



PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook

November 2004

PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook

SKU E1_FMS8.11APR-B 1104

Copyright © 2004 PeopleSoft, Inc. All rights reserved.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, PeopleTalk, and Vantive are registered trademarks, and Pure Internet Architecture, Intelligent Context Manager, and The Real-Time Enterprise are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Open Source Disclosure

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>). Copyright (c) 1999-2000 The Apache Software Foundation. All rights reserved. THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation.

Contents

General Preface

About This PeopleBook Preface	xxi
PeopleSoft Application Prerequisites.....	xxi
PeopleSoft Application Fundamentals.....	xxi
Documentation Updates and Printed Documentation.....	xxii
Obtaining Documentation Updates.....	xxii
Ordering Printed Documentation.....	xxii
Additional Resources.....	xxiii
Typographical Conventions and Visual Cues.....	xxiv
Typographical Conventions.....	xxiv
Visual Cues.....	xxv
Country, Region, and Industry Identifiers.....	xxv
Currency Codes.....	xxvi
Comments and Suggestions.....	xxvi
Common Elements Used in PeopleBooks	xxvi

Preface

PeopleSoft EnterpriseOne Procurement Preface.....	xxix
PeopleSoft Products.....	xxix
PeopleSoft Application Fundamentals.....	xxix
Common Elements Used in This PeopleBook.....	xxx

Chapter 1

Getting Started with PeopleSoft EnterpriseOne Procurement.....	1
Procurement Overview.....	1
Procurement Integrations.....	1
Procurement Implementation.....	3
Global Implementation Steps.....	3
Procurement Implementation Steps.....	4

Chapter 2

Understanding Procurement.....	7
Industry Overview.....	7

Procurement Description.....	7
Industry Environment and Concepts for Procurement.....	7
Competitive Advantages of Procurement.....	10
Procurement System Overview.....	12
Procurement System Description.....	13
Features, Terms, and Concepts.....	13
Order Processing Cycle.....	15

Chapter 3

Setting Up ACM.....	19
Understanding ACM Status Codes	19
Setting Up ACM Constants	20
Understanding ACM Constants Setup.....	20
Prerequisites.....	21
Form Used to Set Up ACM Constants.....	21
Setting Up ACM Constants	21
Setting Up Order Activity Rules for ACM	22

Chapter 4

Entering Orders.....	25
Understanding Order Entry.....	25
Understanding Order Entry in Brazil.....	26
Entering Purchase Orders.....	27
Understanding the Purchase Order Process Flow.....	27
Prerequisites.....	27
Forms Used to Enter Purchase Orders.....	28
Entering Purchase Orders for Brazil.....	28
Setting Processing Options for P.O. Brazilian Additional Information - Brazil (P4310BR).....	30
Entering Order Header Information.....	31
Understanding Order Header Information Entry.....	31
Prerequisite.....	33
Forms Used to Enter Order Header Information.....	34
Entering Supplier Details.....	34
Entering Supplier Address Information.....	35
Entering a Temporary Address for a Supplier.....	35
Entering Origination Information for an Order.....	36
Entering Dates for an Order.....	36
Entering Tax Information for an Order.....	36

Entering Reference Information for an Order.....	36
Entering Order Detail Information.....	37
Understanding Order Detail Information Entry.....	37
Prerequisites.....	41
Forms Used to Enter Order Detail Information.....	42
Entering Detail Lines by Item Number.....	43
Entering Detail Lines by Account Number.....	44
Entering Tax Information for a Detail Line.....	45
Entering Discount Terms for a Detail Line.....	45
Entering Reporting Codes for a Detail Line.....	46
Entering Change Orders.....	46
Entering Substitute or Replacement Items.....	46
Entering Kit Orders.....	46
Setting Processing Options for Purchase Orders (P4310).....	46
Copying Change Orders.....	62

Chapter 5

Using Application and Certificate Management	63
Understanding Application and Certificate Management.....	63
Entering an Application for Payment.....	64
Understanding Applications for Payment.....	64
Prerequisite.....	64
Forms Used to Enter an Application for Payment.....	64
Entering Applications.....	64
Printing Pre-certificates	65
Understanding Pre-certificates.....	65
Printing a Pre-certificate.....	65
Entering Certification Information	65
Understanding Certification Information.....	66
Form Used to Enter Certification Information.....	66
Entering Information About Certification.....	66
Working with Non-Evaluated Certificates	67
Understanding Non-Evaluated Certificates.....	67
Printing Non-Evaluated Certificates	67
Working with Evaluated Certificates	68
Understanding Evaluated Certificates.....	68
Prerequisite.....	68
Settling Evaluated Receipts	68
Printing Evaluated Certificates	68

Understanding Evaluated Certificate Printing.....	68
Prerequisite.....	69
Printing an Evaluated Certificate.....	69
Correcting Uncertified Applications	69
Understanding Uncertified Application Correction.....	69
Forms Used to Correct Uncertified Applications.....	69
Correcting an Uncertified Application.....	69
Superseding Uncertified Applications	70
Understanding Superseded Applications.....	70
Forms Used to Supersede Uncertified Applications.....	70
Superseding an Uncertified Application.....	70
Reversing Certificates	70
Understanding Certificate Reversal.....	70
Prerequisites.....	71
Forms Used to Reverse Certificates.....	71
Reversing a Certificate.....	71

Chapter 6

Working With Orders.....	73
Working with Special Order-Entry Features.....	73
Understanding Special Order-Entry Features.....	73
Forms Used to Work with Special Order-Entry Features.....	75
Duplicating an Order.....	76
Entering Orders for Multiple Suppliers.....	76
Choosing a Supplier for an Item.....	77
Entering Items Using Supplier Catalogs.....	77
Entering Items Using Order Templates.....	77
Creating Orders from Existing Detail Lines.....	77
Working with Commitments and Encumbrances.....	77
Understanding Commitments and Encumbrances.....	77
Understanding Commitment Integrity Verification.....	79
Understanding Review of Commitment Information for Orders.....	80
Prerequisites.....	81
Forms Used to Work with Commitments and Encumbrances.....	81
Reviewing Commitment Information for Orders.....	81
Working with Encumbrance Rollovers.....	82
Working with Budgets.....	83
Understanding Budget-Checking.....	83
Form Used to Work with Budgets.....	85

Reviewing a Budget.....	85
Working with Orders on Hold.....	86
Understanding Orders on Hold.....	86
Prerequisite.....	87
Form Used to Work with Orders on Hold.....	87
Entering Order Holds.....	87
Releasing Order Holds.....	87
Working with Log Information.....	88
Understanding Log Information.....	88
Forms Used to Work with Log Information.....	89
Entering Log Information.....	89
Running the Log Report/Update.....	90
Copying Log Information from a Model Log.....	90
Printing Orders by Batch.....	90
Understanding Batch Printing.....	90
Printing by Batch.....	91
Setting Processing Options for Purchase Order Print (R43500).....	91
Printing Orders Individually.....	95
Understanding Individual Order Printing.....	96
Forms Used to Print Orders Individually.....	97
Printing Individually.....	97
Working with Order Information.....	97
Understanding Order-Related Tasks.....	97
Forms Used to Work with Order Information.....	100
Reviewing Open Orders.....	100
Reviewing Open Orders in an "As If" Currency.....	100
Reviewing Change Orders.....	101
Reviewing Order Summary Information.....	101
Reviewing Order Detail Information.....	101
Reviewing Financial Status Information.....	101
Printing Purchase Order Information by Supplier or Branch.....	102
Printing Order Detail Information.....	102
Printing Items on Order from a Supplier.....	103
Printing a History of Order Revisions.....	103
Creating Intrastat Reports in an "As If" Currency.....	103
Understanding Currency Processing for Intrastat Reporting.....	103
Updates to the Intrastat Revision Table.....	104
Updating the Intrastat Revision Table.....	105

Chapter 7

Processing Purchase Order Returns for Brazil.....	107
Understanding Purchase Order Returns.....	107
Understanding PIS/PASEP and COFINS Processing.....	108
Understanding Setup Considerations for Purchase Order Returns.....	108
Prerequisites.....	110
Processing Purchase Order Returns for Brazil.....	110
Forms Used to Process Purchase Order Returns for Brazil.....	111
Processing Purchase Orders.....	111
Setting Processing Options for Sales/Purchase Returns - Brazil (P76B805).....	112
Generating Outbound Notas Fiscais.....	114
Understanding the Generate Nota Fiscal Program (R76558B).....	114
Generating a Nota Fiscal.....	114
Setting Processing Options for Generate Nota Fiscal - Brazil (R76558B).....	115
Printing the Nota Fiscal for Purchase Returns.....	117
Understanding Nota Fiscal Printing.....	117
Printing the Nota Fiscal.....	117
Setting Processing Options for Print Nota Fiscal - Sales - Brazil (R76560B).....	117

Chapter 8

Using Receipt Processing.....	121
Understanding the Receiving Process.....	121
Informal Receiving Process.....	121
Formal Receiving Process.....	121
Printing Purchase Receivers.....	122
Understanding Purchase Receivers.....	122
Printing Receivers in Batch Mode.....	123
Setting Processing Options for Purchase Receiver Print (R43510).....	123
Printing Receivers for Individual Orders.....	124
Entering Receipts.....	124
Understanding Receipt Information.....	124
Prerequisite.....	126
Forms Used to Enter Receipts.....	126
Entering Receipt Information.....	126
Setting Processing Options for PO Receipts (P4312).....	127
Entering and Reviewing Receipts for Procurement for Brazil.....	137
Understanding Receipts for Brazilian Procurement.....	137
Prerequisite.....	137
Forms Used to Enter and Review Receipts for Procurement for Brazil.....	138

Entering Receipts for Procurement for Brazil.....	138
Setting Processing Options for Nota Fiscal Receipts - Brazil (P4312BR).....	139
Reviewing Inbound Nota Fiscal Header Information.....	140
Setting Processing Options for Nota Fiscal Maintenance - Brazil (P7610B).....	140
Reviewing Inbound Nota Fiscal Detail Information.....	143
Entering Reversing Receipts for Brazilian Procurement.....	143
Form Used to Enter Reversing Receipts for Brazilian Procurement.....	143
Entering a Reversing Receipt for Procurement.....	143
Working with Errors on Notas Fiscais.....	144
Understanding Errors on Notas Fiscais.....	144
Forms Used to Work with Errors on Notas Fiscais.....	144
Comparing Nota Fiscal Amounts.....	144
Closing Inbound Notas Fiscais.....	145
Understanding the Nota Fiscal Check & Close Program (P76B900).....	145
Prerequisites.....	147
Forms Used to Close an Inbound Nota Fiscal.....	148
Closing an Inbound Nota Fiscal.....	148
Setting Processing Options for Nota Fiscal Check & Close (P76B900).....	148
Generating a Correction Letter for a Nota Fiscal.....	149
Prerequisite.....	149
Forms Used to Generate a Correction Letter for a Nota Fiscal.....	150
Generating a Correction Letter.....	150
Creating the Text for a Correction Letter.....	150
Entering Cascading Receipts.....	151
Understanding Cascading Receipts.....	151
Prerequisites.....	152
Forms Used to Enter Cascading Receipts.....	152
Entering Cascading Receipt Information.....	152
Assigning Items to Multiple Locations and Lots.....	153
Assigning Serial Numbers.....	153
Reversing a Receipt.....	153
Working with Journal Entries for Receipt Transactions.....	154
Understanding Journal Entry Review for Receipts.....	154
Reviewing Journal Entries for Receipts.....	154
Posting Receipts.....	154
Setting Processing Options for General Ledger Post (R09801).....	155
Printing Receipt Information.....	159
Understanding Receipt Information Printouts.....	159
Printing Open Orders.....	159
Printing the Status of Open Orders.....	160

Setting Processing Options for Open Purchase Order Status (P43525).....	160
Printing Receipt Information by Supplier.....	160

Chapter 9

Setting Up Vouchers.....	161
Understanding Voucher Setup.....	161
Prerequisite.....	161
Voucher Setup.....	161
Reviewing Open Receipts.....	162
Understanding Open-Receipts Review.....	162
Form Used to Review Open Receipts.....	162
Reviewing Open Receipts.....	163
Entering Landed Costs.....	163
Understanding Landed Costs.....	163
Understanding Landed Costs Entry During the Receipt Process.....	164
Understanding Landed Costs Entry as a Stand-Alone Process	164
Prerequisites.....	164
Forms Used to Enter Landed Costs.....	165
Entering Landed Costs.....	165
Applying Landed Costs.....	165
Entering Freight Notes.....	166
Creating Vouchers.....	166
Understanding Voucher Creation.....	166
Understanding Management of Invoices Received in an Alternate Currency.....	170
Prerequisites.....	170
Forms Used to Create Vouchers.....	171
Choosing Receipt Records to Match to a Voucher.....	171
Choosing Order Detail Lines to Match to a Voucher.....	171
Choosing Order Detail Lines for Freight Charges.....	172
Recording Cost Changes to an Invoice.....	172
Setting Processing Options for A/P Standard Voucher Entry (P0411).....	172
Setting Processing Options for Voucher Match (P4314).....	179
Working with Retainage.....	188
Understanding Retainage.....	188
Prerequisite.....	188
Forms Used to Work with Retainage.....	189
Entering a Voucher with Retainage.....	189
Entering a Voucher to Release Retainage.....	189
Creating Multiple Vouchers from Receipt Records.....	189

Understanding Creation of Multiple Vouchers from Receipt Records.....	189
Reviewing and Posting Journal Entries for Voucher Transactions.....	191
Verifying that Voucher Amounts Balance.....	191
Setting Processing Options for Voucher Journal Report (R04305).....	192
Logging Invoices Prior to Receiving Goods.....	192
Understanding Invoice Logging.....	192
Forms Used to Log Invoices Prior to Receiving Goods.....	193
Logging Invoices to Create Preliminary Vouchers.....	193
Creating a Permanent Voucher from a Preliminary Voucher.....	193
Printing Logged Invoice Information.....	193
Printing Voucher Information.....	194
Printing Voucher Information by Detail Line.....	194
Setting Processing Options for Received/Vouchered Status Report (R43412).....	195
Printing Open Voucher Information by Receipt.....	195
Printing Voucher Amounts for Suppliers.....	196
Printing the AIA Application for Payment.....	196
Printing the Waiver of Lien.....	196

Chapter 10

Processing Special Orders	197
Understanding Special Order Processing.....	197
Working with Requisitions.....	197
Understanding Requisitions.....	198
Entering Requisitions	198
Duplicating a Requisition to Create an Order	198
Selecting Requisition Detail Lines for Orders	198
Understanding Requisition Detail Lines.....	199
Prerequisites.....	199
Forms Used to Select Requisition Detail Lines for Orders.....	200
Choosing Requisition Detail Lines.....	200
Setting Processing Options for Generate POs from Requisitions/Blanket Order Release (P43060)	200
Working with Blanket Orders.....	203
Understanding Blanket Orders.....	203
Forms Used to Work with Blanket Orders.....	203
Entering Blanket Orders	203
Creating Purchase Orders from Blanket Orders.....	203
Working with Quote Orders	204
Understanding Order Quotes.....	204
Forms Used to Work With Order Quotes.....	206

Requesting Price Quotes for a Single Quantity.....	206
Requesting Price Quotes for Multiple Quantities.....	206
Creating Quote Orders from Requisitions	206
Entering Suppliers to Provide Quotes	207
Printing Requests for Quote Order	207
Entering Supplier Price Quotes	207
Setting Processing Options for Quote Response Entry (P4334).....	207
Creating Orders from Price Quotes	208
Understanding Creation of Orders from Price Quotes.....	208
Forms Used to Create Orders from Price Quotes.....	209
Creating an Order from a Price Quote.....	209
Setting Processing Options for Quote Order Release (P43360).....	209
Working with Order Revisions.....	211
Understanding Order Revisions.....	211
Forms Used to Work with Order Revisions.....	213
Creating Order Revisions.....	213
Reviewing Order Revision Information.....	213
Setting Processing Options for PO/Change Order Summary (P4319).....	214
Printing Order Revision Information.....	215
Setting Processing Options for Order Revisions History Report (R43535).....	215

Chapter 11

Processing Approvals.....	217
Understanding Approval Processing.....	217
Working with Approval Routes.....	217
Understanding Approval Routes.....	218
Prerequisites.....	220
Forms Used to Work with Approval Routes.....	220
Creating an Approval Route.....	220
Setting Processing Options for Approval Level Revisions (P43008).....	221
Transferring Approval Authority.....	221
Working with Orders Awaiting Approval.....	221
Understanding Approval Messages and Orders Awaiting Approval.....	221
Forms Used to Work with Orders Awaiting Approval.....	223
Reviewing Approval Messages for Orders.....	223
Reviewing Orders Awaiting Approval.....	223
Setting Processing Options for Purchase Order Approvals (P43081).....	224
Approving or Rejecting Orders.....	225
Understanding Order Approval and Rejection.....	225

Prerequisite.....	226
Forms Used to Approve or Reject Orders.....	226
Approving or Rejecting Orders.....	226
Setting Up Field Constants for Approval Processing.....	226
Understanding Field Constants for Approval Processing.....	226
Prerequisite.....	227
Form Used to Set Up Field Constants for Approval Processing.....	227
Setting Up Field Constants for Approval Processing.....	227

Chapter 12

Routing Receipts.....	229
Understanding Receipt Routing.....	229
Creating Receipt Routes.....	230
Understanding Definition of Operations.....	230
Understanding Journal Entry Creation for Items in Receipt Routes.....	231
Prerequisites.....	232
Forms Used to Create Receipt Routes.....	233
Creating a Receipt Route.....	233
Defining Payment Eligibility for Item Removal.....	233
Understanding Item Removal.....	234
Forms Used to Define Payment Eligibility for Item Removal.....	234
Defining Payment Eligibility for Item Removal.....	234
Activating Receipt Routing.....	234
Understanding Receipt Routing Activation.....	234
Prerequisite.....	235
Form Used to Assign Receipt Routes to Items.....	235
Assigning Receipt Routes to Items.....	235
Setting Processing Options for Supplier/Item Relationships (P43090).....	236
Defining Sample Requirements and Item Specifications.....	236
Understanding Sample Requirements and Item Specifications.....	237
Prerequisite.....	237
Form Used to Define Sample Requirements and Item Specifications.....	237
Defining Sample Requirements and Item Specifications.....	237
Working with Items in a Receipt Route.....	238
Understanding Item-Related Tasks.....	238
Forms Used to Work with Items in a Receipt Route.....	239
Reviewing the Current Operation for Items.....	239
Transferring Items to Operations.....	239
Setting Processing Options for Receipt Routing Movement and Disposition (P43250).....	239

Removing Items from a Receipt Route.....	244
Understanding Removal and Reversal of Items.....	244
Forms Used to Remove Items from a Receipt Route.....	245
Removing an Item from a Receipt Route.....	245
Reviewing the History of Items in a Receipt Route.....	246
Understanding Item History.....	246
Form Used to Review the History of Items in a Receipt Route.....	246
Reviewing the History of Items.....	246

Chapter 13

Managing Suppliers.....	249
Setting Up Supplier and Item Information.....	249
Understanding Supplier and Item Information Setup.....	249
Understanding Conversion of Supplier Limit Amounts.....	251
Forms Used to Set Up Supplier and Item Information.....	253
Defining Supplier Purchasing Instructions.....	254
Creating Supplier and Item Relationships.....	255
Setting Up Guidelines for Delivery Performance.....	257
Setting Up Guidelines for Acceptable Items.....	257
Defining a Summary of Supplier Performance Information.....	257
Defining Supplier Prices and Discount Rules.....	258
Understanding Supplier Prices and Discount Rules.....	259
Prerequisites.....	262
Forms Used to Define Supplier Prices and Discount Rules.....	263
Entering Supplier Prices.....	263
Setting Processing Options for Supplier Catalog Revisions (P41061).....	264
Creating Price Discount Rules for Purchasing.....	264
Attaching Price Discount Rules to Items and Suppliers.....	265
Generating New Supplier Prices in a Different Currency	266
Setting Processing Options for Supplier/Catalog Purchase Price Generation by Currency (R4106101).....	266
Reviewing Supplier Performance Information.....	267
Understanding Performance Information.....	267
Understanding the Process of Reviewing the Detailed Status Report by Supplier.....	269
Understanding the Process of Reviewing the Contract Analysis Report.....	269
Prerequisites.....	270
Forms Used to Review Supplier Performance Information.....	270
Reviewing Supplier Delivery Performance.....	271
Reviewing Supplier Quality Performance.....	271

Reviewing Supplier Cost Performance.....	271
Reviewing a Summary of Supplier Performance Information.....	271
Setting Processing Options for Status Report by Supplier (R44425).....	271

Chapter 14

Processing Rebates.....	273
Understanding Rebates.....	273
Understanding Rebate Agreement Setup.....	273
Prerequisite.....	274
Rebate Agreement Setup.....	274
Entering Basic Rebate Agreement Information.....	274
Understanding Rebate Agreement Information.....	274
Form Used to Enter Basic Rebate Agreement Information.....	275
Entering Rebate Information.....	275
Defining Conditions for Obtaining a Rebate.....	276
Understanding Rebate Conditions.....	276
Prerequisite.....	277
Form Used to Define Conditions for Obtaining a Rebate.....	277
Defining Conditions for a Rebate.....	277
Defining Purchase Limits for Rebate Amounts.....	277
Understanding Purchase Limits.....	278
Form Used to Define Purchase Limits for Rebate Amounts.....	278
Defining Purchase Limits.....	278
Setting Processing Options for Purchase Agreements Maintenance (P4340).....	279
Reviewing Summary Information for Rebate Agreements.....	279
Understanding Rebate Status Information.....	279
Forms Used to Review Summary Information for Rebate Agreements.....	280
Reviewing Summary Information for Rebate Agreements.....	280
Reviewing Purchasing Transactions for a Rebate.....	280
Forms Used to Review Purchasing Transactions for a Rebate.....	281
Reviewing Purchasing Transactions for a Rebate.....	281
Changing the Quantity or Amount Applied to a Rebate.....	281
Understanding the Purchase Quantity or Amount.....	281
Forms Used to Change the Quantity or Amount Applied to a Rebate.....	281
Changing the Quantity or Amount Applied to a Rebate.....	281
Updating Rebate Information.....	282

Chapter 15

Updating Orders.....	283
Understanding Order Updates.....	283
Updating Status Codes.....	283
Understanding the Process of Updating Status Codes.....	283
Form Used to Update Status Codes.....	284
Updating Status Codes.....	284
Revising Purchase Dates.....	284
Understanding Revision of Purchase Date.....	284
Form Used to Revise Purchase Dates.....	284
Revising Purchase Dates.....	284
Generating Purchase Orders.....	284
Understanding Purchase Order Generation.....	285
Prerequisites.....	286
Forms Used to Generate Purchase Orders.....	286
Generating Purchase Orders.....	286
Working with the Stocked Item Reorder Point Batch Purchase Order Generator.....	287
Understanding the Stocked Item Reorder Point Batch Purchase Order Generator Program (R437002).....	287
Understanding the Suggested Reorder Stock Items Program (P4371).....	288
Forms Used to Work with the Stocked Item Reorder Point Batch Purchase Order Generator.....	288
Working with Suggestions for Reordering Items.....	288
Setting Processing Options for Stocked Item Reorder Point Batch Purchase Order Generator (R437002).....	288

Chapter 16

Setting Up Commitments.....	293
Understanding Commitments.....	293
Setting Up Commitment Tracking.....	293
Understanding Commitment Tracking.....	293
Forms Used to Set Up Commitment Tracking.....	295
Setting Processing Options for PO Generator (P43011).....	295
Setting Up Commitments.....	300
Setting Up Commitment Relief.....	300
Working with a Commitment Audit Trail.....	300
Understanding Commitment Audit Trail.....	300
Prerequisites.....	301
Correcting a Commitment Audit Trail.....	301
Posting Committed Costs to Jobs.....	302

Chapter 17

Setting Up and Using Customer and Supplier Self-Service.....	303
Understanding Customer and Supplier Self-Service.....	303
Understanding Self-Service Setup.....	304
Self-Service Setup Overview.....	304
Security Issues.....	304
Activation of Processing Options.....	305
Prerequisites.....	305
Reviewing Receipts on the Web.....	305
Prerequisite.....	306
Form Used to Review Receipts on the Web.....	306
Reviewing Receipts on the Web.....	306
Reviewing Orders on the Web.....	306
Understanding Order Review.....	306
Reviewing Orders.....	306
Responding to Requests for Quotes.....	306
Understanding Self-Service Response to Requests for Quotes.....	307
Prerequisite.....	307
Form Used to Respond to Requests for Quotes.....	307
Responding to Requests for Quotes.....	307
Setting Processing Options for Quote Response Entry (P4334).....	307

Chapter 18

Setting Up the System.....	309
Understanding System Setup.....	309
Setting Up Order Line Types.....	311
Understanding Order Line Types.....	311
Form Used to Set Up Order Line Types.....	312
Setting Up Order Line Types.....	312
Setting Up Order Activity Rules.....	314
Understanding Order Activity Rules.....	315
Prerequisites.....	315
Form Used to Set Up Order Activity Rules.....	316
Setting Up Order Activity Rules.....	316
Setting Up Procurement Constants.....	318
Understanding Procurement Constants.....	318
Prerequisites.....	318
Forms Used to Set Up Procurement Constants.....	319
Defining Branch/Plant Constants.....	319

Defining Pricing Constants	322
Defining Item Availability	322
Defining System Constants	322
Defining Application Control Constants	323
Setting Up Automatic Accounting Instructions	324
Understanding AAI Tables for the Procurement System	325
Understanding AAI Tables for the Financial System	327
Form Used to Set Up Automatic Accounting Instructions	330
Setting Up Distribution AAls	330
Creating Tolerance Rules	331
Understanding Tolerance Rules	331
Form Used to Create Tolerance Rules	332
Creating a Tolerance Rule	332
Setting Up Order Hold Information	333
Understanding Order Hold Information	333
Prerequisite	333
Forms Used to Set Up Order Hold Information	333
Setting Up Order Hold Information	333
Setting Up Landed Costs	334
Understanding Landed Costs	334
Prerequisites	334
Forms Used to Set Up Landed Costs	335
Setting Up Landed Costs	335
Setting Up Nonstock Items	335
Understanding Nonstock Items	335
Forms Used to Set Up Nonstock Items	336
Setting Up Nonstock Items	336
Setting Processing Options for Non-Stock Item Master (P4101N)	338
Setting Up Templates for Purchase Orders	339
Understanding Purchase Order Templates	340
Prerequisites	340
Forms Used to Set Up Templates for Purchase Orders	340
Creating a Purchase Order Supplier Template	340
Creating a Purchase Order User Template	341
Creating a Template Using Existing Purchase Orders	341
Setting Processing Options for Order Template Revisions (P4015)	341
Revising a Template in Batch Mode	342
Setting Processing Options for Supplier History Template Rebuild (R43815)	342
Creating Model Logs	343
Understanding Model Logs	344

Prerequisite.....	344
Form Used to Create Model Logs.....	344
Creating a Model Log.....	344

Chapter 19

Performing Advanced and Technical Operations.....	347
Understanding Advanced and Technical Operations.....	347
Updating Supplier and Item Analysis Records.....	347
Understanding Updates to Supplier and Item Analysis Records.....	347
Updating Analysis Records.....	348
Setting Processing Options for Supplier/Item Relationships Rebuild (R43900).....	348
Purging Data.....	348
Understanding Data Purge Programs.....	348
Prerequisites.....	349
Forms Used to Purge Data.....	349
Purging Data.....	349

Chapter 20

Understanding Vertex Sales Tax Q Series.....	351
Compatibility of the Vertex Sales Tax Q Series System.....	351

Appendix A

Delivered Workflow for PeopleSoft EnterpriseOne Procurement.....	353
Delivered Workflow for PeopleSoft EnterpriseOne Procurement.....	353
Purchase Order Acknowledgement Approval.....	353
Promised Date Change.....	354

Glossary of PeopleSoft Terms.....	355

Index	365

About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

Telephone

Contact MMA Partners at 877 588 2525.

Email

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

See Also

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

Additional Resources

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

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

Resource	Navigation
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

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

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements Used in PeopleBooks

Address Book Number

Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

As If Currency Code	Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.
Batch Number	Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).
Batch Date	Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.
Batch Status	Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are: <i>Blank:</i> Batch is unposted and pending approval. <i>A:</i> The batch is approved for posting, has no errors and is in balance, but it has not yet been posted. <i>D:</i> The batch posted successfully. <i>E:</i> The batch is in error. You must correct the batch before it can post. <i>P:</i> The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E. <i>U:</i> The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.
Branch/Plant	Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.
Business Unit	Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.
Category Code	Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.
Company	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.
Currency Code	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
Document Company	Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document. If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

Document Number

Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

Document Type

Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Effective Date

Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

Fiscal Period and Fiscal Year

Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

G/L Date (general ledger date)

Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Procurement Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft application fundamentals.
- Common elements used in this PeopleBook.

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne Accounts Payable
- PeopleSoft EnterpriseOne Address Book
- PeopleSoft EnterpriseOne Bulk Stock Logistics
- PeopleSoft EnterpriseOne EDI (Electronic Data Interchange)
- PeopleSoft EnterpriseOne General Ledger
- PeopleSoft EnterpriseOne Inventory Management
- PeopleSoft EnterpriseOne Job Costing
- PeopleSoft EnterpriseOne Procurement and Subcontract Management
- PeopleSoft EnterpriseOne Product Data Management
- PeopleSoft EnterpriseOne Quality Management
- PeopleSoft EnterpriseOne Requirements Planning
- PeopleSoft EnterpriseOne Transportation Management
- PeopleSoft EnterpriseOne Warehouse Management

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

PeopleSoft Application Fundamentals

The *PeopleSoft EnterpriseOne Procurement PeopleBook* provides you with implementation and processing information for your PeopleSoft Procurement solution. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft EnterpriseOne products lines. The companion volume for Procurement is:

PeopleSoft EnterpriseOne FMS 8.11 Application Fundamentals PeopleBook.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook

Common Elements Used in This PeopleBook

Supplier	A user defined name or number that identifies an address book record. You can use this field to enter and locate information. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number into the field.
Buyer	The address book number that identifies who is responsible for setting up and maintaining the correct stocking levels for each inventory item.
Tax Explanation Code	A hard-coded user defined code (00/EX) that controls the algorithm that the system uses to calculate tax and G/L distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and G/L distribution amounts when you create an invoice or voucher.
Ln Ty (Line Type)	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Values are: <i>S</i>: Stock item <i>J</i>: Job cost <i>N</i>: Nonstock item <i>F</i>: Freight <i>T</i>: Text information <i>M</i>: Miscellaneous charges and credits <i>W</i>: Work order
Last Status	A code (40/AT) that indicates the last step in the processing cycle that this order line has successfully completed.
Next Status	A code (40/AT) that indicates the next step in the order flow of the line type.
Subledger	A code that identifies a detailed, auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.

Item Price Group	A code (40/PI) that identifies an inventory price group for an item. Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. When you assign a price group to an item, the item takes on the same pricing structure defined for the inventory price group. You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.
Discount Factor	The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price.
Hold Code	A code (42/HC) that identifies why an order is on hold.
Unit Cost	The price charged for the unit of measure in the adjoining field. Use these fields, for example, if your primary unit of measure is <i>EA</i> (each), but you typically use a list price per box.
Extended Cost	A value that is equal to the number of units multiplied by the unit price.
Ledger Type 1	A code (09/LT) that specifies the type of ledger, such as <i>AA</i> (Actual Amounts), <i>BA</i> (Budget Amount), or <i>AU</i> (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.
Approval Route Code	A code that determines to whom an order is routed for approval.
Landed Cost Rule	A code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees or commissions. You set up landed cost rules on the Landed Cost Revisions form.
Freight Handling Code	A code (42/FR) that indicates the method by which supplier shipments are delivered. For example, the supplier could deliver to your dock, or you could pick up the shipment at the supplier's dock. You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.
Order Templates	A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, and packaged goods.
Evaluated Receipts	A code that indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. You use the Evaluated Receipt Settlement (R43800) procedure to create vouchers from receipt records. As a result, the supplier does not send you invoices and you can bypass the Voucher Match procedure. Values are: <i>N</i>: Not eligible for evaluated receipt settlement processing. <i>Y</i>: Eligible for evaluated receipt settlement processing.

I : Receipt transaction is in process.

T: Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process.

R: Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process.

V: A voucher has been created for the receipt transaction using the evaluated receipt settlement process.

Pricing Rule

A code (40/PI) used to classify inventory by pricing rules. Typically, these categories correspond to the major sections in the inventory price book. You can set up as many detail categories as you need. You can use a single code for sales, purchasing, order/basket, and contract pricing. If you set up a contract rule, it must equal the short number for the item under contract.

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne Procurement

This chapter discusses:

- Procurement overview
- Procurement integrations
- Procurement implementation

Procurement 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.

Procurement Integrations

The Procurement system integrates with these EnterpriseOne systems:

- General Ledger and Accounts Payable
- Address Book
- Manufacturing
- Logistics
- Job Costing
- EDI (Electronic Data Interchange)

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

General Ledger and Accounts Payable

The Procurement system integrates with the General Ledger 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 Procurement system with the Inventory Management system. This integration involves the validation and exchange of information that pertains to inventory items. Other 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 Costing system to view subcontract commitments. Using job status inquiry, you can view your job and project commitment details on an account-by-account basis.

EDI (Electronic Data Interchange)

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

The EDI 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 does the following:

- 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 EDI 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

Procurement Implementation

This section provides an overview of the steps that are required to implement the Procurement system.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About These PeopleBooks* with information about where to find the most current version of each.

Global Implementation Steps

This table lists the global implementation steps for PeopleSoft EnterpriseOne Procurement:

Step	Reference
1. Set up global user-defined codes.	<i>PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook, User Defined Codes</i>
2. Set up companies, fiscal date patterns, and business units.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up an Organization"</i>
3. Set up next numbers.	<i>PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook, Setting Up Next Numbers</i>

Step	Reference
4. Set up accounts and the chart of accounts.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Accounts"</i>
5. Set up General Accounting constants.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, "Setting Up the General Accounting System," Setting Up Constants for General Accounting</i>
6. Set up multicurrency processing, including currency codes and exchange rates.	• <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up General Accounting for Multicurrency Processing"</i> • <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up Exchange Rates"</i>
7. Set up ledger type rules.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Ledger Type Rules for General Accounting"</i>
8. Enter address book records.	<i>PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, "Entering Address Book Records"</i>
9. Set up inventory information, such as branch/plant constants, default locations and printers, manufacturing and distribution AAI, and document types.	<i>PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Setting Up the Inventory Management System"</i>
10. Set up shop floor calendars.	<i>PeopleSoft EnterpriseOne Shop Floor Management 8.11 PeopleBook, "Setting Up Shop Floor Management"</i>
11. Set up manufacturing constants.	<i>PeopleSoft EnterpriseOne Product Data Management 8.11 PeopleBook, "Setting Up Product Data Management," Setting Up Manufacturing Constants</i>

Procurement Implementation Steps

This table lists the implementation steps for the Procurement system:

Step	Reference
1. Set up order line types.	Chapter 18, "Setting Up the System," Setting Up Order Line Types, page 312
2. Set up order activity rules.	Chapter 18, "Setting Up the System," Setting Up Order Activity Rules, page 316
3. Set up Procurement constants.	Chapter 18, "Setting Up the System," Setting Up Procurement Constants, page 318
4. Set up AAIs.	Chapter 18, "Setting Up the System," Setting Up Distribution AAIs, page 330
5. Create tolerance rules.	Chapter 18, "Setting Up the System," Creating a Tolerance Rule, page 332
6. Set up order hold information.	Chapter 18, "Setting Up the System," Setting Up Order Hold Information, page 333

Step	Reference
7. Set up landed costs.	Chapter 18, “Setting Up the System,” Setting Up Landed Costs, page 335
8. Set up nonstock items.	Chapter 18, “Setting Up the System,” Setting Up Nonstock Items, page 336
9. Set up templates for purchase orders.	Chapter 18, “Setting Up the System,” Understanding Purchase Order Templates, page 340
10. Create a model log.	Chapter 18, “Setting Up the System,” Creating a Model Log, page 344

CHAPTER 2

Understanding Procurement

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 chapter discusses:

- Industry overview.
- Procurement system overview.

Industry Overview

This section discusses:

- Procurement description.
- Industry environment and concepts for procurement.
- Competitive advantages of procurement.

Procurement Description

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 goods, 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 enables you to track the location of purchased items after they leave the supplier's warehouse. Receipt routing enables 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.

Competitive Advantages of Procurement

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

Problem	Resolution and 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.

Problem	Resolution and Return on Investment
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 enable 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

Problem	Resolution and Return on Investment
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 System Overview

This section discusses:

- Procurement system description.
- Features, terms, and concepts.
- Order processing cycle.

Procurement System Description

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.

Features, Terms, and Concepts

This section discusses:

- Purchasing for inventory.
- Purchasing for non-inventory.
- Subcontracting.
- Procurement environments.

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 nonstock, 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 nonstock 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:

- 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
- Nonstock based
- Services and expenditures based
- Subcontract based

The stock-based environment is designed to accommodate those who purchase for inventory. The nonstock 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 select 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 nonstock 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 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:

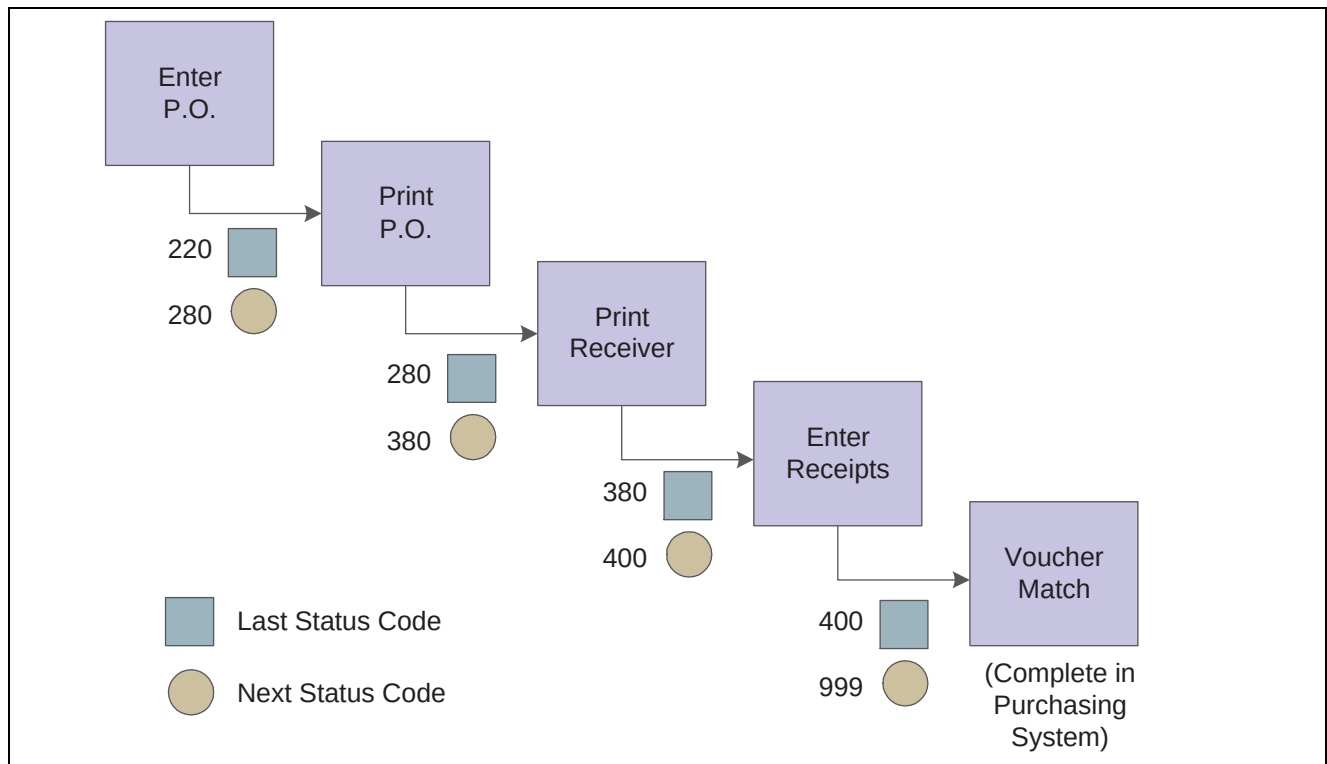
- Enter purchase order
- Print purchase order
- Print purchase receiver
- Receive goods or services

- 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. This diagram shows a typical status code progression:



Status Code Progression

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

CHAPTER 3

Setting Up ACM

This chapter provides an overview of ACM status codes and discusses how to:

- Set up ACM constants.
- Set up order activity rules for ACM.

Understanding ACM Status Codes

When you enter a subcontractor's application for payment, the system creates a record in the F74U0141 table and assigns a blank ACM status to the record. As the record progresses through the ACM process, the system updates the ACM status of the record in the F74U0141 table.

The following table describes the ACM status flow for application and certificate entry:

Status Code	Status Description	Event Causing Status Change
	Application Entered	Application entered.
S	Application Superceded	A new application is entered that replaces an uncertified application. This step is optional.
N	Pre-Certificate Printed	Pre-Certificate Document (R74U0150) run.
C	Certificate Entered	Certificate information entered.

The following table describes the ACM status flow for non-evaluated receipts:

Status Code	Status Description	Event Causing Status Change
I	Non-Evaluated Certificate Print	ACM Certificate Print (R74U0152) run for non-evaluated receipts.
V	Voucher Created	Voucher matched to open receipt.
P	Payment	Payment generated.

The following table describes the ACM status flow for evaluated receipts:

Status Code	Status Description	Event Causing Status Change
V	Voucher Created	Evaluated Receipt Settlement (R43800) run.
P	Payment	Payment generated.
F	Evaluated Certificate Print	ACM Certificate Print (R74U0152) run for evaluated receipts.

The following table describes the ACM reverse status flow:

Status Code	Status Description	Event Causing Status Change
P	Payment	
V	Voucher Created	Payment voided.
C	Certificate Entered	Voucher reversed.
R	Reverse Receipt	Receipts reversed using Purchase Receipts Inquiry (P43214), version ZJDE7002.
	Application Entered	Certificate reversed.

ACM Status Codes (74U/AS)

Application and Certificate Management (ACM) status codes are assigned by the system at various stages of ACM processing to identify the current status of an ACM document. Some processes require that an ACM document be at a specific status.

ACM Voucher Return Codes (74U/VR)

You use ACM voucher return codes to indicate whether a CIS24 tax payment voucher has been returned for a payment.

Setting Up ACM Constants

This section provides an overview of ACM constants setup, lists prerequisites, and discusses how to set up ACM constants.

Understanding ACM Constants Setup

You set up ACM constants to activate ACM processing, to set up default statuses for ACM processing, and to set up constants for business unit category codes.

You use business unit category codes to indicate whether purchase orders that are entered for a specific business unit are eligible for partial payment (measured progress), require applications for payment (application required), and are eligible to be certified for more than the application amount (over-certification). For each category (Measured Progress, Application Required, and Over Certification Allowed), you specify the business unit category code that holds the constant for that category at the default value of the constant. For example, if you want to apply Measured Progress to all business units that have a *Y* in category code 16, you would specify category code 16 for Measured Progress and *Y* as the default value.

Prerequisites

Before you set up ACM constants, you must set up UDC 74U/AS to specify ACM status codes. Also, set up Business Unit category codes (00/01-20) to identify the following:

- Jobs or business units that are eligible for measured progress.
- Jobs or business units that require ACM applications.
- Jobs or business units that are eligible for over-certification.

Form Used to Set Up ACM Constants

Form Name	Form ID	Navigation	Usage
Application Certificate Company Constants	W74U0140A	System Setup (G74U0140), ACM Constants	Set up ACM constants.

Setting Up ACM Constants

Access the Application Certificate Company Constants form.

ACM System

Select the ACM System tab.

Application Certificate Active ?	Select to enable ACM processing.
A/P Voucher Generated	The code that indicates that an A/P voucher has been generated for a certificate. ACM status codes are stored in UDC 74U/AS.
Reverse Receipt	A code that indicates that the receipt has been reversed for a certificate. ACM status codes are stored in UDC 74U/AS.
Certificate Entered	A code that indicates that a certificate has been entered for an ACM record. ACM status codes are stored in UDC 74U/AS.
Payment Generated	A code that indicates that payment has been generated for a certificate. ACM status codes are stored in UDC 74U/AS.

Measured Progress

Select the Measured Progress tab.

M/P Category Code	Click the option that corresponds to the business unit category code that you use to indicate whether purchase orders that are entered for the business unit are eligible for partial payments.

Default Measured Progress Code The category code value used to identify jobs or business units that are eligible for measured progress (partial payment) in ACM processing. The category code value corresponds to the M/P Category Code that you select. For example, if you select M/P Category Code 16 and enter a default value of *Y*, the system identifies all business units with a value of *Y* in Category Code 16 as being eligible for measured progress.

Application Required

Select the Application Required tab.

A/R Category Code Click the option that corresponds to the business unit category code that you use to indicate whether purchase orders that are entered for the business unit require applications for partial payment.

Default Application Required Code The category code value used to identify jobs or business units that require an application in ACM processing. The category code value corresponds to the A/R Category Code that you select. For example, if you select A/R Category Code 17 and enter a default value of *Y*, the system identifies all business units with a value of *Y* in Category Code 17 as requiring applications.

Over Certification Allowed

Select the Over Certification Allowed tab.

O/C Category Code Click the option that corresponds to the business unit category code that you use to identify business units that are eligible for over-certification. Purchase orders entered for business unit with a specific value in this category code can be certified for more than the application amount.

Default Over Certification Code The category code value that the system uses to identify jobs or business units that are eligible for over certification in ACM processing. The category code value corresponds to the O/C Category Code that you select. For example, if you select O/C Category Code 18 and enter a default value of *Y*, the system identifies all business units with a value of *Y* in Category Code 18 as being eligible for over certification.

Setting Up Order Activity Rules for ACM

For ACM processing, you must distinguish construction purchase orders from other documents and set up specific order activity rules for those purchase orders. For these actions, you must create a special document type on UDC 00/DT for construction purchase orders. You must also set up the line type for nonstock items with a value of *A* in the Inventory Interface (IVI) field so that the system stores the G/L account number for construction industry scheme (CIS) processing.

You set up order activity rules for the special document type and nonstock line type to include the application/certificate status (381). You do not need to include a receipt status because the system generates receipts automatically when you add certificate information.

You should set up order activity rules as shown in the following table:

Order Type	Line Type	Last Status	Description	Next Status	Other 1	Ledger (Y/N)
OC	N	220	Enter Purchase Order	280		N
OC	N	280	Print Purchase Order	381		N
OC	N	381	Application / Certificate	999	381	N
OC	N	999	Complete - Ready to Purge			N

CHAPTER 4

Entering Orders

This chapter provides overviews of order entry and order entry in Brazil and discusses how to:

- Enter purchase orders
- Enter order header information
- Enter order detail information

Understanding 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 the volume of orders and the amount of header information you need to enter, you use processing options to select 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:

- F4301
- F4311

Understanding Order Entry in Brazil

In Brazil, the government requires that businesses maintain detailed information about all merchandise and associated taxes during the delivery process. The information accompanies shipments in the form of a document known as a nota fiscal.

When you enter a purchase order, you also enter information that the system uses to generate the associated nota fiscal document. When you receive a shipment for the purchase order, you enter or update information for the related nota fiscal. When you enter item information, the system calculates any applicable IPI, ICMS, and ICMS Substitution taxes. The Brazilian government holds both the seller and buyer responsible for the accuracy of tax calculations. You can verify the accuracy of the nota fiscal document that the supplier sends with the shipment, based on the inbound version of the nota fiscal that the system generates.

The system automatically creates journal entries to account for the notas fiscais that the Procurement process creates.

Each time that you want to order goods or services, you must enter a purchase order. A purchase order consists of two parts:

- Header information, which is general information that relates to the entire order, such as the supplier and order dates
- Detail information, which is 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 the volume of orders that you have and the amount of header information that you need to enter, you use processing options to select one of the following methods to enter purchase orders:

- Enter header information first, followed by detail information.
- Enter detail information only; the system then applies limited header information that is based on default values.

The following documentation assumes that you have set up the processing options to show the header information first, followed by the detail information.

In Brazil, the government requires companies to maintain additional purchase order information for tax audit purposes. This additional information includes:

- Transaction nature.
- Tax code.
- Fiscal classification.
- Whether the item is subject to ICMS Substitution.
- Origin of the item.
- Purchase use.
- Fiscal message.

Entering Purchase Orders

This section provides an overview of the purchase order process flow, lists prerequisites, and discusses how to:

- Enter purchase orders for Brazil.
- Set processing options for P.O. Brazilian Additional Information - Brazil (P4310BR).

Understanding the Purchase Order Process Flow

When you use the Procurement system for Brazil, you enter additional information in the header and then in the detail portions of the purchase order.

To associate the additional information that is required to meet Brazilian reporting requirements with the purchase orders which you enter, the country that is specified in the user display preferences must be Brazil (BR). When you enter purchase orders, the system automatically displays the additional information forms for the purchase order header and detail. To access additional information forms when you inquire on existing purchase orders, use the regional information exits.

Prerequisites

Before you enter purchase orders, you must:

- Verify that you have selected Brazil (BR) in the user display preferences.
- Indicate whether the item was manufactured or purchased to determine the transaction nature default. For Brazil, this information can be stored in an item master category code. Use UDC 76/CN to determine which category code you can use by entering SRP6, SRP7, SRP8, SRP9, or SRP0 for the code NATUR. For example, one data dictionary option for NATUR is SRP6. Data dictionary item SRP6 has values in UDC 41/06, so it is ready for you to use when you enter purchase orders.
- Verify that you have set up the processing options for P.O. Brazilian Additional Information - Brazil (P4310BR). Select processing options from the Version Setup/Advanced Operations - BRZ menu (G76B31), and then navigate to the Purchase Order Processing - Brazil menu (G76B4311) to enter purchase orders.
- Verify that the version for P.O. Brazilian Additional Information - Brazil (P4310BR) and the version for Enter Purchase Orders (P4310) are the same. If the versions are not the same, P.O. Brazilian Additional Information - Brazil (P4310BR) uses version ZJDE0001.
- Verify that item master information and item branch/plant information are set up for each of the inventory items.
- Verify that branch/plant constants are set up for each of the 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 the terminal or user profile (optional).
- Set up address book records for all suppliers.
- Set up procurement instructions for each supplier and ship-to address.

Forms Used to Enter Purchase Orders

Form Name	Form ID	Navigation	Usage
Order Header	W4310B	Purchase Order Processing - Brazil (G76B4311), Enter Purchase Orders Click the Add button on the Work With Order Headers form.	Enter purchase orders for Brazil.
Order Header - Additional Information	W4310H	Select Additional Info from the Form menu on the Order Header form.	Optionally, review, add, or change the default information.
Order Detail	W4310A	Click the OK button on the Order Header form.	Enter order detail.
P.O. Header Brazilian Add Information	W4310BRB	Click the OK button on the Order Detail form.	Review the transaction-nature defaults.
P.O. Detail Brazilian Add Information	W4310BRF	Click the OK button on the P.O. Header Brazilian Add Information form.	Review detail information and verify that it is correct.

Entering Purchase Orders for Brazil

Access the Order Header form.

Enter Purchase Orders - Order Header			
OK Cancel Form Tools			
Order Number	HP	Branch/Plant	
Currency		Exchange Rate	
		Base	☒ Foreign
Address Numbers		Dates	
Supplier		Order Date	
Ship To		Requested	
Buyer		Promised Delivery	
Carrier		Cancel Date	
Pmt. Remark			
Description			
Print Message			
Tax Expl Code		Hold Code	Blank - Hold Codes 42/HC
Tax Rate/Area			
Certificate		Retainage %	
Tax ID		Ordered By	LM2195518
Person/Corp. ID		Order Taken By	
Payment Terms		AIA Document	Y
Messages			

Order Header form

Transaction Nature

A three-character code that is used for tax purposes and identifies a type of transaction. Use the following convention: X.YY, where X defines the origin of the transaction (inbound or outbound) and YY defines the transaction as a whole, such as a sales transaction (511 for an in-state sale and 611 for an out-of-state sale). Values for X are:

- 1: Inbound and inside the state.
- 2: Inbound and in other states.
- 3: Inbound and import.
- 5: Outbound and inside the state.
- 6: Outbound and in other states.
- 7: Outbound and export.

Transaction Nature Suffix

A two-character field that you use with the Transaction Nature code to identify the complementary implications of a transaction type. For example, the suffix might indicate that a certain transaction type represents an inventory change or that a transaction is eligible for a certain type of tax. Values are:

- 01: Bonus

- 02: Demo
- 03: Sample
- 04: Return merchandise
- 05: Backorder
- 06: Donation

Setting Processing Options for P.O. Brazilian Additional Information - Brazil (P4310BR)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to specify the values that the P.O. Brazilian Additional Information - Brazil (P4310BR) uses when other values are not entered for the transaction.

Transaction Nature Code	Use this processing option to specify the three-character code for the transaction nature. You set up transaction nature codes in the Transaction Nature program (P7615B). Enter the Transaction Nature code using the following convention: XYZ X defines the origin of the transaction (inbound or outbound). YY defines the transaction as a whole, such as a purchase transaction. Values for X are: 1: Inbound and inside the state. 2: Inbound and in other states. 3: Inbound and import. 5: Outbound and inside the state. 6: Outbound and in other states. 7: Outbound and export.
Transaction nature	Use this processing option to specify the suffix to the Transaction Nature code. The suffix identifies the complementary implications of a type of transaction. For example, the suffix might indicate that a certain type of transaction represents an inventory change or that a transaction is eligible for a certain type of tax. You set up Transaction Nature suffixes in the Transaction Nature program (P7615B). If you leave this processing option blank, the system uses 00 for the transaction nature suffix. Values are: 1: Inbound and inside the state. 2: Inbound and in other states.

- 3: Inbound and import.
- 5: Outbound and inside the state.
- 6: Outbound and in other states.
- 7: Outbound and export.

Entering Order Header Information

This section provides an overview of order header information entry, lists prerequisites, and discusses how to:

- Enter supplier details.
- Enter supplier address information.
- Enter a temporary address for a supplier.
- Enter origination information for an order.
- Enter dates for an order.
- Enter tax information for an order.
- Enter reference information for an order.

Understanding Order Header Information Entry

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 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 the 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.

You might have different arrangements with each of the 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 the 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.

You generate an order for a specific branch/plant, business unit, project, or job within the 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).

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.

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.

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.

See Also

Chapter 13, “Managing Suppliers,” Understanding Supplier and Item Information Setup, page 249

Chapter 4, “Entering Orders,” Entering Tax Information for a Detail Line, page 45

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, “Entering Address Book Records,” Adding an Address Book Record

Prerequisite

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

Forms Used to Enter Order Header Information

Form Name	Form ID	Navigation	Usage
Work With Order Headers	W4310I	Purchase Order Processing (G43A11), Enter Purchase Orders	Work with order headers.
Order Header	W4310B	Click the Add button on the Work With Order Headers form. Alternatively, select an order on the Work With Order Headers form, and click the Select button.	Enter supplier details.
Order Header - Additional Information	W4310H	Select Additional Info from the Form menu on the Order Header form.	Enter supplier details.
Address Book Revision	W01012A	Select Address Book from the Form menu on the Order Header form. Click the Add button on the Work With Addresses form.	Enter supplier address information.
Order Address Information	W4006B	Select Order Addresses from the Form menu on the Order Header form.	Enter a temporary address for a supplier.
Order Detail	W4310A	Click the OK button on the Order Header form.	View order details.
Media Object Viewer	N/A	Select Attachments from the Form menu on the Order Header form.	Enter reference information for an order.

Entering Supplier Details

Access the Order Header form.

If you have set up purchasing instructions for a supplier, the system supplies default values for several of the following fields 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.

Pricing Group

A user-defined code (UDC) (40/PC) that identifies the pricing group that is associated with this customer or supplier. For sales orders, you assign a pricing group to a customer through the Customer Billing Instructions. Groups typically contain customers with common pricing characteristics, such as retailers, wholesalers, and so forth. For purchase orders, you assign a pricing group to a supplier through the Supplier Billing Instructions.

Freight Handling Code

A UDC (42/FR) that identifies when you take responsibility of the goods so that freight charges are applied accordingly.

Cost Rule

A UDC (41/P5) that indicates the landed cost rule for an item.

The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees or commissions. You set up landed cost rules on the Landed Cost Revisions form.

Send Method

A code that indicates the method used to send documents to a supplier. There is no automatic processing associated with this field. Instead, the code can be used as data selection criteria for certain procedures.

Evaluated Receipt

A code that indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. You use the Evaluated Receipt Settlement (R43800) procedure to create vouchers from receipt records. As a result, the supplier does not send you invoices and you can bypass the Voucher Match procedure. Values are:

N: Ineligible for evaluated receipt settlement processing.

Y: Eligible for evaluated receipt settlement processing.

I: Receipt transaction is in process.

T: Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process.

R: Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process.

V: A voucher has been created for the receipt transaction using the evaluated receipt settlement process.

Supplier SO

An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.

**Delivery Instructions
Line 1**

Text that describes the delivery instructions for this order. The system retrieves this information from purchasing instructions for the ship-to address if the information is set up.

Adjustment Schedule

A UDC (40/AS) that identifies a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level.

For Agreement Management, this is the Agreement Penalty Schedule. The information in the Agreement Penalty Schedule provides the system with the criteria for an agreement to have penalty conditions.

Entering Supplier Address Information

Access the Address Book Revision form.

Entering a Temporary Address for a Supplier

Access the Order Address Information form.

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.

Entering Origination Information for an Order

Access the Order Header form.

Entering Dates for an Order

Access the Order Header form.

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

Access the Order Header form.

Tax Expl Code	A hard-coded UDC (00/EX) that controls the algorithm that the system uses to calculate tax and general ledger distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the F4008 table. The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and general ledger distribution amounts when you create an invoice or voucher.
Certificate	The number that tax authorities issue to tax-exempt individuals and companies to identify their tax-exempt status.

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

Entering Reference Information for an Order

Access the Order Header form.

Carrier	The address book number of the carrier who is to deliver the order. You might select a carrier based on a route requirement or special handling requirement.
Buyer	A user-defined name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field. For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type *TOTAL into the field, and the system would return 4100.

Entering Order Detail Information

This section provides an overview of order detail information entry, lists prerequisites, and discusses how to:

- Enter detail lines by item number.
- Enter detail lines by account number.
- Enter tax information for a detail line.
- Enter discount terms for a detail line.
- Enter reporting codes for a detail line.
- Enter change orders.
- Enter substitute or replacement items.
- Enter kit orders.
- Set processing options for purchase orders (P4310).
- Copy change orders.

Understanding Order Detail Information Entry

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 the 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 the 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.

See [Chapter 20, “Understanding Vertex Sales Tax Q Series,” Compatibility of the Vertex Sales Tax Q Series System, page 351.](#)

If the supplier uses a different currency than the 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 select 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.

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 information. The general ledger 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 noninventory 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 the inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase nonstock 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 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 the 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 noninventory 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 the inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase nonstock 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 general ledger class code that you enter for a detail line. The general ledger class code determines the received not vouchered account to which the system applies a credit if you enter a formal receipt.

When you enter order detail lines that have an inventory interface of A or B, you can use the Account Distribution Entry program (P4316) to distribute by percentages, amounts, or quantities among multiple accounts. You can use the following Procurement functionality in conjunction with multiple account distribution:

- Commitments
- Approval processing
- Budgeting
- Taxes (proportioned on the F4311 table level)
- Order revisions
- Audit history

When you are working with the above functionality in conjunction with multiple account distribution, the system processes information on the F4316 table level (whereas without multiple account distribution, the system would process information on the F4311 level).

If you change the quantity or amount on a purchase order detail line and are using multiple account distribution functionality, the system automatically redistributes the quantity or amount in the Account Distribution Entry program (P4316) and updates commitments.

If you copy a purchase order that contains multiple account distribution, the system retains the multiple account distribution for the new purchase order.

When you access detail lines that contain a multiple distribution from the F4311 table, the system displays the account number on the F4311 table level as *****ACCOUNT DISTRIBUTION*****.

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 UDC 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.

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.

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).

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.

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.

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 select 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 select 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.

Kits are comprised of component items that are associated to a parent item. Kits are useful if the company sells combinations of products. For example, if the 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.

Prerequisites

Before you enter order detail information:

- 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.
- 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.
- Before you enter kit orders, you must verify that you have set the appropriate processing option in the Purchase Orders program (P4310) that displays kit component lines. Also, verify that kit items have been set up.

Forms Used to Enter Order Detail Information

Form Name	Form ID	Navigation	Usage
Order Detail	W4310A	Purchase Order Processing (G43A11), Enter Purchase Orders Click the Add button on the Work With Order Headers form. Alternatively, select an order on the Work With Order Headers form and select Detail Revision from the Row menu. Subcontract Processing (G43D11), Enter Subcontract Orders Select an order on the Work With Order Details form, and select Change Orders and Add Change Order from the Row menu. Alternatively, select an order on the Work With Order Details form, and select Change Orders and Copy Change Order from the Row menu.	Enter order detail information.
Order Detail - Page I	W4310F	Select Additional Info 1 from the Row menu on the Order Detail form.	Enter order detail information.
Order Detail - Page II	W4310E	Select Additional Info 2 from the Row menu on the Order Detail form.	Enter order detail information.
Account Distribution Entry	W4316A	Select an order detail line on the Order Detail form, and then select Account Distribution from the Row menu on the Order Detail form.	Distribute by percentage, quantity, or amount among multiple accounts. Note. The system allows you to select a method (percentage, quantity, or amount) when you are entering account distribution information. However, if you change an order detail line, the system does not allow you to change the original method by which you distributed among multiple accounts.
Substitute Items	W41043C	Select Substitute Items or Obsolete Items from the Row menu on the Order Detail form.	Enter substitute or replacement items.

Page Name	Object Name	Navigation	Usage
Kit Selection	W41351A	Select Kits from the Row menu on the Order Detail form.	Enter kit orders.

Entering Detail Lines by Item Number

Access the Order Detail form.

Order Detail form

Tr. UoM (Transaction Unit of Measure)

A UDC (00/UM) that indicates the quantity in which the system expresses an inventory item. Examples of transaction units of measure are CS (case) and BX (box).

Extended Cost

A value that is equal to the number of units multiplied by the unit price.

Ln Ty (Line Type)

A code that controls how the system processes lines on a transaction. Line type controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. Line type also specifies the conditions under which a line prints on reports, and it is included in calculations. Values are:

S: Stock item

J: Job cost

N: Nonstock item

F: Freight

T: Text information

M: Miscellaneous charges and credits

W: Work order

G/L Offset (General Ledger Offset)

A code that determines the trade account that the system uses as the offset when you post invoices or vouchers. The system concatenates the value that

you enter to the AAI item RC (for Accounts Receivable) or PC (for Accounts Payable) to locate the trade account. For example, if you enter *TRAD*, the system searches for the AAI item RCTRAD (for receivables) or PCTRAD (for payables).

You can assign up to four alphanumeric characters to represent the general ledger offset or you can assign the three-character currency code (if you enter transactions in a multicurrency environment). You must, however, set up the corresponding AAI item for the system to use; otherwise, the system ignores the general ledger offset and uses the account that is set up for PC or RC for the company specified.

If you set up a default value in the G/L Offset field of the customer or supplier record, the system uses the value during transaction entry unless you override it.

Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

Asset ID

A 25-character alphanumeric code that you can use as an alternate asset identification number. You might use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number that you enter must be unique.

Report Code 1

A code that differentiates segments of inventory in ways that are meaningful to those personnel who are responsible for the buying function in an organization. Depending upon the nature of inventory, this code might be used to establish attributes such as color, country of origin, primary content, seasonality, and rebate group.

Entering Detail Lines by Account Number

Access the Order Detail form.

Line Defaults

Select the Line Defaults tab.

Account Number

A value that identifies an account in the general ledger. Use one of the following formats to enter account numbers:

- Standard account number (business unit.object.subsidiary or flex format).
- Third general ledger number (maximum of 25 digits).
- Account ID number. The number is eight digits long.
- Speed code, which is a two-character code that you concatenate to the AAI item SP. You can then enter the code instead of an account number.
- The first character of the account number indicates its format. You define the account format in the General Accounting constants.

Subsidiary

A subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering *000456* is not

the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

Obj Acct (Object Account) The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

If you use a flexible chart of accounts and the object account is set to 6 digits, You should use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

Subledger A code that identifies a detailed, auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.

Sub Type (Subledger Type) A UDC (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user-defined. Values include:

A: Alphanumeric field, do not edit

N: Numeric field, right justify and zero fill

C: Alphanumeric field, right justify and blank fill

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 select from a list of valid units of measure for the item that you are entering on the purchase order.

Entering Tax Information for a Detail Line

Access the Order Detail form.

Taxable A code that indicates whether the item is subject to sales tax when you purchase it. The system calculates tax on the item only if the supplier is also taxable.

Expl Code (Explanation Code) A hard-coded UDC (00/EX) that controls the algorithm that the system uses to calculate tax and general ledger distribution amounts. The system uses the tax explanation code in conjunction with the tax rate area and tax rules to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code.

Rate/Area A code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the F4008 table. The system uses the tax rate area in conjunction with the tax explanation code and tax rules to calculate tax and general ledger distribution amounts when you create an invoice or voucher.

Entering Discount Terms for a Detail Line

Access the Order Detail form.

Discount Factor	The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price.
Item Price Group	A UDC (40/PI) that identifies an inventory price group for an item. Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. When you assign a price group to an item, the item takes on the same pricing structure defined for the inventory price group. You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.
Pricing Cat. Level (Pricing Category Level)	A pricing category or price rule can contain a variety of levels. Within each price rule, each level is defined by its effective date range and allowed quantity, and whether it is based on the item's cost, price, or an amount specified as an override.

Entering Reporting Codes for a Detail Line

Access the Order Detail form.

Entering Change Orders

Access the Order Detail form.

Entering Substitute or Replacement Items

Access the Order Detail form.

Entering Kit Orders

Access the Order Detail form.

Setting Processing Options for Purchase Orders (P4310)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable 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 UDC (00/DT) also indicates the origin of the transaction. You must enter a value that has been set up in UDC table 00/DT. There are 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.) Prefixes for document types are predefined; do not change them. Values are:

*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. 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 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: General ledger 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 UDC (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. 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. If you select 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 select. You should increment by whole numbers, since other processes, such as kit entry, create decimal increments.
- 7. Default Tax Rate/Area** Use this processing option to specify where the system locates default tax rate/area information to use as the default during order entry. Values are:
- 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 F0401 table. If this is the version that is being called from the Order Release program, then the tax information comes from the F0401 table and not from the original order.
- I*: 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 F0401 table.
- 8. Transaction 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. Values are:
- Blank: The system uses the purchasing unit of measure from the F4101 table. 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 select 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.
- I*: The system uses the primary unit of measure from the F4101 table as the default for the transaction unit of measure.
- 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** Use this processing option to specify whether the system updates information in the detail lines when you change header information. Values are:
- 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 select 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.
- I*: The system automatically loads header changes to the detail lines.
- 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

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

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

I: The system retrieves the account description from the account that consists of the business unit and the subsidiary. Typically, the account is a nonposting header account. Note that the object account will not be used when the system retrieves the account description.

13. Line Sequence

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

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.

I: The system starts the sequencing process over for each change order. If you enter *I*, 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.

14. Cost Rule Selection

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 F0401 table and not from the original order. Values are:

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 F0401 table.

I: 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 F0401 table.

Display

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

1. Suppress Closed Lines

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

Blank: The system does not suppress closed or canceled lines.

I: The system suppresses closed or canceled lines. When the system suppresses closed or canceled lines, any line with a status of 999 will not appear in the detail area. However, the record for the line remains in the F4311 table.

2. Status Code Protection

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

Blank: Status codes can be changed.

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.

3. Order Type Protection

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

Blank: You can change the order type.

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

4. Kit Display

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

Blank: The system displays only the parent line. However, both the parent line and all component lines are written to the F4311 table.

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.

5. Cost Protection

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

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

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 F4311 table. The system uses cost information from the costs tables as the default. Examples of the costs tables are the F4105 table and the F41061 table. The cost table that the system uses for the default information depends on the way that the system is set up.

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

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

Blank: No warning.

1: Issue warning.

8. Order Header Protection

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

Blank: Order header information can be changed.

1: Order header information is read-only.

9. Jargon and Header 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. 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

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

Blank: The account number information is not protected.

1: The account number information is protected.

Interfaces

These processing options enable you to enter interface information.

1. Business Unit Validation

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

Blank: The system validates the branch/plant against the F0006 table. 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 F0006 table. You can access the Business Unit Master table through the Revise Single Business Unit program.

1: The system validates the branch/plant against the F41001 table. 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 F41001 table as the default for the Ship To address book number.

2. PBCO Warning

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

Blank: The system compares the general ledger 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.

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

3. PACO Warning

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

Blank: The system compares the general ledger 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 general ledger date that exceeds two periods beyond the current general ledger period.

1: Do not issue the PACO warning.

4. Quantity Update

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. Values are:

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

1: Update the Quantity On Other POs field (alias OT1A) in the F4102 or F4100 tables. Use this value when you are entering requisitions, quotes, blanket orders, or other order types for which you do not want to affect the current on-purchase order quantity.

5. Supplier Analysis

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

Blank: The system does not capture supplier analysis information.

1: The system records information such as item numbers, dates, and quantities for every purchase order in the F43090 table. 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.

6. Edit Supplier Master

Use this processing option to determine whether the system validates the supplier number against the F4330 table. Values are:

Blank: The system does not validate the supplier number.

1: The system validates the supplier number.

7. Financial AAIs

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. 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

These processing options enable you to control how the system processes information.

1. New Supplier Information

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

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

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 the security restrictions for Address Book records. You may not want to provide all users with the ability to enter supplier address book records.

2. Order Templates

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

Blank: Do not display available order templates.

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 the cursor to the detail area for the first time.

3. Subsystem Printing

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

Blank: Do not print a purchase order by using the subsystem.

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.

4. Blanket Releases

Use this processing option to specify whether the system automatically processes blanket releases. 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, select 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, select the appropriate option from the Row menu.

5. Header Display

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

Blank: Display the Order Detail form.

1: Display the Order Header form before the Order Detail form.

6. Agreement Search

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. 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

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. Values are:

Blank: You can change the base order information.

1: The base order information cannot be changed.

- 8. Project/Job Validation** Use this processing option to require that the values for the branch/plant and general ledger account business unit are the same. Values are:
- Blank: The values for the general ledger account business unit and the header business unit can be different.
- I*: The values for the general ledger account business unit and the header business unit (branch/plant, job, and so on) are the same.
- 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** Use this processing option to specify whether the system automatically displays logs when adding an order or a contract. Values are:
- Blank: The system does not automatically display logs.
- I*: The system automatically displays logs.

Duplication

These processing options enable 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 UDC (00/DT) also indicates the origin of the transaction. There are 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 table 00/DT. The following prefixes for document types are predefined; 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. 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 UDC (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 UDC (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** 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. Values are:

Blank: Copy no information.

1: Copy only line text.

2: Copy line text and order text.

3: Copy only order text.

Cross Ref

These processing options enable 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 located 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

These processing options enable 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. 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. The system uses this status as the default on the Additional Selection form.
3. Last Status	Use this processing option to specify whether the system uses the last status or next status for the Open Order Inquiry program (P4310). Values are: Blank: The system uses the next status code as the default for the from and thru status codes. 1: The system uses the last status code as the default for the from and thru status codes.
4. Date	Use this processing option to specify the date that the system checks to ensure that the date is within the date range. Values are: Blank: The system checks the Requested Date. 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 General Ledger Date.

Versions

These processing options enable you to 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.
2. Supplier Analysis (P43230)	Use this processing option to define the version that the system uses when you are using the Supplier Analysis program.
3. Supplier Master (P04012)	Use this processing option to define the version that the system uses when you are using the Supplier Master program.
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 select to print an order when you access the appropriate row exit on a form.
5. Item Availability Summary (P41202)	Use this processing option to define the version that the system uses when you are using the Item Availability Summary program.
6. Approval Review (P43081)	Use this processing option to define the version that the system uses when you are using the Approval Review program.
7. Receipt Routing (P43250)	Use this processing option to define the version that the system uses when you are using the Receipt Routing program.
8. Open Receipts (P43214)	Use this processing option to define the version that the system uses when you are using the Open Receipts program.
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.
10. Purchase Ledger (P43041)	Use this processing option to define the version that the system uses when you are using the Purchase Ledger program.
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.
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.
13. Inbound Transportation (P4915)	Use this processing option to define the version that the system uses when you are using the Inbound Transportation program.
14. Preference Profile (R40400)	Use this processing option to determine which version of the Preference Profiles program the system uses to process orders based on preferences that are activated on the Preference Selection form.
15. Configurator (P32942)	Use this processing option to determine which version the system uses when you are using the configurator program.

16. Blanket Release (P43216)

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

17. Logs Entry (P4305)

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

Currency

These processing options enable 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 F0015 table.

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 enables 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.

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 F0015 table.

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

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

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

1. Route Code

Use this processing option to specify which code the system uses for approval processing. Besides specifying the approval route code, values are:

Blank: The system does not perform approval processing.

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.

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

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. 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

These processing options enable 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 the 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 F0025 table.

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.

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

4. Budget Total Method

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

Blank: The system uses the job cost budget calculation method.

1: 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

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

Blank: Use the total annual budget to accumulate the budget.

1: Accumulate the budget through the current period.

6. Tolerance Percentage

Use this processing option to specify the percentage by which the detail line amount can exceed the budget before the system places the order on budget hold.

7. Hold Warning

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

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. 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

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

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

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

Blank: Do not include taxes.

1: Include taxes.

Interop

These processing options enable you to enter interoperability information.

1. Purchase Order Before/After Image Processing

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. Values are:

- Blank: Capture a record of a transaction after the transaction was changed.
I: Capture two records; one record of the transaction before it was changed and one record after it 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** Use this processing option to specify whether the system writes the before image for the work order header. Values are:
 Blank: The system does not include the image.
I: The system includes 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

These processing options enable you to control revisions to orders.

- 1. Revision Tracking** Use this processing option to specify whether the system allows revisions to an order. Values are:
 Blank: The system does not perform order revision tracking.
I: 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.
- 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 F43199 table. You can access this table through the Order Revision Inquiry program (P4319).
- 3. Text Entry** Use this processing option to specify whether the system allows you to enter text when you are entering a revision. Values are:
 Blank: Do not allow users to enter text when they are entering a revision.
I: Allow users to automatically enter text when entering a revision.
 The system displays a text entry window when the order is accepted.

Self-Service

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

- 1. Supplier Self-Service** 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. Values are:
 Blank Do not activate Supplier Self-Service.
I: Activate Supplier Self-Service.

Matrix

This processing option enables you to specify the parent.

- 1. Inventory Parent** Use this processing option to specify the parent that the system processes.

Workflow

These processing options enable you to specify how the system processes workflow information.

- 1. Price Changes Notify** Use this processing option to specify the recipient of the email that the system automatically sends when the unit cost/lump sum changes on the order. Values are:
- Blank: Do not send email.
 - 1: Send email to purchase order originator.
 - 2: Send email to project manager (MPM only).
 - 3: Send email to buyer.
 - 4: Send email to purchase order originator, project manager (MPM only), and buyer.
- 2. Planned Delivery Date Changes Notify** Use this processing option to specify the recipient of the email that the system automatically sends when the promised delivery date on the order changes. Values are:
- Blank: Do not send email.
 - 1: Send email to purchase order originator.
 - 2: Send email to project manager (MPM only).
 - 3: Send email to buyer.
 - 4: Send email to purchase order originator, project manager (MPM only), and buyer.
- 3. Quantity Changes Notify** Use this processing option to specify the recipient of the email that the system automatically sends when the quantity of the order changes. Values are:
- Blank: Do not send email.
 - 1: Send email to purchase order originator.
 - 2: Send email to project manager (MPM only).
 - 3: Send email to buyer.
 - 4: Send email to purchase order originator, project manager (MPM only), and buyer.
- 4. Order Hold Notify** Use this processing option to specify the recipient of the email that the system automatically sends when the order goes on hold. Values are:
- Blank: Do not send email.
 - 1: Send email to purchase order originator.
 - 2: Send email to project manager (MPM only).
 - 3: Send email to buyer.

4: Send email to purchase order originator, project manager (MPM only), and buyer.

Transfer Order

These processing options enable you 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

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

Access the Order Detail form.

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

Quantity Ordered

A field that identifies either a transacted quantity or the units.

Unit Cost

The price charged for the unit of measure in the adjoining field. Use these fields, for example, if the primary unit of measure is EA (each), but you typically use a list price per box.

Extended Cost

A value that is equal to the number of units multiplied by the unit price.

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.

CHAPTER 5

Using Application and Certificate Management

This chapter provides an overview of Application and Certificate Management and discusses how to:

- Enter an application for payment.
- Print pre-certificates.
- Enter certification information.
- Work with non-evaluated certificates.
- Work with evaluated certificates.
- Print evaluated certificates.
- Correct uncertified applications.
- Supersede uncertified applications.
- Reverse certificates.

Understanding Application and Certificate Management

Subcontractors in the construction industry can submit an application for partial payment to the contractor when the job is partially completed. The subcontractor indicates on the application what portion of the job has been completed. The contractor then sends a site engineer to the work site to certify the amount of work that has been completed.

You can use Application and Certificate Management (ACM) within the procure-to-pay system to manage applications and certificates. To work with ACM, complete the following steps:

1. Enter a purchase order for the subcontracted work.
2. When you receive an application from the subcontractor, enter the amount of the application against the purchase order.
3. Print a pre-certificate that the site engineer uses to indicate the amount that is to be certified.
4. After the inspection, enter the certificate information against the purchase order.
5. Print a certificate for the subcontractor to notify him or her of the amount that was certified.

You can create either an evaluated certificate or a non-evaluated certificate. For evaluated certificates, the system automatically generates a payment voucher. For non-evaluated certificates, the subcontractor must submit an invoice.

6. For non-evaluated certificates, enter a voucher after you receive the invoice.
7. Pay the voucher.

Entering an Application for Payment

This section provides an overview of applications for payment, lists a prerequisite, and discusses how to enter applications.

Understanding Applications for Payment

When a subcontractor has completed a portion of a contracted job, the subcontractor can submit an application for partial payment. On the application, the subcontractor indicates the amount of work completed as a flat monetary amount, a percentage, or as a number of units. You can enter either the cumulative quantity or amount that has been completed for the purchase order, or the quantity or amount that has been completed during the period.

When you enter an application, you create a subcontractor document with a blank ACM status. Subcontractor documents are stored in the F74U0141 table and are associated with purchase orders.

Prerequisite

Enter and print a purchase order for the contracted job.

Forms Used to Enter an Application for Payment

Form Name	Form ID	Navigation	Usage
Work with Application/Certificate Information	W74U0141A	Daily Processing (G74U0110), Enter Application/Certificate	Work with applications for payment and certificate information.
Add Application Information	W74U0141B	Select a purchase order and line item on the Work with Application/Certificate Information form, and then select Add Applications from the Row menu.	Add application information.

Entering Applications

Access the Work with Application/Certificate Information form.

Enter Application / Certificate - Work with Application / Certificate Information

Select

Find

Close

Row

Tools

Order Number

OC

*

Project

*

Account No.

*

Supplier

*

Previous Batch

Appl No.

*

Thru Appl Date

*

Thru Cert Date

*

Subldger

*

Subldger Type

*

☒ Domestic

☐ Foreign

☒ Show Applications

No records fetched.

Customize Grid

Order No.	Line No.	Chg No.	Description	Order Qty	Order Amt	Order Date	ACM Status	Appl No	Period Appl Qty	Cumulative Appl Qty	Period Appl Amt

Work With Application/Certificate Information

Printing Pre-certificates

This section provides an overview of pre-certificates and discusses how to print a pre-certificate.

Understanding Pre-certificates

You print a pre-certificate after you have received and entered a subcontractor's application. The pre-certificate shows details about the application and the purchase order. The site engineer uses the pre-certificate as a turnaround document to record the actual amount that is certified for the application.

Printing a pre-certificate advances the subcontractor document from the incoming status to the outgoing status that you specify in the processing options. The default incoming status is blank (Application Entered), and the default outgoing status is *N* (Pre Certificate Print).

Printing a Pre-certificate

Select Daily Processing (G74U0110), Pre Certificate Print.

Entering Certification Information

This section provides an overview of certification information and discusses how to enter information about certification.

Understanding Certification Information

After the site engineer has visited the work site and verified the amount of work that has been done, you enter the amount that the site engineer has certified. This amount is used to generate a receipt and can be cross-referenced when you create a voucher to pay the subcontractor.

When you enter certification information, the system automatically creates a receipt for the work that is completed.

Entering certificate information advances the subcontractor document to Certificate Entered status that you set up in the ACM - Work With Application Certificate Constants program (P74U140). The default status is C (Certificate Entered).

Form Used to Enter Certification Information

Form Name	Form ID	Navigation	Usage
Add Certificate Information	W74U0142C	Daily Processing (G74U0110), Enter Application/Certificate Select a subcontractor document and line item on the Work with Application/Certificate Information form, and then select Add Certificates from the Row menu.	Add certificate information.

Entering Information About Certification

Access the Add Certificate Information form.

G/L Date

A date that identifies the financial period to which the transaction is to be posted.

The company constants specify the date range for each financial period. You can have as many as 14 periods. Generally, period 14 is used for audit adjustments. The system validates this field for PBCO (posted before cutoff), PYEB (prior year ending balance), PACO (post after cutoff), and WACO (post way after cutoff) messages.

Certificate/Receipt Date

The date when you received this purchase order line.

Receipt Document

A number that identifies the original document, such as a voucher, invoice, or journal entry. On entry forms, you can assign the document number or let the system assign it using the Next Numbers program (P0002). Matching document numbers (DOCM) identify related documents in the Accounts Receivable and Accounts Payable systems. Examples of original and matching documents are:

- Accounts Payable
- Original document - voucher
- Matching document - payment
- Accounts Receivable

- Original document - invoice
- Matching document - receipt

In the Accounts Receivable system, the following transactions simultaneously generate original and matching documents: deductions, unapplied receipts, chargebacks, and drafts.

Certificate Cumulative Qty	The number of units that the site engineer has certified as complete for a specific line item on a purchase order. If the site engineer has certified more than one application, this number is the total number of units that the site engineer has certified for the line item.
Certificate Cum Amount	The amount of payment (in base currency) that the site engineer has certified for a specific line item on a purchase order. If the site engineer has certified more than one application, this amount is the total amount of all the certifications for the line item.

Working with Non-Evaluated Certificates

This section provides an overview of non-evaluated certificates and discusses how to print non-evaluated certificates.

Understanding Non-Evaluated Certificates

You print non-evaluated certificates for subcontractors who want to verify the certificate and submit an invoice before being paid. The system creates an open receipt for the amount of the certificate when you print a non-evaluated certificate. When you receive an invoice for the certified work, you enter a voucher and match it to the open receipt.

You print certificates after the site engineer has inspected the work site and you have entered the certificate information. You give the certificate document to the subcontractor as a record of the certified value that is due for payment.

You print non-evaluated certificates for subcontractors who want to verify the certificate and submit an invoice before being paid. The system creates an open receipt for the amount of the certificate when you print a non-evaluated certificate. When you receive an invoice for the certified work, you enter a voucher and match it to the open receipt.

Printing a non-evaluated certificate advances the subcontractor document from the incoming status to the outgoing status that you specify in the processing options. The default incoming status is *C* (Certificate Entered), and the default outgoing status is *I* (Non-Evaluated Certificate Print).

Important! You should not use the Speed Status Change program (P0411S) during ACM processing.

Printing Non-Evaluated Certificates

Select Daily Processing (G74U0110), Certificate Print.

Working with Evaluated Certificates

This section provides an overview of evaluated certificates, lists a prerequisite, and discusses how to settle evaluated receipts.

Understanding Evaluated Certificates

Evaluated certificates are typically used for small subcontractors who are not able to produce their own invoices. You print evaluated certificates, also known as authenticated receipts, after you have processed the payment for the subcontractor. You give the certificate to the subcontractor as a record of the value of the certificate that is due to the subcontractor.

You print certificates after the site engineer has inspected the work site and you have entered the certificate information. Evaluated certificates are typically used for small subcontractors who are not able to produce their own invoices.

To create an evaluated certificate for a subcontractor, you must first settle the receipt that the system created when you entered certificate information. Settling the receipt generates a corresponding voucher in the F0411 table. You then generate a payment for the subcontractor and print an evaluated certificate to accompany the payment.

Important! You should not use Speed Release during ACM processing.

Settling evaluated receipts advances the subcontractor document from the Certificate Entered status to the A/P Voucher Generated status. You set up both statuses in the ACM - work With Application Certificate Constants program (P74U0140).

Prerequisite

Use the Evaluated Receipt (AVCH) field in the Supplier Master to set up subcontractors to receive evaluated receipts.

Settling Evaluated Receipts

Select Receipts Matching and Posting (G43A15), Evaluated Receipt Settlement.

Printing Evaluated Certificates

This section provides an overview of evaluated certificate printing, lists a prerequisite, and discusses how to print an evaluated certificate.

Understanding Evaluated Certificate Printing

You print evaluated certificates, also known as authenticated receipts, after you have processed the payment for the subcontractor. You give the certificate to the subcontractor as a record of the value of the certificate that is due to the subcontractor.

Printing an evaluated certificate advances the subcontractor document from the incoming status to the outgoing status that you specify in the processing options. The default incoming status is *P* (Certificate Entered), and the default outgoing status is *F* (Evaluated Certificate Print).

Prerequisite

Process payments for the subcontractor.

Printing an Evaluated Certificate

Select Daily Processing (G74U0110), Certificate Print.

Correcting Uncertified Applications

This section provides an overview of uncertified application correction and discusses how to correct an uncertified application.

Understanding Uncertified Application Correction

If an application has not yet been certified, you can correct an application amount that was entered in error, or enter an updated application that the subcontractor has submitted. If you need to change an application that has been certified, if you need to change the certificate; or if you decide not to honor the certificate for some reason, you must reverse both the receipt and the certificate.

If you make a mistake when you enter an application amount, you can update the application amount if the application has not yet been certified.

Forms Used to Correct Uncertified Applications

Form Name	Form ID	Navigation	Usage
Work with Application/Certificate Information	W74U0141A	Daily Processing (G74U0110), Enter Application/Certificate	Work with applications for payment and certificate information.
Maintain Application Information	W74U0141D	Select a purchase order and line item on the Work with Application/Certificate Information form, and then select Maintain Applications from the Row menu.	Maintain application information.

Correcting an Uncertified Application

Access the Work with Application/Certificate Information form.

Superceding Uncertified Applications

This section provides an overview of superceded applications and discusses how to supercede an uncertified application.

Understanding Superceded Applications

If a subcontractor submits an updated application before the existing application is certified, you can add the updated application to the subcontractor document. The system maintains a record of the original application and assigns it an ACM status of *S* (Application Superceded). The new application replaces the superceded application.

Forms Used to Supercede Uncertified Applications

Form Name	Form ID	Navigation	Usage
Work With Application/Certificate Information	W74U0141A	Daily Processing (G74U0110), Enter Application/Certificate	Work with applications for payment and certificate information.
Add Application Information	W74U0141B	Select a subcontractor document and line item on the Work With Application/Certificate Information form, and then select Add Applications from the Row menu.	Maintain application information.

Superceding an Uncertified Application

Access the Work with Application/Certificate Information form.

Reversing Certificates

This section provides an overview of certificate reversal, lists prerequisites, and discusses how to reverse a certificate.

Understanding Certificate Reversal

When you enter certificate information, the system automatically creates a receipt for the work that has been completed. If you discover an error in the application or certificate, or if you decide not to honor the certificate for some reason, you must reverse both the receipt and the certificate. You can then perform any of the following tasks:

- Delete the application.
- Correct the application.
- Delete the certificate.
- Correct the certificate.

- Close the purchase order.

Note. To change a certificate, you must reverse all certificates, receipts, and vouchers that are subsequent to the certificate that you are changing.

You must use version ZJDE7002 of the Purchase Receipts Inquiry program (P43214) to reverse receipts for subcontractor documents. You can access this version by following the steps below. Do not access Purchase Receipts Inquiry from a menu.

Prerequisites

Here are the prerequisites for reversing a certificate:

- If you have created a voucher to pay the certified amount, delete or void the voucher.
- Set up your user preferences with a country preference code of UK.

Forms Used to Reverse Certificates

Form Name	Form ID	Navigation	Usage
Work With Application/Certificate Information	W74U0141A	Daily Processing (G74U0110), Enter Application/Certificate	Work with applications for payment and certificate information.
Work With Purchase Receipts	W7470214A	Select a subcontractor document and line item on the Work with Application/Certificate Information form, and then select Open Receipts from the Row menu.	Work with purchase receipts.
Maintain Certificate Information	W74U0141D	Select a subcontractor document and line item on the Work With Application/Certificate Information form, and then select Cert/Rcpt Reversal from the Row menu.	Maintain certificate information. Note that if you leave the Rec Opt field blank for any line, the system deletes the certificate values for that line.

Reversing a Certificate

Access the Work with Application / Certificate Information form.

CHAPTER 6

Working With Orders

This chapter provides overviews of orders and order information and discusses how to:

- Work with special order-entry features.
- Work with commitments and encumbrances.
- Work with budgets.
- Work with orders on hold.
- Work with log information.
- Print orders by batch.
- Print orders individually.
- Work with order information.
- Create Intrastat reports in an “As If” currency.

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, and 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.

This section provides an overview of special order entry features and discusses how to:

- Duplicate an order.
- Enter orders for multiple suppliers.
- Select a supplier for an item.
- Enter items by using supplier catalogs.
- Enter items by using order templates.
- Create orders from existing detail lines.

Understanding Special Order-Entry Features

There are several special features for order entry.

Order Duplication

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.

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.

Choice of Suppliers

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).

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 select items to order.

After you locate a catalog, you can select the items that you want to order. The system enters each item that you select 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.

Order Templates

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

Each order template contains a specific group of items. When you enter a purchase order, you can select to review a certain template. From the template, you select 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.

Creation of 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.

Forms Used to Work with Special Order-Entry Features

Form Name	Form ID	Navigation	Usage
Work With Order Headers	W4310I	Purchase Order Processing (G43A11), Enter Purchase Orders Subcontract Processing (G43D11), Enter Subcontract Orders	Work with order headers.
Order Detail	W4310A	Select an order on the Work With Order Headers form, and then click the Copy button.	Review and modify order details.
Purchase Order Workbench	W4310IC	Purchase Order Processing (G43A11), Purchase Order Workbench	Access forms to work with purchase orders.

Page Name	Object Name	Navigation	Usage
Supplier Price Comparison	W43101C	On Purchase Order Workbench, select Price Comparison from the Form menu.	Locate suppliers for an item to compare prices.
Supplier Catalog Search & Select	W41061CA	On Purchase Order Workbench, select Catalogs from the Form menu.	Access a list of available catalogs.
Catalogs - Item Selection	W41061WB	Select a catalog on the Supplier Catalog Search & Select form, and click the Select button.	View items on separate detail lines on a purchase order. 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.
Work With Available Order Templates	W4015A	On the Purchase Order Workbench form, select Order Templates from the Form menu.	Work with available order templates.
Order Templates	W40215A	Select a template on the Work With Available Order Templates form, and click the Select button.	Order items on a template. You can order all items on the template in their usual quantities by selecting Preload With Usual from the Form menu.
Suppliers Selected for Order	W43032A	On the Purchase Order Workbench form, select Review Order from the Form menu.	Verify that all releases are combined into a separate line for each supplier and branch/plant.
Items Selected for Order	W43032B	Select an order and select Details from the Row menu.	Make changes to information about the individual items or accounts to be included on the order.

Duplicating an Order

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

Entering Orders for Multiple Suppliers

Access the Purchase Order Workbench form.

Choosing a Supplier for an Item

Access the Purchase Order Workbench form.

Entering Items Using Supplier Catalogs

Access the Purchase Order Workbench form.

Entering Items Using Order Templates

Access the Purchase Order Workbench form.

Creating Orders from Existing Detail Lines

Access the Purchase Order Workbench form.

Working with Commitments and Encumbrances

This section provides overviews of commitments and encumbrances, commitment integrity verification, and review of commitment information for orders; lists prerequisites; and discusses how to:

- Review commitment information for orders.
- Set processing options for Commitment Inquiry (P40230A).
- Work with encumbrance rollovers.

Understanding 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.

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.

Creation of an Encumbrance or Commitment

You can create order detail lines using either of the following programs:

- 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.

Relief of 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 general ledger posting program for:

- Vouchers matched in a two-way environment.
- Purchase order receipts in a three-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 general ledger date, not the original purchase order general ledger 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:

- F43199
- F0902

F43199 Table

The system creates multiple entries in the F43199 table. 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 F43199 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.

F0902 Table

During order entry, the system creates a commitment entry in the PA and PU ledgers in the F0902 table. Based on the general ledger 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 F0902 table. Based on the general ledger 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.

Understanding Commitment Integrity Verification

You can verify commitment integrity by selecting Purchasing Reports (G43B111), 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:

- F4311
- F43199
- 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 F4311 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 F4311 table. You can rebuild this information from the F4311 table and correct any inconsistencies in the F0902 table.

Understanding Review of 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 (UDC) 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 F43199 table.

Prerequisites

Before working with commitments and encumbrances:

- You must set up the document types for pre-encumbrances and commitments in UDC table 40/CT.
- To relieve commitments, set the Commitment Relief value for the transaction company or company 0000 in the F0026 table.

Forms Used to Work with Commitments and Encumbrances

Form Name	Form ID	Navigation	Usage
Work With Commitment Inquiry	W40230AA	Purchasing Inquiries (G43B112), Commitment Inquiry Purchasing Inquiries (G43C112), Encumbrance Inquiry Subcontract Inquiries (G43D112), Commitment Inquiry	Work with commitment inquiries.

Reviewing Commitment Information for Orders

Access the Work With Commitment Inquiry form.

Commitment Inquiry - Work With Commitment Inquiry

Select Find Close Form Row Tools

Order No: [] [] [] Branch/Plant: []

Account: []

Type/Subledger: [] []

Gl/L Date from: [] thru: []

☐ Order Summary

Records 1 - 10

	Order Number	Or Ty	Order Co	Chg No.	Line Number	Dist. Line Number	Supplier	Description	Amount Committed	Amount Relieved	Units Committed	Units Relieved
☐	4502	OP	00001	000	1,000		4344	Materials for Potomac Hotel	100.225,00			
☐	4502	OP	00001	000	2,000		4344	Materials for Potomac Hotel	135.265,00			
☐	4502	OP	00001	000	3,000		4344	Materials for Potomac Hotel	89.525,00			
☐	4503	OP	00001	000	1,000		4344	Materials for Potomac Hotel	256.840,00			
☐	4503	OP	00001	000	2,000		4344	Materials for Potomac Hotel	357.200,00			
☐	4503	OP	00001	000	3,000		4344	Materials for Potomac Hotel	27.310,00			
☐	4515	OP	00001	000	1,000		4344	Subcontracts	80,00			
☐	4515	OP	00001	000	2,000		4344	Subcontracts	45,00			
☐	4521	OP	00001	000	1,000		4344	Other Materials	2.250,00			
☐	4521	OP	00001	000	2,000		4344	Other Materials	1.755,00			

Work With Commitment Inquiry form

Working with Encumbrance Rollovers

Select the Procurement Advanced & Technical Ops (G43A31), Encumbrance Rollover.

Encumbrance Rollover Program (R4317)

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:

- Relieve committed lines on a purchase order or subcontract from the prior year and recommit a new line with the current year's general ledger 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.

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.

This section provides an overview of budget-checking and discusses how to review a budget:

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.

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

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:

- 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.

- 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 F0902 table 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

Enter *I* 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 *I* in this processing option.

Enter 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.

Enter 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.

Calculation of 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.

Budget Review

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.

Form Used to Work with Budgets

Form Name	Form ID	Navigation	Usage
Trial Balance/Ledger Comparison	W09210AA	Purchasing Inquiries (G43B112), Budget Comparison Purchasing Inquiries (G43C112), Budget Comparison	Work with budgets.

Reviewing a Budget

Access the Trial Balance/Ledger Comparison form.

Ledger Type 1

A UDC (09/LT) that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

LT 1 Thru Date

A date that identifies the financial period to which the transaction will be posted. You define financial periods for a date pattern code that you assign

to the company record. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number, as well as to perform date validations.

Level Of Detail

A number used to summarize and classify accounts in the general ledger by level of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. Levels 8 and 9 are reserved for job cost posting accounts in the Job Cost system. Examples of the other levels are:

3: Assets, Liabilities, Revenues, Expenses

4: Current Assets, Fixed Assets, Current Liabilities, and so on

5: Cash, Accounts Receivable, Inventories, Salaries, and so on

6: Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on

7: Petty Cash - Dallas, Petty Cash - Houston, and so on

8: More Detail

9: More Detail

Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports.

Variance Period Balance

A number that identifies the amount that the system will add to the account balance of the associated account number. Enter credits with a minus sign (-) either before or after the amount.

Ledger 1 Period Balance

A number that identifies the amount that the system will add to the account balance of the associated account number. Enter credits with a minus sign (-) either before or after the amount.

Working with Orders on Hold

This section provides an overview of orders on hold, lists a prerequisite, and discusses how to:

- Enter order holds.
- Release order holds.

Understanding 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:

- 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.

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.

Prerequisite

Set up hold codes and assign a responsible individual to each hold code.

Form Used to Work with Orders on Hold

Form Name	Form ID	Navigation	Usage
Work With Held Orders	W43070A	Order Generation/Approve/Release (G43A13), Release Held Orders Order Generation/Approve/Release (G43B13), Release Held Orders (Budget) Order Generation/Approve/Release (G43D13), Release Held Orders	Work with held orders.

Entering Order 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.

Releasing Order Holds

Access the Work With Held Orders form.

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 select 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.

Working with Log Information

This section provides an overview of log information and discusses how to:

- Enter log information.
- Run the Log Report/Update.
- Copy information from a model log.

Understanding 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.

Forms Used to Work with Log Information

Form Name	Form ID	Navigation	Usage
Work With Order Headers	W4310I	Purchase Order Processing (G43A11), Enter Purchase Orders Subcontract Processing (G43D11), Enter Subcontract Orders	Work with order headers.
Work With Order Details	W4310G	Purchase Order Processing (G43A11), Enter Purchase Orders Subcontract Processing (G43D11), Enter Subcontract Orders	Work with order details.
Log Details	W4305A	Select an order on the Work With Order Headers form, and then select Log Details from the Row menu.	Review log details.
Work With Model Logs	W4303B	Purchase Order Processing menu (G43A11), Order Log Revisions Enter an order on the Log Details form, and select Model Log from the Form menu. Subcontract Processing menu (G43D11), select Order Log Revisions Enter an order on the Log Details form, and select Model Log from the Form menu.	Access model logs, which contain standard log information that you can copy into your orders. Note that before you use the Work with Model Logs form, you must create model log information.

Entering Log Information

Access the Work With Order Headers or Work With Order Details form.

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.

Status Code

A code that specifies whether the requirements for the log line have been satisfied. Values are:

Blank: The requirements have not been satisfied, the log line is not active, or no status is required.

Y: The requirements have been satisfied.

N: The requirements have not been satisfied.

Pay Effect

A code that indicates whether the submittal requirement is of such importance that regular payments to the subcontractor can be suspended if the submittal requirement is not properly satisfied. This code is normally used in conjunction with submittal log entries. Values are:

Y: Issue warning messages if log requirements are not met.

N: Do not issue warning messages.

If Pay Effect is set to *Y*, various warning messages can appear during progress payment entry when outstanding log requirements exist.

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 UDC (43/OL).

Running the Log Report/Update

Select Subcontract Reports (G43D111), Log Report/Update.

You can run the Log Report/Update to update the value of the Pay Effect field in the F4303 table. 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.

Copying Log Information from a Model Log

Access the Work with Model Logs form.

Printing Orders by Batch

This section provides an overview of batch printing and discusses how to:

- Print by batch.
- Set processing options for Purchase Order Print (R43500).

Understanding Batch Printing

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.

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.

Printing by Batch

Select Purchase Order Processing (G43A11), Print Purchase Orders.

Setting Processing Options for Purchase Order Print (R43500)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Status Codes

These processing options enable 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 UDC (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 UDC (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 UDC (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

Use this processing option to prevent the system from updating the status on an order. Status codes are UDCs (40/AT) that you set up on the Order Activity Rules form for the order type and line type that you are using. Values are:

Blank: Update to the next status.

I: Do not update to the next status.

Tax Information

This processing option enables you to specify the tax information that the system includes when printing a purchase order.

1. Print Tax

Use this processing option to specify the tax information that the system includes when printing a purchase order. Values are:

I: Tax information prints by group.

2: Tax information prints by area.

3: Tax information prints by authority.

Report Display

These processing options enable 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

Use this processing option to specify whether the system prints the original quantity and amount or the open quantity and amount. Values are:

Blank: Print original quantity and amount.

I: Print open quantity and amount.

2. Exchange Rate Display

Use this processing option to specify whether the system prints the exchange rate. Values are:

Blank: Do not print the exchange rate.

I: 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 UDCs that are set up in 40/PM.

4. Purchase Order Note Display

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. Values are:

Blank: Do not print the purchase order note.

I: Print the purchase order note.

5. Report Heading Display

Use this processing option to suppress the printing of the report title and company name when you use preprinted forms. Values are:

Blank: Print the default report title and company name.

6. Purchasing Agent Name Display

1: Do not print the report title and company name.

Use this processing option to specify whether the system prints the purchasing agent on the purchase order. 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

These processing options enable you to specify how the system displays item numbers.

1. Item No. Display

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.

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 F4013 table.

Cross reference information are UDCs that are set up in 41/DT.

Order Revision

These processing options enable you to specify both the order revisions that the system prints and which order lines appear.

1. To print Order 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 values are:

Blank: Print the entire purchase order.

***: Print the latest order revision.

2. Lines for a Revision

Use this processing option to specify whether the system prints only revised order lines or all order lines. Values are:

Blank: Print only revised lines for a revision.

1: Print all lines on the order for a revision.

Currency

This processing option enables you to specify whether the system prints amounts in domestic or foreign currency.

1. Amount Display

Use this processing option to specify whether the system prints amounts in domestic or foreign currency. Values are:

Blank: Print amounts in domestic currency.

1: Print amounts in foreign currency.

EDI

These processing options enable you to specify which EDI information the system displays.

- 1. EDI Processing Selection** Use this processing option to specify whether the system prints a purchase order or uses EDI processing or both. Values are:

Blank: Print purchase order only.

1: Print purchase order and create output to EDI.

2: Use EDI processing only.
- 2. EDI Transaction** Use this processing option to specify whether the system enters the EDI transaction as a purchase order or a quote order. 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 UDCs 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** Use this processing option to specify whether the system creates an EDI shipping schedule message. Values are:

Blank: Do not create an EDI shipping schedule message.

1: Create an EDI shipping schedule message.
- 9. Shipping 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. Values are:

Blank: The system uses Kanban.

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

Versions

These processing options enable you to customize your printed purchase orders.

1. Print Option

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). Values are:

Blank: Launch the Purchase Order Print program (R43500).

I: Launch a secondary UBE.

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

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

If you set the Print Option processing option to *I* and leave the Name of 2nd UBE processing option blank, the system uses the default Print Purchase Orders program (R43501).

Printing Orders Individually

This section provides an overview of individual order printing and discusses how to print individually.

Understanding Individual Order Printing

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.

Forms Used to Print Orders Individually

Form Name	Form ID	Navigation	Usage
Work With Order Headers	W4310I	Purchase Order Processing (G43A11), Enter Purchase Orders	Work with order headers.
Order Detail	W4310A	On the Work With Order Headers form, select an order and then select Detail Revision from the Row menu.	Make revisions to order details.
Printer Selection	W986162B	Select a detail line on the Order Detail form, and select Print Order from the Form menu. Select a detail line on the Work With Order Headers form, and then select Print Order from the Row menu.	Specify how to print an order.

Printing Individually

Access the Work With Order Headers form.

Working with Order Information

You can review open order information and print a variety of reports that contain information about orders.

This section provides an overview of order-related tasks and discusses how to:

- Review open orders in an as if currency.
- Review change orders.
- Review order summary information.
- Review order detail information.
- Review financial status information.
- Print purchase order information by supplier or branch.
- Print order detail information.
- Print items on order from a supplier.
- Set processing options for Open Purchase Order by Request Date (R43640).
- Print a history of order revisions.

Understanding Order-Related Tasks

There are several order-related tasks that you can perform.

Open-Order Review

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.

As If Currency Review

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 enables 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.

Change Order Review

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.

Summary and Detail Information Review

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.

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.

Financial Status Review

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.

Order Revisions Review

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.

Forms Used to Work with Order Information

Form Name	Form ID	Navigation	Usage
Work With Order Details	W4310G	Purchasing Inquiries (G43A112), Open Orders Subcontract Inquiries (G43D112), Open Orders	Work with order details.
Additional Selection Criteria	W43041F	On the Work With Order Details form, select Added Selections from the Form menu.	Enter additional selection criteria.
Purchase Order Detail Inquiry	W430301C	Select a detail line on Work With Order Details, and then select Order Detail from the Row menu.	Review additional information for an open detail line.
Order Detail	W4310A	Select an order on the Work With Order Details form, and then select Change Orders, View All Chg Order from the Row menu.	Review change orders.
Order Entry - Summary Order Information	W430114A	Select an order on the Work With Order Details form, and then select Order Summary from the Row menu.	Review order summary information.
Order Recap	W4310C	Select an order on the Work With Order Details form, and then select Order Recap from the Row menu.	Review order detail information.
Work With Financial Status Inquiry	W44200A	Select an order on the Work With Order Details form, and then select Financial Status from the Row menu.	Review financial status information.
Supplier Ledger Inquiry	W0411G	On the Work With Financial Status Inquiry form, select Supplier Ledger from the Form menu.	Access voucher information.

Reviewing Open Orders

Access the Work With Order Details form.

Reviewing Open Orders in an "As If" Currency

Select Purchasing Inquiries (G43A112), Open Orders.

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 F0015 table 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

Access the Work With Order Details form.

Reviewing Order Summary Information

Access the Work With Order Details form.

Reviewing Order Detail Information

Access the Work With Order Details form.

Reviewing Financial Status Information

Access the Work With Order Details form.

Document Number

A number that identifies the original document, such as a voucher, invoice, or journal entry. On entry forms, you can assign the document number or let the system assign it using the Next Numbers program (P0002). Matching document numbers (DOCM) identify related documents in the Accounts Receivable and Accounts Payable systems. Examples of original and matching documents are:

- Accounts Payable
- Original document - voucher
- Matching document - payment
- Accounts Receivable
- Original document - invoice
- Matching document - receipt

Note that in the Accounts Receivable system, the following transactions simultaneously generate original and matching documents: deductions, unapplied receipts, chargebacks, and drafts.

Doc Co

A number that, with the document number, document type and general ledger date, uniquely identifies an original document, such as invoice, voucher, or journal entry.

If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.

Doc Type

A UDC (00/DT) that identifies the origin and purpose of the transaction. The system reserves several prefixes for document types, such as vouchers,

invoices, receipts, and timesheets. The reserved document type prefixes for codes are:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and Pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Invoice Date

The date of the supplier's invoice to you.

G/L Date

A date that identifies the financial period that the transaction will be posted to. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods.

Due Date

The date the discount is due. If there is no discount, the system displays the net due date in this field.

If you leave this field blank during voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates the discount due date and net due date based on the payment terms you specified for the supplier on the Supplier Master Revision form.

The net due date does not appear on the voucher entry forms. It is calculated or assigned by the system based on the value entered in the Discount Due Date field. If the Discount Due Date field is blank, the system calculates it and the net discount date. If you enter a discount due date manually, the net discount date is assigned the same date. If you change the discount due date to a value other than blank after the net due date is calculated or assigned, the net discount date calculated previously is not changed.

Gross Amount

A value that specifies the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.

Printing Purchase Order Information by Supplier or Branch

Select Purchasing Reports (G43A111), PO Summary.

Printing Order Detail Information

Select Subcontract Reports (G43D111), 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 F4301, F4311, F4303, and F52034 tables.

Printing Items on Order from a Supplier

Select Purchasing Reports (G43A111), 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.

Printing a History of Order Revisions

Select Purchasing Reports (G43A111), Purchases Journal.

Alternately, select Subcontract Reports (G43D111), Purchases Journal.

You can review a history of changes to order detail lines when you print the Purchase 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 F43199 table. This report is applicable only if you set up order activity rules to create ledger records.

Creating Intrastat Reports in an "As If" Currency

This section provides overview of currency-processing for Intrastat reporting and updates to the F0018T table and discusses how to update the F0018T table.

Understanding Currency Processing for Intrastat Reporting

The Sales Order Management and Procurement systems provide "as if" currency processing for Intrastat reporting. "As if" currency processing enables 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:

- 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 F0018T table 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.

Updates to the Intrastat Revision Table

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 F0018T table. 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:

- 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.

Updating the Intrastat Revision Table

Select EU Intrastat Processing (G00211), Intrastat Generation - Sales or Intrastat Generation - Procurement.

CHAPTER 7

Processing Purchase Order Returns for Brazil

This chapter provides overviews of purchase order returns, PIS/PASEP and COFINS processing, and setup considerations for purchase order returns; lists prerequisites; and discusses how to:

- Process purchase order returns for Brazil.
- Generate outbound notas fiscais.
- Print the nota fiscal for purchase returns.

Understanding Purchase Order Returns

When you return purchased merchandise to the supplier, you must issue a new nota fiscal to accompany the returned merchandise. Brazilian law requires that companies issue an accompanying nota fiscal whenever merchandise is moved between different taxpayer units.

The purchase return nota fiscal must be based on the supplier's original nota fiscal. If merchandise is fully returned, the outbound nota fiscal values must be identical to the supplier's original nota fiscal. If merchandise is partially returned, the outbound nota fiscal values must be proportional to the supplier's original nota fiscal.

The tax rates and costs must be returned in the same amounts as those amounts that were used in the supplier's original nota fiscal. The original freight, insurance, and expenses must also be returned proportionally and handled with a separate nota fiscal.

When you process a purchase return, the system uses the original purchase price; the costs retrieved from the supplier's original nota fiscal are not modified or overridden by prices in the Procurement system. The system can create journal entries to support processing purchase returns. The purchase return process considers repasse and discounts.

When you enter a receipt of a nota fiscal, you enter the tax amounts from the nota fiscal that the supplier sent with the merchandise. The system stores the tax amounts in the F7611B table and the F76B011 table. When you process a purchase return, the system retrieves the tax amounts from tables F7611B and F76B001; it does not recalculate the taxes.

To process a purchase return for Brazil, you must perform the following steps:

1. Process the receipt of the merchandise.
2. Generate a nota fiscal for the received merchandise.
3. Enter the purchase return.
4. Ship confirm the return.
5. Generate the return nota fiscal.
6. Compare the values on the original nota fiscal to the return nota fiscal to verify that the prices, taxes, and other fees are correct.

7. Print the return nota fiscal.

Understanding PIS/PASEP and COFINS Processing

You process purchase returns when you return merchandise that you have received into your inventory to your supplier.

When you create a credit memo for a purchase return, the system performs the following steps:

1. Retrieves the tax information from the original nota fiscal from the F76B011 table.
The system does not calculate PIS/PASEP or COFINS taxes based on the credit memo.
2. Writes records to the F76B011 table to reverse the tax information that appears on the original nota fiscal.
The new records contain the nota fiscal number from the purchase return nota fiscal that you printed during the purchase return process. The system marks the records as "not processed." The amount that the system writes is based on the original tax amount.
3. Marks the record in the F76B011 table as processed when you run the PIS COFINS Netting Process program (R76B9011).

Understanding Setup Considerations for Purchase Order Returns

Before you process a purchase order return, you must verify that the following programs are set up:

- Sales Ledger Inquiry (P42025).
- Sales/Purchase Returns - Brazil (P76B805).
- Sales Order Entry (P4210, version ZJDE7006).

You must also verify that supplier master and purchasing instruction records exist for the supplier to whom you are returning the merchandise.

The following table lists some considerations for the purchase order return process:

Program	Considerations
Sales Ledger Inquiry (P42025)	The following considerations apply: • The Sales Ledger Inquiry program must have a version that matches the version that you use in the Enter Order Detail program. If you use version ZJDE7006 (Purchase Return Brazil) in P4210, you must set up version ZJDE7006 in the Sales Ledger Inquiry program. • On the Defaults tab in the processing options, for the Order Type processing option, select the code that represents a purchase order return. Also, consider widening the range of statuses in the Status Code - From and Status Code - Thru processing options. For example, if you enter <i>400</i> for the Status Code - From processing option and enter <i>999</i> for the Status Code - To processing option, the system searches over a wide range of notas fiscais when it uses the Sales Ledger Inquiry program. • On the Credit Memo tab in the processing options, for the Enter the Status Code processing option, enter the last status of the nota fiscal that you create for the merchandise that you return. • On the Versions tab of the processing options, you do not need to enter values because the Sales Ledger Inquiry program is called from the Sales Order Entry program

Program	Considerations
Sales/Purchase Returns - Brazil (P76B805)	The following considerations apply: • The Sales/Purchase Returns - Brazil program must have a version that matches the version that you use in the Sales Order Entry program (P4210). If you use version ZJDE7006 (Enter Order Detail) in the Sales Order Entry program, you must set up version ZJDE7006 in the Sales/Purchase Returns - Brazil program. • On the Select tab in the processing options, consider widening the range of statuses in the Next Status Code - From and Next Status Code - Thru processing options. For example, if you enter 400 for the Next Status Code - From processing option and enter 999 for the Next Status Code - To processing option, the system searches over a wide range of notas fiscais when it uses the Sales/Purchase Returns - Brazil program.
Sales Order Entry (P4210/ZDJE7006)	The following considerations apply to the Defaults tab in the processing options: • For the Order Type processing option, enter the code that represents purchase order returns. • For the Line Type processing option, enter the code that represents the type of merchandise that you are returning. For example, if you are returning a stock item, enter <i>BS</i>. • For the Beginning Status processing option, enter the status that represents Enter Sales Order. On the Versions tab in the processing options, for the Sales Ledger Inquiry processing option, enter the version that matches the version of the Enter Order Detail program that you are using.

Prerequisites

Note the following prerequisites for processing purchase order returns for Brazil:

- Enter a purchase order.
- Execute the purchase order receipt.
- Set up the processing options for the Sales Ledger Inquiry program (P42025), Sales/Purchase Returns - Brazil program (P76B805), and Sales Order Entry program (P4210, version ZJDE7006).

Processing Purchase Order Returns for Brazil

This section discusses how to:

- Process purchase orders.

- Set processing options for Sales/Purchase Returns - Brazil (P76B805).

Forms Used to Process Purchase Order Returns for Brazil

Form Name	Form ID	Navigation	Usage
Sales Order Detail Revisions	W4210A	Purchase Return (G76B4212), Enter Order Detail Click the Add button on the Customer Service Inquiry form.	Make revisions to sales order details.
Sales Ledger Detail	W42025B	On the Sales Order Detail Revisions form, select Credit Memo from the Form menu. On Work With Sales Ledger Detail, select Sales Ledger Dtl from the Row menu.	Create sales ledger details.
Nota Fiscal Selection	W76B805G	On the Create Sales Ledger Details form, select an order number, and then select NF Selection from the Form menu.	Enter a nota fiscal number to find an order.
Work With Sales Ledger Inquiry	W42025A	Select a line on Create Sales Ledger Details, and click OK.	Work with a sales ledger inquiry.

Processing Purchase Orders

Access the Sales Order Detail Revisions form.

Branch/Plant

An alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

NF Doc Type

A user-defined code (UDC) (00/DT) that identifies the origin and purpose of the transaction. The system reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are:

P: Accounts payable documents

R: Accounts receivable documents

T: Time and Pay documents

I: Inventory documents

	<i>O</i> : Purchase order documents
	<i>S</i> : Sales order documents
Supplier Number	A number that identifies a supplier entry in the Address Book system.
Transaction Nature	A three-character code that, for tax purposes, identifies a type of transaction. To enter valid values, use the following convention: X.YY. X defines the origin of the transaction (inbound or outbound). Values for X are: <i>1</i>: Inbound, inside the state. <i>2</i>: Inbound, other states. <i>3</i>: Inbound, import. <i>5</i>: Outbound, inside state. <i>6</i>: Outbound, other states. <i>7</i>: Outbound, export. YY defines the transaction as a whole, such as a sales transaction. Examples of Transaction Nature codes: <i>511</i>: In-state sale. <i>611</i>: Out-of-state sale.

Setting Processing Options for Sales/Purchase Returns - Brazil (P76B805)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

This processing option enables you to specify whether the system displays sales or purchasing notas fiscais.

- 1. Nota Fiscais** Use this processing option to specify whether the system displays sales or purchasing notas fiscais. Values are:
- Blank: Display sales notas fiscais.
1: Display purchasing notas fiscais.

Process

This processing option enables you to specify whether the system creates negative journal entries for returned merchandise.

1. Reverse sign

Use this processing option to specify whether the system creates negative journal entries for returned merchandise. Values are:

Blank: The system does not create negative entries for the returned merchandise.

1: The system creates negative entries for the returned merchandise.

Select

This processing option enables you to identify the range of notas fiscais to process.

1. Next Status Code - From Use this processing option to specify the beginning of the range of the next status of the notas fiscais that you want to select. You select a status from the Activity/Status UDC (40/AT). The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the F40203 table.

2. Next Status Code - Thru Use this processing option to specify the end of the range of the next status of the notas fiscais that you select. You select a status from the Activity/Status Codes UDC (40/AT). The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - From processing option in this program must be a valid last status/next status combination in the F40203 table.

Defaults

These processing options enable you to specify how the system writes inventory records for returned merchandise.

1. Inventory Location Use this processing option specify the default inventory location for returns. Values are:

Blank: Blank location.

1: Ship to Address Book.

2: Ship To, Nota Fiscal Series.

3: Original Location.

Note that 3 is used for nota fiscal returns. Branch/Plant and location do not change when you enter 3.

2. Return Branch Use this processing option to specify the default branch/plant that the system uses for returns.

3. Document Type Use this processing option to specify the default Document Type for a voucher. You must enter a value that exists in the Document Type UDC table (00/DT). The same code must also exist in the Document Type - Invoices Only UDC table (00/DI).

Edits

This processing option enables you to specify whether the system validates the original ship-to document number.

1. Validate Ship To Document Number

Use this processing option to specify whether the system validates the original ship-to document number. Values are:

Blank: The system does not validate the original ship-to document number.

I: The system validates the original ship-to document number.

Generating Outbound Notas Fiscais

This section provides an overview of the Generate Nota Fiscal program (R76558B) and discusses how to:

- Generate a nota fiscal.
- Set processing options for Generate Nota Fiscal - Brazil (R76558B).

Understanding the Generate Nota Fiscal Program (R76558B)

The Generate Nota Fiscal program (R76558B):

- Creates one nota fiscal per sales order.
- Assigns a temporary nota fiscal number that you can use to reference the nota fiscal until the system assigns a permanent nota fiscal number when you run the Print Nota Fiscal - Sales - Brazil program (R76560B). The system generates the final nota fiscal when you print in final mode (by setting the appropriate processing option).
- Calculates the Brazilian taxes for the nota fiscal.
- Produces a report that lists both the errors and the generated notas fiscais.

In addition, the Generate Nota Fiscal program (R76558B) creates records in the following tables:

- Nota Fiscal Header - Brazil (F7601B)
- Nota Fiscal Taxes Header - Brazil (F76B001), if the system calculates PIS/PASEP or COFINS taxes
- Nota Fiscal Detail - Brazil (F7611B)
- Nota Fiscal Taxes Detail - Brazil (F76B011), if the system calculates PIS/PASEP or COFINS taxes
- Nota Fiscal Print Message - Brazil (F7612B) tables

Notas fiscais include the following detailed information:

- Merchandise price.
- Applicable tax amounts.
- How the merchandise will be used.
- Origin and destination of the shipment.
- Any other expense that is associated with the transaction.

Generating a Nota Fiscal

Select Sales Order Processing - Brazil (G76B4211), Generate Nota Fiscal.

Setting Processing Options for Generate Nota Fiscal - Brazil (R76558B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Select

These processing options enable you to specify how the system updates status codes.

- 1. Next Status Code - From (Required)** Use this processing option to specify the beginning of the range of the next status of the notas fiscais that you want to select. You select a status from the Activity/Status UDC (40/AT). The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the F40203 table).
- 2. Next Status Code - To (Required)** Use this processing option to specify the end of the range of the next status of the notas fiscais that you select. You select a status from the Activity/Status Codes UDC (40/AT). The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - From processing option in this program must be a valid last status/next status combination in the F40203 table.

Defaults

These processing options enable you to specify the nota fiscal series and the document type for the nota fiscais that you want to process.

- 1. Nota Fiscal Series** Use this processing option to enter the nota fiscal series that the system uses when it creates nota fiscal records. The nota fiscal series that you enter must exist in the F7600B table. If you leave this processing option blank, the system uses 00 for the nota fiscal series.
- 2. Document Type** Use this processing option to identify the type of nota fiscal document that the system uses when it creates nota fiscal records. The value you enter must exist in the Document Type - All Documents (00/DT) UDC. The same code must also exist in the Document Type - Invoices Only (00/DI) UDC. If you leave this processing option blank, the system uses NS for the document type.

Process

These processing options enable you to specify how the system updates tables and handles hold orders.

1. Update Sales Order Detail File (F4211)	Use this processing option to specify whether the system updates the status code of the sales orders in the F4211 table. Values are: Blank: The system updates the status codes in the F4211 table. <i>I</i>: The system does not update status codes in the F4211 table.
2. Override Next Status Code for F4211 (Optional)	Use this processing option to select an alternate status for the next step in the order process. You select a status from the Activity/Status (40/AT) UDC table. The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The override status is another allowed step in the process.
3. Override Last Status Code for F7611B (Optional)	Use this processing option to select an alternate status for the next step in the order process. You select a status from the Activity/Status (40/AT) UDC table. The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The override status is another allowed step in the process.
4. Override Next Status Code for F7611B (Optional)	Use this processing option to select an alternate status for the next step in the order process. You select a status from the Activity/Status (40/AT) UDC table. The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The override status is another allowed step in the process.
5. Order Hold Code Validation	Use this processing option to identify the hold code that the system uses to prevent an order from going through the sales order process. The hold code does not have special processing associated with it, such as Credit Check, Minimum/Maximum Margin Check and so on, but it can be used to create an additional approval step for sales orders. Values are: Blank: The system does not stop the process if the order is on hold. <i>I</i>: The system stops the process if the order is on hold.

Print

These processing options enable you to specify the order in which nota fiscal print messages appear on the nota fiscal.

1. Print Message	Use this processing option to enter a valid global print message to print on each nota fiscal. You set up print messages in the Print Messages Revisions program (P40162).
2. Message in Processing Options	Use this processing option to specify the sequence in which messages appear on the nota fiscal. Values are 1-7.
3. Message in Sales Order Header	Use this processing option to specify the sequence in which messages appear on the nota fiscal. Values are 1-7.
4. Message in Sales Order Detail	Use this processing option to specify the sequence in which messages appear on the nota fiscal. Values are 1-7.
5. Message in Transaction Nature Master	Use this processing option to specify the sequence in which messages appear on the nota fiscal. Values are 1-7.
6. Message in Fiscal Classification Master	Use this processing option to specify the sequence in which messages appear on the nota fiscal. Values are 1-7.

7. Message in Preference Profile

Use this processing option to specify the sequence in which messages appear on the nota fiscal. Values are 1-7.

Printing the Nota Fiscal for Purchase Returns

This section provides an overview of nota fiscal printing and discusses how to:

- Print the nota fiscal.
- Set processing options for Print Nota Fiscal - Sales - Brazil (R76560B).

Understanding Nota Fiscal Printing

After you generate the return nota fiscal, you should verify that the prices, taxes, and other fees match the values on the original nota fiscal. Then you can print the return nota fiscal. When you print the nota fiscal, the system assigns to the nota fiscal the next number from the nota fiscal numbers that you set up in the Next Number - Nota Fiscal program (P7600B).

Printing the Nota Fiscal

Select Purchase Return menu (G76B4212), Print Nota Fiscal.

Setting Processing Options for Print Nota Fiscal - Sales - Brazil (R76560B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Select

These processing options enable you to specify the range of status codes from which the system selects the notas fiscais to print.

1. Next Status Code - From (Required)

Use this processing option to specify the beginning of the range of the next status of the notas fiscais that you want to select. You select a status from the Activity/Status UDC (40/AT). The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the F40203 table.

2. Next Status Code - To (Required)

Use this processing option to specify the end of the range of the next status of the notas fiscais that you select. You select a status from the Activity/Status

Codes UDC (40/AT). The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - From processing option in this program must be a valid last status/next status combination in the F40203 table.

Defaults

These processing options enable you to specify the defaults that the Print Nota Fiscal Sales - Brazil program (P76560B) uses for generating notas fiscais.

1. Invoice Document Type	Use this processing option to identify the invoice document type. The value that you enter must exist in the Document Type - Invoices Only (00/DI) UDC. The same code must also exist in the Document Type - All Documents (00/DT) UDC. If you leave this processing option blank, the system uses RI for the invoice document type.
2. Issue Date	Use this processing option to specify the date that the system uses for the issue date of the nota fiscal. If you leave this field blank, the system date is used.
3. Next Status Code - Sales Order	Use this processing option to specify the beginning of the range of the next status of the notas fiscais that you want to select. You select a status from the Activity/Status UDC (40/AT). The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the F40203 table.
4. Next Status Code - Nota Fiscal	Use this processing option to specify the beginning of the range of the next status of the notas fiscais that you want to select. You select a status from the Activity/Status UDC (40/AT). The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the F40203 table.

Process

These processing options enable you to specify whether the system prints the notas fiscais in final mode, and whether it summarizes notas fiscais detail lines by Item and Lot.

1. Mode	Use this processing option to specify whether the system prints the notas fiscais in proof or final mode. Values are: Blank: Proof mode / : Final mode
2. Summarize Nota Fiscal (Future)	Use this processing option to specify whether the system prints an ICMS and IPI tax summary on the nota fiscal. Values are: Blank: The system does not print a tax summary. / : The system prints a tax summary.

Print

These processing options enable you to specify whether the system prints an ICMS and IPI tax summary on the notas fiscal, and whether the nota fiscal total amount is printed in words at the end of the nota fiscal.

1. ICMS and IPI Tax Summary

Use this processing option to determine whether the system summarizes nota fiscal detail lines by Item and Lot. Values are:

Blank: The system does not summarize by Item and Lot.

I: The system summarizes by Item and Lot.

2. Data Edits

Use this processing option to specify whether the system prints the total of the nota fiscal in words at the end of the nota fiscal. Values are:

Blank: The system prints the total in words.

I: The system does not print the total in words.

CHAPTER 8

Using Receipt Processing

This chapter provides an overview of the receiving process and discusses how to:

- Print purchase receivers.
- Enter receipts.
- Enter and review receipts for procurement for Brazil.
- Enter reversing receipts for Brazilian procurement.
- Work with errors on notas fiscais.
- Close inbound notas fiscais.
- Generate a correction letter for a nota fiscal.
- Enter cascading receipts.
- Work with journal entries for receipt transactions.
- Print receipt information.

Understanding the Receiving Process

You can use either an informal or formal receiving process to acquire the goods and services that 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.

This section discusses:

- Informal receiving process
- Formal receiving process

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 F43121 table 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 F43121 table after 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 F43121 table.

Printing Purchase Receivers

This section provides an overview of purchase receivers and discusses how to:

- Print receivers in batch mode.
- Set processing options for Purchase Receiver Print (R43510).
- Print receivers for individual orders.

Understanding 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 that 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 in the system.

You determine the information that prints on purchase receivers. Processing options enable 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 enable the system to update the status codes.

Printing Receivers in Batch Mode

Select Purchase Order Processing (G43A11), 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 that you specify when performing the Print Purchase Receivers procedure.

Setting Processing Options for Purchase Receiver Print (R43510)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Edits

These processing options enable you to enter information that the system uses when editing records.

1. Enter a '1' to prevent updating the Next Status Code.	Use this processing option to determine whether the system updates the next status code.
2. Enter an override Next Status Code.	Use this processing option to specify a user-defined code (UDC) (40/AT) that indicates the next step in the order flow of the line type.
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.	Use this processing option to specify a code that qualifies the routing for an Item/Supplier combination. Examples include specific routing types for ASNs (EDI 856 Ship Notice/Manifest transactions) and for transfers.

Print

These processing options enable you to enter the types of information that the system prints on the Purchase Receiver Print report (R43510).

1. Enter a '1' to inhibit printing of Cost Information.	Use this processing option to determine whether the system prints cost information.

2. Enter a '1' to inhibit printing of Quantity Information.	Use this processing option to determine whether the system prints quantity information.
3. Enter a '1' to print the Supplier Item Number.	Use this processing option to determine whether the system prints the supplier item number.
4. Enter the type of Cross Reference Number.	Use this processing option to specify a UDC (41/DT) that identifies the type of cross-reference that is set up for this customer.
5. Enter a '1' to print associated text.	Use this processing option to determine whether the system prints associated text.
6. Enter a '1' to print routing operation codes.	Use this processing option to determine whether the system prints routing operation codes.
7. Enter a '1' to print multiple accounts information.	Use this processing option to determine whether the system prints information about multiple accounts.

Currency

This processing option enables you to specify whether the system prints amounts in a foreign currency.

1. Enter a '1' to print amounts in Foreign Currency. 1. Enter a '1' to print amounts in Foreign Currency.	Use this processing option to determine whether the system prints amounts in a foreign currency.

Printing Receivers for Individual Orders

Select Purchasing Reports (G43A111), 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

This section provides an overview of receipt information, lists a prerequisite, and discusses how to:

- Enter receipt information.
- Set processing options for PO Receipts (P4312).

Understanding Receipt Information

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.

If the receiving branch/plant has license plate functionality activated, you use the processing options on the Warehouse tab and license plate branch/plant constants to process license plate information for adding inventory to the location.

Each time you receive an order, the system:

- Creates a receipt record in the F43121 table.
- Updates item quantities (availability and commitment) in the F41021 table.
- Adds a new record to the F4111 table.
- Updates the appropriate accounts in the F0911 table.

Each time you cancel or reverse a receipt, the system updates the same tables that were updated when you entered the original receipt.

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 that 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.

When you enter receipts for purchase order lines, you can use the Account Distribution Inquiry program (P43126) to review multiple account distribution records that the system stores in the F4316 table. After you enter a receipt for a purchase order whose lines are distributed among multiple accounts (for only inventory interfaces of A or B), the system updates item quantities and costs, and then writes and updates records to the following tables:

- F4311 (updates records)
- F4316 (updates records)
- F43121 (writes records)
- F43126 (writes records)

- F43199 (writes records only if you are using audit history)
- F0911 (writes records)

For each F4316 record, the system creates general ledger transactions and stores the records in the F0911 table before updating commitments.

Note. Multiple account distribution functionality does not apply to receipt routing, multiple locations, and landed costs.

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.

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.

Forms Used to Enter Receipts

Form Name	Form ID	Navigation	Usage
Work With Purchase Orders to Receive	W4312F	Purchase Order Processing (G43A11), Enter Receipts by PO	Work with purchase orders to receive.
Purchase Order Receipts	W4312A	On Work With Purchase Orders to Receive, locate a purchase order and click the Select button.	Review and modify purchase order receipt details.
Account Distribution Inquiry	W43126A	On Purchase Order Receipts, locate the purchase order, and then select Account Distribution from the Row menu.	Review account distribution information (inquiry only).

Entering Receipt Information

Access the Work With Purchase Orders to Receive form.

Setting Processing Options for PO Receipts (P4312)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to 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 UDC (00/DT) also indicates the origin of the transaction. There are 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 predefined; do not change them:

P: Accounts Payable documents.

R: Accounts Receivable documents.

T: Payroll documents.

I: Inventory documents.

O: Purchase Order documents.

J: General Ledger/Joint Interest Billing documents.

S: Sales Order Processing documents.

2. Receipt Document Type

Use this processing option to indicate the type of document. This UDC (00/DT) also indicates the origin of the transaction. There are 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 predefined; do not change them:

P: Accounts Payable documents.

R: Accounts Receivable documents.

T: Payroll documents.

I: Inventory documents.

O: Purchase Order documents.

J: General Ledger/Joint Interest Billing documents.

S: Sales Order Processing documents.

Status Default

These processing options enable you to 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.

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.

Use status code 999 for canceled detail lines.

Display

These processing options enable you to 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

Use this processing option to specify how you want to release backordered sales orders. Values are:

Blank: The system does not release sales orders.

1: The system automatically displays the Sales Order Backorder Release form.

2. Lot Information

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. 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

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

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

1: The costs fields appear on the form, but cannot be overridden.

2: The system hides cost information.

4. Kits

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

1: The system displays kit parents (FUTURE).

2: The system displays kit components.

5. Receiving Mode

Use this processing option to specify the mode that the system uses to receive detail lines. 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

These processing options enable you to specify 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** Use this processing option to update the supplier number in the F4102 table. Values are:
- Blank: The system does not update the supplier number.
- 1*: Update the supplier number in the F4102 table if the value for the supplier number is zero.
- 2*: Update the supplier number in the F4102 table regardless of the value for the supplier number.
- 2. Lot Default** Use this processing option to specify whether the system uses default lot and location information in the Purchase Order Receipts program (P4312). Values are:
- Blank: The system does not use default lot and location information.
- 1*: The system uses the location and lot number from the primary item balance location in the F41021 table.
- 3. Option Default** 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. Values are:
- Blank: Do not automatically select all detail lines for receipt.
- 1*: Automatically select all detail lines for receipt.
- 4. Serial Numbers** 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. Values are:
- Blank: You cannot enter serial number information in the F4220 table.
- 1*: You can enter serial number information in the F4220 table.
- 5. Quantity Entry** Use this processing option to indicate whether you want manual or automatic entry of quantity information. Values are:
- Blank: The system uses the open quantity as the default value for this field.
- 1*: Enter the quantity manually.
- 6. Landed Costs** 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). Values are:

	Blank: Do not apply any landed costs.
	<i>1</i> : Display the Landed Cost Selection form, where you can review or update the information.
	<i>2</i> : Automatically apply the landed cost rule without displaying the Landed Cost Selection form.
	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	Use this processing option to specify whether you want the system to print a receipt traveler document after each receipt. The system uses the version that you specified in the Versions tab. Values are:
	Blank: Do not print a receipt traveler document after each receipt.
	<i>1</i> : Automatically print a receipt traveler document after each receipt.
8. Supplier Analysis	Use this processing option to indicate whether you want the system to capture supplier analysis information. Values are:
	Blank: The system does not capture supplier analysis information.
	<i>1</i> : The system records information such as item numbers, dates, and quantities for every purchase order in the F43090 table. To make supplier analysis most effective, enter <i>1</i> 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.
9. Text Deletion	This processing option is reserved for future use.
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	Use this processing option to activate receipt routing. Values are:
	Blank: Do not activate receipt routing.
	<i>1</i> : Activate receipt routing.
13. Journal Entries	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. Values are:
	Blank: Do not summarize journal entries.
	<i>1</i> : Summarize journal entries.
14. Activate Blind Materials Issue (EPM)	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 F40205 table. Values are:
	Blank: Do not activate the Materials Issue function.
	<i>1</i> : Activate the Materials Issue function.

Tolerance

These processing options enable you to specify how the system performs tolerance checking for detail lines.

- 1. Quantity and Amount**

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). Values are:

 - Blank: Do not check quantities and amounts to determine whether they exceed tolerance.
 - 1: Display a warning when the detail line exceeds the tolerance.
 - 2: Display an error message when the detail line exceeds the tolerance.
- 2. Date**

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). Values are:

 - Blank: The system does not check receipt dates for detail lines to determine whether they exceed tolerance.
 - 1: The system displays a warning when the receipt date in the detail line is outside of the tolerance date range.
 - 2: The system displays an error message when the receipt date in the detail line is outside of the tolerance date range.

Warehousing

These processing options enable you to specify how the PO Receipts program (P4312) interfaces with the Warehouse Management system.

- 1. Putaway Mode**

Use this processing option to specify how the system processes putaway requests. Values are:

 - 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.
 - 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.
- 2. License Plate Number Generation Method**

Use this processing option to specify what license plate number generation method should be used. Values are:

 - 00: Use license plate constants.
 - 01: Use manual entry.
 - 02: Create user-defined formula.

3. Build default UOM structure

03: Create EPC (Electronic Product Code) number.

Use this processing option to specify the UOM structure that the system uses to create license plate number automatically. License plates are created only for item UOM that have the license plate flag turned on in the Item Unit of Measure Definition (P46011) application. Values are:

Blank: The system uses the default item UOM structure.

1: The system uses the default item UOM Structure, excluding levels higher than the transaction UOM.

4. Assign Items to License Plate Window (P46L30)

Use this processing option to specify whether the system automatically displays the Assign/Remove Items to License Plate (W46L30B) form. This processing option applies only if you are using license plate functionality in the Warehouse Management system and license plate numbers are not created automatically by the system. Values are:

Blank: The system does not automatically display the assign items to license plate window.

1: The system automatically displays the assign items to license plate window.

Currency

These processing options enable you to specify which date the system uses as the effective date and whether the exchange rate can be changed.

1. Effective Date

Use this processing option to determine which date the system uses as the effective date. Values are:

Blank: Order date

1: G/L date

2: Today's date

2. Protect Rate

Use this processing option to specify whether you can change the exchange rate. Values are:

Blank: You can change the exchange rate.

1: You cannot change the exchange rate.

Versions

These processing options enable 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.

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.

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.

4. Receipt Routing (P43250)

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

5. Putaway Requests (R46171)	Use this processing option to specify which version of the Putaway Requests program that you want to use.
6. Pick Requests (R46171)	Use this processing option to specify which version of the Location Selection Driver program that the system uses to create pick requests during planned cross docking.
7. Online Reservations (P46130)	Use this processing option to specify the version of the Online Reservations program that the system uses.
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.
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.
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.
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.
12. Blind Materials Issue (P31113)	Use this processing option to determine which version the system uses when performing the Materials Issue from Receipts function.

Flex Acct

This processing option enables you to specify whether you are working with flexible accounting.

1. Flex Accounting	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. Values are: Blank: Do not activate flexible accounting. <i>1</i> : Activate flexible accounting.

Bulk

This processing option enables you to specify how the system processes bulk transaction information.

1. Quantities	Use this processing option to specify how the system records bulk transaction quantities. Values are: Blank: Quantities are purchased and received in standard mode. <i>1</i> : The system records the difference between ambient and standard quantities received as a temperature gain or temperature loss. <i>2</i> : The system updates the unit cost as the extended cost divided by the standard quantity.

Interop

This processing option enables you to specify 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

These processing options enable you to specify how the system performs the workflow notification process.

- 1. Receipt Email** Use this processing option to specify the recipient of the email that the system automatically sends when goods are received. Values are:
- 1: Send email to the buyer.
 - 2: Send email to the person who originated the transaction.
 - 3: Send email to both the buyer and the person who originated the transaction.
- 2. Completion Email** Use this processing option to specify the recipient of the email that the system automatically sends when an item is received that is related to a work order. Values are:
- Blank: Do not send email.
 - 1: Send email to the planner.
- 3. Notify Unit Cost Changes** Use this processing option to specify the recipient of the email that the system automatically sends when the Unit Cost/Lump Sum changes on a purchase order detail line during receipts. Values are:
- Blank: Do not send email.
 - 1: Send email to purchase order originator.
 - 2: Send email to project manager (MPM only).
 - 3: Send email to buyer.
 - 4: Send email to purchase order originator, project manager (MPM only), and buyer.
- 4. Notify Quantity Changes** Use this processing option to specify the recipient of the email that the system automatically sends when the quantity on the order changes. Values are:
- Blank: Do not send email.
 - 1: Send email to purchase order originator.
 - 2: Send email to project manager (MPM only).
 - 3: Send email to buyer.
 - 4: Send email to purchase order originator, project manager (MPM only), and buyer.

Cross Docking

These processing options enable you to specify how the system performs cross docking operations.

- 1. Cross Docking** Use this processing option to specify how the system performs opportunistic cross docking operations. Values are:
- Blank: Do not cross dock.

1: Use opportunistic cross docking.

2: Use planned cross docking.

3: Use both planned and opportunistic cross docking.

2. Pick Request

Use this processing option to specify whether the system creates a pick request when performing cross docking during the purchase order receipts process. 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

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

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

These processing options enable you to specify how the system processes cascading receipts.

1. Cascade Receipt

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. Values are:

Blank: Do not activate the cascade receipts process.

1: Activate the cascade receipts process.

2. Tolerance Checking

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. 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. 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 and Reviewing Receipts for Procurement for Brazil

This section provides an overview of receipts for Brazilian procurement, lists a prerequisite, and discusses how to:

- Enter receipts for procurement for Brazil.
- Set processing options for Nota Fiscal Receipts - Brazil (P4312BR).
- Review inbound nota fiscal header information.
- Set processing options for Nota Fiscal Maintenance - Brazil (P7610B).
- Review inbound nota fiscal detail information.

Understanding Receipts for Brazilian Procurement

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 on, for each order that you receive. If you make an error or need to cancel receipts, you can enter reversing receipts.

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 that you specify.

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.

After you enter receipts for purchase orders and record the inbound nota fiscal that you receive from your suppliers, you can review the documents online to verify that the information correlates with the document. If some of the data is incorrect, you can make changes online. You can review notas fiscais by order number or by nota fiscal number.

The receipt process for Brazil also lets you enter corrections to the nota fiscal and send a request for a corrected nota fiscal to the supplier. You can perform this procedure either when entering receipts for procurement or by accessing the Nota Fiscal Check and Close program (P76B900). When you enter corrections, you can review the differences between the values that are calculated by the system and the values that are provided by the supplier for ICMS tax, IPI tax, ICMS Substitution tax, Freight, and Discounts. If a discrepancy exists, you can generate a letter requesting a corrected nota fiscal.

When you set up receipt routing for Brazil, you must enable payment processing at the first step of the route.

Prerequisite

The processing options for the Nota Fiscal Receipts - Brazil (P4312BR) program configure the nota fiscal. You must set up matching versions for the Nota Fiscal Receipts - Brazil and the PO Receipts (P4312) programs. If you do not set up matching versions, the system uses ZJDE0001.

Forms Used to Enter and Review Receipts for Procurement for Brazil

Form Name	Form ID	Navigation	Usage
Work With Purchase Orders to Receive	W4312F	Purchase Order Processing - Brazil (G76B4311), Enter Receipts by PO	Work with purchase orders to receive.
Purchase Order Receipts	W4312A	Select a detail line on the Work With Purchase Orders to Receive form, and click the Select button.	Review and adjust receipt details.
Work With Nota Fiscal Headers	W7610BG	Purchase Order Processing - Brazil (G76B4311), Nota Fiscal Inquiry	Work with nota fiscal headers.
Inbound Nota Fiscal Header Revision	W7611BD	Select a record on the Work With Nota Fiscal Headers form, and then select Header Revision from the Row menu.	Make revisions to inbound nota fiscal header information.
Inbound Nota Fiscal Detail Revision	W7611BF	Select a record on the Work With Nota Fiscal Headers form, and then select Detail Revision from the Row menu.	Make revisions to inbound nota fiscal detail information.

Entering Receipts for Procurement for Brazil

Access the Work With Purchase Orders to Receive form.

Order Number A number that identifies an original document. For example, the document can be a requisition, blanket order, or purchase order.

Item Number A number that the system assigns to an item. The system can display the number in short, long, or third item number format.

Account Number A value that identifies an account in the general ledger. Use one of the following formats to enter account numbers:

- Standard account number (business unit.object.subsidiary or flex format).
- Third G/L number (maximum of 25 digits).
- Account ID number. The number is eight digits long.
- Speed code, which is a two-character code that you concatenate to the AAI item SP. You can then enter the code instead of an account number.

The first character of the account number indicates its format. You define the account format in the General Accounting constants.

Branch/Plant An alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

G/L Date

A date that identifies the financial period to which the transaction is to be posted.

The company constants specify the date range for each financial period. You can have as many as 14 periods. Generally, period 14 is used for audit adjustments. The system validates this field for PBCO (posted before cutoff), PYEB (prior year ending balance), PACO (post after cutoff), and WACO (post way after cutoff) messages.

N.F. Number

A six-character number that identifies a nota fiscal. The number consists of the nota fiscal number and the nota fiscal series.

N.F. Series

A two-character number that along with the nota fiscal number, identifies a nota fiscal. The Nota Fiscal Series field is the second key that the system uses to access a specific nota fiscal.

Setting Processing Options for Nota Fiscal Receipts - Brazil (P4312BR)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to specify the type of transaction.

1. Nota Fiscal Document Type	Use this processing option to specify the nota fiscal document type that the system uses when it creates records in the F7611B table. If you leave this processing option blank, the system uses NF for the document type.
2. Override Last Status	Use this processing option to specify the override line status that the system uses when it creates records in the F7611B table. If you leave this processing option blank, the system uses the status from the order activity rules.
3. Override Next Status	Use this processing option to specify the override line status that the system uses when it creates records in the F7611B table. If you leave this processing option blank, the system uses the status from the order activity rules.

Reviewing Inbound Nota Fiscal Header Information

Access the Work With Nota Fiscal Headers form.

NF Source	A code that identifies how a nota fiscal was generated in the system. You select a code from the Nota Fiscal Source UDC (76/NF). The codes are hard-coded. Values are:
	<i>1</i> : Stand-alone Nota Fiscal - PO
	<i>2</i> : Complementary Nota Fiscal - PO
	<i>3</i> : 2-Way Match Nota Fiscal - PO
	<i>4</i> : 3-Way Match Nota Fiscal - PO
	<i>5</i> : Stand-alone Nota Fiscal - SO
	<i>6</i> : Complementary Nota Fiscal - SO
	<i>7</i> : Nota Fiscal - SO

Setting Processing Options for Nota Fiscal Maintenance - Brazil (P7610B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

This processing option enables you to control your display preferences.

1. Header or Detail	Use this processing option to determine whether the system displays the Nota Fiscal Header Revisions form or the Nota Fiscal Detail Revisions first when you inquire on a nota fiscal. You can review header information before detail information and edit default information that affects the nota fiscal. Values are:
	Blank: The system displays the Nota Fiscal Header Revisions form first.
	<i>1</i> : The system displays the Nota Fiscal Detail Revisions form first.

Freights

These processing options enable you to specify how the system processes freight information. The term additional charges refers to freight insurance and additional expenses that are added to notas fiscais during the sales order process. The term landed costs refers to freight insurance and additional expenses that are added to notas fiscais during the procurement process.

1. Prorate Basis (Required)	Use this processing option to select the basis for prorating freight charges. The system uses values from the F7611B table for the quantities and amounts.

When determining the values for weights, the system uses values from the F4211 table when processing sales orders and uses values in the F4311 table when processing purchase orders. Values are:

Blank: Quantity

1: Weight

2: Amount

2. Freight Line Type (Required)

Use this processing option to specify the freight line type. This processing option specifies 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.

3. Insurance Line Type (Required)

Use this processing option to specify the insurance line type. This processing option specifies 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.

4. Expenses Line Type (Required)

Use this processing option to specify the tax line type. This processing option specifies 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.

5. Taxes

Use this processing option to specify whether taxes are included. This processing option applies only to landed costs processing. Use this processing option only if the landed cost prorate basis is set to *Amount*. Values are:

Blank: Include only the extended amount as the basis of the tax.

1: Include taxes and tax-related discounts based upon which landed costs amounts are prorated.

6. F43121 Freight Recording

Use this processing option to specify whether the system creates one record or multiple records in the F43121 table for freight charges associated with nota fiscal lines. The system uses this processing option only when you process purchase orders. Values are:

Blank: Create a record for each line on a nota fiscal.

1: Create one record for each nota fiscal.

7. Next Status Code - From (Required)

Use this processing option to indicate the From Status code range that the system uses for nota fiscal selection. You must enter a status that has been set up in the UDC list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

8. Next Status Code - To (Required)

Use this processing option to indicate the To Status code range that the system uses for nota fiscal selection. You must enter a status that has been set up in the UDC list of the order activity rules based on the order type

and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule table (40/AT).

9. Next Status Code (Optional)	Use this processing option to indicate the next step in the order process. You must use a UDC (40/AT) that has been set up in 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.
10. Doc. Type - Regular (Optional)	Use this processing option to specify the code for the document type for the transaction. You select a code from Document Type - All Documents UDC (00/DT). If you leave this option blank, the system uses the document type already scheduled.
11. Doc. Type - Exceptional (Optional)	Use this processing option to specify an alternative document type that overrides the document type associated with the freight, insurance, and other expenses lines on a nota fiscal. When you complete this processing option, the system searches for the Automatic Accounting Instruction (AAI) that is associated with the alternative document type and writes journal entries to the accounts that are associated with the AAI.

Defaults

These processing options enable you to specify default values, such as stand-alone nota fiscal version, nota fiscal document for two-way match, last status code, and next status code that the Nota Fiscal Maintenance - Brazil program (P7610B) uses when other values are not entered for the transaction.

1. Stand Alone Nota Fiscal Version	Use this processing option to specify the version of the Nota Fiscal Maintenance program (P7610B) that the system runs. If you leave this processing option blank, the system uses version ZJDE0001.
2. NF Document for Two Way Match	Use this processing option to specify the Nota Fiscal document type for two-way match. You must enter values that have been set up in UDC list (00/DT). If you leave this processing option blank, the system uses NF (purchasing nota fiscal) for the document type.
3. Last Status Code Default	Use this processing option to specify the beginning of the range of the next status of the notas fiscais that you to select. You select a status from the Activity/Status UDC (40/AT). The status that you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the F40203 table.
4. Next Status Code Default	Use this processing option to specify the end of the range of the next status of the notas fiscais that you select. You select a status from the Activity/Status Codes UDC (40/AT). The status the you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - From processing option in this program must be a valid last status/next status combination in the F40203 table.
5. Version	Use this processing option to specify the version of the Nota Fiscal Check & Close program (P76B900) that the system uses to write tax and costs information to the appropriate tables. If you do not complete this processing option, the system uses version ZJDE0001.

Edits

These processing options enable you to specify whether the system protects the status of the nota fiscal and to set the status code limit for changes.

- 1. Status**

Use this processing option to protect the status of the nota fiscal. When you protect the status, the system does not make any changes to the status during sales order or purchase order processing. Values are:

Blank: Do not protect the status of the nota fiscal.

1: Protect the status of the nota fiscal.
- 2. Status Code Limit for Changes**

Use this processing option to enter the status code at which detail lines cannot be changed. The system does not change the status of detail lines if the next status in the F40203 table is greater than or equal to the status that you enter for this processing option.
- 3. Account Validation**

Use this processing option to validate the accounts and AAIs used in the additional charges and landed costs process prior to processing the records. Although account validation decreases performance, it ensures database integrity. It is strongly recommended that account validation be enabled at all times. You may disable this feature to improve performance after a new implementation or program changes have been tested. Values are:

Blank: Enable validation.

1: Disable validation.

Reviewing Inbound Nota Fiscal Detail Information

Access the Work With Nota Fiscal Headers form.

Entering Reversing Receipts for Brazilian Procurement

This section provides an overview of receipt reversals and discusses how to enter a reversing receipt for Brazilian procurement.

Form Used to Enter Reversing Receipts for Brazilian Procurement

Form Name	Form ID	Navigation	Usage
Work With Purchase Receipts	W43214A	Purchase Order Processing - Brazil (G76B4311), Open Receipts by Supplier	Work with purchase receipts.

Entering a Reversing Receipt for Procurement

Access the Work With Purchase Receipts form.

You can reverse a receipt if you have not yet created a voucher for the receipt. You might reverse a receipt if you recorded a receipt by mistake or you recorded the wrong receipt.

When you reverse a receipt, the system accounts for the order as if it had never been received. The system reverses all accounting and inventory transactions.

Working with Errors on Notas Fiscais

This section provides an overview of errors on notas fiscais and discusses how to compare nota fiscal amounts.

Understanding Errors on Notas Fiscais

As you work with notas fiscais from your suppliers, you can calculate taxes and other charges due, and then compare the calculations to the amounts that are listed on each nota fiscal. You can then automatically generate a letter requesting a correction to the nota fiscal.

You can compare nota fiscal values when you enter receipts or at a later time. Comparing corrected values is an optional activity that you use when you want to send a request for a corrected nota fiscal. The application compares the values that you enter to the values that are currently in the system for the nota fiscal. The system notifies you if discrepancies exist between the values.

If discrepancies exist, you can generate a letter to request corrections to the nota fiscal. The system uses the values that you entered when it generates the letter, so you should complete at least the fields for which discrepancies exist. You create the text for the letter by using the Fiscal Books Next Number program (P7602B).

Forms Used to Work with Errors on Notas Fiscais

Form Name	Form ID	Navigation	Usage
Work With Nota Fiscal Headers	W7610BG	Purchase Order Processing - Brazil menu (G76B4311), Nota Fiscal Inquiry	Work with nota fiscal headers.
Nota Fiscal Check	(W76B900A)	Select a row on the Work With Nota Fiscal Headers form, and then select Close Nota Fiscal from the Row menu.	Perform nota fiscal tasks, such as comparing nota fiscal amounts.

Comparing Nota Fiscal Amounts

Access the Work With Nota Fiscal Headers form.

N.F. Number	A six-character number that identifies a nota fiscal. The number consists of the nota fiscal number and the nota fiscal series.
N.F. Total	The total amount of the nota fiscal. The system calculates the total as follows: Merchandise + IPI tax amount + ICMS Substitute tax amount + Complementary Expenses - Discounts
ICMS Amount	The amount on which ICMS taxes are assessed.

ICMS Tax	The ICMS tax amount that is printed on the nota fiscal.
ICMS Substitution	The amount on which ICMS Substitute tax is assessed. Products that are eligible for ICMS Substitute tax are listed in ICMS government directive 14.
ICMS Substitute	The ICMS Substitute amount that your customer must remit in advance if they are subject to Tax Substitution Mark-up.
Taxable Amount	The amount on which IPI taxes are assessed.
IPI Tax	The IPI tax amount that is printed on the nota fiscal.
Freight	A complementary expense to your customer. The system prorates this expense amount among each of the notas fiscais that are listed and adds the prorated amount to the ICMS taxable amount for each document.
Insurance	The insurance amount that you charge the client as complementary expense. This amount must be included on the nota fiscal.
Expenses	The amount of the total financial expenses that is printed on the nota fiscal.
ISS Tax	The ISS tax amount that is printed on the nota fiscal.
ISS Amount	The amount on which ISS taxes are assessed.
IR Tax	The IR tax amount that is printed on the nota fiscal.
IR Taxable Amount	The amount on which IR taxes are assessed.
ICMS Repasse	An additional discount granted to the client on interstate sales. It is based on the tax rate difference among states.
ICMS Dis. Free Zone	The amount of the discount available to a free port zone customer.

Closing Inbound Notas Fiscais

This section provides overviews of the Nota Fiscal Check & Close program (P76B900), Average Cost Calculation (40/AV), G/L Posting Category (41/9), and PIS/PASEP and COFINS processing; lists prerequisites, and discusses how to:

- Close an inbound nota fiscal.
- Set processing options for Nota Fiscal Check & Close (P76B900).

Understanding the Nota Fiscal Check & Close Program (P76B900)

You must close a nota fiscal after receiving or adding landed costs to it, or both. When you access the Nota Fiscal Inquiry program (P7610B), you can run the Nota Fiscal Check & Close program (P76B900). When you run the Nota Fiscal Check & Close program, the system update the following tables with the taxes that are calculated in the receipt process:

- F0911
- F4111
- F43121

- F7601B
- F7611B
- F76B00, if the system calculates PIS/PASEP or COFINS taxes
- F76B011, if the system calculates PIS/PASEP or COFINS taxes

The taxes that are calculated in the nota fiscal during the receipt process must be posted to the general ledger.

Note. The system posts PIS/PASEP and COFINS taxes when you run the PIS COFINS Netting Process program (R76B9011). When you run the Nota Fiscal Check & Close program, the system updates tables F76B001 and F76B011 with PIS/PASEP and COFINS taxes, but it does not post journal entries for the taxes.

The taxes that are calculated must also be computed into the item ledger in the inventory system, and the costs must be calculated. The system uses the same document type, document number, and batch number as the original receipt when creating journal entries.

Note. The system updates the F43121 table with the line type for PIS taxes only when you complete the PIS Line Type processing option with a valid value, and updates the F43121 table with the line type for COFINS taxes only when you complete the COFINS Line Type processing option with a valid value.

You can close an inbound nota fiscal when you receive goods or close it interactively from the Nota Fiscal Inquiry program (P7610B).

Average Cost Calculation (40/AV)

Set up codes for the average cost calculator to control which program is used for procurement taxation processing. This UDC links the base software for Procurement to the Brazil localization. You must add the following code to the UDC table (40/AV):

Code	Description 01	Description 02
N76B9003	Close Nota Fiscal	Y

G/L Posting Category (41/9)

Set up codes for the G/L class descriptions for the distribution AAIs. The G/L Posting Category UDC table (41/9) controls which general ledger accounts receive the currency amount of inventory transactions for an item. For example, you can set up the following codes:

Codes	Description 01
DF30	ICMS Differential
IC30	ICMS Tax/IN30
IM30	ICMS Rec/IN30
IP30	IPI Tax/IN30
IR30	IPI Rec/IN30
RE30	Repasse/IN30

Codes	Description 01
SB30	Subs.Rec/IN30
ST30	ICMS Subs/IN30
TD30	Trade Disc/IN30

PIS/PASEP and COFINS Processing for Procurement Transactions

When you close an inbound nota fiscal, the system runs the Nota Fiscal Check & Close program (P76B900) to calculate the taxes on the nota fiscal. The system uses the following logic to determine whether to calculate PIS/PASEP and COFINS tax credits:

1. The system compares the Purchase Use Code for each line item on the nota fiscal to the Purchase Use Codes in the F76B003 table.
2. If the system finds a match between the purchase use codes, the system reads the record in the F76B003 table to determine if a tax code for PIS/PASEP tax credits (data item BTPIS) or COFINS tax credits (data item BTCOF) is associated with the purchase use code.

If a tax credit code is associated with a purchase use code in the F76B003 table, the system calculates PIS/PASEP or COFINS taxes if the Apply field for the tax specifies that the tax is to be applied. If a tax credit code is associated with the purchase use code in the F76B003 table and the Apply field for the tax does not specify that the tax is to be applied, the system does not calculate the tax for the line.

3. If the system does not find a match between the purchase use code for a line item and the purchase use codes in the F76B003 table, the system retrieves the tax information for PIS/PASEP and COFINS tax credits (data item BRTAX1 through BRTAX8) from the supplier's address book entry from the F76011 table and calculates the tax, based on the code in the address book entry.

If the supplier's address book entry does not contain a tax valid tax code for PIS/PASEP or COFINS tax credits, the system does not calculate these withholding taxes for the line.

Note. Tax codes for PIS/PASEP and COFINS tax credits are valid only if the Retention/Aggregation/Credit field in the F76B0401 table (data item BRRTA) contains a C. The Nota Fiscal Check & Close program ignores PIS/PASEP and COFINS tax codes that do not contain a C in the Retention/Aggregation/Credit field.

The system follows these steps when calculating PIS/PASEP and COFINS taxes for Procurement notas fiscais:

1. Calculates the tax by using the following formula: (Nota Fiscal Line Extended Amount + Freight + Insurance + Expenses - Discount Amount) * Rate of PIS/PASEP or COFINS tax.
2. Writes records to the F43121 for the PIS/PASEP and COFINS taxes, but does not create payables transaction until you run the PIS COFINS Netting Process program (R76B9011).
3. Updates the Average Cost of the item with the amount, excluding the PIS/PASEP and COFINS taxes.
4. Writes records to the F76B001 table and the F76B011 table, and marks the records as unprocessed.

Prerequisites

Before you close an inbound nota fiscal, set up the following AAIs:

- 4385 (Cost/Expense Adjustments)
- 4390 (Cost/Liability Adjustments)

Also, set up the following UDCs:

- G/L Posting Category Code (41/9)
- G/L Class Code Cross Reference (76/GL)

Finally, set up the processing options for the Nota Fiscal Check & Close program (P76B900).

Forms Used to Close an Inbound Nota Fiscal

Form Name	Form ID	Navigation	Usage
Work With Nota Fiscal Headers	W7610BG	Purchase Order Processing - Brazil (G76B4311), Nota Fiscal Inquiry	Work with nota fiscal headers.
Nota Fiscal Check	W76B900A	Select a row on the Work With Nota Fiscal Headers form, and then select Close Nota Fiscal from the Row menu.	Perform nota fiscal tasks, such as closing an inbound nota fiscal.

Closing an Inbound Nota Fiscal

Access the Work With Nota Fiscal Headers form.

Setting Processing Options for Nota Fiscal Check & Close (P76B900)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Close Nota

These processing options enable you to specify the status of the notas fiscais with which you want to work.

1. Status for processing (From):

Use this processing option to indicate the From Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the UDC list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

2. Status for processing (To):

Use this processing option to indicate the To Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the UDC list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and

Status Thru must be a valid last status/next status combination in the Order Activity Rule table (40/AT).

3. Status for update:	Use this processing option to indicate the next step in the order process. You must use a UDC (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. PIS Line Type	Use this processing option to specify the line type that the system writes to the F43121 table for PIS/PASEP tax credits. If you leave this processing option blank, the system does not write a line type to the F43121 table.
5. COFINS Line Type	Use this processing option to specify the line type that the system writes to the F43121 table for COFINS tax credits. If you leave this processing option blank, the system does not write a line type to table F43121.

Generating a Correction Letter for a Nota Fiscal

If discrepancies exist between the amounts that the system calculates and the calculations that your supplier sent on the nota fiscal, you can generate a letter to the supplier requesting a correction.

This section lists a prerequisite and discusses how to:

- Generate a correction letter.
- Create the text for a correction letter.

Prerequisite

Verify that the text for the correction letter exists.

Forms Used to Generate a Correction Letter for a Nota Fiscal

Form Name	Form ID	Navigation	Usage
Work With Nota Fiscal Headers	W7610BG	Purchase Order Processing - Brazil (G76B4311), Nota Fiscal Inquiry	Work with nota fiscal headers.
Nota Fiscal Check	W76B900A	Select a row on the Work With Nota Fiscal Headers form, and then select Close Nota Fiscal from the Row menu.	Perform nota fiscal tasks.
Printer Selection	W986162B	On Nota Fiscal Check, select Correction Letter from the Form menu.	Select the report output destination.
Work With Fiscal Books Next Number	W7602BA	Brazilian Localization Setup (G76B41B), Next Number - Fiscal Books	Work with fiscal books next number.
Fiscal Books Next Number Revision	W7602BB	On the Work With Fiscal Books Next Number form, click Add.	Make revisions to a fiscal books next number.
Opening Statement	W7602BE	On the Work With Fiscal Books Next Number form, select a line and select Opening Statement from the Row menu.	Modify an opening statement.
Media Objects	W4310J	Click OK on the Opening Statement form.	Enter text that you want to appear before the detail portion of the corrections.
Closing Statement	W7602BF	On the Work With Fiscal Books Next Number form, select a line and then select Closing Statement from the Row menu.	Modify a closing statement.

Generating a Correction Letter

Access the Work with Nota Fiscal Headers form.

Creating the Text for a Correction Letter

You use the Fiscal Books Next Number program (P7602B) to create the text for the correction letter. The Fiscal Books Next Number program lets you create an opening section and a closing section that the system prints on one letter. When you generate the letter, the system inserts between the two sections the details of the discrepancies between the nota fiscal that you received and the amounts that were calculated by the system.

Associating the CC UDC Value with the Company

Access the Work With Fiscal Books Next Number form, which you use to associate the CC UDC value.

Next Number - Fiscal Books - Fiscal Books Next Number Revision		
OK	Cancel	Tools
Company	07600	Brazilian Company
Report Type	DG	Transaction Journal
Book Number	1	
Next Page Number	1,00	
Maximum Number of Pages	25,00	
Print Date		

Fiscal Books Next Number Revision form

Creating the Revision Letter Text

Access the Work with Fiscal Books Next Number form.

Entering Cascading Receipts

This section provides an overview of cascading receipts, lists prerequisites, and discusses how to:

- Enter cascading receipt information.
- Assign items to multiple locations and lots.
- Assign serial numbers.
- Reverse a receipt.
- Set processing options for Purchase Receipts Inquiry.

Understanding 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 select 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.

Prerequisites

Before you enter cascading receipts, in the PO Receipts program (P4312), you must:

- Set the processing option for the receiving mode, which is located on the Display tab, to 2 (Receive by Item).
- Ensure that the processing option for the receipt option default value, which is located on the Process tab, is blank.
- Set the appropriate processing options for cascading receipts and tolerance checking, which are located on the Cascade Receipts tab.

Forms Used to Enter Cascading Receipts

Form Name	Form ID	Navigation	Usage
Work With Purchase Orders to Receive	W4312F	Purchase Order Processing (G43A11), Enter Receipts by Item	Work with purchase orders to receive.
Purchase Order Receipts	W4312A	Select a line on the Work With Purchase Orders to Receive form, and then click the Select button.	Perform tasks related to purchase order receipts.
Select Multiple Locations	W42053B	Select a detail line on the Purchase Order Receipts form, and then select Multiple Locations from the Row menu.	Select multiple locations.
Work With Purchase Receipts	W43214A	Receipts Matching and Posting (G43A15), Open Receipts by Supplier	Work with purchase receipts.
Reversal Verification	W43214H	Select a receipt on the Work With Purchase Receipts form, select Reverse Receipt from the Row menu, and then click <i>Close</i> .	Verify the reversal of a receipt.

Entering Cascading Receipt Information

Access the Work With Purchase Orders to Receive form.

You cannot use the cascading receipts process for receiving quantity into multiple locations.

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.

Container I.D

A code on the container or that you assign to the container in which the items on this purchase order or order line were shipped to you. You can assign container information to an order during receipts entry.

Vendor No (Packing List No)

A free-form field in which you can enter any pertinent information.

Assigning Items to Multiple Locations and Lots

Access the Work With Purchase Orders to Receive from.

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.

Assigning Serial Numbers

Access the Work With Purchase Orders to Receive form.

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.

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 on Select Multiple Locations.

Reversing a Receipt

Access the Work With Purchase Receipts form.

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 the order has been vouchered, the voucher must be reversed first in order to reverse the 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.

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).

This section provides an overview of journal entry review for receipts and discusses how to:

- Review journal entries for receipts.
- Set processing options for Batches (P0011).
- Post receipts.
- Set processing options for General Ledger Post (R09801).

Understanding Journal Entry Review for Receipts

When you enter a formal receipt, the system creates journal entries that:

- Debit an inventory account (if it is a stocked line. Otherwise, debit the G/L 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 (AAIs).

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.

Reviewing Journal Entries for Receipts

To review journal entries for receipts, select Receipts Matching and Posting (G43A15), Review G/L Receipts Journal.

Posting Receipts

To post receipts, select Receipts Matching and Posting (G43A15), 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 F0911 table.
- Edits and verifies each transaction.
- Posts accepted transactions to the F0902 table.
- Marks each transaction and batch header as posted in the F0911 table and the F0011 table.

Setting Processing Options for General Ledger Post (R09801)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print

These processing options enable you to specify which account format prints on the report and whether the report includes error messages.

1. Account Format	Use this processing option to specify the account format that you want to print on the General Ledger Post report.
2. Print Error Messages	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. Values are: Blank: Do not print error messages. <i>I</i>: Print error messages.

Versions

These processing options enable you to specify versions of the corresponding programs to run. If you do not specify a version, the system does not run the program. If you specify a version, the system runs the program after the post program finishes.

1. Detail Currency Restatement Version	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	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** Use this processing option to specify the version of the 52 Period Accounting Post program (R098011) to use to update the F0902 table and the F0902B table. If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables.

Edits

This processing option enables you to specify whether the system updates the specific fields on the transaction.

- 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 F0911 table. You might need to update these fields if you have records in the F0911 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 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.
- The system will update the Fiscal Quarter field on the unposted record to blank.

Taxes

These processing options enable you to specify how the system updates tax information.

- 1. Update Tax File** Use this processing option to specify whether and how to update the F0018 table when you post transactions with tax information to the general ledger. Values are:
- Blank: The system does not update the F0018 table.
- 1: The system updates the F0018 table for the following tax explanation codes only: V, VT, V+, U, and UT.
- 2: The system updates the F0018 table for all tax amounts. The system does not update the F0018 table for transactions with tax explanation code E (exempt).
- 3: The system updates the F0018 table for all tax explanation codes including E (exempt).
- 2. Update VAT Discounts** 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 a tax explanation code of V.
- The following options in the tax rules must be activated to use this processing option:
- Tax on Gross Including Discount
 - Discount on Gross Including Tax
- 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:

- Adjustment to the gross amount (extended price) = discount taken
- Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken
- Adjustment to the tax amount = (tax amount / gross amount) x discount taken

For example:

Tax Rate = 25 percent

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:

- Adjustment to the Gross Amount = 12.50
- Adjustment to the Taxable Amount = 10.00
- Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- Adjusted Gross Amount: $1,250.00 - 12.50 = 1,237.50$
- Adjusted Taxable Amount: $1,000.00 - 10.00 = 990.00$
- Adjusted Tax Amount: $250.00 - 2.50 = 247.50$

3. Update VAT Receipts and W/O

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 a tax explanation code of V. 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:

- Adjustment to the gross amount (extended price) = write-off amount
- Adjustment to the taxable amount = (taxable amount / gross amount) x write-off amount

- Adjustment to the tax amount = (tax amount / gross amount) x write-off amount

For example:

Tax Rate = 25 percent

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:

- Adjustment to the Gross Amount = 12.50
- Adjustment to the Taxable Amount = 10.00
- Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- Adjusted Gross Amount: $1,250.00 - 12.50 = 1,237.50$
- Adjusted Taxable Amount: $1,000.00 - 10.00 = 990.00$
- Adjusted Tax Amount: $250.00 - 2.50 = 247.50$

Process

This processing option enables you to specify whether the system explodes the parent item time.

- 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. 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

These processing options enable you to 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 you do not specify a version, the system does not run the program. If you specify a version, the system runs the program after the post program finishes.

- 1. Units Ledger Type** 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

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

This section provides an overview of receipt information printouts and discusses how to:

- Print open orders.
- Print the status of open orders.
- Set processing options for Open Purchase Order Status (P43525).
- Print receipt information by supplier.

Understanding Receipt Information Printouts

You can print receipt information that is specific to purchase orders, suppliers, business units, and so forth.

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

Printing Open Orders

To print open orders, select Purchasing Reports (G43A111), 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

To print the status of open orders, select Purchasing Reports (G43A111), Open Purchase Order Status.

Setting Processing Options for Open Purchase Order Status (P43525)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print

This processing option enables you to enter the As Of date for the report.

1. Enter the "As Of" Date for the report. This date will determine the days overdue and will be used for thru-date processing.	Use this processing option to enter the As Of date, which determines the days overdue and is used by the system for thru date processing.

Printing Receipt Information by Supplier

To print receipt information by supplier, select Purchasing Reports (G43A111), 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.

CHAPTER 9

Setting Up Vouchers

This chapter provides an overview of voucher setup and discusses how to:

- Review open receipts.
- Enter landed costs.
- Create vouchers.
- Work with retainage.
- Create multiple vouchers from receipt records.
- Log invoices prior to receiving goods.
- Print voucher information.

Understanding Voucher Setup

This section lists prerequisites and discusses voucher setup.

Prerequisite

Set up accounts payable payment processing.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, “Entering Supplier Information,” Understanding Supplier Master Information.

Voucher Setup

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 and receipts. 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.

Note. (BRA) In Brazil, you must use the three-way voucher match method of creating a voucher. When you complete the match process, the system creates two batches if any of the transactions are subject to IPI or ICMS recoverable, or ICMS payable.

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.

Reviewing Open Receipts

This section provides an overview of open-receipts review and discusses how to review open receipts.

Understanding Open-Receipts Review

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.

Form Used to Review Open Receipts

Form Name	Form ID	Navigation	Usage
Work With Purchase Receipts	W43214A	Receipts Matching and Posting (G43A15), Open Receipts by Supplier	Review open receipts.

Reviewing Open Receipts

Access the Work With Purchase Receipts form.

Quantity Not Vouchered	The original quantity for the order detail line, plus or minus any changes to that quantity, minus all quantities shipped, received, and vouchered to date.
Amount Not Vouchered	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance.

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.

This section provides overviews of landed costs, landed-costs entry during the receipt process, and landed-costs entry as a stand-alone process, lists prerequisites, and discusses how to:

- Enter landed costs.
- Set processing options for purchase receipts inquiry.
- Apply landed costs.
- Enter freight notes.

Understanding Landed Costs

When you purchase items, extra costs for delivery fees, broker fees, import taxes, and so on, are not uncommon. These costs are called landed costs. You can enter landed costs for items after the receipt process or as a stand-alone process.

In Brazil, companies enter stand-alone landed costs for expenses that are associated with notas fiscais. Typically, these expenses include freight, insurance, and expenses. The two types of landed costs are:

- Landed costs that are entered immediately after the receipt process and are included in the nota fiscal.
- Stand-alone landed costs that are entered at some point after the receipt process (called freight notes) and are included in a separate nota fiscal.

You can enter landed costs for a purchase order immediately after the receipt process. If you enter landed costs immediately after the receipt process, you can enter only the costs for a specific nota fiscal document.

After you enter the landed costs for the nota fiscal document, the system prevents you from entering additional costs to the same document. Enter landed costs only after you receive all nota fiscal lines.

Note. Landed costs are reversed automatically when you reverse a receipt.

When you enter stand-alone landed costs, you can enter all of the landed costs for multiple notas fiscais at once. The system prorates the total amount of the landed costs to the notas fiscais, and creates a batch of transactions to record the landed costs in the General Accounting and Inventory Management systems. You must review and post this batch.

After you enter landed costs for the nota fiscal document, the system prevents you from entering additional costs. Enter landed costs only after you receive all nota fiscal lines.

If you cannot enter landed costs immediately after the receipt process, you must enter freight notes. For example, you enter freight notes if your landed costs amounts are not included on the merchandise nota fiscal from your vendor.

Understanding Landed Costs Entry During the Receipt Process

You can enter landed costs when you enter receipt information. You might use 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.

Understanding Landed Costs Entry as a Stand-Alone Process

You might 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 F30026 table to the F41291 table.

Prerequisites

Before you enter landed costs, you must:

- Define landed costs and landed costs rules in the Landed Cost Revisions program (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.
- Set the processing options for the Apply Landed Costs program (P7610B) to specify the landed cost parameters that you want to use.

Forms Used to Enter Landed Costs

Form Name	Form ID	Navigation	Usage
Landed Cost Selection	W43291A	Receipts Matching and Posting (G43A15), Stand-Alone Landed Cost Select a receipt record on the Work With Purchase Receipts form, and then select Apply Landed Cost from the Row menu.	Enter landed costs.
Work With Nota Fiscal Headers	W7610BG	Purchase Order Processing - Brazil (G76B4311), Apply Landed Costs Purchase Order Processing - Brazil (G76B4311), Nota Fiscal Inquiry	Apply landed costs.
Outbound Nota Fiscal Header Revision	W7611BD	Select a nota fiscal on the Work With Nota Fiscal Headers form, and then select Header Revision from the Row menu.	Apply landed costs.
Work With Landed Cost	W76B807D	Select a nota fiscal on the Work With Nota Fiscal Headers form, and then select Freight Note from the Row menu.	Enter freight notes.

Entering Landed Costs

Access the Landed Cost Selection form.

Applying Landed Costs

Access the Work With Nota Fiscal Headers form.

NF Number	A six-character number that identifies a nota fiscal. The number consists of the nota fiscal number and the nota fiscal series.
NF Series	A two-character number that along with the nota fiscal number, identifies a nota fiscal. The Nota Fiscal Series field is the second key that the system uses to access a specific nota fiscal.
NF Source	A code that identifies how a nota fiscal was generated in the system. You select a code from the Nota Fiscal Source UDC (76/NF). The codes are hard-coded. Values are: 1: Standalone Nota Fiscal - PO 2: Complementary Nota Fiscal - PO 3: 2-Way Match Nota Fiscal - PO 4: 3-Way Match Nota Fiscal - PO

	5: Standalone Nota Fiscal - SO
	6: Complementary Nota Fiscal - SO
	7: Nota Fiscal - SO
NF Freight	A complementary expense to your customer. The system prorates this expense amount among each of the notas fiscais listed and adds the prorated amount to the ICMS taxable amount for each document.
NF Insurance	The insurance amount that you charge the client as complementary expense. This amount must be included on the nota fiscal.
NF Expenses	The amount of the total financial expenses that is printed on the nota fiscal.

Entering Freight Notes

Access the Work With Landed Cost form.

Freight	A complementary expense to your customer. The system prorates this expense amount among each of the notas fiscais listed and adds the prorated amount to the ICMS taxable amount for each document.
Insurance	The insurance amount that you charge the client as complementary expense. This amount must be included on the nota fiscal.
Expenses	The amount of the total financial expenses that is printed on the nota fiscal.

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.

This section provides overviews of voucher creation and management of invoices received in an alternate currency, lists prerequisites, and discusses how to:

- Select receipt records to match to a voucher.
- Select order detail lines to match to a voucher.
- Select order detail lines for freight charges.
- Record cost changes to an invoice.
- Set processing options for A/P Standard Voucher Creation Entry (P0411).
- Set processing options for Voucher Match (P4314).

Understanding Voucher Creation

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.

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.

You can create a voucher 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 units and gross payment together. 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 (Receipt or Order cost), the system calculates your gross payment as 250.00. Conversely, if you enter a voucher for 250.00 with 1000 units, the system calculates the unit price as 0.25.

If you have activated multicurrency, 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.

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 select 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.

(BRA) In Brazil, you must use a three-way voucher match to create a voucher from a nota fiscal. You must locate the receipt records that correspond to the nota fiscal and match them to the nota fiscal. For example, if a supplier has sent you an nota fiscal for 100.00, you must locate and match the receipt records for the 100.00 worth of items that correspond to the nota fiscal. You can select multiple receipt records to match on a single voucher.

(BRA) The total amount of the receipt records you match to a nota fiscal must equal the amount on the nota fiscal. For example, if two receipt records correspond to a nota fiscal and each receipt record is for 200.00, the nota fiscal amount must equal 400.00 to perform a match. If a nota fiscal reflects a partial order, you can change the quantity or amount of a receipt record to match the nota fiscal. The system leaves the remaining balance of the receipt record open. For example, if a receipt record reflects 100 items but the nota fiscal 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.

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 select 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 enable 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 enable 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 (AAIs). 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.

You might receive an invoice adjustment that reflects a price change to an item or an error to a previous invoice. Typically, you make price 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.

You can inquire upon and adjust multiple account distribution. You can use multiple account distribution functionality only for transactions with an inventory interface of A or B. A purchase order must have account distribution information set up before you can use the functionality during voucher matching.

During two-way voucher match, the system retrieves account distribution information from the F4316 table and creates records in the F43126 table. Then the system updates the F0911 table with amounts based on the account distribution. To summarize how tables are affected by multiple account distribution during two-way voucher match:

- F4311: The system updates records in this table.
- F4316: The system updates records in this table.
- F43121: The system writes records to this table.
- F43126: The system writes records to this table.
- F0911: The system writes records to this table.
- F0411: The system writes records to this table based on the F4311 table.

During three-way voucher match, the system creates vouchers based on the quantity or amount received, and creates or updates records in various tables. To summarize how tables are affected by multiple account distribution during three-way voucher match:

- F43121: The system writes records to and updates this table.
- F43126: The system writes records to and updates this table.
- F0911: The system writes records to this table.
- F0411: The system writes records to this table based on the F43121 table.

Regardless of whether you are performing two-way or three-way voucher match, the system creates general ledger entries for the following based on the F4316 level or F43126 level:

- Amount to Voucher
- Amount Variance (except Landed Costs)
- COGS Amount Variance
- Exchange Variance
- Tax Payable
- Non-Recoverable Tax
- Tax Variance

Regardless of whether you are performing two-way or three-way voucher match, the system creates general ledger entries for the following based on the F4311 level or F43121 level:

- Retainage Payable (using AAI PCRETN)
- Deferred VAT Payable (using AAI PCVATP)
- Deferred VAT Recoverable Tax (using AAI PCVATD)
- Landed Cost (using AAI 4385)

You can change account distribution information when you are performing voucher match by using the Account Distribution Adjustment program (P43146). However, you cannot change the distribution method (percent, amount, or quantity). You enter the distribution information for the new accounts and negate the distribution information in the original accounts. Note that for the new distribution accounts, the system does not write records to the F43126 table and to the F4316 table.

Note. If you add a new line during voucher match (for example, you might be charged for freight and add that cost as a new line), you cannot use multiple account distribution for the new line.

Understanding Management of 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.

Prerequisites

Before you create vouchers, you must:

- Review all processing options for Standard Voucher Entry and Voucher Match and set the voucher match version.
- Verify that you have selected Brazil (BR) in your user display preferences.
- Review the processing options for the Standard Voucher Entry program (P0411). You must set the Match Processing processing option on the Voucher Match tab to *I*, and must set the Voucher Match Version processing option on the Voucher Match tab to the version of the Voucher Match program (P4314) that you want to use.
- Review the processing options for the Voucher Match program (P4314). You must set the A/P processing option on the Summarization tab to *I* to correctly process Brazilian taxes.

Forms Used to Create Vouchers

Form Name	Form ID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Receipts Matching and Posting (G43A15), Match Voucher to Open Receipt Subcontract Processing (G43D11), Progress Payments	Select records and order detail lines to match to a voucher. If you use Match Voucher to Open Receipt, you must set processing options to perform voucher match processing.
Voucher Match	W4314A	Click the Add button on the Supplier Ledger Inquiry form.	Select records and order detail lines to match to a voucher.
Select Receipts to Match	W4314B	Select Receipts To Match from the Form menu on the Voucher Match form.	Select records to match to a voucher.
Select Orders To Match	W4314C	Select Orders To Match from the Form menu on the Voucher Match form.	Select order detail lines to match to a voucher.
Work With Freight Audit History	W4981A	Select Freight To Match from the Form menu on the Voucher Match form.	Select order detail lines for freight charges.
Account Distribution Adjustment	W43146A	Select Account Distribution from the Row menu on the Voucher Match form.	Change account distribution.

Choosing Receipt Records to Match to a Voucher

Access the Supplier Ledger Inquiry form.

Retained Amount	The total amount held back (referred to as hold back in some countries) on the contract amount. The amount retained cannot be less than zero or greater than the amount to voucher.
Percentage Retained	The rate of retainage (referred to as hold back in some countries) that applies to the contract. This rate is a percentage of each payment. It is expressed as a decimal fraction. For example, a retainage rate of 10 percent is expressed as 10. The retainage rate cannot be greater than 99.9 percent (.999) or less than zero.
Tax	Of the total taxes calculated for this document (invoice, voucher, and so forth), the dollar value of the tax liability attributable to the first of five possible taxing authorities who may comprise the tax area.

Choosing Order Detail Lines to Match to a Voucher

Access the Supplier Ledger Inquiry form.

Percentage Retained	The rate of retainage (referred to as hold back in some countries) that applies to the contract. This rate is a percentage of each payment. It is expressed as a

decimal fraction. For example, a retainage rate of 10 percent is expressed as 10. The retainage rate cannot be greater than 99.9 percent (.999) or less than zero.

Tax

Of the total taxes calculated for this document (invoice, voucher, and so forth), the dollar value of the tax liability attributable to the first of five possible taxing authorities who may comprise the tax area.

Choosing Order Detail Lines for Freight Charges

Access the Supplier Ledger Inquiry form.

You might need to manually match freight charges to a voucher. Freight charges are calculated by the Transportation Management system.

Recording Cost Changes to an Invoice

Access the Supplier Ledger Inquiry form.

Setting Processing Options for A/P Standard Voucher Entry (P0411)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

These processing options enable you to specify how the system groups and shows Supplier Ledger Inquiry data.

1. Recurring Vouchers

Use this processing option to specify recurring vouchers as the default voucher type. Values are:

Blank: The system shows all vouchers (no default criteria).

I: The system shows only recurring vouchers.

When you enter *I*, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

2. Summarized Vouchers

Use this processing option so that vouchers appear with multiple pay items in a summarized, single pay item format. Values are:

Blank: The system shows all vouchers (no default criteria).

I: The system shows only summarized vouchers.

When you enter *I*, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

3. Display Domestic and Foreign

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. Values are:

Blank: Do not display domestic and foreign amount fields.

I: Display domestic and foreign amount fields. The following fields will appear on the form:

- Domestic Gross Amount
- Domestic Discount Available
- Domestic Taxable Amount
- Domestic Tax
- Domestic Non-Taxable
- Foreign Gross Amount
- Foreign Discount Available
- Foreign Taxable Amount
- Foreign Tax
- Foreign Non-Taxable

Currency

These processing options enable you to have the system display amounts in a currency other than the currency in which the amounts are stored on the system. These processing options enable 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

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 detail area.

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

2. 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 F0015 table.

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.

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

These processing options enable you to control the manual creation of payments.

1. Manual Payment Creation

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. Values are:

Blank: The system displays no payment information.

1: Generate manual payments (without voucher match).

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

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. Values are:

Blank: Error

1: Warning

3. Automatic Payment Number Assignment

Use this processing option to direct the program to automatically assign payment numbers to manual payments based on the bank account's next number. Values are:

Blank: You manually assign payment numbers (default).

1: The system assigns payment numbers based on the bank account's next number.

Purchasing

This processing option enables you to define how the program processes vouchers that contain purchase order information.

1. Voucher Delete

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. 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

These processing options enable you to process matched vouchers from the procurement system rather than standard vouchers.

1. Match Processing

Use this processing option to change the default voucher type from standard vouchers to matched vouchers. If you run the voucher match program, you

can select either the three-way voucher match or the two-way voucher match. 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), select one of the following:

- Receive & Voucher POs
- 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.

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

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.

Multi Company

This processing option enables you to process vouchers for multiple companies rather than standard vouchers.

1. Multi-Company Single Supplier

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 general ledger and offset bank accounts, but to the same supplier. Values are:

Blank: Enter a standard voucher.

1: Enter a multi-company single supplier voucher.

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

This processing option enables you to enter multiple vouchers rather than standard vouchers.

1. Multiple Vouchers

Use this processing option to enable 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. Values are:

Blank: Enter a standard voucher.

1: Enter multiple vouchers with a single supplier.

2: Enter multiple vouchers with multiple suppliers.

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

These processing options enable you to enter logged vouchers rather than standard vouchers.

1. Voucher Logging

Use this processing option to specify whether to enter a voucher before you assign it a general ledger account. At a later time, you can redistribute the voucher to the correct general ledger accounts.

You can specify a default general ledger 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), select Company Names and Numbers. 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), select Voucher Logging Entry.

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

Use this processing option to specify whether to use the system date as the default general ledger date for a logged voucher. Values are:

Blank: Enter date manually during the data entry process.

1: Use the system date as the default general ledger date.

If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

Prepayments

These processing options enable you to 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 AAIs (AAI item PCxxxx) to predefine classes of automatic offset accounts for accounts.

For example, you can assign general ledger offsets as follows:

- Blank or 4110 - Trade Accounts Payable
- RETN or 4120 - Retainage Payable
- OTHR or 4230 - Other Accounts Payable (see accounts payable class code - APC)
- PREP or 4111 - Prepayment A/P Trade Account

Enter the code for the general ledger 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.

2. G/L Distribution Account

Use this processing option to specify the general ledger distribution account that the system uses for creating prepayment pay items.

You can use one of the following formats for account numbers:

- Structured account (business unit.object.subsidiary)
- 25-digit unstructured number
- 8-digit short account ID number
- 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).

Use this processing option only if you enter a 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 (UDC) (00/PS) that indicates the current payment status of a voucher. Values 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.

The Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list.

Use this processing option only if you enter a value in the G/L Offset Account processing option.

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.

5. Tax Area

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. Values are:

Blank: Do not show the Prepayment Tax form.

/: Show the Prepayment Tax form.

Use this processing option only if you enter a 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 F4008 table.

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

Use this processing option only if you enter */* 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 UDC (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

Use this processing option only if you enter */* in the Tax Area processing option.

Versions

These processing options enable you to override the default Master Business Function and Journal Entry Master Business Function versions.

1. Voucher Master Business Function Version

Use this processing option to specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

2. Journal Entry Master Business Function

Use this processing option to specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

Process

These processing options enable you to restrict changes to vouchers when you use Supplier Ledger Inquiry and specify whether suppliers can view vouchers and payments.

1. Voucher Entry Mode

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 *I* in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form. Values are:

Blank: Allow changes to the selected voucher.

I: Do not allow changes to the selected voucher.

2. Supplier Self Service Mode

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. Values are:

Blank: Do not activate Supplier Self-Service function.

I: Activate Supplier Self-Service function.

Edits

This processing option enables you to specify whether the Fixed Asset ID is required when entering a voucher.

1. Fixed Asset ID

Use this processing option to specify whether to require an Asset ID if an account is in the AAI asset account range. Values are:

Blank: Do not require an Asset ID in the journal entry.

I: Require an Asset ID in the journal entry.

Setting Processing Options for Voucher Match (P4314)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to 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 UDC (00/DT) also indicates the origin of the transaction. There are 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 predefined; do not change them:

P: Accounts Payable documents

R: Accounts Receivable documents

T: Payroll documents

I: Inventory documents

O: Purchase Order documents

J: General Ledger/Joint Interest Billing documents

S: Sales Order Processing documents

2. Voucher Document Type

Use this processing option to identify the type of document. This UDC (00/DT) also indicates the origin of the transaction. There are 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 table 00/DT.

The following prefixes for document types are predefined; do not change them:

P: Accounts Payable documents

R: Accounts Receivable documents

T: Payroll documents

I: Inventory documents

O: Purchase Order documents

J: General Ledger/Joint Interest Billing documents

S: Sales Order Processing documents

Display

These processing options enable you to specify whether the system displays certain types of voucher match information, such as the approver number and reporting code.

1. Approver Number

Use this processing option to specify whether to display the approver number code. Values are:

Blank: Do not display the approver number code.

I: Display the approver number code.

2. Reporting Code

Use this processing option to specify whether the column for Reporting Code 007 appears in the detail area on Voucher Match.

Blank: Do not display the column for Reporting Code 007.

I: Display the column for Reporting Code 007.

3. Account Number

Use this processing option to specify how the system displays the account number. Values are:

Blank: The account number is displayed as one field.

1: The account number is displayed in three individual fields (Business Unit, Object Account, and Subsidiary).

4. 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. Values are:

Blank: The field appears as Branch/Plant.

1: The field appears as Job.

2: The field appears as Project.

3: The field appears as Business Unit.

Process

These processing options enable you to 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.

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.

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 F4311 table for a two-way match and updates the status in the F43121 table 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 canceled, the system updates the status in the Purchase Order Detail table for a two-way match and updates the status in the F43121 table for a three-way match to ensure that the statuses match the status that you enter for this processing option.

5. Quantity/Amount

Use this processing option to indicate whether you want to manually enter the quantity information or whether the system automatically enters quantity information. Values are:

Blank: Automatically load the quantity/amount.

1: Manually enter the quantity/amount to a voucher.

6. Tolerance

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:

Blank: Do not check quantities and amounts to determine whether they exceed tolerance.

1: Display a warning when the detail line exceeds the tolerance.

2: Display an error message when the detail line exceeds the tolerance.

7. Supplier Analysis

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

Blank: The system does not capture supplier analysis information.

1: The system records information such as item numbers, dates, and quantities for every purchase order in the F43090 table. 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.

8. Orders Per Voucher

Use this processing option to indicate whether the system allows multiple orders per voucher. Values are:

Blank: Allow multiple orders per voucher.

1: Allow only one order per voucher.

9. Branch/Plant Retrieval

Use this processing option to specify which business unit or project number that the system uses to generate the general ledger bank account and the accounts payable trade account.

The system uses the business unit that you specify for the voucher.

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

Use this processing option to allow cost updates to the sales order when the order is a direct ship order. Values are:

Blank: Do not update cost.

I: Update cost.

11. Lot Cost Update

Use this processing option to update an item's lot cost (method 06) when matching an order at a variance. Values are:

Blank: Do not update lot cost.

I: Update lot cost.

12. Threshold 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 the F4355 table. Values are:

Blank: The system does not display a warning.

I: 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

These processing options enable you to control whether the system summarizes accounts payable and general ledger information.

1. A/P

Use this processing option to specify whether to summarize accounts payable entries. Values are:

Blank: Do not summarize accounts payable entries.

I: Summarize accounts payable entries.

2. G/L

Use this processing option to specify whether to summarize general ledger entries. Values are:

Blank: Do not summarize general ledger entries.

I: Summarize general ledger entries.

New Order Line

These processing options enable you to control how new order detail lines are added to a purchase order when you are creating a voucher.

1. Order Line Entry

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. Values are:

Blank: You cannot add lines 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.

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 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: General ledger 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 UDC (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 UDC (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

These processing options enable you to specify 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

Use this processing option to specify whether to automatically load the retainage percentage or amount from the order header. Values are:

Blank: Do not load the retainage percentage or amount from the order header.

1: Automatically load the retainage percentage or amount from the order header.

2. Taxes

Use this processing option to determine whether the system applies taxes to the retained or vouchered amount. Values are:

Blank: Do not apply taxes to the retained or vouchered amount

1: Apply taxes to the retained or vouchered amount.

(Only apply to 'C' and 'V' type of taxes.)

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. 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

These processing options enable you to 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

Use this processing option to indicate whether the system displays an outstanding log detail warning message and when it displays the message. Values are:

Blank: Do not display the outstanding log detail warning message.

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.

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

These processing options enable you to control which date the system uses as the effective date and also whether the exchange rate can be changed.

1. Effective Date

Use this processing option to indicate which date the system uses as the effective date. Values are:

Blank: Use today's date as the effective date.

1: Use the general ledger date as the effective date.

2: Use the invoice date as the effective date.

2. Protect Rule

Use this processing option to specify whether you can change the exchange rate. Values are:

Blank: You can change the exchange rate.

I: You cannot change the exchange rate.

Flex Accounts

This processing option enables you to control whether you are working with flexible accounting.

1. Flex Accounting

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. Values are:

Blank: Do not activate flexible accounting.

I: Activate flexible accounting.

Versions

These processing options enable 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.

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.

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.

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.

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.

6. Freight Audit History (P4981)

Use this processing option to specify which version of the Freight Audit History program 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

These processing options enable you to determine how the system processes progress payments in the Subcontract Management system.

1. Interface

Use this processing option to activate the Progress Payment interface. Values are:

Blank: Supplier/Subcontractor Ledger Inquiry

I: 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 UDC table 43B/VW.

3. Option Default

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. Values are:

Blank: Bypass payment of line.

1: Match quantity and amount.

4. Extended Amount

Use this processing option to specify whether extended amount is calculated if quantity is changed. Values are:

Blank: Extended amount is not calculated.

1: Extended amount is calculated.

5. Batch

Use this processing option to specify whether to use the same batch number. Values are:

Blank: Do not use same batch number.

1: Use the same batch number.

6. Activate Type of Payment and Current 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. 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

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. Values are:

Blank: Actual Amount

1: Cumulative Percentage

2: Cumulative Amount

8. Prevent Payment of Paid Lines

Use this processing option to specify whether to pay more than 100 percent on a paid line. This applies to non-stock lines only. Values are:

Blank: Prevent payment on a previously fully paid line.

1: Allow payment on a previously fully paid line.

Redistribution

This processing option enables you to determine how the system processes logged recurring vouchers after redistribution.

**1. Calculate Last
Chance Variance for the
voucher after it has been
redistributed.**

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. Values are:

Blank: The system does not record variance amounts.

I: The system records variance amounts.

Working with Retainage

This section provides an overview of retainage, lists prerequisites, and discusses how to:

- Enter a voucher with retainage.
- Enter a voucher to release retainage.

Understanding 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 can release retainage and create a voucher at the same time.

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 activate the processing option for tax with retainage and if 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.

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 hold back.

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. You can create a voucher with retainage to match a receipt or purchase order and release a retainage at the same time.

Prerequisite

Set processing options to apply taxes to retainage.

Forms Used to Work with Retainage

Form Name	Form ID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Receipts Matching and Posting (G43A15), Match Voucher to Open Receipt Subcontract Processing (G43D11), Progress Payments	Enter a voucher with retainage, and enter a voucher to release retainage. If you use Match Voucher to Open Receipts, you must set processing options to perform voucher match processing.
Voucher Match	W4314A	Click the Add button on the Supplier Ledger Inquiry form.	Enter a voucher with retainage, and enter a voucher to release retainage.
Select Orders To Match	W4314C	Select Orders To Match from the Form menu on the Voucher Match form.	Enter a voucher with retainage, enter a voucher to release retainage, and enter a voucher with retainage and release retainage at the same time.

Entering a Voucher with Retainage

Access the Supplier Ledger Inquiry form.

Entering a Voucher to Release Retainage

Access the Supplier Ledger Inquiry form.

Creating Multiple Vouchers from Receipt Records

This section provides an overview of creation of multiple vouchers from receipt records and discusses how to:

- Review and post journal entries for voucher transactions.
- Verify that voucher amounts balance.
- Set processing options for Voucher Journal report (R04305).

Understanding Creation of Multiple Vouchers from Receipt Records

From the Receipts Matching and Posting menu (G43A15), select 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 F43121 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 F43121 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.

Important! To create vouchers for a supplier in batch mode, you must set the Evaluated Receipt field in Purchasing Instructions to *Y* 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*, you cannot override the value on purchase orders.

The system gets receipt information from the F43121 table 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.

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.

Variance Accounts

The following table describes important information about variance accounts.

PH	PH
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 enables 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.

Reviewing and Posting Journal Entries for Voucher Transactions

From the Receipts Matching and Posting menu (G43A15), select 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 the AAIs.

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 the Voucher Journal Review program (P0011). You can review the amount of each entry and the account to which each amount is debited or credited.

Verifying that Voucher Amounts Balance

From the Receipts Matching and Posting menu (G43A15), select 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 F0411 table to the corresponding general ledger distribution entries in the F0911 table. The system does not include records with a foreign currency ledger type (CA) in the general ledger comparison total.

Setting Processing Options for Voucher Journal Report (R04305)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print Options

These processing options enable you to select the account number that prints on the report.

1. Account Number Format	Use this processing option to specify the format for the system to use when printing the account number. Values are: <i>1</i> : The system prints the account number in Business Unit.Object.Subsidiary format. <i>2</i> : The system prints the short account ID. <i>3</i> : The system prints the third (unstructured) account number.
2. VAT Receivable Amounts	Use this processing option to specify which files will be used to print the VAT receivable amounts. Values are: Blank: The system prints only the tax amounts from the F0411 table. <i>1</i> : The system prints the tax amounts from the F0018 table as well as the F0411 table.

Logging Invoices Prior to Receiving Goods

This section provides an overview of invoice logging and discusses how to:

- Log invoices to create preliminary vouchers.
- Create a permanent voucher from a preliminary voucher.
- Print logged invoice information.

Understanding Invoice Logging

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.

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.

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 select the receipt records that match the invoice. After you do this, the system creates the permanent voucher.

Forms Used to Log Invoices Prior to Receiving Goods

Form Name	Form ID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Other Voucher Entry Methods (G04111), Voucher Logging Entry	Log invoices to create preliminary vouchers.
Enter Voucher - Payment Information	W0411A	Click the Add button on the Supplier Ledger Inquiry form.	Log invoices to create preliminary vouchers.
Journal Entry Prompt	W0411B	Click the OK button on the Enter Voucher - Payment Information form.	Log invoices to create preliminary vouchers.
Work With Voucher JE Redistribution	W042002A	Other Voucher Entry Methods (G04111), Voucher JE Redistribution	Create a permanent voucher from a preliminary voucher.
Voucher Match	W4314A	Select a voucher on the Work With Voucher JE Redistribution form, and then select Redistribute PO from the Row menu.	Create a permanent voucher from a preliminary voucher.

Logging Invoices to Create Preliminary Vouchers

Access the Supplier Ledger Inquiry form.

Creating a Permanent Voucher from a Preliminary Voucher

Access the Work With Voucher JE Redistribution form.

Printing Logged Invoice Information

From the Purchasing Reports menu (G43A111), select 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.

This section discusses how to:

- Print voucher information by detail line.
- Set processing options for Received/Vouchered Status report (R43412).
- Print open voucher information by receipt.
- Print voucher amounts for suppliers.
- Print the AIA application for payment.
- Print the waiver of lien.

Printing Voucher Information by Detail Line

From the Purchasing Reports menu (G43A111), select 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.

Setting Processing Options for Received/Vouchered Status Report (R43412)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

These processing options enable you to specify how the system displays information on the report.

1. Select G/L Cost Center or Branch/Plant	Use this processing option to specify whether the system prints general ledger cost information or branch/plant information. Values are: Blank: The system prints branch/plant information. 1: The system prints general ledger cost information.
2. Select Foreign or Domestic Currency	Use this processing option to specify whether the system prints information in foreign or domestic currency. Values are: Blank: The system prints information in domestic currency. 1: The system prints information in foreign currency.

Printing Open Voucher Information by Receipt

From the Purchasing Reports menu (G43A111), select 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 F0902 table.

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 F43121 table.

Printing Voucher Amounts for Suppliers

From the Purchasing Reports menu (G43A111), select 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), select AIA Application for Payment.

You can run the Application for Payment report either from the Subcontract Reports menu (G43D111) or during the accounts payable 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 F4311 table and the general ledger transactions.

Printing the Waiver of Lien

You can print the Waiver of Lien when you are running the accounts payable 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.

CHAPTER 10

Processing Special Orders

This chapter provides an overview of special order processing and discusses how to:

- Work with requisitions.
- Select requisition detail lines for orders.
- Work with blanket orders.
- Work with quote orders.
- Create orders from price quotes.
- Work with order revisions.

Understanding Special Order 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 and order activity rules. 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 [Chapter 18, “Setting Up the System,” Setting Up Order Activity Rules, page 316](#).

Working with Requisitions

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

- Enter requisitions.
- Duplicate a requisition to create an order.

Understanding 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.
- Select 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 select 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 select the requisition detail lines so that they cannot be used again.

Entering Requisitions

Select Requisition and Quote Management (G43A12), Enter Requisitions.

Alternatively, select Requisition & Quote Management (G43D12), 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.

Duplicating a Requisition to Create an Order

Select Requisition and Quote Management (G43A12), Enter Requisitions.

Alternatively, select Requisition & Quote Management (G43D12), 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.

Selecting Requisition Detail Lines for Orders

You can select requisition detail lines for which to create orders.

This section provides an overview of requisition detail lines, lists prerequisites, and discusses how to:

- Select requisition detail lines.
- Set processing Options for Generate POs from Requisitions/Blanket Order Release (P43060).

Understanding Requisition Detail Lines

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.
- Select 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.

Prerequisites

Before you select requisition detail lines for orders:

- 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.

Forms Used to Select Requisition Detail Lines for Orders

Form Name	Form ID	Navigation	Usage
Work With Order Release	W43060B	Requisition and Quote Management (G43A12), Generate POs from Reqs Requisition & Quote Management (G43D12), Generate Orders from Reqs	Work with an order release.
Order Release	W43060A	Select a detail line on the Work With Order Release form, and click the Select button.	Review and modify order release fields.

Choosing Requisition Detail Lines

Access the Work With Order Release form.

Setting Processing Options for Generate POs from Requisitions/Blanket Order Release (P43060)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to 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 UDCs (00/DT) that you set up. There are 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 predefined; do not change them:

P : Accounts Payable documents

R: Accounts Receivable documents

T: Payroll documents

I: Inventory documents

O: Purchase Order documents

J: General Ledger and Joint Interest Billing documents

S: Sales Order documents

Display

These processing options enable you to specify whether the system displays certain types of information, such as 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 (UDC) (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.
- 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 UDC (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. 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 UDC (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. Price Field Display** Use this processing option to specify whether the system displays, protects, or hides the Unit Cost field. 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** Use this processing option to specify whether the system protects the Account Number field. Values are:
 Blank: Do not protect the Account Number field.
1: Protect the Account Number field.
- 6. Release Amount Display** Use this processing option to specify whether the system displays the Release Amount field. Values are:
 Blank: Do not display the Release Amount field.
1: Display the Release Amount field.

Process

These processing options enable 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** 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). 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

Use this processing option to specify whether the system consolidates lines when releasing multiple orders and lines. 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

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. Values are:

Blank: Retrieve the cost from the original order.

1: Retrieve the cost from the unit cost upon which it is based.

Versions

These processing options enable 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

This section provides an overview of blanket orders and discusses how to:

- Enter blanket orders.
- Create purchase orders from blanket orders.

Understanding 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.

Forms Used to Work with Blanket Orders

Form Name	Form ID	Navigation	Usage
Work With Order Release	W43060B	Order Generation/Approve/Release menu (G43A13), Generate POs from Blanket	Work with an order release.
Order Release	W43060A	Select detail lines on the Work With Order Release form, and click the Select button.	Review and modify order release fields.

Entering Blanket Orders

Select Purchase Order Processing (G43A11), 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

[Chapter 6, “Working With Orders,” Reviewing Open Orders, page 100](#)

Creating Purchase Orders from Blanket Orders

Access the Work With Order Release form.

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.

Working with Quote Orders

This section provides an overview of order quotes and discusses how to:

- Request price quotes for a single quantity.
- Request price quotes for multiple quantities.
- Create quote orders from requisitions.
- Enter suppliers to provide quotes.
- Print requests for quote orders.
- Enter supplier price quotes.
- Set processing options for Quote Response Entry (P4334).

Understanding Order Quotes

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.

Item Entry

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. When the quote contains multiple lines, a quote response could be requested for the entire order or for individual line items.

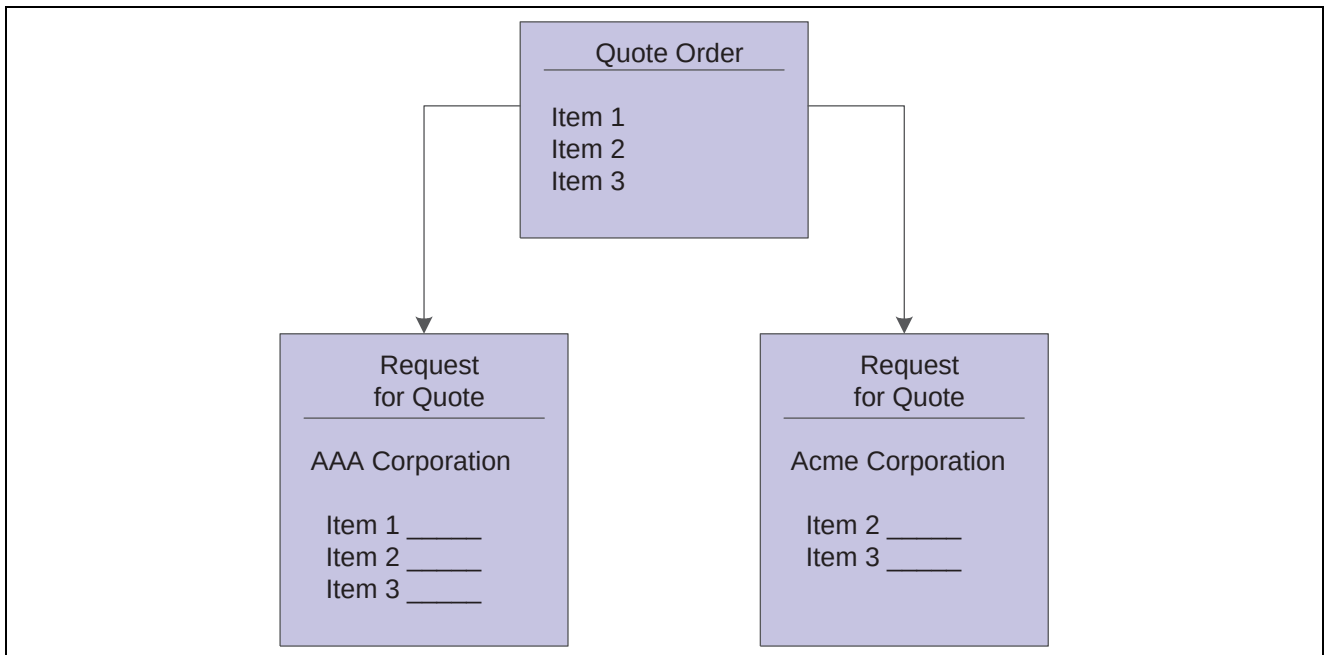
You also might want to obtain price quotes after you get approval for the items and services on a requisition. You can create quote orders using detail lines from requisitions. The procedure for this is identical to that for creating orders from requisitions. On the Order Detail form, you can use the 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 F4332 table.

Supplier Entry

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. This diagram shows the process of selecting suppliers for a quote:



Selecting Suppliers for Quote

Forms Used to Work With Order Quotes

Form Name	Form ID	Navigation	Usage
Work With Order Detail	W4310I	Requisition and Quote Management (G43A12), Enter Quote Orders	Work with order detail.
Order Detail	W4310A	Select a quote order on the Work With Order Detail form, and then click the Select button.	Enter information about order details.
Quote Price Breaks	W4331A	Select a detail line on the Order Detail form, and then select Quote Price Breaks from the Row menu.	Indicate the items for which you expect to receive price breaks.
Quote Supplier Entry	W4330A	On the Order Detail form, select Quote Suppliers from the Form menu. Select a detail line on the Order Details form, and then select Quote Suppliers from the Row menu.	Indicate the suppliers from whom you want to receive a prices quote.
Work With Suppliers	W4334B	Requisition and Quote Management (G43A12), Enter Quote Response	Work with supplier information.
Quote Response Entry	W4334A	Select the detail line that contains the order number and supplier on the Work With Suppliers form, and then click the Select button.	Enter information about price quotes.

Requesting Price Quotes for a Single Quantity

Access the Work With Order Detail form.

Requesting Price Quotes for Multiple Quantities

Access the Work With Order Detail form.

Creating Quote Orders from Requisitions

Select Requisition and Quote Management (G43A12), 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 select the detail line on Order Detail and then select Original Orders from the Row menu.

The system maintains information about requisitions consolidated to create detail lines on quote orders in the F4332 table.

Entering Suppliers to Provide Quotes

Access the Work With Order Detail form.

Printing Requests for Quote Order

Select Requisition and Quote Management (G43A12), Print Quote Orders.

Alternatively, select Requisition & Quote Management (G43D12), 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 F4330 table.

Setting Processing Options for Quote Response Entry (P4334)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to specify default information that the system uses for Quote Response Entry (P4334).

1. 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 UDCs (00/DT) that you set up. There are 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 predefined; do not change them:

P : Accounts Payable documents

R: Accounts Receivable documents

T: Payroll documents

I: Inventory documents

O: Purchase Order documents

J: General Ledger and Joint Interest Billing documents

S: Sales Order documents

2. Supplier Self-Service

Use this processing option to activate Supplier Self-Service for use in a Java/HTML environment. This functionality enables suppliers to enter prices for quote orders online. Values are:

Blank: The system does not activate Supplier Self-Service.

I: The system activates Supplier Self-Service.

Creating Orders from Price Quotes

This section provides an overview of creation of orders from price quotes and discusses how to:

- Create an order from a price quote.
- Set processing options for Quote Order Release (P43360).

Understanding Creation of 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 select 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.

Forms Used to Create Orders from Price Quotes

Form Name	Form ID	Navigation	Usage
Quote Order Release	W43360H	Requisition and Quote Management (G43A12), Generate POs from Quotes Requisition & Quote Management (G43D12), Generate Orders from Quotes	Create an order from a price quote.
Quote Price Breaks	W4331A	Select a row on the Quote Order Release form, and then select Price Breaks from the Row menu.	Review price breaks for an item.

Creating an Order from a Price Quote

Access the Quote Order Release form.

The screenshot displays the 'Generate POs from Quotes - Quote Order Release' form. At the top, there is a title bar and a menu bar with options: OK, Find, Cancel, Form, Row, and Tools. Below the menu bar, there are several input fields: Order Number (with a dropdown set to 'OQ'), Item Number, Account, Supplier, Buyer, Branch/Plant, and Currency Code. Below these fields is a table with the following columns: Release Quantity, Responded Price/ Amount, Curr Code, UM, Supplier Price/ Amount, Release Amount, Supplier, Name, and Item Number. The table shows one record with values in the first six columns. At the bottom right of the table, there is a 'Customize Grid' button.

Quote Order Release form

Setting Processing Options for Quote Order Release (P43360)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

This processing option enables you to specify default information that the system uses in the Quote Order Release program (P43360).

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 UDCs (00/DT) that you set up. There are 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 predefined; do not change them:

P : Accounts Payable documents

R: Accounts Receivable documents

T: Payroll documents

I: Inventory documents

O: Purchase Order documents

J: General Ledger and Joint Interest Billing documents

S: Sales Order documents

Display

These processing options enable you to specify the types of information that the system displays.

1. Next Acceptable Status Code 1 Use this processing option to specify an acceptable next status.

2. Next Acceptable Status Code 2 Use this processing option to specify an acceptable next status.

3. Next Acceptable Status Code 3 Use this processing option to specify an acceptable next status.

Process

This processing option enables you to specify how the system processes information.

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.

Use this processing option to specify whether the system reduces the open quantity in the quote order by the released amount. Values are:

Blank: The system does not reduce the open quantity.

1: The system reduces the open quantity.

Versions

These processing options enable you to enter the version of various programs that the system uses in conjunction with the Quote Order Release program (P43360).

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 (P430301)	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 (P0401)	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.
5. Supplier Analysis (P43230)	Use this processing option to specify the version that the system uses when you access the Supplier Analysis program. When you specify a version, review its processing options ensure that it meets your needs.

Working with Order Revisions

This section provides an overview of order revisions and discusses how to:

- Create order revisions.
- Review order revision information.
- Set processing options for PO/Change Order Summary (P4319).
- Print order revision information.
- Set processing options for Order Revisions History Report (R43535).

Understanding 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.

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.

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 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:

Table Name	Description
F4301	The system maintains the number of times an order is revised.
F4311	The system maintains current information for order detail lines, including the number of times each line was revised.
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).

Forms Used to Work with Order Revisions

Form Name	Form ID	Navigation	Usage
Work With Order Headers	W4310I	Purchase Order Processing menu (G43A11), Enter Purchase Orders Subcontract Processing (G43D11), Enter Subcontract Orders	Work with order headers.
Order Detail	W4310A	Select an order on the Work With Order Headers form, and select Detail Revision from the Row menu.	Review and revise order details.
Work With Order Revisions Summary	W4319A	Purchasing Inquiries (G43A112), Order Revisions Inquiry Subcontract Inquiries (G43D112), Order Revisions Inquiry	Work with an order revisions summary.
Order Revisions Detail	W4320A	Select an order revision on the Work With Order Revisions Summary form, and click the Select button.	Review order revision details.
Order Revision History	W43205A	Select a detail line on the Order Revisions Detail form, and click the Select button.	Review all revisions that apply to a certain detail line.

Creating Order Revisions

Access the Work With Order Headers form.

Reviewing Order Revision Information

Access the Work With Order Revisions Summary form.

Order Revisions Inquiry - Work With Order Revisions Summary

Select Find Close Revision Attachment Row Report Tools

Order Number OP Branch/Plant

Supplier ☒ Last Revision ☐ All Revisions

Records 1 - 10 [Customize Grid](#)

		Order Number	Or Ty	Order Co	User	Date Updated	Supplier	Branch Plant	Order Revision	Description
☐		1	OP	00001	LM2195518	10-26-04	4343		30	0 Original Order
☐		1	OP	00020	MP5515231	08-17-04	90000		21	0 Original Order
☐		1	OP	04310	KB7479704	07-10-04	4343		43	0 Original Order
☐		2	OP	00001	SV7068542	09-07-04	4343		30	0 Original Order
☐		2	OP	00200	MW5237357	07-07-04	4343		M30	0 Original Order
☐		2	OP	75000	YF5901060	08-03-04	4343		75001	0 Original Order
☐		3	OP	00001	ZF133911	05-19-04	4343		30	1 0
☐		4	OP	00001	EG5890057	05-19-04	4343		30	0 Original Order
☐		4	OP	00200	TH5915517	10-19-04	4343		M30	0 Original Order
☐		5	OP	00001	DM5567807	08-11-04	4343		30	0 Original Order

Work With Order Revisions Summary form

Setting Processing Options for PO/Change Order Summary (P4319)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to enter default information that the system uses in the PO/Change Order Summary program (P4319).

1. 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 UDCs (00/DT) that you set up. There are 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 predefined; do not change them:

P : Accounts Payable documents

R : Accounts Receivable documents

T: Payroll documents

I: Inventory documents

O: Purchase Order documents

J: General Ledger and Joint Interest Billing documents

S: Sales Order documents

Versions

These processing options enable you to enter the version of various programs that the system uses in conjunction with the PO/Change Order Summary program (P4319).

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. Change Order Print (P43535)	Use this processing option to specify the version that the system uses when you access the Change Order Print program. When you specify a version, review its processing options ensure that it meets your needs.
3. Purchase Order Print (P43500)	Use this processing option to specify the version that the system uses when you access the Purchase Order Print program. When you specify a version, review its processing options ensure that it meets your needs.

Printing Order Revision Information

Select Purchasing Reports (G43A111), Print Order Revisions History.

Alternatively, select Subcontract Reports (G43D111), 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.

Setting Processing Options for Order Revisions History Report (R43535)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

These processing options enable you to specify how the system displays information on the Order Revisions History Report (R43535).

- 1. Specify Revision Number** Use this procession option to specify the revision number. Values are:
 - Blank: The system displays all revision numbers.
 - *: The system displays only the last revision number.
- 2. Specify Lines to Print** Use this processing option to specify which lines the system prints. Values are:
 - Blank: The system prints only those lines that have changed.
 - /: The system prints all lines that make up a revision.

CHAPTER 11

Processing Approvals

This chapter provides an overview of approval processing and discusses how to:

- Work with approval routes.
- Work with orders awaiting approval.
- Approve or reject orders.
- Set up field constants for approval processing.

Understanding 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 F4209 table.

See [Chapter 18, “Setting Up the System,” Setting Up Order Activity Rules, page 316](#).

Working with Approval Routes

This section provides an overview of approval routes, lists prerequisites, and discusses how to:

- Create an approval route.

- Set processing options for Approval Level Revisions (P43008).
- Transfer approval authority.

Understanding 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.

Approval Route Creation

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, here are the approvers for 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 with the lowest address book number 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.

Approval Route Assignment

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.

Transfer of 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.

Prerequisites

Before you create approval routes:

- 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.

Forms Used to Work with Approval Routes

Form Name	Form ID	Navigation	Usage
Work With Approval Level Revisions	W43008A	Order Generation/Approve/Release menu (G43A13), Approval Level Revisions Order Generation/Approve/Release menu (G43D13), Approval Level Revisions	Create an approval route.
Approval Level Revisions	W43008C	Click the Add button on the Work With Approval Level Revisions.	Add or modify approval levels.
Work With Approval Delegation	W43280A	Order Generation/Approve/Release (G43A13), Approval Delegation Order Generation/Approve/Release (G43D13), Approval Delegation	Work with approval delegation.
Approval Delegation	W43280C	On the Work With Approval Delegation form, select an approver and a route, and then click the Select button.	Transfer approval authority.

Creating an Approval Route

Access the Approval Level Revisions form.

From Amount

A number that indicates the lower end of the range of amounts for which this approver is responsible when approving orders. The message Budget indicates that this approver is the budget approver.

Responsible

Text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

Setting Processing Options for Approval Level Revisions (P43008)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

This processing option enables you to specify default information.

Order Type A code that identifies the type of order; for example, *SO* for sales orders.

Transferring Approval Authority

Access the Work With Approval Delegation form. Review all approval routes to which the person from whom you are transferring authority (approver) is currently assigned, and then select a route for which to delegate authority. On Approval Delegation, specify the individual to whom you are now delegating authority.

Working with Orders Awaiting Approval

This section provides an overview of approval messages and orders awaiting approval and discusses how to:

- Review approval messages for orders.
- Set processing options for Work Center (P012501).
- Review orders awaiting approval.
- Set processing options for Purchase Order Approvals (P43081).

Understanding Approval Messages and 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.

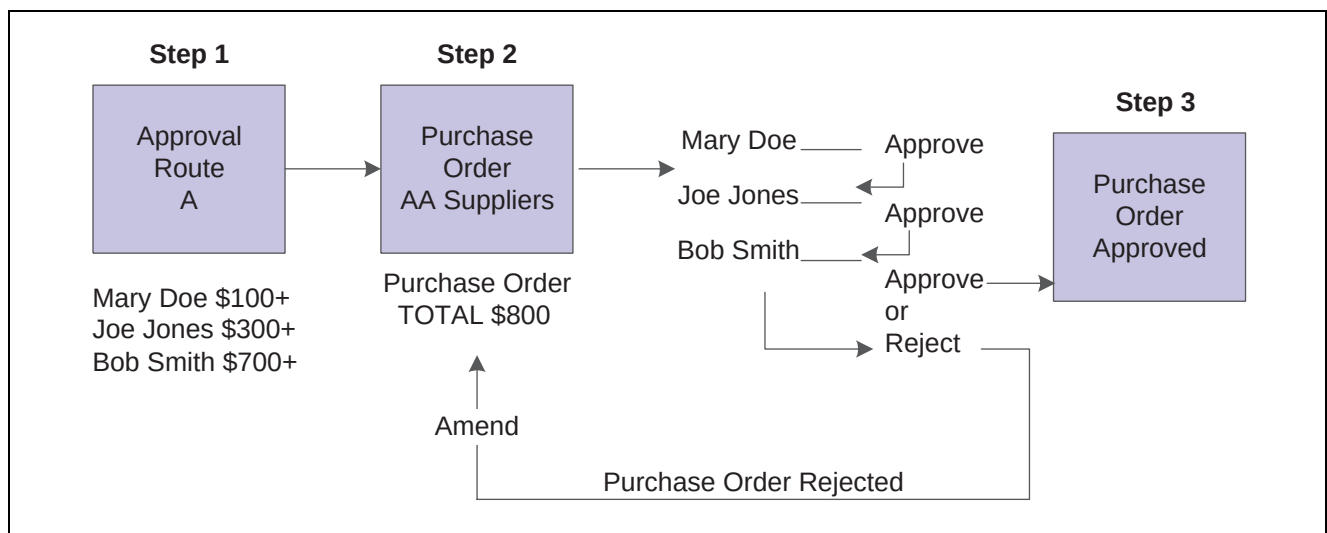
Approval Messages for Orders

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.

You can use electronic mail messaging (email) 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 email form that is set up specifically for approval processing or from any email form on which you have a mailbox. If you use the approval processing email form, processing options enable you to determine which mailboxes appear on the form. This diagram illustrates approval processing:



Approval Route Process

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).

Forms Used to Work with Orders Awaiting Approval

Form Name	Form ID	Navigation	Usage
Work With Orders Awaiting Approval	W43081A	Order Generation/Approve/Release menu (G43A13), select Orders Awaiting Approval Order Generation/Approve/Release menu (G43D13), select Orders Awaiting Approval	Work with orders awaiting approval.
Work With Approval Status Summary	W43081C	Select an order on the Work With Orders Awaiting Approval form, and then select Status Summary from the Row menu.	View the current status of an order.

Reviewing Approval Messages for Orders

Select Order Generation/Approve/Release (G43A13), Review Approval Notification.

Alternatively, select Order Generation/Approve/Release (G43D13), Review Approval Notification.

Reviewing Orders Awaiting Approval

Access the Work With Orders Awaiting Approval form.

Orders older than days

A number that indicates the age of an order and limits the quantity of orders that the system displays.

The age of an order is the difference (in days) between the order date and today's date. The system displays only orders that are as old as or older than the number of days that you enter.

For example, assume today is May 15, 1998. The following orders exist:

May 15 - Order # 104

May 14 - Order # 103

May 13 - Order # 102

If you leave this field blank, the system displays all orders. If you enter 1 in this field, the system displays only orders 103 and 102.

Waiting more than days

A number that indicates the quantity of days that an order has been awaiting approval and limits the quantity of orders that the system displays.

If you enter a number in this field, the system displays only those orders that have been awaiting approval for at least the number of days that you specify.

Approval action occurs when one of the following events takes place:

- An order is entered (originated).
- The order is approved.
- The order is rejected.
- The order is amended.

Queued for Approval

The approval action determines whether an order is:

- Queued for approval - Display orders that require approval. This selection is used by an approver inquiring on orders that require approval.
- Waiting approval - Display orders not yet approved. This selection is used for the originator of the order inquiring on its status.
- Approved - Display orders that have been approved. This selection is used by the originator of the order its status.
- Rejected - Display orders that have been rejected. This selection is used by the originator of the order inquiring on its status.

Setting Processing Options for Purchase Order Approvals (P43081)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

These processing options enable you to specify how the system processes approval information.

1. Awaiting Approval Status	A user-defined code (UDC) (40/AT) that specifies the next standard step in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.
2. Approved Status	A UDC (40/AT) that indicates the next step in the order flow of the line type.
3. Rejected Status	A UDC (40/AT) that indicates the last step that this order line has successfully completed in the processing cycle.
4. Budget Hold Code	A UDC (42/HC) that identifies why an order is on budget hold.
5. Approvals Hold Code	A UDC (42/HC) that identifies why an order is on hold.

Defaults

These processing options enable you to specify default values that the system uses during approval processing.

1. Order Type

A UDC (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. There are 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.) Do not change the following document types:

P: Accounts Payable documents.

R: Accounts Receivable documents.

T: Payroll documents.

I: Inventory documents.

O: Purchase order processing documents.

J: General Accounting/Joint Interest Billing documents.

S: Sales order processing documents.

2. Enter '1' to protect address number from input

A code that enables you to prevent other users from entering or changing the address number.

Versions

These processing options enable you to specify alternate versions of programs that the system uses during approval processing.

1. Order Entry (P4310)

Enter an alternate version of the Order Entry program.

2. Budget Comparison (P09210)

Enter an alternate version of the Budget Comparison program.

3. Release Held Orders (P43070)

Enter an alternate version of the Release Held Orders program.

4. Open Order Inquiry (P4310)

Enter an alternate version of the Open Order Inquiry program.

Approving or Rejecting Orders

This section provides an overview of order approval and rejection, lists a prerequisite, and discusses how to approve or reject orders.

Understanding Order Approval and Rejection

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 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 UDCs on the Approval/Rejections Reasons form.

Forms Used to Approve or Reject Orders

Form Name	Form ID	Navigation	Usage
Work With Orders Awaiting Approval	W43081A	Order Generation/Approve/Release (G43A13), Approval Review Order Generation/Approve/Release (G43D13), Approval Review	Work with orders awaiting approval.
Purchase Order Requisition Approval	W43081B	Select an order on the Work With Orders Awaiting Approval form, and then select Approval Review from the Row menu.	Approve or reject an order.

Approving or Rejecting Orders

Access the Work With Orders Awaiting Approval form.

Setting Up Field Constants for Approval Processing

This section provides an overview of field constants for approval processing, lists a prerequisite, and discusses how to set up field constants for approval processing.

Understanding 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 F4311 table and the F43080 table.

The reapproval functionality is no longer associated with the Override Next Status processing option in the Purchase Order Entry program (P4310). If you have specified an override next status and are using approval processing, it is important to note that unexpected results may occur; verify that the override next status is correct for your business process.

Prerequisite

Ensure that you have activated approval processing by setting the appropriate processing options on the Approvals tab in the Purchase Orders program (P4310).

Form Used to Set Up Field Constants for Approval Processing

Form Name	Form ID	Navigation	Usage
Approval Critical Fields	W43080A	Procurement System Setup (G43A41), Approval Critical Fields	Approve critical fields.

Setting Up Field Constants for Approval Processing

Access the Approval Critical Fields form.

Show All	An option that determines whether the system displays a particular field in the detail area. If you select this option, the system displays the corresponding field.
Show Selected	An option that determines whether the system displays a particular field in the detail area. If you select this option, the system displays the corresponding field.
Show Unselected	An option that determines whether the system displays a particular field in the detail area. If you select this option, the system displays the corresponding field.

CHAPTER 12

Routing Receipts

This chapter provides an overview of receipt routing and discusses how to:

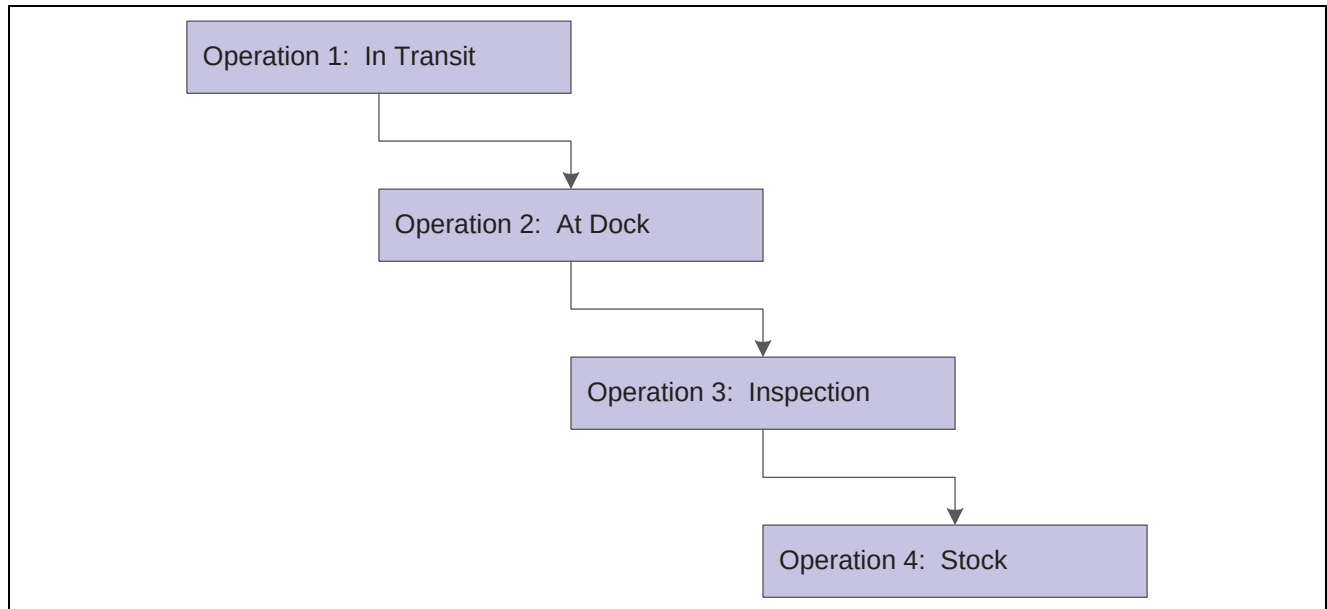
- Create receipt routes.
- Define payment eligibility for item removal.
- Activate receipt routing.
- Define sample requirements and item specifications.
- Work with items in a receipt route.
- Remove items from a receipt route.
- Review the history of items in a receipt route.

Understanding 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.

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. The following diagram shows a typical receipt route:



Example of a receipt route

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

This section provides overviews of definition of operations and journal entry creation for items in receipt routes and discusses how to create a receipt route.

Understanding Definition of Operations

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.

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 F41021 table. 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)

Understanding Journal Entry Creation for Items in Receipt Routes

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. 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 general ledger 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 general ledger category for each operation at which the system creates journal entries (unless the system creates entries at the last operation only). The general ledger 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.

See Also

Chapter 9, “Setting Up Vouchers,” Reviewing and Posting Journal Entries for Voucher Transactions, page 191

Prerequisites

Before creating receipt routes, you must:

- Set up receipt route codes in user-defined code (UDC) table 43/RC.
- Set up operation codes in UDC table 43/OC.

Forms Used to Create Receipt Routes

Form Name	Form ID	Navigation	Usage
Work With Receipts Routing Codes	W43091B	Receipt Routing (G43A14), Receipt Routing Definition	Work with receipts routing codes.
Receipt Routing Definition	W43091D	Click the Add button on the Work With Receipts Routing Codes form.	Define operations in a receipt route.

Creating a Receipt Route

Access the Work With Receipts Routing Codes form.

Seq	The sequence in which the system performs the operations or steps of the route.
Oper Code	A UDC (43/OC) that represents an operation or step within the receipt route.
Update Transit	A value that indicates whether to update the Quantity in Transit field in the F41021 table as soon as a quantity moves into this operation. You can enter <i>Y</i> only once in this column for a route code.
Update Insp	A value that indicates whether to update the Quantity in Inspection field in the F41021 table as soon as a quantity moves into this operation. You can enter <i>Y</i> only once in this column for each route.
Update Op 1	A value that indicates whether to update the Quantity in Operation 1 field in the F41021 table as soon as a quantity moves into this operation. You can enter <i>Y</i> in this column only once for each route code.
Update O/H	A value that indicates whether to update the Quantity on Hand field in the F41021 table as soon as a quantity moves into this operation. You can enter <i>Y</i> in the last operation only.
Rec	A code that determines at which operation the system records the receipt date for items in the receipt route. Based on the receipt date, the system calculates supplier performance information such as leadtime days for an item and on time deliveries. You can enter <i>Y</i> in this column only once for each route.

Defining Payment Eligibility for Item Removal

This section provides an overview of item removal and discusses how to define payment eligibility for item removal.

Understanding 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.

Forms Used to Define Payment Eligibility for Item Removal

Form Name	Form ID	Navigation	Usage
Receipt Routing Definition	W43091D	Receipt Routing (G43A14), Receipt Routing Definition Select a receipt route on the Work With Receipts Routing Codes form, and then click the Select button.	Review and modify a receipt routing definition.
Routing Disposition Setup	W43DAC	On Receipt Routing Definition, select Disposition Setup from the Form menu.	Define payment eligibility for item removal.

Defining Payment Eligibility for Item Removal

Access the Receipt Routing Definition form.

Activating Receipt Routing

This section provides an overview of receipt routing activation, lists a prerequisite, and discusses how to:

- Assign receipt routes to items.
- Set processing options for Supplier/Item Relationships (P43090).

Understanding Receipt Routing Activation

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.

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.

Form Used to Assign Receipt Routes to Items

Form Name	Form ID	Navigation	Usage
Supplier/Item Relationships	W43090B	Receipt Routing (G43A14), Routing/Analysis Revisions Select an item on the Work With Supplier/Item Relationships, and then click the Select button.	Assign receipt routes to items.

Assigning Receipt Routes to Items

Access the Supplier/Item Relationships form.

Normal Route Code	A UDC (43/RC) that identifies a receipt route. Each receipt route consists of a series of operations through which the system directs items upon receipt.
Alt Route Code	A UDC (43/RC) that identifies an alternate receipt route. Each receipt route consists of a series of operations through which the system directs items upon receipt. An item can have a normal receipt route and an alternate receipt route. The system directs an item through the alternate receipt route intermittently based on the number of days or number of receipts that you specify.
Frequency Days	A number that determines how often the system directs an item to the alternate receipt route, based on days. For example, you enter 3 in this field. If 01/01/98 was the last date for the alternate receipt route, the system directs the next receipt performed on or after 01/04/98 to the alternate receipt route.

Frequency Number A number that determines how often the system directs an item to the alternate receipt route, based on receipts. For example, if you enter 5 in this field, the system directs every fifth receipt of the item to the alternate receipt route.

Setting Processing Options for Supplier/Item Relationships (P43090)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

These processing options enable you to specify default values for this application.

Cross Ref. Type for Supplier Item (Default VN)	Enter the cross-reference type for the supplier item. The default value is VN.
Standard Item Master	Enter 1 to automatically display the Standard Item Master application when adding a new item.
Non-Stock Item Master	Enter 1 to automatically display the Non-Stock Item Master application when adding a new item.
Supplier Prices	Enter 1 to automatically display the Supplier Prices application when adding a new item.
Work Order Completion Mode	Enter 1 for work order completion mode.

Versions

This processing option enables you to enter the version for each program that the system calls.

Item Master (P4101)	Use this processing option to enter the version of the Item Master program (P4101) to use. If you leave this option blank, the system uses ZJDE0001.

Defining Sample Requirements and Item Specifications

This section provides an overview of sample requirements and item specifications, lists a prerequisite, and discusses how to define sample requirements and item specifications.

Understanding 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.

Form Used to Define Sample Requirements and Item Specifications

Form Name	Form ID	Navigation	Usage
Inspection/Sample Size Table	W43093A	Receipt Routing (G43A14), Inspection/Sample Size Table Click the Add button on the Work With Sample Size Tables form.	Define sample requirements and item specifications.

Defining Sample Requirements and Item Specifications

Access the Inspection/Sample Size Table form.

From Quantity	The quantity of the item that you must receive before the system sends the item through the test receipt route.
Sample Quantity	The number of units that should be inspected through receipt routing based on the units received.
Sample Percentage	The percentage of units that should be inspected based on the units received.
Acceptance Quantity	The number of units that must pass inspection in order for any of the units to be accepted.
Acceptance Percentage	The percentage of units that must pass inspection in order for any of the units to be accepted.

Working with Items in a Receipt Route

This section provides an overview of item-related tasks and discusses how to:

- Review the current operation for items.
- Transfer items to operations.
- Set processing options for Receipt Routing Movement and Disposition (P43250).

Understanding Item-Related Tasks

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.

Item Transfers

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.

Forms Used to Work with Items in a Receipt Route

Form Name	Form ID	Navigation	Usage
Work With Routing Statuses	W43250K	Receipt Routing (G43A14), Status Inquiry	Work with routing statuses.
Receipt Routing Movement	W43250L	Select a line item on the Work With Routing Statuses form, and then click the Select button.	Transfer items to operations.

Reviewing the Current Operation for Items

Access the Work With Routing Statuses form.

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.

Transferring Items to Operations

Access the Work With Routing Statuses form.

Setting Processing Options for Receipt Routing Movement and Disposition (P43250)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to define the default information that the system uses when you are working with the Receipt Routing Movement and Disposition program (P43250).

- 1. Order Type (Optional)** Use this processing option to identify the type of document. This UDC (00/DT) also indicates the origin of the transaction. There are 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 predefined; do not change them:
 - P*: Accounts Payable documents
 - R*: Accounts Receivable documents
 - T*: Payroll documents

I: Inventory documents

O: Purchase Order documents

J: General Ledger/Joint Interest Billing documents

S: Sales Order Processing documents

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 UDC (43/OC) represents an operation or step within the receipt route.

Display

These processing options enable you to specify whether the system displays information such as operations that move quantity to inventory.

1. Move Quantity to Inventory

Use this processing option to specify whether you want the program to display operations that move quantity to inventory. Values are:

Blank: Do not display operations that move quantity to inventory.

I: Display operations that move quantity to inventory.

The system retrieves information about the operations that move quantity to inventory from the F43091 table. 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 mark in the Stock column.

2. Show Shipment and Pack Information

Use this processing option to specify whether the system displays UCC 128 information. Values are:

Blank: The system displays UCC 128 information.

I: The system does not display UCC 128 information. If you enter *I*, the system does not display the EPC Number field.

Process

These processing options enable you to specify which values the system uses for operations in the receipt route.

1. 'To Operation' Control

Use this processing option to control which operation in the receipt route is used as the To operation. Values are:

Blank: The system allows only the next operation in the receipt route to be selected.

I: The system allows only the next operation in the receipt route to be selected.

2: The system allows the current operation or any next operation in the receipt route to be selected.

3: The system allows any operation in the receipt route to be selected.

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 ensure that you have activated replacement processing.

To ensure 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 ensure that you have activated replacement processing.

To ensure 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 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: General ledger account and item number

N: Nonstock 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 ensure 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.

5. Tare/Pack Number Validation

Use this processing option to specify whether the system validates the tare number or pack number. Values are:

Blank: The system does not validate the tare number or pack number.

I: The system validates the tare number or pack number.

6. Credit 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 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: General ledger account and item number

N: Nonstock item

F: Freight

T: Text information

M: Miscellaneous charges and credits

W: Work order

7. Option Default

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. Values are:

Blank: The system does not automatically select all detail lines for receipt.

I: Automatically select all detail lines for receipt.

Versions

These processing options enable 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. This application also uses the version to determine how to process license plate information.

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 select the row exit to the Open Receipts program.

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 select the row exit to the Open Orders program.

- 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 select the row exit to the Purchase Orders program.
- 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 select the row exit for the Test Results Revisions program. Before you define the version, be sure that you have already set up the F43093 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.
- 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 that the system uses.

Workflow

These processing options enable you to specify information such as whether the system sends an email when the disposition of an item has occurred or for work order completions and to whom the email is sent.

- 1. Disposition Email** Use this processing option to specify the recipient of the email that the system automatically sends when each disposition of an item has occurred. Values are:
- Blank: The system does not send email.
- I*: Send email to the purchase order originator.
- 2. Disposition Email** Use this processing option to specify the recipient of the email that the system sends for work order completions. Values are:
- Blank: The system does not send email.
- I*: Send email to the project manager.
- 3. Disposition Email** Use this processing option to determine whether the system automatically sends email to the buyer after the disposition of an item. The system retrieves the buyer information from the F4102 table. Values are:
- Blank: The system does not send email.
- I*: The system sends email to the buyer.
- 4. Disposition Email** Use this processing option to determine whether the system automatically sends email to the supplier after the disposition of an item. The system retrieves the supplier information from the F4311 table. Values are:
- Blank: The system does not send email.
- I*: The system sends email to the supplier.

5. Completion Email

Use this processing option to specify the recipient of the email that the system sends for work order completions. The system retrieves the planner information from the F4102 table. Values are:

Blank: The system does not send email.

I: Send email to the planner.

Interop

This processing option enables you to specify 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, the transaction type JDERR represents the receipt routing transaction.

If you leave this processing option blank, the system does not perform outbound interoperability processing.

Transportation

This processing option enables you to specify 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 system launches the Unscheduled Deliveries program (P49655).

Removing Items from a Receipt Route

This section provides an overview of removal and reversal of items and discusses how to remove an item from a receipt route.

Understanding Removal and Reversal of Items

This section discusses item removal and reversal.

Removal of Items

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 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.

Item Reversals

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.

Forms Used to Remove Items from a Receipt Route

Form Name	Form ID	Navigation	Usage
Routing Disposition	W43253A	Receipt Routing (G43A14), Movement & Disposition Select a detail line on the Work With Routing Statuses form, and then select Disposition from the Row menu.	Review and modify the routing disposition.
Replacement Information	W43251A	Select the Replacement option on the Routing Disposition form.	Update replacement information.

Removing an Item from a Receipt Route

Access the Routing Disposition form.

Qty Returned	The number of units that you returned to the supplier through receipt routing. You can return goods for credit or for replacement. The system writes these transactions as new lines on the original purchase order.
Qty Reworked	The number of units that will be reworked as a result of receipt routing.
Reason	A UDC (42/RC) that explains the purpose for a transaction. For example, you can indicate the reason that you are returning items.

Reviewing the History of Items in a Receipt Route

This section provides an overview of item history and discusses how to review the history of items.

Understanding Item History

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.

Form Used to Review the History of Items in a Receipt Route

Form Name	Form ID	Navigation	Usage
Work With Receipt Routing Ledger	W43252D	Receipt Routing (G43A14), Ledger Inquiry	Work with the receipt routing ledger.

Reviewing the History of Items

Access the Work With Receipt Routing Ledger form.

Ledger Inquiry - Work With Receipt Routing Ledger																	
Find Close Row Tools																	
Batch				Order Suffix		*											
Order Number		*		Line		*		G/L Date		10-27-04							
Item Number		*		Shipment Number		*											
Supplier		*		Tare Number		*											
				Pack Number		*											
				EPC Number		*											

Records 1 - 10															Customize Grid		
		From Oper	To Oper	Rev	Remark	Qty	UM	G/L Date	Date Updated	Time	User	Rpl Y/N	Program ID	Work Stn ID	Ord Co	Or Ty	Mo Co
		---	TRAN	N	Moved	5,0000	EA		09-07-04	154935	NL5732403	N	EP4312	DEN-NA573	00001	OP	
		---	TRAN	N	Moved	2,0000	BX		06-29-04	72444	IC8735933	N	EP4312	DENMLPS6	00001	OP	
		---	TRAN	N	Moved	1,0000	EA		09-08-04	134652	EF5613421	N	EP4312	DEN-EF561	00001	04	
		---	TRAN	N	Moved	1,0000	EA		09-08-04	134653	EF5613421	N	EP4312	DEN-EF561	00001	04	
		---	TRAN	N	Moved	1,0000	EA		09-08-04	134653	EF5613421	N	EP4312	DEN-EF561	00001	04	
		---	TRAN	N	Moved	1,0000	EA		09-08-04	134654	EF5613421	N	EP4312	DEN-EF561	00001	04	
		---	TRAN	N	Moved	1,0000	EA		09-08-04	134654	EF5613421	N	EP4312	DEN-EF561	00001	04	
		---	TRAN	N	Moved	1,0000	EA		09-08-04	134654	EF5613421	N	EP4312	DEN-EF561	00001	04	

Work With Receipt Routing Ledger form

Rev

A code that indicates whether the transaction is eligible for reversal or has already been reversed. Values are:

Blank : The transaction is eligible to be reversed.

N: The transaction is not eligible to be reversed.

Y: Transaction has been reversed.

R: Transaction is a reversal audit record.

Move Code

A UDC (43/MC) that indicates the movement of the quantity. You can move quantity from one operation to another, or you can disposition quantity out of the routing process.

Container I.D.

A code on the container or that you assign to the container in which the items on this purchase order or order line were shipped to you. You can assign container information to an order during receipts entry.

CHAPTER 13

Managing Suppliers

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.

This chapter discusses how to:

- Set up supplier and item information.
- Define supplier prices and discount rules.
- Review supplier performance information.

Setting Up Supplier and Item Information

This section provides overviews of supplier and item information setup and conversion of supplier limit amounts and discusses how to:

- Define supplier purchasing instructions.
- Create supplier and item relationships.
- Set up guidelines for delivery performance.
- Set up guidelines for acceptable items.
- Define a summary of supplier performance information.

Understanding Supplier and Item Information Setup

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.

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.

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:

- 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 nonstock item master information.

The system stores information for item and supplier relationships in the F43090 table. You must run the Supplier/Item Relationships Rebuild program (R43900) to initially update the fields in this table.

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.

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.

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.

Understanding Conversion of Supplier Limit Amounts

In the PeopleSoft EnterpriseOne Windows environment, select 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 F0401 table. 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, $5,079 \text{ USD} / 50 = 101$ 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 USD 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, $7,619 \text{ USD} / 50 = 152$ 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

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, “Setting Up Accounts Payable for Multicurrency Processing,” Understanding Supplier Currency Conversion

Forms Used to Set Up Supplier and Item Information

Form Name	Form ID	Navigation	Usage
Work With Supplier Master	W04012D	Supplier Management (G43A16), Purchasing Instructions	Define supplier purchasing instructions.
Supplier Master Revision	W04012A	Select a supplier on the Work With Supplier Master form, and then click Select.	Define supplier purchasing instructions.
Item Restriction Revisions	W40131B	Select Item Restrictions from the Form menu on the Supplier Master Revision form.	Define supplier purchasing instructions.
Work With Supplier/Item Relationships	W43090A	Supplier Management (G43A16), Supplier/Item Information	Create supplier and item relationships, and set up guidelines for delivery performance.
Supplier/Item Relationships	W43090B	Click the Add button on the Work With Supplier/Item Relationships form.	Create supplier and item relationships, and set up guidelines for delivery performance.
Supplier/Item Additional Route	W43094A	Select Additional Routes from the Form menu on the Supplier/Item Relationships form.	Create supplier and item relationships.
Quality Classification	W43230J	Supplier Management (G43A16), Quality Analysis Select Quality Definition from the Form menu on the Quality Analysis form.	Set up guidelines for acceptable items.
Work With Inquiry Columns	W51COLC	Supplier Management (G43A16), Define Inquiry Columns	Review existing inquiry columns and add new columns.
Define Inquiry Columns	W51COLD	Click the Add button on the Work With Inquiry Columns form.	Define a summary of supplier performance information.
Work With Inquiry Formats	W51FMTI	Supplier Management (G43A16), Inquiry Formats Window	Define a summary of supplier performance information.
Define Inquiry Formats	W51FMTQ	Click the Add button on the Work With Inquiry Formats form.	Define a summary of supplier performance information.
Work With Inquiry Paths	W51PTB	Supplier Management (G43A16), Inquiry Paths	Define a summary of supplier performance information.
Define Inquiry Paths	W51PTC	Click the Add button on the Work With Inquiry Paths form.	Define a summary of supplier performance information.

Defining Supplier Purchasing Instructions

Access the Work With Supplier Master form.

Supplier Price Group	A user-defined code (UDC) (40/PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.
Supplier Price Group	A UDC (40/PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.
Landed Cost Rule	A UDC (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees or commissions. You set up landed cost rules on the Landed Cost Revisions form.
Freight Handling Code	A UDC (42/FR) that designates the method by which supplier shipments are delivered. For example, the supplier could deliver to your dock, or you could pick up the shipment at the supplier's dock. You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.
Hold Orders Code	A UDC (42/HC) that identifies why an order is on hold.
Order Template	A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, and packaged goods.
Print Message	A UDC that you assign to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.
Adjustment Schedule	A UDC (40/AS) that identifies a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level. For Agreement Management, this is the Agreement Penalty Schedule. The information in the Agreement Penalty Schedule provides the system with the criteria for an agreement to have penalty conditions.
Item Restrictions	A code that designates whether restrictions have been placed on the sale of items to this customer. Values are: Blank: There are no restrictions. <i>I</i>: A customer can be sold only those items that are set up on the Item Restrictions form. <i>E</i>: A customer cannot be sold the items that are set up on the Item Restrictions form.
Max Order Value	A value above which an order is placed on hold. If you try to enter an order whose total is more than the maximum order value, the system displays an error message.

	This field is maintained as an integer without decimals.
Min Order Value	A value below which an order is placed on hold. If you try to enter an order whose total is less than the minimum order value, the system displays an error message.
	This field is maintained as an integer without decimals.
Volume Display U/M	A UDC (00/UM) that identifies the unit of measure that the system uses to display volume for this branch/plant. The system inputs a value in this field from Branch/Plant Constants - Page 2 (P410012). You can override this default value.
Weight Display U/M	A UDC (00/UM) that identifies which unit of measure the system should use to display the weight of individual order lines and the order as a whole for this customer when you use the order summary form.
Delivery Instructions	One of two fields that you use to enter delivery instructions.
Price Pick List	A code that indicates whether net price information prints on the purchase order. Values are: <i>Y</i> : Print net prices. <i>N</i> : Do not print prices. <i>2</i> : Print base price adjustments and net prices.
Evaluated Receipt	A code that indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. You use the Evaluated Receipt Settlement (R43800) procedure to create vouchers from receipt records. As a result, the supplier does not send you invoices and you can bypass the Voucher Match procedure. Values are: <i>N</i> : Not eligible for evaluated receipt settlement processing. <i>Y</i> : Eligible for evaluated receipt settlement processing. <i>I</i> : Receipt transaction is in process. <i>T</i> : Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process. <i>R</i> : Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process. <i>V</i> : A voucher has been created for the receipt transaction using the evaluated receipt settlement process.
Rebate Level	A number that indicates the organizational level that the rebate system is based on.
Rebate Active	A code that indicates whether rebates are active.

Creating Supplier and Item Relationships

Access the Supplier/Item Relationships form.

Supplier/Item Information - Supplier/Item Relationships			
OK Cancel Form Tools			
Branch/Plant			
Supplier			
Item Number			
Certification Status		Effective Date	
		Expiration Date	
Routing Information			
Normal Route Code		Route Type Code	
Alt Route Code			
Analysis Information			
Average Unit Cost			
Leadtime Quantity %	90,00	Average Leadtime	
Frequency Days		Days Allowed Early	
Frequency Number		Days Allowed Late	

Supplier/Item Relationships form

Certification Status

A UDC (43/CR) that indicates whether the supplier is certified to sell this item. The code that you enter determines how the system manages orders that you enter for the supplier and item. Values are:

Blank: You can place orders for the item from the supplier.

1: The system prohibits you from purchasing this item from the supplier.

2: The system displays a warning message if you enter an order for the item from the supplier.

Normal Route Code

A UDC (43/RC) that identifies a receipt route. Each receipt route consists of a series of operations through which the system directs items upon receipt.

Alt Route Code

A UDC (43/RC) that identifies an alternate receipt route. Each receipt route consists of a series of operations through which the system directs items upon receipt.

An item can have a normal receipt route and an alternate receipt route. The system directs an item through the alternate receipt route intermittently based on the number of days or number of receipts that you specify.

Route Type Code

A code that qualifies the routing for an Item/Supplier combination. Examples would include specific routing types for ASN's (EDI 856 Ship Notice/Manifest transactions) and for transfers.

Setting Up Guidelines for Delivery Performance

Access the Work With Supplier/Item Relationships form.

Leadtime Quantity %	The percentage of an order that you must receive for the system to calculate leadtime. Leadtime is the number of days between the date that you enter an order detail line and the date that you receive the order. For items in a receipt route, the system determines the receipt date based on the date at which the items arrive at the operation flagged for receipt acknowledgement.
Days Allowed Early	The number of days prior to the promised date for which delivery of the item is acceptable. For example, you enter 2 to indicate that the supplier can deliver the item a maximum of 2 days early to qualify for an on-time delivery.
Days Allowed Late	The number of days after the promised date for which delivery of the item is acceptable. For example, you enter 2 to indicate that the supplier can deliver the item a maximum of 2 days later than the promised date to qualify for an on-time delivery.

Setting Up Guidelines for Acceptable Items

Access the Quality Classification form.

A/N	A user-defined name or remark. Complete this field for each category.

Defining a Summary of Supplier Performance Information

Access the Define Inquiry Columns form.

Column Name	An alphanumeric code that identifies a column. A column represents a performance factor, such as the average unit cost for an item and the last cost that you paid for an item. For example, you can review performance factors to compare suppliers' costs and services for a certain item.
Column Heading 1	The first line in the heading that describes the column on the Job Status Inquiry form. The system automatically centers this line for the column.
Formula	A calculation that the system uses to determine an amount or quantity for this column. You can use a single predefined value or multiple predefined values in conjunction with mathematical operators to enter a formula. Values are: +: Add -: Subtract *: Multiply /: Divide (): Left and right parentheses for nesting For example, you can enter the following formula to have the system calculate on-time percentages: $20/(20+21+22)$ The formula above equals on-time percentages for the following reasons:

	20 is the value for on-time amounts.
	21 is the value for early amounts.
	22 is the value for late amounts.
Decimal Positions	The number of characters that appear to the right of the decimal point. For example, if you enter 2, the amount or quantity in this column would have two characters to the right of the decimal point, such as 7.00.
Edit Code	A UDC (98/EC) that determines the format of numeric data. By entering different codes, you can change the appearance of the values that appear or print.
Multiplier	The factor by which the amounts or unit quantities in a column are multiplied. The result of the calculation in the Formula field is multiplied by this factor before it is displayed on the Job Status Inquiry form. For example, if you want to scale down extremely large numbers to thousands, enter <i>001</i>.. If you want percentages to be displayed as whole numbers, enter <i>100</i>.
Glossary Item	The item in the F9201 table that describes the information that a column represents. Typically, a column contains information about a supplier's performance to enable you to compare suppliers' costs and services for a certain item. The related glossary description is displayed when you access field help for the column.
Sequence	This field is used to determine if you wish to display information in ascending or descending order.
Path Name	An alphanumeric code that identifies a path, which is a sequence of formats for reviewing supplier performance information.
Format Name	An alphanumeric code that identifies a format, which is a sequence of up to four columns for reviewing supplier performance information.
Display Seq	A number that specifies the sequence of information.

Defining Supplier Prices and Discount Rules

This section provides an overview of supplier prices and discount rules, lists prerequisites, and discusses how to:

- Enter supplier prices.
- Set processing options for supplier catalog revisions (P41061).
- Create price discount rules for purchasing.
- Attach price discount rules to items and suppliers.
- Generate new supplier prices in a different currency.
- Set processing options for supplier/catalog purchase price generation by currency (R4106101).

Understanding 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.

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.

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.

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.

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:

- 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.

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

Unit Price	Currency Code
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

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.

Prerequisites

Before you define supplier prices and discount rules:

- 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 F4101 table.
- Enter catalog names in UDC table 40/CN.
- Set up names of price rules in UDC table 40/PI.

Before you attach price discount rules to items and suppliers, you must set up names of price groups on UDC table 40/PC.

Forms Used to Define Supplier Prices and Discount Rules

Form Name	Form ID	Navigation	Usage
Supplier Catalog Revisions	W41061A	Price Management (G43A17), Supplier Catalog Maintenance Click the Add button on the Work With Supplier Catalogs form.	Enter supplier prices.
Inventory Pricing Rules	W4271A	Price Management (G43A17), Inventory Pricing Rules Click the Add button on the Work With Pricing Rules form.	Create price discount rules for purchasing.
Customer Pricing Rules	W4271B	Price Management (G43A17), Supplier Pricing Rules On the Work With Pricing Rules form, select the line that contains the price discount rule that you want to attach, and select Customer Rules from the Form menu.	Attach price discount rules to items and suppliers.

Entering Supplier Prices

Access the Supplier Catalog Revisions form and specify the catalog for which you are adding items.

Catalog	A grouping of suppliers and items for pricing purposes.
Quantity Break	The quantity of units that are affected by this transaction.
Effective From	If you do not enter effective dates, the system enters the current date through the last day of the century.
Effective Thru	If you do not enter effective dates, the system enters the current date through the last day of the century.

Setting Processing Options for Supplier Catalog Revisions (P41061)

Processing options enable you to specify the default processing for programs and reports. For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

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

1. Item Master Record Creation

A code that determines whether the system creates an Item Master record. Values are:

Blank: The system does not create a record.

I: The system creates a record and issues a warning.

2: The system creates a record with no errors or warnings.

2. Item Master Default Values

Use this processing option to specify Item Master default values. Values are:

N: Stocking type is nonstock by default.

B: Line type.

(General ledger class code): Mandatory general ledger account.

Creating Price Discount Rules for Purchasing

Access the Inventory Pricing Rules form.

Pricing Rule

A UDC (40/PI) that the system uses to classify inventory by pricing rules.

Typically, these categories correspond to the major sections in the inventory price book. You can set up as many detail categories as you need. A single code can be used for sales, purchasing, order/basket, and contract pricing. If you set up a contract rule, it must equal the short number for the item under contract.

Price Method

A UDC (42/CT) that indicates the basis for the price rule. Values are:

P: Purchase order discounts.

O: Order repricing.

R: Line repricing (basket repricing).

For this discount to apply to Procurement, enter *P*.

Level

An alphanumeric code that determines the sequence in which the system displays the rules within the pricing group. You define levels when you set up the pricing groups.

	You must enter a value in the Level field for each discount applicable to the rule.
Up To Quantity	The volume or quantity breaks commonly used in pricing tables. If the quantity shown on the first level of a rule is 5, then the pricing logic shown on this level applies only to sales of five or fewer items. If the quantity shown in the next level is 10, then the pricing logic applies to sales of 6 through 10 items. 99,999,999 indicates all quantities.
Basis	A costing method on which the system bases the net price of the order. For pricing and repricing, values are: <i>1</i>: Last-in cost <i>5</i>: Future cost <i>P</i>: Unit price <i>2</i>: Average cost <i>6</i>: Lot cost <i>3</i>: Memo cost 1 <i>7</i>: Standard cost <i>4</i>: Current cost The system uses the method that you enter here to determine the order's net price. In sales order repricing, the system bases all reprice calculations on either the unit cost or price in the sales detail. Specify <i>P</i> if you want the system to use unit price in the sales order as the basis for reprice calculations. Otherwise, specify a value between <i>1</i> and <i>8</i> to use the unit cost in the sales detail as the base on value for all reprice calculations.
Factor Value	The discount that the system uses when it calculates the price of an item attached to this inventory pricing rule. Discounts can be expressed as multipliers, additional amounts, or deductible amounts. For example, a 10 percent discount would be expressed as <i>.90</i> . You can use the same factor for markups over cost. For example, a 10 percent markup would be expressed as <i>1.10</i> .
Type	A code that indicates whether the factor value is a multiplier (percentage) or an additional/deductible cash amount (USD) when applied to an order's price.
Override Price	Any price that you enter here overrides all other rules or prices.

Attaching Price Discount Rules to Items and Suppliers

Access the Customer Pricing Rules form.

Supplier Pricing Rules - Customer Pricing Rules

Select Find Close Form Row Tools

Inventory Pricing Rule Bicycles

Pricing Method Blank - Pricing Category 42/C

Contract Pricing (C) Blank - Pricing Type 42/PT

Customer Price Group Blank 40/PC

OR Customer Number ☐ Applied levels only

Records 1 - 3

Pricing Rule	Level	Up To Quantity	Basis	Factor Value	\$ %	Override Price	Effective Date	Expiration Date	Base UOM	Contract Quantity	Qty Ship To Date	Description
☒ BICYCLE	1	0,0099	P	1,0000	%		04-17-97	12-31-10	1	0,0000	0,0000	
☐ BICYCLE	2	0,0499	P	0,9000	%		04-17-97	12-31-10	1	0,0000	0,0000	
☐ BICYCLE	3	9.999,9999	P	0,8500	%		04-17-97	12-31-10	1	0,0000	0,0000	

Customer Pricing Rules form

Customer Price Group

A UDC (40/PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.

Generating New Supplier Prices in a Different Currency

From the Procurement Advanced & Technical Ops menu (G43A31), select Generate Purchase Price by Currency.

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.

Setting Processing Options for Supplier/Catalog Purchase Price Generation by Currency (R4106101)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

These processing options enable you to enter default information that the system uses when generating the report.

1. Mode	A code that determines whether to run the program in proof or final mode. Values are: Blank: Proof mode. I: Final mode.
2. Date	The date that the system uses 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, the system generates a new purchase price record. To use the system date, leave this processing option blank.

Currency

These processing options enable you to enter default currency information.

1. To Currency Code	Mandatory. Enter the currency code that the system uses for To conversions.
2. From Currency Code	Mandatory. Enter the currency code that the system uses for From conversions.
3. Exchange Rate	Mandatory. Enter the exchange rate for the conversion.
4. Operation	A code that determines whether the system multiplies or divides the current purchase price. Values are: Blank: Divide the current purchase price by the exchange rate. I: Multiply the current purchase price by the exchange rate.

Reviewing Supplier Performance Information

This section provides overviews of performance information, the process of reviewing the detailed status report by supplier, and the process of reviewing the contract analysis report; lists prerequisites, and discusses how to:

- Review supplier delivery performance.
- Review supplier quality performance.
- Review supplier cost performance.
- Review a summary of supplier performance information.

Understanding 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 F43090 table and the F43121 table.

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 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.

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.

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.

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 select the information that displays.

Understanding the Process of Reviewing the Detailed Status Report by Supplier

From the Subcontract Reports menu (G43D111), select 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 F4311 table. 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.

Understanding the Process of Reviewing the Contract Analysis Report

From the Subcontract Reports menu (G43D111), select 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 F4311 table and the F0902 table.

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

Prerequisites

Before you review a summary of supplier performance information, you must:

- 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.

Forms Used to Review Supplier Performance Information

Form Name	Form ID	Navigation	Usage
Delivery Analysis	W43230L	Supplier Management (G43A16), Delivery Analysis	Review supplier delivery performance.
Delivery Analysis Details	W43230O	Select a detail line on the Delivery Analysis form, and then select Delivery Details from the Row menu.	Review supplier delivery performance.
Receipt Detail Information	W43230K	Select a receipt on the Delivery Analysis Details form, and then select Receipt Details from the Row menu.	Review receipt detail information.
Quality Analysis	W43230L	Supplier Management (G43A16), Quality Analysis	Review supplier quality performance.
Quality Analysis Details	W43230O	Select a detail line on the Quality Analysis form, and select Quality Details from the Row menu.	Review supplier quality performance.
Cost Analysis	W43230L	Supplier Management (G43A16), Cost Analysis	Review supplier cost performance.
Cost Analysis Details	W43230O	Select a detail line on the Cost Analysis form, and select Cost Details from the Row menu.	Review supplier cost performance.
Work With Supplier Analysis Summary	W43230A	Supplier Management (G43A16), Summary	Review a summary of supplier performance information.

Reviewing Supplier Delivery Performance

Access the Delivery Analysis form.

Quantity On-time

The number of items that you received on time from this supplier during the fiscal period. To determine if a receipt is on time, the system compares the receipt date to the promised date. If it finds a difference between the two, it uses the number of days allowed early or late to determine if the receipt is on time. You set up the number of days you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationship form.

For example, suppose you have an order set up as follows:

- Promised Date - 12/05/98
- Receipt Date - 12/07/98
- Days Allowed Late - 3 days

The order is late if received three days after 12/05/98, or after 12/08/98.

Since you received this order on 12/07/98, the order is on time.

Reviewing Supplier Quality Performance

Access the Quality Analysis form.

Quantity Dispositioned

The original quantity of the order line, plus or minus any changes to that quantity, less all quantities shipped, received, or vouchered to date. This field may also represent the actual quantity received.

Reviewing Supplier Cost Performance

Access the Cost Analysis form.

Inventory Unit Cost

The amount per unit, derived by dividing the total cost by the unit quantity.

Ordered Unit Cost

The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors that might modify the actual unit cost that you record when you receive the item.

Percent Cost Variance

This field represents the percentage variance between the cost paid, and either the inventory cost, ordered cost, or the received cost.

Reviewing a Summary of Supplier Performance Information

Access the Work With Supplier Analysis Summary form.

Setting Processing Options for Status Report by Supplier (R44425)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Report Display

These processing options enable you to customize how information appears on the report.

1. As Of Date	The date on which to base the report. To use the Financial Reporting Date of Company '00000,' leave this processing option blank. If no financial reporting date has been set up, then the system uses today's date.
2. Print Job Budget	A code that determines whether the system prints the associated job budget for contract cost codes. Values are: Blank: Do not print the job budget. <i>1</i>: Print the job budget.
3. Print Budget Totals	A code that determines whether the system prints the budget total lines. Values are: Blank: Do not print the budget total lines. <i>1</i>: Print the budget total lines.
4. Print Subledger	A code that determines whether the system prints the subledger and subledger type. Values are: Blank: Do not print the subledger and subledger type. <i>1</i>: Print the subledger and subledger type.
5. Budget Ledger Type	A code that represents the budget ledger type.
6. Print AP (Accounts Payable) Detail Information	A code that determines whether the system prints accounts payable detail information. Values are: Blank: Do not print accounts payable detail information. <i>1</i>: Print accounts payable detail information.

CHAPTER 14

Processing Rebates

This chapter provides an overview of rebates and rebate agreement setup, lists prerequisites, and discusses how to:

- Enter basic rebate agreement information.
- Define conditions for obtaining a rebate.
- Define purchase limits for rebate amounts.
- Review summary information for rebate agreements.
- Review purchasing transactions for a rebate.
- Change the quantity or amount applied to a rebate.
- Update rebate information.

Understanding Rebates

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.

Understanding Rebate Agreement Setup

This section lists a prerequisite and discusses rebate agreement setup.

Prerequisite

Set up the order types from which the system applies purchases to rebates in user-defined code (UDC) table (43/RB).

Rebate Agreement Setup

For the system to track rebates, you must provide information about the agreements that 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 that you must purchase or the account numbers that you must purchase against to obtain the rebate.
- The quantity or amount that 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.

Important! 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.

Entering Basic Rebate Agreement Information

This section provides an overview of rebate agreement information and discusses how to enter rebate information.

Understanding 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 who is offering the rebate.
- The effective dates of the agreement.
- The status of the agreement, such as 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 the system assigns a number, the system 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 1.

You can also specify a currency for a rebate agreement; if you do so, 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 icon 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 F4340 table.

Form Used to Enter Basic Rebate Agreement Information

Form Name	Form ID	Navigation	Usage
Purchase Rebate Agreement Revisions	W4340B	Price Management (G43A17), Purchase Rebate Agreement Click the Add button on the Work With Purchase Agreements form.	Make revisions to a purchase rebate agreement.

Entering Rebate Information

Access the Purchase Rebate Agreement Revisions form.

Supplier	The supplier from whom you are purchasing items or services.
Agreement Description	A user-defined name or remark.
Effective From	The date when a transaction, contract, obligation, preference, or policy rule becomes effective.
Expired Thru	The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.
Rebate Status	A UDC (43/RS) that defines the status of the rebate agreement. The status can be pending or active. The value <i>A</i> (active) is hard-coded to indicate that the rebate information will be updated.
Threshold Type	A code that indicates whether the threshold is in number of units or amount. Depending on the type that you indicate, the threshold field is named either Threshold Units or Threshold Amount.
Rebate Type	A UDC (43/RT) that indicates whether the rebate is a percentage of the quantity purchased or a fixed currency amount.

Unit of Measure	A UDC (00/UM) that indicates the quantity in which to express an inventory item (for example, <i>CS</i> for case or <i>BX</i> for box).
Administrator	The address book number of a manager or planner. A processing option for some forms enables you to enter a default value for this field based on values for category codes 1 (Phase), 2, and 3. You set up the default values on the Default Managers and Supervisors form. After you set up the default values and the processing option, the system automatically displays the default information on any work orders that you create if the category code criterion is met. You can either accept or override the default value.

Defining Conditions for Obtaining a Rebate

This section provides an overview of rebate conditions, lists a prerequisite, and discusses how to define conditions for a rebate.

Understanding Rebate Conditions

After you enter basic information about a rebate agreement, you must specify inclusion rules that indicate what must be purchased to obtain the rebate. The system applies purchases toward a rebate agreement based on either:

- 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 you must purchase specific items or services to obtain the rebate. You can enter stock or nonstock 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 that 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 be within the effective dates that you have 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 that 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 F4342 table.

Prerequisite

Specify the purchasing category (P1–P5) that 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 *I* (P1) as the default.

Form Used to Define Conditions for Obtaining a Rebate

Form Name	Form ID	Navigation	Usage
Inclusion Rules Maintenance	W4340E	Price Management (G43A17), Rebate Inclusion Rules Select a supplier on the Work With Purchase Agreements form, and then select Inclusion Rules from the Row menu.	Maintain inclusion rules. Specify an object account, which is the portion of a general ledger account that refers to the division of the cost code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the cost code for labor into regular time, premium time, and burden. If you use a flexible chart of accounts and the object account is set to six digits, you should use all six digits. For example, entering 000456 is not the same as entering 456 because if you enter 456, the system enters three blank spaces to fill a six-digit object.

Defining Conditions for a Rebate

Access the Inclusion Rules Maintenance form.

Defining Purchase Limits for Rebate Amounts

This section provides an overview of purchase limits and discusses how to:

- Define purchase limits.
- Set processing options for Purchase Agreements Maintenance (P4340).

Understanding Purchase Limits

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.

If you set up multiple thresholds, you must enter the total rebate amount that 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 that 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 that 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 that 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.

Important! You must base threshold quantities on the unit of measure that 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 F4341 table.

Form Used to Define Purchase Limits for Rebate Amounts

Form Name	Form ID	Navigation	Usage
Threshold Maintenance	W4340D	Price Management (G43A17), Purchase Rebate Agreement Select a supplier on the Work With Purchase Agreements form, and select Thresholds from the Row menu.	Define purchase limits for rebate amounts.

Defining Purchase Limits

Access the Threshold Maintenance form.

Threshold Quantity The total quantity of an item to be reworked or scrapped as a result of an ECO disposition.

Threshold Amount The amount, expressed in either monetary value or quantity, that must be reached to qualify for a rebate. Multiple threshold values can exist for a single rebate agreement.

Rebate Percentage	The percentage of actual purchases that the supplier pays when the associated rebate threshold is reached. You must express a percentage as a whole number (for example, enter <i>10</i> to express 10 percent). Note that the supplier pays a rebate amount if the rebate type specifies a fixed amount.
Rebate Amount	The rebate amount that the supplier pays when the associated threshold has been reached. Note that the supplier pays a rebate percent if the rebate type specifies a percentage.

Setting Processing Options for Purchase Agreements Maintenance (P4340)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

This processing option enables you to specify the type of information that the system displays on the Rebate Adjustment form.

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.	Use this processing option to specify whether the system displays quantity and amount on the Rebate Adjustment form. Values are: Blank: The system does not display quantity and amount on the Rebate Adjustment form. <i>1</i>: The system displays quantity and amount on the Rebate Adjustment form.

Reviewing Summary Information for Rebate Agreements

This section provides an overview of rebate status information and discusses how to review summary information for rebate agreements.

Understanding 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 that you have made toward the agreement to date.
- The amount of the rebate that you receive if you reach the next threshold.
- The last threshold that you reached if multiple thresholds exist for the agreement.
- The rebate amounts that you have received to date.

You can also select an agreement that enables 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 the amount.

The system retrieves purchases to date and rebate amounts received for an agreement from the F4340 table. It retrieves transaction details for rebate agreements from the F4343 table.

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 that you have made to date.
- The rebate amount that you can receive.

You can also view agreement information such as effective dates, the last rebate threshold reached, the rebate amount that you have received to date, and so on.

Forms Used to Review Summary Information for Rebate Agreements

Form Name	Form ID	Navigation	Usage
Work With Rebate History Inquiry	W43243A	Price Management (G43A17), Rebate History Summary Inquiry	Work with the rebate history.
Rebate History Details	W43243B	Select a row for a customer on the Work With Rebate History Inquiry form, and then click the Select button.	View rebate history details.

Reviewing Summary Information for Rebate Agreements

Access the Work With Rebate History Inquiry form.

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.

This section discusses how to review a purchasing transactions for a rebate.

Forms Used to Review Purchasing Transactions for a Rebate

Form Name	Form ID	Navigation	Usage
Work With Rebate History Inquiry	W43243A	Price Management (G43A17), Rebate History Summary Inquiry	Work with rebate history.
Rebate History Details	W43243B	Select a row for a customer on the Work With Rebate History Inquiry form, and then click the Select button.	View rebate history details.

Reviewing Purchasing Transactions for a Rebate

Access the Work With Rebate History Inquiry form.

Changing the Quantity or Amount Applied to a Rebate

This section provides an overview of the purchase quantity or amount and discusses how to change the quantity or amount that the system applied to a rebate.

Understanding the Purchase Quantity or Amount

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.

Forms Used to Change the Quantity or Amount Applied to a Rebate

Form Name	Form ID	Navigation	Usage
Work With Purchase Agreements	W4340A	Price Management (G43A17), Purchase Rebate Agreement	Work with purchase agreements.
Rebate Adjustments Revision	W4340C	Select a supplier on the Work With Purchase Agreements form, and then select Rebate Adjustments from the Row menu.	Change the quantity or amount that the system applied to a rebate.

Changing the Quantity or Amount Applied to a Rebate

Access the Rebate Adjustment Revisions form.

Amount Purchased	The amount purchased to date. The system updates this accumulator if you have set the threshold type to indicate that the rebate agreement is based on a purchase amount.
Quantity Purchased	The quantity (total number of units) purchased to date. The system updates this accumulator if you have set the threshold type to indicate that the rebate agreement is based on a quantity.

Updating Rebate Information

Select Receipts Matching and Posting (G43A15), 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 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 that are 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.

CHAPTER 15

Updating Orders

This chapter provides an overview of order updates and discusses how to:

- Update status codes.
- Revise purchase dates.
- Generate purchase orders.
- Work with the Stocked Item Reorder Point Batch Purchase Order Generator.

Understanding 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

This section provides an overview of the process of updating status codes and discusses how to update status codes.

Understanding the Process of Updating Status Codes

The system processes detail lines through the purchase order processing cycle based on the last and next status codes that have been 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 necessary.

You cannot update detail lines to a closed status unless you use the Order Entry program (P4310).

Form Used to Update Status Codes

Form Name	Form ID	Navigation	Usage
Work With PO Speed Status Update	W43025A	Order Generation/Approve/Release (G43A13), Status Code Update	Update status codes.

Updating Status Codes

Access the Work with PO Speed Status Update form.

Next Status - Update To A user-defined code (UDC) (40/AT) that specifies the next standard step in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

Revising Purchase Dates

This section provides an overview of revision of purchase dates and discusses how to revise purchase dates.

Understanding Revision of Purchase Date

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 F4311 table. If you have already taken receipt of items, the dates in the F43121 table are not affected.

Form Used to Revise Purchase Dates

Form Name	Form ID	Navigation	Usage
Purchasing Date Revisions	W43100C	Order Generation/Approve/Release (G43A13), Purchasing Date Revisions	Revise purchase dates.

Revising Purchase Dates

Access the Purchasing Date Revisions form.

Generating Purchase Orders

This section provides an overview of purchase order generation, lists prerequisites, and discusses how to generate purchase orders.

Understanding Purchase Order Generation

You can have the system generate purchase orders for stock and nonstock 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 enable you to generate purchase orders if certain combinations of data exist. Some invalid combinations of data include:

- A supplier and a nonstock item.
- A buyer and a nonstock 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 select the appropriate option for additional system information, and you then complete the Order Policy Code and Value Order Policy fields. Assuming that you enter a value of 0 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 0, 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 0.
- 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 field contains a value of:

- *Blank*, 0, or 3, the system uses this calculation:

$$\text{SOQ} = \text{Economic Order Quantity} + \text{Reorder Point} - \text{Quantity Available}$$
- 1, the system uses this calculation:

$$\text{SOQ} = \text{Reorder Point} - \text{Quantity Available}$$
- 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.

Note. You can run several other batch programs to have the system calculate a suggested reorder point. Consider running the Sales Order Purchase Order Generator program (R437001) and the Stocked Item Reorder Point Batch Purchase Order Generator program (R437002), which conserve system resources.

The Suggested Reorder Stock Items program (P4371) displays the system's calculated suggestions and enables you to apply blanket orders when necessary.

Prerequisites

Before you generate purchase orders, you must:

- In the Branch/Plant Constants program (P41001), verify that these fields are complete: Number of Days in Year, Purchase Order Issue Cost, and Inventory Carrying Cost (%).
- In the Supplier/Item Relationships program (P43090), verify that the Average Leadtime field is completed for each item/supplier combination.
- In the Item Branch program (P41026), verify that the supplier is set up.
- In the Cost Revisions program (P4105), verify that the average cost is set up in the Cost Method field.
- In the Item Branch program (P41026), verify that quantity information is set up.
- In the Item Master program (P4101), verify that the order policy code is set up.

Forms Used to Generate Purchase Orders

Form Name	Form ID	Navigation	Usage
Work With Stocked Item Reorder Point	W43011A	Order Generation/Approve/Release (G43A13), Purchase Order Generator	Generate purchase orders.
Select Item for Purchase	W43011C	On the Work With Stocked Item Reorder Point form, select the item for which you want to generate a purchase order, and then select Details from the Row menu.	Generate purchase orders.
Generated Purchase Orders	W43032C	Select Generate Order from the Form menu on the Work With Stocked Item Reorder Point form.	Generate purchase orders.

Generating Purchase Orders

Access the Work With Stocked Item Reorder Point form.

Suggested Order Quantity

A value that is calculated by the P.O. Generator program, Buyer's Inquiry program, and Buying Guide report with these variables:

AVAL: Available inventory, as calculated from on-hand quantity less committed quantity plus quantity on PO, including quantity in receipt routing.

ROP: Reorder point, taken from the ROP in the branch inventory record of the primary storage location (assuming that the ROP is not blank); or the ROP as

calculated (see the definition of ROPC for more information). The system calculates Reorder Point as follows:

$$\text{ROP} = (\text{Annual Sales} \times \text{Lead Time Days}) \div \text{Number of Days in Year} + \text{Safety Stock}$$

If Safety Stock is not stated on the Quantities form, then the system uses this formula:

$$\text{ROP} = ((\text{Annual Sales} \times \text{Lead Time Days}) \div \text{Number of Days in Year}) + \text{square root of } ((\text{Annual Sales} \times \text{Lead Time Days}) \div \text{Number of Days in Year})$$

EOQ: Economic order quantity (or reorder quantity ROQ), taken from the ROQ in the branch inventory record of the primary storage location (assuming that the ROQ is not blank); or the calculated EOQ (see the definition of EOQ for more information). The system calculates Economic Order Quantity as follows:

$$\text{EOQ} = \text{Square root of } ((2 \times \text{Purchase Order Issue Cost} \times \text{Annual Sales}) \div (\text{Inventory Carrying Cost} \times \text{Average Cost}))$$

The calculation is:

- 1 If $\text{AVAL} > \text{ROP}$, then $\text{SOQ} = \text{Zero}$
- 2 If $\text{AVAL} = \text{ROP}$, then $\text{SOQ} = \text{EOQ}$
- 3 If $\text{AVAL} < \text{ROP}$, then $\text{SOQ} = \text{EOQ} + (\text{ROP} - \text{AVAL})$

Working with the Stocked Item Reorder Point Batch Purchase Order Generator

This section provides overviews of the Stocked Item Reorder Point Batch Purchase Order Generator program (R437002) and the Suggested Reorder Stock Items program (P4371) and discusses how to:

- Work with suggestions for reordering items.
- Set processing options for Stocked Item Reorder Point Batch Purchase Order Generator (R437002).

Understanding the Stocked Item Reorder Point Batch Purchase Order Generator Program (R437002)

From the Order Generation/Approval/Release menu (G43A13), select 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

The system automatically generates purchase orders.

- Proof mode

The system generates a report that contains a list of items that the system suggests for reordering (the system stores the information in the F4371 table).

- Proof mode

The system only stores the information in the F4371 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.

Understanding the Suggested Reorder Stock Items Program (P4371)

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:

- Review online the items that the system suggests that you reorder.
- Generate purchase orders automatically or interactively for items that you want to reorder.
- Release quantities from multiple blanket orders (if blanket orders exist).
- Select the items that you want to reorder.
- Change cost and quantity information for order detail lines.
- Purge the F4371 table.

Forms Used to Work with the Stocked Item Reorder Point Batch Purchase Order Generator

Form Name	Form ID	Navigation	Usage
Work With Suggested Reorder Stock Items	W4371A	Order Generation/Approve/Release (G43A13), Suggested Reorder Stock Item	Work with suggestions for reordering items.
Suggested Reorder Stock Items Detail	W4371D	On the Work With Suggested Reorder Stock Items form, select the row that contains the item that you want to review, and then select Details from the Row menu.	Work with suggestions for reordering items.
Suppliers Selected for Order	W43032A	On the Work With Suggested Reorder Stock Items form, select the row that contains the item that you want to review, and then click the Select button.	Work with suggestions for reordering items.

Working with Suggestions for Reordering Items

Access the Work With Suggested Reorder Stock Items form.

Setting Processing Options for Stocked Item Reorder Point Batch Purchase Order Generator (R437002)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

This processing option enables you to specify how the system displays information on the report.

- 1. Display Costs** Use this processing option to determine whether the system displays cost information. Values are:
- Blank: The system displays cost information.
- I*: The system hides cost information.

Process

These processing options enable you to specify how the system processes information for the Stocked Item Reorder Point Batch Purchase Order Generator program (R437002).

- 1. Transaction 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. To review the values for the primary unit of measure and the purchasing unit, select the Weights and Measures tab on the Item Master Information form. Values are:
- Blank: Use the purchasing unit of measure.
- I*: Use the primary unit of measure from the F4101 table.
- 2. Stocked Line Type** Use this processing option to specify a line type that the system uses to process lines in 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. 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 both stock type and nonstock type, the system only uses the line type that you specify for stock types. Values are:
- S*: Stock item.
- J*: Job cost, subcontracts, or purchasing to the general ledger.
- B*: General ledger account and item number.
- N*: Nonstock item.
- F*: Freight.
- T*: Text information.
- M*: Miscellaneous charges and credits.
- W*: Work order.

3. Non-Stocked Line Type

Use this processing option to specify a line type that the system uses to process lines in 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. 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 both stock type and nonstock type, the system only uses the line type that you specify for stock types. Values are:

S: Stock item.

J: Job cost, subcontracts, or purchasing to the general ledger.

B: General ledger account and item number.

N: Nonstock item.

F: Freight.

T: Text information.

M: Miscellaneous charges and credits.

W: Work order.

4. Requested Date

Use this processing option to determine how the system calculates the requested date. Values are:

Blank: Do not add lead time. If you leave this processing option blank, the system uses today's date.

I: Add lead time to the order date to produce the requested date.

5. Proof Mode

Use this processing option to specify whether the system generates purchase orders in proof mode or final mode. Values are:

Blank: The system generates purchase orders in proof mode.

I: The system generates purchase orders in final mode.

2: The system generates purchase orders in proof mode and saves the records in a work file.

Blankets

These processing options enable you to specify how the system processes blanket orders.

1. Generate Order for Item with Multiple Blankets

Use this processing option to specify whether the system generates a purchase order for an item that has multiple blankets orders without releasing any blanket orders. Values are:

Blank: Generate a purchase order for the item and do not release any blanket orders.

I: Do not generate a purchase order from an item that has multiple blanket orders, but display a message on the report indicating that a purchase order was not generated and the reason.

2. Blanket 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 UDCs (00/DT) that you set up. There are reserved 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.) These document types are predefined; 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 and Joint Interest Billing documents.

S: Sales Order documents.

Versions

This processing option enables you to specify the version of the Order Entry Version (P4310) that the system uses.

1. Purchase Order Entry Version (P4310)

Use this processing option to enter the version of the Order Entry program (P4310) that the system uses. If you leave this processing option blank, the system uses ZJDE0001.

CHAPTER 16

Setting Up Commitments

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

- Set up commitment tracking.
- Work with a commitment audit trail.
- Post committed costs to jobs.

Understanding Commitments

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 cancel purchase order lines, 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 F43199 table.
- Recalculate amounts in the account balance ledgers.

Note. The system only can create commitments for document types that you have defined in user-defined code (UDC) table 40/CT and for line types that use an inventory interface of A, B, or C.

Setting Up Commitment Tracking

This section provides an overview of commitment tracking and discusses how to:

- Set processing options for PO Generator (P43011).
- Set up commitments.
- Set up commitment relief.

Understanding 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.

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 nonstock 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 UDC 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.

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.

Important! 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*.

Forms Used to Set Up Commitment Tracking

Form Name	Form ID	Navigation	Usage
User Defined Codes	W0004AA	Commitment Setup/Rebuilds (G43B411), Commitment Document Types Encumbrance Setup/Rebuilds (G43C411), Encumbrance Document Types Subcontract Setup/Rebuild (G43D411), Commitment Document Types	Set up commitments.
Job Cost Constants	W0026B	Commitment Setup/Rebuilds (G43B411), Commitment Relief Encumbrance Setup/Rebuilds (G43C411), Encumbrance Relief Subcontract Setup/Rebuild (G43D411), Commitment Relief	Set up commitment relief.

Setting Processing Options for PO Generator (P43011)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

These processing options enable you to specify 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 UDC (41/P1) that indicates the commodity class for which you want to review information. An asterisk indicates all codes. The system retrieves category code information from the F4102 table.

This code 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 UDC (41/P1) that indicates the commodity class for which you want to review information. An asterisk indicates all codes. The system retrieves category code information from the F4102 table.

This code 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

Use this processing option to specify whether you can change costs. The system retrieves cost information from either the F4105 table or, if you are working with supplier/item relationships, the F41061 table. The system also determines the table from which to retrieve cost information by checking the value in the Purchase Price Level field in the F4101 table. If the Purchase Price Level field contains a value of 1 or 2, the system retrieves cost information from the F40161 table and then from the F4105 table. If the Purchase Price Level field contains a value of 3, the system retrieves cost information from only the F4105 table.

Values are:

Blank: Display cost fields and allow changes.

1: Display cost fields and do not allow changes to the values.

2: Do not display the cost fields.

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 F4102 table.

This UDC (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

These processing options enable you to specify information such as the unit of measure, line types for stock and nonstock items, the blanket order type, and how the system calculates the requested date.

1. Transaction 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. Values are:

Blank: Use the Purchasing Unit of Measure.

I: Use the primary unit of measure from the F4101 table.

To review the values for the Primary Unit of Measure and the Purchasing Unit of Measure, select 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 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: General ledger account and item number.

N: Nonstock 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 nonstock 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 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: General ledger account and item number.

N: Nonstock 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 nonstock 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 that is 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

Use this processing option to specify how the system calculates the requested date. Values are:

Blank: Do not add lead time to the order date. If the requested date is blank, the system uses today's date.

/: Add lead time to the order date to produce the requested date.

The system retrieves lead time information from the F43090 table in the Inventory Management system.

Cross Ref

These processing options enable you to specify 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 UDC table (41/DT) for cross-reference codes.

To retrieve the substitute item, the system retrieves an item's cross-reference code from the F4104 table.

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 system uses the value that you enter as the default on the Substitute Item Search and Select form.

The system activates the replacement process if the following conditions are met:

- The item being replaced has a stocking type of O (obsolete) in the F4101 table.
- You have specified a cross-reference code for this processing option.

Sales Select

These processing options enable you to specify 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 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: General ledger account and item number

N: Nonstock 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

Use this processing option to specify whether you want the system to display backorders. Values are:

Blank Do not display backorders.

I: Display backorders. The system displays backorders when you use the row exit for open orders.

Versions

These processing options enable 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 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.

Setting Up Commitments

Access the User Defined Codes form (40/CT).

Setting Up Commitment Relief

Access the Job Cost Constants form.

Commitment Relief

A code that specifies whether the system automatically relieves open commitments when you post accounts payable vouchers to the general ledger.

These vouchers are related to non-inventory purchase orders and contract progress payments. Values are:

Y: Automatically relieve open commitments.

N: Do not automatically relieve open commitments.

Working with a Commitment Audit Trail

This section provides an overview of commitment audit trails, lists prerequisites, and discusses how to correct a commitment audit trail.

Understanding 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:

- F43199
- F0902

From the Commitment Setup/Rebuilds menu (G43B411), select Create Commitment Audit Trail.

Alternately, from the Encumbrance Setup/Rebuilds menu (G43C411), select 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 F4311 table and writes the audit trail data, one line at a time, to the F43199 table. Purchase orders that have audit trails have a purchase amount (PA) ledger type in the F43199 table.

The system only processes detail lines that have a document type that is specified in the UDC 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.

Prerequisites

You must purge the commitment information that currently exists in the F43199 table. Verify that you are only deleting information from the PA ledger.

See [Chapter 19, “Performing Advanced and Technical Operations,” Purging Data, page 349](#).

Before you correct a commitment audit trail, you must:

- Verify that the data inconsistencies are in the F43199 table and not in the F0902 table. If the data inconsistencies are in only the F0902 table, you can correct the inconsistencies by running Repost Committed Costs (R00932) to repost the F0902 table.

Note. You can also verify commitment integrity by running the Commitment Integrity Report (R40910).

- Back up the F4311 table, the F43199 table, and the F0902 table.

Correcting a Commitment Audit Trail

From the Commitment Setup/Rebuilds menu (G43B411), select Create Commitment Audit Trail.

Alternately, from the Encumbrance Setup/Rebuilds menu (G43C411), select Create Encumber. Audit Trail.

If you locate data inconsistencies between any of the following tables, you can correct the commitment audit trail:

- F4311
- F43199
- 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 F43199 table with a ledger type of PA and the next status and last status are blank. Select the following data dictionary alias:

- Ledger Type (LT)
- Next Status (NXTR)
- Last Status (LTTR)

Important! Use caution when selecting records to purge. The F43199 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 F43199 table, you must create a new commitment audit trail. The system creates the new commitment audit trail from records in the F4311 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.

Posting Committed Costs to Jobs

From the Commitment Setup/Rebuilds menu (G43B411), select Post Committed Costs to Jobs.

Alternatively, from the Encumbrance Setup/Rebuilds menu (G43C411), select Post Encumbered Costs to Acct.

Alternatively, from the Subcontract Setup/Rebuild menu (G43D411), select 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 F0902 table for the purchase amount (PA) and purchase unit (PU) ledgers. The system also recalculates monthly amounts in the F0902 table based on information in the F43199 table.

CHAPTER 17

Setting Up and Using Customer and Supplier Self-Service

This chapter provides an overview of customer and supplier self-service and self-service setup and discusses how to:

- Review receipts on the web.
- Review orders on the web.
- Respond to requests for quotes.

Understanding Customer and Supplier Self-Service

Internet Commerce, the exchange of goods and services on the internet, specifically the World Wide Web (WWW), enables 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.
- Worldwide, 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.

Understanding Self-Service Setup

This section discusses:

- Self-service setup overview
- Security issues
- Activation of processing options

Self-Service Setup Overview

Before your customers and suppliers can use self-service to access information, you must provide a method for them to perform one or more of the following tasks:

- 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.

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.

Activation of Processing Options

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.

Prerequisites

Before you set up and use customer and supplier self-service, you must:

- Verify that you have set up address book master and supplier master records for your suppliers.
- Verify that you have set up supplier and item information.
- 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.

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.

This section lists a prerequisite and discusses how to review receipts on the web.

Prerequisite

You must set the processing options for Purchase Receipts Inquiry (P43214) in order for your suppliers to review receipt information.

Form Used to Review Receipts on the Web

Form Name	Form ID	Navigation	Usage
Purchase Receipts Inquiry	W43214A	Supplier Self-Service (G43S11), Purchase Receipts Inquiry	Review receipts on the web.

Reviewing Receipts on the Web

Access the Purchase Receipts Inquiry form.

Reviewing Orders on the Web

This section provides an overview of order review and discusses how to review orders.

Understanding Order Review

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 enable 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.

Reviewing Orders

From the Supplier Self-Service menu (G43S11), activate the Self-Service processing option for the applicable program.

Responding to Requests for Quotes

This section provides an overview of self-service response to requests of quotes, lists a prerequisite, and discusses how to:

- Respond to requests for quotes.
- Set processing options for Quote Response Entry (P4334).

Understanding Self-Service Response to Requests for Quotes

Self-service functionality enables 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.

Form Used to Respond to Requests for Quotes

Form Name	Form ID	Navigation	Usage
Quote Inquiry	W4334B	Supplier Self-Service (G43S11), Respond to Request for Quote	Respond to requests for quotes.

Responding to Requests for Quotes

Access the Quote Inquiry form.

Setting Processing Options for Quote Response Entry (P4334)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

This processing option enables you to specify the default order type.

Order Type

Use this processing option to specify the type of document that you want to create.

This code also indicates the original document type of the transaction.

Document types are user-defined codes (UDCs) (00/DT) that you set up. There are 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 predefined; do not change them

P : Accounts Payable documents

R: Accounts Receivable documents

T: Payroll documents

I: Inventory documents

O: Purchase Order documents

J: General Ledger and Joint Interest Billing documents

S: Sales Order documents

Enter a value or select one from the User Defined Code form.

Self-Service

This processing option enables you to specify which type of self-service you are using.

Supplier Self-Service

Use this processing option to determine whether you are using Supplier Self-Service. Values are:

Blank: Customer Self-Service.

I: Supplier Self-Service.

CHAPTER 18

Setting Up the System

This chapter provides an overview of system setup and discusses how to:

- Set up order line types.
- Set up order activity rules.
- Set up procurement constants.
- Set up automatic accounting instructions.
- Create tolerance rules.
- Set up order hold information.
- Set up landed costs.
- Set up nonstock items.
- Set up templates for purchase orders.
- Create model logs.

Understanding 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 Procurement:

Type of Information	Setup Tasks
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.

Type of Information	Setup Tasks
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.
Nonstock 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 Ledger:

Type of Information	Setup Tasks
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.

Type of Information	Setup Tasks
Tax processing	You must set up tax processing information for your system.
User-defined codes (UDCs)	You can set up UDCs 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.

Setting Up Order Line Types

This section provides an overview of order line types and discusses how to set up order line types.

Understanding 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).
- Whether the system edits the F4101 table for nonstock items.

Form Used to Set Up Order Line Types

Form Name	Form ID	Navigation	Usage
Line Type Constants Revisions	W40205A	Procurement System Setup (G43A41), Order Line Types Click the Add button on the Work With Line Types form. Sales Order Management Setup (G4241), Order Line Types Click the Add button on the Work With Line Types form.	Set up order line types.

Setting Up Order Line Types

Access the Line Type Constants Revisions form.

Line Type

A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Values are:

S: Stock item.

B: Nonstock item with general ledger interface.

J: Job cost.

N: Nonstock item.

F: Freight.

T: Text information.

M: Miscellaneous charges and credits.

W: Work order.

Inv. Interface

A code that identifies the type of interface to the Inventory Management system. Values are:

Y: The dollar or unit value of any activity containing this line type will be reflected in inventory. The system also edits the item that you enter to ensure that it is a valid item. *Y* is the default.

A: The system recognizes the number that you enter as a general ledger account number. The system uses this code in purchasing only. Budget checking is fully functional when you use this interface code.

B: The system performs edits on a nonstock item with a general ledger interface.

The system retrieves price data from the inventory tables, but does not update the quantity on the purchase order. This code is valid only when you have set the G/L Interface field to *Y*. Budget checking is fully functional when you use this interface code.

C: The system edits inventory interface activity against the F4101 table, tracks purchase order quantities, and also tracks against the general ledger. Budget checking is fully functional when you use this interface code.

D: The item in this line is an inventory item that will not affect availability or quantities. This inventory interface should only be used for direct ship orders.

N: The item is not an inventory item.

To verify whether the item exists in the F4101 table, use an inventory interface value of *N* in conjunction with the flag, Edit the Item Master for Non-Stock Items.

G/L Offset

A UDC (41/9) that identifies the general ledger offset that system uses when it searches for the account to which it posts the transaction. If you do not want to specify a class code, you can enter ***** (four asterisks) in this field.

You can use automatic accounting instructions (AAIs) to predefine classes of automatic offset accounts for the Inventory Management, Procurement, and Sales Order Management systems. You might assign general ledger class codes as follows:

IN20: Direct ship orders

IN60: Transfer orders

IN80: Stock sales

The system can generate accounting entries based upon a single transaction. For example, a single sale of a stock item can trigger the generation of accounting entries similar to the following:

Sales-Stock (Debit) xxxxx.xx

A/R Stock Sales (Credit) xxxxx.xx

Posting Category: IN80

Stock Inventory (Debit) xxxxx.xx

Stock COGS (Credit) xxxxx.xx

The system uses the class code and the document type to find the AAI.

Include in Tax 1

A code that indicates whether the monetary value of this order line is subject to applicable taxes and which taxes to apply. Values are:

Y: The line is subject to applicable taxes.

N: The line is not subject to applicable taxes.

3-8: The line is subject to applicable taxes at the rate indicated by the group number (3-8). The system uses group numbers for VAT (value added tax).

Sales Journal Col

The Sales Journal report has four columns. The value in this field controls which of the four columns receives the sales value, if any, of this line. Values are:

1: Column 1 receives the sales value (if any).

2: Column 2 receives the sales value (if any).

3: Column 3 receives the sales value (if any).

4: Column 4 receives the sales value (if any).

G/L Interface	An option that indicates whether the system reflects the monetary amount or unit value of any activity containing this order line type in the general ledger.
A/R Interface	An option that indicates whether the system will reflect the monetary amount or unit value of any activity containing this order line type in Accounts Receivable.
A/P Interface	An option that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in Accounts Payable.
S/WM Interface	A code that indicates whether this order line appears on the second document in a series of four documents that relate to this order. For example, it might be necessary to include receiving information in a purchase order that provides instructions about the desired disposition of goods. Although this information is vital to the proper handling of the order, it should not appear on the purchase order that is delivered to the supplier.
Reverse Sign	An option that indicates whether the system reverses the sign of the quantity in the line. This code is used to enable easy entry of credit memos.
Voucher Match Variance Account	An option that indicates the account to which the system books a variance. This field is used in conjunction with an inventory interface of A or B in the Procurement system only.
Call Materials Issue	An option that specifies whether the system activates the materials issue function when performing the receipts into stock function. You use this option only for the Procurement system and when you are using Engineering Project Management.
Include in Cash Discount	An option that indicates whether the system includes the extended monetary amount of the transaction in the cash discount or payment terms discount calculation.
Include Sales/COGS for Gross Profit	An option that indicates that the system includes sales and cost of goods sold in gross profit calculations.
Protect Price on Sales Order	An option that indicates that this order line appears on the first document in a series of four documents that relate to this order. For example, it might be necessary to include receiving information in a purchase order that provides instructions about the desired disposition of goods. Although this information is vital to the proper handling of the order, it should not appear on the purchase order that is delivered to the supplier.

Setting Up Order Activity Rules

This section provides an overview of order activity rules, lists prerequisites, and discusses how to set up order activity rules.

Understanding 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	TableColumnHeading -
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 F43199 table 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

Before you set up order activity rules, you must:

- Verify that you have set up status codes in UDC table 40/AT.
- Verify that you have set up order types in UDC table 00/DT.
- Verify that you have set up order line types.

Form Used to Set Up Order Activity Rules

Form Name	Form ID	Navigation	Usage
Order Activity Rules - Revisions	W40204B	Procurement System Setup (G43A41), Order Activity Rules Click the Add button on the Work With Order Activity Rules form.	Set up or modify order activity rules.

Setting Up Order Activity Rules

Access the Order Activity Rules - Revisions form.

Order Activity Rules - Order Activity Rules - Revisions

OK Delete Cancel Tools

Order Type 04 test Order Type Next Number 3

Line Type S Stock Inventory Item

Records 1 - 16 Customize Grid

	Last Status	Last Status Description	Next Status	Other 1	Other 2	Other 3	Other 4	Other 5	Ledger Y/N
☒	210	Enter Blanket Purchase Order	215	230					N
☐	215	Release Blanket Order	220						N
☐	216	Order Outside Purchasing	220	400					N
☐	220	Enter Purchase Order	230	280	400				Y
☐	225	Order Rejected	230						N
☐	230	Approval Process #1	280	220	400				N
☐	280	Print Purchase Order	380	400	230	300	370	280	N
☐	282	Receive EDI P O Acknowledgmen	380	400	300				N
☐	300	Record Supplier Acknowledgmen	380	400					N
☐	325	Order Revised by Acknowledge	362	370	380	400			N
☐	362	Receive EDI PO Change Ack.	370	325	380	400			N
☐	370	Record Supplier Shipment	380	400					N
☐	380	Print Purchase Receiver	400						N
☐	400	Record Purchase Receipt	999	400					N

Order Activity Rules-Revisions form

Order Type

A UDC (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. There are 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 document types are predefined and should not be changed:

P: Accounts Payable documents.

R: Accounts Receivable documents.

T: Payroll documents.

I: Inventory documents.

O: Purchase Order Processing documents.

J: General Ledger/Joint Interest Billing documents.

S: Sales Order Processing documents.

Line Type

A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Values are:

S: Stock item.

J: Job cost.

N: Nonstock item.

F: Freight.

T: Text information.

M: Miscellaneous charges and credits.

W: Work order.

Order Type Next Number

A code that tells the system which next number series to use when creating order numbers for this order type. There are ten available Next Number series.

This field addresses the following:

- Purchase requisitions that carry order numbers different from bid requests and purchase orders.
- Blanket sales orders numbered in a different number range from standard sales orders.

Last Status

A UDC (40/AT) that indicates the status of the line.

Next Status

A UDC (40/AT) that indicates the next step in the order flow of the line type.

Other 1 - Other 5

These are optional fields indicating a status that can be performed as the next step in the order process. Although this is not the preferred or expected next step, this field is an allowed override. The system does not allow you to initiate an order line step or status not defined as either the expected next status or an allowed status. Other allowed status codes let you bypass processing steps. These codes are often referred to in processing options as override next status codes.

Ledger Y/N

A code that determines whether the system writes a record to the F42199 table for Sales Order Management and to the F43199 table for Procurement. Values are:

Y: The system writes a record for selected fields to the history table.

N: The system does not write a record to the history table.

Setting Up Procurement Constants

This section provides an overview of procurement constants, lists prerequisites, and discusses how to:

- Define branch/plant constants.
- Define pricing constants.
- Define item availability.
- Define system constants.
- Define application control constants.

Understanding 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.

Prerequisites

Before you can set up procurement constants, you must:

- 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.

Forms Used to Set Up Procurement Constants

Form Name	Form ID	Navigation	Usage
Work With Branch/Plant Constants	W41001B	Procurement System Setup (G43A41), Branch/Plant Constants	Work with branch/plant constants.
Branch/Plant Constants	W41001H	Select a row that contains a branch/plant on the Work With Branch/Plan Constants form, and then click the Select button.	Set up branch/plant constants.
Pricing Constants	W41001D	Select a branch/plant on the Work With Branch/Plant Constants form, and then select Price Constants from the Form menu.	Set up pricing constants.
Item Availability Definition	W41001G	Select a branch/plant on the Work With Branch/Plant Constants form, and then select Availability from the Row menu.	Define item availability.
System Constants	W41001F	Select a branch/plant on the Work With Branch/Plant Constants form, and then select Sys. Constants from the Form menu.	Set up system constants.
Application Constants	W41001E	Select a branch/plant on the Work With Branch/Plant Constants form, and then select App. Constants from the Form menu.	Set up application constants.

Defining Branch/Plant Constants

Access the Branch/Plant Constants form.

Branch/plant constants enable 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, which is contained in the Branch/Plant Constants program (P41001). Otherwise, you should at least define location length information.

Address Number

A number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Short Item Number Identifier

A symbol that identifies the 8-character short item number when you do not want to use it as the primary number.

A blank in this field indicates that you want to use this item number as the primary number. That is, you use it most often to enter or review information.

If this is not the primary number, you must enter a special symbol to identify it. Use a symbol that is not significant for any other purposes of entry such as /, *, or &. Do not use a period or a comma as a symbol. When you enter this item number on any other form, you must include this symbol as the first character.

Note that only one of the fields for item number symbols (SYM1, SYM2, SYM3, or SYM6) can be blank to identify it as the primary number. All others must include a unique symbol.

Symbol Customer/Supplier	A character that identifies the customer's or supplier's number in the system. When you enter a number preceded by this character, the system recognizes the number as the customer's or supplier's number. The system then use the cross-reference table to match the number to your item number. You must complete this field if you want the system to perform cross-referencing.
Commitment Method	A code that indicates the method that the system uses to commit lot items from inventory. Values are: <i>1:</i> The normal commitment method for inventory. The system commits inventory from the primary location and then from secondary locations. The system commits inventory from the locations with the most inventory before committing inventory from locations with the least. The system commits backorders to the primary location. <i>2:</i> The inventory commitment method by lot number. The system commits inventory by lot number, starting with the lowest lot number and committing orders to available lots. <i>3:</i> The inventory commitment method by lot expiration date. The system commits inventory from the locations with the earliest expiration date first. The system considers only locations with expiration dates greater than or equal to the sales order or parts list requested date.
Specific Commitment (Days)	A number that the system uses to determine when to commit inventory to an order in sales order processing. This value in days is added to current date and compared with the promised ship date for the order line. If the promised date is greater than the calculated date, then the order line will be future committed in the F41021 table. Enter 999 to eliminate future commits.
Number of Days in Year	The number of days in a year that your company is open for business. This field is required. You must specify a number from 252 to 365. The Procurement system uses this number to calculate the Economic Order Quantity (EOQ).
Supplier Cross Ref. Code	A UDC (41/DT) that identifies the type of cross-reference set up for this supplier. Examples of values include: <i>1:</i> Substitutes <i>2:</i> Replacements <i>3:</i> Bar codes <i>4:</i> Customer numbers <i>5:</i> Supplier Numbers
Purchasing Costing Method	A UDC (40/CM) that indicates the cost method that the system uses to determine the cost of the item for purchase orders. Cost methods 01-19 are reserved.

Sales/Inventory Costing Method	A UDC (40/CM) that indicates the cost method that the system uses to calculate the cost of goods sold for the item. Cost methods 01-19 are reserved.
Current Inventory Period	A number (from 1 to 14) that identifies the current accounting period . The system uses this number to generate error messages, such as PBCO (posted before cut off) and PACO (posted after cut off).
Purchase Order Issue Cost	The amount that the Procurement system uses to calculate the Economic Order Quantity (EOQ). This cost should be the estimate of the cost of materials, labor, and overhead that you incur when you issue a single purchase order. The default value is .00. The following example shows how EOQ is determined using the Purchase Order Issue Cost method: <i>S</i>: Purchase Order Issue Cost = 15.0 <i>I</i>: Inventory Carrying Cost = .09 (9 percent) <i>Y</i>: Annual Sales in Units = 3,000 <i>C</i>: Unit cost of Item = 10.0 EOQ = the square root of ((2<i>S</i>/<i>I</i>) x (<i>Y</i>/<i>C</i>)) The square root of [(2)(15) divided by 0.09] x 3,000 divided by 10.0 = 316.23
Inventory Carrying Cost (%)	The percentage of inventory investment that the Procurement system uses to calculate Economic Order Quantity (EOQ). The default is .00. Enter the percentage as a decimal value. The following example shows how EOQ is determined using the Inventory Carrying Cost Percentage: <i>S</i>: Purchase Order Issue Cost = 15.0 <i>I</i>: Inventory Carrying Cost = .09 (9 percent) <i>Y</i>: Annual Sales in Units = 3,000 <i>C</i>: Unit Cost of Item = 10.0 EOQ = Square root of ((2<i>S</i>/<i>I</i>) x (<i>Y</i>/<i>C</i>)) = the square root of (2(15) divided by .09)) * (3000 divided by 10) = 316.23
General Ledger Explanation	A code that the Inventory Management system uses to select the default description that appears on the second line of a journal entry in the general ledger. Values are: <i>1</i>: Item master description (the default). 2: Primary item number.
Approval Route Code	A code that determines to whom an order is routed for approval.
Backorders Allowed (Y/N)	An option that specifies whether to allow backorders for this item. You can allow backorders by item using the Item Master (P4101) or Item Branch/Plant (P41026) programs, by customer using the Customer Billing Instructions program (P03013), or by branch/plant using the Branch/Plant Constants program (P41001).
Interface G/L (Y/N)	An option that indicates whether inventory transactions that are processed through this branch/plant create general ledger entries.

Quality Control (Y/N)	An option that indicates whether to turn on the Quality Management system (system 37) for the branch/plant.
Use Product Cost Detail (Y/N)	An option that indicates whether Distribution programs use the total cost method or the detailed product cost method.
Foreign Depot	An option that indicates whether another company owns the branch/plant. The Bulk and Packed Load Confirmation programs use this code to determine if the depot from which product is being loaded is a foreign depot. If it is a foreign depot, you must enter a valid borrow agreement during load confirmation.
Inventory Lot Creation (Y/N)	An option that indicates whether the inventory transaction programs can create new lot or serial numbers in the system. If you leave this option blank, the system will not allow the inventory transaction programs to create new lot numbers in the system.

Defining Pricing Constants

Access the Pricing Constants form.

You can define pricing constants to enable you to enter Advanced Pricing information in Procurement and Sales Order Management.

Advanced Sales Pricing (Y/N)	An option that indicates how the system determines the price of items within your system. If your system includes the advanced pricing module, you may use this feature.
Advanced Procurement Pricing (Y/N)	An option that determines whether the system applies advanced pricing to the purchase price.
Require Price Approval (Y/N)	An option that determines whether the user wants all price changes provided through price approval workflow.

Defining Item Availability

Access the Item Availability Definition form.

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 the Configurator Constants program (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.

Defining System Constants

Access the System Constants form.

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.

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

Purchase Price Retrieval UOM 2

Sales Price Based On Date 1

Purchase Rebate Category Code N

Preference Schedule PRFSC

Pref Retrieval UOM

System Constants form

Unit of Measure Conversion by Branch

An option that indicates how the system uses the branch/plant within the item-specific unit of measure conversion tables.

Update Average Cost On-Line

An option that indicates when the system calculates the new average cost for an item.

Purchase Price Retrieval UOM

A code that represents the unit of measure that the system retrieves for the purchase base price during purchase order processing.

If you specify the unit of measure for transaction or pricing and the system does not find a record in that unit of measure, the system repeats the process using the primary unit of measure of the item.

Defining Application Control Constants

Access the Application Constants form.

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.

Branch/Plant Constants - Application Constants				
OK Cancel Tools				
Records 1 - 4 Customize Grid				
	System Code	Description	Mgmt Apprv	Batch Ctrl
☒	31	Shop Floor Con	Y	
☐	41	Inventory Manag	N	N
☐	42	Sales Manager	Y	
☐	43	Procurement	N	N

Application Constants form

Mgmt Apprv

A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Values are:

Y: Assign a status of pending to each batch that you create within the listed systems.

N: Assign a status of approved to each batch.

Batch Ctrl

A code that indicates whether to require entry of batch control information.

For each batch, the system displays a batch control form on which you must enter information about the number of documents and the total amount of the transactions that you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to the Inventory Management and the Purchase Order Management systems. In Inventory Management, *Y* indicates that the system displays a batch control form before you issue, adjust, or transfer inventory.

In Procurement, *Y* indicates that the system displays a batch control form before you enter receipts. Values are:

Y: Require entry of batch control information.

N: Do not require entry of batch control information.

Setting Up Automatic Accounting Instructions

This section provides overviews of AAI tables for the Procurement system and AAI tables for the Financials system and discusses how to set up AAIs.

Understanding AAI Tables for the Procurement System

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.

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 account for each unique combination of company, document type, and general ledger 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 general ledger class for the receipt.

The system stores AAIs in the F4095.

AAIs for Purchase Order Entry

These AAI tables determine which accounts are debited and credited when you enter a purchase order.

Table	Description
4310	Account derived for commitments or purchase order line from the inventory interface of C (stock-based purchases).
4315	Account derived for commitments or purchase order line from the inventory interface of B (nonstock-based purchases).
4318	Account derived for commitments or purchase order line from the inventory interface of J (services-based purchases).

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.

Table	Description
4310	Journal entry debit to an inventory evaluation account that the PO Receipts program (P4312) creates.
4315	Journal entry debit to a nonstock 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.

Table	Description
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.

Table	Description
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.

Table	Description
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.

Table	Description
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.

Table	Description
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 (P4312). 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.

Understanding 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 general ledger 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 general ledger 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 AAI:

- 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 UDC table (00/DT) for document types.
- Do not assign company, business unit, or subsidiary to the CD AAI.

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 AAI:

- 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 UDC 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 AAI.

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 AAI 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 AAI:

- 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 UDC table (00/DT) for document types. If you use base agreements, you must set up a range of CR AAI 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 AAI.
- 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 AAI.

When you enter a cost type for your contracts, the system first compares it to the CT AAI and then compares it to the CR AAI to ensure that the cost type is valid.

Form Used to Set Up Automatic Accounting Instructions

Form Name	Form ID	Navigation	Usage
Account Revisions	W40950B	Procurement System Setup (G43A41), Automatic Accounting Instr Subcontract System Setup menu (G43D41), select Automatic Accounting Instr Select a row on the Work With AAIs form, and then select Details from the Row menu.	Set up AAIs.

Setting Up Distribution AAIs

Access the Account Revisions form.

Co	A code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.
Do Ty	A UDC (00/DT) that identifies the origin and purpose of the transaction. The system reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: <i>P</i>: Accounts payable documents. <i>R</i>: Accounts receivable documents. <i>T</i>: Time and pay documents. <i>I</i>: Inventory documents. <i>O</i>: Purchase order documents. <i>S</i>: Sales order documents.
G/L Cat	A UDC (41/9) that identifies the general ledger offset that system uses when it searches for the account to which it posts the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. You can use automatic accounting instructions (AAIs) to predefine classes of automatic offset accounts for the Inventory Management, Procurement, and Sales Order Management systems. You might assign general ledger class codes as follows: <i>IN20</i>: Direct ship orders <i>IN60</i>: Transfer orders <i>IN80</i>: Stock sales

The system can generate accounting entries based upon a single transaction. For example, a single sale of a stock item can trigger the generation of accounting entries similar to:

Sales-Stock (Debit) xxxxx.xx

A/R Stock Sales (Credit) xxxxx.xx

Posting Category: IN80

Stock Inventory (Debit) xxxxx.xx

Stock COGS (Credit) xxxxx.xx

The system uses the class code and the document type to find the AAI.

Branch Plant

An alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

Obj Acct

The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

If you use a flexible chart of accounts and the object account is set to 6 digits, You should use all 6 digits. For example, entering *000456* is not the same as entering *456* because if you enter *456* the system enters three blank spaces to fill a six-digit object.

Creating Tolerance Rules

This section provides an overview of tolerance rules and discusses how to create a tolerance rule.

Understanding 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 select 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.

Form Used to Create Tolerance Rules

Form Name	Form ID	Navigation	Usage
Purchasing Tolerance Rules Revisions	W4322B	Procurement System Setup menu (G43A41), select Tolerance Rules Click the Add button on the Work With Purchasing Tolerance Rules form.	Create tolerance rules.

Creating a Tolerance Rule

Access the Purchasing Tolerance Rules Revisions form.

Tolerance Percentage	A percentage above which the system accepts a purchase order line without issuing a warning message. The percentage is based on the line quantity and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking. Enter this percentage in whole numbers. For example, enter 10 percent as <i>10</i>.
Tolerance Units	The number of units above which the system accepts a purchase order line without issuing a warning message. The unit is based on the line quantity and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.
Tolerance Amount	The amount above which the system accepts a purchase order line without issuing a warning message. The amount is based on the line price and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.

Setting Up Order Hold Information

This section provides an overview of order hold information, lists a prerequisite, and discusses how to set up order hold information.

Understanding 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. There are also administrative holds and approval holds. 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 automatically assigns approval holds after you have set the processing options for Purchase Order (P4310) accordingly and the order is awaiting approval. The system also assigns 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 UDC table 42/HC.

Forms Used to Set Up Order Hold Information

Form Name	Form ID	Navigation	Usage
Work With Hold Order Constants	W42090A	Procurement System Setup menu (G43A41), Order Hold Information Subcontract System Setup menu (G43D41), Order Hold Information	Work with hold order constants.
Order Hold Information	W42090B	Click the Add button on the Work With Hold Order Constants form.	Set up order hold information.

Setting Up Order Hold Information

Access the Work With Hold Order Constants form.

Setting Up Landed Costs

This section provides an overview of landed costs, lists prerequisites, and discusses how to set up landed costs.

Understanding 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 the Item/Branch Plant Info form.
- A cost rule assigned to the item on the Item Master Revisions form.

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 standalone process.

Prerequisites

Before you can set up landed costs, you must:

- Set up the landed cost rules in UDC table 41/P5.
- Set up the landed cost level in UDC table 40/CA.

Forms Used to Set Up Landed Costs

Form Name	Form ID	Navigation	Usage
Work With Landed Cost	W76B807D	Procurement System Setup (G43A41), Landed Cost Revisions	Work with landed costs.
Landed Cost Revisions	W41291B	Click the Add button on the Work With Landed Cost form.	Make revisions to landed costs.

Setting Up Landed Costs

Access the Work With Landed Cost form.

Cost Level	A UDC (40/CA) designating an add-on cost. This code also specifies the sequence of the cost add-ons for a particular item or group of items.
Percent of Cost	A percentage of the item's primary purchasing cost that the system adds as a landed cost component to the base cost of the item as indicated on a purchase order.
Plus Amount	An amount to be added to the indicated cost to equal the total cost amount.
Weight Rate	The system multiplies the rate you enter in this field by the unit weight that you specify for an inventory item to calculate a landed cost component.
Volume Rate	The system multiplies the rate that you enter in this field by the unit volume that you specify for an inventory item to calculate a landed cost component.

Setting Up Nonstock Items

This section provides an overview of nonstock items and discusses how to:

- Set up nonstock items.
- Set processing options for the Non Stock Item Master program (P4101N).

Understanding Nonstock Items

You can define information for items that you do not account for as part of your inventory. You add and maintain nonstock 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 nonstock items.

Operating Resources are the nonstock 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:

Resource Type	Examples
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 enable you to define and maintain further information about a nonstock item, including:

- Default units of measure
- Multiple language descriptions
- Text messages

For each nonstock item that you set up, the system creates a record in the F4101 table.

Forms Used to Set Up Nonstock Items

Form Name	Form ID	Navigation	Usage
Non Stock Item Revisions	W4101NA	Non-Stock Purchasing System Setup menu (G43B41), Non-Stock Item Master Click the Add button on the Work With Non Stock Items form.	Set up nonstock items.

Setting Up Nonstock Items

Access the Non Stock Item Revisions form.

Non-Stock Item Master - Non Stock Item Revisions

Work With Non Stock Items | **Non Stock Item Revisions**

OK Cancel Form Previous Next Tools

Product Number Item Number (Short)

Catalog Number

Description Weight

Description Search Text

Stocking Type N <i>Non-Stock Item</i> G/L Class IN30 <i>Manufactured Fi.</i> Unit of Measure EA <i>Each</i> Line Type S <i>Stock Inventory Item</i> Buyer Number Preferred Carrier	Commodity Class <i>test</i> Commodity Sub Class <i>...</i> Supplier Rebate Code <i>Add supplier rebate P3</i> Master Planning Family <i>Add master planning fat</i> Landed Cost Rule <i>BLANK</i>

Commodity Code UNSPSC Code

Non Stock Item Revisions form

Unit of Measure

A UDC (00/UM) that indicates the primary unit of measure for the item. The primary unit of measure must be the smallest unit of measure in which you handle the item.

Line Type

A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Values are:

S: Stock item.

J: Job cost.

N: Nonstock item.

F: Freight.

T: Text information.

M: Miscellaneous charges and credits.

W: Work order.

Buyer Number

A user-defined name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character

that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type *TOTAL into the field, and the system would return 4100.

Preferred Carrier

The address number for the preferred carrier of the item. The supplier or your organization might prefer a certain carrier because of route or special handling requirements.

This value serves as the carrier default when you enter a purchase order for the item.

Commodity Class

A UDC (41/P1) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items.

This field is one of six classification categories available primarily for purchasing purposes.

Commodity Sub Class

A UDC (41/P2) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items.

This field is one of six classification categories available primarily for purchasing purposes.

Master Planning Family

A UDC (41/P4) that represents an item property type or classification, such as commodity type or planning family. The system uses this code to sort and process like items.

This field is one of six classification categories available primarily for purchasing purposes.

Landed Cost Rule

A UDC (41/P5) that indicates the landed cost rule for an item.

The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees or commissions. You set up landed cost rules on the Landed Cost Revisions form.

Setting Processing Options for Non-Stock Item Master (P4101N)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to specify default information that the system uses in the Non-Stock Item Master program (P4101N).

1. Primary UOM (Default = EA)	Use this processing option to specify a UDC (00/UM) that identifies the unit of measure that the system uses to express the quantity of an item, for example, EA (each) or KG (kilogram).
2. Weight UOM (Default = LB)	Use this processing option to specify a UDC (00/UM) that identifies the unit of measure that the system uses to indicate weight for this item. You can specify ounces, grams, kilograms, and so on, as weight standards. The system uses this unit of measure for the item or overrides it for an individual item or container.

Process

This processing option enables you to specify how the system processes information in the Non-Stock Item Master program (P4101N).

1. Transfer Changes to F4102	Use this processing option to specify a code that determines how the system transfers changes that have been made to the 2nd (LITM) and 3rd (AITM) item numbers. Values are: 1: Transfer changes made to the 2nd (LITM) and the 3rd (AITM) item numbers to the F4102 table. 2: Transfer changes to records in the selected files (see UDC 40/IC).

Versions

This processing option enables you to specify a version of the Non-Stock Item Master program (P4101N).

1. Item Master	Use this processing option to enter the version that the system uses for the Item Master program (P4101). If you leave this processing option blank, the system uses ZJDE0001.

Setting Up Templates for Purchase Orders

This section provides an overview of purchase order templates, lists prerequisites, and discusses how to:

- Create a purchase order supplier template.
- Create a purchase order user template.
- Create a template using existing purchase orders.
- Set processing options for Order Template Revisions (P4015).
- Revise a template in batch mode.
- Set processing options for Supplier History Template Rebuild (R43815).

Understanding Purchase Order Templates

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 select. You can also create or revise a template in batch mode using information from existing purchase orders.

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.

Prerequisites

Before you can create purchase order templates, you must:

- Set up names of order templates in UDC table 40/OT.
- Set the processing option for the Supplier History Template Rebuild program (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, in the Supplier Template Revisions program (P4015), set the processing option for Desired Format to 4, or User.

Forms Used to Set Up Templates for Purchase Orders

Form Name	Form ID	Navigation	Usage
Work With Available Order Templates	W4015A	Procurement Advanced & Technical Ops (G43A31), Supplier Template Revisions	Work with available order templates.
Order Template Revisions	W4015B	Click the Add button on the Work With Available Order Templates form.	Make revisions to order templates.
Work With Purchase Order History	W40215D	On the Order Template Revisions form, select Order History from the Form menu.	Work with purchase order history.
Work With Order Details	W4310G	Select an order on the Work With Purchase Order History form, and then select Details from the Row menu.	Work with order details.

Creating a Purchase Order Supplier Template

Access the Order Template Revisions form.

Item Number	Usual Quantity	UM	Seq No.	Effective From	Effective Thru	Item Description	Item Description 2
210	0,0010		5	03-27-97	12-31-10	Mountain Bike, Red	
220	0,0005		10	03-27-97	12-31-10	Touring Bike, Red	
221	0,0005		15	03-27-97	12-31-10	Touring Bike, Blue	
222	0,0005		20	03-27-97	12-31-10	Touring Bike, Green	
			25				

Order Template Revisions form

Creating a Purchase Order User Template

Access the Order Template Revisions form.

Creating a Template Using Existing Purchase Orders

Access the Order Template Revisions form.

Setting Processing Options for Order Template Revisions (P4015)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

These processing options enable you to specify how the system displays information in the Order Template Revisions program (P4015).

1. Enter the Desired Format

Use this processing option to specify a code that determines the format in which you can enter order templates. Values are:

- 1: Sold To
- 2: Ship To
- 3: Suppliers
- 4: User

2. Customer Self-Service Mode

Use this processing option to specify a code that determines how the system processes Customer Self-Service information. Values are:

- Blank: The system uses standard processing.
- 1: The system uses Java/HTML processing.
- 2: The system uses Windows processing.

Versions

These processing options enable you to determine which version of various programs the system uses.

1. Customer Service Inquiry (P4210)

Use this processing option to specify the version of the Customer Service Inquiry program (P4210) that the system uses. If you leave this processing option blank, the system uses ZJDE0001.

2. Open Purchase Orders (P4310)

Use this processing option to specify the version of the Open Purchase Orders program (P4310) that the system uses. If you leave this processing option blank, the system uses ZJDE0001.

Revising a Template in Batch Mode

Select Procurement Advanced & Technical Ops (G43A31), 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 F4311 table.

Setting Processing Options for Supplier History Template Rebuild (R43815)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options enable you to enter default information for the Supplier History Template Rebuild program (R43815).

1. Enter the Order Template to be created

Use this processing option to specify the template name. The template contains a list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, and packaged goods.

2. Effective From Date	Use this processing option to specify the date when a transaction, contract, obligation, preference, or policy rule becomes effective.
3. Effective Thru Date	Use this processing option to specify the date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.

Process

These processing options determine how the system processes information in the Supplier History Template Rebuild program (R43815).

1. Enter a '1' for Supplier '2' Buyer '3' Ship-To '4' Transaction Originator	Use this processing option to specify a code that determines who the history applies to. Values are: <i>1:</i> The system creates a new template based on supplier history. <i>2:</i> The system creates a new template based on buyer history. <i>3:</i> The system creates a new template based on ship to history. <i>4:</i> The system creates a new template based on the transaction originator history.
2. Enter '1' to Calc Ave Qty for Usual Qty	Use this processing option to determine whether the system calculates the average quantity for the usual quantity. Values are: Blank: The system does not calculate the average quantity for the usual quantity. <i>1:</i> The system calculates the average quantity for the usual quantity.
3. Enter '1' for Dream Write Data Seq or '2' Most Frequently Ordered	Use this processing option to determine whether the system uses a data sequence or the most frequently ordered items. Values are: <i>1:</i> Use a data sequence. <i>2:</i> Use the most frequently ordered items.
4. Enter Max No of lines in Template	Use this processing option to enter the maximum number of lines in the template that the system can display.
5. Enter Min times an item must be ordered to be included on the template.	Use this processing option to enter the minimum number of times that an item must be ordered before the system includes that item on the template.
6. Enter '1' to include Supp/Item Relationship	Use this processing option to determine whether the system includes the supplier/item relationship on the template. Values are: Blank: Do not include the supplier/item relationship on the template. <i>1:</i> Include the supplier/item relationship on the template.

Creating Model Logs

This section provides an overview of model logs, lists a prerequisite, and discusses how to create a model log.

Understanding Model Logs

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 UDC table 43/ML.

Form Used to Create Model Logs

Form Name	Form ID	Navigation	Usage
Model Logs	W4303C	Procurement System Setup (G43A41), Order Model Log Revisions Subcontract System Setup (G43D41), Order Model Log Revisions Enter a model log on the Work With Model Logs form, and click the Add button.	Create a model log.

Creating a Model Log

Access the Model Logs form.

Order Model Log Revisions - Model Logs

OK

Delete

Cancel

Tools

Model Log Purchase Order Model Log

Records 1 - 5

Customize Grid

	Log Type	Description	Status Type	Explanation - Remark -	Issue Date	Expired Date	Required Date	P E	Cat Cde1	Cat Cde2
☐	S	Signed Order		Submit Signed Purchase Order				Y		
☐	S	Approval Drawings		Submit Drawings for Approval				Y		
☐	S	As Built Drawings		Submit Final Drawings				Y		
☐	T	Manufacturing Schedule		Review Manufacturing Schedule				N		

Model Logs form

- Model Log

A name for a model log entry. The model logs can later be accessed by this name.
- Log Type

A UDC (00/LG) that specifies the type of information in a log entry. The log type is used to group similar types of entries.
- Status Type

A code that specifies whether the requirements for the log line have been satisfied. Values are:

	Blank: The requirements have not been satisfied, the log line is not active, or no status is required.
	<i>Y</i> : The requirements have been satisfied.
	<i>N</i> : The requirements have not been satisfied.
Explanation -Remark-	A name or remark that describes the purpose for using an account or conveys any other information about the transaction.
Issue Date	The date that the log entry was issued. For example, the effective date for an insurance policy is entered in the Issue Date field.
Expired Date	The expiration date of the log entry. For example, in the case of a submittal requirement for an insurance certificate, the termination date for the policy would be entered in the Expired Date field. The termination date would then be used by the Submittal Status Update program to update the status field. If the Expired Date is earlier than the date that you run the program, the system sets the status to N for the log entry.
P E	A code that indicates whether the submittal requirement is of such importance that regular payments to the subcontractor can be suspended if the submittal requirement is not properly satisfied. This code is normally used in conjunction with submittal log entries. Values are: <i>Y</i>: Issue warning messages if log requirements are not met. <i>N</i>: Do not issue warning messages. If Pay Effect is set to <i>Y</i>, various warning messages can appear during progress payment entry when outstanding log requirements exist.
ID Code	An identification code associated with the log entry. The field may be used for abbreviated report identification.
Address Number	A number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

CHAPTER 19

Performing Advanced and Technical Operations

This chapter provides an overview of advanced and technical operations and discusses how to:

- Update supplier and item analysis records.
- Purge data.

Understanding 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

This section provides an overview of updates to supplier and item analysis records and discusses how to:

- Update analysis records.
- Set processing options for Supplier/Item Relationships Rebuild (R43900).

Understanding Updates to Supplier and Item Analysis Records

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 F43090 table based on the receipt data in the F43121 table.

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.

Important! 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.

Updating Analysis Records

Select Procurement Advanced & Technical Ops (G43A31), Supplier Analysis Regeneration.

Setting Processing Options for Supplier/Item Relationships Rebuild (R43900)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Route

This processing option enables you to specify route information for the Supplier/Item Relationships Rebuild program.

Route	A code that you assign when a new supplier record or item records are added. If you leave this processing option blank, the system does not assign a route code.

Purging Data

This section provides an overview of data purge programs, lists prerequisites, and discusses how to purge data.

Understanding Data Purge Programs

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.

Important! 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

Before you purge data, you must:

- Create your own purge environment, which enables 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.

Forms Used to Purge Data

Form Name	Form ID	Navigation	Usage
Available Versions	W98305WA	Data File Purges (G43A311), any option	Run purge programs.
Table Conversion Prompting	W98305WO	Select a version on the Available Versions form, and then click the Select button.	Specify purge settings.

Purging Data

Access the Available Versions form.

Use the following procedure to run any of the purge programs in Procurement (with the exception of the PO Text Lines purge).

To purge data:

1. On Available Versions, select a version.
2. On Table Conversion Prompting, select the Properties option and click Submit.
3. On the properties window, select the Select Environments tab.
4. Select the From and To environments, which enable you to specify the environment to purge data from and the environment in which to store purged data.
5. Select 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 enables 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.

CHAPTER 20

Understanding Vertex Sales Tax Q Series

This chapter provides an overview of Vertex Sales Tax Q Series and discusses compatibility of the Vertex Sales Tax Q Series system.

Compatibility of the Vertex Sales Tax Q Series System

If your company wants to apply sales taxes automatically, you can use the Vertex Sales Tax Q Series system with the following PeopleSoft EnterpriseOne systems:

- General Ledger
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing
- Service Billing

Important! If you are using the Payroll system, you are required to use the Quantum for Payroll Tax System.

See *PeopleSoft EnterpriseOne Payroll 8.11 PeopleBook*, “Setting Up Tax Information”.

See Also

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, “Setting Up the Interface to Vertex Sales Tax Q Series”

APPENDIX A

Delivered Workflow for PeopleSoft EnterpriseOne Procurement

This appendix discusses the delivered workflow for PeopleSoft EnterpriseOne Procurement.

See Also

EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools

Delivered Workflow for PeopleSoft EnterpriseOne Procurement

This section discusses the PeopleSoft EnterpriseOne Procurement workflow.

Purchase Order Acknowledgement Approval

This section discusses the Purchase Order Acknowledgement Approval workflow.

Description

Workflow Description	During workflow processing, the system determines whether Quantity, Unit Cost, Extended Amount, or Promised Delivery Date exceeds the tolerance that is defined by the buyer. If Quantity, Unit Cost, Extended Amount, or Promised Delivery Date exceeds the tolerance, then the system changes the order line status to Awaiting Approval, as defined in the processing option, and sends the order line to the buyer's distribution list for approval.
Workflow Trigger	When the system is acknowledging an order line, if the Quantity, Unit Cost, Extended Amount, or Promised Delivery Date exceeds tolerance, then the system changes the order line status to Awaiting Approval and sends an approval message to the associated distribution list.
Workflow Action	The buyer in the distribution list receives a message in the Awaiting Approval queue in the Work Center. Upon receipt, the buyer can approve or reject the message.

Workflow Objects

System	43
Workflow Object Name	K43181
Object IDs	W43S01B, W43S01E
Event Description / Function Names	Button Clicked, Button Clicked
Sequence / Line Numbers	47, 48

Promised Date Change

This section discusses the Promised Date Change workflow.

Description

Workflow Description	During workflow processing, the system sends a message to an approver if the Promised Delivery Date has changed on a purchase order.
Workflow Trigger	When the Promised Delivery Date has changed, the system sends a message is sent to a reviewer.
Workflow Action	When the Promised Delivery Date has changed, the system sends a message to a reviewer. If the reviewer approves the date, the system updates the date. Otherwise, the system does not update the date. The system also sends a message to the originator whether the date is approved or rejected.

Workflow Objects

System	43
Workflow Object Name	PROMISEDDET
Object ID	N4301790
Event Description / Function Name	StartWorkFlowProcessOnTheWeb
Sequence / Line Number	2

Glossary of PeopleSoft Terms

activity	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
activity rule	The criteria by which an object progresses from one given point to the next in a flow.
add mode	A condition of a form that enables users to input data.
Advanced Planning Agent (APAg)	A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of relational databases, flat file format, and other data or message encoding, such as XML.
application server	A server in a local area network that contains applications shared by network clients.
as if processing	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
alternate currency	A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction. In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.
as of processing	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
back-to-back process	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
batch processing	A process of transferring records from a third-party system to PeopleSoft EnterpriseOne. In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.
batch server	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
batch-of-one immediate	A transaction method that enables a client application to perform work on a client workstation, 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 and store-and-forward.
business function	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable 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	See named event rule (NER).
business view	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
charts	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
connector	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is 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 in PeopleSoft EnterpriseOne General Accounting.
Control Table Workbench	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
cost assignment	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
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.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all 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.

date pattern	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.
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 information	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate and store-and-forward.
Do Not Translate (DNT)	A type of data source that must exist on the iSeries because of BLOB restrictions.
dual pricing	The process of providing prices for goods and services in two currencies.
edit code	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
edit mode	A condition of a form that enables users to change data.
edit rule	A method used for formatting and validating user entries against a predefined rule or set of rules.
Electronic Data Interchange (EDI)	An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
Employee Work Center	A central location for sending and receiving all PeopleSoft 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.
enterprise server	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
EnterpriseOne object	A reusable 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.
EnterpriseOne process	A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.
Environment Workbench	An application that, during the Installation Workbench process, 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.
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.

event rule	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
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. A facility is sometimes referred to as a <i>business unit</i> .
fast path	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
file server	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.
final mode	The report processing mode of a processing mode of a program that updates or creates data records.
FTP server	A server that responds to requests for files via file transfer protocol.
header information	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.
interface table	See Z tables.
integration server	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
integrity test	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interoperability model	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
in-your-face-error	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
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.
jargon	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People 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. This server provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that enables heterogeneous servers to access each other's data.
JDEBASE Database Middleware	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
JDECallObject	An API used by business functions to invoke other business functions.
jde.ini	A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.
JDEIPC	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log	The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.
JDENET	PeopleSoft proprietary communications middleware package. This package 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 PeopleSoft EnterpriseOne supported platforms.
Location Workbench	An application that, during the Installation Workbench process, 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.
logic server	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.
MailMerge Workbench	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
master business function (MBF)	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
master table	See published table.
matching document	A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
media storage object	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
message center	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
messaging adapter	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
messaging server	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
named event rule (NER)	Encapsulated, reusable business logic created using event rules, rather than C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
<i>nota fiscal</i>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<i>nota fiscal factura</i>	In Brazil, a <i>nota fiscal</i> with invoice information. See also <i>nota fiscal</i> .

Object Configuration Manager (OCM)	In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
Object Librarian	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
Object Librarian merge	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
Open Data Access (ODA)	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
Output Stream Access (OSA)	An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
package	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 on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.
package build	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build. Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”
package location	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
Package Workbench	An application that, during the Installation Workbench process, 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.
PeopleSoft Database	See JDEBASE Database Middleware.
planning family	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
preference profile	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
print server	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
pristine environment	A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
production environment	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
production-grade file server	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
project	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path): 11>21>26>28>38>01 In this path, 11 equals new project pending review, 21 equals programming, 26 equals QA test/review, 28 equals QA test/review complete, 38 equals in production, 01 equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.
proxy server	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
published table	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne 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 F98DRPCN table.
QBE	An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
real-time event	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.
refresh	A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
replication server	A server that is responsible for replicating central objects to client machines.
quote order	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, 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.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs. For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpriseOne systems.
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-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	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

three-tier processing	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
three-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
transaction processing (TP) 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 may include programs that validate data and format terminal screens.
transaction set	An electronic business transaction (electronic data interchange standard document) made up of segments.
trigger	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
triggering event	A specific workflow event that requires special action or has defined consequences or resulting actions.
two-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
User Overrides merge	Adds new user override records into a customer's user override table.
variance	In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment. In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (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 using the current bill of material, routing, and overhead rates.
Version 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.
visual assist	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
vocabulary override	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
wchar_t	An internal type of a wide character. It is used for writing portable programs for international markets.
web application server	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
web server	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
Windows terminal server	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

work day calendar	In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.
workflow	The automation of a business process, in whole or in 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 server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
XAPI events	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.
XML CallObject	An interoperability capability that enables you to call business functions.
XML Dispatch	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
XML List	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
XML Service	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
XML Transaction	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.
XML Transaction Service (XTS)	Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.
Z event	A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.
Z table	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Interface tables also can be used to retrieve PeopleSoft EnterpriseOne data. Interface tables are also known as interface tables.
Z transaction	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

Index

A

- AAIs 7
- Account Distribution Entry program (P4316) 39
- Account Distribution Inquiry program (P43126) 125
- account number
 - entering detail lines by 39
- ACM
 - applications 64
 - category codes 20
 - certificates 65
 - constants 20
 - order activity rules 22
 - overview 63
 - pre-certificates 65
 - reversing applications and certificates 69
- ACM Application/Certificate Master table (F74U0141) 64
- ACM Constants (P74U0140) 21
- ACM status codes 19
- ACM status codes user-defined code list (74U/AS) 20
- ACM voucher return codes user-defined code list (74U/VR) 20
- activating processing options for supplier self-service 305
- activating receipt routing 234
- activity rules
 - discussed 16
 - setting up 314
- Add Application Information form 65
- additional documentation xxii
- additional information forms
 - access 27
- Address Book
 - integration 2
- addressing security issues 304
- advanced and technical operations 347
- AIA Application for Payment
 - printing 196
- application control constants
 - defining 323
- application fundamentals xxi
- application required
 - category code 22
- applications
 - certifying 65
 - correcting 69
 - entering 64
 - replacing 70
- Apply Landed Costs (P7610B) 165
- approval processing
 - activating 32
 - approving orders 225
 - bypassing the budget approver 219
 - rejecting orders 225
 - reviewing approval messages 219, 222, 223
 - reviewing orders awaiting approval 222, 223
 - reviewing persons responsible for approvals 222
 - setting up field constants 226
 - transferring approval authority 219
- approval routes
 - assigning a budget approver to 219
 - assigning to orders 32
 - changing 218
 - creating 218
 - working with 217
- Approvals Fields Constants program (P43080) 226
- approving or rejecting orders 225
- assigning multiple locations and lots to receipt items 153
- assigning receipt routes to items 235
- assigning serial numbers 153, 239
- attaching discount rules to items and suppliers 260
- audit trail
 - for commitments 300
- automatic accounting instructions
 - contract cost types AAIs 329
 - default cost types 328
 - for receipt routing 231
 - landed costs AAIs 327
 - Procurement AAIs 325
 - range of contract cost types AAIs 329

- receipt routing AAI 326
- receipts AAI 154, 325
- retainage payables for subcontracts AAI 328
- setting up 324
- Subcontract Management AAI 327
- tax liabilities AAI 326
- variances AAI 191, 326
- VAT recoverables AAI 328
- VAT tax payables AAI 328
- vouchers AAI 325
- zero balance adjustments AAI 327
- Average Cost Calculation user-defined code (40/AV) 146

B

- batch purchase order generator 287
- blanket orders
 - assigning tolerance rules for 332
 - creating purchase orders from 203
 - entering 203
 - printing 203
 - working with 203
- Blanket orders
 - releasing 203
- branch/plant
 - printing purchase order information by 102
- branch/plant constants
 - setting up constants 322
- budget approver 219
- budget checking
 - activating 83
 - understanding 83
- budget holds
 - entering 87
 - releasing 87
 - releasing for orders awaiting approval 226
- budgets
 - reviewing 85
 - working with 83
- business units
 - setting up for ACM 20

C

- calculations
 - for order quantities 285
- cascading receipts 151

- catalogs
 - default 259
 - electronic 37, 74
 - entering 259
 - selecting items from 77
- category codes
 - A/R 22
 - ACM 20
 - M/P 21
 - O/C 22
- Certificate Print (R74U0152) 68
- certificates
 - entering 65
 - evaluated 68
 - non-evaluated 67
 - reversing 70
- change orders
 - copying 62
 - entering 40
 - reviewing 101
- changing the quantity or amount applied to a rebate 281
- choosing a supplier from whom to purchase an item 77
- choosing order detail lines for freight charges to match to a voucher 172
- choosing order detail lines to match to a voucher 168
- choosing receipt records to match to a voucher 167
- Closed Text Lines purge
 - running 348
- comments, submitting xxvi
- commitment
 - creating 78
- commitment audit trail
 - working with 300
- commitment setup 293
 - commitment tracking 293
- commitments
 - change orders 40
 - correcting an audit trail 301
 - creating 77
 - creating an audit trail 300
 - ledgers for 80
 - posting to jobs 302
 - relieving 294
 - reviewing 80
 - setting up 294
 - understanding 77

- verifying 79
- working with 77
- common elements xxvi
- company and Intrastat reporting
 - example in different currencies 104
- comparing nota fiscal amounts 144
- constants
 - ACM 20
 - defining application control 323
 - defining pricing 322
 - setting up 318
 - system 322
- contact information xxvi
- Contract Analysis report
 - reviewing 269
- contract cost types
 - automatic accounting instructions 329
 - automatic accounting instructions for ranges 329
- contract pricing 260
- converting supplier limit amounts 251
- copying a change order 62
- copying log information from a model log 90
- correcting
 - commitment audit trail 301
- correcting an uncertified application 69
- cost performance
 - reviewing for suppliers 268
- costs
 - entering for items 259
 - entering in multicurrencies 38
 - landed 334
 - recording cost changes to an invoice 172
 - retrieving for items 38
 - standard 154
 - variances for 191
 - weighted average 191
- creating a commitment audit trail 300
- creating a model log 344
- creating a permanent voucher from a preliminary voucher 193
- creating a purchase order template 340
- creating an approval route 218
- creating an encumbrance or commitment 78
- creating discount rules for purchasing 259
- creating multiple vouchers from receipt records 189

- creating order revisions 212
- creating orders from existing detail lines 77
- creating orders from price quotes 208
- creating purchase orders from blanket orders 203
- creating receipt routes 230
- creating supplier and item relationships 250
- creating supplier template using order history 341
- creating tolerance rules 331
- creating vouchers using records 166
- cross-references xxv
- currency types
 - for contracts 99
- customer and supplier self-service 303
- Customer Connection website xxii
- customer currency conversion 252

D

- data Selection
 - Supplier/Catalog Purchase Price Generation by Currency (R4106101) 262
- dates
 - revising requested and promised for multiple orders 284
- default cost types
 - automatic accounting instructions 328
- defining a summary of supplier performance information 251
- defining application control constants 323
- defining conditions for obtaining a rebate 276
- defining operations in a receipt route 230
- defining payment eligibility for item removal 233
- defining pricing constants 322
- defining purchase limits for rebate amounts 277
- defining sample requirements and item specifications 236
- defining supplier prices and discount rules 259
- defining supplier purchasing instructions 249
- defining system constants 322
- delegating approval authority 219
- delivery performance

- reviewing for suppliers 268
- setting up guidelines for suppliers 250
- detail lines
 - adding notes for 37
 - canceling 38
 - creating purchase orders from
 - existing 75
 - defined 37
 - entering by account number 39
 - entering by item number 38
 - entering discount terms for 40
 - entering reporting codes for 40
 - entering substitute or replacement items
 - on 41
 - entering tax information for 40
 - printing changes to 103
 - printing voucher information for 194
 - reviewing 38, 100
 - reviewing summary 101
- Detailed Status Report by Supplier
 - reviewing 269
- discounts
 - attaching to suppliers 260
 - entering for detail lines 40
 - entering rules for 259
- dispositioning items from receipt
 - routes 233, 244
- documentation
 - printed xxii
 - related xxii
 - updates xxii
- duplicating a requisition to create an
 - order 198
- duplicating an order 76

E

- EDI 7
- electronic catalog 37, 74
- Electronic Data Exchange (EDI)
 - integration 2
- Electronic Data Interchange (EDI)
 - storing purchase order information
 - for 96
- electronic mail messages
 - approval processing 219, 222, 223
- encumbrance
 - creating 78
- encumbrance rollover
 - creating 82
- encumbrances 7

- creating 77
- ledgers for 80
- reviewing 80
- understanding 77
- verifying commitment integrity 79
- working with 77
- enter Application/Certificate (P74U0141)
 - correcting an uncertified application 69
- Enter Application/Certificate (P74U0141)
 - entering an application 65
 - reversing a certificate 71
 - superceding an uncertified
 - application 70
- Enter Receipts by PO (P4312) 138
- entering an application 64
- entering basic rebate agreement
 - information 274
- entering blanket orders 203
- entering change orders 40
- entering dates for an order 32
- entering detail lines by account number 39
- entering detail lines by item number 38
- entering discount terms for a detail line 40
- entering items for which to request
 - quotes 204
- entering items using order templates 77
- entering items using supplier catalogs 77
- entering kit orders 41
- entering landed costs 163
- entering order detail information 37
- entering order header information 31
- entering order holds 87
- entering orders for multiple suppliers 76
- entering origination information for an
 - order 32
- entering receipt information 125
- entering receipts 124
- entering reference information for an
 - order 33
- entering reporting codes for a detail
 - line 40
- entering requisitions 198
- entering reversals for items in a receipt
 - route 245
- entering shipment information 40
- entering substitute or replacement
 - items 41
- entering supplier information for an
 - order 32
- entering supplier price quotes 207

- entering supplier prices 259
- entering suppliers to provide quotes 207
- entering tax information for a detail line 40
- entering tax information for an order 32
- entering voucher with retainage 189
- evaluated certificates 68
 - printing 68
- evaluated receipt settlement 190
- Evaluated Receipt Settlement (R43800) 68
- evaluated receipts
 - settling 68
- exchange rates 99
- extended costs 39

F

- financial status information
 - reviewing for orders 101
- formal receipt process 121
- forms
 - Add Application Information 65
 - Address Book Revision 36
 - Customer Pricing Rules 265
 - Non Stock Item Revisions 336
 - Nota Fiscal Check 144
 - Nota Fiscal Revisions 138
 - Order Release 200
 - Order Revision History 213
 - Order Template Revisions 340
 - Purchase Order Header 36
 - Purchase Order Receipts 138
 - Purchase Rebate Agreement Revisions 275
 - Purchasing Date Revisions 284
 - Purchasing Tolerance Rules Revisions 332
 - Quote Price Breaks 207
 - Quote Response Entry 207
 - Routing Disposition Setup 234
 - Select Item for Purchase 286
 - Work With Available Order Templates 340
 - Work With Model Logs 344
 - Work With Non Stock Items 336
 - Work with Nota Fiscal Headers 140
 - Work With Order Headers 31
 - Work With Order Release 200
 - Work With Purchase Agreements 275

- Work With Purchasing Tolerance Rules 332
- Work With Receipt Routing Ledger 247
- freight notes 164

G

- G/L Posting Category user-defined code (41/9) 146
- General Ledger and Accounts Payable integration 2
- Generate Nota Fiscal (R76558B) 114
 - processing option 115
- Generate POs from Requisitions/Blanket Order Release (P43060)
 - processing options 200
- generating new supplier prices
 - different currency 266
 - example 261
- generating outbound notas fiscais 114
- generating purchase orders 285
 - by batch purchase order generator 287
- global steps
 - implementation 3

H

- holds 7
 - assigning to subcontract payments 168
 - soft warning 168

I

- implementation
 - Procurement 3
- implementation steps
 - global 3
 - overview 3
 - procurement 4
- inbound nota fiscal review 137
- informal receipt process 121
- integrations
 - Address Book 2
 - Electronic Data Exchange (EDI) 2
 - General Ledger and Accounts Payable 2
 - Job Costing 2
 - Logistics 2
 - Manufacturing 2
 - products 1
- Intrastat Revision table
 - updating 104

- invoices
 - entering 193
 - logging prior to receiving goods 192
 - printing logged information for 193
- item availability
 - updating during receipt routing 231
- item costs 38
- items
 - adding 250
 - assigning receipt routes to 235
 - choosing suppliers from whom to purchase 77
 - creating supplier relationships for 250
 - entering detail lines for 38
 - entering discount rules for 259
 - entering supplier prices for 259
 - nonstock 39
 - ordering 75, 77
 - printing a receipt register for 160
 - removing from receipt routes 244
 - reviewing items on order 100
 - reviewing order summary information 101
 - reviewing summary 101
 - reviewing the receipt route status for 239
 - setting up guidelines for acceptable 251
 - setting up information for 249
 - setting up nonstock 335

J

- Job Costing
 - integration 2
- journal entries
 - for items in a receipt route 231
 - items in a receipt route 231
 - items removed from a receipt route 234, 245
 - receipts 154
 - variances 154, 191
 - vouchers 190

K

- kits
 - changing quantity and cost information 41
 - components 41
 - entering kit orders 41
 - parent items 41

L

- landed costs 163
 - automatic accounting instructions for 327, 334
 - creating vouchers for 164, 168, 190
 - entering 125
 - reviewing for detail lines 38
 - setting up 334
- ledgers
 - PA and PU 80
- line types
 - commitments 80
 - discussed 15
 - setting up 311
- locations
 - assigning receipt items to 153
- Log Report/Update
 - running 90
- Logged Voucher Detail report 194
- logging invoices prior to receiving goods 192
- logging invoices to create preliminary vouchers 193
- Logistics
 - integration 2
- logs
 - from a model log 90
 - model 344
- lots
 - assigning to receipt items 153
- lump sums 39

M

- mailing address
 - adding for a supplier 36
- managing invoices
 - received in an alternate currency 170
- Manufacturing
 - integration 2
- matching records to create vouchers for retainage 188
- measured progress
 - category code 21
- MMA Partners xxii
- model logs
 - copying 90
 - creating 344
- multicurrency
 - orders 31, 38

- receipts 126
- reviewing information for
 - subcontracts 102
 - vouchers 168
- multiple account distribution 39, 169

N

- Next Number - Fiscal Books (P7602B) 150, 151
- non-evaluated certificates 67
 - printing 67
- nonstock items
 - entering on detail lines 39
 - setting up 335
- Nota Fiscal Check and Close (P76B900) 144, 148, 150
- Nota Fiscal Check form 144
- Nota Fiscal Inquiry (P7610B) 140, 144, 148, 150
- Nota Fiscal Maintenance (P7610B)
 - processing options 140
- Nota Fiscal Revisions form 138
- notas fiscais
 - closing inbound 146
 - comparing amounts 144
 - correcting amounts 144
 - correcting errors 144
 - correction letter text 151
 - correction letters 149, 150
 - entering landed costs 163
 - freight notes 164
 - outbound 114
 - purchase returns 107
 - required fields 114
 - reviewing inbound 137
- notes xxv
 - adding for detail lines 37
 - adding for orders 33

O

- obsolete items 41
- open orders
 - reviewing 100
 - summary 101
- Open Receipts by Supplier (P43214) 144
- order activity rules 7, 22
- order detail information
 - default fields 38
 - discussed 25

- Order Detail report
 - printing 102
- order header information
 - accessing 31
 - discussed 25
 - entering 31
- order holds
 - entering 87
 - releasing 87
 - setting up 333
- order line types 7
- order processing cycle 15
- order quantities
 - calculations 285
- order revisions
 - activating 212
 - creating 212
 - printing information about 215
 - recording changes to 211
 - reviewing 213
 - working with 211
- Order Revisions History report (R43535)
 - printing 215
- order templates
 - creating 340
 - creating using order history 341
 - entering items using 77
 - revising 342
 - setting up 339
- orders
 - canceling detail lines on 38
 - duplicating 76
 - entering dates for 32
 - entering header information for 31
 - entering in multicurrencies 31
 - entering notes for 33
 - entering origination information for 32
 - entering reference information for 33
 - entering supplier information for 32
 - entering tax information for 32
 - financial status information 101
 - printing messages on 96
 - putting on hold 87
 - reviewing change orders 101
 - reviewing open 100
 - reviewing summary 101
 - reviewing summary information 101
 - using price quotes to create 208
 - using requisitions to create 198
- over certification

- category code 22
- overview
- product 1

P

- P.O. Brazilian Additional Information - Brazil (P4310BR)

- processing options 30

- P4371 (Suggested Reorder Stock Items) 288

- PA ledger 80

- PeopleBooks

- ordering xxii

- PeopleCode, typographical

- conventions xxiv

- PeopleSoft application fundamentals xxi

- performance information

- reviewing for suppliers 267

- posting

- vouchers 191

- posting committed costs to jobs 302

- posting receipts 154

- Pre-Certificate Print (R74U0150) 65

- Pre-certificate Turnaround Document 65

- pre-certificates

- printing 65

- prerequisites xxi

- price breaks 74

- price quotes

- creating orders from 208

- entering 207

- entering items for which to request 204

- entering suppliers from which to

- obtain 207

- printing requests for 207

- working with 204

- price rule

- entering for detail lines 40

- prices

- entering supplier 259

- entering supplier discounts on 259

- pricing constants

- defining 322

- print messages 96

- Print Nota Fiscal (R76560B)

- processing options 117

- printed documentation xxii

- printing a history of order revisions 103

- printing evaluated certificates 68

- printing items on order from a supplier 103

- printing logged invoice information 193

- printing non-evaluated certificates 67

- printing open orders 159

- printing open voucher information by receipt 195

- printing order revision information 215

- printing orders by batch 91

- printing orders individually 95, 97

- printing pre-certificates 65

- printing purchase order information by supplier or branch 102

- printing purchase receivers 122

- printing quote order requests 207

- printing receipt information by supplier 160

- printing receivers for individual orders 124

- printing receivers in batch mode 123

- printing the AIA Application for Payment report 196

- printing the Order Detail report 102

- printing the status of open orders 160

- printing the Subcontract Detail report 102

- printing voucher information by detail line 194

- processing options

- Generate Nota Fiscal (R76558B) 115

- Generate POs from Requisitions/Blanket Order Release (P43060) 200

- Nota Fiscal Check and Close (P76B900) 148

- Nota Fiscal Maintenance (P7610B) 140

- P.O. Brazilian Additional Information - Brazil (P4310BR) 30

- PO Receipts (P4312) 127

- Print Nota Fiscal (R76560B) 117

- Purchase Order Print 91

- Purchase Orders (P4310) 47

- Receipt Routing Movement and Disposition 239

- Reorder Point Purchase Order Generation 295

- Sales/Purchase Returns - Brazil (P76B805) 112

- Voucher Match (P4314) 179

- processing orders

- overview 15

- procurement

- detail lines 137
- reversing receipts for Brazil 143
- procurement implementation
 - product specific steps 4
- procurement solutions
 - key concepts 26
 - notas fiscais 26
- Procurement system
 - features, terms, and concepts 13
- product integrations
 - procurement 1
- product overview
 - procurement 1
- programs and IDs
 - P0004A 300
 - P0101 36
 - P041051 193
 - P0411 171, 172, 193
 - P042002 193
 - P04411 171
 - P4015 340
 - P40205 312
 - P40215 341
 - P40950 330
 - P4101N 336
 - P41061 263
 - P41291 335
 - P42053 153
 - P42090 333
 - P4271 264, 265
 - P43011 286
 - P43025 284
 - P4303 344
 - P43060 200, 203, 286
 - P43080 226
 - P43091 233
 - P43093 237
 - P4310 31, 36
 - P43100 284
 - P4312 127, 138
 - P43126 125
 - P4312BR 137
 - P4316 39
 - P43205 213
 - P43214 144, 153, 163
 - P4322 332
 - P43230 257
 - P43250 239
 - P43252 247
 - P43253 245

- P43291 165
- P4331 207
- P4334 207
- P4340 274
- P434201 269
- P4371 288
- P43900 348
- P43DA 234
- P44440 196
- P470412 190
- P74U0140 (ACM Constants) 21
- P74U0141 (Enter Application
/Certificate) 65, 69, 70, 71
- P7601B 151
- P7602B 150
- P7610B 140, 144, 148, 150, 165
- P76900 148
- P76B900 144, 150
- R04305 192
- R04602 196
- R43412 195
- R43415 102
- R43420 103
- R43428 194
- R43450 195
- R4350 207
- R43510 123
- R43512 160
- R43525 159
- R43535 215
- R43632 159
- R43640 103
- R43800 68
- R4401P 102
- R74U0150 65
- R74U0152 68
- R76558B 114
- PU ledger 80
- purchase order entry
 - processing options 47
- Purchase Order Header form 36
- purchase order header information
 - defined 26
- Purchase Order Print
 - processing options 91
- Purchase Order Receipts form 138
- Purchase Order Summary report
 - printing 99
- purchase orders
 - approving 225

- awaiting approval 222, 223
- entering for multiple suppliers 76
- generating automatically 285
- generating by batch 287
- receiving 7
- rejecting 225
- returns 108
- reviewing approval status for 221
- reviewing open 159
- setting up default values for 249
- tracking commitments and encumbrances for 77
- using blanket orders to create 203
- purchase orders for Brazil
 - entering 26
 - entering additional information 27
 - key concepts 26
 - requirements 26
- purchase receivers
 - discussed 122
 - printing 123, 124
- purges
 - Closed Text Lines purge 348
 - running 348

Q

- quality performance
 - reviewing for suppliers 268
 - setting up guidelines for suppliers 251
- quote orders 7
 - closing 208
 - entering 204
 - using requisitions to create 204
 - working with 204
- Quote Request report (R4350)
 - printing 207

R

- R437002 (Stocked Item Reorder Point Batch Purchase Order Generator) 287
- rebate agreements
 - changing the quantity or amount applied to 281
 - defining inclusion rules for 276
 - defining thresholds for 277
 - entering 274
 - reviewing purchasing transactions for 280

- reviewing summary information for 279
- setting up 273
- updating information for 282
- rebate processing 273
- receipt information
 - printing 159
 - printing by supplier 160
- receipt process for Brazil
 - closing inbound notas fiscais 146
- receipt routes
 - assigning alternate 235, 237
 - assigning to items 235
 - creating 230
 - defining operations for 230
 - defining sample requirements for 236
 - defining specifications for 236
 - removing items from 244
 - replacing returned items 245
 - reversing item removals 245
 - reversing item transfers 245
 - reviewing item specifications for 245
 - reviewing sample requirements for 245
 - setting up disposition categories for 233
 - setting up item removal categories for 233
 - transferring items to operations in 238, 239
 - understanding journal entries for 231
- receipt routing
 - activating 234
 - automatic accounting instructions for 326
 - discussed 229
 - journal entries for items 231
 - ledger 246
 - reversing receipts 153
 - reviewing the current status of items in 239
 - reviewing the history of items in 246
 - working with items in 238
- Receipt Routing Movement and Disposition processing options 239
- receipts
 - assigning lots to 153
 - assigning serial numbers to 153
 - assigning tolerance rules for 332
 - automatic accounting instructions for 154, 325

- canceling 127, 171
- closing the balance of 127, 171
- creating routes for 230
- evaluated 68
- formal 121
- informal 121
- journal entries for 154
- performing partial 127, 171
- posting 154
- printing open 159
- printing open voucher information for 195
- printing the status of 160
- reversing 70, 153
- reversing items out of receipt routing 245
- receipts for Brazilian procurement 137
- receipts for multiple nota fiscal documents 137
- received Not Vouchered Reconciliation report
 - printing 195
- Received/Vouchered Status report
 - printing 195
- receiving to different locations 153
- record information
 - entering 171, 172
- recording cost changes to an invoice 172
- rejecting orders 225
- related documentation xxii
- releasing blanket orders 203
- releasing order holds 87
- releasing requisitions 199
- releasing retainage 189
- removing items from a receipt route 244
- reorder Point Purchase Order Generation
 - processing options 295
- reordering Items 288
- replacement items 41
- replacing returned items 245
- reporting codes
 - entering for detail lines 40
- reports
 - A/P Voucher Journal 192
 - AIA Application for Payment 196
 - Contract Analysis 269
 - Logged Voucher Detail 194
 - Order Revisions History 215
 - Pre Certificate Turnaround Document 65
 - Purchases Journal 103
 - Quote Request 207
 - Received/Vouchered Status 195
 - Status Report by Supplier 269
 - Subcontract Detail 102
 - Supplier Analysis 196
 - Waiver of Lien 196
- request date
 - printing purchase orders by 103
- requisitions
 - approving 225
 - assigning tolerance rules for 332
 - creating orders from 198
 - creating quote orders from 204
 - duplicating 198
 - entering 198
 - printing 198
 - rejecting 225
 - releasing 199
 - reviewing orders awaiting approval 222, 223
 - working with 197
- responding to requests for quotes 306
- retainage
 - entering vouchers 189
 - releasing 189
 - retainage payables AAI 328
- retainage records
 - creating vouchers using 188
 - matching to create vouchers 188
- reversing a certificate 70
- reversing a receipt 70, 153
- reversing applications and certificates 69
- reversing receipts 153
- reversing receipts for Brazilian procurement 143
- reversing vouchers 167
- reviewing a summary of supplier performance information 268
- reviewing and posting journal entries for voucher transactions 191
- reviewing approval messages 222, 223
- reviewing change orders 101
- reviewing commitment information 80
- reviewing financial status information 101
- reviewing journal entries for receipts 154
- reviewing multicurrency information for subcontracts 102
- reviewing open order

- as if currency 100
- reviewing open order summary 101
- reviewing open orders 100
- reviewing open receipts 162
- reviewing order revisions
 - information 213
- reviewing order summary
 - information 101
- reviewing orders awaiting approval 222, 223
- reviewing orders on the web 306
- reviewing purchasing transactions for a rebate 280
- reviewing receipts on the web 305
- reviewing summary information for rebate agreements 279
- reviewing supplier cost performance 268
- reviewing supplier delivery
 - performance 268
- reviewing supplier performance
 - information 267
- reviewing supplier quality
 - performance 268
- reviewing the budget 85
- reviewing the Contract Analysis
 - report 269
- reviewing the current operation for items 239
- reviewing the Detailed Status Report by Supplier 269
- reviewing the history of items in a receipt route 246
- revising a template 342
- revising purchase dates 284
- running the Log Report/Update 90

S

- sales orders
 - types of 41
- selecting requisition detail lines for orders 198
- serial numbers
 - assigning 239
 - assigning to receipt items 153
- setting up ACM constants 20
- setting up automatic accounting
 - instructions 325
- setting up budget checking 83
- setting up commitment relief 294
- setting up commitment tracking 293
- setting up commitments 294
- setting up constants 318
- setting up field constants for approval
 - processing 226
- setting up guidelines for acceptable items 251
- setting up guidelines for delivery
 - performance 250
- setting up landed costs 334
- setting up nonstock items 335
- setting up order activity rules 22, 315
- setting up order hold information 333
- setting up order lines types 311
- setting up order templates 340
- setting up rebate agreements 274
- setting up self-service for customers and suppliers 304
- setting up supplier and item
 - information 249
- setting up vouchers 161
- settling evaluated receipts 68
- setup
 - G/L Posting Category (41/9) 147
- site engineers
 - entering certification information 65
 - printing pre-certificates for 65
- soft warning 168
- standard cost
 - variance 154
- status codes
 - ACM 19
 - setting up 315
 - updating 283
- Subcontract Detail report
 - printing 102
- Subcontract Management system
 - overview 14
- subcontract orders
 - approving 225
 - awaiting approval 222, 223
 - rejecting 225
 - reviewing approval status for 221
- subcontract payments
 - holds 168
- subcontractors
 - applications for payment 64
- substitute items 41
- suggestions, submitting xxvi
- summary
 - product 1

- superceding an uncertified application 70
- supplier Analysis report
 - printing 196
- supplier currency conversion 252
- Supplier/Catalog Purchase Price Generation by Currency (G4106101)
 - data selection 262
- suppliers
 - accessing electronic catalog information 74
 - attaching discount rules to 260
 - capturing performance information for 268
 - creating item relationships for 250
 - defining certification status for 74
 - entering a temporary mailing address for 36
 - entering for quote orders 207
 - entering order information for 32
 - entering price discounts for 259
 - entering price quotes for 207
 - entering prices for 259
 - printing items on order for 103
 - printing purchase order information for 102
 - printing quote order requests for 207
 - printing receipt information for 160
 - reviewing cost performance for 268
 - reviewing delivery performance for 268
 - reviewing performance information for 267
 - reviewing quality performance for 268
 - reviewing summary performance for 268
 - setting up contract pricing for 260
 - setting up delivery performance guidelines for 250
 - setting up information for 249
 - setting up purchasing instructions for 249
 - setting up quality performance guidelines for 251
 - setting up summary performance information for 251
- system constants
 - defining 322
- system setup 309
 - ACM constants 20
 - order activity rules for ACM 22

- setting up constants 322

T

- tables
 - F4301 (Subcontract Management Heading) 102
 - F4303 (Contract Log Detail) 102
 - F4304 (Contract Log Text) 102
 - F4311 (Purchase Order Detail File Detail) 196
 - F4311 (Purchase Order Detail File) 269
 - F4311 (Subcontract Management Detail) 102
 - F74U0141 (ACM Application/Certificate Master) 64
- tax information
 - entering for detail lines 40
 - entering for orders 32
 - vouchers 168
- taxes
 - automatic accounting instructions for 326
- templates 7
- tolerance rules
 - creating 331
- transferring approval authority 221
- transferring items to operations 238, 239
- typographical conventions xxiv

U

- UDCs 7
- uncertified applications
 - correcting 69
 - replacing 70
- understanding budget checking 83
- understanding encumbrances 77
- understanding journal entry creation for items in a receipt route 231
- updating Intrastat revision table 104
- updating rebate information 282
- updating status codes 283
- updating supplier and item analysis records 347
- user-defined code lists
 - ACM status codes (74U/AS) 20
 - ACM voucher return codes (74U/VR) 20
 - Average Cost Calculation (40/AV) 146
 - commitment order types (40/CT) 294

- G/L Posting Category (41/9) 146
- hold codes (42/HC) 333
- landed cost levels (41/CA) 334
- landed cost rules (41/P5) 334
- model logs (43/ML) 344
- order templates (40/OT) 340
- order types (00/DT) 315
- rebate order types (43/RB) 274
- receipt route operations (43/OC) 232
- receipt routes (43/RC) 232
- status codes (40/AT) 315

V

- variances
 - actual costs 191
 - standard costs 154
 - weighted average costs 191
- VAT tax payables
 - automatic accounting instructions 328
- VAT tax recoverables
 - automatic accounting instructions 328
- verifying commitment integrity 79
- verifying that voucher amounts
 - balance 191
- visual cues xxv
- Voucher Match (P4314)
 - processing options 179
- vouchers
 - adding new purchase order detail lines
 - for 168
 - assigning tolerance rules for 332
 - automatic accounting instructions
 - for 325
 - creating for landed costs 164, 168
 - creating from preliminary
 - vouchers 193
 - creating preliminary 193
 - creating using receipt records 189
 - creating using retainage records 188
 - journal entries for 190
 - matching individual records to
 - create 167
 - matching order detail lines to
 - create 168, 172
 - printing information about 194
 - reversing 167
 - setting up 161

W

- Waiver of Lien
 - printing 196
- warnings xxv
 - soft 168
 - subcontract payments 168
- work with log information 88
- Work with Nota Fiscal Headers form 140
- workbench
 - about the Purchase Order
 - Workbench 74
 - entering orders for multiple
 - suppliers 74
- working with a commitment audit
 - trail 300
- working with approval routes 218
- working with blanket orders 203
- working with budgets 83
- working with commitments and
 - encumbrances 77
- working with evaluated certificates 68
- working with items in a receipt route 238
- working with journal entries for receipt
 - transactions 154
- working with journal entries for voucher
 - transactions 190
- working with order revisions 211
- working with orders awaiting
 - approval 221
- working with orders on hold 86
- working with quote orders 204
- working with rebate status
 - information 279
- working with requisitions 198
- working with retainage 188
- working with special order entry
 - features 73