
   - Sub Type
   - Type/Subledger

2. Click on the order and choose Financial Status from the Row menu.

3. On Work With Financial Status Inquiry, review the financial status information for the order.

4. To access voucher information, choose Supplier Ledger from the Form menu.

5. On Supplier Ledger Inquiry, enter the Supplier Number and click Find.

6. Review the following fields:

   - Document Number
   - Doc Type
   - Doc Co
   - Invoice Date
   - G/L Date
   - Due Date
   - Gross Amount

See Also

❑ *Reviewing Supplier Ledger Information* in the *Accounts Payable Guide* for information about viewing voucher amounts as if they were entered in a currency other than the domestic or foreign currency

Printing Purchase Order Information by Supplier or Branch

From the Purchasing Reports menu (G43A111), choose PO Summary.

You might want to review information about purchase orders for a specific supplier or branch/plant. The Summary by Supplier report prints purchase order information by supplier, then by business unit. You can review individual amounts for each purchase order, including the amount received and the amount open. You can also review the total amount for all purchase orders.

If a purchase order contains detail lines for multiple branch/plants, the same order might appear several times based on the branch/plant.

Printing Order Detail Information

From the Subcontract Reports menu (G43D111), choose Print Subcontracts.

You can review detail information about logs and commitment distribution for any contract on the Subcontract Detail report. You can also review all of the multicurrency information that is associated with a contract if you have multicurrency turned on. You can print information about all jobs, a specific job, or an individual contract.

The Subcontract Detail report uses information from the Purchase Order Header (F4301), Purchase Order Detail File (F4311), Log Master (F4303), and Contract Header Log Text (F52034) tables.

Printing Items on Order from a Supplier

From the Purchasing Reports menu (G43A111), choose Print PO by Requested Date.

You might want to review information about the items that are currently on order from a supplier. When you generate the PO by Requested Date report, you can review the open quantity or dollar amount for each item and the date through which each item will remain open based on the request date.

You use processing options to specify the aging columns in which open quantities or dollar amounts appear. Processing options significantly affect the data presentation for this report. A separate report page prints for each supplier that you specify.

Processing Options for Open Purchase Order by Request Date (R43640)

Periods
Period 1: Open thru day #
Period 2: End of Period 1 thru day
Period 3: End of Period 2 thru day
Period 4: End of Period 3 thru day
Print
Enter '1' for descending order
Enter '1' for Period 4 to include POs greater than range

Printing a History of Order Revisions

From the Purchasing Reports menu (G43A111), choose Purchases Journal.

Alternately, from the Subcontract Reports menu (G43D111), choose Purchase Journal.

You can review a history of changes to order detail lines when you print the Journal report. This report lists original detail line information and changes that have been made to the quantity or extended amount on each detail line.

For each order that prints, you can review:

- The sum of the original detail line amounts

- The sum of the detail line changes

- The sum of the current detail line amounts

Information for this report comes from the P. O. Detail Ledger File – Flexible Version table (F43199). This report is applicable only if you set up order activity rules to create ledger records.

Creating Intrastat Reports in an "As If" Currency

The Sales Order Management and Procurement systems provide "as if" currency processing for Intrastat reporting. "As if" currency processing allows you to review and print amounts in a currency different from your company base currency. This means that you can handle the Intrastat reporting requirements for the country in which you do business regardless of your company base currency.

If your business has multiple companies with multiple currencies, it is important that you approach your Intrastat reporting carefully. You should always be aware of each company's base currency and whether Intrastat reports must be submitted in that currency or another currency. This helps ensure that you use as if currency processing for Intrastat reporting only if necessary.

Based on the Intrastat reporting requirements for your companies and the countries in which they do business, you can use the processing options and data selection to create different versions of the following programs:

- Intrastats - Tax Update - Sales (R0018I1)

- Intrastats - Tax Update - Purchasing (R0018I2)

Example: Company and Intrastat Reporting in Different Currencies

Your corporate office is located in England and has three branch companies, each with a different base currency. You must submit all Intrastat reports in British pounds (GBP). The companies and base currencies are as follows:

Company	Base Currency	Intrastat Reporting Currency
Company 1	GBP	GBP
Company 2	EUR	GBP
Company 3	CAD	GBP

For Intrastat reporting purposes, the following applies:

- For company 1, do not run the Intrastats - Tax Update - Sales (R0018I1) and Intrastats - Tax Update - Purchasing (R0018I2) programs. The company base currency and Intrastat reporting currency are the same.

- For company 2, run the Intrastats - Tax Update - Sales and Intrastats - Tax Update - Purchasing programs to update EUR amounts to GBP.

- For company 3, run the Intrastats - Tax Update - Sales and Intrastats - Tax Update - Purchasing programs to update CAD amounts to GBP.

For companies 2 and 3, run the programs to load information in the Intrastat Revision table (F0018T) and update the amounts. Do this one company at a time, creating a separate version for each company. For both companies, specify GBP and the exchange rate date in the processing options for "as if" currency.

Updating the Intrastat Revision Table

From the EU Intrastat Processing menu (G00211), choose Intrastat Generation - Sales or Intrastat Generation - Procurement.

Unlike other programs that use "as if" currency processing, the Intrastats - Tax Update - Sales (R0018I1) and Intrastats - Tax Update - Purchasing (R0018I2) programs write amounts to a table. These programs update the amount for each transaction in the "as if" currency you designate in a processing option and write the amounts to the Intrastat Revision table (F0018T). You can then create your Intrastat reports, based on the updated amounts in the F0018T table.

If you use "as if" currency processing, be aware that you lose the direct audit trail for the amount fields between the F0018T table and the original tables in the Sales Order Management and Procurement systems.

Performance Considerations

The time that it takes to run the Intrastats - Tax Update - Sales or Intrastats - Tax Update - Purchasing programs depends on your data selection and the number of transactions stored in your tables. To minimize the impact that the programs have on system performance, do the following:

- Specify your data selection as carefully as possible so that only the necessary records are written to the F0018T table.

- Update the F0018T table as part of your nightly operations.

Processing Options for Intrastat - Tax Update - Purchasing (R0018I2)

Process

1. Enter the Purchasing Report Code (1-5) which contains the Nature of Transaction;

- Or -

Enter the User Defined Code table which contains the Nature of the Transactionto. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

3. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Country of Origin.

4. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for

Original Country of Origin.

Defaults

1. Enter a value to indicate if the Statistical Value Calculation is required.

    Blank = Not Required   1   = Required

2. Enter a percent to use for calculating Statistical Value. (For example, 105 = 105% or actual value)

- Or -

Enter the constant value per KG to be used. (Statistical Amount = Constant * Net mass in Kg + Taxable Amount)

If no values are entered, the statistical value will be equal to the actual value.

3. Enter a value to Statistical Procedure to update all records with.

- Or -

Enter the User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency stored in. Amounts will be converted and printed in this as-if currency.

2. Enter the As-Of date for processing the exchange rate for the As-If currency. If left blank, the system date will be used.

3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Exchange Rate Type

Date Exchange Rate Effective

Receipt Processing

You can use either an informal or formal receiving process to acquire the goods and services you requested on a purchase order.

You must use the formal receiving process if you purchase items to inventory. You can use the informal or formal receiving process if you purchase items or services to the general ledger.

Informal Receiving Process

An informal receiving process is one in which you enter receipt information at the same time that you create a voucher. If you create a voucher for 50 pens, the system determines that you received 50 pens.

When you use an informal receiving process, the system creates a single record in the Purchase Order Receiver File table (F43121) when you create a voucher. The system also creates a liability for the purchase at that time.

Formal Receiving Process

A formal receiving process is one in which you enter details of a receipt before you create vouchers. You create vouchers based on the receipt information. For example, if you enter a receipt for 50 pens, you must create a voucher for 50 pens.

To accurately account for the receipt of goods, your formal receiving process is likely to include:

- Taking physical receipt of items
- Identifying details of the receipt
- Recording details of the receipt

You can use purchase receivers in your formal receipt process to manually record the receipt of goods upon delivery. You can then enter that information into the system.

You can eliminate the use of purchase receivers if you use terminals to enter receipt information upon delivery or if you use copies of original purchase orders as receiving forms.

When you use a formal receiving process, the system creates a receipt record in the Purchase Order Receiver File table (F43121) when you enter a receipt. The system also creates a liability for the purchase at that time. When you create a voucher, the system creates another record in the Purchase Order Receiver File table.

Printing Purchase Receivers

A purchase receiver is a document you use to manually record the receipt of goods upon delivery. A purchase receiver provides you with:

- Original purchase order information

- Quantities you have yet to receive

- A column for recording receipt quantities or amounts

You might need a purchase receiver to:

- Review purchase order information for incoming goods

- Confirm information about the items that you receive

- Record receipt information to enter on the system

You determine the information that prints on purchase receivers. Processing options let you specify whether to print:

- Price information

- Order quantities

- Cross-reference numbers

- Foreign currency amounts

You can set up order activity rules to print purchase receivers as a step in the purchase order process. After you print a purchase receiver, you can have the system advance the order to the next step in the purchasing process. You can also have the system leave the order at its current status. To advance an order, the system updates the status codes for detail lines, if you have set the processing options for Purchase Receiver Print (R43510) to allow the system to update the status codes.

See Also

❑ *Setting Up Order Activity Rules* in the *Procurement Guide* for more information about how to designate printing purchase receivers as a step in the purchase order process

Printing Receivers in Batch Mode

From the Purchase Order Processing menu (G43A11), choose Print Purchase Receivers.

You can use purchase receivers to manually record receipt information for goods upon delivery. You can print purchase receivers in batch mode based on the criteria you specify using the Print Purchase Receivers procedure.

Processing Options for Purchase Receiver Print (R43510)

Edits

1. Enter a '1' to prevent updating the Next Status Code.

2. Enter an override Next Status Code.

3. Enter the route type to be used for retrieving
   the routing operation codes.
   If left blank, the program will search for route
   type equivalent to blank.

Print

1. Enter a '1' to inhibit printing of Cost Information.

2. Enter a '1' to inhibit printing of Quantity Information.

3. Enter a '1' to print the Supplier Item Number.

4. Enter the type of Cross Reference Number.

5. Enter a '1' to print associated text.

6. Enter a '1' to print routing operation codes.

Currency

1. Enter a '1' to print amounts in Foreign Currency.

Printing Receivers for Individual Orders

From the Purchasing Reports menu (G43A111), choose Print Purchase Receiver.

When you print purchase receivers in batch mode, you might have to print a second purchase receiver for some orders. For example, you might receive a partial order, in which case you must print a second receiver to record the remaining balance of the order. You can enter specific purchase orders for which to print purchase receivers using the Purchase Receiver Print program (R43510).

Entering Receipts

After you receive the goods on a purchase order, you must record the details of the receipt. The system uses receipt information to:

- Update item quantities and costs in the Inventory Management system

- Update general ledger accounts

When you receive goods, you must verify that the details of the receipt correspond to the information on the purchase order. You must verify item numbers, quantities, units of measure, costs, and so forth. If the receipt details differ from those on the purchase order, you must adjust the purchase order detail lines to reflect the receipt. For example, if landed costs, such as delivery charges or import taxes, apply to the item's purchase price, you enter these costs for the order during the receipt process.

When a direct ship order is created in Sales Order Management, the system automatically creates a corresponding purchase order. For a direct ship order, you must enter a receipt to update the corresponding sales order with the new status information. However, if you enter a partial receipt, the

system splits the corresponding order detail lines on the direct ship sales order and updates only the order detail line that was received.

If you work in an inventory environment, you can specify the warehouse location in which to store items upon receipt. If a certain location is full, you can assign items to multiple locations. If you group items by lot, you can assign items to a single lot or to multiple lots. If necessary, you can specify serial numbers for these items.

Each time you receive an order, the system:

- Creates a receipt record in the Purchase Order Receiver File table (F43121)
- Updates item quantities and costs in the Item Location File table (F41021)
- Adds a new record to the Item Ledger File table (F4111)
- Updates the appropriate accounts in the Account Ledger table (F0911)

Each time you cancel or reverse a receipt, the system updates the same tables that were updated when you entered the original receipt.

Entering Receipt Information

You must enter receipt information to verify the receipt of goods or services on a purchase order. You must verify the quantity, cost, and so forth for each order you receive.

If you are entering a receipt that has many purchase order detail lines, you might want to enter the information using the network. If you are entering a receipt for a kit, you can enter receipt information for the components only. You cannot enter a receipt for the parent item.

To enter a receipt, you must first locate the open purchase order detail lines that correspond to the receipt. An open detail line contains items that have not yet been received. The system retrieves all open detail lines for the item number, purchase order number, or account number you specify. You can set the processing options for PO Receipts (P4312) to display cost information and to determine whether you can change costs for the order detail lines.

You can review amounts in both foreign and domestic currencies using the Foreign field on the PO Receipts form. If you change costs for an order line, ensure that you do so in the appropriate currency mode.

You can use processing options for PO Receipts to specify how to use the exchange rate. For example, you can:

- Use the exchange rate that applies on the G/L date
- Prevent changes to the exchange rate

When you receive orders in a foreign currency, the system creates journal entries for two different ledgers:

- The AA ledger for base currency amounts
- The CA ledger for foreign currency amounts

If the detail lines on a purchase order differ from the details of the actual receipt, you must adjust the purchase order detail lines to reflect the receipt. For example, if the order quantity on a detail line is 20 but you receive a quantity of 10, you must change the quantity on the detail line to 10. You specify whether to close the remaining balance on the line or to keep it open.

If you receive an order in different units of measure, you must perform a partial receipt for each unit of measure. For example, you might receive a portion of an order in crates and the remaining portion in boxes. You must perform a partial receipt for the crates and another receipt for the remaining boxes.

Prerequisite

❑ In the processing options for the Purchase Orders program (P4310), ensure that the processing option in the Defaults section for line sequencing is set to 0. If this processing option is set to 1, you will have difficulty receiving change orders.

▶ **To enter receipt information**

From the Purchase Order Processing menu (G43A11), choose Enter Receipts by PO.

1. On Work With Purchase Orders to Receive, complete the following fields, as necessary, to locate open purchase order details lines that correspond to a receipt and click Find:

   • Order Number
   • Item Number
   • Account Number
   • Branch/Plant

   Only those detail lines with a next status code equal to that which you specified in processing options appear.

2. Choose a detail line for which to enter a receipt and click Select.

   If you enter receipts by order number, all detail lines that are on the same order as the detail line you selected appear. If you enter receipts by item, all detail lines that contain the item that is on the detail line you selected appear.

3. On Purchase Order Receipts, complete the following fields:

   • G/L Date
   • Receipt Date

4. Compare the receipt details to the detail line information and adjust the following fields, as necessary:

   • Quantity
   • Trans UOM
   • Unit Cost
   • Amount

5. Adjust remaining information for each detail line, as necessary.

6. Type 1 in the following field for each detail line you want to receive and click OK:

   • Rec Opt

   The option you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option 7), or cancels the line entirely (option 9).

❏ *Entering Item Units of Measure Information (Optional)* in the *Inventory Management Guide* for information about how to set up the different units of measure in which you receive items

Processing Options for PO Receipts (P4312)

Defaults Tab

These processing options define the default information that the PO Receipts program (P4312) uses.

---

1. Inquiry Order Type

Use this processing option to indicate the type of document. This user defined code (00/DT) also indicates the origin of the transaction. PeopleSoft has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you initially enter them.) The following prefixes for document types are defined by PeopleSoft, and PeopleSoft recommends that you not change them:

P

Accounts Payable documents

R

Accounts Receivable documents

T

Payroll documents

I

Inventory documents

O

Purchase Order documents

J

General Accounting/Joint Interest Billing documents

S

Sales Order Processing documents

You must enter a value that has been set up in UDC 00/DT.

2. Receipt Document Type

Use this processing option to indicate the type of document. This user defined code (00/DT) also indicates the origin of the transaction. PeopleSoft has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by PeopleSoft, and PeopleSoft recommends that you not change them:

P

Accounts Payable documents

R

Accounts Receivable documents

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Payroll documents

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Inventory documents

O

Purchase Order documents

J

General Accounting/Joint Interest Billing documents

S

Sales Order Processing documents

You must enter a value that has been set up in UDC 00/DT.

Status Default Tab

These processing options control which status codes the system uses for receipts.

1. Acceptable Incoming Status Code 1

Use this processing option to specify a next status. Orders are eligible for receipt when they have the next status that you specify for this processing option.

Before you complete this processing option, review the order activity rules that you have set up.

2. Acceptable Incoming Status Code 2

Use this processing option to specify a next status. Orders are eligible for receipt when they have the next status that you specify for this processing option.

Before you complete this processing option, review the order activity rules that you have set up.

3. Acceptable Incoming Status Code 3

Use this processing option to specify a next status. Orders are eligible for receipt when they have the next status that you specify for this processing option.

Before you complete this processing option, review the order activity rules that you have set up.

4. Outgoing Status for Partial Receipts

Use this processing option to specify the next status that the order moves to after a partial receipt.

Before you complete this processing option, review the order activity rules that you have set up.

5. Outgoing Status for Closing

Use this processing option to specify the next status that the order moves to after the system closes or fully receives the detail line.

PeopleSoft recommends that you use status code 999 for closed or fully received detail lines.

6. Outgoing Status for Canceling

Use this processing option to specify the next status that the order moves to after the system cancels a detail line.

PeopleSoft recommends that you use status code 999 for canceled detail lines.

Display Tab

These processing options control whether the following types of information appear in the PO Receipts program (P4312) and whether they can be changed:

- Sales order backorder information
- Lot information
- Cost protection
- Kit information
- Receiving mode

1. Sales Order Backorders
Blank = Do not release
1 = Display the release form

Use this processing option to specify how you want to release backordered sales orders.

  1   Automatically display the Sales Order Backorder Release form.

  Blank Do not release sales orders.

2. Lot Information
Blank = Do not display
1 = Display
2 = Display and Protect

Use this processing option to specify whether you want the system to display lot information, such as the Lot field and the Expiration Date field. Valid values are:

  Blank Do not display lot information.

1   Display the lot information fields.

2   Display and protect the lot information fields.

3. Cost Protection

Blank = Display cost fields

1 = Disable cost fields

2 = Hide cost fields

Use this processing option to specify whether you can change costs.

1   The costs fields appear on the form, but cannot be changed.

2   The system hides cost information. The Cost field does not appear.

Blank The Cost field appears on the form and can be overridden.

4. Kits

1 = Parent line

2 = Component lines

Use this processing option to specify whether the system displays kit component lines or only the parent line.

1   The system displays kit parents (FUTURE).

2   The system displays kit components.

For the B73.3 version of the software, you can only receive kits at the component level.

5. Receiving Mode

1 = Receive by purchase order

2 = Receive by item

3 = Receive by G/L account

4 = Receive by shipment number

Use this processing option to specify the mode that the system uses to receive detail lines. Valid values are:

1   Receive by purchase order

2   Receive by item

3   Receive by G/L account

4   Receive by shipment number

When you select only one detail line on the Work With Receipts menu, the system displays all the detail lines on the Receipt Revisions menu that meet the criteria of the mode that you have entered.

For example, if you enter 1 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the purchase order. If you enter 2 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the selected item.

If you enter 3 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the G/L account. If you enter 4 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the shipment number.

Process Tab

These processing options control whether you are able to perform procedures such as:

- Updating supplier information
- Specifying a lot number to use as a default value
- Automatically selecting all detail lines for a receipt
- Entering serial number information
- Entering quantity information manually or automatically
- Reviewing or updating landed cost information
- Printing a receipt traveler document
- Recording supplier analysis information
- Sending a message to a receipt originator automatically
- Specifying a sales order status for direct ship receipt

1. Supplier Update Mode

Blank = Do not update

1 = Update only if the supplier number is zero

2 = Update

Use this processing option to update the supplier number in the Item/Branch table (F4102).

  1   Update the supplier number in the Item/Branch table (F4102) if the value for the supplier number is zero.

  2   Update the supplier number in the Item/Branch table (F4102)

     regardless of the value for the supplier number.

  Blank Do not update supplier number.

2. Lot Default

Blank = No

1 = Yes

Use this processing option to specify whether the system uses default lot and location information in the Purchase Order Receipts program (P4312).

  1   The system uses the location and lot number from the primary item balance location in the Item Location table (F41021).

  Blank Do not use default lot and location information.

3. Option Default

Blank = No

1 = Yes

Use this processing option to specify whether you want the system to automatically select all detail lines for receipt, which prevents you from having to manually select each detail line.

1 Automatically select all detail lines for receipt.

 Blank Do not automatically select all detail lines for receipt.

4. Serial Numbers

 Blank = Disallow

1 = Allow

Use this processing option to specify whether you want the system to allow you to enter serial number information. Note that before you enter serial number information, you should verify that you have entered Y (yes) in the Serial Number Required Y/N field on the Item Branch Revisions form (F4102).

1 You can enter serial number information in the Serial Number table (F4220).

 Blank You cannot enter serial number information in the Serial Number table (F4220).

5. Quantity Entry

 Blank = Default from open quantity

1 = Manually

Use this processing option to indicate whether you want manual or automatic entry of quantity information.

1 Enter the quantity manually.

 Blank The system uses the open quantity as the default value for this field.

6. Landed Costs

 Blank = Do not perform

1 = Display Landed Cost Selection form

 2 = Perform blind processing

Use this processing option to indicate whether you want to manually apply landed costs or whether the system automatically applies landed costs. Note that you can manually apply landed costs after a receipt on the Receipts Inquiry form, which you access through the Standalone Landed Cost program (P43214).

1 Display the Landed Cost Selection form, where you can review or update the information.

2 Automatically apply the landed cost rule without displaying the Landed Cost Selection form.

 Blank Do not apply any landed costs.

If you are applying landed costs to an item that is in the Receipt Routing process, you must specify a value of 2 for this processing option.

7. Receipt Traveler Document

Blank = Do not print

1 = Print

Use this processing option to specify whether you want the system to print a receipt traveler document after each receipt.

1   Automatically print a receipt traveler document after each receipt.

   The system uses the version that you specified in the Versions tab.

  Blank Do not print a receipt traveler document after each receipt.

8. Supplier Analysis

Blank = Do not capture

1 = Capture

Use this processing option to indicate whether you want the system to capture supplier analysis information.

1   The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090). To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Entry program (P4310) and the Voucher Match program (P4314) to capture the same information.

  Blank The system does not capture supplier analysis information.

9. Text Deletion

FUTURE.

10. Direct Ship Status

Use this processing option to specify the sales order status for direct ship receipt. The status that you enter in this field determines the next status of the sales order.

Before you complete this processing option, review your order activity rules.

11. Receipt Routing

Blank = Do not activate

1 = Activate Standard

2 = Activate SRM

Use this processing option to activate receipt routing. Valid values are:

1

Activate receipt routing.

Blank

Do not activate receipt routing.

13. Journal Entries

Blank = Do not summarize

1 = Summarize

Use this processing option to summarize journal entries. If you are tracking commitments using the PA or PU ledgers, you cannot use this processing option.

1   Summarize journal entries.

Blank Do not summarize journal entries.

14. Activate Blind Materials Issue (EPM)

Blank = Do not activate Materials Issue

1 = Activate Materials Issue

Use this processing option to activate the Materials Issue function. You can activate the Material Issue function only if you are using MPM and are working with an MPM receipt. Also, you must set the Call Materials Issue flag in the Line Type Control Constants File table (F40205). Valid values are:

1

Activate the Materials Issue function.

Blank

Do not activate the Materials Issue function.

Tolerance Tab

These processing options control how the system performs tolerance checking for detail lines.

1. Quantity and Amount

Blank = Do not check

1 = Display a warning

2 = Display an error message

Use this processing option to indicate whether the system checks to determine if a detail line's quantity and amount exceed the tolerance percentage. To check your tolerance, you can access the Tolerance Setup program (P4322).

1   Display a warning when the detail line exceeds the tolerance.

2   Display an error message when the detail line exceeds the tolerance.

Blank Do not check quantities and amounts to determine whether they exceed tolerance.

2. Date

Blank = Do not check

1 = Display a warning

2 = Display an error message

Use this processing option to determine whether the system checks to determine if a detail line's date is outside of the tolerance date range. To check your tolerance date range, you can access the Supplier/Item Information program (P43090).

1   Display a warning when the receipt date in the detail line is outside of the tolerance

date range.

    2   Display an error message when the receipt date in the detail line is outside of the tolerance date range.

   Blank Do not check receipt dates for detail lines to determine whether they exceed tolerance.

Warehousing Tab

These processing options control how the PO Receipts program (P4312) interfaces with the Warehouse Management system.

1. Putaway Mode

Blank = Do not create request

1 = Create request only

2 = Create request and process the request

3 = Do not create request, receive goods directly

Use this processing option to specify how the system processes putaway requests.

   1   Create a putaway request only. You must create location suggestions and confirm location suggestions separately.

   2   Create a putaway request and process the request using the subsystem.

   3   Receive goods directly into the reserved locations, and do not create requests or suggestions.

   Blank Do not create a putaway request. If you do not create putaway using the Purchase Order Receipts program (P4312), the items that you receive will remain in the receiving location. Then you can create putaway requests manually or create them by reversing the receipt of the purchase order, setting this processing option to create putaway requests by reversing the purchase order receipt, and receiving the purchase order again.

2. Entry of license plate numbers

Blank = Automatically assigned by system

1 = Input allowed

Use this processing option to specify whether the system allows you to enter license plate numbers manually or whether the system assigns license plate numbers automatically. Use this processing option only if you are using license plate functionality for the item. To use license plate functionality at the item/branch level, use the Unit of Measure Definition program (P46011). Valid values are:

1

Allow license plate numbers to be entered manually.

Blank

Assign license plate numbers automatically.

Currency Tab

These processing options control which date the system uses as the effective date and whether the exchange rate can be changed.

1. Effective Date

Blank = Order Date

1 = G/L Date

2 = Today's Date

Use this processing option to determine which date the system uses as the effective date. Valid values are:

1

Use the G/L date.

Blank

Use today's date.

2. Protect Rate

Blank = Do not protect

1 = Protect

Use this processing option to specify whether you can change the exchange rate.

1   You cannot change the exchange rate.

Blank You can change the exchange rate.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Open Order Inquiry (P4310)

Use this processing option to define the version that the system uses when you are using the Open Order Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. Sales Order Backorder Release (P42117)

Use this processing option to define the version that the system uses when you are using the Sales Order Backorder Release program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. Receipt Traveler (P43512)

Use this processing option to define the version that the system uses when you are using

the Receipt Traveler Release program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. Receipt Routing (P43250)

Use this processing option to define the version that the system uses when you are using the Receipt Routing program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Putaway Requests (R46171)
Location Selection Driver Version
for putaway request.

Use this processing option when you are processing putaway requests using the subsystem and need to specify the version of Location Selection that you want to use.

If you leave this processing option blank, the system uses XJDE0001.

6. Pick Requests (R46171)
Location Selection Driver Version
for pick request.

Use this processing option to specify which version of the Location Selection Driver program (R46171) that the system uses to create pick requests during planned cross docking. If you leave this processing option blank, the system uses version ZJDE0001.

7. Online Reservations (P46130)

Use this processing option to specify the version of Online Reservations that the system uses.

If you leave this processing option blank, the system uses ZJDE0001.

8. Purchase Order Entry (P4310)

Use this processing option to define the version that the system uses when you are using the Purchase Order Entry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

9. G/L Journal Entries (P0900049)

Use this processing option to define the version that the system uses when you are using the G/L Journal Entries program. You can only review versions for this program in the interactive versions list.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

10. Landed Cost Selection (P43291)

Use this processing option to define the version that the system uses when you are using the Landed Cost Selection program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

11. Test Results Revisions (P3711)

Use this processing option to define the version that the system uses when you are using the Test Results Revision program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

12. Blind Materials Issue (P31113)

Use this processing option to determine which version the system uses when performing the Materials Issue from Receipts function. When you choose a version, review the version's processing options to ensure that the version meets your needs.

Flex Acct Tab

This processing option controls whether you are working with flexible accounting.

1. Flex Accounting
Blank = Do not activate
1 = Activate

Use this processing option to specify whether flexible accounting is activated. Activate flexible accounting if you are using the Cost Management System, or if you are working with flexible sales accounting.

   1   Activate flexible accounting.

  Blank Do not activate flexible accounting.

Bulk Tab

This processing option controls how the system processes bulk transaction information.

1. Quantities
Blank = Standard
1 = Calculate temperature gain or loss
2 = Update unit cost

Use this processing option to specify how the system records bulk transaction quantities.

   1   Record the difference between ambient and standard quantities received as a temperature gain or temperature loss.

   2   Update the unit cost as the extended cost divided by the standard quantity.

  Blank Quantities are purchased and received in standard mode.

Interop Tab

This processing option controls whether the system performs outbound interoperability processing.

1. Transaction Type

Use this processing option to specify a transaction type for the interoperability transaction.

If you leave this processing option blank, the system will not perform outbound interoperability processing.

Workflow Tab

These processing options control how the system performs the workflow notification process.

1. Receipt Email
1 = Buyer
2 = Originator
3 = Buyer and originator

Use this processing option to specify the recipient of the e-mail that the system automatically sends when goods are received.

1 Send e-mail to the buyer.

2 Send e-mail to the person who originated the transaction.

3 Send e-mail to both the buyer and the person who originated the transaction.

2. Completion Email
Blank = Do not send email
1 = Planner

Use this processing option to specify the recipient of the e-mail that the system automatically sends when an item is received that is related to a work order .

1   Send e-mail to the planner.

Blank Do not send e-mail.

3. Notify Unit Cost Changes
Blank = Do not send any notification emails
1 = Purchase order originator
2 = Project manager
3 = Buyer
4 = Originator, Buyer and Project manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the Unit Cost/Lump Sum changes on a purchase order detail line during receipts. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

4. Notify Quantity Changes
Blank = Do not send any notification emails
1 = Purchase order originator
2 = Project manager
3 = Buyer
4 = Originator, Buyer and Project manager

Use this processing option to specify the recipient of the e-mail that the system automatically sends when the quantity on the order changes. Valid values are:

1

Send e-mail to purchase order originator.

2

Send e-mail to project manager (MPM only).

3

Send e-mail to buyer.

4

Send e-mail to purchase order originator, project manager (MPM only), and buyer.

Blank

Do not send e-mail.

Cross Docking Tab

These processing options control how the system performs cross docking operations.

1. Cross Docking
   Blank = Do Not Cross Dock
   1 = Use Opportunistic
   2 = Use Planned
   3 = Use both Planned and Opportunistic

2. Pick Request

   Blank = Do not create.

   1 = Create a pick request only.

   2 = Create a pick request and process

      the request through sub-system.

Use this processing option to specify whether the system creates a pick request when performing cross docking during the purchase order receipts process. Valid values are:

Blank

The system does not create a pick request.

1

The system creates a pick request.

3. Override Next Status for Sales Orders

Use this processing option to specify the default next status code (40/AT) for the sales order only if you are using cross docking during the purchase order receipts process. If you leave this processing option blank, the system uses the sales order

next status that is contained in the order activity rules.

4. From Sales Order Status

   (Status that will determine what sales

     orders will be included for cross docking)

Use this processing option to specify the "from" status code (40/AT) for the sales order only if you are using planned cross docking during the purchase order receipts process.

5. Thru Sales Order Status

   (Status that will determine what sales

     orders will be included for cross docking)

Use this processing option to specify the "through" status code (40/AT) for the sales order only if you are using planned cross docking during the purchase order receipts process.

Cascade Receipt Tab

These processing options control how the system processes cascading receipts.

1- Cascade Receipt

Blank = No

1 = Yes

Use this processing option to determine whether the system activates the cascade receipts process. Besides setting this processing option, you must also set the processing option for receiving mode (located on the Display tab) to 2 if you want the system to activate the cascade receipts process. Valid values are:

Blank

Do not activate the cascade receipts process.

1

Activate the cascade receipts process.

2- Tolerance Checking
1 = Quantity
2 = Percentage

Use this processing option to prevent the system from applying a quantity that has slightly exceeded the customer's required shipment quantity to the next open purchase order during the cascading receipts process. Valid values are:

Blank

The system can apply the quantity in excess to the next open purchase order.

1

The system performs tolerance checking by quantity.

2

The system performs tolerance checking by percentage.

3- Tolerance Checking by Quantity

Use this processing option to specify whether the system performs tolerance checking. Valid values are:

Blank

The system does not perform tolerance checking.

1

The system performs tolerance checking.

4- Tolerance Checking by Percentage

Use this processing option to specify the percentage that the system uses for tolerance checking. If you leave this processing option blank, the system does not perform tolerance checking.

Entering Cascading Receipts

The PO Receipts program (P4312) enables you to automatically apply the total received quantity of an item to multiple purchase orders in a supplier's shipment. This process is known as cascading receipts functionality. Provided that you set the processing options for entering receipts by item and for activating the cascading receipts functionality, you do not have to manually apply quantities to multiple purchase orders for the supplier. The system provides you with all the open purchase orders for the item that are within the same branch/plant, are purchased by the same supplier, and are sorted by promised delivery date.

To begin using cascading receipts functionality, you first enter the total quantity of an item that you have received. Next, you choose the first purchase order line to which the system automatically applies the total received quantity. The system continues applying the total received quantity by promised date until all open purchase order lines for the item and supplier have been satisfied.

If you use tolerance checking for cascading receipts functionality and there is a balance of total received quantity, then system evaluates the total received quantity that remains. If the quantity is less than the tolerance quantity or percentage that you specified in the appropriate processing option on the Cascade Receipt tab in the PO Receipts program (P4312), then the system applies the balance to the last purchase order line. If you do not use tolerance checking for cascading receipts functionality and there is a balance of total received quantity, then the system applies the balance to the next open purchase order for the supplier.

Prerequisite

❑ In the PO Receipts program (P4312), set the processing option for the receiving mode, which is located on the Display tab, to 2 (Receive by Item).

❑ In the PO Receipts program, ensure that the processing option for the receipt option default value, which is located on the Process tab, is blank.

❑ In the PO Receipts program, set the appropriate processing options for cascading receipts and tolerance checking, which are located on the Cascade Receipts tab.

► To enter cascading receipts

From the Purchase Order Processing menu (G43A11), choose Enter Receipts by Item.

1. On Work With Purchase Orders to Receive, complete the following field and click Find:

   • Item Number

2. Choose the line that contains the purchase order for which you have received a quantity of the item and click Select.

3. On Purchase Order Receipts, complete the following field on the Cascade Receipts tab:

   • Units To Receive
   • G/L Date

4. Complete the following optional fields:

   • Container I.D
   • Vendor No (Packing List No)

5. Review all the open purchase orders for the item within the same branch/plant, purchased by the same supplier, and sorted by promised delivery date.

6. Locate the line that contains the purchase order line for which you want the system to begin applying cascading receipts functionality and complete the following field:

   - Rec Opt

7. From the Row menu, choose Cascade Receipt.

   As the system satisfies each purchase order line with a quantity, the system updates the Rec Opt field with a value of 1 (Receive Purchase Order Line) and continues satisfying purchase order lines until satisfying the total quantity of units to receive. If the number of purchase order lines exceeds the grid's capacity, then after the system satisfies all purchase order lines in the grid, the system provides you with a warning message that indicates the quantity that you have received thus far and instructs you on how to scroll down to the next series of purchase order lines in the grid and continue the cascade receipts process.

Note

You cannot use the cascading receipts process for receiving quantity into multiple locations. However, after the system has satisfied all purchase order lines, you can replace the value of 1 (Receive Purchase Order Line) that is contained in the Rec Opt field with a value of 4 (Receive into Multiple Location) for those purchase order lines that you want to receive into multiple locations, and then click OK.

Assigning Items to Multiple Locations and Lots

If you work in an inventory environment, you must assign items to a storage location at the time of receipt. The system assigns an item to its primary location unless you specify otherwise. If a receipt quantity exceeds the limit for a location, you can assign the items to multiple locations. For example, if you receive 100 pens, you can assign 50 to one location and 50 to another location.

You can assign a lot number to each order you receive. You can also assign multiple lots to an order. For example, if you receive a large quantity of batteries, you can assign them all to one lot or you can assign them to different lots based on their expiration dates.

See Also

❑ *Working with Item Locations* in the *Inventory Management Guide*

❑ *Entering Lot Information for Items* in the *Inventory Management Guide*

► **To assign items to multiple locations and lots**

From the Purchase Order Processing menu (G43A11), choose Enter Receipts by PO.

1. On Work With Purchase Orders to Receive, click Find.

2. Choose the detail line for which to enter a receipt and click Select.

3. On Purchase Order Receipts, choose the detail line that contains the shipment of items and choose Multiple Locations from the Row menu.

4. On Select Multiple Locations, complete the following fields for each location and lot to which you want to assign the items and then click OK:

- Quantity
- Location
- Lot / Serial
- Branch/Plant
- Expiration Date
- Lot Status Cd

Assigning Serial Numbers

To monitor individual items, you can assign each item a serial number. You must assign unique serial numbers to items for which you have specified advanced serial number processing in item master information. For example, if you receive televisions, you must assign a unique serial number to each television that you receive.

► **To assign serial numbers**

From the Purchase Order Processing menu (G43A11), choose Enter Receipts by Item.

1. On Work With Purchase Orders to Receive, click Find.

2. Choose the detail line for which to enter a receipt and click Select.

3. On Purchase Order Receipts, choose the detail line that contains the shipment of items and choose Multiple Locations from the Row menu.

4. On Select Multiple Locations, complete the following fields for each serial number to which you want to assign the item and click OK:

- Quantity
- Location
- Lot / Serial
- Branch/Plant
- Expiration Date
- Lot Status Cd
- Memo Lot 1
- Memo Lot 2
- Supplier Lot

The quantities you enter cannot exceed the total quantity on the detail line. The system replaces the single detail line on Purchase Order Receipts with a detail line for each quantity that you specified in Select Multiple Locations.

Reversing a Receipt

You can reverse a receipt as long as you have not yet created a voucher for the receipt. You might need to do this if you recorded a receipt by mistake or you recorded the wrong receipt.

If you are reversing a receipt for an item that goes through a receipt routing process, you must move it back to the first operation in the route before you can reverse the receipt. You must also reverse all dispositions.

When you reverse a receipt, the system accounts for the order as if it were never received. It reverses all accounting and inventory transactions.

▶   **To reverse a receipt**

From the Receipts Matching and Posting menu (G43A15), choose Open Receipts by Supplier.

1. On Work With Purchase Receipts, complete one or more of the following fields to locate the receipt to reverse and click Find:

    - Order Number
    - Supplier
    - Item Number
    - Account
    - Branch/Plant

2. Choose the receipt and choose Reverse Receipt from the Row menu.

3. Choose Close to exit the Work With Purchase Receipts form.

4. On Reversal Verification, click OK.

See Also

❑   *Working with Items in a Receipt Route* in the *Procurement Guide* for information about receipt routing movement and disposition

Processing Options for Purchase Receipts Inquiry

Defaults

1.- Order Type

2.- Currency Code

Versions

1.- PO Inquiry (P4310)

2.- A/P Ledger Inquiry (P0411)

3.- Receipt Reversal (P4312)

4.- Receipt Routing Movement (P43250)

5.- Landed Cost Selection (P43291)

Process

1.- Enter '1' to allow reversals, '2' to apply landed cost:

2. Allow negative on-hand quantity:

Blank = Issue warning

1 = Hard error

Landed Cost

1.- Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail.

Self-Service

1.- Enter a '1' to activate Supplier Self-Service. If left blank, no activation.

Working with Journal Entries for Receipt Transactions

The system creates journal entries each time you enter or reverse a receipt. You can review the journal entries for accuracy and then post them to the general ledger (G/L).

Reviewing Journal Entries for Receipts

From the Receipts Matching and Posting menu (G43A15), choose Review G/L Receipts Journal.

When you enter a formal receipt, the system creates journal entries that:

- Debit an inventory account

- Credit a received not vouchered account

The system retrieves account numbers for which to create journal entries from automatic accounting instructions (AAIs). A separate AAI table exists for inventory accounts and received not vouchered accounts. The system retrieves an account number from each table based on the company, business unit, and G/L category code that applies to a receipt.

For example, you enter a receipt for 100.00 worth of inventory items. The items have a G/L category code of IN20 and were purchased for business unit A in company 100. When you enter a receipt, the system retrieves the inventory account number and the received not vouchered account number for company 100, business unit A, and the IN20 G/L category code to create the journal entries.

If you enter purchase order detail lines by account number, the system charges each receipt against the account number on the detail line. The system retrieves a received not vouchered account number from AAIs.

If tax is applicable to a receipt, the system also creates tax accrual entries. If you apply landed costs at the time of receipt, the system creates entries for accrued landed costs.

You might use a standard cost method to determine the inventory cost for an item. The standard cost for an item remains consistent unless you manually change it. If a variance exists between the standard cost and the price at which you purchase an item, the system creates journal entries to account for the variance. You specify variance accounts in automatic accounting instructions.

You use processing options to specify whether the system creates separate journal entries for each detail line or summarizes the entries for all lines.

When you reverse a receipt, the system automatically reverses the corresponding journal entries.

See Also

❑ *Reviewing and Posting Journal Entries for Voucher Transactions* in the *Procurement Guide*

❑ *Working with Basic Journal Entries* in the *General Accounting Guide*

Processing Options for Batches (P0011)

Batch Type
1. Batch Type

Posting Receipts

From the Receipts Matching and Posting menu (G43A15), choose G/L Receipt Post.

After you review journal entries, you can post them to the general ledger using the General Ledger Post Report program (R09801).

When you run the General Ledger Post Report, the system performs the following processes:

- Selects qualified batches of unposted transactions from the Account Ledger table (F0911).

- Edits and verifies each transaction.

- Posts accepted transactions to the Account Balances table (F0902).

- Marks each transaction and batch header as posted in the Account Ledger table (F0911) and the Batch Control Records table (F0011).

See Also

❑ *Posting Journal Entries* in the *General Accounting Guide*

Processing Options for General Ledger Post (R09801)

Print Tab

These processing options specify which account format prints on the report and whether the report includes error messages.

1. Account Format

Blank = Default Account Format

1 = Structured Account

2 = Short Account ID

3 = Unstructured Account

Use this processing option to specify the account format that you want to print on the General Ledger Post report.

2. Print Error Messages

Blank = No error message will print

1 = Error message will print

Use this processing option to specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message still prints in the work center when an error message is detected. Valid values are:

Blank

Do not print error messages.

1

Print error messages.

Versions Tab

These processing options specify versions of the corresponding programs to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. Detail Currency Restatement Version

Blank = No Detail Currency Restatement entries created

Use this processing option to specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and does not create detailed currency restatement entries.

2. Fixed Asset Post Version

Blank = No Fixed Asset entries created

Use this processing option to specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries.

3. 52 Period Post Version

Blank = No 52 Period Post entries created

Use this processing option to specify the version of the 52 Period Accounting Post program (R098011) to use to update the Account Balances table (F0902) and the Account Balances - 52 Period Accounting table (F0902B). If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables.

Edits Tab

This processing option specifies whether the system updates the specific fields on the transaction.

1. Update Transaction

Blank = No editing

1 = Update transaction

Use this processing option to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these fields.

The system uses the value in the G/L Account Number field of the unposted record in the Account Ledger table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L date field of the unposted record in the Account Ledger table.

The system will update the Fiscal Quarter field on the unposted record in the Account Ledger table to blank.

Taxes Tab

These processing options specify how the system updates tax information.

1. Update Tax File

Blank = No update to Tax File
1 = VAT or Use Tax only
2 = For all Tax Amount
3 = For all Tax Explanation Codes

Use this processing option to specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Valid values are:

Blank

The system does not update the Taxes table.

1

The system updates the Taxes table for the following tax explanation codes only: V, VT, V+, U, and UT.

2

The system updates the Taxes table for all tax amounts. The system does not update the Taxes table for transactions with tax explanation code E (exempt).

3

The system updates the Taxes table for all tax explanation codes including E (exempt).

2. Update VAT Discounts

Blank = No Adjustment
1 = Update VAT only
2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

Note: The following options in the tax rules must be turned on to use this processing option:

o Tax on Gross Including Discount

o Discount on Gross Including Tax

Valid values are:

Blank

The system does not adjust tax amounts for discounts taken.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

o Adjustment to the gross amount (extended price) = discount taken

o Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken

o Adjustment to the tax amount = (tax amount / gross amount) x discount taken

For example:

Tax Rate = 25%

Discount Taken = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

o Adjustment to the Gross Amount = 12.50

o Adjustment to the Taxable Amount = 10.00

o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

  o Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50

  o Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00

  o Adjusted Tax Amount: 250.00 - 2.50 = 247.50

3. Update VAT Receipts and W/O

Blank = No Adjustment
1 = Update VAT only
2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Valid values are:

Blank

The system does not adjust tax amounts for write-offs.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

  o Adjustment to the gross amount (extended price) = write-off amount

  o Adjustment to the taxable amount = (taxable amount / gross amount) x write-off amount

  o Adjustment to the tax amount = (tax amount / gross amount) x write-off amount

For example:

Tax Rate = 25%

Write-off Amount = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

o Adjustment to the Gross Amount = 12.50

o Adjustment to the Taxable Amount = 10.00

o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

o Adjusted Gross Amount: 1,250.00 - 12.50 = 1,237.50

o Adjusted Taxable Amount: 1,000.00 - 10.00 = 990.00

o Adjusted Tax Amount: 250.00 - 2.50 = 247.50

Process Tab

This processing option specifies whether the system explodes the parent item.

1. Explode parent item time

Blank = No exploding
1 = Explode parent item time

Use this processing option to specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter a 1 for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Valid Values are:

Blank

Do not explode the time entries for a parent asset down to the children of the parent asset.

1

Explode the time entries for a parent asset down to the children of the parent asset.

Cash Basis Tab

These processing options specify the units ledger type to assign to cash basis entries, and the version of the Create Cash Basis Entries program (R11C850) to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. **Units Ledger Type**

Blank = ZU

Use this processing option to specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.

2. **Create Cash Basis Entries Version**

Blank = No Cash Basis entries created

Use this processing option to specify which version of the Create Cash Basis Entries program (R11C850) to run. If you leave this processing option, the system does not create cash basis entries.

Printing Receipt Information

You can print receipt information that is specific to purchase orders, suppliers, business units, and so forth.

Printing Open Orders

From the Purchasing Reports menu (G43A111), choose Print Open Purchase Orders.

You can print a list of all suppliers from whom you have a specific item on order. You can review the order quantity and the quantity and amount left to receive from each supplier. You can also use the Open POs by Item report to review open order information for specific items or account numbers, or to review the dates you expect to receive items.

Printing the Status of Open Orders

From the Purchasing Reports menu (G43A111), choose Open Purchase Order Status.

You can print the Open Purchase Order Status report to review purchase orders containing items that are overdue. For each purchase order you specify, you can review the following detail line information:

- Original order quantity
- Received quantity
- Quantity open to receive
- Days overdue

Information for this report prints in the following order:

- User ID

- Supplier

- Order number

- Line number

A total open dollar amount is provided for:

- Each purchase order

- Each supplier

- Each user

- The entire report

Processing Options for Open Purchase Order Status (P43525)

Print
1. Enter the "As Of" Date for the report. This date will determine the days overdue and will be used for thru-date processing.

Printing Receipt Information by Supplier

From the Purchasing Reports menu (G43A111), choose Inventory Receipts Register.

You can print the Inventory Receipts Register report to review all items you have received from a supplier. This report contains the following information for each detail line that pertains to a supplier:

- Item number or account number

- Date the order was received

- Received quantity and amount

In an inventory environment, you can use this report as a receipt traveler document, which you can attach to items so that personnel in the warehouse can reference receipt information. In this case, only the detail line that pertains to a specific receipt appears on the report.

Purchasing Related Vouchers

Before you can pay a supplier for the goods and services you purchase, you must create a voucher that:

- Indicates that the terms of a transaction are met

- Specifies the amount to pay to the supplier

- Notifies the Accounts Payable system to cut a check

You can create a voucher based on an invoice. This method is called the three-way voucher match. You use this method to verify that invoice information corresponds to your receipt records. For example, if a supplier bills you for 100.00 worth of goods, you must verify that you received 100.00 worth of goods.

If you do not record receipt information, you can use the two-way voucher match. You use this method to verify that invoice information corresponds to purchase order detail lines and then you create vouchers.

You can also create vouchers:

- In batch mode using only receipt information. You use this method when you have an agreement with your suppliers that your receipt records are sufficient for creating vouchers and that invoices are unnecessary. For example, if receipt records indicate that you received 100.00 worth of goods, the system creates a voucher for 100.00 worth of goods.

- For withholding a portion of the gross payment as retainage. Retainage is a percentage of a committed amount that is held until a specified date after the order is complete. For example, if you create a voucher for 100.00 with retainage of 10 percent, the actual payment will be 90.00, with 10.00 held as retainage. You release retainage by entering a payment voucher for the amount that you want to release.

- To make progress payments on an order.

- For units if you are paying against a unit based order. In a unit-based order, you specify payments based on the number of units completed. You should enter either the number of units for which you are paying or the gross payment. The system then calculates the other value based on the price per unit.

You might want to review the receipt records for which you must create vouchers. After you locate this information, you can enter landed costs (costs in excess of an item's purchase price) for the items you have received.

If you receive an invoice before you take receipt of the goods and services, you can create a preliminary voucher to account for the billing amount. After you receive the goods or services on the invoice, you can redistribute the amounts to the appropriate general ledger accounts.

Prerequisite

❑ Set up A/P payment processing.

For more information, see *Entering Supplier Records*, *Writing Payments*, and *Setting Up a Print Sequence for Payments* in the *Accounts Payable Guide*.

Reviewing Open Receipts

You can review open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which you must create vouchers. You can review the amount and quantity open for each receipt.

If you need to check an order to see whether any vouchers have already been created, you can use the Vouchered option on the Work With Purchase Receipts form to search for order detail lines for which a voucher has been created. The system displays the order detail lines with the quantity and amount that are entered on the voucher.

► **To review open receipts**

From the Receipts Matching and Posting menu (G43A15), choose Open Receipts by Supplier.

1. On Work With Purchase Receipts, complete one or more of the following fields to locate open receipts and click Find:

   • Order Number
   • Supplier Remark
   • Item Number
   • Account
   • Branch/Plant

2. Review the following fields for each receipt:

   • Quantity Not Vouchered
   • Amount Not Vouchered

3. To review detailed information for a receipt, select the row and choose the option from the Row menu that corresponds to the information that you want to review.

Entering Landed Costs

When you purchase items, it is not uncommon to pay extra costs for harbor fees, broker fees, and so on. These costs are called "landed costs." You can enter landed costs for items during the receipt process or as a stand-alone process.

Entering Landed Costs During the Receipt Process

You can enter landed costs when you enter receipt information. You might choose this process if landed cost information is available to you when you receive items.

To enter landed costs during the receipt process, you must set the Landed Costs processing option in Purchase Order Receipts (P4312) to apply landed costs. After you enter a receipt, the system displays the landed costs that apply to the items so that you can review or change the costs.

You also can set the Landed Costs processing option in Purchase Order Receipts (P4312) to automatically apply the landed cost rule without displaying the Landed Cost Selection form.

Entering Landed Costs as a Stand-Alone Process

You might choose to enter landed costs as a stand-alone process if landed cost information is not available to you upon receipt of an item. You can access the Stand-Alone Landed Cost option from the Receipts Matching and Posting menu.

Landed costs are only applicable to items for which you record receipt information. When you enter landed costs for items, the system only allows you to work with the landed costs that have been set up and assigned to the item. For each item you receive, you can review, change, and enter the landed costs assigned to the item.

After you enter landed costs for items, the system might create a separate landed cost detail line for which you must create a voucher. Whether you must create this additional voucher depends on how you set up each landed cost. You can review landed cost detail lines on the Voucher Match form.

When you enter landed costs, you also can run the Copy Cost Components program (R41891), which copies simulated or frozen cost information from the Item Cost Component Add-Ons table (F30026) to the Item Cost Components table (F41291).

Prerequisite

❑ Define landed costs and landed costs rules on Landed Cost Revisions (P41291).

❑ Assign landed cost rules to items, purchase orders, or detail lines, as necessary.

❑ Verify that processing options are set appropriately for the program in which you enter landed costs.

► To enter landed costs

From the Receipts Matching and Posting menu (G43A15), choose Stand-Alone Landed Cost.

1. On Work With Purchase Receipts, locate the receipt record for which to enter landed costs.

2. Click on the receipt record and choose Apply Landed Cost from the Row menu.

3. On Landed Cost Selection, to change landed cost amounts, complete the following fields:

   • Unit Cost
   • Extended Amount

4. Click OK to accept the costs.

See Also

❑ *Setting Up Landed Costs* in the *Procurement Guide* for more information about defining calculations for landed costs

❑ *Creating Vouchers* in the *Procurement Guide* for more information about the Voucher Match form

Processing Options for Purchase Receipts Inquiry

Defaults

1.- Order Type

2.- Currency Code

Versions

1.- PO Inquiry (P4310)

2.- A/P Ledger Inquiry (P0411)

3.- Receipt Reversal (P4312)

4.- Receipt Routing Movement (P43250)

5.- Landed Cost Selection (P43291)

Process

1.- Enter '1' to allow reversals, '2' to apply landed cost:

2. Allow negative on-hand quantity:

   Blank = Issue warning

   1 = Hard error

Landed Cost

1.- Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail.

Self-Service

1.- Enter a '1' to activate Supplier Self-Service. If left blank, no activation.

Creating Vouchers

You must create a voucher before you can pay a supplier for purchases. You usually create a voucher for the billing amount on an invoice. Three-way voucher match and two-way voucher match are the two methods of creating a voucher.

Creating a Three-Way Voucher Match

Using the three-way voucher match method, you verify that a billing amount is correct by matching it to your receipt records. For example, if a supplier bills you for 10.00 worth of items, you can check your receipt records to see that you received 10.00 worth of items.

Three-Way Voucher Match

Invoice	Open Receipts	Order
Acme Supply Company		

Item 1 10 x .50 = 5.00
Item 2 20 x .25 = 5.00

Item 1 10 x .50 = 5.00
Item 2 20 x .25 = 5.00

Due 10.00   ◄──────►   10.00 ◄─────── 10.00
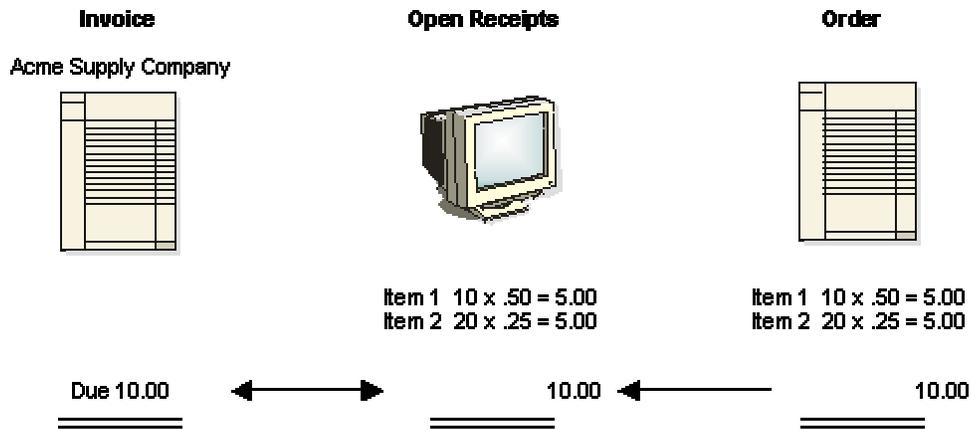
Creating a Two-Way Voucher Match

Using the two-way voucher match method, you create a voucher from the order detail line. For example, you can make progress payments on a contract or an order.

Three-Way Voucher Match

Invoice	Open Receipts	Order
Acme Supply Company		

Item 1 10 x .50 = 5.00
Item 2 20 x .25 = 5.00

Item 1 10 x .50 = 5.00
Item 2 20 x .25 = 5.00

Due 10.00   ◄──────►   10.00 ◄─────── 10.00
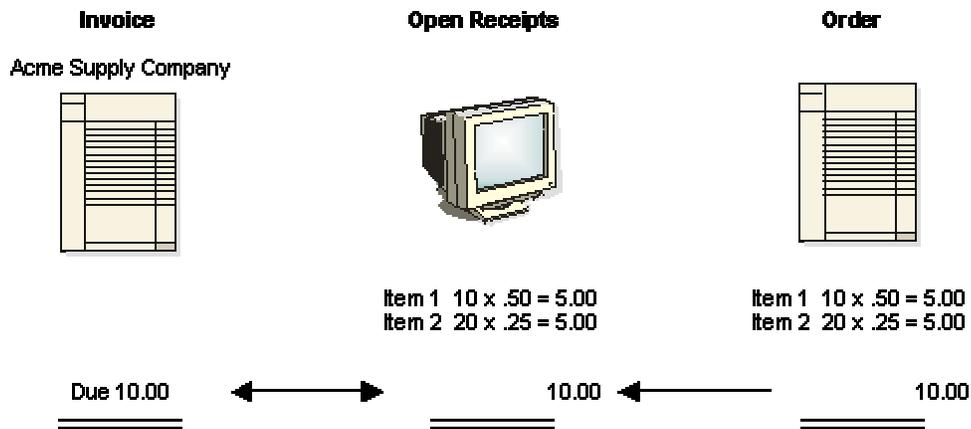
You can create a voucher for units if you are paying against a unit based order. In a unit-based order, you specify progress payments based on the number of units completed. You should enter either the number of units for which you are paying or the gross payment. The system then calculates the remaining value based on the price per unit.

For example, if you enter a voucher for 1000 square feet of drywall at a cost of 0.25 per square foot, the system calculates your gross payment as 250.00. Conversely, if you enter a voucher for 250.00 with a unit price of 0.25, the system calculates the number of units as 1000.

If you have multicurrency turned on, the system calculates the total values based on the currency that you select. For example, if you enter a voucher for 1000 units at 0.25 per unit, the system calculates the total payment in the currency you specify.

If you are entering a voucher for a kit, you can enter voucher information at the component level only.

You might need to reverse a voucher. For example, you might have to return the items for which you created the voucher.

You also might need to make a correction to an invoice adjustment that reflects a price change to an item or an error on a previous invoice. To make the change, you must create a new voucher that reflects the adjustment to the previous voucher.

Prerequisite

❑ Review all processing options for Standard Voucher Entry and Voucher Match and set the voucher match version.

See Also

❑ *Entering Standard Vouchers* in the *Accounts Payable Guide* for more information on Standard Voucher Entry and the associated processing options

Choosing Receipt Records to Match to a Voucher

For the three-way voucher match (formal receipt process), you create a voucher from an invoice. You must locate the receipt records that correspond to the invoice and match them to the invoice. For example, if a supplier has sent you an invoice for 100.00, you must locate and match the receipt records for the 100.00 worth of items that correspond to the invoice. Note that you can choose multiple receipt records to match on a single voucher.

The total amount of the receipt records you match to an invoice must equal the amount on the invoice. For example, if two receipt records correspond to an invoice and each receipt record is for 200.00, the invoice amount must equal 400.00 to perform a match.

If an invoice reflects a partial order, you can change the quantity or amount of a receipt record to match the invoice. The system leaves the remaining balance of the receipt record open. For example, if a receipt record reflects 100 items but the invoice amount reflects 50 items, you can change the receipt record quantity to 50. You can create a voucher for the remaining 50 items at a later time.

If you match receipt records to invoices to create vouchers, you cannot cancel a receipt record. Instead, you must reverse the voucher in Match Voucher to Open Receipt (P0411) and then reverse the receipt in Open Receipts by Supplier (P43214).

The system creates a voucher interactively when you match receipt records to an invoice.

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

Alternatively, from the Subcontract Processing menu (G43D11), choose Progress Payments.

If you use Match Voucher to Open Receipt, you must set processing options to perform voucher match processing.

1. On Supplier Ledger Inquiry, click Add.

2. On Voucher Match, complete the following fields to enter record information:

   - Supplier
   - Invoice Num.
   - Invoice Date
   - G/L Date
   - Co.
   - Branch/Plant

   You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you choose if you match to the invoice.

3. Choose Receipts To Match from the Form menu.

4. On Select Receipts to Match, complete the following optional fields and click Find:

   - Expense Account
   - Item Number

5. Choose the receipt records that correspond to the invoice and click OK.

   The system returns the lines you selected to the Voucher Match form.

6. On Voucher Match, complete the following field:

   - O P

7. Complete the following optional fields for receipt records to reflect the invoice, as necessary:

   - Amount To Voucher
   - Quantity To Voucher
   - Retained Amount
   - Percentage Retained
   - Tax Y/N
   - Tax Area
   - Tax Expl
   - Tax
   - Discount Amt.

   If you are working with receipt records, you cannot increase the receipt quantity to reflect an invoice. You must first receive the additional quantity using the Enter Receipts program. If

you increase the amount for a receipt record, the system creates journal entries to account for the variance.

8. Click OK.

9. To review the resulting voucher, on Supplier Ledger Inquiry, click Find, choose the voucher, and click Select.

Choosing Order Detail Lines to Match to a Voucher

For the two-way voucher match (informal receipt process), you do not record receipt information. You must match order detail lines to invoices to create vouchers. For example, if a supplier sends you an invoice for 100.00, you must locate and match the order detail lines that contain the corresponding 100.00 worth of items. Note that you can choose multiple order detail lines to match on a single voucher.

When you add landed costs to receipt records before the voucher match process, the system might create separate detail lines for the landed costs depending on how you have set up the costs. To create a voucher for the landed costs, locate and match the landed cost line to the appropriate invoice.

You might receive an invoice for goods or services that were never entered on a purchase order. You can set processing options for the Voucher Match program (P4314) to allow you to enter new purchase order detail lines to match an invoice. The processing options allow you to indicate whether the system adds new lines to an existing purchase order (you specify the order number, order company, order type, and order change number) or create a new purchase order. The processing options also allow you to indicate the line type and status codes for new detail lines.

You must purchase against account numbers to enter new detail lines during the voucher match process. You cannot add stock-based order detail lines during the voucher match process.

When you try to create a voucher against an order line for which a receipt is required, you receive an error.

When you try to create a voucher against an order that has a payment hold, any of the following might occur:

*   You receive a soft warning, which indicates an outstanding log warning. You can enter and process payments as usual.

*   Your new payments automatically have a pay status of "H," which indicates that the contract hold code automatically holds payments against an order. You must manually change each voucher to approved pay status.

*   The system does not allow you to enter a payment voucher, which indicates that the vendor hold code for the supplier is set to not allow any payments.

*   You cannot enter payment vouchers until the hold is removed.

You can also enter a specific tax amount for each receipt record on the Voucher Match form. If you enter a tax amount, you must also enter the tax rate/area and an explanation for the tax.

To account for variances in the exchange rate, you can set up automatic accounting instructions. If you enter a new exchange rate during the voucher match process, the system creates journal entries to account for the variance between costs incurred at the old exchange rate and costs incurred at the new exchange rate.

If you match receipt records to invoices to create vouchers, you cannot cancel a receipt record. Instead, you must reverse the voucher in Match Voucher to Open Receipt and then reverse the receipt in Open Receipts by Supplier.

If you match receipt records to invoices to create vouchers, you cannot cancel a receipt record. Instead, you must reverse the quantity in the PO Receipts program (P4312).

► **To choose order detail lines to match to a voucher**

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

Alternately, from the Subcontract Processing menu (G43D11) choose Progress Payments.

If you use Match Voucher to Open Receipt, you must set processing options to perform voucher match processing.

1. On Supplier Ledger Inquiry, click Add.

2. On Voucher Match, to enter record information, complete the following fields:

   - Supplier
   - Invoice Num.
   - Invoice Date
   - G/L Date
   - Co.
   - Branch/Plant

   You can have the system enter the gross amount and tax for you based on the detail lines you choose if you match to the invoice.

3. Choose Orders To Match from the Form menu.

4. On Select Orders To Match, complete the following optional fields and click Find:

   - Expense Account
   - Item Number

5. Choose the order detail lines and click OK.

   The system returns the lines that you selected to the Voucher Match form.

6. On Voucher Match, complete the following field:

   - O P

   The option that you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option 7), or cancels the line entirely (option 9).

7. Complete the following optional fields for order detail lines, as necessary, to reflect the invoice:

   - Quantity To Voucher
   - Amount To Voucher
   - Percentage Retained

- Tax Y/N
- Tax Expl
- Tax Area
- Tax
- Discount Amt.

8. Click OK.

9. To review the resulting voucher, on Supplier Ledger Inquiry, click Find, choose the voucher, and then click Select.

See Also

❑ *Setting Up Landed Costs* in the *Procurement Guide* for information about how to add landed costs to a receipt record

❑ *Setting Up Automatic Accounting Instructions* in the *Procurement Guide* for information about how to set up AAIs that account for variances in the exchange rate

Choosing Order Detail Lines for Freight Charges

You might need to manually match freight charges to a voucher. Freight charges are calculated by the Transportation Management system.

► **To choose order detail lines for freight charges**

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

If you use Match Voucher to Open Receipt, you must set processing options to perform voucher match processing.

1. On Supplier Ledger Inquiry, click Add.

2. On Voucher Match, to enter record information, complete the following fields:

- Supplier
- Invoice Num.
- Invoice Date
- G/L Date
- Co.
- Branch/Plant

3. Choose Freight To Match from the Form menu.

4. On Work With Freight Audit History, complete the following optional fields and click Find:

- Trip Depot
- Load Number
- Shipment Number

5. Choose the row that contains the order detail line that you want to match to a voucher and click Select.

Recording Cost Changes to an Invoice

You might receive an invoice adjustment that reflects a price change to an item or an error to a previous invoice. Typically, you make prices changes for products such as gasoline or for other commodity items. For example, you receive an invoice for 100 items that cost 10.00 each and later receive another invoice that adjusts the cost of the items to 9.00 each. You can create a new voucher that reflects an adjustment to the previous voucher.

► **To record cost changes to an invoice**

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

1. On Supplier Ledger Inquiry, click Add.

2. On Voucher Match, complete the following fields:

    - Supplier
    - Invoice Num.
    - Invoice Date
    - G/L Date
    - Co.
    - Branch/Plant

3. From the Form menu, choose Recost Vouchers.

4. On Recost Vouchers, complete the following fields and click OK:

    - Order Number
    - Item Number
    - Unit Price

    The system creates a new voucher that reflects the cost difference between the original voucher and the new cost.

Processing Options for A/P Standard Voucher Entry (P0411)

Display Tab

These processing options specify how the system groups and shows Supplier Ledger Inquiry data.

---

1. Recurring Vouchers

Blank = No default criteria
1 = Show only recurring vouchers

Use this processing option to specify recurring vouchers as the default voucher type.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1   The system shows only recurring vouchers.

When you enter 1, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

2. Summarized Vouchers

  Blank = No default criteria

  1 = Show only summarized vouchers

Use this processing option so that vouchers appear with multiple pay items in a summarized, single pay item format.

Valid values are:

  Blank The system shows all vouchers (no default criteria).

  1   The system shows only summarized vouchers.

When you enter 1, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

3. Display Domestic and Foreign

  Blank = Do not display fields

  1 = Display fields

Use this processing option to specify whether the system displays both domestic and foreign amount fields

in the detail areas of the Enter Voucher-Payment Information and MultiCompany-Single Supplier forms for voucher entry. Valid values are:

Blank

Do not display domestic and foreign amount fields.

1

Display domestic and foreign amount fields. The following fields will appear on the form:

  o Domestic Gross Amount

  o Domestic Discount Available

  o Domestic Taxable Amount

  o Domestic Tax

  o Domestic Non-Taxable

  o Foreign Gross Amount

  o Foreign Discount Available

  o Foreign Taxable Amount

  o Foreign Tax

  o Foreign Non-Taxable

Currency Tab

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system when you exit the Standard Voucher Entry program.

1. As If Currency

Blank = The As If currency grid column does not appear

Or, enter the currency code for As If currency

Use this processing option to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered. Specify the currency code in which to view the "as if" currency. For example, to view domestic or foreign U.S. dollar amounts in the euro, specify EUR.

If you leave this processing option blank, the system does not display the As If Currency Code field in the header, nor does it display the As If Amount and As If Open Amount columns in the grid area.

NOTE: "As if" currency amounts are stored in a temporary memory, and are not written to a table.

2. As Of Date

Blank = The system uses the Thru date

Or, enter the As Of date

Use this processing option to specify an "as of" date for the As If Currency processing option. This system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the As If Currency processing option and leave this processing option blank, the system uses the system date.

NOTE: A valid exchange rate between the domestic or foreign currency and the "as if" currency must exist in the F0015 table, based on the "as of " date.

Manual Payments Tab

These processing options control the manual creation of payments.

1. Manual Payment Creation

Blank = No payment information appears

1 = Generate manual payments

Use this processing option to specify whether to generate manual payments instead of automatic payments. This option applies only to manual payments without voucher match

and is not available in multi-company and multi-voucher modes.

Valid values are:

Blank No payment information appears.

1   Generate manual payments (without voucher match).

Note: If you enter 1, click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

2. Duplicate Payments

Blank = Error
1 = Warning

Use this processing option to specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this option only if you enter 1 for Manual Payment Creation. The message indicates that you have used that payment number previously.

Valid values are:

Blank Error

1   Warning

3. Automatic Payment Number Assignment

Blank = Manually assign payment numbers
1 = Assign payment numbers based on the
bank account's next number

Use this processing option to direct the program to automatically assign payment numbers to manual payments based on the bank account's next number.

Valid values are:

Blank You manually assign payment numbers (default).

1   The system assigns payment numbers based on the bank account's next number.

Purchasing Tab

This processing option defines how the program processes vouchers that contain purchase order information.

---

1. Voucher Delete

Blank = No edit
1 = Warning
2 = Error

Use this processing option to determine the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form.

Valid values are:

Blank Do not permit editing (default)

1   Warning

2   Error If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in Voucher Message processing options.

Voucher Match Tab

These processing options allow you to process matched vouchers from the procurement system rather than standard vouchers.

---

1. Match Processing

Blank = Run Standard Voucher Entry (P0411)
1 = Run Voucher Match (P4314)

Use this processing option to change the default voucher type from standard vouchers to matched vouchers. If you choose to run the voucher match program,you can choose either the three-way voucher match or the two-way voucher match.

Valid values are:

Blank Run Standard Voucher Entry (P0411)

1   Run Voucher Match (P4314) in the Procurement system Alternatively, on the Non-Stock PO Processing menu (G43B11), choose one of the following:

o Receive & Voucher POs

o Match Voucher to Open Receipt The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might want to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

NOTE: Do not delete a voucher in the Accounts Payable system if you created the voucher in the Procurement system. The voucher should be deleted in the Procurement system.

2. Voucher Match Version

Blank = Use version number ZJDE0001 (default)
Or, enter a specific version number

Use this processing option to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in the Procurement system. You must complete this processing option if you enter 1 in the Match Processing processing option.

Valid values are:

Blank Use version number ZJDE0001.

Or, enter a specific version number.

Multi Company Tab

This processing option allows you to process vouchers for multiple companies rather than standard vouchers.

1. Multi-Company Single Supplier

Blank = Enter a standard voucher
1 = Enter a Multi-Company Single Supplier voucher

Use this processing option to specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different G/L and offset bank accounts, but to the same supplier.

Valid values are:

Blank Enter a standard voucher.

1   Enter a multi-company single supplier voucher.

Note: The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi Vouchers Tab

This processing option allows you to enter multiple vouchers rather than standard vouchers.

1. Multiple Vouchers

Blank = Enter a standard voucher
1 = Enter multiple vouchers with a single supplier
2 = Enter multiple vouchers with multiple suppliers

Use this processing option to allow you to quickly enter multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process.

Valid values are:

Blank Enter a standard voucher.

1 Enter multiple vouchers with a single supplier.

2 Enter multiple vouchers with multiple suppliers.

Note: You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method.

Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging Tab

These processing options allow you to enter logged vouchers rather than standard vouchers.

1. Voucher Logging

Blank = Enter a standard voucher
1 = Enter a logged voucher

Use this processing option to specify whether to enter a voucher before you assign it a G/L account. At a later time, you can redistribute the voucher to the correct G/L accounts.

You can specify a default G/L account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), choose Company Names and Numbers.

Valid values are:

Blank Enter a standard voucher (default).

1   Enter a logged voucher.

When you enter 1 in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

NOTE: This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter 1 in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date

Blank = Enter date manually during the date entry
process
1 = Use the system date as the default G/L date

Use this processing option to specify whether to use the system date as the default G/L date for a logged voucher.

Valid values are:

Blank Enter date manually during the data entry process.

1   Use the system date as the default G/L date.

NOTE: If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

Prepayments Tab

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

1. G/L Offset Account

Use this processing option to set up automatic accounting instructions (AAI item PCxxxx) to predefine classes of automatic offset accounts for accounts.

For example, you can assign G/L offsets as follows:

o Blank or 4110 - Trade Accounts Payable

o RETN or 4120 - Retainage Payable

o OTHR or 4230 - Other Accounts Payable (see A/P class code - APC)

o PREP or 4111 - Prepayment A/P Trade Account

Enter the code for the G/L offset account that the system uses to create prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items. If you leave this field blank (default), the system uses the Standard Voucher Entry program.

NOTE: If PeopleSoft World and PeopleSoft EnterpriseOne software coexist, do not use code 9999. In PeopleSoft World this code is reserved for the post program and indicates that offset accounts should not be created.

2. G/L Distribution Account

Use this processing option to specify the G/L distribution account that the system uses for creating prepayment pay items.

You can use one of the following formats for account numbers:

o Structured account (business unit.object.subsidiary)

o 25-digit unstructured number

o 8-digit short account ID number

o Speed code The first character of the account indicates the format of the account number.

You define the account format in the General Accounting Constants program (P000909).

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

3. Pay Status Code

Use this processing option to enter the default pay status code for prepayments. The pay status code is a user defined code (00/PS) that indicates the current payment status of a voucher.

Valid codes are:

P The voucher is paid in full.

A The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

H The voucher is on hold pending approval.

R Retainage.

% Withholding applies to the voucher.

? Other codes. All other codes indicate reasons that payment is being withheld.

NOTES:

o The Accounts Payable system does not print payments for any codes other than the

codes provided in this valid codes list.

 o Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

 o If PeopleSoft World and PeopleSoft EnterpriseOne software coexists, and you leave this processing option blank, the prepayment status of H for negative prepayment pay items is the default value.

4. Number of Days

Use this processing option to enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if PeopleSoft World and PeopleSoft EnterpriseOne software coexists.

5. Tax Area

 Blank = Do not show the Tax Area field
 1 = Show the Tax Area field

Use this processing option to direct the program to show the Prepayment Tax form for prepayments. You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items.

Valid values are:

 Blank Do not show the Prepayment Tax form.

 1 Show the Prepayment Tax form.

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

6. Prepayment Tax Area Code

Use this processing option to enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

7. Prepayment Tax Explanation Code

Use this processing option to set up a default tax explanation code for transactions with a certain supplier. This tax explanation code is a user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

Versions Tab

These processing options override the default Master Business Function and Journal Entry Master Business Function versions.

1. Voucher Master Business Function Version

Blank = Use version number ZJDE0001 (default)
Or, enter a specific version number

Use this processing option to specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

NOTE: Only persons responsible for system-wide setup should change this version number.

2. Journal Entry Master Business Function
Version

Blank = Use version number ZJDE0001 (default)
Or, enter a specific version number

Use this processing option to specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

NOTE: Only persons responsible for system-wide setup should change this version number.

Process Tab

These processing options restrict changes to vouchers when you use Supplier Ledger Inquiry and specify whether suppliers can view vouchers and payments.

1. Voucher Entry Mode

Blank = Allow changes to the selected voucher

1 = Do not allow changes to the selected voucher

Use this processing option to specify whether the system allows changes to vouchers after you select them from the Supplier Ledger Inquiry form. If you leave this field blank, the system allows you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form. If you enter 1 in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.

Valid values are:

Blank   Allow changes to the selected voucher.

1   Do not allow changes to the selected voucher.

2. Supplier Self Service Mode

Blank = Do not allow suppliers to view information

1 = Allow suppliers to view their vouchers and payments

Use this processing option to activate the Supplier Self-Service function for use in Java/HTML. The Self-Service function allows suppliers to view their own vouchers and payments.

Valid values are:

Blank   Do not activate Supplier Self-Service function.

1   Activate Supplier Self-Service function.

Edits Tab

This processing option defines whether the Fixed Asset ID is required when entering a voucher.

1. Fixed Asset ID

Blank = Fixed Asset ID not required in entry

1 = Fixed Asset ID is required in entry

Use this processing option to specify whether to require an Asset ID if an account is in the AAI asset account range.

Valid values are:

Blank

Do not require an Asset ID in the journal entry.

1

Require an Asset ID in the journal entry.

Processing Options for Voucher Match (P4314)

Defaults Tab

These processing options define the default information that the system uses during Voucher Match (P4314).

1. Inquiry Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. PeopleSoft has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) You must enter a value that has been set up in UDC 00/DT. The following prefixes for document types are defined by PeopleSoft, and PeopleSoft recommends that you do not change them:

P_

Accounts Payable documents

R_

Accounts Receivable documents

T_

Payroll documents

I_

Inventory documents

O_

Purchase Order documents

J_

General Accounting/Joint Interest Billing documents

S_

Sales Order Processing documents

2. Voucher Document Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. PeopleSoft has reserved document

type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) You must enter a value that has been set up in user defined code table 00/DT.

The following prefixes for document types are defined by PeopleSoft, and PeopleSoft recommends that you do not change them:

P_

Accounts Payable documents

R_

Accounts Receivable documents

T_

Payroll documents

I_

Inventory documents

O_

Procurement documents

J_

General Accounting/Joint Interest Billing documents

S_

Sales Order Processing documents

Display Tab

These processing options control whether the system displays certain types of voucher match information, such as the approver number and reporting code.

1. Approver Number
Blank = Do not display
1 = Display

Use this processing option to specify whether to display the approver number code.

1   Display the approver number code.

  Blank Do not display the approver number code.

2. Reporting Code
Blank = Do not display
1 = Display

Use this processing option to specify whether the column for Reporting Code 007 appears in the detail area on Voucher Match.

   1   Display the column for Reporting Code 007.

  Blank Do not display the column for Reporting Code 007.

3. Account Number
Blank = Display as one field
1 = Display in three fields

Use this processing option to specify how the system displays the account number.

   1   The account number is displayed in three individual fields (Business Unit, Object Account, and Subsidiary).

  Blank The account number is displayed as one field.

4. Business Unit
Blank = Branch/Plant
1 = Job
2 = Project
3 = Business Unit

Use this processing option to specify the text that describes the Business Unit field (alias MCU). This processing option affects only the header area on Voucher Match, not the detail area. Valid values are:

1

The field appears as Job.

2

The field appears as Project.

3

The field appears as Business Unit.

Blank

The field appears as Branch/Plant.

Process Tab

These processing options control the values that the system uses for the following information and processes:

- From and Thru status codes
- Outgoing next status code

- Entry of the quantity/amount
- Tolerance checking
- Storage of supplier analysis information
- Quantity of vouchers allowed per order

1. From Status Code

Use this processing option to specify the beginning status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

Note: This processing option does not apply when the system is selecting receipts to match.

2. Thru Status Code

Use this processing option to specify the ending status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match.

Note: This processing option does not apply when the system is selecting receipts to match.

3. Outgoing Receipt Next Status Code

Use this processing option to specify a code that represents the next status that the order will move to after a partial payment.

When a partial payment exists, the system updates the status in the Purchase Order Detail File table (F4311) for a two-way match and updates the status in the Purchase Order Receiver File table (F43121) for a three-way match so that the statuses in those two tables match the status that you enter for this processing option.

4. Cancel Status Code

Use this processing option to specify the next status that the order moves to after the system cancels a voucher.

When a voucher is cancelled, the system updates the status in the Purchase Order Detail table for a two-way match and updates the status in the Purchase Order Receiver table (F43121) for a three-way match to ensure that the statuses match the status that you enter for this processing option.

5. Quantity/Amount
 Blank = Automatically loaded
 1 = Manually entered

Use this processing option to indicate whether you want to manually enter the quantity information or whether the system automatically enters quantity information. Valid values are:

1

Manually enter the quantity/amount to a voucher.

Blank

Automatically load the quantity/amount.

6. Tolerance
Blank = Do not check
1 = Display a warning
2 = Display an error message

Use this processing option to indicate whether the system checks to determine if a detail line's quantity and amount exceed the tolerance percentage. To check your tolerance, you can access the Purchasing Tolerance Rules program (P4322). You can enter a valid pay status or any of the following values:

1

Display a warning when the detail line exceeds the tolerance.

2

Display an error message when the detail line exceeds the tolerance.

Blank

Do not check quantities and amounts to determine whether they exceed tolerance.

7. Supplier Analysis
Blank = Do not capture
1 = Capture

Use this processing option to indicate whether you want the system to capture supplier analysis information. Valid values are:

1

The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090). To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Orders program (P4310) and the PO Receipts program (P4312) to capture

the same information.

Blank

The system does not capture supplier analysis information.

8. Orders Per Voucher
 Blank = Multiple orders
 1 = Only one order

Use this processing option to indicate whether the system allows multiple orders per voucher.

1   Allow only one order per voucher.

  Blank Allow multiple orders per voucher.

9. Branch/Plant Retrieval
 Blank = Each detail line
 1 = Purchase Order header
 2 = Address book
 3 = Voucher Match header
 4 = Each detail line Branch/Plant's Project
 5 = Purchase Order header Branch/Plant's Project
 6 = Address book Branch/Plant's Project
 7 = Voucher Match header Branch/Plant's Project

Use this processing option to specify which business unit or project number that the system uses to generate the G/L bank account and the A/P trade account.

Note: The system uses the business unit that you specify for the voucher.

Valid values are:

Blank

The system retrieves the business unit for each purchase order detail line.

1

The system retrieves the business unit in the purchase order header record.

2

The system retrieves the business unit from the Address Book.

3

The system retrieves the business unit from the header information in the Voucher Match program (P4314).

4

The system retrieves the project number from the business unit for each purchase order detail line.

5

The system retrieves the project number from the business unit in the purchase order header record.

6

The system retrieves the project number from the business unit in the Address Book.

7

The system retrieves the project number from the business unit in the header information that is contained in the Voucher Match program (P4314).

10. Direct Ship Integrity Cost Update
Blank = Do Not Update
1 = Update Cost

Use this processing option to allow cost updates to the sales order when the order is a direct ship order.

1   Update cost.

   Blank Do not update cost.

11. Lot Cost Update
Blank = Do Not Update
1 = Update Cost

Use this processing option to update an item's lot cost (method 06) when matching an order at a variance. Valid values are:

1

Update lot cost.

Blank

Do not update lot cost.

12. Threshold Warning
Blank - No warning
1 - Issue warning

Use this processing option to specify whether the system displays a warning for voucher total gross amounts that exceed the threshold that has been set for the

subcontractor/supplier. The threshold is stored in Subcontractor Threshold table (F4355). Valid values are:

Blank

The system does not display a warning.

1

The system displays a warning.

13. Threshold Pay Status Code

Use this processing option to specify the pay status code (00/PS) that the system assigns to lines on the voucher whose total gross amount exceeds the threshold. The threshold is defined for the subcontractor or supplier in the Subcontractor Threshold program (P4355).

Summarization Tab

These processing options control whether the system summarizes accounts payable (A/P) and general ledger (G/L) information.

1. A/P
Blank = Do not summarize
1 = Summarize

Use this processing option to specify whether to summarize A/P entries.

  1   Summarize A/P entries.

  Blank Do not summarize A/P entries.

2. G/L
Blank = Do not summarize
1 = Summarize

New Order Line Tab

These processing options control how new order detail lines are added to a purchase order when you are creating a voucher.

1. Order Line Entry
Blank = Cannot add lines to a voucher
1 = Do not create
2 = Create

Use this processing option to indicate whether you want the system to automatically create purchase order detail lines for lines that you add to a voucher.

1   Do not create corresponding purchase order detail lines when new lines are added to a voucher.

2   Create corresponding purchase order detail lines when new lines are added to a voucher.

Blank You cannot add lines to a voucher.

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form (P40205), are:

J Job cost, subcontracts, or purchasing to the General Ledger

B G/L account and item number

N Non-stock item

F Freight

T Text information

M Miscellaneous charges and credits

This processing option applies only if you enter a value of 2 in the Order Line Entry processing option, which also is on the New Order Lines tab.

You can only use a line type that has an inventory interface of A, which validates the account number.

3. Last Status Code

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

4. Next Status Code

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

The override status is another allowed step in the process.

Retainage Tab

These processing options control whether the system uses the retainage percentage or the retainage amount as a default value in the Voucher Match program (P4314), and also whether the system applies taxes to the retained or vouchered amount.

1. Default

Blank = Do not load

1 = Load Retainage for positive/credit lines

2 = Retainage on positive lines only

Use this processing option to specify whether to automatically load the retainage percentage or amount from the order header. Valid values are:

1

Automatically load the retainage percentage or amount from the order header.

Blank

Do not load the retainage percentage or amount from the order header.

2. Taxes

(Only apply to 'C' and 'V' type of taxes.)

Blank = Apply taxes to retainage in voucher
     match

1 = Apply taxes to retainage when retainage is
   released

Use this processing option only for tax types C and V, and to specify whether the system applies taxes to the retained amount during the voucher match process or when releasing retained amounts. Valid values are:

Blank

The system applies taxes to the vouchered amount, including the retained amount.

1

The system does not apply taxes to retained amounts during the voucher match process, but it applies taxes when the retained amounts are released.

Logs Tab

These processing options control whether the system displays a warning message when outstanding logs exist and also indicate which pay status code the system should use for a voucher when outstanding logs exist.

1. Warning Message

Blank = Do not display

1 = Display after verifying the status and pay expiration date

2 = Display after verifying the status, required date, and pay expiration date.

Use this processing option to indicate whether the system displays an outstanding log detail warning message and when it displays the message. Valid values are:

1

Display the outstanding log detail warning message when the system verifies the status, pay effective date, and pay expiration date.

2

Display the outstanding log detail warning message when the system verifies the status, pay effective date, required date, and pay expiration date.

Blank

Do not display the outstanding log detail warning message.

2. Pay Status Code

Use this processing option to specify the pay status code that the system uses as a default value for the voucher when an outstanding log exists.

Typically, you use a pay status code that indicates that the pay item is on hold.

Currency Tab

These processing options control which date the system uses as the effective date and also whether the exchange rate can be changed.

1. Effective Date

Blank = Today's Date

1 = G/L Date

2 = Invoice Date

Use this processing option to indicate which date the system uses as the effective date.

1   Use the G/L date as the effective date.

2   Use the invoice date as the effective date.

Blank Use today's date as the effective date.

2. Protect Rule

Blank = Do not protect

1 = Protect

Use this processing option to specify whether you can change the exchange rate.

   1   You cannot change the exchange rate.

  Blank You can change the exchange rate.

Flex Accounts Tab

This processing option controls whether you are working with flexible accounting.

1. Flex Accounting
Blank = Do not activate
1 = Activate

Use this processing option to specify whether flexible accounting is activated. Activate flexible accounting if you are using the Cost Management System, or if you are working with flexible sales accounting.

   1   Activate flexible accounting.

  Blank Do not activate flexible accounting.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Order Entry (P4310)

Use this processing option to define the version that the system uses when you are using the Order Entry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. AP Master Business Function (P0400047)

Use this processing option to define the version that the system uses when you are using the Accounts Payable program. You can only review versions for this program in the interactive versions list.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. GL Master Business Function (P0900049)

Use this processing option to define the version that the system uses when you are using the General Ledger program. You can only review versions for this program in the interactive versions list.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. Open Receipts Inquiry (P43214)

Use this processing option to define the version that the system uses when you are using the Open Receipts Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Stand Alone Landed Cost (P43214)

Use this processing option to define the version that the system uses when you are using the Stand-alone Landed Cost program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

6. Freight Audit History(P4981)

Use this processing option to specify which version of the Voucher Match program (P4314) that the system uses for matching freight.

7. Supplier Ledger Inquiry(P0411)

Use this processing option to specify the version that the system uses when you are using the Supplier Ledger Inquiry program.

8. Purchase Order Logs (P4305)

Use this processing option to specify the version that the system uses when you use the Logs Entry program (P4305).

Progress Payment Tab

Use these processing options to determine how the system processes progress payments in the Subcontract Management system.

1. Interface

Blank = Supplier/Subcontractor ledger inquiry
1 = Progress Payment

Use this processing option to activate the Progress Payment interface. Valid values are:

Blank

Supplier/Subcontractor Ledger Inquiry

1

Progress Payment

If you are using Standard Voucher Match, this processing option should not be set.

2. Match Type Default

Use this processing option to specify the default for the match type. You must enter a value that has been set up in user defined code 43B/VW.

3. Option Default
Blank = Bypass Match of Line
1 = Match Line

Use this processing option to specify the default progress payment option displayed in the detail area of the Progress Payments/Voucher Match form when you select lines to pay from the Work With Contracts form. Valid values are:

Blank

Bypass payment of line

1

Match quantity and amount

4. Extended Amount
Blank = Do not calculate extended amount
1 = Calculate extended amount

Use this processing option to specify whether extended amount is calculated if quantity is changed.

Blank

Extended amount is not calculated.

1

Extended amount is calculated.

5. Batch
 Blank = Do not use same batch number
 1 = Use same batch number

Use this processing option to specify whether to use the same batch number. Valid values are:

Blank

Do not use same batch number.

1

Use the same batch number.

6. Activate Type of Payment and Current Payment Fields
Blank = Hide Type of Payment fields
1 = Activate and show Type of Payment fields

Use this processing option to specify whether the system activates the payment functionality type and shows the payment type fields, Type of Payment and Current Payment (Domestic or Foreign), in the Supplier Self-Service applications. Valid values are:

Blank

Do not activate the payment functionality type and hide the Type of Payment and Current Payment fields.

1

Activate the payment functionality type and the Type of Payment and Current Payment fields.

7. Type of Payment Options
 Blank = Actual Amount
 1 = Cumulative percentage
 2 = Cumulative amount

Use this processing option to specify the type of payment option. This processing option is used only when the Type of Payment and Current payment fields processing option is activated. Valid values are:

Blank

Actual Amount

1

Cumulative Percentage

2

Cumulative Amount

8. Prevent Payment of Paid Lines
 Blank = Prevent payment
 1 = Allow payment

Use this processing option to specify whether to pay more than 100% on a paid line. This applies to non-stock lines only. Valid values are:

Blank

Prevent payment on a previously fully paid line.

1

Allow payment on a previously fully paid line.

Redistribution Tab

Use this processing option to determine how the system processes logged recurring vouchers after redistribution.

1. Calculate Last Chance Variance for the voucher after it has been redistributed.

Blank = Do not Calculate
1 = Calculate Last Chance Variance

Use this processing option specify whether the system records variance amounts in the general ledger for amount variances. The system records these variances by using DMAAI 4330. Valid values are:

Blank

The system does not record variance amounts.

1

The system records variance amounts.

Managing Invoices Received in an Alternate Currency

If you enter a purchase order in a domestic or foreign currency and your supplier submits an invoice in an alternate currency, you cannot automatically match the domestic or foreign purchase order to the invoice. Instead, you must manually convert the alternate currency invoice amount to the domestic or foreign currency and then enter the voucher with that (domestic or foreign currency) amount.

For example, if a French company enters an order in Canadian dollars (CAD) and the supplier submits the invoice in Japanese yen (JPY), you must manually convert the invoice amount to the domestic (EUR) or foreign (CAD) currency and then enter the voucher for that amount. Likewise, if a Canadian company enters an order in Japanese yen and the supplier submits the invoice in U.S. dollars, you must manually convert the invoice amount to CAD or JPY and then enter the voucher for that amount.

For future transactions, consider changing the currency code on the supplier master record so that orders, vouchers, and payments for the supplier are processed using the alternate currency.

Working with Retainage

You can create a voucher withholding a portion of the gross payment as retainage. Retainage is the percentage of a committed amount that is held until a specified date. For example, you pay the retained amount after the completion of the contract, service, or receipt of all items on an order. If you create a voucher for 100 with retainage of 10 percent, the actual payment will be 90, with 10 held as retainage. You release retainage by entering a payment voucher for the amount that you want to release. Note that you cannot release retainage and create a voucher at the same time.

Prerequisite

❑ Set processing options to apply taxes to retainage.

See Also

❑ *Creating Vouchers* in the *Procurement Guide* for information about releasing retainage

Entering a Voucher with Retainage

You can create a voucher with retainage that is applied to the entire voucher, or you can apply retainage by line item of the voucher.

Use the tax with retainage processing option to defer tax on retainage. If you set the processing option for tax with retainage to on and you use a tax type of C or V, the system calculates amounts differently. It subtracts retainage from the original taxable amount and recalculates new amounts.

▶ **To enter a voucher with retainage**

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

Alternately, from the Subcontract Processing menu (G43D11), choose Progress Payments.

1. On Supplier Ledger Inquiry, click Add.

2. On Voucher Match, complete the following fields to enter record information:

- Supplier
- Invoice Num.
- Gross Amount
- Invoice Date
- G/L Date
- Branch/Plant

You can have the system enter the gross amount and tax for you based on the detail lines you choose.

3. Choose Orders To Match from the Form menu.

4. On Select Orders To Match, complete one of the following optional fields and click Find:

- Account Number
- Item Number

5. Choose the order detail lines and click OK.

The system returns the lines that you selected to the Voucher Match form.

6. On Voucher Match, change the following field for order detail lines, as necessary:

- Retained Amount

7. Click OK.

8. To review the resulting voucher, on Supplier Ledger Inquiry, click Find, choose the voucher, and click Select.

Entering a Voucher to Release Retainage

Retainage is an amount of the order that is held until a specified date. You release retainage by entering a payment voucher for the amount that you want to release. Retainage is also called a holdback.

A partial release of retainage indicates that there is still an unpaid amount of retainage. A final release of retainage indicates that no retainage remains to be paid. You can release retainage for individual vouchers or for groups of vouchers.

▶ **To enter a voucher to release retainage**

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipts.

Alternately, from the Subcontract Processing menu (G43D11), choose Progress Payments.

If you use Match Voucher to Open Receipts, you must set processing options to perform voucher match processing.

1. On Supplier Ledger Inquiry, click Add.

2. On Voucher Match, complete the following fields to enter record information:

- Supplier
- Invoice Num.
- Invoice Date
- G/L Date
- Branch/Plant

You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you choose if you match to the invoice.

3. Choose Orders To Match from the Form menu.

4. On Select Orders To Match, complete the following fields and click Find:

- Account Number
- Item Number

5. To summarize retained amounts, click the Summary checkbox.

The system summarizes the retained amounts by item, account number, currency code, cost rule, transaction unit of measure, purchasing unit of measure, and lump sum.

6. Choose the receipt records that correspond to the invoice and click OK.

The system returns the lines you selected to the Voucher Match form.

7. On Voucher Match, change the following field for receipt records to reflect the invoice, as necessary:

- Percentage Retained

If you are working with receipt records, you cannot increase the receipt quantity to reflect an invoice. You must first receive the additional quantity using the PO Receipts program (P40205). If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

8. Click OK.

9. To review the resulting voucher, on Supplier Ledger Inquiry, click Find, choose the voucher, and then click Select.

Creating Multiple Vouchers from Receipt Records

From the Receipts Matching and Posting menu (G43A15), choose Evaluated Receipt Settlement.

You might have an agreement with certain suppliers that your receipt records are sufficient for creating vouchers. When such an agreement exists, the supplier does not need to send you an invoice, and you can avoid manually matching receipt records to invoices to create vouchers.

You can run the Evaluated Receipt Settlement program to create vouchers from receipt records. You indicate the receipts for which the system:

- Edits for errors

- Calculates taxes and discounts

- Creates vouchers

- Generates journal entries

You can run Evaluated Receipt Settlement (R43800) to review the receipts for which the system will create vouchers. You can also identify the receipts with errors so that you can correct them. After you have corrected any errors, you can run the program in final mode to create vouchers.

The system does not create vouchers for receipt items in a routing process until they are moved to an on-hand status. When the receipt items go through the routing process, the system assigns the receipt record an evaluated receipt value of R (in routing) in the Purchase Order Receiver File table. When the items become on-hand, the system changes the value to Y (yes), so that you can create a voucher.

The system creates vouchers for landed costs if:

- The receipt record for which you are entering landed costs is eligible for the Evaluated Receipt Settlement program (Evaluated Receipt field in the Purchase Order Receiver File table is set to yes).

- You can create vouchers for the landed cost supplier using the Evaluated Receipt Settlement program (Evaluated Receipt field on Purchasing Instructions (P40205) is set to yes).

After the system creates the vouchers, you work with them as you would with any standard voucher.

Caution

To create vouchers for a supplier in batch mode, you must set the Evaluated Receipt field in Purchasing Instructions to Y (Yes) before you create purchase orders for the supplier. This is the default for each purchase order that you enter for the supplier. You can override this default for individual detail lines. If you set the Evaluated Receipt field in Purchasing Instructions to N (No), you cannot override the value on purchase orders.

The system gets receipt information from the Purchase Order Receiver File table (F43121) to generate vouchers in batch mode. You must use a formal receipt process to create vouchers in batch mode.

When you run Evaluated Receipt Settlement, the system generates two reports. If you run the program in proof mode, the first report contains all receipts for which the system will create vouchers. If you run the program in final mode, the report contains the voucher number, voucher amount, and so forth, for each receipt.

The second report lists all receipts for which vouchers cannot be created due to errors.

See Also

- ❏ *Working with Standard Vouchers* in the *Accounts Payable Guide*

- ❏ *Working with Items in a Receipt Route* in the *Procurement Guide* for information about receipt routing

Working with Journal Entries for Voucher Transactions

The system generates journal entries when you create a voucher so that the appropriate purchasing expenses and liabilities reflect in the general ledger. After the system generates journal entries, you can review the entries and post them to the general ledger.

To ensure the integrity of your data, you can verify that voucher amounts balance between the accounts payable ledger and the general ledger.

Reviewing and Posting Journal Entries for Voucher Transactions

From the Receipts Matching and Posting menu (G43A15), choose Voucher Journal Review or G/L Voucher Post.

When you create a voucher for items that you formally receive, the system creates a journal entry that debits a received not vouchered account. When you create a voucher for items that you do not formally receive, the system creates a journal entry that debits an expense account.

The system creates accounts payable offsetting entries when you post the voucher journal entries to the general ledger.

If a variance exists between the cost of goods or services on a purchase order or receipt record and the cost on the voucher, the system creates journal entries for the variance. You must specify variance accounts in Automatic Accounting Instructions.

If you charge purchases against general ledger account numbers (expense accounts), the line type you assign to a detail line determines whether the system charges a variance to the expense account or a variance account.

You can review the journal entries that the system creates for a voucher using Voucher Journal Review (P0011). You can review the amount of each entry and the account to which each amount is debited or credited.

What You Should Know About

Variance accounts for weighted average costs

If you purchase items to inventory, you might sell some of the items before you create a voucher. If you maintain a weighted average inventory cost for the items, you must set up two variance accounts in AAIs, one for the items sold and the other for the items remaining.

For example:

- You buy 10 items at 10.00 for a total of 100.00
- You sell two of the items
- You create a voucher for 90.00 (the supplier bills you for 9.00 each)

A variance exists of 10.00. If you do not set up two variance accounts, the system applies the entire 10.00 variance to the 8 items that remain in stock. This causes the weighted average cost of the items to be inaccurate.

When you set up two variance accounts, the system applies an 8.00 variance to the items that remain in stock and a 2.00 variance to the items sold. This allows the system to calculate the correct weighted average cost for the items that remain in stock.

You must set up AAI table 4332 to have the system create a separate variance for items no longer in stock.

Verifying that Voucher Amounts Balance

From the Receipts Matching and Posting menu (G43A15), choose Print Voucher Journal.

You can review journal entries for voucher transactions and verify that they balance in the general ledger and the accounts payable ledger by printing the Voucher Journal Report (R04305).

For each voucher transaction that prints, you can compare the gross amount in the Accounts Payable Ledger table (F0411) to the corresponding general ledger distribution entries in the Account Ledger table (F0911). The system does not include records with a foreign currency ledger type (CA) in the G/L comparison total.

See Also

❑ *Printing Voucher Journals* in the *Accounts Payable Guide*

Processing Options for Voucher Journal Report (R04305)

Print Options
Select the Account Number to print: Blank = Number entered during input; '1' = Account Number; '2' = Short Account ID; '3' = Unstructured Account.

Tax Processing
Enter a '1' to use the Tax Workfile (F0018) to print the VAT Receivable amounts (for posted amounts).
If left blank, only the tax amounts from the A/P Ledger file (F0411) will be printed.

Logging Invoices Prior to Receiving Goods

You can log invoice information prior to receiving the goods or services on an invoice so that the billing amount reflects in the general ledger. When you log invoice information, the system creates a preliminary voucher from which you can create a permanent voucher when you receive the goods or services.

After you create a preliminary voucher, the system generates journal entries that distribute the voucher amount to a general ledger suspense account. After you create the permanent voucher, the system generates journal entries that redistribute the voucher amount to the actual general ledger accounts.

Logging Invoices to Create Preliminary Vouchers

You might want to record invoice information promptly, prior to receiving the goods or services on the invoice. You can log invoice information to create a preliminary voucher, from which the system creates journal entries to account for the billing amount.

After you enter invoice information, you must specify the suspense account for which the system is to debit the voucher amount.

► **To log invoices to create preliminary vouchers**

From the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

1. On Supplier Ledger Inquiry, click Add.

2. On Enter Voucher - Payment Information, complete the following fields and click OK:

   - Company
   - Supplier Number
   - Invoice Number
   - Invoice Date
   - G/L Date
   - Gross Amount
   - Remark
   - Tax Ex
   - Tax Rate/Area

3. On Journal Entry Prompt, complete the following field and click OK:

   - Account Number

See Also

   ❑ *Working with Logged Vouchers* in the *Accounts Payable Guide*

Creating a Permanent Voucher from a Preliminary Voucher

You can create a permanent voucher from a preliminary voucher after you receive the goods and services on the corresponding invoice. Because the preliminary voucher already contains much of the necessary information, creating the permanent voucher is a simple process.

To create a permanent voucher, you must locate the preliminary voucher and choose the receipt records that match the invoice. After you do this, the system creates the permanent voucher.

► **To create a permanent voucher from a preliminary voucher**

From the Other Voucher Entry Methods menu (G04111), choose Voucher JE Redistribution.

1. On Work With Voucher JE Redistribution, complete either of the following fields to locate the preliminary voucher from which to create a permanent voucher and click Find:

   - Invoice Number
   - Company

2. Click on the row and choose Redistribute PO from the Row menu.

3. On Voucher Match, choose the receipt records that correspond to the invoice for the preliminary voucher and click OK to create the permanent voucher.

See Also

   ❑ *Choosing Receipt Records to Match to a Voucher* in the *Procurement Guide*

Printing Logged Invoice Information

From the Purchasing Reports menu (G43A111), choose Logged Voucher Detail.

If you log invoices on the system before taking receipt of the goods or services, you can print the Logged Voucher Detail report to review preliminary voucher information. You can use this report to identify the preliminary vouchers that are ready for distribution. You can also review invoice and purchase order information, including:

- Invoice number

- Invoice date

- Gross amount

- Purchase order number

- Received date (if applicable)

- Amount open to voucher

- Voucher number

If you do not enter purchase order information when you log a voucher, the system does not print purchase order information on the report.

You can use processing options to determine whether the report prints only logged vouchers for which receipt records have been entered.

Printing Voucher Information

You can print reports containing voucher information that is specific to purchase orders, receipts, and suppliers.

Printing Voucher Information by Detail Line

From the Purchasing Reports menu (G43A111), choose Vouchered/Received Status.

You can review voucher information by purchase order detail line. For example, if you entered a purchase order containing a detail line for 100 widgets, you can produce a report that identifies:

- The quantity and amount received to date

- The received quantity and amount for which a voucher has been created

- The received quantity and amount for which a voucher has not been created

You can specify the branch/plant, supplier, and purchase order number for the detail lines that print. You might use this report to determine the total amount open to voucher for a supplier or branch/plant.

When you run the Received/Vouchered Status report, the system organizes detail lines by branch/plant or business unit, depending on whether you use an inventory or non-inventory environment.

Processing Options for Received/Vouchered Status Report (R43412)

Display
Enter a '1' to print General Ledger cost center information. If left blank, Branch/Plant information will print.
1. Select G/L Cost Center or Branch/Plant
Enter a '1' to print in Foreign Currency. If left blank, Domestic Currency will print
2. Select Foreign or Domestic Currency

Printing Open Voucher Information by Receipt

From the Purchasing Reports menu (G43A111), choose Voucher Reconciliation.

You can review open voucher information for individual receipt records. For example, if you received 100 widgets on June 30, you can identify:

- The remaining quantity for which you must create a voucher

- The remaining amount for which you must create a voucher

- The tax on the remaining amount

You can use the Received Not Vouchered Reconciliation report to reconcile receipts to the Account Balances table (F0902).

Each time you record a formal receipt, the system creates a journal entry that credits a Received Not Vouchered account. You can review this account number for each receipt. You usually sequence the report information by that account number.

This report contains information from the Purchase Order Receiver File table (F43121).

Printing Voucher Amounts for Suppliers

From the Purchasing Reports menu (G43A111), choose Supplier Analysis.

You can print the Supplier Analysis report to review all suppliers for whom you have created vouchers during the past year and the total voucher amount for each supplier. You can also print this report to compare the total voucher amount year-to-date to the total voucher amount for the previous year.

Suppliers appear in descending order of the total voucher amount. This report does not include those suppliers with a year-to-date voucher balance of zero.

Printing the AIA Application for Payment

From the Subcontract Reports menu (G43D111), choose AIA Application for Payment.

You can run the Application for Payment report either from the Subcontract Reports menu (G43D111) or during the A/P check run. This report is similar to the American Institute of Architects (AIA) Document G702, titled *Application and Certificate for Payment*. The report lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained. Your subcontractors can use this report as a turnaround document. You send an updated report to a

subcontractor as an individual item or with a pay request. The contractor then completes it, has it notarized, and returns it to you.

You normally send an update of the Application for Payment report with each of your payments. The subcontractor then uses it for the next application. The subcontractor sends back the completed form as the invoice for payment. Completing this document does not necessarily mean that all work on the contract is complete. In most cases, it indicates only that the work that was scheduled between the last payment and the next scheduled payment is complete.

The system uses information from the Purchase Order Detail File table and the general ledger transactions.

Printing the Waiver of Lien

You can print the Waiver of Lien when you are running the A/P check run.

The Waiver of Lien is a form that you print and send to a subcontractor with the AIA Application for Payment. The Waiver of Lien states that the subcontractor has been paid and that there are no outstanding liens associated with the work on the contract. The subcontractor signs the waiver, enters the date, and returns it to you.

Special Orders Processing

A special order requires different handling than a regular order. In many instances, a special order is a prerequisite to an actual order. Examples of special orders include:

- Requisitions - preliminary requests for items and services
- Blanket Orders - large orders for which you want to receive periodic disbursements
- Quote Orders - requests for supplier price quotes
- Order Revisions - orders for which the system tracks modifications to orders

You enter most special orders in the same way that you enter orders. You distinguish a special order by its order type. For example, when you work with a requisition, you usually enter an order type of OR (requisition orders). When you work with a blanket order, you usually enter an order type of OB (blanket order), and so forth.

Based on the line types, activity rules, and status codes that you set up for special orders, each special order type follows a different process cycle in the Procurement system.

See Also

❑ *Setting Up Order Activity Rules* in the *Procurement Guide* for information about setting up activity rules and status codes for special orders

Working with Requisitions

You use requisitions to obtain approval for the items and services that you want to procure. After a requisition is approved, you create an order from the requisition using one of the following methods:

- Duplicate a requisition
- Choose requisition detail lines to include on an order

You duplicate a requisition to create an order when you must create recurring orders from the same requisition. For example, if you have a requisition for office supplies that you order every month, you can duplicate the same requisition to create each recurring order.

You choose individual requisition detail lines to create orders when you want to close the detail lines so that the lines cannot be used again. For example, if you have a requisition for office supplies that you only want to order once, you must choose the requisition detail lines so that they cannot be used again.

Entering Requisitions

From the Requisition and Quote Management menu (G43A12), choose Enter Requisitions.

Alternatively, from the Requisition & Quote Management menu (G43D12), choose Enter Requisitions.

Your company might require you to submit a requisition for the items and services that you want to procure. You usually enter a requisition to obtain approval for goods and services prior to creating an order.

You enter a requisition in the same way that you enter an order. For example, to order office supplies, you enter a detail line for each office supply that you want to order.

When you enter a requisition, you can enter your address book number as the ship-to address so that the requisition can be traced back to you.

If you have a purchasing department that manages requisitions, you can enter a purchasing agent on a requisition in place of the supplier. This reference allows the purchasing agent to easily locate requisitions to create orders.

You use the same procedures to print requisitions as you do to print orders, although you must specify the order type for requisitions.

See Also

- ❑ *Entering Order Header Information* in the *Procurement Guide* for information about entering header information for a requisition

- ❑ *Entering Order Detail Information* in the *Procurement Guide* for information about entering detail lines for a requisition

- ❑ *Assigning an Approval Route to an Order* in the *Procurement Guide* for information about activating approval processing for requisitions

- ❑ *Reviewing Open Orders* in the *Procurement Guide* for information about reviewing pending requisitions

- ❑ *Printing Orders* in the *Procurement Guide* for information about how to print requisitions

Duplicating a Requisition to Create an Order

From the Requisition and Quote Management menu (G43A12), choose Enter Requisitions.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Enter Requisitions.

You must duplicate a requisition if you plan to create recurring orders from the same requisition. For example, each time you need to order paper, you can create an order by duplicating the existing requisition.

When you duplicate a requisition to create an order, the system does not close the requisition. You duplicate a requisition the same way that you duplicate an order.

See Also

- ❑ *Duplicating an Order* in the *Procurement Guide*

Choosing Requisition Detail Lines for Orders

You can choose requisition detail lines for which to create orders.

You can create an order for an item quantity or an amount that is less than the quantity or amount on a requisition detail line. If you specify a lesser quantity or amount, the system releases that quantity or amount from the detail line and you choose whether or not the balance remains open. The system closes a requisition detail line after the entire quantity is released for an order.

To specify whether unit costs display for each detail line and whether the costs can be changed, you can set the processing options for Generate Orders from Requisitions on the Requisition & Quote Management menu (G43A12).

You can also set the processing options to specify whether the system performs a tolerance check before creating an order for a requisition.

You can create an order for a requisition by choosing all detail lines on the requisition. You can also:

- Combine detail lines from multiple requisitions to create a single order
- Choose detail lines from a single requisition to create multiple orders

You can combine detail lines from multiple requisitions to create a single order. You use this method to combine items and services for the same supplier. For example, if you receive two separate requisitions for staplers, you can combine the requisition detail lines to create a single order.

You can also separate detail lines on a requisition to create multiple orders. You do this when different suppliers provide the items or services on a requisition. For example, if you receive a requisition that contains an order for a stapler and an order for a chair, you can generate an order for the stapler and another for the chair.

Prerequisite

❑ Set the processing option for versions, Purchase Order Entry (P4310), to create a purchase order.

❑ Create tolerance rules in Purchasing Tolerance Rules (P4322) to have the system perform tolerance checking. See *Creating Tolerance Rules* in the *Procurement Guide*.

► **To choose requisition detail lines for orders**

From the Requisition and Quote Management menu (G43A12), choose Generate POs from Reqs.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Generate Orders from Reqs.

1. On Work With Order Release, complete one or more of the following fields to locate requisition detail lines and click Find:

   - Supplier
   - Order Number
   - Item Number
   - Account Number
   - Branch/Plant

   Only those detail lines with status codes that you specified in processing options appear.

Detail lines with cancel dates prior to the current date do not appear.

2. Choose a detail line for which you want to create an order and click Select.

3. On Order Release, change any of the following fields:

- Supplier
- Buyer
- Ship To
- Release Qty
- Unit Cost

4. Click the Detail Information tab, and change any of the following fields:

- Account Number
- Lot/SN
- Location
- Subledger

5. Choose one of the following options:

- Release
- Close
- Cancel

6. Click OK.

The system displays the next detail line.

7. Repeat steps 2 through 5 for each detail line for which you want to create an order.

You are now ready to create orders for the releases you have chosen.

Processing Options for Generate POs from Requisitions/Blanket Order Release (P43060)

Defaults Tab

These processing options define the default information that the system uses during Generate Purchase Orders from Requisitions/Blanket Order Release (P43060).

1. Default Order Type

Use this processing option to specify the type of document you want to create.

This code also indicates the original document type of the transaction.

Document types are user defined codes that you set up in the User Defined Code form 00/DT. J.D. Edwards has reserved specific document type codes for vouchers, invoices, receipts, and time sheets for which the system creates automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following document types are defined by J.D. Edwards and should not be changed.

P Accounts Payable documents

R Accounts Receivable documents

T Payroll documents

I Inventory documents

O Purchase Order documents

J General Accounting and Joint Interest Billing documents

S Sales Order documents

Enter a value or choose one from the User Defined Code form.

Display Tab

These processing options control whether the system displays certain types of information, such status codes and what fields the system protects, hides or displays.

1. Incoming Status Code 1

Use this processing option to specify one of the three acceptable statuses at which the order must be to appear in the grid. You must enter a user-defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type in use.

2. Incoming Status Code 2

Use this processing option to specify one of the three acceptable statuses at which the order must be to appear in the grid. You must enter a user-defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type in use.

3. Incoming Status Code 3

Use this processing option to specify one of the three acceptable statuses at which the order must be to appear in the grid. You must enter a user-defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type in use.

4. Price Field Display
  Blank = Default
  1 = Protect the field
  2 = Do not display the field

Use this processing option to specify whether the system displays, protects, or hides the Unit Cost field. Valid values are:

Blank Display the Unit Cost field. You can edit the value in the field.

1   Protect the Unit Cost field. You cannot edit the value in the field.

2   Do not display the Unit Cost field.

5. Account Number Field Display
Blank = Do not protect the field
1 = Protect the field

Use this processing option to specify whether the system protects the Account Number field. Valid values are:

Blank Do not protect the Account Number field.

1   Protect the Account Number field.

6. Release Amount Display
Blank = Do not display Release
Amount
1 = Display Release Amount

Use this processing option to specify whether the system displays the Release Amount field. Valid values are:

Blank Do not display the Release Amount field.

1   Display the Release Amount field.

Process Tab

These processing options allow you to specify information such as if the system checks the tolerance percentage of orders and how the system consolidates lines when releasing multiple orders and lines.

1. Tolerance Checking
Blank = No tolerance checking
1 = Display warning message
2 = Prohibit Release

Use this processing option to specify whether the system checks to determine if a detail line's quantity and amount exceed the tolerance percentage or amount. To check the tolerance value, you can access the Tolerance Setup program (P4322). Valid values are:

Blank Do not perform tolerance checking.

1   Perform tolerance checking and display a warning message if the amount is above the tolerance level.

2   Perform tolerance checking and do not allow release of the purchase order if the amount is above the tolerance level.

2. ITEM CONSOLIDATION
Blank = No consolidation
1 = By Supplier, Item/Account,
Branch/Plant, UOM, and Requested

Date

2 = By Supplier, Item/Account,
Branch/Plant, UOM, Requested
Date, and Unit Cost

Use this processing option to specify whether the system consolidates lines when releasing multiple orders and lines. Valid values are:

  Blank Do not consolidate Items.

  1   Consolidate lines by supplier, item, account, branch/plant, unit of measure, and requested date.

  2   Consolidate lines by supplier, item, account, branch/plant, unit of measure, requested date, and unit cost.

For example, when you use a processing option value of 1 or 2, and you release two lines with the same supplier, item, branch/plant, unit of measure, and requested date, each for a quantity of 10, then the system creates one line with a quantity of 20 on the new order.

3. Unit Cost Retrieval Upon Supplier Change

  Blank = Get the cost from original order

  1 = Retrieve the unit cost based upon setup

Use this processing option to specify whether the system retrieves the cost from the original order or from the unit cost based upon when the supplier is changed on the Order Release form. Valid values are:

Blank

Retrieve the cost from the original order.

1

Retrieve the cost from the unit cost upon which it is based.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Purchase Order Entry (P4310)

Use this processing option to specify the version that the system uses when you access the Purchase Order Entry program.

When you specify a version, review its processing options ensure that it meets your needs.

2. Purchasing Ledger Inquiry (P43041)

Use this processing option to specify the version that the system uses when you access the

Purchasing Ledger Inquiry program.

When you specify a version, review its processing options ensure that it meets your needs.

3. Open Order Inquiry (P4310)

Use this processing option to specify the version that the system uses when you access the Open Order Inquiry program.

When you specify a version, review its processing options ensure that it meets your needs.

4. Supplier Master Inquiry (P04012)

Use this processing option to specify the version that the system uses when you access the Supplier Master Inquiry program.

When you specify a version, review its processing options ensure that it meets your needs.

Working with Blanket Orders

You can enter a blanket order when you have an agreement with a supplier to purchase a certain quantity or amount of goods over a period of time. You must enter the entire quantity or amount on the blanket order. Each time you are ready to receive a portion of the goods, create a purchase order.

For each blanket order on the system, you can view the original quantity on the order, the quantity or amount released to date, and the quantity or amount left to release.

Entering Blanket Orders

From the Purchase Order Processing menu (G43A11), choose Blanket Orders.

You might issue an order for goods or services from which the supplier releases portions over a period of time. When you have this type of agreement with a supplier, you can enter a blanket order.

When you enter a blanket order, you must specify the entire quantity or amount of the item or service that you want to order. For example, if you have an agreement with a supplier to purchase 100 widgets a month over the next 12 months, you must enter a blanket order for 1200 widgets.

You enter and print a blanket order in the same way that you enter and print a purchase order. To enter a blanket order, you must enter a single detail line for the entire blanket order quantity or amount. To print a blanket order, you must specify the order type.

See Also

- ❑ *Entering Order Header Information* in the *Procurement Guide* for information about entering header information for a blanket order

- ❑ *Entering Order Detail Information* in the *Procurement Guide* for information about entering detail lines for a blanket order

❑ *Reviewing Open Orders* in the *Procurement Guide* for information about reviewing pending blanket orders and the quantity or amount left to receive on a blanket order

❑ *Printing Orders* in the *Procurement Guide* for information about how to print a blanket order

Creating Purchase Orders from Blanket Orders

When you are ready to receive a portion of the goods or services on a blanket order, you must release the quantity or amount for which you want to create a purchase order. For example, if you have a blanket order for 1200 widgets and you want to receive 100, you must locate the blanket order detail line and release 100 widgets.

▶ **To create purchase orders from blanket orders**

From the Order Generation/Approve/Release menu (G43A13), choose Generate POs from Blanket.

1. On Work With Order Release, complete one or more of the following fields or click Find to locate requisition detail lines:

   - Supplier
   - Order Number
   - Item Number
   - Account Number
   - Branch/Plant

   Only those detail lines with status codes that you specified in processing options appear.

   Detail lines with cancel dates prior to the current date do not appear.

2. Choose one or more detail lines for which you want to create a purchase order and click Select.

3. On Order Release, review the following fields:

   - Qty To Date
   - Original Qty
   - Amt To Date
   - Original Amt

4. Complete the following fields:

   - Release Qty
   - Release Amt

   You determine whether the Release Amount field appears using processing options.

5. Choose one of the following options:

   - Release
   - Close
   - Cancel

6. Click OK.

   The system displays the next detail line.

7. Repeat steps 2 through 5 for each detail line for which you want to create a purchase order.

   You are now ready to create purchase orders for the releases you have chosen.

Working with Quote Orders

Before you procure an item or service, you might want to gather and compare price quotes from different suppliers. You can work with quote orders to:

- Obtain price quotes for items or services
- Identify the supplier offering the best price or delivery date for an item or service
- Create a purchase order

Entering Items for Which to Request Quotes

You must enter the items for which you want to receive price quotes on a quote order. For each item, you must enter a detail line just as you would on an order.

You can request a price quote for a single quantity or for multiple quantities of an item. You can enter multiple quantities for items for which you expect to receive a price break for purchasing larger quantities.

You also might want to obtain price quotes after you get approval for the items and services on a requisition. You can create quote orders using detail lines from requisitions. The procedure for this is identical to that for creating orders from requisitions. On the Order Detail form, you can use the Original Orders function to review:

- A list of all requisitions from which the line was created
- Who requested the items
- The quantities requested

The system maintains the requisition information to create the detail lines on quote orders in the Multiple Requisition File table (F4332).

► **To request price quotes for a single quantity**

From the Requisition and Quote Management menu (G43A12), choose Enter Quote Orders.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Enter Quote Orders.

1. On Work With Order Detail, click Add.

2. On Order Detail, complete the following fields for each item for which you want a price quote and click OK:

   - Supplier

- Branch/ Plant
- Item Number
- Quantity Ordered

► **To request price quotes for multiple quantities**

From the Requisition and Quote Management menu (G43A12), choose Enter Quote Orders.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Enter Quote Orders.

1. On Work With Order Detail, click Add.

2. On Order Detail, complete the following fields for each item for which you want a price quote:

   - Supplier
   - Item Number
   - Branch/Plant

3. Choose the detail line and choose Quote Price Breaks from the Row menu.

4. On Quote Price Breaks, complete the following field for each item quantity for which you expect to receive a price break and click OK.

   - Quantity

See Also

❑ *Entering Order Header Information* in the *Procurement Guide* for information about entering header information for a quote order

❑ *Entering Order Detail Information* in the *Procurement Guide* for information about entering detail lines for a quote order

❑ *Reviewing Open Orders* in the *Procurement Guide* for information about reviewing open (pending) quote orders

❑ *Choosing Requisition Detail Lines for Orders* in the *Procurement Guide* for information about detail lines and multiple requisitions

Creating Quote Orders from Requisitions

From the Requisition and Quote Management menu (G43A12), choose Enter Quote Orders.

After you get approval for the items or services on a requisition, you might want to obtain price quotes. You can create quote orders using detail lines from requisitions. The procedure for this is identical to that for creating purchase orders from requisitions.

If a detail line on a quote order was created from multiple requisitions, you can review:

- A list of all requisitions from which the line was created
- The person(s) requesting the items
- The quantities requested

To review this information, you must choose the detail line on Order Detail and then choose Original Orders from the Row menu.

The system maintains information about requisitions consolidated to create detail lines on quote orders in the Multiple Requisitions File table (F4332).

See Also

❑ *Choosing Requisition Detail Lines for Orders* in the *Procurement Guide*

Entering Suppliers to Provide Quotes

After you enter items on a quote order, you must enter the suppliers from whom you want to obtain price quotes. You can specify the suppliers who are to provide price quotes for all items or individual items on the quote order.

Selecting Suppliers for Quote
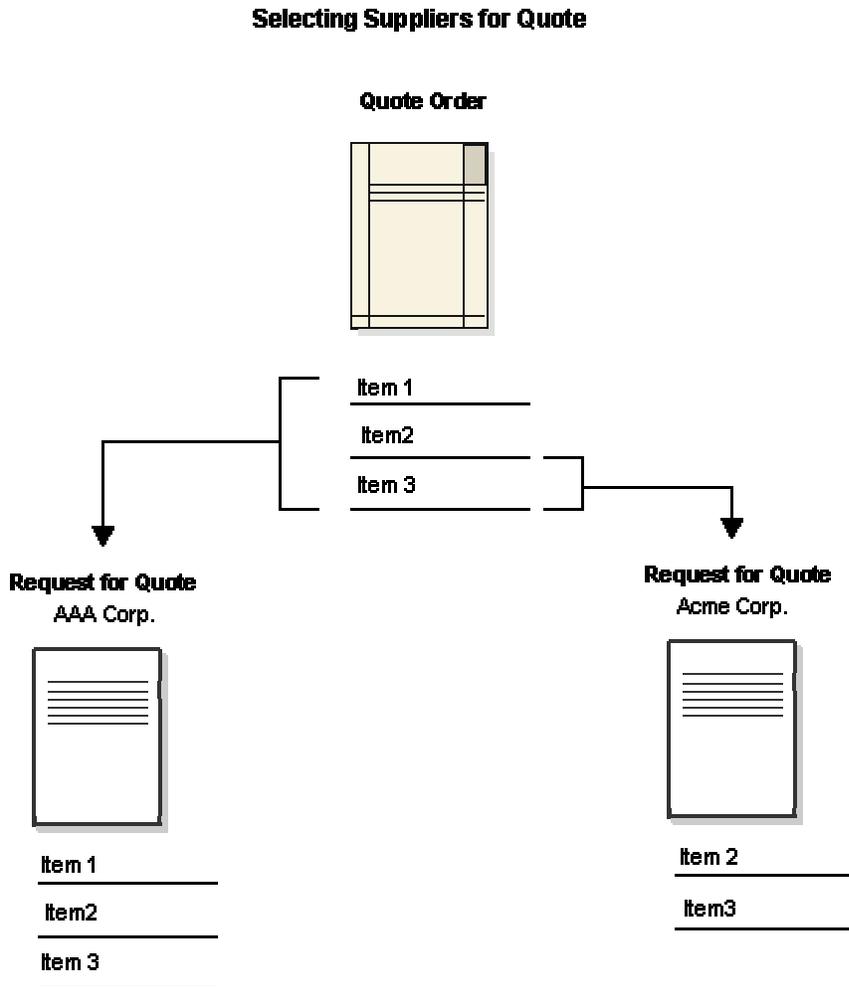
► **To enter suppliers to provide quotes**

From the Requisition and Quote Management menu (G43A12), choose Enter Quote Orders.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Enter Quote Orders.

1. On Work With Order Detail, click Add.

2. On Order Detail, complete the following fields:

   - Supplier
   - Branch/Plant

3. On Order Detail, do one of the following:

   - To enter suppliers for all items on the order, choose Quote Suppliers from the Form menu.

   - To enter suppliers for a certain item on the order, choose a detail line and choose Quote Suppliers from the Row menu.

4. On Quote Supplier Entry, complete the following field:

   - Required By

5. Complete the following field for each supplier from whom you want to receive a price quote and click OK:

   - Supplier

Printing Requests for Quote Order

From the Requisition and Quote Management menu (G43A12), choose Print Quote Orders.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Print Quote Orders.

For each supplier from whom you are requesting price quotes, you can generate a form on which to record price quote information. Each form applies to a specific quote order. The supplier's name and address appear on the form, as well as the items for which you are requesting price quotes.

You can have the supplier fill out the form, or you can gather the information and fill out the form yourself. You can record a price quote for each item as well as the dates through which each price quote is effective. You can then use the form to enter price quote information in the system.

You run Print Quote Request to select the quote orders for which to print request forms. After you enter price quote information in the system, you can print these forms to review existing price quotes for a supplier.

Entering Supplier Price Quotes

After a supplier provides you with price quotes for items or services, you must enter the price quotes in the system. After you enter price quotes from all suppliers, you can compare the price quotes to identify the supplier with the best price.

You must enter supplier price quotes based on a specific quote order. If you requested that the supplier provide price quotes for different quantities of an item, you can enter a price quote for each quantity.

The system maintains individual price quote information for suppliers in the Supplier Selection File table (F4330).

► **To enter supplier price quotes**

From the Requisition and Quote Management menu (G43A12), choose Enter Quote Response.

1. On Work With Suppliers complete the following fields and click Find to locate the quote order and supplier for which to enter price quotes:

    *   Order Number
    *   Branch/Plant

2. Choose the detail line that contains the order number and supplier and click Select.

3. On Quote Response Entry, complete the following fields:

    *   Response Date
    *   Promised Delivery
    *   Expire Date

    You can enter a promised date and an expiration date for all price quotes or you can enter dates for individual price quotes. All dates default to the detail lines.

4. Complete the following field for each item or service:

    *   Unit Price

    If you have requested price quotes for multiple quantities of the item, the system highlights the Unit Price field.

5. To enter price quotes for multiple item quantities, choose the detail line and choose Price Breaks from the Row menu.

6. On Quote Price Breaks, complete the following fields for each quantity and click OK:

    *   Price
    *   Promised Date
    *   Expire Date

7. On Quote Response Entry, click OK.

Processing Options for Quote Response Entry (P4334)

Default
Order Type
Self-Service
Supplier Self-Service
Blank = No
1 = Yes

Creating Orders from Price Quotes

After you input supplier price quotes for an item or service, you can compare price quotes to identify the supplier with the best price and choose a price quote for which to create an order.

After you select a price quote for which to create an order, you can:

- Close the quote order detail line (if fully released), so that you can no longer create orders from the line.

- Leave the quote order detail line open, so you can create recurring orders from the line.

You use processing options to specify which of the above methods you want to use. Closed detail lines do not appear on the Quote Order Release form.

You can compare price quotes for an item by locating the quote order detail line that contains the item. You can review the item description for the detail line and all suppliers who have provided price quotes for the item.

► **To create orders from price quotes**

From the Requisition and Quote Management menu (G43A12), choose Generate POs from Quotes.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Generate Orders from Quotes.

1. On Quote Order Release, complete one or more of the following fields to locate quote order detail lines and click Find:

- Branch/ Plant
- Order Number
- Item Number
- Account
- Supplier
- Buyer Number

The Supplier field pertains to the purchasing agent that is assigned to the quote order not to the suppliers responding with price quotes.

2. To compare supplier price quotes for each detail line, review the following field:

- Responded Price/ Amount

If the supplier has provided price quotes for multiple quantities of an item, the system highlights the price quote.

If a supplier did not return a price quote by the date you required, you cannot use the price quote. The system does not display a release line for late quotes. To activate the line, you must change the response date for the supplier using the Quote Supplier Entry program.

3. To review price breaks for an item, choose the appropriate row and choose Price Breaks from the Row menu.

4. On Quote Price Breaks, review the supplier's price quote for each quantity of the item and click Cancel.

5. On Quote Order Release, choose the price quote for which to create an order by entering a quantity in the following field for the appropriate supplier:

- Release Quantity

If the supplier has provided price quotes for multiple item quantities, the release quantity you specify indicates the price quote that the system is to use for the order.

You are now ready to generate orders for the price quotes you have chosen. The system warns you if you attempt to exit from the form before you generate the orders or cancel your choices.

6. Click OK.

Processing Options for Quote Order Release (P43360)

Defaults

Order Type

Display

1. Next Acceptable Status Code 1

2. Next Acceptable Status Code 2

3. Next Acceptable Status Code 3

Process

Enter a '1' to reduce the open quantity in the Quote Order by the released amount. If left blank, the quantity open for the quote will remain unchanged, allowing you to continuously release the full quote quantity/ amount.

Versions

1. Purchase Order Entry   (P4310)

2. Purchasing Ledger Inquiry   (P43041)

3. Open Order Inquiry   (P430301)

4. Supplier Master Inquiry   (P0401)

5. Supplier Analysis   (P43230)

Working with Order Revisions

You can track changes to orders to review information about changes that have occurred. For example, if you entered an order for 5 gallons of paint and then decided to change the order to 10 gallons of paint, you could review the changed information that created the new order for paint.

When you work with order revisions, you can review information such as:

- The number of times an order was revised

- The number of times each detail line on an order has been revised

- The order revision to which each detail line change corresponds

- The information that was revised on a detail line, such as the item number, the costs, and so forth

- The reason for the revisions

Creating Order Revisions

You can have the system create an order revision each time you enter or modify an order. For example, if you enter an order for 5 gallons of blue paint, the system creates order revision 000. If you modify the order to 7 gallons of blue paint, the system creates order revision 001. You can locate order revision 000 to review the information on the original order. You can locate order revision 001 to review information on the current order, including the fields modified.

The following graphic illustrates this example:

Creating Order Revisions

Order Revision 000

Order Revision 001

Change

Blue Paint 5 x $5.00

Blue Paint 7 x $5.00
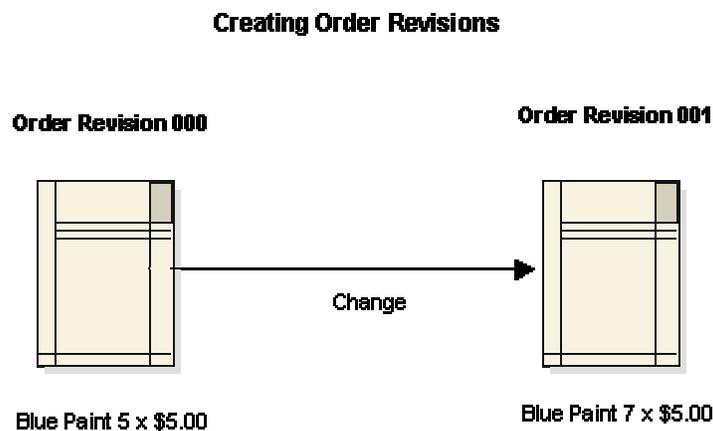
When you review an order, the last order revision that was created appears. The number of revisions to each detail line also appears.

You use processing options to activate revision tracking. You can specify whether the system allows:

- Revisions to existing orders only

- The addition of new orders and revisions to existing orders

- No order revision processing

You can specify the status code at which revision tracking begins. You can also choose to enter notes each time you create an order revision.

The system creates order revisions only when you revise detail lines. It does not create order revisions when you revise header information.

The system maintains order revision information in the following tables:

Purchase Order Header (F4301)	The system maintains the number of times an order is revised.
Purchase Order Detail File (F4311)	The system maintains current information for order detail lines, including the number of times each line was revised.
P.O. Detail Ledger File - Flexible Version (F43199)	The system stores original order information as well as information about each order revision. You do not have to activate the Purchasing Ledger in order activity rules for revision tracking to occur. Order revision records have a ledger type of CO (change order).

► **To create order revisions**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Headers, locate a specific order.

2. Choose the order and choose Detail Revision from the Row menu.

3. On Order Detail, change one of the following fields on a detail line and click OK:

   - Item Number
   - Account Number
   - Quantity Ordered
   - Unit Cost
   - Extended Cost

   Any change that you make changes both the order revision line number and the header number.

4. On Work With Order Headers, choose the order again and choose Detail Revision from the Row menu.

5. On Order Detail, review the following field for the order:

   - Order Revision Number

6. Review the following fields for the detail line that you changed:

   - Order Revision
   - Line Revision Number

   The order revision value for the order indicates the number of times the order has changed. The order revision value for each detail line indicates the order revision number for the order that applied the last time that you changed the detail line.

Reviewing Order Revision Information

You can review information about the changes made to a certain order. For example, if an order was changed five times, you can review information about each change, including:

- The detail lines that were changed

- The information that changed on each detail line

- The person who made the changes

- The date that the changes took place

► **To review order revision information**

From the Purchasing Inquiries menu (G43A112), choose Order Revisions Inquiry.

Alternately, from the Subcontract Inquiries menu (G43D112), choose Order Revisions Inquiry.
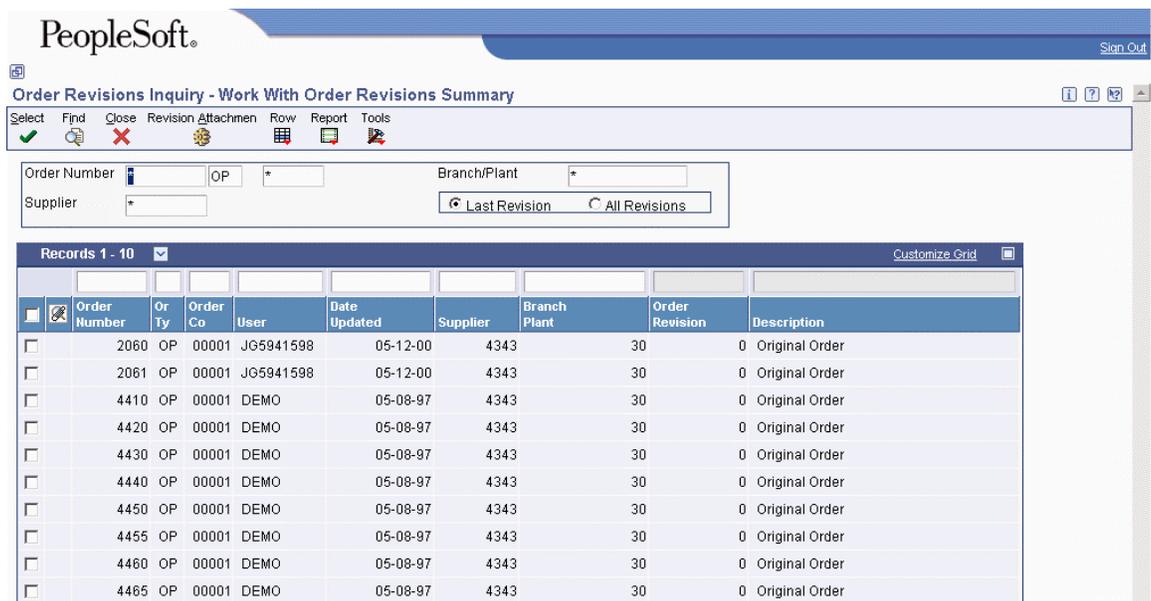
1. On Work With Order Revisions Summary, complete the following field to locate the order for which you want to review revisions and click Find:

    - Order Number

    You choose whether to locate all order revisions or only the last order revision that applies to the order.

2. Choose an order revision and click Select.

3. On Order Revisions Detail, do one of the following:

    To review only the last detail line revised on the order, choose the following option:

    - Last Revision

To review all detail lines on the order, choose the following option:

- All Revisions

For each detail line that appears, you can review information about the line based on the last revision that occurred.

4. To review all revisions that apply to a certain detail line, choose the detail line and click Select.

5. On Order Revision History, review information for the detail line based on the revision.

Processing Options for PO / Change Order Summary (P4319)

Defaults
Order Type
Versions
Purchase Order Entry   (P4310)
Change   Order Print   (P43535)
Purchase Order Print   (P43500)

Printing Order Revision Information

From the Purchasing Reports menu (G43A111), choose Print Order Revisions History.

Alternately, from the Subcontract Reports menu (G43D111), choose Print Order Revisions History.

You can print the Order Revisions History report to review information about order revisions. The report lists the following information:

- The number of revisions to each detail line

- The latest detail line revisions

- A history of all detail line revisions

Processing Options for Order Revisions History Report (R43535)

Display
Enter a specific revision number, '*' for last revision, or blank for all.
1. Specify revision number
Enter '1' to print all lines that make up a revision or blank for only those lines that changed at the specific number.
2. Specify lines to print
Enter '1' to print all history records for each purchase order lines printed.
3. Print line history

Approval Processing

Your company might require you to obtain approval for the items or services that you purchase. After you enter a purchase order, subcontract order, requisition, blanket order, or so on, you can require that the proper authorities approve the order before the system processes it. This approval eliminates the unauthorized purchase of items.

The orders you enter might require approval from different persons, based on the department in which you work or the amount of purchases that you want to make. You must set up approval routes to specify the persons responsible for approving orders. You can then assign those routes to orders.

If you originate orders, you can check the current status of an order. The status indicates the person from whom the order is awaiting approval and the persons who have already approved the order. You will receive a message when an order is fully approved or rejected.

If you are responsible for approving orders, you can review all orders awaiting your approval and select orders to approve or reject. You can provide explanations for approving or rejecting an order.

When you set up your purchasing cycle, you must determine which order types (purchase orders, subcontract orders, requisitions, and so forth) require approval. For each order type, you must set up order activity rules to include the approval process.

The system maintains historical information about order approvals in the Held Orders table (F4209).

See Also

❑ *Setting Up Order Activity Rules* in the *Procurement Guide* for information about setting up approval processing for specific order types

Working with Approval Routes

Your company might require you to obtain approval for the items and services that you want to purchase. You can create approval routes and assign them to orders to ensure that the appropriate personnel authorize purchases.

The persons who must approve orders might differ based on the department in which you work, the items you are purchasing, and so forth. You can create multiple approval routes, each of which consists of a different group of persons. Each route must be specific to a particular type of order, such as purchase orders, subcontract orders, requisitions, and so forth. If a person assigned to multiple approval routes leaves the company or goes on vacation, you can transfer approval authority to another person.

After you create an approval route, you can assign it to an order. The system does not allow further processing of the order until it is fully approved.

Prerequisite

❑ Include approval processing in the order activity rules for applicable order types.

❑ Assign the approval route to the branch/plant.

Creating an Approval Route

You must set up approval routes to specify the persons who are responsible for approving an order. After you assign an approval route to an order, the system does not process the order until the persons on the route approve the order, which ensures that all purchases are authorized by the appropriate personnel.

The persons responsible for approving each order might differ based on the department in which you work, the items that you want to purchase, and so on. You can create multiple approval routes, each of which contains a different group of persons.

Depending on the cost of the items or services that you want to purchase, you might need to obtain approval for an order from several persons. For each person that you enter on an approval route, you must specify the amount that an order must exceed to require that person's approval. You must enter persons in ascending order by amount. For example:

Approval Route A	
Approval Amt	**Responsible Person**
100	Dwight Akin
1,000	Ray Allen
5,000	Dominique Abbot

Using approval route A, if the order total is:

- Less than 100.00, the system automatically approves it

- 100.00 or more, Dwight Akin must approve it

- 1,000.00 or more, Dwight Akin and Ray Allen must approve it

- 5,000.00 or more, all three persons must approve it

If you change the approval amount for a person, pending approvals are not affected.

You can bypass persons on an approval route. For example, using the same example, Dominique Abbot can approve any order prior to Dwight Akin or Ray Allen and bypass them in the approval process.

You might want to assign the same approval amount to multiple persons so that if one is not available to approve an order, another is available who can. Only the first person on the approval route will receive a message that an order is awaiting approval, although any of the persons can approve the order. The same person cannot appear more than once in a table.

You might want to assign a budget approver to an approval route to release orders on hold due to exceeding the budget. The budget approver must approve the order and release the hold before other persons on the approval route can approve the order. If an order is not on budget hold, it skips the budget approver and goes to the first person on the route.

You must assign a unique name to each approval route that you enter. You must also specify the type of order to which the route applies (for example, purchase orders, subcontract orders, requisitions, blanket orders, and so on).

The system uses electronic mail messages to notify each applicable person and an approval route that an order is awaiting approval. Persons are notified in the order that their name appears on the route.

If you delete or add a person on an approval route, the system redirects pending approvals to the appropriate person but does not resend electronic mail messages.

Prerequisite

❑ Verify that each person you enter on an approval route has both a user ID and an address book number.

❑ Determine the approvers and their approval authority for each route.

► **To create an approval route**

From the Order Generation/Approve/Release menu (G43A13), choose Approval Level Revisions.

Alternately, from the Order Generation/Approve/Release menu (G43D13), choose Approval Level Revisions.

1. On Work With Approval Level Revisions, click Add.

2. On Approval Level Revisions, complete the following fields:

   • Approval Route Code
   • Order Type
   • Route Description

3. Complete the following field, if necessary:

   • Budget Approver

4. Complete the following fields for each person whom you want to add to the route and click OK:

   • From Amount
   • Person
   • Responsible

See Also

❑ *Working with Budgets* in the *Procurement Guide*

❑ *Working with Orders on Hold* in the *Procurement Guide*

Processing Options for Approval Level Revisions (P43008)

Defaults
1. Order Type

Assigning an Approval Route to an Order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

After you create an approval route, you can assign it to an order to ensure that the order obtains approval from the appropriate persons. The system allows no further processing of the order until it is fully approved.

You must assign an approval route to an order before you enter the order. You use processing options to enter a specific approval route or to specify the location from which the system retrieves an approval route. You can specify the following locations:

- From the user profile for the person entering the order

- From the address book record for the person entering the order

- From branch/plant constants

- From default locations and printers

If you specify the user profile or address book location, the system uses the identification number or the address book number of the user for the approval route. In this case, you must create a separate route for each user. You might want to use this method if each user requires a unique approval route.

If most of the orders that are generated in a branch/plant require approval from the same persons, you might retrieve an approval route from branch/plant constants. You can also assign a primary approval route to each user as you enter default location and printer information.

Approval routes are applicable at the order level, not at the detail level. For example, all items and services on an order must be approved before the system processes the order. After you enter an order, you cannot change its assigned approval route.

Transferring Approval Authority

You must create approval routes to specify the persons responsible for approving an order. You might include a specific person on several approval routes if the person is responsible for approving all orders that exceed a specific amount.

You can transfer approval authority from one person to another. You might do this if a person leaves the company or takes an extended vacation. When you transfer approval authority, the system permanently changes all approval routes on which the person currently exists.

You cannot transfer authority from one person on a route to another person already on the route. However, when you transfer authority from one person on a route to a person who has just been added to the route, the system redirects pending approvals to the new individual, but does not resend electronic mail messages.

► To transfer approval authority

From the Order Generation/Approve/Release menu (G43A13), choose Approval Delegation.

Alternately, from the Order Generation/Approve/Release menu (G43D13), choose Approval Delegation.

1. On Work With Approval Delegation, complete the following field and click Find:

   • Approver

2. Review all approval routes to which the person from whom you are transferring authority (approver) is currently assigned.

3. Choose a certain route or all routes on which you want to delegate authority and click Select.

4. On Approval Delegation, complete the following field to specify the person to whom you want to delegate authority and click OK:

   • Delegate To

Working with Orders Awaiting Approval

You can locate all orders that await your approval and select orders to review for approval or rejection. You must approve an order to authorize the purchase of items and services. You can reject an order if you disapprove of the purchases.

When you approve an order, the system either updates the order to an approved status or sends the order to the next person on the approval route. If you reject an order, the system returns a rejection message to the originator of the order and allows no further processing of the order.

If you originate orders, you can review the status of all of your orders (approved, rejected, pending). If an order has been rejected, you can amend the order to resubmit it for approval. If an order is pending, you can identify the next person responsible for approving the order and verify that the person is available to approve the order.

The system notifies you by electronic mail when a specific order requires your approval. The system also notifies you if an order that you originated has been approved or rejected.

Reviewing Approval Messages for Orders

From the Order Generation/Approve/Release menu (G43A13), choose Review Approval Notification.

Alternately, from the Order Generation/Approve/Release menu (G43D13), choose Review Approval Notification.

After you enter an order with an assigned approval route, the system notifies those persons responsible for approving the order. The system notifies the first person on the approval route by electronic mail that the order requires approval. If the person approves the order, the system either:

• Sends a message to the next person responsible for approving the order

• Updates the order to an approved status (if no other approvals are necessary) and sends an approval message to the order originator

If a person rejects the order, the system returns a rejection message to the originator. If the originator amends the order, the system restarts the approval process.

The following is an example of the approval route process for a purchase order.

Approval Route Process
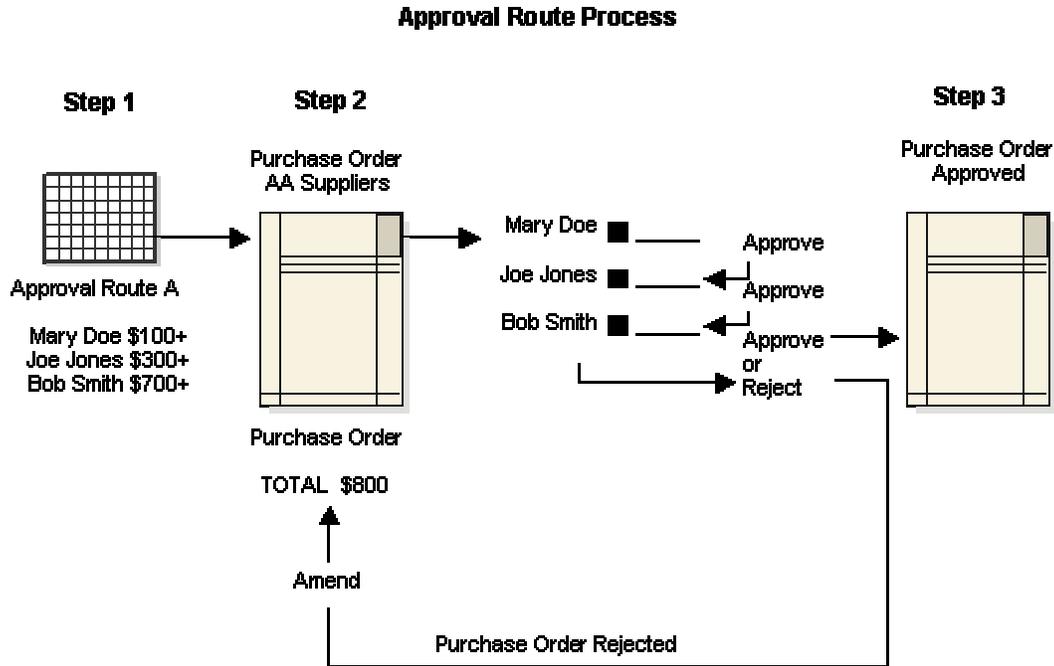
You can use electronic mail messaging (e-mail) for the approval process even if you do not use the PeopleSoft EnterpriseOne Electronic Mail system on a company-wide basis. You can access your messages from the e-mail form that is set up specifically for approval processing or from any e-mail form on which you have a mailbox. If you use the approval processing e-mail form, processing options allow you to determine which mailboxes appear on the form.

Processing Options for Work Center (P012501)

Queue Mgmt
1. Search Type

       A specific Search Type
       Blank = None
2. Category Code - Address Book 01

       A specific Category Code
       Blank = None
3. Category Code - Address Book 02

       A specific Category Code
       Blank = None
4. Category Code - Address Book 03

       A specific Category Code
       Blank = None

5. Category Code - Address Book 04

       A specific Category Code
       Blank = None

WorkCenter
1. Mail Box

       A specific Mail Box
       Blank = 01

2. Address Number

       A specific Address Number
       Blank = Signed on user

3. Message Print

       A specific version
       Blank = ZJDE0001

Process
1. User Name

       1 = Signed on user
       Blank = Disabled

2. Message Type 1 - 2

       1 = Enabled
       Blank = Disabled

3. Mail Box Designation

       1 = Enabled
       Blank = Disabled

4. E-Mail Category Code 1

       1 = Enabled
       Blank = Disabled

5. E-Mail Category Code 2

       1 = Enabled
       Blank = Disabled

6. E-mail Type Prompt

       1 = Enabled
       Blank = Disabled

Maintenance Request Mgmt.
1. Maintenance Request Management

       1 = Enabled
       Blank = Disabled

2. Maintenance Request Entry Application Version

       A specific version
       Blank = ZJDE0001

3. Status - Assignee to Queue
4. Status - Queue to Assignee

Reviewing Orders Awaiting Approval

You can locate all orders that await your approval and select individual orders to review for approval or rejection. You can also locate all orders that you originated to review the status of each, such as approved, rejected, or pending.

You locate orders based on your address book number. You can also locate orders based on the age of the order to identify orders that require immediate attention. If you originate orders, you can specify that only approved or rejected orders appear.

You can access an order's status summary to identify who is responsible for approving the order and to review a history of the actions that have occurred to that order. You can identify those persons who have:

- Approved the order

- Not yet approved the order

- Rejected the order

- Been bypassed in the approval process by a person with a higher level of authority

To review a status summary for an order on budget hold, you must specify the budget hold code in the processing options for the Purchase Order Approvals program (P43081).

▶ **To review orders awaiting approval**

From the Order Generation/Approve/Release menu (G43A13), choose Orders Awaiting Approval.

Alternately, from the Order Generation/Approve/Release menu (G43D13), choose Orders Awaiting Approval.

1. On Work With Orders Awaiting Approval, complete the following fields, as necessary:

   - Approver
   - Branch/Plant
   - Order Type

2. To display orders based on age, complete the following fields in the Limit Selection box:

   - Orders older than days
   - Waiting more than days

3. Under Order Selection, choose an option based on whether you are an order approver or an order originator:

   If you are an Approver - choose the following option:

   - Queued for Approval

   If you are an originator, under Order Originator, choose one of the following options to determine the type of order that displays:

   - Waiting Approval
   - Approved

- Rejected

4. Click Find.

5. To remove approved or rejected order information that you do not want to review, choose the applicable order and choose Remove Msg from the Row menu.

6. To view the current status of a certain order, choose the order and choose Status Summary from the Row menu.

7. On Work With Approval Status Summary, review the persons on the approval route and their corresponding status.

Processing Options for Purchase Order Approvals (P43081)

Process
1. Awaiting Approval Status
2. Approved Status
3. Rejected Status
4. Budget Hold Code
5. Approvals Hold Code
Defaults
1. Order Type
2. Enter '1' to protect address number from input
Versions
Enter the version for each program. If left blank, ZJDE0001 will be used.
1. Order Entry   (P4310)
2. Budget Comparison   (P09210)
3. Release Held Orders   (P43070)
4. Open Order Inquiry   (P4310)

Approving or Rejecting Orders

You must approve an order to authorize the purchase of items and services. After you approve all detail lines on an order, the system processes the order. You can reject detail lines on an order if you do not want the system to process the order. You can also provide explanations for rejecting detail lines.

If you enter the final approval for an order or if you reject an order, the system sends a message to the originator of the order. The originator can choose to amend a rejected order, in which case the system resubmits the order to you for approval. You can identify an amended detail line by the carat (>) that appears next to the line.

You can use several methods to provide explanations for rejections. You can:

- Define up to eight different categories that represent a specific rejection explanation

- Enter a brief remark for the entire order

- Enter a brief remark for each detail line

- Enter unlimited text for the order

- Enter unlimited text for a detail line

If you are a budget approver, you must approve and release orders that are on budget hold using the Approval Review program (P43081) before the system can further process the orders.

Prerequisite

❑ Create definitions and column headings for the applicable user defined codes on the Approval/Rejections Reasons form.

► **To approve or reject orders**

From the Order Generation/Approve/Release menu (G43A13), choose Approval Review.

Alternately, from the Order Generation/Approve/Release menu (G43D13), choose Approval Review.

1. On Work With Orders Awaiting Approval, locate the orders awaiting your approval.

2. Choose the order that you want to review and choose Approval Review from the Row menu.

3. On Purchase Order Requisition Approval, review the detail lines on the order and do one of the following:

   - To approve an order, choose Approve from the Form menu.

   - To reject a detail line on the order, choose the line and choose Reject from the Row menu.

4. To specify reasons for rejecting an order, choose Rej Reasons from the Form menu.

5. On Approval/Rejection Reasons, type X in the appropriate user defined categories for each detail line and enter explanations as necessary.

6. Click OK.

Setting Up Field Constants for Approval Processing

After an order detail line has gone through the approval process and has been approved, you might need to create a mechanism for requiring reapproval if changes are made to the order detail line after it has reached an approved status. Provided that you have been granted the appropriate authority by your system administrator, you can use the Approvals Fields Constants program (P43080) to specify which fields that you use during approval processing trigger a reapproval to all open order lines if changes are made to any order detail lines that have an approved status. You can indicate which fields do and do not trigger reapprovals by activating and deactivating the appropriate fields.

The fields that you can activate and deactivate are contained in the Purchase Order Detail File table (F4311) and the Approvals Fields Constants table (F43080).

See Also

❑ *Approval Processing* in the *Procurement Guide*

Prerequisite

❑ Ensure that you have activated approval processing by setting the appropriate processing options on the Approvals tab in the Purchase Orders program (P4310).

► **To set up field constants for approval processing**

From the Procurement System Setup menu (G43A41), choose Approval Critical Fields.

1. On Approval Critical Fields, choose one of the following options to refine the information that the system displays:

   • Show All
   • Show Selected
   • Show Unselected

2. Scroll through all the fields, do either or both of the following, and click OK when you are finished:

   • To activate a field, enter 1.

   • To deactivate a field, delete 1.

Receipt Routing

You might want to track items from the moment that they leave a supplier's warehouse until they arrive in stock. Depending on your operation, several stops might exist between the two points, such as your dock, the staging area, inspection, and so forth.

You use receipt routing to track and move items through a series of operations that make up a receipt route.

Receipt Route A

Operation 1: In Transit

Operation 2: At Dock

Operation 3: Inspection

Operation 4: Stock
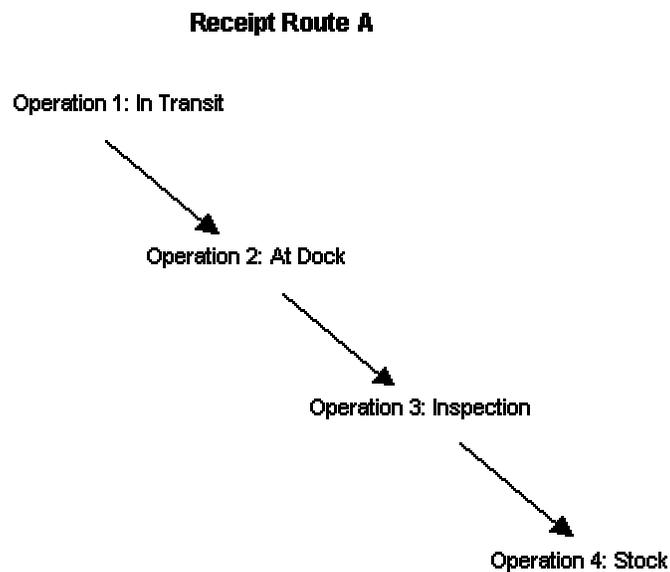
You must define the operations that make up each receipt route. You must also determine the logistical and accounting updates that the system performs as you process items through a receipt route. After you create a receipt route, you can assign it to an item based on the supplier who provides the item.

Each time you enter a receipt for items, the system enters the items in the first operation of the receipt route. You must enter the items in subsequent operations of the receipt route. During each operation, you can:

- Remove items from the route due to returns, rejects, and so forth
- Have the system automatically generate replacement orders for items that you return

Creating Receipt Routes

You can monitor items from the moment that they leave a supplier's warehouse. You create receipt routes to determine the series of operations through which you process items until the items become part of your inventory.

You must define the operations that make up each receipt route. You must also determine the updates that occur as you transfer items to each operation. For example, you specify the operation at which items become on-hand inventory. When you enter items at the on-hand operation, the system creates journal entries to reflect the items in inventory, and you can create a voucher to pay for the items.

You can direct the system to create journal entries each time you transfer items to and from an operation in a receipt route. You do this so that the value of the items at each operation appears in the general ledger. For example, you might want the general ledger to reflect the value of items currently at the dock.

When you create a receipt route, you must indicate whether to pay for items that you remove (disposition) from the route based on the reason that you remove them. For example, you might want to pay for items that you rework but not for pay items that you return.

Defining Operations in a Receipt Route

A receipt route is a series of operations through which you process items upon receipt. These operations might include:

- Transit
- Dock
- Staging area
- Inspection
- Stock

To create a receipt route, you must define the series of operations that make up the route. For example, you can create a receipt route that is made up of two operations--staging area and stock--and another receipt route that is made up of three operations--staging area, inspection, and stock.

You determine the updates that the system performs as you process items through a receipt route by specifying at which operation:

- Items are available to promise.
- Items are received for supplier performance purposes.
- Items are at an on-hand status.

Each update field on the Work With Receipts Routing Codes form represents a field in the Item Location File table (F41021). The system maintains balances of inventory items in this table. You can have the system update the availability of an item at any operation in a receipt route. For example, you might want the ability to promise items to customers (enter sales orders) when the items arrive at the dock instead of waiting until the items are in stock.

You access the Item Availability Definition form from the Branch/Plant Constants form to indicate which fields the system uses to calculate item availability. For example, you can specify that the

system add the balance in the Update Transit Quantity field to the current on-hand balance to calculate availability.

You must specify at which operation the system records the receipt date for items. For example, you can specify that the system record the receipt date when items arrive at the dock. The system compares the receipt date to the date that the supplier promised to deliver the items to determine supplier performance.

The last operation in a receipt route is the operation at which items are eligible for payment. You must direct the system to update items to an on-hand status at the last operation in a receipt route. When you transfer items to the last operation, the system creates journal entries to reflect a liability for the items and you can create a voucher to pay for the items. The system also updates the following:

- Item costs

- Landed costs

- Cost variances

- Item transaction histories (Cardex)

Prerequisite

❑ Set up receipt route codes in user defined code table 43/RC. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

❑ Set up operation codes in user defined code table 43/OC. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

► **To define operations in a receipt route**

From the Receipt Routing menu (G43A14), choose Receipt Routing Definition.

1. On Work With Receipts Routing Codes, click Add to access Receipt Routing Definition.

2. On Receipt Routing Definition, complete the following fields:

- Route Code
- Branch/Plant

3. Complete the following fields for each operation in the receipt route and click OK:

- Seq
- Oper Code
- Update Transit
- Update Insp
- Update Op 1
- Update Op 2
- Update O/H
- Rec

The system automatically updates the Pay (Payment Eligible) field for the same operation at which you update the on-hand balance. This must be the last operation in the route.

You can enter a sequence number if the order in which you want the operations to occur differs from the order in which you enter the operations.

See Also

❑ *Locating Detailed Quantity Information* in the *Inventory Management Guide* for more information about item availability

❑ *Reviewing Supplier Delivery Performance* in the *Procurement Guide* for information about how the system uses receipt dates to determine supplier performance

Understanding Journal Entry Creation for Items in a Receipt Route

From the Receipt Routing menu (G43A14), choose Receipt Routing Definition.

You determine when the system creates journal entries for items in a receipt route so that the value of the item is reflected in the general ledger (G/L). The system automatically creates journal entries when you enter items at the operation at which they are eligible for payment and at the last operation in the route.

You can direct the system to create journal entries each time you transfer items to and from a certain operation in a receipt route so that the G/L reflects the value of items at each operation. For example, you might want the general ledger to reflect the value of all items that are at the dock.

You must enter a G/L category for each operation at which the system creates journal entries (unless the system creates entries at the last operation only). The G/L category directs the system to retrieve an account number from the Routing Operation AAI table for which to:

- Debit the value of items that you transfer to the operation

- Credit the value of items that you transfer from the operation

You can have the system create journal entries at an operation that precedes the payment eligible operation. For example, you might want the general ledger to reflect the value of items at the dock even though you do not pay for the items until they are in stock. To account for items that are not yet payment eligible, the system:

- Debits a routing operation account (to reflect items at the operation)

- Credits a prior to receipts/completions liability account (to reflect a preliminary liability for the items)

When you enter items at the payment eligible operation, the system credits a received not vouchered account to reflect the liability. The system debits:

- An inventory account (if the payment eligible operation is also the last operation in the route and there are no prior journal entries)

- A prior to receipts/completions liability account (if this account was credited prior to the payment eligible operation)

- A routing operation account (if the payment eligible operation is the first operation at which the system creates journal entries)

When you enter items at the last operation in a receipt route, the system debits an inventory account to reflect the value of the items in stock. The system credits:

- A received not voucher account (if the last operation is also the payment eligible operation and there are no prior journal entries)
- A routing operation account (if items were previously debited to another operation)

After you create a voucher for items in a receipt route, you cannot transfer the items back to an operation that precedes the payment eligible operation. For example, a receipt route has a dock, inspection, and stock operation. Inspection is the operation at which items are payment eligible. After you create a voucher, you cannot transfer the items back to the dock unless you reverse the voucher.

The following examples show four different ways to set up a receipt route and the accounts that the system debits and credits as you transfer items to and from each operation in the receipt route.

Example 1

Receipt Route I is set up so that the system only creates journal entries at the last operation in the receipt route (stock), at which time the items become eligible for payment.

RECEIPT ROUTE I		
Operation	**G/L Category**	**Payment Eligible**
In-Transit		
Receipt at Dock		
Inspection		
Stock (on-hand)		Yes

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through each operation in Receipt Route I.

Operation	Accounts												
	Prior to Receipt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
In-Transit Dock Inspect Stock									100		100	

Example 2

Receipt Route II is set up so that the system creates journal entries each time you transfer items to an operation in the receipt route. Items are eligible for payment when they reach the last operation in the route (stock).

RECEIPT ROUTE II		
Operation	**G/L Category**	**Payment Eligible**
In-Transit	IN10	
Receipt at Dock	IN20	
Inspection	IN30	
Stock (on-hand)	IN40	Yes

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through each operation in Receipt Route II.

Operation	Accounts											
	Prior to Receipt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
In-Transit		100	100									
Dock				100	100							
Inspect						100	100					
Stock								100	100				100
	100											**100**

Amounts in bold reflect entries that occur for payment eligibility.

Example 3

Receipt Route III is set up so that the system creates journal entries at selected operations in the receipt route. Items are eligible for payment when they enter the first operation in the route (in-transit).

RECEIPT ROUTE III		
Operation	**G/L Category**	**Payment Eligible**
In-Transit	IN10	Yes
Receipt at Dock		
Inspection	IN30	
Stock (on-hand)	IN40	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through each operation in Receipt Route III.

Operation	Accounts											
	Prior to Receipt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
In-Transit											100	
Dock			100									
Inspect				100			100					
Stock								100	100			

Example 4

Receipt Route IV is set up so that the system creates journal entries at all operations in the receipt route. Items are eligible for payment when they enter the second operation in the route (Receipt at Dock).

RECEIPT ROUTE IV		
Operation	**G/L Category**	**Payment Eligible**
In-Transit	IN10	
Receipt at Dock	IN20	Yes
Inspection	IN30	
Stock (on-hand)	IN40	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through all operations in Receipt Route IV and then transfer the items back to the first operation (in-transit).

Operation	Accounts											
	Prior to Receipt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
In-Transit		100	100									
Dock	100			100	100							100
Inspect						100	100					
Stock								100	100			
Transit										100		
		100	**100**							**100**	**100**		

230

Amounts in bold represent the debits and credits that result from the reversal. You cannot perform the reversal above if you created a voucher for the items at or after the dock (payment eligible) operation.

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through all operations in Receipt Route IV and then transfer the items back to the third operation (inspection).

Operation	Accounts											
	Prior to Receipt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
In-Transit		100	100									
Dock	100			100	100							100
Inspect						100	100					
Stock								100	100			
Inspect							**100**				**100**	

What You Should Know About

Journal entries for vouchers
After you enter items in the operation at which they are eligible for payment, you can create a voucher to pay for the items. The system creates an offsetting entry for the received not vouchered account when you create a voucher. When you post that entry to the general ledger, the system credits the accounts payable trade account.

See Also

❑ *Working With Journal Entries for Voucher Transactions* in the *Procurement Guide* for more information about journal entries that the system creates for vouchers

Defining Payment Eligibility for Item Removal

As you process items through a receipt route, you might need to return, rework, scrap, reject, or adjust items. When you create a receipt route, you must indicate whether you want to pay for items that you remove (disposition) from the route based on the reason that you remove them. For example, you might want to pay for items that you rework, but not pay for items that you return.

You must specify the removal categories (returns, reworks, scrap, rejects, or adjustments) for which items are payable. For example, if you specify that the scrap category is payable, the system determines that you must pay for items that you classify as scrap.

If items that you remove from a receipt route are payable, the system creates journal entries to reflect a liability for the items. The system credits a received not vouchered account and debits a disposition account based on the general ledger category you specify for the removal category.

► **To define payment eligibility for item removal**

From the Receipt Routing menu (G43A14), choose Receipt Routing Definition.

1. On Work With Receipts Routing Codes, locate the receipt route for which you want to define payment eligibility.

2. Choose an operation in the route and click Select.

3. On Receipt Routing Definition, choose Disposition Setup from the Form menu.

4. On Routing Disposition Setup, complete the following fields for each item removal category and click OK:

   - Pay
   - G/L Cat

Activating Receipt Routing

You must activate receipt routing to process items through receipt routes. Receipt routing enables you to monitor the status of the items that you receive and determine when the items will be available to distribute. To activate receipt routing, you must:

- Assign receipt routes to items

- Initiate receipt routing

You can assign a standard receipt route and an alternate receipt route to each item. An alternate route is one that you send an item through intermittently. For example, you can assign an alternate route to an item so that every fifth shipment you receive is inspected.

You can specify the quantity or percentage of items that must be received to enter an item in its alternate route. You can also define sampling requirements and item specifications for inspection purposes.

You use processing options for the receipts entry program to initiate the receipt routing process. After you initiate receipt routing, the system enters an item into its assigned receipt route when you enter a receipt.

Assigning Receipt Routes to Items

You must assign a receipt route to an item to determine the operations through which the system processes the item upon receipt, such as transit, staging, inspection, stock, and so forth.

You can assign both a standard receipt route and an alternate receipt route to an item. Upon receipt, the system enters an item in its standard receipt route unless you have also specified an alternate receipt route. An alternate receipt route is one that the system sends the item through intermittently.

You must assign an alternate receipt route to an item to have the system process the item through a different series of operations based on a number of days or a number of receipts. For example, you can assign an alternate route to an item to have every fifth shipment of the item go through an inspection operation. You must assign receipt routes to an item based on the supplier who provides the item.

Prerequisite

❑ Create receipt routes. See *Creating Receipt Routes* in the *Procurement Guide.*

► **To assign receipt routes to items**

From the Receipt Routing menu (G43A14), choose Routing/Analysis Revisions.

1. On Work With Supplier/Item Relationships, complete the following fields to locate items for a certain supplier and click Find:

   - Branch/Plant
   - Supplier

   You can also locate all suppliers for a certain item by searching on the item.

   If the item for which you want to enter receipt routing information does not appear, an item and supplier relationship does not exist. You must create a relationship to assign a receipt route.

2. Choose an item and click Select.

3. On Supplier/Item Relationships, complete the following fields for each item:

   - Normal Route Code
   - Alt Route Code
   - Frequency Days
   - Frequency Number

4. Click OK.

See Also

❑ *Creating Supplier and Item Relationships* in the *Procurement Guide*

Processing Options for Supplier/Item Relationships (P43090)

Process
Cross Ref. Type for Supplier Item (Default VN)
Enter a '1' to automatically display the applications listed below when adding a new item.
Standard Item Master
Non-Stock Item Master
Supplier Prices
Enter a '1' for Work Order Completion Mode
Versions
Enter the version for each program that is called. If left blank, ZJDE0001 will be used.
Item Master Maintenance (P4101)

Defining Sample Requirements and Item Specifications

You might assign an alternate receipt route to an item to have the item inspected intermittently. After you assign an alternate route to an item, you can specify the quantity of the item that must be received before the system processes the item through its alternate route. You can also specify sample requirements for inspection purposes, including:

- The quantity or percentage of receipt items to use for inspection

- The quantity or percentage of the sample size that must pass inspection before the receipt is considered acceptable

After you enter sample requirements for an item, you can add specifications or any other text that applies to the item. Sample requirements and item specifications are for informational purposes only. You can review this information when you move or remove items in a receipt route.

Prerequisite

❑ Assign an alternate route to the item for which you want to define sample requirements and specifications.

▶ To define sample requirements and item specifications

From the Receipt Routing menu (G43A14), choose Inspection/Sample Size Table.

1. On Work With Sample Size Tables, click Add.

2. On Inspection/Sample Size Table, complete the following fields to determine the alternate route to which the sample requirements apply:

- Supplier
- Item Number
- Branch/Plant

3. Complete the following fields:

- From Quantity
- Sample Quantity
- Sample Percentage
- Acceptance Quantity
- Acceptance Percentage

4. Choose Test Specification from the Form menu.

5. Enter test specifications as necessary and click OK.

Working with Items in a Receipt Route

You can monitor items from the moment that they leave a supplier's warehouse. For example, you can process shipments of items through transit, your dock, the staging area, and inspection before updating the status of the items to on-hand.

The receipt route for an item determines the series of operations through which you process an item after you take receipt. For example, if a receipt route includes four operations, such as transit, dock, inspection, and stock, the system enters the item in the transit operation when you enter a receipt. You must transfer the item to each subsequent operation in the route.

You can remove (disposition) items from a receipt route. For example, you might reject an item that does not pass inspection. In this case, the system removes the quantity that you reject from the receipt route. If you return an item, you can generate an order to replace the items.

You can review information about the transfer and removal of items in a receipt route. For example, you can determine the amount of time that a shipment of items was at the dock before it was transferred to stock. You can also review the quantity of items in a shipment that did not pass inspection.

See Also

❑ *Creating Receipt Routes* in the *Procurement Guide*

❑ *Activating Receipt Routing* in the *Procurement Guide*

Reviewing the Current Operation for Items

You can review the current operation for items in a receipt route. For example, if you recently received a shipment of items and the receipt route for the items includes a dock and inspection operation, you can review the quantity of the item at the dock and the quantity of the item being inspected.

► **To review the current operation for items**

From the Receipt Routing menu (G43A14), choose Status Inquiry.

1. On Work With Routing Statuses complete the following fields, as necessary, to locate the items you want to review and click Find:

   - Order Number
   - Item Number
   - Container I.D
   - Branch/Plant
   - Operation Code
   - Shipment Number

2. To locate items by tare or pack number, complete the following fields and click OK:

   - Tare Number
   - Pack Number

Transferring Items to Operations

The receipt route you assign to an item determines the series of operations through which you process the item upon its receipt (for example, transit, staging, and stock). The system enters an item into the first operation of the route upon receipt. You must transfer the item to subsequent operations in the route.

You can set processing options to determine the operations to which you can transfer items in a receipt route. For example, if the order of operations is staging, inspection, and stock, you can transfer items to:

- The next operation only (for example, staging to inspection and inspection to stock)
- Any subsequent operation (for example, staging to stock)
- Any operation (for example, stock to staging)

When you transfer items to the last operation in a receipt route, the system updates the items to a received (on-hand) status.

► **To transfer items to operations**

From the Receipt Routing menu (G43A14), choose Movement & Disposition.

1. On Work With Routing Statuses, locate the items you want to review.
2. Choose the line containing the item that you want to transfer and click Select.
3. On Receipt Routing Movement, to move items to an operation other than the next operation in the route, complete the following field:

    - Move Oper

4. Enter the quantity you want to move in the following field:

    - Move Quantity

5. To assign serial numbers that will allow you to monitor the items, choose the line and choose Multiple Locations from the Row menu.
6. On Select Multiple Locations, complete the following field for each quantity to which you want to assign a serial number and click OK:

    - Lot / Serial

7. On Receipt Routing Movement, choose Select Qty To Move from the Row menu and click OK.

Processing Options for Receipt Routing Movement and Disposition (P43250)

Defaults Tab

These processing options define the default information that the system uses during Receipt Routing Movement and Disposition (P43250).

---

1. Order Type   (Optional)

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_   Accounts Payable documents

R_   Accounts Receivable documents

T_   Payroll documents

I_   Inventory documents

O_   Purchase Order documents

J_   General Accounting/Joint Interest Billing documents

S_   Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

If you enter a document type, the system displays only the orders with the document type that you specify. If you leave this field blank, the system displays all orders.

You can create different versions that correspond to the different document types that you use.

2. Operation Code   (Optional)

Use this processing option to identify the From operation code. The system displays only the orders that contain the From operation code that you specify. This user defined code (43/OC) represents an operation or step within the receipt route.

Display Tab

These processing options control whether the system displays information such as operations that move quantity to inventory.

---

1. Move Quantity to Inventory
 Blank = Do not display
     1 = Display

Use this processing option to specify whether you want the program to display operations that move quantity to inventory. Valid values are:

    1   Display operations that move quantity to inventory.

    Blank Do not display operations that move quantity to inventory.

The system retrieves information about the operations that move quantity to inventory from the Receipt Routing Definition table (P43091). Review the operations that move quantity to inventory on the Receipt Routing Definition form. Operations that move quantity to inventory are designated by a check in the Stock column.

2. Show Shipment and Pack Information
 Blank = Display
     1 = Do not display

Use this processing option to specify whether the system displays UCC 128 information. Valid values are:

Blank

The system displays UCC 128 information.

1

The system does not display UCC 128 information.

Process Tab

These processing options control which values the system uses for operations in the receipt route.

---

1. 'To Operation' Control
 Blank = '1' will be used
 1 = Allow next operation
 2 = Allow current or any next operation
 3 = Allow any operation
 Use this processing option to control which operation in the receipt route is used as the To operation. Valid values are:

    1   Allow only the next operation in the receipt route to be selected.

    2   Allow the current operation or any next operation in the receipt route to be selected.

    3   Allow any operation in the receipt route to be selected.

    Blank The system uses a value of 1.

Completing this processing option limits the operations that a user can select. For example, if you enter 1, the user can select only the next operation. If you enter 2, the user can select the current operation or skip to any next operation. If you enter 3, the user can select any

of the previous operations in the receipt route.

2. Last Status Code

Use this processing option to specify a last status code for replacement processing. If you are adding a an order line for a replacement item on the purchase order, you can enter a last status code for the new order line.

Before you complete this processing option, review the order activity rules that you have set up, and also be sure that you have activated replacement processing.

To make sure that replacement processing is activated, review the Receipt Routing and Disposition form and make sure that the Replacement option is selected. If the Replacement option is not selected, the system will not create a purchase order for the replacement item.

3. Next Status Code

Use this processing option to specify a next status code for replacement processing. If you are adding a an order line for a replacement item on the purchase order, you can enter a next status code for the new order line.

Before you complete this processing option, review the order activity rules that you have set up, and also be sure that you have activated replacement processing.

To make sure that replacement processing is activated, review the Receipt Routing and Disposition form and make sure that the Replacement option is selected. If the Replacement option is not selected, the system will not create a purchase order for the replacement item.

4. Replacement Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

S- Stock item

J- Job cost, subcontracts, or purchasing to the General Ledger

B- G/L account and item number

N- Non-stock item

F- Freight

T- Text information

M- Miscellaneous charges and credits

W- Work order

The system uses the line type that you specify for the new order line that represents the replacement item. You cannot use this processing option unless replacement processing is activated.

To make sure that replacement processing is activated, review the Receipt Routing and Disposition form and make sure that the Replacement option is selected. If the Replacement option is not selected, the system does not create a purchase order for the replacement item.

5. Enter the name of the function use for

   Tare/Pack number validation.

Use this processing option to specify whether the system validates the tare number or pack number. Valid values are:

Blank

The system does not validate the tare number or pack number.

1

The system validates the tare number or pack number.

6. Credit Line Type

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Receipts by Purchase Order (P4312)

Use this processing option to define the version that the system uses when you access the Receipts by Purchase Order program. You use the Receipts by Purchase Order program when you are moving items to an operation that is set up to move quantities into inventory.

Review the version's processing options to ensure that the version meets your needs.

2. Work Order Completions (P31114)

Use this processing option to define the version that the system uses when you access the Work Order Completions program.

Review the version's processing options to ensure that the version meets your needs.

3. Open Receipts (P43214)

Use this processing option to define the version that the system uses when you choose the

row exit to the Open Receipts program (P4310).

Review the version's processing options to ensure that the version meets your needs.

4. Open Orders (P4310)

Use this processing option to define the version that the system uses when you choose the row exit to the Open Orders program (P4310).

Review the version's processing options to ensure that the version meets your needs.

5. Purchase Orders (P4310)

Use this processing option to define the version that the system uses when you choose the row exit to the Purchase Orders program (P4310).

Review the version's processing options to ensure that the version meets your needs.

6. Test Results Revisions (P3711)

Use this processing option to define the version that the system uses when you choose the row exit for the Test Results Revisions program. Before you define the version, be sure that you have already set up the Inspection/Sample Size table.

Review the version's processing options to ensure that the version meets your needs.

7. Unscheduled Deliveries (P49655)

Use this processing option to define the version that the system uses when you access the Unscheduled Deliveries program (P49655).

Review the version's processing options to ensure that the version meets your needs.

8. Routing Ledger Inquiry (P43252)

Use this processing option to specify which version of the Routing Ledger Inquiry program (P43252) that the system uses.

Workflow Tab

These processing options control information such as whether the system sends an e-mail when the disposition of an item has occurred or for Work Order Completions and to whom the e-mail is sent.

1. Disposition Email
 Blank = Do not send email
 1 = Send email to purchase order originator

Use this processing option to specify the recipient of the e-mail that the system automatically sends when each disposition of an item has occurred.

Valid values are:

1 Send e-mail to the buyer.

2 Send e-mail to the supplier.

3 Send e-mail to both the buyer and supplier.

Blank Do not send e-mail.

The system retrieves the buyer information from the Item Branch table (F4102) and retrieves the supplier information from the purchase order.

2. Disposition Email

Blank = Do not send email

1 = Send email to project manager

Use this processing option to specify the recipient of the e-mail that the system sends for Work Order Completions. Valid values are:

1 Send e-mail to the planner's work center.

Blank Do not send e-mail.

The system retrieves the planner information from the Item Branch table (F4102).

3. Disposition Email

Blank = Do not send email

1 = Send email to buyer

Use this processing option to determine whether the system automatically sends e-mail to the buyer after the disposition of an item. The system retrieves the buyer information from the Item Branch table (F4102). Valid values are:

1

Send e-mail.

Blank

Do not send e-mail.

4. Disposition Email

Blank = Do not send email

1 = Send Email to supplier

Use this processing option to determine whether the system automatically sends e-mail to the supplier after the disposition of an item. The system retrieves the supplier information from the Purchase Order Detail table (F4311). Valid values are:

1

Send e-mail.

Blank

Do not send e-mail.

5. Completion Email

Blank = Do not send email

1 = Planner

Use this processing option to specify the recipient of the e-mail that the system sends for Work Order Completions. Valid values are:

1   Send e-mail to the planner's work center.

  Blank Do not send e-mail.

The system retrieves the planner information from the Item Branch table (F4102).

Interop Tab

This processing option controls information such as the transaction type for an interoperability transaction.

1. Transaction Type

Use this processing option to specify a transaction type for the interoperability transaction. For example, J.D. Edwards has defined the transaction type JDERR to represent the receipt routing transaction.

If you leave this processing option blank, the system does not perform outbound interoperability processing.

Transportation Tab

This processing option controls information about in transit, unscheduled deliveries.

1. Intransit Unscheduled Delivery Operation Code

Use this processing option to specify the operation in the Receipt Route that the system uses for Unscheduled Deliveries. If a quantity is moved to this operation and Inbound Transportation information exists, the user will be sent to the Unscheduled Deliveries (P49655) application based on the version set in the Versions tab of these processing options.

Warehousing Tab

This processing option controls how you enter license plate numbers.

1. Entry of license plate numbers
Blank = Automatically assigned by system
1 = Input allowed

Use this processing option to specify whether the system allows you to assign license plate numbers manually or whether the system assigns license plate numbers automatically. Use this processing option only if license plate functionality is activated for the item with which you are working. To activate license plate functionality at the item/branch level, use the Unit of Measure Definition program (P46011). Valid values are:

1

Allow license plate numbers to be assigned manually.

Blank

Assign license plate numbers automatically.

Removing Items from a Receipt Route

You might need to remove (disposition) items from a receipt route. For example, you can return items to the supplier or reject items that do not pass inspection. You must use one of the following categories to indicate the quantity of items that you want to remove from the receipt route:

- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

You can enter text about the removal of items for any of the categories.

Before you remove items from a receipt route, you might want to review the sample requirements that are set up for a receipt route. You can also choose to review item specifications that are set up for a receipt route.

After you remove items from a receipt route, the system subtracts the quantities you enter from the quantity at the current operation. If you need to reverse the removal, you must use the Ledger Inquiry program. For example, if you removed items by classifying them as scrap and then later decide to use the items, you can reverse the removal transaction. The system adds the removed quantity back to the receipt route and creates the appropriate journal entries, if necessary.

The system creates journal entries for the items that you remove if you have specified that the removal category is payable. For example, if you specified that the scrap category is payable, the system creates journal entries for items that you remove due to scrap.

If you decide to return an item, the system automatically credits the original purchase order. You can generate a new purchase order line to replace the returned items. The system adds the line to the original purchase order.

▶ **To remove items from a receipt route**

From the Receipt Routing menu (G43A14), choose Movement & Disposition.

1. On Work With Routing Statuses, click Find and then choose the detail line from which to remove items.

2. Choose Disposition from the Row menu.

3. On Routing Disposition, complete the following fields to remove items:

   - Qty Returned
   - Qty Reworked
   - Qty Scrapped
   - Qty Rejected
   - Qty Adjusted
   - Reason

4. If you entered a return quantity, click on the Replacement box to create a new purchase order detail line for the returned items.

5. On Replacement Information, change information for the new purchase order detail line, as necessary, and click OK.

See Also

❑ *Defining Payment Eligibility for Item Removal* in the *Procurement Guide*

❑ *Reviewing the History of Items in a Receipt Route* in the *Procurement Guide* for more information about reversing removals

❑ *Defining Sample Requirements and Item Specifications* in the *Procurement Guide*

Entering Reversals for Items in a Receipt Route

You might inadvertently enter a receipt for an item. You can reverse the receipt for an item that the system processes through a receipt route.

When you move an item to the last operation in its receipt route, the system updates the item to an on-hand status. If you inadvertently move the item to the last operation, you can reverse the on-hand status by moving the item back to a previous operation in the receipt route.

You must set processing options for the Movement and Disposition program (P43250) to allow item movement to any operation in order to perform reversals. You must also set processing options for items that have completed their route to appear.

If you did not intend for an item to enter receipt routing, you must reverse the initial receipt using the Purchase Receipts Inquiry program (P43214), which removes the item from the receipt route. The item must be at the first operation in the receipt route.

If you removed items from the receipt route due to returns, rejects, and so forth, you must reverse the item removals before you can reverse the receipt.

❑   *Reversing a Receipt* in the *Procurement Guide* for information about reversing the initial receipt

Reviewing the History of Items in a Receipt Route

You can review information about the transfer of items from one operation to another in a receipt route. For example, you can review when a group of items was moved from inspection to stock, as well as who moved the items and on what date. You can also determine how long the items were at a certain operation.

You can also review information about the removal of items from a receipt route. For example, you can review the quantity of items in a shipment that did not pass inspection and the quantity of items that were returned to the supplier.

You can specify whether you want to review transfer or removal transactions. You can indicate the operations for which you want to review transfers. For example, you can review only those transfers for which items at the dock were moved to staging.

►   **To review the history of items in a receipt route**

From the Receipt Routing menu (G43A14), choose Ledger Inquiry.

1.   On Work With Receipt Routing Ledger, complete the following fields, as necessary, to locate the transactions you want to review and click Find:

- Order Number
- Line
- Item Number
- Supplier

- G/L Date
- Shipment Number
- Tare Number
- Pack Number

2. Review the following fields for each transaction:

- From Oper
- To Oper
- Rev
- Move Code
- Container I.D.

Supplier Management

You can manage the relationships that you have with suppliers and the items that they provide. You enter initial information about each item that you purchase from a supplier and the system monitors delivery, quality, and cost performance on behalf of the supplier. You can compare performance information to determine the best suppliers from whom to make purchases.

Setting Up Supplier and Item Information

The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. For example, you can define purchasing instructions for a supplier so that each time you enter an order, the system retrieves default values for that supplier.

You can specify the items that you purchase from a supplier to create supplier and item relationships. For each item, you can enter information such as whether the supplier is certified to sell the item. If a supplier is not certified to sell an item, the system does not let you enter the item on a purchase order for the supplier.

You can review information about the quality of a supplier's services, including delivery performance and the condition of items upon receipt. To ensure that this information is accurate, you must set up guidelines so that the system can recognize on-time deliveries and items in acceptable condition.

You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define performance factors that might include the number of returned items, last-in costs, average leadtimes, and so on.

Defining Supplier Purchasing Instructions

The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. You can define purchasing instructions for a supplier so that each time you enter an order for the supplier, the system retrieves default values such as a landed cost rule, a price rule, a print message, and so on.

You can use purchasing instructions to specify item restrictions for a supplier. Item restrictions determine which items you can or cannot purchase from a supplier. If you restrict the purchase of certain items, you cannot enter the items on a purchase order for the supplier.

You can define purchasing instructions for a ship-to address as well as a supplier. The system retrieves the carrier for a purchase order, as well as delivery instructions, based on purchasing instructions that are set up for the ship-to address.

You also can enter Advanced Pricing information by entering an adjustment schedule when you are defining purchasing instructions. Before you enter Advanced Pricing information, verify that you have activated the pricing constants.

You can activate the Advanced Pricing system for a supplier when you are defining purchasing instructions.

You also can specify limitations for a supplier, such as minimum and maximum order amounts for a supplier. You can also specify whether you can create vouchers based on receipt information.

You also can specify whether the system prints only prices on a purchase order, or both prices and adjustments.

Changes you make to purchasing instructions do not affect orders that you already created.

► **To define supplier purchasing instructions**

From the Supplier Management menu (G43A16), choose Purchasing Instructions.

1. On Work With Supplier Master, complete the following fields to locate a certain supplier and click Find:

   - Alpha Name
   - Search Type

2. Choose the supplier and click Select.

3. On Supplier Master Revision, choose the Purchasing 1 tab and complete the following fields:

   - Carrier Number
   - Supplier Price Group
   - Landed Cost Rule
   - Freight Handling Code
   - Hold Orders Code
   - Order Template
   - Print Message
   - Adjustment Schedule

4. On Supplier Master Revision, choose the Purchasing 2 tab and complete the following fields:

   - Invoice Copies
   - Item Restrictions
   - Max Order Value
   - Min Order Value
   - Volume Display U/M
   - Weight Display U/M
   - Delivery Instructions
   - Price Pick List
   - Evaluated Receipt
   - Rebate Level
   - Rebate Active

5. To enter additional information about item restrictions for a supplier, choose Item Restrictions from the Form menu.

6. On Item Restriction Revisions, complete the following field for each item that you want to include or exclude for the supplier, and click OK:

   - Item Number

❑ *Entering Supplier Information for an Order* in the *Procurement Guide*

❑ *Entering Landed Costs* in the *Procurement Guide*

❑ *Creating Price Discount Rules for Purchasing* in the *Procurement Guide*

❑ *Entering Items Using Order Templates* in the *Procurement Guide*

❑ *Printing Orders* in the *Procurement Guide*

❑ *Setting Up System Constants for the Advanced Pricing System* in the *Advanced Pricing Guide* for more information about how to activate the Advanced Pricing system in the Procurement system

❑ *Converting Supplier Limit Amounts* in the *Procurement Guide* for information about converting minimum and maximum order amounts to a different currency

❑ *Setting Up EDI Information for a Supplier* in the *Data Interface for Electronic Data Interchange Guide* if you exchange data with your suppliers via EDI transactions

Creating Supplier and Item Relationships

You can create relationships between a supplier and the items that you purchase from the supplier. For example, if you purchase widgets from AAA Supply Company, you can create a relationship between the AAA Supply Company and the widget item. You can define information for the relationship, such as:

• The status of the relationship (whether you can purchase the item from the supplier)

• The receipt route for the relationship

• The price of the item (when you purchase it from the supplier)

You can manually create supplier and item relationships or you can have the system create them for you when you purchase items from a supplier.

You also can have the system create a supplier and item relationship when you do one of the following:

• Enter a purchase order

• Enter a receipt

• Create a voucher

You must set processing options for the appropriate program to capture supplier analysis information.

You also can create relationships for items for which master information does not yet exist. You can set a processing option for the Supplier/Item Relationships program (P43090) to specify whether you want the system to prompt you to enter standard item master information or non-stock item master information.

The system stores information for item and supplier relationships in the Supplier/Item Relationships table (F43090). You must run the Supplier/Item Relationships Rebuild program (R43900) to initially update the fields in this table.

► **To create supplier and item relationships**

From the Supplier Management menu (G43A16), choose Supplier/Item Information.

1. On Work With Supplier/Item Relationships, click Add.

2. On Supplier/Item Relationships, complete the following fields:

   - Branch/Plant
   - Supplier
   - Item Number

   If you are working with non-stock items, the Branch/Plant field is not applicable.

3. Complete the following optional fields and click OK.

   - Certification Status
   - Effective Date
   - Expiration Date
   - Normal Route Code
   - Alt Route Code
   - Route Type Code

4. To enter additional route types, from the Form menu, choose Additional Routes.

5. On Supplier/Item Additional Route, complete the following fields and click OK:

- Normal Route
- Alt Route
- Effective Date
- Expiration Date

See Also

- *Assigning Receipt Routes to Items* in the *Procurement Guide*
- *Entering Supplier Prices* in the *Procurement Guide*
- *Updating Supplier and Item Analysis Records* in the *Procurement Guide* for information about updating fields in the Supplier/Item Relationships table (F43090)

Setting Up Guidelines for Delivery Performance

You can determine if a supplier has a history of delivering a specific item on time by reviewing delivery performance information. To ensure that this information is accurate, you must define how you want the system to calculate on-time deliveries.

An order is on time if you receive it the same day that the supplier promised to deliver it. You can allow a certain number of days before or after the promised date that the order can still be on time. For example, you can allow two late days and two early days. If the promised date for an order is 3/15, the order is not late unless you receive it after 3/17, and it is not early unless you receive it before 3/13.

You can also specify the percentage of an order that must be delivered for the system to determine the receipt date. For example, you can specify that you must receive 90 percent of an order for the system to use the receipt date to determine whether the delivery is on time, early, or late.

▶ **To set up guidelines for delivery performance**

From the Supplier Management menu (G43A16), choose Supplier/Item Information.

1. On Work With Supplier/Item Relationships, complete the following fields to locate a certain item and supplier, and click Find:

- Branch/Plant
- Supplier
- 2nd Item Number

2. Choose the item and supplier and click Select.

3. On Supplier/Item Relationships, complete the following fields:

- Leadtime Quantity %
- Days Allowed Early
- Days Allowed Late

4. Click OK.

❑ *Reviewing Supplier Delivery Performance* in the *Procurement Guide*

Setting Up Guidelines for Acceptable Items

You can determine if a supplier has a history of delivering a specific item in good condition by reviewing quality performance information. To ensure that this information is accurate, you must indicate how you want the system to identify acceptable and unacceptable items.

Quality performance information includes the percentages of an item that were acceptable and unacceptable in a fiscal period. The system calculates each percentage based on how you categorize items that you remove from a receipt route, including:

- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

You must specify which categories reflect acceptable and unacceptable items. For example, if you specify that the scrap category is unacceptable, each time you remove an item from a receipt route as scrap, the system classifies the item as unacceptable.

► **To set up guidelines for acceptable items**

From the Supplier Management menu (G43A16), choose Quality Analysis.

1. On Quality Analysis, choose Quality Definition from the Form menu.

2. On Quality Classification, complete the following field for each category and click OK:

   - A/N

See Also

❑ *Reviewing Supplier Quality Performance* in the *Procurement Guide*

❑ *Removing Items from a Receipt Route* in the *Procurement Guide*

Defining a Summary of Supplier Performance Information

You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define the performance factors that you want to compare, such as:

- The average unit cost for an item
- The last cost you paid for an item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

You must set up a column for each performance factor that you want to review. You must specify the title of the column, values and calculations. You can also specify the decimal placement and number format, and you can assign help text.

You can create formats to review multiple performance factors (columns). You can assign up to four columns to a format. You can also create paths so that you can scroll through multiple formats. After you set up columns, formats, and paths, you can assign them to the Work With Supplier Analysis Summary form.

► **To define a summary of supplier performance information**

From the Supplier Management menu (G43A16), choose Define Inquiry Columns.

1. On Work With Inquiry Columns, click Add.

2. On Define Inquiry Columns, complete the following fields to name and describe a column:

   - Column Name
   - Description
   - Column Heading 1
   - Column Heading 2

3. To indicate how the system should calculate figures for the column, complete the following required field:

   - Formula

4. To specify details about the column, complete the following fields:

   - Decimal Positions
   - Edit Code
   - Multiplier
   - Glossary Item
   - Sequence

5. When you have completed all the information, click OK and return to the Supplier Management menu.

6. Choose Inquiry Formats Window.

7. On Work With Inquiry Formats, click Add.

8. On Define Inquiry Formats, complete the following fields and click OK:

   - Format Name
   - Description
   - Column 1
   - Column 2
   - Column 3
   - Column 4

9. Return to the Supplier Management menu.

10. Choose Inquiry Paths.

11. On Work With Inquiry Paths, click Add.

12. On Define Inquiry Paths, complete the following fields and click OK:

- Path Name
- Description
- Format Name
- Display Seq

See Also

❑ *Reviewing a Summary of Supplier Performance Information* in the *Procurement Guide* for information about reviewing the supplier performance factors that you define

Converting Supplier Limit Amounts

In the PeopleSoft EnterpriseOne Windows environment, choose Batch Versions from the System Administration Tools menu (GH9011).

To convert limit amounts for multiple suppliers from one currency to another, you can run the Address Book Conversion - F0401 program (R890401E). This program converts supplier currency codes and address book amounts. In the Procurement system, the address book amounts are the supplier minimum and maximum order values.

When you enter minimum and maximum order values for a supplier, you typically enter them as rounded numbers, which are stored without decimals in the Supplier Master table (F0401). When you convert these amounts to a different currency, you can specify a rounding factor in the processing options. For example, to round converted minimum and maximum order amounts to the nearest 50, you specify a rounding factor of 50.

Example: Rounding Converted Limit Amounts

Limit amounts are credit limit amounts and minimum and maximum order amounts that you assign to a customer or supplier master record. Limit amounts are usually rounded numbers and are stored without decimals.

The following example describes how the Address Book Conversion - F03012 (R8903012E) and Address Book Conversion - F0401 (R890401E) programs round converted limit amounts when converting from Canadian dollars (CAD) to U.S. dollars (USD), if you enter a rounding factor in the processing options.

In this example, the exchange rate is 1 CAD = 0.63492 USD and the rounding factor is 50. The conversion programs round converted limit amounts up or down, as described in the following table:

Converted Limit Amounts	Description
Round Up	The conversion program converts 8,000 CAD to 5,079.36 USD. It rounds 5,079.36 USD up to 5,100 based on the following calculation:
	Converted Amount / Rounding Factor = Q with a remainder of R. If R is greater than or equal to one-half of the rounding factor, then subtract R from the rounding factor and add that amount to the converted amount.
	In this example, 5,079 USD / 50 = 101 with a remainder of 29, which is greater than one-half of 50. Subtract 29 from 50 (50 – 29 = 21) and add 21 to 5,079 to get a rounded value of 5,100.
Round Down	The conversion program converts 12,000 CAD to 7,619.05 USD. It rounds 7,619.05 down to 7,600 based on the following calculation:
	Converted Amount / Rounding Factor = Q with a remainder of R. If R is less than one-half of the rounding factor, then subtract R from the converted amount.
	In this example, 7,619 USD / 50 = 152 with a remainder of 19, which is less than one-half of 50. Subtract 19 from 7,619 to get a rounded value of 7,600.

See Also

❑ *Supplier Currency Conversion* in the *Multicurrency Guide* for additional information about the Address Book Conversion - F0401 program (R890401E)

Defining Supplier Prices and Discount Rules

The price that you pay for an item might differ depending on the supplier from whom you purchase the item and whether a discount applies to the item. You can maintain supplier prices for items and provide discount information so that the system retrieves the correct unit cost for an item when you enter a purchase order.

The price for an item might vary depending on the supplier from whom you purchase it. For example, one supplier might charge 1.00 for an item while another supplier might charge 1.25 for the same item. You can enter the price that each supplier charges for an item.

You might receive a discount for an item based on the quantity that you purchase. For example, you might receive a 20 percent discount if you purchase 100 or more items. You can have the system apply a discount to the price of an item by creating price rules and attaching them to the items and suppliers to which they pertain.

Entering Supplier Prices

You can enter prices for an item based on the supplier from whom you purchase the item. For example, a clock from AAA Supply Company might cost 5.00. If you purchase the same clock from Acme Supply Company, it might cost 7.00. When you enter a purchase order, the system can retrieve a unit cost for an item based on the price that you entered for the supplier.

You must enter supplier prices by catalog. A catalog is a group of items along with the price for each item. Each catalog is unique to a supplier. You can enter all of the items that you purchase from a supplier in one catalog or you can create multiple catalogs to classify a supplier's items by seasonal changes, different product lines, and so on.

If you enter item prices for a supplier without specifying the name of a catalog, the system automatically creates a default catalog for the supplier. You might want to use default catalogs if you plan to maintain only one catalog for each supplier.

A supplier might charge a different price for the same item depending on the time of year that you purchase the item. For example, the same calendar might cost 10.00 in January and 5.00 in October. You can enter the same item at a different price in multiple catalogs, with different effective dates for each price.

When you enter an item on a purchase order, the system searches the supplier's catalogs to retrieve a unit cost. It searches the default catalog first (if it exists), and then all other catalogs in alphabetical order. After the system locates an item, it verifies the effective dates. If the current date falls within the effective dates, the system enters the unit cost on the purchase order.

The system retrieves the unit cost for a purchase order detail line based on either the transaction unit of measure (UOM) or the purchasing UOM for the line. You use system constants to specify which UOM the system uses for price retrieval.

The price for an item might vary depending on the quantity that you purchase. For example, if you purchase one clock, the price might be 5.00. If you purchase 100 clocks, the price for each clock might be 4.00. When you enter an item in a catalog, you can specify price breaks based on the quantity that you purchase.

Prerequisite

❑   Verify that all items for which you enter supplier prices have a purchase price level of 1 or 2 in master information. These price levels direct the system to retrieve unit costs for purchase orders based on suppliers.

❑   Set processing options to indicate whether you can add new items to catalogs and create records in the Item Master table (F4101).

❑   Enter catalog names in user defined code table 40/CN. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

► **To enter supplier prices**

From the Price Management menu (G43A17), choose Supplier Catalog Maintenance.

1. On Work With Supplier Catalogs, click Add.

2. On Supplier Catalog Revisions, complete the following fields to specify the catalog for which you are adding items:

    - Supplier
    - Catalog

3. Complete the following fields for each item and click OK:

    - Item Number
    - Unit Price
    - UOM
    - Quantity Break
    - Effective From
    - Effective Thru
    - Branch/Plant

    If you do not enter effective dates, the system enters the current date through the last day of the century.

See Also

❑ *Entering Items Using Supplier Catalogs* in the *Procurement Guide*

❑ *Generating New Supplier Prices in a Different Currency* in the *Procurement Guide*

Processing Options for Supplier Catalog Revisions (P41061)

Defaults

Enter a '1' to allow the creation of an Item Master Record but issue a warning. Enter a '2' to allow the creation of an Item with no error or warning. If Left blank, an Item Master record will be prohibited from being created.

Item Master Creation Processing

ITEM MASTER DEFAULT VALUES:

Stocking Type	(Default = 'N')
Line Type	(Default = 'B')
G/L Class Code	(REQUIRED)

Creating Price Discount Rules for Purchasing

You might receive a discount on an item based on the quantity that you purchase. For example, if the price for an item is 5.00, you might receive a 20 percent discount if you purchase 100 items and a 30 percent discount if you purchase 200 items. You can have the system apply a discount to the unit cost of an item when you enter a purchase order.

You must create inventory price rules to provide discount information. For each price rule, you must specify:

- The quantity you must purchase
- The discount you will receive (percentage, dollar amount, or flat rate) based on each purchase quantity
- Effective dates for each discount

A price rule can apply to a single item or multiple items. For example, you can set up a price rule that applies to a specific office supply or a group of office supplies. After you create a price rule, you must attach it to the items to which it applies and the supplier from whom you purchase the items.

You can create multiple levels for a price rule, each of which represents a certain purchase quantity. For example, you might set up the following levels:

- Level one - 20 percent discount for the purchase of up to 100 items
- Level two - 30 percent discount for the purchase of 101 to 200 items
- Level three - flat rate for the purchase of 201 items to 1,000 items

If you enter a purchase order for a supplier and item to which you have attached the rule above, the system applies a discount to the unit cost of the item based on the quantity that you purchase. For example, if the cost of the item is normally 10.00 and you purchase 150 items, the system calculates a unit cost of 7.00.

A supplier might provide you a discount on a specific item up to a maximum purchase limit. For example, you might have an agreement to purchase up to 200 hammers at a special price of 4.00 each. After you purchase 200 hammers, the price returns to normal. You can create a contract price rule to cover this type of discount.

You create a contract price rule the same way that you create a standard price rule, except that you must:

- Specify that the rule is a contract price
- Name the rule after the short item number to which the rule applies
- Indicate the number of items you can purchase at the contract price

You do not need to attach the contract price rule to the item. The system retrieves the contract price based on the short item number when you enter a purchase order.

If you create a contract price rule for an item, the price you specify will override all other price rules that are applicable to the item.

The system tracks the quantity that has been purchased against the contract price rule to date.

Prerequisite

❑ Set up names of price rules on user defined code table 40/PI. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

► **To create price discount rules for purchasing**

From the Price Management menu (G43A17), choose Inventory Pricing Rules.

1. On Work With Pricing Rules, click Add.

2. On Inventory Pricing Rules, complete the following field:

   • Pricing Rule

3. For this discount to apply to Procurement, you must enter P in the following field:

   • Price Method

4. Complete the following fields and click OK:

   • Level
   • Up To Quantity
   • Basis
   • Factor Value
   • Type
   • Override Price
   • Effective Date
   • Expiration Date
   • Description

   You must enter a value in the Level field for each discount applicable to the rule.

Attaching Price Discount Rules to Items and Suppliers

You can create an inventory price rule to apply a discount to the unit cost of an item. After you create a price rule, you must attach it to the items to which it applies and the suppliers from whom you purchase the items. The system discounts an item's unit cost when you enter a purchase order.

After you create an inventory price rule, you can attach it to branch/plant information for an item or you can attach it to a purchase order detail line. If a price rule is standard for an item, you probably want to attach the rule to branch/plant information. If the price rule varies for an item, you can enter a different price rule each time you enter a purchase order.

If you attach a price rule to an item, you must also attach the price rule to the supplier from whom you purchase the item. Before you attach a price rule to a supplier, you can review any price levels that currently apply to a supplier on Work With Pricing Rules. For example, you might have attached a price rule in the item branch/plant information that you entered.

Before you attach a new price rule to a supplier, you might want to remove the existing price rule by choosing Remove Level from the Row menu on the Customer Pricing Rules form.

You can use one of two methods to attach price rules to a supplier:

- Attach price rules to a certain supplier

- Attach price rules to a supplier price group and then attach the price group to a supplier

If the same price rules apply to multiple suppliers, you can save time by attaching price rules to a price group and then attaching the price group to the suppliers. If price rules vary among suppliers, you might want to attach individual price rules to each supplier.

Prerequisite

❑ Set up names of price groups on user defined code table 40/PC. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

► **To attach price discount rules to items and suppliers**

From the Price Management menu (G43A17), choose Supplier Pricing Rules.

1. On Work With Pricing Rules, to locate existing price discount rules, click Find.

2. Choose the line that contains the price discount rule that you want to attach.

3. From the Form menu, choose Customer Rules.

4. On Customer Pricing Rules, to locate certain price rules, complete the following fields, as needed, and click Find:

- Inventory Pricing Rule

- Pricing Method

5. To indicate the suppliers to whom you want to attach the rule, complete one of the following fields:

- Customer Price Group

- OR Customer Number

6. Choose the rule you want to attach and choose Apply Level from the Row menu.

   If a price rule has multiple levels, you must choose the highest level of the rule to make all lower levels apply. To choose a specific level, you must select Applied Levels Only, in which case only the level you select applies.

Generating New Supplier Prices in a Different Currency

From the Procurement Advanced & Technical Ops menu (G43A31), choose Generate Purchase Price by Currency.

You can create new supplier prices in a different currency for multiple records at one time by running the Supplier/Catalog Purchase Price Generation by Currency program (R4106101). This program generates new prices based on existing records.

The Supplier/Catalog Purchase Price Generation by Currency program is especially useful if you need to create multiple supplier price records in a different currency. For example, you might use this program if your company is about to conduct business with a supplier that uses a currency in which you do not have supplier price records. If you need to create a new price for an individual record, simply update the existing record on the Supplier Catalog Revisions form; you do not have to run the Supplier/Catalog Purchase Price Generation by Currency program.

When you run the Supplier/Catalog Purchase Price Generation by Currency program, you control the currency and exchange rate in which to create new supplier prices by specifying the following in the processing options:

- Date as of when you want to create records. If the expiration date of a price is greater than or equal to this date, a new supplier price is created.

- Currency of the existing records. This is the original currency code that you want to base the new records on.

- Currency in which you want to create new records.

- Exchange rate to use to calculate the amount.

- Method (divide or multiply) to use for the exchange rate calculation.

The Supplier/Catalog Purchase Price Generation by Currency program copies the original supplier price, calculates a new price, and creates a price record with the new currency amount. Specifically, the program does the following:

- Creates new prices one currency at a time to avoid confusion about which currency new records are based on.

- Creates only one new supplier price record for each unit of measure. It does not create one price record for each currency.

  For example, assume the program generates new supplier prices in the Japanese yen (JPY) based on existing prices in the Canadian dollar. A record for a certain unit of measure already has a supplier price in JPY. The program does not generate another supplier price in JPY because both records for that unit of measure would have the same key. The exception to this rule is when currency codes associated with a supplier, item, or branch/plant have different effective through dates. Depending on the dates, the program might create more than one new price.

Run the Supplier/Catalog Purchase Price Generation by Currency program first in proof mode, and then in final mode as follows:

- Proof. Review the audit report to ensure that the records generated by the program are accurate. If the audit report is not accurate, change the processing option and data selection values accordingly and rerun the program in proof mode.

- Final. When you are satisfied with the audit report created in proof mode, run the program in final mode. Review the new supplier price records on the audit report. If you review a new record on the Supplier Catalog Revisions form, notice that the new record is sequenced alphabetically along with the existing records on the form and that amounts are rounded according to the decimal places set up in the data dictionary.

  If necessary, adjust the new price manually on the Supplier Catalog Revisions form. For example, if the program creates a new price for 50,000 JPY as 675.1155 CAD, you might adjust the new amount to 675 CAD.

Example: Generating New Supplier Prices

This example describes an item with supplier price records before and after generating a new supplier price in a different currency.

Before Generating New Supplier Prices

An existing item has the following supplier price records:

Unit Price	Currency Code
2,000.00	CAD
1,297.81	EUR
820.10	GBP

The processing options for the Supplier/Catalog Purchase Price Generation by Currency program (R4106101) are set as follows:

- Mode = 1 (final)
- Date = 6/30/05
- Convert to = USD
- Convert from = GBP
- Exchange rate = 1.65810
- Method = 1 (multiplier)

Even though there are several currency amounts associated with the item number, the program generates only one new USD amount based on the GBP amount.

After Generating New Supplier Prices

After running the Supplier/Catalog Purchase Price Generation by Currency program, the new price record is 1,277.80 USD, based on the 820.10 GBP record. The original 820.10 GBP record remains so that you can continue to pay suppliers in that currency, as needed.

Unit Price	Currency Code
2,000.00	CAD
1,297.81	EUR
820.10	GBP
1,277.80	USD

Processing Options for Supplier/Catalog Purchase Price Generation by Currency (R4106101)

PROCESS
1. Enter '1' to run this program in final mode. If left blank, the program will run in proof mode. Final mode will update the file and generate an audit report. Proof mode will generate the audit report only.
2. Enter the date used to determine which purchase price records will be generated. If the expiration date of a purchase price is greater than or equal to the date entered, a new pruchase price record will be generated. Leave blank (default) to use the system date.
CURRENCY
1. Enter the Currency Code to convert TO (Required).
2. Enter the Currency Code to convert FROM (Required).
3. Enter the Exchange Rate to use (Required).
4. Enter '1' to multiply the current purchase price by the exchange rate entered. Leave blank (default) to divide the current purchase price by the exchange rate entered.

Data Selection for Supplier/Catalog Purchase Price Generation by Currency

Typically, companies will generate new supplier prices for all suppliers within a specific branch/plant. If your company has multiple branch/plants with different currencies, you can run the Supplier/Catalog Purchase Price Generation by Currency program (R4106101) multiple times. You can also generate new supplier prices by item number or any other value in the data selection.

If your company has items that are at purchase price level 1 and you want to make sure you generate new prices for those items, designate <Blank> for branch/plant in the data selection if you are not generating new prices for all branch/plants.

Reviewing Supplier Performance Information

You can review performance information to determine which suppliers are most likely to provide you with the best costs and services for an item. Performance information includes the quality of service provided by a supplier for a certain item and the costs charged by the supplier.

You can review supplier performance information that is specific to:

- Delivery of an item

- Acceptability of an item

- Cost of an item

You can also review a summary of performance information for all suppliers who provide a specific item. For example, you can compare the average unit cost and leadtime (average number of days to deliver an item) for all suppliers who provide you with Item A.

To store performance information, you must set processing options for the Purchase Orders program (P4310), PO Receipts program (P4312), and A/P Standard Voucher Entry program (P0411) to capture supplier analysis information.

The system retrieves supplier performance information from the Supplier/Item Relationships table (F43090) and the Purchase Order Receiver File table (F43121).

Reviewing Supplier Delivery Performance

Before you order an item from a supplier, you can determine if the supplier has made timely deliveries in the past. You can review the percentage of items that a supplier has delivered on time, early, and late in each fiscal period (usually a month) to determine if the supplier is likely to make timely deliveries in the future.

You can review the quantity, amount, or number of receipts for an item that was on time, early, or late. For example, if you acquired 100 bicycles in June from AAA Bicycle Company, you can identify that 10 were delivered early, 80 were on time, and 10 were late. If you choose to review amounts, you can identify that 1,000.00 was early, 8,000.00 was on time, and so on.

You can also review delivery information for each receipt in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review the promised and delivery dates, and the quantity that was on time, early, or late for each of the 5 receipts.

▶ **To review supplier delivery performance**

From the Supplier Management menu (G43A16), choose Delivery Analysis.

1. On Delivery Analysis, complete the following fields and click Find:

   - Supplier
   - Item Number

2. Review the following fields:

   - Month/Year
   - Quantity On-time
   - Quantity Early
   - Quantity Late
   - Amount On-time
   - Amount Early
   - Amount Late
   - Receipts On-time
   - Receipts Early
   - Receipts Late
   - Percent On-time
   - Percent Early

- Percent Late

3. To review a fiscal period, complete the following fields:

  - Date From
  - Date Thru

4. Choose a detail line and then choose Delivery Details from the Row menu.

5. On Delivery Analysis Details, to review delivery information only, choose Delivery Details from the View menu.

6. Review the following fields for each receipt entered in the fiscal period:

  - Promised Delivery
  - Receipt
  - Prev Qty Vouchered
  - Delivery

7. Choose a receipt and choose Receipt Details from the Row menu.

8. On Receipt Detail Information, review additional details for the receipt and click OK.

Reviewing Supplier Quality Performance

Before you order an item from a supplier, you might determine if the supplier has a history of delivering the item in good condition. You can review the percentage of acceptable items from a supplier in each fiscal period (usually a month) to determine if the supplier is likely to provide acceptable items in the future.

You can review the quantity of an item that was acceptable in each fiscal period, as well as the percentage. For example, you can review that you acquired 100 bicycles in June from AAA Bicycle Company, of which 95 were acceptable and 5 were unacceptable.

You can also review the acceptable quantity for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review acceptable and unacceptable quantities for each of the 5 receipts.

The system can only track item acceptability for those items that are processed through a receipt route.

► **To review supplier quality performance**

From the Supplier Management menu (G43A16), choose Quality Analysis.

1. On Quality Analysis, complete the following fields and click Find:

  - Supplier
  - Item Number

2. On Quality Analysis, review the following fields:

  - Month/Year
  - Quantity Dispositioned
  - Quantity Accepted

- Quantity Non-Accepted
- Percent Accepted
- Percent Non-Accepted

3. To review a fiscal period, complete the following fields:

   - Date From
   - Date Thru

4. Choose a detail line and then choose Quality Details from the Row menu.

5. On Quality Analysis Details, to review quality information only, choose Quality Details from the View menu.

6. Review the following fields for each receipt entered in the fiscal period:

   - Quantity Dispositioned
   - Quantity Accepted
   - Quantity Non-Accepted

7. Choose a receipt and then choose Receipt Details from the Row menu.

8. On Receipt Detail Information, review additional details for the receipt and click OK.

Reviewing Supplier Cost Performance

You might want to review the average unit cost you paid to a supplier for an item in each fiscal period (usually a month). You can compare this cost to the average cost for the item on purchase orders and the average cost at the time of receipt to determine if the price remains consistent.

You can have the system calculate a percentage variance between the cost you paid for an item and another cost, such as the receipt cost. For example, if the supplier specified an average cost of 0.50 when you entered a receipt for an item but then billed you an average cost of 1.00, the system displays a 100 percent variance. In this case, you would probably determine why the variance exists. You use processing options to specify the cost to compare to the paid cost.

You can also review the inventory cost for an item. You specify the cost method that the system uses to determine the inventory cost, such as last-in, first-out (LIFO). Using this cost method, the inventory cost reflects the cost of the last item you received.

You can review costs for each receipt you entered in the fiscal period. For example, if an item had an average receipt cost of 10.00, you can review the cost for the item each time you entered a receipt, which might have been 9.00 at one receipt and 11.00 at another receipt.

From the Supplier Management menu (G43A16), choose Cost Analysis.

1. On Cost Analysis, complete the following fields and click Find:

   - Supplier
   - Item Number

2. On Cost Analysis, review the following fields:

   - Month/Year
   - Inventory Cost
   - Ordered Unit Cost
   - Received Unit Cost
   - Paid Unit Cost
   - Percent Cost Variance

3. To review a fiscal period, complete the following fields:

   - Date From
   - Date Thru

4. Choose a detail line and then choose Cost Details from the Row menu.

5. On Cost Analysis Details, to review cost information only, choose Cost Details from the View menu.

6. Review the costs for each receipt in the fiscal period.

7. Choose a receipt and then choose Receipt Details from the Row menu.

8. On Receipt Detail Information, review additional details for the receipt and click OK.

Reviewing a Summary of Supplier Performance Information

You can compare a variety of performance information for all suppliers who provide a certain item to determine the best supplier from whom to purchase the item. For example, for each supplier that provides you with the same item, you can compare:

- The average unit cost for the item
- The last cost that was paid for the item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

You choose the information that displays.

Prerequisite

❑ Define the performance factors (columns) you can review on the Work With Supplier Analysis Summary form (for example, average unit cost, last cost paid, and so on).

❑ Define formats that contain the columns you want to review and assign a format to the Work With Supplier Analysis Summary form using processing options.

❑ Define paths (multiple formats) and assign a path to the Work With Supplier Analysis Summary form using processing options.

► **To review a summary of supplier performance information**

From the Supplier Management menu (G43A16), choose Summary.

1. On Work With Supplier Analysis Summary, complete the following field and click Find:

   • Supplier

2. Review performance factors for each supplier who provides the item.

See Also

❑ *Defining a Summary of Supplier Performance Information* in the *Procurement Guide* for information about setting up the columns, formats, and paths that display on the Work With Supplier Analysis Summary form

Reviewing the Detailed Status Report by Supplier

From the Subcontract Reports menu (G43D111), choose Status Report by Supplier.

You can review detailed contract status information based on the subcontractor and the job on the Status Report by Supplier. This report displays the amounts that have been vouchered, paid, retained, and due for a contract.

You also can review the commitment distribution information for your contracts based on the job. This report uses information from the Purchase Order Detail File table (F4311. It includes:

• Order identifying information

• Budget amounts for selected accounts

• Change order information

• Amount billed

• Retainage Information

• Amount released but not paid

• Amount due on the selected "as of" date

You can print this report at any time to review the current status of selected contracts.

Processing Options for Status Report by Supplier (R44425)

Report Display

1. Enter the As of Date on which to base the report. Leave blank (default) to use the Financial Reporting Date of Company '00000'. If no Financial reporting date has been set up, then today's sytem date will be used.

2. Enter '1' to print the associated job budget for contract cost codes.

3. Enter '1' to suppress the printing of a Budget total line.

4. Enter a '1' to print subledger and subledger type. Leave blank for no subledger and type.

5. Enter a Budget Ledger Type.

6. Enter a '1' to print AP Detail information. Leave blank to print Summary.

Reviewing the Contract Analysis Report

From the Subcontract Reports menu (G43D111), choose Contract Analysis.

You can review a summary of contract commitment information for selected suppliers and jobs on the Contract Analysis report (R434201). This report uses information from the Purchase Order Detail File table (F4311) and the Account Balances table (F0902).

You can review the following order information:

- Budget amount

- Contract amount

- Invoice amount

- Amount paid

- Amount retained

- Remaining balance

- Extended amount

- Percent invoiced

- Percent retained

Rebate Processing

Some of your suppliers might offer you cash rebates if you purchase a certain quantity or amount of their items and services. You can set up the Procurement system to track rebates.

To track rebates, you must enter information about each rebate agreement. When you enter, change, or cancel an order, the system applies the appropriate purchases toward the rebate agreement.

You can view the current status of each rebate agreement, including:

- The purchases necessary to obtain the rebate

- The purchases you have made that apply to the rebate

- The amount of each rebate

With this information, you can identify rebates that your business is likely to obtain. You can also identify rebates that are unobtainable, which might change your price negotiations in the future.

You can have the message center alert you when you are within a range of meeting the purchase requirements for a rebate.

See Also

❑ *Working with Ship and Debit Claims* in the *Advanced Pricing Guide* if you are a distributor in the electronics industry and participate in rebate or ship and debit programs with your suppliers

Setting Up Rebate Agreements

For the system to track rebates, you must provide information about the agreements you have with your suppliers. This information includes:

- Basic information about each agreement, such as the supplier providing the rebate and the effective dates of the rebate

- The items you must purchase or the account numbers you must purchase against to obtain the rebate

- The quantity or amount you must purchase for the rebate

- The amount of the rebate or the percentage of purchases that determines the rebate amount

If several of your suppliers have the same parent company, you might want to track rebate information at the parent level instead of at the supplier level. You can set up procurement instructions for each supplier to specify the level at which to track rebate information.

When you enter orders, the system applies purchase quantities and amounts toward rebates. You must specify the order types from which the system applies purchases to rebates. For example, you can have the system apply quantities and amounts from purchase orders, blanket orders or both.

Caution

Ensure that you specify the correct order types from which the system applies purchases to rebates. For example, if you use blanket orders to purchase items, you must specify the blanket order type. If blanket orders are prerequisites to purchase orders, you specify only the purchase order type. Otherwise, the system applies the same quantity and amount from both the blanket order and the purchase order.

Prerequisite

❑ Set up the order types from which the system applies purchases to rebates on user defined code table (43/RB). See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

Entering Basic Rebate Agreement Information

When a supplier offers you a rebate for purchasing certain goods and services, you set up a rebate agreement. You can have an unlimited number of rebate agreements for each supplier. For each agreement, you specify basic information such as:

- The agreement number
- The supplier offering the rebate
- The effective dates of the agreement
- The status of the agreement, whether active or pending
- The person to whom the system directs messages when a rebate is due

You can also specify whether the rebate is based on purchase quantities or amounts and whether the rebate is an amount or a percentage of the purchase amount.

If you specify that a rebate agreement is based on purchase quantities, you must enter a unit of measure for the rebate agreement.

You can have the system assign a number to each of your rebate agreements or you can enter your own number. If you have the system assign a number, it increases the last rebate agreement number for the supplier by one. If it is the first rebate agreement for the supplier, the system assigns the number one.

You can also specify a currency for a rebate agreement, and you must enter the thresholds, or purchase limits, for the agreement in that currency. When you enter purchase orders for rebate items in another currency, the system converts the purchase order currency to the rebate currency.

You can enter a memo about a rebate agreement. When a memo exists, the system displays a paper clip next to the rebate agreement in the detail area on the Work With Purchase Agreements form.

If the terms of the agreement are not yet final, you can set up a pending rebate agreement for a supplier. You can also specify that all rebate agreements for a certain supplier are pending. If you use procurement instructions to specify that all rebate agreements for a supplier are pending (inactive), the system changes the status to active when you enter a new active rebate agreement for the supplier.

The system stores rebate agreement information in the Purchase Rebate Master File table (F4340).

► **To enter basic rebate agreement information**

From the Price Management menu (G43A17), choose Purchase Rebate Agreement.

1. On Work With Purchase Agreements, click Add.

2. On Purchase Rebate Agreement Revisions, complete the following fields and click OK:

   - Supplier
   - Agreement Description
   - Effective From
   - Expired Thru
   - Rebate Status
   - Threshold Type
   - Rebate Type
   - Unit of Measure
   - Administrator

Defining Conditions for Obtaining a Rebate

After you enter basic information about a rebate agreement, you must specify inclusion rules that indicate what you must purchase to obtain the rebate. The system applies purchases toward a rebate agreement based on one of the following:

- Item number

- Account number against which you are purchasing

- Items to which you assigned a particular category code value

You can enter item numbers or account numbers when there are specific items or services that you must purchase to obtain the rebate. You can enter stock or non-stock items for a rebate agreement.

You can enter a category code value to specify a group of items from which you can make purchases. The system applies purchases to the rebate agreement each time you purchase an item that is assigned the category code value.

The system applies purchase order transactions to a rebate agreement by comparing the items or services purchased to the inclusion rules set up for each rebate agreement. The system begins searching on the agreement with the lowest sequence number.

For the system to apply purchases to a rebate agreement:

- The agreement must have an active status.

- The purchase transaction date must fall within the effective dates specified for the agreement.

- The supplier rebate code on Purchasing Instructions (P04012) must be set to active.

A single purchasing transaction cannot apply to more than one purchasing agreement.

Each time you enter an order detail line, you must specify a line type. The Inventory interface for the line type, which you specify in Order Line Types (P40205) , determines the order in which the system searches through inclusion rules for a rebate agreement to find a match:

- A represents the Account Number and Category Code

- B represents the Account Number and Item Number

- D represents the Item Number and Category Code

- N represents the Category Code

- Y represents the Item Number and Category Code

The system stores information about the items, account numbers, and purchasing code values that are applicable to a rebate agreement in the Purchase Inclusion Rules table (F4342).

Prerequisite

❑ Specify the purchasing category (P1-P5) you will use to enter category code values for rebates. You specify this value in System Constants. If you do not specify a purchasing category, the system uses purchasing category code 1 (P1) as the default.

► **To define conditions for obtaining a rebate**

From the Price Management menu (G43A17), choose Rebate Inclusion Rules.

1. On Work With Purchase Agreements, complete the following field and click Find:

   - Supplier

2. Choose the row that contains the supplier from whom you purchase the items for which you obtain a rebate.

3. From the Row menu, choose Inclusion Rules.

4. On Inclusion Rules Maintenance, complete the following fields and click OK:

   - Item Number
   - Branch Plant
   - Obj Acct
   - Sub

See Also

❑ *Setting Up Procurement Constants* in the *Procurement Guide* for information about specifying the purchase rebate category code

❑ *Entering Item Classification Codes (Optional)* in the *Inventory Management Guide* for information about assigning category code values to items

Defining Purchase Limits for Rebate Amounts

After you define the conditions for obtaining a rebate, you must enter the quantity of items or the financial amount that you must purchase before you can receive a rebate. For example, you enter either 500 widgets or 500.00 worth of widgets. Each quantity or financial amount is referred to as a threshold. When you enter multiple thresholds, you must enter threshold quantities or amounts in ascending order.

Note

If you set up multiple thresholds, you must enter the total rebate amount you have received from the supplier in the Amount Purchased field on the Rebate Adjustments Revision form. When you meet the next rebate threshold for the agreement, the system subtracts the received amount from the rebate you are now due.

Next, you enter information about the type of rebate that you are to receive. The rebate type indicates whether the rebate is a specific predetermined financial amount or a percentage of the total purchase amount. For example, if you purchase 100 widgets, the supplier gives you a 50.00 rebate. However, if you purchase 500 widgets, the supplier gives you a 15 percent rebate on the total purchase amount of the widgets.

You must enter the entire financial amount or percentage you are to receive for each threshold, regardless of other thresholds for which you might have already received a rebate. For example, you should receive 100.00 for purchasing 100 widgets, and 500.00 for purchasing 500 widgets. When you purchase 500 widgets, you are entitled to a total rebate of 500.00, regardless of the 100.00 you might already have received.

If you are entitled to a rebate regardless of the quantity or amount that you purchase, you can enter a threshold quantity of zero.

Caution

You must base threshold quantities on the unit of measure you specify for the purchase rebate agreement. When you enter purchase orders for rebate items, the system converts the purchasing unit of measure to the rebate unit of measure, if necessary.

The system stores information about the thresholds and rebates that are applicable to a rebate agreement in the Purchase Rebate Threshold File table (F4341).

► **To define purchase limits for rebate amounts**

From the Price Management menu (G43A17), choose Purchase Rebate Agreement.

1. On Work With Purchase Agreements, complete the following field and click Find:

   • Supplier

2. Choose the row that contains the supplier from whom you purchase the items for which you obtain a rebate.

3. Choose Thresholds from the Row menu.

4. On Threshold Maintenance, complete one of the following fields, depending on the threshold type that you specified in the rebate agreement:

- Threshold Quantity
- Threshold Amount

5. Complete one of the following fields, depending on the rebate type that you specified in the rebate agreement, and click OK:

- Rebate Percentage
- Rebate Amount

Processing Options for Purchase Agreements Maintenance (P4340)

Display

1. Enter a '1' to enable entry of quantity and amount in the Rebate Adjustment window. If left blank, the window will be display only.

Working with Rebate Status Information

Before you purchase from a supplier, you might want to determine if the purchases apply to a rebate. You can review summary information for each rebate agreement you have with a particular supplier, including:

- The threshold that you must reach to obtain the rebate
- The total purchases you have made toward the agreement to date
- The amount of the rebate you receive if you reach the next threshold
- The last threshold you reached if multiple thresholds exist for the agreement
- The rebate amounts you have received to date

You can also select an agreement that allows you to view individual purchasing transactions.

If you find that the total purchase quantity or purchase amount that the system has accumulated and applied towards a rebate agreement is incorrect, you can change the quantity or amount.

The system retrieves purchases to date and rebate amounts received for an agreement from the Purchase Rebate Master File table (F4340). It retrieves transaction details for rebate agreements from the Purchase Rebate History table (F4343).

Reviewing Summary Information for Rebate Agreements

You might want to determine if you are eligible to receive a rebate or if you are close to obtaining a specific rebate. For each agreement, you can review:

- The purchases required for the rebate
- The quantity or amount of purchases you have made to date

- The rebate amount you can receive

You can also view agreement information such as effective dates, the last rebate threshold reached, the rebate amount you have received to date, and so on.

► **To review summary information for rebate agreements**

From the Price Management menu (G43A17), choose Rebate History Summary Inquiry.

1. On Work With Rebate History Inquiry, complete the following fields and click Find:

   - Supplier Number
   - Rebate Status

2. Choose the row that contains the customer whose rebate agreement you want to review and click Select.

3. On Rebate History Details, review the following field:

   - Total Purchased To Date

Reviewing Purchasing Transactions for a Rebate

You might want to review information about the individual purchasing transactions that the system has applied toward a rebate. You can display order detail line transactions that pertain to an agreement and the purchase orders on which the transactions were entered.

► **To review purchasing transactions for a rebate**

From the Price Management menu (G43A17), choose Rebate History Detail Inquiry.

1. On Work With Rebate History Inquiry, complete the following fields and click Find:

   - Supplier Number
   - Rebate Status

2. Choose the row that contains the customer whose rebate agreement you want to review and click Select.

3. On Rebate History Details, review the following fields for each purchasing transaction:

   - Or Ty
   - Order Number
   - Line Number
   - Quantity Ordered
   - Extended Price
   - Foreign Extended Price

Changing the Quantity or Amount Applied to a Rebate

The purchase quantity or amount that the system has accumulated and applied toward a rebate agreement might be incorrect. For example, you might have returned some of the rebate items that you purchased. You can override the current calculations by entering a new purchase quantity or amount.

When you change a quantity or amount, you can also add a memo that explains why you are making the adjustment.

► **To change the quantity or amount applied to a rebate**

From the Price Management menu (G43A17), choose Purchase Rebate Agreement.

1. On Work With Purchase Agreements, complete the following field and click Find:

    • Supplier

2. Choose the row that contains the supplier from whom you purchase the items for which you obtain a rebate.

3. From the Row menu, choose Rebate Adjustments.

4. On Rebate Adjustments Revision, complete the following fields and click OK:

    • Amount Purchased
    • Quantity Purchased

Updating Rebate Information

From the Receipts Matching and Posting menu (G43A15), choose Rebate Report.

You must run the Rebate Batch Report program (R43400) to:

• Have the system determine whether you are due a rebate

• Send an electronic mail message to the rebate administrator

The system tracks the quantity and amount of purchases you have made that apply to a rebate agreement. You must run the Rebate Batch Report program to have the system compare this quantity or amount to that which is required to obtain the rebate.

You can have the system send a message to the rebate administrator when you meet the purchasing requirements for a rebate agreement or when you are within a certain range of meeting the requirements. For example, if you must purchase 100 items to obtain a rebate, you might want the rebate administrator to receive a message when you have purchased 90 items.

You must run the Rebate Batch Report program to have the system send a message. You use processing options to specify whether the system sends a message and to define a range. For example, if you want the system to send a message when you have purchased 90 of the 100 items required to obtain a rebate, you enter a range of 10 percent.

The following information appears in the message to the rebate administrator:

- Supplier number
- Agreement sequence number
- Threshold amount
- Actual purchases
- Effective through date

You can specify a rebate administrator for each rebate agreement.

Order Updates

You can revise a purchase order after you have entered it into the system if a change has occurred since you entered the order. For example, if you need to fill a purchase order quickly, you can manually update the status code so that it bypasses some of the normal purchasing procedures. If you want to delay an order, or if the supplier cannot get the items to you by the promised date, you can revise the requested or promised dates. Also, you can review your inventory and create a purchase order for items that you want to reorder.

Updating Status Codes

The system processes detail lines through the purchase order processing cycle based on the last and next status codes assigned to each line. After a detail line completes a step in the processing cycle, the system updates the status codes.

You can manually update the next status code for detail lines to bypass a particular step, if needed.

You cannot update detail lines to a closed status. To update detail lines to a closed status, you must use the order entry program.

► **To update status codes**

From the Order Generation/Approve/Release menu (G43A13), choose Status Code Update.

1. On Work with PO Speed Status Update, complete one or more of the following fields to locate detail lines to update and then click Find:

   - Order Number
   - Last Status
   - Next Status
   - Branch/Plant

2. Complete the following field:

   - Next Status - Update To

3. Choose the detail lines that you want to update and click Select.

See Also

❑ *Setting Up Order Activity Rules* in the *Procurement Guide* for more information about status codes

Revising Purchase Dates

The requested date or promised date for an order might change after you have entered the order in the system. You can follow manual procedures and simultaneously revise these dates for multiple orders.

After you change a requested or promised date, the system records the new date in the Purchase Order Detail File table (F4311). If you have already taken receipt of items, the dates in the Purchase Order Receiver File table (F43121) are not affected.

▶ **To revise purchase dates**

From the Order Generation/Approve/Release menu (G43A13), choose Purchasing Date Revisions.

1. On Purchasing Date Revisions, complete one or more of the following fields to locate the order lines that you want to change and click Find:

   - Branch/Plant
   - Item Number
   - Order Number

2. Complete the following fields for each order line, as necessary, and click OK:

   - Requested Date
   - Promised Delivery

Processing Options for Purchasing Date Revisions (P43100)

Defaults
Override Next Status Code for Lines that have Promised Date changed
Status Code - Next
Self-Service
Enable Workflow on Promised Date changed.

Blank = No e-mail.
1 = E-mail buyer or originator for approval.

Generating Purchase Orders

You can have the system generate purchase orders for stock and non-stock items. You can have the system suggest the items and quantities to order. The system bases ordering suggestions on current demand (sales backorders) or historical demand (sales history). You can review the suggestions to determine if you want to generate the purchase order for the item and quantity. You can also change the suggestions before generating the order.

The system will not allow you to generate purchase orders if certain combinations of data exist. Some invalid combinations of data include:

- A supplier and a non-stock item

- A buyer and a non-stock item

- An item that uses only a second purchasing code

- A supplier and buyer

The system displays an error message if the data combination is invalid.

The PO Generator program (P43011) also contains zero reorder point functionality, which the system uses to calculate the reorder point for an item when the item's inventory level is equal to zero. For example, you would reorder an item if the item is not in stock.

To enable zero reorder point functionality, you use the Item Branch program (P41026) to choose the appropriate option for additional system information, and then complete the Order Policy Code and Value Order Policy fields. Assuming that you enter a value of zero in the Order Policy Code field, the value in the Value Order Policy field determines how the PO Generator program works:

- When the Value Order Policy field contains a value of zero, then the system generates purchase orders normally.

- When the Value Order Policy field contains a value of 1, then the system overrides the value in the Reorder Point Input field with a value of zero.

- When the Value Order Policy field contains a value of 2, then the system disables the rows in the detail area when you are working with the PO Generator program.

Calculations for Order Quantities

The system bases calculations for the Suggested Order Quantity (SOQ) on the Order Policy Code field. If the Order Policy Code is:

- Blank, 0, or 3, the system uses the following calculation:

  SOQ = Economic Order Quantity + Reorder Point - Quantity Available

- 1, the system uses the following calculation:

  SOQ = Reorder Point - Quantity Available

- 2, the system uses the amount in the Value Order Policy field on the Plant/Manufacturing Data tab of the Additional System Info form in the Item Branch Information program

If the SOQ is:

- Greater than the Maximum Reorder Quantity field on the Quantities form in the Item Branch/Plant Information program, the system uses the Maximum Reorder Quantity amount

- Less than the Minimum Reorder Quantity field on the Quantities form in the Item Branch/Plant Information program, the system uses the Minimum Reorder Quantity amount

Prerequisite

❑ On Branch/Plant Constants (P41001), verify the following fields are set up: Number of Days in Year, Purchase Order Issue Cost, and Inventory Carrying Cost (%). For more information, see *Setting Up Procurement Constants* in the *Procurement Guide*.

❑ On Supplier/Item Relationships (P43090), verify the Average Leadtime field is set up for each item/supplier combination. For more information, see *Setting Up Supplier and Item Information* in the *Procurement Guide*.

❑ On Item/Branch Plant Info (P41026), verify the Supplier is set up. For more information, see *Entering Branch/Plant Information* in the *Inventory Management Guide*.

❑ On Cost Revisions (P4105), verify the average cost is set up in the Cost Method field in the detail area. For more information, see *Assigning a Cost Method to an Item* in the *Inventory Management Guide*.

❑ On Quantities (P41026), verify the information. For more information, see *Entering Item Reorder Quantities* in the *Inventory Management Guide*.

❑ On Additional System Information (P4101), verify the Order Policy Code is set up. For more information, see *Entering Item Manufacturing Information* in the *Inventory Management Guide*.

► **To generate purchase orders**

From the Order Generation/Approve/Release menu (G43A13), choose Purchase Order Generator.

1. On Work With Stocked Item Reorder Point, complete one or more of the following fields to locate the items for which you want to generate purchase orders:

- Supplier Item Number
- Buyer Number
- Category Codes

2. To narrow the search, complete the following fields:

- Branch/Plant
- Stocking Type
- Requested Date

3. To further narrow the search, choose the following option and click Find:

- Reorder Point

4. Choose the item for which you want to generate a purchase order and choose Details from the Row menu.

5. On Select Item for Purchase, complete the following fields as necessary, and click OK:

    - Suggested Order Quantity
    - Supplier
    - Unit Cost
    - Date Requested
    - Trans UOM

    The system returns you to Work With Stocked Item Reorder Point. Note that the row header for the item you just selected is now marked with a check.

6. Repeat steps 2 through 5 for each detail line for which you want to create a purchase order.

7. Choose Generate Order from the Form menu.

8. On Generated Purchase Orders, click Close.

Working with the Stocked Item Reorder Point Batch Purchase Order Generator

From the Order Generation/Approval/Release menu (G43A13), choose Print Stock Item Reorder Point.

Use the Stocked Item Reorder Point Batch Purchase Order Generator program (R437002) to generate purchase orders by using batch processing. You also can use this program to create a list of items that the system suggests for reordering. There are three options for running this report:

- Final mode, where the system automatically generate purchase orders

- Proof mode, where the system generates a report that contains a list of items that the system suggests for reordering and stores the information in the Suggested Reorder Stock Items table (F4371)

- Proof mode, where the system only stores the information in the Suggested Reorder Stock Items table

You can use the Suggested Reorder Stock Items program (P4371) to review the system's suggestions and reorder items by creating purchase orders online.

Working with Suggestions for Reordering Items

After you run the Stocked Item Reorder Point Batch Purchase Order Generator program (R437002), you can use the Suggested Reorder Stock Items program (P4371) to do the following:

- Review online the items that the system suggests that you reorder.

- Generate purchase orders automatically or interactively for items that you have chosen to reorder.

- Release quantities from multiple blanket orders (if blanket orders exist).

- Choose which items that you want to reorder.

- Change cost and quantity information for order detail lines.

- Purge the Suggested Reorder Stock Items table (F4371).

► **To work with suggestions for reordering items**

From the Order Generation/Approve/Release menu (G43A13), choose Suggested Reorder Stock Item.

1. On Work With Suggested Reorder Stock Items, click Find.

   The system displays all items that are suggested for reordering. Note that you can generate orders and review blanket orders by choosing the appropriate options.

2. Choose the row that contains the item that you want to review.

3. Choose Details from the Row menu.

4. On Suggested Reorder Stock Items Detail, choose the appropriate options for modifying the quantity, cost, or unit of measure, and then click OK.

5. On Work With Suggested Reorder Stock Items, choose the row that contains the item that you want to review before determining whether to reorder the item and click Select.

6. On Suppliers Selected for Order, you can do the following by choosing the appropriate options:

   - Generate a purchase order for the item.

   - Review detailed line information for the purchase order that you are generating.

   - Delete a line from the purchase order.

   Note

   When you are finished working with suggestions for reordering items, the system gives you the option of purging the records that are contained in the Suggested Reorder Stock Items table (F4371).

Processing Options for Stocked Item Reorder Point Batch Purchase Order Generator (R437002)

Display
1. Display Costs
 Blank = Display costs fields
 1 = Hide cost fields

Process
1. Transaction Unit of Measure
 Blank = Purchasing Unit of Measure
 1 = Primary Unit of Measure
2. Stocked Line Type
3. Non-Stocked Line Type
4. Requested Date

Blank = Do not add Lead Time to the Order Date

1 = Add Lead Time to the Order Date

5. Proof Mode

Blank = Print in Proof Mode

1 = Generate Order

2 = Proof Mode and Write to WorkFile

Blankets

1. Generate Order for Item with Multiple Blankets

Blank = Generate order without releasing from blankets

1 = Do not generate order and issue appropriate error

2. Blanket Order Type

Versions

1. Purchase Order Entry Version (P4310)

Processing Options for Suggested Reorder Stock Items (P4371)

Default

1. Protect Cost Fields

Blank = Editing Allowed

1 = No Editing Allowed

2. Costs

Blank = Display all Cost Fields

1 = Hide Costs Fields

3. Protect Quantity Fields

Blank = Editing Allowed

1 = No Editing Allowed

4. Blanket Order Type

Versions

1. Enter Purchase Orders (P4310)

2. Release Blanket Orders Version (P43060)

Commitment Setup

A commitment is the recognition of a future obligation. Each time you enter an order detail line, you can have the system track the amount that you are obligated to pay and apply it to a job or project.

You can monitor individual commitments for a job or project to verify the types of purchases being made. You can review the total commitment amount for a job or project to verify that it does not exceed the budget.

When you receive goods or create vouchers for purchases, you can have the system relieve commitments. To do this, the system subtracts the individual commitment amount from the total commitment amount for the job or project.

You can also have the system:

- Create an audit trail in the P.O. Detail Ledger File – Flexible Version table (F43199)

- Recalculate amounts in the account balance ledgers

See Also

❑ *Working with Commitments and Encumbrances* in the *Procurement Guide*

Setting Up Commitment Tracking

You can monitor commitments for a certain job or project by setting up commitment tracking. Each time you enter an order detail line, the system recognizes the amount as a commitment and applies it to a job or project.

When you receive goods or create a voucher for purchases, the system relieves commitment amounts by subtracting them from the total commitment amount for the job or project.

Setting Up Commitments

You can set up commitment tracking to monitor purchasing obligations for a specific job or project. Each time you enter an order detail line, the system recognizes the amount on the line as a commitment. You can review individual commitments and the total amount of outstanding commitments for a specific job or project.

Commitment tracking applies only to purchases for non-stock items and services. You must charge each order detail line to a general ledger account number. The number represents the job or project for which you are tracking commitments.

You must specify the order types for which the system is to track commitments in user defined code table 40/CT. For example, if you want the system to track commitments on orders and requisitions, you must specify these order types.

For a detail line to be eligible for commitment tracking, it must have a line type with an Inventory Interface code of A or B. These codes indicate that the line is charged directly to a general ledger account number.

Each time you enter a purchase order detail line for which commitment tracking is applicable, the system records the amount in the purchase amount (PA) ledger and the purchase unit (PU) ledger.

The PA ledger contains committed purchase amounts. The PU ledger contains committed purchase units.

Processing Options for PO Generator (P43011)

Display Tab

These processing options control whether the system displays certain types of information, such as category codes, stocking type, and costs, and whether you can change the cost information.

1. Category Code 1

Use this processing option to enter a user defined code (41/P1) indicating the commodity class for which you want to review information. An * indicates all codes. The system retrieves category code information from the Item Branch table (F4102).

This code (41/P1) represents an item property type or classification, such as commodity type or planning family. The system uses this code to sort and process similar items.

This field is one of six classification categories available primarily for purchasing purposes.

2. Category Code 2

Use this processing option to enter a user defined code (41/P1) indicating the commodity class for which you want to review information. An * indicates all codes. The system retrieves category code information from the Item Branch table (F4102).

This code (41/P1) represents an item property type or classification, such as commodity type or planning family. The system uses this code to sort and process similar items.

This field is one of six classification categories available primarily for purchasing purposes.

3. Cost Protection
 Blank = Display cost fields
 1 = Disable cost fields
 2 = Hide cost fields

Use this processing option to specify whether you can change costs. Valid values are:

   1   Display Costs fields and do not allow changes to the values.

   2   Do not display the Cost fields.

   Blank Display Cost fields and allow changes.

The system retrieves cost information from either the Cost table (F4105) or, if you are working with supplier/item relationships, the Supplier Item Relationship table (F41061).

The system also determines the table from which to retrieve cost information by checking the value in the Purchase Price Level field in the Item Master table (F4101). If the Purchase Price Level field contains a value of 1 or 2, the system retrieves cost information from the Supplier Item Relationship table (F40161) and then from the Cost table (F4105). If the Purchase Price Level field contains a value of 3, the system retrieves cost information from only the Cost table (F4105).

4. Stocking Type

Use this processing option to specify which stocking type you want the system to display. The system retrieves information about stocking types from the Item Branch table (F4102).

This user defined code (41/I) indicates how you stock an item (for example, as finished goods or as raw materials). The following stocking types are hard-coded and you should not change them:

0   Phantom

B Bulk floor stock

C Configured item

E Emergency/Corrective Maintenance

F Feature

K Kit or parent item

N Nonstock item

The first character of Description 2 indicates whether the item is purchased (P) or manufactured (M).

Process Tab

These processing options allow you to specify information such as the unit of measure, line types for stock and non-stock items, the blanket order type, and how the system calculates the requested date.

1. Transaction Unit of Measure
 Blank = Purchasing Unit of Measure
1 = Primary Unit of Measure

Use this processing option to indicate the unit of measure that the system uses as the default for the Transaction Unit of Measure field. This unit of measure is associated with the quantity that is being purchased. Valid values are:

1   Use the Primary Unit of Measure from the Item Master table (F4101).

Blank Use the Purchasing Unit of Measure.

To review the values for the Primary Unit of Measure and the Purchasing Unit of Measure,

click the Weights and Measures tab on the Item Master Information form.

2. Stocked Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

  S Stock item

  J Job cost, subcontracts, or purchasing to the General Ledger

  B G/L account and item number

  N Non-stock item

  F Freight

  T Text information

  M Miscellaneous charges and credits

  W Work order

If you specify a line type for this processing option, the system uses the line type for purchase orders that the system creates for all items that are processed using this version.

Do not specify a line type for both this processing option and the next processing option (Line Type for Non-Stock) on the Process tab. If you do specify a line type for stock items and non-stock items, the system only uses the line type that you specify for this processing option (stock).

3. Non-Stocked Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

  S Stock item

  J Job cost, subcontracts, or purchasing to the General Ledger

  B G/L account and item number

  N Non-stock item

  F Freight

  T Text information

M Miscellaneous charges and credits

W Work order

If you specify a line type for this processing option, the system uses the line type for purchase orders that the system creates for all items that are processed using this version.

Do not specify a line type for both this processing option and the previous processing option (Line Type for Stock) on the Process tab. If you do specify a line type for both stock items and non-stock items, the system only uses the line type that you specify for stock items.

4. Blanket Order Type for Release

Use this processing option to specify the Order Type associated with blanket purchase order processing. If you leave this processing option blank, the system does not perform automatic blanket order release processing.

5. Requested Date
Blank = Do not add Lead Time to the Order Date
1 = Add Lead Time to the Order Date

Use this processing option to specify how the system calculates the requested date. Valid values are:

1   Add lead time to the order date to produce the requested date. If the requested date is blank, the system uses today's date.

   Blank Do not add lead time to the order date.

The system retrieves lead time information from the Supplier/Item Relationship form (F43090) in the Inventory Management system.

Cross Ref Tab

These processing options control how the system processes cross-references to substitute and obsolete items.

1. Substitute items

Use this processing option to specify the default cross-reference code that the system uses to retrieve substitute items. The value that you enter is used as the default on the Substitute Item Search and Select form. The code that you enter must be a valid value in the user defined code table for cross-reference codes (41/DT).

To retrieve the substitute item, the system retrieves an item's cross-reference code from the Item Cross-Reference table (F4104).

If there is more than one substitute item, the system displays a check mark in the row header that is located in the detail area and in the Substitute Exists column.

2. Obsolete Items

Use this processing option to specify the cross-reference code that the system uses to retrieve item replacements for obsolete items. The value that you enter is used as the default on the Substitute Item Search and Select form.

The system activates the replacement process if the following conditions are met:

o The item being replaced has a stocking type of O (obsolete) in the Item Master

o You have specified a cross-reference code for this processing option

Sales Select Tab

These processing options control how the system displays and processes information for open orders.

1. Maximum Status

Use this processing option to specify the status that open sales order lines should not exceed when you review open orders.

If you specify a status for this processing option, the system displays only the orders whose status is equal to or less than the status that you enter when you use the row exit for open orders.

2. Default Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

S Stock item

J Job cost, subcontracts, or purchasing to the General Ledger

B G/L account and item number

N Non-stock item

F Freight

T Text information

M Miscellaneous charges and credits

If you complete this processing option, the system displays only the orders with a line type that is equal to the line type that you enter when you use the row exit for open orders.

3. Backorders

Blank = Do not display

1 = Display

Use this processing option to specify whether you want the system to display backorders. Valid values are:

   1   Display backorders. The system displays backorders when you use the row exit for open orders.

  Blank Do not display backorders.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. PO Entry Version (P4310)

Use this processing option to define the version that the system uses when you access the Purchase Order Entry program (P4310).

Review the version's processing options to ensure that the version meets your needs.

2. Blanket Order Release Version (P43060)

Use this processing option to define the version that the system uses when you access the Blanket Order Release program (P43060).

Review the version's processing options to ensure that the version meets your needs.

3. Open Sales Order (P4210)

Use this processing option to define the version that the system uses when you access the Open Sales Order program (P4210).

Review the version's processing options to ensure that the version meets your needs.

4. Supplier Analysis Version (P43230)

Use this processing option to define the version that the system uses when you access the Supplier Analysis program (P43230).

Review the version's processing options to ensure that the version meets your needs.

5. Supplier Master Version (P0401I)

Use this processing option to define the version that the system uses when you access the Supplier Master program (P0401I).

Review the version's processing options to ensure that the version meets your needs.

► **To set up commitments**

From the Commitment Setup/Rebuilds menu (G43B411), choose Commitment Document Types.

Alternatively, from the Encumberance Setup/Rebuilds menu (G43C411), choose Encumberance Document Types.

Alternatively, from the Subcontract Setup/Rebuild menu (G43D411), choose Commitment Document Types.

1. On Work With User Defined Codes, click Add.

2. On User Defined Codes, enter the document types for which the system is to track commitments and encumbrances and click OK.

See Also

❑ *Reviewing Commitment Information for Orders* in the *Procurement Guide*

❑ *Setting Up Order Line Types* in the *Procurement Guide* for more information about the Inventory Interface code for line types

❑ *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes

Setting Up Commitment Relief

When you receive or create vouchers for purchases, you can have the system relieve the corresponding commitment amount. To relieve a commitment, the system subtracts the individual commitment amount from the total commitment amount for the job or project.

You set up commitment relief to determine whether the system relieves commitments automatically. When you specify automatic commitment relief and you are using a formal receiving process, the system relieves commitments when you post either receipts or vouchers to the general ledger. If you use an informal receiving process, the system relieves open commitments when you post vouchers to the general ledger.

Caution

When completing commitment relief, the Job Cost Projections field must be set to "No" if you are in a non-job cost environment. Note that the default value in the Job Cost Projections field is "Yes."

► **To set up commitment relief**

From the Commitment Setup/Rebuilds menu (G43B411), choose Commitment Relief.

Alternatively, from the Encumbrance Setup/Rebuilds menu (G43C411), choose Encumbrance Relief.

Alternatively, from the Subcontract Setup/Rebuild menu (G43D411), choose Commitment Relief.

1. On Work with Job Cost Constants, click Add.

2. On Job Cost Constants, complete the following fields:

   - Company
   - Commitment Display (Future)

3. Choose the following option and click OK:

   - Commitment Relief

See Also

❑ *Reviewing Commitment Information for Orders* in the *Procurement Guide*

❑ *Working with Journal Entries for Receipt Transactions* in the *Procurement Guide*

❑ *Working with Journal Entries for Voucher Transactions* in the *Procurement Guide*

❑ *Receipt Processing* in the *Procurement Guide* for information about the formal and informal receiving processes

Working with a Commitment Audit Trail

A commitment audit trail is a history of commitment balances. For example, you might want to create a commitment audit trail to track amounts on purchase orders and changes to those purchase orders.

If you locate data inconsistencies among any of the following tables, you can correct the commitment audit trail.

- Purchase Order Detail File (F4311)

- P. O. Detail Ledger File – Flexible Version (F43199)

- Account Balances (F0902)

Prerequisite

❑ You must purge the commitment information that currently exists in the P.O. Detail Ledger File – Flexible Version table (F43199). Verify that you are only deleting information from the PA ledger. See *Purging Data* in the *Procurement Guide* for more information about removing data from the P.O. Detail Ledger File – Flexible Version table.

Creating a Commitment Audit Trail

From the Commitment Setup/Rebuilds menu (G43B411), choose Create Commitment Audit Trail.

Alternately, from the Encumberance Setup/Rebuilds menu (G43C411), choose Create Encumber. Audit Trail.

If your business needs change after you install the PeopleSoft EnterpriseOne Procurement system, you might find it necessary to create a commitment audit trail for your orders. You can run the Create F43199 Commitment Audit Trail program (R00993) to create a history of commitment balances.

When you run the Create F43199 Commitment Audit Trail program, the system creates an audit trail record of commitments against an order with an account number. When you create an audit trail, the system reads the Purchase Order Detail File table (F4311) and writes the audit trail data, one line at a time, to the P. O. Detail Ledger File – Flexible Version table (F43199). Purchase orders that have audit trails have a purchase amount (PA) ledger type in the P. O. Detail Ledger File – Flexible Version table.

The system only processes detail lines that have a document type that is specified in the user defined code table for commitment document types (40/CT). Additionally, the system does not create a commitment audit trail for records in which an audit trail already exists. Therefore, to recreate a commitment, you must first purge existing records.

Correcting a Commitment Audit Trail

From the Commitment Setup/Rebuilds menu (G43B411), choose Create Commitment Audit Trail.

Alternately, from the Encumberance Setup/Rebuilds menu (G43C411), choose Create Encumber. Audit Trail.

If you locate data inconsistencies between any of the following tables, you can correct the commitment audit trail.

- Purchase Order Detail File (F4311)

- P. O. Detail Ledger File – Flexible Version (F43199)

- Account Balances (F0902)

To correct the commitment audit trail you must purge the current commitment audit trail to prevent duplicating the commitment amounts in the new commitment audit trail. Purge only records in the P. O. Detail Ledger File – Flexible Version table with a ledger type of PA and the next status and last status are blank. Choose the following data dictionary alias:

- Ledger Type (LT)

- Next Status (NXTR)

- Last Status (LTTR)

Caution

Use caution when selecting records to purge. The P. O. Detail Ledger File – Flexible Version table contains records for the purchasing ledger (blank ledger type), change order ledger (CO ledger type), rollovers (RO ledger type), and commitment records (PA/PU ledger type). If you purge purchasing ledger, change order, and rollover ledger records, you cannot recover the records.

Note

You can use selection criteria to narrow the scope of information the system purges and uses to create the new audit trail. For example, you can use account numbers, contract numbers, or order numbers. The selection criteria you use to purge the audit trail must be the same criteria you use to create the new audit trail. Failing to do so can cause unpredictable results.

After you purge the P. O. Detail Ledger File – Flexible Version table, you must create a new commitment audit trail. The+ system creates the new commitment audit trail from records in the Purchase Order Detail File table for both open and closed orders. Open orders have records in the audit trail for the original commitment amount and any amounts that have been partially relieved. All partially relieved records for each order are summarized into one relief record. Closed orders have two records posted in the commitment audit trail: one record for the original commitment amount and another for the commitment relief.

After you create the new commitment audit trail, run Repost Committed Costs (R00932) to repost the PA ledger records in the Account Balances table. The system adds the new information in the audit trail and posts these amounts to the Account Balances table.

Prerequisite

❑ Verify that the data inconsistencies are in the P. O. Detail Ledger File – Flexible Version table (F43199) and not in the Account Balances table (F0902). If the data inconsistencies are in only the Account Balances table, you can correct the inconsistencies by running Repost Committed Costs (R00932) to repost the Account Balances table.

❑ Back up the Purchase Order Detail File table (F4311), the P. O. Detail Ledger File – Flexible Version table, and the Account Balances table.

Posting Committed Costs to Jobs

From the Commitment Setup/Rebuilds menu (G43B411), choose Post Committed Costs to Jobs.

Alternatively, from the Encumberance Setup/Rebuilds menu (G43C411), choose Post Encumbered Costs to Acct.

Alternatively, from the Subcontract Setup/Rebuild menu (G43D411), choose Post Committed Costs to Job.

Run the Post Committed Costs to Jobs program (R00932) to track your job costs. When you run this program, the system recalculates the amounts in the Account Balances table (F0902) for the purchase amount (PA) and purchase unit (PU) ledgers. The system also recalculates monthly amounts in the Account Balances table based on information in the P. O. Detail Ledger File – Flexible Version table (F43199).

Customer and Supplier Self-Service

Internet Commerce, the exchange of goods and services on the Internet, specifically the World Wide Web (WWW), allows businesses to conduct business with other businesses and with consumers. Internet transactions are inexpensive, increasingly secure, platform-independent, and built on standards that make communicating with suppliers, partners, or customers a simple task. Businesses can easily use the Internet for time-critical transactions, such as purchasing, invoicing, electronic funds transfer, cargo tracking, and sales force automation.

You can create an Internet site from which your customers and suppliers can access the most updated information at any time.

The advantages of Internet commerce include:

- Global market expansion

- Wider product distribution

- World-wide, 24-hour access to customers

- Cost reduction, including reduction of your physical inventory, fewer distribution intermediaries, and reduction of costs on catalog production and distribution

- Increased revenue

With PeopleSoft software, your customers can enter their own orders, inquire on the status of orders, and review service and billing information whenever they want, without security risks or additional costs. Likewise, your suppliers can view real-time information about orders, receipts, and payment information and respond to requests for quotes.

Using the system's tools applications for web-based transactions, you can customize the self-service interface for your environment and business needs.

Note

This documentation is based on PeopleSoft EnterpriseOne forms and data that are provided for self-service in a Windows environment. The navigations, forms, steps, and data shown in this documentation might not correspond to your customized self-service Internet site.

Setting Up Self-Service for Customers and Suppliers

Before your customers and suppliers can use self-service to access information, you must provide a method for them to do one or more of the following:

- Access item information

- Review account information

- Review existing orders and shipments

- Access product and warranty information

- Review information about existing calls

- Review service orders

When you set up user profiles for your customers and suppliers, you can limit their access to only the self-service menus, based on their user IDs. Customers and suppliers cannot use self-service to add or modify address book, customer master, or supplier master information.

Prerequisite

❑ Verify that you have set up address book master and supplier master records for your suppliers. See *Entering Address Book and Mailing Information* in the *Address Book Guide*.

❑ Verify that you have set up supplier and item information. For more information about creating supplier and item relationships see *Setting Up Supplier and Item Information* in the *Procurement Guide*.

❑ Assign a branch/plant and default location to each supplier. When your suppliers inquire on orders, receipts, quotes, and so on, the system retrieves the information based on the branch/plant that you assign to the supplier's user ID. See *Setting Up Default Location Information* in the *Inventory Management Guide* for more information.

Addressing Security Issues

After you set up address book and master records for customers and suppliers, you must set up user profiles to limit your customers' and suppliers' access to your system. Customers and suppliers must have profiles before they can log on to any self-service applications.

In the user profile, you indicate the following information for a customer or supplier:

- User ID

- Password

- Preferences, such as language and localization information

You must also specify the menu that you want the supplier or customer to be able to access. Suppliers and customers can access only the programs that are on the menu that you specify in the user profiles. Specify one of the following menus, depending on the type of user:

- Daily Customer Self-Service Processing (G1715), for customers who need access to self-service programs in the Service Management system

- Customer Self-Service (G42314), for customers who need access to self-service programs in the Sales Order Management system

- Supplier Self-Service (G43S11), for suppliers who need access to self-service programs in the Procurement system

When a customer or supplier enters information using self-service programs, the system stores product selections and other information in a memory cache file. The customer or supplier can move between programs and the cache file retains the current contents of the order or quote.

See Also

❑ *Understanding User Profiles* in the *System Administration Guide* for more information about security and user profiles

Activating Processing Options for Supplier Self-Service

To enable your suppliers to use your self-service website to enter quotes and review information such as orders, receipts, and inventory levels, you must first activate the supplier self-service processing options for the following programs:

- Address Book (P01012)
- Purchase Orders (P4310)
- Purchase Receipts Inquiry (P43214)
- Quote Response Entry (P4334)
- Supplier Self-Service Inventory (P41201)
- Work with Shipments (P4915)
- Supplier Schedule Revisions (P34301)
- A/P Standard Voucher Entry (P0411)
- Work With Loads (P4960)
- Purchasing Date Revisions (P43100)

When you activate the processing options for supplier self-service, the system displays only those fields that are useful to your suppliers and hides those fields that are not useful or are confidential.

Reviewing Receipts on the Web

Your suppliers use their item number or can enter the order number to review order information, such as original quantity, units relieved, amount relieved, and original amount.

Prerequisite

❑ You must set the processing options for Purchase Receipts Inquiry (P43214) in order for your suppliers to review receipt information.

► **To review receipts on the Web**

From the Supplier Self-Service menu (G43S11), choose Purchase Receipts Inquiry.

On Purchase Receipts Inquiry, complete one of the following fields and click Find:

- Document Number
- Order Number
- Item Number
- Cost Center
- Line Number

See Also

❑ *Entering Receipts* in the *Procurement Guide* for the processing options for the Purchase Receipts Inquiry program (P43214)

Reviewing Orders on the Web

From the Supplier Self-Service menu (G43S11), activate the Self-Service processing option for the applicable program.

Orders convey much of the information needed by suppliers to fulfill your organization's orders. However, after the order is shipped it is often difficult for suppliers to get any more information from customers regarding not only that particular order, but also what the next order might be and when it might be needed.

To review orders or agreements in a standard environment, your suppliers are usually assisted by personnel in your organization who are familiar with the system as well as the process requirements. When you create a supplier self-service environment on the web, you allow your suppliers access to specific information pertaining to orders you have placed with them.

Your suppliers use their item number or can enter the order number to review information for an order such as original quantity, units relieved, amount relieved, and original amount, purchase agreements, and promised date.

Responding to Requests for Quotes

Self-service functionality allows suppliers to input directly into the procurement system, which can be very beneficial in areas such as responding to a request for quote. Authorized suppliers can access the designated Web site and enter their response directly into the system, which reduces transcription errors and possible confusion that can occur in other methods of communication from the supplier.

Your suppliers use their item number or can enter the order number to review information for an order, such as original quantity, units relieved, amount relieved, and original amount.

Prerequisite

❑   You must set the processing options for Quote Response Entry (P4334) in order for your suppliers to review quote information.

► **To respond to requests for quotes**

From the Supplier Self-Service menu (G43S11), choose Respond to Request for Quote.

1.   On Quote Inquiry, complete any of the fields and click Find.

2.   Choose the record for the quote to which you want to respond and click Select.

Processing Options for Quote Response Entry (P4334)

Default
Order Type
Self-Service
Supplier Self-Service
Blank = No
1 = Yes

System Setup

Before you use the Procurement system, you must define set up information. This information directs the system to accommodate your specific business needs. For example, you must define the purchasing cycle through which the system processes each order type that you use (requisitions, blanket orders, purchase orders).

You set up the following information for the Procurement system:

Order line types

You must define codes that determine how the system processes a detail line on an order.

Order activity rules

You must establish the sequence of steps in the purchasing cycle through which the system processes each order.

Constants

You must define constants for the following types of default information:

- Branch/plant constants control daily transactions within a branch/plant.
- Item availability constants define how the system calculates the quantity of items available at a branch/plant.
- System constants provide default information that applies throughout the system.
- Batch control constants determine whether an application requires management approval and batch control.

Automatic accounting instructions (AAIs)

You must set up AAIs to determine the general ledger accounts for which the system creates journal entries for purchasing transactions.

Tolerance rules

You can create tolerance rules to specify the number or percentage by which the quantity, unit cost, and extended amount can change on a detail line.

Order hold information

You can set up information that the system uses to place orders on hold.

Landed costs

You can set up landed costs to specify costs that exceed the purchase price of an item, such as delivery charges, broker fees, and so forth.

Non-stock items

You can set up information for items that you do not account for as part of your inventory.

Purchase order templates

You can set up templates for use during purchase order entry. Templates contain items that you frequently order from a supplier.

Model Logs

You can set up model logs for use during log creation. Model logs contain items that you frequently use in a log.

You set up the following information in other systems, including Inventory Management and General Accounting:

Messages	You can predefine messages to attach to orders.
Default location and printers	You can define default information for a certain user or workstation terminal, including a branch/plant, an approval route, and a printer output queue.
Next numbers	You can use the next numbers facility to automatically assign the next available number to document types and address book numbers.
Tax processing	You must set up tax processing information for your system.
User defined codes	You can set up user defined codes to customize each system in your environment.
Item cross-references	You can define item cross-reference numbers to link your internal item numbers to alternate items numbers, such as those maintained by your suppliers.

See Also

❑ *Setting Up Messages* in the *Inventory Management Guide*

❑ *Setting Up Default Location Information* in the *Inventory Management Guide*

❑ *Setting Up Next Numbers* in the *General Accounting Guide*

❑ *Setting Up Item Cross-References* in the *Inventory Management Guide*

Setting Up Order Line Types

Each purchase order you enter must contain details about the items or services you want to order. For each item or service, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. The system processes the detail line based on a line type.

The line type you enter for a detail line determines how the transaction affects other systems, such as:

- General Accounting
- Inventory Management
- Accounts Payable

For example, you might create a line type for stock items. When you set up the line type, you specify that it affects item availability in the Inventory Management system. You also specify that it affects the General Accounting and Accounts Payable systems. When you assign the line type to a purchase order detail line, the system:

- Increases the quantity of the item in the Inventory Management system (upon receipt)
- Creates ledger entries in the General Accounting system
- Creates ledger entries in the Accounts Payable system

The line type for a detail line also determines the cycle through which the system processes the line (based on order activity rules). Examples of other information you can specify for a line type includes:

- Whether the detail line is subject to taxes

- Whether the system applies freight charges to the detail line

- Whether a receipt is required for a detail line (this setting can apply to either two-way or three-way voucher match)

► **To set up order line types**

From the Procurement System Setup menu (G43A41), or the Sales Order Management Setup menu (G4241), choose Order Line Types.

1. On Work With Line Types, click Add.

2. On Line Type Constants Revisions, complete the following fields:

   - Line Type
   - Inv. Interface
   - G/L Offset
   - Include in Tax 1
   - Sales Journal Col

3. Choose any of the following applicable options and click OK:

   - G/L Interface
   - A/R Interface
   - A/P Interface
   - S/WM Interface
   - Text Line
   - Reverse Sign
   - Apply Freight
   - Apply Retainage
   - Generate Workorder
   - Include in Cash Discount
   - Include Sales/COGS for Gross Profit
   - Voucher Match Variance Account
   - Edit Item Master for Non-Stock Item
   - Protect Price on Sales Order
   - Generate Purchase Order
   - Call Materials Issue
   - Procurement Receipt Required

See Also

❑ *Setting Up Order Activity Rules* in the *Procurement Guide* for information about how the system processes order detail lines

Setting Up Order Activity Rules

For each item or service that you enter on a purchase order, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. You must set up order activity rules to establish the sequence of steps through which you process each detail line, for example:

- Enter order

- Approve order

- Print order

- Receive order

You can set up multiple sets of activity rules. You must assign each set of rules to a certain order type (purchase order, requisition, and so on) and line type. For example, you can specify that a set of activity rules apply only to purchase order detail lines that have a line type of S (for stock items).

To save time, you can copy an existing order activity rule by accessing a current combination of an order type and a line type and making the necessary changes.

You must assign status codes to each step in activity rules. Status codes identify the current status of a detail line and the next status to which to advance the line. You must define status codes in ascending numerical order. For example, you can set up status codes for purchase order stock line types as follows:

Last	Next	
220	230	(Enter Order)
230	280	(Approval Process)
280	400	(Print Purchase Order)
400	999	(Receive Order)

You can change the progression of steps by indicating alternate next status codes. For example, using the activity rules above, you can bypass the Print Purchase Order step for orders that you send electronically. To do this, you must assign an alternate next status code (400) to the Approval Process step. You can then assign the alternate code to detail lines in the approval process.

You can specify that the system write a record to the P. O. Detail Ledger File – Flexible Version table (F43199) when a detail line enters a certain step in the activity rules.

You cannot delete an order activity rule if there are records in the system whose status match any of the statuses that are assigned to the order activity rule.

Prerequisites

❑ Verify that you have set up status codes in user defined code table 40/AT. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

❑ Verify that you have set up order types in user defined code table 00/DT. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

❑ Verify that you have set up order line types. See *Setting Up Order Line Types* in the *Sales Order Management Guide*.

► **To set up order activity rules**

From the Procurement System Setup menu (G43A41), choose Order Activity Rules.

Alternatively, from the Sales Order Management Setup menu (G4241), choose Order Activity Rules.

1. On Work With Order Activity Rules, click Add.

		Last Status	Last Status Description	Next Status	Other 1	Other 2	Other 3	Other 4	Other 5	Ledger Y/N
⦿		520	Enter Sales Order	527	560	575	580	620		N
○		527	Approve Shipment/Load	560						N
○		560	Shipment Confirmation	575	573	580	620			N
○		573	Delivery Confirm	575	580	620				N
○		575	Billable Freight	580						N
○		580	Print Invoices	620						N
○		620	Sales Journal/Update	999						N
○		999	Complete - Ready to Purge							N
○										

2. On Order Activity Rules - Revisions, complete the following fields and click OK:

- Order Type
- Line Type
- Order Type Next Number
- Last Status Description
- Next Status
- Other 1
- Other 2
- Other 3
- Other 4
- Other 5
- Ledger Y/N

Setting Up Procurement Constants

A constant is information that you associate with either the entire system or a specific branch/plant. The system uses constants as default information in many PeopleSoft EnterpriseOne systems.

After you determine the information that you want to use throughout your system, you can enter the appropriate values or change any predefined values.

Prerequisite

❑ Create an address book record for each branch/plant.

❑ Set up a branch/plant named ALL.

❑ Set up each branch/plant as a business unit.

Defining Branch/Plant Constants

Branch/plant constants allow you to customize the processing of daily transactions for each branch/plant in your distribution and manufacturing systems.

Note

If you use the Warehouse Management system, you must define the warehouse information on the Branch Location Definition form of the Branch/Plant Constants program (P41001). Otherwise, you should at least define location length information.

► **To define branch/plant constants**

From the Procurement System Setup menu (G43A41), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, enter a branch and click Find.

2. Choose the row that contains the branch/plant for which you want to define constants and click Select.

3. On Branch/Plant Constants, complete the following fields:

- Address Number
- Short Item Number Identifier
- Second Item Number Identifier
- Third Item Number Identifier
- Symbol Customer/Supplier
- Symbol to Identify Segmented Item
- Segment Separator Character
- Commitment Method
- Specific Commitment (Days)
- Number of Days in Year
- Supplier Cross Ref. Code
- Purchase Order Issue Cost

- Sales/Inventory Costing Method
- Current Inventory Period
- Purchasing Costing Method
- Inventory Carrying Cost (%)
- General Ledger Explanation
- Approval Route Code

4. To finish defining branch/plant constants, choose the following applicable options, and then click OK:

- Backorders Allowed (Y/N)
- Interface G/L (Y/N)
- Write Units to Journal Entries
- Location Control (Y/N)
- Warehouse Control (Y/N)
- Quality Control (Y/N)
- Use Product Cost Detail (Y/N)
- Foreign Depot
- Inventory Lot Creation (Y/N)
- Location Segment Control (Y/N)

Defining Pricing Constants

You can define pricing constants to enable you to enter Advanced Pricing information in Procurement and Sales Order Management.

► **To define pricing constants**

From the Procurement System Setup menu (G43A41), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, enter a branch and click Find.

2. From the Form menu, choose Price Constants.

3. On Pricing Constants, complete the following fields and click OK:

- Advanced Sales Pricing (Y/N)
- Advanced Procurement Pricing (Y/N)
- Require Price Approval (Y/N)

Defining Item Availability

You must define how you want the system to calculate item availability for each branch/plant. Item availability affects how the system calculates back orders, cancellations, and customer delivery times.

Note

If you are using the Configuration Management system, you must set the Check Availability field in Configurator Constants (P3209) to check availability during sales order entry. If the system finds the exact item and string match, a window displays all locations containing the specific configuration.

► **To define item availability**

From the Inventory Setup menu (G4141), the Procurement System Setup menu (G43A41), or the Sales Order Management Setup menu (G4241), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, complete the following field and click Find:

   - Branch/Plant

2. Choose the row that contains the branch/plant for which you want to define item availability.

3. From the Row menu, choose Availability.

4. On Item Availability Definition, to specify items that you want to exclude from the item availability calculation, click any of the following options under the Subtract heading:

   - Quantity Soft Committed to SO & WO
   - Quantity Hard Committed to SO
   - Quantity Future Committed to SO
   - Quantity Hard Committed to WO
   - Other Quantity 1 SO
   - Other Quantity 2 SO
   - Quantity on Hold
   - Safety Stock

5. To specify items that you want to include in the item availability calculation, click any of the following options under the Add heading and click OK:

   - Quantity on Purchase Order Receipts
   - Quantity on PO - Other 1
   - Quantity on Work Order Receipts
   - Quantity in Transit
   - Quantity in Inspection
   - Quantity in Operation 1
   - Quantity in Operation 2

See Also

- ❑ *Reviewing Supplier Performance Information* in the *Procurement Guide* for more information about items and suppliers

- ❑ *Reviewing Performance Information* in the *Inventory Management Guide*

- ❑ *Setting Up Constants* in the *Sales Configurator Guide* for more information about setting up configured items

Defining System Constants

Set up system constants to determine how the system performs certain functions. For example, assume that you have several branch/plants and you use different units of measure for the items in each branch/plant. You can set a system constant to automatically convert units of measure by branch.

▶ **To define system constants**

From the Procurement System Setup menu (G43A41), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, choose Sys. Constants from the Form menu.

PeopleSoft.

Branch/Plant Constants - System Constants

OK   Cancel   Tools

☐ Unit of Measure Conversion by Branch

☑ Update Average Cost On-Line

☐ ECS Control

☐ Internet Enable PPAT Messages

☐ Scientific Rounding

☐ Use Customer Set

☐ Ship Ascending Date Rule

Allow Duplicate Lots	2
Sales Price Retrieval UOM	1
Purchase Price Retrieval UOM	2
Sales Price Based On Date	
Purchase Rebate Category Code	3
Preference Schedule	
Pref Retrieval UOM	

2. On System Constants, choose from the following options:

- Unit of Measure Conversion by Branch
- Update Average Cost On-Line

3. Complete the following field and click OK:

- Purchase Price Retrieval UOM

Defining Application Control Constants

Defining application control constants prevents the system from applying changes that unauthorized personnel make to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch processing job. You might enter batch control information to compare the anticipated size of the job to the end result.

You must define management approval and batch control separately for each distribution and manufacturing system that you use.

▶   **To define application control constants**

From the Procurement System Setup menu (G43A41), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, choose App. Constants from the Form menu.

2. On Application Constants, complete the following fields, if available, and then click OK:

    - Mgmt Apprv
    - Batch Ctrl

Setting Up Automatic Accounting Instructions

You set up automatic accounting instructions (AAIs) to determine the accounts to which the system distributes general ledger entries.

In the Procurement system, the system creates journal entries when you receive an inventory item. You set up AAIs to indicate the accounts for which the system creates the journal entries. You also can enter memo text for each AAI.

In the Subcontract Management system, automatic accounting instructions define the links among the Subcontract Management, Job Cost, and General Accounting systems.

See Also

❑ *Working with AAIs* in the *General Accounting Guide*

❑ *Customizing User Defined Codes* in the *Foundation Guide*

AAI Tables for the Procurement System

The Procurement system uses multiple AAI tables, each of which applies to a certain type of transaction. In each table, you specify a general ledger (G/L) account for each unique combination of company, document type, and G/L class.

For example, you can set up an AAI table for inventory receipt transactions. Each time you enter a receipt for an inventory item, the system determines the general ledger account to which to debit the receipt based on the company, document type, and G/L class for the receipt.

The system stores AAIs in the Distribution/Manufacturing – AAI Values table (F4095).

AAIs for Receipts and Voucher Match

These AAI tables determine which accounts are debited and credited when you enter purchase order receipts or create vouchers.

4310   Journal entry debit to an inventory evaluation account that the PO Receipts program (P4312) creates.

4315   Journal entry debit to a non-stock inventory account that the PO Receipts program creates when you are not using an account number on the purchase order.

4320   Journal entry credit or debit to a received not vouchered account that the PO Receipts program and Voucher Match program (P4314) creates

AAIs for Variances

These AAI tables determine which accounts are debited and credited when there is a variance in the cost of an item.

4330   Journal entry credit or debit to a receipt cost/actual cost paid variance account that is created from the Voucher Match program (P4314).

4332   Journal entry credit or debit to an actual cost paid variance/cost of sales account that is created from the Voucher Match program.

4335   Journal entry credit or debit to a standard cost/actual cost variance account that is created from the PO Receipts program (P4312).

4337   Journal entry debit to a manufacturing material burden account that is created from the PO Receipts program. (Used in conjunction with standard costs.)

4340   Journal entry credit or debit to record an exchange rate variance that is created from the Voucher Match program. Variance occurs if the purchasing rate is different between the time of receipt and the time of voucher creation.

AAIs for Tax Liabilities

These AAI tables determine which accounts are debited and credited when you work with tax liabilities.

4350   Journal entry debit for accrued purchasing taxes that is created from the PO Receipts (P4312) and Voucher Match (P4314) programs.

4355   Journal entry credit to a tax received but not vouchered temporary liability account that is created from the PO Receipts program.

AAIs for Receipt Routing

This AAI table determines which accounts are debited and credited when you process items through a receipt route.

4375   Journal entry debit to an inventory disposition account that is created during the receipt routing process. Typically, this is a result of goods being damaged. However, payment is still required.

AAIs for Landed Costs

These AAI tables determine which accounts are debited and credited when you work with landed costs.

4385   Journal entry debit for landed costs/expense adjustments that is created during the PO Receipts (P4312), Purchase Receipts Inquiry (P43214), or Voucher Match (P4314) programs.

4390   Journal entry credit for landed costs/expense adjustments that is created during the PO Receipts, Purchase Receipts Inquiry, or Voucher Match programs.

AAIs for Zero Balance Adjustments

These AAI tables determine which accounts are debited and credited when you work with zero balance adjustments.

4400   Journal entry to credit an inventory evaluation account that is created from the PO Receipts program (P4312) when receipt results in on-hand quantity ending at zero, with a remaining general ledger cost. Typically, this is the result of a transaction reversal at a different cost than the original transaction.

4405   Journal entry to debit an inventory evaluation account that is created from the PO Receipts program. This debit occurs when receipt results in on-hand quantity ending at zero, with a remaining general ledger cost. Typically, this is the result of a transaction reversal at a different cost than the original transaction.

AAI Tables for the Financial System

Six categories of AAIs relate to Subcontract Management. Each of these categories has a unique prefix that defines the way it is used in the system.

- Retainage payables (PCRETN)

    Use this AAI to determine which retention payable account to use when you create contracts that include retainage.

- Deferred VAT tax payables (PCVATP)

    Use this AAI to determine the account for deferred VAT payables. This AAI applies only when the VAT tax processing option is on and you use a tax type of C or V.

- Deferred VAT tax recoverables (PTVATD)

    Use this AAI to determine the account for deferred VAT recoverables. This AAI applies only when the VAT tax processing option is on and you use a tax type of C or V.

- Default cost types (objects) (CD)

    Use this AAI to specify the default cost type (object) for purchase order detail lines that are left blank.

- Specific contract cost types (CT)

    Use this AAI to determine the cost types (objects) that are allowed for your contracts.

- Range of contract cost types (CR)

    Use this AAI to determine a range of valid cost types for your contracts.

AAIs for Retainage Payables (PCRETN)

Use this AAI to determine which retention payable account to use when you are creating contracts that include retainage.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most commonly used by companies on your system. Then you only need to set up distinct PCRETN AAIs for companies with different accounts.

Retainage records that are created by the Progress Payments form require the object account associated with the PCRETN AAI to hold retained balances. You must define the PCRETN AAI before Progress Payments can create retainage vouchers.

AAIs for VAT Payables (PCVATP)

Use this AAI to determine the account for deferred VAT payables. If you do not set up this AAI, the G/L post ignores the deferred VAT when both of the following are true:

- The processing option for VAT with retainage is on.
- You use a tax type of C or V.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most commonly used by companies on your system. Then you only need to set up distinct PCVATP AAIs for companies with different accounts.

When you release retainage, this AAI reverses debits and credits with the PTVATD AAI.

AAIs for VAT Recoverables (PTVATD)

Use this AAI to determine the account for deferred VAT recoverables. If you do not set up this AAI, the G/L post ignores the deferred VAT when both of the following are true:

- The processing option for VAT tax with retainage is on.

- You use a tax type of C or V.

You must follow these guidelines on the Automatic Accounting Instructions form when you set up your PTVATD AAIs:

- You must specify a business unit and an object account.

- You can specify a company.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most commonly used by companies on your system. Then you only need to set up distinct PTVATD AAIs for companies with different accounts.

When you release retainage, this AAI reverses debits and credits with the PCVATP AAI.

AAIs for Default Cost Types (CD)

Use this AAI to determine the default cost types (objects) for your contracts.

You must follow these guidelines when you set up CD AAIs:

- The first two characters must be CD.

- The second two characters indicate the contract type, such as OS and OP. You must create a separate CD AAI for each contract type. You must also define the contract types in the user defined code table (00/DT) for document types.

- Do not assign company, business unit, or subsidiary to the CD AAIs.

If you define a CD AAI for a contract type, the system automatically supplies the cost type associated with the CD AAI.

AAIs for Specific Contract Cost Types (CT)

Use this AAI to determine the allowable cost types (objects) for your contracts.

You must follow these guidelines when you set up CT AAIs:

- The first two characters must be CT.

- The second two characters indicate the contract type, such as OS and OP. You must create a separate CT AAI for each contract type. You must also define the contract types in the user defined code table (00/DT) for document types.

- The last two characters must be a numeric value from 01 to 99. This value uniquely identifies each valid cost type within the contract type.

- Do not assign company, business unit, or subsidiary to the CT AAIs.

If you define more than one CT AAI for a contract type, the system does not supply a cost type. You must enter a cost type for each commitment. The system compares the cost type that you enter against the CT AAIs for the contract type to ensure that the cost type is valid.

AAIs for a Range of Contract Cost Types (CR)

Use this AAI to determine a range of valid cost types for your contracts.

You must follow these guidelines when you set up CR AAIs:

- The first two characters must be CR.

- The second two characters indicate the contract type, such as OS and OP. You must also define the contract types in the user defined code table (00/DT) for document types.

    If you use base agreements, you must set up a range of CR AAIs for your base agreement contract types. For example, if your base agreement contract type is defined as BC, you must set up a CRBCxx range of AAIs.

- The last two characters must be a numeric value from 01 to 99. These values must always occur in sequential pairs that represent ranges. For example, CROP01 is associated with CROP02, CROS97 is associated with CROS98, and so on.

- Do not assign company, business unit, or subsidiary to the CR AAIs.

When you enter a cost type for your contracts, the system first compares it to the CT AAIs and then compares it to the CR AAIs to ensure that the cost type is valid.

► **To set up automatic accounting instructions**

From the Procurement System Setup menu (G43A41), choose Automatic Accounting Instr.

Alternatively, from the Subcontract System Setup menu (G43D41), choose Automatic Accounting Instr.

1. On Work With AAIs, choose the row that contains the AAI table that you want to set up.

2. From the Row menu, choose Details.

3. On Account Revisions, scroll down to the bottom of the form, complete the following fields, and click OK:

    - Co
    - Do Ty
    - G/L Cat
    - Branch Plant
    - Obj Acct
    - Sub

Creating Tolerance Rules

You create tolerance rules to determine how much a detail line can change before it exceeds tolerance. For example, you enter a receipt for which the quantity exceeds more than 10 percent of the quantity entered on the purchase order. You can have the system prevent the transaction for exceeding tolerance.

You create tolerance rules to specify the number or percentage by which the following values can change:

- Quantity

- Unit cost

- Extended amount

You can set tolerance rules for three types of transactions:

- Receiving

- Creating vouchers

- Creating purchase orders through requisition consolidation and blanket release

If a detail line exceeds tolerance, the system either displays an error message or prevents you from entering the transaction, depending on how you set the processing options. During voucher match, you can also specify that the system assign a pay status code to lines exceeding tolerance.

If you do not specify a percentage or amount for the quantity, unit cost, and extended amount categories, the system will not perform tolerance checking for the category that you leave blank. The system performs tolerance checking only for transactions that exceed the tolerance rule range.

You can prevent the system from allowing any tolerance by specifying a zero tolerance. When you choose the option to enter a zero tolerance for a percentage or amount, you cannot receive, voucher, or release over the amount on the original purchase order line.

▶ **To create tolerance rules**

From the Procurement System Setup menu (G43A41), choose Tolerance Rules.

1. On Work With Purchasing Tolerance Rules, click Add.

2. On Purchasing Tolerance Rules Revisions, specify the type of process for which you are creating a tolerance rule by completing the following field:

   - Function(Program)

3. Specify what the tolerance rule is applicable to by completing one of the following fields:

   - Item Number

   - Commodity Class

   - Company

4. Specify the tolerance percentage or tolerance amount that is acceptable by completing the following fields, as needed, and click OK:

   - Tolerance Percentage

- Tolerance Units
- Tolerance Percentage
- Tolerance Amount
- Tolerance Percentage
- Tolerance Amount

Setting Up Order Hold Information

You can put an order on hold to prevent it from being processed. When you assign a hold code to an order, the system does not allow you to process the order until you release the hold.

You must set up the individual hold codes that you intend to assign to orders. Each hold code can identify a certain type of hold. For example, you might set up a hold code to identify orders that exceed budget. You might set up another hold code to identify orders that exceed the maximum order amount.

There are also predefined system-assigned hold codes. The system will automatically assign budget holds to orders if you set processing options for the Purchase Orders program (P4310) accordingly. The system will also assign a hold code to an order if you have entered a hold code for the supplier.

You can specify the person who is responsible for reviewing and releasing a certain type of order hold. You must specify a password for each hold code. Only those individuals who know the password can release an order to which the hold code is assigned.

Prerequisite

❑ Verify that you have set up hold codes in user defined code table 42/HC. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

► **To set up order hold information**

From the Procurement System Setup menu (G43A41), choose Order Hold Information.

Alternately, from the Subcontract System Setup menu (G43D41), choose Order Hold Information.

1. On Work With Hold Order Constants, click Add.

2. On Order Hold Information, complete the following fields and click OK for each hold code:

   - Hold Code
   - Branch/Plant
   - Person Responsible
   - Password

See Also

❑ *Entering Order Holds* in the *Procurement Guide*
❑ *Releasing Order Holds* in the *Procurement Guide*

Setting Up Landed Costs

Landed costs are costs that exceed the purchase price of an item. They are generally associated with the expected delivery charges of an order, but might also be for broker fees, commissions, and so on.

You can assign landed costs to a specific item and branch/plant or to a cost rule (a group of landed costs to which you assign a name). After you create a cost rule, you can assign it to an inventory item, a supplier, a purchase order, or a detail line. By assigning landed costs, you can track the actual cost of purchasing an item.

When you assign landed costs to an item or cost rule, you define the calculation for each landed cost on a per item basis. You can add landed costs for an item based on:

- A percentage of the unit price

- A dollar amount

- A specific rate multiplied by the weight or volume of the item

For each landed cost, you can specify:

- The effective dates

- The supplier to which the cost is paid

- The general ledger class code to which you apply the cost

The general ledger class code determines the general ledger accounts for which the system creates journal entries for landed costs. You use AAI tables 4385 and 4390 to specify landed cost accounts.

You can also specify:

- Whether to match the cost using the voucher entry program

- Whether to include the cost in item cost updates

The system searches for landed costs that apply to a detail line in the following order:

- Landed costs that are assigned to the item/branch on Landed Cost Revisions

- A cost rule assigned to the detail line

- A cost rule assigned to the purchase order

- A cost rule assigned to the item and branch/plant on Item/Branch Plant Info.

- A cost rule assigned to the item on Item Master Revisions

You determine at which point the system adds landed costs to a detail line. For example, you can add landed costs during the receipt process, the voucher match process, or as a stand-alone process.

Prerequisite

- ❑ Set up the landed cost rules in user defined code table 41/P5. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

- ❑ Set up the landed cost level in user defined code table 40/CA. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

► **To set up landed costs**

From the Procurement System Setup menu (G43A41), choose Landed Cost Revisions.

1. On Work With Landed Cost, click Add.

2. On Landed Cost Revisions, complete the following field to specify a rule for the landed costs:

   - Landed Cost Rule

3. Or to specify an item to which the landed costs apply, complete the following fields:

   - OR Item Number
   - Branch/Plant

4. To specify calculations for each landed cost, complete the following fields:

   - Cost Level
   - Percent of Cost
   - Plus Amount
   - Weight Rate
   - Volume Rate

5. To specify more details for each landed cost, complete the following fields and click OK:

   - G/L Cat
   - Based on Level
   - Supplier Name
   - Effective From
   - Effective Thru
   - Include in Cost (Y/N)
   - Voucher Y/N

Setting Up Non-Stock Items

You can define information for items that you do not account for as part of your inventory. You add and maintain non-stock item information only at the item level, not at the branch/plant level. The Non Stock Item Revisions form is similar to the Item Master Revisions form. However, it contains only those fields that pertain to non-stock items.

Operating Resources are the non-stock goods and services and other internal business processes a company manages that are necessary for the day-to-day operations of an enterprise. Examples of operating resources include:

Goods
- Maintenance, repair, and operating supplies
- Capital equipment
- Vehicle fleet
- Computer equipment and software
- Office equipment and supplies
- Magazines and books
- Marketing and promotional materials
- Real estate

Services
- Maintenance
- Advertising
- Capital services
- Contracts
- Printing
- Recruiting and outplacement

You can access additional forms that allow you to define and maintain further information about a non-stock item, including:

- Default units of measure
- Multiple language descriptions
- Text messages

For each non-stock item that you set up, the system creates a record in the Item Master table (F4101).

► **To set up non-stock items**

From the Non-Stock Purchasing System Setup menu (G43B41), choose Non-Stock Item Master.

1. On Work With Non Stock Items, click Add.

2. On Non Stock Item Revisions, complete the following fields:

    - Product Number
    - Catalog Number
    - Description
    - Description
    - G/L Class
    - Unit of Measure
    - Line Type

    For non-stock items, the stocking type is always N (non-stock).

3. Complete the following fields and click OK:

    - Buyer Number
    - Preferred Carrier
    - Commodity Class
    - Commodity Sub Class
    - Master Planning Family
    - Landed Cost Rule

Processing Options for Non Stock Item Master (P4101N)

Defaults

1. Primary UOM (Default = EA)

2. Weight UOM (Default = LB)

Process

Enter a '1' to transfer changes made to the 2nd (LITM) and the 3rd (AITM) item numbers to the Item Branch (F4102) item record OR (FUTURE) enter a '2' to transfer changes to records in the selected files (see UDC 40/IC).

1. Transfer Changes to F4102

Versions

Enter the version to be used for each program. If left blank, ZJDE0001 will be used.

1. Item Master

Setting Up Templates for Purchase Orders

You can set up templates to streamline the order entry process. Templates contain items that you frequently order and the quantity in which you usually order them. You can access templates during purchase order entry to select items to order.

Each template contains a specific group of items. You can create standard templates for general use, or you can specify the supplier to whom a template applies. You can also create a user template based on the user's most commonly ordered items.

When you set up an order template, you enter the items and item quantities to include on the template. You can have the system enter items on a template based on existing purchase orders that you choose. You can also create or revise a template in batch mode using information from existing purchase orders.

Prerequisite

❑ Set up names of order templates in user defined code table 40/OT.

See Also

❑ *Entering Items Using Order Templates* in the *Procurement Guide*

❑ *User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes

Creating Purchase Order Templates

An order template is a group of items that you order frequently. You use order templates during purchase order entry to select items to order.

You can create templates that are specific to a certain supplier. This kind of template is useful when you frequently order the same items from a supplier. You can also create standard templates that are not specific to a supplier. Instead, they contain items that are ordered frequently from different suppliers. You may also want to create a template based on a specific user and the items most commonly ordered by that user.

Prerequisite

❑ Set the processing option for Supplier History Template Rebuild (R43815) so that the system can retrieve historical purchase order information to the purchase order template.

❑ If you are creating a purchase order user template based on a user's most commonly ordered items, on Supplier Template Revisions (P4015), set the processing option for Desired Format to 4, or User.

► **To create a purchase order supplier template**

From the Procurement Advanced & Technical Ops menu (G43A31), choose Supplier Template Revisions.

1. On Work With Available Order Templates, click Add.

2. On Order Template Revisions, complete the following field, as needed.

• Supplier Name

Leave the field blank if the order template you are creating is not specific to a supplier.

3. To specify the name of the template, complete the following field:

- Order Template

4. Choose the items to include on the template by completing the following fields and click OK:

- Item Number
- Usual Quantity

► **To create a purchase order user template**

From the Procurement Advanced & Technical Ops menu (G43A31), choose Supplier Template Revisions.

1. On Work With Available Order Templates, click Add.

2. On Order Template Revisions, complete the following field, as needed.

- User

   This field is available to you only if you have specified a user format in the processing options of the Supplier Template Revisions program (P4015).

3. To specify the name of the template, complete the following field:

- Order Template

4. Choose the items to include on the template by completing the following fields:

- Item Number
- Usual Quantity
- Supplier

5. Click OK.

Creating a Template Using Existing Purchase Orders

You can quickly create a supplier template or update an existing template based on items and item quantities on existing purchase orders. Based on the purchase orders you choose, the system adds items and item quantities to a template.

► **To create a template using existing purchase orders**

From the Procurement Advanced & Technical Ops menu (G43A31), choose Supplier Template Revisions.

1. On Work With Available Order Templates, click Add.

2. On Order Template Revisions, complete the following fields:

- Supplier Name
- Order Template

3. Choose Order History from the Form menu.

4. On Work With Purchase Order History, enter the appropriate search criteria and click Find to locate the order from which to update the template.

5. To review the items and item quantities on the order, choose the order and choose Details from the Row menu.

6. On Work With Order Details, click Close to return to Work With Purchase Order History.

7. On Work With Purchase Order History, choose the order and click Select.

   The system copies the items and quantities on the order to the template you are adding.

Processing Options for Order Template Revisions (P4015)

Display

Order templates can be entered in the following formats: 1=Sold To 2=Ship To 3=Suppliers 4=User

1. Enter the desired format

The following are valid values for the Customer Self-Service Mode:

Blank = Standard Processing

1 = Customer Self-Service mode for Java/HTML

2 = Customer Self-Service mode for Windows

2. Customer Self-Service Mode

Versions

Enter the version for each application. If left blank, ZJDE0001 will be used.

1. Customer Service Inquiry   (P4210)

2. Open Purchase Orders   (P4310)

Revising a Template in Batch Mode

From the Procurement Advanced & Technical Ops menu (G43A31), choose Supplier Template Rebuild.

You can use Supplier History Template Rebuild (R43815) to create a new order template in batch mode. The system adds items to the new template based on existing orders. You use processing options to define the criteria the system uses to build a new template.

Supplier History Template Rebuild creates templates by compiling and applying the supplier item history from the Purchase Order Detail File table (F4311).

Processing Options for Supplier History Template Rebuild (R43815)

Default

1.- Enter the Order Template to be created

 Enter Effective Dates

2.- Effective From Date

3.- Effective Thru Date

Process

1.- Enter a '1' for Supplier '2' Buyer '3'   Ship-To '4' Transaction Originator

2.- Enter '1' to Calc Ave Qty for Usual Qty

3.- Enter '1' for Dream Write Data Seq or '2'   Most Frequently Ordered

4.- Enter Max No of lines in Template

5.- Enter Min times an item must be ordered   to be included on the template.

6.- Enter '1' to include Supp/Item   Relationship

Creating a Model Log

A model log is a set of standard submittal and transmittal information or other information that you can copy into an order. A submittal is information that you need to receive from a subcontractor or supplier, such as proof of insurance, and so on. A transmittal is information that you need to send to a subcontractor, such as permission to proceed, and so on. You create a model log if you have many orders that use the same standard log information.

Prerequisite

❑ Verify that you have set up model logs in user defined code table 43/ML. See *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes.

► **To create a model log**

From the Procurement System Setup menu (G43A41), choose Order Model Log Revisions.

Alternatively, from the Subcontract System Setup menu (G43D41), choose Order Model Log Revisions.

1. On Work With Model Logs, enter a model log and click Add:

2. On Model Logs, complete the following fields and click OK:

- Log Type
- Status Type
- Explanation -Remark-
- Issue Date

- Expired Date
- P E
- Cat Cde1
- Cat Cde2
- Cat Cde3
- ID Code
- Address Number

Advanced and Technical Operations

Examples of advanced and technical operations that you might perform are:

- Updating supplier and item analysis records

- Converting supplier limit amounts

- Generating new supplier prices in a different currency

- Purging records

Updating Supplier and Item Analysis Records

From the Procurement Advanced &Technical Ops menu (G43A31), choose Supplier Analysis Regeneration.

After you install a new release of the PeopleSoft EnterpriseOne Procurement system, you must run the Supplier/Item Relationships Rebuild program (R43900) to update supplier and item analysis records. The procedure updates new fields in the Supplier/Item Relationships table (F43090) based on the receipt data in the Purchase Order Receiver File table (F43121).

When you use the Supplier/Item Relationships Rebuild program to update the supplier and item analysis records, you can assign a route code for new supplier/item relationships.

After you run the Supplier/Item Relationships Rebuild program, you can have the system maintain supplier analysis information interactively when you enter purchase orders, receipts, and vouchers.

Caution

You should only run the Supplier/Item Relationships Rebuild program when installing a new release of PeopleSoft EnterpriseOne. If data becomes corrupted at a later date and you need to update your records, contact the PeopleSoft EnterpriseOne Help Desk for assistance.

Processing Options for Supplier/Item Relationships Rebuild (R43900)

Route

This processing options default option allows entry of the route code to be assigned when a new supplier/item records are added. If left blank, the route code will not be assigned.

Route - Normal Route Code

Purging Data

From the Data File Purges menu (G43A311), choose an option.

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

The system provides purges for removing data from files where the selection criteria needs to be specific. Purges are programs that have predefined criteria that the system checks before removing any data so that you avoid removing associated data that is located in other files.

Caution

You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data. Purging data is typically performed by a system administrator or operations personnel. It is important that only those employees who understand the purging process and its results are allowed access to this procedure.

You can run the following purge programs in Procurement:

- Detail (F4311) Purge (R4311P)
- Receiver (F43121) Purge (R43121P)
- Ledger (F43199) Purge (R43199P)
- F4301 Purchase Order Header Purge (R4301P)
- Close Text Lines (R43960)

Considerations

- When you run the F4301 Purchase Order Header Purge program (R4301P), the system purges records only if there are no active detail lines. Therefore, before you run the F4301 Purchase Order Header Purge program, you should run the Detail F4311 Purge program (R4311P).

- Unlike the other purge programs, the Close Text Lines program (R43960) does not delete data. The program moves text lines to a status of 999 for an order that is closed.

  To run the Close Text Lines program, you submit a batch job using the Available Versions form. You run the Close Text Lines program the same way that you run reports or any other type of batch job.

Prerequisites

- ❑ It is recommended that you create your own purge environment, which allows you to save purged records and prevents the records from being overwritten when you upgrade the software.
- ❑ Back up the files that will be affected.
- ❑ Determine the data that you want to purge.
- ❑ Verify that no users are working with the data that you want to purge.

► To purge data

From the Data File Purges menu (G43A311), choose an option.

Use the following procedure to run any of the purge programs in Procurement (with the exception of the PO Text Lines purge).

1. On Available Versions, choose a version and click Select.

2. On Table Conversion Prompting, choose the Properties option and click Submit.

3. On the properties window, choose the Select Environments tab.

4. Choose the From and To environments, which allow you to select the environment to purge data from and the environment in which to store purged data.

5. Choose the Data Selection tab and specify the information to purge.

   The system automatically displays processing options for the purge program.

6. Click OK.

7. Complete the processing options according to the following guidelines:

   • For the first processing option, enter 1 to save purged records. You cannot save purged records unless you have created your own purge environment.

     If you leave this processing option blank, the system deletes all purged records.

   • For the second processing option, enter a new name for the environment that stores purged records. By renaming the environment before you run a purge program, you can store the records from each purge separately. Otherwise, the system overwrites the data each time that you run the purge program.

     Before completing this processing option, ensure that you have specified that you want the system to save purged records.

     After completing this processing option, you must complete the third processing option, which allows you to enter the data source name.

   • For the third processing option, enter the name of the data source for the purged records.

     Before completing this processing option, ensure that you have specified that you want the system to save purged records and that you have entered a new environment name.

8. To run the purge program, click OK. To exit without running the purge program, click Cancel.

Interoperability

To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers.

Interoperability among products is key to successfully implementing an enterprise solution. Full interoperability among systems results in a flow of data among the different products that is transparent to the user. This system provides interoperability functions to facilitate the exchange of data with other external systems.

Inbound Transactions

In an inbound transaction, you accept data from another system into this system. Interoperability for inbound transactions consists of the following tasks:

- The external system sends data to this system's interface tables, which hold the data before it is copied to the application tables. The external system is responsible for conforming to the format and other requirements for the interface tables. If the external system cannot write the information in the required format, it can write the data to a flat file, and you can use this system's Inbound Flat File Conversion program to convert the data to the required format.

- You run a transaction process (a batch program) that validates the data, updates valid data from the interface tables to this system's application tables, and sends action messages to the Employee Work Center about invalid data.

- You use an inquiry function to interactively review and revise the incorrect data, and then run the transaction process again. You repeat this step as often as needed to correct errors.

Outbound Transactions

In an outbound transaction, you send data from this system to an external system. Interoperability for outbound transactions requires that you set a processing option specifying the transaction type. Using the master business function for the type of transaction, the system creates a copy of the transaction and places it in the interface table where external systems can access it.

See Also

- ❑ *EDI Document Processing* in the *Data Interface for Electronic Data Interchange Guide* for more information about electronic commerce

Setting Up for Interoperability Transactions

External systems can use a variety of methods to send data to the interoperability interface tables. One method is to write the data to a flat file. If you use this method, the system converts the flat file to the interface table. For the system to convert data from the flat file to the interface table, you must identify the transaction, which includes the following information:

- Transaction type, which is a unique description to identify the transaction

- Whether this transaction is inbound or outbound

- Record type, the data that is imported or exported

- The application, the source or destination of the transaction

You can set a processing option to start the transaction process automatically when the conversion completes successfully. The transaction process copies the data from the interface tables to the application tables, from which this system's applications can access the data.

Prerequisite

- ❑ Ensure that the flat file is a comma-delimited ASCII text (flat) file to which the workstation has read and write access.

- ❑ Ensure that the data conforms to the required format. See *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for requirements.

Reviewing Record Types

When you set up flat file cross-reference information, you must specify the record types. Record types indicate the sort of information that is being exchanged between this system and external systems such as addresses, header or detail transactions, text, or additional information.

You can review hard-coded record types in the user defined code table (00/RD). The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents

Setting Up Transaction Types

You can add codes to the user defined code table (00/TT) to identify the transactions that the system uses in the flat file cross-reference. After you set up the transaction type, you use the transaction type to identify whether the information exchange is inbound or outbound and to identify the corresponding applications and versions. You must set up transaction types before defining data export controls and flat file cross-reference information.

For every transaction type, you must set up data export controls. If you cannot transfer or receive information with an external system, then you use the transaction type when you set up flat file cross-reference information.

See Also

- ❑ *Customizing User Defined Codes* in the *Foundation Guide* for more information about setting up user defined codes

Setting Up Data Export Controls

You define the export information for outbound transactions only. To set up data export controls properly, you must indicate the transaction, document type, batch application or function, and version from which the external system retrieves information from the interface tables.

You can define export controls based on either of the following:

Function name and library	You can specify a vendor-specific function name and library to identify the external custom program that accesses this system's interface tables.
UBE or batch processor	You can specify a vendor-specific outbound batch processor that accesses this system's interface tables.

► **To set up data export controls**

From the Purchasing Interoperability menu (G43A313), choose Data Export Controls.

1. On Work With Data Export Controls, click Add.

2. On Data Export Control Revisions, enter the appropriate transaction, such as receipts, in the following field:

   - Transaction

3. Enter the appropriate order type in the following field:

   - Order Type

4. Enter a UBE name and function name in the following fields:

   - UBE Name
   - Function Name

   You can define data export control for either a vendor-specific batch process or function. If you enter information in fields for vendor-specific batch processors or functions, the system uses the batch process.

5. If you identified a vendor-specific batch process, enter a version in the following field:

   - Version

6. If you identified a vendor-specific function, enter a function library in the following field:

   - Function Library

7. Enter 1 or 0 in the following fields and click OK:

   - Execute For Add
   - Execute For Upd
   - Execute For Del
   - Execute For Inq
   - Flat File Exp Mode
   - Ext DB Exp Mode

- Ext API Exp Mode
- Launch Immediately

Setting Up the Flat File Cross-Reference

Before you can convert a flat file, you must provide a cross-reference from the flat file fields to the interface table fields. When you exchange data between this system and an external system, you use flat file cross-reference information for the following conditions:

- For inbound transactions for which the external system cannot write data to the interface tables in the required format for this system. In this case, the external system can write the data to a specific flat file for each transaction and record type.

- For outbound transactions for which this system cannot write data to the interface tables in the format that is required by the external system. In this case, this system can write the data to a specific flat file for each transaction and record type.

See Also

❑ *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for more information about this process. The process for setting up flat file cross-references for Interoperability is identical to that for EDI interface tables.

► **To set up the flat file cross-reference**

Use one of the following navigations:

From the Forecast Interoperability menu (G36301), choose Flat File Cross-Reference.

From the Sales Interoperability menu (G42A313), choose Flat File Cross Reference.

From the Inventory Interoperability menu (G41313), choose Flat File Cross-Reference.

From the Product Data Interoperability menu (G30311), choose Flat File Cross-Reference.

From the Purchasing Interoperability menu (G43A313), choose Flat File Cross-Reference.

From the Shop Floor Management Interoperability menu (G31311), choose Flat File Cross-Reference.

1. On Work With Flat File Cross-Reference, click Add.

2. On Flat File Cross-Reference, to specify the transaction type, such as receipts, complete the following field:

   - Transaction

3. To indicate whether this transaction type is Inbound (1), or Outbound (2), complete the following field:

   - Direction Indicator

4. To indicate the information source, complete the following field:

   - Record Type

5. Enter the specific file name in the following field:

- File Name

The file name refers to the application table from which the system exchanges information, as defined by the record type.

6. Click OK.

Running the Conversion Program

Use one of the following navigations:

From the Forecast Interoperability menu (G36301), choose Inbound Flat File Conversions

From the Inventory Interoperability menu (G41313), choose Inbound Flat File Conversion.

From the Product Data Interoperability menu (G30311), choose the applicable Inbound Flat File Conversion.

From the Purchasing Interoperability menu (G43A313), choose Inbound Flat File Conversion.

From the Shop Floor Management Interoperability menu (G31311), choose the applicable Inbound XX Flat File Conversion, where XX is the process that the conversion completes, such as Inbound Completion Flat File Conversion.

You use the Inbound Flat File Conversion program (R47002C) to import flat files into PeopleSoft interface tables. You can create a separate version of the Inbound Flat File Conversion program for each interface table. This program recognizes both the flat file from which it reads and the record types (UDC 00/RD) within the flat file. Each flat file contains records of differing lengths, based on the interface table record to which they correspond. The Inbound Flat File Conversion program uses the Flat File Cross-Reference Table (F47002) to convert the flat file into the interface tables. Table F47002 indicates to the conversion program which flat file to read from, based on the transaction type that you are receiving.

The conversion program reads each record in the flat file and maps the record data into each field of the interface tables, based on the text qualifiers and field delimiters that are specified in the flat file.

The conversion program inserts the field data as one complete record in the interface table. If the conversion program encounters an error while converting data, it withholds the data in error and continues processing the conversion. If the data is successfully converted, the system automatically starts the transaction process for that interface table, provided that you set the processing options in the conversion program to do so.

See Also

❑ *Setup Requirements for Flat File Conversions* in the *Interoperability Guide* for more information about setup requirements

Processing Options for Inbound Flat File Conversion (R47002C)

Transaction

1. Enter the transaction to process.

Separators

1. Enter the field delimiter.

2. Enter the text qualifier.

Process

1. Enter the inbound processor to run after successful completion of the conversion.

2. Enter the version for the inbound processor. If left blank, XJDE0001 will be used.

Receiving Transactions

When an external system sends inbound transactions, this system stores the unedited data sent from the external system in interface tables. For outbound transactions, this system writes data to the interface tables that is then sent to an external system. In this way, unedited transactions do not affect application tables. The next step is to run the appropriate transaction process to edit the transactions and update the appropriate application tables in this system.

To receive information in the interface tables, data from an external system must conform to the minimum field requirements specified for the interface table.

Note

When you run the Inbound Flat File Conversion program (R47002C) and it completes successfully, the system automatically starts the transaction process if specified in the processing option for the conversion.

The transaction process performs the following tasks:

- Validates the data in the interface table to ensure that data is correct and conforms to the format defined for the application table system

- Updates the associated application table with validated data

- Produces a report that lists invalid transactions and sends an action message for each invalid transaction to the Employee Work Center

- Marks in the interface tables those transactions that are successfully updated to the application tables

If the report indicates errors, access the Work Center (P012501) from the Workflow Management menu (G02) and review the messages in the message center. Then use the associated inquiry function to review and revise the transactions and rerun the transaction process.

See Also

❑ *Reviewing and Revising Inbound Transactions* in the *Procurement Guide* for more information about using the Inquiry function

❑ *Receiving Documents* in the *Data Interface for Electronic Data Interchange Guide* for more information about receiving inbound EDI documents

Receiving Inbound Purchase Orders

From the Purchasing Interoperability menu (G43A313), choose Inbound Purchase Order.

You might receive inbound purchase orders, for example, if you are using a third-party manufacturing system and need to create a purchase order in the PeopleSoft EnterpriseOne software. In this example, the manufacturing system maps the data into a flat file, and the Inbound Flat File Conversion program copies the data to the interface table.

Reviewing the Receiving Advice Edit/Create

From the Purchasing Interoperability menu (G43A313), choose Receiving Advice Edit/Create.

The Receiving Advice document is a confirmation from the customer or off-site consigned warehouse to the supplier that the goods or services were received. This document includes the condition of the received items and customer's acceptance or rejection of the received items.

When a supplier sends you receiving advice documents, the translator software maps the data into a flat file, and the Inbound Flat File Conversion program copies it to the interface files.

See Also

❑ *Receiving Advice into Purchasing (861/RECADV)* in the *Data Interface for Electronic Data Interchange Guide* for interface tables and related application tables for EDI and interoperability transactions

Working with the Receipt Routing Inbound Processor

From the Purchasing Interoperability menu (G43A313), choose Receipt Routing Inbound Processor.

To update the Procurement system with receipt routing information, run the Receipt Routing Unedited Transactions Inbound Processor batch program (R43092Z1I).

The inbound processor uses data in the interface tables to update application tables.

If the inbound processor encounters errors while moving data from the interface tables to the application programs, it sends error messages to the Work Center (P012501) on the Workflow Management menu (G02).

After the inbound processor has finished, it generates an audit report that lists the transactions that were processed, totals for the number of processed transactions, and errors that occurred during processing.

Reviewing and Revising Interoperability Transactions

From the Purchasing Interoperability menu (G43A313), choose an option.

Running a transaction process, such as Receipt Routing Unedited Transactions (P43092Z1), often identifies one or more inbound transactions that contain invalid transactions. For example, if you are in receipt routing and you try to move inventory to a step that was not defined in the receipt route, the Receipt Routing Unedited Transactions process identifies the invalid transaction and sends an error message to the Work Center (P012501). The error message indicates the transaction number for the transaction in error.

You can inquire on the following menu options to review and revise inbound transactions:

- Inbound Receiving Advice Inquiry

- Inbound Receipt Routing Inquiry

- Inbound Purchase Order Inquiry

Use the inquiry menu selections to add, change, or delete transactions containing errors. Then run the appropriate transaction process again. Continue to make corrections and rerun the transaction process until the program runs without errors.

See Also

❑ *EDI Document Inquiry and Revision* in the *Data Interface for Electronic Data Interchange Guide* for more information

Reviewing and Revising Inbound Transactions

You can review and revise receiving advice transactions, receipt routing transactions, or purchase order transactions.

▶ To review and revise receiving advice transactions

From the Purchasing Interoperability menu (G43A313), choose Inbound Receiving Advice Inquiry.

1. On Work with Inbound EDI Receiving Advice, complete any of the fields to limit the search to specific transactions and click Find:

2. Choose the transaction and click Select.

3. On Inbound EDI Receiving Advice Revisions, revise any of the fields as needed and click OK.

4. If applicable, choose Detail Revisions from the Row menu to review or change additional detail information and click OK.

After you correct the errors identified by the Inbound Receiving Advice Inquiry process, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

► **To review and revise receipt routing transactions**

From the Purchasing Interoperability menu (G43A313), choose Inbound Receipt Routing Inquiry.

1. On Work With Unedited Transactions, complete the following fields to limit the search to specific transactions and click Find:

   - User ID
   - Batch Number
   - Transaction Number

2. Choose the transaction to review and revise and click Select.

3. On Unedited Transaction Revisions, review and revise the transaction as needed, and then click OK.

4. If applicable, choose Revisions from the Row menu to review or change additional detail information and click OK.

After you correct the errors identified by the Inbound Receipt Routing Inquiry process, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

► **To review and revise purchase order transactions**

From the Purchasing Interoperability menu (G43A313), choose Inbound Purchase Order Inquiry.
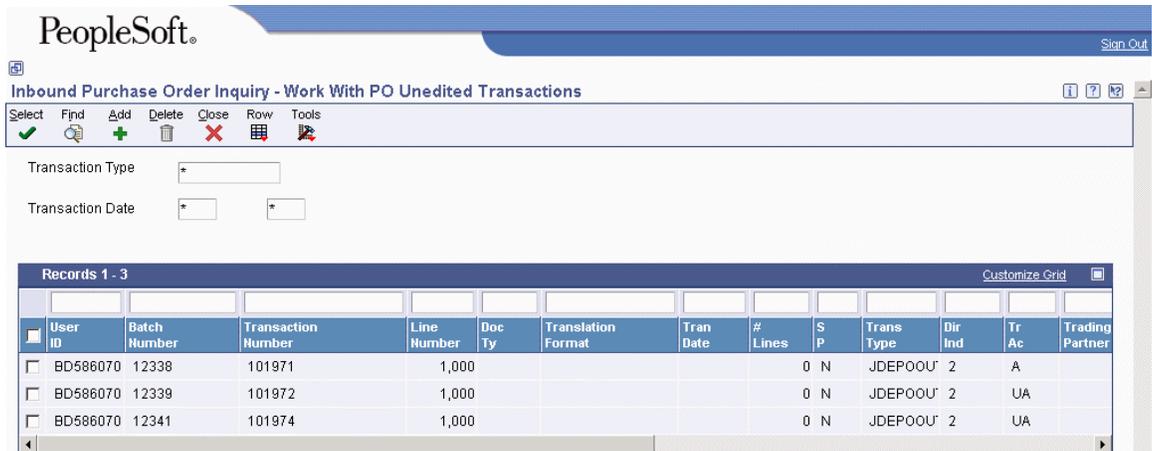
1. On Work With PO Unedited Transactions, complete the following fields to limit the search to specific transactions:

   - User ID
   - Batch Number
   - Transaction Number

2. Click Find.

3. Choose the transaction to review and revise, and click Select.

4. On Unedited Transaction Header Revisions, review and revise as needed, and click OK.

5. If applicable, choose Detail Revisions from the Row menu to review or change additional detail information, and click OK when finished.

    After you correct the errors identified by the Inbound Purchase Order Inquiry process, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

Reviewing the Processing Log

From the Purchasing Interoperability menu (G43A313), choose Processing Log.

You can use the processing log to review whether the system has processed inbound and outbound transactions. With the processing log, you can review whether a vendor-specific transaction has processed successfully. The processing log contains key information from the Data Export Control table (F0047) about the interoperability transaction, such as the transaction type, order type, and sequence number, batch process or function and corresponding version. The system creates a record for every transaction that is processed in the outbound process.

The information in the processing log is for review only and cannot be changed in either the processing log or EnterpriseOne applications.

Sending Transactions with the Outbound Order Processor

From the Purchasing Interoperability menu (G43A313), choose Outbound Order Processor.

You might send transactions you create or change in the Procurement system to an external system. For example, you might need to send information about changes on a purchase order to an external system.

The default outbound transaction is a copy of a data transaction after you created or changed it (an *after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (a *before image*). Creating and sending before images requires additional processing time. To control the type of image, you set a processing option in the application programs that create transactions.

You can send transactions from EnterpriseOne to an external system using any of the following interoperability methods:

Batch extraction processor	When you run an extraction process, the application retrieves data from the PeopleSoft EnterpriseOne application tables for the transaction and copies the data to the interface tables. The system then generates an audit report that lists the processed documents.
Batch and subsystem process	All outbound master business functions used to create interoperability transactions have processing options that control the interoperability transaction. For batch and subsystem processing, you set up the processing options in the appropriate business function version for interoperability and then specify that application and version in the data export controls.

The system places a copy of the transaction in the interface table for that type of transaction. For example, for an outbound purchase order the system places a copy of the transaction in the Purchase

Order Header Unedited Transaction Table (F4301Z1) and the Purchase Order Detail Unedited Transaction Table (F4311Z1). The data is then available for an external system to use.

Prerequisite

❑ Define the data export controls for the type of outbound transaction. The system uses data export controls to determine the batch programs or business processes that third parties supply for use in processing transactions.

Purging Interoperability Transaction Records

From the Purchasing Interoperability menu (G43A313), choose Inbound Purchase Order or Order Outbound Purge.

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from interoperability files.

The Procurement system contains a purge option for both inbound and outbound transactions. Use the following purges to remove data from the corresponding interoperability tables:

- EDI Receiving Advice Inbound Purge (R47078)
- PO Unedited Transaction Inbound Processor (R4311Z1I)
- EDI Purchase Order Outbound Purge (R47019)

Vertex Sales Tax Q Series

If your company wants to apply sales taxes automatically, you can use the Vertex Sales Tax Q Series system with the following EnterpriseOne systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing
- Service Billing

Caution

If you are using the Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

See Also

❑ *Interface to Vertex Sales Tax Q Series Guide* for information about using the Vertex Sales Tax Q Series product

EnterpriseOne PeopleBooks Glossary

"as of" processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can "contain" them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
audit trail	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
automatic return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.

balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.

blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.

business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\ package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.

checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.

component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.

control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'echange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'echange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.

delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.

displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.

embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.

environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.

fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.

hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e servicos. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulacao de mercadoria e servicos substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e servicos substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.

in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.

ISS	See imposto sobre servicos.
jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	PeopleSoft proprietary database middleware package that provides two primary benefits: 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.

just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.
Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port. For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.

load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.

maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.

metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.

next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.

object management workbench (OMW)	The change management system that is used for EnterpriseOne development.
object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.

outturn	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage.

When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo. |
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	A type of form that presents parent/child relationships in an application on one form:

The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship.

The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree.

The parent/child form supports drag and drop functionality. |

parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components.
	2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows.
	Sometimes referred to as parent/child relationship.
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.

potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement (100 / 80 = 1.25).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.

program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a "Master" table, this is the central copy to be replicated to other machines and resides on the "publisher" machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.

regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
rélevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repasse	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See rélevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.

row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.

silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.

specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).

supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.

threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.

tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.

visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, worlflow means "the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules."
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

Index

C

L

Landed costs
  automatic accounting instructions for, 315, 321
  creating vouchers for, 146, 151, 185
  entering, 112
  reviewing for detail lines, 26
  setting up, 321
Ledgers
  PA and PU, 77
Line types
  commitments, 77
  discussed, 14
  setting up, 304
Locations
  assigning receipt items to, 132
Log Report/Update
  running, 91
Logged Voucher Detail report, 189
Logging invoices prior to receiving goods, 187
Logging invoices to create preliminary
    vouchers, 187
Logs
  from a model log
    copying, 91
  model
    creating, 329
  outstanding log warning, 91
Lots
  assigning to receipt items, 132
Lump sums, 29

M

Mailing address
  adding for a supplier
    permanent, 20
    temporary, 21
Managing invoices
  received in an alternate currency, 182
Matching records to create vouchers for
    retainage, 182
Model logs
  copying, 91
  creating, 329
Multicurrency
  orders, 18, 25
  receipts, 113
  reviewing information for subcontracts, 106
  vouchers, 152

N

Non-stock items
  entering on detail lines, 27, 29
  setting up, 323
Notes
  adding for detail lines, 25
  adding for orders, 24

O

Obsolete items, 34
Open orders
  reviewing, 101
  summary, 104
Order activity rules, 4
Order detail information
  default fields, 26
  discussed, 17
Order Detail report
  printing, 106
Order header information
  accessing, 18
  discussed, 17
  entering, 18
Order holds
  entering, 88
  releasing, 88
  setting up, 320
Order line types, 4
Order processing cycle, 14
Order quantities
  calculations, 282
Order revisions
  activating, 209
  creating, 209
  printing information about, 212
  recording changes to, 208
  reviewing, 211
  working with, 208
Order Revisions History report
  printing, 212
Order templates
  creating, 326
  creating using order history, 327
  entering items using, 71
  revising, 328
  setting up, 325
Orders
  canceling detail lines on, 26
  duplicating, 68
  entering dates for, 22

P

S