PeopleSoft®

PeopleSoft EnterpriseOne Subcontract Management 8.11 SP1 PeopleBook

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PeopleSoft EnterpriseOne Subcontract Management 8.11 SP1 PeopleBook
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About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

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

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

- Web
- Telephone
- Email

Web

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

Telephone

Contact MMA Partners at 877 588 2525.

Email

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

See Also

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

Additional Resources

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

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

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

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

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

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. 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: *Blank:* Batch is unposted and pending approval. *A:* The batch is approved for posting, has no errors and is in balance, but it has not yet been posted. *D:* The batch posted successfully. *E:* The batch is in error. You must correct the batch before it can post. *P:* 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. *U:* 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 Subcontract Management Preface

This preface discusses:

- PeopleSoft products
- PeopleSoft application fundamentals

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne Subcontract Management.
- PeopleSoft EnterpriseOne Procurement.
- PeopleSoft EnterpriseOne Accounts Payable.

PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne Inventory Management 8.11 SP 1 PeopleBook*.

See Also

PeopleSoft EnterpriseOne Inventory Management 8.11 SP1 PeopleBook, “PeopleSoft EnterpriseOne Inventory Management Preface”

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne Subcontract Management

This chapter discusses:

- PeopleSoft EnterpriseOne Subcontract Management overview.
- PeopleSoft EnterpriseOne Subcontract Management features overview.
- PeopleSoft EnterpriseOne Subcontract Management integrations.
- (Rapid Start CAN and USA) Subcontract Management business processes.
- PeopleSoft EnterpriseOne Subcontract Management implementation.

PeopleSoft EnterpriseOne Subcontract Management Overview

You use the PeopleSoft EnterpriseOne Subcontract Management system to manage the day-to-day and long-term details of contracts, payments, and commitments that are associated with jobs. In addition, you can do any of these with the PeopleSoft EnterpriseOne Subcontract Management system:

- Create and maintain contracts for the subcontractors on the jobs.
- Establish payment guidelines and make payments against the contracts.
- Track the costs you have paid against a job and the costs you are committed to in the future.
- Make up-to-the-minute inquiries on contract information.
- Input change orders for contract commitments.
- Generate status reports for contracts and commitments.
- Create base agreements for contracts.

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

You can then enter and release progress payments, or hold progress payments. Progress payments are payments that you make to the subcontractors as they make progress against their jobs.

PeopleSoft EnterpriseOne Subcontract Management System Features Overview

The PeopleSoft EnterpriseOne Subcontract Management system has many features to help you manage contracts. The system helps you to manage contacts, commitments, and to process payments.

Contracts

You create contracts for the subcontractors on jobs. Contracts specify details such as the contractor information, work to be done, contract commitments, dates, log items, such as submittals and transmittals, and so on. A submittal is information a subcontractor must provide to you. A transmittal is information you must provide to a subcontractor. The PeopleSoft EnterpriseOne Subcontract Management system offers you these features to make the work with contracts as efficient as possible:

Contract Features	Description
Multiple contract types	You can manage a variety of contract types, including: • Construction contracts • Maintenance contracts • Professional service contracts • Fabrication contracts • Encumbered cost contracts
Base agreement processing	You can create base agreements. A base agreement enables you to set up various jobs so that you do not have to specify distribution commitments for each job individually. This will help you manage contracts in which you have various categories of jobs, but with jobs in each category having identical costs.
Contract reporting	You can process a variety of reports regarding contracts. These reports can indicate: • Payment status information by supplier, job, or contract. • Log information. • Unit price information. • Committed cost information, integrating data from the PeopleSoft EnterpriseOne Job Cost and PeopleSoft EnterpriseOne Subcontract Management systems.
Change order updating	Change orders direct the system to change the amount of money committed to a contract. You can create and update change orders easily. Change orders can stand alone or be rolled into the original contract for payment.

Contract Features	Description
Supplemental data tracking	Many contracts require supplemental information in addition to the basic contract information. This information can be in the form of submittals, transmittals, and other user-defined log types. The PeopleSoft EnterpriseOne Subcontract Management system provides these capabilities for managing supplemental data: • You can track the completion and receipt of submittals and transmittals. • You can report on deficient submittal information that is associated with a contract commitment. • You can automatically update submittal status and transmittal status • You can withhold progress payments against a contract on the basis of expired logs. In addition, you can enter extended textual information regarding supplemental data and run reports about various log entries. You can also set up a model log entry for each contract type on the system, and then copy and revise those models in the actual contracts.
Contract inquiries	You can review this contract information: • Up-to-the-minute payment status details by amount, units, or unit cost. • Online log status details and update. • Open order details on remaining commitments. • Online budget comparisons. • Contract searches.

Commitments

A commitment is the money that you designate to pay against a contract. The PeopleSoft EnterpriseOne Subcontract Management system provides you with these features to make the work with contract commitments as efficient as possible:

Commitment Feature	Description
Automatic audit trails	You can maintain an audit trail for committed costs. You can access PeopleSoft EnterpriseOne Accounts Payable and PeopleSoft EnterpriseOne General Ledger for an audit trail of progress payments.

Commitment Feature	Description
User-defined commitment distribution rules	You can set up the system for these commitment distribution purposes: • To distribute commitments among multiple jobs within a contract. • To establish user-defined cost types per contract type. • To establish multiple account distributions per contract type. • To track change order.
Tax capabilities	You can assess a number of taxes to the progress payments, including: • Sales • Use • Value added The PeopleSoft EnterpriseOne Subcontract Management system also creates journal entries for the PeopleSoft EnterpriseOne General Ledger and PeopleSoft EnterpriseOne Job Cost and updates tax files.

Payment Processing

You process payments against the contracts as the subcontractors make progress against their jobs. Payments are charged against the committed money for a contract. The PeopleSoft EnterpriseOne Subcontract Management system offers many features you can use to process progress payments, including:

Payment Processing Feature	Description
Flexible pricing methods for commitments.	You can use these pricing methods for the contract commitments: • Lump sum, where the contract price is fixed. • Unit price, where the contract price is based on the number of units completed.

Payment Processing Feature	Description
Payment options.	You can use these options when you process the progress payments: • Joint payment handling and alternate payees. • Partial payments. • Multiple concurrent payment runs. • Payment release by due date, payment status, or job. • Processing of back charges and extras in addition to the committed amount
Efficient progress payments.	The PeopleSoft EnterpriseOne Subcontract Management system helps you manage the progress payments by: • Issuing a warning if there are log requirements that have not been met when you try to enter a progress payment voucher. • Providing quick access to log status information. • Processing retainage amounts as percentage or flat rates. • Handling retainage and discount information on the same pay request. • Performing both partial and full retainage releases. • Providing an American Institute of Architects payment document that you can print and use for future progress payments.

PeopleSoft EnterpriseOne Subcontract Management Integrations

The PeopleSoft EnterpriseOne Subcontract Management system integrates with these PeopleSoft EnterpriseOne products:

- PeopleSoft EnterpriseOne Job Cost

  The PeopleSoft EnterpriseOne Subcontract Management system also integrates with the Change Management functionality of the PeopleSoft EnterpriseOne Job Cost system.
- Foundation - Work Order
- PeopleSoft EnterpriseOne Procurement
- PeopleSoft EnterpriseOne Accounts Payable
- PeopleSoft EnterpriseOne General Ledger
- Foundation - Address Book

PeopleSoft EnterpriseOne Job Cost

The PeopleSoft EnterpriseOne Subcontract Management system automatically updates committed units and amounts to accounts in the PeopleSoft EnterpriseOne Job Cost system. You can manage the contract budgets and cost projections through the PeopleSoft EnterpriseOne Job Cost system.

You can access the Change Management functionality to review the details of a change request that is associated with a contract. You can also transfer the details of a change request to the PeopleSoft EnterpriseOne Subcontract Management system. The contract number provides the link between a contract and its associated change requests.

Foundation - Work Order

You can link line item commitments on the Subcontract Entry form to a work order in Foundation - Work Order. Costs from the line item are automatically charged against the work order in the PeopleSoft EnterpriseOne Job Cost system, the PeopleSoft EnterpriseOne Subcontract Management system, and the PeopleSoft EnterpriseOne General Ledger system.

PeopleSoft EnterpriseOne Procurement

The PeopleSoft EnterpriseOne Subcontract Management system shares a common database with the PeopleSoft EnterpriseOne Procurement system. You can use these links to view the purchase orders and contract commitments that are related to a project from one inquiry form and through the same commitment ledger. Both systems also release commitments in the same manner through the PeopleSoft EnterpriseOne Accounts Payable system.

PeopleSoft EnterpriseOne Accounts Payable

The PeopleSoft EnterpriseOne Accounts Payable system automatically updates the appropriate accounts payable records when you enter progress payments, release retainage, or make payments against a contract. Retainage is a percentage of the contract amount that is held until a specified date after the completion of the work. You can also complete other accounts payable tasks from the PeopleSoft EnterpriseOne Subcontract Management system, such as designating joint or alternate payees.

PeopleSoft EnterpriseOne General Ledger

The PeopleSoft EnterpriseOne Subcontract Management system automatically updates the general ledger in the PeopleSoft EnterpriseOne General Ledger system when you create payment vouchers for contracts. All audit trails for Subcontract Management vouchers and payments are maintained in the general accounting ledgers.

Foundation - Address Book

The PeopleSoft EnterpriseOne Subcontract Management system accesses Foundation - Address Book for the addresses of suppliers, subcontractors, and business owners. You can use this information to print payments, reports, and so on. You can access Foundation - Address Book from a PeopleSoft EnterpriseOne Subcontract Management inquiry form to find specific subcontractors.

(Rapid Start CAN and USA) Subcontract Management Business Processes

Rapid Start for Canada and the United States includes all the functionality available in the PeopleSoft EnterpriseOne systems to perform the business processes. For the Subcontract Management system, Rapid Start also includes preconfigured data that is specifically set up for the procure goods business process.

See *PeopleSoft EnterpriseOne Rapid Start Fundamentals 8.11 SP1 PeopleBook*, “Getting Started with Rapid Start”.

This table lists the business processes, scenarios, and process steps for Subcontract Management and refers you to the detailed information for each business process. The information in this table applies to Canada and the United States:

Business Process	Scenario	Process Steps	Reference
Procure goods.	Create subcontract orders.	1. Enter subcontract order. 2. Print subcontract order. 3. Process progress payments. 4. Post vouchers for subcontract orders.	See Chapter 5, "Creating Contracts," (Rapid Start CAN and USA) Entering and Printing Subcontract Purchase Orders, page 60. See Chapter 10, "Processing Progress Payments," (Rapid Start CAN and USA) Processing Progress Payments, page 126. See Chapter 10, "Processing Progress Payments," (Rapid Start CAN and USA) Posting Vouchers for Subcontract Orders, page 130.

PeopleSoft EnterpriseOne Subcontract Management Implementation

This section provides an overview of the steps that are required to implement the PeopleSoft EnterpriseOne Subcontract Management system.

In the planning phase of the 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 where to find the most current version of each.

Global Implementation Steps

This table lists the global implementation steps for PeopleSoft EnterpriseOne Subcontract Management:

Step	Reference
1. Set up global user-defined codes (UDCs).	*PeopleSoft EnterpriseOne Tools 8.95: Foundation PeopleBook.*
2. Set up fiscal date patterns, companies, and business units.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Organizations"
3. Set up next numbers.	*PeopleSoft EnterpriseOne Tools 8.95: Foundation PeopleBook.*

Step	Reference
4. Set up accounts.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, “Creating the Chart of Accounts”
5. Set up General Ledger constants.	*PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook*, “Setting Up the General Accounting System,” Setting Up Constants for General Accounting
6. Set up multicurrency processing, including currency codes and exchange rates.	*PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook*, “Setting Up General Accounting for Multicurrency Processing”
7. Set up ledger type rules.	*PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook*, “Setting Up the General Accounting System,” Setting Up Ledger Types for General Accounting
8. Enter address book records.	*PeopleSoft EnterpriseOne Address Book 8.11 SP1 PeopleBook*, “Entering Address Book Records”
9. Set up default location and printers.	*PeopleSoft EnterpriseOne Tools 8.95: Foundation PeopleBook.*
10. Set up branch and plant constants.	*PeopleSoft EnterpriseOne Inventory Management 8.11 SP1 PeopleBook*, “Setting Up the Inventory Management System,” Defining Branch/Plant Constants
11. Set up manufacturing and distribution AAIs.	*PeopleSoft EnterpriseOne Inventory Management 8.11 SP1 PeopleBook*, “Setting Up the Inventory Management System,” Setting Up AAIs in Distribution Systems
12. Set up document types.	*PeopleSoft EnterpriseOne Inventory Management 8.11 SP1 PeopleBook*, “Setting Up the Inventory Management System,” Setting Up Document Type Information
13. Set up shop floor calendars.	*PeopleSoft EnterpriseOne Shop Floor Management 8.11 SP1 PeopleBook*, “Setting Up Shop Floor Management,” Understanding Shop Floor Calendar Setup

PeopleSoft EnterpriseOne Subcontract Management Implementation Steps

This table lists the implementation steps for the PeopleSoft EnterpriseOne Subcontract Management system discussed in this PeopleBook:

Step	Reference
1. Set up the procurement system, projects or jobs, and commitments.	Chapter 2, “Setting Up the PeopleSoft EnterpriseOne Subcontract Management System,” page 9
2. Set up suppliers.	Chapter 3, “Setting Up Suppliers,” page 19

CHAPTER 2

Setting Up the PeopleSoft EnterpriseOne Subcontract Management System

This chapter provides an overview of system setup and discusses how to:

- Set up projects or jobs.
- Set up commitments.

Understanding System Setup

Before you use the PeopleSoft EnterpriseOne Subcontract Management system, you must define setup information. Much of the setup information that you define for the PeopleSoft EnterpriseOne Subcontract Management system is performed within the PeopleSoft EnterpriseOne Procurement system and other PeopleSoft EnterpriseOne systems.

This information directs the system to accommodate 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).

PeopleSoft EnterpriseOne Procurement System Setup

You set up this information for the PeopleSoft EnterpriseOne Procurement system:

Order Line Types

You must define codes that determine how the system processes a detail line on an order.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Defining Order Line Types.

Order Activity Rules

You must establish the sequence of steps in the purchasing cycle through which the system processes each order.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Order Activity Rules.

Constants

You must define constants for these types of default information:

- Branch or plant constants control daily transactions within a branch or plant.
- Item availability constants define how the system calculates the quantity of items available at a branch or plant.

- System constants provide default information that applies throughout the system.
- Batch control constants determine whether an application requires management approval and batch control.

  See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Procurement Constants.

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.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Procurement Constants.

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.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Creating Tolerance Rules.

Order Hold Information

You can set up information that the system uses to place orders on hold.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Order Hold Information.

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.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Landed Costs.

Non-Stock Items

You can set up information for items that you do not account for as part of the inventory.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Nonstock Items.

Purchase Order Templates

You can set up templates for use during purchase order entry. Templates contain items that you frequently order from a supplier.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Nonstock Items.

Model Logs

You can set up model logs for use during log creation. Model logs contain items that you frequently use in a log.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Nonstock Items.

Other System Setup

You set up this information in other systems, including the PeopleSoft EnterpriseOne Inventory Management system and the PeopleSoft EnterpriseOne General Ledger system:

Messages

You can predefine messages to attach to orders.

See *PeopleSoft EnterpriseOne Inventory Management 8.11 SP1 PeopleBook*, “Setting Up the Inventory Management System,” Setting Up Messages.

Default Location and Printers

You can define default information for a specified user or workstation terminal, including a branch or plant, an approval route, and a printer output queue.

See *PeopleSoft EnterpriseOne Inventory Management 8.11 SP1 PeopleBook*, “Setting Up the Inventory Management System,” Setting Up Default Location Information.

Next Numbers

You can use the next numbers facility to automatically assign the next available number to document types and address book numbers.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, “Setting Up Next Numbers”.

Tax Processing

You must set up tax processing information for the system.

User-Defined Codes

You can set up UDCs to customize each system in the environment.

Item Cross-References

You can define item cross-reference numbers to link the internal item numbers to alternate items numbers, such as those maintained by the suppliers.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, “Setting Up Next Numbers”.

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 contracts.

- Range of contract cost types (CR)

  Use this AAI to determine a range of valid cost types for 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 the 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 these statements 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 the 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 these statements 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 AAIs form when you set up the 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 the 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 the contracts.

You must follow these guidelines when you set up CD AAIs:

- The first two characters must be CD.
- The second two characters indicate the contract type, such as OS and OP. You must create a separate CD AAI for each contract type. You must also define the contract types in the UDC table (00/DT) for document types.
- Do not assign company, business unit, or subsidiary to the CD AAIs.

If you define a CD AAI for a contract type, the system automatically supplies the cost type associated with the CD AAI.

AAIs for Specific Contract Cost Types (CT)

Use this AAI to determine the allowable cost types (objects) for the contracts.

You must follow these guidelines when you set up CT AAIs:

- The first two characters must be CT.
- The second two characters indicate the contract type, such as OS and OP.

  You must create a separate CT AAI for each contract type. You must also define the contract types in the 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 AAIs.

If you define more than one CT AAI for a contract type, the system does not supply a cost type. You must enter a cost type for each commitment. The system compares the cost type that you enter against the CT AAIs for the contract type to ensure that the cost type is valid.

AAIs for a Range of Contract Cost Types (CR)

Use this AAI to determine a range of valid cost types for the contracts.

You must follow these guidelines when you set up CR AAIs:

- The first two characters must be CR.
- The second two characters indicate the contract type, such as OS and OP.

  You must also define the contract types in the UDCtable (00/DT) for document types. If you use base agreements, you must set up a range of CR AAIs for the base agreement contract types. For example, if the base agreement contract type is defined as BC, you must set up a CRBCxx range of AAIs.
- The last two characters must be a numeric value from 01 to 99.

  These values must always occur in sequential pairs that represent ranges. For example, CROP01 is associated with CROP02, CROS97 is associated with CROS98, and so on.
- Do not assign company, business unit, or subsidiary to the CR AAIs.

When you enter a cost type for the contracts, the system first compares it to the CT AAIs and then compares it to the CR AAIs to ensure that the cost type is valid.

Setting Up Projects or Jobs

Before you use the PeopleSoft EnterpriseOne Subcontract Management system, you should set up the project or job information in the PeopleSoft EnterpriseOne Job Cost system. A project is composed of one or more jobs. When you set up a job, you include information regarding the work to be done. When you set up a project, you include the details of the overall project and the details of each job within the project.

After you enter the project or job information, you can use the PeopleSoft EnterpriseOne Subcontract Management system to create and maintain contracts for each of the subcontractors on jobs.

You can customize the project or job information to the business needs. Consider these examples:

- You are contracted to build an office building. The office building is the project, and each floor is a separate job.
- You are contracted to build the houses in a subdivision. The subdivision is the project, and each house is a separate job.

You must first create a job master record for each of the projects or jobs. If you set up a project, you must also set up each of the jobs within the project.

After you set up the projects or jobs, you must set up a cost code structure for each job. A cost code structure is a list of all of the accounts that apply to a job. You use the chart of accounts to track and manage all of the costs that are associated with a job.

For example, assume that you are contracted to construct an office building. You must first create a master record for the entire office building. You can then set up the jobs in the building. In this case, you set up each floor of the building as a separate job. After you set up the jobs, you set up the cost code structure for each job. For example, the cost code structure for the third floor job might include accounts for plumbing, drywall, electrical, and so on.

You can also set up multiple jobs within a company at the same time.

Creating a Job Master Record

Before you use the PeopleSoft EnterpriseOne Subcontract Management system, create a job master record for each of the projects or jobs. A job master record includes basic identifying information about the project or job.

Setting Up Jobs within a Project

After you create a job master record for a project, you must set up the jobs within the project. For example, if the project is an office building, you might set up each floor of the building as a separate job.

Assume that you set up job number 6000 for the office-building project. You should set up the floor 1 as job 6001, the floor 2 as job 6002, the floor 3 as job 6003, and so on.

Creating the Cost Code Structure

After you set up jobs, you must create a cost code structure for each job in the PeopleSoft EnterpriseOne Job Cost system. A cost code structure is a list of all of the cost codes and cost types that apply to a job.

You use the cost code structure to track and manage all of the costs that are associated with a job. For example, the cost code structure for the floor 1 job might include accounts for plumbing, drywall, electrical, and so on.

See Also

PeopleSoft EnterpriseOne Job Cost 8.11 SP1 PeopleBook, “Setting Up Jobs,” Setting Up Job Master Records

PeopleSoft EnterpriseOne Job Cost 8.11 SP1 PeopleBook, “Setting Up Cost Code Structures,” Creating Cost Code Structures

PeopleSoft EnterpriseOne Job Cost 8.11 SP1 PeopleBook, “Entering Budgets and Scheduling Jobs,” Entering Cost Code Schedules

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Setting Up Commitments

This section provides overviews of commitments, commitment tracking, and commitment relief, and discusses how to:

- Set up commitment tracking
- Set up commitment relief

See Also

Chapter 6, “Working with Commitments,” page 73

Chapter 6, “Working with Commitments,” Reviewing Commitment Information for Subcontracts, page 77

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Using Receipt Processing,” Reviewing Journal Entries for Receipt Transactions

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Creating Vouchers,” Reviewing and Posting Journal Entries for Voucher Transactions

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Using Receipt Processing”

Understanding Commitments

A commitment is the recognition of a future obligation. Each time you enter a subcontract 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 subcontracts 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 create progress payments, you can have the system relieve commitments. To do this, the system subtracts the individual commitment amount from the total commitment amount for the job or project.

You can also have the system:

- Create an audit trail in the P.O. Detail Ledger File - Flexible Version table (F43199).
- Recalculate amounts in the account balance ledgers.

Understanding Commitment Tracking

You can set up commitment tracking to monitor subcontract obligations for a specific job or project. Each time you enter a subcontract 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 (subcontracts). You must charge each detail line to a general ledger account number. The business unit component of the general ledger account number represents the job or project for which you are tracking commitments.

For a detail line to be eligible for commitment tracking, it must be associated with an order type that is listed in UDC 40/CT and 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.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Defining Order Line Types.

Each time you enter a subcontract 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 subcontract amounts. The PU ledger contains committed subcontract units.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up Purchase Order Commitments,” Setting Up Commitment Tracking

Understanding Commitment Relief

When you create progress payments, 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. The system relieves commitments when you post vouchers generated from progress payments to the general ledger.

Important! When completing commitment relief, the Job Cost Projections processing option must be set to *No* if you are in a non-job cost environment.

Note. The default value in the Job Cost Projections processing option is *Yes.*

Forms Used to Set Up Commitments

Form Name	FormID	Navigation	Usage
Job Cost Constants	W0026A	Subcontract Setup/Rebuild (G43D411), Commitment Relief Constants On Work with Job Cost Constants, click Add.	Set up commitment relief to determine whether the system relieves commitments automatically.

Setting Up Commitment Tracking

You specify the order types for which the system is to track commitments in UDC 40/CT. For example, if you want the system to track commitments on orders and requisitions, you must specify these order types.

See *PeopleSoft EnterpriseOne Tools 8.95 Foundation PeopleBook.*

Setting Up Commitment Relief

Access the Job Cost Constants form.

Commitment Relief	Enter an option 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. Consider selecting this option to relieve commitments automatically when you post progress payment vouchers.

CHAPTER 3

Setting Up Suppliers

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

- Enter supplier information for subcontract orders.
- Manage subcontractors.

See Also

PeopleSoft EnterpriseOne Accounts Payable 8.11 SP1 PeopleBook, “Entering Supplier Information,” Entering Supplier Master Information

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up Supplier Information,” Setting Up Supplier and Item Information

Understanding Supplier Setup

You must enter identifying information for each of the suppliers that you use on jobs. For example, if you require plumbing subcontractors and electrical subcontractors for jobs, you must set up supplier information for each of the subcontractors you use.

Before you set up the information for a new supplier, you should search the system to verify that the information does not already exist. You must create a supplier master record for each supplier that does not already have a record in you system.

A number called an address book number uniquely identifies each supplier master record in the system. An address book record for a customer must exist in the system before you can create a supplier record. You can create an address book record directly using the Supplier Master program (P04012) or you can use the Address Book program (P01012).

Entering Supplier Information for Subcontract Orders

This section provides an overview of supplier information for subcontract orders and discusses how to:

- Enter supplier details.
- Enter supplier additional information.
- Enter a temporary address for a supplier.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up Supplier Information,” Setting Up Supplier and Item Information

Understanding Supplier Information for Subcontract Orders

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 Foundation - Address Book.

Prerequisite

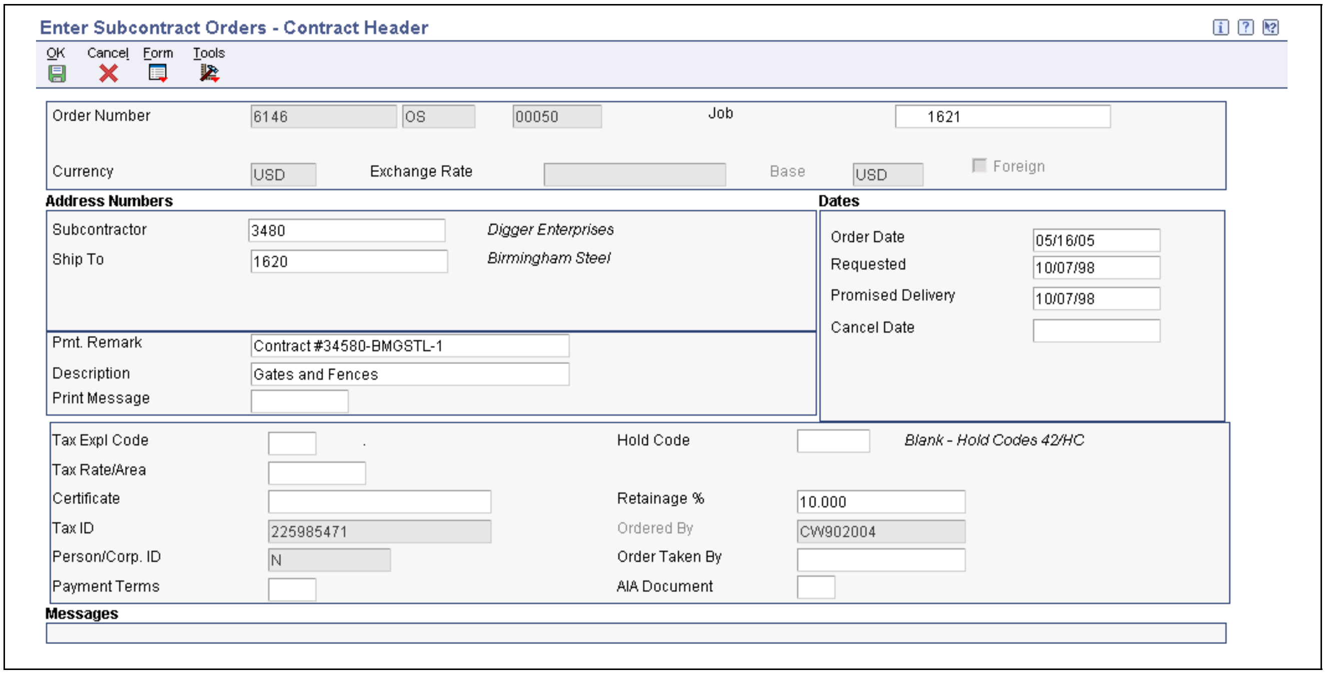
Before you complete the tasks in this section, set the appropriate processing option on the Processing tab of Subcontract Order Entry (P4310) to enable access to Foundation - Address Book.

Forms Used to Enter Supplier Information for Subcontract Orders

Form Name	FormID	Navigation	Usage
Contract Header	W4310B	Subcontract Processing (G43D11), Enter Subcontract Orders On Work With Order Details, click Add. The Contract Header form appears if you have set the processing option to display header information before detail information.	Specify the supplier from whom you are requesting the order as well as information about the order.
Order Header - Additional Information	W4310H	On Order Header select Additional Info from the Form menu.	Specify any arrangements to which you and the supplier have agreed.
Order Address Information	W4006B	On Order Header, select Order Addresses from the Form menu.	Enter a temporary address for a supplier or for a ship to entity.

Entering Supplier Details

Access the Contract Header form:



Enter Subcontract Orders - Contract Header

Order Number 6146 OS 00050
Job 1621
Currency USD
Exchange Rate
Base USD
☐ Foreign

Address Numbers

Subcontractor 3480 *Digger Enterprises*
Ship To 1620 *Birmingham Steel*
Pmt. Remark Contract #34580-BMGSTL-1
Description Gates and Fences
Print Message

Dates

Order Date 05/16/05
Requested 10/07/98
Promised Delivery 10/07/98
Cancel Date

Tax Expl Code
Tax Rate/Area
Certificate
Tax ID 225985471
Person/Corp. ID N
Payment Terms
Hold Code *Blank - Hold Codes 42/HC*
Retainage % 10.000
Ordered By CW902004
Order Taken By
AIA Document

Messages

Contract Header form

Job	Enter 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.
Subcontractor	Enter a user-defined name or number that identifies an address book record; use this processing option to enter and locate information. If you enter a value other than the address book number, such as the long address or tax ID, you must precede it with the special character that is defined in Foundation - Address Book constants. When the system locates the record, it returns the address book number. For example, if address book number 1001 has a long address PEOPLESOFT and an * distinguishes this from other entries, you could type **PEOPLESOFT* into the field, and the system would return 1001.
Print Message	Enter 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.
Payment Terms	Enter a code that specifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date.

	Use a blank code to indicate the most frequently-used payment term. Define each type of payment term on the Payment Terms Revisions form. Examples include: Blank: Net 15. *001*: 1/10 net 30. *002*: 2/10 net 30. *003*: Due on the 10th day of every month. *006*: Due upon receipt. This code prints on customer invoices.
Retainage %	Enter the rate of retainage that applies to the contract. This rate is a percentage of each payment 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.

Entering Supplier Additional Information

Access the Order Header - Additional Information form.

Pricing Group	Enter a UDC identifying the pricing group 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	Enter a UDC (42/FR) designating the method by which supplier shipments are delivered. For example, the supplier could deliver to the 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.
Cost Rule	Enter 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.
Evaluated Receipt	Enter 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. Use the Evaluated Receipt Settlement 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: Not eligible.

Y: Eligible.

I: Receipt transaction is in process.

T: Eligible. However, a tolerance error occurred during the receipt process.

R: Eligible. However, the receipt is currently in the receipt routing process.

V: A voucher has been created for the receipt transaction.

Supplier SO

Enter an alphanumeric value used as a cross-reference or secondary reference number.

Typically, this is the customer number, supplier number, or job number.

Adjustment Schedule

Enter 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.

Note. If you have set up purchasing instructions for a supplier, the system supplies default values for several processing options based on the supplier you enter for the order. You can access the Work With Supplier Master form by choosing Supplier Master from the Form menu on the Contract Header 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 enter a temporary address change for the supplier or for the ship-to entity.

Managing Subcontractors

You can manage the relationships that you have with subcontractors, or suppliers, and the services that they provide. You enter initial information about each service that you purchase and the system monitors delivery, quality, and cost performance on behalf of the subcontractor, or supplier. You can compare performance information to determine the best subcontractors from whom to make purchases.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up Supplier Information,” Setting Up Supplier and Item Information

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up Supplier Information,” Defining Supplier Purchasing Instructions

CHAPTER 4

(GBR) Setting Up ACM

This chapter provides an overview of Application and Certificate Management (ACM) status codes and discusses how to:

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

Understanding ACM Status Codes

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.

Use Application and Certificate management (ACM) within the procure-to-pay system to manage applications and certificates.

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.

This 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.

This 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.

This 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.

This 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 jobs or business units that:

- Are eligible for measured progress.
- Require ACM applications.
- Are eligible for over-certification.

Form Used to Set Up ACM Constants

Form Name	FormID	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 this option to enable ACM processing.
A/P Voucher Generated (accounts payable voucher generated)	Enter a value from the ACM Status (74U/AS) UDC that indicates that an A/P voucher has been generated for a certificate.
Reverse Receipt	Enter a value from the ACM Status (74U/AS) UDC that indicates that the receipt has been reversed for a certificate.

Certificate Entered	Enter a value from the ACM Status (74U/AS) UDC that indicates that a certificate has been entered for an ACM record.
Payment Generated	Enter a value from the ACM Status (74U/AS) UDC that indicates that payment has been generated for a certificate.

Measured Progress

Select the Measured Progress tab.

M/P Category Code (measured progress category code)	Select the option that corresponds to the business unit category code that you use to indicate whether jobs, business units, or purchase orders are eligible for measured progress in ACM processing. When a job or business unit is eligible for measured progress, the subcontractor can apply for partial payment when the job is partially completed. This option is used in conjunction with the Default Measured Progress Code field.
Default Measured Progress Code	Enter a value from the Division (00/01) UDC 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 (accounts receivable category code)	Select the option that corresponds to the business unit category code that you use to indicate whether jobs, business units, or purchase orders that are entered for the business unit require applications for partial payment. When a job or business unit requires an application, the subcontractor must submit an application stating the portion of the job that has been completed in order to be paid. This option is used in conjunction with the Default Application Required Code field.
Default Application Required Code	Enter a value from the Division (00/01) UDC 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 (over certification category code)	Select the option that corresponds to the business unit category code that you use to identify jobs or business units that are eligible for over-certification. Purchase orders entered for business units with a specific value in this category code can be certified for more than the application amount. This option is used in conjunction with the Default Over Certification Code field.
Default Over Certification Code	Enter a value from the Division (00/01) UDC 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 in 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 GL 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 this 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 5

Creating Contracts

This chapter provides overview of contracts and subcontract orders and discusses how to:

- Enter subcontract order header information.
- Enter subcontract order detail information.
- (Rapid Start CAN and USA) Enter and print subcontract purchase orders.
- Work with orders on hold.

Understanding Contracts

You create contracts for the subcontractors on jobs. A contract contains the details of a work agreement with a subcontractor. You can enter lump sum contracts or unit contracts. A lump sum contract is a contract in which you specify a single committed amount for the entire contract. A unit contract is a contract in which you specify the committed amount based on the number of units to be completed. A commitment is the money that you designate to pay against a contract.

For example, assume that it costs 1000 to install all of the plumbing for the floor 3 job of an office building project. You can enter a lump sum contract for plumbing for 1000. Now, assume that it costs 0.25 per square foot to install the drywall for the same job. In this case, each square foot of drywall constitutes one unit. You can enter a unit contract for drywall based on the number of square feet to be completed.

You enter identifying information to distinguish the contracts from each other. Identifying information includes details about the contract company, subcontractor information, and financial details, such as tax rates and retainage. Retainage is a percentage of the contract amount that is held until a specified date after the completion of the work.

You create a contract by entering a subcontract order.

After you enter the identifying information for a contract, you enter the commitment details.

In addition, you create log information for each of the contracts. Log information is supplemental to the information contained in a contract, and includes such details as submittals and transmittals. A submittal is information that you need to receive from a subcontractor. A transmittal is information that you need to send to a subcontractor.

You can change the commitment details of a contract after you enter them by creating a change order. This updates the commitment information and enables the system to keep an audit trail of the changes to the contract commitments.

Understanding Subcontract Orders

Each time that you want to purchase services, you must enter an order. You enter orders to specify details about the services you are purchasing, to indicate the supplier from whom you are purchasing, and account to which you book the service order, as well as to specify other pertinent information.

A subcontract 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 services you want to order, such as account number, quantities, and costs.

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

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

Several tools are available to help you create orders. These tools enable you to generate multiple orders at the same time.

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

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

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

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

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set up account master information.
- Verify that branch or 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.

Entering Subcontract Order Header Information

This section provides an overview of subcontract order header information and discusses how to:

- Set processing options for the Enter Subcontract Orders program (P4310).
- Enter origin information and delivery instructions for an order.
- Enter dates for an order.
- Enter tax information for an order.
- Enter reference information for an order.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up the Procurement System,” Setting Up Procurement Constants

Understanding Subcontract Order Header Information

To generate an order, you must provide information about the supplier, or subcontractor, who is to fill the order, the branch or 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:

- Subcontractor 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 services are to be delivered.
- Tax information determines how the system calculates taxes for the order.

Header information also includes the date that the order is placed, the date that 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 appear on the header form. If you choose to bypass the header form, you must enter limited header information on the detail form. Based on the supplier and branch or 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 or subcontractors, you might need to enter order amounts in different currencies, such as Canadian dollars (CAD), Japanese yen (JPY), or euros (EUR). Before you can do this, you must enter these types of information on the header form:

- Whether the supplier or subcontractor uses a foreign currency.
- The type of currency that the supplier or subcontractor 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).

To use approval processing, which requires that orders be approved before continuing through the procurement or subcontract management 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.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Processing Approvals,” Creating an Approval Route.

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

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Processing Special Orders,” Entering Requisitions and *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Processing Special Orders,” Entering Blanket Orders.

Ship To Addresses and Delivery Instructions

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

Order Dates

When you enter an order, you might request that subcontractor complete work by a specific date. If the subcontract cannot complete work by the date you request, you can specify the date that the subcontractor promises to complete the work. In addition, you can specify the date that you originated the contract and the date that the contract expires.

Tax Information

In most business environments, you are required to pay taxes on the items that 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 Orders 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.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Understanding Vertex Sales Tax Q Series”.

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.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Entering Purchase Orders,” Entering Tax Information for a Detail Line.

Forms Used to Enter Subcontract Order Header Information

Form Name	FormID	Navigation	Usage
Contract Header	W4310B	Subcontract Processing (G43D11), Enter Subcontract Orders On Work With Contract Detail, click Add. Or on Work With Contract Details, select an existing order and click Select. The Contract Header form appears if you have set processing options to display header information prior to detail information.	Enter information about the origin of the subcontract order, order dates, and tax information.
Order Header - Additional Information	W4310H	On the Contract Header form, select Additional Info from the Form menu.	Enter delivery instructions for an order or reference information, such as a confirmation number, document number, or job number for the order, or miscellaneous notes to be printed on the order. The reference information is primarily for informational purposes.

Setting Processing Options for the Enter Subcontract Orders Program (P4310)

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

Defaults

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

1. Order Type

Specify the type of document.

This UDC (00/DT) indicates the origin of the transaction. Document type codes are reserved 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.) These prefixes have been defined for document types, and we recommend that you do not change them:

P: Accounts payable.

R: Accounts receivable.

T: Payroll.

I: Inventory.

O: Purchase order

J: General accounting/joint interest billing.

S: Sales order processing.

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

2. Line Type

Specify how the system processes lines on a transaction.

The line type affects the systems that use 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: Nonstock item.

F: Freight.

T: Text information.

M: Miscellaneous charges and credits.

W: Work order.

3. Beginning Status

Specify 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.

4. Override Next Status

Specify the next status code for all new or modified purchase order lines.

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

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

5. Unit of Measure

Specify the unit of measure that defaults into the Transaction Unit of Measure processing option.

The unit of measure that you enter overrides any value that is currently in the Transaction Unit of Measure processing option.

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

6. Line Number Increment

Specify that you want to automatically number the order lines by the increment that you choose.

Increment by whole numbers because other processes, such as, kit entry, create decimal increments.

7. Default Tax Rate/Area

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.

1: The system uses the default tax rate/area from the address book number for the Ship To address.

The information that the system uses is located in the tax information section of the F0401 table.

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

Note. 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.

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8. Transaction Unit of Measure

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 Item Master table (F4101).

The transaction unit of measure directly relates to the number that you have entered in the Quantity processing option on the Purchase Order Entry form.

1: The system uses the primary unit of measure from the F4101 table as the default for the transaction unit of measure.

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

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

9. Landed Cost Rule

Specify the landed cost rule for the system to use on all orders that have been entered using this version. If you leave this processing option blank, the system uses the landed cost rule from the Ship To information that is stored in Foundation - Address Book.

10. Header to Detail

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.

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

Use the Define form exit on the Order Header form to select which processing options on the Order Detail form you want to update.

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

11. Work Order Status

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

12. Account Description

Specify where the system locates the account description to use as the default in order entry. Values are:

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

1: Retrieves the account description from the account that consists of the business unit and the subsidiary.

Typically, the account is a non-posting header account.

Note. The object account is not used when the system retrieves the account description.

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13. Line Sequence

Specify how the system assigns line numbers on a change order. Values are:

Blank: Assigns unique line numbers.

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.

1: Starts the sequencing process over for each change order. The system also retains and increments the line number sequence within each individual change order. For the next change order, the system starts over with the line number sequencing.

14. Cost Rule Selection

Specify where the system locates default cost rule selection information to use as the default during order entry. 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.

1: The system uses the default cost rule selection from the address book number for the ship to.

Note. 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.

Display

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

1. Suppress Closed Lines

Specify if closed lines should be suppressed. Values are:

Blank: Does not suppress

1: Suppresses

If you suppress closed or canceled lines, any line with a status of 999 does not appear in the detail area. However, the record for the line remains in the F4311 table.

2. Status Code Protection	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 activate status code protection.
3. Order Type Protection	Specify whether you can change order types. 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	Specify whether the system displays kit component lines or only the parent line. Values are: Blank: Displays only the parent line; however, both the parent line and all component lines are written to the F4311 table. *1*: 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	Specify whether you can change costs. Values are: Blank: The cost fields appear on the form and can be overridden. *1*: The costs appear on the form, but cannot be changed. *2*: The system hides cost information. The *Cost* processing option 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 Item Cost table (F4105) and the Supplier Price/Catalog table (F41061). The cost table that the system uses for the default information depends on the way that the system is set up.
6. Detail Line Protection	Specify the next status at which detail lines are protected from being changed. The detail line is protected when the next status is greater than or equal to this status. If this processing option is left blank, the system does not protect detail lines from being changed.
7. Free Goods Catalog	Specify if you want Free Goods Catalog warnings to appear. Values are: Blank: No warning. *1*: Issue warning.
8. Order Header Protection	Specify 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	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	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	Specify how the system validates the branch or plant. Values are: Blank: Validates the branch or plant against the Business Unit Master table (F0006). Typically, you use this processing option when you are performing services expenditure purchasing. When you leave this processing option blank, the Ship To address book number default value originates from the address book number in the F0006 table. You can access the F0006 table through the Revise Single Business Unit program. *1*: Validates the branch or plant against the Inventory Constants table (F41001). If you are performing stock purchasing, enter *1* for this processing option. When you enter *1*, the system uses the address book number in the F41001 table as the default for the Ship To address book number.
2. PBCO Warning	Specify whether you want to receive a PBCO (Post Before Cutoff) warning. Values are: Blank: 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. Typically, you use this value when you are performing services or expenditure-type purchasing.

3. PACO Warning	Specify whether you want to receive a PACO (Post After Cutoff) warning. Values are: Blank: 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.
4. Quantity Update	Specify which quantity processing option 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 Item Branch (F4102) or Location (F41021) 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	Specify whether you want the system to capture supplier analysis information. Values are: Blank: Does not capture supplier analysis information. *1*: Records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090). To make supplier analysis most effective, enter *1* for this processing option and set the processing options for the Purchase Order Receipts program (P4312) and the Voucher Match program (P4314) to capture the same information.
6. Edit Supplier Master	Specify whether the system validates the supplier number against the Supplier Selection File table (F4330). Values are: Blank: Does not validate the supplier number. *1*: Validates the supplier number.
7. Financial AAIs	Specify whether to use financial 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 enter interface information.

1. New Supplier Information	Specify whether you can add new supplier information through the Address Book Revisions program (P0101). Values are: Blank: 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. Consider the security restrictions for the Address Book records. You may not want to provide all users with the ability to enter supplier address book records.
2. Order Templates	Specify whether you want to review order templates. Values are: Blank: Do not display *1*: Automatically display If you set this processing option to automatically display 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	Specify whether you want to automatically print a purchase order using the subsystem. Values are: Blank: Do not print *1*: Automatically print **Note.** You need to submit the version of the Purchase Order Print program (R43500) that is designated for subsystem processing.
4. Blanket Releases	Specify whether the system automatically processes blanket releases. Values are: Blank: Does not automatically process blanket releases. *1*: Processes blanket releases for all branches or plants. *2*: Processes blanket releases for a specific branch or plant.
5. Header Display	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	Specify how the system searches for agreements. This processing option applies only if you are using Procurement in conjunction with the Agreement Management system. Values are: Blank: Do not search for agreements. *1*: Assign if only one agreement exists in the system. *2*: Display all agreements. *3*: Search for the agreement that has the earliest expiration date.
7. Base Order Protection	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. Values are:

	Blank: The base order information can be changed. *1*: The base order information cannot be changed.
8. Project/Job Validation	Specify that the values for the branch or 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. *1*: The values for the general ledger account business unit and the header business unit (branch or plant, job, and so on) are the same.
9. Exclusive Adjustment Hold	Specify that you want 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	Specify whether the system automatically displays logs when you add an order or a contract. Values are: Blank: Does not automatically display *1*: Automatically displays

Duplication

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

1. Duplicate Order Type	Specify the type of document. This UDC (00/DT) indicates the origin of the transaction. Document type codes are reserved 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.) These prefixes have been defined for document types, and we recommend that you do not change them: *P*: Accounts payable. *R*: Accounts receivable. *T*: Payroll. *I*: Inventory. *O*: Purchase order. *J*: General accounting/joint interest billing. *S*: Sales order processing. You must enter a value that has been set up in UDC table 00/DT.
2. Beginning Status Code	Specify 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.
3. Next Status Code (Optional)	Specify 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.

4. Copy Selection	Specify the information that the system copies. Activate this processing option 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 and **2. Obsolete Items**	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 more than one substitute item exists, 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.
3. Promotional Items	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 and **2. Thru Status Code**	Specify the first code and last code for order detail lines. **Note.** The system uses this status as the default on the Additional Selection form.
3. Last Status	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	Specify the date that the system checks to ensure that the date is within the date range. Values are: Blank: Requested Date *1*: Transaction date *2*: Promised date *3*: Original promise date *4*: Receipt date *5*: Cancel date

6: General ledger date

Versions

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

1. Supply/Demand Inquiry (P4021)	Specify the version that the system uses when you are using the Supply/Demand Inquiry program.
2. Supplier Analysis (P43230)	Specify the version that the system uses when you are using the Supplier Analysis program.
3. Supplier Master (P04012)	Specify the version that the system uses when you are using the Supplier Master program.
4. PO Print on Demand (R43500)	Specify the version that the system uses when you are using the Purchase Order Print On Demand program.
5. Item Availability Summary (P41202)	Specify the version that the system uses when you are using the Item Availability program.
6. Approval Review (P43081)	Specify the version that the system uses when you are using the Approval Review program.
7. Receipt Routing (P43250)	Specify the version that the system uses when you are using the Receipt Routing program.
8. Open Receipts (P43214)	Specify the version that the system uses when you are using the Open Receipts program.
9. Revision Audit Summary (P4319)	Specify the version that the system uses when you are using the Revision Audit Summary program.
10. Purchase Ledger (P43041)	Specify the version that the system uses when you are using the Purchase Ledger program.
11. Open Order Inquiry (P4310)	Specify the version that the system uses when you are using the Open Order Inquiry program.
12. Financial Status Inquiry (P44200)	Specify the version that the system uses when you are using the Financial Status Inquiry program.
13. Inbound Transportation (P4915)	Specify the version that the system uses when you are using the Inbound Transportation program.
14. Preference Profile (R40400)	Specify which version of the Preference Profiles program (P42520) the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses ZJDE0001.
15. Configurator (P32942)	Specify which version the system uses when you are using the Configurator program.
16. Blanket Release (P43216)	Specify which version that the system uses with the Blanket Order Release program (P43060).
17. Logs Entry (P4305)	Specify the version that the system uses with the Logs Entry program (P4305).

18. Requisition Self Service (P43E10)	Specify which version that the system uses with the Requisition Self Service program (P43E10).

Currency

These processing options enable you to enter currency information.

1. Tolerance

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

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

2. Currency Code

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.

Note. This works if currency amounts are stored in a temporary memory, and are not written to a table.

3. As of Date

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.

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

Approvals

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

1. Route Code

Specify which default code the system uses for approval processing.

Blank: Does not perform

1: Originator’s address

2: Originator’s user profile

3: Branch or plant route

4: Default locations route

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	Specify the type of modification in which approval processing is activated for a purchase order line that has been approved.

Whether the system activates approval processing for certain types of modifications a purchase order line that already has been approved. Values are:

1: Activate approval processing when any fields for the purchase order line have been modified.

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

3: Activate approval processing when the standard critical fields have been modified.

5. Approval Hold Code

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

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

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 that are contained in the Ledger Type Master table (F0025).

3. Level of Detail

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

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

4. Budget Total Method

Specify the method by which the system calculates the budget. Values are:

Blank: The system uses the job cost budget calculation method

1: Job cost budget:

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

2: Standard financial budget:

(Sum of period amounts for the current year)

3: Standard financial spread:

(Original budget) + (period amounts for the current year)

5. Period Accumulation Method	Specify 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	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	Specify whether the system displays a warning message about detail line amounts that exceed the budget. Values are: Blank: Does not display a warning, but it does place the order on hold. *1*: Displays a warning and places the order on hold. *2*: Displays a warning, but it does not place the order on hold.
8. Budget Accumulation Level of Detail	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	Specify whether the system excludes the subledger and subledger type when validating the budget information. Values are: Blank: Includes the subledger and subledger type. *1*: 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	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	Specify 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	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.

	Blank: Capture a record of a transaction after the transaction was changed. *1*: Capture one record of the transaction before it was changed and one record after it was changed.
2. Purchase Order Transaction Type	Specify a transaction type for the export transaction. If you leave this processing option blank, the system does not perform export processing.
3. Work Order Before / After Image Processing	Specify whether the system writes the before image for the work order header. Values are: Blank: Does not include the image. *1*: Includes the image.
4. Work Order Transaction Type	Specify the default transaction type for the work order header that the system uses when processing export transactions. If you leave this processing option blank, the system does not perform export processing.

Order Revision

These processing options enable you to control revisions to orders.

1. Revision Tracking	Specify whether the system allow revisions to an order. Values are: Blank: Do not allow revision. *1*: Allow revisions to existing orders only. *2*: Allow revisions to an existing order as well as the addition of new lines to the order.
2. Next Status	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. The system stores revision information in the F43199 table. You can access this table through the Order Revision Inquiry program (P4319).
3. Text Entry	Specify whether the system enables you to enter text when you are entering a revision. Values are: Blank: Do not enable *1*: Enable

Self-Service

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

1. Supplier Self-Service	Specify that you want to activate Supplier Self-Service for use in a Java/HTML environment. This functionality enables suppliers to view their orders online. Values are: Blank: Do not activate *1*: Activate

Matrix

Specify the parent that the system processes.

1. Inventory Parent	Specify whether the system displays the Matrix Order form when you are working with a matrix parent item. If you enter a matrix parent item on the order detail and the Matrix Order form is not displayed, the parent item is treated as an inventory item instead of a matrix parent. Values are: Blank: Display *1*: Do not display

Workflow

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

1. Price Changes Notify, **2. Planned Delivery Date Changes Notify**, **3. Quantity Changes Notify**, **4. Order Hold Notify**	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. *1*: Send email to the purchase order originator. *2*: Send email to the project manager (MPM only). *3*: Send email to the buyer. *4*: Send email to the purchase order originator, the project manager (MPM only), and the buyer.

Transfer Order

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

1. Create Item Branch Record if one does not exist for the receiving B/P when Entering a Transfer Order	Specify transfer orders to determine whether the system creates an item branch record if one does not already exist in the receiving branch or plant.
2. Project Transfer Order Line Type	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.

Entering Origin Information and Delivery Instructions for an Order

Access the Contract Header form.

To enter origination information for an order:

1. On Contract Header, complete the Subcontractor, Job, and Ship To fields.
2. From the Form menu, select Additional Info to access the Order Header - Additional Information form.

3. On Order Header - Additional Information, complete the Delivery Instructions Line 1 field and click OK.
4. On Order Header, click OK.
5. On Work With Order Details, click Cancel.

Entering Dates for an Order

Access the Contract Header form.

Order Date	Enter the date that an order was entered into the system. This date determines which effective level the system uses for inventory pricing.
Requested	Enter the date that an item is scheduled to arrive or that an action is scheduled for completion.
Promised Delivery	Enter the promised shipment date for either a sales order or a purchase order. The supply and demand programs use this date to calculate available to promise information. This value can be automatically calculated during sales order entry. This date represents the day that the item can be shipped from the warehouse.
Cancel Date	Enter the date that the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier. This is a memo-only processing option and does not cause the system to perform any type of automatic processing. If a line on a sales order is canceled in Sales Order Entry, this processing option is updated with the date that the line was canceled.

Note. If you do not enter an order date, a requested date, or a promised delivery date, the system enters the current system date.

Entering Tax Information for an Order

Access the Contract Header form.

Tax Expl Code (tax explanation code)	Enter 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	Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code that you enter against the Tax Areas (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	Enter 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 - Additional Information form.

Reference	Enter a field available to record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number.

Entering Subcontract Order Detail Information

This section provides an overview of subcontract order detail information and discusses how to:

- Enter detail lines by account number.
- Enter tax information for a detail line.
- Enter discount terms for a detail line.
- Enter change orders.
- Copy change orders.
- Duplicate an order.

Understanding Subcontract Order Detail Information

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

- The service that you want to procure.
- The quantity that you want to procure.
- The cost of the service.

In the PeopleSoft EnterpriseOne Subcontract Management system, you use the general ledger account number method to enter order detail lines.

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 subcontractor has an internet home page set up with items or services that it offers, you can preview that information in the electronic catalog before entering the order detail information. On the Order Detail form, you can use a Form menu exit to preview supplier or subcontractor 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 process. 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 that you are purchasing. If the supplier provides a discount on the order, you can enter the terms of the discount. By assigning reporting codes to a detail line, you can group items for reporting purposes.

If the supplier or subcontractor uses a different currency than the company's base currency, you must enter costs in the 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 that 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 currency amount.

You might need to cancel a detail line if you no longer want to purchase the 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 to be 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 book, the stock-based environment and forms are displayed as examples.

Tax Information

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.

Discount Terms

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

You can enter a specific discount factor for a detail line. The system enters a cost for the service on the detail line based on the discount factor. For example, to specify a 10 percent discount for a service, 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 a service based on a price rule. The system applies a discount to the unit cost of the service based on the discount set up for the price rule. The system retrieves a default price rule for a service if:

- You have attached a price rule to branch or plant information for the service.
- You have attached the price group to the subcontractor from whom you are purchasing the service.

Reporting Codes

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 services so that you can produce a report that lists open order information for electrical services. 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 and subcontracts. 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.

Change Orders

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

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

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

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

Accounts Numbers for Detail Lines

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

When you enter detail lines by account number, you can have the system perform commitments.

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 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*.

An 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.

Order Duplication

To avoid having to enter 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.

Prerequisites

Before you complete the tasks in this section:

- You must set the Order Entry processing options to have the system enter a current status code and a next status code for each detail line. These codes determine the next process that the detail line goes through in the subcontract management process.

  See Chapter 4, "(GBR) Setting Up ACM," Setting Up Order Activity Rules for ACM, page 29.

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

Forms Used to Enter Subcontract Order Detail Information

Form Name	FormID	Navigation	Usage
Work With Contract Detail	W4310G	Subcontract Processing (G43D11), Enter Subcontract Orders	Select existing subcontract orders for modification.
Contract Detail	W4310A	On Work With Contract Detail, click Add. If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.	Enter detail information about each service that you want to procure.
Order Detail - Page I	W4310F	On Order Detail, complete the Job and Supplier fields, and then select a detail line and select Additional Info 1 from the Row menu.	Enter tax information and discount terms for a detail line.
Order Detail - Page II	W4310E	On Order Detail, complete the Job and Supplier fields, and then select a detail line and select Additional Info 2 from the Row menu.	Enter reporting codes for a detail line.

Entering Detail Lines by Account Number

Access the Contract Detail form. Select the Line Defaults tab.

Account Number	Enter a value that identifies an account in the general ledger. Use one of these formats to enter account numbers: Standard account number. Third general ledger number. Account ID number. The number is eight digits long. Speed code. This is a two-character code that you concatenate to the AAI item SP.

	The first character of the account number indicates its format. You define the account format in the General Accounting constants.
Subsidiary	Enter a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.
Obj Acct (object account)	Enter the portion of a general ledger account that refers to the division of the cost code 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, we recommend that you 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.
Tr. UoM (transaction unit of measure)	Enter a UDC (00/UM) that indicates the quantity in which to express an inventory item (for example, CS or BX).
Unit Cost	Enter the price charged for the unit of measure in the adjoining processing option. Use these processing options, for example, if the primary unit of measure is EA, but you typically use a list price per box.
Extended Cost	Enter a value that is equal to the number of units multiplied by the unit price.
Pu. UoM (purchasing unit of measure)	Enter a code that identifies the unit of measure in which you usually purchase the item.
Ln Ty (line type)	Enter 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. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Codes include: *S*: Stock item *J*: Job cost *N*: Nonstock item *F*: Freight *T*: Text information *M*: Miscellaneous charges and credits *W*: Work order
Sub Type (subledger type)	Enter 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 UDCs 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.
Subledger	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.
Last Status	Enter a code specifying the last step in the processing cycle that this order line has successfully completed.
Next Status	Enter a UDC indicating the next step in the order flow of the line type.
Effective Date	Enter 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 processing option for PBCO, PYEB, PACO, and WACO messages.
G/L Offset (general ledger offset)	Enter the general ledger offset account for the commitment line or pay item. The default is supplied from the Address Book Supplier Master (F0401) table. If no general ledger offset account is specified in the table, the general ledger offset account is the value in the PC AAI for trade accounts payable or contracts payable.

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.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Using Receipt Processing,” Reviewing Journal Entries for Receipt Transactions

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up the Procurement System,” Setting Up Automatic Accounting Instructions AAIs

Entering Tax Information for a Detail Line

Access the Order Detail - Page I form.

Taxable	Enter 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)	Enter 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	Enter a code that identifies a tax or geographic area that has common tax rates and tax authorities.

The system validates the code that you enter against the Tax Areas (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.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Understanding Vertex Sales Tax Q Series”

Entering Discount Terms for a Detail Line

Access the Order Detail - Page I form.

Discount Factor	Enter 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 whether the system multiplies the unit price by this value or adds to or deducts from the unit price.
Item Price Group	Enter a UDC 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, currency amount, or weight of the item ordered. When you assign a price group to an item, the item takes 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)	Enter a pricing category or price rule, whichever 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.
Adjustment Schedule	Enter 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.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up Supplier Information,” Creating Price Discount Rules for Purchasing

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up Supplier Information,” Attaching Price Discount Rules to Items and Suppliers

Entering Change Orders

Access the Work With Contract Detail form.

To enter change orders:

1. On Work With Contract Detail, select the order for which you want to add a change order.
2. Select Change Orders, and then select Add Change Order from the Row menu.
3. On Contract Detail, complete the fields as required, and click OK.

Change Order	Enter the change order number of the contract. The default change number of the original base contract is 000. Each time that you add a change order, the system automatically increments the number by 1. Change order number 1 has a value of 001, change order number 2 has a value of 002, and so forth.

See Also

PeopleSoft EnterpriseOne Inventory Management 8.11 SP1 PeopleBook, “Entering Item Inventory Information,” Entering Classification Codes

Copying Change Orders

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

Access the Order Detail - Page I form.

To copy a change order:

1. On Work With Contract Detail, select the order for which you want to copy a change order.
2. Select Change Orders, and then select Copy Change Order from the Row menu.
3. On Contract Detail, complete the Quantity Ordered, Unit Cost, and Extended Cost fields, as required, and then click OK.

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

See Also

Chapter 2, “Setting Up the PeopleSoft EnterpriseOne Subcontract Management System,” Setting Up Commitments, page 15

Duplicating an Order

Access the Work With Contract Detail form.

To duplicate an order:

1. On Work With Contract Detail, select a detail line for the order that you want to duplicate.
2. Click Copy.
3. On Order Detail, change the order dates and other information as necessary.

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

4. Click OK.

(Rapid Start CAN and USA) Entering and Printing Subcontract Purchase Orders

This section discusses:

- How to enter and print subcontract purchase orders.
- Preconfigured processing options for Canada and United States Order Entry - Subcontracts (P4310).
- Preconfigured processing options for Canada and United States Print Purchase Orders - On Demand (R43500).

Entering and Printing Subcontract Purchase Orders

This table lists the tasks for entering and printing subcontract purchase orders:

Task	Navigation	Program and Version	Preconfigured Data	Data to Configure Onsite
Enter subcontract order.	Subcontract Management Enter Subcontract Orders	P4310/RIS0015	• Document Type: OS • Line Type: B = Item number charged to general ledger account and J = Charge to General Ledger Account • Order Activity Rules: Order activity rules are provided for the combination of document type OS and line types B and J. • • Beginning Status = 220 and Line Type = J	Enter supplier numbers in the system.
Print subcontract order.	Subcontract Management Print Subcontract Orders	R43500/RIS0002	Same. Status = 280	Same.

Data reports provide additional information about data that has been preconfigured for Rapid Start.

See *PeopleSoft EnterpriseOne Rapid Start Fundamentals 8.11 SP1 PeopleBook*, “(CAN and USA) Rapid Start Data Reports”.

Preconfigured Processing Options for Canada and United States Order Entry - Subcontracts (P4310)

These processing options show the values that are preconfigured for version RIS0015.

Defaults

Processing Option Description	Value or Status
1. Order Type	OS
2. Line Type	J
3. Beginning Status	220
4. Override Next Status	blank

Processing Option Description	Value or Status
5. Unit of Measure	blank
6. Line Number Increment	1
7. Default Tax Rate/Area	blank
8. Transaction Unit of Measure	blank
9. Landed Cost Rule	blank
10. Header to Detail	1
11. Work Order Status	blank
12. Account Description	blank
13. Line Sequence	blank
14. Cost Rule Selection	blank

Display

Processing Option Description	Value or Status
1.Suppress Closed Lines	blank
2. Status Code Protection	1
3. Order Type Protection	blank
4. Kit Display	blank
5. Cost Protection	blank
6. Detail Line Protection	999
7. Free Goods Catalog	blank
8. Order Header Protection	blank
9. Jargon and Header Business Unit	2
10. Account Protection	blank

Interfaces

Processing Option Description	Value or Status
1. Business Unit Validation	blank
2. PBCO Warning	1

Processing Option Description	Value or Status
3. PACO Warning	1
4. Quantity Update	blank
5. Supplier Analysis	blank
6. Edit Supplier Master	blank
7. Financial AAIs	blank

Processing

Processing Option Description	Value or Status
1. New Supplier Information	blank
2. Order Templates	blank
3. Subsystem Printing	blank
4. Blanket Releases	1
5. Header Display	1
6. Agreement Search	blank
7. Base Order Protection	blank
8. Project/Job Validation	blank
9. Exclusive Adjustment Hold	blank
10. Logs Entry Display	1

Duplication

Processing Option Description	Value or Status
1. Duplicate Order Type	OS
2. Beginning Status Code	220
3. Next Status Code (Optional)	blank
4. Copy Selection	blank

Cross Ref

Processing Option Description	Value or Status
1. Substitute Items	S
2. Obsolete Items	blank
3. Promotional Items	blank

Order Inquiry

Processing Option Description	Value or Status
1. From Status Code	blank
2. Thru Status Code	blank
3. Last Status	blank
4. Date	blank

Versions

Processing Option Description	Value or Status
1. Supply/Demand Inquiry (P4021)	blank
2. Supplier Analysis (P43230)	blank
3. Supplier Master (P04012)	blank
4. PO Print on Demand (R43500)	blank
5. Item Availability Summary (P41202)	blank
6. Approval Review (P43081)	blank
7. Receipt Routing (P43250)	blank
8. Open Receipts (P43214)	blank
9. Revision Audit Summary (P4319)	blank
10. Purchase Ledger (P43041)	blank
11. Open Order Inquiry (P4310)	blank
12. Financial Status Inquiry (P44200)	blank
13. Inbound Transportation (P4915)	blank
14. Preference Profile (R40400)	blank

Processing Option Description	Value or Status
15. Configurator (P3210)	blank
16. Blanket Release (P43216)	blank
17. Logs Entry (P4305)	blank
18. Requisition Self Service (P43E10)	blank

Currency

Processing Option Description	Value or Status
1. Tolerance	0
As-If Currency Display:	blank
2. Currency Code	blank
3. As of Date	blank

Approvals

Processing Option Description	Value or Status
1. Route Code	blank
2. Awaiting Approval Status	230
3. Approved Status	280
4. Reapprove Changed Lines	blank
5. Approval Hold Code	blank

Budgeting

Processing Option Description	Value or Status
1. Budget Hold Code	blank
2. Budget Ledger Type	BA
3. Level of Detail	9
4. Budget Total Method	blank
5. Period Accumulation Method	blank
6. Tolerance Percentage	0
7. Hold Warning	blank

Processing Option Description	Value or Status
8. Budget Accumulation Level of Detail	blank
9. Exclude Subledger/Type	blank
10. Job Cost Account Sequence	blank
11. Include Taxes	blank

Interop

Processing Option Description	Value or Status
1. Purchase Order Before/ After Image Processing	blank
2. Purchase Order Transaction Type	blank
3. Work Order Before/ After Image Processing	blank
4. Work Order Transaction Type	blank

Order Revision

Processing Option Description	Value or Status
1. Revision Tracking	blank
2. Next Status	blank
3. Text Entry	blank

Self-Service

Processing Option Description	Value or Status
1. Supplier Self-Service	blank

Matrix

Processing Option Description	Value or Status
1. Inventory Parent	blank

Workflow

Processing Option Description	Value or Status
1. Price Changes Notify	blank
2. Planned Delivery Date Changes Notify	blank

Processing Option Description	Value or Status
3. Quantity Changes Notify	blank
4. Order Hold Notify	blank

Transfer Order

Processing Option Description	Value or Status
1. Create Item Branch Record if one does not exist for the receiving B/P when Entering a Transfer Order	blank
2. Project Transfer Order Line Type	blank

See Also

Chapter 5, "Creating Contracts," Setting Processing Options for the Enter Subcontract Orders Program (P4310), page 35

Preconfigured Processing Options for Canada and United States Print Purchase Orders - On Demand (R43500)

These processing options show the values that are preconfigured for version RIS0002.

Status Codes

Processing Option Description	Value or Status
1. Next Status Code From (optional)	280
2. Next Status Code Thru (required)	280
3. Next Status Code Override (optional)	blank
4. Status Update	blank

Tax Information

Processing Option Description	Value or Status
1. Print Tax	1

Report Display

Processing Option Description	Value or Status
1. Quantity && Amount Display	blank
2. Exchange Rate Display	blank
3. Global Message to be printed	blank

Processing Option Description	Value or Status
4. Purchase Order Note Display	1
5. Report Heading Display	blank
6. Purchasing Agent Name Display	1

Item Number Display

Processing Option Description	Value or Status
1. Item No. Display	2
2. Enter Cross Reference Type	VN

Order Revision

Processing Option Description	Value or Status
1. To print Order Revision Enter specific order revision number (or)	blank
2. Lines for a Revision	blank

Currency

Processing Option Description	Value or Status
1. Amount Display	blank

EDI

Processing Option Description	Value or Status
1. EDI Processing Selection	blank
2. EDI Transaction	blank
3. EDI Document Type	blank
4. EDI Transaction Set Number	blank
5. EDI Transaction Format	blank
6. Trading Partner ID	blank
7. Transaction Set Purpose	blank
8. EDI Shipping Schedule Message	blank
9. Shipping Schedule Qualifier	blank

Versions

Processing Option Description	Value or Status
1. Print Option	blank
2. Name of 2nd UBE	blank
3. Second UBE Version Enter version to be run (or)	blank

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Working with Purchase Orders,” Setting Processing Options for Purchase Order Print (R43500)

Working with Orders on Hold

This section provides an overview of order holds and discusses how to enter order holds.

See Also

Chapter 8, “Working with Order Information,” Working with Budgets, page 95

Understanding Order Holds

You can place an order on hold to prevent it from being processed. You might place an order on hold for these reasons:

- You have yet to settle prices and terms with the subcontractor.
- You are not sure if you want to use the subcontractor.
- 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.

Two types of order holds are available: budget holds and regular holds. Budget holds are for orders that exceed the budget. Regular holds are for all other holds.

To have the system process an order that has been put on hold, you must release the hold. You can review all holds on a certain order and 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. 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.

Prerequisite

Before you complete the tasks in this section:

- Set up hold codes.
- Assign a responsible individual to each hold code.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up the Procurement System,” Setting Up Order Hold Information.

Forms Used to Work with Orders on Hold

Form Name	FormID	Navigation	Usage
Contract Header	W4310B	Subcontract Processing (G43D11), Enter Subcontract Orders On Work With Contract Detail, click Add. Or on Work With Contract Details, select an existing order and click Select. The Contract Header form appears if you have set processing options to display header information prior to detail information.	Assign a hold code to an order.
Contract Detail	W4310A	On Work With Contract Detail, click Add. If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.	Assign a hold code to an order.
Supplier Master Revision	W04012A	Supplier Management (G43A16), Purchasing Instructions On Work With Supplier Master, select a supplier and click Select. Select the Purchasing 1 tab.	Assign a hold code to a subcontractor.
Work With Held Orders	W43070A	Order Generation / Approve/Release (G43D13), Release Held Orders	Release order holds.
Password Confirmation	W43070B	On Work With Held Orders, select the order detail line for which you want to release the hold and click Select.	Enter the password that is required to release an order hold.

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 subcontractor on purchasing instructions so that each time that you enter an order for the subcontractor, the system assigns the hold code to the order.

  See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up Supplier Information,” Defining Supplier Purchasing Instructions.
- Specify a budget hold code in the processing options for the Purchase Orders program (P4310).

  If budget checking is activated, the system assigns the hold code to orders when detail lines exceed budget.

CHAPTER 6

Working with Commitments

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

- Verify commitment integrity.
- Review commitment information for subcontracts.
- Process commitment rollovers.
- Work with commitment audit trails.
- Post committed costs to jobs.

Understanding Commitments

A commitment is the recognition of a future obligation. Each time you enter a subcontract 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 a purchase order for goods or a subcontract for services to complete the project, you can have the system create a commitment the purchase order or subcontract amount.

In addition, you can roll over a commitment to the next fiscal year or have the commitments expire at year end.

For example, utilities, 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. Construction projects, on the other hand, can often span one or more years. In this case, the open balances of purchase orders and subcontracts are rolled forward to the new fiscal year.

A subcontract commitment is created when a subcontractor is contracted to provide services. The commitment is relieved when services are rendered and you initiate a progress payment.

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

Creating a Commitment

You can create subcontract detail lines using the Subcontract Entry method in Purchase Orders (P4310).

When you create a subcontract detail line, the system verifies that the document type exists in 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 subcontract from a requisition, you can track pre-commitments in addition to commitments. A pre-commitment is the recognition of a future obligation from which you can commit budget amounts based on that request. When you generate the subcontract from the requisition, the system relieves the pre-commitment and creates commitments for the resulting subcontract amounts.

Relieving Commitments

Use the Commitment Relief constant in the 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 created as a result of Progress Payment.

Just creating a progress payment does not relieve the commitment. The General Ledger Post 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 subcontract general ledger date, is used to relieve the commitment.

Files Used for Commitments

In addition to the entries that are made to the subcontract tables during order entry and progress payment processing, the system also maintains commitment information in these tables:

- F43199
- Account Balances (F0902)

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

The system creates multiple entries in the F43199 table. Based on change orders, order activity rules, and commitments, the system maintains these multiple ledgers to satisfy the business requirements:

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

Note. The processing option prompts for either change orders or commitments. The F43199 commitment and commitment relief record can be reviewed on Commitment Inquiry P40230A

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 notice that, unlike the purchasing ledger, the Last and Next status code fields are blank.

Each commitment transaction represents one of these situations:

- The entry of an original commitment.

- A change to a commitment.
- A canceled commitment.
- A relieved commitment due to a receipt or payment.

Account Balances (F0902)

During subcontract 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 progress payment, the system relieves the commitment from the appropriate period as well as the total budgeted amount.

Prerequisites

Before you complete the tasks in this section:

- Set up the document types for pre-encumbrances and commitments in UDC 40/CT.

  See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up Purchase Order Commitments”.
- Set the Commitment Relief value for the transaction company or company 0000 in the Job Cost Constants program (P0026) to relieve commitments.

  See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Setting Up Purchase Order Commitments,” Setting Up Commitment Relief.

Verifying Commitment Integrity

This section provides an overview of the Commitment Integrity Report and discusses how to:

- Run the Commitment Integrity Report (R40910).
- Set processing options for Commitment Integrity Report (R40910).

Understanding the Commitment Integrity Report (R40910)

You can generate a Commitment Integrity Report (R40910) to compare the open order amounts against the committed amounts and amount balances and to review any variances.

Use the Commitment Integrity Report program (R40910) to indicate variances among these 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, P.O. Detail Ledger File - Flexible Version, 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, Account Balances, 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 these conditions:

- Unposted receipt or voucher batches.

  To confirm all O and V batches are posted, run the Unposted Batches report (R007011).
- Subcontracts on budget hold.

  The system does not create a commitment until a subcontract is released from budget hold.

If you find an inconsistency in the 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.

See Also

Chapter 6, "Working with Commitments," Working with Commitment Audit Trails, page 83

Chapter 6, "Working with Commitments," Posting Committed Costs to Jobs, page 84

Running the Commitment Integrity Report (R40910)

Subcontract Reports (G43D111), Commitment Integrity Report.

Setting Processing Options for the Commitment Integrity Report Program (R40910)

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

Default

1. Effective Date	Specify the effective date to use in the comparison between the Audit Trail and Account Balance files. If you leave this processing option blank, the system uses the current date.

Process

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Commitment Variance Display	Specify the number of records that the system displays on the report. Values are: Blank: Print all accounts with and without variances. *1*: Print all accounts with commitment variances.
2. Process Mode	Specify whether to run the program in proof or final mode. In proof mode, the system compares the F4311 table to the F43199 table to date, and also compares the F43199 table to the F0902 table, based on the Effective Date processing option. In final mode, the system displays these comparisons and writes temporary records to the F43199 and the F0902 tables in order to remove the variances. We recommend that you run the purge, rebuild, and repost programs to bring all records into balance. Values are: Blank: Proof mode *1*: Final mode
3. Manufacturing Encumbrances	Specify whether the system processes financial encumbrances that are associated with manufacturing work orders. Values are: Blank: Processes financial encumbrances that are related to purchase orders and subcontracts. *1*: Processes financial encumbrances that are related to purchase orders, subcontracts, and manufacturing work orders.

Reviewing Commitment Information for Subcontracts

This section provides an overview of commitment information for subcontracts and discusses how to:

- Set processing options for Commitment Inquiry (P40230A).
- Review detailed commitment information.

Understanding Commitment Information for Subcontracts

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

After you process progress payments, you can have the system relieve commitments. The system does this by reducing the total commitment amount for a job or project by the individual commitment amount. The system relieves open commitments when you post progress payment vouchers to the general ledger.

The system performs commitment tracking only on "order" types you specify in UDC 40/CT. If a subcontract is on hold, the system does not create commitments for the subcontract until you release the hold.

The system only tracks commitments 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. For subcontracts, typically Line Type "J" is used.

Each time you enter a subcontract 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 job/project.
- An account number or a cost code or cost type.
- A subcontractor (supplier).
- A subcontract and type.

You can also review the total amount of all commitments, relieved commitments, and open commitments for each of these individual commitment transactions.

Each commitment transaction represents one of these 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, subcontract number, line number, and subcontractor, as well as who generated the transaction and when.

The system retrieves commitment transaction information from the F43199 table.

Forms Used to Review Commitment Information for Subcontracts

Form Name	FormID	Navigation	Usage
Work With Commitment Inquiry	W40230AA	Subcontract Inquiries (G43D112), Commitment Inquiry	Review commitment information for multiple transactions.
Commitment Inquiry Detail	W40230AB	On Work With Commitment Inquiry, select a transaction and click Select.	Review details for a transaction.

Setting Processing Options for the Commitment Inquiry Program (P40230A)

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

Default

Order Type	Specify a UDC (00/DT) that identifies the type of document.

This code also indicates the origin of the transaction. We have 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.)

These document types are predefined, and we recommend that you do not change them. Values are:

P: Accounts Payable.

R: Accounts Receivable.

T: Payroll.

I: Inventory.

O: Purchase Order Processing.

J: General Accounting/Joint Interest Billing.

S: Sales Order Processing.

Display

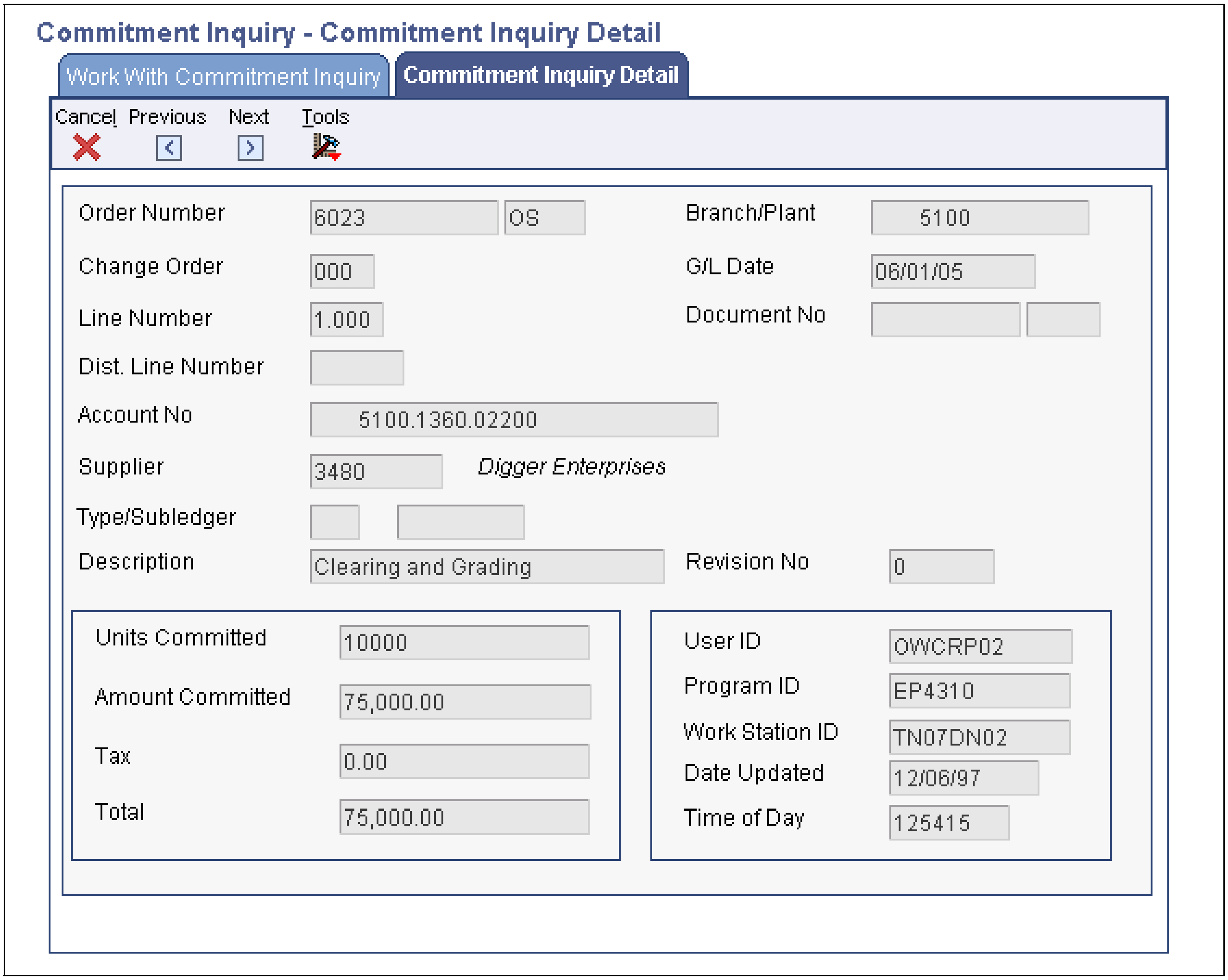
Enter '1' for Change Orders else Commitments	Specify to display change orders or commitments. This code indicates if change orders or commitments will display. Values are: *1*: Change Orders. Blank: Commitments.

Versions

Order Entry (P4310)	Specify which version of Purchase Order Entry to call. If this processing option is left blank, then the system uses ZJDE0001.

Reviewing Detailed Commitment Information

Access the Commitment Inquiry Detail form:


Commitment Inquiry - Commitment Inquiry Detail
Work With Commitment Inquiry
Commitment Inquiry Detail
Cancel
Previous
Next
Tools

Order Number	6023 OS	Branch/Plant	5100
Change Order	000	G/L Date	06/01/05
Line Number	1.000	Document No	
Dist. Line Number			
Account No	5100.1360.02200		
Supplier	3480 *Digger Enterprises*		
Type/Subledger			
Description	Clearing and Grading	Revision No	0
Units Committed	10000	User ID	OWCRP02
Amount Committed	75,000.00	Program ID	EP4310
Tax	0.00	Work Station ID	TN07DN02
Total	75,000.00	Date Updated	12/06/97
		Time of Day	125415

Commitment Inquiry Detail form

Process Commitment Rollovers

This section provides an overview of the Encumbrances Rollover program (R4317) and discusses how to:

- Run the Encumbrance Rollover Program.
- Set processing options for Encumbrance Rollover (R4317).

See Also

Chapter 6, "Working with Commitments," Working with Commitment Audit Trails, page 83

Chapter 9, "Processing Receipts," page 101

Understanding the Encumbrances Rollover Program (R4317)

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

- Relieve committed lines on a 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 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).

Note. To cancel committed lines on a subcontract, the purge code must be set to *R*.

Many industries use the term *decommit* to relieve commitments. When you relieve or decommit commitments, 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.

Running the Encumbrance Rollover Program (R4317)

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

Setting Processing Options for the Encumbrance Rollover Program (R4317)

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

Defaults

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

1. Rollover Method:	Specify how the system processes year-end encumbrance amounts. The method that you use depends on the business requirements. Values are: Blank: Rollover is canceled with no further action. No amount is recommitted to a new general ledger date or account. *1*: Use a new general ledger date. *2*: Use a new general ledger date and a new account number.
2. G/L Class Code:	Specify the general ledger class code that the system uses to retrieve the AAIs. You can enter a general ledger class code or leave the processing option blank to use the general ledger class code from the purchase order detail line. If you are processing subcontracts with account reclassification, you must enter a general ledger class code. If you are processing both purchase orders and subcontracts, the general ledger class code that you enter is used for both. This code determines the A/R account (class) that is offset when you post invoices. The code that you enter

in this processing option can be alphanumeric or can match the object code of the general ledger account number.

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

---

3. Ledger Type:

Specify the ledger type that the system uses for the history record in the F43199 table.

This is a UDC (09/LT) that specifies the type of ledger, such as AA (actual amounts), BA (budget amount), or AU (actual units).

4. New G/L Date:

Specify the general ledger date for the current year's encumbrance rollover.

This date identifies the financial period to which the transaction is posted. You set up the date range for each financial period in general accounting constants.

5. Decommit G/L Date:

Specify the general ledger date to decommit, or relieve, the encumbrance.

This date identifies the financial period to which the transactions are posted. You set up the date range for each financial period in the general accounting constants.

Process

Specify whether the rollover should be processed in proof or final mode.

1. Process mode

Specify whether the system runs the encumbrance rollover in proof or final mode.

When you run the encumbrance rollover in proof mode, the system does not update the status or any applicable tables.

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

Blank: Proof mode

1: Final mode

MFG Edits

Specify how the system processes manufacturing data.

1. Enter a '1' to process Manufacturing Encumbrances

Specify whether the system processes financial encumbrances that are associated with manufacturing work orders. Values are:

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

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

2. Work Order Close Status

Specify the work order status that the system uses to close open work orders.

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

Working with Commitment Audit Trails

This section provides overview of commitment audit trails, the Create Commitment Audit Trail program, and corrections to commitment audit trails, and discusses how to run the Create Commitment Audit Trail program.

Understanding Commitment Audit Trails

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 subcontracts and changes to those subcontracts.

You can correct the commitment audit trail if you locate data inconsistencies among any of these tables:

- F4311
- F43199
- F0902

Understanding the Create Commitment Audit Trail Program (R00993)

If the business needs change after you install the PeopleSoft EnterpriseOne Subcontract Management system, you might find it necessary to create a commitment audit trail for the 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. It also reads the F43121 records to record the decommit records.

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.

Understanding Corrections to Commitment Audit Trails

You can correct the commitment audit trail if you locate data inconsistencies between any of these tables:

- 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 one of these 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 F0902 table. The system adds the new information in the audit trail and posts these amounts to the F0902 table.

Prerequisites

Before you run the Create Commitment Audit Trail program (R00993) to create the commitment audit trail, you must purge the commitment information that currently exists in the F43199 table. Verify that you are only deleting information from the PA ledger.

Note. Commitments only record for document types in UDC 40/CT and for line types using inventory Interface of A, B, or C.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Purging Data,” Purging Data.

Before you run the Create Commitment Audit Trail program (R00993) to correct the commitment audit trail:

- 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.
- Back up the F4311 table, the F43199 table, and the F0902 table.

Running the Create Commitment Audit Trail Program

Commitment Setup/Rebuilds (G43B411), Create Commitment Audit Trail.

Posting Committed Costs to Jobs

This section provides an overview of the Post Committed Cost to Job program and discusses how to:

- Run the Post Committed Cost to Job program.
- Set processing options for Post Committed Cost to Job (R00932).

Understanding the Post Committed Cost to Job Program (R00932)

Run the Post Committed Cost to Job program (R00932) to track the 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.

Running the Post Committed Cost to Job Program (R00932)

Subcontract Setup/Rebuild (G43D411), Post Committed Cost to Job.

Setting Processing Options for the Post Committed Cost to Job Program (R00932)

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

Process

1. Fiscal Year From	Specify the fiscal year in which to begin reposting committed costs. For example, a fiscal year begins October 1, 1998 and ends September 30, 1999. The end of the first period is October 31, 1998. Specify the year 98 rather than 99. If this processing is left blank, the system supplies a zero, causing the from fiscal year to be 00.
2. Fiscal Year Through	Specify the fiscal year in which to end reposting committed costs. If this processing option is left blank, the system uses the fiscal year you specify in the Fiscal Year From processing option.
3. Manufacturing Encumbrances	Specify whether the system processes financial encumbrances that are associated with manufacturing work orders. Values are: Blank: Purchase orders and subcontracts. *1*: Purchase orders, subcontracts, and manufacturing work orders.

CHAPTER 7

Working with Subcontract Logs

This chapter provides an overview of subcontract logs and discusses how to:

- Enter subcontract log information.
- Update the Log Master (F4303) table.
- Update unsatisfied, expired logs.

Understanding Subcontract Logs

In the PeopleSoft EnterpriseOne Subcontract Management system, you use logs to further organize the projects, contracts, and jobs. You can add and modify logs at different hierarchy levels with the Log Revisions program (P4305). Logs are maintained in the F4303 table. Log hierarchy levels are maintained in the Log Hierarchy Constants table (F4304). The hierarchy levels are maintained in UDC table (43/LL).

Log information is supplemental to the information contained in a contract, and includes such details as submittals and transmittals. A submittal is information that you need to receive from a subcontractor, 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. Logs can also include information such as meeting dates, notes, and so on, that is relevant to the contract.

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 to submit insurance information to you before you make a payment against the contract, you can specify that you want outstanding submittal warnings. The system then warns you if you try to make a payment before you receive the insurance information.

You can work with logs at an individual, or contract level, or you can work with them on a progressively higher level in the log hierarchy such as a company, subcontractor, project, or job level. Logs have relationships to each other based on the structure of the hierarchy. For example, a log entered at the company level (defined as a level 02 log in the log hierarchy), affects any logs for that company entered at the lower hierarchical level of contract level (defined as a level 01 log in the log hierarchy).

You can deactivate hierarchy levels if they don’t meet the business needs or processes, in the F4304 table. However, the hierarchical levels are hard coded and you cannot add additional hierarchical levels.

When you work with contract level logs, you can change the method in which the system displays the logs. On the Work With Logs form, you can specify whether you want to view all logs, all contract logs, all open logs, or all outstanding logs. The view options for working with logs are maintained in UDC table (43/VO).

Entering Subcontract Log Information

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

- Set processing options for Log Revisions (P4305).
- Create a subcontract log.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, "Setting Up the Procurement System," Creating Model Logs

Chapter 7, "Working with Subcontract Logs," Running the Logs (F4305) Report/Update Program (R43540), page 92

Chapter 7, "Working with Subcontract Logs," Understanding the Logs (F4305) Report/Update (R43540), page 91

Understanding Subcontract Log Entry

You enter log information to identify information that is relevant to the contract 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 item within the log. You can also delete any of the log information for a contract.

From the Work with Logs form, you have the option to work with or view logs in any of the hierarchical levels. You can specify date ranges as search criteria. When working on contract level logs, you can also further specify view options.

Note. You can specify to have the system prompt you to enter logs during contract order entry by setting the Logs Entry Display processing option on the Processing tab of P4310 processing options.

Prerequisite

To activate log functionality, review UDC 40/VF and ensure that the value 04 - Logs is included.

Forms Used to Enter Subcontract Log Information

Form Name	FormID	Navigation	Usage
Work With Logs	W4305A	Subcontract Processing (G43D11), Log Revisions or Subcontract Processing (G43D11), Enter Subcontract Orders. On Work With Contract Detail, select a contract and then select Log Details from the Row menu.	Review and select existing subcontract logs.
Select Hierarchy Level	W4305C	On Work With Logs, click Add.	Select the hierarchy level to apply to the log.
Logs Revisions	W4305B	On Select Hierarchy Level, select a hierarchy and click Select.	Create a subcontract log.

Setting Processing Options for the Log Revisions Programs (P4305)

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

Default

Use these processing options to specify the contract type and view option that the system uses to display logs.

1. Contract Type	Specify the type of contract. Certain document type codes are reserved for vouchers, invoices, receipts and time sheets, which create automatic offset entries during the post program. You must enter a value that has been set up in UDC 00/DT.
2. Log View Option	Specify the default for the Log View option. You must enter a value that has been set up in UDC 43/VO.

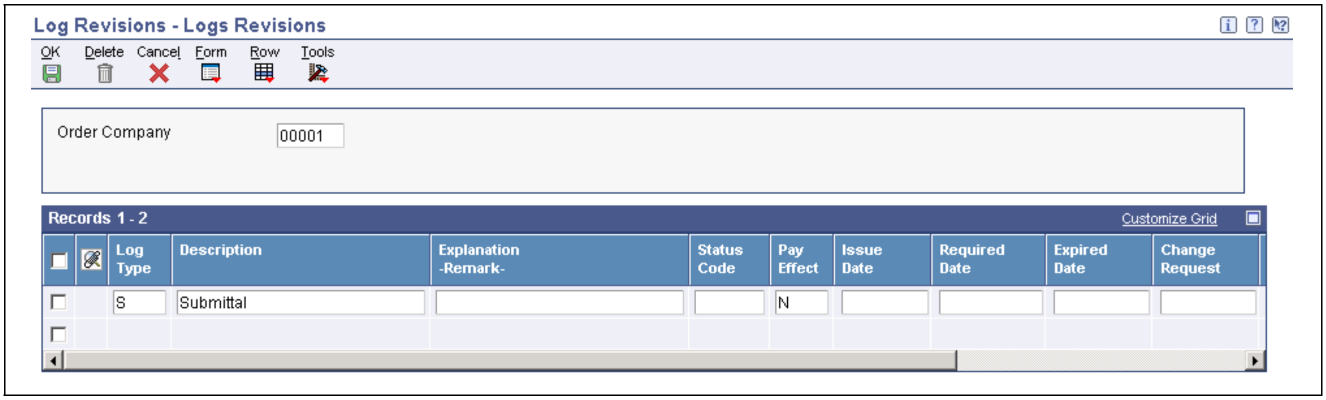
Versions

Specify which version of the Voucher Match program (P4314) the system uses.

1. Progress Payments (P4314)	Use this processing option in Subcontract Management to specify the version of Progress Payments (P4314) that the system uses to determine how to display open and outstanding logs.

Creating a Subcontract Log

Access the Logs Revisions form.



Order Company 00001

Records 1 - 2

☐		Log Type	Description	Explanation -Remark-	Status Code	Pay Effect	Issue Date	Required Date	Expired Date	Change Request
☐		S	Submittal			N				
☐										

Log Revisions form

Order Number, Order Company, Supplier, Branch/Plant, or Project Cost Center	Enter the name and the value of this processing option dependent upon the hierarchy level that you define for the log.
Log Type	Enter 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.
Explanation - Remark	Enter a name or remark that describes the purpose for using an account or conveys any other information about the transaction.
Status Code	Enter 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 yet in effect, or no status is required. *Y*: Yes *N*: No
Pay Effect	Enter a code to specify the pay effect. To have the system issue a submittal warning, set this processing option to *Y*.
Issue Date	Enter the date that the log entry was issued. For example, the effective date for an insurance policy is entered in the Issue Date field.
Required Date	Enter the date that the log entry needs to be received. For example, consider a submittal requirement for an insurance certificate. The date that a copy of the policy or certified proof of coverage document is to be received would be entered in the Required Date field.
Expired Date	Enter 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. 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.

Change Request	Enter the number assigned to the change request for a particular job.
Carrier Number	Enter the address book number of the carrier, which is specified by the customer or by the organization. You might use this carrier because of route requirements or special handling requirements.
ID Code	Enter an identification code associated with the log entry. The processing option can be used for abbreviated report identification.

Updating the F4303

This section provides an overview of the Log Report/Update program and discusses how to run the Log Report/Update program.

Understanding the Logs (F4305) Report/Update Program (R43540)

You can run the Logs (F4305) Report/Update program (R43540) to update the value of the Pay Effect field in the F4303 table. This report displays this 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.

Running the Log (F4305) Report/Update Program (R43540)

Subcontract Reports (G43D111), Log Report/Update.

Updating Unsatisfied, Expired Logs

This section provides an overview of the Logs (F4305) Report/Update and discusses how to:

- Run the Logs (F4305) Report Update.
- Set processing options for Logs (F4305) Report/Update (R43540).

Understanding the Logs (F4305) Report/Update (R43540)

The Logs (F4305) Report/Update (R43540) enables you to print a contract management report and to print log associated text entries for contracts. You can also specify whether the system updates pay status codes for unsatisfied, expired logs that have a pay effect of "Y" to a pay effect of "N."

Running the Logs (F4305) Report/Update Program (R43540)

Subcontract Reports (G43D111), Logs (F4305) Report/Update

Setting Processing Options for the Logs (F4305) Report/Update Program (R43540)

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

Print Option

1. Enter a ’1’ to change unsatisfied, expired logs that have a pay effect of ’Y’ and status code of ’Y’ to a status code of ’N’. If left blank the status will not be updated.	Specify whether the system updates the status code for logs. Values are: Blank: Does not update the log status code. *1*: Updates the logs status code to N. The status code is only updated if pay effect is Y and the logs status code is Y. The issue date and expired date must be prior to today’s date.
2. Enter a ’1’ to print a contract management report. If left blank no report will print.	Specify whether the contract management report is printed. Values are: Blank: No report is printed. *1*: Report is printed.
3. Enter a ’1’ to print the associated log text. If left blank, log text will not print.	Specify whether the associated text is printed. Values are: Blank: No associated text is printed. *1*: Associated text is printed.

CHAPTER 8

Working with Order Information

This chapter discusses how to:

- Review order information.
- Work with budgets.

Reviewing Order Information

This section provides an overview of order reviews.

See Also

Appendix A, "PeopleSoft EnterpriseOne Subcontract Management Reports," page 147

Understanding Order Reviews

You can review open orders, which are orders that contain services you have yet to receive. You can specify the contract number, subcontractor, item, account number, and so on for the open detail lines you want to review.

You also can review open quantities by choosing the type of order for which you want to review detail lines.

You can review additional information for each open detail line that appears, including the quantity ordered, the quantity open, the quantity received, and the quantity for which vouchers have been created. You can also access address numbers, dates, and tax information.

Regardless of whether you enter an order in a domestic or foreign currency, you can review the order as if it were entered in another currency. For example, you can review amounts in Canadian Dollars (CAD) as if they were entered in the euro (EUR). Likewise, you can review amounts in Japanese Yen (JPY) as if they were entered in U.S. Dollars (USD), and so on.

Financial Status Information

You can review up-to-the-minute details of the financial status information for any order. You can also review the financial details of any progress payment voucher that relates to an order.

Financial status information includes:

- Order details
- Amount 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.

Forms Used to Review Orders

Form Name	FormID	Navigation	Usage
Work With Contract Detail	W4310G	Subcontract Inquiries (G43D112), Open Orders	Review open orders, which are orders that contain services you have yet to receive.
Additional Selection Criteria	W43041F	On Work With Contract Details, select Added Selections from the Form menu.	Narrow the search for records on the Work With Order Details form.
Purchase Order Detail Inquiry	W430301C	On Work With Contract Details, select the detail line and then select Order Detail from the Row menu.	Review additional information for an open detail line.
Contract Detail	W4310A	On Work With Contract Details, select an order and, from the Row menu, select Change Orders, then View All Chg Order.	Review change orders.
Order Entry - Summary Order Information	W430114A	On Work With Contract Details, select an order and select Order Summary from the Row menu.	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.
Order Recap	W4310C	On Work With Contract Details, select an order and select Order Recap from the Row menu.	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.
Work With Financial Status Inquiry	W44200A	Subcontract Inquiries (G43D112), Financial Status Inquiry On Work With Contract Detail, select an order and select Financial Status from the Row menu.	Review the financial status information for an order.

Page Name	Object Name	Navigation	Usage
Supplier Ledger Inquiry	W0411G	On Work With Financial Status Inquiry, select Supplier Ledger from the Form menu.	Review voucher information for an order. See Reviewing Supplier Ledger and Payment Information in the PeopleSoft EnterpriseOne Accounts Payable Guide.

Working with Budgets

This section provides overviews of budget checking, search scenarios for level of detail, budget totaling, and calculations of available budget to date for the fiscal year, and discusses how to:

- Set processing options for Trial Balance / Ledger Comparison (P09210A).
- Review the 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.

Each time you enter or change a subcontract, 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 subcontract 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 still places the order on hold. The system stops 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 this budget calculation:

(Available Budget) = (Original Budget Changes) - (Actual amounts spent) - (Commitments) - (Encumbrances)

The system uses this budget calculation for ledgers:

(Available Budget) = (BA or JA Ledger Amounts) - (AA Ledger Amounts) - (PA Ledger Amounts)

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

You use the processing options on the Budgeting tab in the Purchase Orders program 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.

Note. Use the BA ledger type for monthly budgets (typically used for departmental budgets) and the JA ledger type for Job/Project budgeting.

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

- The budget amount.
- The actual amount that you have spent.
- The total amount of commitments through a certain date
- The variance between the budget amount and the amount that 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.

Understanding 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 amounts for the account.

Budget Amount Accumulation

Two search scenarios exist:

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

   If the detail line exceeds the available budget then the system applies a budget hold to the line.
2. If the account number that you enter on the subcontract 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 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 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.

Understanding Budget Totaling

Use the Budget Total Method processing option on the Budgeting tab of the Purchase Order Workbench program (P43101) to specify how the system calculates the budget total.

The system uses these 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.

Use *1* in this processing option for jobs and projects. The system uses the job cost budget calculation method to add the amounts in these budgeting fields. The total of these fields is the budget amount the system uses for budget checking.

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

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

Use *3* in this processing option for Profit entities. You enter changes to the budget in the net posting fields. The system uses the standard financial spread calculation method to add 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.

Understanding Calculations 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.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, "Processing Approvals," Working with Orders Awaiting Approval

PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook, "Creating Budgets," Entering Annual Budgets

Forms Used to Work with Budgets

Form Name	FormID	Navigation	Usage
Trial Balance / Ledger Comparison	W09210AA	Subcontract Inquiries (G43D112), Budget Comparison	1. On Trial Balance / Ledger Comparison, complete the Skip to Account field. 2. Complete these fields to indicate the ledgers from which the system retrieves commitment and budget amounts: • Ledger Type 1 • Ledger Type 2 3. Complete the Level Of Detail field. 4. Complete these fields to indicate the period for which the ledger amounts reflect: • LT 1 Thru Date • LT 2 Thru Date 5. Click Find.6. Review these fields for each account: • Ledger Type 1 • Ledger Type 2 • Variance Period Balance • Ledger 1 Period Balance • Posting Edit Code • Account ID

Setting Processing Options for the Trial Balance / Ledger Comparison Program (P09210A)

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

Default

1. Ledger Type 1	Specify the default ledger type 1. Options are in UDC 09/LT. If this processing option is left blank, the system uses BA.
2. Ledger Type 2	Specify the default ledger type 2.

	Options are in UDC 09/LT. If this processing option is left blank, the system uses AA.
3. Exit with Ledger Type	Specify the ledger type that the called application should use when exiting to another application. Values are: Blank and *1*: Use ledger type 1. *2*: Use ledger type 2.

Display

1. Suppress Zero Balances	Specify whether to display posting accounts with zero balances. Values are: Blank: Display posting accounts with zero balances. *N*: Display posting *Y*: Do not display **Note.** This processing option applies only to posting accounts. Nonposting header accounts appears on the Trial Balance/Ledger Comparison form (P09210A) regardless of this processing option.
2. Calculation Method	Specify the Calculation Method to be used when calculating variances. Values are: Blank: Subtraction *A*: Addition *M*: Multiplication *D*: Division *S*: Subtraction
3. Additional Ledger Type 1 and **4. Additional Ledger Type 2**	Specify an additional ledger type to be used in calculating account balances for ledger type 1 and ledger type 2. Options are in UDC 09/LT. If this processing option is left blank, no additional ledger type is used.
5. Subledger	Specify the subledger that the system uses for calculating account balances. Enter * to display all transactions with subledgers. If this processing option is left blank, the system selects transaction that have no subledgers.
6. Subledger Type	Specify the subledger type to be used for calculating account balances. Options are in UDC 00/ST. If this processing option is left blank, a blank subledger type is used.
7. Account Level Of Detail	Specify the account level of detail to be used (3-9). If this processing option is left blank, the system uses an account level of 9.

Currency

1. Currency Code	Specify the currency code to be used for calculating account balances. If this processing option is left blank, the system uses all currencies.

Note. Use this processing option only if multicurrency is being used.

Select

1. Date Effective Balances	Specify whether to calculate date-effective balances or to use period-end dates. Values are: Blank and *N*: Use Period End Dates *Y*: Calculate Date Effective Balances.
2. Default Thru Period Display	Specify whether to display thru-periods or thru-dates. Values are: Blank and *N*: Display thru dates *Y*: Display thru periods.

Reviewing the Budget

Access the Trial Balance / Ledger Comparison form.

Ledger Type 1	Enter the ledger type for the actual amounts ledger in this processing option.
Ledger Type 2	Enter the ledger type for the budget amounts ledger in this processing option.

CHAPTER 9

Processing Receipts

This chapter provides an overview of receipt processing.

Understanding Receipt Processing

You can use either an informal or formal receiving process to acquire the goods and services you requested on a subcontract order. The receiving process for subcontract orders is the same as the receiving process for purchase orders.

See *PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook*, “Using Receipt Processing”.

CHAPTER 10

Processing Progress Payments

This chapter provides an overview of progress payments and discusses how to:

- Create subcontract vouchers
- Process retainage
- (Rapid Start CAN and USA) Process progress payments.
- (Rapid Start CAN and USA) Post vouchers for subcontract orders.

Understanding Progress Payments

You make progress payments to the subcontractors as they make progress against their contracts. You draw progress payments from the funds that are committed to their contract.

To make a progress payment you must first enter a voucher into the PeopleSoft EnterpriseOne Subcontract Management system. Vouchers contain the details of a payment and enable you to create a payment that is drawn against the commitments for a contract. After you enter a voucher, you can review and post it. You can then work with the voucher to change the method that the system uses to process payments. You can also correct a voucher that was entered incorrectly.

In addition, you make progress payments to release some or all of the retainage against a contract. Retainage is a percentage of the committed amount that is held until a specified date after the completion of the contract.

When you are ready to make payments, you can progress payments.

You can also set threshold amounts for progress payments. The currency that you specify in the Supplier Master (P0401) is used as the default currency for the threshold amount. During progress payments, the system checks to see whether a voucher exceeds the threshold specified in the Subcontractor Threshold program (P4355). If the threshold amount has been exceeded, the system places the voucher on hold. The voucher is then on a pay status code hold. You can set vouchers on pay status code holds for threshold by setting the processing options in the Process Tab-Threshold pay status code on the Voucher Match, or Progress Payment, program (P4314).

Progress Payments and Subcontract Vouchers

To make progress payments, you must first create a voucher in the PeopleSoft EnterpriseOne Subcontract Management system. Vouchers contain the details of a payment and enable you to create a payment that is drawn against the commitments for a contract. You use vouchers to determine the amount and type of payment that you are processing.

Before you can pay a subcontractor, you must create a voucher that:

- Indicates that the terms of a transaction are met.
- Specifies the amount to pay to the subcontractor.

- Notifies PeopleSoft EnterpriseOne Accounts Payable to cut a check.

You can also create vouchers:

- To withhold a portion of the gross payment as retainage.

  Retainage is a percentage of a committed amount that is held until after the order is complete. For example, if you create a voucher for 100.00 with retainage of 10 percent, the actual payment is 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 a contract.
- For units if you are paying against a unit based order.

  In a unit-based order, you create 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.

Progress Payments is a version of the Voucher Match program (P4314). It includes specific information for the PeopleSoft EnterpriseOne Subcontract Management system. The system provides a Work With Contracts form on which you can further specify which contracts you would like to match. You can select whether you want to match contracts, receipts, retainage or all three. You can also access the Subcontract Ledger Inquiry program (P0411) or the Subcontract Order Entry program (P4310). The processing options for P4314 include a Progress Payments tab. On this tab you can specify how the system processes payments.

Note. Set the Default Option on the Progress Payments tab of P4314 to "1" in order to have the system match the quantity and amount when performing voucher match.

Prerequisites

Before you complete the tasks in this section:

- Set up A/P payment processing.

  See *PeopleSoft EnterpriseOne Accounts Payable 8.11 SP1 PeopleBook*, “Entering Supplier Information,” Entering Supplier Master Records; *PeopleSoft EnterpriseOne Accounts Payable 8.11 SP1 PeopleBook*, “Processing Automatic Payments,” Writing Payments and *PeopleSoft EnterpriseOne Accounts Payable 8.11 SP1 PeopleBook*, “Setting Up the Accounts Payable System for Automatic Payment Processing,” Setting Up a Print Sequence for Payments.
- If the business process warrants matching individual lines, ensure that you have set the Option Default processing option on the Progress Payments tab of P4314 to blank.

  This ensures that you have the option field available to you on the Work With Contracts form, where you can specify whether to bypass detail lines during the progress payment process.
- Ensure that you have the Interface Option processing option on the Progress Payments tab of P4314 set to activate progress payments.

Creating Subcontract Vouchers

This section provides overview of subcontract vouchers, voucher matching, and invoices received in an alternate currency, and discusses how to:

- Set processing options for Voucher Match (P4314).

- Set processing options for A/P Standard Voucher Entry (P0411).
- Select records to match to a voucher.
- Select order detail lines to match to a voucher.

See Also

PeopleSoft EnterpriseOne Accounts Payable 8.11 SP1 PeopleBook, “Processing Accounts Payable Vouchers,” Entering Standard Vouchers

Understanding Subcontract Vouchers

You must create a voucher before you can pay a supplier or a subcontractor. You create vouchers in the PeopleSoft EnterpriseOne Accounts Payable’s A/P Standard Voucher Entry program (P0411).

You create a voucher from the order detail line to make progress payments on a contract, or to release retainage.

You can create a voucher for an amount if you are paying against a lump-sum contract. A lump-sum contract is a contract in which you specify progress payments as amounts. If you have multicurrency turned on, you can enter a voucher for the designated currency type. You can include retainage in lump-sum contract vouchers.

You can also create a voucher for units if you are paying against a unit-based order. In a unit-based order, you specify progress payments based on the number of units completed. You should enter either the number of units for which you are paying, or the gross payment. The system then calculates the remaining value based on the price per unit.

For example, if you enter a voucher for 1,000 square feet of drywall at a cost of 0.25 per square foot, the system calculates the gross payment as 250.00. Conversely, if you enter a voucher for 250.00 with a unit price of 0.25, the system calculates the number of units as 1,000.

If you have multicurrency turned on, the system calculates the total values based on the currency that you select. For example, if you enter a voucher for 1000 units at 0.25 per unit, the system calculates the total payment in the currency you specify.

You might need to make a correction to a voucher. To make the change, you must create a new voucher that reflects the adjustment to the previous voucher.

Understanding Voucher Matching

To match a voucher, you must locate the subcontract record that corresponds to the progress payment that you want to make. The system creates a voucher interactively when you match the record to a payment.

You can match order detail lines to invoices to create vouchers. For example, if a subcontractor sends you an invoice for 100.00, you must locate and match the order detail lines that contain the corresponding 100.00 worth of services.

Note. You can select multiple order detail lines to match on a single voucher.

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 these results might occur:

- You receive a soft warning, which indicates an outstanding log warning.

  You can enter and process payments as usual.
- The 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 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.

Understanding Invoices Received in an Alternate Currency

If you enter a subcontract order in a domestic or foreign currency and a subcontractor submits an invoice in an alternate currency, you cannot automatically match the domestic or foreign 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 (USD), 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 subcontractor are processed using the alternate currency.

Prerequisite

Before you complete the tasks in this section:

Review all processing options for Standard Voucher Entry and Voucher Match.

Set the voucher match version.

Forms Used to Create Subcontract Vouchers

Form Name	FormID	Navigation	Usage
Work With Contracts	W4314E	Subcontract Processing (G43D11), Progress Payments	Select the contract for which you want to create a voucher.
Voucher Match	W4314A	On Work With Contracts, select the record you want to match with a voucher and click OK.	You can also select more records if needed. Match a voucher to selected subcontract orders.
Select Orders To Match	W4314C	On Voucher Match, select Orders To Match from the Form menu.	Select order detail lines to match to a voucher.

Setting Processing Options for the Voucher Match Program (P4314)

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

Defaults

These processing options define the default information that the system uses during Voucher Match (P4314).

1. Inquiry Order Type and
2. Voucher Document Type

Specify the type of document.

This UDC (00/DT) indicates the origin of the transaction. Document type codes are reserved 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.

We have defined these prefixes for document types, and we recommend that you do not change them:

P: Accounts Payable.

R: Accounts Receivable.

T: Payroll.

I: Inventory.

O: Purchase Order.

J: General Accounting/Joint Interest Billing.

S: Sales Order Processing.

Display

These processing options control whether the system displays certain types of voucher match information, such as the approver number and reporting code.

1. Approver Number

Specify whether to display the approver number code. Values are:

Blank: Do not display

1: Display

2. Reporting Code	Specify whether the column for Reporting Code 007 appears in the detail area on Voucher Match. Values are: Blank: Do not display *1*: Display
3. Account Number	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	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 control the values that the system uses for this 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 and **2. Thru Status Code**	Specify the beginning status code (40/AT) in a range of next status codes. The system uses the range when selecting orders to match. **Note.** This processing option does not apply when the system is selecting receipts to match.
3. Outgoing Receipt Next Status Code	Specify a code that represents the next status that the order moves 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 Purchase Order Receiver File table (F43121) for a three-way match so that the statuses in those two tables match the status that you enter.
4. Cancel Status Code	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 F4311 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.

5. Quantity/Amount

Specify 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

Specify whether the system checks to determine if a detail line's quantity and amount exceed the tolerance percentage. To check tolerance, you can access the Purchasing Tolerance Rules program (P4322). You can enter a valid pay status or any of these values:

Blank: Do not check quantities and amounts to determine whether they exceed tolerance.

1: Display a warning

2: Display an error message

7. Supplier Analysis

Specify whether you want the system to capture supplier analysis information. Values are:

Blank: Does not capture supplier analysis information.

1: 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

Specify whether the system allows multiple orders per voucher. Values are:

Blank: Allow multiple orders per voucher.

1: Allow only one order.

9. Branch/Plant Retrieval

Specify which business unit or project number that the system uses to generate the general ledger bank account and the A/P trade account. Values are:

Blank: The system retrieves the business unit for each purchase order detail line.

1: Retrieves the business unit in the purchase order header record.

2: Retrieves the business unit from Foundation - Address Book.

3: Retrieves the business unit from the header information in the Voucher Match program (P4314).

4: Retrieves the project number from the business unit for each purchase order detail line.

5: Retrieves the project number from the business unit in the purchase order header record.

6: Retrieves the project number from the business unit in Foundation - Address Book.

7: Retrieves the project number from the business unit in the header information that is contained in the Voucher Match program (P4314).

Note. The system uses the business unit that you specify for the voucher.

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10. Direct Ship Integrity Cost Update	Specify that you want to allow cost updates to the sales order when the order is a direct ship order. Values are: Blank: Do not update *1*: Update
11. Lot Cost Update	Specify that you want to update an item's lot cost (method 06) when matching an order at a variance. Values are: Blank: Do not update *1*: Update
12. Threshold Warning	Specify whether the system displays a warning for voucher total gross amounts that exceed the threshold that has been set for the subcontractor/supplier. The threshold is stored in Subcontractor Threshold table (F4355). Values are: Blank: Does not display *1*: Display
13. Threshold Pay Status Code	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 control whether the system summarizes accounts payable (A/P) and general ledger information.

1. A/P	Specify whether to summarize A/P entries. Values are: Blank: Do not summarize *1*: Summarize
2. G/L	Specify whether to summarize general ledger entries. Values are: Blank: Do not summarize *1*: Summarize

New Order Line

These processing options control how new order detail lines are added to a purchase order when you are creating a voucher.

1. Order Line Entry	Specify 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

	2: Create
2. Line Type	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 General Ledger. *B*: General ledger account and item number. *N*: Nonstock 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	Specify 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 control whether the system uses the retainage percentage or the retainage amount as a default value in the Voucher Match program (P4314), and also whether the system applies taxes to the retained or vouchered amount.

1. Default	Specify whether to automatically load the retainage percentage or amount from the order header. Values are: Blank: Do not load *1*: Automatically load
2. Taxes	Use this processing option only for tax types C and V to specify whether the system applies taxes to the retained amount during the voucher match process or when releasing retained amounts. Values are: Blank: Applies taxes to the vouchered amount, including the retained amount. *1*: Does not apply taxes to retained amounts.

Logs

These processing options control whether the system displays a warning message when outstanding logs exist and also indicate which pay status code the system should use for a voucher when outstanding logs exist.

1. Warning Message	Specify whether the system displays an outstanding log detail warning message and when it displays the message. Values are: Blank: Do not display *1* and *2*: Display
2. Pay Status Code	Specify the pay status code (00/PS) 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 control which date the system uses as the effective date and also whether the exchange rate can be changed.

1. Effective Date	Specify 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. *2*: Use the invoice date.
2. Protect Rule	Specify whether you can change the exchange rate. Values are: Blank: You can change the exchange rate. *1*: You cannot change the exchange rate.

Flex Accounts

This processing option controls whether you are working with flexible accounting.

1. Flex Accounting	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 *1*: Activate

Versions

These processing options enable you to enter the version for each application. If you leave any of these processing options blank, the system uses the ZJDE0001 version.

1. Order Entry (P4310)	Specify the version that the system uses when you are using the Order Entry program. When you select a version, review the version's processing options to ensure that the version meets the needs.

2. AP Master Business Function (P0400047)	Specify the versions that the system uses when you process accounts payable transactions. You can only review versions for this program in the interactive versions list. When you select a version, review the version's processing options to ensure that the version meets the needs.
3. GL Master Business Function (P0900049)	Specify the version that the system uses when you are using the PeopleSoft EnterpriseOne General Ledger system. You can only review versions for this program in the interactive versions list. When you select a version, review the version's processing options to ensure that the version meets the needs.
4. Open Receipts Inquiry (P43214)	Specify the version that the system uses when you are using the Open Receipts Inquiry program. When you select a version, review the version's processing options to ensure that the version meets the needs.
5. Stand Alone Landed Cost (P43214)	Specify the version that the system uses when you are using the Standalone Landed Cost program. When you select a version, review the version's processing options to ensure that the version meets the needs.
6. Freight Audit History (P4981)	Specify which version of the Voucher Match program (P4314) that the system uses for matching freight.
7. Supplier Ledger Inquiry (P0411)	Specify the version that the system uses when you are using the Supplier Ledger Inquiry program.
8. Purchase Order Logs (P4305)	Specify the version that the system uses when you use the Logs Entry program (P4305). determine the version to be used for logs application P4305 if UDC 40/VF is activated for '04'

Workflow

1. Notify Amount Changes and **2. Notify Quantity Changes**	Specify the option for notification. Values are: Blank: Do not send any notification emails. *1*: Purchase order originator. *2*: Project Manager. *3*: Buyer. *4*: Originator, Buyer and Project Manager.

Progress Payment

Use these processing options to determine how the system processes progress payments in the PeopleSoft EnterpriseOne Subcontract Management system.

1. Interface	Specify that you want to activate the Progress Payment interface. Values are: Blank: Supplier/Subcontractor Ledger Inquiry *1*: Progress Payment

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Note. If you are using Standard Voucher Match, this processing option should not be set.

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2. Match Type Default

Specify the default for the match type.

You must enter a value that has been set up in UDC 43B/VW.

3. Option Default

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

Specify whether extended amount is calculated if quantity is changed.

Blank: Extended amount is not calculated.

1: Extended amount is calculated.

5. Batch

Specify whether to use the same batch number. Values are:

Blank: Do not use

1: Use

6. Activate Type of Payment and Current Payment Fields

Specify whether the system activates the payment functionality type and shows the payment type fields, Type of Payment, Current Payment Domestic and Current Payment Foreign in the Supplier Self-Service applications. Values are:

Blank: Do not activate

1: Activate

7. Type of Payment Options

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

If a payment is already made, the payment amount is subtracted and the remainder is paid. For example, if you use option *1,* and 100 out of 2000 USD is already paid, and you put 20 percent in progress payment, the program pays off 20 percent of 2000 USD which is 400 USD. Since 100 USD is already paid, it pays the remaining 300 USD.

Option 2 is used similarly but an amount, not percentage, is specified.

8. Prevent Payment of Paid Lines

Specify whether to pay more than 100 percent on a paid line.

This applies to nonstock lines only. Values are:

Blank: Prevent payment

1: Allow payment

Redistribution

Specify 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: Does not record *1*: Records

Setting Processing Options for the A/P Standard Voucher Entry Program (P0411)

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

Display

These processing options specify how the system groups and displays data in the A/P Standard Voucher Entry program.

1. Recurring Vouchers	Specify the default voucher type to display on the Supplier Ledger Inquiry form. Values are: Blank: Display all voucher types *1*: Display only recurring vouchers When you enter *1,* the program select the Recurring Vouchers check box.
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: Shows all vouchers (no default criteria). *1*: Shows only summarized vouchers. When you enter *1,* the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.
3. Display Domestic and Foreign	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 *1*: Display: Domestic Gross Domestic Discount Available Domestic Taxable Domestic Tax Domestic Non-Taxable Foreign Gross Amount Foreign Discount Available

Foreign Taxable

Foreign Tax

Foreign Non-Taxable

Currency

These processing options enable you to display amounts in a currency other than the currency in which the amounts are stored on the system. Amounts displayed in a different currency are hypothetical only; they are not saved to the system when you exit the A/P Standard Voucher Entry program.

1. As If Currency

Specify that you want 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 (USD) amounts in the euro, specify EUR. If this processing option is left blank, the system does not display the As If Currency Code field in the header, nor does it display the As If Amount and As If Open Amount columns in the grid area.

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

2. As Of Date

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 this processing option is left blank, the system uses the system date if you specify a currency code in the As If Currency processing option.

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

Manual Payments

These processing options control the creation of manual payments. Use these processing options only on the version of the A/P Standard Voucher Entry program that you use for manual payments without voucher match.

1. Manual Payment Creation

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: No payment information appears.

1: Generate manual payments (without voucher match).

Note. If you enter *1,* click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

2. Duplicate Payments

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

Specify that the program to automatically assign payment numbers to manual payments based on the bank account's next number. Values are:

Blank: Manually assign payment numbers (default).

1: Assigns payment numbers.

Purchasing

This processing option specifies how the program processes vouchers that contain subcontract order information.

1. Voucher Delete

Specify 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

Specify that you want to change the default voucher type from standard vouchers to matched vouchers.

If you choose to 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 Procurement.

Alternatively, on the Non-Stock PO Processing menu (G43B11), select one of these:

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.

Note. Do not delete a voucher in Accounts Payable if you created the voucher in e Procurement. The voucher should be deleted in Procurement.

2. Voucher Match Version

Specify that you want to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in Procurement.

You must complete this processing option if you enter *1* in the Match processing option. If this processing option is left blank, the system uses ZJDE0001.

Multi Company

This processing option enables you to process vouchers for multiple companies rather than standard vouchers.

1. Multi-Company Single Supplier

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.

Note. The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi Vouchers

This processing option enables you to enter multiple vouchers rather than standard vouchers.

1. Multiple Vouchers

Specify that you want 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.

Note. You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method.

Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging

This processing option enables you to enter logged vouchers rather than standard vouchers.

1. Voucher Logging

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.

Note. This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter *1* in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date

Specify whether to use the system date as the default general ledger date for a logged voucher. Values are:

Blank: Enter date manually.

1: Use the system date as the default general ledger date.

Note. If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

Prepayments

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

1. G/L Offset Account

Specify that you want to set up AAIs (item PC*xxxx*) to predefine classes of automatic offset accounts for accounts.

For example, you can assign general ledger offsets as:

Blank: Trade Accounts Payable

4110: Trade Accounts Payable

RETN: Retainage Payable

4120: Retainage Payable

OTHR: Other Accounts Payable

4230: Other Accounts Payable

PREP: Prepayment A/P Trade Account

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 enable automatic creation of prepayment pay items. If you leave this processing option blank (default), the system uses the Standard Voucher Entry program.

2. G/L Distribution Account

Specify the general ledger distribution account that the system uses for creating prepayment pay items. You can use one of these 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).

Note. Use this processing option only if you enter a value in the General Ledger Offset Account processing option.

---

3. Pay Status Code

Specify the default pay status code for prepayments.

The pay status code is a UDC (00/PS) that indicates the current payment status of a voucher. Valid codes are:

P: The voucher is paid in full.

A: The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

H: The voucher is on hold pending approval.

R: Retainage.

%: Withholding applies to the voucher.

?: Other codes. All other codes indicate reasons that payment is being withheld.

Note. The PeopleSoft EnterpriseOne Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list.

Note. Use this processing option only if you enter a value in the general ledger Offset Account processing option.

4. Number of Days

Specify the number of days to add to the due date of the negative prepayment pay items.

5. Tax Area

Specify that the program indicates 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 display

1: Display

Note. Use this processing option only if you enter a value in the general ledger Offset Account processing option.

6. Prepayment Tax Area Code

Specify a default code that identifies a tax or geographic area that has common tax rates and tax distribution.

The system uses this code to properly calculate the tax amount. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

Note. Use this processing option only if you enter 1 in the Tax Area processing option.

7. Prepayment Tax Explanation Code

Specify 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.

Note. Use this processing option only if you enter 1 in the Tax Area processing option.

Versions

These processing options specify whether to override the default Master Business Function version.

1. Voucher Master Business Function Version	Specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047). If this processing option is left blank, the system uses ZJDE0001.
2. Journal Entry Master Business Function	Specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049). If this processing option is left blank, the system uses ZJDE0001.
3. Pay When Paid Manual Link Version	Specify a version number for the Pay When Paid Manual Link application (version ZJDE0001 for application P03B470). If this processing option is left blank, the system uses ZJDE0001.
4. Netting (P03B455) Version	Specify the version of Netting (P03B455) to use. If this processing option is left blank, the system uses ZJDE0002.

Note. Only persons responsible for system-wide setup should change this version number.

Process

These processing options restrict changes to vouchers when you use Subcontractor Ledger Inquiry.

1. Voucher Entry Mode	Specify whether the system enables changes to vouchers after you select them from the Supplier Ledger Inquiry form. Values are: Blank: Allow changes *1*: Do not allow changes The system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.
2. Supplier Self Service Mode	Specify the activation of the Supplier Self-Service function for use in Java/HTML. The Self-Service function enables suppliers to view their own vouchers and payments. Values are: Blank: Do not activate *1*: Activate

Edits

This processing option defines whether the Fixed Asset ID is required when entering a voucher.

1. Fixed Asset ID	Specify whether to require an Asset ID if an account is in the AAI asset account range. Values are: Blank: Do not require *1*: Require

Pay When Paid

1. Pay When Paid Voucher	Specify whether to enter a Pay When Paid Voucher. Values are: Blank: Enter a standard voucher (default). *1*: Enter a Pay When Paid Voucher.

When you enter *1* in this processing option, the program flags the voucher as a Pay When Paid Voucher.

Note. This processing option functions in conjunction with the Pay When Paid Pay Status Code processing option on the Defaults tab of Voucher Entry MBF (P0400047). You must enter the pay status to be associated with Pay When Paid Vouchers.

Choosing Records to Match to a Voucher

Access the Voucher Match form.

To select records to match to a voucher:

1. On Voucher Match, complete the Invoice Num, Invoice Date, and G/L Date fields to enter record information.

   You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you choose.

2. Complete the OP field.

   For subcontract progress payments, if you have set the Default Option processing option on the Progress Payments tab, the system defaults this field to a value of *1,* match quantity and amount.

3. Complete the optional fields for receipt records to reflect the invoice, as necessary.
4. Click OK.
5. To review the resulting voucher, on Subcontractor Ledger Inquiry, click Find, select the voucher, and click Select.

Choosing Order Detail Lines to Match to a Voucher

Access the Voucher Match form.

To select order detail lines to match to a voucher:

1. On Voucher Match, to enter record information, complete the Supplier, Cost Center, Invoice Num, Invoice Date, G/L Date, and Co. fields.

   You can have the system enter the gross amount and tax for you based on the detail lines you select if you match to the invoice.

2. select Orders To Match from the Form menu.
3. On Select Orders To Match, locate and select order detail lines and click OK.

   The system returns the lines that you selected to the Voucher Match form.

4. On Voucher Match, complete the O P field.

   The option that you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option 7), or cancels the line entirely (option 9).

5. Complete the optional fields for order detail lines, as necessary, to reflect the invoice.
6. Click OK.
7. To review the resulting voucher, on Subcontractor Ledger Inquiry, click Find, select the voucher, and then click Select.

Processing Retainage

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

- Enter a voucher with retainage.
- Enter a voucher to release retainage.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Creating Vouchers,” Creating Multiple Vouchers from Receipt Records

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Creating Vouchers,” Logging Invoices Prior to Receiving Goods

Understanding Retainage

You can withhold 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 is 90, with 10 held as retainage. You release retainage by creating progress payments for the amount that you want to release.

Note. You cannot release retainage and progress payment at the same time.

Note. The terms voucher and progress payment have the same meaning in the PeopleSoft EnterpriseOne Subcontract Management system and the PeopleSoft EnterpriseOne Procurement system.

You can create a voucher with retainage that is applied to the entire voucher, or you can apply retainage by line item of the voucher.

Use the tax with retainage processing option to defer tax on retainage. If you set the processing option for tax with retainage to on and you use a tax type of C or V, the system calculates amounts differently. It subtracts retainage from the original taxable amount and recalculates new amounts.

You release retainage by entering a payment voucher for the amount that you want to release. Retainage is also called a holdback.

A partial release of retainage indicates that there is still an unpaid amount of retainage. A final release of retainage indicates that no retainage remains to be paid. You can release retainage for individual vouchers or for groups of vouchers.

Prerequisite

Before you complete the tasks in this section Set processing options on the Voucher Match program (P4314) to apply taxes to retainage.

Forms Used to Process Retainage

Form Name	FormID	Navigation	Usage
Voucher Match	W4314A	Subcontract Processing (G43D11), Progress Payments On Work With Contracts, specify contracts to pay as match type, select the record you want to match with a voucher and click Select.	Specify the retainage amount for a voucher.
Select Orders To Match	W4314C	On Voucher Match, select Orders To Match from the Form menu.	Select order detail lines to match to a voucher.

Entering a Voucher with Retainage

Access the Voucher Match form.

Complete the steps for choosing records to match to a voucher or choosing order detail lines to match to a voucher, changing the value in the Retained Amount field for order detail lines, as necessary.

Retained Amount	Enter the total amount held back on the contract amount. The amount retained cannot be less than zero or greater than the amount to voucher.

Entering a Voucher to Release Retainage

Access the Voucher Match form.

Subcontract Processing (G43D11), Progress Payments.

1. On Work With Contracts, locate the record you want to match with a voucher and click *Select.*
2. On Voucher Match, complete these fields to enter record information:
   - Invoice Num.
   - Invoice Date
   - G/L Date

   You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you select.
3. On Voucher Match, complete the O P field.

   For subcontract progress payments, if you have set the Default Option processing option on the Progress Payments tab, the system defaults this field to a value of *1,* match quantity and amount.
4. Complete these optional fields for receipt records to reflect the invoice, as necessary:
   - Amount To Voucher
   - Quantity To Voucher
   - Retained Amount
   - Percentage Retained

  - Tax Y/N
  - Tax Area
  - Tax Expl
  - Tax
  - Discount Amt
5. Click *OK.*
6. To review the resulting voucher, on Subcontractor Ledger Inquiry, click *Find,* select the voucher, and click Select.

(Rapid Start CAN and USA) Processing Progress Payments

This section discusses:

- How to process progress payments.
- Preconfigured processing options for Canada and United States Progress Payments from Menu (P4314).

Processing Progress Payments

This table lists the tasks for processing progress payments:

Task	Navigation	Program and Version	Preconfigured Data	Data to Configure Onsite
Process progress payments.	Subcontract Management Progress Payments	P4314/RIS0010	• Document Type: OS • Line Type: B = Item number charged to general ledger account and J = Charge to General Ledger Account • Order Activity Rules: Order activity rules are provided for the combination of document type OS and line types B and J. Status = 440	Enter supplier numbers in the system.

Data reports provide additional information about data that has been preconfigured for Rapid Start.

See *PeopleSoft EnterpriseOne Rapid Start Fundamentals 8.11 SP1 PeopleBook*, “(CAN and USA) Rapid Start Data Reports”.

Preconfigured Processing Options for Canada and United States Progress Payments from Menu (P4314)

These processing options show the values that are preconfigured for version RIS0010.

Defaults

Processing Option Description	Value or Status
1. Inquiry Order Type	OS
2. Voucher Document Type	PV

Display

Processing Option Description	Value or Status
1. Approver Number	blank
2. Reporting Code	blank
3. Account Number	1
4. Business Unit	1

Process

Processing Option Description	Value or Status
1. From Status Code	210
2. Thru Status Code	999
3. Outgoing Receipt Next Status Code	400
4. Cancel Status Code	999
5. Quantity/Amount	1
6. Tolerance	blank
7. Supplier Analysis	blank
8. Orders Per Voucher	blank
9. Branch/Plant Retrieval	blank
10. Direct Ship Integrity Cost Update	blank
11. Lot Cost Update	blank

Processing Option Description	Value or Status
12. Threshold Warning Blank - No warning 1 - Issue warning	1
13. Threshold Pay Status Code	W

Summarization

Processing Option Description	Value or Status
1. A/P	blank
2. G/L	blank

New Order Line

Processing Option Description	Value or Status
1. Order Line Entry	2
2. Line Type	J
3. Last Status Code	220
4. Next Status Code	280

Retainage

Processing Option Description	Value or Status
1. Default	1
2. Taxes (Only apply to ’C’ and ’V’ type of taxes.)	blank

Logs

Processing Option Description	Value or Status
1. Warning Message	2
2. Pay Status Code	H

Currency

Processing Option Description	Value or Status
1. Effective Date	2
2. Protect Rule	blank

Flex Accounts

Processing Option Description	Value or Status
1. Flex Accounting	blank

Versions

Processing Option Description	Value or Status
1. Order Entry (P4310)	RIS0015
2. AP Master Business Function (P0400047)	RIS0003
3. GL Master Business Function (P0900049)	blank
4. Open Receipts Inquiry (P43214)	blank
5. Stand Alone Landed Cost (P43214)	blank
6. Freight Audit History(P4981)	blank
7. Supplier Ledger Inquiry(P0411)	blank
8. Purchase Order Logs (P4305)	RIS0001

Workflow

Processing Option Description	Value or Status
1. Notify Amount Changes	blank
2. Notify Quantity Changes	blank

Progress Payment

Processing Option Description	Value or Status
1. Interface	1
2. Match Type Default	1
3. Option Default	blank
4. Extended Amount	blank
5. Batch	blank
6. Activate Type of Payment and Current Payment Fields	1
7. Type of Payment Options	blank
8. Prevent Payment of Paid Lines	blank

Redistribution

Processing Option Description	Value or Status
1. Calculate Last Chance Variance for the voucher after it has been redistributed.	blank

See Also

Chapter 10, "Processing Progress Payments," Setting Processing Options for the Voucher Match Program (P4314), page 107

(Rapid Start CAN and USA) Posting Vouchers for Subcontract Orders

This section discusses:

- How to post vouchers for subcontract orders.
- Preconfigured processing options for Canada and United States Voucher Post (R09801).

Posting Vouchers for Subcontract Orders

This table lists the tasks for posting vouchers for subcontract orders:

Task	Navigation	Program and Version	Preconfigured Data	Data to Configure Onsite
Post vouchers for subcontract orders	Post to the General Ledger Post All Vouchers	R09801/RIS0002	• Document Type: OS • Line Type: B = Item number charged to general ledger account and J = Charge to General Ledger Account • Order Activity Rules: Order activity rules are provided for the combination of document type OS and line types B and J.	Enter supplier numbers in the system.

Data reports provide additional information about data that has been preconfigured for Rapid Start.

See *PeopleSoft EnterpriseOne Rapid Start Fundamentals 8.11 SP1 PeopleBook*, "(CAN and USA) Rapid Start Data Reports".

Preconfigured Processing Options for Canada and United States Voucher Post (R09801)

These processing options show the values that are preconfigured for version RIS0002.

Print

Processing Option Description	Value or Status
1. Account Format	blank
2. Print Error Messages	1

Versions

Processing Option Description	Value or Status
1. Detail Currency Restatement Version	blank
2. Fixed Asset Post Version	blank
3. 52 Period Post Version	blank

Edits

Processing Option Description	Value or Status
1. Update Transaction	blank

Taxes

Processing Option Description	Value or Status
1. Update Tax File	3
2. Update VAT Discounts	2
3. Update VAT Receipts and W/O	2

Process

Processing Option Description	Value or Status
1. Explode parent item time	blank

Cash Basis

Processing Option Description	Value or Status
1. Units Ledger Type	blank
2. Create Cash Basis Entries Version	blank

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Using Receipt Processing,” Setting Processing Options for General Ledger Post (R09801)

CHAPTER 11

Processing Special Orders

This chapter provides an overview of special orders processing.

Understanding Special Orders Processing

A special order requires different handling than a regular order. In many instances, a special order is a prerequisite to an actual order. Examples of special orders include:

- Requisitions - preliminary requests for items and services.
- Blanket Orders - large orders for which you want to receive periodic disbursements.
- Quote Orders - requests for supplier price quotes.
- Order Revisions - orders for which the system tracks modifications to orders.

You enter most special orders in the same way that you enter orders. You distinguish a special order by its order type. For example, when you work with a requisition, you usually enter an order type of OR (requisition orders). When you work with a blanket order, you usually enter an order type of OB (blanket order), and so forth.

Based on the line types, activity rules, and status codes that you set up for special orders, each special order type follows a different process cycle in the PeopleSoft EnterpriseOne Procurement system or the PeopleSoft EnterpriseOne Subcontract Management system.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Processing Special Orders,” Working with Requisitions

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Processing Special Orders,” Working with Blanket Orders

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Processing Special Orders,” Working with Quote Orders

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Processing Special Orders,” Working with Order Revisions

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up the Procurement System,” Setting Up Order Activity Rules

CHAPTER 12

Processing Approvals

This chapter provides an overview of approval processing.

Understanding Approval Processing

The 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 receive a message when an order is fully approved or rejected.

If you are responsible for approving orders, you can review all orders awaiting approval and select orders to approve or reject. You can provide explanations for approving or rejecting an order.

When you set up the purchasing cycle, you must determine which order types (purchase orders, subcontract orders, requisitions, and so forth) require approval. For each order type, you must set up order activity rules to include the approval process.

The system maintains historical information about order approvals in the Held Orders table (F4209).

See Also

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Processing Approvals,” Working with Approval Routes

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Processing Approvals,” Working with Orders Awaiting Approval

PeopleSoft EnterpriseOne Procurement 8.11 SP1 PeopleBook, “Setting Up the Procurement System,” Setting Up Order Activity Rules

CHAPTER 13

(GBR) Using ACM

This chapter provides an overview of Application and Certificate Management (ACM) 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.
- Supercede 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 these 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

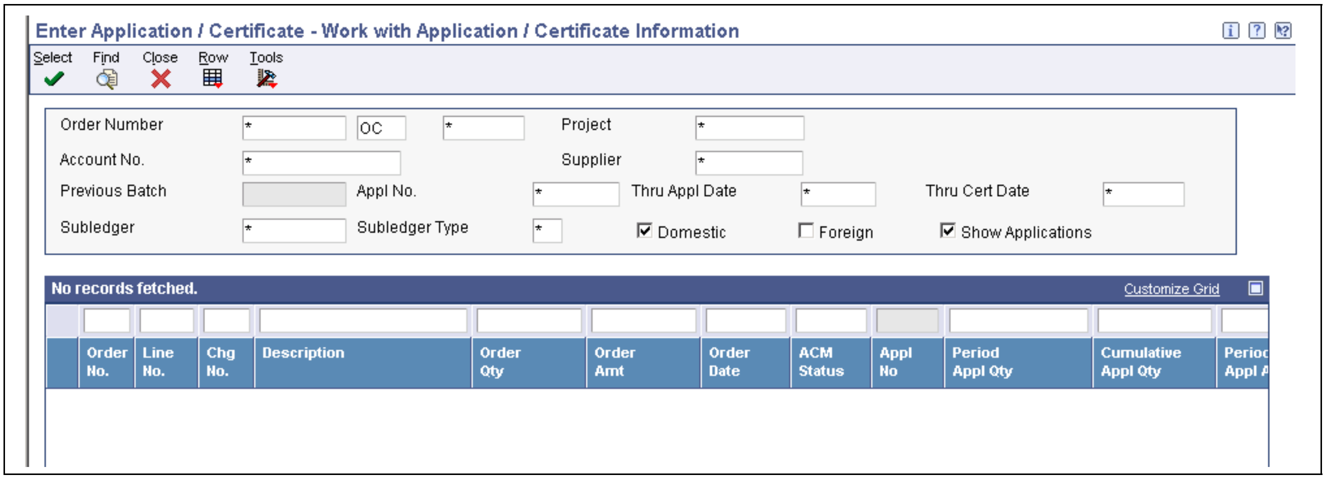
Enter and print a purchase order for the contracted job.

Forms Used to Enter an Application for Payment

Form Name	FormID	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 for Payment

Access the Work with Application/Certificate Information form.



Enter Application / Certificate - Work with Application / Certificate Information

Order Number * OC *
Project *
Account No. *
Supplier *
Previous Batch
Appl No. *
Thru Appl Date *
Thru Cert Date *
Subledger *
Subledger Type *
☑ Domestic
☐ Foreign
☑ Show Applications

No records fetched.

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

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	FormID	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 Certification Information

Access the Add Certificate Information form.

G/L Date

Specify 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

Specify the date when you received this purchase order line.

Receipt Document

Specify 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	Specify 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	Specify 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	FormID	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 Uncertified 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	FormID	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 these 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 shown. 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 the user preferences with a country preference code of UK.

Forms Used to Reverse Certificates

Form Name	FormID	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.

APPENDIX A

PeopleSoft EnterpriseOne Subcontract Management Reports

This appendix provides an overview of the PeopleSoft EnterpriseOne Subcontract Management reports and enables you to:

- View summary tables of all reports.
- View details for selected reports

PeopleSoft EnterpriseOne Subcontract Management Reports

The PeopleSoft EnterpriseOne Subcontract Management system offers you a variety of reports to help you review and manage the contract information. You can print reports to review the financial details of the contracts. Financial reports can display this information:

- Job, subcontractor, and contract status.
- Price.
- Contract financial history.
- Committed costs and committed transactions.

You can print commitment reports to review the commitment details of the contracts. A commitment report can display:

- Committed cost information for a job.
- Commitment details and analysis for a contract.
- Commitment distribution among contracts for a job.
- American Institute of Architects (AIA) payment documentation.

You can print reports to review the log information for the contracts. Log reports can display:

- Log items related to a contract.
- Submittal and transmittal status information
- Hierarchical log information.

PeopleSoft EnterpriseOne Subcontract Management Reports: A to Z

This table lists the address book reports, sorted alpha-numerically by report ID:

Report ID and Report Name	Description	Navigation
R43050 F4305 Logs Report	This report lists logs and their associated hierarchies.	Subcontract Reports (G43D111), F4305 Logs Report
R43415 Summary by Supplier Report	This 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 or plants, the same order might appear several times based on the branch or plant.	Subcontract Reports (G43D111), Summary by Supplier Report
R43415A Summary by Cost Center Report	This report prints purchase order information by business unit.	Subcontract Reports (G43D111), Summary by Cost Center Report
R43420 Purchase Journal	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. Reviewing the Contract Analysis Report	Subcontract Reports (G43D111), Purchase Journal

Report ID and Report Name	Description	Navigation
R434201 Contract Analysis	Use this report to review a summary of contract commitment information for selected suppliers and jobs. This report uses information from the F4311 table and the F0902 table. You can review this order information: • Budget amount • Contract amount • Invoice amount • Amount paid • Amount retained • Remaining balance • Extended amount • Percent invoiced • Percent retained	Subcontract Reports (G43D111), Contract Analysis
R43535 Print Order Revisions History	Use this report to review information about order revisions.	Subcontract Reports (G43D111), Print Order Revisions History
R43540 Logs (F4305) Report/Update	This program prints a contract management report and log associated text entries for contracts.	Subcontract Reports (G43D111), Logs (F4305) Report/Update

Report ID and Report Name	Description	Navigation
R4401P Print Subcontracts	The Print Subcontracts report is a version of the Order Detail Print batch application (R4401P). In this report, you can have the system print information about the subcontracts such as associated text and tax information. The system retrieves contract details from the F4311 table. You can also specify whether the system prints logs at a simply the subcontract level, or at all of the hierarchical levels that you utilize in the logs. This report lists detail information about logs and commitment distribution for any contract. 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 table, the F4311 table, the F4303 table, and Contract Header Log Text (F52034) tables.	Subcontract Reports (G43D111), Print Subcontracts
R44425 Status Report by Supplier	This report displays the amounts that have been vouchered, paid, retained, and due for a contract.	Subcontract Reports (G43D111), Status Report by Supplier
R44440 AIA Application for Payment	This report lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained. The subcontractors can use this report as a turnaround document.	Subcontract Reports (G43D111), AIA Application for Payment

PeopleSoft EnterpriseOne Subcontract Management Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alpha-numerically by report ID in this appendix.

R43050 - F4305 Logs Report

You use the Logs Report (R43050) to print the logs and their associated hierarchies. In the processing options for R43050, you can specify the hierarchical level at which you want to report, as well as any associated text for that hierarchy. You can specify to print single or multiple log levels and their associated texts.

Processing Options for F4305 Logs Report (R43050)

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

Print Options

1. Print Contract Level Logs	Specify whether to print contract level logs. Values are: Blank: Do not print. *1*: Print contract level logs without attachments. *2*: Print contract level logs with header and detail attachments.
2. Print Company Level Logs	Specify the printing of company level logs. Values are: Blank: Do not print. *1*: Print company level logs without attachments. *2*: Print company level logs with header and detail attachments.
3. Print Subcontactor Level Logs	Specify the printing of subcontractor level logs. Values are: Blank: Do not print. *1*: Print subcontractor level logs without attachments. *2*: Print subcontractor level logs with header and detail attachments.
4. Print Project Level Logs	Specify the printing of project level logs. Values are: Blank: Do not print. *1*: Print project level logs without attachments. *2*: Print project level logs with header and detail attachments.
5. Print Job Level Logs	Specify the printing of job level logs. Values are: Blank: Do not print. *1*: Print job level logs without attachments. *2*: Print job level logs with header and detail attachments.

R43535 - Order Revisions History Report

Use this report to review information about order revisions. The report lists this information:

- The number of revisions to each detail line.
- The latest detail line revisions.
- A history of all detail line revisions.

Processing Options for Order Revisions History Report (R43535)

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

Display

1. Specify revision number	Specify a revision number. (This is a generic field used as a work field in Everest.) Blank: All *: Last revision
2. Specify lines to print	Specify the number of lines to print for this report. Blank: Print only those lines that changed at the specific number *1*: Print all lines that make up a revision
3. Print line history	Specify whether to print history records for each purchase order line printed. Values are: *1*: Print all history records for each purchase order line printed. Blank: Do not print history records for each purchase order line printed.

R44425 - Detailed Status Report by Supplier

You can review detailed contract status information based on the subcontractor and the job on the Status Report by Supplier report (R44425).

You also can review the commitment distribution information for the contracts based on the job. This report uses information from the F4311 table. This information includes:

- Order identifying information.
- Budget amounts for selected accounts.
- Change order information.
- Amount billed.
- Retainage Information.
- Amount released but not paid.
- Amount due on the selected as of date

You can print this report at any time to review the current status of selected contracts.

Processing Options for Status Report by Supplier (R44425)

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

Report Display

1. Enter the As of Date on which to base the report. Leave blank (default) to use the Financial Reporting Date of Company '00000'. If no Financial reporting date has been set up, then today's system date is used.	Specify a date that identifies the financial period to which the transaction is to post. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. If you leave this processing option blank, the system uses the Financial Reporting Date of Company 00000.
2. Enter '1' to print the associated job budget for contract cost codes.	Specify the list of selection values associated with a data selection item in the Dream Writer. Values are: *1*: Print the associated job budget for contract cost codes. Blank: Do not print the associated job budget for contract cost codes.
3. Enter '1' to suppress the printing of a Budget total line.	Specify whether to print a Budget total line. Values are: *1*: Suppress printing. Blank: Do not suppress printing.
4. Enter a '1' to print subledger and subledger type. Leave blank for no subledger and type.	Specify whether to print subledger and subledger type. Values are: Blank: Do not print *1*: Print
5. Enter a Budget Ledger Type.	Specify 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.
6. Enter a '1' to print AP Detail information. Leave blank to print Summary.	Specify whether to print AP Detail information. Values are: Blank: Print Summary *1*: Print AP Detail information

R44440 - AIA Application for Payment

You can run the Application for Payment report either from the Subcontract Reports menu (G43D111) or during the A/P check run. This report is similar to the American Institute of Architects (AIA) Document G702, titled Application and Certificate for Payment. The report lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained. The 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 the 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.

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 rational 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 *business unit*.
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 table.
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 that 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.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
nota fiscal factura	In Brazil, a nota fiscal with invoice information. See also *nota fiscal.*

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.

workbench	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of PeopleSoft EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
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. Z tables also can be used to retrieve PeopleSoft EnterpriseOne data. Z 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.

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