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# JD Edwards World Procurement Guide

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# 1 Overview



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# Overview to Procurement

The JD Edwards World Procurement system accommodates a diverse range of purchasing activities for:

- Replenishing inventory
- Acquiring materials used in completing projects
- Charging purchased goods and services to specific departments, jobs, or cost centers

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

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

This section contains the following:

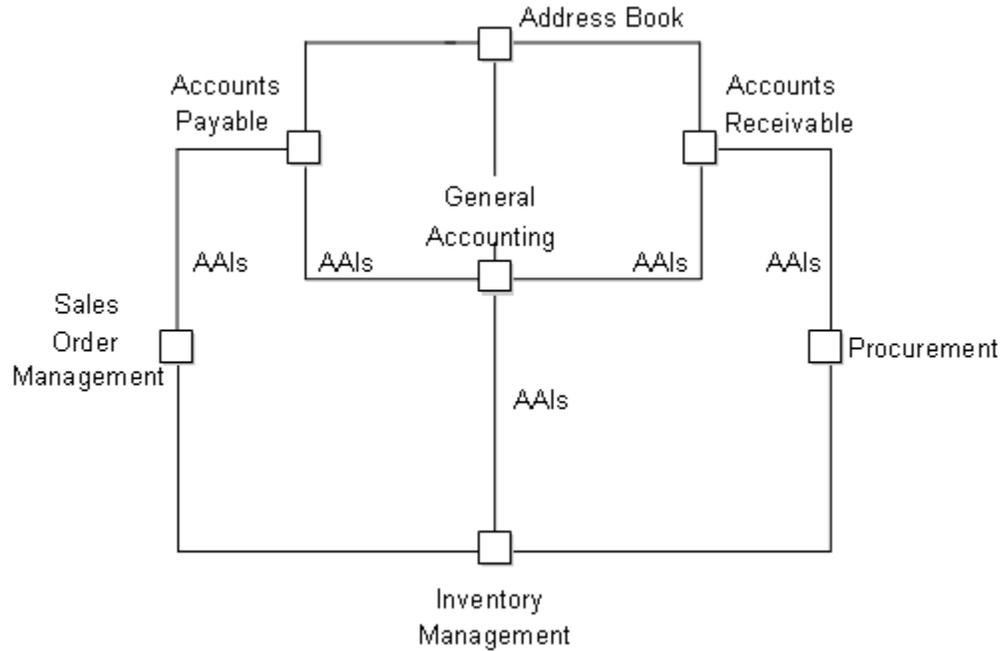
- [System Integration](#)
- [Features, Terms, and Concepts](#)
- [Detailed Information](#)
- [Menu Overviews](#)

## System Integration

The Procurement system works in conjunction with JD Edwards World accounting, distribution/logistics, and manufacturing systems to cover all aspects of processing purchase orders.

The Procurement system accommodates electronic data interchange (EDI) so that you can send and receive documents electronically.

The following graphic illustrates how the Procurement system integrates with JD Edwards World accounting systems and other JD Edwards World distribution/logistics systems.



## General Accounting and Accounts Payable

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

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

For more information on procurement activities specific to accounts payable, See the *Procurement for Accounts Payable Guide*.

## Address Book

The Procurement system works in close coordination with the Address Book system to retrieve:

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

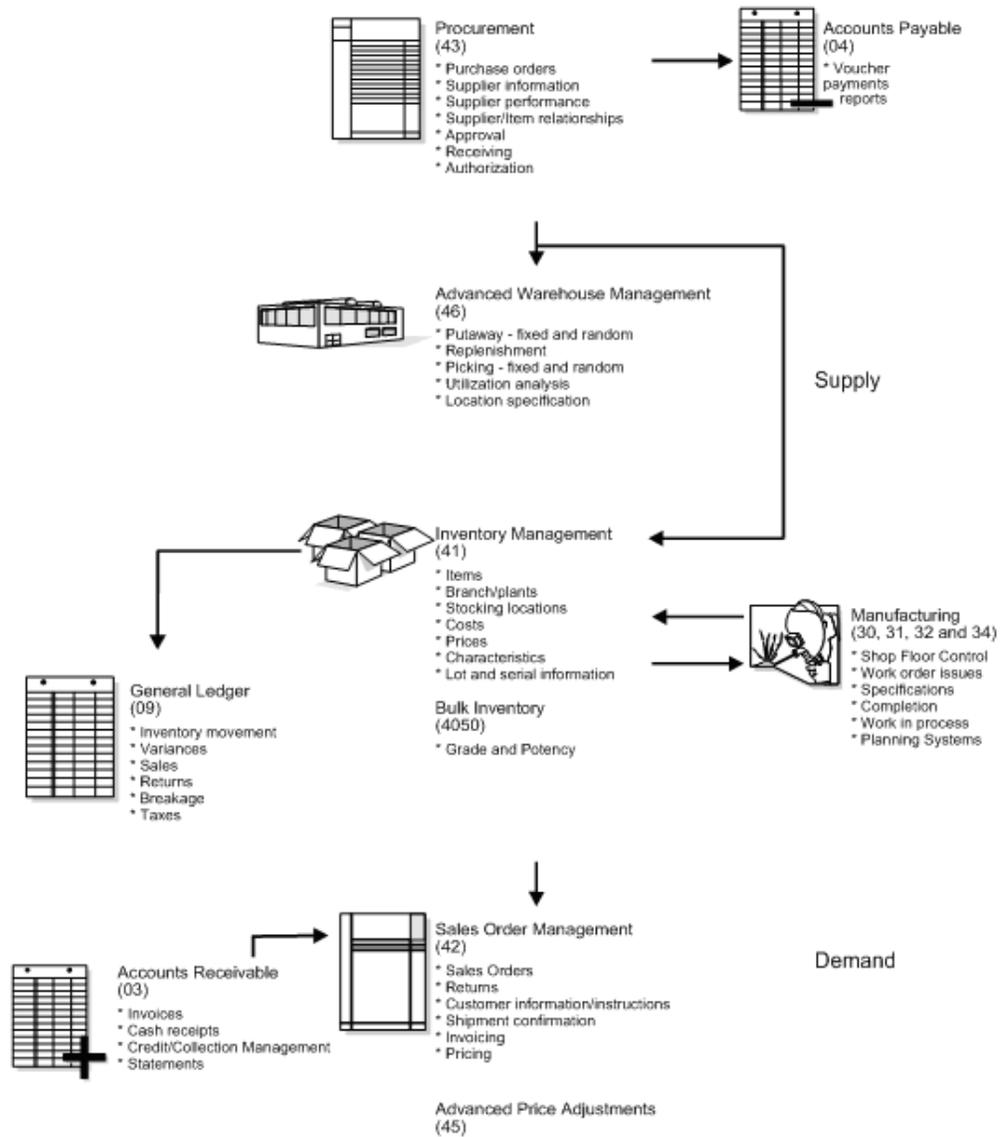
## Distribution/Logistics

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

Other JD Edwards World distributions/logistics systems with which the Procurement system integrates include:

- Advanced Warehouse Management
- Sales Order Management
- Sales Analysis
- Forecasting
- Distribution Requirements Planning

The following graphic illustrates how the Procurement system interacts with other systems to meet supply and demand requirements in a stock based distribution/logistics environment.



## Manufacturing

Your Procurement system can interact with several JD Edwards World manufacturing systems to help process parts availability, work orders, forecasting and planning, product costing, and so forth.

## Other JD Edwards World Systems

Other systems with which your Procurement system might interact include:

- Fixed Assets
- Job Cost

## Electronic Data Interchange

Electronic Data Interchange (EDI) is the computer-to-computer exchange of business transactions, such as purchase orders, invoices, and shipping notices, in a standard format that most computers can process.

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

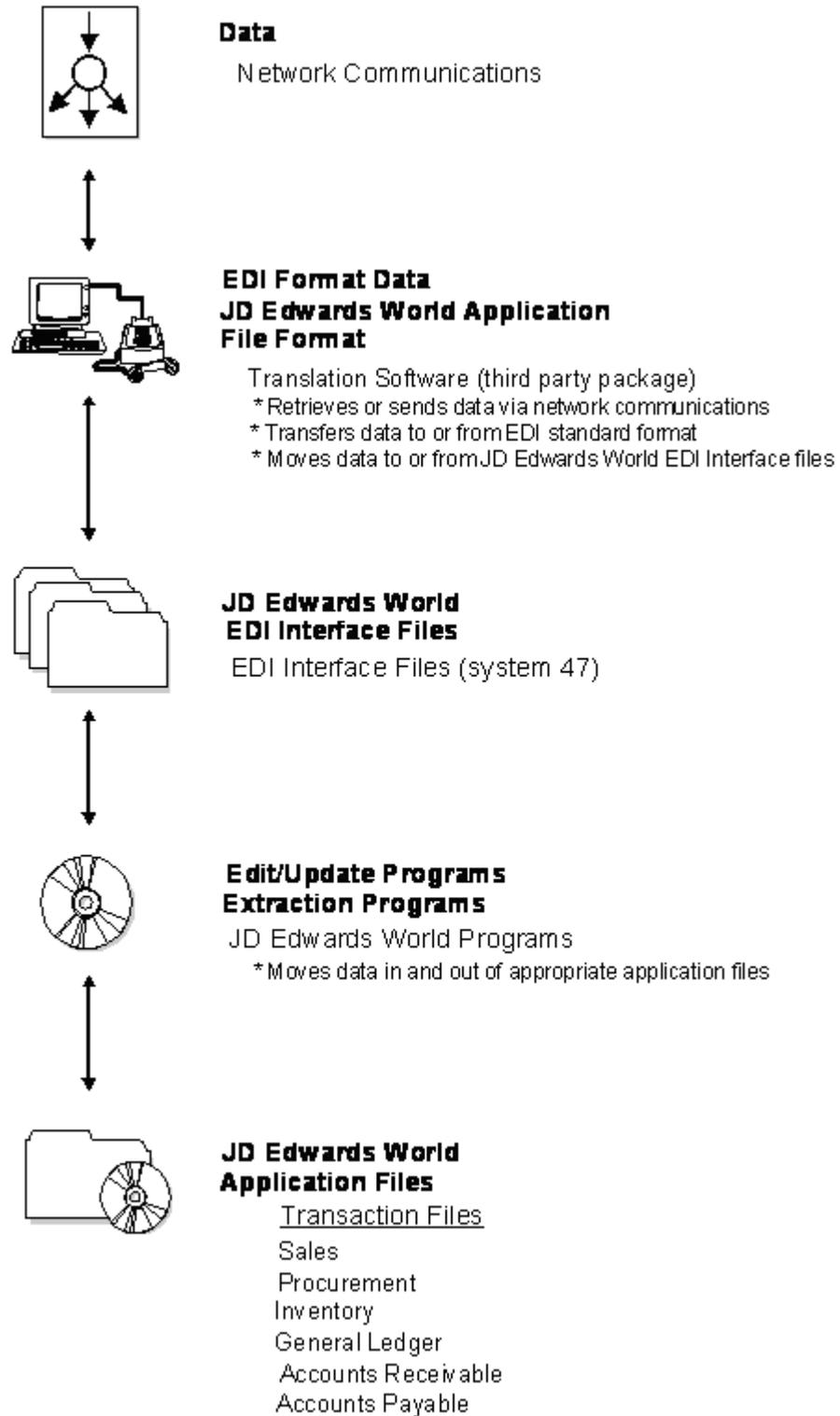
### Processing EDI Documents

When you receive documents, your third party translator software:

- Retrieves the data via network communications
- Translates the data from EDI standard format to JD Edwards World application file format
- Moves the translated data into the JD Edwards World EDI interface files

The JD Edwards World Electronic Commerce system then moves the data into the appropriate application files.

When you send documents, the system performs the procedures above in reverse order. The following graphic illustrates the EDI process:



## Electronic Documents Supported by JD Edwards World

The EDI documents that JD Edwards World currently supports appear in the following table. The table includes corresponding codes for ANSI and EDIFACT, which are EDI standards organizations.

<b>TRANSACTION</b>	<b>ANSI</b>	<b>EDIFACT</b>	<b>Inbound To</b>	<b>Outbound From</b>
Purchase Order	850	ORDERS	Sales	Procurement
Purchase Order Acknowledgement	855	ORDRSP	Procurement	Sales
Shipping Notice	856	CODEPA	Procurement	Sales
Invoice	810	INVOIC	A/P, Procurement	Sales
Receiving Advice	861	IFTMAN	Procurement, Sales	Procurement
Request for Quote	840	REQUOT	Sales	Procurement
Response to Request for Quote	843	QUOTES	Procurement	Sales
Purchase Order Change	860	ORDCHG	Sales	Procurement
Purchase Order Change Acknowledgement	865	ORDRSP	Procurement	Sales
Product Transfer and Resale	867	SLSRPT	Sales, A/R, Inventory, G/L	Sales
Payment Order	820	PAYEXT		A/P
Planning Schedule	830	DELFOR	DRP/MRP	DRP/MRP
Price Sales Catalog	832	PRICAT	PDM	PDM
Lockbox	823	DEBADV	A/R	
Product Activity Data	852	INVRPT	Sales/ Inventory	Inventory

## Features, Terms, and Concepts

### Procurement Methods

Based on your business objectives, the system provides two different methods by which you can procure goods and services:

- Purchasing for inventory
- Purchasing to the general ledger

#### Purchasing for Inventory

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

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

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

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

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

#### Purchasing to the General Ledger

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

- Job
- Program
- Internal consumption
- Repair and maintenance
- Parts chargeable on a work order

You use the purchasing to general ledger method to charge purchases against general ledger account numbers. Each account number represents a job, program, project, or so on. This method accommodates non-stock and services and expenditures based environments.

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

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

## Purchasing Environments

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

- Stock based
- Non-stock based
- Services and expenditures based

The stock based environment is designed to accommodate those who perform purchasing to inventory. The non-stock and services and expenditures based environments accommodate those who perform purchasing to the general ledger.

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

Several activities are common among all three environments. However, menus and forms are set up differently to accommodate processes and procedures for each specific type of operation.

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

## Detailed Information

### Purchase Order Processing Cycle

The purchase order processing cycle consists of three primary steps:

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

After you create a purchase order, you can use one of two methods to receive the goods or services:

- Enter receipt information on the system (formal receiving process or three-way match)
- Have the system automatically generate receipt information when you create a voucher (informal receiving process or two-way match)

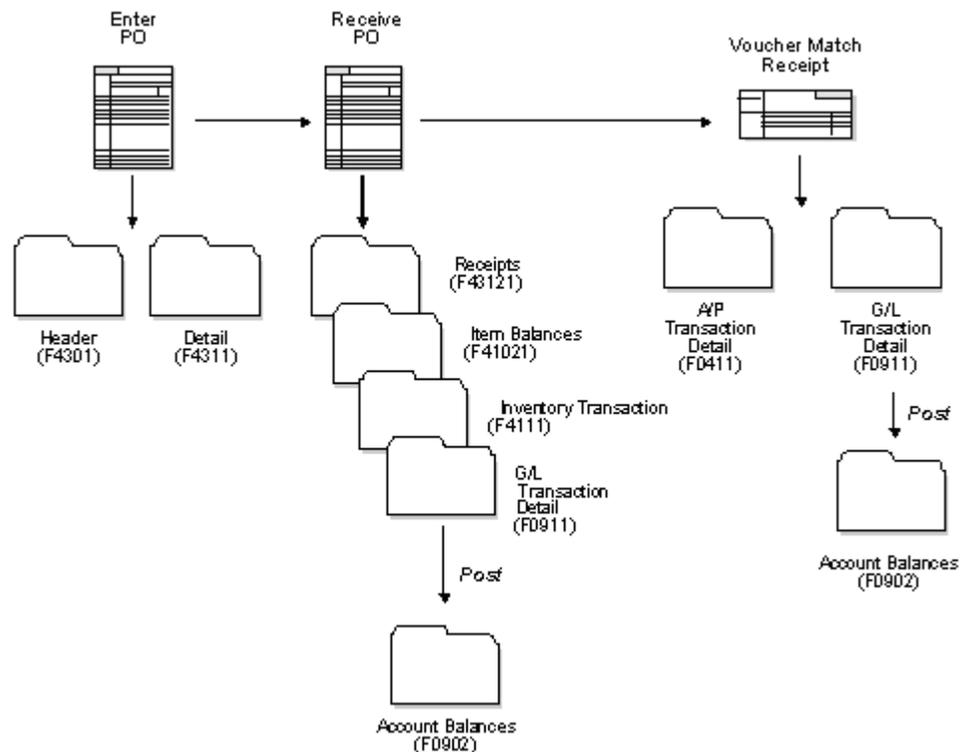
If you purchase for inventory, you must use the formal receiving process. If you purchase to the general ledger, you can use either the formal or informal receiving process.

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

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

If you perform informal receipts, you must compare invoice information to the original purchase order to create a voucher.

The following graphic shows the files that are affected as a purchase order flows through the purchasing process.



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

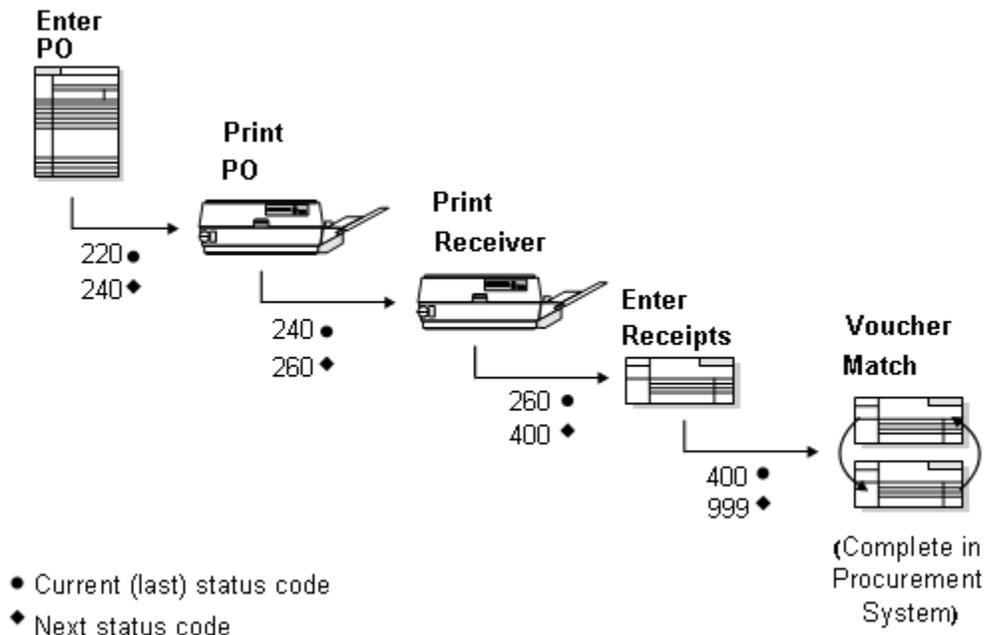
You must specify a line type for each detail line that you enter. The line type indicates how the system manages information on the detail line. For example, you might have a line type of S (for stock items) to indicate that the system is to increase

the quantity of the item in the Inventory Management system and reflect the cost in the general ledger and the Accounts Payable system.

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

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

You use order activity rules to set up the required steps for a processing cycle and to indicate the progression of the steps. You must assign a current and next status code to each step in the process. These codes identify the current status of an order detail line and the next step to which the system advances the line.



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

## Optional Procurement Activities

Optional procurement activities you can perform include:

- Creating multiple purchase orders simultaneously
- Ensuring that orders are approved prior to processing
- Creating special orders, such as requisitions and blanket orders

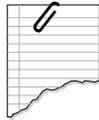
- Obtaining and comparing price quotes for items and services
- Tracking changes to purchase orders
- Setting up and tracking rebates to which you are entitled
- Monitoring items from the moment they leave a supplier's warehouse
- Managing relationships between suppliers and items

## Menu Overviews

### Menu Overview - Stock Based Procurement

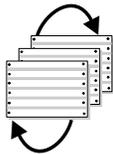
Procurement G43

Stock Based Procurement G43A



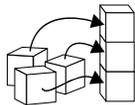
#### Daily Operations

- \* Purchase Order Processing G43A11
- \* Requisition and Quote Management G43A12
- \* Order Generation/Approval/Release G43A13
- \* Receipt Routing G43A14
- \* Procurement EDI Transactions G4722
- \* Receipts Matching and Posting G43A15
- \* Supplier Management G43A16
- \* Price Management G43A17



#### Reports and Inquiries

- \* Procurement Reports G43A111
- \* Procurement Inquiries G43A112



#### System Setup

- \* Tax Processing and Reporting G0021
- \* Procurement User Defined Codes G43A411



#### Advanced and Technical Operations

- \* Data Files Purges G43A311
- \* Flexible File Definition G43A312

## Menu Overview - Non-Stock Based Procurement

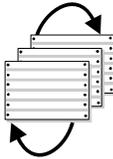
Procurement G43

Non-Stock Procurement G43B



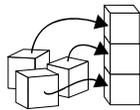
### Daily Operations

- \* Non-Stock Purchase Order Processing G43B11
- \* Requisition and Quote Management G43B12
- \* Order Generation/Approval/Release G43B13
- \* Procurement EDITransactions G4722
- \* End of Day Processing G43B14



### Reports and Inquiries

- \* Procurement Reports G43B111
- \* Procurement Inquiries G43B112



### System Setup

- \* Tax Processing and Reporting G0021
- \* Procurement User Defined Codes G43A411
- \* Commitment Setup/Rebuilds G43B411



### Advanced and Technical Operations

- \* Data Files Purges G43A311

## Menu Overview - Services/Expenditures Procurement

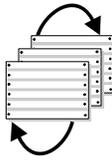
Procurement G43

Services/Expenditures Based Procurement G43C



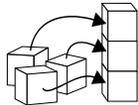
### Daily Operations

- \* Services/Expenditures PO Processing G43C11
- \* Requisition and Quote Management G43B12
- \* Order Generation/Approval/Release G43B13
- \* Procurement EDI Transactions G4722
- \* End of Day Processing G43B14



### Reports and Inquiries

- \* Procurement Reports G43C111
- \* Procurement Inquiries G43C112



### System Setup

- \* Tax Processing and Reporting G0021
- \* Procurement User Defined Codes G43A411
- \* Commitment Setup/Rebuilds G43C411



### Advanced and Technical Operations

- \* Data Files Purges G43A311



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## 2 Purchase Order Entry



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# Overview to Purchase Order Entry

## Objectives

- To enter, change, and print purchase orders
- To understand the difference between purchase order header information and purchase order detail information
- To learn about the multiple tools available for entering purchase order information
- To create purchase orders using multi-currency
- To cancel purchase order information
- To understand commitments and to locate commitment information
- To understand budget checking and to locate budget information
- To enter and release budget holds
- To understand the different methods of printing purchase orders
- To print purchase order information

## About Purchase Order Entry

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

A purchase order consists of two parts:

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

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

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

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

You can have the system check purchase 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. After you generate purchase orders, you can make changes to the orders and print the orders.

Purchase order entry includes the following tasks:

- Entering purchase order header information
- Entering purchase order detail information
- Working with special order entry features
- Working with commitments and encumbrances
- Working with budgets
- Working with orders on hold
- Printing purchase orders
- Reviewing purchase order information

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

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

## **Files and Journal Entries**

The following are the primary files updated during the purchase order entry process:

- F4301 – P.O. Header
- F4311 – P.O. Detail
- F43199 – Purchasing Ledger (if Order Activity Rules have “Y” in the Ledger field or if tracking commitments and encumbrances)
- F41021 – Item Location File (if purchasing stock items)

Journal entries are not created at the time of purchase order entry.

## Before You Begin

- Verify that item master information (P4101) and item branch/plant information (P41026) is set up for each of your inventory items.
- Verify that branch/plant constants (P41204) are set up for each of your business units or branches.
- Set up order activity rules (P40204) and order line types (P40205).
- Set up default location and printer information (P400951) for your terminal or user profile (optional).
- Set up address book records (P01051) for all suppliers.
- Set up supplier master information (P01054) and procurement instructions (P4306) for each supplier and ship-to address.



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# Enter Purchase Order Header Information

## Entering Purchase Order Header Information

To generate a purchase order, you must provide information about the order, including the supplier who is to fill the order, the branch/plant that is requesting the order, and the shipping address for the order. Purchase order header information applies to the entire purchase order. For example:

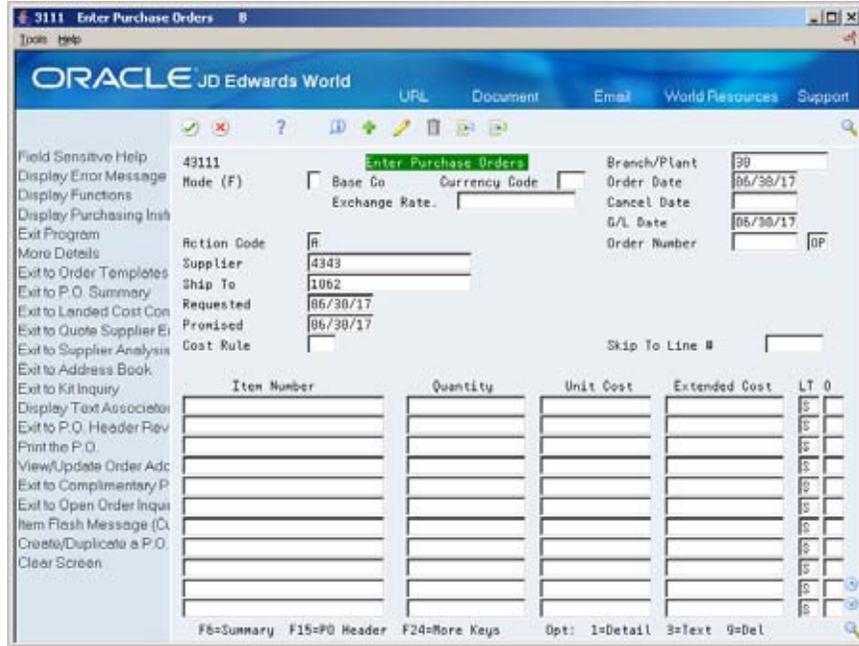
- Supplier information determines the address from which the goods and services are procured, the payment terms for the order, and so forth.
- Origination information determines the business unit accountable for the order and the address to which the goods and services are to be delivered.
- Tax information determines how the system calculates taxes for the order.

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

The Purchase Order Entry program (P4311) supports import/export functionality. See the *Technical Foundation Guide* for more information.

This section contains the following:

- [Entering Supplier Information for a Purchase Order](#)
- [Entering Origination Information for a Purchase Order](#)
- [Entering Dates for a Purchase Order](#)
- [Entering Tax Information for a Purchase Order](#)
- [Entering Reference Information for a Purchase Order](#)



## What You Should Know About

### Accessing header information

You can use processing options to indicate whether the header screen displays prior to the detail screen when you enter a purchase order.

You can bypass the header screen completely, in which case you must enter limited header information on the detail screen. Based on the supplier and branch/plant you enter, the system applies default values to fields on the header screen.

You can access the header screen from the detail screen by pressing F15.

### Approval routes

Approval processing requires that orders be approved before continuing through the purchasing cycle.

You must use processing options to assign an approval route to an order. The name of the approval route appears on the header screen. After you enter an order, you cannot change its approval route.

When you enter a purchase order that is subject to an approval route, you must complete the order and exit from the program before the system time out feature activates. If the program is allowed to time out, approval processing will not be triggered for the order.

For more information, see *Creating an Approval Route*.

**Multi-currency**

If you order goods or services from international suppliers, you might need to enter purchase order amounts in difference currencies, such as dollars, marks, francs, or yen. Before you can do this, you must provide the system information, such as:

- Whether the supplier uses a foreign currency
- The type of currency the supplier uses
- The exchange rate for the currency

You can specify this information on the purchase order header screen, provided currency is activated.

The default value for the base currency comes from the company attached to the header branch, which you designate in *Revise Single Business Unit (P0006)*. The system maintains the base currency code in *Company Numbers and Names (P00105)*. The default value for the supplier's currency code comes from *Supplier Master Information (P01054)*. If the supplier's currency differs from your company's base currency, the system identifies the order as foreign.

The system retrieves exchange rates based on those set up in *Set Daily Transaction Rates (P00151)*.

See *Setting Up Multi-Currency and Defining Exchange Rates for Detailed Currencies in General Accounting* for more information about working with multi-currency.

**Special orders**

You can use the purchase order entry program to add other types of orders, such as requisitions, blanket orders, quote orders, and so forth. Processing options, order activity rules, and line types allow you to set up and use the program for specific order types.

For more information about entering special order types, see *Entering Requisitions*, *Entering Blanket Orders*, and *Working with Quote Orders*.

**See Also**

- *Work with PC Import/Export in the Technical Foundation Guide*

**Entering Supplier Information for a Purchase Order**

From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
From Purchase Order Processing (G43A11), choose **Enter Purchase Orders**

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

To enter a supplier for an order, the supplier must be set up in the Address Book system. You should also have master information set up for the supplier. The system will not stop you from entering an order for a supplier when master information is not set up, however, you will incur errors when you try to voucher the order.

You set up Supplier Master Information (P01054) and Procurement Instructions (P4306) to specify purchasing information that is relevant to each of your suppliers. When you enter a supplier on a purchase order, the system retrieves information for that supplier. You can override the information that defaults to the order, as necessary, to suit that particular order.

You can set processing options to automatically display the Supplier Master Information screen if master information doesn't exist for the supplier address you enter on the order. You can access Procurement Instructions from the Purchase Order Header screen by pressing F2.

You can permanently change a supplier's mailing address or temporarily change the address to accommodate a specific purchase order. Entering supplier information for a purchase order includes:

- Entering supplier details
- Entering supplier address information
- Entering a temporary address for a supplier

## To enter supplier details

### On Order Heading Information

Complete the following fields:

- Supplier
- Order Taken By

- FOB (Freight Handling Code)
- Payment Terms
- Cost Rule
- Print Message
- Eval. Receipt (Evaluated Receipt)
- Send Method
- Supplier SO

The Payment Terms code defaults from Supplier Master Information. The values for Evaluated Receipt and Send Method default from Purchasing Instructions. The values for FOB, Cost Rule, and Print Message default from Purchasing Instructions provided you have set them as supplier defaults (as opposed to ship-to address defaults), which you define in the Order Defaults window (P40DFT)

You can press F2 in the order header screen to access Purchasing Instructions. You can access the Order Defaults window from Purchasing Instructions by pressing F20. For more information, see *Defining Supplier Procurement Instructions*.

Field	Explanation
Supplier	<p>The supplier from whom you are purchasing items or services.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you are entering a requisition or a quote order, you can use this field to specify a purchasing agent or other individual in your company who is in charge of handling special orders.</p>
Order Taken By	An optional entry field intended for the name of the individual or supplier with whom you are placing the order.
F.O.B	A user defined code (system 42/type FR) that identifies when you take responsibility of the goods so that freight charges are applied accordingly.

Field	Explanation
Payment Terms	<p>A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions screen. For example:</p> <p>Blank Net 15</p> <p>1     1/10 net 30</p> <p>2     2/10 net 30</p> <p>N     Net 30</p> <p>P     Fixed day of 25th</p> <p>Z     Net 90</p> <p>This code prints on customer invoices.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The default is taken from the supplier master record.</p>
Cost Rule	<p>A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Attaches landed costs to the purchase order. The code you enter identifies which landed cost rule you want to use. The default is the landed cost rule for the supplier, ship to address, or item, if you have one set up. This entry becomes the default for each detail line of the purchase order.</p>
Print Message	<p>A code that you assign to each print message. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.</p>

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Field	Explanation
Eval. Receipt	<p>A code that indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. You use the Evaluated Receipt Settlement (P43814) 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.</p> <p>Valid values are:</p> <ul style="list-style-type: none"><li>N Not eligible for evaluated receipt settlement processing.</li><li>Y Eligible for evaluated receipt settlement processing.</li><li>I Receipt transaction is in process.</li><li>T Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process.</li><li>R Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process.</li><li>V A voucher has been created for the receipt transaction using the evaluated receipt settlement process.</li></ul>
Send Method	<p>This code indicates the method you use to send documents to a supplier. There is no automatic processing associated with this field. Instead, the code can be used as data selection criteria for certain procedures.</p>
Supplier SO	<p>An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For each purchase order, you can enter the number that the supplier assigned to the sales order created when the purchase order was received. This field is for informational purposes only.</p>

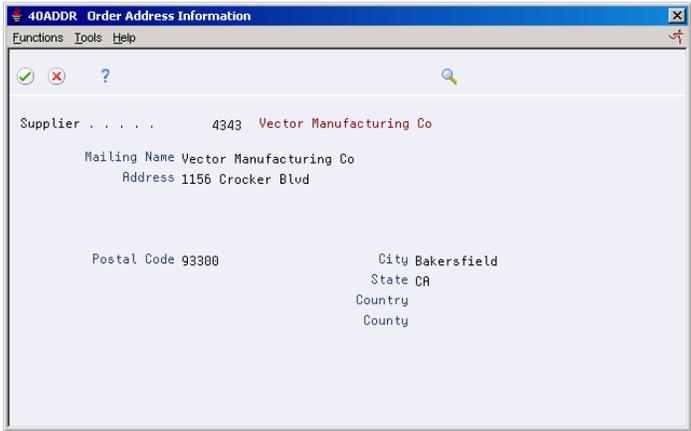
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## To enter a temporary address for a supplier

### On Order Heading Information

1. Press F17 to access Order Address Information.



2. On Order Address Information, modify address information for the supplier. This type of address change applies only to the purchase order you are entering. From Order Address Information (P40ADDR), press F8 to enter a temporary address change for the ship-to entity.

## What You Should Know About

### Identifying a supplier

You can identify a supplier using the short or long address number or the tax identifier set up in the Address Book system. You specify the primary identifier in Address Book Constants (P000909).

To enter a supplier using a secondary identifier, you must precede the identifier with a symbol that you define in Address Book Constants. For example, you define that:

- The symbol to identify the long address number is an asterisk (\*)
- The symbol to identify the tax identifier is a backslash (/)

To enter a supplier using the long address number, you must precede the number with an asterisk, for example, \*444455. To enter the supplier using the tax identifier, you must precede the number with a backslash.

You can enter the shipping address and the carrier for a purchase order using the same method.

## Entering Origination Information for a Purchase Order

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b>
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You generate a purchase order for a specific branch/plant or warehouse within your company. In most instances, goods are shipped to the same branch/plant or warehouse that requests the order. However, you might want to ship the goods to another location.

You must specify the branch/plant or warehouse for which you are placing an order. You must also specify the shipping address number for the order. You can have the system enter the shipping address number based on the branch/plant for the order, or you can override the shipping 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 procurement instructions (P4306).

### To enter origination information for a purchase order

#### On Order Heading Information

Complete the following fields:

- Branch/Plant
- Ship-To
- Delivery Instructions

Field	Explanation
Branch/Plant	<p>An alphanumeric field 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, or branch/plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p><b>Note:</b> The system uses this value for Journal Entries if you do not enter a value in the AAI table.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The branch/plant for which you are entering the purchase order. This is a required field. Depending on your setup, the default value can be determined by the supplier. This field can drive the accounting entries when you receive the purchase order.</p>

Field	Explanation
Ship To	<p>The address number of the location to receive the goods on the order.</p> <p><i>Form-specific information</i></p> <p>You can enter this number or have the system supply this number from either the inventory constants or the Business Unit Master, depending on how you set up the processing options for purchase order entry.</p>
Delivery Instr	<p>Text that describes the delivery instructions for this order.</p> <p><i>Form-specific information</i></p> <p>You can have the system retrieve this information from procurement instructions that are set up for the supplier or the ship-to address, depending on how you define order defaults.</p>

## What You Should Know About

### Default ship-to address

When you enter a branch/plant, the system retrieves the ship-to address from Branch/Plant Constants (P41204). You can override the ship-to address number if you want to ship the order to a location other than the branch/plant.

The ship-to address number you specify must be set up in the Address Book system. If it is not in the Address Book, press F11 to access Address Book Additions to enter the new address.

Press F17 to access Order Address Information to enter a temporary ship-to address.

### Default values based on the ship-to address

You can have the system retrieve default values for the following purchase order header fields based on information set up for the ship to address instead of information set up for the supplier:

- Delivery instructions
- Tax explanation code
- Tax area
- Freight handling code
- Carrier number
- Print message
- Landed cost rule

For more information, see Defining Supplier Procurement Instructions.

## Entering Dates for a Purchase Order

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b>
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When you enter a purchase order, you might request that the supplier deliver the order by a specific date. If the supplier cannot deliver the order by the date you request, you can specify the date that the supplier promises to deliver the order. In addition, you can specify the date that you place the order and the date that the order expires.

### To enter dates for a purchase order

#### On Order Heading Information

Complete the following fields:

- Order Date
- Cancel Date
- Requested (Requested Date)
- Promised Delivery

If you do not enter an order date, requested date, or promised date, the system enters the current system date in the fields

Field	Explanation
Order Date	The date that an order was entered into the system.  <i>Form-specific information</i>  The default is the system date. You can override this date when you enter a purchase order.
Cancel Date	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 field and does not cause the system to perform any type of automatic processing.
Requested	The date that you request an order or item to be delivered.  <i>Form-specific information</i>  The default is the order date.
Promised Delivery	The date that the supplier promised to deliver this order. The system uses this date in conjunction with the receipt date to evaluate supplier performance.  <i>Form-specific information</i>  The default is the order date.

## See Also

- *Revising Purchase Dates (P43100)* for information about changing the requested and promised dates for multiple orders
- *Setting Up Guidelines for Supplier Delivery Performance (P43232)* for information about how the system uses the promised delivery date to determine supplier performance.

## Entering Tax Information for a Purchase Order



From Stock Based Procurement (G43A), choose Purchase Order Processing  
From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

Tax amounts that display in the Procurement system are calculated on 'the fly', that is, the amounts are not actually stored in any file. Only the codes used to calculate the taxes are maintained in the purchasing files. The explanation code determines the type of tax, that is, sales tax, use tax, VAT tax, or so on. The rate area determines the calculation for the tax.

You can't have a tax explanation code on a purchase order without also having a tax rate area, and vice versa. You set up tax rate area calculations in the Tax Rate and Areas screen (P4008). The system also looks to Tax Rules by Company (P0022) for tax information.

The actual tax amount for an order is not stored in any file until you create the voucher, at which time the system writes the tax amount to the Accounts Payable Ledger file (F0411).

### To enter tax information for a purchase order

#### On Order Heading Information

Complete the following fields

- Tax Expl Code
- Tax Rate Area
- Certificate

Field	Explanation
Tax Expl Code	A user defined code (00/EX) that controls how tax is assessed on the order.  <i>Form-specific information</i>  When you enter a purchase order, the system retrieves the tax explanation code of either the ship to address or the supplier address based on how you set up order default values in purchasing instructions.

Field	Explanation
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. 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).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>In the Purchase Order Processing system, the code you enter here indicates how you want the system to calculate taxes for the order.</p>
Certificate	<p>A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Items in the Item Ledger (F4111) can be taxable or non-taxable.</p>

## What You Should Know About

- Default values for tax fields** The system inputs default values for the Tax Explanation Code and Tax Rate area based on Supplier Master Information set up for either the supplier or ship-to address. You specify the address from which the values default in the Order Defaults window (P40DFT) which you can access via F20 from Purchasing Instructions (P4306).
- For more information, see *Defining Supplier Procurement Instructions*.
- Changing tax information for an item or service** You can change tax information to accommodate each item or service that you enter on an order. Taxes are applicable for an item or service only if you specify that the detail line is taxable.
- For more information, see *Entering Tax Information for a Detail Line*.

## Entering Reference Information for a Purchase Order

	<p>From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b>                  From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b></p>
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At some point, you might need to reference information for a purchase order. For example, you might need to determine:

- The individual who placed the order
- The buyer responsible for purchasing items and services on the order
- The carrier responsible for delivering the order

You might also want to locate:

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

You can enter reference information for a purchase order when you enter header information. The reference information is primarily for informational purposes, but some programs enable you to locate orders based on the buyer for the order.

You can attach miscellaneous notes to an order for inquiry purposes or for printing on the order.

## To enter reference information for a purchase order

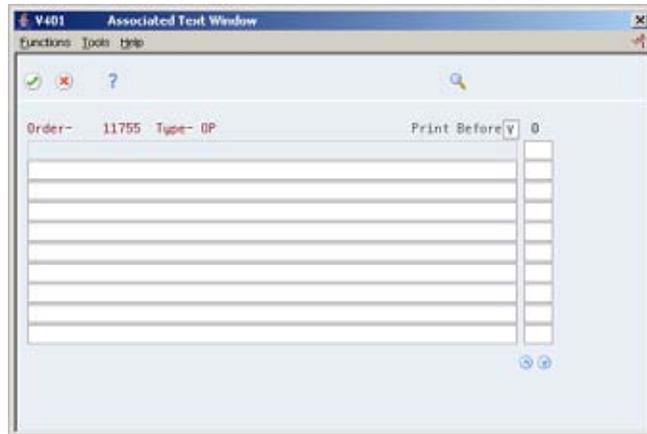
### On Order Heading Information

1. Complete the following fields:

- Buyer
- Carrier
- Reference

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

2. On Order Heading Information, press F14 to access Associated Text Window.



3. On Associated Text Window, enter notes for the purchase order.

If notes already exist for a purchase order, the system displays *See Memo* at the top of the Enter Purchase Orders screen.

Associated header text is maintained in the Sales Order/Purchasing Text Detail Lines file (F4314), by order number, order type, and order company.

<b>Field</b>	<b>Explanation</b>
Buyer	Address number that identifies the person responsible for setting up and maintaining the correct stocking levels for each inventory item.
Carrier	The address number of the carrier that is to deliver the order. You might select a carrier based on a route or special handling requirements.
Reference	A field available to record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number.  This field is for informational purposes only.  <i>Form-specific information</i>  You can also enter text in this field that you want to associate with the order.

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# Enter Purchase Order Detail Information

## Entering Purchase Order Detail Information

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

- The item or service that you want to purchase
- The quantity that you want to purchase
- The cost of the item or service

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

- By item number
- By general ledger account number

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

You specify information for each detail line based on that which is relevant to your purchasing process. For example, if you purchase items for inventory, you must specify the unit of measure for the item. You can also specify the location in which you plan to store the item upon receipt, and the weight, volume, lot, and manufacturing information for the item.

If you enter detail lines by account number, you can distribute the expense on a detail line to several different accounts. For example, if you purchase 100.00 worth of office supplies, you can distribute the cost of the supplies to several different departments on a percentage, amount, or quantity basis.

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

Kits are inventory items that are made up of several different items. The procedures for entering a kit on a detail line differ from those for other items, because items that make up a kit can vary.

You can replace an existing item on a detail line with a substitute or replacement item. For example, the supplier might be out of the item you entered on a detail line.

You can review a list of alternate items and choose an item to replace the existing item on a detail line.

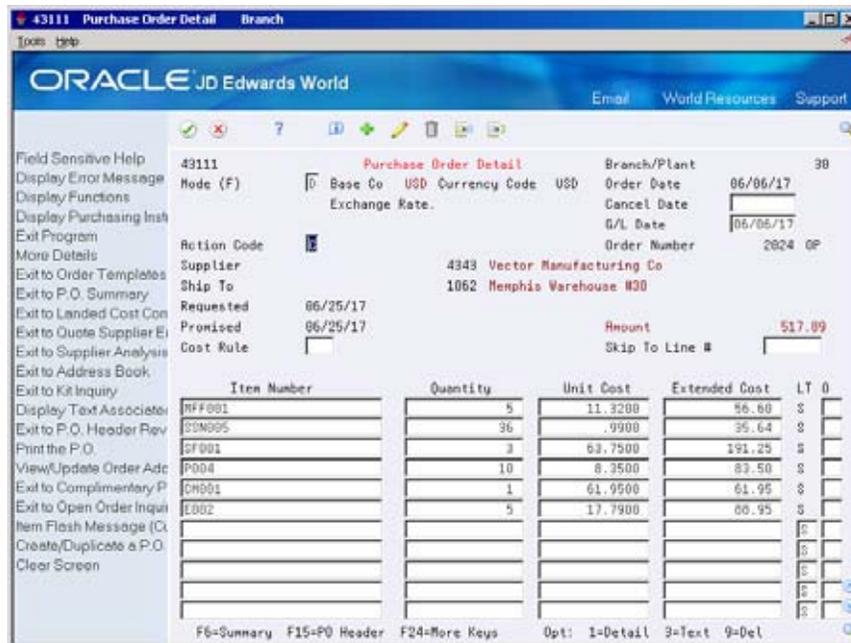
This section contains the following:

- [Entering Detail Lines by Item Number](#)
- [Entering Detail Lines by Account Number](#)
- [Distributing an Expense to Multiple Accounts](#)
- [Entering Tax Information for a Detail Line](#)
- [Entering Discount Terms for a Detail Line](#)
- [Entering Reporting Codes for a Detail Line](#)
- [Entering a Kit on a Detail Line](#)
- [Entering Substitute or Replacement Items](#)
- [Entering Pricing](#)

## Detail Line Formats

The information you must enter on a detail line depends on the line format you choose in processing options. You can choose from four formats, including those that contain:

- Item details for inventory environments
- Account details for non-inventory environments



The primary differences between detail line formats are the column headings.

Format 1 appears on Purchase Order Detail above. Column headings for formats 2, 3, and 4 appear below.

**Format 2**

Item Number	Quantity	Description	Unit Cost	○
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**Format 3**

Account Number	Description	Extended Cost	○
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**Format 4**

Account Number	Item Number	Quantity	Unit Cost	○
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Formats 1 and 2 are primarily for inventory environments. Formats 3 and 4 are more suitable for non-inventory environments. The format you use must correspond with the order line types you use.

You can enter additional information for a detail line by pressing F4 to access the fold area.

## What You Should Know About

**Approval Routes**

When you enter a purchase order that is subject to an approval route, you must complete the order and exit from the Order Entry program before the system time out feature activates. If the program is allowed to time out, approval processing will not be triggered by the system.

**Using the order prompt**

To ensure that the detail line information that you enter is correct, you can display the following prompt after you enter a purchase order:

\*\*\*\* Enter 'Y' to record order \*\*\*\*

This allows you to review the purchase order before you enter it in the system. You set processing option 18 for program P4311 to specify that the prompt displays. The system does not record the order until you enter Y (yes).

**Default values**

The system inputs several default values for detail lines based on header information that you entered for the purchase order. You can change the default values to accommodate a detail line. For example, if the ship-to address for a detail line differs from the ship-to address for the rest of the purchase order, you can override the ship-to address for the detail line.

When you enter an inventory item on a detail line, certain values for the item default from the inventory system. If you change the item on the line, values for the new inventory item will not override the previous item's default values.

<b>Detail line status codes</b>	<p>You set processing options 3 and 4 for program P4311 to have the system enter a current status code and a next status code for each detail line; otherwise, the next status code defaults from Order Activity Rules (P40204). These codes determine the next process that the detail line goes through in the purchasing process.</p> <p>For more information about status codes, see <i>Setting Up Order Activity Rules</i>.</p>
<b>Attaching a message to a detail line</b>	<p>You can attach a message to a detail line by entering text in the Associated Text Window. You can access this window from the detail line using Option 3. If text already exists, the system highlights the Option field.</p>
<b>Viewing a purchase order summary</b>	<p>You can review summary information for a purchase 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 purchase order. You can access summary information from the purchase order detail screen by pressing F6.</p>
<b>Updating detail information with header changes</b>	<p>You can have the system update existing detail information with changes you make to header information. You use processing option 9 for program P4311 to specify whether the system automatically updates the changes or whether you must press F18 to update the detail. The updated values will override existing values for individual detail lines.</p> <p>Regardless of the method you choose, the system updates only those fields you specify in Header File Defaults, which you access by pressing F20 from the purchase order header screen (P4310). The only exception is the Supplier field, which the system updates at all times.</p>
<b>Canceling a detail line</b>	<p>You can cancel purchase order information in the following ways:</p> <ul style="list-style-type: none"><li>▪ Cancel individual detail lines</li><li>▪ Cancel an entire order</li></ul> <p>To cancel a detail line, you choose an option 9 for the line. To cancel an entire order, you enter an action code of D.</p> <p>When you cancel an individual detail line, the system only closes that specific line. When you delete an order, the system closes all detail lines, assigning them a status of 999.</p> <p>You use processing option 21 to specify whether closed lines display when you review an order. You must run a purge to delete closed detail line information from the system.</p>
<b>Transfer orders</b>	<p>When you create a transfer order in the Sales Order Management system, the system generates a purchase order and a sales order for the transfer. If you change the item quantity or cost on the sales order, the system automatically updates corresponding detail information on the purchase order.</p>

**Multi-currency**

If the supplier uses a different currency than your company's base currency, you must enter costs in terms of the foreign currency when the mode equals foreign, or the base currency when the mode equals domestic. If the base currency differs from the supplier currency, the program automatically defaults the mode to Foreign. The currency fields only display when currency is activated throughout the system.

**See Also**

- *Reviewing Open Orders (P430301)* for information about viewing pending purchase orders
- *Printing Purchase Orders (P43500)*
- *Setting Up Order Line Types (P40205)*

**Entering Detail Lines by Item Number**

From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
 From Purchase Order Processing (G43A11), choose **Enter Purchase Orders**

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

- Validates that the item exists in the Inventory Management system
- Retrieves information for the item from the Inventory Management system

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

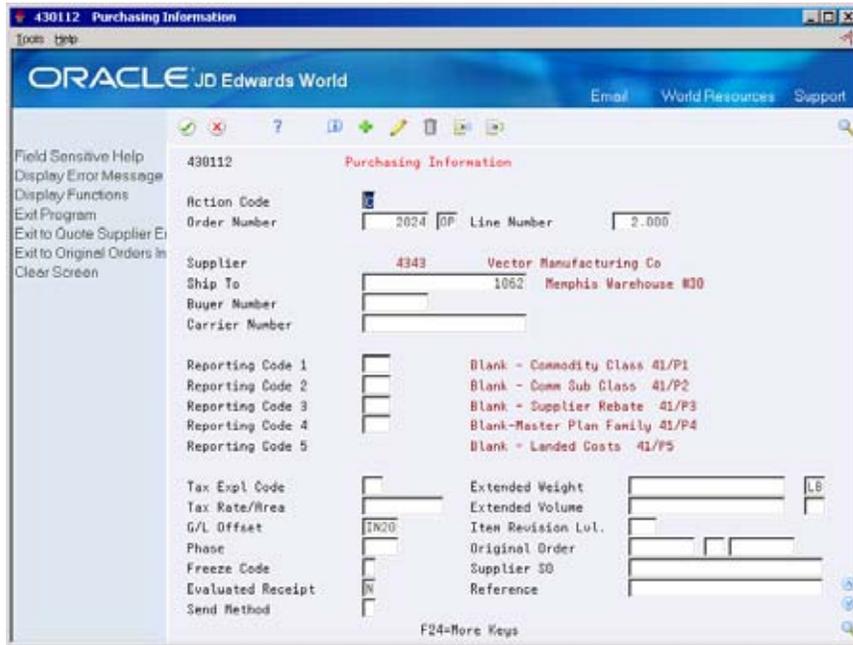
You determine how the system processes information on each detail line. For example, you can direct the system to update the availability of an item in the Inventory Management system, upon receipt. You must enter a line type for each detail line to indicate how the transaction works with other JD Edwards World systems.

## To enter detail lines by item number

On Purchase Order Detail

1. Complete the following fields:
  - Item No
  - Quantity
2. Complete the following fields as required and press Enter:
  - Unit Cost
  - Extended Cost
  - LT (Line Type)
  - Desc 1 (Description 1)
  - Asset I/D
  - Location
  - Trans UOM (Transaction Unit of Measure)
  - Purch. UOM (Purchasing Unit of Measure)
  - Lot
  - Last Sts (Last Status)
  - Next Sts (Next Status)
  - Cost Rule (Landed Cost Rule)
3. Enter 1 in the following field to enter additional information about the detail line:
  - Option

The system displays Purchasing Information.



4. On Purchasing Information, complete the following fields:
  - G/L Offset
  - Extended Weight
  - Extended Volume
5. To enter manufacturing information for the item, complete the following fields:
  - Phase
  - Freeze Code

Field	Explanation
Item Number	A number that the system assigns to an item. It can be in short, long, or 3rd item number format.
Quantity	The quantity of units affected by this transaction.
Unit Cost	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors.
<i>Form-specific information</i>	
	If you work in an inventory environment, the system retrieves this cost from either the Inventory Cost table (F4105) or the Purchase Price table (F41061) based on the purchase price level you specify for the item in master information. If you are in a non-inventory environment, you can enter a cost in this field. The system calculates the extended amount.

Field	Explanation
Extended Cost	<p>The number of units multiplied by the unit cost.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The number of units multiplied by the unit cost. This might also represent a lump sum depending on the line type for the transaction.</p>
Line Type	<p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include:</p> <p>S Stock item</p> <p>J Job cost</p> <p>N Non-stock item</p> <p>F Freight</p> <p>T Text information</p> <p>M Miscellaneous charges and credits</p> <p>W Work order</p>
Description	<p>A brief description of an item, a remark, or an explanation.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This text names or describes the item or account on the order line. The system retrieves this text from the Item Master table (F4101) if this is an inventory item and from the account description in the general ledger if this is an account.</p>
Asset I/D	<p>A 25-character alphanumeric number that you can use as an alternate asset identification number. You might use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number you enter must be unique.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When you enter a purchase order, you can enter an identifier in this field if you have fixed assets and order an item that the system must validate against fixed assets. This is optional and is not assigned by the system.</p>
Location	<p>A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant.</p>

<b>Field</b>	<b>Explanation</b>
Trans. UOM	<p>A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>When specified in the processing options, the system retrieves the primary unit of measure from the Item Master table (F4101) for this field.</p>
Purch. UOM	<p>A user defined code (00/UM) that identifies the unit of measure in which you usually purchase the item.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If specified in the processing options, the system retrieves the purchasing unit of measure from the Item Master file (F4101) into this field.</p>
Lot/SN	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.
Last Sts	A user defined code (40/AT) that specifies the last step in the processing cycle that this order line successfully completed.
Next Sts	A user defined code (40/AT) that indicates the next step in the order process.
Cost Rule	<p>A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If there is a code in the Cost Rule field in the header portion of this screen, the code comes from either processing options or order heading information. This cost rule applies to the entire order unless you enter a different cost rule for a detail line.</p>

Field	Explanation
G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> <li>▪ blank or 1210- Trade Accounts Receivable</li> <li>▪ RETN or 1220 - Retainages Receivable</li> <li>▪ EMP or 1230 - Employee Accounts Receivable</li> <li>▪ JIB or 1240 - JIB Receivable (See <i>A/R Class Code - ARC</i>)</li> <li>▪ blank or 4110 - Trade Accounts Payable</li> <li>▪ RETN or 4120 - Retainage Payable</li> <li>▪ OTHR or 4230 - Other Accounts Payable (See <i>A/R Class code - APC</i>)</li> </ul> <p>If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.</p> <p><b>Note:</b> Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This code tells the system which G/L offset account it should use to build the automatic accounting instructions for this transaction.</p> <p>If you are in an inventory environment, the system retrieves this code from the Item Location table (F4102).</p> <p>If you are in a non-inventory environment, the system retrieves this code from order line types.</p>
Extended Weight	<p>The total weight of the items on an order line. This is the quantity ordered in primary unit of measure multiplied by the item's unit weight.</p>
Extended Volume	<p>The total volume of the items on an order line. This is determined by multiplying the quantity ordered in primary unit of measure by the item's unit volume.</p>
Phase	<p>A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.</p> <p><b>Note:</b> Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.</p>

Field	Explanation
Freeze Code	<p>A code that indicates if the order is frozen. MPS/MRP will not plan for frozen orders.</p> <p>Valid codes are:</p> <p>Y Yes, freeze the order</p> <p>N No, do not freeze the order (Default)</p>

## What You Should Know About

### Non-stock items

If you work in a non-inventory environment, you might frequently purchase items for use in a specific job or program. In an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies.

You can enter item numbers to purchase non-stock items. The line type that you assign to this type of detail line must indicate that the transaction does not affect the Inventory Management system (Inventory interface of N or B).

You can have the system retrieve default information for non-stock items by setting up master information for the items. For more information, see *Setting Up Non-Stock Items*.

### Costs for items

If you have set up costs for items, you can have the system retrieve the unit cost for the item you are ordering.

If the line type you assign to a detail line indicates that the transaction involves an inventory item (Inventory interface of Y, B, or D), the system retrieves the unit cost for the item based on the value in the Purchase Price Level field on Item Master Information (P4101).

You can also set up costs for non-stock items in the Item Master (P4101). When you enter a purchase order detail line for a non-stock item (using a line type with an inventory interface of N), the system will retrieve the cost. You set up the inventory interface for a line type in Order Line Types (P40205).

For more information about setting up costs for inventory items, see *Entering Item Cost Information in Inventory Management*.

For more information about setting up item costs in a supplier catalog, see *Entering Supplier Prices*.

<b>Landed costs for inventory items</b>	<p>You can assign a cost rule to a detail line to determine the landed costs that apply to the inventory item you purchase. If you assigned a landed cost rule to header information, the system uses that cost rule as a default for all detail lines on the order.</p> <p>If you use landed costs, the field for reporting code 5 substitutes for the field for the landed cost rule. You can access landed cost information for an entire purchase order by pressing F8 in the purchase order detail screen.</p> <p>For more information, see <i>Setting Up Landed Costs</i>.</p>
<b>Viewing messages for inventory items</b>	<p>When the system highlights an item number, a message exists for the inventory item. To view the message, place the cursor on the item number and press F20.</p>
<b>Multi-currency</b>	<p>If item costs come from the Inventory Management system, the system adjusts the costs according to the exchange rate for the supplier's currency.</p>

## See Also

- *Entering Purchase Order Header Information (P4310)*
- *Setting Up Order Line Types (P40205)*

## Entering Detail Lines by Account Number

	<p>From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b></p> <p>From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b></p>
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If you work in an environment in which you purchase services or goods for internal use or for use in a certain job or program, you can charge purchases against general ledger account numbers. You enter a detail line for each account number against which you are purchasing. This allows for the general ledger to reflect expenses by job, program, or so on.

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

- Track the amount and quantity of office supplies that you are committed to purchase.
- Validate that the cost of the supplies does not exceed the budget for office supplies.

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

## To enter detail lines by account number

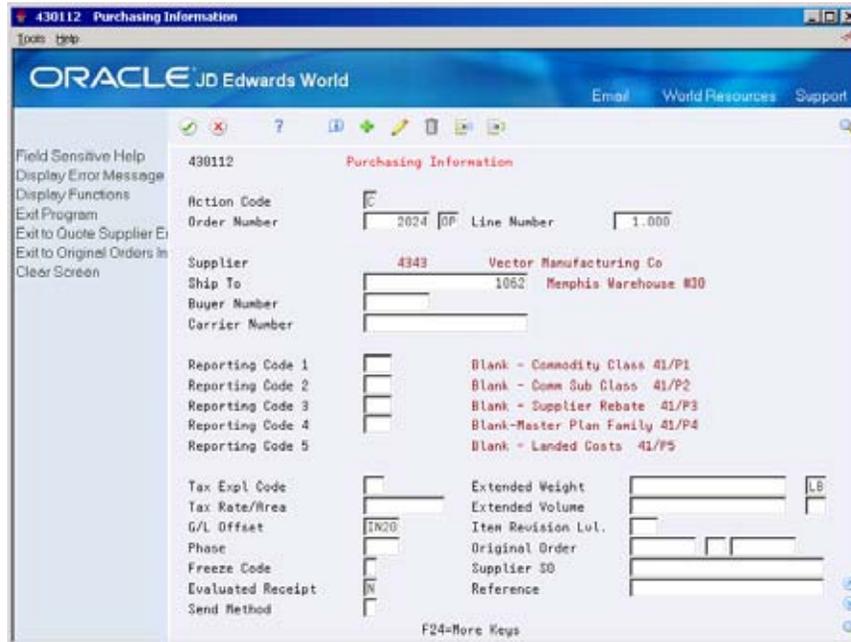
### On Purchase Order Detail

Account Number	Item Number	Quantity	Unit Cost	0
1.2000.330	CRP4	100	10.0000	0

1. Complete the following fields:
  - Account Number
2. Complete the following fields as necessary and press Enter:
  - Item No
  - Quantity
  - Unit Cost
  - Extended Cost
  - LT (Line Type)
  - Desc 1 (Description 1)
  - Desc 2 (Description 2)
  - G/L Date
  - Trans UOM (Transaction Unit of Measure)
  - Purch. UOM (Purchasing Unit of Measure)
  - Last Sts (Last Status)
  - Subledger
  - Subledger Type
  - Next Sts (Next Status)
3. Enter 1 in the following field to enter additional information about the detail line:

- Option

The system displays Purchasing Information.



4. On Purchasing Information, complete the following field:

- G/L Offset

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>▪ Standard account number (business unit.object.subsidiary or flexible format)</li> <li>▪ Third G/L number (maximum of 25 digits)</li> <li>▪ 8-digit short account ID number</li> <li>▪ Speed code</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
G/L Date	<p>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.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This date represents the entry of a commitment or encumbrance that results from this transaction.</p>

Field	Explanation
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example: A    Alphanumeric field, do not edit N    Numeric field, right justify and zero fill C    Alphanumeric field, right justify and blank fill

## What You Should Know About

### Detail line format

The information you must enter on a detail line depends on the line type that you assign to the line, which must also correspond to the column format. For example, if the inventory interface specified for the line type in P40205 requires an account number and an item number (interface B), you must set processing option 16 for P4311 to format 4, so both the item number and account number fields display in Purchase Order Detail (P4311). There are 4 formats from which you can choose.

Program P4311 represents the Purchase Order Detail screen; however, you'll note the last digit that displays on the program number in the upper left corner of the screen indicates the format you're using (for example, P43111, P43112, P43113 or P43114).

### Lump sums

If a quantity and unit cost are not relevant to an order, for example, if you are purchasing a service, you can enter a lump sum for the extended cost. A lump sum is applicable only to detail lines with a line type that indicates the transaction does not involve an item number (inventory interface of A in Order Line Types - P40205).

**Duplicating an item number or account number**

You can duplicate an item number or account number from one detail line to another. To do this, press the Duplicate key in the Item Number or Account Number field for a blank line. The system copies the number from the last detail line that you entered or changed.

You can duplicate a portion of an account number from one detail line to another. To do this, in the Account Number field for a blank line, type a period in place of the business unit, object, or subsidiary of the most recent account number that you added or changed. For example, if the previous account number was 501.1344.02200, and you type 502., the system inserts 502.1344.02200.

You can apply the same account number and subledger to all detail lines by typing a value in the Account Number field at the top of the form.

**General ledger accounts**

The system tracks purchasing expenses in the general ledger based on the account number that you enter on the detail line. The G/L class code you assign to a detail line determines the received not vouchered (RNV) account to which the system applies a credit if you enter a formal receipt. (This is not the case for stock items. For stock items, the system looks at the G/L class code attached to the receiving location in Item Location Information - P41024 to determine the RNV account.)

For more information, see *Working With Journal Entries for Receipt Transactions* and *Setting Up Automatic Accounting Instructions*.

**See Also**

- *Entering Detail Lines by Item Number (P4311)* for information about entering additional item information for detail lines

**Distributing an Expense to Multiple Accounts**

	From Non-Stock Procurement (G43B), choose Purchase Order Processing From Non-Stock PO Processing (G43B11), choose Enter Purchase Orders
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You can charge a single purchasing expense to multiple accounts. For example, you order services to paint the building in which several departments reside. You can have the system allocate a portion of the expense to each department.

You specify the accounts to which to distribute an expense when you enter a detail line. You can distribute an expense using percentages, amounts, or quantities. The system processes the detail line as a single order through the purchasing cycle.

You can distribute an expense to multiple accounts either when you enter a purchase order or when you create a voucher for the order. You must distribute the expense at the time of order entry if you want the system to:

- Track a separate commitment for each account.

- Perform budget checking for each account.
- Create separate journal entries for each account (when you enter the receipt and create the voucher).

The system does not charge expenses, track commitments, or perform budget checking for the account number that you enter on the detail line. Instead, the system performs these functions for each distribution account that you specify.

If you have ongoing expenses that you distribute to the same accounts, you can set up a model that contains the account numbers and assign a percentage distribution to each account. You can select to use the model to distribute an expense.

To perform multiple account distribution, complete the following tasks:

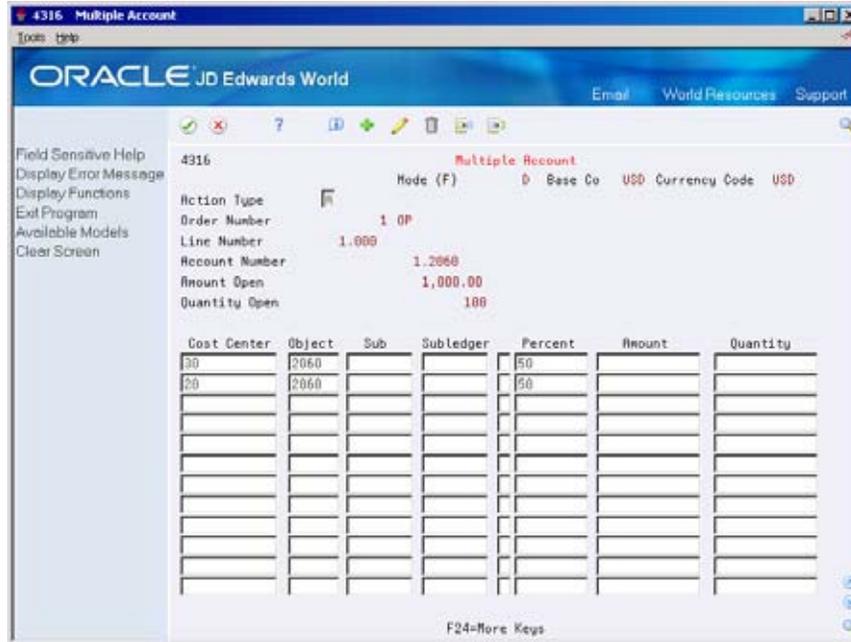
- Distribute an expense to multiple accounts.
- Select an available model for account distribution.

### To distribute an expense to multiple accounts

Account Number	Item Number	Quantity	Unit Cost	0
1.2068.338	DRP4	100	10.0000	

#### On Purchase Order Detail

1. Type an account number on a purchase order detail line and complete the remaining information on the detail line.
2. Enter 12 in the following field for the detail line:
  - Option



3. On Multiple Account, complete the following fields for each account to which to distribute the expense:
  - Cost Center
  - Object
  - Subsidiary
  - Subledger
4. Complete one of the following fields for each account number.
  - Percent
  - Amount
  - Quantity

If you enter amounts or quantities, the total for all accounts must equal the amount or quantity on the detail line. If you enter percentages, the percentages for all accounts must equal 100 percent.

5. Press Enter and then exit to Purchase Order Detail.

## To select an available model for account distribution

On Multiple Account

1. Press F8 to access Available Models (P4316A).
2. Enter option 4 next to the appropriate model to bring account distribution information back to the Multiple Account screen (P4316).

If you have set up only a single model, the distribution information pertaining to that model will automatically default to the Multiple Account screen when you press F8.

You set up models in Multiple Account Models (P4316M) which you can access from menu G43B41. To create a model, you must first set up the name of the model in UDC table 43/MA.

## What You Should Know About

<b>Line types for multiple account distribution transactions</b>	You can distribute expenses only for those detail lines that have a line type that indicates that the line contains an account number (Inventory interface of A or B).
<b>Distributing amounts or quantities</b>	<p>If you distribute an expense based on a quantity or amount, the system converts the quantity or amount to a percentage so that you can perform partial receipts and create vouchers for partial amounts.</p> <p>For example, you enter a 100.00 expense on a detail line. You distribute 70.00 of the expense to one department and 30.00 to another. You receive only 50.00 of the order. The system converts the amounts to percentages (70 and 30 percent, respectively) to distribute the correct portion of the 50.00 receipt expense to each department.</p>
<b>Changing detail lines with multiple account distribution</b>	The system protects the account number on a detail line if you distribute the expense to multiple accounts. If you change the quantity or amount on a detail line, you must also change the distributed quantities and amounts to reflect that which is on the detail line.
<b>Entering receipts and creating vouchers</b>	To enter a receipt or create a voucher for a distributed expense, you must locate the order based on the account number on the detail line, as opposed to the individual accounts to which you distributed the expense.
<b>Tables for multiple account distribution</b>	The system stores a single record for each detail line in the Purchase Order Detail table (F4311). The system stores account distribution information in the Purchase Order Multiple Account table (F4316).
<b>Programs for which account distribution is not applicable</b>	<p>Multiple account distribution is not applicable to the following programs and procedures:</p> <ul style="list-style-type: none"> <li>▪ Purchasing workbench</li> <li>▪ Receipt routing</li> <li>▪ Change orders</li> <li>▪ Blanket orders</li> <li>▪ Quote orders</li> <li>▪ Orders created through purchase order generator</li> </ul>

## Entering Tax Information for a Detail Line

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b>
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You can enter tax information that is specific to a detail line. This information determines whether taxes apply to the items or services on the detail line, and how the system calculates the taxes.

You specify whether an item is taxable for purchasing in Item Branch Information (P41026). The value you specify defaults to the detail line when you enter the item. The system retrieves the tax explanation code and tax rate area for each detail line from the tax information in the purchase order header. You can change the tax information defaults to accommodate each detail line.

### To enter tax information for a detail line

On Purchase Order Detail

1. Complete the required information for the detail line.
2. Complete the following field and press Enter:
  - Taxable
3. Type 1 in the following field:
  - Option

The system displays Purchasing Information.
4. On Purchasing Information (P430112), complete or change the following fields, as necessary:
  - Tax Expl Code
  - Tax Rate/Area

Field	Explanation
Taxable	<p>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.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you do not enter a code in this field, the system retrieves a code from the line type if this is a non-inventory item or from the Item Location table (F4102) if this is an inventory item.</p>

## Entering Discount Terms for a Detail Line

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b>
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You can enter discount terms on a detail line to have the system calculate a discount on the items that you purchase. For example, a supplier might be offering a ten percent discount on certain items.

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

You can also specify a discount for an item based on a price rule. The system applies a discount, mark-up, or override amount to the unit cost of an item based on the price rule.

### To enter discount terms for a detail line

On Purchase Order Detail

Complete the following fields:

- Discount Factor
- Item Price Rule
- Price Cat (Pricing Category)

Field	Explanation
Discount Fctr	The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price.
Price Rule	<p>A user defined code (40/PI) that identifies an inventory price group for an item.</p> <p>Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. After you assign a price group to an item, the item uses the same pricing structure that was defined for the inventory price group.</p> <p>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.</p>
Pricing Category Level	A pricing category or price rule can contain a variety of levels. Within each price rule, each level is defined by its effective date range and allowed quantity, and whether it is based on the item's cost, price, or an amount specified as an override.

## What You Should Know About

### Default price rules for inventory items

The system retrieves a default price rule for an item if:

- You have attached a price rule to branch/plant information for the item, and
- You have attached the price rule to the supplier from whom you are purchasing the item (or to the price group for the supplier).

For more information, see *Attaching Price Discount Rules to Items and Suppliers*.

## See Also

- *Creating Price Discount Rules for Purchasing* for information about setting up discounts for price rules and price groups

## Entering Reporting Codes for a Detail Line

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b>
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You might want to group detail lines with similar characteristics so that you can generate reports based on the group. For example, you can group all detail lines for electrical items so that you can produce a report that lists open purchase order information for electrical items. To group detail lines, you assign reporting codes to each line.

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

### To enter reporting codes for a detail line

On Purchase Order Detail

1. Type 1 in the following field next to the detail line for which you want to specify reporting codes:
  - Option
2. On Purchasing Information, complete the following fields:
  - Reporting Code 1
  - Reporting Code 2
  - Reporting Code 3
  - Reporting Code 4
  - Reporting Code 5

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

Field	Explanation
Reporting Code 1	<p>A reporting code that differentiates segments of the inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as:</p> <ul style="list-style-type: none"> <li>▪ Color</li> <li>▪ Country of origin</li> <li>▪ Primary content (for example, brass, wood, etc.)</li> <li>▪ Seasonality</li> <li>▪ Rebate group</li> </ul> <p>JD Edwards World has predefined reporting code 1 as a purchasing code for commodity class.</p>
Reporting Code 2	<p>A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as:</p> <ul style="list-style-type: none"> <li>▪ Color</li> <li>▪ Country of origin</li> <li>▪ Primary content (for example, brass, wood, etc.)</li> <li>▪ Seasonality</li> <li>▪ Rebate group</li> </ul> <p>JD Edwards World has predefined reporting code 2 as a purchasing code for commodity subclass.</p>
Reporting Code 3	<p>A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as:</p> <ul style="list-style-type: none"> <li>▪ Color</li> <li>▪ Country of origin</li> <li>▪ Primary content (for example, brass, wood, etc.)</li> <li>▪ Seasonality</li> <li>▪ Rebate group</li> </ul> <p>JD Edwards World has predefined reporting code 3 as a purchasing code for supplier rebate codes.</p>

Field	Explanation
Reporting Code 4	<p>A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as:</p> <ul style="list-style-type: none"> <li>▪ Color</li> <li>▪ Country of origin</li> <li>▪ Primary content (for example, brass, wood, etc.)</li> <li>▪ Seasonality</li> <li>▪ Rebate group</li> </ul> <p>JD Edwards World has predefined reporting code 4 as a purchasing code for master planning family.</p>
Reporting Code 5	<p>A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as:</p> <ul style="list-style-type: none"> <li>▪ Color</li> <li>▪ Country of origin</li> <li>▪ Primary content (for example, brass, wood, etc.)</li> <li>▪ Seasonality</li> <li>▪ Rebate group</li> </ul> <p>JD Edwards World has predefined reporting code 5 as a purchasing code for landed cost rules.</p>

## What You Should Know About

**Default reporting codes for inventory items** The system retrieves default reporting codes from the classification codes assigned to an item on Item Branch/Plant Information (P41026 - Function KeyF5).  
 For more information, see *Entering Item Classification Codes in Inventory Management*.

## Entering a Kit on a Detail Line

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b>
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You might want to purchase items that are made up of several components. These items, or kits, might contain:

- Required components (always come with the kit)

- Optional components (you choose whether they come with the kit)
- Feature components (you choose the feature of a component, for example, a blue or a green component)

If you enter a kit on a purchase order detail line and the kit contains optional or feature components, the system enables you to choose which components to include with the kit.

## To enter a kit on a detail line

### On Purchase Order Detail

1. Enter the item number for a kit.
2. The Kit Component window displays (P4132), from which you use option 4 to select those components included in the kit.

If all components in a kit are set up as standard and required in the Bill of Material (P3002), the kit window will not display; instead, the components are automatically entered on the purchase order. You must re-inquire on the order number to see the component lines added for a kit item.

3. Press F13 in P4311 to display the bill of material for a kit. The system displays the Single Level Bill Inquiry screen.

0 Level	Component	Description	Quantity Per	UM T Line
	1 RECEIVER	350 Channel Mega Watt	1	EA \$ 1.0
	1 SPEAKERS	Dual Tower Speakers - B	2	EA \$ 2.0
	1 CD FEATURE	CD Options for Stereo s	1	EA F 3.0
	1 TAPE DECK	High Density - Dual Mea	1	EA \$ 6.0
	1 WIRING KIT	Wiring package for Ster	1	EA \$ 7.0

4. On Single Level Bill Inquiry, review the following fields:

- Kit Number
- O (Optional Kit Item)
- Component Number
- Description

- Quantity
- UM

Field	Explanation
O	<p>A code that indicates whether a component is standard or optional within a bill of material or for kit processing. Valid codes are:</p> <p>S Standard. The item is always included in any transaction involving the bill of material.</p> <p>O Optional. In order entry, you can specify whether the item will be included in a particular sale.</p> <p>F Feature. The item has features that you must specify at order entry.</p> <p>The default value is S.</p>

## What You Should Know About

<b>How the system creates detail records for kits</b>	When you purchase a kit, the system writes individual records to the Purchase Order Detail table (F4311) for each component in the kit.
<b>Viewing kit components</b>	You use processing options to specify that kit components display on separate detail lines after you enter the kit. You can access information about the components that make up a kit by pressing F13 in the purchase order detail screen.
<b>Configured items</b>	The system does not support the entry of configured items on a purchase order.

## See Also

- *Working with Bills of Material (P3002)* in the *Product Data Management Guide* for information about setting up kits

## Entering Substitute or Replacement Items

	<p>From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b></p> <p>From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b></p>
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You might enter a purchase order for an item, but the supplier does not have the quantity available to fill the order. You can review a list of substitute items and choose an item to replace the item on a detail line. If the system notifies you that the item on a detail line is obsolete, you can review and choose a replacement for the item.

You can review substitutes or replacements for an item after you type the item number on a detail line.

## To enter substitute or replacement items

On Purchase Order Detail

1. Type an item number on a detail line and enter 7 in the Option field to access Substitute Item Processing.

You can access the same window for the purpose of replacing obsolete items by entering 10 in the Option field.



2. On Substitute Item Processing, review the following fields:

- Supplier
- Item Number
- Description
- Cost
- Qty Avail

3. Choose a substitute item or replacement item with option 4.

## What You Should Know About

### Substitute and replacement cross reference codes

Substitute and replacement items will not display in the Substitute Item Processing window unless you have entered the corresponding cross-reference type codes in processing options 42 and 43 of the Enter Purchase Orders program (P4311).

For more information about cross-reference types, see *Set Up Item Cross-References* in the *Inventory Management Guide*.

**New items on existing detail lines**

To access the window for substitute items before you record the detail line on an order, type the item number on a detail line and select option 7 to display the Substitute Item Processing screen. To select a substitute item, enter option 4. You will also need to change the default values for the prior item that remain, such as the description, cost, g/l offset and so forth.

## Entering Pricing

	From Procurement (G43), choose <b>Price Management</b> From Price Management (G43A17), choose the appropriate program
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## Overview of Costs/Prices in Purchasing

Purchase order detail lines usually include a unit cost and extended cost. These costs are also considered the supplier's prices. In the Purchasing system, price and cost are one in the same. The system retrieves costs for items set up in the Inventory system based information in the following files:

- Item Master (P4101)
- Cost Ledger (F4105)
- Supplier/Catalog Price (F41061)
- Price by Item (F4207)
- Price by Customer (F4208)

When entering a purchase order, you can manually enter a cost, or depending on the Purchase Price Level for the item, the cost can come from the Cost Ledger file (F4105) or the Supplier/Catalog Price file (F41061). You can also set up standard price adjustments to apply to the price.

If you manually enter a cost, this cost overrides any other default cost (price) normally entered by the system. Also, any adjustments you set up will not apply to a manually entered cost. The system sets the Price Override code, PDPROV, in F4311 to 1 when you manually enter the cost.

## Purchase Price Level on Item Master

The Purchase Price Level (PPLV) is a code in Item Master that indicates where to retrieve the purchase price for an item when you enter a purchase order. Valid codes are:

Purchase Price Level	Description
1	Uses the supplier/item price from the Supplier/Catalog Price table (F41061)

Purchase Price Level	Description
2	Uses the supplier/item/branch price from the Supplier/Catalog Price table (F41061)
3	Uses the inventory cost from the Inventory Cost Ledger table (F4105). The system bases this cost on the inventory cost level and the purchasing cost method you specify for the item.

Codes 1 and 2 are applicable only if you set up supplier costs in the Purchase Order Management system. If you do not set up supplier costs, the system uses the inventory cost as the default for the purchase order.

## Costs (F4105)

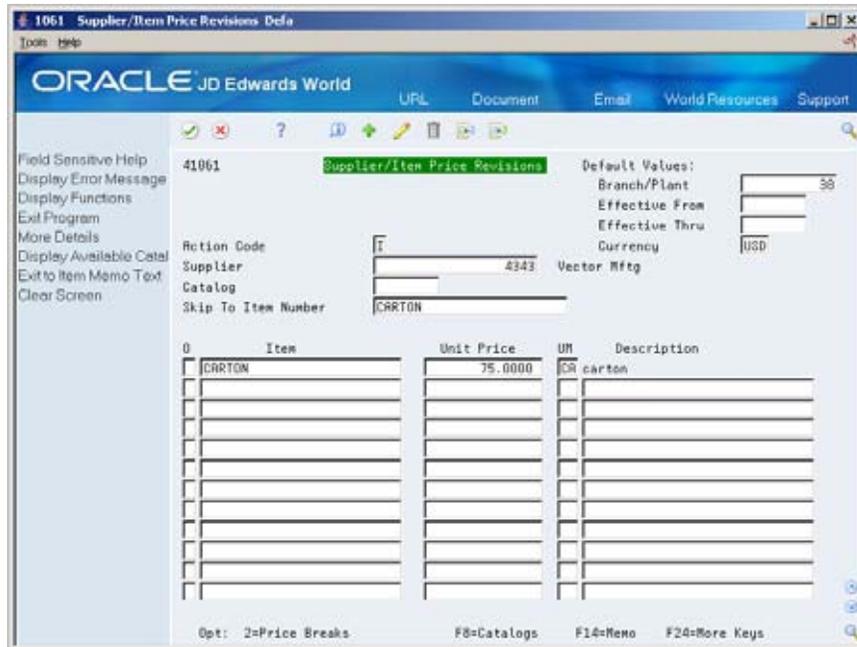
You set up costs for items in the Item Cost Revisions (P4105) program. Access the Cost Revisions program from the Item Revisions menu (G4112), or by choosing Cost Revisions (F6) from the Item Master or Item Branch screens. These costs are independent of the supplier. Costs set up in Cost Revisions are based on the primary unit of measure for the item. You cannot specify effective date ranges for F4105 costs.

## Supplier/Catalog Prices (F41061)

Prices on items specific to suppliers are set up in the Speed Catalog Maintenance (P41061) program. You can set these prices up if the Purchase Price Level in item master is set to 1 or 2. Prices in F41061 are set up by unit of measure, whereas the costs in F4105 are not, so you can set up supplier prices by EA, BX and so on. You can set up catalogs that have different prices and effective dates. You can also define price breaks, establishing different prices depending on the quantity purchased.

### Price based on date in the F41061

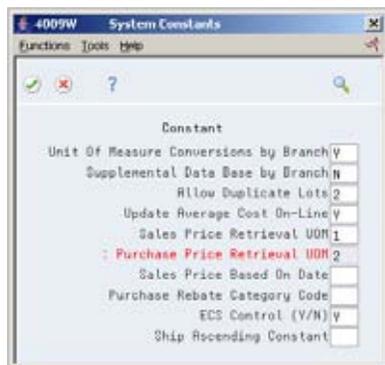
In Supplier/Item Price Revisions, effective dates are set up in the fold for each item. The system edits against the Order Date on the purchase order when checking for supplier prices.



### Purchase Price Retrieval UOM

You can have the system retrieve supplier prices for an item based on either the primary unit of measure for the item, or the transaction or purchasing unit of measure as specified on the purchase order.

You also specify the unit of measure for which the system is to retrieve supplier prices in System Constants (P4009W). You access System Constants by pressing F10 in Branch Constants (P41204). You can access Branch Constants from menu G43A41.



The valid values for the Purchase Price Retrieval UOM are:

Value	Description
blank	Primary UOM
1	Transaction UOM
2	Purchasing UOM

If the Purchase Price Retrieval UOM is set to a 2 in the system constants, the system will look at the purchasing unit of measure in the fold of Order Details (P4311) to retrieve a price for the purchase order.

If the Purchase Price Retrieval UOM is set to blank, the system will look at the primary unit of measure for the item in the Item Master (P4101). When you enter a purchase order, the system will look for a price in F41061 set up for the primary UOM.

Purchase Order Entry uses the Purchase Price Retrieval UOM setting in the system constants to look for a price in F41061. If there is no match for that unit of measure, it tries to locate a price at the primary unit of measure in F41061. If the system finds one, it will take that price and multiply it by the unit of measure conversion. If no matches are found in F41061, the program then uses the purchasing cost from the F4105 and multiplies it by the unit of measure conversion.

If you are working in a multi-currency environment, you will need to have a match for both the unit of measure and the currency.

## Standard Pricing Adjustments (F4207 & F4208)

You can set up price adjustments to the F4105 cost or the F41061 Supplier Price. These adjustments can be discounts, markups, or override prices. The adjustments can be based on item number or item group, and on supplier number or supplier group. Standard pricing involves setting up Inventory and Supplier Pricing Groups and Rules, which allow discounts, markups, or override prices. The setup for standard pricing in purchasing is very similar to setting up standard customer pricing in sales.

In Sales, you must turn off Advanced Pricing for Standard Pricing to work, but this is not true for standard pricing in purchasing, as advanced pricing is not used in Procurement software. The setup steps are summarized as follows:

Step	Menu option	Description
Create item groups (optional)	G43A17 option 3 or G4222 option 19	Creates group name, which is then attached to the item in the Item Price Group field in item/branch.
Create supplier groups (optional)	G43A17 option 5 or G4222 option 20	Creates a supplier group name, which is then attached to the supplier in the Supplier Price Rule field in Purchasing Instructions.
Create Inventory Pricing Rules for price adjustments	G43A17 option 4 or G4222 option 21	Creates a supplier group name, which is then attached to the supplier in the Supplier Price Rule field in Purchasing Instructions.
Attach rule to items and suppliers	G43A17 option 6 or G4222 option 22	Attaches Inventory Pricing Rule to supplier or supplier group by entering 5 in option column

### Creating Item Groups

You must set up item group names in UDC table 40/PI. This UDC table is also shared with the Sales system.

You attach an item price group to an item by populating the name in the Item Price Group field in Item/Branch Information (P41026). The Item Price Group field also exists in Item Master, which defaults into new branch records.

### Creating Supplier Groups

You must set up supplier group names in UDC table 40/PC. This UDC table is also shared with the Sales system.

You attach a supplier price group to a supplier by populating the name in the Supplier Price Rule field in Purchasing Instructions (P4306).

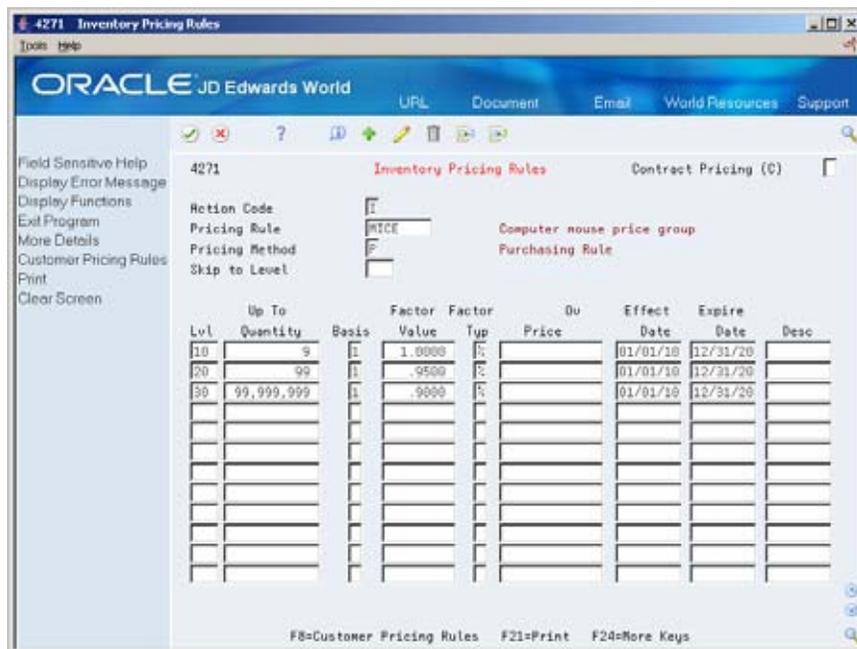
### Creating Rules for Price Adjustments

You must create an inventory price rule to have the system apply price adjustments to items. These inventory price rules can have multiple adjustment levels.

For example, you can discount 10% off the price for purchases of up to 100 units, and 15% off for purchases of more than 100 units.

### To create a rule for price adjustment

#### On Inventory Pricing Rules



Enter pricing rule information. For each rule, you must specify:

- An alphanumeric code defining the level of the adjustment. This value is required. If you try to add a price rule without defining a level for each adjustment, you'll lose all your information upon pressing Enter.
- Quantities you must purchase to get the adjustment
- A basis code which defines the F4105 cost to which a discount or mark-up is applied. You can define hard coded cost methods 1 through 8, or use P to indicate the discount or mark up is to be applied to the supplier price in the F41061.
- Discount (or markup) you will receive - percentage, dollar amount, or override price
- Effective dates

Fields	Description
Pricing Rule	You must set a pricing rule in UDC 40/PI, corresponding to the item price group that is attached to the item in item/branch. If you are setting up a contract price rule, the pricing rule is the short item number of the item.
Pricing Method	This must be <i>P</i> for purchasing.
Level	You can set up multiple levels, typically with different "Up To Quantity", adjustment criteria, and/or effective dates. The level is an alpha-numeric code that is user defined.
Up To Quantity	This is the volume or quantity break. The adjustment will apply to quantities or volumes equal to or below this number.
Basis	<p>The costing method that the net price is based on. The allowable basis codes are:</p> <ul style="list-style-type: none"> <li>1 Last-In Cost</li> <li>5 Future Cost</li> <li>2 Average Cost</li> <li>6 Lot Cost</li> <li>3 Memo Cost 1</li> <li>7 Standard Cost</li> <li>4 Current Cost</li> <li>8 Purchasing Cost</li> <li>P Unit Price</li> </ul> <p>Basis P used in purchasing uses the unit cost assigned as the Purchasing Cost Method set up in F4105, or the unit cost set up in F41061.</p>

<b>Fields</b>	<b>Description</b>
Factor Value	The factor value and % or \$ determine the discount or markup. Enter % or \$ in the % \$ column to indicate whether the factor is multiplied by the basis cost (%) or is added to, subtracted from, or overrides the basis cost (\$). The factor value is the percentage or additional or discount amount. Percentage is expressed as a multiplier.
Override Price	The price listed here overrides all other rules or prices (except those manually entered into the purchase order).
Effective and Expiration Dates	Dates of effectivity for the pricing rule.
Description	Optional description.

To inquire on an inventory price rule, you must enter the price rule and the price method, which is always P, for rules that apply within the Purchasing system.

If the pricing rule is a contract pricing rule, populate the Contract Pricing field with C.

### Attaching Pricing Rules

Once you define the inventory pricing rule, you need to:

- Attach it to items, and
- Attach it to suppliers.

## To attach pricing rules

### On Item/Branch Plant Information

Enter the name of the price rule in the Item Price Group field. You must then attach the rule to either a specific supplier or supplier group.

### On Supplier Pricing Rules

Pricing	Rule	Lvl	Up To Quantity	Basis	...Factor Value	Typ	Unit Price	Effect Date	Expire Date
	PRICE	10	999,999	1	.0000	?		01/28/10	12/31/20

1. Enter the name of the Supplier Price Group or the address book number of a supplier.

All the inventory pricing rules display.

2. Enter the inventory price rule in the Pricing Rule field.

All the levels of this pricing rule display.

3. Enter 5 in the option column of the lowest level of the rule (the first line of the rule) to attach this rule to the supplier.

If you enter 5 next to another level, the system will ignore all levels below it. The pricing rule highlights the attached line.

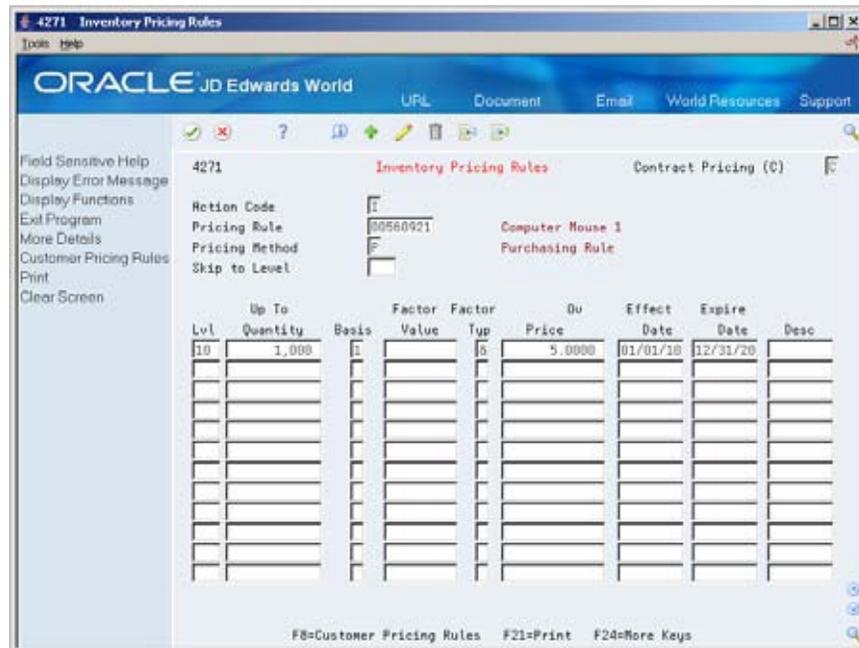
4. Enter 9 in the option column of the highlighted line to remove the attached rule from the supplier.

### Setting up a contract price

A supplier might provide you a discounted price on a specific item up to a maximum purchase limit. For example, you might have an agreement to purchase up to 1000 computer components at a special price of \$4.00 each. After you purchase 1000 of these, the price returns to normal. You can create a contract price rule to cover this type of discounted price.

### To set up a contract price

#### On Inventory Pricing Rules



1. Populate the Contract Pricing (C) field with C.

The name of the pricing rule must be the same as the item's short item number as specified in the Item Master (P4101). You must also set up the short item number in UDC table 40/PI with leading zeros to make 8 digits. Since this is not

an item group, you do not need to attach a contract rule to the Item Price Group field in Item Branch Information (P41026).

2. Enter the contract quantity limit in the Contract field in the fold.

A contract price will override all other prices applicable to an item, unless you manually enter a price in the purchase order. The system tracks the quantity that has been purchased against the contract price rule to date. You can see this in the Taken field in the fold of the Inventory Pricing Rule.

## What You Should Know About

### Deleting an inventory pricing rule

In order to delete an inventory pricing rule, it cannot be attached to a supplier. If you try to delete a price rule with a supplier relationship, the P4271 will generate error 2596.

Use option 9 in Supplier Pricing Rules to remove the attachment to a supplier. If you're unsure of the supplier or supplier group to whom a price rule is attached, you can query the F4208 on the name of the price rule (PGMCAT).

### Changing an inventory pricing rule

When you change an existing price rule, the system will leave the original adjustment line and add a new line with the changed information. In order to delete the original line, you must blank out all the field values on the original line and press Enter to change.

### Basket and order repricing

Basket and order repricing does not work in Purchasing.

### Standard Pricing Files

Inventory pricing rule information is maintained in the Price by Item file (F4207). Information regarding the suppliers to whom price rules are attached is maintained in the Price by Customer file (F4208).

### Purchase order detail lines

When you assign an inventory price rule to an item in Item Branch Information (P41026), that rule automatically defaults to the fold of the purchase order detail line (P4311) when you order the item. The level of the price rule applicable to the quantity also defaults to the detail line.

You can apply inventory price rules to a purchase order detail line on 'the fly' by simply entering a price rule and level in the fold

## Processing Options

See [Order Entry \(P4311\)](#).



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# Work with Special Order Entry Features

## Working with Special Order Entry Features

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

This section contains the following:

- [Duplicating a Purchase Order](#)
- [Entering Orders for Multiple Suppliers](#)
- [Choosing a Supplier from whom to Purchase an Item](#)
- [Entering Items Using Item Search](#)
- [Entering Items Using Supplier Catalogs](#)
- [Entering Items Using Order Templates](#)
- [Creating Orders from Existing Detail Lines](#)

## Duplicating a Purchase Order



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
From Purchase Order Processing (G43A11), choose **Enter Purchase Orders**

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

You use the order entry facility to locate the order that you want to duplicate. When you duplicate an order, the system clears the order number and the order dates so you can enter this information for the new order.

## To duplicate a purchase order

### On Purchase Order Detail

Locate the order you want to duplicate and press F21. The system clears all dates and the order number on the existing order. Press Enter to create a new order.

## What You Should Know About

### Creating new order types

You can use the order duplication feature to create a purchase order from a requisition, a quote order from a requisition, and so forth.

You use processing option 11 in your version of Order Entry (P4311) to specify the order type for duplicate orders. For example, you enter the order type for purchase orders (usually OP) if you want the system to create a purchase order when you duplicate a requisition. You must also specify the status codes for detail lines on the new order, and you must indicate whether the system duplicates notes attached to the original order.

### Original Order Information

The system maintains the original order number, type and line number on each line of the new order you create. You can view original order number information in the Purchasing Information Detail screen (P430112), which you access by taking option one from the Order Entry detail screen (P4311).

## Entering Orders for Multiple Suppliers



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
From Purchase Order Processing (G43A11), choose **Purchase Order Workbench**

You can enter orders for multiple suppliers simultaneously, instead of having to enter a separate order for each supplier. You specify the items you want to purchase and the supplier from whom you want to purchase each item on the purchase order workbench.

After you enter the items, you must direct the system to create purchase orders. The system combines items for each supplier on a separate purchase order.

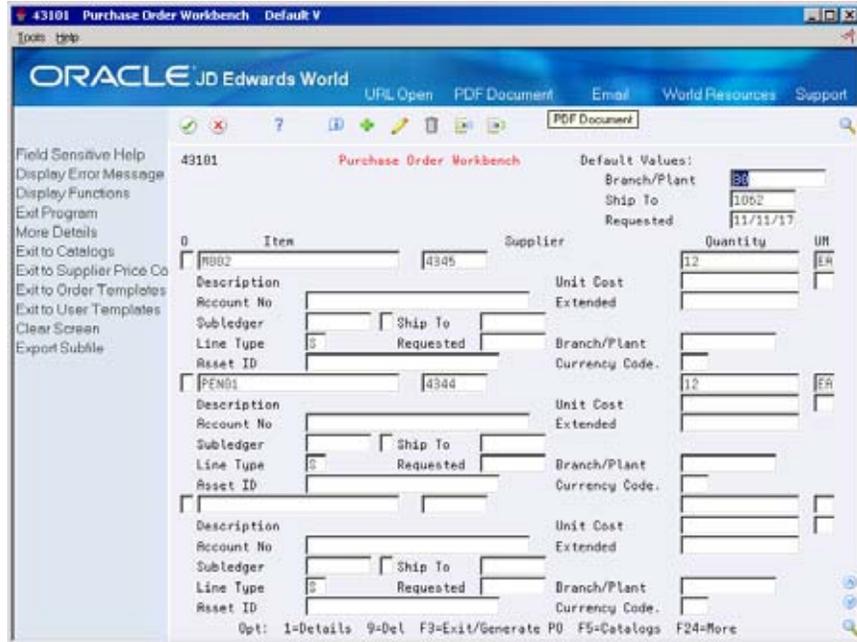
The Purchase Order Workbench (P43101) supports export functionality. See the *Technical Foundation Guide* for more information.

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**Caution:** The Purchase Order Workbench does not process kit items. If you try to generate a purchase order for a kit item, the system displays an error message.

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4. Complete the following fields in the detail area for each item, as needed, and press Enter:
  - Account Number
  - Unit Cost
  - Extended Cost
  - Subledger
  - Ship To
  - Line Type
  - Requested
5. Access Workbench Detail.

6. On Workbench Detail, complete the following fields, if necessary, and press Enter:

- Buyer
- Promised Date
- G/L Date
- Description
- Reporting Codes 1 - 5
- Taxable (Y/N)
- Tax Expl Code
- Tax Rate/Area
- Payment Terms
- Print Message

7. Exit to Purchase Order Workbench.

You are now ready to create purchase orders for the detail lines you have entered. For information about this process, see *Creating Purchase Orders from Existing Detail Lines*.

## What You Should Know About

### Reviewing orders

When you enter items and suppliers in the Purchase Order Workbench, the system doesn't actually create the orders until you press F3 to exit the program, at which time the system displays the Suppliers Selected for Order window (P43032). You must either press F6 in the window to create the new orders or use option 9 to cancel the orders before you can exit the window.

You can use Purchase Order Entry (P4311) to review the orders that the system generates.

### Supplier certification status

If the supplier from whom you order an item has a non-certified status, the system does not allow you to generate an order for the supplier and item. If the supplier has a partially-certified status, the system displays a warning message. You can assign a certification status to a supplier and item on Routing/Analysis Revisions (P43090).

### Default values for order detail lines

Default values for the new orders come from master information for the item (P4101) or procurement instructions for the supplier (P4306). Information you enter for each detail line overrides default values.

### Releasing items from blanket orders

You can use processing option 25 to specify that the system display Blanket Order Release when you enter an order detail line that corresponds to an existing blanket order.

For more information, see *Creating Purchase Orders from Blanket Orders*.

## See Also

- *Work with PC Import/Export in the Technical Foundation Guide*

## Processing Options

See [Order Workbench \(P43101\)](#).

## Choosing a Supplier from whom to Purchase an Item

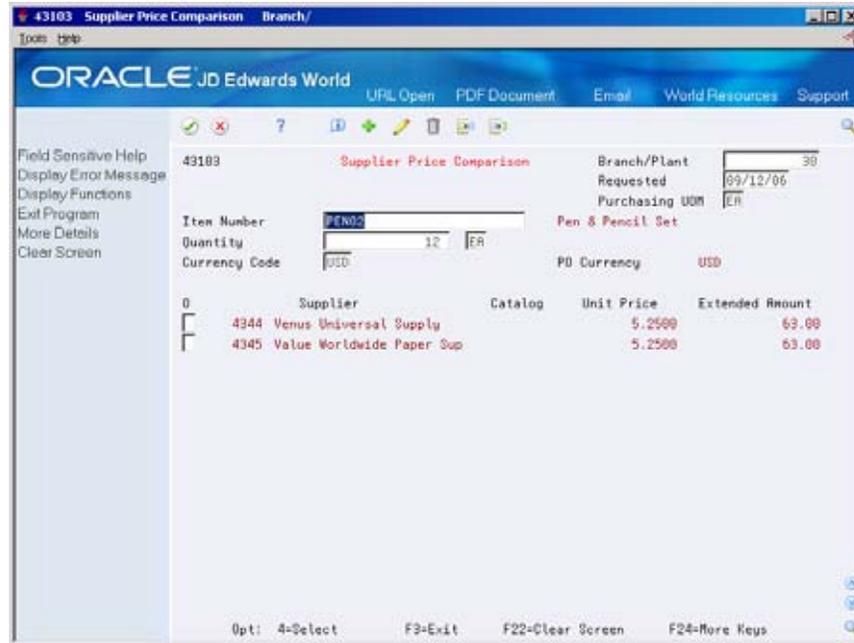
	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Purchase Order Workbench</b>
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When you order an item, you must specify the supplier from whom you want to purchase the item. You can review all suppliers that provide a particular item and the price that each supplier charges for the item. Once you identify the supplier from whom you want to order the item, you can specify the quantity you want to order and return the information to the purchase order workbench.

## To choose a supplier from whom to purchase an item

On Purchase Order Workbench

1. Press F6 to access Supplier Price Comparisons.



2. Complete the following field to locate all suppliers who provide a particular item:
  - Item Number
3. To enter the quantity of the item you want to order, complete the following field:
  - Quantity
4. Enter option 4 next to the supplier from whom you want to order the item, and press Enter.
5. Press F3 to return to Purchase Order Workbench.
6. On Purchase Order Workbench, review the new order detail line.

## What You Should Know About

### Ordering by item

When you use Supplier Price Comparison, the system displays only those items for which costs and supplier prices are maintained at the branch level. You can determine the levels for an item by viewing the Inventory Cost Level and Purchase Price Level fields in the Item Master (P4101

For more information, see *Assigning a Cost Level to an Item in the Inventory Management Guide*.

## Entering Items Using Item Search

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b>
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Before you order an item through Order Entry, you might want to review information about the item, such as:

- The item number
- The item description
- The quantity available
- The quantity on order

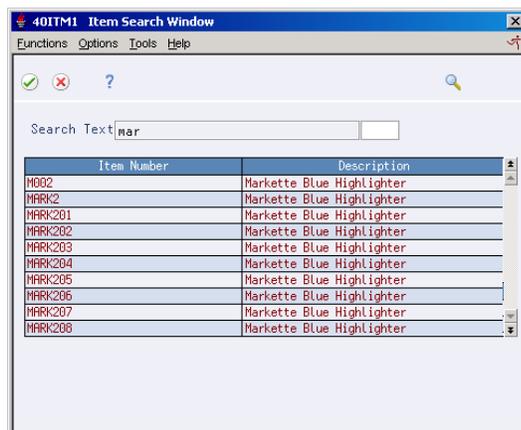
You can locate item information and choose items to order. You use processing option 20 in your version of Order Entry (P4311) to choose the type of item search you want to perform:

- Basic item search
- Detailed item search
- Full item search
- Supplier item selections by catalog

The type of search you choose determines the search window that appears when you press F1 on the Item Number field in Order Entry. Each window displays slightly different information and provides a unique method by which you can choose items to order.

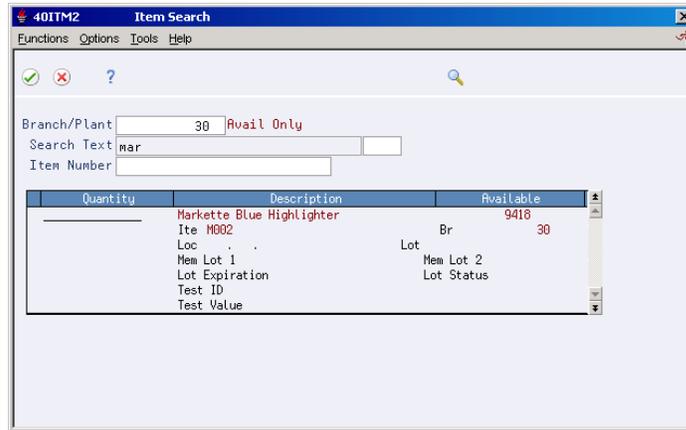
### Basic Item Search

You can review item numbers and descriptions using the basic item search, which allows you to choose one item to return to the detail line using option 4.



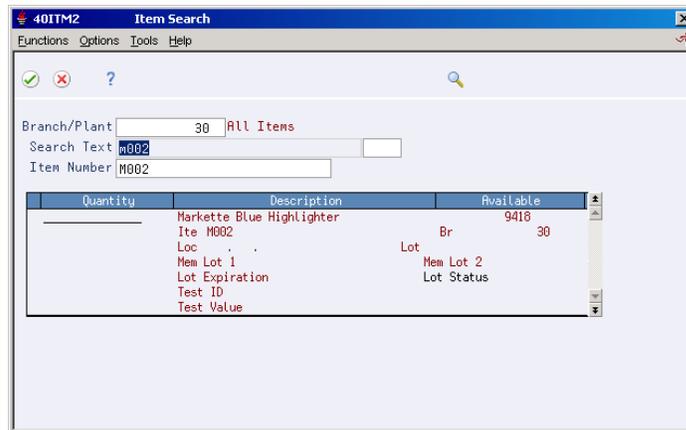
## Detailed Item Search

You can review item numbers, descriptions, and item availability using the detailed item search. You can choose multiple items to enter on order detail lines by indicating the quantity of each item you want to order.



## Full Item Search

You can review item numbers, descriptions, item availability, and on-hand quantities using the full item search. You can locate items based on a variety of criteria. The full item search lets you choose a single item and enter it on an order detail line using option 4.



## To enter items using item search

### On Purchase Order Detail

1. Press F1 in the following field:

- Item Number

The type of item search you chose in processing option 20 displays.

2. Locate the items for which you want to review information.

3. To order items, complete one of the following fields, depending on the item search that appears, and press Enter:
  - OP (Option Exit)
  - Quantity
4. On Purchase Order Detail, review the order detail lines.

## What You Should Know About

<b>Locating items on Purchase Order Workbench</b>	The basic item search is the only type of search available on Purchase Order Workbench (P43101).
<b>Locating non-stock items</b>	The system displays non-stock items along with stock items when you perform a basic item search. When you perform a detailed item search or a full item search, you must toggle to the non-stock display mode to locate non-stock items.
<b>Selecting supplier items by catalog</b>	If you set processing option 20 in your version of Order Entry to Supplier Item Selections by Catalog, when you press F1 on the Item Number field in the detail screen the Supplier Item Selection window appears, which is described in the next section.

## See Also

- *Entering Items Using Supplier Catalogs (P41061W)*
- *Locating Items in the Inventory Management Guide (P41200)*

## Entering Items Using Supplier Catalogs



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
 From Purchase Order Processing (G43A11), choose **Purchase Order Workbench**

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

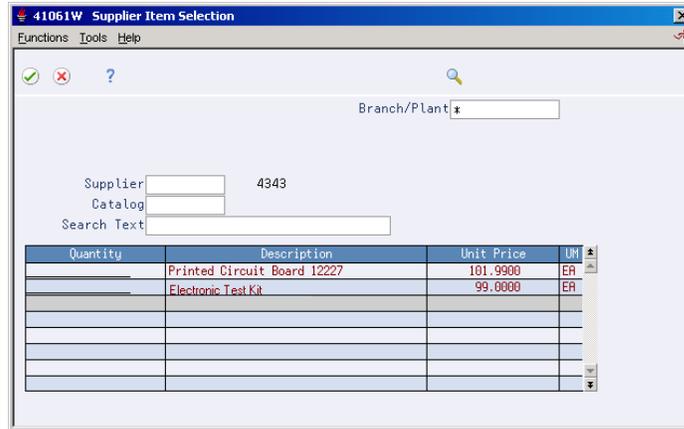
If you maintain more than one catalog for a supplier, you must specify the catalog for which you want to view items. If the supplier has only one catalog, the system displays all items from that catalog.

After you locate a catalog, you can choose the items you want to order. The system enters each item you choose on an order detail line, along with the unit price for the item, as specified in the catalog.

## To enter items using supplier catalogs

On Purchase Order Workbench

1. Press F5 to Access Supplier Item Selection.



2. On Supplier Item Selection, complete the following fields:
  - Branch/Plant
  - Supplier
  - Catalog
3. Enter the quantity of each item you want to order and press Enter.
4. On Purchase Order Workbench, review the order detail lines.

Field	Explanation
Catalog	A group of items that a certain supplier provides and the price for each item.

## What You Should Know About

### Accessing catalogs from Purchase Order Entry

To access catalog items from Purchase Order Entry, you must set the item search method in processing options to Supplier Item Selections by Catalog. Catalog information appears when you conduct an item search.

### Price breaks

If an item in a catalog has different prices based on the quantity that you purchase, the system highlights the unit price on Supplier Item Selection. To review the available price breaks, place the cursor on the item and press F18.

## See Also

- *Entering Supplier Prices (P41061)* for information about setting up supplier catalogs

## Entering Items Using Order Templates

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Enter Purchase Orders</b>
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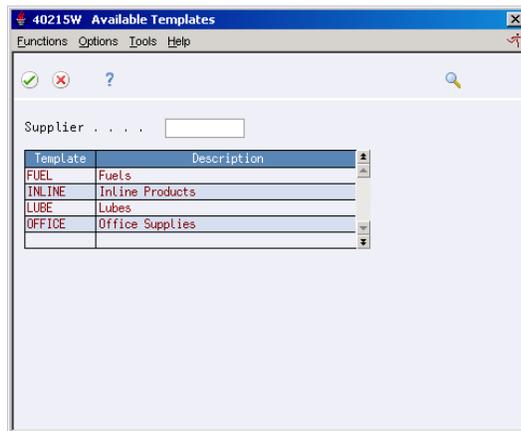
You can use order templates to locate lists of items that you frequently order and to choose items that you want to order.

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

### To enter items using order templates

On Purchase Order Workbench

1. Press F8 to access Available Templates.



2. On Available Templates, complete the following field:
  - Supplier

If you entered a supplier on the purchase order, the system automatically displays all templates that were created for that supplier.

- Choose the template you want to view and press Enter.  
The system displays the order template.

Quantity	UM	Item	Usual Quantity	UM
5	BX	MFF001		
36	PD	SSM005		
5	BX	E002		

- On Order Template, enter a quantity for each item you want to order and press Enter.  
You can also enter all items in their usual quantity by pressing F6.
- Review items and quantities on order detail lines.

## What You Should Know About

### Accessing templates from Purchase Order Entry

You set processing option 55 in your version of Order Entry (P4311) to automatically display templates. The system displays templates when you access the detail screen from the header screen, or after you enter a supplier on the detail screen. You can also press F5 to manually access order templates from the detail screen.

If you specify an order template for a supplier on Procurement Instructions (P4306), the system displays that template when you access order templates from Purchase Order Entry.

### Reviewing non-supplier templates

A template can be specific to a supplier or a system user. It can also be generic, in which case it is not specific to a supplier or user.

You can choose to review available templates for a system user instead of a supplier by entering the user's address book number. You can review a list of generic templates by leaving the Supplier field blank.

## See Also

- *Setting Up Order Templates (P4015)*

## Creating Orders from Existing Detail Lines

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Purchase Order Workbench</b>
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You can avoid manually entering purchase orders by having the system create new purchase orders based on existing detail line information. If the detail lines you are working with are applicable to several different suppliers, the system creates a separate purchase order for each supplier.

Creating purchase orders from existing detail lines is the final procedure for several different tasks. For example, you can use this procedure on Purchase Order Workbench (P43101) to complete the task of creating purchase orders for multiple suppliers. You also use this procedure to complete tasks such as generating purchase orders from requisition, blanket order, and quote order detail lines.

For each task to which this procedure applies, you either enter or choose detail lines for which the system is to create purchase orders. The system does not let you exit the screen on which you are working until you either create purchase orders for the detail lines or you cancel the detail lines.

### To create orders from existing detail lines

On Purchase Order Workbench

Once you have entered items to order, Suppliers Selected For Order displays when you press F3 to exit the Purchase Order Workbench screen.



0	Supplier	Supplier Name	Cost	Branch	Order	Ty
	4344	Venus Universal Supply	10.50	30	11745	DP

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

2. Enter 1 in the following field to access Items Selected For Order:
  - O (Option Exit)

0	Quantity	UM	Unit/Extended	Request	Item/Account
	1	ER	5.2500	09/12/06	PEN02
	1	ER	5.2500	09/12/06	PEN02

3. On Items Selected For Order, review information about the individual items or accounts that make up a line on Suppliers Selected For Order.
4. Press F3 to Return to Suppliers Selected For Order.
5. On Suppliers Selected For Order, press F6 to have the system create a new purchase order for each supplier and branch/plant that appears.

## What You Should Know About

### Order numbers

If multiple lines appear for the same supplier on Suppliers Selected For Order, it is because each pertains to a different branch/plant. The system uses the Next Numbers program to assign a single purchase order number to each supplier. You can also manually assign the order numbers.

### Canceling an order line for a supplier

You might decide that you do not want to create an order for a supplier and branch/plant that appears on Suppliers Selected For Order. You can cancel a line for which you do not want to create a purchase order by entering 9 in the Option field.

### Canceling individual items or accounts

You can cancel an item or account on Items Selected for Order. You can also change the quantity, cost, unit of measure, or request date. The system makes adjustments to the corresponding line on Suppliers Selected For Order.

### Reversing releases

If you cancel an order line on Suppliers Selected For Order or an item or account on Item Selected For Order while performing a release (P43060), the system adds the release quantity and amount back to the original order detail line and resets the status codes for the detail line.

For more information about releases, see *Choosing Requisition Detail Lines for Purchase Orders*.

**Generating new orders**

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

**Programs to which this procedure is applicable**

This procedure is applicable to several programs in the Procurement system, including:

- Purchasing Workbench (P43101)
- Generate POs from Requisitions (P43060)
- Generate Purchase Orders from Blanket Orders (P43060)
- Generate Quotes from Requisitions (P43060)
- Purchase Order Generator (P43011)

For more information about these programs, see:

- *Working with Requisitions*
- *Working with Blanket Orders*
- *Working with Quote Orders*
- *Generating Purchase Orders*

**Repost Open Purchase Orders**

The Repost Open Purchase Orders program (P43990) is used to update item availability and to reflect the quantity of items on purchase order. The program resets the following fields in F41021:

- Quantity on Purchase Order
- Quantity on Other PO, Quantity in Transit
- Quantity in Inspection
- Quantity on Operation 1
- Quantity in Operation 2

**Note:** The last four fields relate to purchase orders in receipt routing.

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# Work with Commitments and Encumbrances

## Working with Commitments and Encumbrances

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

You use this accounting convention in connection with budgeting. In non-stock purchasing or Contract Management, you use the term commitment, and in services/expenditures-based purchasing, you refer to it as an encumbrance. This process recognizes that when you issue a contract or purchase order, a business has committed or promised their budget, although they have not yet created a liability. For a governmental or non-profit entity, the budget or appropriation is encumbered, that is, not available for expenditure.

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

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

After you receive goods or create vouchers, you can have the system relieve commitments and encumbrances. The system does this by reducing the total commitment amount for a job or program by the individual commitment amount. The system performs commitment relief when you post journal entries for receipts or vouchers to the general ledger.

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

The X00COM Update Commitment Ledger is a functional server that automatically creates and relieves commitments/encumbrances when purchase orders or contract orders are processed in any of the following programs:

- Purchase Order Entry P4311
- Blanket Order Release P43060
- Match Voucher P4314
- Commitment Revisions P4402

You create a commitment/encumbrance when a good or service that is chargeable to a budgeted or appropriated expense is ordered or contracted.

You can process purchase orders using either a two-way or three-way match, while you always process contracts as a two-way match. The system relieves commitments at receipt time for a three-way match and at voucher match for a two-way match, once the corresponding journal entries are posted using P09800.

If the daily creation or relief of commitments/encumbrances should come out of balance or fail (for example the electricity goes off in the middle of processing), then you can perform a process called Purge, Rebuild, Repost. You can also perform this process to save disk space or to correct variances that exist on the Commitment/Encumbrance Integrity Report (P40910).

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**Caution:** See detailed information below prior to running the Purge, Rebuild, Repost or the Commitment/Encumbrance Integrity Report in final mode.

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## What You Should Know About

### Line types that apply to commitments

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

### PA and PU ledgers

The system tracks cumulative commitment and encumbrance amounts and units in the Account Balances file F0902. Amounts are tracked under ledger type PA Commitment Amount ledger and units are tracked under ledger type PU Commitment Unit ledger. The system also tracks taxes for commitments in the Commitment Amount ledger.

### Multiple account distribution

You can distribute the expense on a purchase order detail line to several different accounts at purchase order entry. The system creates a commitment for each account to which you distribute the expense.

If you enter a detail line before you distribute the expense, the system creates a commitment for the account number on the detail line. After you distribute the expense, the system relieves the commitment for the account number on the detail line and redistributes the commitment amount to each of the distribution accounts.

For more information about multiple account distribution, see *Distributing a Detail Line Expense to Multiple Accounts*.

## See Also

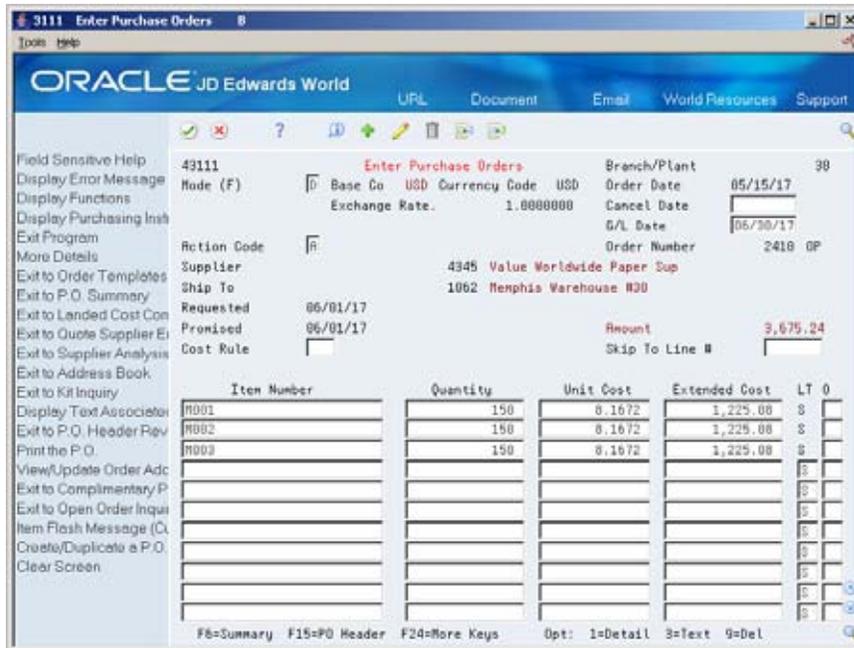
- *About Commitment Setup*

## Create a Commitment/Encumbrance

	From Non-Stock Procurement G43B, choose <b>Procurement Inquiries</b> From Procurement Inquiries G43B112, choose <b>Commitment Inquiry</b>
---	--

To create a commitment /encumbrance

On Purchase Order Entry G43B11, G43C11, or G4411



Enter the purchase order.

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**Note:** If creating a contract order, use Commitment Revisions P4402.

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The system creates a commitment audit trail transaction in the Purchase Order Detail Ledger File F43199 PA or PU by X00COM. The description of the transaction is Original. X00COM also posts the original commitment to the Account Balances file F0902 PA or PU.

The system does not consider the Order Activity Rules-Ledger Y/N flag in the commitment/encumbrance process. X00COM is hard coded to create a F43199 PA or PU record for the commitment/encumbrance when the purchase order document type is in UDC 40/CT, and the line type has an inventory interface of A or B.

### Vocabulary Explanations

The system writes an F43199 PA or PU record for each line of the purchase order/contract. The description field comes from the vocabulary overrides for

X00COM, and will contain one of the following explanations below, depending upon the action performed:

- *Original* - The detail line was entered in Purchase Order Entry/Commitment Revisions
- *Change* - The detail line was changed in Purchase Order Entry/Commitment Revisions
- *Receipt/Payment* - The detail line was received in P4312 three-way match or received and vouchered two-way in P4314 or P43105
- *Cancel/Delete* - The detail line was cancelled or deleted using an option 9 in any of the following programs: Purchase Order Entry/Commitment Revisions, Purchase Order Receipt P4312, or Voucher Match P4314 for a two-way match
- *Received Adjustment* - There was a change to the received amount due to an overpayment, and then a subsequent update was made to the purchase/contract order amount.
- For example, purchase order line is \$155 and \$175 was paid on it. Then the purchase order line amount was updated to \$185 in P4311. In the F43199, you will see a *Change* record for \$30 for the amount changed in P4311 and a separate *Received Adjustment* record for \$-20 for the difference between the original purchase order line and the amount paid on it. The open commitment nets to \$10, \$185-\$175 paid.
- *Commitment Adjustment* - The Commitment/Encumbrance Integrity Report was in final mode and created an adjustment to correct the variance. See further explanation below under Commitment/Encumbrance Integrity Report.

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**Note:** These descriptions are from Vocabulary Overrides. The first five are for X00COM and the last one is for R40910 Commitment/Encumbrance Integrity Report.

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### Decommitments

A decommitment occurs when an order line is cancelled or decreased. The following is an example of the Purchase Order Detail F4311 records before and after a line is canceled.

After Purchase Order Entry P4310:

AEXP	UORG	AOPN	UOPN	ARLV	URLV	AREC	UREC
150	10	150	10	0	0	0	0

After Decommitment:

AEXP	UORG	AOPN	UOPN	ARLV	URLV	AREC	UREC
150	10	0	0	150	10	0	0

## What You Should Know About

### Budget holds

Amounts that go on budget hold are not committed or decommitted until you release the hold. The design of budget holds and commitments relies on the Amount on Hold ACHG and Units on Hold UCHG fields.

For example, if you originally enter an order for \$50 and it does not go on hold, ACHG is zero. The system commits the \$50. Then, if you change the amount in Purchase Order Entry to \$500, the system forces the order to go on budget hold. The system populates the ACHG with \$450, which is the net change to the order. This is the amount on hold, and the system uses ACHG in the held order release functionality for proper release and commitment. Once you release the hold, the system will commit \$450. If you change an order multiple times, the ACHG is the only value that keeps track of the held order amount.

**Note:** Other types of hold codes do not affect commitments.

### Multiple Changes

Changing more than one key field may have unpredictable results. To correct integrity issues in commitments, perform the purge/rebuild/repost process.

**Note:** This is based on the current Purchase Order Detail F4311. If you make a change to a purchase order line, the system will overwrite this original commit and decommit during the rebuild process with the current Purchase Order Detail F4311 information. Instead, close the original line and add a new line, then run the Encumbrance Rollover P4317 program.

### Inventory Interface

- A - validates the number entered on the purchase order as a G/L account number
- B - the system will edit the item and G/L account number when using screen format 4 in purchase order entry
- Y - validates the item entered on the order and affects inventory
- N - does not edit against an item or G/L account number

### UDC

- You need to set up the document type of the order in the 40/CT

## Blanket and Quote Orders

Financial commitments work with both blankets and quote orders, where the inventory interface on the line is account-based, i.e. A or B, and the respective document type is set up in the 40/CT UDC table. When you generate the blanket order or quote order into the purchase order, the system decommits the original commitment, and a new commitment will be made for the purchase order.

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**Note:** Over generating the order will not cause a decommitment over the remaining amount on the order.

---

The Generate POs from Quotes P43360 program has a processing option to allow the quote to remain open, not be decremented, if you generate an order. JD Edwards World does not recommend that you include the quote document type, e.g. OQ in the 40/CT UDC table, since any commitment would not transfer to the generated order.

## Relieving Commitments

### Post General Ledger (G43B14 or G4411)

To relieve commitments, you must set the Commitment Relief flag in the Job Cost Constants to a Y. You should set this up for company 00000 and all companies using the PA Ledger. The system relieves commitments by running Post General Ledger P09800 for the receipt three-way match or the voucher two-way match. The P09800 calls the P51801, Update Commitments, which calls X00COM to create a commitment audit trail transaction in the Purchase Order Detail Ledger File F43199 PA or PU. The description of the transaction is Receipt/Payment. X00COM also posts the receipt/payment to the Account Balances F0902 PA or PU.

A relief of a commitment occurs when the order is Received P4312 and Posted R09801 or Vouchered P0411/P4314 and Posted R09801.

After Purchase Order Entry P4310:

AEXP	UORG	AOPN	UOPN	ARLV	URLV	AREC	UREC
150	10	150	10	0	0	0	0

After relief:

AEXP	UORG	AOPN	UOPN	ARLV	URLV	AREC	UREC
150	10	0	0	150	10	150	100

### Incorrect commitments after a receipt or a receipt reversal

Users must post the receipt before further processing orders associated to a financial commitment. Not posting a receipt or receipt reversal will cause an inaccurate commitment or no commitment at all.

For example: Create a purchase order for \$100.00. First receive and post \$20.00. Next receive and post \$30.00. Reverse the receipt for \$30, but don't post; instead, cancel the original purchase order line in P4311, and then post the reversal.

The system writes five records:

- \$100 for the original order committed.
- \$20 relieved for the order received and posted.
- \$30 relieved for the order posted.
- \$50 committed for the canceled line.
- \$30 relieved for the reversed receipt.
- The result would be \$30 still committed after the line was canceled.

In this example the user should have posted the reversal before canceling the order. This would have given the following 5 correct records written.

- \$100 for the original order committed.
- \$20 relieved for the order received and posted.
- \$30 relieved for the order posted.
- \$30 relieved for the reversed receipt.
- \$80 committed for the canceled line.

Processing option 54 for the Enter Receipts program (P4312) and 32 for the Voucher Match program (P4314) allow you to automatically submit the General Ledger Post program (P09800) upon the receipt or voucher of a purchase order. Setting these options may lessen the possibility of an adverse situation as described above.

If you mistakenly cancel or change a purchase order before posting the reversals batch, you will need to run the Purge P00PRURGE, Rebuild P00993, and Repost P00932 process to get the commitments in balance.

## What You Should Know About

### **Orders received at an amount over the order amount**

If the amount to be relieved is greater than the amount on the order, then the system will relieve the entire amount on the order. Over relieving an order will not result in an over relief of the commitment.

### **UOM**

In order to commit units, you must activate the option on Branch/Plant Constants (P41001) to write units to the G/L. When dealing with commitments and multiple units of measure transactions, the amount will always use the Transaction UOM for any relief or commitment.

### **Cost changes**

You should not increase the unit cost on the order after post, because there is no way to track the cost changes in history. There are downstream programs that rely on the unit cost staying consistent. The rebuild and repost will not ever balance given this type of change.

To guard against a unit cost change, you can set processing option 25 behind Purchase Order Entry (P4311) to the next status at which detail lines can no longer be changed. To achieve the desired result, you can close out the original order line, and recommit a second line for the remaining quantity at the new unit cost.

**Canceling a commitment line**

Setting the status manually to 999 does not cancel a commitment line. To cancel a line, you must use the system's cancel functionality, which is option 9 in Purchase Order Entry (P4311) and Order Release (P43060), and options 7 and 9 in PO Receipts (P4312) and Voucher Match (P4314). There is a considerable amount of logic associated with the cancel functionality. Using the cancel functionality instead of manually entering a 999 status will avoid integrity issues.

**Summarizing journal entries**

You cannot use summarization of journal entries in conjunction with financial commitments. You must set the following processing options to turn off summarization:

- PO Receipts (P4312) – Processing Option 37 to summarize journal entries must be 'blank'.
- Voucher Match (P4314) – Processing Option 19 to summarize G/L must be 'blank'.

The Purge, Rebuild and Repost process, will however, work to clean up the commitments if summarization is accidentally turned on.

**Adding a line at voucher match**

When adding a line at voucher match, the system makes the commitment for the new line at that time, and not at post. When you post the voucher, the system relieves the commitment for the existing line and the new line.

**All quantity received but for less per unit**

Units drive the amount of commitments relieved. If you relieve all units, the system will relieve the entire amount committed. Example:

- Enter a purchase order for 10 units at \$15 each for a total amount of \$150.
- At time of receipt, receive all 10 units at \$11 each for a total of \$110.

After posting the receipt, the order will show an amount received AREC = 110 and an amount relieved ARLV = 150. No commitment will remain open for the order.

**Viewing the history of changes**

Across the purchasing module, the system does not store the history of an order line in the Purchase Order Detail file (F4311). It writes only the line as it currently exists.

Possible results in budgeting caused by changes to existing lines include:

- Release Held Orders P43070: The system displays only the current amount that you will release from budget hold, even if the line had been on hold multiple times with different amounts, account number information, or G/L dates.
- You may need to rebuild commitments if you reduce the line amount while the order is on hold. Rebuilding the commitments, that is, the PA Ledger Types in the P.O. Detail Ledger file (F43199) will occur based on current Purchase Order Detail information as it currently exists in the F4311.

If a business case requires a more detailed audit trail, it is best to add new lines to the order instead of changing existing lines. You can combine functionality such as change orders and detail line protection based on line statuses to restrict users from making changes.

## Reviewing Commitment Information for Purchase Orders

You use the Commitment/Encumbrance Inquiry (P40230) to review the F43199 PA or PU records. You can also review Commitment/Encumbrance records using Purchasing Ledger (P43041) located on 14/G43B112. To see commitment audit trail records, inquire on the purchase order number or account number and blank out the status codes.

You can review individual commitment transactions for:

- An account number
- A supplier
- An order number and type

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

Each commitment transaction represents one of the following situations:

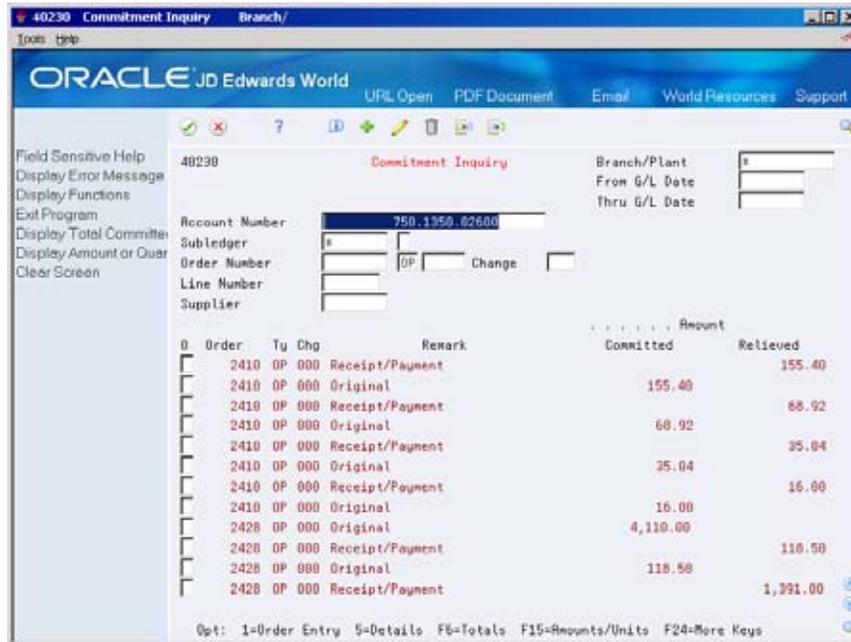
- The entry of an original commitment
- A change to a commitment
- A canceled commitment
- A relieved commitment, due to a receipt or payment

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

The system retrieves individual commitment transaction information from the Purchasing Ledger file F43199.

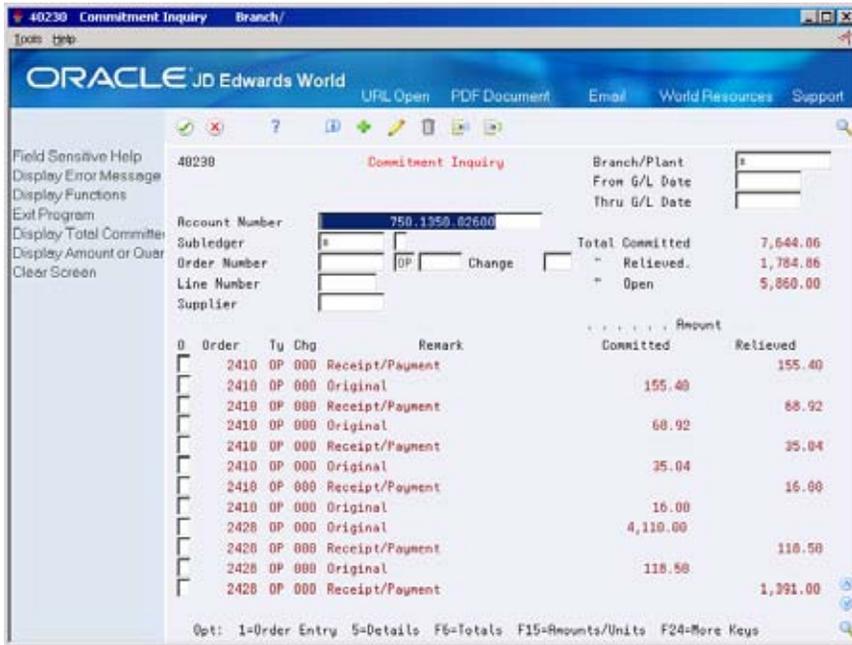
## To review commitment information for purchase orders

On Commitment Inquiry



1. Complete the following fields to locate commitment information for a specific account number:
  - Branch/Plant
  - Account Number
2. Complete the following fields to narrow the search, if necessary:
  - From G/L Date
  - Thru G/L Date
  - Subledger
  - Order Number
  - Line Number
  - Supplier
3. Review the following fields:
  - Order
  - Type
  - Remark
  - Amount Committed
  - Amount Relieved

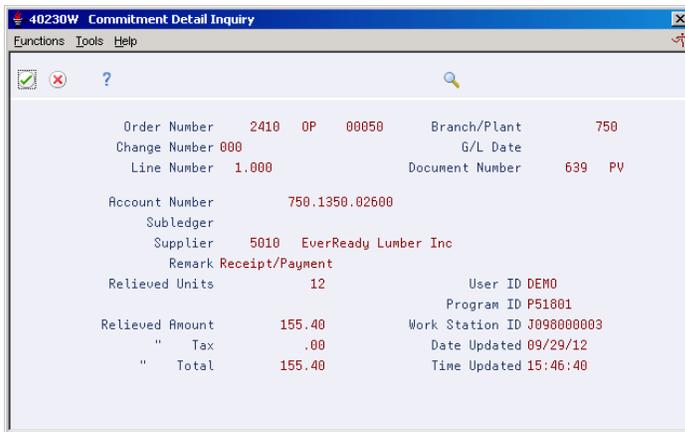
4. Press F6 to view total committed, total relieved, and total open amounts.



5. Review the following fields:

- Total Committed
- Total Relieved
- Total Open

6. Access Commitment Detail Inquiry for a particular transaction.



7. On Commitment Detail Inquiry, review details for the commitment transaction.

Field	Explanation
Remark	A generic field that you use for a remark, description, name, or address.  <i>Form-specific information</i> Brief text describing the reason that this commitment transaction occurred.
Amount Committed	Amount committed to an order line or contract line, including the tax amount committed.  <i>Form-specific information</i> Use F15 to toggle between the amount fields and the unit fields.
Amount - Relieved	Amount relieved from the amount committed to an order line or contract line, including the tax amount.

## What You Should Know About

<b>Reviewing commitment quantities</b>	You can review commitment quantities instead of commitment amounts by pressing F15.
--	---

## Processing Options

See [Commitment/Encumbrance Inquiry \(P40230\)](#).

## Job Status Inquiry

You use Job Status Inquiry (P512000) to review the F0911 and F0902 files, and more specifically, Column OCA, Open Commitments.

You should always set the Thru Date/Period field to the end of the period.

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**Note:** From the 1st through the 15th of the month, this program displays data from the F0911. From the 16th to the end of the month, the data comes in from the F0902.

---

In Job Status Inquiry, the Inception to Date totals will show an account's postings for the year plus the balance forward amount for balance sheet and income statement jobs. However in Account Balances Programs, the system populates the Balance Forward APYC by running P098201 Close Year.

Inquiry screens in General Accounting look at Automatic Accounting Instructions GLG6 to GLG12 to determine the account type. If the account is an income statement account, then the system suppresses the balance forward field when displaying cumulative amounts. This is due to the display of AA ledger income statement accounts. Since you close out these accounts to retained earnings, a balance forward

is inappropriate. If you want to view income statement job accounts in General Accounting screens, then you can create a World Writer. The World Writer moves the amount out of the Balance Forward field and adds to the amount in Net Posting 01 GBAN01.

---

**Caution:** Run the World Writer after every Close Year or perform the Purge, Rebuild, and Repost to ensure the Net Posting 01 amount is correct.

---

The Close Year P098201 also rolls over the Original/Beginning Budget BORG amount. The system rolls over the Original/Beginning Budget when there is an 'R' or 'B' in the first character of the Description 2 field (PA ledger in UDC table 00/LT). For Purge, Rebuild, Repost, the rollover of BORG is controlled by a constant Commitment Display Option CMTT. If you set this to 1, then the system rolls over the Original/Beginning Budget when running Repost Committed Costs to Jobs P00932 for the years selected in the processing options.

## Commitment/Encumbrance Integrity Report

	From Procurement (G43), choose Procurement Reports From Procurement Reports (G43B111 or G43C111), choose Commitment/Encumbrance Integrity Report
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The Commitment/Encumbrance Integrity Report (P40910) indicates variances by comparing the Purchase Order Detail (F4311) to the Purchase Order Detail Ledger (F43199) to the Account Balances (F0902).

Processing option 2 behind P40910 controls the printing of account numbers in the detail section, depending upon whether there is a variance. The report page breaks by business unit, and each business unit will be listed with its corresponding accounts below it.

You can download the report to a spreadsheet program to obtain only the detail accounts with variances. If variances are reported, you may need to run the Commitment/Encumbrance Rebuild process Purge, Rebuild, Repost.

You must post all receipt or voucher batches before running this report. Unposted receipt batches (three-way match) or voucher batches (two-way match) will result in a variance between the Purchase Order Detail file and Commitment Audit Trail. To confirm the posting of all 'O' and 'V' type batches, run the Unposted Batches Integrity Report P007011.

For this report, the system performs two comparisons:

- Purchase Order Detail (F4311) compared to the Commitment Audit Trail (F43199 PA)
- Commitment Audit Trail (F43199 PA) compared to the Account Balances (F0902 PA)

The columns under Balance to Date on the left side of the report are Purchase Order Detail, Commitment Audit Trail and Variance. The amounts reported by account number and subledger, respectively, are:

- Total open amount in the Detail file
- Total of the Commitment Audit Trail transactions
- Difference between the previous two columns

A variance will result if the open amount in the F4311 is negative, which means there is an overpayment of a contract line. The system will only relieve a commitment up to the amount of the original commitment since the system will not over-relieve a commitment. To prevent overpayment of contracts, see processing options 15 and 16 in Progress Payments (P43105).

The columns under Balance as of xx/xx/xx on the right side of the report are Commitment Audit Trail, 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 previous two columns

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**Note:** In comparing the 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 system does this because 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.

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## Running the Integrity Report in Final Mode

Processing option 3 behind P40910 allows you to run this report in final mode; however, JD Edwards World does not recommend running this report in final mode if there are variances, because the program will create an F43199 PA record to correct the variance. While it does temporarily correct the problem, it does not find the true reason for the variance. We recommend running the Purge, Rebuild, Repost process in order to correct any variances.

If you run the report in final mode and it does fix the variance, the F43199 PA record it creates will have a description of Commitment Adjustment. The amount of the change/adjustment is the variance calculated under Balance to Date. The system uses the last F43199 PA record it finds for the account number and subledger combination using F43199LG as a template for the change/adjustment record. Thus, the system obtains the general ledger date from a prior transaction record. This may effect prior periods and/or fiscal years.

## Differences between Proof and Final Mode

Proof mode only performs and displays variances between the Purchase Order Detail file records (F4311) and the PA ledger type records in the P.O. Detail Ledger file (F43199), and between the PA ledger type records in the P.O. Detail Ledger (F43199) and the Account Balances (F0902) records. The system does not update the files.

In Final mode, the system writes temporary records to the PA ledger types in the P.O. Detail Ledger (F43199) and the Account Balances (F0902) files in order to remove the variances.

JD Edwards World recommends that you run the Commitment Integrity report (R40910) in proof mode. If the report shows variances, then run the Purge, Rebuild and Repost process.

## What You Should Know About

### Final mode

JD Edwards World suggests that you not run the Commitment Integrity report (R40910) in final mode. Instead of manually creating PA ledger types in the P.O. Detail Ledger file (F43199), make changes directly to the Purchase Order Detail file (F4311) through Purchase Order Entry (P4311) or the Purchase Order Receiver file (F43121) through the P.O. Receipts (P4312) or Voucher Match (P4314) programs.

### Timing

The frequency of running the Commitment Integrity report (P40910) depends a great deal on the number of transactions being processed. The client manager should assist in determining how often this is necessary on a by company basis. Running the Commitment Integrity report in proof mode will not affect data but will be a good indicator of integrity issues in the database. The earlier you detect these issues, the faster you can find a resolution. Waiting too long to fix integrity issues may result in further issues.

## Processing Options

See [Commitment Integrity \(P40910\)](#).

## Commitment/Encumbrance Rebuilds

The purge, rebuild and repost process consists of the following:

- Running the Commitment Audit Trail (P00PURGE) to purge all of the P.O. Detail Ledger (F43199) records with PA ledger type for the user-defined data selection. You should use the ZJDE0017 version.
- Running the Create Commitment Audit Trail (P00993) to rebuild the P.O. Detail Ledger (F43199) PA records from the existing Purchase Order Detail (F4311) records.

- Running the Repost Committed Costs (P00932) to repost the Account Balances (F0902) from the P.O. Detail Ledger (F43199) PA records.

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**Note:** If PA records were either incorrect or missing from the P.O. Detail Ledger file (F43199), just running the Create Commitment Audit Trail (P00993) will not fix or create the F43199 records. The user must follow all three steps above to correct commitment problems.

---

By purging the P.O. Detail Ledger file (F43199), the system will delete all PA records specified in data selection. The rebuild will create new F43199 records from information in the Purchase Order Detail file (F4311). If a record was manually entered into the F43199 prior to the purge, there will be no record of the transaction in the F4311, in which case the manually entered F43199 record will not be recreated after the purge.

These are the three steps to this process:

- Purge the Commitment/Encumbrance Audit Trail
- To create the commitment/encumbrance audit trail (P00993)
- Post Committed/Encumbered Costs to Jobs P00932

You can perform these steps on any of the following menus: G43B411, G43C411, or G4431. Each of these steps is explained in more detail below.

### To Purge the Commitment/Encumbrance Audit Trail

Run P00PURGE version ZJDE00017 to purge the Commitment Audit Trail file (F43199).

On Data Selection



1. Set Ledger Type = PA or Status Codes = \*blank (this selection is not optional).
2. Specify an account number, Purchase Order number, or \*ALL to purge all PA records.

**To create the commitment/encumbrance audit trail (P00993)**

Run P00993 to call X00COM, which creates or rebuilds the Commitment Audit Trail records (PA) in the F43199 file. You can rebuild an audit trail for commitments/encumbrances using the order or account number. The system reads the Purchase Order Detail file (F4311), the Accounts Payable Ledger (F0411) and the Account Ledger (F0911) and then writes the audit trail data, one record at a time, to the F43199. P00993 bypasses F4311 records not meeting the data selection and if the document type is not on UDC table 40/CT. If the commitment audit trail is already created, the record will not be updated again; thus to recreate it, you must first purge the commitment audit trail.

**On Create Commitment Audit Trail**



1. Set the data selection.
2. Run the program.

**Posting Committed/Encumbered Costs to Jobs P00932**

Run P00932 to post or repost the F43199 PA transactions to the Account Balances file (F0902), including PA and PU ledger types. In the processing options, use the last 2 digits of the year only, for example, 04 instead of 2004.

If the Purge, Rebuild, Repost does not correct a variance, review the following files and specific fields.

The Purchase Order Detail File (F4311) includes the following:

- Document Type must be in UDC table 40/CT
- Order Line Type must have an inventory interface of A or B
- Amounts: Amount Open (AOPN), Amount Received (AREC), and Amount Relieved (ARLV)
- Units: Quantity Open (UOPN), Quantity Received (UREC), and Quantity Relieved (URLV)

Also verify the information below for Contract Management Orders.

The Account Ledger (F0911) includes the following:

- Purchase Order Number is equal to Order Document Number
- Document Company (KCO) is equal to Order Company (KCOO)
- Purchase Order Suffix (PSFX) is equal to Order Suffix (SFXO)
- Line Number (LNID) is equal to Line Number (LNID)
- Ledger Type (LT) is AA
- Posted Code (POST) is P
- Account Id (AID) is equal to Account Id (AID)
- Purchase Order Document Type (PDCT) is in UDC table 40/CT
- Commitment Relief Flag (ALT7) is not equal to N

## To repost committed costs

On Repost Committed Costs



1. Set the data selection.

## 2. Run the program.

**What You Should Know About****Timing**

As soon as you identify an integrity issue, waiting to run this process can cause further corruption in the data. There are two cases that are critical indicators:

- If a transaction had occurred after a receipt or voucher but before the post.
- When the Commitment Integrity report (P40910) shows a variance.

**Integrity Issues**

Depending on the business process, the Commitment Integrity report (P40910) may display variances after you run the Purge/Rebuild/Repost, even when there are no true data integrity issues. The date range used when running the P40910 report may give variances. This is not an integrity issue, but a display issue.

Data that has gaps in Fiscal Years can be the cause of this type of variance.

Example: Transactions against 2009 and then 2011, with no transactions in 2010. This can occur in circumstances where you enter legacy system data for the past years but not continuously through to the present. If there are gaps in the data, you should run the year-end process for the interim years. The Encumbrance Rollover (P4317) will get the correct beginning and closing balances for each fiscal year.

**Restate Commitments/Encumbrances (P44910)**

The Restate Commitments/Encumbrances program allows you to change the exchange rate of selected purchase orders and restate, or recalculate, the domestic commitment amounts. When you restate commitments, the system performs a series of actions:

- Checks the Purchase Order Detail file.
- Assigns new exchange rates to purchase orders based on the effective date that you specified in processing option 2 for the Restate Commitments program.
- Adjusts the domestic open and extended amounts to the new rates.
- Creates a commitment audit trail record in the Purchasing Ledger (F43199) with the change of the domestic amounts due to the change of the exchange rate.

The program will adjust domestic amounts in the commitments based on the new exchange rates and then create a commitment audit trail transaction for the change in the F43199 (PA records).

## What You Should Know About

### Frequency

You should run this program if the original exchange rate that was specified when the commitment was entered has changed. You can specify an exchange rate for any date for which you want to recalculate your committed amounts.

## Encumbrance Rollover

The Encumbrance Rollover program (P4317) is a batch update program controlled by processing options and data selection. It is designed for the Purchasing and Subcontract systems, and performs decommit and commit logic on the selected records.

Budgets are the legal authority for making expenditures; thus it is important to have accurate, up-to-date information on the status of the budget balances at any given time. Knowing how much money you have spent to date is not enough. You also need to know the amount committed to avoid over-expenditure of budgeted funds.

An encumbrance accounting system is a method of ascertaining the availability of monies and then reversing monies to cover outstanding obligations. Despite the cumbersome title, encumbrance accounting is not complicated. In its simplest form, it means that when a purchase order is entered, the appropriate encumbrance account is checked to see that monies are available. If an adequate balance remains, the amount of the order is immediately charged to the account to reduce the amount of monies available. This entry, in effect, reserves monies in the account to cover the order. When the invoice comes in, is processed and posted, the system reverses the encumbrance entry, and records the actual amount of the voucher in the expenditure column. The system reflects any difference between the encumbrance and expenditure amounts in an adjustment to the unencumbered balance. At any given time, the unencumbered balance in the account equals appropriation less total expenditures and outstanding encumbrances.

This accounting method provides for recording commitments in the budgetary control accounts. Appropriations are encumbered at the time purchase orders are issued or subcontracts awarded, although no liability exists. Such liability would be contingent upon delivery of the commodity or performance of a service within the terms of the purchase order or subcontract.

You can liquidate or cancel an encumbrance when any of the following situations occur:

- Satisfactory receipt or acceptance of invoiced goods or services
- Notice of failure from the vendor to fulfill the terms of the order or subcontract
- Cancellation of the order

Encumbrances at year-end represent the estimated amount of expenditures that ultimately result if you complete unperformed subcontracts and open purchase orders in process.

Typically, local governments/municipalities only have the authority to expend their funds for one fiscal year. As a result, they often cancel purchase order and

subcontract open balances at fiscal year end. However, other approaches commonly used involve the recognition of these open balances and "rolling them forward" to the new fiscal year.

The purpose of this program is to provide an automated batch process to allow for the carryover of prior year's encumbrances into the current year. You must do this to ensure correct budgeting in the public sector since any monies left over from the prior year must be rolled over into the current year or be lost. This program will show an accurate audit trail of these rolled over amounts as well as providing a report showing the previous and new relevant information.

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**Note:** This runs as a batch program and you should only run it after all other batch processes have taken place.

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All of the data selection will take place from the F4311 file. The system reads and selects each record. The first time through, the system will pass the records to the X00COM with an action code of "D" and decommit them. It then commits the records in the new year with the new fiscal year and century as well as the new G/L date, which comes from processing option 5. The system will write an additional F43199 record with all of the remaining open information. You specify the ledger type for this new F43199 record in processing option 4. The ledger type is written to the OLLT field in the F43199. The new ledger type must exist on UDC 09/LT, for example, you might use a new ledger type of RE.

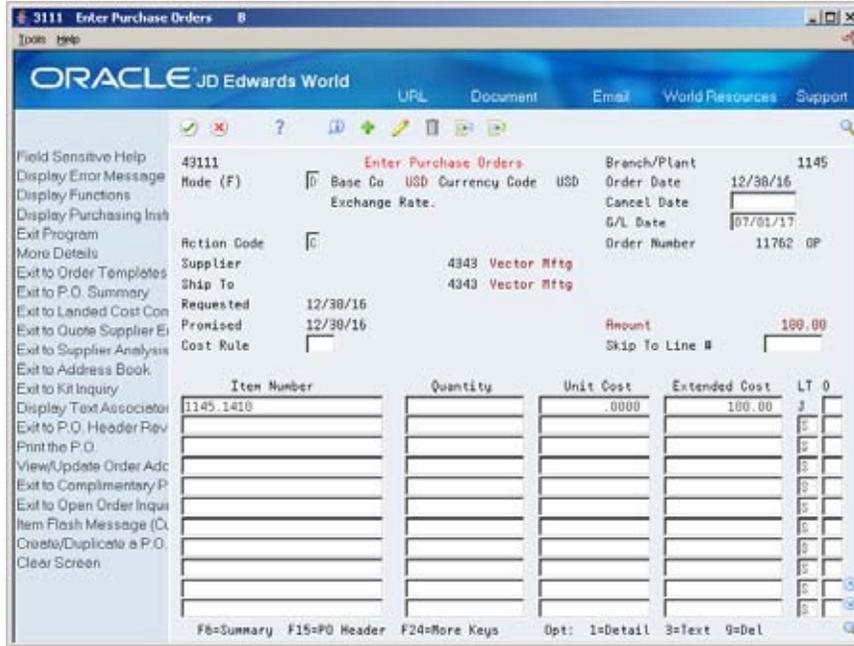
In general, the process will involve the writing of three new F43199 records. Record one will be a decommit of the prior year, the second record will be a commitment for the current year and the third record will be a before snapshot of the F4311 record with the remaining open amount and will be the record that will have a ledger type defined by you in the processing options (for example, RE).

## **Rollover Method 1 - New G/L Date**

This method will decommit the records in the prior year and recommit the order in the current year. You can perform this method by having processing option 1 set to 1. The system will roll over the open amount into the current year even after a partial receipt or payment.

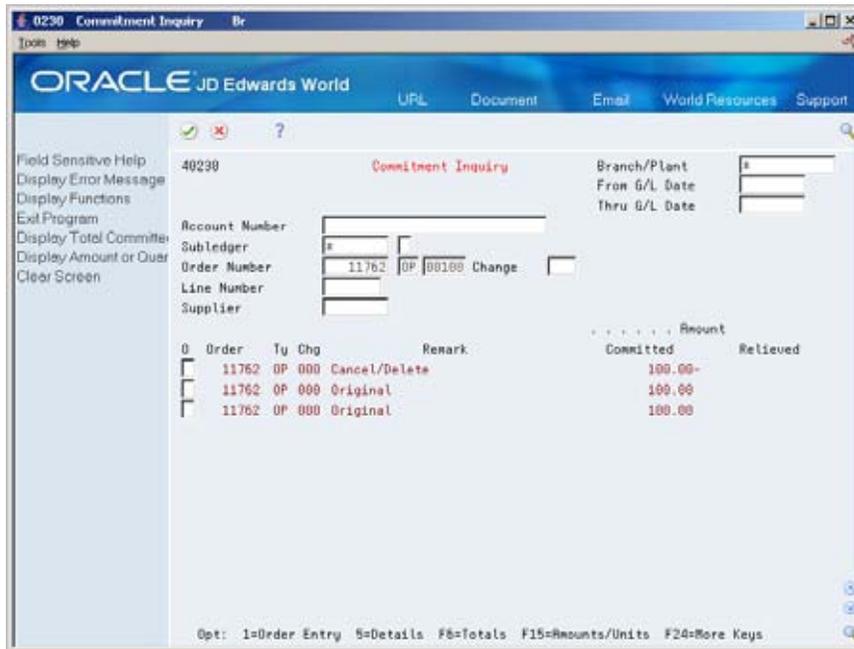
The following shows the Enter Orders screen.





This is the purchase order after you perform the encumbrance rollover. Notice that the G/L Date has now been changed to 07/01/17.

The following shows the Commitment Inquiry screen.



The commitment inquiry (P40230) shows the three commitments. The second line is the original commitment, the first line is the decommitted line and the third line reflects the recommitment with the new G/L Date.

## Rollover Method 2- New G/L Date and New Account Number

Use this method to change the G/L date as well as the account number. The system retrieves the new account number from AAI 4430.

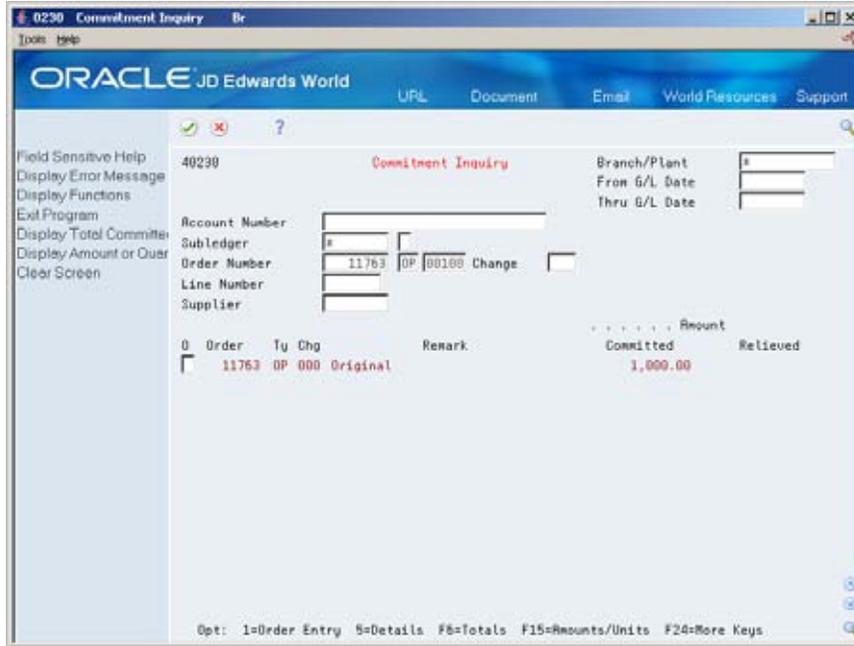
If you perform multiple account distribution, the system will change the accounts at the parent and child level. If duplicate accounts result within the same distribution at the child level, the process will not continue and the system issues an error on the report.

This method is used by setting processing option 1 to 2.

The following shows the Enter Purchase Order screen.

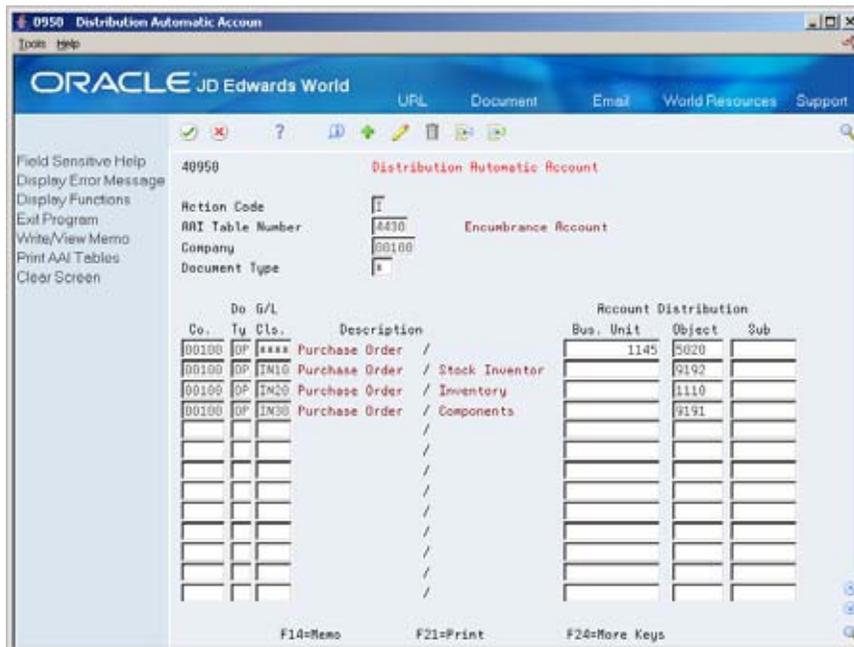
This is the original purchase order with a G/L Date of 12/30/16.

The following shows the Commitment Inquiry screen.



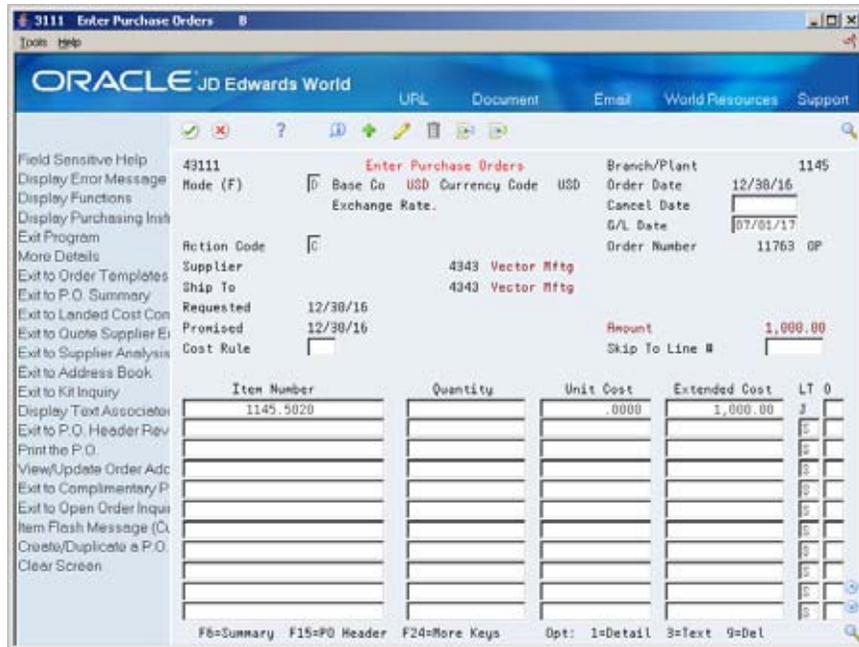
This shows the original commitment line.

The following shows the Distribution Automatic Account screen.



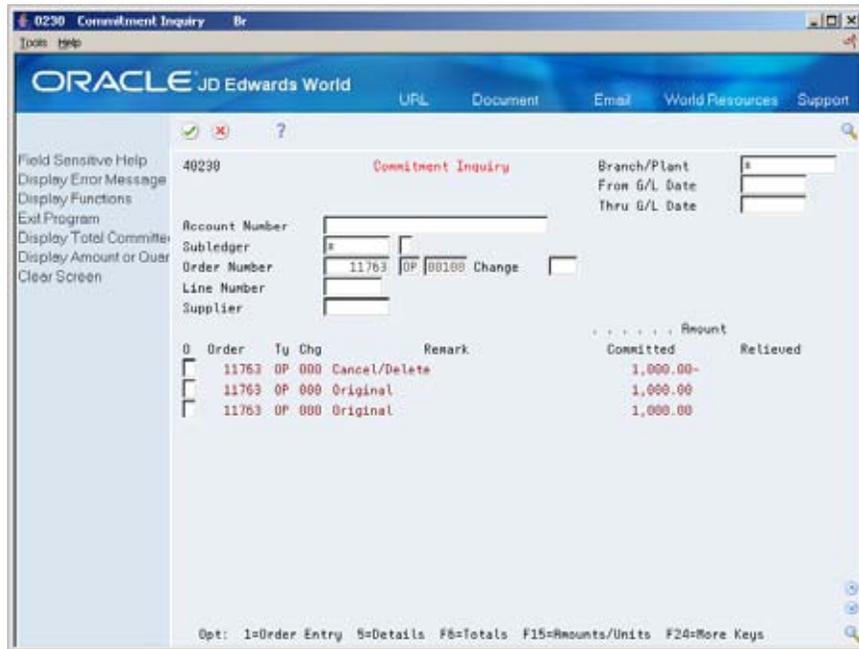
The Company for the order is 00100, the G/L Class code is \*\*\*\* and the document type is OP. This shows which account number the system pull into the order from AAI 4430.

The following shows the Enter Purchase Orders screen.



This is the purchase order after you perform the encumbrance rollover. Notice the G/L Date is now 07/01/17 and the account number is 1145.5020

The following shows the Commitment Inquiry screen.



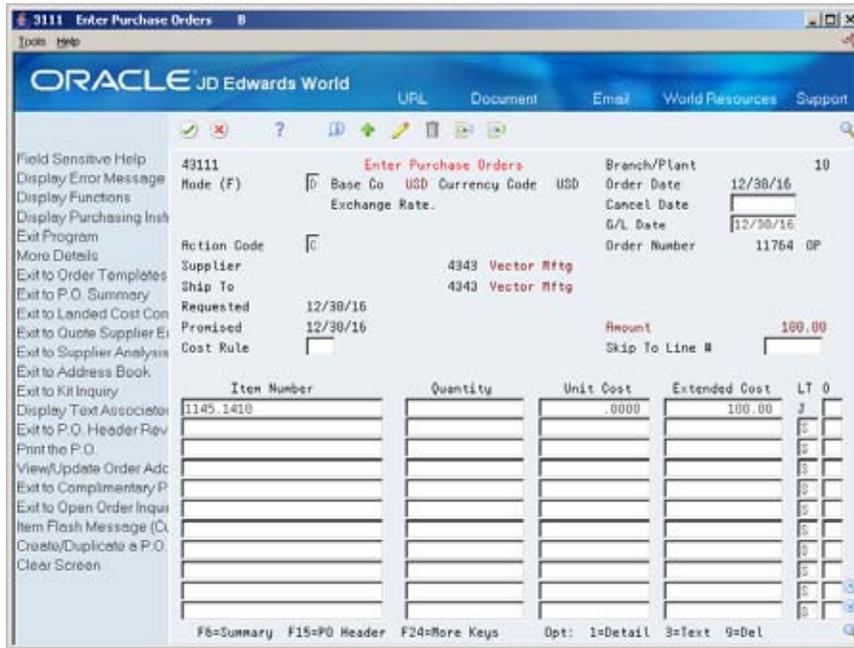
This screen shows the three commitments. The second line is the original line, the first is the decommitted line, and the third line is the re-committed line with the new G/L Date and Account Number.

### Rollover Method 3 - Closed with No Further Action

Use this method to simply close the purchase order or subcontract by setting processing option 1 to 3. The system populates the PURG field in the F4311 file with an "R" for subcontract records.

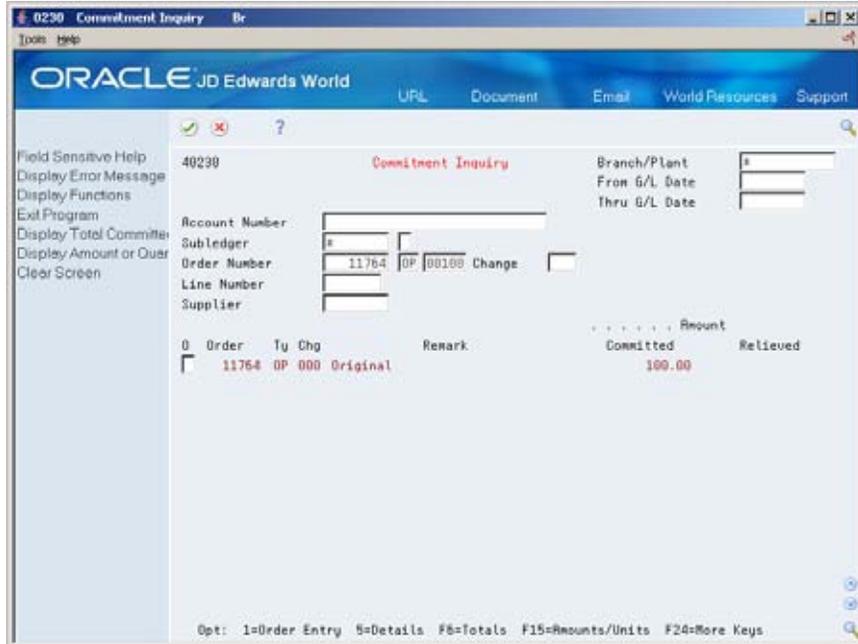
This is the original purchase order with a 12/30/16 G/L Date.

The following shows the Enter Purchase Orders screen.



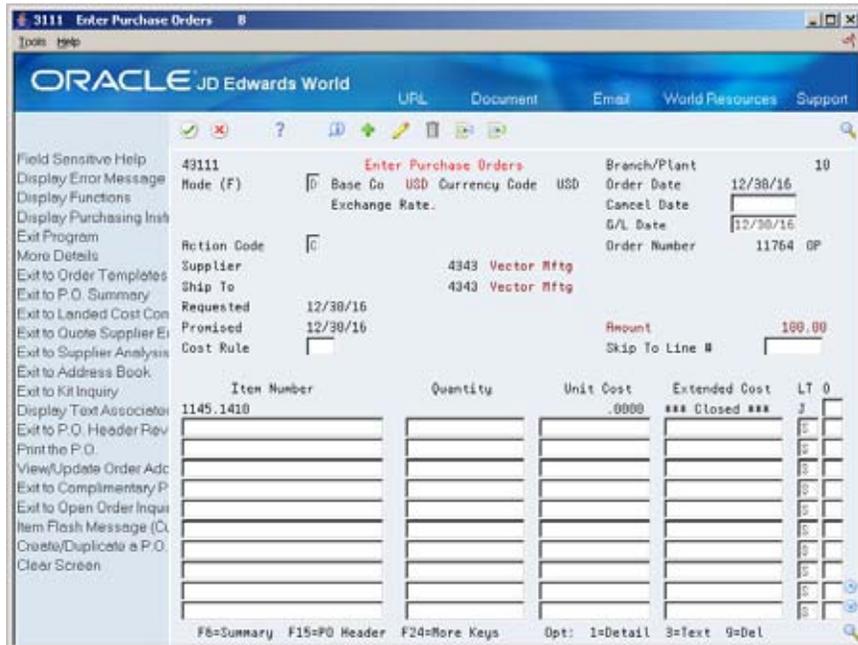
The original purchase order with the commitment line.

The following shows the Commitment Inquiry screen.



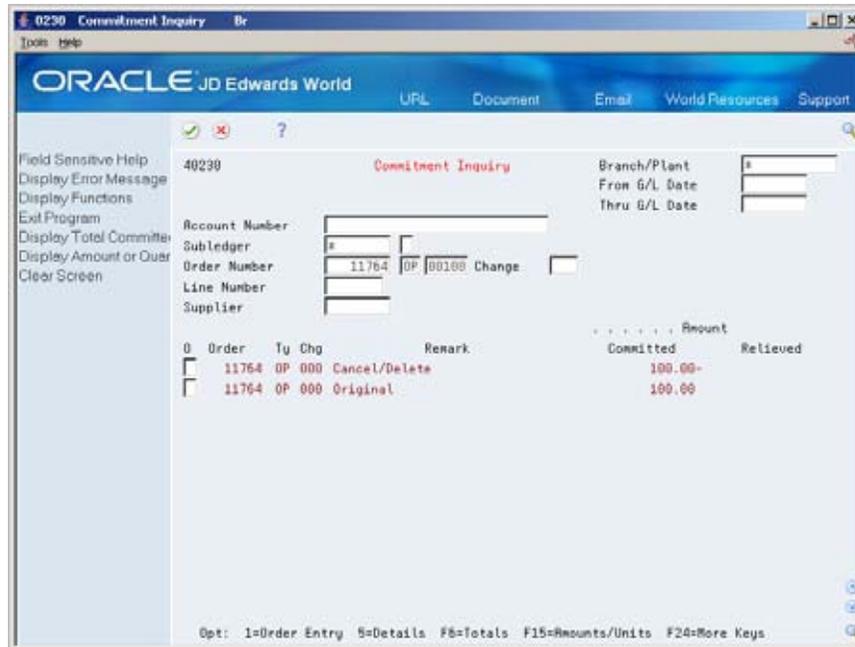
The commitment inquiry shows the original line.

The following shows the Enter Purchase Orders screen detail.



The purchase order after the system runs the encumbrance rollover to cancel the line with no further action.

The following shows the Commitment Inquiry screen.



The commitment inquiry shows the two commitments. Line two is the original amount, and the first line is the closed line for the same amount.

## Subcontract Rollovers

Processing option 2 determines if the program will process subcontracts, purchase orders or a combination of both. The program uses the PROM field in the F4311 to determine if an order is a subcontract or purchase order. The subcontract management system populates this field with a 1 or 3 based on the processing mode. The encumbrance rollover will bypass any record with a 3 in the PROM field. There will be no effect on mode 3 type subcontracts.

## Processing Options

See [Encumbrance Rollover \(P4317\)](#).

## Files and Specific Fields Used In Commitment/Encumbrance Accounting

### Purchase Order Detail File (F4311)

- Document Type (DCTO) must exist in UDC table 40/CT
- Processing Mode (PROM). If this field is blank, the transaction is a non-stock purchase order, and if it contains 1 or 3, the transaction is a contract order.
- In Order Line Types (P40205 - menu G43B41 or G43C41) the line type (LNTY) must have an inventory interface (IVI) of A or B. In Contract Management, the line type is hard coded as J.

### Company Constants - Job Cost File (F0026)

If relieving commitments, the Commitment Relief field (CMTR) must be set to Y for either the transaction company or Company 00000, if the specific transaction company is not set up. This field can be set in one of the following 3 places:

- 3/G43B411 Commitment Relief
- 3/G43C411 Encumbrance Relief
- 3/G5141 Job Cost Constants.

### Purchase Order Detail Ledger File (F43199)

- Ledger Type (OLLT) is PA for amounts and PU for quantities/units
- Status Code-Last (LTTR) and Status Code-Next (NXTR) fields are blank
- An F43199 PA or PU record is called a Commitment Audit Trail record.
- An F43199 record with Ledger Type blank and Status Code fields populated is a purchasing ledger/order history record. The creation of these history records is controlled by the Ledger Yes/No field (WRTH) in Order Activity Rules (P40204).

### Accounts Payable Ledger (F0411)

- Purchase Order Document Company (PKCO)
- Purchase Order Number (PO)
- Purchase Order Document Type (PDCT)
- Line Number (LNID)
- Order Suffix (SFXO)

### Account Ledger (F0911)

- Purchase Order Number (PO)
- Purchase Order Suffix (PSFX)
- Line Number (LNID)
- Purchase Order Document Type (PDCT)

### Account Balances (F0902)

- Ledger Type (LT) is PA or PU

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# Work with Budgets

## Working with Budgets

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

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

This section contains the following:

- [Understanding Budget Checking](#)
- [Reviewing the Budget](#)

## Understanding Budget Checking

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

Each time you enter or change a purchase order, the system checks the account number for each detail line and compares it to the available budget for the account. If the detail line amount exceeds the available budget amount, the system places the entire order on hold. The system allows no further processing of the order until you remove the budget hold.

You use processing options to activate budget checking and to specify:

- 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

When a detail line exceeds budget, the system highlights the line type. You can specify that a warning message appear when a detail line exceeds budget.

## What You Should Know About

**How the system calculates available budget amounts**

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

**Multiple account distribution**

You can distribute the expense on a purchase order detail line to several different accounts. The system performs budget checking for each account to which you distribute the expense instead of the account number on the detail line.

For more information about multiple account distribution, see *Distributing a Detail Line Expense to Multiple Accounts*.

## See Also

- *Releasing Order Holds (P43070)* for more information about removing budget holds
- *Entering Purchase Order Detail Information (P4311)* to view the processing options for budget checking
- *Working with Annual Budgets in General Accounting* for more information about setting up budgets

## Reviewing the Budget

	From Non-Stock Procurement (G43B), choose <b>Procurement Inquiries</b> From Procurement Inquiries (G43B112), choose <b>Budget Comparison</b>
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You might want to compare the amounts you have budgeted for goods and services to the amounts you have actually spent and the amounts you are committed to spend in the future. For each of your accounts, you can review:

- The budget amount
- A combined total of actual amounts and commitments
- The remaining amount

You can view amounts for a fiscal period or year-to-date amounts.

## To review the budget

### On Budget Comparison (P43121)

Account Description	Budget Amount	Actual + Encumbrance	Remaining Budget
Centennial Technical Park			
Site Work			
Earthwork			
Materials	8,400.00	5,125.00	3,275.00
Equipment	9,000.00	1,000.00	7,920.00
Subcontracts	6,000.00	12,175.00	6,175.00-
Earthwork	23,400.00	18,300.00	5,020.00
Paving & Surfacing			
Materials	13,500.00	7,644.86	5,855.14
Equipment	8,000.00	8,000.00	
Subcontracts	11,500.00	4,800.00	6,700.00
Paving & Surfacing	33,000.00	20,444.86	12,555.14
Landscaping			

#### 1. Complete the following fields:

- Account Number
- Thru Date/Period
- Level of Detail
- Cum/Period (C/P)
- Subledger

#### 2. Review the following fields:

- Account Description
- Budget Amount
- Actual + Encumbrance
- Remaining Budget

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> <li>▪ Standard account number (business unit.object.subsidiary or flexible format)</li> <li>▪ Third G/L number (maximum of 25 digits)</li> <li>▪ 8-digit short account ID number</li> <li>▪ Speed code (not currently available in OneWorld)</li> </ul> <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Thru Date/Period	<p>A number that either identifies the period number or date for which you want to review information. If you leave this field blank, the system uses the end date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14.</p>
Level of Detail	<p>A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and 1 the least detailed. Example:</p> <ul style="list-style-type: none"> <li>3 Assets, Liabilities, Revenues, Expenses</li> <li>4 Current Assets, Fixed Assets, Current Liabilities, and so on</li> <li>5 Cash, Accounts Receivable, Inventories, Salaries, and so on</li> <li>6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on</li> <li>7 Petty Cash - Dallas, Petty Cash - Houston, and so on</li> <li>8 More Detail</li> <li>9 More Detail</li> </ul> <p>Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>In this field, you can enter a code to indicate which level of general ledger detail you want the system to display. The valid range of codes is 3 through 9. Level 9 is the default and provides the most detail.</p>
Cum/Period (C/P)	<p>A code that controls whether the system displays cumulative or period totals for the specified account.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> <li>C Displays cumulative (year-to-date) totals (default)</li> <li>P Displays period total</li> </ul>

## What You Should Know About

<b>Account sequence</b>	On Budget Comparison (P43121), accounts display in order of business unit, object, and subsidiary, unless you use processing options to specify that they display in the order of business unit and subsidiary.
<b>Line Sequence</b>	The system does budget checking by line sequence. If line number 1.000 goes on hold in Order Entry (P4311), and then a credit line is processed as line 2.000 (which would put the amount under budget), line 1.000 will still be on hold. If the credit line is processed first (so the amount is now under budget) then the second line, as long as it does not go over budget again, will not go on hold.
<b>Viewing journal entries</b>	You can view the journal entries and commitments that comprise the actual and encumbrance amount for an account number using options exits 5 and 6, respectively, from Budget Comparison (P43121).
<b>Re-evaluation</b>	<p>Any change to one or more of the fields listed below to an existing line in Order Entry (P4311) will cause the system to re-evaluate the budget:</p> <ul style="list-style-type: none"> <li>▪ G/L date (DGL)</li> <li>▪ Extended Price (AEXP) including fields that will make the extended price change such as Unit Cost (UPAX) or Quantity Ordered (UORGE1).</li> <li>▪ Account Number (ANI)</li> <li>▪ Subledger (SBL)</li> <li>▪ Subledger Type (SBLT)</li> </ul> <p><b>Note:</b> If you change the Project Business Unit (OMCU), Object Account (OBJ), or Subsidiary (SUB) portion of an existing account number in P4311, the Account ID (ANI) will subsequently change.</p>
<b>Automatic releases via a batch program</b>	There is no batch program to automatically release hold codes, since the Budget Approver will still need to analyze the information to make sure the system releases the correct orders based on company priorities. There are too many different business processes that you need consider for this process. These variables make it impossible to create a dynamic (automatic) solution that will work for everyone.
<b>Checking requisitions</b>	You should only use a Requisition (OR) as a request. It should not hit the budget until you create a true Purchase Order (OP); therefore, we recommend only to budget check on the Purchase Order (OP) to eliminate hitting the budget by Requisitions (OR) that you will never approve.

<b>Constants</b>	Currently, processing option settings behind Order Entry (P4311) control budgeting, so it is version-based rather than global. This allows for flexibility within the system; however, you can sometimes view flexibility as inconsistency, since you can change an order that was previously on budget hold in a version of Purchase Order Entry (P4311) in which budget checking is turned off, and the order does not go on hold. Make sure that you make all changes in a version with budget checking turned on.
<b>Order vs. line</b>	You enter accounts on a line level in order to enter a different account for each line. Notice that when one line goes on hold, the entire order is on hold. The system maintains hold information in the Held Orders file (F4209) at the line level; however, all lines on an order are treated as 'on hold' until the held lines in the F4209 file are released via the Release Budget Holds program (P43070).
<b>Over budget</b>	Depending on your business case, you can increase the budget; however, lines that went on hold before you revised the budget will not be automatically reevaluated. The budget approver must remove these holds interactively.

## Processing Options

See [Budget Comparison \(P432121\)](#).

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# Work with Orders on Hold

## Working with Orders on Hold

You can put a hold on an order to prevent it from being processed. You might want to do this because:

- You have yet to settle prices and terms with the supplier
- You are not sure if you want to use the supplier
- The supplier's minimum order amount is not being met
- The order exceeds the budget

You cannot print or receive orders on hold. You must release the hold to continue processing the order. To release an order on hold, you must have the correct password.

This section contains the following:

- [Entering Purchase Order Holds](#)
- [Releasing Purchase Order Holds](#)

## Entering Purchase Order Holds

You can place an order on hold to prevent it from being processed. You might want to put an order on hold if you have yet to reach price negotiations with the supplier or if the order exceeds budget.

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

You can put an order on hold one of three different ways:

- Assign a hold code to the order manually.
- Assign a hold code to a supplier in Procurement Instructions (P4306) so that each time you enter an order for the supplier the system assigns the hold code to the order.
- Specify a budget hold code in processing option 35 for the Enter Orders program (P4311). If budget checking is activated, the system assigns the code to orders if detail lines exceed budget.

## Before You Begin

- Set up hold codes by branch and assign a responsible individual and password to each hold code in Order Hold Information (P42090). See *Setting Up Purchase Order Hold Information*.

## What You Should Know About

### Committing costs for orders on budget hold

When an order is on budget hold, the system does not commit costs to the PA and PU ledgers, in which commitment amounts and units are stored. You must release a hold to have the system update the PA and PU ledgers.

See *Working with Commitments and Encumbrances* for more information about working with the PA and PU ledgers.

## Releasing Purchase Order Holds

	From Non-Stock Procurement (G43B), choose <b>Order Gen/Approve/Release</b> From Order Generation/Approval/Release (G43B13), choose <b>Release Held Orders</b>
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You must release the hold on an order to continue processing the order.

To review and release regular holds, you use Release Held Orders (P42070). To review and release budget holds, you use Release Held Orders (Budget) (P43070). The procedures for releasing regular holds and releasing budget holds are identical.

## To release purchase order holds

### On Release Held Orders

1. Complete the following fields to review orders on hold:
  - Branch/Plant
  - Doc Ty. (Document Type)
  - Hold Code
  - Person Responsible
  - Supplier Number
  - Order Number
2. Complete the following field:
  - Password
3. Type 7 in the following field for all orders you want to release and press Enter:
  - O (Option Exit)

Field	Explanation
Hold Code	<p>A user defined code (table 42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter a specific code in the first Hold Code field to display only orders on hold for that particular reason.</p> <p>The second Hold Code field contains the hold code assigned to that line of the order.</p>

Field	Explanation
Person Responsible	The address book number of the person that is responsible for reviewing and releasing orders placed on hold.
Password	A series of characters that you must enter before the system updates a table. In the Distribution systems, the password secures commissions' setup and the release of held orders. Only users with access to the password can release an order. The system does not display the password on the form. You should not enter blanks anywhere in the password.

## What You Should Know About

<b>Orders with multiple holds</b>	A single purchase order can have multiple holds. To view all of them, you might want to search for an order by its order number.
<b>Reviewing the budget before releasing held orders</b>	<p>You can review the budget before releasing orders on budget hold by accessing Budget Comparison by pressing F10 from Release Held Orders (Budget).</p> <p>For more information, see <i>Reviewing the Budget</i>.</p>
<b>Releasing budget holds for orders awaiting approval</b>	You cannot use the Release Held Orders (Budget) program to release an order on budget hold if the order is assigned an approval route. You must use the Approval Review program to approve and release the order.
<b>Hold does not release</b>	If the Release Held Orders screen allows you to release the hold code for an order, but the order does not actually release, verify the hold code is set up for the appropriate branch/business unit in Order Hold Information (P42090).
<b>Order hold files</b>	The system maintains order holds by order number, document type and business unit in the Held Orders file (F4209). The system also maintains the hold code for an order in the Purchase Order Header file (F4301).

## See Also

- *Working with Budgets* for more information about putting orders on budget hold

## Processing Options

See [Release Held Orders \(P43070\)](#).

See [Held Order Release - Budget \(P42070\)](#).

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# Print Purchase Orders

## Printing Purchase Orders



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
From Purchase Order Processing (G43A11), choose **Print Purchase Orders**

After you enter purchase orders, you can print them using the Print Purchase Orders report (P43500). This allows you to review the orders and then send them to the appropriate suppliers. Use any of the following methods to print purchase orders:

- By batch, using the Print Purchase Orders procedure
- Individually and interactively, from Purchase Order Detail (on demand)
- Automatically and interactively, from Purchase Order Detail (subsystem)

Specify the information that prints on purchase orders using processing options. You can have the system print:

- Taxes
- Open item information only
- Supplier item numbers
- Foreign or domestic currencies
- Exchange rates (for foreign currency users)
- Messages
- Buyers

You cannot print purchase orders on hold.

JD Edwards World P U R C H A S E O R D E R	Page - 1 Date - 6/30/17 Order No. - 2008-000 OP Brn/Plt - 10																																				
Vector Manufacturing Co 1156 Crocker Blvd Bakersfield CA 97239	SHIP Modesto Warehouse Center TO 1324 E. Smith Road Modesto CA 80231																																				
----- Ordered - 06/30/17 Freight - Requested - 06/30/17 Taken By - Exchange Rate - Delivery - -----																																					
. Original . ----- <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description / Supplier Item</th> <th style="text-align: right;">Ordered</th> <th style="text-align: left;">UM</th> <th style="text-align: right;">Unit Cost</th> <th style="text-align: left;">UM</th> <th style="text-align: right;">Extension</th> <th style="text-align: left;">Req. Dt</th> <th style="text-align: right;">Order No</th> <th style="text-align: left;">Ty</th> </tr> </thead> <tbody> <tr> <td>Markette Red Highlighter M001</td> <td style="text-align: right;">20</td> <td>DZ</td> <td style="text-align: right;">6.6000</td> <td>DZ</td> <td style="text-align: right;">132.00</td> <td>06/30/17</td> <td>00002007</td> <td>OP</td> </tr> <tr> <td colspan="9" style="text-align: center;">Repricing discounts available for all Markette products.</td> </tr> <tr> <td>Premium Xerographic Paper P001</td> <td style="text-align: right;">10</td> <td>CR</td> <td style="text-align: right;">27.5000</td> <td>CR</td> <td style="text-align: right;">275.00</td> <td>06/30/17</td> <td>00002007</td> <td>OP</td> </tr> </tbody> </table>		Description / Supplier Item	Ordered	UM	Unit Cost	UM	Extension	Req. Dt	Order No	Ty	Markette Red Highlighter M001	20	DZ	6.6000	DZ	132.00	06/30/17	00002007	OP	Repricing discounts available for all Markette products.									Premium Xerographic Paper P001	10	CR	27.5000	CR	275.00	06/30/17	00002007	OP
Description / Supplier Item	Ordered	UM	Unit Cost	UM	Extension	Req. Dt	Order No	Ty																													
Markette Red Highlighter M001	20	DZ	6.6000	DZ	132.00	06/30/17	00002007	OP																													
Repricing discounts available for all Markette products.																																					
Premium Xerographic Paper P001	10	CR	27.5000	CR	275.00	06/30/17	00002007	OP																													
----- <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;">Sales Tax</td> <td style="text-align: right;">Total Order</td> </tr> <tr> <td>Terms Net 30 days</td> <td style="text-align: right;">Tax Rt</td> <td style="text-align: right;">407.00</td> </tr> </table> -----			Sales Tax	Total Order	Terms Net 30 days	Tax Rt	407.00																														
	Sales Tax	Total Order																																			
Terms Net 30 days	Tax Rt	407.00																																			

## What You Should Know About

### Printing orders in batch mode

When you run the Print Purchase Orders DREAM Writer program (P43500), the system sequences orders as follows:

- Branch/plant
- Order type
- Order number

For purchase orders to print correctly, do not change this sequence.

### Printing orders interactively (on-demand)

After you enter a purchase order, print the order from Purchase Order Detail by pressing F16. Specify the version of the Print Purchase Order program you want to use in processing option 39 in your version of the Enter Orders program (P4311).

### Printing orders via the subsystem

To have the system print purchase orders automatically as you enter them (or change them), you must set processing option 29 in your version of the Enter Orders program (P4311) to print orders using the subsystem.

Your subsystem must be active. If it is not active, the system displays a warning message each time you enter or change a purchase order.

For more information, see *Working with the Subsystem*.

- Choosing a printer**
- If you use the subsystem to print purchase orders, you must specify the appropriate printer on Default Locations and Printers (P400951). For the other print methods, the system uses the printer specified in your print queue. You can print purchase orders on regular stock paper or preprinted forms.
- Print Messages**
- The system can print three types of messages on a purchase order:
- Print messages
  - Associated text messages
  - Global messages
- You create print messages on Print Messages Revisions (P4016), where you also specify whether each message prints at the top or bottom of a purchase order, or before or after each detail line. After you create a print message, you can assign it to an order or detail line during purchase order entry.
- Use processing option 8 to specify whether text messages print. You can assign a text message to an order or to detail lines during purchase order entry.
- Use processing option 7 to specify whether global messages print. Global messages always print at the bottom of orders.
- Multi-currency**
- If you use international suppliers, you can print orders in currencies that are different from your company's base currency. Set processing option 15 to print orders in foreign currencies.
- You can have the system print purchase orders in a supplier's base language. To do this, you must set up a report in vocabulary overrides for each language. For example, to set up a French report, you must add the report title R43500 followed by the letter F (R43500F). The system knows to print a French purchase order based on the language specified for the supplier in the Address Book system.
- Advancing orders in the purchase order cycle**
- Printing purchase orders is usually a step in the sequence of processing purchase orders. You set up these steps in Order Activity Rules (P40204). Once you print an order, you can have the system advance it to the next step in the purchasing process, or you can leave the order where it is so that you can print it again. You use processing options to specify whether the system updates status codes for orders after they print.
- You might want to print purchase orders twice, once to review the orders and again to update status codes. You can access two versions of the print program:
- Print Purchase Orders
  - Reprint Purchase Orders
- You might want to use one version to review orders and the other to update status codes for orders.

**Storing purchase order information for EDI transactions**

To specify that the system store purchase order information for EDI (Electronic Data Interchange) transactions, use processing options for Print Purchase Orders. Once the system stores the information, your suppliers can obtain the purchase orders using EDI.

The system prints a report that contains detail line information for each purchase order for which you have chosen to store EDI information.

For more information, see the *Electronic Commerce Guide*.

**Note:** You must set processing option 3 in your version of P43500 to advance status codes for orders if EDI updates are to occur.

## Processing Options

See [Print Purchase Order \(P43500\)](#).

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# Work with Purchase Order Information

## Working with Purchase Order Information

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

To work with purchase order information, complete the following tasks:

- [Reviewing Open Orders](#)
- [Printing Purchase Order Information by Supplier or Branch](#)
- [Printing Items on Order from a Supplier](#)
- [Printing a History of Purchase Order Changes](#)
- [Reviewing the Purchasing Ledger](#)

## Reviewing Open Orders



From Stock Based Procurement (G43A), choose **Procurement Inquiries**  
From Procurement Inquiries (G43A112), choose **Open Orders**

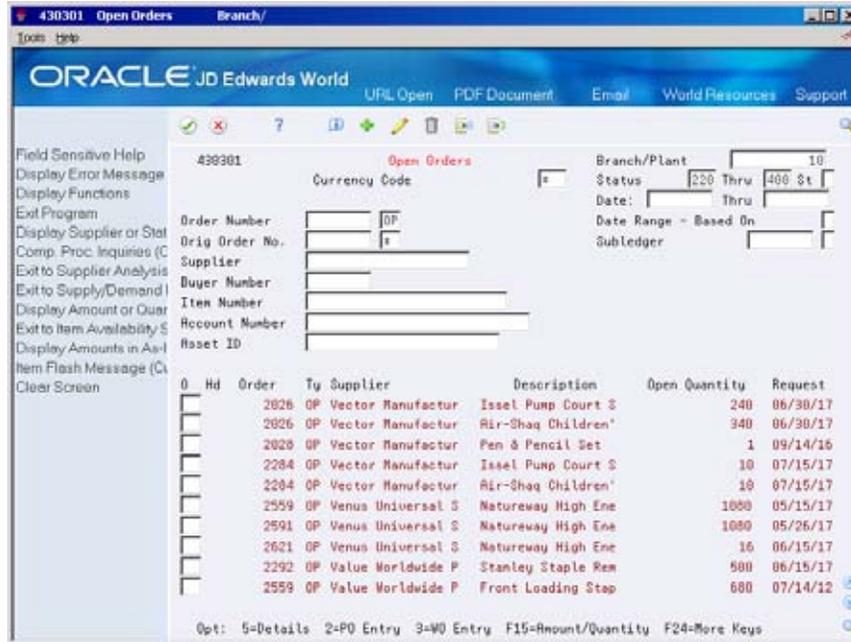
Before you enter a purchase order, you might want to determine if an item is currently on order. You can review open orders, which are orders that contain items and services you have yet to receive. You can specify the purchase order, supplier, item, account number, or so on, for the open detail lines you want to review.

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.

You can review costs that pertain to open orders if you set processing options accordingly.

## To review open orders

### On Open Orders (P430301)



**1. Complete the following fields to locate open detail lines:**

- Branch/Plant
- Status From
- Status Thru
- St (Status Range Based On)
- Order Number
- Original Order No.
- Supplier
- Buyer Number
- Item Number
- Account Number
- Asset Identification

**2. Complete the following fields to narrow the search, if necessary:**

- Date From
- Date Thru
- Date Range Based on
- Currency Code

**3. Review detail line information.**

4. Access Order Detail Information to review additional information for an open detail line.

43030W Order Detail Information

Functions Tools Help

Order Number 2026 0P Item TS001  
 Line Number 1.000 Acct  
 Branch/Plant 10 Desc Issel Pump Court Shoes  
 Currency Code USD  
 Exchange Rate

	Quantity	UM	Unit Cost	PR	Amount
Ordered	240	PR	50.2500	PR	12,060.00
On Budget Hold					
Open	240				12,060.00
Received					
In Routing					
Dispositioned					
Not Vouchered					
Vouchered					

Related Order

Tax Rate/Area  
 Last/Next Sts 200 300

5. On Order Detail Information, review additional fields.

Field	Explanation
St	<p>Code identifying which status codes you want the system to use when it selects information to display on this screen. The system retrieves this code from the processing options if you set it up.</p> <p>Valid codes are:</p> <p>Blank Display all orders whose next status falls within this range.</p> <p>1 Display all orders whose last status falls within this range.</p> <p>Blank is the default.</p> <p><i>Form-specific information</i></p> <p>The code you enter in this field determines whether the Status column heading is "Next Status" or "Last Status," if you are viewing the Status format of this screen.</p>

Field	Explanation
Date Range - Based On	<p>A code identifying the type of dates that the system searches for when finding information to display on this form. Valid codes are:</p> <p>blank Requested date</p> <p>1 Transaction/order date</p> <p>2 Promised ship date</p> <p>3 Original promised delivery date</p> <p>4 Actual ship date</p> <p>5 Invoice date</p> <p>6 Cancel date</p> <p>7 General ledger date</p> <p>8 Promised delivery date</p>
Currency Code	<p>A code specifying the currency of the company that the transaction is associated with. This can be any code defined for your system on the Designate Currency Codes form.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The currency code of the purchase order lines you want to display.</p> <p>Valid values are:</p> <p>Blank - The system supplies the currency code for the supplier from the Address Book system. It is the currency most commonly used by the supplier. Only purchase order lines entered in that currency are displayed. If the Address Book system has no currency code for the supplier, an * (asterisk) is used (described below).</p> <p>A specific currency code - This can be any currency code defined on your system. Only purchase order lines entered in the specified currency are displayed.</p> <p>* (asterisk) - The form displays all purchase order lines in all currencies for the supplier. Amounts are displayed in the domestic currency of the company they are associated with.</p> <p>+ (plus) - The form displays all purchase order lines in all currencies for the supplier. Amounts are displayed in the foreign currency of the transaction.</p>

## What You Should Know About

### Reviewing open requisitions and blanket orders

You choose the type of order for which you want to review detail lines. You can review open quantities and amounts for purchase orders, requisitions, blanket orders, and so forth by inquiring on a specific Document Type. You can view all order types by entering an asterisk in the Document Type field.

**Multiple account distribution**

If you distributed the extended cost on a detail line to multiple expense accounts during purchase order entry, you can locate open amounts and open quantities for each of the expense accounts on the Open Order form.

On the Order Detail Information form, the Multiple Accounts field appears in reverse image if the detail line for which you are reviewing information has multiple accounts attached. To review open quantities and amounts for all of the accounts, press F15 to access Multiple Account Order Inquiry.

**Sequence of lines that display**

Detail lines display in order of order type, order number, and line number. If you inquire on lines by branch/plant and status codes, the system sequences detail lines by address book number of the supplier.

## Processing Options

See [Open Orders Inquiry \(P430301\)](#).

## Printing Purchase Order Information by Supplier or Branch

	From Stock Based Procurement (G43A), choose Procurement Reports From Procurement Reports (G43A111), choose PO Summary
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You might want to review information about purchase orders for a specific supplier or branch/plant. 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.

Two versions of the Purchase Order Summary report (P43415) are available:

- The Summary by Supplier report prints purchase order information by supplier, then by business unit
- The Summary by Branch report prints purchase order information by business unit, then by supplier

Order Number	Or Ty	Request Date	Promised Delivery	Ordered Amount	Received Amount	Open Amount	Cur Cod
43415 JD Edwards World Page . . . . 2 Purchase Order Summary by Supplier Date . . . . 6/15/17							
Address Number . . . . 4345 Value Worldwide Paper Supply Business Unit. . . . 10 Modesto Distribution Center =====							
2559	OP	05/15/17	05/15/17	4,590.00		4,590.00	USD
2575	OP	05/15/17	05/15/17	852.75	852.75		USD
2604	OP	06/01/17	06/01/17	840.25	840.25		USD
2639	OP	06/18/17	06/18/17	1,680.50	1,680.50		USD
Modesto Distribution Center				7,963.50	3,373.50	4,590.00	
Business Unit. . . . 20 Valley Forge Distribution Ctr =====							
2559	OP	05/15/17	05/15/17	4,725.00	4,387.50	337.50	USD
2575	OP	05/15/17	05/15/17	869.83	869.83		USD
2604	OP	06/01/17	06/01/17	840.25	840.25		USD
2639	OP	06/18/17	06/18/17	1,680.50	1,680.50		USD
Valley Forge Distribution Ctr				8,115.58	7,778.08	337.50	
Value Worldwide Paper Supply				16,079.08	11,151.58	4,927.50	
Grand Total				16,079.08	11,151.58	4,927.50	

### What You Should Know About

**Viewing the same purchase order multiple times** If a purchase order contains detail lines for multiple branch/plants, the same order might appear several times based on the branch/plant.

**Viewing fully received orders** Purchase orders for which all items have been received appear with no open amounts. To exclude these orders from the report, you must specify that the system only print lines with non-zero open amounts.

### Processing Options

See [Purchase Order Summary \(P43415\)](#).

## Printing Items on Order from a Supplier



From Stock Based Procurement (G43A), choose **Procurement Reports**  
From Procurement Reports (G43A111), choose **Print PO by Requested Date**

You might want to review information about the items that are currently on order from a supplier. When you generate the PO by Requested Date report (P43640), you can review the open quantity or dollar amount for each item and the date through which each item will remain open based on the request date.

You use processing options to specify the aging columns in which open quantities or dollar amounts appear. Processing options significantly affect the data presentation for this report. A separate report page prints for each supplier that you specify.

43640		JD Edwards World		Page	-				3
		Print Purchase Order By Request Date		Date	-				04/18/17
4345 Value Worldwide Paper Supply				Open Quantity in Purchasing UOM thru					
Item Number	Description 1	Description 2	PR						
				UM	05/18/17	06/17/17	07/17/17	08/16/17	
CD-5 DISK TRAY	Compact Disk - 5 Disk Tray		EA						
E001	Commercial Business Envelope		CR						
M001	Markette Red Highlighter		DZ					200	
M002	Markette Blue Highlighter		DZ					200	
M003	Markette Green Highlighter		DZ					200	
P001	Premium Xerographic Paper		CR					1060	
P002	Green Bar - Continuous Form		CR					1075	
RECEIVER	350 Channel Mega Watt		EA	4					
SPEAKERS	Dual Tower Speakers - Black		EA	8					
S001	Front Loading Stapler		EA	43				416	
S002	Stanley Staple Remover		EA	13				353	
TAPE DECK	High Density - Dual Head Deck		EA						
TS001	Issel Pump Court Shoes		EA						
TS002	Air-Shaq Children's X-Trainer		EA						
TV001	Color Television with Remote		EA	10					
V001	Natureway High Energy Vitamins 100 Capsules		EA						
V002	Natureway High Energy Vitamins 250 Capsules		EA						
WIRING KIT	Wiring package for Stereo		EA	4					
1001	Pen & Pencil Set		EA	7				2400	

## What You Should Know About

### Multi-currency

You can specify that this report list foreign or domestic currencies.

If you run in a multi-currency environment and want to print domestic amounts, you should run the report for one company at a time. This eliminates the possibility that different currency amounts are summarized together. You do not need to do this if all companies on your system use the same currency code.

## Processing Options

See [Print Purchase Order by Request Date \(P43640\)](#).

## Printing a History of Purchase Order Changes



From Stock Based Procurement (G43A), choose **Procurement Reports**  
From Procurement Reports (G43A111), choose **Purchases Journal**



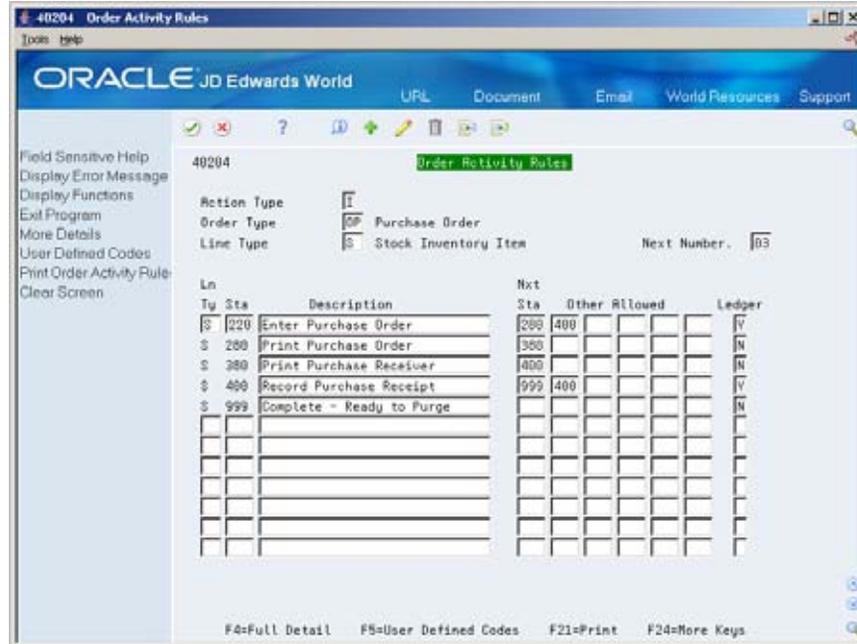
## Reviewing the Purchasing Ledger

	From Stock Based Procurement (G43A), choose <b>Procurement Inquiries</b> From Procurement Inquiries (G43A112), choose <b>Purchasing Ledger</b>
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The Purchasing Ledger (P43041) displays audit trail records in the PO Detail Ledger file (F43199). The F43199 file contains three different types of records:

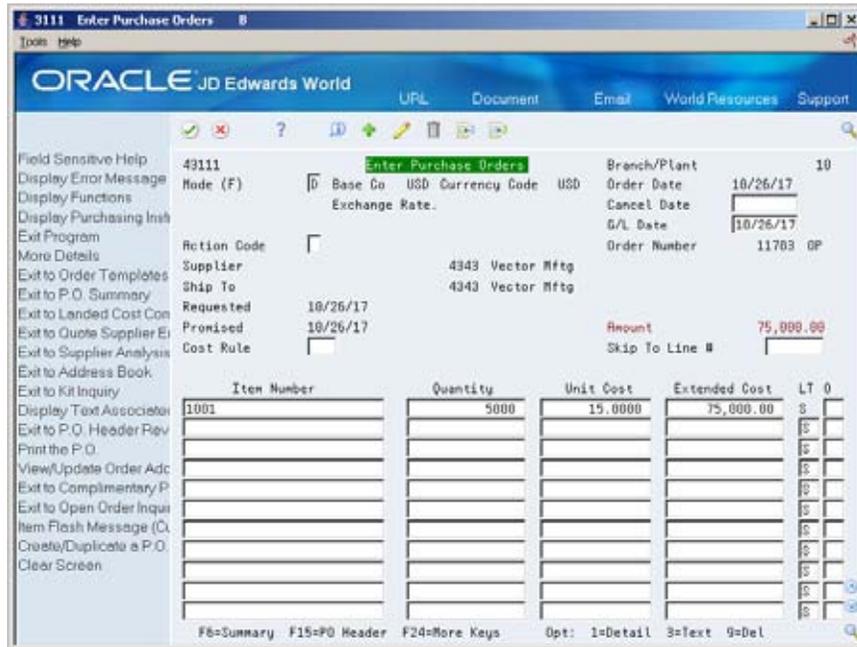
- Audit trail records, which are records with the Ledger Type field (LT) equal to blank and the Status Code fields (NXTR and LTTR) populated. Audit trail records are written to the F43199 when the ledger flag in the Order Activity Rules (P40204) is set to 'Y' for a particular document type, line type, and last status code combination.
- Commitment Audit Trail records, which are records with the Ledger Type field equal to PA. (Refer to the Work with Commitments/Encumbrances section for more information.)
- Change Order records, which are records with the Ledger Type field equal to CO. These records are written in conjunction with change order functionality. (Refer to the Work with Change Orders section for more information.)

The Ledger field (WRTH) in Order Activity Rules (P40204) determines when an audit trail record gets written to the F43199. For example, based on the Order Activity Rules shown below, a record will be written when a purchase order detail line is entered (Last Status equals 220) and again when a receipt is made against the purchase order (Last Status equals 400).



In the example below, a purchase order detail line has been entered for a stock item for a quantity of 5000. The Last and Next status codes (in the fold area) are at 220/280, respectively. Based on the Ledger Type field set to Yes for Last Status 220 in Order Activity Rules, the system takes a snapshot of the detail line at order entry

and adds a record to the F43199. Each time a change is made to the line, the system adds a record to the F43199, provided the last status code remains at 220.



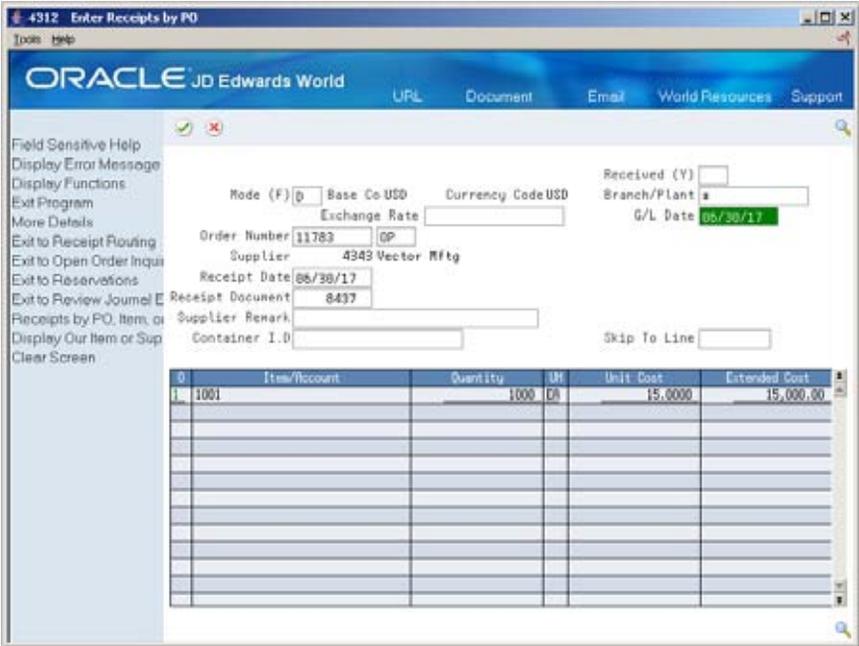
Assume the order detail line shown above has now gone through the print order and print receiver processes as shown in Order Activity Rules, and has a Last Status Code of 380 and a Next Status Code of 400.

If we were to receive the entire quantity of 5000 in the Enter Receipts program (P4312), the system would move the prior Next Status Code on the order line (400) to the Last Status Code field, and would enter 999 in the Next Status field. Upon receipt of all 5000 items, the last and next statuses on the order line would be 400/999 respectively, at which time the system would take another snapshot of the line and enter it into the F43199.

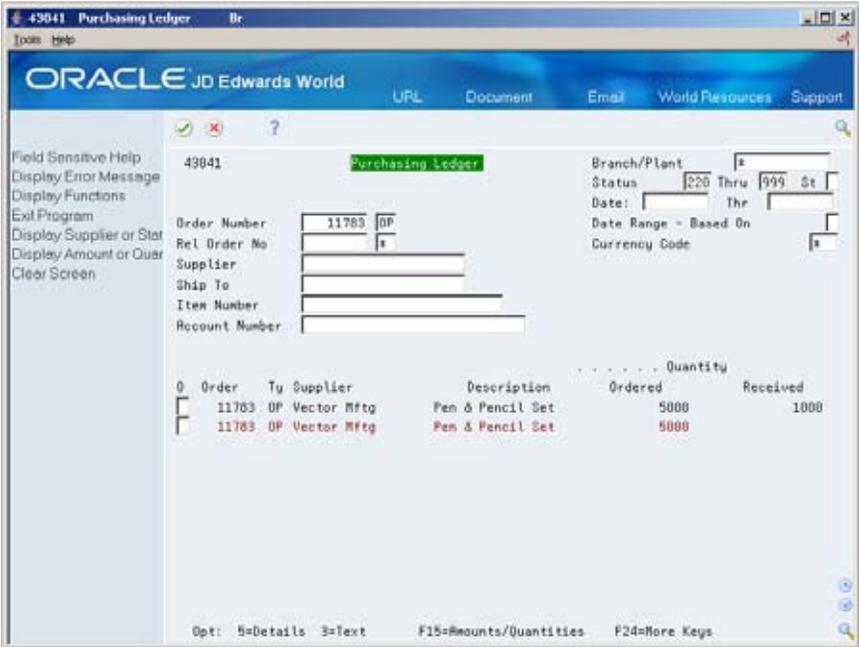
The system determines the Next Status code at receipt time based on processing options behind the Enter Receipts program (P4312). You set processing option 7 to specify a closed next status (received in full/normally 999). You set processing option 6 to specify a partially received status (usually 400). Based on this scenario, if we receive less than the quantity of 5000 initially entered on the purchase order, and leave the remaining quantity open to receive at a later date, P4312 moves the next status on the line to 400 (instead of 999). The last and next status on the partially received line will remain at 400/400, respectively, until the order is received in full, at which time the last and next statuses will change to 400/999.

Whether the order is partially or fully received, as long as the Last Status is 400 is based on the Order Activity Rules above, the system will take a snapshot of the order line and write it to the F43199.

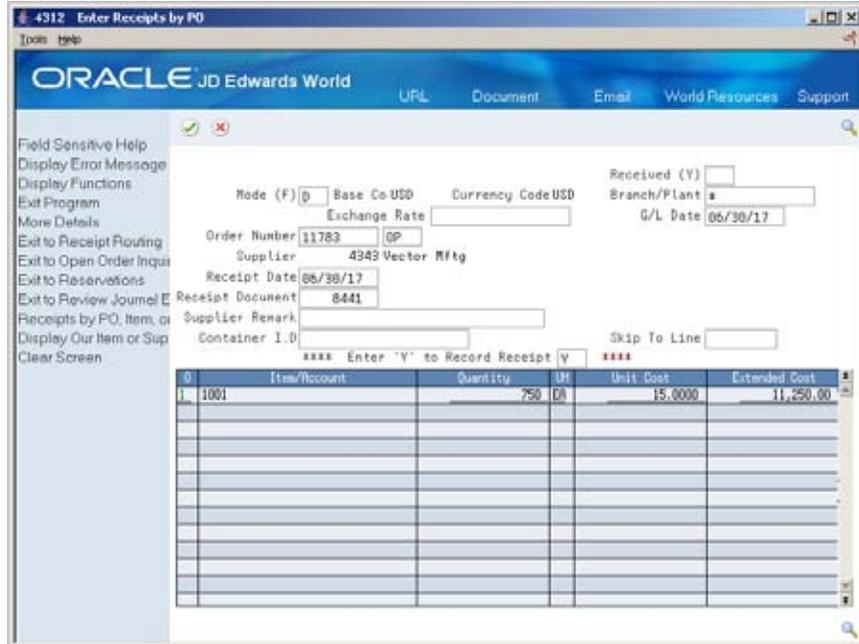
In the following example, we will receive 1000 in P4312, leaving an open quantity of 4000 on the Purchase Order.



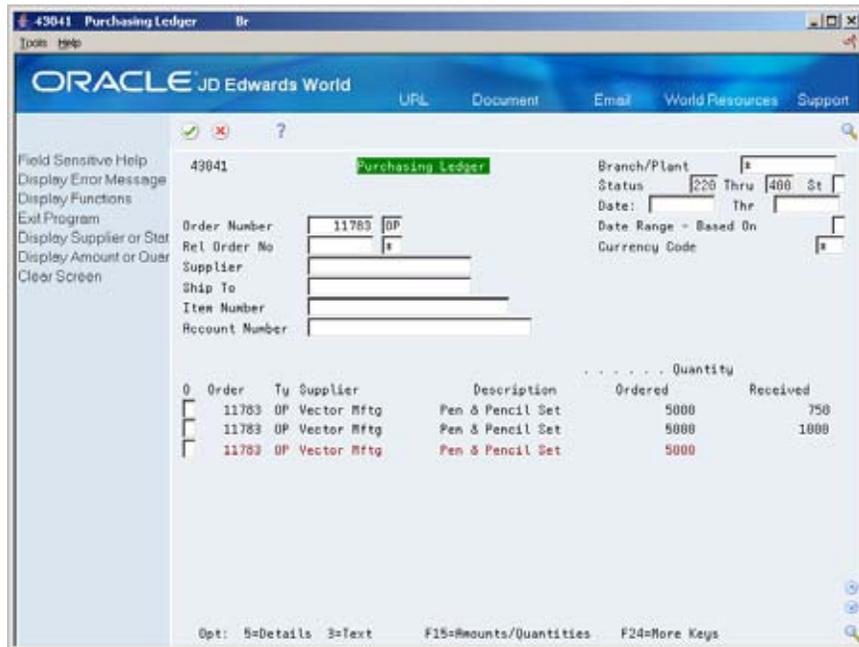
There are two entries in the Purchasing Ledger (P43041) as shown below. The second entry reflects the order line at the time of purchase order entry. The first entry reflects the order line at the time of the receipt.



In the next example, we will receive another 750, leaving an open quantity of 3250 on the purchase order. A total quantity of 1750 has now been received against the order.



View the Purchasing Ledger again. Note there is a third entry in the ledger for the second receipt of 750.



If you drill in to the first line above with a 5 in the option field (750 received): it shows details of that particular receipt transaction, as shown below.

The screenshot shows a window titled "43041W Order Ledger Details". It contains the following data:

Order Number	11783	OP	Item	1001
Line Number	1.000		Root	
Branch/Plant	10		Desc	Pen & Pencil Set
Currency Code	USD			
Exchange Rate				
Ordered	Quantity	UM	Unit Cost	UM
	5000	EA	15.0000	75,000.00
Received	750			11,250.00
Tax Rate/Area				User ID RF77630
Last/Next Sta	400	400		Program ID P4312
Original Order				Work Station QPRDEV003Z
Related Order				Date Updated 10/26/06
				Time of Day 10:21:02

### Processing Options

See [Order Ledger Inquiry \(P43041\)](#).



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## 3 Receipt Processing



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# Overview to Receipt Processing

## Objectives

- To understand the difference between an informal receiving process and a formal receiving process
- To implement a formal receiving process
- To determine if purchase receivers are beneficial to your operation
- To print purchase receivers
- To enter purchase receipts
- To apply landed costs to receipts
- To understand journal entries that the system generates for formal receipt transactions
- To post journal entries for receipt transactions

## About Receipt Processing

You can use either an informal or formal receiving process to acquire the goods and services you requested on a purchase order.

You must use the formal receiving process if you purchase items to inventory. You can use the formal or informal receiving process if you purchase items or services to the general ledger.

The informal receiving process is also referred to as a two-way match. The formal receiving process is referred to as a three-way match

## Informal Receiving Process

An informal receiving process, or two-way match, is one in which you enter receipt information at the same time that you create a voucher. If you create a voucher for 50 pens, the system determines that you received 50 pens.

When you use a two-way match, the system creates a single record in the Purchase Order Receiver table (F43121) when you create a voucher. The system also creates a liability for the purchase at that time.

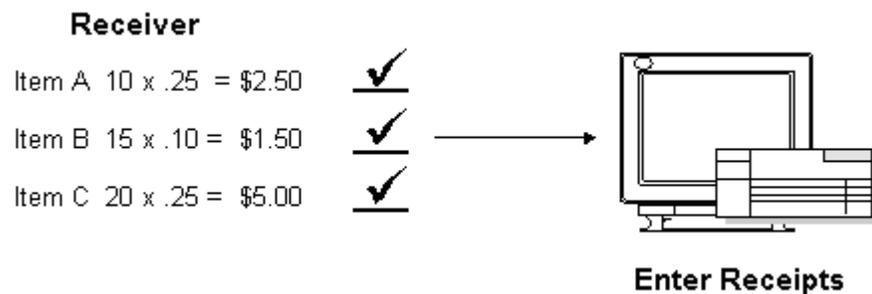
## Formal Receiving Process

To accurately account for the receipt of goods, your receiving process is likely to include:

- Taking physical receipt of items
- Identifying details of the receipt
- Recording details of the receipt

The formal receiving process, or three-way match, is one in which you enter details of a receipt before you create the voucher. You create vouchers based on the receipt information. For example, if you enter a receipt for 50 pens, you must create a voucher for 50 pens.

You can use purchase receivers in your three-way match process to manually record the receipt of goods upon delivery. You can then enter that information in the system.



You might eliminate the use of purchase receivers if you use terminals to enter receipt information upon delivery or if you use copies of original purchase orders as receiving forms.

When you use a three-way match, the system creates a receipt record in the Purchase Order Receiver table (F43121) when you enter a receipt. The system also creates a liability for the purchase at that time. When you create a voucher, the system creates another record in the Purchase Order Receiver table.

The three-way match process includes the following tasks:

- Printing purchase receivers
- Entering receipts
- Working with journal entries for receipt transactions
- Printing receipt information

## Files and Journal Entries

The following is a summary of the primary files, created/updated and the journal entries made during the receipt process, with the AAI's that drive these journal entries.

### Stock Purchase: 3-Way Match

Enter Receipt by Purchase Order (P4312)

At Purchase Order Receipt, the following files are created/updated:

- F4311 - P.O. Detail record gets closed (Status Codes, received and open quantity and amount fields updated.)
- F43121 - P.O. Receiver File, Match Type 1 record created
- F4111 - Item Ledger File
  - OV (receipt record) document type created
- F0911 - Account Ledger (OV document type) created
- F41021 - Item Location File
  - On Hand Quantity updated
  - On P.O. Field updated
- F4105 – Item Cost File – Last-in, Average, Purchase

The following journal entries are also created:

Driven by	Debit	Credit
AAI 4310	Inventory	
AAI 4320		RNV

### Non- Stock Purchasing: 2- Way Match

Receive and Voucher P.O. (P4314)

At Receipt and Voucher P.O., the following files are created/ updated:

- F0411 - Accounts Payable Ledger (PV document type) created
- F0911 - Account Ledger (PV document type created)
- F43121 - P.O. Receiver File
  - Match Type 2 record written at Voucher Match  
Indicates transaction has been completed in purchasing
- F4311 -P.O. Detail record updated
  - Record gets closed (Status Codes, Received and Open quantity and amount fields are updated)

The following Journal Entries are created:

Driven By	Debit	Credit
AAI 4315 or acct. #	Non-Stock or Inv. Account Number	
PCAAI		A/P Trade Account

### Non-Stock Purchasing: 3-Way Match

Enter Receipt by Purchase Order (P4312)

At Purchase Order Receipt, the following files are created/ updated:

- F4311 - P.O. Detail record updated
  - Record gets closed (Status Codes, Received and Open quantity and amount fields are updated.)
- F43121 - P.O. Receiver File
  - Match Type 1 record created
- F0911 - Account Ledger (OV document type created)

The following Journal entries are created:

Driven By	Debit	Credit
AAI 4315	Non-Stock Inventory. Account Number	
AAI 4320		RNV

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# Print Purchase Receivers

## Printing Purchase Receivers

You might need a receiving document to:

- Review purchase order information for incoming goods
- Confirm information about the items that you receive
- Record receipt information to enter on the system

A purchase receiver provides you with:

- Original purchase order information
- Item quantities you have yet to receive
- A column for recording receipt quantities or amounts

You determine the information that prints on purchase receivers. Processing options let you specify whether to print:

- Price information
- Order quantities
- Routing information
- Cross-reference numbers
- Text messages
- Barcodes
- Foreign currency amounts

This section contains the following:

- [Printing Receivers in Batch Mode](#)
- [Printing Receivers for Individual Orders](#)

SHIP Vector Manufacturing Co FROM 1156 Crocker Blvd Bakersfield CA 97239		SHIP Modesto Warehouse Center TO 1324 E. Smith Road Modesto CA 80231		JD Edwards World Purchase Order Receiver		Page - 1 Receipt Date - 6/30/17 Date - 6/30/17 Receiver - 2008-000-OP Supplier - 4343		
Ordered - 06/30/17 Reference -		Requested - 06/30/17 Taken By -		Ordered By JN791041				
Account/Item Number	Description	Um	Ordered	Unit Cost	Extension	Line	OPEN	Rec'd
M001	Markette Red Highlighter	DZ	20	6.6000	132.00	1.000	20	----
Repricing discounts available for all Markette products.								
P001	Premium Xerographic Paper	CR	10	27.5000	275.00	2.000	10	----
					407.00			

## What You Should Know About

### Updating status codes

You can set up printing purchase receivers as a required step in the purchase order process using Order Activity Rules (P40204).

After you print a purchase receiver, you can have the system move the order to the next step in the purchasing process by advancing the status codes on the detail lines. You can also have the system leave the order detail lines at their current status. You use processing options to specify whether the system updates status codes.

For more information, see *Setting Up Order Activity Rules*.

## Printing Receivers in Batch Mode

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Print Purchase Receiver</b>
---	--

You can use purchase receivers to manually record receipt information for goods upon delivery. You can print purchase receivers in batch mode based on the criteria you specify in the *Print Purchase Receivers* DREAM Writer (P43510).

### Processing Options

See [Purchase Order Receiver \(P43510\)](#).

## Printing Receivers for Individual Orders

	From Stock Based Procurement (G43A), choose <b>Procurement Reports</b> From Procurement Reports (G43A111), choose <b>On-Demand PO Receiver</b>
---	---

When you print purchase receivers in batch mode, you might have to print a second purchase receiver for some orders. For example, you might receive a partial order, in

which case you must print a second receiver to record the remaining balance of the order. You can enter specific purchase orders for which to print purchase receivers using the On-Demand PO Receiver program (P43310).

## To print receivers for individual orders

### On On-Demand PO Receiver

Complete the following fields:

- Order Type
- Order Company
- Update Yes/No
- Override Next Status
- Document Numbers to Print

The Order Company field displays only if you use next numbers by company.

Field	Explanation
Order Company	<p>A number that, along with order number and order type, uniquely identifies an order document (such as a purchase order, a contract, a sales order, and so on).</p> <p>If you use the Next Numbers by Company/Fiscal Year facility, the Automatic Next Numbers program (X0010) uses the order company to retrieve the correct next number for that company. If two or more order documents have the same order number and order type, the order company lets you locate the desired document.</p> <p>If you use the regular Next Numbers facility, the order company is not used to assign a next number. In this case, you probably would not use the order company to locate the document.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The company for which you want to print receivers. This field displays only if you are using next numbers by company.</p>
Override Next Status	<p>A user defined code (40/AT) that indicates the next step in the order process.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter a code in this field to have the system assign this status to the document rather than the next status indicated in the order activity rules. The code you enter in this field must be one of the statuses set up as a next status on the Order Activity Rules form.</p>
Update Yes/No	<p>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Code indicating whether you want the system to update the document's status after it prints the receivers. Valid codes are:</p> <p>Y    Updates the status</p> <p>N    Does not update the status</p> <p>The system fills in this code from the processing options if you entered one there.</p>

## Processing Options

See [On-Demand PO Receiver \(P43310\)](#).

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# Enter Receipts

## Entering Receipts



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
From Purchase Order Processing (G43A11), choose **Enter Receipts by PO**

After you receive the goods on a purchase order, you must record the details of the receipt. The system uses receipt information to:

- Update item quantities and costs in the Inventory Management system
- Update general ledger accounts

You can choose one of three formats to enter a receipt. The format you use depends on whether you want to locate detail line information by purchase order number, item number, or account number. Regardless of the format you access, you can toggle from one format to another.

When you receive goods, you must verify that the details of the receipt correspond to the information on the purchase order. You must verify item numbers, quantities, and units of measure, costs, and so forth. If the receipt details differ from those on the purchase order, you must adjust the purchase order detail lines to reflect the receipt.

You might receive an order in different types of containers, each of which holds a different item quantity. You must indicate the different units of measure in which you receive an order. You must also determine where to store the items you receive. If necessary, you can specify lot numbers and serial numbers for these items.

This section contains the following:

- [Entering Receipt Information](#)
- [Receiving Items Across Multiple Purchase Orders](#)
- [Entering Receipts in Multiple Units of Measure](#)
- [Assigning Locations, Lots, and Serial Numbers](#)
- [Entering Reversing Receipts](#)

Q	Item/Account	Quantity	UM	Unit Cost	Extended Cost
1	MK001	100	DZ	8.1672	\$816.72
1	MK002	100	DZ	8.1672	\$816.72
1	MK003	100	DZ	8.1672	\$816.72

## What You Should Know About

### Disabling duplicate receipts

When you enter or reverse a receipt, the system locks the receipt record so only the current user is able to receive the order or reverse the receipt.

### Notifying order originator of receipt

You can set processing options to notify the purchase order originator that an order has been received.

### Landed costs

Landed costs are costs in excess of an item's purchase price, such as delivery charges, import taxes, and so forth. You can enter these costs for an order during the receipt process.

For more information, see [Entering Landed Costs and Setting Up Landed Costs](#).

### File Updates

Each time you enter a receipt for an inventory item, the system:

- Creates a receipt record in the Purchase Order Receiver table (F43121)
- Updates the existing detail line information in the Purchase Order Detail file (F4311)
- Updates item quantities and costs in the Item Location table (F41021)
- Adds a new record to the Item Ledger table (F4111)
- Updates the appropriate accounts in the Account Ledger table (F0911)

**Match Types**

Each time you receive an order the system creates a record in the Purchase Order Receiver file (F43121). When you cancel or reverse a receipt, the system updates this record.

The first field in each F43121 record is called Match Type. The valid values for this field are 1, 2, 3 and 4. The value identifies whether the record corresponds to a receipt (1), voucher (2), voucher reversal (3), or receipt reversal (4).

**Commitments and encumbrances by G/L date**

You can set processing options to forbid receipt of goods or services ordered in a different fiscal year, provided you're tracking commitments or encumbrances against the order line. This option avoids the necessity of closing out remaining balances at year's end or rolling those balances over into a new year.

## Entering Receipt Information



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
From Purchase Order Processing (G43A11), choose **Enter Receipts by PO**

You must enter receipt information to verify the receipt of goods or services on a purchase order. You must verify the quantity, cost, and so forth, for each order you receive.

To enter a receipt, you must first locate the open purchase order detail lines that correspond to the receipt in the Enter Receipts program (P4312). An open detail line contains items that have not yet been received. The system retrieves all open detail lines for the item number, purchase order number, or account number you specify.

If the detail lines on a purchase order differ from the details of the actual receipt, you must adjust the purchase order detail lines to reflect the receipt. For example, if the order quantity on a detail line is 20, but you receive a quantity of 10, you must change the quantity on the detail line to 10. You specify whether to close the remaining balance on the line or to keep it open.

The system maintains open order information in the Purchase Order Detail file (F4311).

### To enter receipt information

On Enter Receipts

1. To locate purchase order detail lines that correspond to a receipt, complete the following fields, as necessary, and press Enter:

- Received
- Branch/Plant
- G/L Date
- Order Number
- Item Number

- Account Number

The system displays only those detail lines with a next status code equal to that which you specified in processing options. As well, only those detail lines with an open quantity or amount, as contained in the Purchase Order Detail file, (F4311) will display.

2. Complete the following fields, as necessary:

- Receipt Date
- Receipt Document
- Supplier Remark
- Container I.D.

You use the fields above to update receipt information, that is, they are not meant for inquiry purposes.

3. Compare your receipt information to the detail lines and adjust the following fields, as necessary:

- Quantity
- UM
- Unit Cost
- Extended Cost

4. Adjust remaining information for each detail line, as necessary.

5. Type 1 in the following field for each detail line you want to receive and press Enter:

- O (Option Exit)

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

Field	Explanation
Received (Y)	<p>A code that determines whether the system displays purchase order lines that have been received but not matched to a voucher.</p> <p>Valid codes are:</p> <p>Blank Display purchase order lines that have not been received. You can only receive these order lines.</p> <p>Y Display purchase order lines that have been received but not matched to a voucher. You can only reverse receipt of these order lines.</p>
Receipt Date	The date you received this purchase order line.

<b>Field</b>	<b>Explanation</b>
Receipt Doc	A number used to identify the receipt transaction. You can assign a number to the receipt, such as the supplier's sales order number or the purchase order number, or you can allow the system to assign a number through the Next Number facility. You specify in the processing options for Enter Receipts which document type you want the system to assign to each receipt.
Supplier Rmk	<p>A free-form field in which you can enter any pertinent information.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>For example, you can enter a remark in the Supplier Remark field in the upper portion of the screen if you want to associate the remark with each line on the order. The system carries that remark through to each line of the order in the Supplier Remark field in the fold area of the Match Voucher to Open Receipt screen.</p> <p>If you want to associate unique text with each line, enter text in the Supplier Remark field in the fold area for each line. This remark overrides the text you enter in the top portion of the screen and displays in the Supplier Remark field found in the fold area for each line on the Match Voucher to Open Receipt screen. You can use this text to differentiate order lines that are otherwise identical.</p>
Container I.D	<p>Identifier on the container or that you assign to the container in which the items on this purchase order or order line were shipped to you. You can assign container information to an order during receipts entry.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>After you enter a receipt and assign a container number to an order or order line, you can inquire by container I.D. in the receipt routing process.</p>

## What You Should Know About

<b>Working with receipt costs</b>	You can set processing options to determine whether costs appear when you review open purchase order information or whether the costs can be changed.
<b>Locating open purchase order information</b>	You can view open detail lines for a particular supplier, buyer, and so forth, by pressing F10 from the Enter Receipts screen to access the Open Order Inquiry screen.

**Multiple account distribution**

If you enter purchase order detail lines by account number, you can distribute the expense on a detail line to several different accounts at purchase order entry. You must perform a receipt based on the account number on the detail line as opposed to the individual accounts to which you distributed the expense. The system creates a single receipt record in the Purchase Order Receiver table (F43121) containing the original account on the detail line.

You can perform partial receipts for detail lines to which multiple account distribution applies. If you enter a receipt for a detail line, you must reverse the receipt before you can redistribute the expense in Purchase Order Entry.

For more information about multiple account distribution, see *Distributing a Detail Line Expense to Multiple Accounts*.

**Kit items**

You must receive kit items at the component level. For example, if you receive a stereo, which is a kit item made up of a receiver, tape deck, and speakers, you must receive the receiver, tape deck, and speakers individually. You must set processing options to display kit items at the component level.

**G/L Information**

Each time you enter or reverse a receipt, the system assigns a receipt document number to the transaction (document type OV), and also a general ledger batch number (provided you interface to the G/L). Both numbers display in the upper right hand corner of the Enter Receipts screen (P4312) immediately after a receipt transaction.

You can view the journal entries that correspond to a receipt document by pressing F13 to access the Journal Entries screen immediately after you enter the receipt. Once you exit the receipt screen or enter a new receipt, the journal entries for the prior receipt transaction no longer display.

You can also review journal entries for receipt documents by accessing the Review G/L Receipts Journal program (P43201). This screen is not accessible from the Enter Receipts screen.

The system creates receipt batches with a batch type of O.

**Receipt routing**

You set processing option 35 to specify that items go through a routing process before being put into stock. To determine where an order is in the routing process, you can press F8 from the Enter Receipts screen to access the Operation Status Inquiry screen.

For more information, see *Working with Items In Receipt Routing*.

**Multi-currency**

You can view amounts in both foreign and domestic currencies by changing the mode in the Enter Receipts screen from F to D and vice versa. If you change costs for an order line, ensure that you do so in the appropriate currency mode.

You use processing option 42 to specify the date the system uses to retrieve an exchange rate. You can have the system:

- Use the same exchange rate that is on the purchase order
- Retrieve a new exchange rate based on the receipt or G/L date.

Regardless of the method you choose, you can override the exchange rate in the Enter Receipts screen provided you set processing option 43 to allow for changes to the exchange rate.

When you receive orders in a foreign currency, the system creates journal entries for two different ledgers:

- The AA ledger for base currency amounts
- The CA ledger for foreign currency amounts

## Receiving Items Across Multiple Purchase Orders

Cascading Receipts (P43125) provides the ability to receive multiple purchase orders for the same item, supplier and branch, simultaneously.

### To receive items on multiple purchase orders

On Enter Receipts (P4312)

1. Inquire by item to display all open purchase order lines for that item.
2. Enter option 13 in front of a purchase order line for the supplier from whom you want to receive the items.

The Cascading Receipts window (P43125) displays, showing all the open purchase order lines for that item, supplier and branch. The system sequences the orders by Promised Delivery Date (PDDJ), and then by Purchase Order Number and Line Number, if multiple detail lines have the same Promised Delivery Date.

3. On Cascading Receipts (P43125), enter the Quantity to Receive.
4. Enter option 1 in front of the first purchase order you want to receive.

The system applies the total received quantity to the selected line item. If a balance of the Quantity to Receive still exists, the system then applies the remaining balance to the next open purchase order for that supplier. This will continue for the following line item until there is no more quantity to receive or there are no more purchase orders.

The system will preload the Option field with 1 in Cascading Receipts (P43125) for each purchase order line from which it intends to relieve quantity. It will also re-populate the Quantity column with the quantity it intends to receive

against that particular line. Press Enter to return the data to Enter Receipts (P4312). In the Enter Receipts screen, proceed with receiving the selected purchase orders as you would any other receipt transaction

## Set Up for Cascading Receipts

To activate cascading receipts, you must set processing option 51 behind the Enter Receipts program (P4312) to 1. You must also use a version of P4312 that has processing option 18 set to display the Receipts by Item format. Alternatively, you can press F15 within P4312 to toggle to the item format.

The following processing options behind P4312 apply to cascading receipts:

51. Enter '1' to initiate Cascading Receipts
52. Enter the type of tolerance check to perform in Cascading Receipts
  - 1 = Percentage Tolerance
  - 2 = Units Tolerance
53. Enter the tolerance value. The system uses this in conjunction with the previous option.

## What You Should Know About

### **Tolerance Checking**

You set up tolerance checking to allow the system to apply overshipments of orders to fill cascading receipt quantities. For example, you can allow overshipments of 10%. To do this, you set processing option 52 to 1 (percentage tolerance), and processing 53 to 10.

Say there are two open orders for item A, supplier 4343 at branch 10. The first order has quantity 50 and the second has quantity 40. In P43125, if you enter 1 next to the first order and enter Quantity to Receive of 100, the program will automatically change the shipment quantity on the second order from 40 to 50, thereby allowing for an overshipment of quantity 10 ( $100 * 10\% = 10$ ). The program adds the overshipment quantity to the last order line it will use to fulfill the receipt quantity.

### **Receiving cascading quantities in different units of measure**

You can specify a unit of measure (UOM) for the Quantity to Receive in P43125. For example, say your item has a primary UOM of eaches and a secondary UOM of boxes. One BX equals 10 EA. Say there are two open orders for the item for 15 each and 25 each, respectively. If you enter a Quantity to Receive of 3 BX, and enter option 1 next to the first order, the system will pull 1 box from the first order and 2 boxes from the second order.

## Entering Receipts in Multiple Units of Measure



From Stock Based Procurement (G43A), choose Purchase Order Processing  
From Purchase Order Processing (G43A11), choose Enter Receipts by PO

You might receive an order in different units of measure. For example, you might receive a portion of an order in crates and the remaining portion in boxes. You must specify all units of measure in which you receive an item. This provides the system with information to perform the conversions necessary to update item availability, calculate individual item costs, and so forth.

### To enter receipts in multiple units of measure

On Enter Receipts

1. Enter option 2 next to a detail line to access Select Multiple UOM's.

Quantity	UM	Description
6	DZ	Dozen
4	CR	Case

2. On Select Multiple UOM's complete the following fields for each unit of measure in which you are receiving the item:
  - Quantity
  - UM

## What You Should Know About

### Valid units of measure

All units of measure in which you receive an item must be set up in either Item Units of Measure (P41002) or Standard Units of Measure (P41003). You can set up default units of measure for an item in Default Units of Measure (P41021). You can access unit of measure information for a particular item by pressing F8 and then F8 again in the Item Master (P4101).

For more information, see *Entering Item Unit of Measure Information in the Inventory Management Guide*.

**Entering quantities**

If the quantities you enter in Select Multiple UOM's do not equal the original quantity open to receive, the system displays a warning.

**Note:** You cannot over receive a quantity in a unit of measure that differs from the original transaction unit of measure.

## Assigning Locations, Lots, and Serial Numbers



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
From Purchase Order Processing (G43A11), choose **Enter Receipts by PO**

If you work in an inventory environment, you can assign items to a specific location at the time of receipt. The system assigns an item to its primary location unless you specify otherwise. You can also spread a receipt quantity over several different locations. For example, if you receive 100 pens, you can assign 50 to one location and 50 to another location.

You can also assign a lot number to each quantity you receive. For example, if you receive a large quantity of batteries, you can assign them all to one lot, or you can assign portions of the quantity to different lots and specify different expiration dates for each of the lots.

To monitor individual items, you can assign serial numbers. The system requires you to assign unique serial numbers to items for which you have specified advanced serial number processing in Item Master Information (P4101). For example, if you receive guns, you must assign a unique serial number to each gun that you receive.

To work with locations, lots, and serial numbers for receipt items, you can:

- Assign a single location, lot, and serial number to items
- Assign multiple locations, lots, and serial numbers to items

### To assign a single location, lot, and serial number to items

On Enter Receipts

Complete the following fields:

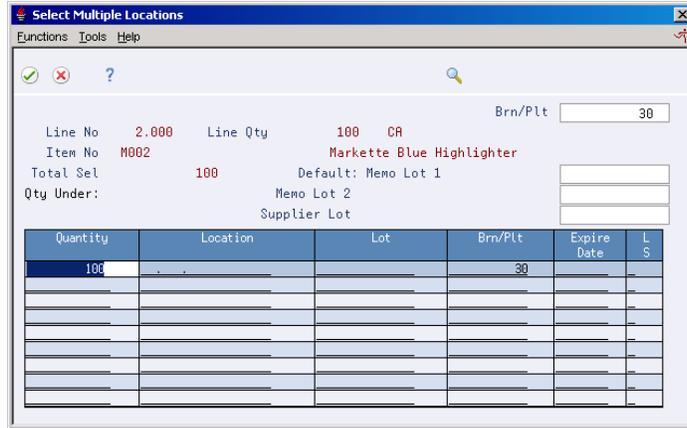
- Location
- Lot/SN (Lot or Serial Number)
- Lot Description
- Expiration Date
- Lot Status
- Supplier Lot
- Memo Lot 1
- Memo Lot 2

Field	Explanation
Location	<p>A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant.</p> <p><i>Form-specific information</i></p> <p>If you select a location that is not the primary location specified on the parts list for a specific item, the system hard commits that item.</p>
Lot	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.
Lot Expire	<p>The date on which a lot of items expires.</p> <p>The system automatically enters this date if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item.</p> <p>You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information.</p>
Lot Status	<p>A user defined code (table 41/L) that indicates the status of the lot. If you leave this field blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold.</p> <p>You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.</p>
Supplier Lot	The supplier's lot number for the item.
Memo Lot 1	A higher classification or grouping of serial number or lot processed items, maintained within the lot master (F4108).
Memo Lot 2	A higher classification or grouping of memo lot 1 maintained within the lot master (F4108).

## To assign multiple locations, lots, and serial numbers to items

On Enter Receipts

1. Enter option 4 next to a detail line to access Select Multiple Locations.



2. On Select Multiple Locations, complete the following fields:

- Quantity
- Location
- Lot/SN (Lot or Serial Number)
- Brn/Plt
- Expiration Date
- Lot Status
- Supplier Lot
- Memo Lot 1
- Memo Lot 2

The quantities you enter cannot exceed the total quantity on the detail line.

3. Press Enter twice to return to Enter Receipts.

The system replaces the single detail line on Enter Receipts with a detail line for each quantity that you specified in Select Multiple Locations.

## What You Should Know About

### Reviewing available locations and lots

You can review the locations and lots that are currently set up for an item and select a location and lot to assign to a receipt. You can access and return location and lot information to the Enter Receipt screen by pressing F1 on the Location field.

**Lot numbers**

You must enter an expiration date for each new lot you create for an item. You can also specify a lot status. You use the lot process type on Item Branch/Plant Information (P41026) to specify that a lot number is required for an item and how it is assigned.

The system maintains lot information by branch and item number in the Lot Master file (F4108).

If you use advanced serial number processing, you can use the Memo Lot and Supplier Lot fields to specify lot numbers for serialized items. You can specify whether lot numbers are required for serial numbered items using the Serial Number Required field in Item Branch/Plant Information.

**Serial numbers**

If you use advanced serial number processing, you must use the Lot field to specify a serial number for each item. The expiration date and lot status apply to the serial number you enter.

If you use advanced serial number processing, you use the lot process type on Item Branch/Plant Information to specify whether a serial number is required for an item and how it is assigned. You must assign a unique serial number to each item you receive. If you receive more than one item, you must enter a serial number for each item on the order.

If you use basic serial number processing, you use the Serial Number Required field on Item Branch/Plant Information to specify whether a serial number is required for an item. Basic serial number processing only applies to the Sales module (system 42).

**See Also**

- *Working with Item Locations (P41024) in the Inventory Management Guide* for information about primary and secondary locations for an item
- *Entering Lot Information for Items (P41026) in the Inventory Management Guide*

## Entering Reversing Receipts



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
From Purchase Order Processing (G43A11), choose **Enter Receipts by PO**

You can reverse a receipt as long as you have not yet created a voucher for the receipt. You might need to do this if you recorded a receipt by mistake or you recorded the wrong receipt.

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

## To enter a reversing receipt

On Enter Receipts

1. Complete the following field:
  - Received
2. Locate the received detail lines that you want to reverse.
3. Specify 8 in the following field for the receipts you want to reverse:
  - O (Option Exit)

## What You Should Know About

### Reversing a receipt in a receipt routing process

If an item goes through a receipt routing process, you must move it back to the first operation in the route before you can reverse the receipt. You must also reverse all dispositions.

For more information, see *Working with Items in Receipt Routing*.

### Receipt records

When you reverse a receipt, the system updates the existing match type 1 record in the Purchase Order Receiver file to a match type 4. You can only view match type 4 records by looking at the file itself.

### Reversing a receipt with a matched voucher

You can reverse a purchase order receipt; however, if you have vouchered the entire receipt quantity in the Voucher Match program (P4314); you must first delete the voucher. If you inquire on a receipt, and you get error 1838, it may be that you have vouchered the receipt. The error also may occur because you neglected to set the Received (Y) field to "Y".

**Note:** It is very important to note that you should not use Standard Voucher Entry (P04105) or Speed Voucher Entry (P041015) to delete a voucher created through Voucher Match (P4314).

To delete a purchasing voucher, go into P4314 and inquire on:

- Match Type = 2
- Purchase order number and type
- Voucher number and type

Press Enter.

When the inquiry brings up the voucher information, change the action code to "D" and press Enter. You cannot delete a voucher that is already paid.

See also *Deleting Vouchers* in the *Accounts Payable Guide*.

## Processing Options

See [Enter Receipts \(P4312\)](#).





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# Work with Journal Entries for Receipt Transactions

## Working with Journal Entries for Receipt Transactions

The system creates journal entries each time you enter or reverse a receipt using the Enter Receipts program (P4312). You can review the journal entries for accuracy and then post them to the general ledger.

This section contains the following:

- [Reviewing Journal Entries for Receipts](#)
- [Posting Receipts](#)

## Reviewing Journal Entries for Receipts



From Stock Based Procurement (G43A), choose **Receipts Matching and Posting**  
From Receipts Matching and Posting (G43A15), choose **Review G/L Receipts Journal**

When you enter a formal receipt using the three-way match process, the system creates journal entries that:

- Debit an inventory account
- Credit a received not vouchered account

For example, if you enter a formal receipt for 100.00 worth of inventory items, the system creates the following journal entries:

Inventory	Received Not Vouchered
100	100

If tax is applicable to a receipt, the system also creates tax accrual entries. If you apply landed costs at the time of receipt, the system creates entries for accrued landed costs.

You might use a standard cost method to determine the inventory cost for an item. The standard cost for an item remains consistent unless you manually change it in the Cost Ledger file (F4105). If a variance exists between the standard cost and the

price at which you purchase an item, the system creates journal entries to account for the variance. You specify variance accounts in automatic accounting instructions.

For example, if you enter a formal receipt for 80.00 worth of inventory items and the standard cost for the items is 100.00, the system creates the following journal entries:

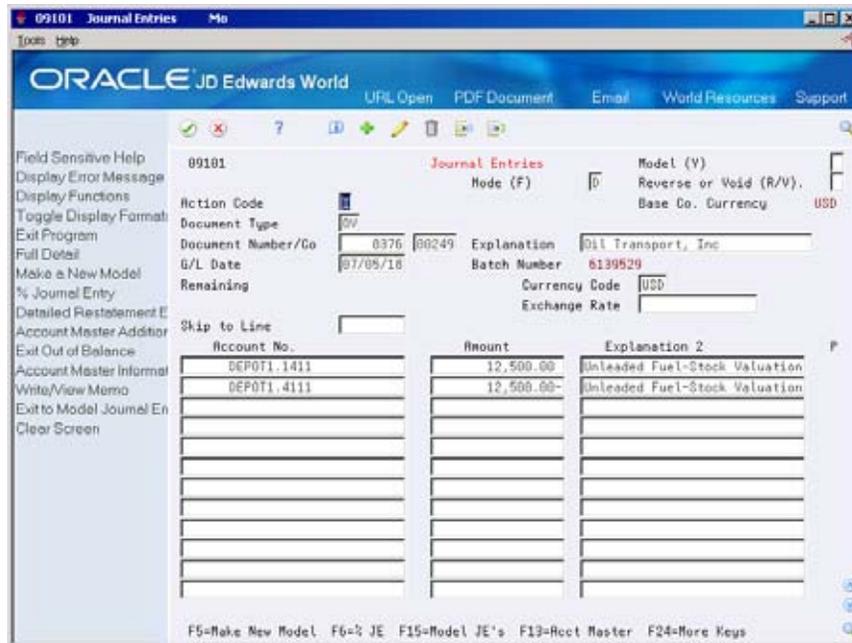
Standard Cost Variance		
Inventory	Received Not Vouchered	Standard Cost Variance
100	80	20

You use processing option 37 behind P4312 to specify whether the system creates separate journal entries for each detail line or summarizes the entries for all lines by account number.

The system creates a receipt document each time you perform a receipt transaction. This document is comprised of the journal entries that correspond to the transaction. Receipt documents are assigned a document type of OV, unless you specify otherwise in processing option 2. Each receipt document is then assigned to a G/L batch.

The document and batch number for a transaction display in the Enter Receipts screen immediately after you press Enter to record the receipt. The system assigns all receipt documents to the same batch number until you press F3 to exit P4312. The system assigns receipt batches a batch type O.

You can view receipt batches on Review G/L Receipts Journal (P00201). On this screen, you can drill down to view the receipt document numbers assigned to a batch using option 1. Taking another option 1, you can see the journal entries attached to a receipt document on the Journal Entries screen (P09101).



When you reverse a receipt, the system automatically creates a new receipt document for the reversing entries. These new entries reflect the original journal entries only with reversed signs (+, -)

## What You Should Know About

### **Automatic Accounting Instructions (AAIs)**

The system retrieves account numbers for which to create journal entries from AAIs. A separate AAI table exists for each type of account used by the Enter Receipts program, which includes:

4310 - Inventory

4315 - Non-inventory

4320 - Received not vouchered (RNV)

4335/4337 - Variances (standard cost and material burden)

4350/4355 - Taxes

4365/4370 - Receipt routing operations

4385/4390 - Landed costs

4400/4405 - Zero balance adjustments (to remove dollars when quantities are brought to zero)

You can usually access the Distribution/Manufacturing AAIs (P40901) using fast path command DMAAI, provided you have authority to do so. You maintain AAIs for all other applications in the standard AAI screen (P00121). You can usually access this screen using fast path command AAI. The system maintains Distribution AAIs in the F4095 and all other AAIs in the F0012.

### **Variables used to retrieve account numbers**

The system retrieves an account number from each AAI table based on the company, document type, and G/L class code that applies to a receipt.

For example, you enter a receipt for 100.00 worth of inventory items contained on a purchase order. The items have a G/L class code of IN20 and were purchased for business unit A, which resides in company 100. The document type for the purchase order is OP. When you enter a receipt, the system retrieves the inventory account from AAI 4310 based on company 100, document type OP, and a G/L class code of IN20.

If you enter purchase order detail lines by account number, the system charges each receipt against the account number on the detail line. The system retrieves a received not vouchered account number from AAI 4320 based on the company to which the account number is assigned, the document type on the order, and the G/L class code contained in the details of the order.

### **G/L class code for inventory items**

For stock items, the system retrieves an RNV account from AAI 4320 based on the G/L class code assigned to the location into which you are receiving the items. You can find the class code assigned to a location on the Item Location Information screen (P41024).

- Journal entries for items in a receipt route** The system creates journal entries differently for items that enter a receipt route. For more information, see *Understanding Journal Entries for Items in a Receipt Route*.
- Multiple account distribution** If you enter purchase order detail lines by account number, you can distribute the expense on a detail line to several different accounts at purchase order entry. When you enter a receipt for the detail line, the system creates separate journal entries for each account to which you distributed the expense.
- For example, you enter a purchase order detail line for 100 reams of paper. You distribute the expense to four departments. When you enter a receipt for the paper, the system creates journal entries that debit each of the four expense accounts and credit the received not vouchered account.
- For more information about multiple account distribution, see *Distributing a Detail Line Expense to Multiple Accounts*.

## See Also

- *AAI Tables for the Procurement System*
- *Working with Basic Journal Entries (P09101) in the General Accounting I Guide*
- *Reviewing and Posting Journal Entries for Voucher Transactions*

## Posting Receipts

	From Stock Based Procurement (G43A), choose <b>Receipts Matching and Posting</b> From Receipts Matching and Posting (G43A15), choose <b>G/L Receipt Post</b>
---	---

After you review journal entries, you can post them to the general ledger using the G/L Receipt Post procedure.

The posting process:

1. Selects qualified batches of unposted transactions from the Account Ledger table (F0911).
2. Edits and verifies each transaction.
3. Posts accepted transactions to the Account Balances table (F0902).
4. Marks each transaction and batch header as posted in the Account Ledger table (F0911) and the Batch Control table (F0011).

## See Also

- *Posting Journal Entries (P09800) in the General Accounting I Guide*

# Print Receipt Information

## Printing Receipt Information

You can print receipt information that is specific to purchase orders, suppliers, business units, and so forth.

This section contains the following:

- [Printing Orders Open to Receive](#)
- [Printing the Status of Orders Open to Receive](#)
- [Printing Receipt Information by Supplier](#)

## Printing Orders Open to Receive

	From Stock Based Procurement (G43A), choose <b>Procurement Reports</b> From Procurement Reports (G43A111), choose <b>Print Open Purchase Orders</b>
--	--

You can print a list of all suppliers from whom you have a specific item on order. You can review the order quantity and the quantity and amount left to receive from each supplier. You can also use the Open PO's by Item report (P43632) to review open order information for specific items or account numbers.

Information on this report prints in order of business unit and item or account number. The system calculates report totals based on this sequence. Do not change the sequence unless you plan to change the program logic.

You might want to use this report to review the dates you expect to receive items.

43632	JD Edwards World		Page	-	5
	Open PO's by Item		Date	-	06/18/17
Branch/Plant .	20				
	Valley Forge Distribution C				
Description	Order No Ty Supplier	Requested UM	PR On Order Quantity	. . . .Open To Receive. . . .	Quantity Amount
-----	-----	-----	-----	-----	-----
Front Loading Stapler	2559 OP 4345 Value Worldwide Pape	07/15/17 EA	700	50	337.50
	2nd Item Number. . . . .		700	50	337.50
Stanley Staple Remover	2292 OP 4345 Value Worldwide Pape	06/15/17 EA	500	500	100.00
	2nd Item Number. . . . .		500	500	100.00
Pen & Pencil Set	2639 OP 4345 Value Worldwide Pape	06/18/17 CR	4		
	2nd Item Number. . . . .		4		
	Valley Forge Distribution Ctr		1204	550	437.50

## Processing Options

See [Open Purchase Orders \(P43632\)](#).

## Printing the Status of Orders Open to Receive

	From Stock Based Procurement (G43A), choose <b>Procurement Reports</b> From Procurement Reports (G43A111), choose <b>Open Purchase Order Status</b>
---	--

You can print the Open Purchase Order Status report (P43525) to review purchase orders containing items that are overdue. For each purchase order you specify, you can review the following detail line information:

- Original order quantity
- Received quantity
- Quantity open to receive
- Days overdue

Information for this report prints in the following order:

- User ID
- Supplier
- Order number
- Line number

A total open dollar amount is provided for:

- Each purchase order
- Each supplier
- Each user
- The entire report

43525	Effective Date . 06/15/17	JD Edwards World	Page - 1								
		OPEN P.O. STATUS	Date - 6/15/17								
			User - DEMO								
Supplier 4345	Supplier Name Value Worldwide Paper Supply	Telephone # ( )									
P.O. #. 2410	Date Ordered 05/15/17										
Ship To. 1062	Ship to Name Memphis Warehouse #30										
Line	Due Date	Description	Unit Cost	UM	Original Quantity	UM	Quantity Received	Quantity Open	Amounts On Order	Days Over	Cur Cod
1.000	06/01/17	Markette Red Highlighter	8.1672	DZ	150	DZ	50	100	816.72	14	USD
2.000	06/01/17	Markette Blue Highlighter	8.1672	DZ	150	DZ	50	100	816.72	14	USD
3.000	06/01/17	Markette Green Highlighter	8.1672	DZ	150	DZ	50	100	816.72	14	USD
									PO Total		2,450.16
P.O. #. 2444	Date Ordered 05/15/17										
Ship To. 1062	Ship to Name Memphis Warehouse #30										
Line	Due Date	Description	Unit Cost	UM	Original Quantity	UM	Quantity Received	Quantity Open	Amounts On Order	Days Over	Cur Cod
2.000	06/01/17	Stanley Staple Remover	.2000	EA	30	EA	0	30	6.00	14	USD
									PO Total		6.00
									Supplier Total		2,456.16
									User Total		2,456.16
									Report Total		2,456.16



## Processing Options

See [Inventory Receipts Register \(P43512\)](#).

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# Procurement Reconciliation Reports

	From Procurement (G43), choose <b>Stock Based</b> From Stock Based Procurement (G43A), choose <b>Procurement Reports</b> From Procurement Reports (G43A111), choose <b>Reconciliation Reports</b>
---	---

You want to verify that open receipt information in your purchasing system corresponds to open receipt valuations in the general ledger, on a regular basis.

When you receive an order using the Enter Receipts program (P4312), the system debits an inventory or expense account, and credits the Received Not Vouchered (RNV) account. The RNV account is then debited (or relieved) for the same amount when you create a voucher for the receipt using the Voucher Match program (P4314).

The P4312 writes a receipt record (match type 1) to the Purchase Order Receiver file (F43121) at receipt time. The record contains information pertaining to the receipt, including the RNV account, the amount open to voucher, and the document number and type (usually OV) that correspond to the journal entries.

The P4314 writes a voucher record (match type 2) to the F43121 when a voucher is created for the receipt. This record contains information pertaining to the voucher, including the RNV account, the amount paid to date, and the document number and type (usually PV) that correspond to the voucher and journal entries.

The PO Receiver history file (F43121H) is, for the most part, a scaled down version of the F43121, and contains only those field values the system needs to perform reconciliations between purchasing and the G/L.

You can choose from three reports to perform reconciliations between open receipt information in the Purchase Order Receiver files (F43121 and F43121H) and corresponding journal entries in the Account Ledger file (F0911), as follows:

- [Voucher Reconciliation](#)
- [RNV to G/L Reconciliation](#)
- [RNV - G/L As Of Reconciliation](#)

## Voucher Reconciliation

The Voucher Reconciliation report (P43450) displays open receipt information by Received Not Vouchered (RNV) account. It lists each order number and line number received against the account, as well as the quantity and amount currently open to voucher. The item or expense account for each line also displays.

The information on the Voucher Reconciliation report comes directly from the Purchase Order Receiver file (F43121).

This report is intended to display open receipt information as it exists in the Purchasing system. It does not display the corresponding journal entry information maintained in the Account Ledger file (F0911). You can create a World Writer report that extracts information from the F0911 to compare directly to the information on this report, or you can run one of the integrity reports that make these comparisons for you, such as the P43451 or P43452, discussed later in this section.

43450		JD Edwards World				Page No. . . . .	2
		Rec'd Not Vouchered Reconciliation				Date - . . . .	01/01/17
Not Vouchered Account	PO No.	Ty	Line	Item	Open	Open to Voucher	Tax Amount
40.4111	844	OP	1,000	1001	6	30,00	
40.4111	844	OP	2,000	D1091	4	39,48	
40.4111	844	OP	3,000	372-OAK	11	1,215,50	
40.4111	1011	OP	1,000	372-OAK	5	1,725,96	
40.4111	1020	OP	1,000	372-OAK	5	1,725,96	
30.4111	2306	OP	1,000	EMN	50	6,195,00	
30.4111	2307	OP	1,000	EMN	10	990,00	138,60
30.4111	2308	OP	1,000	EMN	5	495,00	34,65
30.4111	2309	OP	1,000	EMN	5	495,00	34,65
30.4111	2310	OP	1,000	EMN	4	396,00	27,72
30.4111	2311	OP	1,000	EMN	4	396,00	
30.4111	2312	OP	1,000	EMN	2	198,00	
30.4111	2312	OP	1,000	EMN	2	198,00	
30.4111	2314	OP	1,000	EMN	2	198,00	
30.4111	2320	OP	1,000	EMN	1	99,00	
30.4111	2322	OP	1,000	EMN	10	100,00	
30.4111	2323	OP	1,000	X1	1	5,00	
30.4111	2325	OP	1,000	EMN	1	219,20	
30.4111	2326	OP	1,000	EMN	5	495,00	
30.4111	2347	OP	1,000	1960	1	20,00	1,60
30.4111	2347	OP	2,000	1961	1	16,50	1,32
30.4111	2353	OP	1,000	X1	1	10,00	
30.4111	2355	OP	1,000	EMN	10	16,696,47	
30.4111	2364	OP	1,000	EMN	10	990,00	79,20
30.4111	2366	OP	1,000	EMN	5	495,00	
30.4111	2369	OP	1,000	EMN	6	594,00	47,52
30.4111	2370	OP	1,000	EMN	6	594,00	47,52
30.4111	2376	OP	1,000	EMN	10	990,00	79,20
30.4111	2377	OP	1,000	EMN	11	1,089,00	87,12
30.4111	2380	OP	1,000	EMN	15	1,485,00	118,80
30.4111	2387	OP	1,000	CELLO	10	7,775,000,00	622,000,00
30.4111	2388	OP	1,000	CELLO	10	8,397,000,00	671,760,00
30.4111	2390	OP	1,000	CELLO1	10	30,000,00	2,400,00
30.4111	2391	OP	1,000	CELLO2	1	3,000,00	240,00
30.4111	2392	OP	1,000	EMN	10	990,00	79,20
30.4111	2394	OP	1,000	EMN	6	594,00	
30.4111	2394	OP	1,000	EMN	4	396,00	
30.4111	2410	OP	1,000	EMN	1	100,00	8,00
30.4111	7951	OP	1,000	EMN	2	541,77	75,85
30.4111	7951	OP	1,000	EMN	2	541,77	75,85
30.4111	7951	OP	1,000	EMN	3	812,65	113,77
30.4111	7954	OP	1,000	EMN	6	1,739,09	243,47
30.4111	7957	OP	1,000	EMN	6	1,860,83	70,71
30.4111	7959	OP	1,000	EMN	4	1,240,55	47,14
30.4111	7960	OP	1,000	EMN	4	1,240,55	47,14
30.4111	7998	OP	1,000	EMN	10	100,00	
30.4111	7999	OP	1,000	EMN	10	100,00	
30.4111	8000	OP	1,000	EMN	10	260,00	
30.4111	8002	OP	1,000	EMN	11	286,00	
30.4111	8003	OP	1,000	EMN	5	218,00	
30.4111	8004	OP	1,000	EMN	5	218,00	
30.4111	8009	OP	1,000	EMN	5	314,80	
30.4111	8011	OP	1,000	EMN	5	591,43	
30.4111	8012	OP	1,000	EMN	5	591,43	
30.4111	8014	OP	1,000	EMN	5	591,43	
30.4111	8015	OP	1,000	EMN	4	662,53	
30.4111	8017	OP	1,000	EMN	5	1,075,93	161,39
30.4111	8018	OP	1,000	EMN	5	1,075,93	161,39
30.4111	8019	OP	1,000	EMN	5	1,348,47	51,24

## Processing Options

See [Voucher Reconciliation \(P43450\)](#).

### RNV to G/L Reconciliation

The Received Not Vouchered to G/L Reconciliation report (P43451) displays open receipt amounts in the Purchase Order Receiver file (F43121) in comparison with the corresponding RNV journal entries in the Account Ledger file (F0911). You choose the RNV account you want to reconcile in processing option 1 behind P43451.

For each purchase order line number, the report displays: 1) the open receipt amount 2) the RNV journal entries associated with the receipt, and 3) any discrepancy that might exist between the two. For example, say you receive an order line for 100.00 and you voucher 75.00. The open receipt amount column shows 25.00, the G/L amount column displays two journal entries, one for -100 and another for 75, and nothing displays in the Discrepancy column since the other two columns are equal.

The P43451 identifies match type 1 records in the F43121 containing the same RNV account you specified in processing option 1, and also a value in the open amount field (PRAOPN). It then looks for associated match type 2 records to determine whether any portion of the receipt has been vouchered. The document numbers and types on the match type 1 and 2 records serve to link to the journal entries in the Account Ledger file (F0911).

This report reflects all open receipts at the time you run the report. It will not print only those open receipts with discrepancies; however, a total is provided at the end of the report to indicate whether any variances might exist.

---

**Caution:** This report is not reliable if you summarize journal entries at the time of receipt and voucher match. You use processing option 37 behind P4312 and processing option 19 behind Voucher Match (P4314) to designate whether journal entries are summarized.

Do not change data sequencing for this report, as you may incur unpredictable results.

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43451				JD Edwards World				Page No. . . . . 1		
Received Not Vouchered Account . . . . .				RNV to G/L Reconciliation				Date - . . . . 4/15/17		
. . . . . RECEIPTS INFORMATION . . . . .				100.4111				. . . . . G/L INFORMATION . . . . .		
Order Or Order Line				Document Do G/L						
Number	Ty	Co	Number	Amount	Open	Number	Ty	Date	Amount	Discrepancy
11783	OP	00100	1.000	26,250.00						
						8437	OV	06/30/17	15,000.00-	
						8439	OV	10/26/17	15,000.00	
						8440	OV	10/26/17	15,000.00-	
						8441	OV	06/30/17	11,250.00-	
			Total	26,250.00					26,250.00-	
11785	OP	00100	1.000	79.95						
						8452	OV	03/02/17	461.50-	
						8453	OV	03/02/17	461.50	
						8454	OV	07/14/17	61.50-	
						8455	OV	07/14/17	18.45-	
			Total	79.95					79.95-	
11785	OP	00100	2.000	250.00						
						8454	OV	07/14/17	250.00-	
						8455	OV	07/14/17	200.00-	
						88505	PV	07/31/17	200.00	
			Total	250.00					250.00-	
11785	OP	00100	3.000	750.00						
						8454	OV	07/14/17	150.00-	
						8455	OV	07/14/17	750.00-	
						88506	PV	07/31/17	150.00	
			Total	750.00					750.00-	
			Grand Total	27,329.95					27,329.95-	

## What You Should Know About

### Landed costs and taxes

You cannot use this report to reconcile taxes or landed costs, as the Purchase Order Receiver file (F43121) does not maintain RNV accounts for these types of costs.

### Currency

Amounts on this report always display in the base currency of the company to which the account belongs. Foreign amounts will not display.

### Receipt Routing

When an item goes through a receipt route, the P4312 creates a match type 1 record in the F43121 upon receipt into the route. An irrelevant OV document number is written to the match type 1 record at that time. When the item becomes payable, the system creates journal entries with the valid OV document number. The system does not overwrite the existing document number in the match type 1 record; therefore, the document numbers in the F43121 and F0911 will not match. The valid OV document number for items that go through receipt routing is maintained in the Receipt Routing Ledger file (F43099) instead of the F43121.

## Processing Options

See [RNV to G/L Reconciliation \(P43451\)](#).

## RNV - G/L As Of Reconciliation

The RNV - G/L As Of Reconciliation report (P43452) serves to compare receipt and voucher amounts for individual order lines to the journal entries that correspond to the transactions. Unlike the other reports that only display open receipt information, this reports allows you to review RNV information for a specific period of time.

The P43452 is designed to look for journal entries in the Account Ledger file (F0911) for the RNV account you designate in Data Selection. You also specify from and through G/L dates in Data Selection. The program then links each journal entry it finds to the corresponding receipt or voucher record in the PO Receiver History file (F43121H). You can only run the report for one RNV account at a time.

The PO Receiver History file is a scaled down version of the Purchase Order Receiver file (F43121), containing only the primary fields necessary to perform reconciliations to the general ledger. The file does, however, contain a field for the Tax RNV Account (PBTRNV), which does not exist in the F43121.

This report displays and totals reconciliation information by order and line number. For each order line, all transactions affecting the RNV account display along with the document number, type and G/L date. For each transaction the report displays the amount written to the G/L, the amount recorded in the purchasing system (F43121H), and any discrepancy that might exist between the two.

You can reconcile the standard RNV account (maintained in AAI table 4320), or the tax RNV account (maintained in AAI table 4355). You specify which in processing option 1. The report assumes that the RNV Account comes from AAI 4320 and the Tax RNV Account comes from AAI 4355.

You use processing option 2 to specify that you want to see only those receipts with discrepancies between the purchasing system and the G/L.

43452 JD Edwards World											Page No. . . . .	1
Received Not Vouchered Account . . . . . RNV (4320) to G/L AsOf Reconciliation											Date - . . . .	4/15/17
100.4114												
Order Number	Or Ty	Order Co	Line Number	Transaction	Document Number	Do Ty	G/L Date	Amount from G/L	Amount from Receipts	Discrepancy		
3573	OP	00100	2.000									
				Voucher	210	PV	03/30/17	107.50	107.50-			
				Voucher	212	PV	03/30/17	215.00	215.00-			
				Receipt	1559	OV	03/30/17	322.50-	322.50			
				Total								
3573	OP	00100	3.000									
				Voucher	210	PV	03/30/17	750.00	750.00-			
				Receipt	1559	OV	03/30/17	750.00-	750.00			
				Total								
3577	OP	00100	1.000									
				Voucher	211	PV	03/30/17	210.00	210.00-			
				Receipt	1560	OV	03/15/17	210.00-	210.00			
				Receipt	1563	OV	03/15/17	210.00-	210.00			
				Reverse Receipt	1564	OV	03/30/17	210.00	210.00-			
				Total								
				Grand Total								

**Caution:** This report is not reliable if you summarize journal entries at the time of receipt and voucher match. You use processing option 37 behind P4312 and processing option 19 behind Voucher Match (P4314) to designate whether journal entries are summarized.

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Do not change data sequencing for this report as you may incur unpredictable results.

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## What You Should Know About

<b>Landed costs</b>	You cannot use this report to reconcile landed costs, as the PO Receiver History file (F43121H) does not maintain an RNV account for landed costs
<b>Currency</b>	Amounts on this report always display in the base currency of the company to which the account belongs. Foreign amounts will not display.
<b>PO Receiver History file (F43121)</b>	<p>The F43121H differs from the F43121 in that existing records in the F43121H are not updated. For example, say you enter and receive a purchase order for \$100. The P4312 writes a match type 1 record to the F43121 and F43121H with an amount open to voucher (AOPN) of \$100.00. If you voucher \$25 of the receipt, the P4314 writes a match type 2 record to both files; however, the system updates the amount open to \$75 in the F43121 match type 1 record. The open amount remains the same in the F43121H.</p> <p>The system write records to the F43121H file when journal entries are created. These records are then preserved to reflect the transactions as they were originally created.</p> <p>Match type 3 and 4 records (reversals) are only written to the F43121H if the batch created for the original transaction was posted. For example, if you receive and voucher an order for \$100, the system writes match type 1 and 2 records to the F43121H. If the voucher is reversed and the batch was not posted, the system deletes the match type 2 record in the F43121H, as the journal entry batch was also deleted. In this case there's nothing to reconcile.</p> <p>If the batch was posted, a match type 3 record is written to the F43121H, because the original batch was not deleted. Instead, reversing journal entries were added to the batch, which will be reconciled against the match type 3 record.</p>
<b>Receipt routing</b>	When an item goes through receipt routing, a match type 1 record is not written to the F43121H until the item becomes payable; therefore, the F43121H match type 1 records should contain the correct OV document number for items that have been through a receipt route.

## Processing Options

See [RNV to G/L As Of Reconciliation \(P43452\)](#).

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## 4 Voucher Processing



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# Overview to Voucher Processing

## Objectives

- To create payment vouchers
- To enter landed costs
- To review and post journal entries that result from voucher transactions
- To create preliminary vouchers
- To review voucher information

## About Voucher Processing

Before you can pay a supplier for the goods and services you purchase, you must create a voucher that:

- Indicates that the terms of a transaction have been met
- Specifies the amount to pay to the supplier
- Notifies the Accounts Payable system to cut a check

You can create a voucher interactively using an invoice. You use this method to verify that invoice information corresponds to your receipt records. For example, if a supplier bills you for 100.00 worth of goods, you must verify that you received 100.00 worth of goods. If you do not record receipt information, you must verify that invoice information corresponds to purchase order detail lines.

You can create vouchers in batch mode using only receipt information. You use this method when you have an agreement with your suppliers that your receipt records are sufficient for creating vouchers, and invoices are unnecessary. For example, if receipt records indicate that you received 100.00 worth of goods, the system creates a voucher for 100.00 worth of goods.

You might want to review the receipt records for which you must create vouchers. After you locate this information, you can enter landed costs (costs in excess of an item's purchase price) for the items you have received.

If you receive an invoice before you take receipt of the goods and services, you can create a preliminary voucher to account for the billing amount. After you receive the goods or services on the invoice, you can create a permanent voucher from the preliminary voucher.

Voucher processing includes the following tasks:

- Reviewing open receipts

- Entering landed costs
- Creating vouchers using invoices
- Creating multiple vouchers from receipt records
- Working with journal entries for voucher transactions
- Logging invoices prior to receiving goods
- Printing voucher information

## Files and Journal Entries

The following is a summary of the primary files created/updated and the journal entries made during the voucher process, with the AAI's that drive these journal entries.

### Stock Purchase: 3-Way Match

#### Match Voucher to Open Receipt (P4314)

At Match Voucher to Open Receipt, the system updates or creates records in the following files:

- F0411 (Accounts Payable Ledger) - Voucher created (usually PV document type)
- F0911 (Account Ledger) – Journal entries created
- F43121 (P.O. Receiver File)
  - Match Type 2 record written at Voucher Match
  - Match Type 1 record changes from open to paid (for amount vouchered)
- F4311 (P.O. Detail) - Record created for any added lines at Voucher Match
- F4111 (Item Ledger File)
  - Payment variance (PV) document type may be created to account for the difference between and item's receipt cost and invoice cost, depending on the item's inventory cost method
- F4105 (Item Cost File) - Average cost updated if invoice cost differs from receipt cost

The following journal entries are created in the F0911:

Driven by	Debit	Credit
AAI 4320	RNV	
PCAAI		A/P Trade Account

Other journal entries might also be created depending on specific variables that relate to the purchase order, including taxes and landed costs, exchange rate variances (if you operate in a multi-currency environment), and variables that relate specifically to stock items, such as variances between the receipt and invoice costs.

The credit to A/P trade (PAAI) is not created at Voucher Match; instead, it's created by the post program (P09800) when you run it over the batch.

### Non- Stock Purchasing: 2- Way Match

Receive and Voucher P.O. (P4314)

At Receipt and Voucher P.O., the following files are created/updated:

- F4311 (P.O. Detail) – order line gets closed (status codes, received and open quantities and amount fields updated.)
- F43121 (P.O. Receiver File) - Match Type 2 record created
- F0411 (Accounts Payable Ledger) - Voucher created (usually PV document type)
- F0911 (Account Ledger) - Journal entries created

The following Journal Entries are created:

Driven By	Debit	Credit
AAI 4315 or acct. #	Non-Stock or Inv. Account Number	
PAAI		A/P Trade Account

The debit to the account in AAI 4315 is created when you perform the match; however, the credit to A/P trade (PAAI) is not created until you run the post program (P09800) over the batch. Other journal entries might also be created depending on specific variables that relate to the purchase order, such as taxes.

### Non-Stock Purchasing: 3-Way Match

Match Voucher to Open Receipt (P4314)

At Match Voucher to Open Receipt, the system creates or updates the following files:

- F0411 (Accounts Payable Ledger) - Voucher created (usually PV document type)
- F0911 (Account Ledger) – Journal entries created
- F43121 (P.O. Receiver File)
  - Match Type 2 record written at Voucher Match
  - Match Type 1 record changes from open to paid (for amount vouchered)
- F4311 (P.O. Detail) - Record created for any added lines at Voucher Match

The following Journal entries are created:

Driven By	Debit	Credit
AAI 4320	RNV	
PAAI		A/P Trade Account

Other journal entries might also be created depending on specific variables that relate to the purchase order, including taxes and landed costs, cost variances between the receipt cost and the invoice cost, and exchange rate variances (if you operate in a multi-currency environment).

The credit to A/P trade (PAAI) is not created at Voucher Match; instead, it's created by the post program (P09800) when you run it over the batch.

If you perform a 3-way match on order lines that have a line type with an inventory interface of A or B (usually lines types of J and B, respectively), you can define whether cost variances and exchange rate variances are booked back to the expense account on the order line or to the AAI variance accounts (as defined in AAIs 4330 and 4340). You define this information in the Order Lines Types video (P40205).

## What You Should Know About

### **Voucher match methods**

If you record receipt information for items, you compare invoices to receipt records to create individual vouchers. If you do not record receipt information, you compare invoices to purchase order detail lines to create vouchers.

A three-way voucher match method implies that you use receipt records to create vouchers. A two-way voucher match method implies that you use purchase order detail lines to create vouchers. You must specify the match method that you use in processing options.

### **Retainage at voucher match**

You often retain a percentage of a payment until all work under a construction contract is complete and accepted. This retainage is paid after the contractor has been given written notice of acceptance. An amount to cover unfinished work is usually retained.

To activate retainage at time of voucher match, set processing option 17 on P4314 to "1". Once the processing option is set, the retainage field appears on the header of the voucher.

**Zero dollar vouchers**

The Voucher Match Program (P4314) is designed so batch header records are created in the F0011 without any detail records in the F0911 when a zero dollar purchase order is matched to a zero dollar invoice to create a zero dollar voucher. This occurs regardless of whether the G/L Functional Server (XT0911Z1) is set to create zero dollar journal entries.

When this situation occurs, the system leaves the Batch Status field on the Batch Header video (P0011) blank. This is because the system won't post a batch header record with no journal entries. If you change the batch header status to D (posted), these empty batch header records can cause integrity issues to appear on the Transactions to Batch Headers report (R007021).

To stop the empty batch headers from displaying on the Batch Header report, you can either change the Batch Status field back to blank on P0011, or manually add zero dollar journal entries by inquiring on the voucher in Standard Voucher Entry (P04105), entering a C in the Action Code, and adding a zero dollar journal entry

To delete zero dollar vouchers through P4314, you can manually add zero dollar journal entries in the Journal Entry video (P09101) using the same document number, type, company, and G/L date. P4314 doesn't care that the batch numbers are different, provided you're deleting the voucher.

**Options 1, 7 and 9 in Voucher Match**

Option 1 (Match) will voucher the quantity and amount on the line, but will leave open any remaining quantity. Option 7 (Close) is only valid when purchasing to the GL, and will close the balance on the line should you enter a quantity or amount that differs from the initial quantity or amount. Option 9 (Cancel) is only valid for a two-way match, and will cancel everything on the line.

Options 7 and 9 are not valid for stock items, which are always received prior to voucher match (3-way match). To close or cancel stock lines, you must first reverse the receipt through the Enter Receipts program (P4312).

**See Also**

- *About Receipt Processing* for more information about recording receipt information



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# Review Open Receipts

## Reviewing Open Receipts



From Stock Based Procurement (G43A), choose **Receipts Matching and Posting**  
From Receipts Matching and Posting (G43A15), choose **Open Receipts by Supplier**

You can review open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which you must create vouchers. You can review the amount and quantity open for each receipt, as well as the amount open for all receipts on Open Receipts by Supplier (P43214).

### Before You Begin

- Set processing options to indicate whether you use a three-way or two-way voucher match method. For more information about voucher match methods, see *About Voucher Processing*.

### To review open receipts

On Open Receipts by Supplier (P43214)

Order	Ty	Line	Item/Account	Open Quantity	Open Amount
2	OP	1.000	15002	1	8,352.00
2000	OP	1.000	CD	32	160.00
2000	OP	1.000	CD	10	50.00
2000	OP	1.000	CD	6	30.00
2000	OP	1.000	CD	96	480.00
2000	OP	1.000	CD	144	720.00
2000	OP	1.000	CD	120	600.00
2020	OP	1.000	2556	1	18.37
2020	OP	1.000	2556	1	18.37
2020	OP	1.000	2556	1	18.37
2020	OP	1.000	2556	1	18.37
2020	OP	1.000	2556	1	18.37
2020	OP	1.000	2556	1	18.37
2020	OP	1.000	2556	1	18.37

1. To locate receipts, complete one or more of the following fields:

- Branch/Plant
- Match Type
- Currency Code
- Order Number
- Document Number
- Supplier
- Item Number
- Account Number

2. Review the following fields for each receipt:

- Open Quantity
- Open Amount

3. Press F6 to review the total open amount for all receipts that display.

Field	Explanation
Match Type	<p>The match type is a code attached to each purchase order detail line record or receipt record that indicates whether a voucher exists. Valid codes are:</p> <ul style="list-style-type: none"> <li>1 A receipt has been performed</li> <li>2 A voucher exists</li> <li>3 The voucher was reversed</li> <li>4 The receipt record was reversed</li> </ul> <p><b>Note:</b> Record types 3 and 4 are audit records only. You cannot access these records for the voucher payment or receipt programs.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you enter 1 in this field, the system displays orders for which vouchers do not yet exist. If you enter 2 in this field, the system displays orders for which vouchers do exist.</p>
Open Quantity	<p>The original quantity for the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and/or vouchered to date.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The open quantity is the quantity of the order for which a voucher does not yet exist.</p>

Field	Explanation
Open Amount	<p>The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The open amount is the amount of the order for which a voucher does not yet exist.</p>

## What You Should Know About

<b>Open receipt information</b>	<p>The system displays open receipts based on either receipt information or purchase order detail lines. If you record receipts for goods and services, the system displays open receipts based on receipt information. If you do not record receipts, the system displays open receipts based on purchase order detail lines.</p> <p>The voucher match method you specify in processing options determines whether the system displays open receipts based on receipt information (three-way voucher match method) or purchase order detail lines (two-way voucher match method).</p>
<b>Identifying the status of receipt records</b>	<p>You must indicate the status of the receipt records or purchase order detail lines you want to review by entering a match type:</p> <ul style="list-style-type: none"> <li>▪ Match type 1 - display receipt records or purchase order detail lines for which vouchers do not exist</li> <li>▪ Match type 2 - display receipt records or purchase order detail lines for which vouchers do exist</li> </ul> <p>The system assigns a match type of 4 to a receipt record or purchase order detail line if the receipt is reversed and a match type of 3 if the voucher is reversed. You cannot work with records that have a match type 3 or 4, as they are for audit purposes only.</p>
<b>Additional information for receipt records</b>	<p>You can review additional information for each open receipt, such as routing information, related address numbers, and order dates, by choosing option 5 to review detail information for a specific receipt.</p>

## Processing Options

See [Review Receipts \(P43214\)](#).



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# Work with Landed Costs

## Working with Landed Costs



From Stock Based Procurement (G43A), choose **Receipts Matching and Posting**  
From Receipts Matching and Posting (G43A15), choose **Stand-Alone Landed Cost**

Landed costs originated in the 15th Century, and referred to shipping costs, usually from ship to land. For today's purposes, within the software, they can be any additional fees incurred to deliver an individual item into inventory. This can include shipping fees, harbor fees, customs, royalties, storage costs, insurance, and so on. The Landed Cost setup allows for automatic or manual processing as needed, and gives you the option of including the fees in an item's cost.

You can enter landed costs for items during the receipt process (P4312), the voucher match process (P4314), or as a stand-alone process (P43214).

Landed costs are only applicable to items for which you record receipt information (three-way match). When you enter landed costs for items, the system only allows you to work with the landed costs that you have already set up and assigned to items or orders. For each item you receive, you can:

- Review, change, and enter the landed costs
- Review, change, and enter the supplier to whom the landed cost is paid

## What You Should Know About

### Entering landed costs during the receipt process

You can enter landed costs when you enter receipt transactions in P4312. You might choose this process if you receive landed cost information at receipt time. You can use one of the following methods to enter landed costs during the receipt process:

- Have the system automatically display the landed costs that are applicable to items so you can review, change, and enter the costs. You might use this method if landed costs and the suppliers to whom you pay landed costs differ each time you receive a certain item.
- Have the system automatically enter landed costs (blind mode). You can use this method if landed costs and the suppliers to whom you pay the landed costs are the same each time you receive an item.
- Perform no landed cost processing

Use processing option 19 behind the Enter Receipts program (P4312) to specify the landed cost method to use.

**F43121 records**

Landed Costs are written as Match Type 1 records in the Purchase Order Receiver file (F43121). They do not write to the Purchase Order Detail file (F4311), and therefore are not seen when inquiring on a purchase order. You can, however, view the landed costs applicable to an order by pressing F8 in Purchase Order Entry (P4311), provided the order has not been received.

**Entering landed costs during the voucher match process**

If you use invoices to create vouchers, you can enter landed costs when you create vouchers. You might choose this process if you obtain landed cost information from invoices. To enter landed costs at Voucher Match (P4314), you can press F15 to access the Stand-Alone Landed Cost program (P43214).

**Entering landed costs as a stand-alone process**

You can enter landed costs as a stand-alone process. You might choose this process if landed cost information is not available to you upon receipt of an item. You can access the Stand Alone Landed Cost program (P43214) directly from a menu to enter landed costs after you receive an order but prior to creating a voucher.

**Rules and item/branch combinations**

You can create a landed cost rule to apply to multiple items, or you can create landed costs for a unique item/branch combination. If you create cost rules, you must then attach those rules to the purchase orders you enter.

You can have the system automatically default a rule to an order (using one of several methods described later in this section), or you can manually enter a rule on a purchase order.

If you set up landed costs particular to an item/branch, nothing needs to be attached to the purchase order, as the costs are automatically invoked.

Attaching a cost rule to an order does not automatically add the costs to the order, instead, it just indicates what landed costs can be added to the order after it is received

## Setting Up Landed Costs

Landed Costs can be set up for just one fee or for multiple fees, and can be calculated based on percentages, straight amounts, or by weight or volume. The costs can be tied to specific items and included in the cost records (F4105) for items, or they can be recorded as stand-alone charges. All fees are applied on a per unit basis.

## To set up landed costs

### On Landed Cost Revisions (P41291)

The screenshot shows the Oracle JD Edwards World interface for the Landed Cost Revisions (P41291) form. The form is titled "1291 Landed Cost Revisions" and includes a menu bar with options like "Tools" and "Help". The main area is divided into several sections:

- Header:** "41291 Landed Cost Revisions" with fields for "As of Date", "Unit Weight", and "Unit Volume".
- Action Code:** "TRP Imported".
- Landed Cost Rule:** "TRP Imported".
- Item Number and Branch/Plant:** Fields for "or Item Number" and "Branch/Plant".
- Landed Cost Levels:**
  - Level 1:** "Harbor Fee" (Cost Level 3). G/L: "A.C21", % of Cost: "10.0000000", Plus Amount: "01/01/13", Weight: "Voucher (Y/N)", Volume: "12/31/18". Supplier: "5493 Government of Quebec".
  - Level 2:** "Brokerage Fee" (Cost Level 5). G/L: "A.C24", Plus Amount: ".0500", Weight: "10/30/12", Volume: "12/31/18". Supplier: "2145 Neu, C. Donald".
- Footer:** "F4=More Data F5=Rules F19=Previous F20=Next F21=Print F24=More Keys".

1. Determine whether you will create a rule (to attach to orders) or apply landed costs to a specific item and branch.

To create a rule, you must to enter the name of the rule in UDC 41/P5 before proceeding. Type the name of the rule in the Landed Cost Rule field; otherwise, type a specific Item Number and Branch to which the landed costs will apply.

2. Complete the following fields for each type of fee/cost level:

- Landed Cost Level

Levels must be previously defined in UDC 40/CA

- G/L Category Code

This code determines which landed cost accounts are used when journal entries are created. If you leave the field blank, the system uses the G/L category code on the purchase order detail line to which the fee is applied.

3. Complete one of the following fields for each fee/cost level:

- % of Cost
- Plus Amount
- Weight Rate
- Volume Rate

All fees are calculated on a per unit basis

4. Press F4 to open the fold and complete the remaining fields for each fee/cost level:

- **Based on Level**  
Enter a level in this field if you want this particular fee to be based on the unit cost of an item plus a previous fee. For example, if the cost of an item is \$10.00 and the level 1 fee was an add-on amount of \$1.00, if you enter 1 in the Based on Level field for this particular landed cost fee, and 10 as % of Cost, this particular fee would be \$1.10  $((10 + 1) * .10)$ .
- **Taxable Y/N**  
This field determines whether taxes are applied to the landed cost fee. Taxes only apply to those cost rules that have the Voucher Y/N field set to yes, as taxes for landed costs are applied at Voucher Match (P4314).
- **Effective From Date**
- **Effective Thru Date**
- **Supplier**  
You can leave this field blank if the supplier on the purchase order will be the same supplier to whom the landed costs are paid.
- **Voucher Y/N**
- **Include in Unit Costs**  
Landed cost updates only apply to the last-in and weighted average cost methods in the Cost Ledger File (F4105).

Field	Explanation
Landed Cost Level	This is field LVLA from UDC table 40/CA. You use it to determine the order in which the fees will be calculated. The lowest cost level is calculated first, and the levels work in ascending numeric sequence.
GL Category Code	This is field GLPT from UDC 41/9. It identifies the GL Offset that the system will use to find the account to post the transaction to. The different Landed Costs can be directed by the AAIs via these GL Offsets. If no GL Offset is specified, the GL Class Code from the item will be used.
% of Cost	This optional field (PCST) takes a % of the Purchasing Cost Method and adds it to the unit cost on the Purchase Order. Entered as a whole number.
Plus Amount	This optional field (PAMT), entered as a whole number, is a flat amount to be added onto the unit cost on the Purchase Order.
Rate (weight or volume)	This optional field allows the system multiplies the rate you indicate in either of these fields by the weight or volume of the item.  Example: If an item is weighed in pounds (lb.), and the rate is \$4.50/lb, then 4.50 would be the rate entered into the weight rate field. If an item weighs 10 lbs, the rate is \$4.50/lb, and the purchase order quantity is 1, the Landed Cost will be \$45.00 $(10lb \times \$4.50 \times 1)$ .

Field	Explanation
Based on Level	This optional field (LVLB) is from UDC table 40/CA. Landed Cost can be calculated on only the Purchase Order line, or on the Purchase Order Line PLUS a previous landed cost. If you use this field, you can roll costs based on previous level totals.
Effective From and Effective To Dates	Use the system default, or specify the window of time this Landed Cost will be in effect.
Voucher Y/N	You use this field (RCYN) to indicate whether you want this Landed Cost to appear during Voucher Match or not. If Y, field LAND in F43121 will =2, and if N, field LAND will =3. When =2, it can be Voucher Matched in P4314.
Include in Unit Cost Y/N	<p>You use this field (INYN) to indicate whether or not you want this Landed Cost to roll into the F4105 Unit Cost of the associated item. If Y, the Average Cost (02) and Last In (01) methods are updated with the total of the item's purchase unit cost plus the Landed Cost. If N, inventory costs are not touched or updated by Landed Cost.</p> <p><b>Note:</b> UDC table 40/AV needs to be flagged Y for each of the applicable programs in order to update the Average Cost.</p> <p>The Purchasing Cost-No Adds (08) method never includes Landed Cost, regardless of this flag.</p>
Supplier	This optional field (AN8) shows the supplier from whom you are purchasing the services.

## Attaching Landed Cost Rules to Orders

There are several methods by which you can attach landed cost rules to purchase order detail lines:

- You can apply the same landed cost rule to all purchase orders by entering the name of a landed cost rule in processing option 8 behind Order Entry (P4311).
- You can attach a landed cost rule to a supplier or ship to address number in Purchasing Instructions (P4306). You specify whether landed cost rules default to orders based on the supplier or ship-to address by pressing F20 in P4306, and entering an 'X' in one of the columns next to the Landed Cost Rule field. The Landed Cost Rule you specify in Purchasing Instructions will then default to the Purchase Order Header (P4310) when you enter an order.

You can also set up a default landed cost rule by address number, company and branch. To access Purchasing Instructions by Company and Branch, press F17 in Supplier Master Information (P01054) to access Company and Business Unit Defaults (P01154). Then press F13 to access Purchasing Instructions by Company and Business Unit (P43063).

- You can attach a default landed cost rule to a stock item in Item Branch Class Codes (P41025), which you access from Item/Branch Information (P41026) by pressing F5. This rule will default to the order line whenever you enter an order for the item and branch. You can see the landed cost rule specific to an order line by pressing F4 to open the fold in Order Detail (P4311).
- For non-stock items, you can attach a default landed cost rule to the item in Classification Codes (P41011), which you can access from Item Master (P4101) by pressing F5.
- You can manually add a landed cost rule to the Purchase Order Header (P4310) by entering it in the Cost Rule field, or to the Purchase Order Detail (P4311) by pressing F4 to open the fold.
- You can add or change the cost rule for an order line after it has been received in the Stand Alone Landed Cost program (P43214). To do this, inquire on the order in P43214 and press F4 to open the fold. Note you can enter or override the existing landed cost rule. Afterwards, enter 1 in the Option field to add the costs to the order.

Landed costs set up for a specific Item and Branch in Landed Cost Revisions (P41291), will override the landed cost rule attached to an order detail line; otherwise, the system recognizes the rule attached to each detail line. If you enter a cost rule on the order header, that cost rule will automatically default to the detail, ignoring the default cost rule set up in category codes for the item in Branch Information or the Item Master.

## What You Should Know About

- |                                     |   |
|-------------------------------------|---|
| <b>Order Level vs. Detail Level</b> | Landed costs cannot be calculated on the total cost of a purchase order. They can only be applied to individual detail lines on a per unit basis. This functionality allows the landed costs to be rolled into an item's weighted average cost and last-in cost, as necessary.  |
| <b>Material Burden</b>              | <p>Material burden is a process used by the Manufacturing system to book additional charges for an item, at receipt time, based on the processing of raw materials. Material Burden is not invoked if you have the processing option behind Enter Receipts (P4312) set to activate Landed Costs.</p> <p>To apply both material burden and landed costs, you can receive goods with the landed cost processing option turned off, in which case the material burden is invoked (AAI 4337). Afterwards, you can use Stand-Alone Landed Cost (P43214) to apply the landed costs to the order. Landed cost charges applied via the P43214 will be reversed through the receipts program (P4312) if the initial receipt is reversed.</p> |
| <b>Non-stock line</b>               | You can apply landed costs to non-stock lines provided you have quantities on the order lines. You must also use the 3-way match process since a line must be received in order to apply landed costs.  |

**Landed cost unknown**

If the exact amount of a landed cost is not known until after the purchase order has been vouchered (P4314), you can apply a landed cost for a small amount after you receive the line (for example, \$0.01), and then voucher the landed cost line for the proper amount when you're ready to do so.

## Landed Cost Process

### Purchase Order Entry (P4311)

You can attach a landed cost rule to an order, but you cannot actually apply the costs until after you receive the order. You can view the landed costs applicable to an order in Order Entry Detail (P4311) by pressing F8 to view the Landed Cost Selection window (P43291). If no costs display in the window, then landed costs have not been properly set up for the item, or the order has already been received.

### Purchase Order Receipts (P4312)

To apply landed costs at the time of receipt, processing option 19 must be set.

- If the *processing option is set to 1*, the Landed Cost Selection window (P43291) will display after the receipt has been accepted. In the video, the unit price and extended price can be reviewed and changed as needed. The F15 key toggles to display the supplier address number attached to each landed cost. The supplier address number (which may be blank) can also be changed as needed. To accept the landed cost, you must populate the option column with 1 to include the landed cost. Upon pressing Enter, the system will create journal entries (F0911) and receipt records (F43121) for the landed costs. You can press F3 to exit out of P43291 before accepting the landed costs, in which case the landed costs will not be applied to the order.
- If the *processing option is set to 2*, the landed costs will be applied to the order without displaying the Landed Cost Selection window (P43291). This is referred to as a blind mode, and can be used when landed cost fees are consistent and/or need to be protected.
- If the *processing option is set to blank*, no landed costs will be applied.

### Stand-Alone Landed Cost (P43214)

If you have received but not yet vouchered an order line, you can use P43214 to apply landed costs. After you inquire on an order, you can view or add a landed cost rule for the line by pressing F4 to open the fold. When you enter option exit 1 next to the line, the Landed Cost Selection window appears (P43291).

Landed costs cannot be reversed through the Stand-Alone program. To reverse landed costs, you have to reverse the receipt in the Enter Receipts program (P4312), at which time reversing journal entries for the receipt and the landed costs will be added to the same OV document number (unless currency is activated).

## Match Voucher to Open Receipt (P4314)

To apply landed costs at time of voucher match, press F15 to access Stand-Alone Landed Cost (P43214). You must specify an appropriate version of P43214 in processing option 22 behind the Voucher Match program (P4314).

Provided you have set up landed costs to be vouchered, once you've applied the landed costs to an order, you voucher them in P4314 as you would any other order lines.

## Entering landed costs for orders

### To enter landed costs for an order

This example focuses on entering landed costs for an order using the Stand-Alone Landed Costs program (P43214). You can access this video directly from a menu (for example, G43A15/3) or by pressing F15 in Voucher Match (P4314).

If you set processing option 19 behind P4312 to 1 to display the Landed Cost window, the system will automatically display the Landed Cost Selection window (P43291 – shown below) immediately after you receive items on an order.

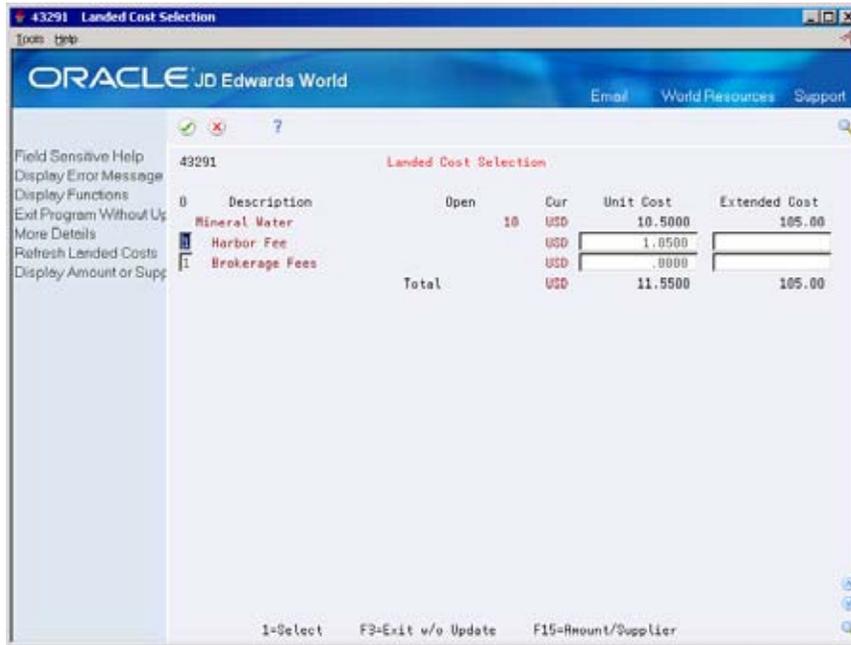
On Stand-Alone Landed Costs (P43214)

Order Ty Line	Item/Account	Open Quantity	Open Amount
0 2025 OP 1.000	HIND01	10	105.00

1. Inquire on the order/receipt records for which you want to enter landed costs.

If the program generates error 1264 (no subfile records found), it could be that the order has not yet been received, or it's already been vouchered. Also, verify that processing option 3 behind P43214 is set to 1 to apply landed costs.

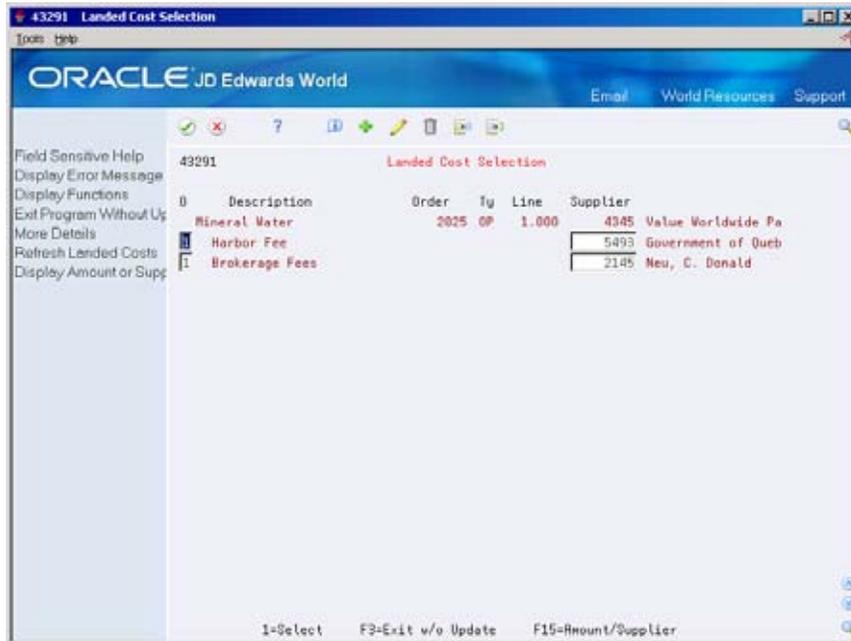
2. Enter option 1 to access Landed Cost Selection (P43291).



3. On Landed Cost Selection, to change landed cost amounts, complete the following fields:

- Unit Cost
- Extended Cost

4. Press F15 to toggle to the alternate format for Landed Cost Selection.



5. To change the supplier for landed cost amounts, complete the following field:

- Supplier
6. Enter 1 in the following field to accept each cost:
- O (Option Exit)
  - Currency - If the suppliers for the landed costs have different default currencies in the Supplier Master (P01054) than the currency of the supplier on the purchase order, you must press Enter twice to add the landed costs. The first time you press Enter, the program will assign separate document numbers to each cost rule/fee, and the second time you press Enter the system will actually create the OV documents/journal entries.

## What You Should Know About

**Viewing landed costs prior to receiving an order** You can view the landed costs applicable to an order before you receive the order by pressing F8 in the Enter Orders program (P4311) to view the Landed Costs Selection window (P43291).

**Creating vouchers for landed costs** When you enter landed costs for items, the system creates a match type 1 record in the Purchase Order Receiver file (F43121) for each landed cost. Depending on how you set up the landed cost, you may need to voucher the landed cost line. If the landed cost is set up to be vouchered, it will appear in the Voucher match program (P4314) when you inquire on the purchase order number.

**Stand-Alone Landed Cost program (P43214)** Stand-Alone Landed Cost and Open Receipts by Supplier is the same program. The difference is that you set processing option 1 to specify that Stand-Alone Landed Cost be used to apply landed costs to open receipts.

For more information, see *Reviewing Open Receipts*.

**Taxes for Landed Costs** If you defined a landed cost fee as taxable when you set it up it up in Landed Cost Revisions (P41291), the system will use the Tax Explanation Code (EXR1) and Tax Rate Area (TXA1) set up for the landed cost supplier in Supplier Master Information (P01054) to calculate taxes on the landed cost.

Tax information will default to the Match Type 1 record in the F43121 when the landed cost is created, although the taxes are not actually calculated until you voucher the costs in P4314.

## Processing Options

See [Stand-Alone Landed Cost \(P43214\)](#).

## Paying Landed Costs to Different Suppliers

Frequently, the supplier to whom you are paying the landed cost fee is not the same supplier providing the goods on the purchase order. When this is the case, you must create a separate voucher for each of the suppliers at Voucher Match (P4314).

When you inquire by purchase order number in Voucher Match and the landed costs lines are payable to a different supplier, the Option field does not display for the landed cost lines and the supplier number is highlighted in the detail. You'll note that the supplier for the purchased goods automatically defaults to the top of the video.

To match the landed cost lines, you must inquire on the order number and the supplier to whom you are paying the landed costs. If currency is activated, you may need to press F22 to clear the screen before inquiring on the order and landed cost supplier, at which time the Option field should be input capable.

### Landed Cost Suppliers and Currency

The supplier for a landed cost can have a different currency than the domestic currency on the order and the supplier on the order. For example, the order (base) currency might be MXP, the supplier currency for the order CAD, and the landed cost supplier currency USD. If the landed cost supplier's currency is different from the base currency, the system considers it a foreign currency, with the base currency being the domestic currency.

If you attach landed costs to an order using Enter Receipts (P4312), the costs in the Landed Cost Selection window (P43291) display based on the mode in which you receive the order. For example, if you receive the order in foreign mode, which is based on the order supplier's currency (CAD), the landed costs also display in foreign mode (USD). If you receive the order in domestic mode, landed cost amounts display in the base currency (MXP).

To view and change amounts in the landed cost supplier's currency in Stand Alone Landed Costs (P43214), if different than the base currency, you must initially inquire on the order in the currency of the supplier on the order, in this case CAD.

You set up landed costs on Landed Cost Revisions (P41291) in your domestic currency. The system uses rates from the Currency exchange rate file (F0015) to calculate the foreign landed cost amounts.

The system will total Foreign Unit Costs and Extended Costs in the Landed Cost Selection window (P43291) only if all suppliers use the same currency code. If suppliers use different currencies, totaling will be suppressed.

The currency code for a supplier is defined in Supplier Master Information in the Currency field (CRRP).

### What You Should Know About

#### **Currency and receipts by Item**

You cannot reverse or receive orders in Enter Receipts by Item (P4312) if you apply landed costs using landed cost suppliers with different currencies.

## AAIs for Landed Costs

When you add landed costs for an order, the system creates journal entries using the following AAIs:

- 4385 Cost/Expense (debit)
- 4390 Cost/Liability (credit)

The 4390 account is then debited for the same amount when you voucher the landed costs in Voucher Match (P4314).

If you set up landed cost rules that will not be vouchered, you might want to set the 4385 and 4390 AAIs to point to the same account number so the journal entry amounts will negate each other at receipt time; otherwise, the liability account will not be cleared at Voucher Match.

If a variance occurs due to the landed cost amount changing between what was recorded at the time of receipt versus the amount the supplier charges at Voucher Match (P4314), the variance is recorded to the account in AAI 4330 (Received/Vouchered Variance).

When you add landed costs for an order, the system writes a match type 1 record in the F43121 to reflect the receipt of the landed cost. The line type for the match type 1 record is copied from the purchase order line to which the landed costs were applied. If the line type on the original order line had an inventory interface of A or B, you choose whether the cost variance gets booked to the account in AAI 4330 or gets booked back to the expense account on the original line. You control this using the Variance flag in the fold of the Order Line Types program (P40205).

## Files Affected by Landed Costs

### **Purchase Order Detail (F4311)**

The Landed Cost rule is attached to the purchase order detail line (PDPRP5) unless attached to a specific item/branch in the landed cost set up (P41291).

### **PO Receiver File (F43121)**

A separate Match Type 1 record is created for each landed cost. Specific fields of interest for landed costs are:

- PRLAND (Landed Cost Code), which indicates whether the landed cost is to be vouchered or only accrued;
- PRPRP5 (Landed Cost Rule), which identifies the Landed Cost Rule;
- PRLVLA (Level Cost), which indicates the level cost from UDC 40/CA;
- PRVRMK (Supplier Remark), which is populated from the description of the Landed Cost;
- PRALIN (Associated Line), which ties the landed cost line back to the original purchase order line number based on the value in PRNLIN (sequential receipt number against the original line number.)

## Item Cost Components (F41291)

Set up for each landed cost component as entered in Landed Cost Revisions (P41291).

## Cost Ledger File (F4105)

The Last-In Cost Method (01) and Weighted Average Cost Methods (02) are updated if the field Include in Unit Cost field (INYN) is flagged with Y in the F41291. For Weighted Average Cost Method (02), the programs used to add landed costs must be flagged with Y in UDC table 40/AV.

## Cardex (F4111)

If the Include in Unit Cost flag is set to Y in P41291 and you use any cost method for Sales/Inventory other than Standard (07), there will be a separate entry in the Cardex for the landed cost. The document type will be OV, and the explanation field will default to 'Landed Cost.' The Cardex records for landed costs only include the unit and extended cost, that is, there is no quantity listed.

## See Also

- *Setting Up Landed Costs (P41291)*



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# Create Vouchers Using Invoices

## Creating Vouchers Using Invoices

You must create a voucher before you can pay a supplier for purchases. You usually create a voucher for the billing amount on an invoice. You can verify that a billing amount is correct by matching it to your receipt records. For example, if a supplier has billed you for 100.00 worth of items, you can check your receipt records to see that you received 100.00 worth of items.

One or more receipt records might correspond to an invoice. For example, if the billing amount on an invoice is 100.00, it might correspond to one receipt record for 100.00 worth of items, or two receipt records for 50.00 worth of items. If multiple receipt records correspond to an invoice, you can review a summary of all corresponding receipt records.

You might receive an invoice adjustment after you create a voucher. The adjustment might reflect cost changes to a specific item or an error on the initial invoice. In this situation, you can create a voucher for an invoice adjustment.

This section contains the following:

- [Choosing Receipt Records to Match to an Invoice](#)
- [Choosing Summarized Receipt Records to Match to an Invoice](#)
- [Recording Invoice Adjustments](#)

## Before You Begin

- Set processing options to indicate the voucher match method that corresponds to your receipt process

## What You Should Know About

### **Creating vouchers using purchase order detail lines**

If you do not record receipt information, you can verify that the billing amount on an invoice is correct by comparing it to the corresponding purchase order detail lines (two-way voucher match method).

You must set processing option 3 in your version of Voucher Match (P4314) to indicate whether you use a two-way voucher match method or a three-way voucher match method. You must specify the three-way voucher match method if you compare receipt records to invoices to create vouchers.

**Multiple account distribution**

You can distribute the expense on a detail line to multiple accounts. For example, you can allocate the cost of 100 reams of paper to several different departments, either when you enter the order or when you create a voucher for the order.

If you distribute an expense at order entry, the system processes the detail line as a single order. It does not create a separate detail line for each account to which you distribute the expense. You must match the original detail line to the invoice to create a voucher. The system creates a single entry on the voucher.

You can determine if an expense has been distributed to multiple accounts by taking option 3 from Voucher Match (P4314) to access the Multiple Accounts Distribution window (P4316D). You can also distribute an expense or redistribute an expense on this window.

For more information about distributing an expense at order entry, see *Distributing a Detail Line Expense to Multiple Accounts*. For more information about distributing an expense at voucher entry, see *Working with Journal Entries for Voucher Transactions*.

**Reversing a voucher**

You might want to reverse a voucher, if, for example, you returned the items for which you created the voucher. To reverse a voucher, you must change the match type to 2 in the Voucher Match screen (P4314) and inquire on the voucher number. When the lines display on the lower portion of the screen you can enter a delete action code.

If the voucher has been posted, the system creates reversing journal entries. If the voucher has not been posted, the system deletes the entries.

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**Caution:** To preserve the integrity of your purchasing data, do not use the Accounts Payable Voucher Entry program to reverse vouchers. To ensure this does not happen, set processing option 11 of Functional Server XT0411Z1 to 2.

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**See Also**

- *Working with Standard Vouchers (P04105) in the Accounts Payable Guide*

**Choosing Receipt Records to Match to an Invoice**

	From Stock Based Procurement (G43A), choose <b>Receipts Matching and Posting</b> From Receipts Matching and Posting (G43A15), choose <b>Match Voucher to Open Receipt</b>
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To create a voucher from an invoice, you must locate the receipt records that correspond to the invoice and match them to the invoice. For example, if a supplier has sent you an invoice for 100.00, you must locate and match the receipt records for the 100.00 worth of items that correspond to the invoice.

The total amount of the receipt records you match to an invoice must equal the amount on the invoice. For example, if two receipt records correspond to an invoice and each receipt record is for 200.00, the invoice amount must equal 400.00 to perform a match.

If an invoice reflects a partial order, you can change the quantity or amount of a receipt record to match the invoice. The system leaves the remaining balance of the receipt record open. For example, if a receipt record reflects 100 items, but the invoice amount reflects 50 items, you can change the receipt record quantity to 50. You can create a voucher for the remaining 50 items at a later time.

The system creates a voucher interactively when you match receipt records to an invoice.

If you do not record receipt information, you must match purchase order detail lines to invoices to create vouchers (two-way voucher match). For example, if a supplier sends you an invoice for 100.00, you must locate and match the purchase order detail lines that contain the corresponding 100.00 worth of items.

## To choose receipt records to match to an invoice

### On Match Voucher to Open Receipt (P4314)

Line	Item/Account	Supplier	Quantity	Amount
1.000	TS002	4343	12	6,264.00
2.000	TS002	4343	12	6,264.00

- Complete the following fields:
  - Match Type
  - Branch/Plant
- To locate receipt records or purchase order detail lines for a specific purchase order, complete the following field and press Enter:
  - P.O. Number

3. To locate receipt records or purchase order detail lines for a specific supplier, complete the following field and press Enter:

- Supplier

4. To enter invoice information, complete the following fields:

- Invoice Number
- Invoice Amount
- Date
- G/L Date
- Tax
- Taxable Amount

Do not press Enter.

You can have the system enter the amount, tax, and taxable amount based on the receipt records you choose to match to the invoice.

5. To increase or decrease quantities or amounts, modify the following fields:

- Open to Voucher Quantity
- Open to Voucher Amount

If you are working with receipt records, you cannot increase the quantity to reflect an invoice. You must first receive the additional quantity from the Enter Receipts program. If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

6. To choose the lines you want to match, complete the following field and press Enter:

- (O) Option

7. Press F10 to access Voucher Entry (P04105) to review the resulting voucher.

Field	Explanation
Invoice Number	<p>The supplier's invoice number used for voucher entry.</p> <p><b>Note:</b> Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine and enter them as one voucher.</p> <p>If you leave this field blank, you might receive a warning or error, depending on how the A/P constants are set. Vouchers with blank invoice numbers print on the Suspected Duplicate Payments Report.</p>
Amount - Invoice Gross	The gross amount of the invoice, including tax amounts but not including discounts.

<b>Field</b>	<b>Explanation</b>
Tax	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p><i>Form-specific information</i></p> <p>In the Tax Amount field in the upper portion of the screen you can enter the actual tax amount for the entire receipt.</p> <p>Use the Tax field in the fold area to enter the actual tax amount for a single line.</p>
Taxable Amount	<p>The amount on which taxes are assessed.</p> <p><i>Form-specific information</i></p> <p>The Taxable Amount field in the upper portion of the screen indicates the total amount upon which the system has accessed taxes.</p> <p>The Taxable field in the fold area indicates the total amount of the line upon which the system has accessed taxes.</p>

## What You Should Know About

### Locating open receipts

You can locate receipt records using additional search criteria and choose records to match to an invoice. For example, if an invoice is for multiple items, you can locate open receipts based on an item number and supplier and choose records to return to the Voucher Match program.

You can access the Open Receipts program using one of two methods:

- Press F1 on the Order Number field to choose a single receipt record. The system returns all open receipts with the same purchase order number to the Voucher Match program.
- Press F18 to choose multiple receipt records to match to the voucher. The system stores each line you choose and returns all of them to the Voucher Match program. You can review all of the lines you have chosen and the total amount for the lines by pressing F8 from the Review Unmatched Receipts screen (P43214).

For more information about the Open Receipts program, see *Reviewing Open Receipts*.

- Adding new detail lines** You might receive an invoice for goods or services that were never entered on a purchase order. You can set processing option 12 for the Voucher Match program to allow for the entry of new order detail lines during the voucher match process. The system creates a new record in the Purchase Order Detail file (F4311) when you match the new detail line to an invoice.
- You must set processing options 13 through 15 to indicate the line type and status codes for new detail lines. The line type you enter must have an inventory interface of 'A' in Order Line Types (P40205)
- Closing or canceling order detail lines** If you use a two-way match process (bypassing the Enter Receipts program), you can close the balance of a detail line or cancel the entire line. For example, if a purchase order detail line contains two items, you can create a voucher for one item and close the remaining balance using an option 7, or you can cancel the entire line (both items) using an option 9.
- You use processing options 6 and 7 to specify the next status code for a partially vouchered order detail line and a cancelled order detail line.
- If you use a three-way match process, you cannot close the balance of a receipt record. Instead, you must reverse the quantity from the Enter Receipts program.
- Taxes** The system calculates taxes for each order detail line based on:
- The tax explanation code and rate area values assigned to the detail line, which can be different from those specified in the header of the Voucher Match screen
  - The Taxable (Yes or No) flag
  - The tax calculation rules set up on Tax Rules by Company (P0022)
- You must press F4 to display the detail area (fold) in the Voucher Match screen to review, change, or add tax information for a detail line.
- You can also enter a specific tax amount for a detail line. If you enter a tax amount, you must also enter the tax rate/area and an explanation code.
- A No/Yes tax rule defined on Tax Rules by Company is not valid for the Procurement system. That is, the Calculate Tax on Gross field cannot be set to no if the Calculate Discount on Gross field is set to yes.
- Default values for header fields** If you inquire on receipt records by supplier and records for multiple purchase orders appear, header defaults for the Voucher Match program reflect purchase order header information for the first receipt record that displays. If you perform a match, these values override header values for all other receipt records.

<b>Purchase order number for voucher</b>	When you create a voucher using receipt records from multiple purchase orders, the system uses the purchase order number from the first receipt record you matched to the invoice as a reference.
<b>Landed costs</b>	<p>When you add landed costs to receipt records prior to the voucher match process, the system might create separate detail lines for the landed costs depending on how you have set up the costs. To create a voucher for the landed costs, locate and match the landed cost line to the appropriate invoice.</p> <p>For more information about landed costs, see <i>Entering Landed Costs</i>.</p>
<b>Multi-currency</b>	<p>You can set up automatic accounting instructions to account for variances in the exchange rate. 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. The system uses the account number you specify in AAI 4340 for exchange rate variances. For more information, see <i>AAI Tables for the Procurement System</i>.</p> <p>If the line type on the purchase order line you are vouchering has an inventory interface of A or B (usually line types J and B, respectively), you can have the system book exchange rate variances back to the expense account on the order line instead of the account in AAI 4340. You specify which account the system uses with the Exchange Rate Variance flag in Order Line Types (P40205).</p>
<b>Reviewing voucher information</b>	You can review the voucher number and the quantity and amount for receipt records for which vouchers already exist by changing the match type to 2.
<b>Option 1</b>	Option 1 allows for partial vouchers. If the quantity vouchered is less than the quantity received the system will create a voucher for that quantity/amount entered at voucher match time and leave the remaining quantity open to be vouchered at a later date.
<b>Option 7</b>	For inventory based purchasing, if you change the quantity and place a 7 in the option field, error 3613 "Qty must match original" will result. Option 7 can only be used in 3-Way match when purchasing to the G/L. The system will account for any differences from the amount received.
<b>Option 9</b>	Option 9 is not applicable in 3-Way match. When a 9 is placed in the option field, error 3134 "Cancel not allowed in 3-Way match" will result.

## Processing Options

See [Match Open Orders \(P4314\)](#).

## Choosing Summarized Receipt Records to Match to an Invoice

	From Stock Based Procurement (G43A), choose <b>Receipts Matching and Posting</b> From Receipts Matching and Posting (G43A15), choose <b>Summary Voucher</b>
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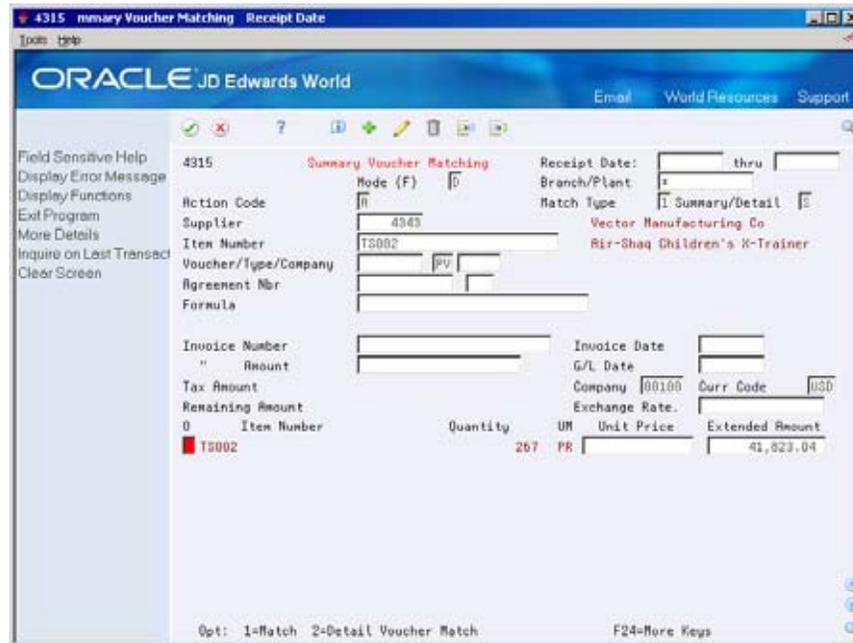
To create vouchers from invoices, you must locate the receipt records that correspond to an invoice and match them to the invoice. This can be a time-consuming task if a large number of receipt records correspond to an invoice.

You can summarize receipt records to match them to an invoice. For example, you receive an invoice for all calendars you have ordered from AAA Office Supply Company in the last month. You can summarize all receipts records for the calendars into a single line and match the line to the invoice to create a voucher. You can summarize records by item, company, currency code, and cost rule.

This method of creating vouchers is applicable only if you purchase items to inventory. You cannot use this method to match purchase order detail lines to invoices (two-way voucher match) or to create vouchers for partial orders. You cannot change tax information or apply landed costs to summarized lines.

### To choose summarized receipt records to match to an invoice

On Summary Voucher Matching (P4315)



4315 Summary Voucher Matching Receipt Date

ORACLE JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
More Details  
Inquire on Last Transaction  
Clear Screen

4315 Summary Voucher Matching

Mode (F)

Receipt Date:  thru

Branch/Plant

Action Code

Match Type

Supplier

Item Number

Voucher/Type/Company

Agreement Nbr

Formula

Invoice Number

Invoice Date

" Amount

G/L Date

Tax Amount

Company

Curr Code

Remaining Amount

Exchange Rate

Item Number	Quantity	UM	Unit Price	Extended Amount
TS002	267	PR		41,823.04

Opt: 1=Match 2=Detail Voucher Match F24=More Keys

- Type S in the following field:
  - Summary/Detail
- To locate summary receipt records for an invoice, complete the following fields, as necessary, and press Enter:
  - Receipt Date

- Receipt Thru
  - Branch/Plant
  - Match Type
  - Supplier
  - Item Number
  - Agreement Nbr
3. To specify invoice information, complete the following fields:
- Invoice Number
  - Invoice Amount
  - Invoice Date
  - G/L Date
  - Company

Do not press Enter.

4. To match summary lines to the invoice, complete the following field and press Enter:

- O (Option Exit)

If you type 1 in the Option Exit field, the system uses a batch process to create a single voucher.

If you type 2 in the Option Exit field, the system accesses the Voucher Match program, from which you must manually match to the invoice each receipt record that makes up the summary line.

Field	Explanation
Summary/Detail	<p>A code that indicates whether the inquiry is to be in detail or summary mode. Valid codes are:</p> <p>D    Detail mode</p> <p>S    Summary mode</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>A code that indicates whether you want to view individual receipt records (D) or receipt records that are summarized by item, company, currency code, and cost rule (S).</p>

## What You Should Know About

- Using the batch process to create a voucher**    To have the system create a voucher using the batch process, you must first activate the subsystem.
- For more information, see *Working with the Subsystem*.
- Unit cost**    If you summarize receipt records for an item that has different unit costs, the system does not display a unit cost.

**Landed costs**

You can match landed costs to an invoice if the supplier for the landed costs is the same as the supplier for the invoice.

## Processing Options

See [Summary Voucher Match \(P4315\)](#).

## Recording Invoice Adjustments



From Stock Based Procurement (G43A), choose **Receipts Matching and Posting**  
From Receipts Matching and Posting (G43A15), choose **Summary Voucher**

You might receive an invoice adjustment that reflects a price change to an item or an error to a previous invoice. For example, you receive an invoice for 100 items at 10.00 each and later you receive another invoice that adjusts the cost of the items to 9.00 each. You can create a new voucher that reflects an adjustment to the previous voucher.

### To record invoice adjustments

On Summary Voucher Matching (P4315)

1. Type 2 in the following field:
  - Match Type
2. To determine whether the system displays individual receipt records or summarized receipt records, complete the following field:
  - Summary/Detail
3. Inquire on the receipt records that correspond to the adjustment invoice.
4. Complete the following fields:
  - Invoice Number
  - Invoice Amount
  - Invoice Date
  - G/L Date
  - Company
5. Modify the following fields to reflect the adjusted cost of the items:
  - Unit Price
  - Extended Amount
6. Complete the following field:
  - O (Option Exit)

If you type 1 in the Option Exit field, the system uses a batch process to create a single voucher that reflects the adjusted costs.

If you type 2 in the Option Exit field, the system accesses the Voucher Match program. Here you must manually match to the adjustment invoice each receipt record that makes up a summary line. The system displays the adjustment cost for each receipt record.

## What You Should Know About

<b>Using the batch process to create a voucher</b>	To have the system create a voucher using the batch process, you must first activate the subsystem. For more information, see <i>Working with the Subsystem</i> .
<b>Unit cost</b>	If you summarize receipt records for an item that has different unit costs, the system does not display a unit cost.



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# Create Multiple Vouchers from Receipt Records

## Creating Multiple Vouchers from Receipt Records



From Stock Based Procurement (G43A), choose Receipts Matching and Posting  
From Receipts Matching and Posting (G43A15), choose Evaluated Receipt Settlement

You might have an agreement with certain suppliers that your receipt records are sufficient for creating vouchers. When such an agreement exists, the supplier does not need to send you an invoice, and you can avoid manually matching receipt records to invoices to create vouchers.

You can run the Evaluated Receipt Settlement (P43800) procedure to create vouchers from receipt records in batch mode. You indicate the receipts for which the system:

- Edits for errors
- Calculates taxes and discounts
- Creates vouchers
- Generates journal entries

You can run Evaluated Receipt Settlement in proof mode to review the receipts for which the system will create vouchers. You can also identify the receipts with errors so that you can correct them. After you have corrected any errors, you can run the program in final mode to create vouchers.

After the system creates the vouchers, you work with them as you would with any standard voucher.

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**Caution:** To create vouchers for a supplier in batch mode, you must set the Evaluated Receipt field in Procurement Instructions to Y (Yes) before you create purchase orders for the supplier. This is the default for each purchase order that you enter for the supplier. You can override this default for individual detail lines. If you set the Evaluated Receipt field in Procurement Instructions to N (No), you cannot override the value on purchase orders.

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The system gets receipt information from the Purchase Order Receiver table (F43121) to generate vouchers in batch mode. You must use a formal receipt process, or three-way match, to create vouchers in batch mode.

When you run Evaluated Receipt Settlement, the system generates two reports. If you run the program in proof mode, the first report contains all receipts for which

the system will create vouchers. If you run the program in final mode, the report contains the voucher number, voucher amount, and so forth, for each receipt.

470412		JD Edwards World Invoice/Match to PO Edit/Create for EDI processing						Page - . . . 1	
								Date - . . . 1/12/17	
Address Number	Description	Business Unit	Order Co	Order Number	Or Ty	Line Number	Pay Itm	Item/Account Number	Description
4344 000	USD	N	10	00100	2059	OP	1.000 000	M002	Markette Blue Highlighter
Voucher Num.	10146	Voucher Type PV		Voucher Amount .			660.00		
4344 000	USD	N	10	00100	2061	OP	1.000 000	M002	Markette Blue Highlighter
Voucher Num.	10147	Voucher Type PV		Voucher Amount .			1,320.00		
4344 000	USD	N	10	00100	2061	OP	2.000 000	M003	Markette Green Highlighter
Voucher Num.	10147	Voucher Type PV		Voucher Amount .			1,320.00		
4344 Venus Universal Supply			10	00100	2059	OP	1.000 000	M002	Markette Blue Highlighter
Voucher Num.	10147	Voucher Type PV		Voucher Amount .					
4344 Venus Universal Supply			10	00100	2061	OP	1.000 000	M002	Markette Blue Highlighter
Voucher Num.	10147	Voucher Type PV		Voucher Amount .					
4344 Venus Universal Supply			10	00100	2061	OP	2.000 000	M003	Markette Green Highlighter
Voucher Num.	10147	Voucher Type PV		Voucher Amount .					

The second report lists all receipts for which vouchers cannot be created due to errors.

470411		JD Edwards World Invoice/Match to PO Edit/Create for EDI processing						Page - . . . 1
								Date - . . . 1/12/17
EDI Document	Key Co	Tr Ty	Line Number	Address Number	Tran Set	Format	Fld in Error Description	Field Value
23545	00100	ER		4344 810			SYDOCO Order Number . . . . . 00002059	
Batch # .				Venus Universal Supply			Error Message. 3737 Line must be Received before Matche	
23546	00100	ER		4344 810			SYDOCO Order Number . . . . . 00002061	
Batch # .				Venus Universal Supply			Error Message. 3737 Line must be Received before Matche	
23546	00100	ER		4344 810			SYDOCO Order Number . . . . . 00002061	
Batch # .				Venus Universal Supply			Error Message. 3737 Line must be Received before Matche	

## What You Should Know About

### Evaluated Receipt Settlement process

The Evaluated Receipt Settlement program creates vouchers using a two-step process:

- The system chooses all records in the Purchase Order Receiver table (F43121) that are eligible for creating vouchers from receipt information (Evaluated Receipt value of Y).
- The Evaluated Receipt program calls the EDI-Inbound Invoice Match program (P470412) to create vouchers for the chosen records. You set processing option 1 behind P43800 to choose the version of P470412 that gets called.
- You set processing option 1 behind the appropriate version of P470412 to determine whether the voucher match program runs in proof or final mode.

When the system creates a voucher for a receipt, it creates a new record in the Purchase Order Receiver file (F43121) with a match type of 2, which indicates that a voucher exists. It also assigns the existing receipt record (match type 1) an evaluated receipt value of V (voucher exists).

<b>Receipt routing</b>	<p>The system does not create vouchers for receipt items in a routing process until they are moved to an on-hand status.</p> <p>For more information, see <i>Working with Items in Receipt Routing</i>.</p> <p>When receipt items go through a routing process, the system assigns the receipt record an evaluated receipt value of R (in routing) in the Purchase Order Receiver file (F43121). When the items become on-hand, the system changes the value to Y (yes), so you can create a voucher.</p>
<b>Tolerance checking</b>	<p>If you set processing options to perform tolerance checking for receipts, the system identifies those receipts that exceed tolerance.</p> <p>When a receipt record exceeds tolerance, the system assigns an evaluated receipt value of T (tolerance exceeded) in the Purchase Order Receiver table. The system will not create vouchers for receipt records that exceed tolerance, unless you change data selections for the Evaluated Receipt Settlement and EDI-Inbound programs.</p> <p>Tolerance checking is not applicable for the receipt date.</p> <p>For more information about tolerance checking, see <i>Creating Tolerance Rules</i>.</p>
<b>Landed costs</b>	<ul style="list-style-type: none"> <li>▪ The system creates vouchers for landed costs if the Evaluated Receipt field on Procurement Instructions (P4306) is set to yes for the landed cost supplier, and the receipt record for which you create the landed costs is also eligible for the evaluated receipt process.</li> </ul>
<b>Tables for EDI-Inbound program</b>	<p>When the system runs the P470412, it stores voucher information in the EDI Header file (F47041), the EDI Detail file (F47042), and the EDI Summary file (F47044). After the process is complete, you can perform purges on these files to clear the information.</p>
<b>Invoice numbers for vouchers</b>	<p>The system creates invoice numbers for vouchers using the next number facility for the Electronic Commerce system (system 47). You can define a prefix for invoice numbers in vocabulary overrides for R43800. For example, you can enter a prefix of ERS to create invoice numbers such as ERS...0012.</p> <p>If you prefer, you can assign the invoice number for the voucher at receipt (P4312), by entering it in the Supplier Remark field, or allow next numbers to assign it. Processing option 2 of P43800 determines which is used.</p> <p>If you indicate that you want P43800 to use Supplier Remark, and the Supplier Remark field is blank in the F43121 record, then the voucher is created without an invoice number. Depending on how you have Duplicate Invoice Number Edit set in Accounts Payable Constants (G0441), you may get an error or a warning about a duplicate invoice number.</p>

**Reversing a voucher**

You might want to reverse a voucher, if, for example, you returned the items for which you created the voucher. To reverse a voucher, you can inquire on the voucher number on Match Voucher to Open Receipt (P4314) (using a match type 2), and then enter a delete action code.

If the voucher has been posted, the system creates reversing journal entries. If the voucher has not been posted, the system deletes the entries.

**Caution:** To preserve the integrity of your purchasing data, do not use the Accounts Payable Voucher Entry program to reverse vouchers. To ensure this does not happen, set processing option 11 of Functional Server XT0411Z1 to 2.

**Programs, fields, and flags**

Evaluated Receipts uses two programs, P43800 and P470412. Each program has a separate function. P43800 is submitted to read the F43121 for eligible match type 1 records and create corresponding F47041, F47042 and F47044 records (EDI files). Once the records are created in the 47 files by the P43800, the P470412 gets called to run over the records in the 47 files to create vouchers.

The AVCH field is the Evaluated Receipts flag. This field exists in the Supplier Master file (F0401), the Purchase Order Detail file (F4311), the Receiver file (F43121), and the EDI files F47041 and F47042. The PDAVCH flag is set to 'Y' in the F4311 upon order creation if the A6AVCH flag is set to 'Y' in the Supplier Master file (F0401). When an order is received, the value in PDAVCH (F4311) is carried over to PRAVCH (F43121). Data selection behind P43800 is set up to only select on F43121 records where PRAVCH equals 'Y'.

You can run P43800 in proof mode to receive a report of the orders to be processed by the program. You do this by setting processing option 1 to blank behind the version of P470412 being called by P43800.

The EDSP field is a flag in the EDI files indicating whether records have been successfully processed. Each time you run P43800 (proof or final), it creates new records in the 47 files. The P43800 automatically sets the EDSP field to 'Y' for all records it creates so the records are not used again for any EDI processing.

After the records are processed by P470412 in final mode, the AVCH field in F43121, F47041 and F47042 is changed to "V" to indicate a voucher has been created.

**See Also**

- *Working with Standard Vouchers (P04105) in the Accounts Payable Guide*

**Processing Options**

See [Evaluated Receipts Settlement \(P43800\)](#).

See [Invoice/Match to PO Edit/Create-EDI \(P470412\)](#).





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# Work with Journal Entries for Voucher Transactions

## Working with Journal Entries for Voucher Transactions

The system generates journal entries when you create a voucher so that the appropriate purchasing expenses and liabilities reflect in the general ledger. After the system generates journal entries, you can review the entries and post them to the general ledger.

When you create a voucher, you can distribute a single purchasing expense to multiple accounts. You can also redistribute an expense that you performed at purchase order entry. The system generates journal entries based on the distribution amounts and accounts that you specify.

To ensure the integrity of your data, you can verify that voucher amounts balance between the accounts payable ledger and the general ledger.

This section contains the following:

- [Reviewing and Posting Journal Entries for Voucher Transactions](#)
- [Distributing an Expense to Multiple Accounts](#)
- [Verifying that Voucher Amounts Balance](#)

## Reviewing and Posting Journal Entries for Voucher Transactions



From Stock Based Procurement (G43A), choose Receipts Matching and Posting  
From Receipts Matching and Posting (G43A15), choose Voucher Journal Review

When you create a voucher for items that you formally receive (three-way match), the system creates a journal entry that debits the received not vouchered account that was initially credited when you entered the receipt. When you create a voucher for items that you do not formally receive (two-way match), the system creates a journal entry that debits the expense account on the order.

The system creates accounts payable offsetting entries when you post the voucher journal entries to the general ledger. You can set processing option 32 behind the Voucher Match program to automatically submit the post program (P09800) after you perform a match.

For example, if you create a voucher for 100.00 worth of items that you formally received, the system creates the following journal entries:

### Formal Receipts

Received Not Vouchered	Accounts Payable
100	100

If you create a voucher for 100.00 worth of items that you did not formally receive, the system creates the following journal entries:

### Informal Receipts

Expense	Accounts Payable
100	100

If a variance exists between the cost of goods or services on a purchase order or receipt record and the cost on the voucher, the system creates journal entries for the variance. You must specify variance accounts in Automatic Accounting Instructions. You maintain these types of variance accounts in AAI tables 4330 and 4332.

For example, if you enter a voucher for 80.00 worth of inventory items and the cost of the items at the time of receipt was 100.00, the system creates the following journal entries:

### Formal Receipts Variance

Received Not Vouchered	Accounts Payable	Variance
100	80	20

You can review the journal entries that the system creates for a voucher on Voucher Journal Review. You can review the amount of each entry and the account to which each amount is debited or credited.

When you create or reverse vouchers, the system displays a voucher number and batch number on the Voucher Match screen (P4314). You might want to note these numbers so that you can locate journal entries by batch and document numbers.

## What You Should Know About

### **Variations for purchases to the general ledger**

If you charge purchases against general ledger account numbers (expense accounts), the line type you assign to a detail line determines whether the system charges a variance to the expense account or a variance account. For more information, see *Setting Up Order Line Types*.

### **Variance accounts for weighted average costs**

If you purchase items to inventory, you might sell some of the items before you create a voucher. You must set up two variance accounts in AAIs - one for the items sold (AAI 4332) and the other for the items remaining (AAI 4330).

For example:

- You buy 10 items at 10.00 for a total of 100.00
- You sell two of the items
- You create a voucher for 90.00 (the supplier bills you for 9.00 each)

A variance exists of 10.00. If you do not set up two variance accounts, the system applies the entire 10.00 variance to the 8 items that remain in stock. This causes the weighted average cost of the items to be inaccurate.

When you set up two variance accounts, the system applies an 8.00 variance to the items that remain in stock and a 2.00 variance to the items sold. This allows the system to calculate the correct weighted average cost for the items that remain in stock.

You must set up AAI table 4332 to have the system create a separate variance for items no longer in stock.

## See Also

- *About Receipt Processing* for more information about the informal and formal receipt processes
- *AAI Tables for the Procurement System*
- *Working with Standard Vouchers in Accounts Payable* for more information about working with voucher journal entries

## Distributing an Expense to Multiple Accounts



From Stock Based Procurement (G43A), choose **Receipts Matching and Posting**  
From Receipts Matching and Posting (G43A15), choose **Match Voucher to Open Receipt**

You can distribute a single expense to multiple accounts. For example, you can purchase 100 reams of paper and distribute the expense of the paper to several different departments. You can distribute the expense at purchase order entry or when you create the voucher.

If you distribute an expense at purchase order entry, the system generates the following journal entries when you create the voucher, based on the accounts to which you distributed the expense:

- Debits the received not vouchered account for each of the distribution accounts (if you performed a formal receipt)
- Debits each of the distribution accounts (if you did not perform a formal receipt)

For example, you enter a purchase order detail line for 90.00 worth of office supplies. You distribute the expense equally to three departments (A, B, and C) at purchase order entry. When the supplier delivers the office supplies, you enter a formal receipt. The system generates the following entries when you create the voucher:

Department A	Department B	Department C
Received Not Vouchered	Received Not Vouchered	Received Not Vouchered
30	30	30

If you did not enter a formal receipt for the office supplies, the system generates the following entries when you create the voucher:

Department A	Department B	Department C
Expense Account	Expense Account	Expense Account
30	30	30

The system credits the Accounts Payable Trade account for 90.00 when you post the entries described above to the general ledger.

You can distribute or redistribute an expense when you create a voucher. To do this, you must specify each account that the system is to debit and credit and the amount of each debit or credit.

For example, you order 90.00 worth of office supplies that you charge to the office supplies expense account at purchase order entry. At voucher entry, you want to redistribute the expense equally to three departments (A, B, and C). To do this, you must specify the debit and credit side of each entry, as follows:

- (90.00) Office supplies expense account
- 30.00 Department A expense account
- 30.00 Department B expense account
- 30.00 Department C expense account

Notice that you must remove the expense from the account on the detail line to distribute the expense to the three departments.

Based on this example, if you entered a formal receipt for the office supplies, the system generates the following journal entries when you create the voucher:

**Formal Receipts**

Received Not Vouchered	Office Supplies	Dept A Expense	Dept B Expense	Dept C Expense
90	90	30	30	30

If you did not enter a formal receipt for the office supplies, the system generates the following entries when you create the voucher:

**Informal Receipts**

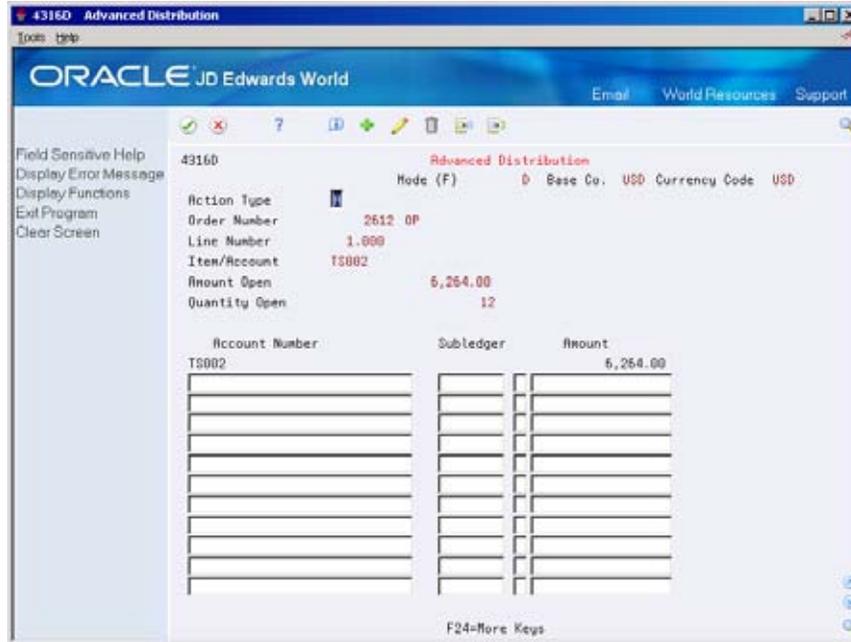
Office Supplies	Dept A Expense	Dept B Expense	Dept C Expense
90 90	30	30	30

The system credits the Accounts Payable Trade account for 90.00 when you post the entries described above to the general ledger.

**To create journal entries for multiple account distribution**

On Match Voucher to Open Receipt (P4314)

1. Inquire on the detail line for which to distribute or redistribute the expense.
2. Enter 3 in the following field to access Multiple Account Distribution:
  - (O) Option



If you performed multiple account distribution during purchase order entry, the distribution displays. If you did not perform account distribution during purchase order entry, the expense account and cost on the detail line displays. You cannot change this information.

3. On Multiple Account Distribution (P4316D), complete the following fields to distribute the expense and press enter:
  - Cost Center
  - Object
  - Subsidiary
  - Amount
4. On Match Voucher to Open Receipt, match the detail line to the invoice to create a voucher.

## What You Should Know About

### Automatic Accounting Instructions (AAIs)

The system retrieves account numbers for which to create journal entries from AAIs. A separate AAI table exists for received not vouchered accounts. The system retrieves an account number from the table based on the company, business unit, and general ledger (G/L) class code that applies to a detail line transaction.

## See Also

- *Distributing a Detail Line Expense to Multiple Accounts* for information about performing account distribution during purchase order entry

- *Reviewing and Posting Journal Entry Transactions*

## Verifying that Voucher Amounts Balance

	From Stock Based Procurement (G43A), choose <b>Receipts Matching and Posting</b> From Receipts Matching and Posting (G43A15), choose <b>Print Voucher Journal</b>
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You can review journal entries for voucher transactions and verify that they balance in the general ledger and the accounts payable ledger by printing the Accounts Payable Voucher Journal report (P04305).

For each voucher transaction that prints, you can compare the gross amount in the Accounts Payable Ledger table (F0411) to the corresponding general ledger distribution entries in the Account Ledger table (F0911). The system does not include records with a foreign currency ledger type (CA) in the G/L comparison total.

04305		JD Edwards World										Page No. . . . . 3		
		A/P Voucher Journal Report										Date . . . . 06/30/17		
		User, Batch Date/Number & Voucher												
Document Ty	Number	Co	G/L Date	Co.	Name	Address	Due Date	P.O. No	G/L	Off.	Amounts	P	P	
			Invoice		Check Stub Remark	Invoice Number					Gross			
					Acct Description	G/L Account Number					Discount Avail	G/L Distributi	C LT	
-----														
User		JN791041												
Originator		- JN791041												
Batch Number		- 80197												
Batch Date		. . . 06/30/17												
PV	8695	00100	001	06/30/17	100	Vector Manufactur	4343	07/30/17	2014		1,019.94		A Z	
			06/30/17			Received Not Vouc	4567							
							100.4111					1,019.94	P AA	
-----														
Batch Number		. . . . . 00080197										- Gross/Posted	1,019.94	1,019.94
												-Discount/Unposted		
-----														
User ID		. . . . . JN791041										- Gross/Posted	1,019.94	1,019.94
												-Discount/Unposted		
-----														
Report Total:												- Gross/Posted	1,019.94	1,019.94
												-Discount/Unposted		

### See Also

- *Printing Voucher Journals (P04305) in the Accounts Payable Guide*



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# Log Invoices prior to Receiving Goods

## Logging Invoices Prior to Receiving Goods

You can log invoice information prior to receiving the goods or services on an invoice so that the billing amount reflects in the general ledger. When you log invoice information, the system creates a preliminary voucher from which you can create a permanent voucher when you receive the goods or services.

This section contains the following:

- [Logging Invoices to Create Preliminary Vouchers](#)
- [Creating a Permanent Voucher from a Preliminary Voucher](#)
- [Printing Logged Invoice Information](#)
- [Changing and Deleting Logged Vouchers](#)

After you create a preliminary voucher, the system generates journal entries that distribute the voucher amount to a general ledger suspense account. After you create the permanent voucher, the system generates journal entries that redistribute the voucher amount to the actual general ledger accounts.

## Logging Invoices to Create Preliminary Vouchers



From Supplier and Voucher Entry (G0411), choose **Other Voucher Entry Methods**  
From Other Voucher Entry Methods (G04111), choose **Voucher Logging Entry**

You might want to record invoice information promptly, prior to receiving the goods or services on the invoice. You can log invoice information to create a preliminary voucher, from which the system creates journal entries to account for the billing amount.

You must associate a purchase order number with the invoice. After you enter invoice information, you must specify the suspense account for which the system is to debit the voucher amount.

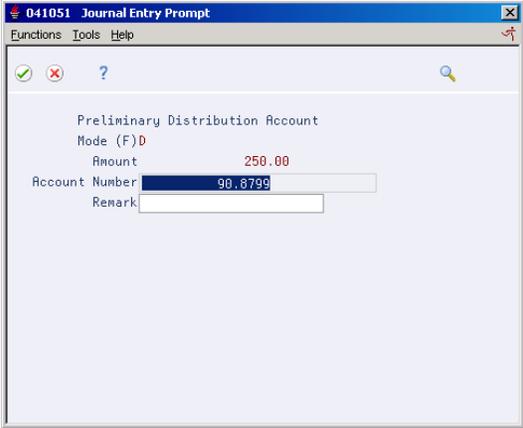
## To log invoices to create preliminary vouchers

On Voucher Logging Entry (P04105)

1. Complete the following fields and press Enter:

- Supplier Number
- Invoice Number
- Invoice Amount
- Invoice Date
- G/L Date
- Business Unit
- Payment Terms
- Company
- P.O. Number
- Pay Itm
- Gross Amount
- Discount Available
- Payment Remark
- Net Due Date
- PS (Payment Status)

After you enter invoice information, the system automatically displays the Journal Entry Prompt window.



- 2. On Journal Entry Prompt (P041051), complete the following field:
  - Account Number

**See Also**

- *Working with Logged Vouchers (P04105) in the Accounts Payable Guide*

## Creating a Permanent Voucher from a Preliminary Voucher

	From Supplier and Voucher Entry (G0411), choose <b>Other Voucher Entry Methods</b> From Other Voucher Entry Methods (G04111), choose <b>Voucher JE Redistribution</b>
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You can create a permanent voucher from a preliminary voucher after you receive the goods and services on the corresponding invoice. Because the preliminary voucher already contains much of the necessary information, creating the permanent voucher is a simple process.

To create a permanent voucher, you must locate the preliminary voucher and choose the receipt records that match the invoice. After you do this, the system creates the permanent voucher.

## To create a permanent voucher from a preliminary voucher

### On Voucher JE Redistribution (P042002)

P Ty	Number	Supplier Number	Supplier Name	Due/Chk Date	Gross Amount	P S
PL	66482	4344	Venus Universal Supply	07/30/06	250.00	R
TOTAL					250.00	

Opt: 1=Vch Log 2=JE 3=Redist 4=Redist PO F2=Formats F9=Name Srch

1. Inquire on the preliminary voucher from which to create a permanent voucher.
2. Enter 4 in the following field to exit to the Voucher Match program:
  - OP (Option Exit)
3. Choose the receipt records that correspond to the invoice for the preliminary voucher.

## What You Should Know About

### Voucher JE Redistribution processing options

The Voucher JE Redistribution program (P042002) is used to match the logged voucher to the open receipt. Processing option 5 determines the version of P4314 to be called when you take option exit 4 from the program to redistribute the purchase order. In that version of P4314, processing option 23 should have the same version of XT0411Z1 specified as was used to log the voucher.

## See Also

- *Choosing Receipt Records to Match to an Invoice (P4314)* for information about creating permanent vouchers
- *Working with Logged Vouchers (P04105)* in the *Accounts Payable Guide* for more information about the Voucher Journal Entry Redistribution program

# Printing Logged Invoice Information

	From Stock Based Procurement (G43A), choose <b>Procurement Reports</b> From Procurement Reports (G43A111), choose <b>Logged Voucher Detail</b>
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If you log invoices on the system before taking receipt of the goods or services, you can print the Logged Voucher Detail report (P43428) to review preliminary voucher information. You can use this report to identify the preliminary vouchers that are ready for distribution. You can also review invoice and purchase order information, including:

- Invoice number
- Invoice date
- Gross amount
- Purchase order number
- Received date (if applicable)
- Amount open to voucher
- Voucher number

You can use processing options to determine whether the report prints only logged vouchers for which receipt records have been entered.

43428	JD Edwards World		Page Number	2			
	Logged Voucher Detail		Date	6/19/17			
Invoice Number	Invoice Date	Co	. . . Voucher Reference . . .	Gross Amount	. . . Purchase Order . . .	Open to Voucher	Cur Cod
-----	-----	-----	-----	-----	-----	-----	-----
Approver Number . . .	00000000	00000000					
Address Number . . .	00004343	Vector Manufacturing Co					
-----	-----	-----	-----	-----	-----	-----	-----
A4325	06/15/17	100	8700 PL 001 100 07/15/17	742.56			USD
Address Number . . .	00004343	Vector Manufacturing Co		742.56			
Approver Number . . .	00000000	00000000		742.56			
				742.56			

## Processing Options

See [Logged Voucher Detail \(P43428\)](#).

## Changing and Deleting Logged Vouchers

Information entered in the logging process defaults into the header portion of the match screen (P4314). You cannot make changes to the voucher here. If you need to change the voucher, it must be done through the Voucher Logging Entry program (P04105).

In addition to the voucher information that defaults into the header, the receipt information from the Purchase Order Receiver File (F43121) defaults into the detail portion of the video. Rules for changing detail lines in redistribution are the same as a normal voucher to open receipt; no changes are allowed to the receipt information.

The only way to change the voucher is to reverse the receipt and re-receive the goods with the appropriate corrections. With a standard receipt and voucher you are able to change the dollar amount at time of voucher which invokes the 4330 or 4332 PPV AAIs; however, this is not true with voucher logging because ideally the check is already cut and sent.

In P4314, enter the G/L date and "1" in the option column to match the voucher.

## **Deleting a Logged Voucher after Redistribution**

If you need to delete a logged voucher that has been redistributed to a purchase order, you need to use P4314 to delete the voucher on the purchasing side in order to reverse both the redistribution and match to the receipt, and then delete the actual voucher on the A/P side.

To delete a voucher with P4314, inquire on the voucher, put a D in the Action Code, and press Enter. When you delete this type of voucher with P4314, the system disconnects the redistribution to the PO, and sets the receipt back to a match type 1, allowing it to be matched again. The voucher still exists on the A/P side, and is eligible for redistribution. The voucher must then be deleted on the A/P side. If there is a purchase order number in the logged voucher, you may need to set the version of the XT0411Z1 called to allow changes or deletions of vouchers that contain a purchase order number. Most likely, the voucher has already been paid, so the check would have to be voided before you can delete the voucher.

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# Print Voucher Information

## Printing Voucher Information

You can print reports containing voucher information that is specific to purchase orders, receipts, and suppliers.

This section contains the following:

- [Printing Voucher Information by Detail Line](#)
- [Printing Open Voucher Information by Receipt](#)
- [Printing Voucher Amounts for Suppliers](#)
- [Printing Supplier Balances](#)

## Printing Voucher Information by Detail Line

	From Stock Based Procurement (G43A), choose <b>Procurement Reports</b> From Procurement Reports (G43A111), choose <b>Vouchered/Received Status</b>
---	---

You can review voucher information by purchase order detail line. For example, if you entered a purchase order containing a detail line for 100 widgets, you can produce a report that identifies:

- The quantity and amount received to date
- The received quantity and amount for which a voucher has been created
- The received quantity and amount for which a voucher has not been created

You can specify the branch/plant, supplier, and purchase order number for the detail lines that print. You might use this report to determine the total amount open to voucher for a supplier or branch/plant.

When you run the Received/Vouchered Status report (P43412), the system organizes detail lines by branch/plant or business unit, depending on whether you use an inventory or non-inventory environment.

43412		JD Edwards World						Page - . . . . 2			
Branch/Plant . . . . 30		Receive/Voucher Status - Inventory						Date - . . . . 4/19/17			
Memphis Distribution Center				Receipt		. Received to Date .		. Vouchered to Date. .		. Open To Voucher. .	
Cur	Supplier	Order	Ty	Line	Date	Quantit	Amount	Quantit	Amount	Quantity	Amount
Cod											
--	4345 Value Worldw	2444	OP	1.000	03/14/17	25	168.75			25	168.75
USD	4345 Value Worldw	2575	OP	5.000	04/14/17	25	756.25			25	756.25
USD	4345 Value Worldw	2575	OP	6.000	04/14/17	16	84.00			16	84.00
USD	4345 Value Worldw	2604	OP	5.000	04/14/17	25	756.25			25	756.25
USD	4345 Value Worldw	2604	OP	6.000	04/14/17	16	84.00			16	84.00
					Value Worldwide Paper Supply		1,849.25				1,849.25
					Memphis Distribution Center		1,849.25				1,849.25
							1,849.25				1,849.25

## Processing Options

See [Receive-Voucher Status \(P43412\)](#).

## Printing Open Voucher Information by Receipt

	From Stock Based Procurement (G43A), choose <b>Procurement Reports</b> From Procurement Reports (G43A111), choose <b>Voucher Reconciliation</b>
--	--

You can review open voucher information for individual receipt records. For example, if you received 100 widgets on June 30, you can identify:

- The remaining quantity for which you must create a voucher
- The remaining amount for which you must create a voucher
- The tax on the remaining amount

You can use the Received Not Vouchered Reconciliation report (P43450) to reconcile receipts to the General Ledger Account Balances table (F0902).

Each time you record a formal receipt (three-way match), the system creates a journal entry that credits a Received Not Vouchered account. You can review this account number for each receipt. You usually sequence the report information by that account number.

This report contains information from the Purchase Order Receiver table (F43121).

43450		JD Edwards World		Page No. . . . . 2			
		Rec'd Not Vouchered Reconciliation		Date - . . . . 6/19/17			
Not Vouchered Account	PO No.	Ty	Line	Item	Open to Voucher Open Amount	Tax Amount	Cur Cod
100.4111	2	OP	1.000	TS002	1	8,352.00	USD
100.4111	2000	OP	1.000	1001	32	160.00	USD
100.4111	2000	OP	1.000	P001	10	50.00	USD
100.4111	2000	OP	1.000	P002	6	30.00	USD
100.4111	2000	OP	1.000	S001	96	480.00	USD
100.4111	2000	OP	1.000	M001	144	720.00	USD
100.4111	2000	OP	1.000	M002	120	600.00	USD
100.4111	2276	OP	1.000	TS001	100	5,025.00	USD
100.4111	2276	OP	2.000	TS002	100	4,312.00	USD
Received Not Vouchered					19,729.00		
Grand Total					326,298.94		

## Processing Options

See [Received Not Vouchered \(P43450\)](#).

## Printing Voucher Amounts for Suppliers



From Stock Based Procurement (G43A), choose **Procurement Reports**  
 From Procurement Reports (G43A111), choose **Supplier Analysis**

You can print the Supplier Analysis report (P04602) to review all suppliers for whom you have created vouchers during the current year, including their year-to-date voucher amount and their voucher amount for the previous year. You can also see the percent each supplier comprises of your total year-to-date voucher amount. Suppliers appear in descending order of their year-to-date voucher amount.

The information on this report comes directly from the Supplier Master file (F0401). The amount vouchered year-to-date is maintained in field A6AYPD. The amount vouchered in the previous year is maintained in field A6APPD. The accuracy of the data in these fields is determined by the date you last ran the Update YTD Voucher Amount program (P04820), and how the processing options for the program were set at the time.

This report will not display suppliers with a year-to date voucher amount of zero. Do not change the data sequencing on this DREAMWriter report, as you may incur unpredictable results.

04602		JD Edwards World		Page - 2	
		Supplier Analysis		Date - 04/18/17	
Currency Code . . . USD					
Number	Address . . . . . Name	Vouchered Year to Date	% Vouch	Rank	Vouchered Previous Year
4344	Venus Universal Supply	15,466,464.44	45.5	1	8,984,811.42
4343	Vector Manufacturing Co	8,746,356.16	25.7	2	6,985,821.59
4345	Value Worldwide Paper Supply	3,651,574.99	10.7	3	
		27,864,439.59			15,970,633.01

## Processing Options

See [Supplier Analysis Report \(P04602\)](#).

## Printing Supplier Balances

	From Stock Based Procurement (G43A), choose <b>Procurement Reports</b> From Procurement Reports (G43A111), choose <b>PO Detail by Supplier</b>
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If you purchase items directly to the general ledger, you might want to review a report that lists purchase order and voucher information by supplier and business unit. The Purchase Order Detail by Supplier report (P43421) lets you organize information by:

- Supplier
- Business unit
- Subsidiary
- Object

For each purchase order, the report displays:

- Budget amounts
- Purchase order/contract amounts
- Voucher amounts
- Paid amounts
- Retained amounts
- Balance remaining
- Amount currently due

43421		JD Edwards World				Page	2				
		Contract Detail by Supplier - All Jobs				Date	4/19/17				
						As of	- 04/19/17				
3480 Digger, Inc.											
Job Number	Cost Code	Code Type	Description (Reference)	Budget	PO/Contract	Vouchered	Paid	Retained	Balance Remaining	Due Now	
-----											
750	Centennial Technical Park										
02600	1350		Materials								
OP	2428	00050	000 05/22/17		118.50						
OP	2428	00050	000 05/22/17		1,391.00						
02600	1355		Equipment								
OP	2372	00050	000 05/13/17		400.00						
02600	1360		Subcontracts								
OP	2444	00050	000 06/03/17		4,000.00						
OP	2452	00050	000 06/03/17		4,800.00						
Total Paving & Surfacing					10,709.50				10,709.50		
Total Centennial Technical					10,709.50				10,709.50		
Total Digger, Inc.					10,709.50				10,709.50		

## Processing Options

See [Contract Detail by Supplier \(P43421\)](#).

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# Recover a Voucher Deleted in A/P

To delete or void a voucher created through the Purchasing system, you must use the Voucher Match program (P4314). If you inadvertently use an Accounts Payable program such as Standard Voucher Entry (P04105), Speed Voucher Entry (P041015) or Void Payment Entry (P04103), the purchasing files aren't updated, so you can't reverse the receipt, cancel the purchase order, or voucher the order again.

To recover a purchasing voucher deleted in the Accounts Payable system, you can re-create the voucher if the batch was never posted. If the batch was posted, you must use a data file utility program to manually update the purchasing files. The files and fields you update depend on whether the order was received using a formal receipt process (3-way match) or informal receipt process (2-way match).

If you receive and voucher an order separately (3-way match), the system writes a match type 1 record to the Purchase Order Receiver file (F43121) when you receive the order and a match type 2 record when you voucher the order. If you don't formally receive the order (2-way match), the system writes a single match type 2 record to the F43121 when you voucher the order.

The instructions to recover a voucher deleted in Accounts Payable are determined by the status of the voucher. To recover a voucher, complete one of the following tasks:

- [Recovering an Unposted Voucher](#)
- [Recovering a Posted Voucher - Three-way Match](#)
- [Recovering a Posted Voucher - Two-way Match](#)
- [Preventing A/P Errors to Vouchers Created Through Purchasing](#)

## Recovering an Unposted Voucher

You have deleted the voucher with an Accounts Payable program rather than the Match Voucher to Open Receipt program (P4314). There has not been any further processing of the voucher; that is, the batch has not been posted and payment has not been made.

When you deleted the voucher, the system purged the existing voucher (F0411) and journal entry (F0911) records, but did not update the purchasing files. To resolve the problem, you must add the voucher and journal entries back to the system through the Standard Voucher Entry (P04105) program, after which you can delete the voucher properly through the Voucher Match (P4314) program.

The instructions for recovering an unposted voucher are the same regardless of whether the order was formally received (3-way match) or informally received (2-way match).

## To recover an unposted voucher

### In Standard Voucher Entry (P04105)

The screenshot shows the Oracle JD Edwards World Standard Voucher Entry (P04105) window. The window title is "04105 Standard Voucher Entry". The interface displays various fields for voucher entry, including Action Code (I), Supplier Number (4343), Invoice Number (RECOVER), Amount (5,000.00), Date (10/31/17), Tax Amount (365.00), and Taxable Amount (5,000.00). It also displays a Payment Schedule table with columns for Pay Itm, Gross Amount, Discount Available, Payment Remark, and Disc Due Date. The Payment Schedule table has one row with Pay Itm 001, Gross Amount 5,000.00, and Disc Due Date 11/30/17.

Pay Itm	Gross Amount	Discount Available	Payment Remark	Disc Due Date	P
001	5,000.00			11/30/17	

1. Complete the following fields with the same information that was on the original voucher:

- Voucher number (DOC)
- Voucher Document Type (DCTV)
- Voucher Document Company (CO)
- Supplier Number (AN8)
- Invoice number (VINV)
- G/L Date (DGJ)
- Company number (CO)
- Tax Explanation Code (EXR2)
- Tax Rate/Area (TXA2)
- Taxable amount (ATXA)
- Gross Amount (AG)

You must enter at least one pay item on the voucher with a gross amount equal to the original invoice amount.

2. Press Enter to re-create the voucher.

The A/P Journal Entries video (P03101) will display, prompting you to add back the journal entries. You only need add back one journal entry that corresponds to the gross amount on the invoice.

### In Match Voucher to Open Receipts (P4314)

3. Inquire on the voucher number and enter "D" in the Action Code to delete the voucher.

This will delete the F0911 and F0411 records you just recreated, and also update the purchasing files. You can now reverse the receipt and make changes to the purchase order, or re-voucher the order, as necessary.

## What You Should Know About

### Other values on original voucher

Other information that may have resided on the original voucher (aside from the fields listed above) is insignificant, as the P4314 needs only those values above to match the voucher back to the original purchase order.

### Locating original voucher information

You can query the match type 2 record in the Purchase Order Receipt file (F43121) to determine what information was on the original voucher. You can inquire by match type (PRMATC = 2), order number (PRDOCO), and voucher number (PRDOC).

## Recovering a Posted Voucher - Three-way Match

You have deleted the voucher with an Accounts Payable program rather than with the Match Voucher to Open Receipt program (P4314). Prior to deleting the voucher, the batch was posted. The system updated the voucher (F0411) and journal entry (F0911) records, but failed to update the purchasing files.

To resolve the problem, you must manually update the data in the purchasing files using a data file utility program. For an order that was formally received (3-way match), you must edit records in the Purchase Order Receiver file (F43121).

### To recover a posted voucher for a three-way match order

#### Using a data file utility program

1. Locate the match type 2 record in the F43121 that corresponds to the voucher you deleted through the A/P system, and change the following field:
  - Match Type (PRMATC) = 3
2. Now locate the corresponding match type 1 record in the F43121, and change the following fields:
  - Quantity Paid to Date (PRUPTD) = blank
  - Amount Paid to Date (PRAPTD) = blank
  - Open Quantity (UOPN) = Received Quantity (UREC)
  - Amount Open (AOPN) = Amount Received (AREC)

For foreign orders, you must also update the following fields:

- Foreign Amount Paid to Date (PRFAPT) = blank
- Foreign Amount Open (PRFAP) = Foreign Amount Received (PRFREC)

---

**Caution:** This solution assumes the received quantity and amount was fully vouchered. If partial vouchers have been logged against a single receipt, UPTD, APTD and FAPT should reflect the quantity or amount that has already been vouchered against the receipt, and UOPN, AOPN, and FAP should reflect the remaining quantity or amount left to voucher.

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## Recovering a Posted Voucher - Two-way Match

You have deleted the voucher with an Accounts Payable program rather than with the Match Voucher to Open Receipt program (P4314). Prior to deleting the voucher, the batch was posted. The system updated the voucher (F0411) and journal entry (F0911) records, but failed to update the purchasing files.

To resolve the problem, you must manually update the data in the purchasing files using a data file utility program. For an order that was not formally received (2-way match), you must edit the Purchase Order Receiver file (F43121) and the Purchase Order Detail file (F4311).

### To recover a posted voucher for a two-way match order

Using a data file utility program

1. Locate the match type 2 record in the F43121 that corresponds to the voucher you deleted through the A/P system, and change the following field:
  - Match Type (PRMATC) = 3
2. Now locate the corresponding order detail line in the F4311, and change the following fields:
  - Status Code Next (PDNXTR) = check activity rules for match
  - Open Quantity (PDUOPN) = Received Quantity (PDUREC)
  - Amount Open (PDAOPN) = Amount Received (PDAREC)

For foreign orders, you must also update the following fields:

- Foreign Amount Open (PDFAP) = Foreign Amt Received (PDFREC)

After you change the open quantity and amount fields above, change the receipt fields as follows:

- Received Quantity (PDUREC) = blank
- Amount Received (PDAREC) = blank
- Foreign Amount Received (PDFREC) = blank

---

**Caution:** This solution assumes the ordered quantity and amount on a detail line was fully vouchered. If partial vouchers have been logged against a single order line, UREC, AREC, and FREC should reflect the quantity or amount that has already been vouchered against the order line, and UOPN, AOPN and FAP should reflect the quantity or amount left to voucher.

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## Preventing A/P Errors to Vouchers Created Through Purchasing

You can set the Standard Voucher Entry (P04105) and Speed Voucher Entry (P041015) programs to generate a warning or hard error when a user tries to delete or make changes to a voucher created through the Purchasing System. Both programs call the Accounts Payable functional server (XT0411Z1) to create vouchers (F0411). Processing option 16 for the server allows you to specify whether there is no edit, a warning or a hard error.

To prevent changes or edits, you can create a version of XT0411Z1 with processing option 16 set to 2, and then attach that version to the Accounts Payable programs as follows:

- P04105 (Standard Voucher Entry) via processing option 11
- P041015 (Speed Voucher Entry) via processing option 6



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## **5 Special Orders Processing**



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# Overview to Special Orders Processing

## Objectives

- To understand the purpose for each type of special order
- To enter special orders
- To create purchase orders from special orders

## About Special Orders Processing

A special order requires different handling than a regular purchase order. In many instances, a special order is a prerequisite to an actual purchase 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
- Change Orders - orders for which the system tracks modifications to purchase orders

You enter most special orders in the same way that you enter purchase orders. The system distinguishes 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 orders), and so forth.

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

Special orders processing includes the following tasks:

- Working with requisitions
- Working with blanket orders
- Working with quote orders
- Working with change orders

## See Also

- *Setting Up Order Activity Rules (P40204)* for information about setting up activity rules and status codes for special orders



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# Work with Requisitions

## Working with Requisitions

You use requisitions to obtain approval for the items and services that you want to purchase. After a requisition is approved, you can create a purchase order from the requisition using one of the following methods:

- Duplicate a requisition
- Choose requisition detail lines to include on a purchase order

You can duplicate a requisition to create a purchase order. You must use this method to create recurring purchase orders from the same requisition. For example, if you have a requisition for office supplies that you order every month, you can duplicate the requisition so that it remains open.

You can also choose individual requisition detail lines from which to create purchase orders. You use this method to close the requisition detail lines so that the lines cannot be used again. For example, if you have a requisition for office supplies that you only want to order once, you must choose the requisition detail lines so that they cannot be used again.

This section contains the following:

- [Entering Requisitions](#)
- [Duplicating a Requisition to Create a Purchase Order](#)
- [Choosing Requisition Detail Lines for Purchase Orders](#)

The system distinguishes a requisition from other types of orders by the order type code, which is usually OR (requisition orders).

## Entering Requisitions

	From Stock Based Procurement (G43A), choose <b>Requisition and Quote Management</b> From Requisition and Quote Management (G43A12), choose <b>Enter Requisitions</b>
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Your company might require you to submit a requisition for the items and services that you want to purchase. You usually enter a requisition to obtain approval for goods and services prior to creating a purchase order.

You enter a requisition in the same way that you enter a purchase order. For example, to order office supplies, you enter a detail line for each office supply that you want to order.

If you have a purchasing department that manages requisitions, you can enter a purchasing agent on a requisition in place of the supplier. This allows the purchasing agent to easily locate requisitions to create purchase orders.

## What You Should Know About

<b>Printing requisitions</b>	You use the same procedures to print requisitions as you do to print purchase orders, although you must specify the order type for requisitions.  For more information, see <i>Printing Purchase Orders</i> .
<b>Requisition originator</b>	When you enter a requisition, you can enter your address book number as the ship-to address so that the requisition can be traced back to you.

## See Also

- *Entering Purchase Order Header Information (P4310)* for information about entering header information for a requisition
- *Entering Purchase Order Detail Information (P4311)* for information about entering detail lines for a requisition
- *Assigning an Approval Route to an Order (P4310)* for information about activating approval processing for requisitions
- *Reviewing Open Orders (P430301)* for information about reviewing pending requisitions
- *Processing Options for Purchase Order Entry - Detail (P4311)* for information about the processing options applicable to this task

## Duplicating a Requisition to Create a Purchase Order



From Stock Based Procurement (G43A), choose **Requisition and Quote Management**  
From Requisition and Quote Management (G43A12), choose **Enter Requisitions**

You must duplicate a requisition if you plan to create recurring purchase orders from the same requisition. For example, each time you need to order paper, you can create a purchase order by duplicating the existing requisition.

When you duplicate a requisition to create a purchase order, the system does not close the requisition. You duplicate a requisition the same way that you duplicate a purchase order, that is, you inquire on the requisition in Order Entry (P4311), and press F21 on the detail screen to copy the order. This clears the date fields and order number fields on the screen. You press Enter to create the new order.

When you press F21 to copy an order, there is no affect on the original order. You use processing options 11 through 14 in your version of Order Entry (P4311) to specify the defaults for the new order, including order type, lines types, and whether the system copies associated text to the new order.

The system maintains the original order number, type and line number on each line of the new order. You can view original order number information in the Purchasing Information Detail screen (P430112), which you access by taking option one from the Order Entry detail screen (P4311).

## See Also

- *Duplicating a Purchase Order (P4311)*

## Choosing Requisition Detail Lines for Purchase Orders



From Stock Based Procurement (G43A), choose **Requisition and Quote Management**  
From Requisition and Quote Management (G43A12), choose **Generate POs**

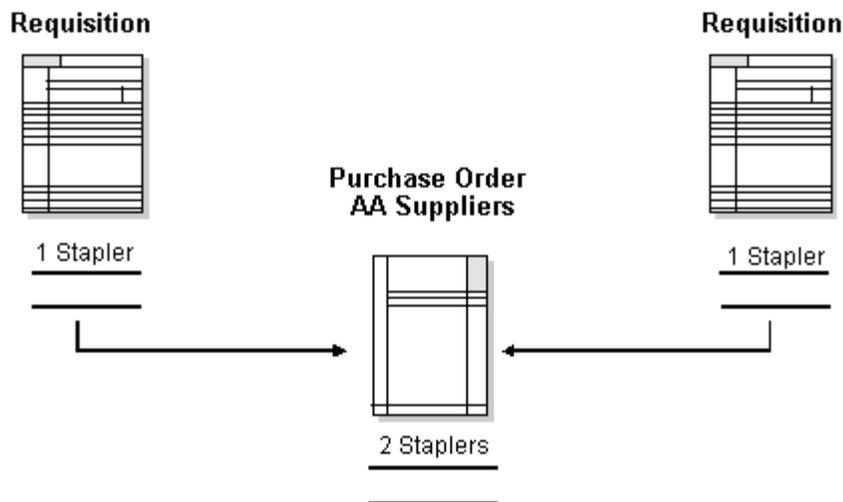
You can choose requisition detail lines for which to create purchase orders. The system closes a requisition detail line after you use it to create a purchase order. After a detail line is closed, you can no longer use it to create purchase orders and you can purge it from the system.

You can create a purchase order for an item quantity or an amount that is less than the quantity or amount on a requisition detail line. If you specify a lesser quantity or amount, the system releases that quantity or amount from the detail line and leaves the remaining portion open.

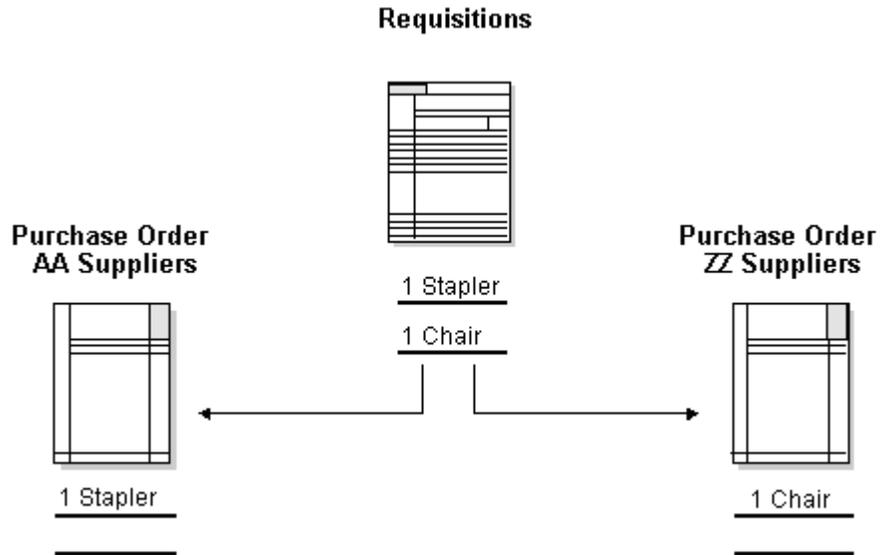
You can create a purchase order for a requisition by choosing all detail lines on the requisition. You can also:

- Combine detail lines from multiple requisitions to create a single purchase order
- Choose detail lines from a single requisition to create multiple purchase orders

You can combine detail lines from multiple requisitions to create a single purchase order. You use this method to combine items and services for the same supplier. For example, if you receive two separate requisitions for staplers, you can combine the requisition detail lines to create a single purchase order.



You can also separate detail lines on a requisition to create multiple purchase orders. You do this when the items or services on a requisition are provided by different suppliers. For example, if you receive a requisition that contains an order for a stapler and an order for a chair, you can generate a purchase order for the stapler and another for the chair.



You use processing options in your version of Generate POs to Requisitions (P43060) to enter default information for the purchase orders you want to create.

## What You Should Know About

<b>Ship-to address for new purchase orders</b>	When you create a purchase order from requisition detail lines, the system retrieves the ship-to address for the purchase order based on how you set the processing option for item consolidation.
<b>Unit costs</b>	You use processing options to specify whether unit costs display for each detail line and whether the costs can be changed.
<b>Taxes</b>	When

## To choose requisition detail lines for purchase orders

### On Generate POs from Requisitions (P43060)

OP	Release Quantity	Tr	Release Amount	Request Date	Description
	5000	EA		06/30/17	Front Loading Stapler
	2500	EA		06/30/17	Stanley Staple Remover

1. To locate requisition detail lines, complete one or more of the following fields:

- Branch/Plant
- Supplier
- Buyer Number
- Order Number
- Item Number
- Account Number

The system displays only those detail lines with status codes that you specified in processing options 2, 3, and 4.

Detail lines with cancel dates prior to the current date do not display.

2. Complete the following fields:

- Release Quantity
- Release Amount

3. Type 1 in the following field for each detail line for which you want to create a purchase order:

- OP (Option Exit)

The system prevents you from exiting the form until you have created purchase orders for the releases you have chosen. For more information, see *Creating Orders from Existing Detail Lines*.

Field	Explanation
Release Amount	<p>The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field contains the open amount for the detail line. If you do not want to release this amount, you can type in the amount that you want to release.</p>
Release Quantity	<p>The original quantity for the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and/or vouchered to date.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field contains the open quantity for this detail line. If you do not want to release this quantity, you can type in the quantity that you want to release.</p>

## Processing Options

See [Consolidate and Release Orders \(P43060\)](#).

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# Work with Blanket Orders

## Working with Blanket Orders

You can enter a blanket order when you have an agreement with a supplier to purchase a certain quantity or amount of goods over a period of time. You must enter the entire quantity or amount on the blanket order. Each time you are ready to receive a portion of the goods, you can create a purchase order.

For each blanket order on the system, you can view the original quantity on the order, the quantity or amount released to date, and the quantity or amount left to release.

This section contains the following:

- [Entering Blanket Orders](#)
- [Creating Purchase Orders from Blanket Orders](#)

The system distinguishes a blanket order from other types of orders by the order type code, which is usually OB (blanket orders).

## Entering Blanket Orders



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
From Purchase Order Processing (G43A11), choose **Blanket Orders**

You might issue an order for goods or services from which the supplier releases portions over a period of time. When you have this type of agreement with a supplier, you can enter a blanket order.

When you enter a blanket order, you must specify the entire quantity or amount of the item or service that you want to order. For example, if you have an agreement with a supplier to purchase 100 widgets a month over the next 12 months, you must enter a blanket order for 1200 widgets.

You enter a blanket order in the same way that you enter a purchase order. You can enter a single detail line for the entire blanket order quantity or amount, or you can enter multiple detail lines.

## What You Should Know About

### **Printing blanket orders**

You use the same procedure to print blanket orders as you do to print purchase orders, only you must specify the order type for the blanket orders.

For more information, see *Printing Purchase Orders*.

## See Also

- *Entering Purchase Order Header Information (P4310)* for information about entering header information for a blanket order
- *Entering Purchase Order Detail Information (P4311)* for information about entering detail lines for a blanket order
- *Reviewing Open Orders (P430301)* for information about reviewing pending blanket orders and the quantity or amount left to receive on a blanket order
- *Processing Options for Purchase Order Entry - Detail (P4311)* for information about the processing options applicable to this task

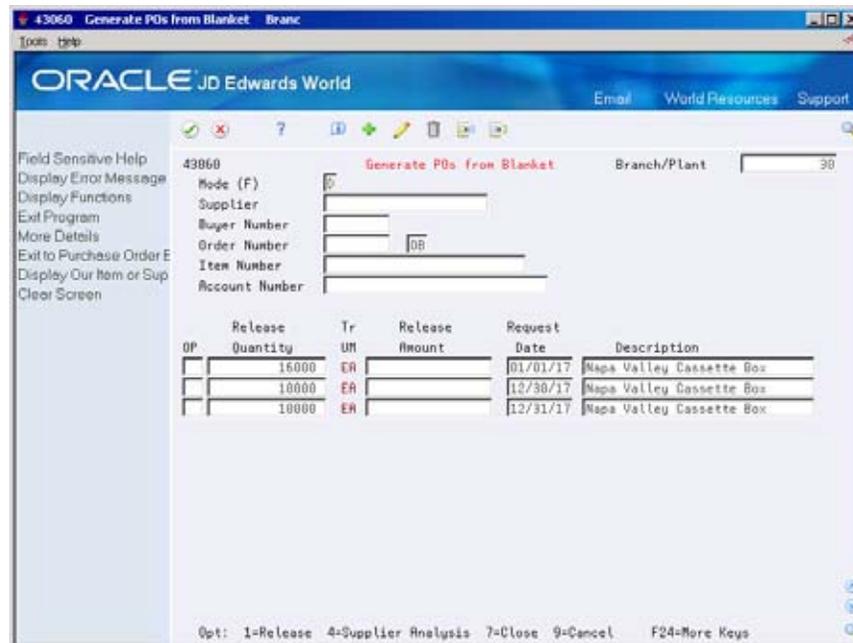
## Creating Purchase Orders from Blanket Orders

	From Stock Based Procurement (G43A), choose <b>Order Gen/Approve/Release</b> From Order Generation/Approval/Release (G43A13), choose <b>Generate Pos from Blanket</b>
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When you are ready to receive the goods or services on a blanket order, you must release the quantity or amount for which you want to create a purchase order. For example, if you have a blanket order for 1200 widgets and you want to receive 100, you must locate the blanket order detail line and release 100 widgets. The system prompts you to create a purchase order for the quantity or amount you release.

### To create purchase orders from blanket orders

On Generate POs from Blanket (P43060)



1. To locate blanket order detail lines, complete one or more of the following fields:

- Branch/Plant
- Supplier
- Buyer Number
- Order Number
- Item Number
- Account Number

The system displays only those detail lines with status codes that you specified in processing options 2, 3 and 4.

Detail lines with cancel dates prior to the current date do not display.

2. Press F4 to access the detail area and review the following fields:

- Qty: To Date
- Qty: Original
- Amt: To Date
- Amt: Original

3. Complete the following fields:

- Release Quantity
- Release Amount

4. Type 1 in the following field for each detail line from which you want to create a purchase order:

- OP (Option Exit)

The system prevents you from exiting the form until you have created purchase orders for the releases you have chosen. For more information, see *Creating Orders from Existing Detail Lines*.

Field	Explanation
Qty : To Date	<p>The original quantity of the order line, plus or minus any changes to that quantity, less all quantities shipped, received and/or vouchered to date. This number can also be the actual quantity received.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field contains the quantity of the item on this detail line that you have released to date.</p>
Original	<p>The quantity of units affected by this transaction.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field contains the original quantity for this detail line.</p>

Field	Explanation
Amt : To Date	<p>The value of the goods received to date against the original order line.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field contains the value of the items on this detail line released to date.</p>
Original	<p>The number of units multiplied by the unit cost.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This field contains the original value of the items on this detail line before any releases were made.</p>

## What You Should Know About

### Blanket release during purchase order entry

In lieu of releasing blanket orders through the release program (P43060), you can release blanket orders through Order Entry (P4311). You can set the program to identify open blanket orders for the supplier and item you enter on the purchase order.

If you enter a purchase order detail line for an item or service that already exists on a blanket order, the system automatically displays the Blanket Release window (P40216), in which you can review information about the open blanket order and release a quantity and amount from the blanket order.

You use processing option 55 behind Purchase Order Entry (P4311) to activate blanket release processing. Only those blanket order types that you set up in user defined code table 40/BT display for blanket release processing.

### Exceeding available quantities

Blankets cannot be over-released. For example, a blanket has a quantity of 10 with a unit cost of \$1.00. If a purchase order is released for a quantity of 12, two lines will be created in the purchase order. One line will be for a quantity of 10 (blanket quantity) with a unit cost of \$1.00 (blanket cost) and will contain the blanket information. The second line will be created for the over-release quantity of 2 with the base cost and will not be linked to the blanket order. The cost will be retrieved based on the Purchase Price Level setup on the item.

### Units of Measure

Avoid creating a blanket order in a larger unit of measure than the transaction unit of measure on the purchase order. The blanket order should be entered in the smallest (primary) unit of measure if you plan on the system doing UOM conversions between the blanket and purchase order.

### **Open amounts**

The open amounts for blanket orders can be viewed using the Order Inquiry program (P430301) from menu G43A112, option 11. The processing options behind this program can be used to specify which orders statuses are selected and whether the open amount or quantity is shown.

## **Processing Options**

See [Consolidate and Release Orders \(P43060\)](#).



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# Work with Quote Orders

## Working with Quote Orders

Before you purchase an item or service, you might want to gather and compare price quotes from different suppliers. You can work with quote orders to:

- Obtain price quotes for items or services
- Identify the supplier offering the best price for an item or service
- Create a purchase order

This section contains the following:

- [Quote Order Setup](#)
- [Entering Items for which to Request Quotes](#)
- [Entering Suppliers to Provide Quotes](#)
- [Printing Quote Order Requests](#)
- [Entering Supplier Price Quotes](#)
- [Creating Purchase Orders from Price Quotes](#)

The system distinguishes a quote order from other types of orders by the order type code, which is usually OQ (quote orders).

## Quote Order Setup

Use the quote order version of the Order Entry program (P4311 - accessible from menu G43A12, option 14) to create the quote order. The processing options behind this version of P4311 are set to accommodate quote orders. In particular:

- Processing option 1 - order type, typically OQ
- Processing option 3 - status code, typically different than those of a purchase order, as a quote order will have its own set of Order Activity Rules (P40204), commonly in the 100 range.
- Processing option 45 - item availability. This option controls which field/bucket in the Item Balance file (F41021) is updated, and determines whether the quote order will affect quantity available and quantity on receipt. This is usually set to a '1' for quote orders.

## What You Should Know About

### Order Activity Rules (P40204)

There are only two programs directly related to quote orders that update status codes including Quote Order Entry (P4311) and Generate POs from Quotes (P43360); therefore, you usually need set up only three rules for quote orders in Order Activity Rules, for example, Enter Quote Request (100/110), Release Quote Request 110/999, and complete ready to purge 999.

## Entering Items for which to Request Quotes



From Stock Based Procurement (G43A), choose **Requisition and Quote Management**  
From Requisition and Quote Management (G43A12), choose **Enter Orders**

You must enter the items for which you want to receive price quotes on a quote order. For each item, you must enter a detail line just as you would on a purchase order.

You can request a price quote for a single quantity or for multiple quantities of an item. You can enter multiple quantities for items for which you expect to receive a price break for purchasing larger quantities.

Entering items for price quotes involves:

- Requesting price quotes for a single quantity
- Requesting price quotes for multiple quantities

The system maintains quantity price break information by quote order and line number in the Quantity Breaks Ledger table (F4331).

### To request price quotes for a single quantity

On Purchase Order Detail (P4311)

Complete the following fields:

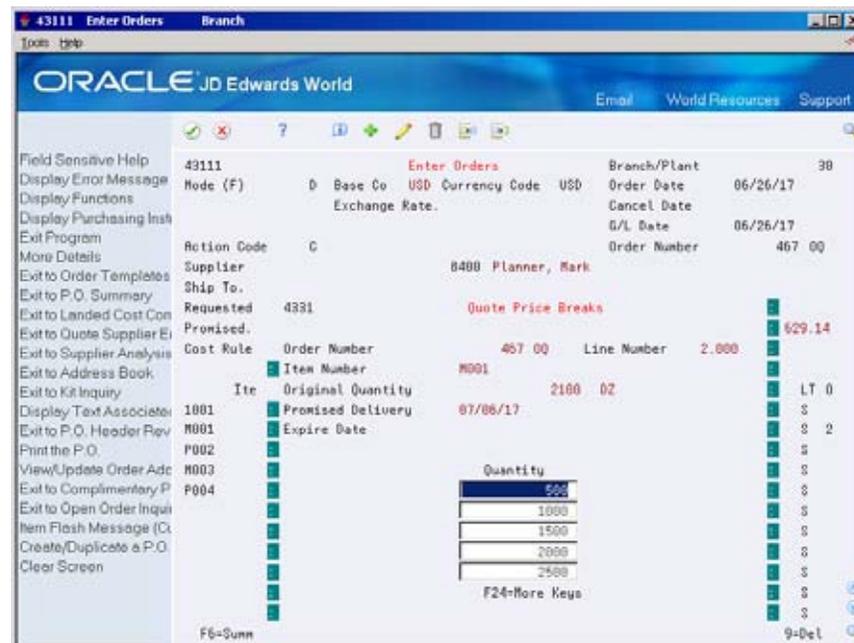
- Branch/Plant
- Supplier
- Item Number
- Quantity
- Trans. UOM (transaction unit of measure)

The supplier you enter on the order header does not reflect the supplier from whom you'll be requesting price quotes. See *What You Should Know About* below.

## To request price quotes for multiple quantities

### On Purchase Order Detail

- Complete the following fields:
  - Branch/Plant
  - Supplier
  - Item Number
  - Trans. UOM (transaction unit of measure)
- Enter option 2 next to the appropriate detail line to access Quote Price Breaks (P4331) for the item.



- On Quote Price Breaks, complete the following field for each item quantity for which you expect to receive a price break, and press Enter twice.
  - Quantity

## What You Should Know About

### Entering a supplier

When you enter a quote order, the Supplier field does not pertain to the actual supplier from whom you will request price quotes. Instead, you can use this field to indicate the purchasing agent or individual that manages quote orders.

For more information about quote order suppliers, see *Entering Suppliers to Provide Quotes*.

### Entering detail line information

Much of the information for detail lines, such as unit costs and extended costs, is not relevant to quote orders.

**Creating quote orders from requisitions**

After you get approval for the items and services on a requisition, you might want to obtain price quotes. You can create quote orders using detail lines from requisitions. The procedure for this is identical to that for creating purchase orders from requisitions.

You use the Generate Quotes from Requisitions program (P43060) to create quote orders using requisitions. For information about the P43060, see *Choosing Requisition Detail Lines for Purchase Orders*.

If a detail line on a quote order was created from multiple requisitions, the system highlights the original order number.

You can view:

- A list of all requisitions from which the line was created
- The person(s) requesting the items
- The quantities requested

To view this information, enter option 8 next to the quote order detail line on Order Entry (P4311) to access Original Orders Entry (P4332).

The system maintains information about requisitions consolidated to create detail lines on quote orders in the Multiple Requisitions table (F4332).

**See Also**

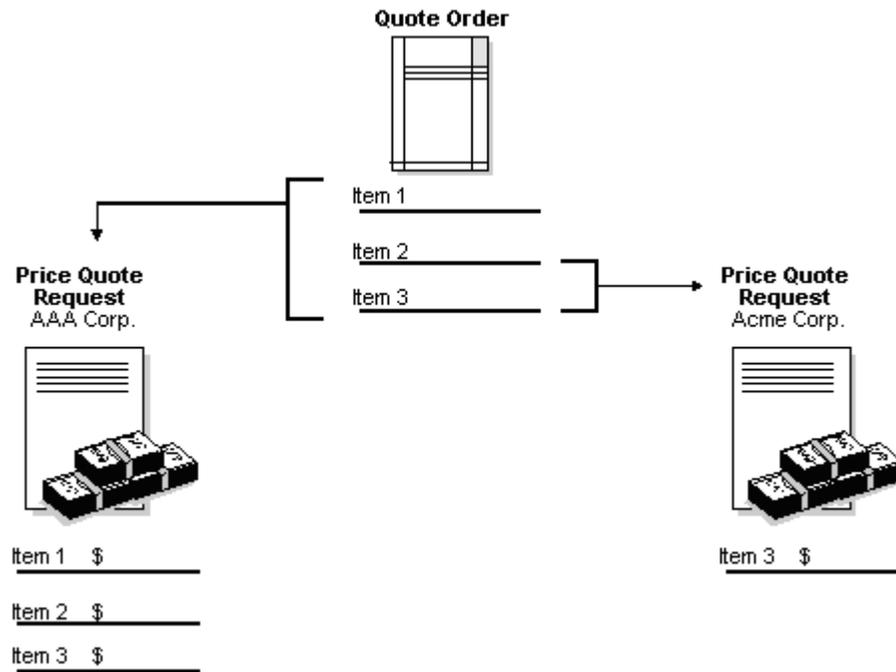
- *Entering Purchase Order Header Information (P4310)* for information about entering header information for a quote order
- *Entering Purchase Order Detail Information (P4311)* for information about entering detail lines for a quote order
- *Reviewing Open Orders (P430301)* for information about reviewing open (pending) quote orders
- *Processing Options for Purchase Order Entry - Detail (P4311)* for information about the processing options applicable to this task

## Entering Suppliers to Provide Quotes



From Stock Based Procurement (G43A), choose **Requisition and Quote Management**  
From Requisition and Quote Management (G43A12), choose **Enter Orders**

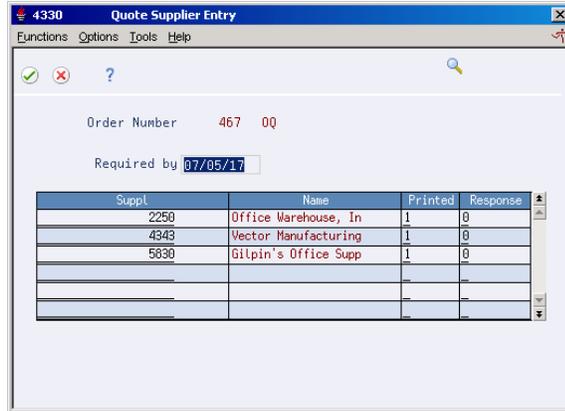
After you enter items on a quote order, you must enter the suppliers from whom you want to obtain price quotes. You can specify the suppliers who are to provide price quotes for all items or individual items on the quote order.



### To enter suppliers to provide quotes

On Purchase Order Detail (P4311)

1. Do one of the following to access Quote Supplier Entry:
  - Press F9 to enter suppliers for all items on the order
  - Type 6 in the following field to enter suppliers for an individual item on the order:
    - O (Option Exit)



2. On Quote Supplier Entry (P4330), complete the following field:
  - Required By
3. Complete the following field for each supplier from whom you want to receive a price quote and press Enter twice:
  - Supplier

Field	Explanation
Required by	The date by which the supplier must respond to the quote order.

## Printing Quote Order Requests

	From Stock Based Procurement (G43A), choose <b>Requisition and Quote Management</b> From Requisition and Quote Management (G43A12), choose <b>Print Quote Request</b>
--	--

For each supplier from whom you are requesting price quotes, you can generate a form on which to record price quote information. Each form applies to a specific quote order. The supplier's name and address appear on the form, as well as the items for which you are requesting price quotes.

You can have the supplier fill out the form, or you can gather the information and fill out the form yourself. You can record a price quote for each item as well as the dates through which each price quote is effective. You can then use the form to enter price quote information in the system.

You run the Print Quote Request report (P43530) to select the quote orders for which to print request forms. After you enter price quote information in the system, you can print these forms to review existing price quotes from a supplier.

43530	JD Edwards World Quote Request Report	Page No. . . . . 1 Date - . . . . . 5/24/17 Order Number . . . 466 OQ					
Vector Manufacturing Co 1156 Crocker Blvd Bakersfield CA 93300	Mail To. . . . . Mr. Mark Planner 905-B State Street Chicago IL 62207	Phone Number . . . 303 488-4593					
	Respond by . . . . 06/28/17 Currency Code. _____						
Description	Item	Request Date	Quantity	UM	Unit Price	Promised Date	Expired Date
Pen & Pencil Set	1001	06/28/17	96	EA	_____	_____	_____
		Price Breaks:					
				10	_____	_____	_____
				50	_____	_____	_____
				100	_____	_____	_____
				250	_____	_____	_____
				500	_____	_____	_____
Markette Red Highlighter	M001	06/28/17	2100	DZ	_____	_____	_____
		Price Breaks:					
				500	_____	_____	_____
				1000	_____	_____	_____
				1500	_____	_____	_____
				2000	_____	_____	_____
				2500	_____	_____	_____
Repricing discounts available for all Markette products.							

### Processing Options

See [Quote Request Report \(P43530\)](#).

### Entering Supplier Price Quotes

	From Stock Based Procurement (G43A), choose <b>Requisition and Quote Management</b> From Requisition and Quote Management (G43A12), choose <b>Enter Quote Response</b>
--	---

After a supplier provides you with price quotes for items or services, you must enter the price quotes in the system. After you enter price quotes from all suppliers, you can compare the price quotes to identify the supplier with the best price.

You must enter supplier price quotes based on a specific quote order. If you requested that the supplier provide price quotes for different quantities of an item, you can enter a price quote for each quantity.

---

**Note:** If you do not enter a quote response, the system cannot generate a PO from the quote order.

---

The system maintains individual price quote information for suppliers in the Supplier Selection table (F4330).

## To enter supplier price quotes

On Enter Quote Response (P4334)

Description	Quantity	Request	Unit Price	Promised Date
Pen & Pencil Set	96	ER 06/25/17	6.1900	06/25/17
Markette Red Highlighter	2100	O2 06/25/17	.6500	06/25/17
Green Bar - Continuous for	200	CR 06/25/17	29.6000	06/25/17
Markette Green Highlighter	3200	O2 06/25/17	.6500	06/25/17
Facsimile premium plain po	100	RM 06/25/17	8.1000	06/25/17

1. Locate the quote order and the supplier for whom you are entering price quotes by completing the following fields:

- Order Number
- Supplier

If you enter an order number without entering a supplier, the system prompts you to select a supplier in the Quote Supplier Entry window (P4330). Enter a 2 in the Option field in P4330 to access information for a particular supplier.

2. Type C in the following field:

- Action Code

3. Complete the following fields:

- Response Date
- Sched Date
- Expire Date

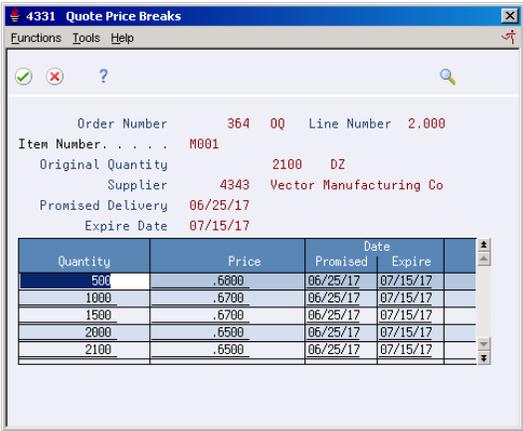
You can enter a scheduled date and an expiration date for all price quotes or you can enter dates for individual price quotes.

4. Complete the following field for each item or service:

- Price

If you have requested price quotes for multiple quantities of the item, the system highlights the Unit Price field.

- 5. To enter price quotes for different item quantities, type 2 in the following field to access Quote Price Breaks:
  - OP (Option Exit)



- 6. On Quote Price Breaks (P4331), complete the following field for each item quantity and press Enter twice:
  - Unit Price

You can also enter new price break quantities along with the appropriate price quote.

This program updates each F4330 supplier record, and creates an F4331 record for each supplier and for each price or price break.

Field	Explanation
Response Date	<p>The date of the order response from the supplier.</p> <p><i>Form-specific information</i></p> <p>The date that the supplier provided this price quote.</p>
Promised Delivery Date	<p>The date that the supplier promised to deliver this order. The system uses this date in conjunction with the receipt date to evaluate supplier performance.</p> <p><i>Form-specific information</i></p> <p>The date that this price quote is effective.</p>
Expire Date	<p>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 field and does not cause the system to perform any type of automatic processing.</p> <p><i>Form-specific information</i></p> <p>The date that this price quote is no longer effective.</p>

Field	Explanation
Unit Price	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors.  <i>Form-specific information</i>  The price quoted to you by the supplier for the item and quantity on this detail line.

## Processing Options

See [Quote Response Entry \(P4334\)](#).

## Creating Purchase Orders from Price Quotes

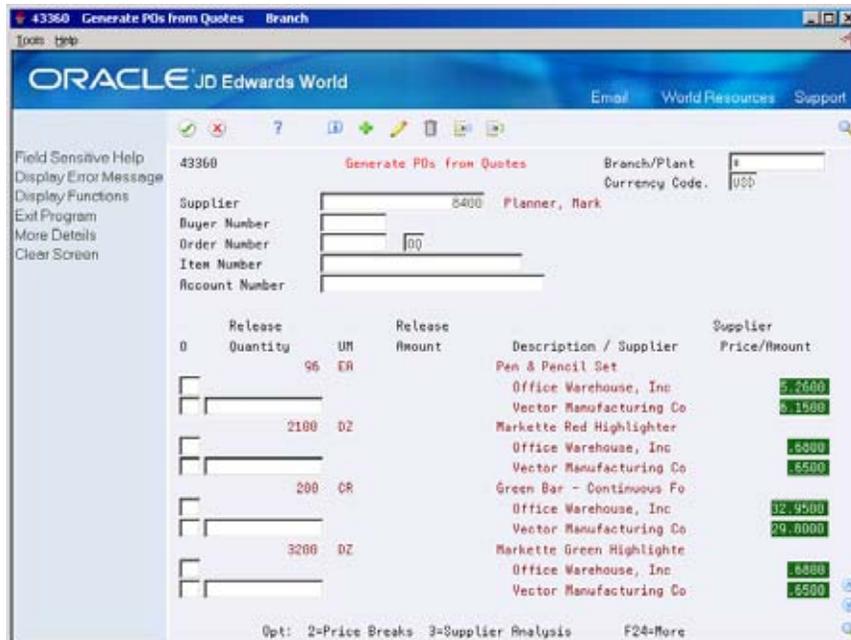
	From Stock Based Procurement (G43A), choose <b>Requisition and Quote Management</b> From Requisition and Quote Management (G43A12), choose <b>Generate POs</b>
---	---

After you input supplier price quotes for an item or service, you can compare price quotes to identify the supplier with the best price and choose a price quote for which to create a purchase order.

You can compare price quotes for an item by locating the quote order detail line that contains the item. You can review the item description for the detail line and all suppliers who have provided price quotes for the item.

### To create purchase orders from price quotes

On Generate POs from Quotes (P43360)



1. Locate quote order detail lines by completing one or more of the following fields:

- Branch/Plant
- Currency Code
- Supplier
- Buyer Number
- Order Number
- Item Number
- Account Number

The Supplier field pertains to the purchasing agent that is assigned to the quote order, not the suppliers responding with price quotes.

2. To compare supplier price quotes for the item or service, review the following field:

- Supplier Price/Amount

If the supplier has provided price quotes for multiple quantities of the item, the system highlights a price quote.

3. Type 2 in the following field to access Quote Price Breaks (P4331):

- O (Option Exit)

The screenshot shows a window titled '4331 Quote Price Breaks'. It displays the following information:

Order Number 364 00 Line Number 1.000  
 Item Number . . . . . 1001  
 Original Quantity 96  
 Supplier 4343 Vector Manufacturing Co  
 Promised Delivery 06/25/17  
 Expire Date 07/15/17

Quantity	Price	Date	
		Promised	Expire
10	6.2800	06/25/17	07/15/17
50	6.1500	06/25/17	07/15/17
96	6.1500	06/25/17	07/15/17
100	6.0200	06/25/17	07/15/17
250	5.5500	06/25/17	07/15/17

4. On Quote Price Breaks, review supplier price quotes for multiple item quantities and exit to Generate POs from Quotes.

5. On Generate POs from Quotes, choose the price quote from which to create a purchase order by entering a quantity in the following field for the appropriate supplier:

- Release Quantity

If the supplier has provided price quotes for multiple item quantities, the release quantity you specify indicates the price quote that the system is to use for the purchase order.

The system prevents you from exiting the form until you have created purchase orders for the price quotes you have chosen. For more information, see *Creating Purchase Orders from Existing Detail Lines*.

Field	Explanation
Price/Amount	<p>The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106).</p> <p><i>Form-specific information</i></p> <p>This field indicates the price quoted by the supplier for this item or service.</p>
Release Quantity	<p>The original quantity for the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and/or vouchered to date.</p> <p><i>Form-specific information</i></p> <p>This field indicates the quantity for which prices were quoted. To select a price quote for which to create a purchase order, you must type a quantity in this field.</p>

## What You Should Know About

### Late price quotes

If a supplier did not return a price quote by the date you required, you cannot use the price quote. The system does not display a release line for late quotes. To activate the line, you must change the response date for the supplier in the Quote Supplier Entry program (P4334).

### Closing quote order detail lines

After you select a price quote for which to create a purchase order, you can:

- Close the quote order detail line (if fully released), so that you can no longer create purchase orders from the line.
- Leave the quote order detail line open, so you can create recurring purchase orders from the line.

You use processing option 10 in your version of P43360 to specify which of the above methods you want to use. Closed detail lines do not appear on Generate POs from Quotes.

<b>Releasing partial quantities</b>	<p>If you release a partial quantity from a detail line, and processing options are set to close detail lines upon full release, the system displays zeroes the next time you review the price quote. This is because the price quoted was applicable to the original quantity on the line and might not be applicable to lesser quantities.</p> <p>If you release a partial amount of a quote order detail line that was originally created from requisition detail lines, the system displays information about the requisition detail lines. You can disperse the partial release quantity to the appropriate requisition originators or enter new requisition detail lines.</p>
<b>Messages for price quotes</b>	<p>If notes exist for a detail line, the system highlights the Option field. If you entered notes for a quote order or a detail line during order entry, you can use an option exit 6 or 7 to view the notes. If you entered notes during quote response entry, you can use an option exit 4 or 5 to view those notes.</p>
<b>Original order number</b>	<p>The original order number populates with the quote order information for the new purchase order. You can view the original order number in the purchase order details (P4311) by putting a '1' in the option field next to a detail line.</p>
<b>Cost override</b>	<p>When you create a purchase order from a quote order, the system flags the cost override code (PROV) in the purchase order detail (F4311) to a '1'.</p>
<b>Quantity field</b>	<p>You flag the quantity field 'OTQY' field as a '1' in the F4311 to note that the quantity was recorded to 'Quantity on other POs', per processing option 45 behind the version of the P4311 that was used to create the quote. This quantity will be moved to on-hand when the purchase order is received.</p>

## Processing Options

See [Release Quote Orders \(P43360\)](#).



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# Work with Change Orders

## Working with Change Orders

You can track changes to purchase orders to review information about changes that have occurred. For example, if you entered a purchase order for paint and then decided to change the order to wallpaper, you could review the information changed to create the new order for wallpaper.

When you work with change orders, you can review information such as:

- The number of times a purchase order has been changed
- The number of times each detail line on a purchase order has been changed
- The information that was changed on a detail line, such as the item number, the costs, and so forth
- The reason for the changes

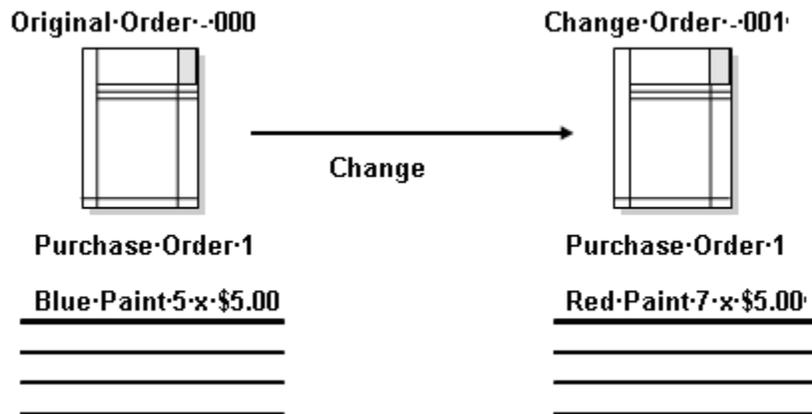
This section contains the following:

- [Creating Change Orders](#)
- [Reviewing Change Order Information](#)
- [Printing Change Order Information](#)

## Creating Change Orders

	From Stock Based Procurement (G43A), choose <b>Purchase Order Processing</b> From Purchase Order Processing (G43A11), choose <b>Change Orders</b>
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You can have the system create a change order each time you enter or modify a purchase order. For example, if you enter an order for 5 gallons of blue paint, the system creates change order 000. If you modify the order to 7 gallons of red paint, the system creates change order 001. You can locate change order 000 to review the information on the original purchase order. You can locate change order 001 to review information on the current purchase order, including the fields modified.



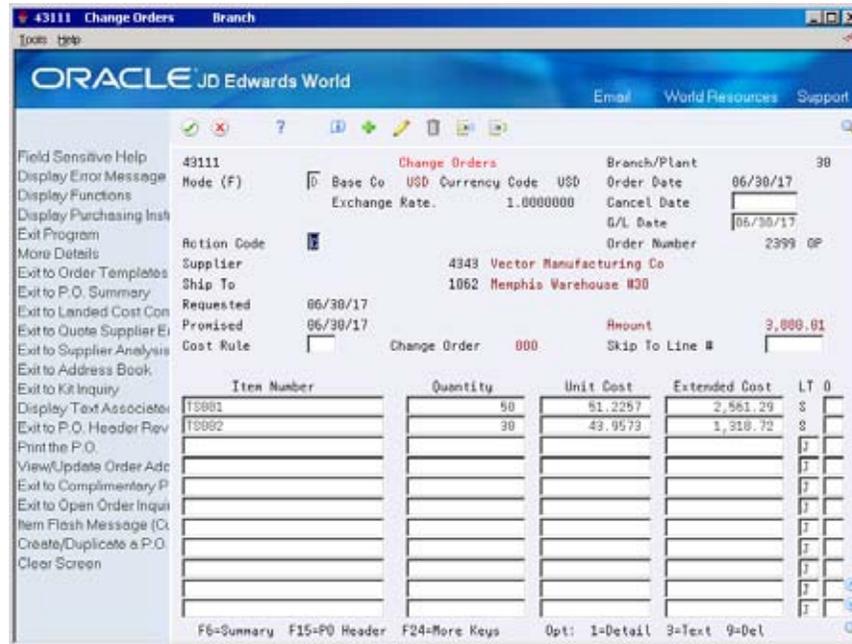
When you review a purchase order, the last change order that was created appears. The number of revisions to each detail line also appears.

The system creates change orders only when you revise detail lines. It does not create change orders when you revise header information. The system maintains change order information in the following files:

File	Description
Purchase Order Header (F4301)	The system maintains the number of times an order is changed in the Change Order Number field (PHCORD).
Purchase Order Detail (F4311)	The most current information for each detail line is maintained in the F4311. The system also maintains the number of times each line has changed in the Revisions Number field (PDCHLN).
Purchasing Ledger (F43199)	The system stores original purchase order information, as well as information about each change order. You do not have to activate the Purchasing Ledger in order activity rules for change tracking to occur. Change order records have a ledger type of CO (change orders), which is maintained in the Ledger Type field (OLLT).

## To create a change order

### On Change Orders (P4311)



1. Inquire on a specific purchase order number.
2. Change one of the following fields on a detail line and press Enter:
  - Item Number
  - Account Number
  - Quantity
  - Unit Cost
  - Extended Cost
3. Review the following fields:
  - Change Order (Change Order Number)
  - Rev (Revision Number)

Field	Explanation
Change Order	The number of times this purchase order has been modified. You can locate a specific change order number to review the fields that were modified.
Rev	The number of times this detail line has been revised.

## What You Should Know About

### Activating change order processing

You can have the system track changes to purchase orders by choosing either Enter Purchase Orders or Change Orders from the Purchase Order Processing menu (G43A11). Although the program is the same (P4311), processing options 46, 47 and 48 for the Change Order version are set up to accommodate change order tracking.

You use processing options to activate change tracking. You can specify whether the system allows:

- Changes to existing purchase orders only
- The addition of new purchase orders and changes to existing purchase orders
- No change order processing

You can specify the status code at which change tracking begins. You can also choose to enter notes each time you create a change order.

## Reviewing Change Order Information

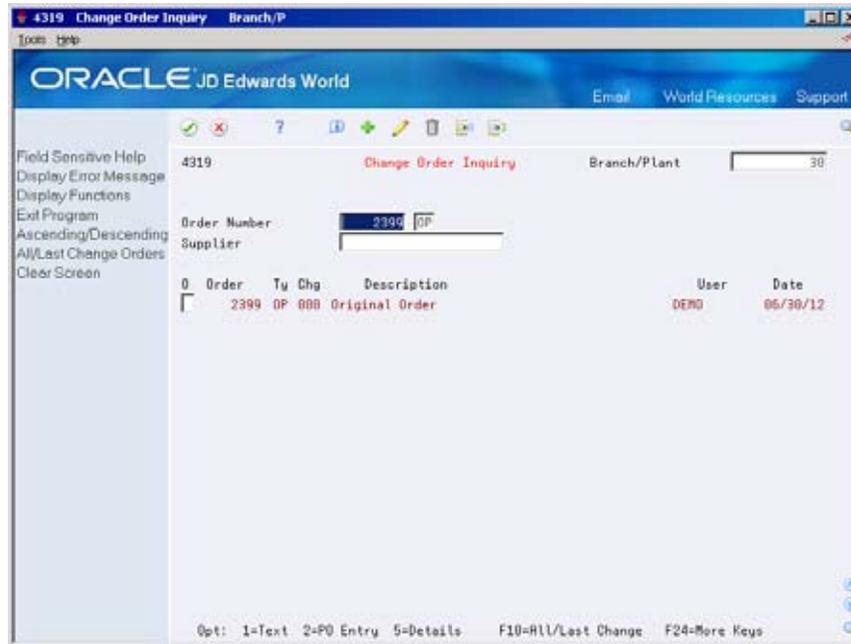
	From Stock Based Procurement (G43A), choose <b>Procurement Inquiries</b> From Procurement Inquiries (G43A112), choose <b>Change Order Inquiry</b>
--	--

You can review information about the changes made to a certain purchase order. For example, if a purchase order was changed five times, you can review information about each change, including:

- The detail lines that were changed
- The information that changed on each detail line
- The person who made the changes
- The date that the changes took place

## To review change order information

### On Change Order Inquiry (P4319)



1. To locate change orders for a specific purchase order, complete the following fields:

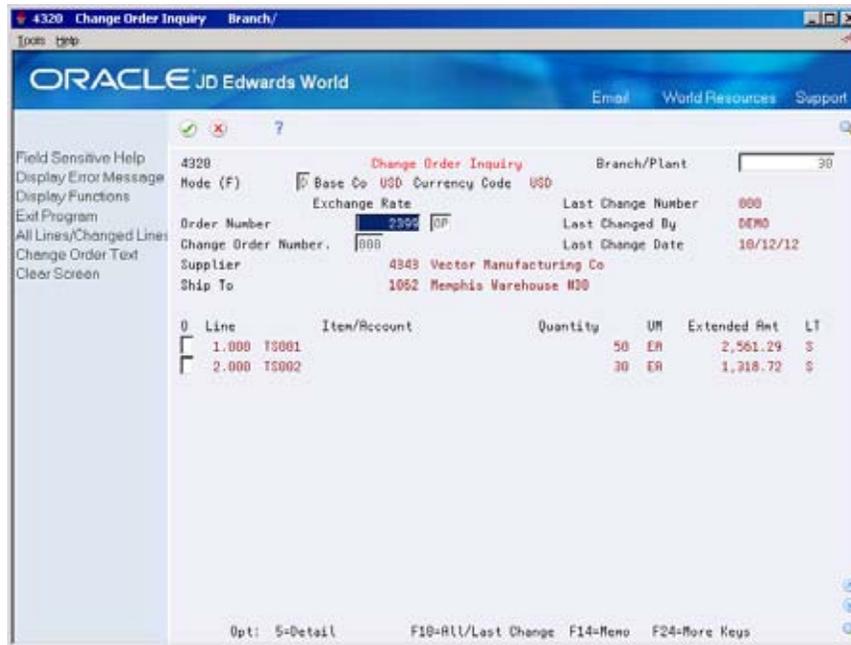
- Branch/Plant
- Order Number
- Supplier

If you entered notes for a change order, the first line of the notes display next to the change order number.

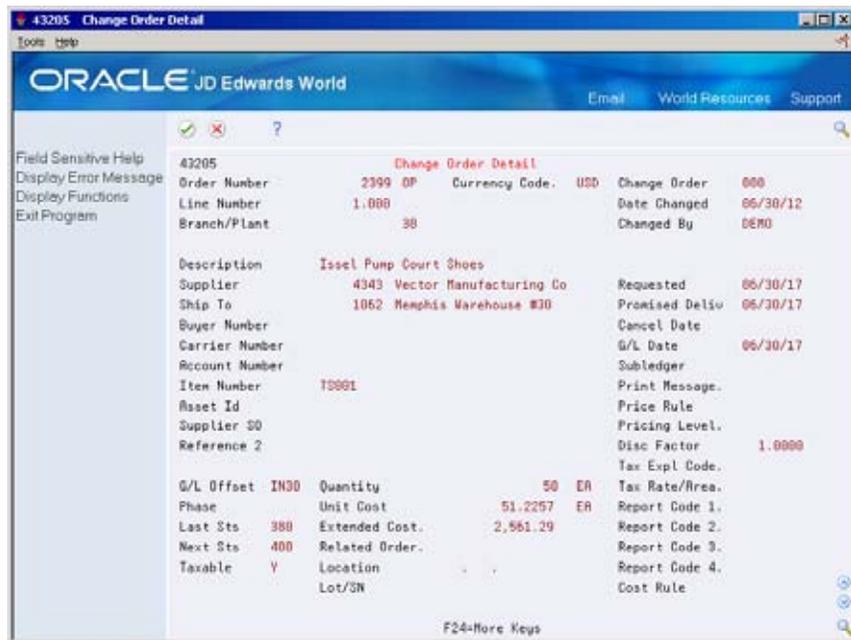
2. Review the following field:

- Chg (Change Order Number)

3. Type 5 in the following field next to the appropriate change order number to access Change Order Inquiry (P4320):
  - O (Option Exit)



4. Review the detail lines modified for the change order.
5. Take Option Exit 5 to Access Change Order Detail (P43205).



6. On Change Order Detail, review the fields modified for the detail line. The system highlights those fields that were modified.

## Processing Options

See [Change Order Summary \(P4319\)](#).

## Printing Change Order Information



From Stock Based Procurement (G43A), choose **Procurement Reports**  
From Procurement Reports (G43A111), choose **Print Change Order History**

You can print the Change Order History report (P43535) to review information about change orders. The report lists the following information:

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

Line	Item/Account	Chg	Date	User	Promised	Request	Quantity	UM	Unit Cost	Extended Cost	Cur
43535				JD Edwards World							
				Change Order History Report							
									Page - . . . .	2	
									Date - . . . .	04/18/17	
Order Number . . .	2008 OP										
Supplier . . . . .	4343	Vector Manufacturing Co									
Ship To . . . . .	1063	Modesto Warehouse #10									
1.000	TS001	001	04/18/17	JN791041	04/20/17	04/20/17	8	PR	50.2500	402.00	USD
1.000	TS001	000	04/16/17	JN791041	04/20/17	04/20/17	10	PR	50.2500	502.50	USD
2.000	TS002	002	04/18/17	JN791041	04/20/17	04/20/17	10	PR	42.5600	425.60	USD
2.000	TS002	000	04/16/17	JN791041	04/20/17	04/20/17	10	PR	43.1200	431.20	USD

## Processing Options

See [Change Order History Report \(P43535\)](#).



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## 6 Approval Processing



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# Overview to Approval Processing

## Objectives

- To understand the approval route process
- To create approval routes
- To assign an approval route to an order
- To delegate approval authority
- To understand the approval messaging system
- To review orders awaiting approval
- To approve and reject orders
- To justify approvals and rejections

## About Approval Processing

Your company might require you to obtain approval for the items or services that you purchase. After you enter a purchase order, requisition, blanket order, or so on, you can require that the proper authorities approve the order before the system processes it. This eliminates the unauthorized purchase of items.

The orders you enter might require approval from different persons, based on the department in which you work or the amount of purchases that you want to make. You must set up approval routes to specify the persons responsible for approving orders. You can then assign those routes to orders.

If you originate orders, you can check the current status of an order. The status indicates the person from whom the order is awaiting approval and the persons who have already approved the order. You will receive a message when an order is fully approved or rejected.

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

You must determine which order types (purchase orders, requisitions, and so forth) require approval. For each order type, you must set up Order Activity Rules (P40204) to include the approval process.

The system maintains information about order approvals in the Held Order file (F4209).

To process approvals, complete the following tasks:

- Set up approval processing
- Work with orders awaiting approval

### **See Also**

- *Setting Up Order Activity Rules (P40204)* for information about setting up approval processing for specific order types

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# Set Up Approval Processing

## Setting Up Approval Processing

Your company might require you to obtain approval for the items and services that you want to purchase. You can create approval routes and assign them to orders to ensure that purchases are authorized by the appropriate personnel.

The persons who must approve orders might differ based on the department in which you work, the items you are purchasing, or so forth. You can create multiple approval routes, each of which consists of a different group of persons. Each route must be specific to a particular type of order, such as purchase orders, requisitions, or so forth.

If a person assigned to multiple approval routes leaves the company or goes on vacation, you can transfer approval authority to another person.

After you create an approval route, you can assign it to an order. You set up the system to not allow for further processing of the order until it is fully approved.

This section contains the following:

- [Activating the Approval Process](#)
- [Creating an Approval Route](#)
- [Assigning an Approval Route to an Order](#)
- [Transferring Approval Authority](#)
- [Creating E-mail Messages](#)
- [Understanding the Held Orders file \(F4209\)](#)

## Activating the Approval Process

### Address Book

Each person involved in the approval process must be set up in the Address Book (P01051) as an employee (Search Type E). This includes those persons who originate orders as well as those who actually approve orders.

### User Profile

Each person involved in the approval process must have their address number assigned to their user profile in User Information (P0092). This entails populating the Employee Address Number (PPAT) field. The system uses the value in this field

to track the appropriate address numbers for the order originator and the approvers in the Order Hold file (F4209), and to send out e-mails to the appropriate personnel.

On P0092 the user ID is your system login ID and the Employee Address Number is the login ID without the preceding initials.

## Order Activity Rules

Status code set up is imperative to the approval process. You must set up status codes in Order Activity Rules (P40204) to accommodate the approval process for each document type and line type combination to which approvals will apply.

The following is an example of the order activity rules you might set up for stock lines on requisitions. The second column on the screen (Sta) represents Last Status.

Ln	Ty	Sta	Description	Nxt	Sta	Other	Allowed	Ledger
100	S	100	Enter Purchase Requisition	110				F
110	S	110	Approve Purchase Requisition	120	100	110		N
120	S	120	Print Purchase Requisition	999				N
999	S	999	Canceled Line	999				N

Note the rule immediately following Enter Requisition is Approve Requisition. Approval processing is invoked at order entry based on the next status code assigned to an order detail line, so it's appropriate the rule corresponding to the approval process immediately follow the order entry rule.

Order creation programs that invoke approval processing include Order Entry (P4311), Purchase Order Generator (P43011), Create POs from Requisitions (P43060), and Create POs from Quote Orders (P43360). Other programs in which you can change existing lines (for example, Enter Receipts/P4312 and Status Code Update/P43025), and add lines (for example, Voucher Match/P4314) will not invoke the approval process.

Based on the activity rule set up shown above, the next status code that defaults to an order detail line at requisition entry must be 110 for the system to invoke approval processing. The order line will remain at last status 100 and next status 110 (100/110) until the order is fully approved, at which time the system will update the status codes on the line to last status 110 and next status 120 (110/120).

If an order amount is too low to invoke the approval process, the system will automatically update the last and next status codes on the detail line at order entry to reflect the approved statuses. For example, if you enter a requisition for \$5.00, but the order amount must be at least \$10.00 to invoke the approval process, the system automatically updates the last and next status codes on the order lines to 110/120, thereby bypassing the approval process.

To accommodate the rejection process, Other Allowed values of 100 and 110 exist for the Approve Requisition rule in the example above. When a line on an order is rejected using Approval Review (P43080), the system takes the existing Next Status value on all the order lines and moves it to the Last Status field. The Next Status on the lines is determined by activity rules and processing options behind the P43080.

Based on the activity rule set up above, the P43080 will update the status codes on a rejected order line from 100/110 to 110/100. The status codes on the remaining lines are updated to 110/110. The status codes for the rejected line remains at 110/100 until the originator amends the order (via P4311), at which time the program moves the status codes to 100/110 to invoke the approval process again.

When approval processing is invoked at order entry, the system writes a record to the Held Orders file (F4209). These records are maintained at the order level as opposed to the line level.

---

**Note:** The majority of programs in the Purchasing system are not designed to recognize orders with pending F4209 records; instead, processing is driven by status codes on individual detail lines. For example, if you set P43080 so order lines are updated to Next Status 120 after approval, you want to set other programs such as Print Purchase Orders (P43500) and Enter Receipts (P4312) to process lines at next status 120 or above.

---

## Processing Options

Once you create order activity rules that accommodate the approval process, you need to modify the processing options behind several programs to correspond to the status code setup. These programs include:

- Order Entry (P4311) – The approval process for an order is invoked through Order Entry. P4311 is the standard order entry program; however, approval processing is invoked by several programs that allow you to create orders, including P43011, P43060 and P43360.
- Orders Awaiting Approval (P43081) – You use this program to view all orders currently awaiting your approval. The orders that display in this screen come directly from the Held Orders file (F4209).
- Approval Review (P43080) – You use this program to approve or reject orders provided you're a designated approver.

In order for these programs to work properly, processing options must be set up with the appropriate status code values based on your activity rule set up.

### Order Entry (P4311)

The required option settings for approvals include:

- Processing Option 26, Approval Route Code – Either enter a specific route code or specify where the system should retrieve a default route code (1-4).
- Processing Option 27, Awaiting Approval Status – The status code you enter here must correspond to the Last Status code you specified for the approval process in Order Activity Rules. Based on the previous example, this would be status 110.
- Processing Option 28, Approved Status - The status code you enter here must correspond to the Next Status code you specified for the approval process in Order Activity Rules. Based on the previous example, this would be status 120.

All three processing options above are relevant to each program that allows you to create purchase orders.

Optional settings include:

- Processing Option 4, Override Next Status – Use this option in conjunction with processing option 46 (change order processing) to send orders back through the approval process when changes are made to existing lines after the order has been approved. The override next status should correspond to the Next Status code as specified for the approval process in Order Activity Rules. Based on the prior example, this would be status 110
- Processing Option 23, Protect Status Codes – Use this option to prevent users from manually changing the status codes on order lines.
- Processing Option 25, Next Status At Which Detail Lines Cannot Be Changed – Use this to prevent users from making changes to any order line that has already been approved.
- Processing Option 54 – If you intend to use an approval process whereby designated approvers will access orders via F15 from e-mail messages, you'll need to set up an appropriate version of Requisition Review (P43080), and attach the version to this processing option. When you enter an order that invokes the approval process, the system writes the version of P43080 to the PPAT Message Text file (F01132), along with the e-mail message relevant for the first approver.

### Orders Awaiting Approval (P43081)

Important option settings include:

- Processing Option 1, Awaiting Approval Status – You must enter the Last Status specified for the approval process in Order Activity Rules. Based on the example above, this would be status 110.
- Processing Option 2, Budget Hold Code – If you use the budget hold functionality in conjunction with approval processing, you must enter the budget hold code you use.
- Processing Option 3, Order Type – You usually set up a different version of Orders Awaiting Approval (P43081) for each document type you use. For example, it's likely that document types OP and OR will have different activity rule setups, in which case each version of P43081 should be specific to a particular order.

- Processing Option 5, Approval Review – If you plan on taking option exit 4 to access the Approval Review screen (P43080) to approve or reject orders, you must set up and attach an appropriate version of P43080 to this option. If the version attached is not set up correctly, it may disable your ability to approve orders you access directly from P43081.

### Approval Review (P43080)

Important option settings include:

- Processing Option 1, Status Codes:
  - Awaiting Approval - The Last Status specified for the approval process in Order Activity Rules. Based on the example above, this would be status 110.
  - Approved Status - The Next Status code you specified for the approval process in Order Activity Rules. Based on the prior example, this would be status 120.
  - Rejected Status - The Other Allowed value you specified for the approval process in Order Activity Rules, which is usually the Last Status for the Order Entry rule. Based on the prior example, this would be 100.
- Processing Option 2, Order Type – You usually set up a different version of Approval Review (P43080) for each document type you use to accommodate the activity rule set up for each document type.

## What You Should Know About

### Status codes

Status codes drive the approval process. To prevent an order in approval processing from being printed (P43500) or received (P4312), make sure processing options for these programs are set such that they will only process orders at an approved status.

## Creating an Approval Route



From Stock Based Procurement (G43A), choose **Order Gen/Approve/Release**  
From Order Generation/Approve/Release (G43A13), choose **Approval Level Revisions**

You must set up approval routes to specify the persons who are responsible for approving an order. After you assign an approval route to an order, the system should not process the order further until the persons on the route approve the order. This ensures that all purchases are authorized by the appropriate personnel.

The persons responsible for approving each order might differ, based on the department in which you work, the items you want to purchase, and so on. You can create multiple approval routes, each of which contains a different group of persons.

You must assign a unique name and description to each approval route that you create. You must also specify the type of order to which the route applies (for example, purchase orders, requisitions, blanket orders, and so on).

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**Note:** Since you must specify a document type for each route you create, it is possible to have the same route code name for different document types.

---

Depending on the cost of the items or services you want to purchase, you might need to obtain approval for an order from several persons. For each person that you enter on an approval route, you must specify the amount that an order must exceed to require that person's approval. You must enter persons in ascending order by amount. For example:

#### Approval Route A

Approval Amt	Responsible Person
100	Dwight Akin
1,000	Ray Allen
5,000	Dominique Abbot

Using approval route A (above), if the order total is:

- Less than 100.00, the system automatically approves it
- 100.00 or more, Dwight Akin must approve it
- 1,000.00 or more, Dwight Akin and Ray Allen must approve it
- 5,000.00 or more, all three persons must approve it

You can bypass persons on an approval route. For example, using the same example, Dominique Abbot can approve any order prior to Dwight Akin or Ray Allen and bypass them in the approval process.

You might want to assign a budget approver to an approval route to release orders on hold due to exceeding the budget. The budget approver must approve the order and release the hold code before other persons on the approval route can approve the order.

## To create an approval route

### On Approval Level Revisions

The screenshot shows the 'Approval Level Revisions' form in Oracle JD Edwards World. The form title is '43008 Approval Level Revisions'. The 'Action Code' field is empty. The 'Approval Route Code' field contains 'CHICAGO'. The 'Route Description' field contains 'Chicago Branch'. The 'Budget Approver' field is empty. Below these fields is a table with two columns: 'From Amount' and 'Responsible Person'. The table contains three rows of data:

From Amount	Responsible Person
250	6010 Eason, Walter
3,000	5127 Ebby, Chester A.
10,000	2111 Ingraham, Paul

At the bottom of the form, there are keyboard shortcuts: F19=Previous, F20=Next, and F24=More Keys.

1. Complete the following fields:
  - Order Type
  - Approval Route Code
  - Route Description
2. Complete the following field, if necessary:
  - Budget Approver
3. Complete the following fields for each person you want to add to the route:
  - From Amount
  - Responsible Person

Field	Explanation
Approval Route Code	A code that determines to whom an order is routed for approval.
Route Description	A user defined name or remark. <i>Form-specific information</i> Text that names or describes the approval route.
From Amount	A number that indicates the lowest amount for which this person is responsible for approving orders. The message "Budget" indicates that this approver is the budget approver.

Field	Explanation
Responsible Person	<p>The address book number of the person that is responsible for reviewing and releasing orders placed on hold.</p> <p><i>Form-specific information</i></p> <p>Budget Approval field - the address number of the person who approves all orders sent through the approval route. If an order is on budget hold, this person must approve the order before you can release it from hold. The system performs budget checking only if you have specified it.</p> <p>Responsible Person field - the address number and name of the person responsible for approving orders within the indicated range of amounts.</p>

## What You Should Know About

<b>Messages</b>	<p>The system uses electronic mail messages to notify each applicable person on an approval route that an order is awaiting approval. Persons are notified in the order that their name occurs on the route. You can review these messages in Review Approval Notification (P012501), or you can set up the messages to be delivered via e-mail.</p>
<b>Assigning an approval amount to multiple persons</b>	<p>You can assign the same approval amount to two persons so that if one is not available to approve an order, another is available who can. Only the first person on the approval route will receive a message that an order is awaiting approval, although either person can approve the order. The same person cannot appear more than once in a route.</p>
<b>Changes to approval routes</b>	<p>If you delete or add a person on an approval route, the system redirects pending approvals to the appropriate person, but does not resend electronic mail messages.</p> <p>If you change the approval amount for a person, pending approvals are not affected.</p>
<b>Higher level approvers</b>	<p>A higher level approver can approve an order before a lower level approver. This will cause the system to bypass the lower level approver. To bypass the lower level approver, the higher level approver must inquire on the order number in Approval Review (P43080).</p>

<b>Budget approver</b>	<p>If you attach a budget approver to an approval route, that person must approve every order that goes on budget hold prior to the order moving on to other designated approvers on the route. You cannot bypass the budget approver.</p> <p>When the budget approver goes to approve the order in Approval Review (P43080), the system automatically prompts him or her to also release the order hold code in the Release Budget Holds screen (P43070).</p> <p>For the approval process to work correctly, the budget approver must approve the order and release the hold using P43080 instead of going directly to the Release Held Order screen.</p> <p>Once the budget approver has approved the order and releases the hold, the system sends the order on to the first person on the approval route, as necessary.</p> <p>The budget approver and money approvers play two different roles. JD Edwards World does not recommend having the same person responsible for both roles.</p>
<b>Testing approval processing</b>	<p>When you are testing Approval Processing, the originator and each approver must be signed in with a separate session.</p>
<b>Originator on the route</b>	<p>If the originator of an order is the only approver on the route or the highest approver on the route, the system automatically approves the order. If there is another approver higher on the route than the originator, the system sends the order to that approver, regardless of the purchase order amount.</p>
<b>Listing an approver's routes</b>	<p>You can view all the routes to which an approver is currently assigned using the Approval Delegation program (P43280). Inquire on the approver's address book number in both the Approver (RPER) and Assigned To (ANP) fields.</p>
<b>Currency</b>	<p>You must set up approval amounts in the base currency of the branch/company for which you enter orders.</p>

## Assigning an Approval Route to an Order



From Stock Based Procurement (G43A), choose **Purchase Order Processing**  
 From Purchase Order Processing (G43A11), choose **Enter Purchase Orders**

After you create an approval route, you have the system assign it to orders at order entry to ensure that the orders obtain approval from the appropriate persons. The system should be set up to allow no further processing of orders until they are fully approved.

The system assigns an approval route to an order at order entry based on how you set processing options. You use a processing option to specify a particular approval route code or to specify the place from which the system retrieves the approval route code.

Approval routes are applicable at the order level. You cannot manually add an approval route code to an order. After you enter an order, you cannot change its assigned approval route code.

If an approval route code is entered in processing option 26 for the Order Entry program (P4311), then the Approval Route field will display on the Enter Purchase Orders header screen (P4310). If no value is entered in the processing option, the Approval Route field will not display.

## What You Should Know About

### Specifying a location from which to retrieve an approval route

Use processing option 26 in your version of Order Entry (P4311) to enter a specific approval route or to specify from which of the following locations the system retrieves the approval route:

- From the user profile for the person entering the order
- From the address book record for the person entering the order
- From branch/plant constants
- From default locations and printers

If you specify the user profile or address book location, the system uses the identification number or address book number of the user as the approval route code. In this case, you must create a separate route for each user. You might want to use this method if each user requires a unique approval route.

If most of the orders that are generated in a branch/plant require approval from the same persons, you might retrieve an approval route from Branch/Plant Constants (P41001). You can also assign a primary approval route to each user on Default Locations and Printers (P400951).

## Processing Options

See [Order Entry \(P4311\)](#).

## Transferring Approval Authority

	From Stock Based Procurement (G43A), choose <b>Order Gen/Approve/Release</b> From Order Generation/Approve/Release (G43A13), choose <b>Approval Delegation</b>
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You must create approval routes to specify the persons responsible for approving an order. You might include a specific person on several approval routes if the person is responsible for approving all orders that exceed a specific amount.

You can transfer approval authority from one person to another. You might do this if a person leaves the company or takes an extended vacation. When you transfer approval authority, the system permanently changes all approval routes on which the person currently exists.

You cannot transfer authority from one person on a route to another person already on the route.

## To transfer approval authority

On Approval Delegation

1. Complete the following fields:
  - Approver
  - Assigned To
2. Review all approval routes to which the person from whom you are transferring authority (approver) is currently assigned.
 

You can review all persons who are currently assigned to a specific route by accessing the approval route. You might do this to verify that the person to whom you are delegating authority is not already on the route.
3. Enter 4 in the following field to transfer authority on a specific route:
  - O (Option Exit)

Field	Explanation
Approver	The address book number of the person that is responsible for reviewing and releasing orders placed on hold.
	<i>Form-specific information</i>
	The address number of the person for whom you want to review the approval routes.

Field	Explanation
Assigned To	<p>Address number of the person assigned to do the work.</p> <p><i>Form-specific information</i></p> <p>Enter the address number of the person to whom you want to assign approval route codes in this field after you perform an inquiry.</p> <p><b>Note:</b> When you perform an inquiry, you must enter the same address number in this field as you do in the Approver field.</p>

## What You Should Know About

<b>Changes to pending approvals</b>	When you transfer a person's approval authority, the system redirects pending approvals to the new individual, but does not resend electronic mail messages.
<b>Approval authority</b>	When delegating approval authority using Approval Delegation (P43280), you can only delegate to a new address that is not currently on the route. Approval Delegation is a permanent change and when you use it, it will update Approval Level Revisions for all routes specified as well as the F4209 records.

## Creating E-mail Messages

The system sends an e-mail message to the first person on the approval route required to approve the order. After the first person approves the order, the system sends an e-mail message to the next approver on the route.

If you are an approver, the system automatically removes orders from the Orders Awaiting Approval screen (P43081), as well as the e-mail message, when action is taken on the order.

If you are an originator, you must manually remove orders with an option exit 9 in the Orders Awaiting Approval screen. The system will automatically delete the e-mail message acknowledging the approval at this time.

To change the wording of the e-mail messages sent to originators and approvers, you can inquire on the following data items in the data dictionary:

Item	Description
JDE4300	Requisition approval required
JDE4301	Budget approval required
JDE4302	Requisition approved
JDE4303	Requisition rejected

In order for the change to take effect, you need to rebuild the JD Edwards World Message file (QJDEMSG) after you change the message in the Data Dictionary. To do this, you'll need to run the Single JD Edwards World Message Update program (J92UPDMSG) off of menu G9362.

## Understanding the Held Orders file (F4209)

When approval processing is invoked for an order at order entry, the system writes records to the F4209 file to track the approval status of the order. If there is no record for an order in the F4209, then approval processing was not invoked for the order. The F4209 also provides a history of how an order made its way through the approval process.

The F4209 tracks all types of order holds. You can identify the records associated with approval processing by the double asterisk (\*\*) in the Hold Code field (HOHCOD).

There are two address numbers for each approval record in the F4209. Person Responsible (HOREPR) is the person responsible for taking action on the order, and Address Number (HOAN8) represents the originator of the order.

One of the key fields in the F4209 is the Approval Status field (HOASTS). This field will contain the following codes to show the status of the order:

### 1st Position

Code	Description
1	Budget approver
2	Dollar-level approver
3	Originator of the order

### 2nd Position

Code	Description
O	The original entry in the hold file
N	The order is pending review or some other reaction
B	A level in the approval process was skipped
A	Approved by one of the approvers
R	Rejected by one of the approvers

## Example of an order going through the approval process

F4209 Records	Approved Status (ASTS)
Enter Order	
One record is created	O
One record is created	2N
Order is approved by first Approver	
The 2N record is overwritten	2A
A new record is created for the next approver	2N
Each Additional Approver	
The 2N record is overwritten	2A
A new record is created for the next approver	N
Approved	
The 2N record is overwritten	2A
A new record is created for the originator	3N
Rejected	
The 2N record is overwritten	2R
A new record is created for the originator	3N

## What You Should Know About

### Orders not writing to the F4209

If you find that some orders are not writing to the F4209, it could be that users are not exiting the order entry program properly. If a user lets the P4311 time out as opposed to pressing F3 to exit out of the program, the system will not write hold code records for the last order entered.

The X43008 server, which creates the F4209 records, is called for the last order entered upon pressing F3 to exit Order Entry.

If this problem occurs, you may want to train your users to exit P4311 properly.

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# Work with Orders Awaiting Approval

## Working with Orders Awaiting Approval

You can locate all orders that await your approval and select orders to review for approval or rejection. You must approve an order to authorize the purchase of items and services. You can reject an order if you disapprove of the purchases.

When you approve an order, the system either updates the order to an approved status or sends the order to the next person on the approval route. If you reject an order, the system returns a rejection message to the originator of the order and allows no further processing of the order.

If you originate orders, you can review the status of all of your orders (approved, rejected, pending). If an order has been rejected, you can amend the order to resubmit it for approval. If an order is pending, you can identify the next person responsible for approving the order and verify that the person is available to approve the order.

The system notifies you by electronic mail when a specific order requires your approval. The system also notifies you if an order that you originated has been approved or rejected.

This section contains the following:

- [Reviewing Approval Messages for Orders](#)
- [Reviewing Orders Awaiting Approval](#)
- [Approving or Rejecting Orders](#)

## Reviewing Approval Messages for Orders



From Stock Based Procurement (G43A), choose **Order Gen/Approve/Release**  
From Order Generation/Approve/Release (G43A13), choose **Review Approval Notification**

After you enter an order with an assigned approval route, the system notifies those persons responsible for approving the order. The system notifies the first person on the approval route by electronic mail that the order requires approval. If the person approves the order, the system either:

- Sends a message to the next person responsible for approving the order
- Updates the order to an approved status (if no other approvals are necessary) and sends an approval message to the order originator

If a person rejects the order, the system returns a rejection message to the originator. If the originator amends the order, the system restarts the approval process.

## What You Should Know About

### Deleting electronic mail messages

After you approve or reject an order, the system automatically deletes the electronic mail message about the order.

### Changing messages

You can change the standard messages that the system generates for approval processing if you have the authority to do so. These messages include:

- Requisition Approval Required (JDE4300)
- Budget Approval Required (JDE4301)
- Approved Requisition (JDE4302)
- Rejected Requisition (JDE4303)

To change these messages, you must:

- Locate the data dictionary item that corresponds to the message (indicated in parentheses above)
- Change the glossary for the data item

You can specify that each message contain an order number and document type. To do this, you must add the order number symbol (&1) and the document type symbol (&2). For example:

Your approval is required on order &1 &2

After you change a message, you must run the Single JD Edwards World Message Update program (J92UPDMSG) to rebuild the message in the JD Edwards World Message table (QJDEMSG).

**Note:** The approval process is not functional unless messages exist in the JD Edwards World Message table (QJDEMSG).

## See Also

- *Accessing Mailboxes (P012501)* in the *Address Book Guide* for information on accessing your electronic mail messages

## Processing Options

See [Message Log \(P012501\)](#).

## Reviewing Orders Awaiting Approval

	From Stock Based Procurement (G43A), choose <b>Order Gen/Approve/Release</b> From Order Generation/Approve/Release (G43A13), choose <b>Orders Awaiting Approval</b>
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You can locate all orders that await your approval and select individual orders to review for approval or rejection. You can also locate all orders that you originated to review the status of each, such as approved, rejected, or pending.

You locate orders based on your address book number. You can also locate orders based on the age of the order to identify orders that require immediate attention. If you originate orders, you can specify that only approved or rejected orders appear.

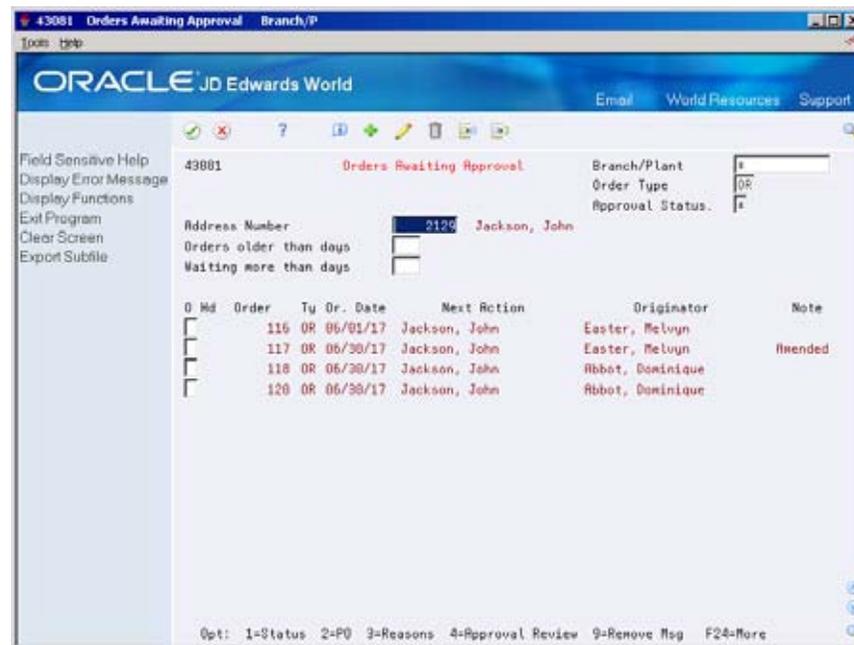
You can access an order's status summary to identify who is responsible for approving an order and to review a history of the actions that have occurred. You can identify those persons who have:

- Approved the order
- Not yet approved the order (pending approval)
- Rejected the order
- Been bypassed in the approval process by a person with a higher level of authority

This program supports export functionality. See the *Technical Foundation Guide* for more information.

## To review orders awaiting approval

### On Orders Awaiting Approval (P43081)

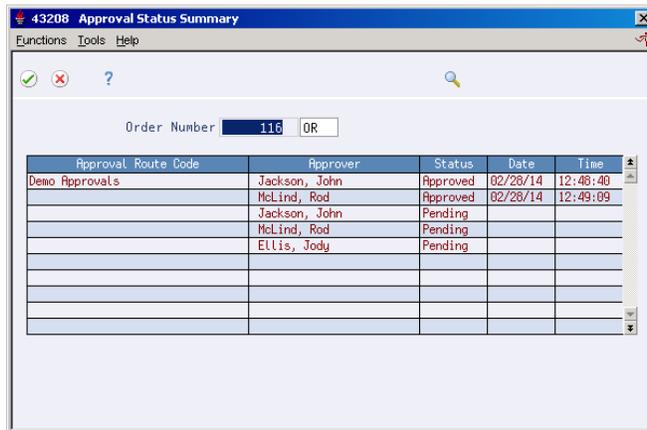


#### 1. To locate orders, complete the following fields:

- Branch/Plant
- Order Type
- Approval Status
- Address Number

- Orders older than days
  - Waiting more than days
2. Review the following fields:
    - Order (Order Number)
    - Ty (Order Type)
    - Order Date
    - Next Action
    - Originator
    - Note
  3. Type 1 in the following field to obtain a status summary for an order:
    - Option Exit

The system displays Approval Status Summary.



4. On Approval Status Summary, review the persons on the approval route and their corresponding status.
 

If an order is on budget hold, an asterisk precedes the name of the budget approver.

Field	Explanation
Approval Status	Code indicating whether you want to review approved orders, rejected orders, or both. Valid codes are: A    Approved only R    Rejected only *    All (approved, rejected, and pending approval) If you leave this field blank, the system uses an asterisk (*).

Field	Explanation
Orders older than days	<p>Enter a number in this field to limit the display of orders based on age.</p> <p>The age of an order is the difference (in days) between the order date and today's date. The system displays only orders that are as old as or older than the number of days you enter.</p> <p>For example, assume today is May 15, 1998. The following orders exist:</p> <p>May 15 — Order Number 104</p> <p>May 14 — Order Number 103</p> <p>May 13 — Order Number 102</p> <p>If you leave this field blank, the system displays all orders. If you enter 1 in this field, the system displays only orders 103 and 102.</p>
Waiting more than days	<p>Enter a number in this field to limit the display of orders based on the number of days they have waited for approval. If you enter a number in this field, the system displays only those orders waiting at least that number of days for approval.</p> <p>Approval action occurs when one of the following events takes place:</p> <ol style="list-style-type: none"> <li>1. An order is entered (originated)</li> <li>2. The order is approved</li> <li>3. The order is rejected</li> <li>4. The order is amended</li> </ol>
Next Action	<p>The address book number of the person that is responsible for reviewing and releasing orders placed on hold.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Address Book Number - The address book number of the person responsible for approving orders. Your address book number displays if you are the user signed on to the system. You can prevent others from changing this field through the processing options.</p> <p>Next Action - The name of the person who must take the next action on the order. For orders pending approval, that person is the approver. For approved and rejected orders, the person who entered the order must take the next action.</p>
Originator	<p>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The name of the person who entered the order into the system.</p>

Field	Explanation
Note	<p>A brief description of a code or abbreviation.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Text describing the order's status. For example, "Amended", indicating the order was changed, or "Rejected", indicating the approver did not approve the order.</p>

## What You Should Know About

### Approval process

If the order total is greater than the amount for the first monetary approver, all lines on the order will go through the approval route. Alternatively, if a budget hold is triggered on one of the lines on the order, and there is a budget approver on the route, the order will enter the approval process.

An approver has the ability to either approve or reject the order. If one or more lines on an order is rejected, the entire order is rejected and sent back to the originator for modification. When a line is approved or rejected the status of the line is changed to reflect the approver update. You have to revise any line that is rejected before the order can go back through the approval process.

To send back changed lines on an order through the approval process, you need to set processing option #4 of Enter Purchase Orders (P4311) with the appropriate awaiting approval status and processing option #46 with a value of 1 or 2. If you change one or more lines on the order, the system sends the entire order back through the approval route. When a change is made to a line with an override next status, only the changed line will reflect the override next status.

### Removing approved or rejected order information

If you are an order originator, you must manually remove approved or rejected order information on Orders Awaiting Approval. When you remove the information about an order, the system deletes the electronic mail message that informed you of the order's status.

### Status code for orders awaiting approval

You must set processing option 1 in your version of Orders Awaiting Approval (P43081) to the correct status. Otherwise, information may not display in the Approval Status Summary window (P43208).

### Budget hold code

To review a status summary for an order on budget hold, you need to specify the budget hold code in processing option 2.

<b>Inability to approve an order</b>	<p>If you find that that the option field is not underlined in order to approve the order when you inquire on an order in Approval Review, check the following:</p> <ul style="list-style-type: none"> <li>▪ There is no F4209 record.</li> <li>▪ User Information is not set up correctly.</li> <li>▪ Order Activity Rules are not set up correctly according to what is set up in the processing options behind Approval Review and the versions of other programs being called by Approval Review.</li> </ul>
<b>New line on a purchase order</b>	<p>The system adds a new line to an order when you approve it. The new line goes through the approval route, but the system considers all lines when calculating the amounts to determine whether the whole order needs to go through the approval process. If the amount of the added line exceeds the first approval level, then that line needs approval.</p>
<b>Changes made at voucher match</b>	<p>Changes made to lines at time of receipt do not cause the order to go back through the approval route. Also, if a line is added at time of voucher match, the new line does not go through the approval route.</p>
<b>Cancelled lines</b>	<p>If you cancel one line on a multiple line order, the remaining lines continue through the approval process. If the order only has a single line and you cancel it, then the order no longer needs any approval.</p> <ul style="list-style-type: none"> <li>▪ If you cancel a line before it is approved, the Approval Status in the Held Orders file (F4209) will remain 2N and will display in the Orders Awaiting Approval (P43081) screen for both the originator and the approver.</li> <li>▪ If you have already approved a line (Approval Status of 2A in Held Orders file F4209), and then you cancel it, no further processing of the order is needed.</li> </ul>
<b>Keeping an order from going back through approvals</b>	<p>Some companies need to make changes to existing lines, but do not want to send the order back through the approval process. If the order is still at a pending approval status, the approver must approve the updated order as opposed to the original order. If you have already approved the order, you should make changes in a version of Purchase Order Entry that has the processing option for Override Next Status set to blank. JD Edwards World recommends that change order processing be turned on for that version to keep a history of the changes you make after the approval process.</p>

**Changing an order beyond approval status**

Once you approve an order, it sits at the approved status. If another process is done, such as Print Purchase Orders, the order status is updated beyond the approved status.

Any changes made to detail lines that are at a status beyond the approved status will not send the line back through the approval process, unless you use Override Next Status and Change Order Processing (processing options #4 and #46 behind Enter Purchase Order P4311) to put the next status back to an Awaiting Approval Status. When a change is made to a line with an override next status, only the changed line will reflect the override next status. For example, you run Print Purchase Order, the status changes from 280 to 400.

Changes made to the order after Print Purchase Order (P43500) will not cause the order to go back through the approval process unless an override next status of 230 is specified in the processing option. The system creates a Held Orders (F4209) record for the changed line to a 2N status since it will need approval.

Another option is to make the changes in a separate version of Purchase Order Entry (P4311) with change order processing turned on, accessible only to a manager or an approver, to change the existing order lines that are beyond the approved status. Set the processing options to not allow change after the approved status on the original version of Purchase Order Entry (P4311).

**Preventing changes**

Some companies do not want to have lines changed after you approve the order. To accomplish this, set processing option #25 behind P4311 to the appropriate status to not allow changes after the order has been approved.

**Cancelled line on an order waiting approval**

Lines that are cancelled before they are processed through the approval route may show on Orders Waiting Approval with the word CLOSED through the extended cost. Cancelled lines cannot be approved or rejected. Instead, simply put a 9 in the option field for Remove Msg once the approver has determined that the cancelled line is OK.

The system writes 3N records to the Held Orders file (F4209) as notification to the Originator that you have approved the order by one of the following:

- Approvers using the approval route
- An order amount below the first approver's limit

The order amount may fall below the first approver's limit when you have cancelled line(s), leaving the order total at zero, or at a level below the first approver's limit. The Originator must also remove this message manually by putting a 9 in the option field for Remove Msg.

**Originator approving other's changes**

If the Originator is on the Approval route and there is another approver higher on the route than the originator, the system sends the order to that approver, regardless of the purchase order amount.

**Preventing a new line on a purchase order**

You can always enter a new line on a purchase order, regardless of the processing options. If you approve an order, and a new line is added, only the new line goes through the approval route. The existing line(s) will display as approved for the lower-level approvers and the approver will only need to approve/reject the new line. If the added line causes the total amount of the order to exceed the lower-level approver, the higher-level approver will also need to approve/reject the lines.

**See Also**

- *Work with PC Import/Export in the Technical Foundation Guide*

**Processing Options**

See [Orders Awaiting Approval \(P43081\)](#).

**Approving or Rejecting Orders**

From Stock Based Procurement (G43A), choose **Order Gen/Approve/Release**  
From Order Generation/Approve/Release (G43A13), choose **Approval Review**

You must approve an order to authorize the purchase of items and services. After you approve all detail lines on an order, the system updates the status codes on the order detail lines to allow for further processing of the order. You can reject detail lines on an order if you do not want the system to process the order. You can also provide explanations for approving or rejecting detail lines.

If you enter the final approval for an order, or if you reject an order, the system sends a message to the originator of the order. The originator can choose to amend a rejected order, in which case the system resubmits the order to you for approval. You can identify an amended detail line by the carat (>) that appears next to the line.

You can use several methods to provide explanations for approvals or rejections. You can:

- Define up to eight different categories that represent a specific approval or rejection explanation
- Enter a brief remark for the entire order
- Enter a brief remark for each detail line
- Enter unlimited text for the order
- Enter unlimited text for a detail line

If you are a budget approver, you must approve and release orders on budget hold before the system processes the orders further. The system automatically displays the appropriate form so that you can release the budget hold.

## Before You Begin

- Create definitions and column headings for the applicable user defined codes on Approval/Rejections Reasons

## To approve or reject orders

On Approval Review (P43080)

43080 Approval Review

Tools help

ORACLE JD Edwards World

Email World Resources Support

43080 Approval Review Currency Code: USD

Order Number 11 Mode (F) F

Order Amount 34,250.00

Originator DEMO

Supplier 4345 Value Worldwide Paper Supply

Receiver 1862 Memphis Warehouse #38

Item/Account	Request	Quantity	Unit Cost	Extended Cost
> 0001	06/30/17	5000	6.7500	33,750.00
> 0002	06/30/17	2500	.2000	500.00

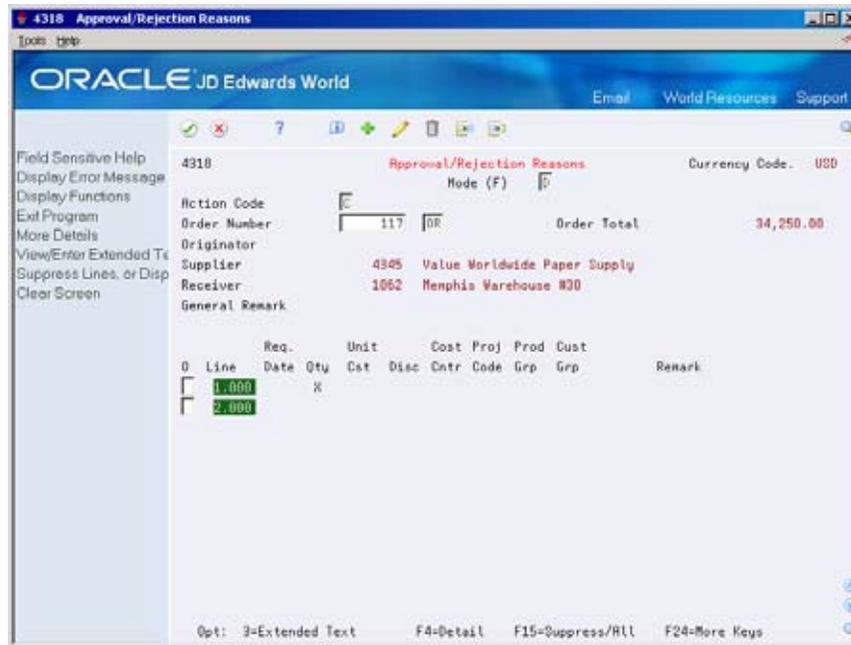
Opt: 1=Approve 2=Reject F5=Reasons F0=Status F10=P0 Entry F24=More

1. Do one of the following:
  - To approve a detail line, enter 1 in the following field:
    - Option Exit
  - To reject a detail line, enter 2 in the following field:
    - Option Exit
2. To complete the review, enter Y (Yes) at the system prompt.

If you enter Y (Yes), the system displays the Check Password prompt. If you enter N (No), the system takes no further action.

3. On Check Password, enter your sign-on password.

If you approved all detail lines, the system clears Approval Review. If you rejected lines, Approval/Rejections Reasons appears.



4. On Approval/Rejection Reasons, type X in the appropriate user-defined categories, and enter explanations, as necessary.

## What You Should Know About

### Orders on budget hold

You cannot use the Release Held Orders program (P43070) to release an order on budget hold if the order is assigned an approval route. You must use the Approval Review program to approve and release the order.

### Reviewing approval/rejection explanations

If you originate an order, you might want to view the rejection explanation for an order. You can choose to display only those detail lines that have a remark.

## Security

You can set processing options to require a password for each order that you approve or reject. If you approve or reject multiple orders, you can set processing options to require a password only once when you access Approval Review.

You can specify that the system automatically exits Approval Review (P43080) after a defined amount of time in which the form is not used. To do this:

- Enter CHGDSPF (Change Display File) on an IBM command line.
- Enter one of the following names in the File field, depending on the form for which you are enabling the time-out feature: V43080 (for Orders Awaiting Approval) or V43081 (for Approval Review)
- Press F10 to display additional parameters.
- In the maximum Record Wait Time field (WAITRCD), enter the number of seconds that the system waits before exiting the screen.

## Processing Options

See [Approval Review \(P43080\)](#).

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## 7 Receipt Routing



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# Overview to Receipt Routing

## Objectives

- To understand the concept of receipt routing
- To define the operations in a receipt route
- To specify the logistical and accounting updates that occur as you process items through a receipt route
- To understand journal entries that the system creates as you process items through a receipt route
- To specify whether items that you remove from a receipt route are payable
- To assign normal and alternate receipt routes to items
- To enter inspection requirements and specifications
- To initiate receipt routing
- To determine the status of items in a receipt route
- To transfer items from one operation to another
- To remove items from a receipt route
- To review inspection requirements and specifications
- To review a history of item transfers and removals

## About Receipt Routing

You might want to track items from the moment that they leave a supplier's warehouse until they arrive in stock. Depending on your operation, several stops might exist between the two points, such as your dock, the staging area, inspection, and so forth.

You use receipt routing to track and move items through a series of operations that make up a receipt route.

You define the operations that make up each receipt route. You also determine the logistical and accounting updates that the system performs as you process items through a receipt route. After you create a receipt route, you can assign it to an item based on the supplier who provides the item.

Each time you enter a receipt for items, the system enters the items in the first operation of the receipt route. You must enter the items in subsequent operations of the receipt route. During each operation, you can:

- Remove items from the route due to returns, rejects, and so forth
- Have the system automatically generate replacement orders for items that you return

To perform receipt routing, complete the following tasks:

- Create receipt routes
- Activate receipt routing
- Work with items in a receipt route

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# Create Receipt Routes

## Creating Receipt Routes

You can monitor items from the moment that they leave a supplier's warehouse. You create receipt routes to determine the series of operations through which you process items until the items become part of your inventory.

You must define the operations that make up each receipt route. You must also determine the updates that the system performs as you transfer items to each operation. For example, you must specify the operation at which items are eligible for payment so that when you enter items at that operation, the system creates journal entries that reflect a liability for payment and you can create a voucher to pay for the items.

You can direct the system to create journal entries each time you transfer items to and from an operation in a receipt route. You do this so that the value of the items at each operation appears in the general ledger. For example, you might want the general ledger to reflect the value of items currently at the dock.

When you create a receipt route, you must indicate whether to pay for items that you remove (disposition) from the route, based on the reason that you remove them. For example, you might want to pay for items that you rework but not that you return.

This section contains the following:

- [Defining Operations in a Receipt Route](#)
- [Understanding Journal Entry Creation for Items in a Receipt Route](#)
- [Defining Payment Eligibility for Item Removal](#)

## Defining Operations in a Receipt Route



From Stock Based Procurement (G43A), choose **Receipt Routing**  
From Receipt Routing (G43A14), choose **Receipt Routing Definition**

A receipt route is a series of operations through which you process items upon receipt. These operations might include:

- Transit
- Dock
- Staging area
- Inspection

- Stock

To create a receipt route, you must define the series of operations that make up the route. For example, you can create a receipt route that is made up of two operations, the staging area and stock, and another receipt route that is made up of three operations, the staging area, inspection, and stock.

You determine the updates that the system performs as you process items through a receipt route by specifying at which operation:

- Items are eligible for payment
- Items are available to promise
- Items are received for supplier performance purposes

You must specify at which operation items are eligible for payment so that you can pay for items in a timely manner. For example, you can elect to pay for items when they are in transit to your warehouse or you can wait until the items are in stock. When you enter items at the payment eligible operation, the system creates journal entries and enables you to create a voucher to pay for the items.

You can have the system update the availability of an item at any operation in a receipt route. For example, you might want the ability to promise items to customers (enter sales orders) when the items arrive at the dock instead of waiting until the items are in stock.

You must specify at which operation the system records the receipt date for items. For example, you can specify that the system record the receipt date when items arrive at the dock. The system compares the receipt date to the date that the supplier promised to deliver the items to determine supplier performance.

You must direct the system to update items to an on-hand (in-stock) status at the last operation in a receipt route. When you enter items at the last operation, the system creates journal entries to reflect the items in inventory.

## Before You Begin

- Set up receipt route codes in user defined code table 43/RC.
- Set up operation codes in user defined code table 43/OC.

## What You Should Know About

**Updating item availability** Each update field on Receipt Routing Definition (P43091) represents a field in the Item Location file (F41021). The system maintains balances of inventory items in this file.

You indicate which field the system updates when an item arrives at a certain operation. For example, if a receipt route includes an in-transit operation, you can specify that the system updates the Transit Quantity field when an item arrives at the transit operation.

You specify which routing quantities the system uses to calculate availability on Item Availability Definition (P410011). For example, you can specify that the system add the balance in the Quantity in Transit field to the current on-hand balance to calculate availability. You access Item Availability Definition by entering option 3 next to the appropriate branch in Branch/Plant Constants (P41204).

**Updating additional information for items**

When the system updates items to an on-hand status (at the last operation in a receipt route) it also updates:

- Item costs (F4105)
- Landed costs
- Item transaction histories (F4111)

## To define operations in a receipt route

On Receipt Routing Definition (P43091)

Seq	Operation	Trn	Ina	Op1	Op2	O/H	Rec	Pay	G/L
1	TRRN Notified In Transit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN20
2	DOCK Receipt to our Dock	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN30
3	STK Receipt to Stock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1. Complete the following fields:

- Branch/Plant
  - Route Code
2. Complete the following fields for each operation in the receipt route:
- Seq (Sequence)
  - Operation
  - Update Trn (Update Transit Quantity)
  - Update Inspection
  - Update Op1 (Update Operation 1)
  - Update Op2 (Update Operation 2)
  - Update O/H (Update On Hand Balance)
  - Update Rec (Receipt Acknowledgement)
  - Pay (Payment Eligible)
  - G/L Category

Field	Explanation
Seq	The sequence in which the system performs the operations or steps of the route.
Operation	<p>A user defined code (system 43/type OC) that represents an operation or step within the receipt route.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>After you locate a particular receipt route, the system highlights an operation if memo text has been entered for the operation.</p>
Trn	<p>A code that determines whether the system updates the Quantity in Transit field in the Item Location table (F41021) when you transfer a quantity of items to this operation.</p> <p><b>Note:</b> You can enter Y (yes) only once in this column for a route code.</p>
Inspection	<p>A code that determines whether the system updates the Quantity in Inspection field in the Item Location table (F41021) when you transfer a quantity of items to this operation.</p> <p><b>Note:</b> You can enter Y (yes) only once in this column for each route.</p>
Op1	<p>A code that determines whether the system updates the Quantity in Operation 1 field in the Item Location table (F41021) when you transfer a quantity of items to this operation.</p> <p><b>Note:</b> You can enter Y (yes) in this column only once for each route code.</p>

Field	Explanation
Op2	<p>A code that determines whether the system updates the Quantity in Operation 2 field in the Item Location table (F41021) when you transfer a quantity of items to this operation.</p> <p><b>Note:</b> You can enter Y (yes) in this field only once for each route.</p>
O/H	<p>A code that determines whether the system updates the Quantity on Hand field in the Item Location table (F41021) when you transfer a quantity of items to this operation.</p> <p><b>Note:</b> You can enter Y (yes) in the last operation only.</p>
Rec	<p>A code that determines at which operation the system records the receipt date for items in the receipt route. Based on the receipt date, the system calculates supplier performance information such as leadtime days for an item and on time deliveries.</p> <p><b>Note:</b> You can enter Y (yes) in this column only once for each route.</p>
Pay	<p>A code that determines the operation in a receipt route at which goods are eligible for payment. When you transfer items to this operation, the system updates the item quantity and amount open to voucher in the Purchase Order Receiver table (F43121).</p> <p><b>Note:</b> You can enter Y in this column only once for each route.</p>

Field	Explanation
Category - G/L	<p>A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.</p> <p>The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows:</p> <p>IN20 Direct Ship Orders  IN60 Transfer Orders  IN80 Stock Sales</p> <p>The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these:</p> <p>Sales-Stock (Debit) xxxxx.xx  A/R Stock Sales (Credit) xxxxx.xx  Posting Category: IN80  Stock Inventory (Debit) xxxxx.xx  Stock COGS (Credit) xxxxx.xx</p> <p>Although this field is four characters, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This code determines the account number that the system retrieves from the Routing Operation AAI table (4370) for which to:</p> <p>Debit the value of items that you transfer to the operation  Credit the value of items that you transfer from the operation</p>

## See Also

- *Locating Detailed Quantity Information (P41023)* in the Inventory Management Guide for more information about item availability
- *Reviewing Supplier Delivery Performance (P43232)* for information about how the system uses receipt dates to determine supplier performance

## Understanding Journal Entry Creation for Items in a Receipt Route

	<p>From Stock Based Procurement (G43A), choose <b>Receipt Routing</b>  From Receipt Routing (G43A14), choose <b>Receipt Routing Definition</b></p>
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You determine when the system creates journal entries for items in a receipt route so that the value of the items reflects in the general ledger. The system automatically creates journal entries when you enter items at the operation at which they are eligible for payment and at the last operation in the route (in stock).

You can direct the system to create journal entries each time you transfer items to and from a certain operation in a receipt route so that the general ledger reflects the value of items at each operation. For example, you might want the general ledger to reflect the value of all items that are at the dock.

You must enter a G/L category code at each operation for which the system is to create journal entries (unless the system is to create journal entries at the last operation only). The G/L category code directs the system to retrieve an account number from the Routing Operation AAI table for which to:

- Debit the value of items that you transfer to the operation
- Credit the value of items that you transfer from the operation

You can have the system create journal entries at an operation that precedes the payment eligible operation. For example, you might want the general ledger to reflect the value of items at the dock, even though you do not pay for the items until they are in stock. To account for items that are not yet payment-eligible, the system:

- Debits a routing operation account (to reflect items at the operation)
- Credits a prior to receipts/completions liability account (to reflect a preliminary liability for the items)

When you enter items at the payment eligible operation, the system credits a received not vouchered account to reflect the liability. The system debits:

- An inventory account (if the payment eligible operation is also the last operation in the route and there are no prior journal entries)
- A prior to receipts/completions liability account (if this account was credited prior to the payment eligible operation)
- A routing operation account (if the payment eligible operation is the first operation at which the system creates journal entries)

When you enter items at the last operation in a receipt route, the system debits an inventory account to reflect the value of the items in stock. The system credits:

- A received not vouchered account (if the last operation is also the payment eligible operation and there are no prior journal entries)
- A routing operation account (if items were previously debited to another operation)

After you create a voucher for items in a receipt route, you cannot transfer the items back to an operation that precedes the payment eligible operation. For example, a receipt route has a dock, inspection, and stock operation. Inspection is the operation at which items are payment eligible. After you create a voucher, you cannot transfer the items back to the dock, unless you reverse the voucher.

The following examples show three different ways to set up a receipt route and the accounts that the system debits and credits as you transfer items to and from each operation in the receipt route.

### Example 1

Receipt Route I is set up so that the system only creates journal entries at the last operation in the receipt route (stock), at which time the items become eligible for payment.

#### Receipt Route I

Operation	G/L Category	Payment Eligible
In-Transit		
Receipt at Dock		
Inspection		
Stock (on-hand)		Yes

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through each operation in Receipt Route I.

Oper	Prior to Recpt/ Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit												
Dock												
Inspect												
Stock									100			100

### Example 2

Receipt Route II is set up so that the system creates journal entries each time you transfer items to an operation in the receipt route. Items are eligible for payment when they reach the last operation in the route (stock).

#### Receipt Route II

Operation	G/L Category	Payment Eligible
In-Transit	IN10	
Receipt at Dock	IN20	
Inspection	IN30	
Stock (on-hand)	IN40	Yes

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through each operation in Receipt Route II.

Oper	Prior to Recpt/ Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit		100	100									
Dock				100	100							
Inspect						100	100					
Stock	<b>100</b>							100	100			<b>100</b>

Amounts in bold reflect entries that occur for payment eligibility.

### Example 3

Receipt Route III is set up so that the system creates journal entries at selected operations in the receipt route. Items are eligible for payment when they enter the first operation in the route (in-transit).

### Receipt Route III

Operation	G/L Category	Payment Eligible
In-Transit	IN10	Yes
Receipt at Dock		
Inspection	IN30	
Stock (on-hand)	IN40	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through each operation in Receipt Route III.

Oper	Prior to Recpt/ Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit			100									100
Dock												
Inspect				100			100					
Stock								100	100			

### Example 4

Receipt Route IV is set up so that the system creates journal entries at all operations in the receipt route. Items are eligible for payment when they enter the second operation in the route (Receipt at Dock).

#### RECEIPT ROUTE IV

Operation	G/L Category	Payment Eligible
In-Transit	IN10	
Receipt at Dock	IN20	Yes
Inspection	IN30	
Stock (on-hand)	IN40	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through all operations in Receipt Route IV and then transfer the items back to the first operation (in-transit).

Oper	Prior to Recpt/ Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit		100	100									
Dock	100			100	100							100
Inspect						100	100					
Stock								100	100			
Transit		<b>100</b>	<b>100</b>							<b>100</b>	<b>100</b>	

Amounts in bold represent the debits and credits that result from the reversal. You cannot perform the reversal above if you created a voucher for the items at or after the dock (payment eligible) operation.

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through all operations in Receipt Route IV and then transfer the items back to the third operation (inspection).

Oper	Prior to Recpt/ Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit		100	100									
Dock	100			100	100							100
Inspect						100	100					
Stock								100	100			
Inspect							<b>100</b>			<b>100</b>		

## What You Should Know About

**Journal entries for vouchers** After you enter items in the operation at which they are eligible for payment, you can create a voucher to pay for the items. The system creates an offsetting entry for the received not vouchered account when you create a voucher. When you post that entry to the general ledger, the system credits the accounts payable trade account.

For more information, see *Working With Journal Entries for Voucher Transactions*.

## See Also

- *Setting Up Automatic Accounting Instructions* for more information about setting up accounts for receipt routing transactions
- *Work With Journal Entries for Voucher Transactions* for more information about journal entries that the system creates for vouchers

## Defining Payment Eligibility for Item Removal



From Stock Based Procurement (G43A), choose **Receipt Routing**  
From Receipt Routing (G43A14), choose **Receipt Routing Definition**

As you process items through a receipt route, you might need to return, rework, scrap, reject, or adjust items. When you create a receipt route, you must indicate whether you want to pay for items that you remove (disposition) from the route, based on the reason that you remove them. For example, you might want to pay for items that you rework, but not pay for items that you return.

You must specify the removal categories (returns, reworks, scrap, rejects, or adjustments) for which items are payable. For example, if you specify that the scrap category is payable, the system determines that you must pay for items that you classify as scrap.

## Journal Entries for Item Removal

The system creates journal entries for items that you remove from a receipt route based on if the removal category is payable and the flow of journal entries created prior to the removal. For example, you might remove an item that is not payable, but for which a journal entry that reflects the liability already exists.

If you remove an item from a receipt route that is not payable, but for which you have already created a voucher, the system prompts you to receive the credit purchase order.

Following are examples of journal entries that the system creates when you remove items from a receipt route.

### Example 1

Receipt Route I is set up so that the system creates journal entries each time you transfer items to an operation in the receipt route. Inspection is the operation at which items are eligible for payment.

#### Receipt Route I

Operation	G/L Category	Payment Eligible
Receipt at Dock	IN20	
Inspection	IN30	Yes
Stock (on-hand)	IN40	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through Receipt Route I and remove 20.00 worth of items from the dock operation (using a removal category for which items are payable).

Oper	Prior to Recpt/ Comp Liability		Routing Operation Dock		Routing Operation Inspection		Disposition		Inventory		Received Not Vouchered	
Dock	<b>20</b>	100	100	<b>20</b>			<b>20</b>					<b>20</b>
Inspect	80			80	80							80
Stock						80			80			

Amounts in bold reflect entries for the removal of items.

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through Receipt Route I and remove 20.00 worth of items from the dock operation (using a removal category for which items are not payable).

Oper	Prior to Recpt/ Comp Liability		Routing Operation Dock		Routing Operation Inspection		Disposition		Inventory		Received Not Vouchered	
Dock	20	100	100	20								
Inspect	80			80	80							80
Stock						80			80			

Example 2

Receipt Route II is set up so that the system creates journal entries each time you transfer items to an operation in the receipt route. Receipt at Dock is the operation at which items are eligible for payment.

Receipt Route II

Operation	G/L Category	Payment Eligible
Receipt at Dock	IN20	Yes
Inspection	IN20	
Stock (on-hand)	IN20	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through Receipt Route II and remove 20.00 worth of items from the inspection operation (using a removal category for which items are payable).

Oper	Prior to Recpt/ Comp Liability		Routing Operation Dock		Routing Operation Inspection		Disposition		Inventory		Received Not Vouchered	
Dock			100									100
Inspect				100	100	20	20					
Stock						80			80			

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through Receipt Route II and remove 20.00 worth of items from the inspection operation (using a removal category for which items are not payable).

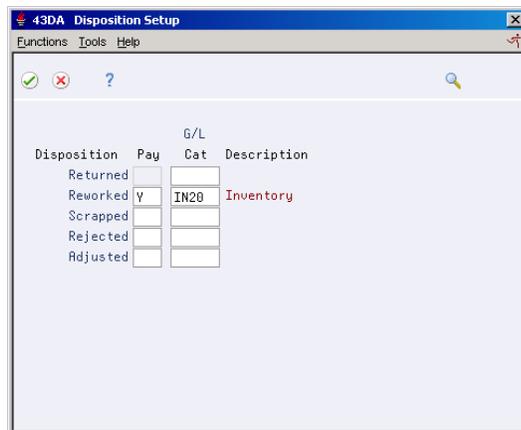
Oper	Prior to Recpt/ Comp Liability		Routing Operation Dock		Routing Operation Inspection		Disposition		Inventory		Received Not Vouchered	
Dock			100									100
Inspect				100	100	20					20	
Stock						80			80			

**Note:** If you create a voucher for items and then remove items from the route that are not payable, the system creates a credit purchase order and prompts you to receive the credit purchase order.

## To define payment eligibility for item removal

On Receipt Routing Definition (P43091)

1. Press F6 to access Disposition Setup.



2. On Disposition Setup, complete the following fields for each item removal category:

- Pay (Payable)
- G/L Cat

The G/L Category that you enter determines the disposition account that the system retrieves to create journal entries.

---

Field	Explanation
Pay	A code that determines the operation in a receipt route at which goods are eligible for payment. When you transfer items to this operation, the system updates the item quantity and amount open to voucher in the Purchase Order Receiver table (F43121).  <b>Note:</b> You can enter Y in this column only once for each route.  <i>Form-specific information</i>  A code that determines whether you pay for items that you remove (disposition) from a receipt route, based on the reason that you remove them. For example, you might pay for items that you adjust but not pay for items that you return.

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## See Also

- *Setting Up Automatic Accounting Instructions* for more information about setting up accounts for general ledger categories



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# Activate Receipt Routing

## Activating Receipt Routing

You must activate receipt routing to process items through receipt routes. Receipt routing enables you to monitor the status of the items that you receive and determine when the items will be available to distribute. To activate receipt routing, you must:

- Assign receipt routes to items
- Initiate receipt routing

You can assign a standard receipt route and an alternate receipt route to each item. An alternate route is one that you send an item through on an intermittent basis. For example, you can assign an alternate route to an item so that every fifth shipment you receive goes through an inspection operation.

You can specify the quantity or percentage of items that must be received to enter an item in its alternate route. You can also define sampling requirements and item specifications for inspection purposes.

You use processing options for the Enter Receipts program to initiate the receipt routing process. After you initiate receipt routing, the system enters an item into its assigned receipt route when you enter a receipt.

This section contains the following:

- [Assigning Receipt Routes to Items](#)
- [Defining Sample Requirements and Item Specifications](#)

## What You Should Know About

### Initiating receipt routing

You set processing option 35 in your version of the Enter Receipts program (P4312) to initiate receipt routing.

After you receive an item to which a receipt route is assigned, the system enters the item in the first operation in the route and displays the message *Some items have entered receipt routing*.

The system does not update the status codes on a purchase order detail line to a received status until the items complete the receipt routing process, that is, they're received into stock.

**Transfer orders**

When you create a transfer order in the Sales Order Management system, the system generates a sales order for the branch you are transferring items from and a purchase order for the branch you are transferring items to. The system inputs the address number attached to the branch from which you are transferring items as the supplier on the purchase order.

When you confirm shipment of the items on the sales order, you can have the system initiate receipt routing for the items on the purchase order. For example, at shipment confirmation, you can have the system initiate receipt routing to show that the items are in transit to your warehouse.

You use processing option 23 in your version of Shipment Confirmation (P4205) to specify that the system initiate receipt routing for transfer orders. The system searches for a receipt route based on that which is assigned to the supplier (branch address number) and item, or you can specify a default receipt route in processing option 25 in your version of Shipment Confirmation. You can also specify the route type code that applies to the receipt route.

The system performs receipt routing for transfer orders regardless of whether receipt routing is initiated for the version of the receipt program being called.

## Assigning Receipt Routes to Items

	From Stock Based Procurement (G43A), choose <b>Receipt Routing</b> From Receipt Routing (G43A14), choose <b>Routing/Analysis Revisions</b>
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You must assign a receipt route to an item to determine the operations through which the system processes the item upon receipt, such as transit, staging, inspection, stock, and so forth.

You can assign both a standard receipt route and an alternate receipt route to an item. Upon receipt, the system enters an item in its standard receipt route unless you have also specified an alternate receipt route. An alternate receipt route is one that the system sends the item through on an intermittent basis.

You must assign an alternate receipt route to an item to have the system process the item through a different series of operations based on a number of days or a number of receipts. For example, you can assign an alternate route to an item to have every fifth shipment of the item go through an inspection operation.

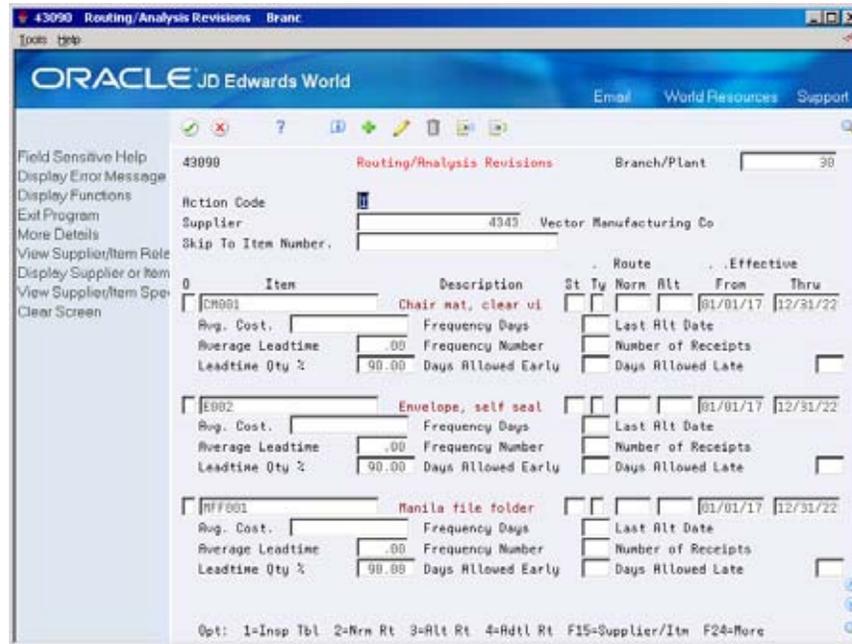
You must assign receipt routes to an item based on the supplier who provides the item.

### Before You Begin

- Create receipt routes in Receipt Routing Definition (P43091)

## To assign receipts routes to items

### On Routing/Analysis Revisions (P43090)



1. To locate items for a specific supplier, complete the following fields:

- Branch/Plant
- Supplier

You can also press F15 to locate all suppliers for a specific item.

2. To enter receipt routing information, complete the following fields for each item:

- Normal (Normal Route Code)
- Alt (Alternate Route Code)
- Effective From
- Effective Thru
- Frequency Days (for alternate route)
- Frequency Number (for alternate route)

If the system does not display the item for which you want to enter receipt routing information, an item and supplier relationship does not yet exist. You can add the item in this screen to form a relationship.

Field	Explanation
Normal	A user defined code (system 43/type RC) that identifies a receipt route. Each receipt route comprises a series of operations through which the system directs items upon receipt.

Field	Explanation
Alt	<p>A user defined code (system 43/type RC) that identifies an alternate receipt route. Each receipt route comprises a series of operations through which the system directs items upon receipt.</p> <p>An item can have a normal receipt route and an alternate receipt route. The system directs an item through its alternate receipt route intermittently based on the number of days or number of receipts that you specify.</p>
From	<p>The date on which a level within a pricing method takes effect. There can be multiple records within a pricing method that have the same level identifier, discount percentage, and so forth, with the only difference being the effective date. This may occur due to special promotion periods.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Starting date of the supplier/item relationship. If you do not enter a date in this field, the system enters the system date.</p>
Thru	<p>The date a particular pricing level within a pricing method expires. Within a pricing method there might be multiple records that have the same level identifier, discount percentage and so forth, but have different expiration dates. This might occur due to special promotion periods.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The ending date of the supplier/item relationship.</p>
Frequency Days	<p>A number that determines how often the system directs an item to its alternate receipt route, based on days. For example, you enter 3 days. If 01/01/98 was the last date for the alternate receipt route, the system directs the next receipt performed on or after 01/04/98 to the alternate receipt route.</p>
Frequency Number	<p>A number that determines how often the system directs an item to its alternate receipt route, based on receipts. For example, if you enter 5 in this field, the system directs every fifth receipt of the item to the alternate route.</p>

## What You Should Know About

### Work Orders

You can send items through a receipt route upon completion of a work order. You set processing option 15 in your version of the Work Order Completion program (P31114) to initiate receipt routing for items.

To assign receipt routes to items completed on work orders, you assign the items to supplier \*WO, in lieu of a supplier address number, on Routing/Analysis Revisions (P43090).

## See Also

- *Creating Supplier and Item Relationships (P43042)*

## Defining Sample Requirements and Item Specifications



From Stock Based Procurement (G43A), choose **Receipt Routing**  
From Receipt Routing (G43A14), choose **Internal Inspection Table**

You might assign an alternate receipt route to an item to have the item inspected on an intermittent basis. After you assign an alternate route to an item, you can specify the quantity of the item that must be received before the system processes the item through its alternate route. You can also specify sample requirements for inspection purposes, including:

- The quantity or percentage of receipt items to use for inspection
- The quantity or percentage of the sample size that must pass inspection before the receipt is considered acceptable

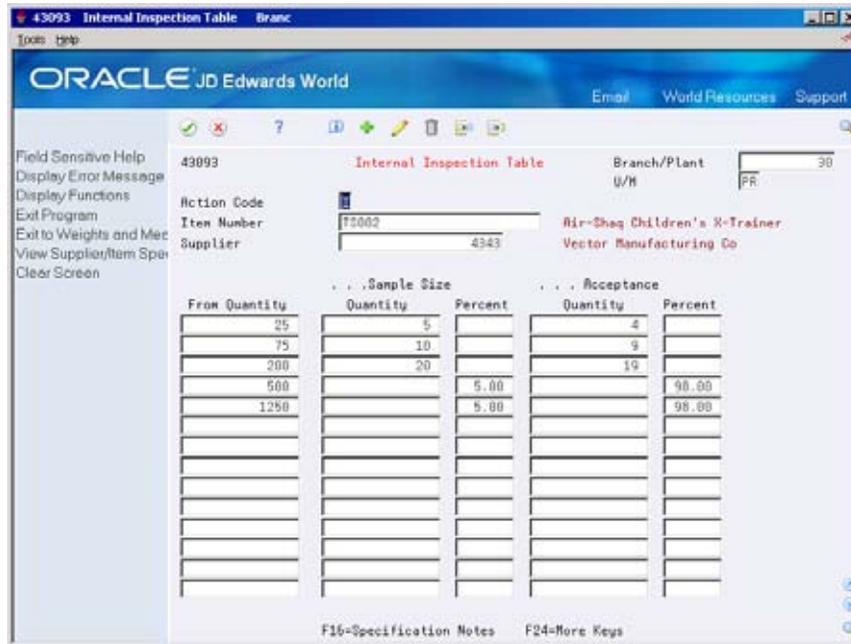
After you enter sample requirements for an item, you can add specifications or any other text that applies to the item. Sample requirements and item specifications are for informational purposes only. You can review this information when you move or remove items in a receipt route.

## Before You Begin

- Assign an alternate route to the items for which you want to define sample requirements and specifications on *Routing/Analysis Revisions (P43090)*.

## To define sample requirements and item specifications

On Internal Inspection Table (P43093)



1. Complete the following fields, as necessary:
  - Action Code
  - Branch/Plant
  - U/M (unit of measure)
  - Item Number
  - Supplier
2. Complete the following fields:
  - From Quantity
  - Sample Size Quantity
  - Sample Size Percent
  - Acceptance Quantity
  - Acceptance Percent
3. Press F16 to access Vendor/Item Specifications.
4. On Vendor/Item Specifications, enter specifications or text, as necessary.

Field	Explanation
From Quantity	The quantity of items that you must receive for the system to process the items through the alternate receipt route.

<b>Field</b>	<b>Explanation</b>
Sample Size Quantity	The quantity of items to inspect when the system processes a group of items through the alternate receipt route.
Sample Size Percent	The percentage of items to inspect based on the quantity of items that the system processes through the alternate receipt route.
Acceptance Quantity	The quantity of items that must pass inspection for the entire group items to be acceptable.
Acceptance Percent	The percentage of items that must pass inspection for the entire group to be acceptable.

## What You Should Know About

### **From quantity**

If the quantity you receive does not equal or exceed the “from” quantity, the system processes the item through its normal receipt route.

You can specify multiple from quantities with different sample size criteria.



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# Work with Items in a Receipt Route

## Working with Items in a Receipt Route

You can monitor items from the moment that they leave a supplier's warehouse. For example, you can process shipments of items through transit, your dock, the staging area, and inspection before updating the status of the items to on-hand.

This section contains the following:

- [Reviewing the Current Operation for Items](#)
- [Transferring Items to Operations](#)
- [Removing Items from a Receipt Route](#)
- [Entering Reversals for Items in a Receipt Route](#)
- [Reviewing the History of Items in a Receipt Route](#)

The receipt route for an item determines the series of operations through which you process an item after you take receipt. For example, if a receipt route includes four operations, such as transit, dock, inspection, and stock, the system enters the item in the transit operation when you enter a receipt. You must transfer the item to each subsequent operation in the route.

You can remove (disposition) items from a receipt route. For example, you might reject an item that does not pass inspection. In this case, the system removes the quantity that you reject from the receipt route. If you return an item, you can generate an order to replace the items.

You can review information about the transfer and removal of items in a receipt route. For example, you can determine the amount of time that a shipment of items was at the dock before it was transferred to stock. You can also review the quantity of items in a shipment that did not pass inspection.

## What You Should Know About

**Reviewing orders in receipt routing** You can review orders in receipt routing by locating orders on the Open Order Inquiry screen (P430301). The system highlights the order number for orders in receipt routing. You can drill down to the details for a line using Option 5 to view quantities in routing.

**Routing information for an order**

When items enter receipt routing, the system populates the Purchase Order Receipt Routing file (F43092). This file contains a separate record for each operation that applies to the order number, line number and receipt, at the time of the receipt.

If you change routing information for an item while the item is still in a receipt route, you may run into problems as the information in the F43092 may be out of synch with the new routing information.

**See Also**

- *Creating Receipt Routes (P43091)*
- *Activating Receipt Routing (P4312)*

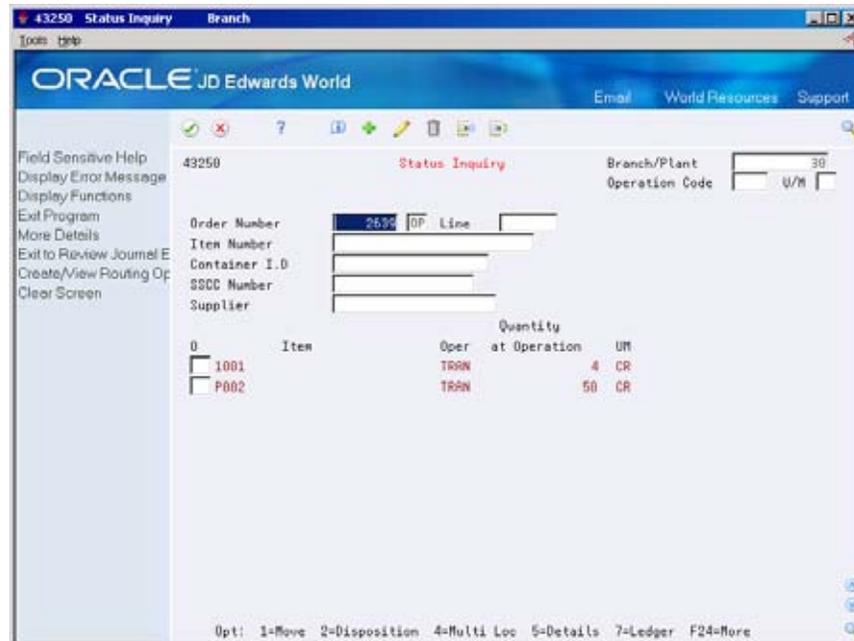
**Reviewing the Current Operation for Items**

	From Stock Based Procurement (G43A), choose <b>Receipt Routing</b> From Receipt Routing (G43A14), choose <b>Status Inquiry</b>
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You can review the current operation for items in a receipt route. For example, if you recently received a shipment of items, and the receipt route for the items includes a dock and inspection operation, you can review the quantity of the item at the dock and the quantity of the item under inspection.

**To review the current operation for items**

On Status Inquiry (P43250)



1. Complete the following fields, as necessary:
  - Branch/Plant
  - Operation Code
  - U/M
2. To locate items, complete any of the following fields:
  - Order Number
  - Item Number
  - Container Number
  - SSCC Number
  - Supplier
3. To determine the current status of an item, review the following fields:
  - Oper (Current Operation)
  - Quantity at Operation

Field	Explanation
SSCC Number	The pack level Serialized Shipping Container Code. Must conform to the UCC structure for SSCC numbers.
Oper	<p>A user defined code (system 43/type OC) that represents an operation or step within the receipt route.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>You can locate receipt items based on the operation in which they currently reside. For example, you can specify that you only want to review items in transit.</p> <p>After you locate items, you can review the current operation and the next operation for the items. Depending on how you set processing options, you can change the next operation for items in the Move Operation field.</p>
Quantity at Operation	The quantity of units affected by this transaction.

## Transferring Items to Operations



From Stock Based Procurement (G43A), choose **Receipt Routing**  
 From Receipt Routing (G43A14), choose **Movement and Disposition**

The receipt route you assign to an item determines the series of operations through which you process the item upon receipt (for example, transit, staging, and stock). The system enters an item into the first operation of the route upon receipt. You must transfer the item to subsequent operations in the route.

You can set processing option 7 in your version of Movement and Disposition (P43250) to determine the operations to which you can transfer items in a receipt

route. For example, if the order of operations is staging, inspection, and stock, you can transfer items to:

- The next operation only (for example, staging to inspection and inspection to stock)
- Any subsequent operation (for example, staging to stock)
- Any operation (for example, stock back to staging)

After you transfer items to the last operation in a receipt route, the system prompts you to perform a final receipt. At this time, the system updates items to a received (on-hand) status.

## To transfer items to operations

### On Movement and Disposition (P43250)

The screenshot displays the Oracle JD Edwards World interface for the 'Movement & Disposition' (P43250) window. The window title is '43250 Movement & Disposition Branch'. The main area contains the following fields and data:

- Order Number: [ ] OP Line: [ ]
- Item Number: [ ]
- Container I.D.: [ ]
- SSCC Number: [ ]
- Supplier: [ ] 4345 Value Worldwide Paper Supply

Branch/Plant: [ ]  
 Operation Code: [ ] W/M [ ]  
 G/L Date: 09/13/06  
 Date Moved: 09/13/06

Item	Oper	at Operation	UM	Oper	Quantity	UM
P002	STK		25	CR	25	CR
1001	STK		16	EA	16	EA
P002	STK		25	CR	25	CR
1001	STK		16	EA	16	EA
P002	STK		25	CR	25	CR
1001	STK		16	EA	16	EA
P002	STK		25	CR	25	CR
1001	STK		16	EA	16	EA
P002	STK		25	CR	25	CR
1001	STK		16	EA	16	EA
P002	STK		25	CR	25	CR
1001	STK		16	EA	16	EA
P002	STK		25	CR	25	CR
1001	STK		16	EA	16	EA

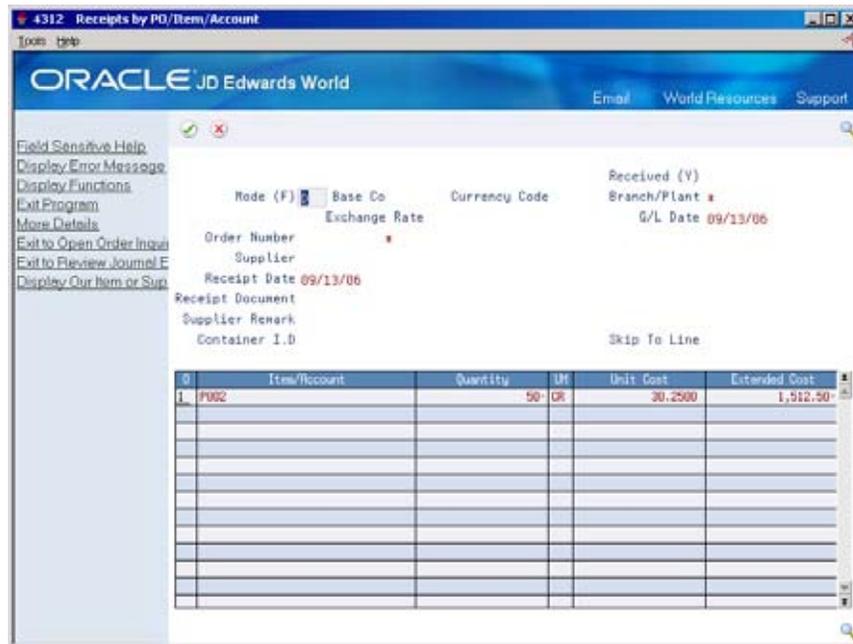
Opt: 1=Move 2=Disposition 4=Multi Loc 5=Details 7=Ledger F24=More

1. To locate the items you want to move, complete any of the following fields:
  - Order Number
  - Item Number
  - Container Number
  - Supplier
2. Complete the following fields:
  - G/L Date
  - Date Moved
3. To move items to an operation other than the next operation in the route, complete the following field:
  - Move Oper

You can view and select from all possible operations in a receipt route by pressing F1 in this field. All operations for the route appear in the order you have defined them.

4. Enter the quantity you want to move in the following field:
  - Move Quantity
5. Type 1 in the following field next to the items you want to move:
  - O (Option Exit)

If you are moving items to the final operation in a receipt route, the system displays Receipts by PO/Item/Account (P4312).



6. On Receipts by PO/Item/Account, press Enter to record the final receipt.

Field	Explanation
Move Quantity	The number of units that you want to move or the number of units that have already been either moved or dispositioned.

## See Also

- *Understanding Journal Entry Creation for Items in a Receipt Route (P43091)*

## Processing Options

See [Routing Inquiry, Movement and Disposition \(P43250\)](#).

## Removing Items from a Receipt Route

	From Stock Based Procurement (G43A), choose <b>Receipt Routing</b> From Receipt Routing (G43A14), choose <b>Movement and Disposition</b>
---	---

You might need to remove (disposition) items from a receipt route. For example, you can return items to the supplier or reject items that do not pass inspection. You must use one of the following categories to indicate the quantity of items that you want to remove from the receipt route:

- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

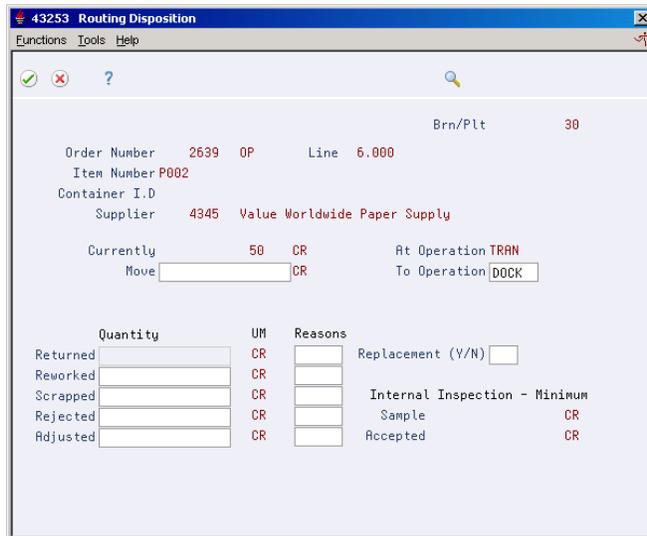
After you remove items from a receipt route, the system subtracts the quantities you enter from the quantity at the current operation.

If you decide to return an item, the system automatically credits the original purchase order. You can generate a new purchase order line to replace the returned items. The system adds the line to the original purchase order.

### To remove items from a receipt route

On Movement and Disposition (P43250)

1. Enter Option 2 next to a detail line to access Routing Disposition (P43253).



The screenshot shows the 'Routing Disposition' window with the following details:

- Order Number: 2639 OP Line: 6.000
- Item Number: P002
- Supplier: 4345 Value Worldwide Paper Supply
- Currently: 50 CR
- At Operation: TRAN
- Move:  CR
- To Operation: DOCK

Quantity	UM	Reasons
Returned <input type="text"/>	CR	<input type="checkbox"/> Replacement (Y/N)
Reworked <input type="text"/>	CR	<input type="checkbox"/>
Scrapped <input type="text"/>	CR	<input type="checkbox"/> Internal Inspection - Minimum
Rejected <input type="text"/>	CR	<input type="checkbox"/> Sample
Adjusted <input type="text"/>	CR	<input type="checkbox"/> Accepted

2. On Routing Disposition, complete the following fields to remove items:

- Returned Quantity
- Reworked Quantity

- Scrapped Quantity
  - Rejected Quantity
  - Adjusted Quantity
  - Reasons
3. If you specified a returned quantity, enter Y in the following field to have the system create a new purchase order line for the returned items:
- Replacement (Y/N)
- Replacement Information displays.
4. On Replacement Information, change information for the new purchase order detail line, as necessary.

Field	Explanation
Returned	The number of units that you are returning to the supplier during receipt routing. You can return goods for credit or for replacement.
Reworked	The number of units that will be reworked during receipt routing.
Scrapped	The number of units that you scrapped during receipt routing.
Rejected	The number of units that you rejected during receipt routing.
Adjusted	The number of units that you are removing from the receipt route for adjustment.
Reasons	A user defined code (system 42/type RC) that explains the purpose for a transaction. For example, you can indicate the reason that you are returning items, such as the goods were damaged in shipment or too many goods were shipped. <i>Form-specific information</i> A code that identifies why items were dispositioned.
Replacement (Y/N)	A code that indicates whether you want to replace the items that you are returning. Valid values are: Y Replace the items. The system credits the purchase order for the items you are returning and creates a new detail line for the replacement items. The Replacement Information window displays after you disposition the items so that you can enter information for the new detail line. Blank Do not replace the items. The system credits the purchase order for the items you are returning.

## What You Should Know About

<b>Entering text for item removal</b>	You can enter text that applies to the removal of items. To do this, you must access Disposition Results for the specific category that you use to remove the items.
<b>Reversing removals</b>	If you remove an item from a receipt route, you can enter Option 8 next to the transaction in the Ledger Inquiry program (P43252) to reverse the transaction.
<b>Reviewing sample requirements and item specifications</b>	You can review the sample requirements that are set up for a receipt route. You can also review item specifications that are set up for a receipt route. If Item specifications exist, the system displays the message <i>Specifications Available</i> .

## See Also

- *Defining Payment Eligibility for Item Removal (P43DA)* for information about setting up journal entry creation for item removal
- *Reviewing the History of Items in a Receipt Route (P43252)* for more information about reversing removals
- *Defining Sample Requirements and Item Specifications (P43093)*

## Entering Reversals for Items in a Receipt Route



From Stock Based Procurement (G43A), choose **Receipt Routing**  
From Receipt Routing (G43A14), choose **Movement and Disposition**

You might inadvertently enter a receipt for an item. You can reverse the receipt for an item that the system processes through a receipt route.

You must perform two receipts for an item in a receipt route:

- An initial receipt
- A final receipt

When you perform the initial receipt, the system enters the item in its receipt route. The system prompts you to perform the final receipt when you transfer the item to the last operation in the receipt route, at which time the system updates the item to an on-hand status.

If you inadvertently enter a final receipt, you can reverse it by moving the item back to a previous operation in the receipt route. To do this, you must set processing option 4 in your version of Movement and Disposition (P43250) to display items that have completed their route. You must also set processing option 7 to allow item movement to any operation.

If you did not intend for an item to enter receipt routing to begin with, you must reverse the initial receipt using the Enter Receipts program (P4312), which removes the item from the receipt route. The item must be at the first operation in the receipt route before you can reverse the initial receipt.

If you removed items from the receipt route due to returns, rejects, or so forth, you must reverse the item removals before you can reverse the receipt.

## To enter reversals for items in a receipt route

### On Movement and Disposition (P43250)

1. Locate the items that you want to reverse.

For items that have completed their receipt route, the Move Oper field is blank.

2. To transfer an item to a previous operation in the receipt route, complete the following field:

- Move Oper

If an item completed its receipt route, the system displays Receipts by PO/Item/Account with a negative quantity and extended cost. Press Enter to reverse the final receipt (on-hand status) of the item.

Item/Account	Quantity	UM	Unit Cost	Extended Cost
1 P002	50	CR	30.2500	1,512.50

To reverse the item out of the receipt routing process altogether, you must move the item to the first operation in the receipt route and reverse the receipt from the Enter Receipts program (P4312).

## See Also

- *Entering Reversing Receipts (P4312)* for information about reversing the initial receipt

## Reviewing the History of Items in a Receipt Route

	From Stock Based Procurement (G43A), choose <b>Receipt Routing</b> From Receipt Routing (G43A14), choose <b>Ledger Inquiry</b>
---	---

You can review information about the movement of items from one operation to another in a receipt route. For example, you can review when a group of items was moved from inspection to stock, as well as who moved the items and on what date. You can also determine how long the items were at a certain operation.

You can also review information about the removal of items from a receipt route. For example, you can review the quantity of items in a shipment that did not pass inspection and the quantity of items that were returned to the supplier.

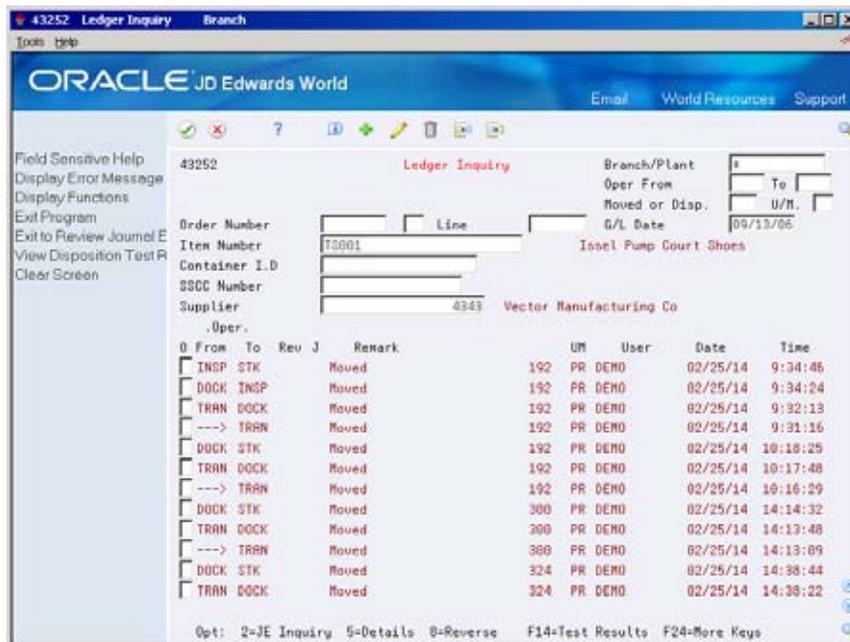
The system might create journal entries when you move items to a new operation or remove items from a receipt route. You can identify whether the system created journal entries for each item moved or removed.

You can specify whether you want to review movement or removal transactions. You can indicate the operations for which you want to review movement. For example, you can review only those transactions for which items at the dock were moved to staging.

The system maintains the transaction history for items in a receipt route in the Receipt Routing Ledger table (F43099).

### To review the history of items in a receipt route

On Ledger Inquiry (P43252)



To locate the transactions you want to view, complete the following fields:

- Branch/Plant

- Operation From
- Operation To
- Moved or Dispositioned
- U/M
- G/L Date
- Order Number
- Document Type
- Line Number
- Item Number
- Container I.D.
- SSCC Number
- Supplier

Field	Explanation
Oper From	A user defined code (system 43/type OC) that identifies the routing operation or step from which items were moved.
Oper To	A user defined code (system 43/type OC) that identifies the routing operation or step to which items were moved.
Moved or Disp	A user defined code (system 43/type MC) that indicates the movement of the quantity. You can move quantity from one operation to another, or you can disposition quantity out of the routing process.  <i>Form-specific information</i>  A code that identifies the type of transaction that you want to display. For example, enter MOV to view only movement transactions and DIS to view only dispositioned transactions. Optionally, you can enter a specific disposition code to view a single type of disposition transaction.

## What You Should Know About

### Reversing the removal of items

You use Option 8 in the Ledger Inquiry program to reverse items you removed from a receipt route. For example, if you removed items by classifying them as scrap, and then later decide to use the items, you can reverse the removal transaction. The system adds the removed quantity back to the receipt route and creates the appropriate journal entries, if necessary.



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## 8 **Supplier Management**



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# Overview to Supplier Management

## Objectives

- To review supplier performance information
- To understand how the system derives supplier performance information
- To set up default purchasing information that pertains to a supplier
- To create item and supplier relationships
- To set up prices for the items that you purchase from a supplier
- To set up discounts for item and supplier prices

## About Supplier Management

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

Complete the following tasks:

- Set up supplier and item information
- Define supplier prices and discount rules
- Review supplier performance information



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# Set Up Supplier and Item Information

## Setting Up Supplier and Item Information

The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. For example, you can define procurement instructions for a supplier so that each time you enter an order, the system retrieves default values for that supplier.

You can specify the items that you purchase from a supplier to create supplier and item relationships. For each item, you can enter information such as whether the supplier is certified to sell the item. If a supplier is not certified to sell an item, the system does not let you enter the item on a purchase order for the supplier.

You can review information about the quality of a supplier's services, including delivery performance and the condition of items upon receipt. To ensure that this information is accurate, you must set up guidelines so that the system can recognize on-time deliveries and items in acceptable condition.

You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define the performance factors. Factors might include number of returned items, last-in costs, average leadtimes, and so on.

This section contains the following:

- [Defining Supplier Procurement Instructions](#)
- [Creating Supplier and Item Relationships](#)
- [Setting Up Guidelines for Delivery Performance](#)
- [Setting Up Guidelines for Acceptable Items](#)
- [Defining a Summary of Supplier Performance Information](#)

## Defining Supplier Procurement Instructions



From Stock Based Procurement (G43A), choose **Supplier Management**  
From Supplier Management (G43A16), choose **Procurement Instructions**

The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. You can define procurement instructions for a supplier so that each time you enter an order for the supplier, the system retrieves default values such as a landed cost rule, a price rule, a print message, and so on.

You can use procurement instructions to specify item restrictions for a supplier. Item restrictions determine which items you can or cannot purchase from a supplier. If you restrict the purchase of certain items, you cannot enter the items on a purchase order for the supplier.

You can specify limitations for a supplier, such as minimum and maximum order amounts. You can also specify whether evaluated receipts processing is allowed for the supplier, that is, whether you can create vouchers in batch mode from existing receipt information.

You can have the system retrieve default values for a purchase order based on the address to which you ship the order. For example, you can have the system calculate taxes based on the ship-to address. You specify which values the system retrieves for orders based on the shipping address. You can use procurement instructions to define default values for shipping address numbers as well as supplier address numbers.

You can define procurement instructions at the supplier and ship-to level, or you can take it a step further and define instructions at the address, company, and branch level.

Changes you make to procurement instructions do not affect orders that you have already created.

Complete the following tasks:

- Define procurement instructions
- Define supplier or ship-to address order values

## To define procurement instructions

### On Procurement Instructions (P4306)

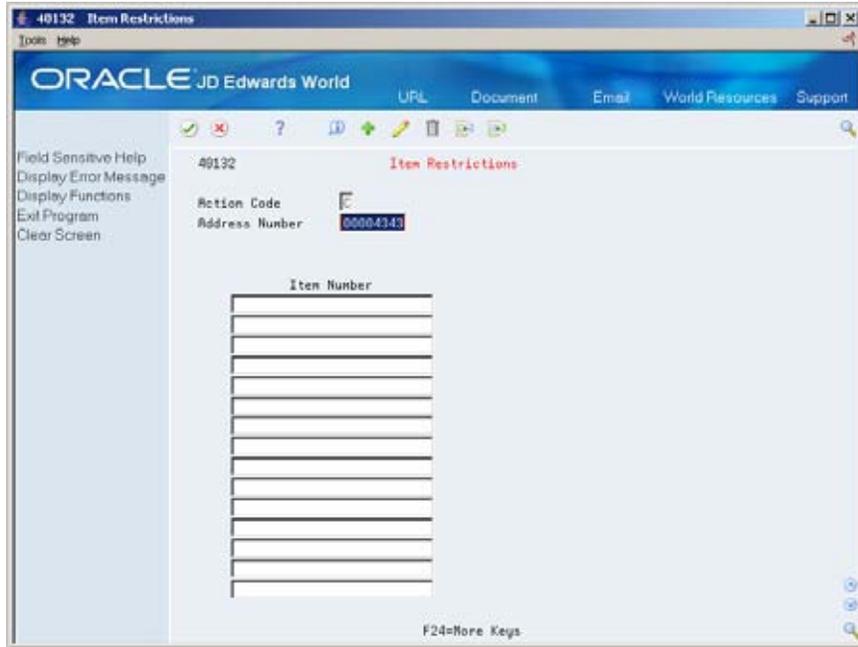
The screenshot shows the Oracle JD Edwards World Procurement Instructions (P4306) form. The form is titled "4306 Procurement Instructions" and includes a navigation bar with "Email", "World Resources", and "Support". The main area contains a list of fields for defining procurement instructions. The "Supplier" field is populated with "4345 Value Worldwide Paper Supply". Other fields include "Preferred Carrier", "Supplier Price Rule", "Minimum Order Value", "Maximum Order Value" (set to 25,000), "Print Message", "Freight Handling Code", "Landed Cost Rule", "Order Template", "Rebate Active" (set to "No Active Rebates"), "Rebate Level" (set to "Use Supplier Number"), "Delivery Instructions", "Price P/O", "Item Restrictions", "Send Method", "Evaluated Receipt", "Purchase Order Copies" (set to 00), "Hold Orders Code", "Weight Display U/M", and "Volume Display U/M". A help menu is visible on the left side of the form.

#### 1. Complete the following fields:

- Supplier (or ship-to address number)
- Preferred Carrier
- Supplier Price Rule
- Minimum Order Value
- Maximum Order Value
- Print Message
- Freight Handling Code
- Landed Cost Rule
- Order Template
- Rebate Active
- Rebate Level
- Delivery Instructions
- Price P/O
- Send Method
- Evaluated Receipt
- Purchase Order Copies
- Hold Orders Code

- Weight Display U/M
  - Volume Display U/M
2. To enter item restrictions for a supplier, do one of the following:
- Enter I (Include) in the Item Restrictions field to enter only those items that you can purchase from the supplier:
  - Enter E (Exclude) in the Item Restrictions field to enter items that you cannot purchase from the supplier:

The system displays Item Restrictions (P40132).



3. On Item Restrictions, complete the following field:
- Item Number

Field	Explanation
Preferred Carrier	The address number of the carrier that is to deliver the order. You might select a carrier based on a route or special handling requirements.
Supplier Price Rule	A user defined code (system 40, type PC) that identifies a group of suppliers that provide the same types of discounts on items.

*Form-specific information*

The system can calculate discounts on items that you purchase from a supplier based on the price group to which you assign the supplier. You create inventory price rules to set up discounts, after which, you attach the rules to both the supplier price groups (or individual supplier) and items to which they pertain.

Field	Explanation
Minimum Order Value	<p>The minimum amount for which you can place an order with this supplier. If you try to enter an order for less than this amount, the system displays an error message.</p> <p>This field is maintained as an integer without decimals.</p>
Maximum Order Value	<p>The maximum amount for which you can place an order with this supplier. If you try to enter an order for more than this amount, the system displays an error message.</p> <p>This field is maintained as an integer without decimals.</p>
Print Message	A code that you assign to each print message. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.
Freight Handling Code	A user defined code (system 42/type FR) that identifies when you take responsibility of the goods so that freight charges are applied accordingly.
Landed Cost Rule	<p>A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>You can assign a landed cost rule to a supplier if you frequently incur the same landed costs each time you place an order with the supplier. This is the default cost rule for each purchase order that you enter for the supplier.</p>
Order Template	<p>A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, packaged goods and so forth.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>You can assign an order template to a supplier if you usually order the same items from the supplier. This is the default order template for the supplier.</p>
Rebate Active	A code that indicates whether rebates are active.
Rebate Level	This field indicates whether the system processes rebate information for the supplier or for the parent of the supplier.
Delivery Instructions	Text that describes the delivery instructions for this order.
Price P/O	A code that indicates whether price information prints on the purchase order.
Send Method	This code indicates the method you use to send documents to a supplier. There is no automatic processing associated with this field. Instead, the code can be used as data selection criteria for certain procedures.

Field	Explanation
Evaluated Receipt	<p>A code that indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. You use the Evaluated Receipt Settlement (P43814) 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.</p> <p>Valid values are:</p> <p>N Not eligible for evaluated receipt settlement processing.</p> <p>Y Eligible for evaluated receipt settlement processing.</p> <p>I Receipt transaction is in process.</p> <p>T Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process.</p> <p>R Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process.</p> <p>V A voucher has been created for the receipt transaction using the evaluated receipt settlement process.</p>
Purchase Order Copies	<p>The number of purchase order copies that the supplier requires. When you print a purchase order for the supplier, the system prints the number of copies that you specify in this field. The system always prints at least one purchase order.</p>
Hold Orders Code	<p>A user defined code (table 42/HC) that identifies why an order is on hold.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>This is the default hold code for each purchase order that you enter for the supplier. You can assign a hold code to a supplier so that all orders you enter for the supplier are put on hold.</p>
Weight Display U/M	<p>A user defined code (system 00/type UM) that identifies the unit of measure in which the system displays the weight of an order, for example, ounces, pounds, or tons.</p>
Volume Display U/M	<p>A user defined code (system 00/type UM) that identifies the unit of measure in which the system displays the volume of an order, for example, liters or gallons.</p>

Field	Explanation
Item Restrictions	<p>A code that designates whether restrictions exist for the purchase of items from this supplier.</p> <p>Valid codes are:</p> <p>Blank No restrictions.</p> <p>I Items on the list can be purchased from the supplier.</p> <p>E Every item may be purchased from the supplier EXCEPT for the items on the list.</p>

## To define supplier or ship-to address order values

### On Procurement Instructions (P4306)

1. Press F20 to access the Order Defaults window.



2. On Order Defaults, enter X in one of the following columns for each of the order fields that display:
  - Supplier
  - Ship To

The purchase order header values in the Order Defaults window are pre-defined by the system and are the only fields for which you can have the system retrieve defaults based on the ship-to address.

## What You Should Know About

<b>Procurement Instructions by company and business unit</b>	You can set up Procurement Instructions at the address and business unit/branch level, which will override instructions at the address level only.  To set up instructions at the business unit level, you must access Procurement Instructions through Supplier Master Information (P01054). In Supplier Master Information, press F17 to access Supplier Information by Company and BU (P01154). From this screen, press F13 to access Purchasing Instructions by Company and Branch (P43063).  You can set up all the same instructions at the branch level with the exception of Item Restrictions, which are only applicable at the supplier level.
<b>Item restrictions and order limitations</b>	The system will only validate item restrictions for the supplier address number. It will not validate restrictions against the ship-to address number.  Restrictions are intended to work with items set up in the inventory system only. Only order line types with an Inventory Interface of Y, D, or B will work with Item Restrictions. Item Restrictions are not document type specific.
<b>Item number for restrictions</b>	Item Restrictions are listed in order of the primary item number (that is, short, second or third) as specified for branch ALL in Branch Constants (P41001).

## See Also

- *Entering Supplier Information for a Purchase Order (P4310)*
- *Entering Landed Costs (P43291)*
- *Creating Rules for Price Discounts (P4271)*
- *Creating Multiple Vouchers from Receipt Records (P43800)*
- *Entering Items Using Order Templates (P40215)*

## Creating Supplier and Item Relationships

	From Stock Based Procurement (G43A), choose <b>Supplier Management</b> From Supplier Management (G43A16), choose <b>Supplier/Item Information</b>
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You can create relationships between a supplier and the items that you purchase from the supplier. For example, if you purchase widgets from AAA Supply Company, you can create a relationship between the AAA Supply Company and the widget item. You can define information for the relationship, such as:

- The status of the relationship (whether you can purchase the item from the supplier)

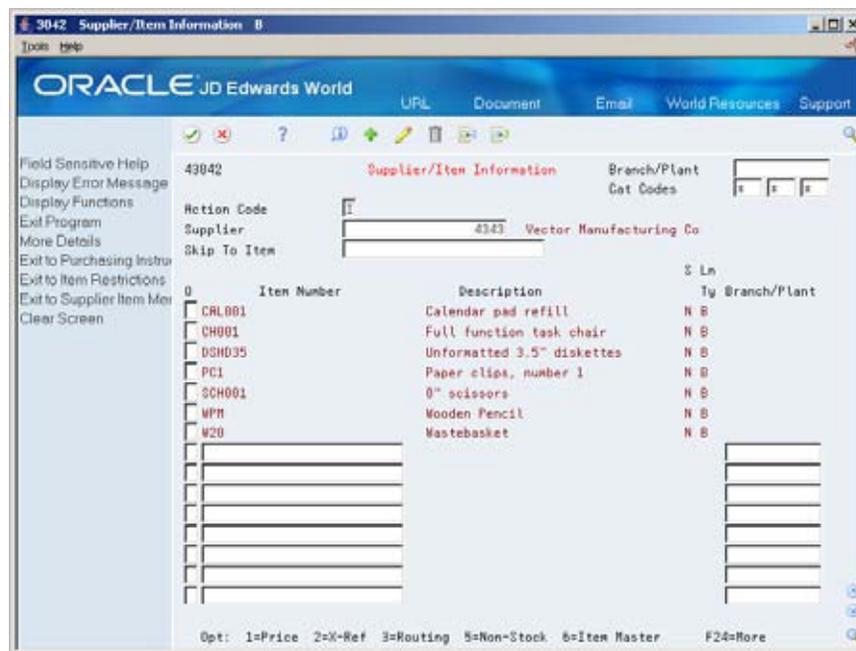
- The receipt route for the relationship (the route for the item when you purchase it from the supplier)
- The price of the item (when you purchase it from the supplier)

You can manually create supplier and item relationships or you can have the system create them for you when you purchase items from a supplier.

The system stores information for item and supplier relationships in the Supplier/Item Relationships file (F43090). You can run the Supplier Analysis Regeneration program (P43900) to create records in this file based on existing receipt information.

## To create supplier and item relationships

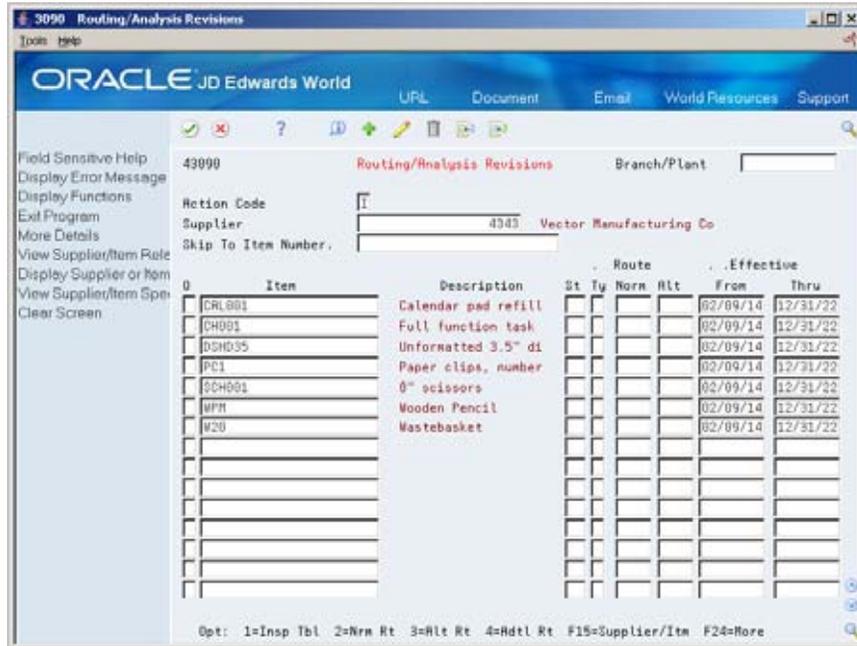
On Supplier/Item Information (P43042)



1. To review existing supplier and item relationships, complete the following fields:
  - Branch/Plant
  - Supplier
2. To create a new relationship, complete the following fields on the first blank line:
  - Item Number
  - Branch/Plant

If you are working with non-stock items, the Branch/Plant field is not applicable. You must set processing option 2 to allow for the addition of new relationships.

3. To access Routing/Analysis Revisions, enter 3 in the following field:
  - O (Option Exit)



4. On Routing/Analysis Revisions, complete the following field:
  - St (Certification Status)

Field	Explanation
St	<p>A code that indicates whether the supplier is certified to sell this item. The code that you enter determines how the system manages orders that you enter for the supplier and item.</p> <p>Valid values are:</p> <ol style="list-style-type: none"> <li>1 The system prohibits you from purchasing this item from the supplier.</li> <li>2 The system displays a warning message if you enter an order for the item from the supplier.</li> </ol> <p>Blank You can place orders for the item from the supplier.</p>

## What You Should Know About

### Adding new items

You can create relationships for items for which master information does not yet exist. When you create a relationship for a new item, you can have the system prompt you for master information. You use processing option 3 to specify whether you want to add standard item master information or non-stock item master information.

**Entering new relationships** You can manually create new supplier and item relationships on Routing/Analysis Revisions as well as Supplier/Item Information.

**Having the system create relationships** You can have the system create a supplier and item relationship when you:

- Enter a purchase order (P4311)
- Enter a receipt (P4312)
- Create a voucher (P4314)

Each of these programs has a processing option asking if you want to capture supplier analysis information. You must set the processing option for the appropriate program in order to have the system update the Supplier/Item Relationships file F43090. .

## See Also

- *Assigning Receipt Routes to Items (P43090)*
- *Entering Supplier Prices (P41061)*
- *Updating Supplier and Item Analysis Records (P43900)* for information about updating fields in the Supplier/Item Relationships table (F43090)

## Processing Options

See [Supplier-Item Information \(P43042\)](#).

## Setting Up Guidelines for Delivery Performance



From Stock Based Procurement (G43A), choose **Receipt Routing**  
From Receipt Routing (G43A14), choose **Routing/Analysis Revisions**

You can determine if a supplier has a history of delivering a specific item on time by reviewing delivery performance information. To ensure that this information is accurate, you must define how you want the system to calculate on-time deliveries.

An order is on time if you receive it the same day that the supplier promised to deliver it. You can allow a certain number of days before or after the promised date that the order can still be on time. For example, you can allow two late days and two early days. If the promised date for an order is 3/15, the order is not late unless you receive it after 3/17, and it is not early unless you receive it before 3/13.

You can also specify the percentage of an order that must be delivered for the system to determine the receipt date. For example, you can specify that you must receive 90 percent of an order for the system to use the receipt date to determine whether the delivery is on time, early, or late.

## To set up guidelines for delivery performance

### On Routing/Analysis Revisions (P43090)

Complete the following fields:

- Days Allowed Early
- Days Allowed Late
- Leadtime Qty %

Field	Explanation
Days Allowed Early	The number of days prior to the promised date in which delivery of the item is acceptable. For example, you enter 2 to indicate that the supplier can deliver the item a maximum of 2 days early to qualify for an on-time delivery.
Days Allowed Late	The number of days after the promised date in which delivery of the item is acceptable. For example, you enter 2 to indicate that the supplier can deliver the item a maximum of 2 days later than the promised date to qualify for an on-time delivery.
Leadtime Qty %	<p>The percentage of an order that you must receive for the system to calculate leadtime. Leadtime is the difference between the date that you enter an order detail line and the date that you receive the order.</p> <p>The system determines the receipt date for items in a receipt route based on the date at which the items arrive at the operation flagged for receipt acknowledgement.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The percentage you enter here overrides the percentage that you set up as the default percentage in the data dictionary.</p>

## See Also

- *Reviewing Supplier Delivery Performance (P43232)*

## Setting Up Guidelines for Acceptable Items



From Stock Based Procurement (G43A), choose **Supplier Management**  
From Supplier Management (G43A16), choose **Quality Analysis**

You can determine if a supplier has a history of delivering a specific item in good condition by reviewing quality performance information. To ensure that this information is accurate, you must indicate how you want the system to identify acceptable and unacceptable items.

You must send items through receipt routing in order to use the Quality Analysis functionality. Quality performance information includes the percentages of an item that were acceptable and unacceptable in a fiscal period. The system calculates each

percentage based on how you categorize items that you remove (or disposition) from a receipt route, including:

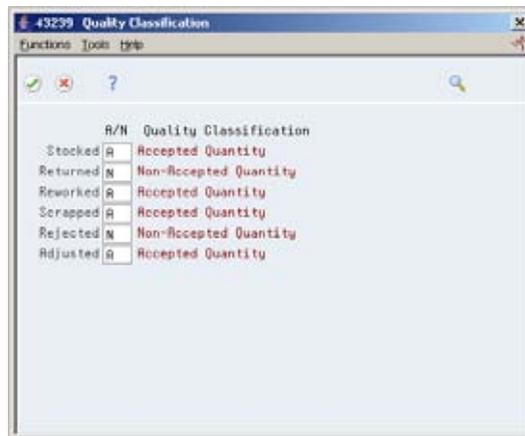
- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

You must specify which categories reflect acceptable and unacceptable items. For example, you can specify that the scrap category is unacceptable, so that each time you remove an item from a receipt route as scrap, the system classifies the item as unacceptable.

## To set up guidelines for acceptable items

On Quality Analysis (P43231)

1. Press F2 to access Quality Classification (P43239).



2. On Quality Classification, complete the following field for each category:
  - A/N (Acceptable/Non-Acceptable)

Field	Explanation
A/N	<p>This code determines whether a disposition category contains items of acceptable or unacceptable quality. For example, you can enter N (non-acceptable) for the scrapped category. When you remove items from the receipt route using the scrap category, the system classifies the items as unacceptable. You can review the quality of items that you have received from a supplier on Quality Analysis.</p> <p>Valid values for this field are:</p> <p>Blank items in this category are neither acceptable or unacceptable</p> <p>A items in this category are acceptable</p> <p>N items in this category are not acceptable</p>

## See Also

- *Reviewing Supplier Quality Performance (P43231)*
- *Removing Items from a Receipt Route (P43250)*

## Defining a Summary of Supplier Performance Information

	<p>From Stock Based Procurement (G43A), choose <b>Supplier Management</b></p> <p>From Supplier Management (G43A16), choose <b>Define Inquiry Columns</b></p>
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You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define the performance factors that you want to compare, such as:

- The average unit cost for an item
- The last cost you paid for an item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

You must set up a column for each performance factor that you want to review. You must specify the title of the column, as well as values and calculations. You can also specify the decimal placement and number format, and you can assign help text.

You can create formats to review multiple performance factors (columns). You can assign up to four columns to a format. You can also create paths so that you can scroll through multiple formats.

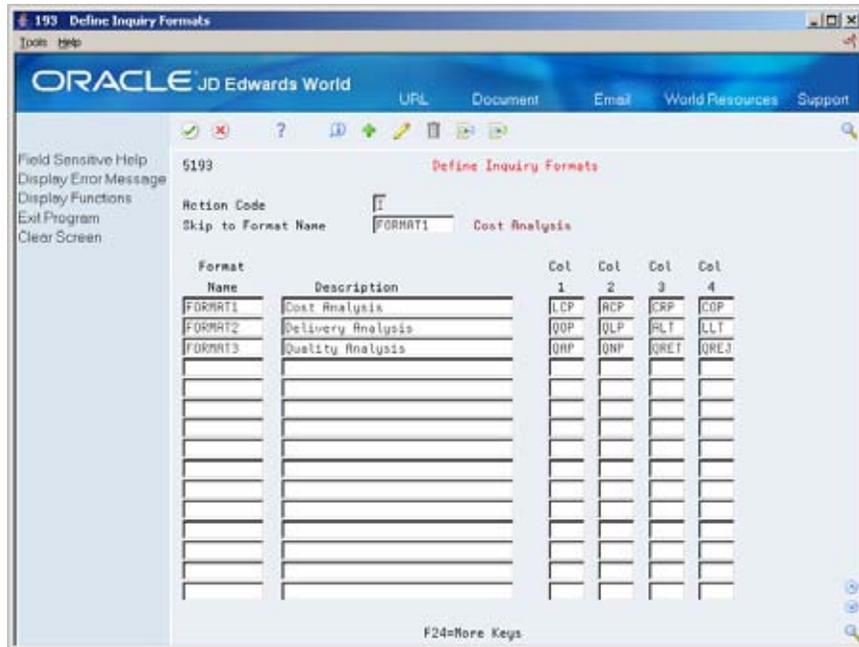
After you set up columns, formats, and paths, you can assign them to the Supplier Analysis Summary form.

## To define a summary of supplier performance information

### On Define Inquiry Columns (P43921)

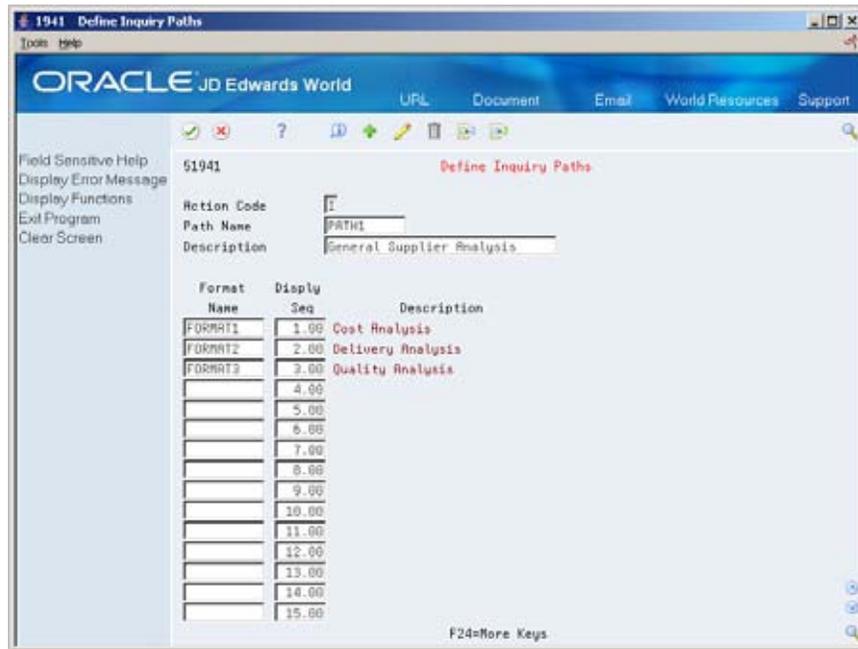
Description	Value	Description	Value
Units Stocked	01	Total Units Non-Accepted	07
Units Returned	02	Total Units Accepted	08
Units Scraped	03	Units Ordered	09
Units Reworked	04	Units Received	10
Units Rejected	05	Units Paid	11
Units Adjusted	06	Amount Ordered	12

1. To name and describe a column, complete the following fields:
  - Column Name
  - Descriptions
  - Column Heading 1
  - Column Heading 2
2. To indicate how the system should calculate figures for the column, complete the following field:
  - Formula
3. To specify details about the column, complete the following fields and press Enter:
  - Decimal Positions
  - Edit Code
  - Multiplier
  - Glossary Item
  - Sequence
4. Press F3 to return to the Supplier Management menu.
5. Access Define Inquiry Formats (P5193).



6. On Define Inquiry Formats, complete the following fields and press Enter:
  - Format Name
  - Description
  - Col 1
  - Col 2
  - Col 3
  - Col 4
7. Press F3 to return to the Supplier Management menu.

## 8. Access Define Inquiry Paths (P51941).



## 9. On Define Inquiry Paths, complete the following fields and press Enter:

- Path Name
- Description
- Format Name
- Display Sequence

Field	Explanation
Column Name	Identifies a column set up for the Job Status Inquiry screen. It is an alphanumeric code.
Description	A user defined name or remark.
Column Heading 1	The first line in the heading that describes the column. The system automatically centers this line for the column.
Column Heading 2	The second line in the heading that describes the column. The system automatically centers this line for the column.

Field	Explanation
Formula	<p>A calculation that the system uses to input an amount or quantity in this column. You can use a single predefined value or multiple predefined values in conjunction with mathematical operators to enter a formula. Valid mathematical operators are:</p> <ul style="list-style-type: none"> <li>+ Add</li> <li>- Subtract</li> <li>* Multiply</li> <li>/ Divide</li> <li>() Left and right parentheses for nesting</li> </ul> <p>For example, you can enter the following formula to have the system calculate on-time percentages:</p> $20/(20+21+22)$ <p>The formula above equals on-time percentages because:</p> <ul style="list-style-type: none"> <li>▪ 20 is the value for on-time amounts</li> <li>▪ 21 is the value for early amounts</li> <li>▪ 22 is the value for late amounts</li> </ul>
Decimal Positions	<p>The number of characters that display to the right of the decimal point. For example, if you enter 2, the amount or quantity in this column would have two characters to the right of the decimal point, such as 7.00.</p>
Edit Code	<p>This code (table 98/EC) determines the format of numeric data. Depending on which edit code you enter, you can change the appearance of the values that display or print.</p>
Multiplier	<p>The factor by which the amounts or unit quantities in a column are multiplied. The result of the calculation in the Formula field is multiplied by this factor before it is displayed on the Job Status Inquiry screen.</p> <p>For example, if you want to scale down extremely large numbers to thousands, type .001 in this field. If you want percentages to be displayed as whole numbers, type 100.</p>
Glossary Item	<p>The item in the Data Dictionary file (F9201) that describes the information a column represents on the Job Status Inquiry screen. The related glossary description is displayed when the cursor is in the column and you press F1 (cursor sensitive help).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The item in the Data Dictionary file (F9201) that contains a description for the column with which you are working. If you enter a data dictionary item in this field, the glossary description for the item displays when you access field help for the column.</p>
Sequence	<p>This field is used to determine if you wish to display information in ascending or descending order.</p>

Field	Explanation
Format Name	Identifies a format, which is a sequence of up to four columns for the Job Status Inquiry screen. It is an alphanumeric code.  <i>Form-specific information</i>  The Skip to Format Name field in the upper part of the screen lets you specify the format you want displayed at the top of the list.
Description	A user defined name or remark.
Path Name	Identifies a path, which is a sequence of formats for the Job Status Inquiry screen. It is an alphanumeric code.
Disply Seq	A number that the system uses to sequence information.

## What You Should Know About

<b>Sequence of column figures</b>	You can specify whether column figures display in ascending or descending order. When multiple columns display on the Supplier Analysis Summary screen (P43230), the figures for each column appear in ascending or descending order based on the sequence specified for the first column.
<b>Entering formulas</b>	You must specify how the system calculates performance factors. You can use predefined values in conjunction with mathematical operators to enter a formula for a column. You can review the predefined values available to use on the lower portion of the Define Inquiry Columns screen (P43921).
<b>Deleting formats</b>	You cannot delete a format using an action code of D (Delete). Instead, you must use an action code of C and remove (clear) the format that you want to delete.

## See Also

- *Reviewing a Summary of Supplier Performance Information (P43230)* for information about reviewing the supplier performance factors that you define

## Processing Options

See [Define Formats - Job Status Inquiry \(P5193\)](#).

See [Define Paths - Job Status Inquiry \(P51941\)](#).



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# Define Supplier Prices and Discount Rules

## Defining Supplier Prices and Discount Rules

The price that you pay for an item might differ depending on the supplier from whom you purchase the item and whether a discount applies to the item. You can maintain supplier prices for items and provide discount information so that the system retrieves the correct unit cost for an item when you enter a purchase order.

The price for an item might vary depending on the supplier from whom you purchase it. For example, one supplier might charge 1.00 for an item while another supplier might charge 1.25 for the same item. You can store the price that each supplier charges for an item.

You might receive a discount for an item based on the quantity that you purchase. For example, you might receive a 20% discount if you purchase 100 or more items. You can have the system apply a discount to the price of an item by creating price rules and attaching them to the items and suppliers to which they pertain.

This section contains the following:

- [Entering Supplier Prices](#)
- [Creating Price Discount Rules for Purchasing](#)
- [Attaching Price Discount Rules to Items and Suppliers](#)

## Entering Supplier Prices



From Stock Based Procurement (G43A), choose **Price Management**  
From Price Management (G43A17), choose **Supplier/Item Price Revisions**

You can store prices for an item based on the supplier from whom you purchase the item. For example, a clock from AAA Supply Company might cost 5.00. If you purchase the same clock from Acme Supply Company, it might cost 7.00. When you enter a purchase order, the system can retrieve a unit cost for an item based on the price that you entered for the supplier.

You must enter supplier prices by catalog. A catalog is a group of items along with the price for each item. Each catalog is unique to a supplier. You can enter all of the items that you purchase from a supplier in one catalog or you can create multiple catalogs to classify a supplier's items by seasonal changes, different product lines, and so on.

A supplier might charge a different price for the same item depending on the time of year that you purchase the item. For example, the same calendar might cost 10.00 in

January and 5.00 in October. You can enter the same item at a different price in multiple catalogs, with different effective dates for each price.

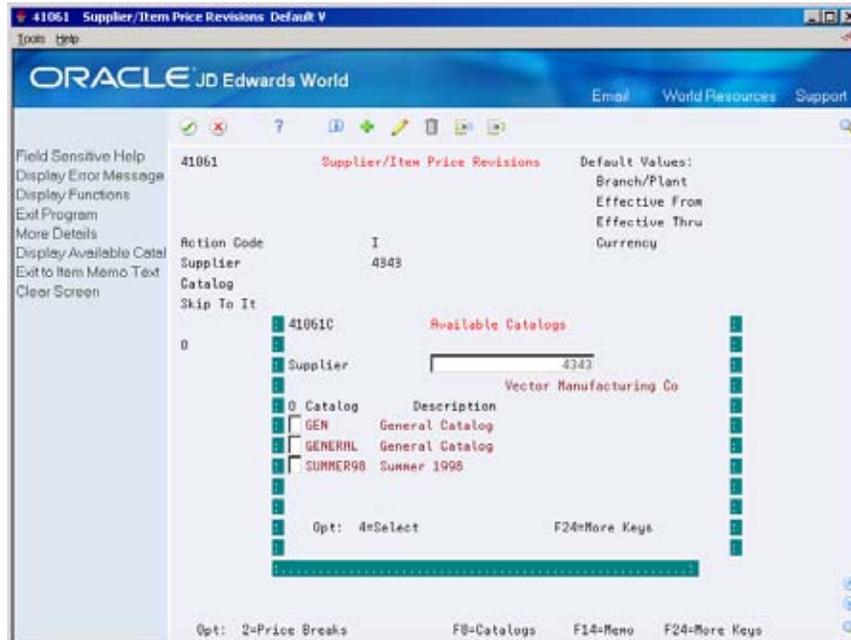
The price for an item might vary depending on the quantity that you purchase. For example, if you purchase one clock, the price might be 5.00. If you purchase 100 clocks, the price for each clock might be 4.00. When you enter an item in a catalog, you can specify price breaks based on the quantity that you purchase.

## Before You Begin

- Verify that all existing items for which you will enter supplier prices have a purchase price level of 1 or 2 in Item Master Information (P4101). A price level of 1 or 2 directs the system to retrieve unit costs for purchase orders based on suppliers.
- Set processing option 1 in your version of Supplier/Item Price Revisions (P41061) to indicate whether you allow for the addition of new items for which Item Master Information doesn't currently exist.
- Enter catalog names in user defined code table 40/CN.

## To enter supplier prices

On Supplier/Item Price Revisions (P41061)



1. Complete the following fields:
  - Supplier
  - Catalog
2. Complete the following fields for each item and press Enter to create the catalog:
  - Item

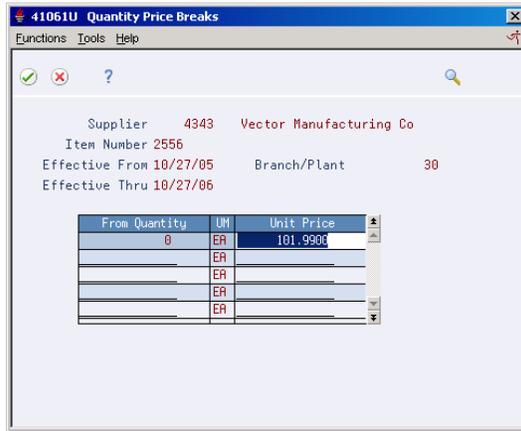
- Unit Price
- UM
- Branch/Plant
- Effective From
- Effective Thru
- Currency

The values you enter in these fields serve as default information for new item prices. They cannot be used for inquiry purposes. If you do not enter effective dates, the system enters the current date through the last day of the twentieth century as specified in the data dictionary for item #CYR.

**3. To create price breaks for an item, enter 2 in the following field:**

- O (Option Exit)

The system displays Quantity Price Breaks (P41061U)



**4. On Quantity Price Breaks, complete the following fields:**

- From Quantity
- Unit Price

Field	Explanation
Catalog	A group of items that a certain supplier provides and the price for each item.
From Quantity	The quantity of units affected by this transaction.
Unit Price	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors.

## What You Should Know About

<b>Default catalogs</b>	<p>If you enter item prices for a supplier without specifying the name of a catalog, the system automatically creates a default catalog for the supplier. You might want to use default catalogs if you plan to maintain only one catalog for each supplier.</p>
<b>Locating existing catalogs for a supplier</b>	<p>If multiple catalogs exist for a supplier, the system displays a list of those catalogs when you inquire by supplier number in Supplier Item Price Revisions (P41061). The system automatically displays the Available Catalogs window (P41061C), from which you can take option 4 to choose a catalog for which to review items and prices.</p>
<b>How the system searches for items in catalogs</b>	<p>When you enter an item on a purchase order for which supplier prices apply, the system searches the supplier's catalogs to retrieve a price. It searches the default catalog first (if it exists), and then all other catalogs in alphabetical order. After the system locates an item, it verifies the effective dates. If the current date falls within the effective dates, the system enters the price on the purchase order.</p> <p>If you enter price breaks for an item, the system retrieves the price based on the quantity that you order.</p> <p>You can set processing option 20 in your version of Order Entry (P4311) to enable item searches by catalog.</p>
<b>Units of measure</b>	<p>You can have the system retrieve the price for a purchase order detail line based on either the transaction unit of measure (UOM), the purchasing UOM, or the primary unit of measure for the item. You use System Constants to specify which UOM the system uses for price retrieval.</p> <p>For example, you specify the purchasing UOM for price retrieval in System Constants. If you enter a detail line with a transaction UOM of eaches and a purchasing UOM of boxes, the system retrieves a unit cost for the line based on the supplier price that you entered for boxes, even though you are ordering eaches.</p> <p>You can view the transaction or purchasing UOM for an order detail line in Order Entry (P4311). You can view the primary UOM for an item in Item Master Information (P4101). You access System Constants (P4009W) from Branch/Plant Constants (P41204) by pressing F10.</p>

**Branch/plants for items in a catalog** To maintain supplier prices for an item, you must specify the appropriate purchase price level when you enter Item Master Information (P4101). You use the purchase price level to indicate whether you maintain prices at the branch/plant level. For example, you can set the supplier price for an item at 2.00 regardless of the branch/plant that orders it, or you can set the price at 1.00 for one branch/plant and 3.00 for another branch/plant.

If you maintain supplier prices at the branch/plant level (Purchase Price Level 2), you must enter a branch/plant when you add the item to a catalog. You can enter a different branch/plant for each item in a catalog.

## See Also

- *Entering Items Using Supplier Catalogs (P41061W)*

## Processing Options

See [Supplier/Price Item Revisions \(P41061\)](#).

## Creating Price Discount Rules for Purchasing



From Stock Based Procurement (G43A), choose **Price Management**  
From Price Management (G43A17), choose **Inventory Pricing Rules**

You might receive a discount on an item based on the quantity that you purchase. For example, if the price for an item is 5.00, you might receive a 20% discount if you purchase 100 items and a 30% discount if you purchase 200 items. You can have the system apply a discount to the unit cost of an item when you enter a purchase order.

You must create inventory price rules to provide discount information. For each price rule, you must specify:

- The quantities you must purchase
- The discount you will receive (percentage, dollar amount, or flat rate), based on each purchase quantity
- Effective dates for each discount

A price rule can apply to a single item or multiple items. For example, you can set up a price rule that applies to a specific office supply or a group of office supplies. After you create a price rule, you must attach it to the items to which it applies and the supplier from whom you purchase the items.

You can create multiple levels for a price rule, each of which represents a certain purchase quantity. For example, you might set up the following levels:

- Level one - 20% discount for the purchase of up to 100 items
- Level two - 30% discount for the purchase of 101 to 200 items.
- Level three - flat rate for the purchase of 201 items to 1,000 items

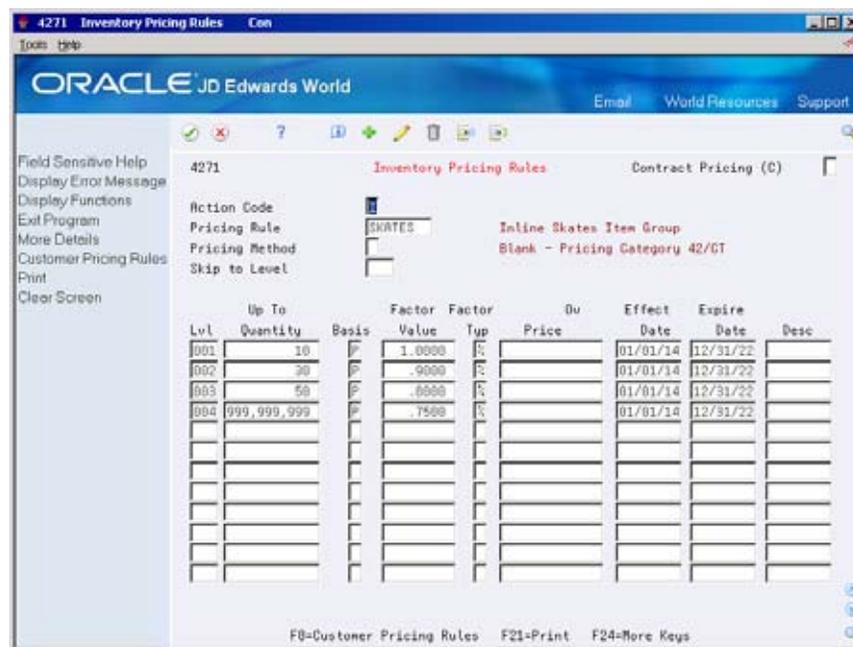
If you enter a purchase order for a supplier and item to which you have attached the rule above, the system applies a discount to the unit cost of the item based on the quantity that you purchase. For example, if the cost of the item is normally 10.00, and you purchase 150 items, the system applies the Level 2 unit cost of 7.00 to the purchase order line.

## Before You Begin

- Set up names of price rules on user defined code table 40/PI

## To create price discount rules for purchasing

On Inventory Pricing Rules (P4271)



1. Complete the following field:

- Pricing Rule

The value you enter in this field must already exist in UDC table 40/PI.

2. Type P in the following field:

- Pricing Method

You must enter P in this field for this discount to apply to the Procurement system. All other values apply to the Sales system only.

3. Complete the following fields:

- Lvl (Level)
- Up To Quantity
- Basis
- Factor Value

- % \$
- Override Price
- Effect Date
- Expire Date
- Desc

You must enter a value in the Level field for each discount applicable to the rule.

Field	Explanation
Pricing Rule	User defined code (table 40/PI) used to classify inventory by pricing rules. Typically, these categories correspond to the major sections in the inventory price book. You can set up as many detail categories as you need. A single code can be used for sales, purchasing, order/basket, and contract pricing. If you set up a contract rule, it must equal the short number for the item under contract.
Pricing Method	A user defined code (system 42, type CT) that indicates the basis for the price rule. Valid values are: P     Purchase order discounts O     Order repricing R     Line repricing (basket repricing)
Lvl	An alphanumeric code that determines the sequence in which the system displays the rules within the pricing group. You define levels when you set up the pricing groups.
Up To Quantity	The volume or quantity breaks commonly used in pricing tables. If the quantity shown on the first level of a rule is 5, then the pricing logic shown on this level applies only to sales of five or fewer items. If the quantity shown in the next level is 10, then the pricing logic applies to sales of 6 through 10 items. 99,999,999 indicates all quantities.

Field	Explanation
Basis	<p>A costing method on which the system bases the order's net price.</p> <p>The following codes are valid for pricing and repricing:</p> <ul style="list-style-type: none"> <li>1 Last-In Cost</li> <li>5 Future Cost</li> <li>P Unit Price</li> <li>2 Average Cost</li> <li>6 Lot Cost</li> <li>3 Memo Cost 1</li> <li>7 Standard Cost</li> <li>4 Current Cost</li> </ul> <p>The system uses the method you enter here to determine the order's net price.</p> <p>In sales order repricing, the system bases all reprice calculations on either the unit cost or price in the sales detail. Specify P if you want the system to use unit price in the sales order as the basis for reprice calculations. Otherwise, specify a value from 1 to 8 to use the unit cost in the sales detail as the base on value for all reprice calculations.</p>
Factor Value	<p>The discount that the system uses when it calculates the price of an item attached to this inventory pricing rule. Discounts can be expressed as multipliers, additional amounts, or deductible amounts. For example, a 10% discount would be expressed as .90. You can use the same factor for markups over cost. For example, a 10% markup would be expressed as 1.10.</p>
Factor Value - Type	<p>A code that indicates whether the factor value is a multiplier (%) or an additional/deductible cash amount (&amp;) when applied to an order's price.</p>
Override	<p>Any price you enter here overrides all other rules or prices.</p>
Effective Date	<p>The date on which a level within a pricing method takes effect. There can be multiple records within a pricing method that have the same level identifier, discount percentage, and so forth, with the only difference being the effective date. This may occur due to special promotion periods.</p>
Expire Date	<p>The date a particular pricing level within a pricing method expires. Within a pricing method there might be multiple records that have the same level identifier, discount percentage and so forth, but have different expiration dates. This might occur due to special promotion periods.</p>
Desc	<p>The descriptive name used to identify a particular discount.</p>

## What You Should Know About

### Cost basis

The system maintains multiple types of costs for an item, such as the last-in cost, weighted average cost, and so on. The cost basis you enter for a price rule determines the type of cost to which the system applies the discount. For example, if you enter a last-in cost basis, the system calculates the discount on the last-in cost for the item, regardless of the cost type that the system normally retrieves for purchase orders.

A cost basis of P (item price) only applies to the Sales system.

Item costs are maintained in the Cost Ledger File (F4105).

You can view the costs set up for an item in Speed Cost Maintenance (P4105).

### Locating price rules

To locate a price rule, you must enter the name of the price rule and a price method of P (for purchasing). You must also specify whether the rule applies to a contract price.

### Contract pricing

A supplier might provide you a discount on a specific item up to a maximum purchase limit. For example, you might have an agreement to purchase up to 200 hammers at a special price of 4.00 each. After you purchase 200 hammers, the price returns to normal. You can create a contract price rule to cover this type of discount.

You create a contract price rule the same way that you create a standard price rule, except that you must:

- Mark the rule as a contract price by typing C in the Contract Pricing field in the upper right hand corner of the Inventory Pricing Rule screen (P4271).
- Name the rule after the short item number to which the rule applies. You must set up the short item number in UDC 40/PI. If the short item number is less than 8 characters, you must add leading zeros to the number to make it eight characters.
- Indicate the number of items you can purchase at the contract price in the detail area (fold) of the screen.

You do not need to attach a contract price rule to the item to which it applies. The system retrieves the contract price based on the short item number when you enter a purchase order.

If you create a contract price rule for an item, the price you specify will override all other price rules that are applicable to the item.

The system tracks the quantity that has been purchased against the contract price rule to date. You can view the number of items you've already purchased at the contract price in the detail area (fold) of the Inventory Price Rules screen.

## Attaching Price Discount Rules to Items and Suppliers

	From Stock Based Procurement (G43A), choose Price Management From Price Management (G43A17), choose Supplier Pricing Rules
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You can create an inventory price rule to apply a discount to the unit cost of an item. After you create a price rule, you must attach it to the items to which it applies and the suppliers from whom you purchase the items. The system discounts an item's unit cost when you enter a purchase order.

After you create an inventory price rule, you can attach it to the items for which it applies in Branch/Plant information (P41026) or you can manually enter it on a purchase order detail line. If a price rule is standard for an item, you probably want to attach the rule to branch/plant information so the system uses it as the default for the purchase orders you enter for the item. If the price rule varies for an item, you can enter a different price rule each time you enter a purchase order.

If you attach a price rule to an item, you must also attach the price rule to the supplier from whom you purchase the item. You can use one of two methods to attach price rules to a supplier:

- Attach price rules to a certain supplier
- Attach price rules to a supplier price group and then attach the price group to a supplier

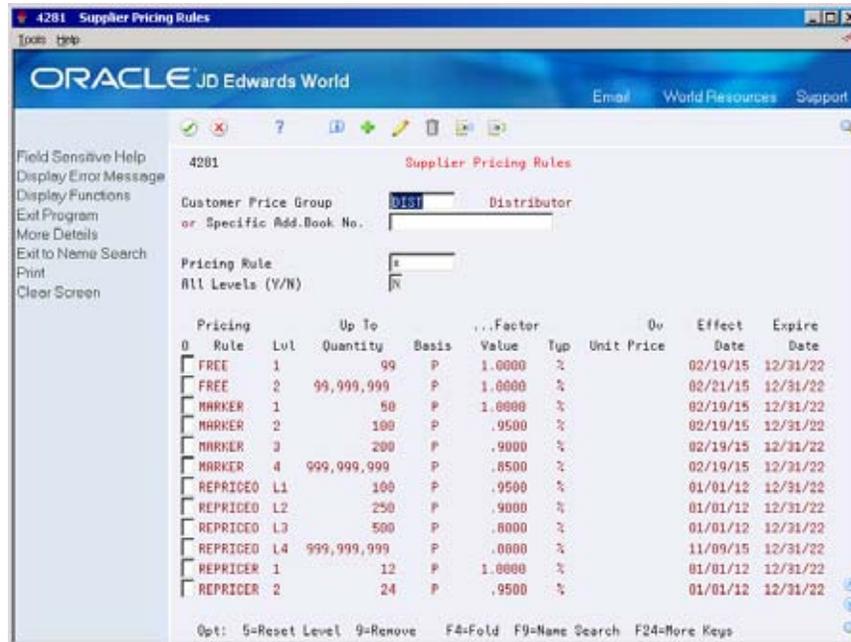
If the same price rules apply to multiple suppliers, you can save time by attaching price rules to a price group and then attaching the price group to the suppliers. If price rules vary among suppliers, you might want to attach individual price rules to each supplier.

### Before You Begin

- Set up names of price groups on user defined code table 40/PC

## To attach rules for price discounts

### On Supplier Pricing Rules (P4281)



1. To attach price rules to a supplier price group or a specific supplier, complete one of the following fields and press Enter:

- Customer Price Group
- Specific Add. Book No. (for supplier)

The system displays all inventory price rules.

2. To locate a specific rule, complete the following field:

- Pricing Rule

3. To attach a certain rule to the supplier or price group, enter 5 in the following field:

- O (Option Exit)

If a price rule has several levels, you usually want to attach the lowest level of the rule to the supplier. For example, suppose there are three levels for a price rule (001, 002 and 003) each with a different quantity break. You only need attach level 001 to the supplier for the system to recognize all three levels. If you attach level 002, the system will not recognize the quantity break on the lower level 001.

The system highlights price rules that are attached to the supplier or supplier price group.

## What You Should Know About

**Attaching a price rule in item branch/plant information**

If you attach a price rule in item branch/plant information, the system retrieves that price rule for the purchase order detail line on which you enter the item. The system also retrieves a level for the price rule based on the purchase quantity you enter on the purchase order detail line.

**Attaching a price group to a supplier**

You can attach a price group to a supplier on Procurement Instructions (P4306). The system uses this price group as the default when you enter purchase order header information for the supplier.

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# Review Supplier Performance Information

## Reviewing Supplier Performance Information



From Procurement (G43), choose **Supplier Management**  
From Supplier Management, choose the appropriate program

You can review performance information to determine which suppliers are most likely to provide you with the best costs and services for an item. Performance information includes the quality of service provided by a supplier for a certain item and the costs charged by the supplier.

You can review supplier performance information that is specific to:

- Delivery of an item
- Acceptability of an item
- Cost of an item

You can also review a summary of performance information for all suppliers who provide a specific item. For example, you can compare the average unit cost and leadtime (average number of days to deliver an item) for all suppliers who provide you with Item A.

This section contains the following:

- [Reviewing Supplier Delivery Performance](#)
- [Reviewing Supplier Quality Performance](#)
- [Reviewing Supplier Cost Performance](#)
- [Reviewing a Summary of Supplier Performance Information](#)

The system retrieves supplier performance information from the Supplier/Item Relationships table (F43090) and the Purchase Order Receiver table (F43121).

## What You Should Know About

### **Capturing supplier performance information**

To store performance information, you must set processing options for the Enter Orders program (P4311), Enter Receipts Program (P4312), and Match Voucher to Open Receipts program (P4314) to capture supplier analysis information.

## Reviewing Supplier Delivery Performance

	From Stock Based Procurement (G43A), choose <b>Supplier Management</b> From Supplier Management (G43A16), choose <b>Delivery Analysis</b>
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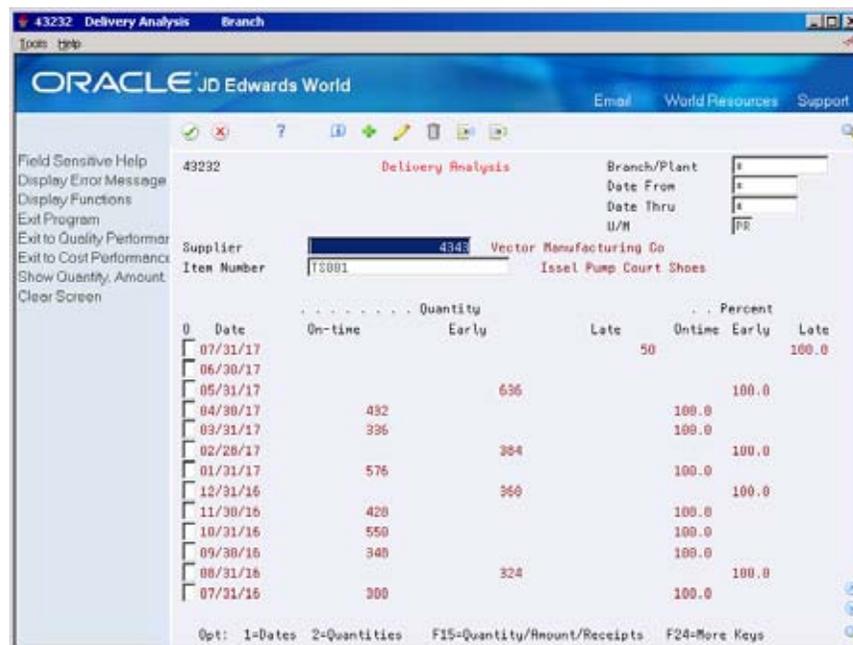
Before you order an item from a supplier, you can determine if the supplier has made timely deliveries in the past. You can review the percentage of items that a supplier has delivered on time, early, and late in each fiscal period (usually a month) to determine if the supplier is likely to make timely deliveries in the future.

You can review the quantity, amount, or number of receipts for an item that was on time, early, or late. For example, if you acquired 100 bicycles in June from AAA Bicycle Company, you can identify that 10 were delivered early, 80 were on-time, and 10 were late. If you choose to review amounts, you can identify that 1,000.00 (in bicycles) was early, 8,000.00 was on time, and so on.

You can also review delivery information for each receipt in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review the promised and delivery dates, and the quantity that was on time, early, or late for each of the 5 receipts.

### To review supplier delivery performance

On Delivery Analysis (P43232)



The screenshot shows the Oracle JD Edwards World interface for the Delivery Analysis (P43232) screen. The window title is "43232 Delivery Analysis Branch". The header includes "ORACLE JD Edwards World" and navigation links for "Email", "World Resources", and "Support".

Key fields in the header include:

- 43232
- Supplier: 4343 Vector Manufacturing Co
- Item Number: TS001 Issel Pump Court Shoes
- Branch/Plant: [ ]
- Date From: [ ]
- Date Thru: [ ]
- W/M: [ ]

The main data table displays performance metrics for various dates. The columns are Date, On-time, Early, Late, and Percent (subdivided into On-time, Early, and Late). The data shows that for most periods, the supplier performed at 100% on-time, with some early and late deliveries in other periods.

Date	Quantity			Percent		
	On-time	Early	Late	On-time	Early	Late
07/31/17				50		100.0
06/30/17						
05/31/17		636			100.0	
04/30/17	432			100.0		
03/31/17	396			100.0		
02/28/17		384			100.0	
01/31/17	576			100.0		
12/31/16		360			100.0	
11/30/16	420			100.0		
10/31/16	550			100.0		
09/30/16	340			100.0		
08/31/16		324			100.0	
07/31/16	300			100.0		

Footer: Opt: 1-Dates 2-Quantities F15-Quantity/Amount/Receipts F24-More Keys

- Complete the following fields:
  - Supplier
  - Item Number
- To review fiscal periods through a certain date, enter the last day of a period in the following field and press Enter:

- Date Thru
3. Review the following fields:

- Date
- Quantity On-time
- Quantity Early
- Quantity Late
- Percent On Time
- Percent Early
- Percent Late

You can change formats to review amounts or number of receipts instead of quantities.

4. Enter 1 in the following field for a specific fiscal period:

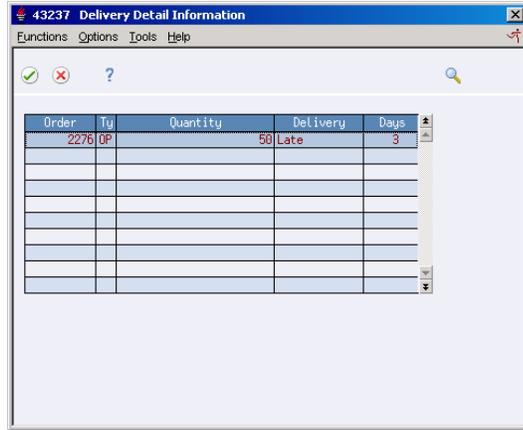
- O (Option Exit)

The system displays Date Detail Information (P43236).

Order	Ty	Ordered	Requested	Original Promised	Promised	Received	Lead Time
5198	OP	01/07/17	01/12/17	01/12/17	01/12/17	01/12/17	5

5. On Date Detail Information, review promised dates, actual dates, receipt dates, and so on, for each receipt entered in the fiscal period.
6. Press F3 to exit to Delivery Analysis.
7. On Delivery Analysis, enter 2 in the following field for a particular fiscal period:
- O (Option Exit)

The system displays Delivery Detail Information (P43237).



- On Delivery Detail Information, review the quantities that were on time, early, or late for each receipt that you entered in the fiscal period.

Field	Explanation
Date	<p>A date that identifies the financial period to which the transaction is to be posted. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.</p> <p>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.</p> <p><i>Form-specific information</i></p> <p>The fiscal period ending date, which is the current month's ending date. If you receive items in a future period, the system displays that month's ending date. All dates display in descending order.</p>
Quantity On-time	<p>Number of items that you received on time from this supplier during the fiscal period. To determine if a receipt is on time, the system compares the receipt date to the promised date. If it finds a difference between the two, it uses the number of days allowed early or late to determine if the receipt is on time. You set up the number of days you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationship screen.</p> <p>For example, suppose you have an order set up as follows:                      Promised Date: 12/05/17                      Receipt Date: 12/07/17                      Days Allowed Late: 3 days</p> <p>The order is late if received three days after 12/05/17, or after 12/08/17. Since you received this order on 12/07/17, the order is on time.</p>

Field	Explanation
Quantity Early	<p>Number of items that you received early from this supplier during this fiscal period. The system considers a receipt early if you received the items outside the days allowed early range and before the promised date. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier / Item Relationships screen.</p> <p>For example, suppose you have an order set up as follows:  Promised Date: 12/05/17  Receipt Date: 12/01/17  Days Allowed Early: 3 days</p> <p>The order is early if received it three days before 12/05/17, or before 12/02/17. Since you received this order on 12/01/17, it is early.</p>
Quantity Late	<p>Number of items that you received late from this supplier during the fiscal period. Any receipt made outside the days allowed late range and after the promised date is late. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier / Item Relationships screen.</p> <p>For example, suppose you have an order set up as follows:  Promised Date: 12/05/17  Receipt Date: 12/12/17  Days Allowed Late: 3 days</p> <p>The order is late if received after 12/08/17. In this example, the order is late.</p>
Percent On Time	The percentage of the total number ordered that was delivered on the date promised by the supplier.
Percent Early	The percentage of the total on the order that was delivered before the date promised by the supplier.
Percent Late	The percentage of the total on the order that was delivered after the date promised by the supplier.

## See Also

- *Setting Up Guidelines for Delivery Performance (P43232)* to understand how the system calculates on time, early, and late deliveries

## Processing Options

See [Supplier Delivery Analysis \(P43232\)](#).

## Reviewing Supplier Quality Performance



From Stock Based Procurement (G43A), choose **Supplier Management**  
From Supplier Management (G43A16), choose **Quality Analysis**

Before you order an item from a supplier, you might determine if the supplier has a history of delivering the item in good condition. You can review the percentage of acceptable items from a supplier in each fiscal period (usually a month) to determine if the supplier is likely to provide acceptable items in the future.

You can review the quantity of an item that was acceptable in each fiscal period, as well as the percentage. For example, you can review that you acquired 100 bicycles in June from AAA Bicycle Company, of which 95 were acceptable and 5 were unacceptable.

You can also review the acceptable quantity for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review acceptable and unacceptable quantities for each of the 5 receipts.

The system can only track item acceptability for those items that are processed through a receipt route.

### To review supplier quality performance

On Quality Analysis (P43231)

Date	Dispositioned	Accepted	Non-Accepted	Percent
05/31/17	636	636		100.0
04/30/17	432	432		100.0
03/31/17	336	336		100.0
02/28/17	384	384		100.0
01/31/17	576	576		100.0
12/31/16	360	360		100.0
11/30/16	420	420		100.0
10/31/16	550	550		100.0
09/30/16	348	348		100.0
08/31/16	324	324		100.0
07/31/16	300	300		100.0
06/30/16	396	396		100.0
05/31/16	192	192		100.0

1. Complete the following fields:

- Supplier
- Item Number

2. To review fiscal periods through a certain date, enter the last day of a period in the following field and press Enter:
  - Date Thru
3. Review the following fields:
  - Date
  - Quantity Dispositioned
  - Quantity Accepted
  - Quantity Non-Accepted
  - Percent Acceptable
  - Percent Non-Acceptable
4. Enter 1 in the following field for a specific fiscal period:
  - O (Option Exit)

The system displays Quality Detail Information.

Order	Ty	Dispositioned	Quantity Accepted	Non-Accepted
5587	OP	636	636	

5. On Quality Detail Information, review acceptable and non-acceptable quantities for each receipt in the fiscal period.

Field	Explanation
Quantity Dispositioned	The original quantity of the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and for which a voucher exists. This field can also represent the actual quantity received.
Quantity Accepted	The number of items that you accepted out of the total number of items that you received.
Quantity Non-Accepted	The number of items that you did not accept out of the total number of items that you received.
Percent Accept	The percentage of the total that you accepted when you received the goods.

Field	Explanation
Non-Accepted	The percentage of the total that you rejected while inspecting the goods received.

## See Also

- *Setting Up Guidelines for Acceptable Items (P43239)* to understand how the system calculates acceptable item quantities and percentages.

## Processing Options

See [Supplier Quality Analysis \(P43231\)](#).

## Reviewing Supplier Cost Performance

	From Stock Based Procurement (G43A), choose <b>Supplier Management</b> From Supplier Management (G43A16), choose <b>Cost Analysis</b>
---	--

You might want to review the average unit cost you paid to a supplier for an item in each fiscal period (usually a month). You can compare this cost to the average cost for the item on purchase orders and the average cost at the time of receipt to determine if the price remains consistent.

You can have the system calculate a percentage variance between the cost you paid for an item and another cost, such as the receipt cost. For example, if the supplier specified an average cost of 0.50 when you entered a receipt for an item, but then billed you an average cost of 1.00, the system displays a 100% variance. In this case, you probably want to determine why the variance exists. You use processing options to specify the cost to compare to the paid cost.

You can also review the inventory cost for an item. You specify the cost method that the system uses to determine the inventory cost, such as last-in, first-out (LIFO). Using this cost method, the inventory cost reflects the cost of the last item you received.

You can review costs for each receipt you entered in the fiscal period. For example, if an item had an average receipt cost of 10.00, you can review the cost for the item each time you entered a receipt, which might have been 9.00 at one receipt and 11.00 at another receipt.

## To review supplier cost performance

### On Cost Analysis (P43233)

43233 Cost Analysis Branch

ORACLE JD Edwards World

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Exit to Quality Performer  
Exit to Delivery Performer  
Clear Screen

43233 Cost Analysis Branch/Plant #  
Date From #  
Date Thru #  
Inventory Cost 08

Supplier 4348 Vector Manufacturing Co  
Item Number T0001 Issel Pump Court Shoes

Purchasing Unit Cost

Date	Purchase	Ordered	Receive	Paid	% Variance
07/31/17	50.2500	100.5000	100.5000	N/A	N/A
06/30/17	51.2257	51.2257	51.2257	51.2257	
05/31/17	50.0000	82.0000	82.0000	82.0000	
04/30/17	50.0000	82.0000	82.0000	82.0000	
03/31/17	50.0000	82.0000	82.0000	84.9762	3.6
02/28/17	50.0000	51.2257	51.2257	82.0000	60.1
01/31/17	50.0000	51.2257	51.2257	82.0000	60.1
12/31/16	50.0000	51.2257	51.2257	51.2257	
11/30/16	50.0000	51.2257	51.2257	52.6543	2.8
10/31/16	50.0000	51.2257	51.2257	51.2257	
09/30/16	50.0000	51.2257	51.2257	51.2257	
08/31/16	50.0000	51.2257	51.2257	49.3827	3.6
07/31/16	50.0000	51.2257	51.2257	51.2257	

Opt: 1=Cost Detail F24=More Keys

#### 1. Complete the following fields:

- Supplier
- Item Number

#### 2. To review fiscal periods through a specific date, enter the last day of a period in the following field and press Enter:

- Date Thru

#### 3. To specify the cost method to review inventory costs, complete the following field:

- Inventory Cost

The first cost column that appears on the form represents the inventory cost method you select. You specify a default inventory cost method in processing option 1 of the Cost Analysis program (P43233).

#### 4. Review the following fields:

- Date
- Purchasing Unit Cost Ordered
- Purchasing Unit Cost Received
- Purchasing Unit Cost Paid
- % Variance

You use processing option 2 to specify the cost the system compares against the paid cost to calculate a variance. The system highlights that cost and the paid cost column headings.

5. Enter 1 in the following field for a specific fiscal period:

- O (Option Exit)

The system displays Cost Detail Information.

Order	UM	Purchase	Purchasing Unit Cost Ordered	Purchasing Unit Cost Received	Paid	% Var
2276	ER	25,1250	50,2500	50,2500	N/A	N/A

6. On Cost Detail Information, review the order cost, received cost, and paid cost for each receipt in the fiscal period.

Field	Explanation
Inventory Cost	<p>A code that indicates the cost method that the system uses to calculate the inventory cost for the item. For example, you can review the inventory cost based on a weighted average cost method. Valid codes are 01 through 08.</p> <p><i>Form-specific information</i></p> <p>The inventory cost for the item based on the unit of measure for the item. Use processing options to control which inventory cost displays.</p>
Purchasing Unit Cost Ordered	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors.
Purchasing Unit Cost Received	The unit cost of the item at the time of receipt.
Purchasing Unit Cost Paid	<p>The unit cost of the item at the time you match the receipt to the voucher.</p> <p><i>Form-specific information</i></p> <p>If the receipt is not paid, the system displays N/A in this column.</p>

Field	Explanation
% Variance	<p>This field represents the percentage variance between the cost paid, and either the inventory cost, ordered cost, or the received cost.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>You specify in the processing options which field to compare to the Paid field. The system displays the headings of the columns in this comparison in reverse image.</p>

## What You Should Know About

<b>Multi-currency</b>	The cost information on this screen displays in domestic currency only.
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## Processing Options

See [Supplier Cost Analysis \(P43233\)](#).

## Reviewing a Summary of Supplier Performance Information

	From Stock Based Procurement (G43A), choose <b>Supplier Management</b> From Supplier Management (G43A16), choose <b>Summary</b>
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You can compare a variety of performance information for all suppliers who provide a certain item to determine the best supplier from whom to purchase the item. For example, for each supplier that provides you with the same item, you can compare:

- The average unit cost for the item
- The last cost that was paid for the item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

You choose the information that displays.

## Before You Begin

- Define the performance factors (columns) you can review on the Summary form (for example, average unit cost, last cost paid, and so on).
- Define formats that contain the columns you want to review and assign a format to the Summary form using processing options .
- Define paths (multiple formats) and assign a path to the Summary form using processing options.

## To review a summary of supplier performance information

On Summary (P43230)

0 St Supplier	LCP	ACP	CRP	DDP
	Last	Average	Paid/Rcpt	Paid/Order
Cost Paid	Cost Paid	Cost Var %	Cost Var %	
Vector Manufacturing Co			0	100-
Memphis Warehouse #30			0	100-
Vector Manufacturing Co			100-	100-
Vector Manufacturing Co			100-	100-
USA Today			100-	100-
Venus Universal Supply			100-	100-
Vector Manufacturing Co		111	100-	100-

1. Complete the following field:
  - Item Number
2. Review performance factors for each supplier who provides the item.

## What You Should Know About

### Reviewing different performance factors

To change the performance factors that appear on the form, you can:

- Enter a new three-digit column code and press Enter.
- Change the format to review four new performance factors (columns) by pressing F9.
- Change the path to scroll through multiple formats by pressing F10.

### No data in for ACP & LCP

The Average Cost Paid (ACP) and Last Cost Paid (LCP) for an item are recorded by the system when an order for the item and supplier is matched to an invoice via the Voucher Match program (P4314). The system records this information only if processing option 18 behind P4314 is set to capture supplier information.

### Formulas

You can view the formulas set up for column headings in the Define Inquiry Columns program (P43921).

## See Also

- *Defining a Summary of Supplier Performance Information (P43921)* for information about setting up the columns, formats, and paths that display on the Summary screen.

## Processing Options

See [Supplier Analysis Summary \(P43230\)](#).



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## 9 Rebate Processing



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# Overview to Rebate Processing

## Objectives

- To set up information about supplier rebate agreements
- To view the current status of each rebate agreement
- To view the individual purchases that apply to a rebate
- To have the system alert you when a rebate is due
- To create journal entries for rebates, if needed

## About Rebate Processing

Some of your suppliers might offer you cash rebates if you purchase a certain quantity or amount of their items and services. You can set up the Procurement system to track rebates.

To track rebates, you must enter information about each of your rebate agreements. Each time you enter, change, or cancel an order, the system applies the appropriate purchases towards the rebate agreement.

You can view the current status of each rebate agreement, including:

- The purchases necessary to obtain the rebate
- The purchases you have made that apply to the rebate
- The amount of each rebate

With this information, you can identify rebates that your business is likely to obtain. You can also identify rebates that are unobtainable, which might change your price negotiations in the future.

You can have the system alert you when you are within a range of meeting the purchase requirements for a rebate. You can also have the system create journal entries for rebate accruals.

To process rebates, complete the following tasks:

- Set up rebate agreements
- Work with rebate status information
- Update rebate information



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# Set Up Rebate Agreements

## Setting Up Rebate Agreements

For the system to track rebates, you must provide information about the agreements you have with your suppliers. This information includes:

- Basic information about each agreement, such as the supplier providing the rebate, the effective dates for the rebate, and so forth
- The items you must purchase or the account numbers you must purchase against to obtain the rebate
- The quantity or amount you must purchase for the rebate
- The amount of the rebate, or the percentage of purchases that determines the rebate amount
- Journal entry information, if you are creating journal entries

If several of your suppliers have the same parent company, you might want to track rebate information at the parent level instead of at the supplier level. You can set up Procurement Instructions (P4306) for each supplier to specify the level at which to track rebate information.

When you enter orders, the system applies purchase quantities and amounts towards rebates. You must specify the order types from which the system applies purchases to rebates. For example, you can have the system apply quantities and amounts from purchase orders and/or blanket orders.

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**Note:** Ensure that you specify the correct order types from which the system applies purchases to rebates in UDC 43/RB. For example, if you use blanket orders to purchase items, you must specify the blanket order type. If blanket orders are prerequisites to purchase orders, you specify only the purchase order type. Otherwise, the system applies the same quantity and amount from both the blanket order and the purchase order to the rebate.

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This section contains the following:

- [Entering Basic Rebate Agreement Information](#)
- [Defining What You Must Purchase to Obtain a Rebate](#)
- [Defining Purchase Limits for Rebate Amounts](#)

## Before You Begin

- Set up the order types from which the system applies purchases to rebates on user defined code table 43/RB

## Entering Basic Rebate Agreement Information

	From Stock Based Procurement (G43A), choose <b>Price Management</b> From Price Management (G43A17), choose <b>Procurement Rebate Agreement</b>
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When a supplier offers you a rebate for purchasing certain goods and services, you set up a rebate agreement. You can have an unlimited number of rebate agreements for each supplier. For each agreement, you specify basic information, such as:

- The agreement number
- The supplier offering the rebate
- The effective dates of the agreement
- The status of the agreement, whether active or pending
- The person to whom the system directs messages when a rebate is due
- Journal entry information

You can also specify:

- Whether the rebate is based on purchase quantities or amounts
- Whether the rebate is an amount or a percentage of the purchase amount

You can have the system assign a number to each of your rebate agreements or you can enter your own number. If you have the system assign a number, it increments the last rebate agreement number for the supplier by one. If it is the first rebate agreement for the supplier, the system assigns the number one.

You can enter a memo about a rebate agreement. When a memo exists, the words *See Memo* display at the top of the form or the system highlights the agreement number.

You determine the business unit to which a rebate agreement applies based on the general ledger account number indicated by the accrual G/L offset.

The system stores rebate agreement information in the Purchase Rebate Master table (F4340).

## To enter basic rebate agreement information

### On Procurement Rebate Agreement (P4340)

The screenshot shows the Oracle JD Edwards World interface for the Procurement Rebate Agreement (P4340). The form is titled "4340 Procurement Rebate Agreement" and includes a sidebar with navigation options like "Field Sensitive Help", "Display Error Message", etc. The main area contains the following fields:

Action Code			
Supplier	4343	Vector Manufacturing Co	
Agreement Seq Number	1		
Agreement Description	1996 Major Purchases Agreement		
Effective From	01/01/17	Effective Thru	12/31/17
Rebate Status	1	Active	
Threshold Type	2	Amount	
Rebate Type	1	Percentage	
Unit of Measure	PR	Currency Code	USD
Administrator	0003	Mkn, Dwight	
Stop Messages	<input type="checkbox"/>	Send Message	
Accrual G/L Offset	EN30		
Last Journal Entry	05/31/17		
Rebate Received Amount	.00		

At the bottom of the form, there are function key shortcuts: F5=Inclusion Rules, F11=Multiple Thresholds, F14=Memo, F24=More Keys.

Complete the following fields:

- Supplier
- Agreement Sequence No.
- Agreement Description
- Effective From
- Effective Thru
- Rebate Status
- Threshold Type
- Rebate Type
- Unit of Measure
- Currency Code
- Administrator
- Stop Messages
- Accrual G/L Offset
- Last Journal Entry
- Rebate Received Amount

Field	Explanation
Agreement Seq Number	This sequence number distinguishes rebate agreements for a specific supplier. You can enter an agreement number or the system assigns a number for you by incrementing the last agreement number for the supplier by one.
Effective From	The date on which a transaction, text message, contract, obligation, or preference becomes effective.
Effective Thru	The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.
Rebate Status	A user defined code that defines the status of the rebate agreement. The status can be pending or active. The value 1 (active) is hard coded to indicate that the rebate information will be updated.
Threshold Type	Indicates the threshold in either units or amount. Depending on the type that you indicate, the threshold field is titled either Threshold Units or Threshold Amount.
Rebate Type	A code (system 43/RT) that indicates whether the rebate is a percentage of the quantity purchased or a fixed currency amount.
Administrator	The address book number of a manager or planner.  <b>Note:</b> A processing option for some forms lets you enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers and Supervisors form. After you set up the default values and the processing option, the information displays automatically on any work orders you create if the category code criterion is met. (You can either accept or override the default value.)  <i>Form-specific information</i>
	The person responsible for managing this rebate agreement.
Stop Messages	A flag that can be used in the DREAM Writer selection of the batch job to control the sending of messages to the administrator about the status of the rebate agreement.
Last Journal Entry	This is a date field and indicates the last date at which a journal entry was generated for this Rebate Agreement. This is used in the Batch Rebates control job for Journal creation.

## What You Should Know About

<b>Applying purchases to a rebate agreement</b>	<p>For the system to apply purchases to a rebate agreement:</p> <ul style="list-style-type: none"> <li>▪ The agreement must have an active status in Procurement Rebate Agreement (P4340).</li> <li>▪ The purchase order date must fall within the effective dates specified for the agreement.</li> <li>▪ The supplier rebate code on Procurement Instructions (P4306) must be set to active.</li> </ul> <p>A single purchasing transaction cannot apply to more than one purchasing agreement.</p>
<b>Journal entries for rebate accruals</b>	<p>You might want rebate accruals to reflect on the balance sheet. If you want to create journal entries for rebates, you must enter an accrual G/L offset in Procurement Rebate Agreement (P4340) to indicate the general ledger accounts that apply to rebate accruals. You maintain account numbers for rebates in AAI's 4415 and 4420.</p> <p>See <i>Updating Rebate Information</i> for more information about creating journal entries for rebates.</p>
<b>Unit of measure</b>	<p>If you specify that a rebate agreement is based on purchase quantities, you must enter a unit of measure for the rebate agreement.</p>
<b>Currency code</b>	<p>If you specify a currency for a rebate agreement, you must enter the "thresholds" or purchase limits for the agreement in that currency. When you enter purchase orders for rebate items in another currency, the system converts the purchase order currency to the rebate currency.</p>
<b>Pending rebate agreements</b>	<p>You can set up a pending rebate agreement for a supplier if terms of the agreement are not yet final. You can also specify that all rebate agreements for a certain supplier are pending.</p> <p><b>Note:</b> If you use procurement instructions to specify that all rebate agreements for a supplier are pending (inactive), the system will change this status to active if you enter a new active rebate agreement for the supplier.</p>
<b>Viewing all agreement sequence numbers for a supplier</b>	<p>You can view all rebate agreements that currently exist for a supplier by locating the supplier and leaving the agreement sequence number blank. The system automatically displays the available sequence numbers for the supplier, from which you can select a rebate agreement to view.</p>

## Defining What You Must Purchase to Obtain a Rebate

	From Stock Based Procurement (G43A), choose Price Management From Price Management (G43A17), choose Procurement Rebate Agreement
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After you enter basic information about a rebate agreement, you must specify inclusion rules which indicate what you must purchase to obtain the rebate. The system applies purchases towards a rebate agreement based on one of the following:

- Item number
- Account number against which you are purchasing
- Items to which you have assigned a particular category code value

You can enter item numbers or account numbers when there are specific items or services that you must purchase to obtain the rebate. You can enter stock or non-stock items for a rebate agreement.

You can enter a category code value to specify a group of items from which you can make purchases. The system applies purchases to the rebate agreement each time you purchase an item that is assigned the category code value.

The system stores information about the items, account numbers, and purchasing code values that are applicable to a rebate agreement in the Purchase Rebates Inclusion Rules table (F4342).

### Before You Begin

- Specify the purchasing category (P1-P5) you will use to enter category code values for rebates. You specify this value in System Constants (P4009W), which you access by pressing F10 from Branch/Plant Constants (P41204).



## What You Should Know About

**Purchase rebate category code** If you leave the Purchase Rebate Category Code in System Constants blank, the system uses purchasing category code 1 (P1) as the default.

**Transaction types** The system applies purchase order transactions to a rebate agreement by comparing the items or services purchased to the inclusion rules set up for each rebate agreement. The system begins searching on the agreement with the lowest sequence number.

Each time you enter an order detail line, you must specify a line type. The Inventory interface for the line type, which you specify in Order Line Types, determines the order in which the system searches through inclusion rules for a rebate agreement to find a match:

### Interface

A	Account Number Category Code
B	Account Number Item Number Category Code
D	Item Number Category Code
N	Category Code
Y	Item Number Category Code

For more information, see *Setting Up Order Line Types*.

## See Also

- *Entering Item Classification Codes in the Inventory Management Guide* for information about assigning category code values to items
- *Setting Up Constants* for information about specifying the purchase rebate category code

## Defining Purchase Limits for Rebate Amounts



From Stock Based Procurement (G43A), choose **Price Management**  
From Price Management (G43A17), choose **Procurement Rebate Agreement**

After you define what you must purchase to obtain a rebate, you must enter the quantity or amount that you must purchase. Each quantity or amount is referred to as a threshold. You must also enter the rebate amount or the percentage of the purchase amount that you are to receive based on each threshold.

You specify a threshold type to indicate whether a rebate agreement is based on a quantity that you purchase or an amount that you purchase. You specify a rebate type to indicate whether you are to receive a specific rebate amount or a percentage of the purchase amount.

You can enter multiple thresholds for a rebate agreement. For example, you might receive a rebate for purchasing 100 widgets and another rebate for purchasing 500 widgets. When you enter multiple thresholds, you must enter threshold quantities or amounts in ascending order.

You must enter the entire rebate amount or percentage you are to receive for each threshold, regardless of other thresholds for which you might have already received a rebate. For example:

Threshold Quantity	Rebate Amount
100	100.00
500	500.00

In the example above, when you purchase 500 items, you are entitled to a total rebate of 500.00, regardless of the 100.00 rebate you might have already received for purchasing 100 items.

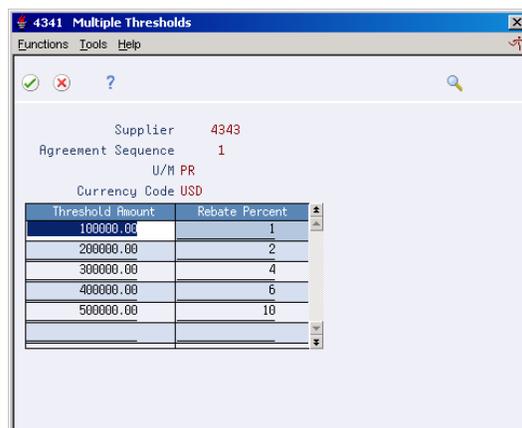
**Note:** If you set up multiple thresholds, you must enter the total rebate amount you have received from the supplier in the Rebate Received Amount field on Purchase Rebate Agreement. When you meet the next rebate threshold for the agreement, the system subtracts the received amount from the rebate you are now due.

The system stores information about the thresholds and rebates that are applicable to a rebate agreement in the Purchase Rebate Threshold table (F4341).

## To define purchase limits for rebate amounts

On Procurement Rebate Agreement (P4340)

1. Press F11 to Access Multiple Thresholds (P4341).



2. On Multiple Thresholds, complete one of the following fields, depending on the threshold type that you specified in the rebate agreement:
  - Threshold Units
  - Threshold Amounts
3. Complete one of the following fields, depending on the rebate type that you specified in the rebate agreement:
  - Rebate Amount
  - Rebate Percent

Field	Explanation
Threshold Units	The amount, expressed in either monetary value or quantity that must be reached to qualify for a rebate. Multiple threshold values can exist for a single rebate agreement.
Threshold Amount	The amount, expressed in either monetary value or quantity that must be reached to qualify for a rebate. Multiple threshold values can exist for a single rebate agreement.
Rebate Amount	The rebate amount that the supplier pays when the associated threshold has been reached. <b>Note:</b> The supplier will pay a rebate percent if the rebate type specifies percent.
Rebate Percent	The percentage of actual purchases that the supplier pays when the associated rebate threshold is reached. You must express a percentage as a whole number; for example, enter 10 to express 10 percent. <b>Note:</b> The supplier will pay a rebate amount if the rebate type specifies a fixed amount.

## What You Should Know About

<b>Zero thresholds</b>	If you are entitled to a rebate regardless of the quantity or amount that you purchase, you can enter a threshold that is equal to zero.
<b>Unit of measure</b>	You must base threshold quantities on the unit of measure you specify for the purchase rebate agreement. When you enter purchase orders for rebate items, the system converts the purchasing unit of measure to the rebate unit of measure, if necessary.
<b>Column titles</b>	The column titles for thresholds and rebates correspond to the threshold type and rebate type that you set up for the rebate agreement.

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# Work with Rebate Status Information

## Working with Rebate Status Information

Before you make purchases from a supplier, you might want to determine if the purchases apply to a rebate. You can review summary information for each rebate agreement you have with a particular supplier, including:

- The threshold, or quantity or amount, you must reach to obtain the rebate.
- The total purchases you have made towards the agreement to date
- The amount of the rebate you receive if you reach the next threshold
- The last threshold you reached, if multiple thresholds exist for the agreement
- The rebate amounts you have received to date

You can also select an agreement for which to view individual purchasing transactions.

If you find that the total purchase quantity or purchase amount that the system has accumulated and applied towards a rebate agreement is incorrect, you can change the quantity or amount.

This section contains the following:

- [Reviewing Summary Information for Rebate Agreements](#)
- [Printing Summary Information for Rebate Agreements](#)
- [Reviewing Purchasing Transactions for a Rebate](#)
- [Changing the Quantity or Amount Applied to a Rebate](#)

## What You Should Know About

### Tables for rebate status and history information

The system retrieves purchases to date and rebate amounts received for an agreement from the Purchase Rebate Master table (F4340). It retrieves transaction details for rebate agreements from the Purchase Rebate History Details table (F4343).

## Reviewing Summary Information for Rebate Agreements



From Stock Based Procurement (G43A), choose **Price Management**  
From Price Management (G43A17), choose **Rebate History Summary Inquiry**

You might want to determine if you are eligible to receive a rebate or if you are close to obtaining a specific rebate. For each agreement, you can review:

- The purchases required for the rebate
- The quantity or amount of purchases you have made to date
- The rebate amount you can receive

You can also view agreement information, such as effective dates, the last rebate threshold reached, the rebate amount you have received to date, and so on.

## To review summary information for rebate agreements

On Rebate History Summary Inquiry (P43243)

P	Seq.	Next Threshold	Purchase To Date	Amt/ Qty	Rebate Amount Received	Next Rebate Amount	Amt/ Pent
1		.00	750,591.07	750,591.07	.00	.00	.10

Current Threshold 500,000.00      Current Rebate Amt  
 Total Value Purch 750,591.07      Effective From 01/01/17  
 Unit of Measure      Effective to 12/31/17  
 Reached the Highest Threshold      Currency Code USD

Opt: 1-Rebate Agreement 2-Details 3-Notes F24-More Keys

1. Complete the following fields to determine the rebate agreements you want to review:
  - Supplier
  - Rebate Status
2. Review the following fields for each agreement:
  - Seq. (agreement number)
  - Next Threshold
  - Purchased to Date
  - Amt/Qty (amount or quantity)
  - Received Amount
  - Next Rebate Amount

- Amt/Pct (amount or percentage)
- Current Threshold
- Current Rebate Amount
- Total Units Purchased
- Unit of Measure
- Effective From
- Effective to

## Printing Summary Information for Rebate Agreements



From Stock Based Procurement (G43A), choose **Price Management**  
 From Price Management (G43A17), choose **Procurement Rebate Report**

You can print the Purchase Rebates DREAM Writer report (P43555) to review information about each rebate agreement you have with a supplier, including:

- The purchases required for the rebate
- The quantity or amount of purchases you have made to date
- The rebate amounts for which you are eligible
- The rebate amount you have received

43555		JD Edwards World						Page No. . . . .	1
		Purchase Rebates Report						Date - . . . . .	6/10/17
Supplier	Seqn	Current Threshold	Next Threshold	Purchase To Date	Amt/ Qty	Current Rebate	Next Rebate	Amt/ Pct	Rebate Amount Received
Address Number . . . . .		00004343		Vector Manufacturing Co					
4343	1	400,000.00	500,000.00	447,894.00	Amt	.06	.10 Pcnt		24,000.00
				Supplier . . . . .	00004343	Vector Manufacturing			24,000.00
									24,000.00

## Reviewing Purchasing Transactions for a Rebate

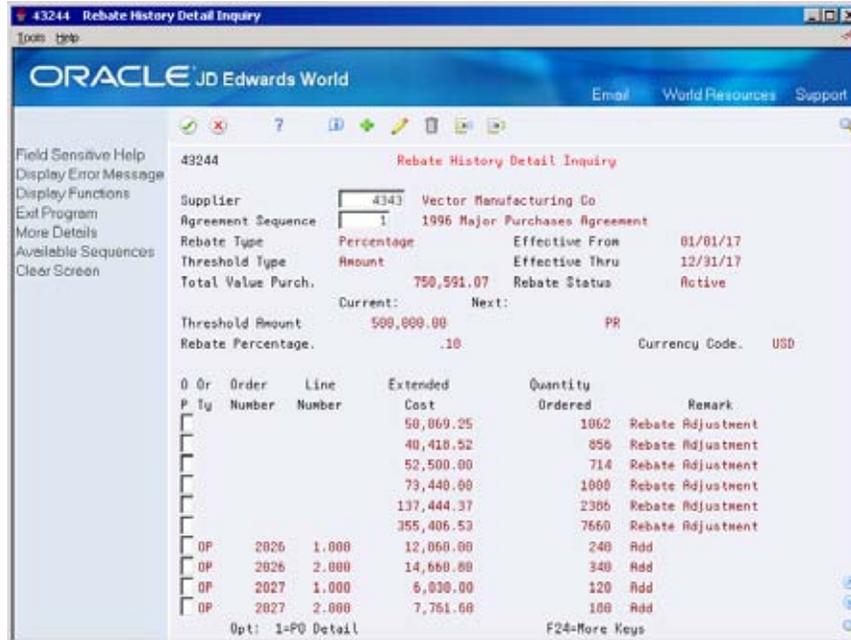


From Stock Based Procurement (G43A), choose **Price Management**  
 From Price Management (G43A17), choose **Rebate History Detail Inquiry**

You might want to review information about the individual purchasing transactions that the system has applied towards a rebate. You can display order detail line transactions that pertain to an agreement and the purchase orders on which the transactions were entered.

## To review purchasing transactions for a rebate

On Rebate History Detail Inquiry (P43244)



1. Complete the following fields for the agreement you want to view:
  - Supplier
  - Agreement Sequence
2. Review the transaction information that applies to the rebate.

## Changing the Quantity or Amount Applied to a Rebate

	From Stock Based Procurement (G43A), choose Price Management From Price Management (G43A17), choose Procurement Rebate Agreement
--	---

The purchase quantity or amount that the system has accumulated and applied towards a rebate agreement might be incorrect. For example, you might have returned some of the rebate items that you purchased. You can override the system's current calculations by entering a new purchase quantity or amount.

When you change a quantity or amount, you can also add a memo that explains why you are making the adjustment.

## To change the quantity or amount applied to a rebate

On Purchase Rebate Agreement (P4340)

1. Inquire on the agreement for which you want to change the purchase quantity or amount.

2. Press F20 to access Rebate Adjustments (P43401).



3. On Rebate Adjustments, complete the following fields:

- Amount Purchased
- Quantity Purchased

## Processing Options

See [Rebate Agreement Maintenance \(P4340\)](#).



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# Update Rebate Information

## Updating Rebate Information

You must run the Rebate Batch Update program (P43400) to:

- Have the system determine whether you are due a rebate
- Send an electronic mail message to the rebate administrator
- Create journal entries for rebate accruals

The system tracks the quantity and amount of purchases you have made that apply to a rebate agreement. You must run the Rebate Batch Update program to have the system compare this quantity or amount to that which is required to obtain the rebate.

You can have the system send a message to the rebate administrator if you have met the purchasing requirements necessary to obtain a rebate or if you are within a certain range of meeting the requirements.

You use processing option 1 in your version of P43400 to specify whether the system creates journal entries for rebate accruals.

This section contains the following:

- [Generating Rebate Messages](#)
- [Creating Journal Entries for Rebates](#)

## Generating Rebate Messages



From Stock Based Procurement (G43A), choose **Receipts Matching and Posting**  
From Receipts Matching and Posting (G43A15), choose **Rebate Batch Update**

You can have the system send a message to the rebate administrator when you meet the purchasing requirements for a rebate agreement or when you are within a certain range of meeting the requirements. For example, if you must purchase 100 items to obtain a rebate, you might want the rebate administrator to receive a message when you have purchased 90 items.

You must run the Rebate Batch Update (P43400) program to have the system send a message. You use processing option 3 to specify whether the system sends a message and to define a range. For example, if you want the system to send a message when you have purchased 90 of the 100 items required to obtain a rebate, you enter a range of 10 percent.

The following information appears in the message to the rebate administrator:

- Supplier number
- Agreement sequence number
- Threshold amount
- Actual purchases
- Effective through date

You can specify a rebate administrator for each rebate agreement.

## What You Should Know About

### Changing the rebate message

You can change the message that displays for the rebate administrator when a rebate is due. To do this, access data dictionary item JDE4311, glossary group J.

## Creating Journal Entries for Rebates

	From Stock Based Procurement (G43A), choose <b>Receipts Matching and Posting</b> From Receipts Matching and Posting (G43A15), choose <b>Rebate Batch Update</b>
---	--

You can have the system create journal entries for rebates so that rebate amounts reflect on your balance sheet. You set processing option 1 for the Rebate Batch Update program (P43400) to specify whether the system creates journal entries when you run the program.

The system creates two sets of journal entries for each rebate agreement. The first set of entries are for accruals. The second set of entries reverse the accruals. The system does not create the reversing entries until the first day of the next G/L period, so accrual amounts do not accumulate from period to period.

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**Caution:** If you create journal entries, do not run the Rebate Batch Update program more than once in a G/L period. Because the system does not create reversing entries until the next G/L period, running the program more than once causes the system to create journal entries for amounts you have already accrued.

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When the system calculates rebate accruals, it adds in the rebate amount you are to receive for the next threshold you specified for a rebate agreement. For example, if the next threshold is a quantity of 20, but you have only purchased a quantity of 19, the system calculates accruals based on the rebate amount you are to receive for purchasing a quantity of 20.

The G/L class code you specify for a rebate agreement in Procurement Rebate Agreement (P4340) determines the account numbers that the system uses to create journal entries. This code directs the system to debit the account you enter in AAI table 4415 and to credit the account you enter in AAI table 4420 for accruals, and vice versa for the reversing entries.

**Caution:** Unlike the accounts you enter in other AAI tables, you must enter a business unit for the accounts you enter in AAI tables 4415 and 4420.

You can run this program in proof mode to produce a report showing the journal entries that will be created. You must run the program in final mode to have the system actually create the journal entries.

43400		JD Edwards World Rebate Batch Report				PROOF	Page - . . . . . 2		
						GL Date 06/10/17	Date - . . . . . 6/10/17		
Supplier	Seq #	Purchase To Date	Next Threshold	Description Amt/ Qty	Rebate Amount Received	Amt/ Pcnt	Account Number	Debit	Credit
4343	1	447894.00	500,000.00	AMT	24,000.00	PCT	100.1250 30.5208	20,789.40	20,789.40
Vector Manufacturing Co								20,789.40	20,789.40

You can also review the journal entries created for rebates on Rebate Journal Review (P43202). To post the journal entries to the general ledger, you can use the G/L Rebate Post program (P09800, version ZJDE0043).

## What You Should Know About

### Accounts Receivable Interface

Rebate accruals do not currently interface with the JD Edwards World Accounts Receivable system. If you create journal entries through Rebate Batch Update, you must manually create journal entries for the following accounts when you receive a rebate check:

- Accounts Receivable Accrual
- Cash

The system accounts for rebate accruals on the accounts receivable portion of the balance sheet. You can only have one rebate accrual account per company.

## See Also

- *Working with Basic Journal Entries (P09101)* in the *General Accounting I Guide*

## Processing Options

See [Purchase Rebate Batch Maintenance \(P43400\)](#).



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## 10 Order Updates



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# Overview to Order Updates

## Objectives

- To review and change status codes for detail lines
- To review and change requested and promised dates for detail lines
- To generate purchase orders based on item reorder points

## About Order Updates

You can revise a purchase order after you have entered it into the system if a change has occurred since you entered the order. For instance, if you need to fill a purchase order quickly, you can manually update the status code so that it bypasses some of the normal purchasing procedures, as defined in Order Activity Rules (P40204). If you want to delay an order, or if the supplier cannot get the items to you by the promised date, you can revise the requested or promised dates. Also, you can review your inventory and create a purchase order for items that you want to reorder.

Complete the following tasks:

- Update status codes
- Revise purchase dates
- Generate purchase orders



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# Update Status Codes

## Updating Status Codes



From Stock Based Procurement (G43A), choose **Order Gen/Approve/Release**  
From Order Generation/Approve/Release (G43A13), choose **Status Code Update**

The system processes detail lines through the purchase order processing cycle based on the last and next status codes assigned to each line. After a detail line completes a step in the processing cycle, the system updates the status codes. The applicable status codes for purchase order detail lines are initially set up in Order Activity Rules (P40204).

You can manually update the next status code for detail lines to bypass a particular step, if needed.

### To update status codes

On Status Code Update (P43025)

Order Number	Line Number	Supplier Number	Alpha Name	Item/Account Number	Status Lst Nxt
2024	1.000	4343	Vector Manufa	MFF001	200 300
2024	2.000	4343	Vector Manufa	SGN005	200 300
2024	3.000	4343	Vector Manufa	SF001	200 300
2024	4.000	4343	Vector Manufa	P004	200 300
2024	5.000	4343	Vector Manufa	CM001	200 300
2024	6.000	4343	Vector Manufa	E002	200 300

1. Review the detail lines that you want to update by completing one or more of the following fields:

- Supplier

- Buyer Number
  - Order Number
  - Item Number
  - Account Number
  - Last Status
  - Next Status
  - Branch/Plant
2. Revise the status for the detail lines that you want to update by completing the following field:
    - Update Next Status To
  3. Use the Update Status option (Option 1) to choose the detail lines you want to update.

Field	Explanation
Update Next Status to:	User defined code (table 40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules screen.  <i>Form-specific information</i>  You use this field to designate the next status that you want the system to assign to the orders you display on this screen. You can specify a next status in this field only if it is defined as an allowed next status in the order activity rules. If you set up a next status code in the processing options, the system automatically enters that code here when you first access this screen.

## What You Should Know About

<b>Updating status codes</b>	You cannot update detail lines to a closed status. To update detail lines to a closed status, you must use Purchase Order Entry.
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## See Also

- *Setting Up Order Activity Rules (P40204)* for more information about status codes

## Processing Options

See [Speed Release - Status Code Updates \(P43025\)](#).

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# Revise Purchase Dates

## Revising Purchase Dates



From Stock Based Procurement (G43A), choose **Order Gen/Approve/Release**  
From Order Generation/Approve/Release (G43A13), choose **Purchasing Date Revisions**

The requested date or promised date for an order might change after you have entered the order in the system. You can manually revise these dates for multiple orders, simultaneously.

After you change a requested or promised date, the system records the new date in the Purchase Order Detail table (F4311). If you have already taken receipt of items, the dates in the Purchase Order Receiver table (F43121) are not affected.

### To revise purchase dates

#### On Procurement Date Revisions (P43100)

Order No	Ty	Item Description	Qty Ordered	UM	Qty Received	Request	Promised
2024	OP	Manila file folder l	5	BK		06/25/17	06/25/17
2024	OP	Self stick note pad,	36	PD		06/25/17	06/25/17
2024	OP	Computer screen filt	3	EA		06/25/17	06/25/17
2024	OP	Facsimile premium pl	10	RM		06/25/17	06/25/17
2024	OP	Chair mat, clear vin	1	EA		06/25/17	06/25/17
2024	OP	Envelope, self seali	5	BK		06/25/17	06/25/17

1. Locate the order lines that you want to change by inquiring on one or more of the following fields:
  - Item number
  - Order number

- Order type
  - Branch/plant
2. Revise the dates on the detail lines by completing the following fields beside each order line, as necessary:
- Request
  - Promised

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# Generate Purchase Orders from Suggestions

## Generating Purchase Orders from Suggestions

Use Purchase Order Generator (P43011) to assist you in creating purchase orders for items on an as-needed basis. The program prompts you to create purchase orders based on an item's availability, as well as on open purchase orders that exist for the item. It also makes suggestions as to the quantities you should order.

To determine what stock items need to be ordered and in what quantities, the system requires you to do one of the following:

- Define a reorder point for each of your items. The reorder point indicates the quantity or inventory level at which replenishment should occur.
- Instead of setting up a reorder point for each item, use historical information in the Sales History file (F4115), if available, to have the system calculate these values for you.

You also need to attach a supplier, buyer, or category code value on the branch record (P41026) for each stock item as a means of identifying items for inquiry purposes in the Purchase Order Generator (P43011). Other variables you can define for items that are taken into consideration in the Purchase Order Generator include:

- Reorder quantity
- Minimum and maximum order quantities
- Multiples for order quantities
- Safety Stock

To work with Purchase Order Generator, complete the following tasks:

- [Configuring Purchase Order Generator Processing](#)
- [Reviewing Items at Reorder Point and Suggested Quantities](#)
- [Generating Purchase Orders for Items](#)

## What You Should Know About

### **Buyer's Information (P4115)**

You can view item information relevant to purchase order generator functionality in the Buyer's Information screen, P4115, which you can access from menu G43A112. This screen displays historical information from the F4115, as well as open purchase orders, availability, costs, reorder points and economic order quantities.

## Configuring Purchase Order Generator Processing

You must define whether you will use the Purchase Order Generator functionality for each item, and if so, whether the system should determine reorder points and suggested order quantities based on the quantitative variables you set up in Branch Information (P41026) or historical information in the Sales History file (F4115).

You choose whether to generate orders for an item using MRP generated messages (P3411) or the Purchase Order Generator (P43011). Usually only one of these processes is used. Use the Order Policy Code in Plant Manufacturing data (P41027) to designate the method you will use for each item and branch.

Use the Value Order Policy code in Plant Manufacturing data to designate whether you will enter a reorder point and suggested order quantity for each item, or if the system should calculate these values for you based on sales history information. The valid values are shown in the table below.

Value Order Policy (OPV)	Result in P43011
0 or blank	The program calculates the reorder point (ROP) and economic reorder quantity (EOQ) from history.
1	The program uses the Reorder Point and Reorder Quantity you set up in the Item/Branch Quantities screen (P41022). Blank is equal to a zero reorder point.
2	No reorder processing is done for the item.

The P43011 uses pre-defined calculations to determine reorder points from history and suggested order quantities for items. The calculations are discussed later in this document. To make calculations from history, the system requires that you set up numerous field values. These values and the screens on which they can be found follow.

For Branch/Plant Constants (P41001):

- Inventory Period (INCS)
- Purchase Order Issue Cost (POCS)
- Inventory Carrying Cost (INCS)
- Number of Days in Year (BSDY)

For Routing Analysis Revisions (P43090):

- Average Leadtime (ALTD)

For Cost Revisions (P4105):

- Average Cost (CSTA)

### To activate Purchase Order Generator processing

	From Inventory Management (G41), choose <b>Item Revisions</b> From Item Revisions (G4112), choose <b>Manufacturing Data</b>
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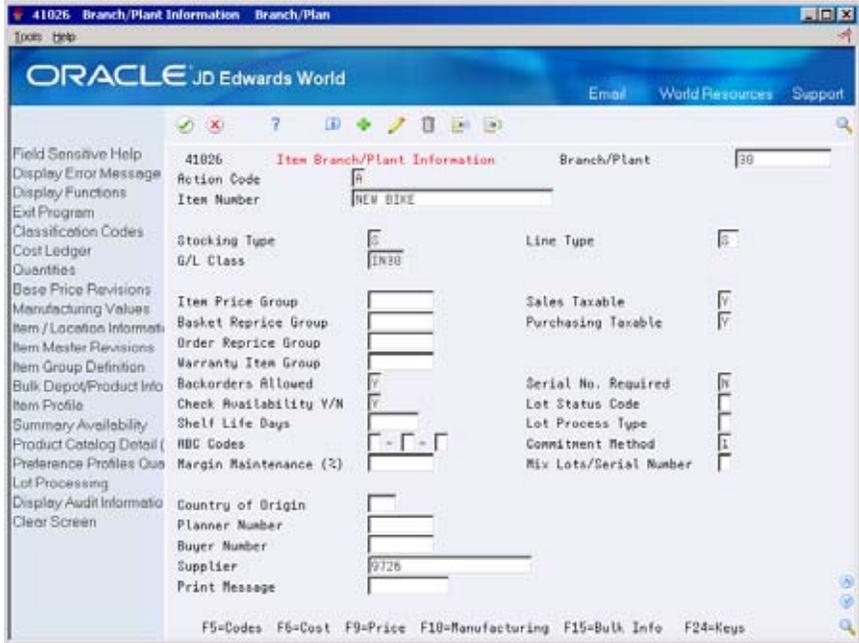
#### On Manufacturing Data (P41027)

1. Inquire on a particular item and branch, and complete the following fields:
  - Order Policy Code
  - Value Order Policy

### To assign identifiers to items for inquiry purposes

	From Inventory Management (G41), choose <b>Inventory Master Transactions</b> From Inventory Master Transactions (G4111), choose <b>Item Branch/Plant Information</b>
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#### On Item Branch/Plant Information

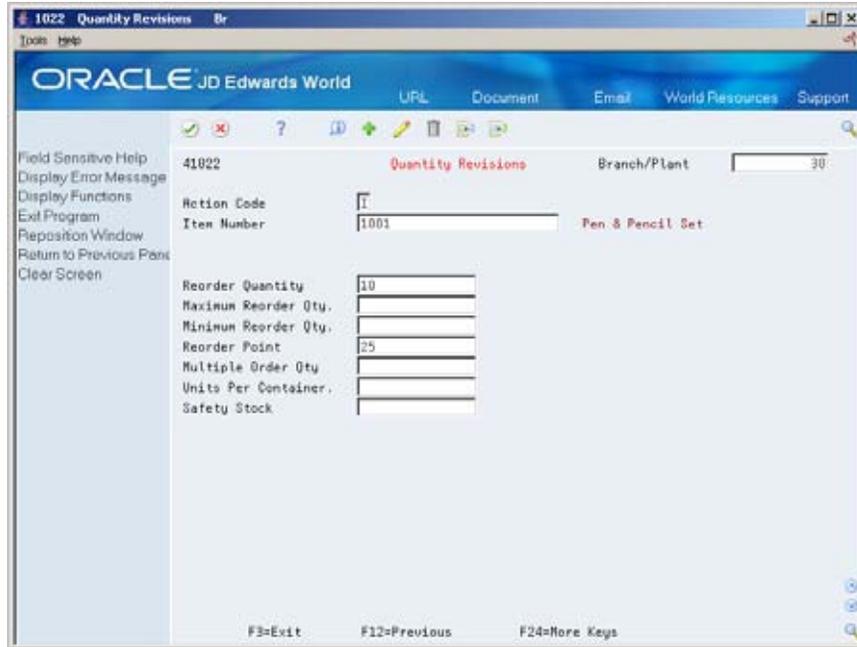


1. Inquire on a particular item and branch, and complete one or both of the following fields:
  - Supplier
  - Buyer
2. Press F5 to access Item Branch Class Codes (P41025) and complete the following fields, as necessary:
  - Commodity Class (PRP1)
  - Commodity Sub Class (PRP2)

## To assign quantitative values to items

### On Item Branch/Plant Information

1. Press F8 to access Item Branch Quantities (P41022).



2. Complete the following fields:

- Reorder Quantity (the suggested order quantity, if you're not using history)
- Maximum Reorder Quantity
- Minimum Reorder Quantity
- Reorder Point
- Multiple Order Quantity
- Safety Stock

Field	Explanation
Reorder Quantity	The estimated reorder quantity for an item. You can enter this quantity if there is not enough sales history available for the system to accurately calculate a reorder quantity.
Maximum Reorder Quantity	This is the maximum order quantity for an item.
Minimum Reorder Quantity	This is the minimum order quantity for an item.

---

<b>Field</b>	<b>Explanation</b>
Reorder Point	A quantity for an item that specifies when replenishment occurs. Typically, this occurs when the total quantity on-hand plus the quantity on order equal or do not meet a specified quantity. You can enter this quantity or the system can calculate it if there is sufficient sales history.
Multiple Order Quantity	A multiple for rounding up planned order quantities. The system rounds up the planned order quantity to the nearest multiple that you enter in this field.
Units Per Container	This field is not functional for Purchase Order Generator.
Safety Stock	<p>The quantity of stock kept on hand to cover high-side variations in demand. This can be included or excluded from your item availability at the branch level, as defined in the Item Availability Definition.</p> <p>Choose to include or exclude safety stock in the availability calculations for each branch/plant. If it is included, it will reduce availability. In that way it would impact Purchase Order Generator. If it is not included in the availability calculation, it has no impact on PO Generator unless you have safety stock but no reorder point defined in the Item Branch Quantities screen (F8 from Item Branch/Plant Information).</p> <p>PO Generator is hard coded to use the quantity in the Safety Stock field as the Reorder Point in the Suggested Order Quantity if there is no Reorder Point (ROPI) defined in the Item Branch Record.</p>

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## To accommodate system defined calculations

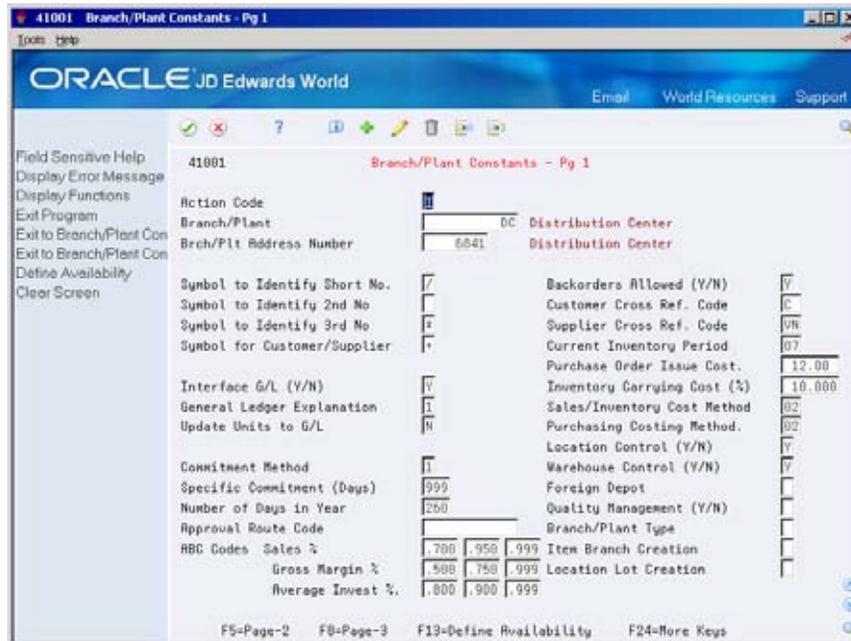
	From Stock Based Procurement (G43A), enter 29 From Procurement System Setup (G43A41), choose <b>Branch/Plant Constants</b>
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### On Branch/Plant Constants (P41204)



P	Branch/Plant	Description	Back	Loc	Ware	G/L	Period	Approval Route Code
	DC	Distribution Center	Y	Y	Y	Y	07	
	10	Modesto Distribution Cent	Y	Y	N	Y	06	
	19	Phoenix Branch	Y	N	N	Y	06	
	20	Valley Forge Distribution	Y	Y	N	Y	06	
	27	Eastern Area Distribution	Y	Y	Y	Y	06	
	30	Memphis Distribution Cent	Y	N	N	Y	06	
	40	Ft. Worth Distribution Ct	Y	Y	Y	Y	06	
	55	Portland Branch	Y	N	N	Y	06	
	56	Cheyenne Branch	Y	N	N	Y	06	
	00	Boston Branch	Y	N	N	Y	06	
	95	Miami Branch	Y	N	N	Y	06	
	M10	Modesto Distribution Ctr	Y	N	N	Y	06	
	M19	Phoenix Branch	Y	N	N	Y	07	
	M20	Valley Forge Mfg/Dist. Ct	Y	N	N	Y	07	
	M21	Subcontract Material Loca	Y	N	N	Y	07	

1. Choose a branch/plant using the constants option (Option 1).



Action Code	DC	Distribution Center	
Branch/Plant	6041	Distribution Center	
Symbol to Identify Short No.	<input checked="" type="checkbox"/>	Backorders Allowed (Y/N)	<input checked="" type="checkbox"/>
Symbol to Identify 2nd No.	<input type="checkbox"/>	Customer Cross Ref. Code	<input type="checkbox"/>
Symbol to Identify 3rd No.	<input type="checkbox"/>	Supplier Cross Ref. Code	<input type="checkbox"/>
Symbol for Customer/Supplier	<input type="checkbox"/>	Current Inventory Period	07
Interface G/L (Y/N)	<input checked="" type="checkbox"/>	Purchase Order Issue Cost.	12.00
General Ledger Explanation	1	Inventory Carrying Cost (%)	10.000
Update Units to G/L	<input type="checkbox"/>	Sales/Inventory Cost Method	02
Commitment Method	1	Purchasing Costing Method.	02
Specific Commitment (Days)	999	Location Control (Y/N)	<input checked="" type="checkbox"/>
Number of Days in Year	250	Warehouse Control (Y/N)	<input checked="" type="checkbox"/>
Approval Route Code		Foreign Depot	<input type="checkbox"/>
RBC Codes Sales %	.700 .950 .999	Quality Management (Y/N)	<input type="checkbox"/>
Gross Margin %	.500 .750 .999	Branch/Plant Type	<input type="checkbox"/>
Average Invest %.	.800 .900 .999	Item Branch Creation	<input type="checkbox"/>
		Location Lot Creation	<input type="checkbox"/>

2. On Branch/Plant Constants - Page 1 (P41001), complete the following fields:

- Number of Days in Year
- Current Inventory Period
- Purchase Order Issue Cost
- Inventory Carrying Cost

You must manually revise the current inventory period value on a monthly basis.

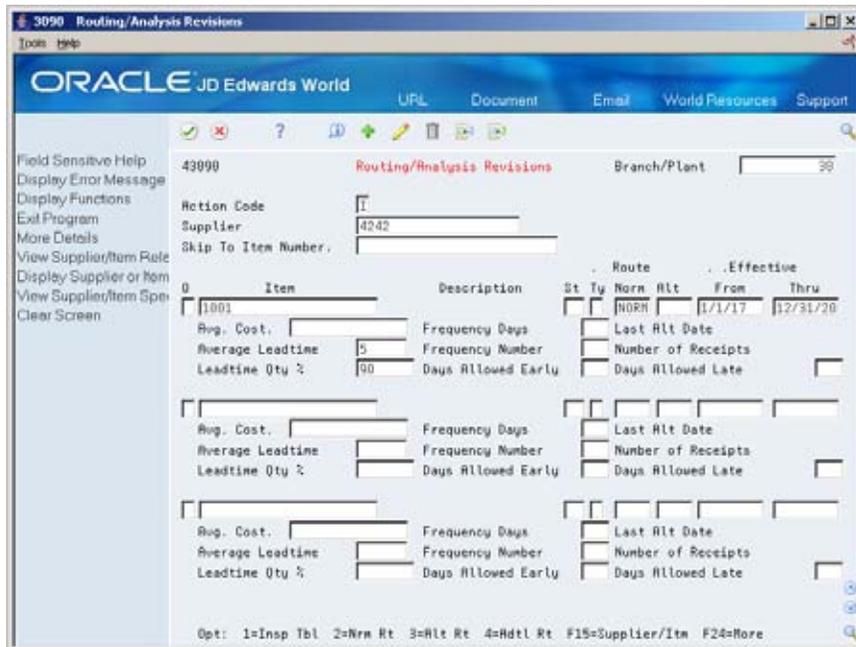
Field	Explanation
Number of Days in Year	The number of days that you are open for business in a year. This number must be between 252 and 365. The Purchase Management system uses this number to calculate economic order quantity (EOQ). This is a required field.
Current Inventory Period	A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off).  <i>Form-specific information</i> The current inventory period for a branch/plant should equal the accounting period for its parent company.
Purchase Order Issue Cost	The amount that the Purchase Management system uses to calculate the Economic Order Quantity (EOQ). This cost should be the estimate of the cost of materials, labor, and overhead that you incur when you issue a single purchase order. The default value is .00. For example: S    Purchase Order Issue Cost = 15.0 I    Inventory Carrying Cost = .09 (9%) Y    Annual Sales in Units = 3,000 C    Unit cost of Item = 10.0  Economic Order Quantity = Square root of ((2S/I) x (Y/C)) Square root of [(2)(15) divided by 0.09] x 3,000 divided by 10.0 = 316.23

Field	Explanation
Inventory Carrying Cost (%)	<p>The percentage of inventory investment that the Purchase Management system uses to calculate Economic Order Quantity (EOQ). The default is .00. Enter a percentage as a decimal value.</p> <p>The following example shows how EOQ is determined using the Inventory Carrying Cost Percentage:</p> <p>S Purchase Order Issue Cost = 15.0                      I Inventory Carrying Cost = .09 (9%)                      Y Annual Sales in Units = 3,000                      C Unit Cost of Item = 10.0</p> <p>EOQ = Square root of <math>((2S/I) \times (Y/C))</math> = the square root of <math>(2(15) \text{ divided by } .09) * (3000 \text{ divided by } 10) = 316.23</math></p> <p><b>Note:</b> Access field help for the Economic Order Quantity field for information on the EOQ formula.</p>

### To add leadtime for a supplier

	From Stock Based Procurement(G43A), choose <b>Receipt Routing</b> From Receipt Routing (G43A14), choose <b>Routing/Analysis Revisions</b>
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On Routing/Analysis Revisions (P43090):



1. Press F4 to open the fold
2. Complete the Average Leadtime field

# Reviewing Items at Reorder Point and Suggested Quantities

## Items at Reorder Point

Purchase Order Generator (P43011) displays items at reorder point only if the item's availability plus quantity on order is less than or equal to the reorder point. You can view an item's availability and on receipt information using Summary Availability (P41202).

If you set the Value Order Policy code to 1 in Manufacturing Data (P41027), the P43011 edits against the value in the Reorder Point field in Item Branch Quantities (P41022). If the Reorder Point field is blank, the reorder point for the item is zero.

If you leave the Value Order Policy code blank in Manufacturing Data (P41027), the system reverts to the Sales Order History file (F4115) to calculate a reorder point, as follows.

### Reorder Point from History Calculation (SOQ)

The system uses the following calculation to determine reorder points from history:

Previous 12 months without Safety Stock:

$$ROP = [(SQ01 + SQ02 + \dots + SQ12) + BSDY] \times ALTD + \sqrt{[(SQ01 + SQ02 + \dots + SQ12) + BSDY] \times ALTD}$$

Previous 12 months with Safety Stock:

$$ROP = [(SQ01 + SQ02 + \dots + SQ12) + BSDY] \times ALTD + Safety\ Stock$$

The following are the variables used in this equation:

- SQ01 through SQ12 - Annual sales, in units, calculated from data contained in the Item History File, F4115 (through subroutine X4001). These fields are added together to get the annual sales.
- BSDY - Number of business days in a year, specified in the Branch/Plant Constants (if blank, default is 365).
- ALTD - Leadtime average, which is the average number of days from the date of the purchase order to the date that you receive the item. The leadtime in days is added to the current date to determine the ship date. The system calculates leadtime after it meets the leadtime quantity percentage during receipt entry or receipt routing. The leadtime can also be defined in Routing/Analysis Revisions (P43090) within the fold.

If there is no history for an item in the F4115 prior to the current period, the item will not display at reorder point.

## Suggested Quantities

When you inquire on items at reorder point in Purchase Order Generator (P43011) the system displays a suggested order quantity.

## Suggested Order Quantity Calculation (SOQ)

The Suggested Order Quantity is always calculated by the system, as follows:

$$\text{Suggested Order Quantity} = \text{ROP} + \text{EOQ} - (\text{Available} + \text{On Order})$$

The variables used in this equation are as follows:

- ROP - Reorder point. This is defined in the ROPI field in the F4102 file or is the ROPC field calculated by the system using the Item History File (F4115) (see the reorder point equation above).
- EOQ - Economic order quantity. This is defined in the ROQI field in the F4102 file or is the EOQ as calculated by the system using the Item History file (F4115) (see EOQ equation below).
- AVAIL - Available inventory. This is calculated by taking the on-hand quantity minus the committed quantity. View the Available Quantity for an item and branch using Summary Availability (P41024).
- On Order - Quantities currently on order. View the Quantity on Purchase Order for an item and branch using Summary Availability (P41024) in the On Receipt field.

The economic order quantity (EOQ) is a variable in the suggested order quantity calculation shown above. You can define the value in the Reorder Quantity field (ROQI) in Item/Branch Quantities (P41022) in the Reorder Quantity field, or you can have the system calculate EOQ from history.

## Economic Order Quantity from History Calculation (EOQ)

This is the equation used to calculate EOQ using 12 months of history:

$$\text{EOQ} = \sqrt{\frac{2(\text{POCS}) \div (\text{INCS}) \times ((\text{SQ01} + \text{SQ02} + \dots + \text{SQ12}) \div (\text{CSTA}))}{}}$$

The following are the variables used in this equation:

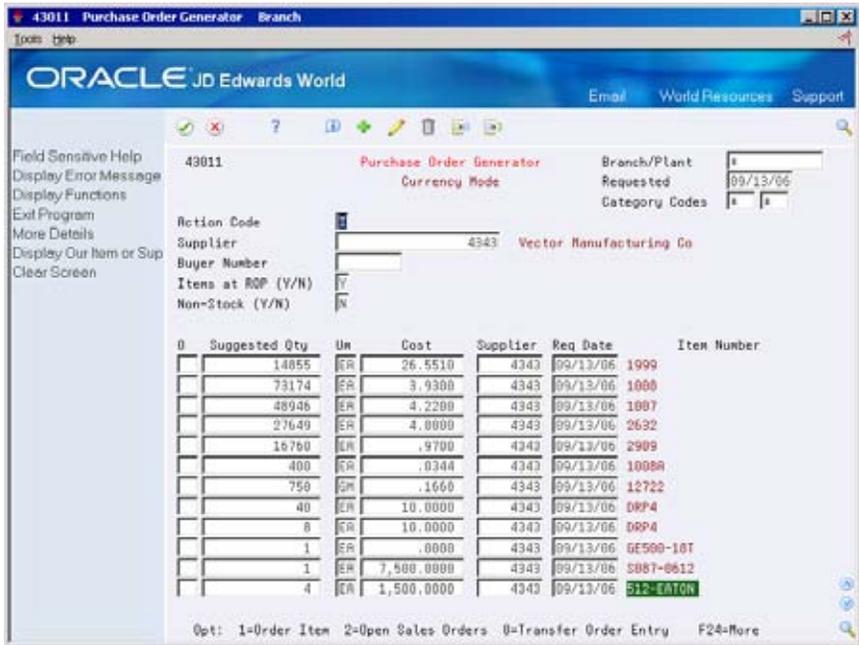
- POCS - Cost to issue a purchase order from the value entered in the Branch Plant Constants (P41024) on menu G43A41.
- INCS - Cost of carrying inventory from the value entered in the Branch Plant Constants (P41024) on menu G43A41.
- SQ01 through SQ12 - Annual sales, in units, calculated from data contained in the Item History File, F4115 (through subroutine X4001). These fields are added together to get the annual sales.
- CSTA - Average cost of the item, from the Cost Ledger file (F4105), field UNCS. (The average cost method must be used for this calculation.)

## To review reorder points and suggested quantities



From Stock Based Procurement (G43A), choose Order Gen/Approve/Release  
From Order Generation/Approval/Release (G43A13), choose Purchase Order Generator

On Purchase Order Generator (P43011)



1. To inquire on items at reorder point, set the Item at ROP field to Y, enter a Branch (as necessary) and complete one or more of the following fields:

- Branch
- Supplier
- Buyer Number
- Category Codes

You cannot inquire on Supplier Number in conjunction with Buyer Number

2. Press F4 to open the fold and review the following fields:

- Reorder Point
- Economic Order Quantity

## Generating Purchase Orders for Items

	From Stock Based Procurement (G43A), choose Order Gen/Approve/Release From Order Generation/Approve/Release (G43A13), choose Purchase Order Generator
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You can inquire on items at reorder point in Purchase Order Generator or you can inquire on non-stock items.

- If you choose to inquire on non-stock items, the screen displays items on open sales orders. The suggested quantity on these lines corresponds to the open quantity on the sales order. You must inquire on non-stock items by branch.
- If you choose to inquire on items that are neither non-stock or at reorder point, the program will simply display all items to which the supplier, buyer, or

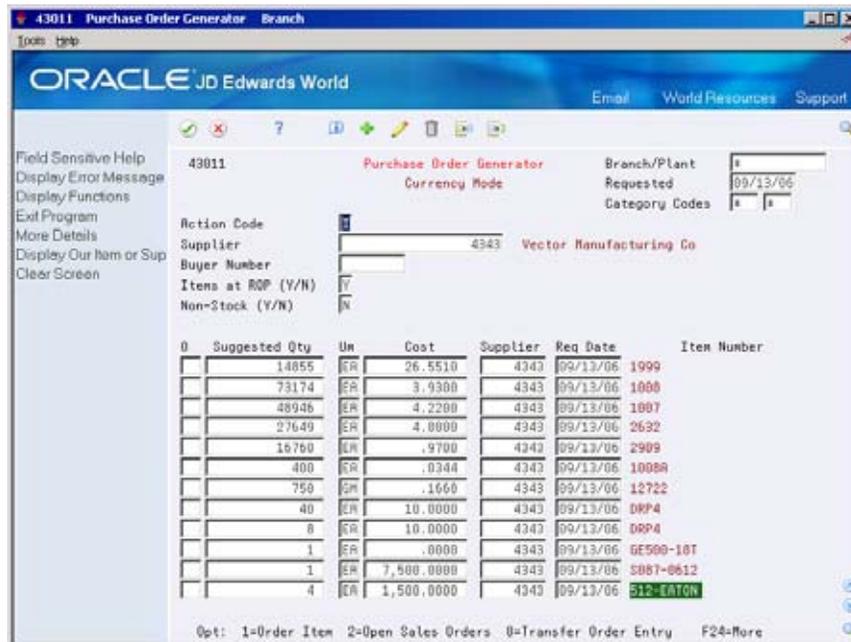
category codes are attached. The system does not display a suggested order quantity on these lines.

You can have the program create orders automatically for the items you select or you can review order information prior to having the system create orders. You set processing to 31 to have the program generate orders automatically or 32 to generate orders through the subsystem.

The Requested Date in the header portion of P43011 serves as a default date for the lines that display on the inquiry screen, and in turn, the purchase orders you create.

## To generate purchase orders for items

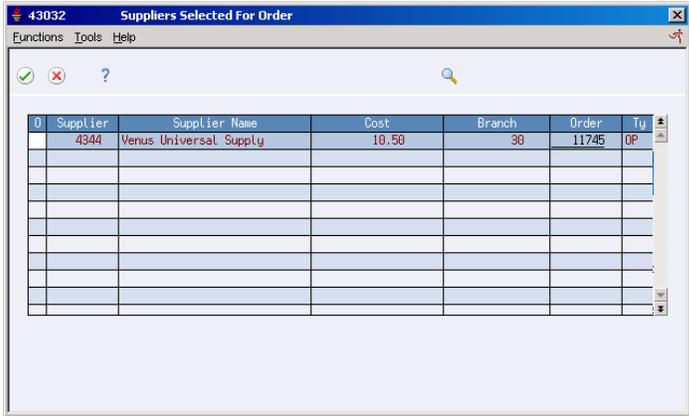
On Purchase Order Generator (P43011)



1. Inquire on the items for which you want to create orders.
2. Complete or override the following fields for each line item, as necessary:
  - Suggested Qty (Quantity)
  - UM (Unit of Measure)
  - Cost
  - Supplier
  - Req Date (Requested Date)
3. Type 1 in the Option Exit field next to each item line for which you want to create an order and press Enter.

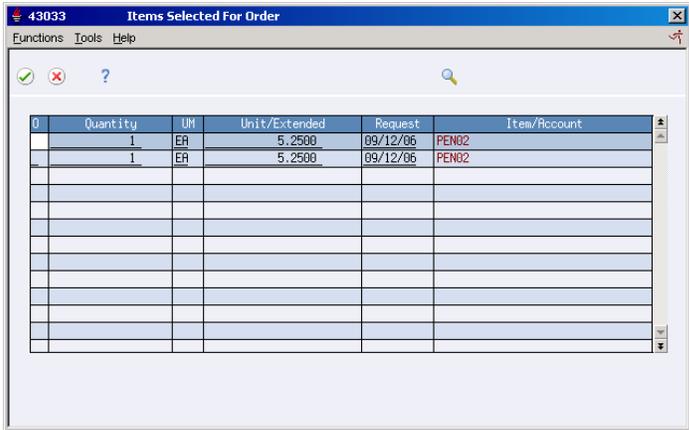
The system clears the value in the Suggested Quantity field for each item you selected.

- 4. Press F3 to exit P43011, at which time the system displays the Suppliers Selected For Order window (P43032).



The system prevents you from exiting Purchase Order Generator until you have either created purchase orders for the items you selected or you cancel the orders in Suppliers Selected for Order with Option Exit 9.

- 5. On Suppliers Selected For Order, review the information for each of the order lines the system will create.
- 6. Enter 1 in the following field to access Items Selected For Order (P43033):
  - O (Option Exit)



- 7. On Items Selected For Order, review information about the individual items that will make up each order line that displays on Suppliers Selected For Order.
- 8. Press F3 to return to Suppliers Selected For Order.
- 9. On Suppliers Selected For Order, press F6 to have the system create a new purchase order for each supplier and branch/plant that displays. Note the system returns a purchase number for each line.

## What You Should Know About

<b>Canceling individual items</b>	You can cancel an item on Items Selected for Order (P43033). You can also change the quantity, cost, unit of measure, or request date. The system makes adjustments to the corresponding line on Suppliers Selected For Order (P43032).
<b>Kit parent items</b>	Purchase Order Generator does not work with kit items.
<b>Non-stock items</b>	<p>The functionality for non-stock items is limited within PO Generator (P43011), as the ability to define reorder points and suppliers for non-stock items doesn't exist. The screen only displays open sales orders for non-stock items that don't exist in the Item Master (F4101).</p> <p>When you set the Non-Stock Y/N flag to Yes and enter a branch in P43011, the program searches the sales order detail file (F4211) for line items containing the line type you specified in processing option 5 and a blank short item number.</p> <p>Option exit 2 to access open sales orders does not work with non-stock items.</p>
<b>Item inquiry</b>	<p>When you review items in Purchase Order Generator, an error message appears if you review invalid combinations of data.</p> <p>Some invalid combinations of data include:</p> <ul style="list-style-type: none"><li>▪ A supplier and a non-stock item</li><li>▪ A buyer and a non-stock item</li><li>▪ An item that uses only a second purchasing code</li><li>▪ A supplier and buyer</li></ul>
<b>Multi-Currency</b>	When using multi-currency with Purchase Order Generator, the purchase orders created will be in foreign or domestic mode based on whether the supplier's currency is different than the branch plant assigned to the order. The default currency for a supplier is set up in Supplier Master Information (P01054). This functions the same as if you entered a purchase order directly using the Purchase Order Entry (P4311) program.
<b>Generating new orders</b>	You set processing options 1 through 4 behind P43011 to specify default values for the orders the system creates. These values include the order type and the beginning status, the line type, and an override status.
<b>Open Sales Orders</b>	You can view open sales orders for an item by taking option exit 2 next to the item in PO Generator; however, only those sales order lines with line types defined in processing option 16 behind P43011 will display.

## Processing Options

See [Purchase Order Generator \(P43011\)](#).



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## 11 **Commitment Setup**



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# Overview to Commitment Setup

## Objectives

- To set up commitment tracking
- To work with commitment audit trail records

## About Commitment Setup

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

You can monitor individual commitments for a job or program to verify the types of purchases being made. You can review the total commitment amount for a job or program to verify that it does not exceed the budget.

When you receive goods or create vouchers for purchases, you can have the system relieve commitments. To do this, the system subtracts the individual commitment amount from the total commitment amount for the job or program.

If you choose to track commitments, the system:

- Creates an audit trail in the Purchasing Ledger table (F43199)
- Recalculates amounts in the account balance ledgers (F0902)
- Changes the exchange rate of selected purchase orders and restate the domestic commitment amounts

Complete the following tasks:

- Set up commitment tracking for purchases
- Create a purchasing commitment audit trail
- Purge commitment audit trail records
- Post committed purchasing costs to jobs
- Recalculate purchasing commitments

## See Also

- *Working with Commitments and Encumbrances*



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# Set Up Commitment Tracking for Purchases

## Setting Up Commitment Tracking for Purchases

You can monitor purchasing commitments for a certain job, program, or so on by setting up commitment tracking. Each time you enter a purchase order detail line, the system recognizes the amount as a commitment and applies it to a job, program, or so on.

When you receive goods or create a voucher for purchases, the system relieves commitment amounts by subtracting them from the total commitment amount for the job, program, or so on.

This section contains the following:

- [Setting Up Purchasing Commitments](#)
- [Setting Up Purchasing Commitment Relief](#)

## Setting Up Purchasing Commitments

You can set up commitment tracking to monitor purchasing obligations for a specific job, program, or so forth. Each time you enter a purchase order detail line, the system recognizes the amount on the line as a commitment. You can review individual commitments and the total amount of outstanding commitments for a specific job, program, or so on.

Commitment tracking applies only to purchases for non-stock items and services. You must charge each order detail line to a general ledger account number. The number represents the job or program for which you are tracking commitments.

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

For a detail line to be eligible for commitment tracking, it must have a line type with an Inventory Interface code of A or B. These codes indicate that the line is charged directly to a general ledger account number.

## What You Should Know About

### Purchase amount and purchase unit ledgers

Each time you enter a purchase order detail line for which commitment tracking is applicable; the system records the amount in the purchase amount (PA) ledger and the purchase units (PU) ledger. The system maintains cumulative totals for these ledger types in the Account Balances file (F0902).

The PA ledger contains committed purchase amounts. The PU ledger contains committed purchase units.

### Commitment Updates

When you create a commitment by entering a purchase order detail line, the system automatically creates a record in the Purchase Order Detail Ledger file (F43199). This record has a ledger type of PA. The system also updates the Account Balances file (F0902) for the account number and ledger type.

Programs that track commitment information call the Commitment Ledger server X00COM to accommodate the updates.

## See Also

- *Setting Up Order Line Types (P40205)* for more information about the Inventory Interface code for line types

## Setting Up Purchasing Commitment Relief



From Non-Stock Procurement System Setup (G43B41), choose **Commitment Setup/Rebuilds**  
From Commitment Setup/Rebuilds (G43B411), choose **Commitment Relief**

When you receive or create vouchers for purchases, you can have the system relieve the corresponding commitment amount. To relieve a commitment, the system subtracts the individual commitment amount from the total commitment amount for the job or program.

You set up commitment relief to determine whether the system relieves commitments automatically. When you specify automatic commitment relief, the system relieves commitments when you post either receipts or vouchers to the general ledger.

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**Caution:** When completing commitment relief, the Job Cost Projections field must be set to “No” if you are in a non-job cost environment. Note that the default value in the Job Cost Projections field is “Yes”.

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## To set up commitment relief

### On Commitment Relief (P0026)

The screenshot shows the 'Commitment Relief' form in Oracle JD Edwards World. The form title is '0026 Commitment Relief'. The left sidebar contains menu options: Field Sensitive Help, Display Error Message, Display Functions, Exit Program, Print Company Constant, and Clear Screen. The main area shows the following fields:

Field Name	Value
Action Code	00000
Company	J.D. Edwards & Company
Job Cost Projections (Y/N)	N
Projection Audit Trail (Y/N)	N
Budget Audit Trail (Y/N)	N
Commitment Relief (Y/N)	N
Commitment Display Option	

At the bottom of the form, there are keyboard shortcuts: F21-Print Constants and F24-More Keys.

Complete the following fields:

- Company
- Commitment Relief
- Commitment Display Option

Field	Explanation
Commitment Relief (Y/N)	<p>A code that specifies whether the system automatically relieves open commitments when you post accounts payable vouchers to the general ledger. These vouchers are related to non-inventory purchase orders and contract progress payments.</p> <p>Valid codes are:</p> <p>Y Yes, automatically relieve open commitments.</p> <p>N No, do not automatically relieve open commitments.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Consider setting this constant to Y to relieve commitments automatically when you post progress payment vouchers.</p>

Field	Explanation
Commitment Display Option	<p data-bbox="719 264 1354 531">A code that specifies whether committed amounts and unit quantities (ledger types PA and PU, respectively) are shown as total commitments or total contracts when you process information from the Account Balances table (F0902). It also controls whether the committed amounts are rolled forward into the future years of a job's budget. The total amount is stored in the Account Balances table in the Original/Beginning Budget (BORG) field. This field affects any form that shows commitments. Valid codes are:</p> <p data-bbox="719 548 1354 575">Blank Show as total commitments, and roll BORG forward.</p> <p data-bbox="719 592 1354 619">1 Show as total contracts, and roll BORG forward.</p> <p data-bbox="719 636 1354 695">2 Show as total commitments, and do not roll BORG forward.</p> <p data-bbox="719 711 1354 770">3 Show as total contracts, and do not roll BORG forward.</p> <p data-bbox="719 787 1279 814">The commitment feature tracks the following values:</p> <ul data-bbox="719 831 1354 1024" style="list-style-type: none"><li data-bbox="719 831 1354 890">▪ Total contracts, which is the sum of all contracts and purchase orders</li><li data-bbox="719 907 1354 966">▪ Open commitments, which is total contracts minus the payments against specific lines of the commitment</li><li data-bbox="719 982 1354 1041">▪ Total commitments, which is the open commitments plus actual payments</li></ul> <p data-bbox="719 1058 1354 1157">You can set or change this constant without changing the logic for accumulating and storing these balances. The committed amount is defined in user defined codes (system 40, type CT).</p> <p data-bbox="911 1173 1166 1201"><i>Form-specific information</i></p> <p data-bbox="719 1218 1354 1356">If you change the setting from rolling forward to not rolling forward or vice versa, the system displays a warning. To continue, press Enter. You will then need to run the Repost Committed Costs program (P00932) to recalculate commitment balances in the Account Balances table (F0902).</p>

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## What You Should Know About

### **Posting receipts or vouchers to the general ledger**

If you use a formal receiving process (two-way match), the system relieves open commitments when you post receipts to the general ledger using the Post program (P09800).

For information, see *Working with Journal Entries for Receipt Transactions*.

If you use an informal receiving process, the system relieves open commitments when you post vouchers to the general ledger.

For information, see *Working with Journal Entries for Voucher Transactions*.

For information about the formal and informal receiving processes, see *About Receipt Processing*.

## See Also

- *Reviewing Commitment Information for Purchase Orders*



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# Create a Purchasing Commitment Audit Trail

## Creating a Purchasing Commitment Audit Trail



From Non-Stock Procurement System Setup (G43B41), choose **Commitment Setup/Rebuilds**  
From Commitment Setup/Rebuilds (G43B411), choose **Create Commitment Audit Trail**

Run the Create Commitment Audit Trail program (P00993) to resolve integrity issues with your commitment balances. When you create, change, and relieve commitments, the system updates the PO Detail Ledger file (F43199) and also the Account Balances file (F0902). If this information becomes corrupt, you use this program to rebuild the commitment records in the F43199 based on existing purchase orders.

When you run Create Commitment Audit Trail, the system creates an audit trail record of commitments against an account number. The program reads the Purchase Order Detail file (F4311) and writes audit trail records, one line at a time, to the Purchasing Ledger file (F43199).

Commitment audit trail records in the F43199 are designated by a PA in the Ledger Type field (OLLT).

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**Caution:** Before you run this program, you must purge existing commitment information from the F43199 using the Purge Commitment Audit Trail program (P00PURGE – Version 17). After you run P00993 to create a new commitment audit trail, you must run the Post Committed Costs to Jobs program (P00932) to update the Account Balances file (F0902) with the newly create commitment information in the F43199.

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### Before You Begin

- Purge all commitment audit trail records. See *Purging Commitment Audit Trail Records*.

### What You Should Know About

#### Creating the commitment audit trail

The system only processes detail lines that have a document type that is specified in the user defined code table for commitment document types (40/CT).

## See Also

- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for creating a commitment audit trail.

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# Purge Commitment Audit Trail Records

## Purging Commitment Audit Trail Records



From Non-Stock Procurement System Setup (G43B41), choose **Commitment Setup/Rebuilds**  
From Commitment Setup/Rebuilds (G43B411), choose **Purge Commitment Audit Trail**

Run the Purge Commitment Audit Trail program (P00PURGE – Version ZJDE0017) to purge commitment records from the Purchasing Ledger table (F43199), prior to creating a new commitment audit trail using P00993. When purging, you can use processing options to:

- Save purged records in a special purge library
- Reorganize the Purchasing Ledger table

### See Also

- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for purging

### Processing Options

See [Batch File Purge \(P00PURGE\)](#).



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# Post Committed Purchasing Costs to Jobs

## Posting Committed Purchasing Costs to Jobs



From Non-Stock Procurement System Setup (G43B41), choose **Commitment Setup/Rebuilds**  
From Commitment Setup/Rebuilds (G43B411), choose **Post Committed Costs to Jobs**

Run the **Post/Repost Committed Costs to Jobs** program (P00932) to track your job costs. When you run this program, the system recalculates the amounts in the **Account Balances** table (F0902) for the purchase amount and purchase unit ledgers. The system also recalculates monthly amounts in the **Account Balances** table based on information in the **Purchasing Ledger** table (F43199).

### See Also

- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for posting committed costs to jobs

### Processing Options

See [Post/Repost Committed Costs \(P00932\)](#).



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# Recalculate Purchasing Commitments

## Recalculating Purchasing Commitments



From Non-Stock Procurement System Setup (G43B41), choose **Commitment Setup/Rebuilds**  
From Commitment Setup/Rebuilds (G43B411), choose **Restate Commitments**

Run the **Restate Commitments** program (P44910) to change the exchange rate of selected purchase orders and recalculate the domestic commitment amount.

When you restate commitments, the system performs the following steps:

- Obtains data from the Purchase Order Detail table (F4311)
- Assigns new exchange rates (F0015) to purchase orders based on the effective date that you specify
- Adjusts commitment rates by adjusting domestic amounts in the commitments based on the new exchange rates. The system also creates a commitment audit trail record in the Purchasing Ledger table (F43199) with the change of the domestic amounts due to the change of the exchange rate

### See Also

- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for recalculating commitments

### Processing Options

See [Restate Commitments - Purchasing \(P44910\)](#).



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## 12 System Setup



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# Overview to System Setup

## Objectives

- To understand how to set up the features and functions that allow you to process purchase order information

## About System Setup

Before you use the Procurement system, you must define set up information. This information directs the system to accommodate your specific business needs. For example, you must define the purchasing cycle through which the system processes each order type that you use (requisitions, blanket orders, purchase orders).

Complete the following tasks:

- Set up order line types
- Set up order activity rules
- Set up constants
- Set up automatic accounting instructions
- Create tolerance rules
- Set up purchase order hold information
- Set up landed costs
- Set up non-stock items
- Set up templates for purchase orders

The following describes information that you set up for the Procurement system:

Information	Description
Order line types	You must define codes that determine how the system processes a detail line on an order.
Order activity rules	You must establish the sequence of steps (purchasing cycle) through which the system processes each order.

<b>Information</b>	<b>Description</b>
Constants	<p>You must define constants that provide the following types of default information:</p> <ul style="list-style-type: none"> <li>▪ Branch/plant constants control day-to-day transactions within a branch/plant.</li> <li>▪ Item availability constants define how the system calculates the quantity of items available at a branch/plant.</li> <li>▪ System constants provide default information that applies throughout the system.</li> <li>▪ Batch control constants determine whether an application requires management approval and batch control.</li> </ul>
Automatic accounting instructions (AAIs)	You must set up AAIs to determine the general ledger accounts for which the system creates journal entries for purchasing transactions.
Tolerance rules	You can create tolerance rules to specify the number or percentage by which the quantity, unit cost, and extended amount can change on a detail line.
Order hold information	You can set up information that the system uses to place purchase orders on hold.
Landed costs	You can set up landed costs to specify costs that exceed the purchase price of an item, such as delivery charges, broker fees, and so forth.
Non-stock items	You can set up information for items that you do not account for as part of your inventory.
Order templates	You can set up templates for use during purchase order entry. Templates contain items that you frequently order from a supplier.

The following describes information that you set up in other systems, including Inventory Management and General Accounting:

<b>Information</b>	<b>Description</b>
Messages	You can pre-define messages to attach to purchase orders.
Default location and printers	You can define default information for a certain user or workstation terminal, including a branch/plant, an approval route, and a printer output queue.
Next numbers	You can use the next numbers facility to automatically assign the next available number to document types and address book numbers.
Tax processing	<p>You must set up tax processing information for your system.</p> <p>See the <i>Tax Reference Guide</i> for more information.</p>

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Information	Description
User defined codes	You can set up user defined codes to customize each system in your environment.
Item cross-references	You can define item cross-reference numbers to link your internal item numbers to alternate items numbers, such as those maintained by your suppliers.

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## See Also

- *Setting Up Messages in Distributions Systems (P4016) in the Inventory Management Guide*
- *Setting Up Default Location Information (P400951) in the Inventory Management Guide*
- *Setting Up Next Numbers (P0002) in the General Accounting I Guide*
- *Setting Up Item Cross-References (P41040) in the Inventory Management Guide*
- *Setting Language-Specific Screens or Reports in the Technical Foundation Guide*



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# Set Up Order Line Types

## Setting Up Order Line Types



From Stock Based Procurement (G43A), enter **29**  
From Procurement System Setup (G43A41), choose **Order Line Types**

Each purchase order you enter must contain details about the items or services you want to order. For each item or service, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. The system processes the detail line based on a line type.

A line type is a one or two character code that you set up in Order Line Types (P40205). The values you associate with a line type on P40205 control how the system manages information on an order detail line. Each purchase order detail line you enter must have an assigned line type.

The line type you enter for a detail line also determines how the transaction affects other systems, such as:

- General Accounting
- Inventory Management
- Accounts Payable

For example, you might create a line type for stock items, which is often assigned the value 'S'. When you set up the S line type, you usually specify that it affects item availability in the Inventory Management system. You also specify that it affects the General Accounting and Accounts Payable systems. When you assign the S line type to a purchase order detail line, the system knows to:

- Increase the quantity of the item in the Inventory Management system (upon receipt)
- Create ledger entries in the General Accounting system
- Create ledger entries in the Accounts Payable system

The line type for a detail line also determines the cycle through which the system processes the line (based on order activity rules). Other information you can specify for a line type includes whether the detail line is subject to taxes, whether the system applies freight charges and payment terms to the detail line, and so on.

You can also designate the account numbers to which the system writes variance amounts at Voucher Match (P4314).

## To set up order line types

On Order Line Types (P40205)

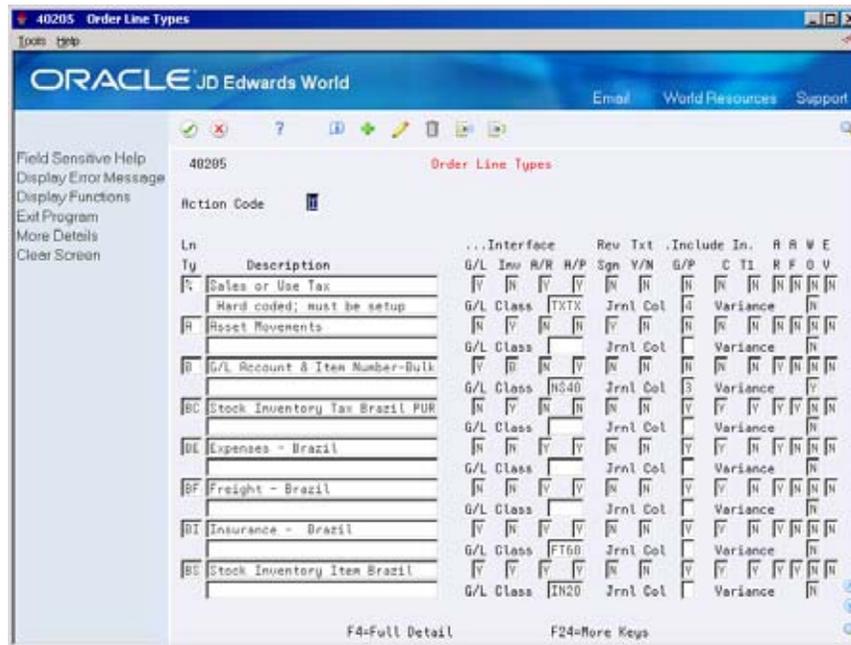
Ln Ty	Description	...Interface				Rev	Txt	.Include		In.	A	R	W	E
		G/L	Inv	A/R	A/P	Sgn	Y/N	G/P	C	T1	R	F	O	V
R	Sales or Use Tax	Y	N	Y	Y	N	N	N	N	N	N	N	N	N
R	Asset Movements	N	Y	N	N	Y	N	N	N	N	N	N	N	N
B	G/L Account & Item Number-Bulk	Y	B	N	Y	N	N	N	N	N	N	N	N	N
BC	Stock Inventory Tax Brazil PUR	N	Y	N	N	N	N	Y	Y	N	Y	Y	N	N
BE	Expenses - Brazil	N	N	Y	Y	N	N	Y	Y	N	Y	N	N	N
BF	Freight - Brazil	N	N	Y	Y	N	N	Y	Y	N	Y	N	N	N
BI	Insurance - Brazil	Y	N	Y	Y	N	N	Y	Y	N	Y	N	N	N
BD	Stock Inventory Item Brazil	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	N	N
BN	Tax line - Brazil	Y	N	Y	Y	N	N	Y	Y	N	Y	N	N	N
BV	Freight - Tax Brazil PUR	Y	N	Y	N	N	N	Y	Y	N	Y	N	N	N
BI	Brazil services	Y	N	Y	Y	N	N	Y	N	N	N	N	N	N
C	Credit Line	Y	Y	Y	Y	N	N	Y	Y	N	Y	N	N	N
CD	Credit Line Ship To - Brazil	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	N	N
DR	Credit Line Ship From - Brazil	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	N	N
CS	Commingled Stock	N	Y	Y	Y	N	N	Y	Y	Y	N	Y	N	N
CT	Container Transactions	Y	Y	Y	Y	N	N	Y	Y	Y	N	Y	N	N

F4=Full Detail      F24=More Keys

### 1. Complete the following fields:

- Ln Ty (Line Type)
- Description
- Interface G/L (General Ledger Interface)
- Interface Inv (Inventory Interface)
- Interface A/R (Accounts Receivable Interface)
- Interface A/P (Accounts Payable Interface)
- Rev Sgn (Reverse Sign)
- Txt Y/N (Text)
- Include G/P (Include Sales/COGS for Gross Profit)
- Include C/D (Include in Cash Discount Calculation)
- Include T1 (Include in Tax 1)
- AR (Apply Retainage)
- AF (Apply Freight)
- WO (Generate Work Order)

2. Press F4 to access the detail (fold) area.



3. Complete the following fields:

- G/L Class (General Ledger Class)
- Jrnl Col (Journal Column)
- Variance

Field	Explanation
Ln Ty	<p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include:</p> <p>S Stock item</p> <p>J Job cost</p> <p>N Non-stock item</p> <p>F Freight</p> <p>T Text information</p> <p>M Miscellaneous charges and credits</p> <p>W Work order</p>
G/L Interface (Y/N)	<p>A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in the general ledger. Valid codes are Y (yes), which is the default, and N (no).</p>

Field	Explanation
Inventory Interface (Y/N)	<p>A code that identifies the type of interface to the Inventory Management system. Valid codes are:</p> <p>Y The dollar or unit value of any activity containing this line type will be reflected in inventory. The system also edits the item you enter to ensure that it is a valid item. Y is the default.</p> <p>A The number entered will be recognized as a G/L account number. This code is used in purchasing only.</p> <p>B The system edits when using format 4 in purchase order entry. The system retrieves price data from the inventory tables, but does not update to the quantity on the purchase order. This code is valid only when the G/L Interface field is Y (yes). Budget checking is fully functional with this interface type.</p> <p>D The item in this line is an inventory item that will not affect availability or quantities.</p> <p>N This item is not an inventory item.</p>
A/R Interface (Y/N)	<p>Code that indicates whether the system will reflect the dollar or unit value of any activity containing this order line type in Accounts Receivable. Valid codes are Y (yes), which is the default, and N (no).</p> <p>This field is for future use only.</p>
A/P Interface (Y/N)	<p>A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in accounts payable. Valid codes are Y (yes), which is the default, and N (no).</p> <p>This field is for future use only.</p>
Rev Sgn	<p>A code that indicates whether the system reverses the sign of the quantity in the line. This code is used to allow easy entry of credit memos. Valid codes are:</p> <p>Y Yes</p> <p>N No. This is the default</p>
Txt	<p>A code that indicates whether this line contains only memo information. Valid codes are:</p> <p>Y Yes</p> <p>N No, which is the default</p>
Include Sales/COGS for Gross Profit	<p>A code indicating that the system includes sales and cost of goods sold in gross profit calculations. Valid codes are Y (yes) and N (no, which is the default).</p>
Include in Cash Discount Calculation	<p>A code indicating whether the system includes the extended dollar amount of the transaction in the cash discount or payment terms discount calculation. Valid codes are Y (yes) and N (no). N is the default.</p>

Field	Explanation
Include in Tax 1	<p>A code that indicates whether the monetary value of this order line is subject to applicable taxes and which taxes to apply. Valid values are:</p> <p>Y Yes, the line is subject to applicable taxes.</p> <p>N No, the line is not subject to applicable taxes.</p> <p>3-8 Yes, the line is subject to applicable taxes at the rate indicated by the group number (3-8). The system uses group numbers for VAT (value added tax).</p>
Apply Retainage - Y/N	<p>A code that indicates whether the system includes the item's values in the calculation of an accounts payable retainage. Use this field only if the interface between the Purchasing system and Accounts Payable system is active.</p> <p>Valid codes are:</p> <p>Y Include the item's values in the accounts payable retainage calculation.</p> <p>N Do not include the item's values in the accounts payable retainage calculation.</p> <p>If you leave this field blank, the system automatically enters N.</p>
Apply Freight - Y/N	<p>A code indicating whether the system should perform freight calculations during processing. Valid codes are:</p> <p>Y yes, perform calculations</p> <p>N no, do not perform calculations</p> <p>If you leave this field blank, the system automatically enters Y.</p>
Generate Work order	<p>A code indicating whether the system automatically generates an internal work order for this line. Valid codes are Y (yes) and N (no, which is the default).</p>

Field	Explanation
G/L Class	<p>A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.</p> <p>The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows:</p> <p>IN20 Direct Ship Orders</p> <p>IN60 Transfer Orders</p> <p>IN80 Stock Sales</p> <p>The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these:</p> <p>Sales-Stock (Debit) xxxxx.xx</p> <p>A/R Stock Sales (Credit) xxxxx.xx</p> <p>Posting Category: IN80</p> <p>Stock Inventory (Debit) xxxxx.xx</p> <p>Stock COGS (Credit) xxxxx.xx</p> <p>Although this field is four characters, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI.</p>
Jrnl Col	<p>The Sales Journal report has four columns. The value in this field controls which of the four columns receives the sales value, if any, of this line. Allowed codes are 1, 2, 3, and 4.</p>
Variance	<p>Code that tells the system to which account it should book a variance. Valid codes are:</p> <p>Y Tells the system that a variance generated during voucher match should be booked to the variance account.</p> <p>N Indicates to the system that it should book any variance back to the expense account for the order line.</p> <p><b>Note:</b> This field is used in conjunction with an inventory interface of A or B in the Purchasing system only.</p>

## See Also

- *Setting Up Order Activity Rules*

## Working with Variance Flags

You can use variance flags for non-stock purchase orders. In Order Line Types (P40205), the Record Variance field (PDC4) determines which account the system records a variance to at the time of Voucher Match (P4314). This field is located in the detail area, and is used in conjunction with an inventory interface of A or B only. This variance will take place when doing a 3-way match. Valid values for the field are:

- Y - A variance generated during voucher match will be booked to the variance account
- N - A variance generated during voucher match will be booked to the expense account on the detail line of the order.

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**Note:** There will always be an account number on a purchase order detail line that has an inventory interface of A or B. If an account is not entered on the detail line, the account number field is automatically populated by the account in the 4315 AAI.

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### Example 1

The variance field in the fold of the line type is set to N.

- Enter a non-stock purchase order for \$1000.
- Receive the entire amount in Enter Receipts (P4312).
- Match the order in Voucher Match (P4314) for \$990 and close the remaining balance by putting a 7 in the option field.

This creates a \$10 variance.

Transaction	AAI or Account	Debit	Credit
Receipt	Account number on the purchase order	\$1,000	
	AAI 4320		\$1,000
Voucher Match	AAI 4320	\$1,000	
	Account number on the purchase order		\$10
	PC AAI		\$990

The \$990 credited to Accounts Payable Trade (PC AAI) is not created at Voucher Match; instead, it's created when you run the Post program (P09800) over the batch created at Voucher Match.

### Example 2

The variance field in the fold of the line type is set to Y.

- Enter a non-stock purchase order for \$1000.
- Receive the entire amount in Enter Receipts (P4312).

- Match the order in Voucher Match (P4314) for \$990 and close the remaining balance by putting a 7 in the option field.

This creates a \$10 variance.

Transaction	AAI or Account	Debit	Credit
Receipt	Account number on the purchase order	\$1,000	
	AAI 4320		\$1,000
Voucher Match	AAI 4320	\$1,000	
	AAI 4330		\$10
	PC AAI		\$990

The Exchange Rate Variance (EXVR) flag, which is valid when currency is activated in your system, works the same way as the standard variance flag, that is, when you set the flag to No, exchange rate variances that occur between Enter Receipts (P4312) and Voucher Match (P4314) are booked to the expense account on the order detail line. When you set the flag to Yes, these variances are booked to the appropriate account number in AAI 4340 (Exchange Rate Variance account).

**Note:** If there is a variance when doing a 2-way match, the Record Variance field is not used since journal entries are only written at time of voucher

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# Set Up Order Activity Rules

## Setting Up Order Activity Rules



From Stock Based Procurement (G43A), enter **29**  
From Procurement System Setup (G43A41), choose **Order Activity Rules**

For each item or service that you enter on a purchase order, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. You must set up order activity rules to establish the sequence of steps through which you process each detail line, for example:

- Enter order
- Print order
- Print receiver
- Receive order

You can set up multiple sets of activity rules. You must assign each set of rules to a certain order type (purchase order, requisition, and so on) and line type. For example, you can specify that a set of activity rules apply only to purchase order detail lines that have a line type of S (for stock items).

You must assign status codes to each step in activity rules. Status codes identify the current status of a detail line and the next status to which to advance the line. You must define status codes in ascending numerical order. For example, you can set up status codes for purchase order stock line types as follows:

<b>Current</b>	<b>Next</b>	<b>Description</b>
220	280	Enter Purchase Order
280	380	Print Purchase Order
380	400	Print Purchase Receiver
400	999	Record Purchase Receipt
999	Complete	

You can change the progression of steps by indicating alternate next status codes. For example, using the activity rules above, you can bypass the Print Purchase Order step for orders that you send electronically. To do this, you can assign an alternate next status code (380) to the Enter Order step. You can then assign the alternate code to detail lines at order entry.

You can specify that the system write a record to the Purchasing Ledger file (F43199) when a detail line enters a certain step in the activity rules.

## Before You Begin

- Verify that you have set up status codes in user defined code table 40/AT
- Verify that you have set up order types in user defined code table 00/DT
- Verify that you have set up order line types

## To set up order activity rules

On Order Activity Rules (P40204)

Ln	Ty	Sta	Description	Nxt Sta	Other Allowed	Ledger
1	220		Enter Purchase Order	220 220 200		N
2	230		Approved Purchase Order	200 220		N
3	280		Print Purchase Order	280		N
4	380		Print Purchase Receiver	400		N
5	400		Record Purchase Receipt	999 400		N
6	999		Complete - Ready to Purge			N

Complete the following fields:

- Order Type
- Line Type
- Next Number
- Stat (Status Code)
- Description
- Nxt Sta (Next Status Code)
- Other Allowed
- Ledger

Field	Explanation
Order Type	<p>A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. JD Edwards World has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)</p> <p>The following document types are defined by JD Edwards World and should not be changed:</p> <ul style="list-style-type: none"> <li>P Accounts Payable documents</li> <li>R Accounts Receivable documents</li> <li>T Payroll documents</li> <li>I Inventory documents</li> <li>O Purchase Order Processing documents</li> <li>J General Accounting/Joint Interest Billing documents</li> <li>S Sales Order Processing documents</li> </ul>
Line Type	<p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include:</p> <ul style="list-style-type: none"> <li>S Stock item</li> <li>J Job cost</li> <li>N Non-stock item</li> <li>F Freight</li> <li>T Text information</li> <li>M Miscellaneous charges and credits</li> <li>W Work order</li> </ul> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Header field: Use this field to help define an inquiry. You can enter a specific code or you can enter an asterisk (*) to indicate all line types.</p> <p>Detail field: The code identifying the line type of the order activity rule.</p>
Next Number	<p>A code that tells the system which next number series to use when creating order numbers for this order type. There are ten available Next Number series.</p> <p>This field addresses the following:</p> <ul style="list-style-type: none"> <li>▪ Purchase requisitions that carry order numbers different from bid requests and purchase orders</li> <li>▪ Blanket sales orders numbered in a different number range from standard sales orders</li> </ul>

Field	Explanation
Stat	A user defined code (system 40/type AT) that indicates the status of the line.
Nxt Stat	A user defined code (40/AT) that indicates the next step in the order process.
Other Allowed	This is an optional field indicating a status that can be performed as the next step in the order process. Although this is not the preferred or expected next step, this field is an allowed override. The system does not allow you to initiate an order line step or status not defined as either the expected next status or an allowed status. Other allowed status codes let you bypass processing steps. These codes are often referred to in processing options as "override next status codes."
Ledger Record (Y/N)	A code that tells the system to write a record to the history table (F42199 for Sales Order Management and F43199 for Purchase Order Management). Valid codes are: Y Write a record for selected fields to the history table N Do not write a record to the history table

## What You Should Know About

<b>Copying order activity rules</b>	<p>When the value in the Last Status column is input inhibited on P40204, it indicates there are orders that currently exist at that status. You cannot delete or copy rules for an order and line type combination if there are open orders.</p> <p>To copy order activity rules for a particular order/line type (provided there are no open orders) inquire on the order/line type you want to copy from. Put an A in the Action Code, override the order type and line type in the header, and then override the existing line type with the new line type for every rule. Press Enter.</p>
<b>Next Number</b>	<p>You use the Next Number field to specify from which bucket the system retrieves an order number (P0002 - Product Code 43) when you enter a new order with the specified document type.</p> <p>Since a number is assigned to an order regardless of line type, the Next Number field is not relevant at the line type level; therefore, when the system assigns a next number to a new order, it looks at the next number value assigned to the very first line type it finds for the document type.</p> <p>For example, if you inquire on Order Type OP in Order Activity Rules with an asterisk in the Line Type field, the video will display all line types set up for order type OP, starting with the first line type. The next number value assigned to the first line type is the bucket from which the system retrieves a next number for new OP orders.</p>





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# Set Up Constants

## Setting Up Constants

A constant is a piece of information that you associate with either the entire system or a specific branch/plant. The system uses constants as default information in many JD Edwards World systems.

After you determine the information that you want to use throughout your system, you can enter the appropriate values or change any predefined values.

This section contains the following:

- [Defining Branch/Plant Constants](#)
- [Defining Item Availability](#)
- [Defining System Constants](#)
- [Defining Batch Control Constants](#)

### Before You Begin

- Create an address book record for each branch/plant
- Set up a branch/plant named *ALL*
- Set up each branch/plant as a business unit

## Defining Branch/Plant Constants



From Stock Based Procurement (G43A), enter 29  
From Procurement System Setup (G43A41), choose Branch/Plant Constants

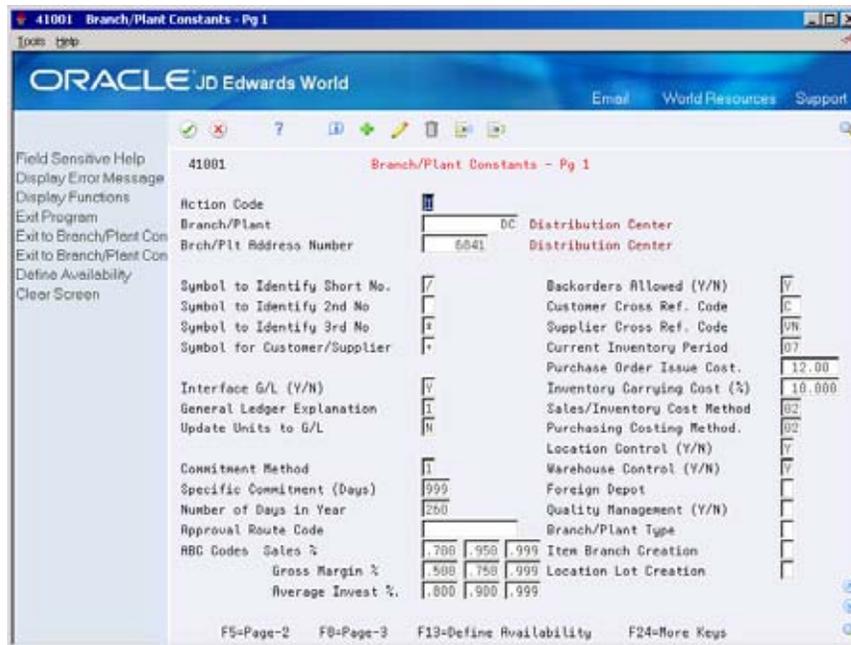
Branch/plant constants allow you to customize the processing of daily transactions for each branch/plant in your distribution and manufacturing systems.

## To define branch/plant constants

### On Branch/Plant Constants (P41204)



1. Choose a branch/plant using the constants option (Option 1).



2. On Branch/Plant Constants - Page 1 (P41001), complete the following fields:

- Branch/Plant
- Brch/Plt Address Number (Branch/Plant Address Number)

- Interface G/L (Y/N) (Interface General Ledger (Y/N))
- Number of Days in Year
- Approval route code
- Supplier Cross Reference Code
- Current Inventory Period
- Purchase Order Issue Cost
- Inventory Carrying Cost
- Purchasing Costing Method
- Location Control

Field	Explanation
Branch/Plant	<p>An alphanumeric field 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, or branch/plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.</p>
Interface G/L (Y/N)	<p>A code that indicates whether inventory transactions that are processed through this branch/plant create general ledger entries. Valid codes are:</p> <p>Y    Yes N    No</p>
Number of Days in Year	<p>The number of days that you are open for business in a year. This number must be between 252 and 365. The Purchase Management system uses this number to calculate economic order quantity (EOQ). This is a required field.</p>
Approval Route Code	<p>A code that determines to whom an order is routed for approval.</p>
Supplier Cross Ref. Code	<p>User defined code (system 41, type DT) identifying the type of cross-reference you have set up for this supplier. Example cross-references have been set up for:</p> <ol style="list-style-type: none"> <li>1.    Substitutes</li> <li>2.    Replacements</li> <li>3.    Bar Codes</li> <li>4.    Customer Numbers</li> <li>5.    Supplier Numbers</li> </ol>

Field	Explanation
Current Inventory Period	<p>A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>The current inventory period for a branch/plant should equal the accounting period for its parent company.</p>
Purchase Order Issue Cost	<p>The amount that the Purchase Management system uses to calculate the Economic Order Quantity (EOQ). This cost should be the estimate of the cost of materials, labor, and overhead that you incur when you issue a single purchase order. The default value is .00. For example:</p> <p>S    Purchase Order Issue Cost = 15.0  I    Inventory Carrying Cost = .09 (9%)  Y    Annual Sales in Units = 3,000  C    Unit cost of Item = 10.0</p> <p>Economic Order Quantity = Square root of <math>((2S/I) \times (Y/C))</math>  Square root of <math>[(2)(15) \text{ divided by } 0.09] \times 3,000 \text{ divided by } 10.0 = 316.23</math></p>
Inventory Carrying Cost (%)	<p>The percentage of inventory investment that the Purchase Management system uses to calculate Economic Order Quantity (EOQ). The default is .00. Enter a percentage as a decimal value.</p> <p>The following example shows how EOQ is determined using the Inventory Carrying Cost Percentage:</p> <p>S    Purchase Order Issue Cost = 15.0  I    Inventory Carrying Cost = .09 (9%)  Y    Annual Sales in Units = 3,000  C    Unit Cost of Item = 10.0</p> <p>EOQ = Square root of <math>((2S/I) \times (Y/C)) = \text{the square root of } (2(15) \text{ divided by } .09) * (3000 \text{ divided by } 10) = 316.23</math></p> <p><b>Note:</b> Access field help for the Economic Order Quantity field for information on the EOQ formula.</p>
Purchasing Costing Method	<p>A code (table 40/CM) that indicates the cost method that the system uses to determine the cost of the item for purchase orders. Cost methods 01-08 are hard-coded.</p>

Field	Explanation
Location Control (Y/N)	<p>A code that indicates what type of location control the system requires. You should use location control if you want to use only locations that are in the Location Master table.</p> <p>Valid codes are:</p> <p>Y Yes, use only locations in Location Master (F4100).</p> <p>N No, do not restrict locations to those in Location Master. Use all locations, as long as they conform to the location format defined on Branch/Plant Constants - Page 2.</p> <p>If Warehouse Control is set to Yes, Location Control also must be set to Yes.</p>

## Defining Item Availability

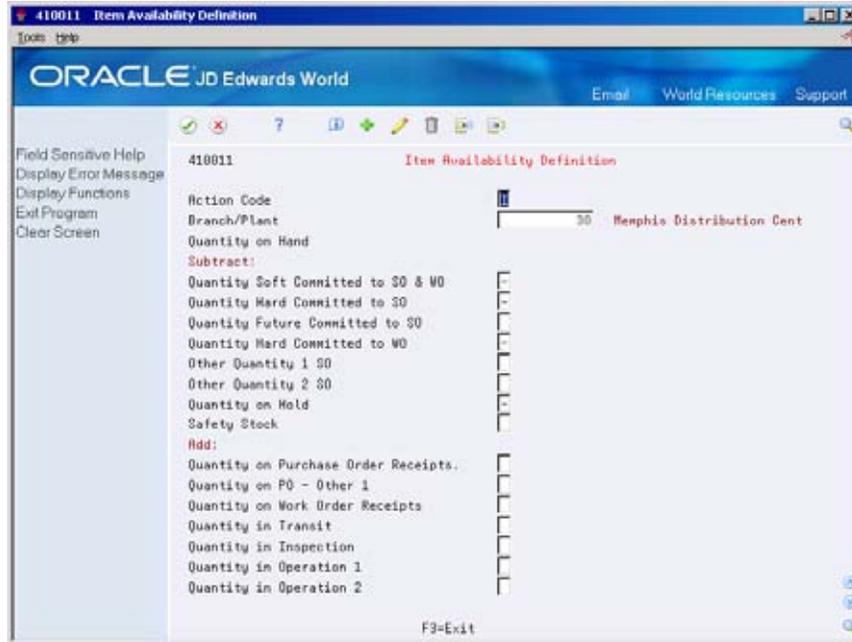
	<p>From Stock Based Procurement (G43A), enter <b>29</b></p> <p>From Procurement System Setup (G43A41), choose <b>Branch/Plant Constants</b></p>
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You must define how you want the system to calculate item availability for each branch/plant. This calculation impacts how the system calculates the availability for each item in a branch.

### To define item availability

On Branch/Plant Constants (P41204)

1. Choose a branch/plant using the Availability option (Option 3).



2. On Item Availability Definition (P410011), enter a minus (-) or plus (+) sign in fields with quantities that you want the system to subtract or add, respectively, from the quantity on hand, to calculate availability.

## Defining System Constants

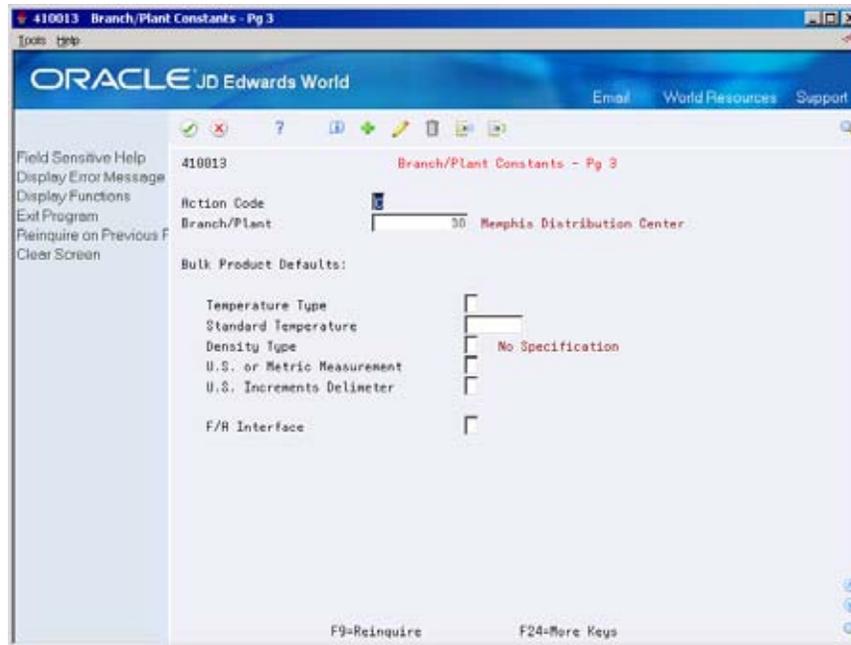
	<p>From Stock Based Procurement (G43A), enter 29                  From Procurement System Setup (G43A41), choose <b>Branch/Plant Constants</b></p>
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Set up system constants to determine how the system performs certain functions. For example, assume that you have several branch/plants and you use different units of measure for the items in each branch/plant. You can set a system constant to automatically convert units of measure by branch.

### To define system constants

On Branch/Plant Constants (P41204)

1. Press F8 to access System Constants (P4009W).



2. On System Constants, complete the following fields:

- Unit of Measure Conversions by Branch
- Supplemental Data Base by Branch
- Allow Duplicate Lots
- Update Average Cost On-Line
- Purchase Price Retrieval Unit of Measure
- Purchase Rebate Category Code

Field	Explanation
Unit Of Measure Conversions by Branch	<p>A code that indicates how the system uses the branch/plant within the Item Specific Unit of Measure Conversion tables. Valid values are:</p> <p>Y The system displays the item specific conversion table when you add an item to a specific branch/plant.</p> <p>N The system displays the item specific conversion table for all branch/plants from the Item Master table.</p>
Supplemental Data Base by Branch	<p>A code that indicates how the system uses the branch/plant within the Inventory Management Supplemental Database. Valid values are:</p> <p>Y The supplemental data is unique by item and branch.</p> <p>N The supplemental data is unique by item only.</p>

Field	Explanation
Allow Duplicate Lots	<p>A flag that determines whether the system can assign the same lot to multiple items. Valid values are:</p> <p>1 Do not allow duplicate lots. The lot is restricted to one item and one branch/plant.</p> <p>2 Allow duplicate lots. You can create a lot that contains multiple items and branch/plants.</p> <p>3 Do not allow duplicate lots. The lot is restricted to one item, but can contain quantities in multiple branch/plants.</p>
Update Average Cost On-Line	<p>A code that indicates when the system calculates the new average cost for an item.</p> <p>Valid values are:</p> <p>Y The system calculates a new average cost online immediately after any transaction that affects the average cost of an item.</p> <p>N All processes that affect average cost create transactions to an Average Cost Work table (F41051). The system calculates a new average cost when you run the Average Cost Update program.</p>
Purchase Price Retrieval UOM	<p>A value that represents the unit of measure that the system retrieves for the purchase base price (F41061) during purchase order processing.</p> <p>If you specify the Transaction or Purchasing UOM and the system does not find a record in that unit of measure, the system repeats the process using the primary UOM of the item.</p>
Purchase Rebate Category Code	<p>A number in the system constants that determines which category code the system uses in the criteria for inclusion comparison.</p>

## Defining Batch Control Constants

	<p>From Stock Based Procurement (G43A), enter 29</p> <p>From Procurement System Setup (G43A41), choose <b>Branch/Plant Constants</b></p>
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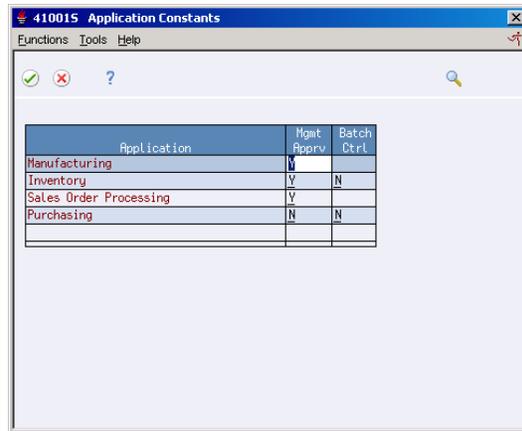
Defining batch control constants prevents the system from applying changes that unauthorized personnel make to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch processing job. You might enter batch control information to compare the anticipated size of the job to the end result.

You must define management approval and batch control separately for each distribution and manufacturing system that you use.

## To define batch control constants

### On Branch/Plant Constants (P41204)

1. Press F8 to access Application Constants.



2. On Application Constants (P41001S), complete the following fields:

- Mgmt Apprv (Management Approval)
- Batch Ctrl (Batch Control)

Field	Explanation
Mgmt Apprv	<p>A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Valid values are:</p> <p>Y Yes, assign a status of Pending to each batch that you create within the listed systems.</p> <p>N No, assign a status of Approved to each batch.</p>
Batch Ctrl	<p>A code that indicates whether to require entry of batch control information. For each batch, the system displays a batch control form where you must enter information about the number of documents and the total amount of the transactions that you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to the Inventory Management and the Purchase Order Management systems. Valid values are:</p> <p>Y Yes. In Inventory Management, Y displays a batch control form before you issue, adjust, or transfer inventory. In Purchase Order Management, Y displays a batch control form before you enter receipts.</p> <p>N No, do not require entry of batch control information.</p>



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# Set Up Supplier Cross-Reference Numbers

## Setting up Supplier Cross-Reference Numbers

With proper setup, you can enter your supplier's item number into a purchase order and have the system automatically replace it with your item number.

### Set Up Cross-References



From Stock Based Procurement (G43A), enter **29**  
From Procurement System Setup (G43A41), choose **Item Cross-Reference**

If you are using the supplier's item number in a purchase order, you must populate the following fields in the Branch/Plant Constants:

Field	Data Item
Symbol for Customer/Supplier	SYM5
Supplier Cross Ref. Code	XRT2

The Symbol you specify for the supplier is the symbol you'll need to type directly in front of the supplier's item number when you enter it in the Item Number field on a purchase order (P4311). When you press Enter to record the order, the system automatically changes the supplier's number to reflect your item number.

The Supplier Cross Reference code is the code type you'll use to cross reference your item number to the supplier's item number when you perform set up.

41001 Branch/Plant Constants - Pg 1

ORACLE JD Edwards World

UPL Document Email World Resources Support

Field Sensitive Help  
Display Error Message  
Display Functions  
Exit Program  
Exit to Branch/Plant Con  
Exit to Branch/Plant Con  
Define Availability  
Clear Screen

41001 Branch/Plant Constants - Pg 1

Action Code  T

Branch/Plant  Memphis Distribution Center

Brch/Plt Address Number  Memphis Warehouse #38

Symbol to Identify Short No.  Backorders Allowed (Y/N)  Y

Symbol to Identify 2nd No.  Customer Cross Ref. Code

Symbol to Identify 3rd No.  Supplier Cross Ref. Code

Symbol for Customer/Supplier  Current Inventory Period

Interface G/L (Y/N)  V Purchase Order Issue Cost.

General Ledger Explanation  Inventory Carrying Cost (%)

Update Units to G/L  N Sales/Inventory Cost Method

Commitment Method  Purchasing Costing Method.

Specific Commitment (Days)  Location Control (Y/N)  N

Number of Days in Year  Warehouse Control (Y/N)  N

Approval Route Code  Foreign Depot  N

A/R Codes Sales %    Quality Management (Y/N)  N

Gross Margin %    Branch/Plant Type  I

Average Invest %:    Item Branch Creation  I

Location Lot Creation  I

F5=Page-2 F8=Page-3 F13=Define Availability F24=More Keys

## To set up supplier cross-references

Your item must be cross-referenced to the supplier's item number in Supplier Item Cross Reference (P41040). The supplier's item number does not need to be set up in the Item Master (P4101) or Item Branch Information (P41026). For example, if your item is called "123" and your supplier's item is called "ABC", the setup will be as follows:

On Item Cross-Reference Inquiry (P41040)

1. Inquire on your item number. If cross reference records already exist, they will display in the detail; otherwise, the Option Exit field will allow for entry directly under the column heading (O).
2. Enter 1 in the Option field to access Item Cross Reference Revisions (P41041).
3. On Item Cross Reference Revisions, enter your item number in the header portion of the screen, and complete the following fields in the detail:
  - Ty - Cross Reference Type
  - Address Number – Supplier's Address Book number
  - X-Ref Item Number - Supplier's item number
  - X-Ref Description – Cross-reference description
4. Press Enter.

A code (UDC table 41/DT) identifies the type of cross references you can set up. VN is typically used for supplier cross references, however, you can use whatever cross reference type you like, provided you set it up in UDC 41/DT and attach it to Branch Constants.

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# Set Up Automatic Accounting Instructions

## Setting Up Automatic Accounting Instructions



From Stock Based Procurement (G43A), enter **29**  
From Procurement System Setup (G43A41), choose **Automatic Accounting Instructions**

You set up automatic accounting instructions (AAIs) to determine the accounts to which the system distributes general ledger entries. For example, in the Procurement system, the system creates journal entries when you receive orders using the Inventory Receipts program (P4312) and when you match orders to invoices using the Voucher Match program (P4314). You set up AAIs to indicate the accounts for which the system creates the journal entries.

There are multiple AAI tables for the Procurement system, each of which applies to a certain type of transaction. In each table, you specify a general ledger account for each unique combination of company, document type, and G/L class.

For example, you can set up an AAI table for inventory receipt transactions (AAI 4310). Each time you enter a receipt for an inventory item, the system determines the inventory account to which to debit the receipt amount based on the company, document type, and G/L class applicable to the receipt.

The system stores distribution AAIs in the Distribution/Manufacturing Automatic Accounting Instructions file (F4095).

### AAI Tables for the Procurement System

The types of AAI tables in the Procurement system include:

- AAIs for receipts and voucher match
- AAIs for variances
- AAIs for tax liabilities
- AAIs for receipt routing
- AAIs for landed costs
- AAIs for zero balance adjustments

The following explains the AAI tables used by the Procurement system.

#### AAIs for Receipts and Voucher Match

These AAI tables determine which accounts are debited and credited when you enter purchase order receipts or create vouchers.

<b>AAI</b>	<b>Description</b>
4310	Journal entry debit to an inventory evaluation account that is created from the Purchasing Receipts program (P4312).
4315	Journal entry debit to a non-stock inventory account that is created from the Purchasing Receipts program when you have not entered an account number on the purchase order.
4320	Journal entry credit or debit to a received not vouchered account that is created from the Purchasing Receipts program.

### AAIs for Variances

These AAI tables determine which accounts are debited and credited when there is a variance in the cost of an item.

<b>AAI</b>	<b>Description</b>
4330	Journal entry credit or debit to a receipt cost/actual cost paid variance account that is created from the Voucher Match program (P4314).
4332	Journal entry credit or debit to an actual cost paid variance/cost of sales account that is created from the Voucher Match program.
4335	Journal entry credit or debit to a standard cost/actual cost variance account that is created from the Purchasing Receipts program (P4312).
4337	Journal entry debit to a manufacturing material burden account that is created from the Purchasing Receipts program. (Used in conjunction with standard costs.)
4340	Journal entry credit or debit to record an exchange rate variance that is created from the Voucher Match program. Variance occurs if the purchasing rate is different between the time of receipt and the time of voucher creation.

### AAIs for Tax Liabilities

These AAI tables determine which accounts are debited and credited when you work with tax liabilities.

<b>AAI</b>	<b>Description</b>
4350	Journal entry debit for accrued purchasing taxes that is created from the Purchasing Receipts (P4312) and Voucher Match programs (P4314).
4355	Journal entry credit to a tax received but not vouchered temporary liability account that is created from the Purchasing Receipts program.

## AAIs for Receipt Routing

These AAI tables determine which accounts are debited and credited as you process items through a receipt route using the Movement and Disposition screen (P43250)

AAI	Description
4365	Journal entry credit to a prior to receipt/compliance liability account that is created when you transfer items to a receipt routing operation prior to the operation at which you assume payment liability for the items.
4370	Journal entry debit or credit to a routing operation account that is created when you transfer items to or from an operation in a receipt route.
4375	Journal entry debit to an inventory disposition account that is created during the receipt routing process. Typically, this is a result of goods being damaged. However, payment is still required.

## AAIs for Landed Costs

These AAI tables determine which accounts are debited and credited when you work with landed costs.

AAI	Description
4385	Journal entry debit for landed costs/expense adjustments that is created during the Purchasing Receipts (P4312), Stand-Alone Landed Costs (P43214), or Voucher Match (P4314) programs.
4390	Journal entry credit for landed costs/expense adjustments that is created during the Purchasing Receipts, Stand-Alone Landed Costs, or Voucher Match programs.

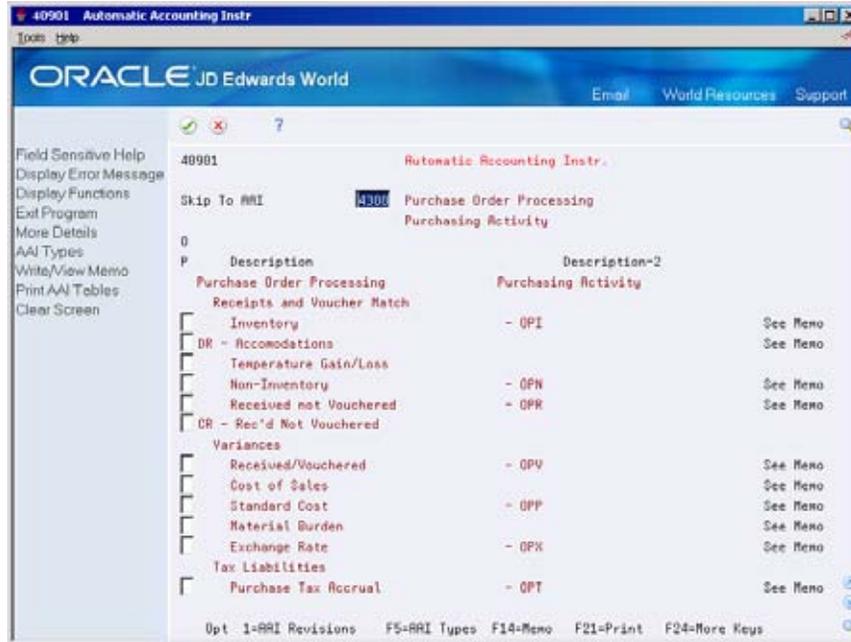
## AAIs for Zero Balance Adjustments

These AAI tables determine which accounts are debited and credited when you work with zero balance adjustments.

AAI	Description
4400	Journal entry to credit an inventory evaluation account that is created from the Purchasing Receipts program (P4312) when receipt results in on-hand quantity ending at zero, with a remaining general ledger cost. Typically, this is the result of a transaction reversal.
4405	Journal entry to debit an inventory evaluation account that is created from the Purchasing Receipts program. This debit occurs when receipt results in on-hand quantity ending at zero, with a remaining general ledger cost. Typically, this is the result of a transaction reversal.

## To set up automatic accounting instructions

On Automatic Accounting Instructions (P40901)



1. Choose AAI Revisions (Option 1) for the AAI table for which you want to define accounts.
2. On Distribution Automatic Account (P40950), complete the following fields, as necessary:
  - Co. (Company)
  - Dc Ty (Document Type)
  - G/L Cls. (General Ledger Class)
  - Business Unit (Cost Center)
  - Object (Object Account)
  - Sub (Subsidiary)

Field	Explanation
Company	<p>A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p><b>Note:</b> You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>In the inquiry field at the top of the form, the asterisk (*) is the default value. It causes the system to display AAIs for all companies.</p>
Document Type	<p>A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction.</p> <p>JD Edwards World reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> <li>P   Accounts payable documents</li> <li>R   Accounts receivable documents</li> <li>T   Payroll documents</li> <li>I   Inventory documents</li> <li>O   Order processing documents</li> <li>J   General ledger/joint interest billing documents</li> </ul> <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>In the inquiry field at the top of the form, the asterisk (*) is the default and causes the system to display all document types.</p>

Field	Explanation
G/L Cls	<p>A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.</p> <p>The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows:</p> <p>IN20 Direct Ship Orders  IN60 Transfer Orders  IN80 Stock Sales</p> <p>The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these:</p> <p>Sales-Stock (Debit) xxxxx.xx  A/R Stock Sales (Credit) xxxxx.xx  Posting Category: IN80  Stock Inventory (Debit) xxxxx.xx  Stock COGS (Credit) xxxxx.xx</p> <p>Although this field is four characters, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI.</p>
Bus. Unit	<p>An alphanumeric field 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, or branch/plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p><b>Note:</b> The system uses this value for Journal Entries if you do not enter a value in the AAI table.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>If you leave this field blank, the system uses the business unit that you entered on the work order, in the Charge to Cost Center field.</p>

Field	Explanation
Object Account	The object account portion of a general ledger account. The term “object account” refers to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object is set to 6 digits, JD Edwards World recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because the system enters three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.  <i>Form-specific information</i>  If you leave this field blank, the system uses the value you entered on the work order in the Cost Code field.

## What You Should Know About

<b>Entering memo text</b>	You can enter memo text for each AAI table on the generic text form.
<b>Blank Cost Center/Business Unit</b>	For most distribution AAIs, you can leave the business unit/cost center portion of the account number blank, in which case the system inserts the branch applicable to the transaction into the business unit portion of the account number.  For example, when you set up the Inventory AAI table (4310), for company 100, document type OP, and G/L class IN10, you can enter object account 1411 with a blank business unit. If you receive a stock item at branch 10, the Enter Receipts program debits inventory to account 10.1411, whereas if you receive a stock item at branch 30 (provided this branch is also in company 100) the program writes to inventory account 30.1411.

### **Material burden**

Material burden represents item costs that are separate from the material cost of an item, such as freight, duty, taxes, on so on. You set up these costs in the Manufacturing Cost Components file (F30026).

The Material Burden AAI (4337) allows for the separation of an item's frozen A1 cost in the F30026 from the total frozen cost of the product. Material burden is invoked by the Enter Receipts program (P4312), which credits the material burden cost to the account in AAI 4337.

Any difference between an item's standard cost and the RNV amount plus material burden amount is written to the standard cost variance account (AAI 4335), provided you use standard cost to value the item's inventory.

You cannot use material burden in conjunction with landed costs.

### **Variances at Voucher Match**

AAI tables 4330 (RNV Variance), 4332 (Cost of Sales) and 4340 (Exchange Rate) serve to account for variances that occur between the time an order is received (via the Enter Receipts program/P4312) and the time the order is matched (via the Voucher Match program/P4314).

These AAI tables apply only for orders that go through a three-way match process. Journal entries are only written to these accounts at Voucher Match (P4314).

Examples:

AAI 4330 – If an item is received for \$10 and matched for \$11, the \$1 variance is debited to the 4330 account at Voucher Match.

AAI 4332 – Say an item has quantity 10 on hand immediately after being received, but prior to Voucher Match, 3 of those items are sold. In this example, only 7 remain in inventory. The per unit receipt cost of the item was \$1, for a total receipt cost of \$10. If you match all 10 items for \$11.00, the system will take the \$1.00 variance, and book .70 to the RNV variance account (4330) and .30 to the Cost of Sales account (4332). This allows for splitting the variance amount between those items still in inventory and those items that have been sold.

AAI 4340 – Say an order is received with an exchange rate of 2. Foreign cost is \$1.00 and domestic cost is \$2.00. At Voucher Match, the exchange rate changes to 3, in which case the domestic cost changes to \$3.00. The \$1 difference between the domestic receipt cost (2) and the domestic vouchered cost (3) is debited to the exchange rate variance account in AAI 4340.

## **Processing Options**

See [AAI Revisions \(P40901\)](#) .

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# Create Tolerance Rules

## Creating Tolerance Rules



From Stock Based Procurement (G43A), enter 29  
From Procurement System Setup (G43A41), choose Tolerance Rules

You create tolerance rules (P4322) to determine how much a detail line can change before it exceeds tolerance. For example, you enter a receipt for which the quantity exceeds more than 10 percent of the quantity entered on the purchase order. You can have the system prevent the transaction for exceeding tolerance.

You create tolerance rules to specify the number or percentage by which the following values can change before the system issues a warning message or prohibits entry of a transaction:

- Quantity
- Unit cost
- Extended amount

Tolerance rules are specific to item number, commodity class or company. The system allows you to designate only one of these variables per transaction type. You can set tolerance rules for three types of transactions:

- Entering receipts
- Creating vouchers
- Creating purchase orders through requisition consolidation and blanket release

You flag processing option 20 behind the Enter Receipts (P4312) program, processing option 16 behind the Voucher Match (P4314) program, and processing option 15 behind the Order Release (P43060) program, for tolerance checking to take effect.

If you change a detail line so it exceeds tolerance, the program either displays an error message or prevents you from entering the transaction, depending on how you set the processing option. During voucher match (P4314), you can also specify that the system assign a pay status code to lines exceeding tolerance.

If you do not specify a percentage or amount for the quantity, unit cost, and extended amount categories in Tolerance Rules (P4322), the system will not perform tolerance checking for the category that you leave blank.

The Enter Receipts program also allows tolerance checking by receipt date, depending on how you set processing option 20 behind P4312. The program calculates the number of days between the Receipt Date you enter in P4312 and the Promised Date (PDDI) originally entered on the purchase order. It then compares

this to the number of days a shipment is allowed early or late, as set up in the fold of the Receipt/Routing Analysis program (P43090).

## To create tolerance rules

On Tolerance Rules (P4322)

1. Specify the type of process you are creating a tolerance rule for by completing the following field:
  - Function (Program)
2. Specify what the tolerance rule is applicable to by completing one of the following fields:
  - Item Number
  - Commodity Class
  - Company
3. Specify the tolerance percentage or tolerance amount to use as the “top end” of the tolerance range by completing the following fields, as needed:
  - Quantity: Tolerance Percentage
  - Quantity: Tolerance Units
  - Unit Cost: Tolerance Percentage
  - Unit Cost: Tolerance Amount
  - Extended Amount: Tolerance Percentage
  - Extended Amount: Tolerance Amount

<b>Field</b>	<b>Explanation</b>
Function (Program)	A user defined code (system 43/type FT) identifying the function for which the tolerance rule is defined.
Commodity Class	<p>A code (table 41/P1) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items.</p> <p>This field is one of six classification categories available primarily for purchasing purposes.</p>
Quantity: Tolerance Percentage	<p>Percentage above which the system accepts a purchase order line without issuing a warning message. The percentage is based on the line quantity and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.</p> <p>Enter this percentage in whole numbers. For example, enter 10% as 10.</p>
Quantity: Tolerance Units	Number of units above which the system accepts a purchase order line without issuing a warning message. The unit is based on the line quantity and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.
Unit Cost: Tolerance Percentage	<p>Tolerance percentage above which the system accepts a purchase order line without issuing a warning message. The percentage is based on the line price and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.</p> <p>Enter the percentage as a whole number. For example, enter 10% as 10.</p>
Unit Cost: Tolerance Amount	Tolerance amount above which the system accepts a purchase order line without issuing a warning message. The amount is based on the line price and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.
Extended Amount: Tolerance Percentage	<p>Tolerance percentage above which the system accepts a purchase order line for the commodity without issuing a warning message. The percentage is based on the line price and is used during the matching process. If you leave this field blank, the system does not perform tolerance checking.</p> <p>Enter the percentage as a whole number. For example, enter 10% as 10.</p>
Extended Amount: Tolerance Amount	Tolerance amount above which the system accepts a purchase order line for the commodity can be accepted without issuing a warning message. The amount is based on the line price and is used during the matching process. If you leave this field blank, the system does not perform tolerance checking.

## What You Should Know About

<b>Checking tolerance</b>	The system performs tolerance checking only for transactions that are in excess of the tolerance rule range. Transactions that fall short of the range can be entered and processed.
<b>Specifying no tolerance</b>	To prevent the system from allowing any tolerance, enter *NONE in the percentage or amount fields. When you enter *NONE for a tolerance percentage or amount, you cannot receive, voucher, or release over the amount on the original purchase order line.
<b>Tolerance checking edits</b>	<p>When tolerance checking at time of receipt, the system will compare the quantity and/or costs on the purchase order to the quantity and/or costs being received.</p> <p>When tolerance checking at time of voucher match, the system will compare the costs received to the costs being matched.</p> <p>When tolerance checking on the order release program, the system will compare the quantities and/or costs on the original order to the quantities and/or costs created on the new order.</p> <p>Keep in mind the system allows for partial receipts, vouchers and releases; therefore, if you receive a tolerance error, it could be that you're receiving the error based on quantities or amounts already received, vouchered or released against a line.</p>
<b>Warning/Error messages</b>	When tolerance is exceeded, the program generates error 2691 preventing entry or warning message 2692, depending on the processing option setting.
<b>Added lines at Voucher Match</b>	Added lines, such as freight, at time of voucher match are not included in tolerance checking. When tolerance checking at time of voucher match, the system compares records in the F43121 to what is matched, and because the added line did not exist at time of receipt, it is not included.
<b>Pay Status at Voucher Match</b>	Processing option 16 behind Voucher Match (P4314) allows for a warning message, a hard error, or for the pay status to be populated in the Accounts Payable Ledger (F0411) record. If you elect to use the pay status option, you need to populate the processing option with the appropriate pay status value. If you exceed tolerance, the system gives warning 2837 (tolerance exceeded). If you enter through the warning, the system creates the voucher, and populates the pay status field in the F0411.
<b>Tolerance checking in EDI</b>	Some EDI transaction sets use system 47 EDI tolerances (P4722), and some use system 43 tolerance checking (P4322).

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# Set Up Purchase Order Hold Information

## Setting Up Purchase Order Hold Information



From Stock Based Procurement (G43A), enter **29**  
From Procurement System Setup (G43A41), choose **Order Hold Information**

You can put an order on hold to prevent it from being processed. When you assign a hold code to an order, the system does not allow you to process the order until you release the hold.

You must set up the individual hold codes that you intend to assign to orders. You set up these two digit codes by branch in Order Hold Information (P42090). Each hold code can identify a certain type of hold. For example, you might set up a hold code to identify purchase orders that exceed budget. You might set up another hold code to identify purchase orders that exceed the maximum order amount.

You can specify the person who is responsible for reviewing and releasing a certain type of order hold. You must specify a password for each hold code. Only those individuals who know the password can release an order to which the hold code is assigned.

### Before You Begin

- Verify that you have set up hold codes in user defined code table 42/HC

## To set up purchase order hold information

### On Order Hold Information (P42090)

1. To define new order hold codes, complete the following fields:

- Branch/Plant
- Hold Code
- Responsible Person

2. Press F4 to access the detail (fold) area.

3. Complete the following field:

- Password

Field	Explanation
Hold Code	<p>A user defined code (table 42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter the Hold Code that you want to review in the first Hold Code field. You define hold codes (user defined code table 42/HC) to identify why a particular order was placed on hold.</p> <p>Enter each hold code that you want to define in the Hold Code column. This is a required field when you add a new code. The system retrieves the description from the user defined code table 42/HC.</p>
Responsible Person	The address book number of the person that is responsible for reviewing and releasing orders placed on hold.
Password	A series of characters that you must enter before the system updates a table. In the Distribution systems, the password secures commissions' setup and the release of held orders. Only users with access to the password can release an order. The system does not display the password on the form. You should not enter blanks anywhere in the password.

## What You Should Know About

<b>System assigned hold codes</b>	<p>The system will automatically assign budget holds to orders if you set processing options for purchase order entry accordingly. The system will also assign a hold code to an order if you have entered a hold code for the supplier on Procurement Instructions (P4306). You must manually assign all other hold codes to purchase orders.</p> <p>Criteria for hold codes such as upper limit, lower limit, and limit type pertain to sales orders only.</p>
<b>Releasing held orders</b>	The system will not prevent you from assigning a hold code to an order that has not been set up in Order Hold Information (P42090); however, you cannot release the hold until you set up the code.

## See Also

- *Entering Purchase Order Holds (P42070)*
- *Releasing Purchase Order Holds (P42070)*

- *Setting Up Order Hold Codes (P42090) in the Sales Order Management Guide*

## **Processing Options**

See [Order Hold Information \(P42090\)](#).

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# Set Up Landed Costs

## Setting Up Landed Costs



From Stock Based Procurement (G43A), enter **29**  
From Procurement System Setup (G43A41), choose **Landed Cost Revisions**

Landed costs are costs that exceed the purchase price of an item. They are generally associated with the expected delivery charges of an order, but might also be for broker fees, commissions, and so on.

You can assign landed costs to a specific item and branch/plant or to a cost rule (a group of landed costs to which you assign a name). After you create a cost rule, you can assign it to an inventory item, a supplier, a purchase order, or a detail line. By adding landed costs, you can keep track of the actual cost of purchasing an item.

When you assign landed costs to an item or cost rule, you define the calculation for each landed cost on a per unit basis. You can add landed costs for an item based on:

- A percentage of the unit price
- A dollar amount
- A specific rate multiplied by the item's weight or volume

For each landed cost, you can specify:

- The effective dates
- The supplier to which the cost is paid
- The general ledger class code used to obtain account information

You can also specify:

- Whether to match the cost using the Voucher Entry program (P4314)
- Whether to include the cost in item cost updates
- Whether the landed cost is taxable

The system allows you to apply landed costs to an order detail line based on one of the following:

- The landed costs you created for the item/branch on Landed Cost Revisions (P41291), or
- The cost rule that resides on the detail line in Order Entry (P4311).

You can add or override the landed cost rule on a detail line in Order Entry (P4311); otherwise, the cost rule defaults from the purchase order header. If there is no landed cost rule on the purchase order header, the system defaults the cost rule assigned to Classification Codes for the item in Branch Plant Information (P41026).

The landed cost rule in the header of a purchase order will default from Purchasing Information for the supplier or ship-to address on the order. You can also add or override the landed cost rule in the header.

Landed costs must be assigned to an order detail line before you can actually apply those costs to the detail line. You actually apply landed costs during the receipt process (P4312), the voucher match process (P4314), or as a stand-alone process (P43214), at which time you can change the pre-defined costs, or the supplier to whom the costs are paid.

## Before You Begin

- Set up the landed cost rules in user defined code table 41/P5
- Set up the landed cost level in user defined code table 40/CA

## To set up landed costs

On Landed Cost Revisions (P41291)

Landed Cost Level	Cat	G/L	% of Cost	Plus Amount	Weight	Volume
3 Harbor Fee	LC21		10.000000			
5 Brokerage Fe	LC24			.0500		

1. To specify the rule to which the landed costs apply, complete the following field:
  - Landed Cost Rule
2. To specify the item to which the landed costs apply, complete the following fields:
  - Item Number
  - Branch/Plant
3. To specify calculations for each landed cost, complete the following fields:
  - Landed Cost level

- % of Cost
  - Plus Amount
  - Rate Weight
  - Rate Volume
  - Taxable Y/N
4. To specify more details for each landed cost, complete the following fields:
- Based on Level
  - Cat G/L (General Ledger category)
  - Eff From Date
  - Voucher
  - Eff Thru Date
  - Include in Unit Cost (Y/N)
  - Supplier

Field	Explanation
Landed Cost Rule	A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.
Landed Cost Level	User defined code (table 40/CA) designating an add-on cost. This code also specifies the sequence of the cost additions for a particular item or group of items.
% of Cost	Percentage of the item's primary purchasing cost that the system add as a landed cost component to the base cost of the item as indicated on a purchase order.
Plus Amount	An amount to be added to the indicated cost to equal the total cost amount.
Rate Weight	The system multiplies the rate you add to this field by the unit weight you specify for an inventory item to calculate a landed cost component.
Volume	The system multiplies the rate you add to this field by the unit volume you specify for an inventory item to calculate a landed cost component.
Taxable Y/N	Tells the system whether or not to retrieve tax rate information for the supplier's tax area. Alternatively, you can specify a group code assigned to items that have been assessed the same costs.
Based on Level	User defined code (table 40/CA) designating the basis of cost for an item. If you use this code, you can roll costs based on a previous level total.

Field	Explanation
G/L Cat	<p>A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.</p> <p>The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows:</p> <p>IN20 Direct Ship Orders</p> <p>IN60 Transfer Orders</p> <p>IN80 Stock Sales</p> <p>The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these:</p> <p>Sales-Stock (Debit) xxxxx.xx</p> <p>A/R Stock Sales (Credit) xxxxx.xx</p> <p>Posting Category: IN80</p> <p>Stock Inventory (Debit) xxxxx.xx</p> <p>Stock COGS (Credit) xxxxx.xx</p> <p>Although this field is four characters, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter the value for the G/L account to which you want to add a particular landed cost. You use AAI tables 4385 and 4390 to specify landed cost accounts. You can assign different landed costs to different accounts. For example, you can enter brokerage fees separately from harbor fees.</p>

Field	Explanation
Eff From Date	<p>A date that indicates one of the following:</p> <ul style="list-style-type: none"> <li>▪ When a component part goes into effect on a bill of material</li> <li>▪ When a routing step goes into effect as a sequence on the routing for an item</li> <li>▪ When a rate schedule is in effect</li> </ul> <p>The default is the current system date. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>A date you can enter to limit the information that displays. If you leave this field blank, the system displays information for all dates.</p>
Voucher (Y/N)	<p>Code indicating whether the landed cost is to be displayed during Voucher Match or not. The possible values are as follows:</p> <p>Y    A receipt record (F43121) is created, and the landed cost may be vouchered in the Voucher Match program. The Landed Cost Code (LAND) field in the receipt record will contain a value of 2.</p> <p>N    A receipt record (F43121) is created, but the landed cost is not allowed to be vouchered in the Voucher Match program. The Landed Cost Code (LAND) field in the receipt record will contain a value of 3. The receipt record is necessary if the receipt is reversed.</p> <p><b>Note:</b> Journal entries are still created when the value is N. As a result, you may want the Landed Cost AAI's (4385/4390) pointed to the same G/L account, in order to cancel out the entries.</p>

Field	Explanation
Eff Thru Date	<p>A date that indicates one of the following:</p> <ul style="list-style-type: none"> <li>▪ When a component part is no longer in effect on a bill of material</li> <li>▪ When a routing step is no longer in effect as a sequence on the routing for an item</li> <li>▪ When a rate schedule is no longer active</li> </ul> <p>The default is December 31 of the default year defined in the Data Dictionary for Century Change Year. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter.</p>
Include in Unit Cost (Y/N)	<p>Indicate whether you want the landed cost to be added to the item's unit cost. Valid values are:</p> <p>Y    Add the landed cost to the unit cost</p> <p>N    Do not add the landed cost to the unit cost</p>
Supplier	<p>The supplier from whom you are purchasing items or services.</p> <p style="text-align: center;"><i>Form-specific information</i></p> <p>Enter a supplier address number when you know the supplier for the landed cost. You can override this value when you receive the item.</p>

## What You Should Know About

<b>AAIs</b>	The G/L Class Code field determines the general ledger accounts for which the system creates journal entries for landed costs. You use AAI tables 4385 and 4390 to specify landed cost accounts.
<b>Currency</b>	<p>You set up landed costs on Landed Cost Revisions (P41291) in your domestic currency. The system uses rates from the Currency Exchange Rates file (F0015) to calculate foreign landed cost amounts if the supplier for the landed cost has a default currency code that is different from your domestic currency.</p> <p>The currency code for a supplier is defined in Supplier Master Information (P01054) in the Currency field (CRRP).</p>

## See Also

- *Entering Landed Costs (P43291)*



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# Set Up Non-Stock Items

## Setting Up Non-Stock Items



From Non-Stock Procurement (G43B), enter 29  
From Non-Stock Procurement System Setup (G43B41), choose Non-Stock Item Master

You can define information for items that you do not account for as part of your inventory. Non-stock Item Master Information is similar to Item Master Information. However, it contains only those fields that pertain to non-stock items.

For each non-stock item that you set up, the system creates a record in the Item Master table (F4101).

### To set up non-stock items

On Non-Stock Item Master (P4101N)

4101N on-Stock Item Master Item Number

ORACLE JD Edwards World

Item Number - Sht 204

Action Code

Product No 204 Desc Computer Hardware

Catalog No 204 Srch Computer Hardware

Stocking Type N

Line Type N

G/L Class N040

Unit of Measure EA

Buyer Number

Preferred Carrier

Purchasing Category Codes:

Commodity Class	Blank - Commodity Class 41/P1
Commodity Sub Class	Blank - Commodity Sub Class 41/P2
Supplier Rebate Code	Blank - Supplier Rebate 41/P3
Master Planning Family	Blank-Master Plan Family 41/P4
Landed Cost Rule	Blank - Landed Costs 41/P5

F0-Measures F9-Item Master F11-Alt Desc F14-Item Notes F24-More

Complete the following fields:

- Product No
- Catalog No
- Desc

- Srch
- Stocking Type
- G/L Class

For non-stock items, the stocking type is always N (non-stock).

<b>Field</b>	<b>Explanation</b>
Product No	<p>The system provides three separate item numbers plus an extensive cross-reference capability to alternate item numbers. These item numbers are:</p> <ol style="list-style-type: none"><li>1. Item Number (short) - An 8-digit, computer-assigned item number.</li><li>2. 2nd Item Number - The 25-digit, free-form, user defined, alphanumeric item number.</li><li>3. 3rd Item Number - Another 25-digit, free-form, user defined, alphanumeric item number.</li></ol> <p>In addition to these three basic item numbers, an extensive cross-reference search capability has been provided (see XRT). Numerous cross-references to alternate part numbers can be user defined (for example, substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers).</p>
Catalog No	<p>The system provides three separate item numbers plus an extensive cross reference capability to alternate item numbers. These item numbers are as follows:</p> <ol style="list-style-type: none"><li>1. Item Number (short) - An 8-digit, computer-assigned item number.</li><li>2. 2nd Item Number - The 25-digit, free-form, user-defined alphanumeric item number.</li><li>3. 3rd Item Number - Another 25-digit, free-form, user-defined alphanumeric item number. In addition to these three basic item numbers, an extensive cross-reference search capability has been provided (see XRT). Numerous cross-references to alternate part numbers can be user defined, such as substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers.</li></ol>
Description	A brief description of an item, a remark, or an explanation.

Field	Explanation
Srch:	<p>A field that specifies how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order in which you are likely to enter them.</p> <p>In single-byte environments, where computer storage space can contain only Latin-based language character sets, the system inserts the first 30 characters from the item's description if you do not enter search text.</p> <p>In double-byte environments where computer storage space can contain more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. This is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).</p>
Stocking Type	<p>A user defined code (41/I) that indicates how you stock an item(for example, as finished goods, or as raw materials). The following stocking types are hard-coded and you should not change them:</p> <p>B Bulk floor stock</p> <p>C Configured item</p> <p>F Feature</p> <p>K Kit parent item</p> <p>N Non-stock</p>
G/L Class	<p>A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.</p> <p>The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows:</p> <p>IN20 Direct Ship Orders</p> <p>IN60 Transfer Orders</p> <p>IN80 Stock Sales</p> <p>The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these:</p> <p>Sales-Stock (Debit) xxxxx.xx</p> <p>A/R Stock Sales (Credit) xxxxx.xx</p> <p>Posting Category: IN80</p> <p>Stock Inventory (Debit) xxxxx.xx</p> <p>Stock COGS (Credit) xxxxx.xx</p> <p>Although this field is four characters, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI.</p>

## What You Should Know About

**Maintaining non-stock items**

You cannot add or maintain non-stock items at the branch/plant level. You can maintain non-stock items only at the item level.

**Adding additional information for non-stock items**

You can access additional screens from P4101N that allow you to define and maintain further information about a non-stock item, including:

- Default units of measure (F8)
- Multi-language descriptions (F11)
- Text messages (F14)

## See Also

- *Entering Item Master Information (P4101) in the Inventory Management Guide*

## Processing Options

See [Non-Stock Item Master \(P4101N\)](#).

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# Set Up Templates for Purchase Orders

## Setting Up Templates for Purchase Orders

You can set up templates to streamline the order entry process. Templates contain items that you frequently order, and the quantity in which you usually order them. You can access templates during purchase order entry to select items to order.

Each template contains a specific group of items. You can create standard templates for general use, or you can specify the supplier or system user to whom a template applies. You use processing options to specify whether templates apply to suppliers or system users.

When you set up an order template, you enter the items and item quantities to include on the template. You can have the system enter items on a template based on existing purchase orders that you choose. You can also create or revise a template in batch mode using information from existing purchase orders.

This section contains the following:

- [Creating a Purchase Order Template](#)
- [Creating a Template Using Existing Purchase Orders](#)
- [Revising a Template in Batch Mode](#)

### Before You Begin

- Set up names of order templates in user defined code table 40/OT.

### See Also

- *Entering Items Using Order Templates*

## Creating a Purchase Order Template



From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose **Supplier Template Revisions**

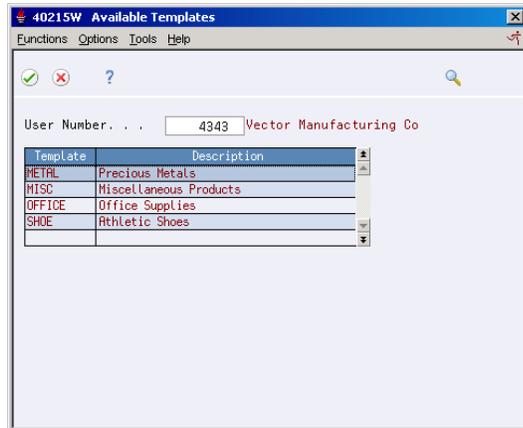
An order template is a group of items that you frequently order. You use order templates during purchase order entry to select items to order.

You can create templates that are specific to a certain supplier or system user. This is useful when you frequently order the same items from a certain supplier or when you have a system user that frequently orders the same items.

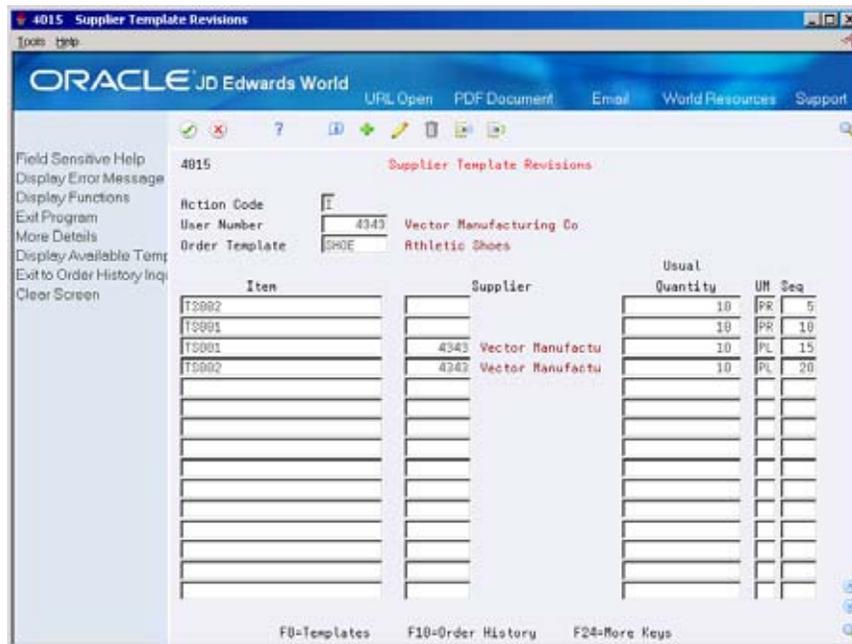
You can also create standard templates which are not specific to a supplier or user. Instead, they contain items that are frequently ordered from different suppliers or are ordered by numerous system users.

### To create a purchase order template

If templates already exist for a supplier, select a template to revise from the Available Templates window (P40215W).



### On Supplier Template Revisions (P4015)



1. Complete one of the following fields, as needed.

- Supplier Number
- User Number

The system displays only one of the fields above depending on how you have set processing option 1. Leave the field blank if the order template you are creating is not specific to a supplier or user.

2. To specify the name of the template, complete the following field:
  - Order Template
3. Choose the items to include on the template by completing the following fields:
  - Item
  - Usual Quantity
  - UM (Unit of Measure)
  - Seq (Sequence Number)
  - Effective From

Field	Explanation
Order Template	A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, packaged goods and so forth.
Usual Quantity	The quantity that is usually ordered.
Effective From	The date on which a transaction, text message, contract, obligation, or preference becomes effective.

## Processing Options

See [Order/Supplier Template Revisions \(P4015\)](#).

## Creating a Template Using Existing Purchase Orders



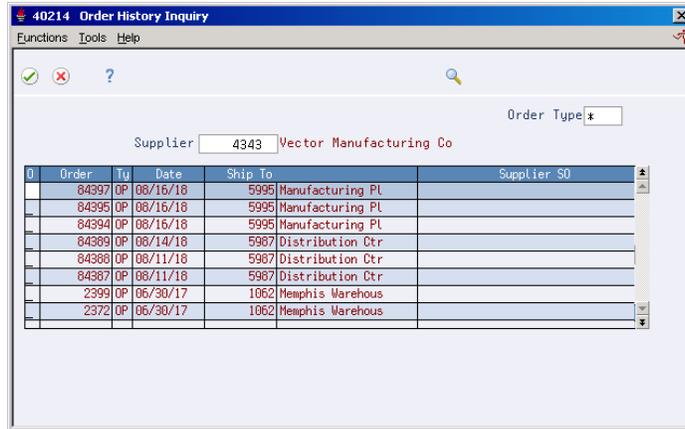
From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose **Supplier Template Revisions**

You can quickly create a supplier template or update an existing template based on items and item quantities on existing purchase orders. Based on the purchase orders you choose, the system adds items and item quantities to a template.

## To create a template using existing purchase orders

### On Supplier Template Revisions (P4015)

1. Press F10 to access Order History Inquiry (P40214).



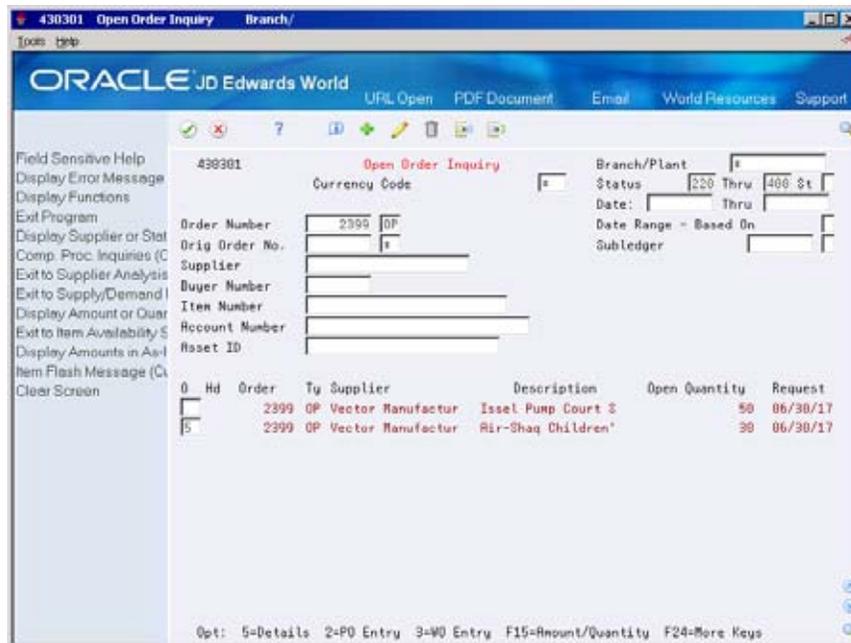
2. On Order History Inquiry, locate the order from which to update a supplier's template by completing the following fields, as needed:

- Supplier
- Order Type

The system displays a list of orders that matches both of the values that you entered in the Supplier and Order Type fields.

3. Enter option 5 next to the appropriate order to review it before you copy the items.

The system displays Open Order Inquiry (P430301).



4. On Open Order Inquiry, enter Option 5 next to the order for which you want to display order details.
5. F3 to exit to Order History Inquiry.
6. On Order History Inquiry, enter option 4 next to the order you want to use for your template.

The items and quantities for the order you chose will be copied to the template you are adding.

## Revising a Template in Batch Mode



From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose **Supplier Template Rebuild**

You can use Supplier Template Rebuild (P43815) to create a new order template in batch mode. The system adds items to the new template based on existing orders. You use processing options to define the criteria the system uses to build a new template.

Supplier Template Rebuild creates templates by compiling and applying the supplier item history from the Purchase Order Detail table (F4311).

## Processing Options

See [Template Rebuild \(P43815\)](#).



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## **13 Advanced and Technical Operations**



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# Overview to Advanced and Technical Operations

## Objectives

- To use the advanced features of the Procurement system
- To maximize your system efficiency and performance by increasing storage space and updating information

## About Advanced and Technical Operations

Advanced and technical operations for the Procurement system include the following tasks:

- Reposting open purchase orders
- Purging data
- Updating supplier and item analysis records
- Converting purchase price levels
- Working with the subsystem

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

You can automate some processes, such as printing documents or running required procedures, by setting up a subsystem to run them.



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# Repost Open Purchase Orders

## Reposting Open Purchase Orders



From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose Repost Open Purchase Orders

If there is a possibility that data on your system has been corrupted (for example, if a power failure occurs), you must run the Repost Open Purchase Orders program (P43990) to accurately reflect the quantity of items on open purchase orders.

When you repost purchase orders, the system:

- Clears the purchase order quantities in the Item Location file (F41021) for all items in the branch that you've specified in processing option 1.
- Reviews the orders in the Purchase Order Detail file (F4311) that are currently open or are in receipt routing, and posts those items and quantities back to the Item Location file.

### See Also

- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for reposting

### Processing Options

See [Repost Open Purchase Orders \(P43990\)](#).



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# Purge Data

## Purging Data

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

Purging data consists of:

- Specifying the information to delete
- Running the purge program
- Running the file reorganization program to rebuild the file structure

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**Caution:** You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data. Purging data is typically performed by a system administrator or operations personnel. It is important that only those employees who understand the purge process and its results are allowed access to this procedure.

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This section contains the following:

- [Running General Purges for the Procurement System](#)
- [Running Special Purges for the Procurement System](#)

General purges are versions of the JD Edwards World general purge program (P00PURGE) that remove data from a specific file. You generally run the purge program when you want to remove a large amount of data.

JD Edwards World provides special purges for removing data from files where the selection criteria needs to be more specific. Special purges are programs that have predefined criteria that the system checks before removing any data so you avoid removing associated data located in other files.

## Before You Begin

- Back up the files that will be affected
- Determine the data you want to purge
- Verify that no users are working with the data that you want to purge and reorganize

## What You Should Know About

### Customizing a purge

You can create a customized purge by changing the data selection to fit your needs. For example, you could use a range of fiscal years rather than all dates.

### Processing options

You can set processing options that save files in a special library and allow you to reorganize the purged files. These options are very similar in all purge programs.

All of the DREAMwriter versions (DWVs) of P00PURGE and many of the special purge programs have these two processing options:

#### SAVE PURGED RECORDS:

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

#### REORGANIZE FILE:

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

It is strongly recommended that you *always* set processing option 1 to 1. This will allow you to restore the purged records if you inadvertently purge records that you intended to retain.

### Technical considerations

The following technical considerations apply to both general and special purges:

- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 1 (for OPNQRYF), you must also set the Open for Delete (Y/N) field to Y. Also, you must specify at least one field in Data Sequencing.
- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 2 (for logical file), the purge will reorganize the purged file based on the logical file that the system builds. This might increase the time that the system takes to perform the file reorganization.

## See Also

- *Technical Foundation Guide* for more information about purging data

## Running General Purges for the Procurement System



From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose **Data File Purges**

General purges for the Procurement system include:

- Purchase Order Detail purge
- Purchase Order Receiver Detail purge
- Purchase Order Ledger purge

General purges are versions of the JD Edwards World general purge program (P00PURGE) that remove data from a specific file. You generally run general purges when you want to remove a large amount of data.

You can create versions of the general purge program to purge data from any JD Edwards World file. However, JD Edwards World recommends that you do not use general purges for files that have their own special purge programs. General purges are not designed for files that have associated data in other files. Running a general purge for such files could cause you to lose data.

The general purges remove records with a next status of 999, or closed, from the specified file.

## Processing Options

See [Batch File Purge \(P00PURGE\)](#).

## Running Special Purges for the Procurement System



From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose **Data File Purges**

JD Edwards World provides special purges for removing data from files where the selection criteria needs to be more specific. Special purges are programs that have predefined criteria that the system checks before removing any data so that you avoid removing associated data that is located in other files.

Running special purges involves:

- Running the Purchase Order Header purge
- Running the Extended Text purge
- Running the Purchase Order Text Lines purge

## What You Should Know About

### Saving purged records

You can save purged records to a special purge library if needed. The name of the purge library will be JD Edwards World followed by the current date (for example, JDE121498 for purged records saved on December 14, 1998). If you purge more records on the same date and save them, those records will be added to the current purge library.

## Running the Purchase Order Header Purge

Use the Purchase Order Header purge (P4301P) to purge purchase order header records from the Purchase Order Header table (F4301). Records are purged from the Purchase Order Header table only if no records associated with the purchase order exist in the Purchase Order Detail file (F4311). Also, if records exist in the Purchase Order Receiver file (F43121), then all purchase order lines must be closed for the records to purge in the Purchase Order Header table.

### Processing Options

See [Purge Purchase Order Header File \(F4301\) \(P4301P\)](#).

## Running the Extended Text Purge

You use the Extended Text purge (P4314P) to delete associated text from the Text Line file (F4314).

This purge checks the Purchase Order Detail file (F4311) for open detail lines with matching order type and order number combinations. One of the following occurs:

- If the system does not find matching records, it deletes the extended text from the Text Line file.
- If the system finds matching records, it deletes the Extended Text from the Text Line file only if the matching detail lines have a status of 999.

### Processing Options

See [Extended Text Line Deletion-F4314 \(P4314P\)](#).

## Running the Purchase Order Text Lines Purge

Run the Purchase Order Text Lines purge to update all text lines associated with a purchase order line when the line is no longer open. The system updates the Next Status field for the text line to a status of 999 (closed) when the open amounts become zero for a purchase order line.

A text line is a line on a purchase order for which the line type is usually a T.

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# Update Supplier and Item Analysis Records

## Updating Supplier and Item Analysis Records



From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose **Supplier Analysis Regeneration**

After you install a new release of the JD Edwards World Procurement system, you can run the Supplier Analysis Regeneration program to update supplier and item analysis records. The procedure updates new fields in the Supplier/Item Relationships table (F43090) based on the receipt data in the Purchase Order Receiver table (F43121).

After you run the Supplier Analysis Regeneration program, you can have the system maintain supplier analysis information interactively when you enter purchase orders, receipts, and vouchers.

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**Caution:** You should only run the Supplier Analysis Regeneration program when installing a new release of JD Edwards World. If data becomes corrupted at a later date and you need to update your records, contact the JD Edwards World Help Desk for assistance.

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## What You Should Know About

### Assigning route codes

When you use the Supplier Analysis Regeneration procedure to update the supplier and item analysis records, you can assign a route code for new supplier/item relationships.

## Processing Options

See [Supplier Analysis Regeneration \(P43900\)](#).



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# Convert Purchase Price Levels

## Converting Purchase Price Levels



From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose **Purchase Price Level Conversion**

When you set up master information for an item (P4101), you assign a purchase price level. A purchase price level informs the system where to locate the item's price. You can assign an item one of the following purchase price levels:

Purchase Price Level	Description
Level 1	Priced by item - The system searches the Supplier/Catalog Price table (P41061).
Level 2	Priced by item/branch - The system searches the Supplier/Catalog Price table (P41061).
Level 3	Priced by item/branch/location/lot - The system searches the Cost Ledger table (F4105).

If you need to change the purchase price level for an item, you cannot change the purchase price level in the item master information. You must run the Purchase Price Level Conversion program (P418161) to convert the purchase price level.

## Processing Options

See [Purchase Price Level Conversion \(P418161\)](#).



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# Work with the Subsystem

## Working with the Subsystem

You can automate some processes, such as printing documents or running required procedures, by setting up a subsystem to run them.

Your system might comprise one or more subsystems. You use subsystems to run specific sets of jobs, such as a group of print jobs. Subsystems create a suitable environment in which those jobs can run. It is easier to control a group of jobs through subsystems because you can individually start and stop subsystems.

This section contains the following:

- [Defining the Subsystem](#)
- [Starting Jobs in the Subsystem](#)
- [Stopping Jobs in the Subsystem](#)

To define the subsystem, you specify:

- The version of the program you want to run
- The environment in which the system should run the program

You use the Start Subsystem program to begin running specified jobs in the subsystem.

You must stop the subsystem before you perform end-of-day processing. You can also stop one or more jobs in the subsystem at any time.

## Before You Begin

- Define default output queues for print programs. See *Assigning Default Print Queues* in the *Inventory Management Guide*.

## Defining the Subsystem



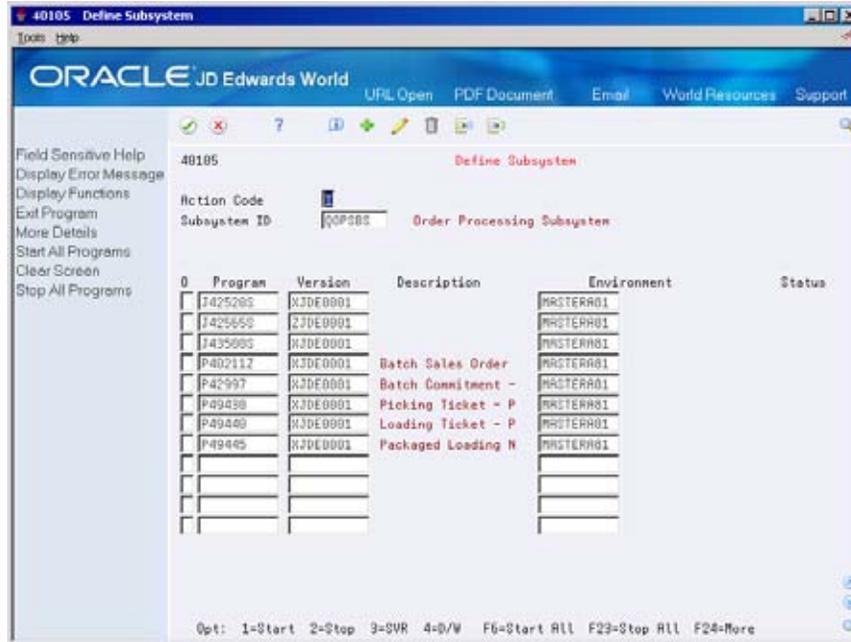
From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose **Define Subsystem**

For distribution systems, you can print several documents through the subsystem, as well as run some processes. To define the subsystem, you specify:

- The version of the program you want to run
- The environment in which the system should run the program

## To define the subsystem

On Define Subsystem (P40105)



For each program you want to run through the subsystem, complete the following fields:

- Version
- Environment

Field	Explanation
Version	<p>For World, identifies a group of items that the system can process together, such as reports, business units, or subledgers.</p> <p>For OneWorld, the name of the version. It is created when the version is added.</p> <p><i>Form-specific information</i></p> <p>The DREAM Writer version of the print control or gantry program identified in the program field.</p>
Environment	<p>The name associated with a specific list of libraries. The J98INITA initial program uses these library list names to control environments that a user can sign on to. These configurations of library lists are maintained in the Library List Master table (F0094).</p> <p>For OneWorld, this field represents a valid environment that can be used to run OneWorld. The environment encompasses both a path code (objects) and a data source (data). When put together, users have a valid workplace within OneWorld.</p>

## What You Should Know About

### Displaying specific subsystems

The Define Subsystem form displays subsystem information about the subsystem you specified in the processing options. If you did not specify a subsystem, or if you want to display a different subsystem, enter the subsystem name in the Subsystem ID field.

## Processing Options

See [Define Subsystem \(P40105\)](#).

## Starting Jobs in the Subsystem



From Stock Based Procurement (G43A), enter 27  
From Procurement Advanced and Technical Ops (G43A31), choose **Start Subsystem**

You use the Start Subsystem program to begin running specified jobs.

You can start the subsystem for:

- A specific program
- All programs

### To start jobs in the subsystem

On Start Subsystem (P90300)

Version	Description	User	Chg Date
X3DE0001	Start Subsystem	DEMO	02/08/96
X3DE0002	Stop Subsystem	DEMO	02/08/96
X3DE0005	Start Configurator Subsystem	DEMO	02/08/96
X3DE0006	Stop Configurator Subsystem	DEMO	02/08/96
Z3DE0003	Start Gantry Subsystem	DEMO	04/19/96
Z3DE0004	Stop Gantry Subsystem	DEMO	04/19/96

Opt: 1=Run 2=Chg 3=Add 4=Rpt Dist 5=Cover 6=Prt Ovr 8=Repair 9=Dlt

For each job you want to start, complete the following field:

- Option

The status field displays \*ACTIVE for each program you start.

## What You Should Know About

### Starting all jobs in the subsystem

You can start all jobs in the subsystem by:

- Choosing the function that starts all jobs in the subsystem from the Define Subsystem form
- Selecting Start Subsystem from the menu

## Stopping Jobs in the Subsystem

	From Stock Based Procurement (G43A), enter 27 From Procurement Advanced and Technical Ops (G43A31), choose <b>Stop Subsystem</b>
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You must stop the subsystem before you perform end-of-day processing. You can also stop one or more jobs in the subsystem at any time.

You can stop jobs in the subsystem for:

- A specific program
- All programs

### To stop jobs in the subsystem

On Define Subsystem (P40420)

For each job you want to stop, complete the following field:

- Option

This stops the job in the subsystem, but the subsystem is still active.

## What You Should Know About

### Stopping all jobs

You can stop all jobs in the subsystem by:

- Choosing the function to stop all jobs from the Define Subsystem form
- Selecting Stop Subsystem from the menu

Either method stops all jobs, but the subsystem remains active.

### Stopping the subsystem

When you use the Stop All function on Define Subsystem, you stop all jobs, but you do not stop the subsystem. To stop the subsystem, use the Stop Subsystem menu option and verify that you run the version defined to both stop all jobs and stop the subsystem.

## Processing Options

See [Start/Stop Subsystem \(P40420\)](#).

See [Batch Voucher Match-Subsystem \(P43800Q\)](#).



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## 14 Processing Options



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# Purchase Order Entry Processing Options

## Order Entry (P4311)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>1. Order Type (Required)</li> <li>2. Line Type (Optional)</li> <li>3. Status Code (Required)</li> <li>4. Override Next Status (Optional)</li> <li>5. Unit of Measure (Optional)</li> <li>6. Line Increment (Optional)</li> <li>7. Enter a '1' to default the primary unit of measure from the item master into the transaction unit of measure. If left blank, the purchasing unit of measure from the item master will be used.</li> <li>8. Enter the Landed Cost Rule to be used. If left blank, it will default from either the "Ship-to" or the "Supplier" purchasing instructions.</li> <li>9. Enter a '1' to automatically load header values to the detail lines after a change. If left blank, it must be done manually.</li> </ol>	<p>The default line type for new order lines. If you leave this option blank, you must manually enter line types on the order; however, if you enter an inventory item on an order line, the system retrieves the line type from item/branch information (F4102).</p> <p>The beginning status code for order detail lines.</p> <p>The next status code on new order lines. If you leave this option blank, the default next status code comes from Order Activity Rules (P40240).</p>

Processing Option	Processing Options Requiring Further Description
<p>10. Enter a '1' to calculate Promise Date from Average Leadtime. If left blank, today's date is used.</p>	<p>Enter 1 to have the program add the number of Average Leadtime days to the Order Date to determine a Promised Delivery Date. You can view Average Leadtime for an item in Routing Analysis Revisions (P43090) in the fold area.</p>
<p>ORDER DUPLICATION DEFAULT VALUES:</p> <p>11. Order Type</p> <p>12. Beginning Status</p> <p>13. Override Next Status (Optional)</p> <p>14. Enter text duplication selection: '1' to copy line text '2' to copy line and order text '3' to copy order text</p>	<p>When you press F21 to copy an order to create a new order, these are the default values for the new order.</p>
<p>WORK ORDER DEFAULT VALUES:</p> <p>15. Enter the status to update the work order to when the quantity or promised date on the purchase order changes.</p>	
<p>PROMPTING CONTROL:</p> <p>16. Enter the Screen Format: 1 = Item, Quantity, Price 2 = Item, Quantity, Description 3 = Account Number, Description 4 = Account Number, Item Number (If left blank, format 1 is used.) Enter a '1' to:</p> <p>17. Display Headings first.</p> <p>18. Be prompted to accept the order.</p> <p>19. Allow the addition of a Supplier Master record, if not set up.</p>	<p>The video (screen) format you choose should correspond to the line types you will enter on the order; for example, if you use this version of order entry for stock items, you'll want to use format 1 or 2 for easy access to the Item Number field. If you order goods or services via an expense account, you'll want to use formats 3 or 4 for access to the Account Number field.</p> <p>You set this option to 1 if you want the Supplier Master screen to automatically display when you enter a supplier address number for which master information doesn't exist. If you set this option to 1, you must add master information for the address number before the system will accept the order.</p>

Processing Option	Processing Options Requiring Further Description
<p>20. Enter which Item Search screen is to be used to return items:</p> <p>1 = Item Search Window allowing the return of multiple items</p> <p>2 = Full Item Search screen with Query capabilities</p> <p>3 = Supplier Item Selection with the return of multiple catalog items</p> <p>(If left blank, the Item Search screen allowing the return of a single item will be used.)</p>	
<p>FIELD DISPLAY CONTROL:</p> <p>21. Enter a '1' to suppress canceled or closed lines.</p> <p>22. Enter a '1' to protect prices, or a '2' to make prices non-display.</p> <p>23. Enter a '1' to protect status codes.</p> <p>24. Enter a '1' to protect the order type field.</p> <p>25. Enter the next status at which detail lines cannot be changed.</p> <p>The detail line will be protected if the next status is greater than or equal to this status.</p> <p>If left blank there is no restriction.</p>	
<p>APPROVAL PROCESSING:</p>	

Processing Option	Processing Options Requiring Further Description
<p>26. Enter where the approval route code should be defaulted from, OR enter a specific route code value.</p> <p>If left blank, no approval processing will be performed.</p> <p>1 = Originators Address Book Number  2 = Originators User Profile  3 = Branch/Plant Route Code  4 = Default Locations Route Code</p> <p>27. Enter the Awaiting Approval status.</p> <p>28. Enter the Approved status.</p>	<p>Enter the specific approval route name  This is the unique route name that you assigned when you created the route.</p> <p>Enter a 1 - Originators Address Book Number  Set up an approval route that is named the same as each person's address book number. This is useful when you want each user to have a separate route code.</p> <p>Enter a 2 - Originators User Profile  Set up an approval route that is named the same as each person's user profile. This is the same as the previous option, however the system uses the user profile rather than the address book number.</p> <p>Enter a 3 - Branch/Plant Route Code  The approval route is attached to the branch/plant in the branch/plant constants screen on page 1. You can attach the same approval route to more than one branch/plant. This option is useful when you have different branch managers heading various groups.</p> <p>Enter a 4 - Default Locations Route Code  The approval route is attached in the Default Location and Printers. The route will be associated to the terminal/user ID. This allows groups of users to be attached to the same approval route code.</p> <p>You set up status codes for approval processing in Order Activity Rules (P40204). If, for example, you set up a certain document/line type so the last and next status codes are 220/230 for Order Entry and 230/240 for Approval Processing, order lines remain at statuses 220/230 until fully approved, at which time the statuses change to 230/240. Based on this scenario, the Awaiting Approval status is 230 and the Approved Status is 240.</p>
<p>PRINT CONTROL:</p> <p>29. Enter a '1' to automatically print POs via the subsystem.</p> <p>30. Enter the version of Print P.O.  On-Demand to call when the function key is pressed.</p>	<p>Set this option to 1 to automatically call the Print Purchase Order program via the subsystem each time you create or change an order. You must set up and activate program J43500S in the subsystem to use this option.</p>
<p>INTERFACES:</p>	

Processing Option	Processing Options Requiring Further Description
<p>31. Enter a '1' to validate the Branch against the Branch/Plant Constants file. If left blank, the Cost Center Master file will be used.</p> <p>32. Enter a '1' to bypass PBCO warning.</p> <p>33. Enter a '1' to bypass PACO warning.</p>	
<p><b>BUDGET CHECKING:</b></p> <p>34. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted.</p>	<p>Budgeting functionality only applies to detail lines that have a line type with an Inventory Interface of A or B.</p>
<p><b>BUDGETING DEFAULT VALUES:</b></p> <p>35. Budget Hold Code</p> <p>36. Budget Tolerance Limit (10 = 10%)</p> <p>37. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used.</p> <p>38. Budget Ledger Type</p> <p>39. If Financial Budgeting, specify the budget total method (1-3). If left blank, method 1 will be used: 1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation). 2 = Sum of period amounts for current year (standard financial budget). 3 = Original budget + period amounts for current year (standard financial spread with changes).</p>	<p>The hold code you enter here must be set up in UDC table 42/HC. The standard code is B1. If you enter a code here and you don't have a budget set up for the account, the order will go on hold.</p> <p>The number you enter here establishes a percentage by which you can exceed a budget amount without the order going on hold.</p> <p>Enter a value here to indicate the level of detail the system uses to check your chart of accounts to find an available budget. If the account on the order doesn't have a budget amount set up for it and the level of detail for the account is greater than the one specified in this processing option, the system looks upward in the chart of accounts to find the first account number, at the level of detail specified in the option, above the account on the detail line of the PO.</p> <p>Use this processing option to indicate the ledger type for which to check the budget. For financial budgets the standard ledger type is BA and for Job Cost the standard ledger type is JA.</p> <p>To compute the available budget, the system will check against the F0902 file for budget amounts.</p>

Processing Option	Processing Options Requiring Further Description
<p><b>BUDGET PROCESSING:</b></p> <p>Enter a '1' to:</p> <p>40. Accumulate the budget through the current period. If left blank, the budget will accumulate for the total year.</p> <p>41. Receive warning that a detail line amount will exceed budget.</p>	<p>Enter a value here only if you have selected method 2 in the previous processing option. It is used to provide flexibility when budgets for the accounts are set up on a period basis. A value of 1 will add all available budgets from the beginning of the year to the current period. A value of 2 will indicate to the system to check the total year budget for the account.</p>
<p><b>CROSS REFERENCE INFORMATION:</b></p> <p>42. Enter the cross reference code for retrieving item substitutions.</p> <p>43. Enter the cross reference code for retrieving item replacements for obsolete items.</p>	
<p><b>KIT PROCESSING:</b></p> <p>Enter a '1' to:</p> <p>44. Display kit component lines.</p>	<p>The system always writes kit component lines to the detail file (F4311). This option determines whether the components actually display on the screen.</p>
<p><b>ITEM AVAILABILITY:</b></p> <p>45. Enter a '1' to update the "Quantity on Other PO's" field (OT1A) in the Item Branch or Location files (i.e. Requisitions and Blanket orders). If left blank, the "Quantity on PO" field (PREQ) will be updated.</p> <p><b>Warning:</b> If PO Generation performs the automatic blanket order release processing, enter a '1'.</p>	<p>This option applies to stock items only. You indicate if you expect to receive the items you enter via this version of Order Entry. Receipts are based on order type, that is, you normally expect to receive items on a purchase order, but not those on a requisition, blanket, or quote order, as these are usually pre-requisites to actual purchase orders.</p> <p>The system maintains item quantities you expect to receive in the Quantity on PO bucket and those you don't expect to receive in the Quantity on Other PO's bucket. You can view both quantities in Detailed Availability (P41023).</p> <p>You must set this option to 1 when you enter blanket orders that are subsequently released to purchase orders via the automatic Blanket Order Release window; otherwise, the on receipt quantity will be counted twice, once on the blanket and again on the PO. The Blanket Order Release program is accessible from multiple programs, including PO Generator (P43011).</p>
<p><b>CHANGE ORDER PROCESSING:</b></p>	

Processing Option	Processing Options Requiring Further Description
<p>46. Enter a '1' to function as Change Order Entry, which only allows changes to existing purchase orders.</p> <p>Enter a '2' to function as Change Order Entry, which allows changes to purchase orders and the addition of new purchase orders.</p> <p>If left blank, no change order processing is performed.</p> <p>47. Enter the next status to start processing all changes made to a purchase order as a change order.</p> <p>If left blank, all changes will be processed as change orders.</p> <p>48. Enter a '1' to automatically allow text entry when a change order is entered.</p>	<p>You set this option to 1 or 2 if you use this version of Order Entry to send changed orders back through the approval process. This causes the system to update the Next Status code on changed order lines to the Override Status you enter in processing option 4.</p> <p>When you activate change order processing, you enter 1 in this option to have the system display a window when you make changes to a detail line so you can document a reason for the changes.</p>
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program:</p> <p>If left blank, ZJDE0001 will be used.</p> <p>49. Open Order Inquiry (P430301)</p> <p>50. Supply/Demand Inquiry (P4021)</p> <p>51. Supplier Analysis (P43230)</p> <p>52. Supplier Master (P01054)</p> <p>53. SMS Rate &amp; Route server (PSMR9300)</p> <p>54. Approval Review called using the function key from E-Mail (P43080).</p>	<p>Persons responsible for approving orders can access the Approval Review screen (P43080) by pressing F15 in Approval Notification (P012501) or via e-mail if system setup allows. You use this option to specify beforehand the appropriate version of P43080 that displays when the user presses F15.</p>
<p>BLANKET/QUOTE PROCESSING:</p> <p>55. Enter a '1' for automatic access to the blanket/quote release processing. The cost on the released order will be used.</p> <p>Enter a '2' for automatic access to the blanket/quote release processing using special pricing.</p> <p>If left blank, no automatic blanket/quote release processing will be performed.</p>	

Processing Option	Processing Options Requiring Further Description
<p>ORDER TEMPLATE PROCESSING:</p> <p>56. Enter a '1' to perform automatic order template processing.</p> <p>If blank, no order template processing will be performed.</p>	
<p>SUPPLIER ANALYSIS:</p> <p>57. Enter a '1' to capture supplier analysis information.</p> <p>If left blank, no Supplier analysis information is captured.</p>	<p>Enter 1 to have the system create a record in the Supplier/Item Relationship file (F43090) if it doesn't already exist, and also to update order information to the file.</p>
<p>CURRENCY PROCESSING:</p> <p>58. Enter a tolerance limit percentage to warn of radical currency rate changes (15.0 = 15% +/-).</p>	
<p>ENCUMBRANCE CHECKING PROCESSING</p> <p>59. Enter a '1' to warn if extended amount is less than vouchered amounts</p> <p>Enter a '2' to stop entry of an extended amount less than the vouchered amounts</p> <p>If left blank, no check will be made.</p>	<p>Set this option to 1 or 2 to have the program edit changes you make to amounts on existing lines to partial vouchers already created for the line. This option only applies if you track commitments or encumbrances, in which case the line type for the order line has an inventory interface of A or B.</p>

## Order Workbench (P43101)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>1. Order Type (Required)</li> <li>2. Line Type (Optional)</li> <li>3. Status Code (Required)</li> <li>4. Override Next Status (Optional)</li> <li>5. Unit of Measure (Optional)</li> </ol>	

Processing Option	Processing Options Requiring Further Description
<p>6. Enter a '1' to default the primary unit of measure from the Item Master into the transaction unit of measure. If left blank, the purchasing unit of measure from the Item Master will be used.</p> <p>7. Enter the Landed Cost Rule to be used. If left blank, it will default from either the "Ship-To" or the "Supplier" purchasing instructions.</p>	
<p>FIELD DISPLAY CONTROL:</p> <p>8. Enter a '1' to protect the cost field or a '2' to make the cost field non-display.</p>	
<p>CROSS REFERENCE INFORMATION:</p> <p>9. Enter the cross reference code for retrieving item substitutions.</p> <p>10. Enter the cross reference code for retrieving item replacements for obsolete items.</p>	
<p>APPROVAL PROCESSING:</p> <p>11. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed. 1 = Originators Address Book Number 2 = Originators User Profile 3 = Branch/Plant Route Code 4 = Default Locations Route Code</p> <p>12. Enter the Awaiting Approval status.</p> <p>13. Enter the Approved status.</p>	<p>This option is required for approval processing.</p> <p>This option is required for approval processing.</p>
<p>BUDGET CHECKING:</p> <p>14. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted.</p>	
<p>BUDGETING DEFAULT VALUES:</p>	<p>Budget functionality only applies to detail lines that have a line type with an Inventory Interface of A or B.</p>

Processing Option	Processing Options Requiring Further Description
<p>15. Budget Hold Code</p> <p>16. Budget Tolerance Limit (10 = 10%)</p> <p>17. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used.</p> <p>18. Budget Ledger Type</p>	<p>The hold code you enter here must be set up in UDC table 42/HC. The standard code is B1. If you enter a code here and you don't have a budget set up for the account, the order will go on hold.</p> <p>The number you enter here establishes a percentage by which you can exceed a budget amount without the order going on hold.</p> <p>Enter a value here to indicate the level of detail the system uses to check your chart of accounts to find an available budget. If the account on the order doesn't have a budget amount set up for it and the level of detail for the account is greater than the one specified in this processing option, the system looks upward in the chart of accounts to find the first account number, at the level of detail specified in the option, above the account on the detail line of the PO.</p> <p>Use this processing option to indicate the ledger type for which to check the budget. For financial budgets the standard ledger type is BA and for Job Cost the standard ledger type is JA</p>
<p><b>BUDGETING DEFAULT VALUES:</b></p> <p>19. If Financial Budgeting, specify the budget total method (1-3). If left blank, method 1 will be used.</p> <p>1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation).</p> <p>2 = Sum of period amounts for current year (standard financial budget).</p> <p>3 = Original budget + period amounts for current year (standard financial spread with changes).</p>	<p>To compute the available budget, the system will check against the F0902 file for budget amounts</p>
<p><b>BUDGET PROCESSING:</b></p> <p>20. Enter a '1' to accumulate the budget through the current period. If left blank, the budget will accumulate for the total year.</p>	<p>Enter a value here only if you have selected method 2 in the previous processing option. It is used to provide flexibility when budgets for the accounts are set up on a period basis. A value of 1 will add all available budgets from the beginning of the year to the current period. A value of 2 will indicate to the system to check the total year budget for the account.</p>
<p><b>ITEM AVAILABILITY:</b></p>	

Processing Option	Processing Options Requiring Further Description
<p>21. Enter a '1' to update the "Quantity On Other PO's" field (LIOT1A) in the Item Balance file (i.e. Requisitions and Blanket orders).</p> <p>If left blank, the "Quantity on PO" field (LIPREQ) will be updated.</p>	<p>Enter 1 here if you do not expect to receive the items on the new orders you generate using this version of P43101. For example, when you create quote orders, you usually don't expect to receive the items into stock, instead, you intend to receive a price quote for the items. You can view the cumulative Quantity on Other PO value for an item in Detailed Availability (P41023).</p>
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program:</p> <p>If left blank, ZJDE0001 will be used.</p> <p>22. Open Purchase Orders (P430301)</p> <p>23. Purchase Order Entry (P4311)</p> <p>24. Supplier Analysis (P43230)</p>	
<p>BLANKET ORDER PROCESSING:</p> <p>25. Enter a '1' for automatic blanket order release processing to be performed.</p> <p>If left blank, no automatic blanket order release processing will be performed.</p>	<p>You set this option to 1 when there are existing blanket orders from which you want to release quantities to create new orders. The Blanket Release window automatically pops up when you enter a vendor/item that currently exists on a blanket order, provided the blanket order type exists in UDC 40/BT.</p>
<p>SUPPLIER ANALYSIS:</p> <p>26. Enter a '1' to capture supplier analysis information.</p> <p>If left blank, no supplier analysis information is captured.</p>	<p>Enter 1 to have the system create a record in the Supplier/Item Relationship file (F43090) if it doesn't already exist, and also to update order information to the file.</p>

## Commitment/Encumbrance Inquiry (P40230)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <p>1. Enter the order type to be selected.</p> <p>If left blank, all order types are selected.</p> <p>2. Enter a '1' to display purchasing change order audit records.</p> <p>If left blank, only commitment records are displayed.</p>	

Processing Option	Processing Options Requiring Further Description
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program:</p> <p>If left blank, ZJDE0001 will be used.</p> <p>3. Purchase Order Entry (P4311)</p> <p>4. Contract Entry (P44001)</p>	

## Commitment Integrity – F1011 (P40910)

Processing Option	Processing Options Requiring Further Description
<p>EFFECTIVE DATE:</p> <p>1. Enter the effective date to use in the comparison between the Audit Trail and Account Balances files.</p> <p>Leave blank (default) to use today's date.</p>	
<p>PRINT OPTIONS:</p> <p>2. Enter '1' to print all accounts, with and without commitment variances.</p> <p>Leave blank (default) to print only accounts with commitment variances.</p>	
<p>UPDATE OPTION:</p> <p>3. Enter a '1' to run this program in final mode.</p> <p>If left blank (default), the program will run in proof mode.</p> <p>NOTE: In Final Mode, the program will create a F43199 PA record to correct any variance. While it does temporarily correct the problem, it does not find the true reason for the variance. Rather than this process, it is recommended to run the Purge-Create-Post process in order to correct any variances.</p>	

## Encumbrance Rollover (P4317)

Processing Option	Processing Options Requiring Further Description
<p>1. Encumbrance Rollover Method:                      Select one of the following:                      '1' - Rollover with new G/L date                      '2' - Rollover with new G/L date and new account number                      Leave blank to cancel with no further action.</p> <p>2. Order Selection:                      Select one of the following:                      '1' - Process encumbrance rollovers on subcontracts.                      '2' - Process encumbrance rollovers on purchase orders and subcontracts.                      Leave blank to process encumbrance rollovers on purchase orders only.</p> <p>3. G/L class code.                      Leave blank to use G/L class code from the purchase order detail.                      Entry of G/L class code is required if processing subcontracts with account reclassification.                      If processing both purchase orders and subcontracts the G/L class code entered will be used for both.</p> <p>4. Enter the ledger type to be used for the history record in the F43199 file</p> <p>5. Enter the new G/L date for the current year's rollover.</p> <p>6. Update Option:                      '1' to run this program in final mode                      Leave blank (default) to run in proof mode.</p>	

## Budget Comparison (P432121)

Processing Option	Processing Options Requiring Further Description
PROMPTING CONTROL:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' to sequence by Cost Center, Subsidiary. (Default is to sequence by Cost Center, Object Account)</p>	
<p>DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>2. Open Order Inquiry (P430301)</p>	
<p>BUDGETING VALUES:</p> <p>3. Enter the Budget Ledger type.</p> <p>4. Specify the Financial Budgeting method: 1 = Original Budget + Period amounts for current year + Prior year postings (same as Job cost budget calculation). 2 = Sum of period amounts for current year (Standard financial with spread). 3 = Original budget + period amounts for current year (Standard Financial spread with changes).</p>	<p>Use this processing option to indicate the ledger type for which to check the budget. For financial budgets the standard ledger type is BA and for Job Cost the standard ledger type is JA.</p>

## Release Held Orders (P43070)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <p>1. Document Type</p> <p>2. Release Code</p>	
<p>FIELD DISPLAY CONTROL:</p> <p>3. Enter a 'Y' to display previously released hold orders. If left blank, released orders will be omitted.</p>	

Processing Option	Processing Options Requiring Further Description
<p>DREAM WRITER VERSIONS: Enter the version for each program. If left blank, ZJDE0001 will be used.</p> <p>4. Budget Comparison (P432121)</p>	

## Release Held Orders - Budget (P42070)

Processing Option	Processing Options Requiring Further Description
<p>PROCESS CONTROL:</p> <ol style="list-style-type: none"> <li>1. Enter the Document Type you wish to see displayed.</li> <li>2. Enter the release code you wish to see displayed. (This code will be entered in the hold code record (F4209))</li> <li>3. Enter a 'Y' to display previously released held orders.</li> <li>4. Enter a '1' for automatic printing of Pick Slips.</li> <li>5. Enter the release status code of the work order.</li> <li>6. Enter a '1' to release purchase orders. If left blank, you will release sales orders.</li> </ol> <p><b>Note:</b> If the option is set to release POs, this will only release the hold, it will not perform any budget checking or maintaining. If you are using purchasing budgets, you need to use program P43070.)</p>	<p>This option is specific to sales orders.</p> <p>This option is specific to sales orders for which work orders were automatically generated (line type W).</p> <p>This program is used to release held orders in both the Purchasing and Sales systems. If you have set up this version for use in the Purchasing system, set this option to 1. If for use in the Sales system, leave this option blank.</p>
<p>DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>7. Sales Order Entry (P4211)</p> <p>8. Purchase Order Entry (P4311)</p>	
<p>WAREHOUSE PROCESSING:</p>	

Processing Option	Processing Options Requiring Further Description
<p>9. Enter the request processing mode:</p> <p>' ' = No pick requests</p> <p>'1' = Generate requests only</p> <p>'2' = Generate requests and process using the subsystem</p> <p>10. If processing pick requests using the subsystem, enter the DREAM Writer version to use.</p> <p>If blank, XJDE0002 is used.</p> <p>(See Form ID P46171.)</p> <p>11. Enter an override next status for sales order lines for which requests have been generated.</p>	

## Print Purchase Order (P43500)

Processing Option	Processing Options Requiring Further Description
<p>STATUS CODES:</p> <p>1. Enter the range of Status Codes to be selected for processing.</p> <p>Next Status Code From (Optional) Next Status Code Thru (Required)</p> <p>2. Override Next Status (Optional)</p>	
<p>STATUS CODES (continued):</p> <p>3. Enter a '1' to prevent updating the Next Status Code from Order Activity Rules.</p> <p>If left blank the Next Status Code will be updated.</p> <p><b>Note:</b> If using EDI processing, a '1' will prevent updating EDI files. If left blank, EDI files will be updated.</p>	<p>Set this processing option to 1 if you use this version of Purchase Order Print to re-print purchase orders.</p>
<p>TAX INFORMATION:</p> <p>4. Enter a '1' to print by Tax Group.</p> <p>Enter a '2' to print by Tax Area.</p> <p>Enter a '3' to print by Tax Authority.</p>	
<p>REPORT DISPLAY:</p>	

Processing Option	Processing Options Requiring Further Description
<p>5. Enter a '1' to print open quantities and amounts. If left blank the original quantities will print.</p> <p>6. Enter a '1' to print the Exchange Rate.</p> <p>7. Enter the Global Print Message to print on each purchase order.</p> <p>8. Enter a '1' to print Purchase Order Associated Text.</p> <p>9. Enter a '1' to print the Buyer.</p> <p>10. Enter a '1' to print the Account Number.</p>	<p>Leave this processing option blank to see the original order quantity on the purchase order, or set it to 1 to see the remaining quantity left to receive or voucher.</p> <p>Enter a global print message if you want the same message to print on every order. You set up messages in Print Message Revisions (P4016).</p>
<p>ITEM NUMBER DISPLAY:</p> <p>11. Enter a '1' to print only our item number. Enter a '2' to print both our item number and the supplier item number.</p> <p>12. If you wish to print the supplier item number, enter the type of Cross Reference Number to retrieve.</p>	
<p>CHANGE ORDER PROCESSING:</p> <p>13. Select the Change Order to Print. Leave blank to print the entire purchase order in its most current form. Enter a '*' to print the most current change order, or enter a specific change order number to print.</p> <p>14. Lines to Print. Enter a '1' to print all lines. Leave blank to print only the lines as selected in option 13.</p>	<p>The following options apply if you track changes to your orders via the change order functionality.</p> <p>Enter a change order number, for example 001, 002, or so on, to print the purchase order as it existed immediately after that particular change took place.</p> <p>If you've selected a particular change order revision to print in the option above, a 1 in this option will cause all lines to print as they existed immediately after the change. A blank will cause only the lines that were actually changed to print.</p>
<p>CURRENCY PROCESSING:</p> <p>15. Enter a '1' to print amounts in Foreign Currency. If left blank only Domestic Currency amounts will print.</p>	
<p>PROCESSING CONTROL EDIT:</p>	

Processing Option	Processing Options Requiring Further Description
<p>16. Specify one of the following:</p> <p>Enter a '1' to perform Processing Control Edit to determine which customers to process.</p> <p>Enter a '2' to perform Processing Control Edit to determine which customers to process, but default to EDI, PRINT, and FAX setup listed below if not found.</p> <p>If left blank, Processing Control Edit will not be performed to determine which customers to process.</p>	<p>Document Control Revisions (P0170) allows you to specify how each of your suppliers receives orders, that is, via hard copy, EDI or Fax. You set this option to 1 to have the program locate control revisions for each supplier, and then print, fax, or send out the order via EDI accordingly. If the option is set to 1 and the program can't find control revisions for a supplier, it will generate no output for the order.</p> <p>If you set the option to 2, the program tries to locate control revisions set up for each supplier, but if it can't find the information, it will adhere to the output specified in processing options 17 through 21 below.</p>
<p>EDI PROCESSING:</p> <p>17. Enter a '1' to create EDI transactions. If left blank, no EDI transactions will be created.</p> <p>18. Enter the following EDI defaults: EDI Document Type EDI Transaction Set EDI Translation Format Trading Partner ID Transaction Set Purpose Shipping Schedule Qualifier (A value is required when the Transaction Set is 862. If left blank, 'KB' will be used.)</p>	<p>If you set this option to create EDI transactions, the P43500 populates the following EDI files: F47016, F47017, F4706, F4714, F4715, F470161, and F470171.</p> <p>The transaction set is usually an 850.</p>
<p>PRINT PROCESSING:</p> <p>19. Enter a '1' to print the document. If left blank, the document will not be printed.</p>	
<p>FAX DOCUMENT PROCESSING:</p> <p>20. Enter a '1' to fax the document. If left blank, the document will not be faxed.</p> <p>21. Enter Fax Output Queue. If left blank, the fax will be written to the same output queue as printed documents.</p>	<p>Set this option to 1 to have the program create a separate spool file for each supplier order and put it in the output queue you specify in the next option. You'll need to use a third party software package to actually extract, convert and send out the information via facsimile.</p>

## Open Orders Inquiry (P430301)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>1. Order Type</li> <li>2. From Status Code</li> <li>3. Thru Status Code</li> <li>4. Currency Code</li> </ol>	
<p>PROCESSING CONTROL:</p> <ol style="list-style-type: none"> <li>5. Enter a '1' if the above Status Codes are based on Last Status. If left blank, the Next Status will be used.</li> <li>6. Enter the value to specify which date will be checked against the date range. If left blank, Requested Date is used.</li> <li>7. Enter a '1' to display the Amount format. If left blank, the Quantity format will be displayed.</li> <li>8. Enter a '1' to display the Status code format. If left blank, the Supplier description format will be displayed.</li> <li>9. Enter a '1' for text lines to be displayed. If left blank, text will be omitted.</li> <li>10. Enter a '1' to make the costs non-display. If left blank, the costs will be displayed.</li> </ol>	
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <ol style="list-style-type: none"> <li>11. Purchase Order Entry (P4311)</li> <li>12. Supplier Analysis (P43230)</li> <li>13. Supply/Demand Inquiry (P4021)</li> <li>14. Item Availability Summary (P41202)</li> <li>15. Approval Review (P43080)</li> <li>16. PO Receipt Routing (P43250)</li> <li>17. Open Receipts (P43214)</li> </ol>	

Processing Option	Processing Options Requiring Further Description
18. Change Order Summary (P4319)	
<p>AS-IF CURRENCY DISPLAY:</p> <p>20. Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This option is activated by function key F19.</p> <p>Amounts will be translated and displayed in this as-if currency.</p> <p>If left blank, amounts will display in their database currency.</p> <p>21. Enter the "As-of" date for processing the current exchange rate for the as-if currency.</p> <p>If left blank, the Thru date will be used.</p>	

## Purchase Order Summary (P43415)

Processing Option	Processing Options Requiring Further Description
<p>CURRENCY PROCESSING:</p> <p>1. Enter a '1' to print amounts in Foreign Currency.</p> <p>(If left blank, Domestic Currency will print).</p>	<p>If you set this processing option to 1, the data sequencing for this version must be set to sequence by supplier/address number first.</p>

## Order Ledger Inquiry (P43041)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <p>1. Order Type</p> <p>2. From Status Code</p> <p>3. Thru Status Code</p> <p>4. Currency Code</p>	
<p>PROCESSING CONTROL:</p>	

Processing Option	Processing Options Requiring Further Description
<p>5. Enter a '1' if the above Status Codes are based on Last Status. If left blank, the Next Status will be used.</p> <p>6. Enter the value to specify which date will be checked against the date range. If left blank, Requested Date is used.</p> <p>7. Enter a '1' to display the Amount format. If left blank, the Quantity format will be displayed.</p> <p>8. Enter a '1' to display the Status Code format. If left blank, the Supplier description format will be displayed.</p>	

### Print Purchase Order by Request Date (P43640)

Processing Option	Processing Options Requiring Further Description
<p><b>AGING DAYS CONTROL:</b> Enter the total number of days from the current date through the end of each period listed below:</p> <ol style="list-style-type: none"> <li>1. Per 1 : Today through day number</li> <li>2. Per 2 : End of Period 1 through day</li> <li>3. Per 3 : End of Period 2 through day</li> <li>4. Per 4 : End of Period 3 through day</li> <li>5. Enter a '1' if you entered the above days in descending order.</li> <li>6. Enter a '1' to include purchase orders with request dates greater than the range shown above.</li> </ol>	<p>The days you specify in options 1 through 4 determine the aging columns on the report. For example, if the current date is 3/01/07, and you specify 30, 60, 90, and 120 days, respectively, the report displays columns for 3/31/07, 04/30/07, 5/29/07, and 06/28/07.</p> <p>The quantity or amount that displays in each column reflects open orders with request dates from the previous column date through and including the referenced column date.</p> <p>You can also enter negative days to show open orders for past dates.</p> <p>Enter 1 to indicate that you are entering days in reverse order, for example, 120, 90, 60 and 30.</p> <p>Enter 1 to have the system include orders in the last aging column with request dates beyond the date specified.</p>
<p><b>DISPLAY CONTROL:</b></p>	

Processing Option	Processing Options Requiring Further Description
7. Enter a '1' to print order amounts. If left blank, order quantities will be printed.	
CURRENCY PROCESSING:	
8. Enter a '1' to print amounts in Foreign Currency. (If left blank, Domestic Currency will be Printed.)	If you run in a multi-currency environment and the companies on your system have different currency codes, you should run the report for one company at a time when you print domestic amounts.

## Purchases Journal (P43420)

Processing Option	Processing Options Requiring Further Description
REPORT DISPLAY:	
1. Enter a '1' to print a PO Line Description. (Default of blank will print Item/Account Number.)	
CURRENCY PROCESSING:	
2. Enter a '1' to print amounts in Foreign Currency. (Default of blank will print Domestic Currency.)	

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# Receipt Processing – Processing Options

## Purchase Order Receiver (P43510)

Processing Option	Processing Options Requiring Further Description
<p>DISPLAY OPTIONS:</p> <ol style="list-style-type: none"> <li>1. Enter a '1' to prevent updating of the next status as defined by Order Activity Rules. If left blank, updates will occur.</li> <li>2. Enter an override next status if desired. This status will replace the status defined in Order Activity Rules.</li> <li>3. Enter a '1' to inhibit printing of price information on Receiver. Default will print Unit and Extended Price.</li> <li>4. Enter a '1' to print associated text. (Text keyed through the selection exit from Purchase Order Entry).</li> <li>5. Enter a '1' to print routing operation codes and any associated text.</li> <li>6. Enter the route type to be used for retrieving the routing operation codes. If left blank, the program will search for route type equivalent to blank.</li> <li>7. Enter a '1' to inhibit printing of quantity information on the Receiver. Default will print Ordered and Open Quantity.</li> </ol>	<p>Set this option to 1 if you plan to reprint receivers, which will be a likely occurrence if you perform partial receipts.</p> <p>Set this option to 1 to display the operation codes for items that go into a receipt route.</p>
<p>ITEM NUMBER DISPLAY :</p> <ol style="list-style-type: none"> <li>8. Enter a '1' to print only our item number. Enter a '2' to print both our item number and the supplier item number.</li> </ol>	

Processing Option	Processing Options Requiring Further Description
9. If you wish to print the supplier item number, enter the type of Cross Reference Number to retrieve.	
CURRENCY PROCESSING: 10. Enter a '1' to print amounts in Foreign Currency. (Default of blanks will print amounts in Domestic Currency).	
BARCODE OPTIONS: 11. Enter which barcode symbology to print. '1' = Code 39 (3 of 9) '2' = Code 128 If left blank, bar codes will not print.	Set this option to 1 or 2 to have the system print bar code symbology corresponding to the purchase order number and short item number.

## On-Demand PO Receiver (P43310)

Processing Option	Processing Options Requiring Further Description
DEFAULT VALUES: 1. Order Type 2. Override Next Status 3. Enter a '1' to prevent updating the Next Status Code from the Order Activity Rules. If left blank the Next Status Code will be updated.	
DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used. 4. Purchase Receivers Print (P43510) 5. Open Order Inquiry (P430301)	

## Enter Receipts (P4312)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>1. Order Type</li> <li>2. Receipt Document Type</li> </ol> <p>Incoming Acceptable Next Status Codes:</p> <ol style="list-style-type: none"> <li>3. Status Code 1</li> <li>4. Status Code 2</li> <li>5. Status Code 3</li> </ol> <p>Outgoing Next Status Codes:</p> <ol style="list-style-type: none"> <li>6. Partial receipt</li> <li>7. Close balance of line</li> <li>8. Cancel balance of line</li> </ol>	<p>If an order line does not display for receipt, check the Next Status on the line (via Purchase Order Entry-P4311) to verify it matches one of the three status codes you set below.</p> <p>If you perform partial receipts, you want to update the next status on purchase order lines:</p> <ol style="list-style-type: none"> <li>1. To indicate that a partial receipt has taken place, and</li> <li>2. So you can lock down the status in Purchase Order Entry so users cannot make changes to partially received lines.</li> </ol> <p>Should normally be 999.</p> <p>Should normally be 999.</p>
<p>PROMPTING CONTROL:</p> <p>Enter a '1' to:</p> <ol style="list-style-type: none"> <li>9. Select all lines for receipt.</li> <li>10. Be prompted to accept the receipt.</li> <li>11. Display lot/layer information.</li> <li>12. Display Sales Order Backorders.</li> <li>13. Record serial number information for inventory items.</li> <li>14. Protect lot number, lot expiration date, and lot status on orders with automatically generated or assigned lot numbers.</li> </ol>	<p>Set this processing option to 1 to have the Backorder Release screen (V42117) display after you perform a receipt to release backorders that might exist for the items you just received.</p>

Processing Option	Processing Options Requiring Further Description
<p>15. Enter a '1' to protect prices, or a '2' to make prices non-display. If left blank, the update of prices is allowed.</p> <p>16. Enter a '1' to require manual entry of the quantity. If left blank, the quantity field will be loaded.</p> <p>17. Enter a '1' to display description. If left blank, the item/account number will be displayed.</p> <p>18. Enter the format to be displayed. 1 = Receipts by Purchase Order 2 = Receipts by Item 3 = Receipts by G/L Account (If left blank, format 1 is used.)</p>	
<p>LANDED COST PROCESSING:</p> <p>19. Enter a '1' to display the landed cost screen, or a '2' to perform blind landed cost processing. If left blank, no landed cost processing is performed.</p>	
<p>TOLERANCE CHECKING:</p> <p>Enter a '1' for a warning message, or a '2' to prohibit entry. If left blank, no tolerance checking is performed.</p> <p>20. Quantity, Unit Cost, Amount</p> <p>21. Receipt Date</p>	
<p>ITEM BRANCH/LOCATION PROCESSING:</p> <p>22. Enter a '1' to update the supplier when an item is purchased the first time, or a '2' to update the supplier every time the item is purchased. If left blank, no supplier update is performed.</p> <p>23. Enter a '1' to default the Location and Lot Number from the primary item balance location, if the Location and Lot Number are both blank.</p>	<p>Use this option to update the Supplier address number in the branch record for an inventory item (P41026). The address number is then used by the Purchase Order Generator program (P43011) to create orders for the supplier.</p>

Processing Option	Processing Options Requiring Further Description
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>24. Open Order Inquiry (P430301)</p> <p>25. G/L Functional Server (XT0911Z1)</p> <p>26. SO Backorder Release (P42117)</p> <p>27. Receipt Traveler (P43512)</p> <p>28. Receipt Routing (P43250)</p>	
<p>DOCUMENT PROCESSING:</p> <p>29. Enter a '1' to automatically print a Receipt Traveler Document following each receipt.</p>	
<p>KIT PROCESSING:</p> <p>30. Enter a '1' to display the kit parent item, or a '2' to display the kit component items. If left blank, no kit information is displayed.</p> <p><b>Note:</b> Stock items must be received at the component level.</p>	
<p>SUPPLIER ANALYSIS:</p> <p>31. Enter a '1' to capture supplier analysis information. If left blank, no supplier analysis information is captured.</p>	<p>Enter 1 to have the system create a record in the Supplier/Item Relationship file (F43090) if it doesn't already exist, and also to update order information to the file.</p>
<p>ASSOCIATED TEXT PROCESSING:</p> <p>32. Enter a '1' to purge the associated text when the line is fully received. If left blank, the text is retained.</p>	
<p>RECEIPT ACKNOWLEDGMENT:</p> <p>33. Enter a '1' to send a PPAT message to the purchase order originator regarding the receipt.</p> <p>34. Enter the next status code that the Sales Order should be updated to upon full receipt of a direct ship purchase order line.</p>	<p>Use this option to update the Next Status on a direct ship sales order that corresponds to a purchase order to ensure that it is ready for ship confirmation or update.</p>
<p>RECEIPT ROUTING:</p>	

Processing Option	Processing Options Requiring Further Description
<p>35. Enter a '1' to initiate the receipt routing process. If left blank, all items will be received directly into stock.</p> <p>36. Enter the default route type to be used to search for a receipt route. If left blank, the program will search for route type equivalent to blank.</p>	
<p>SUMMARIZATION:</p> <p>37. Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail.</p> <p><b>Note:</b> If tracking commitments in the PA/PU ledgers, this option may NOT be used.</p>	
<p>WAREHOUSE PROCESSING:</p> <p>38. Enter the Directed Putaway mode: Blank =No Directed Putaway Requests 1 = Request Putaway only 2 = Request Putaway and process using the subsystem 3 = Receive directly to reserved locations (No requests).</p> <p>39. If processing putaway requests through the subsystem, enter the DREAM Writer version to be used. If blank, XJDE0001 is used. (See Form ID P46171).</p> <p>40. Enter the DREAM Writer version of On-Line Reservations to be used. If blank, ZJDE0001 is used. (See Form ID P46130)</p> <p>41. Enter a '1' to perform warehouse Cross-Docking. This is only valid with processing option 12 to perform sales backorder processing set on.</p>	
<p>CURRENCY PROCESSING:</p>	

Processing Option	Processing Options Requiring Further Description
<p>42. Enter the date to be used when retrieving the currency exchange rate. If left blank, the purchase order exchange rate will be used. 1 = G/L Date 2 = Current Date</p> <p>43. Enter a '1' to protect the exchange rate field.</p>	
<p><b>BULK ITEM PROCESSING:</b></p> <p>44. Enter '1' to record the difference between ambient and standard quantities received as a temperature gain/loss. Enter '2' to update the unit cost as the extended cost divided by the standard quantity. Leave blank if quantities are purchased and received in standard.</p> <p>45. Enter a '1' if you want Receipts Routing integration with the Four Point Analysis file.</p> <p>46. Enter the DREAM Writer Version for the Bulk Stock Movement program called for Lot Controlled product. If left blank, ZJDE0005 will be used.</p>	
<p><b>DIRECT SHIP ORDER PROCESSING: (LOAD &amp; DELIVERY MANAGEMENT ONLY)</b></p> <p>47. Enter a '1' if related sales order lines should be automatically load and deliver confirmed.</p> <p>48. Enter the sales order next status code beyond which sales orders will not be automatically load and deliver confirmed.</p> <p>49. Enter the version of the transportation transaction server to be used to automatically load and deliver confirm orders.</p>	
<p><b>QUALITY MANAGEMENT:</b></p> <p>50. Enter the version of Test Results Revisions (P3711) to call. If left blank, ZJDE0002 will be used.</p>	
<p><b>CASCADING RECEIPTS:</b></p>	

Processing Option	Processing Options Requiring Further Description
<p>51. Enter '1' to initiate Cascading Receipts</p> <p>52. Enter the type of tolerance check to perform in Cascading Receipts</p> <p>1 = Percentage Tolerance 2 = Units Tolerance</p> <p>53. Enter the tolerance value. This is used in conjunction with the previous option.</p> <p>G/L POST</p> <p>54. Enter a '1' to automatically submit the G/L Post.</p> <p>If left blank, post WILL NOT be automatically submitted.</p> <p>55. Enter the DREAM Writer version of the G/L Post to be used.</p> <p>If left blank, ZJDE0033 will be used. This is used in conjunction with the previous option.</p> <p>56. Enter a value for processing when the G/L Date of the receipt is outside the fiscal year of the G/L Date on the original order</p> <p>' ' = Ignore '1' = Issue Warning '2' = Issue Hard error</p>	<p>Set this option to accommodate encumbrance and commitment accounting such that relief of a commitment cannot occur after the year in which the commitment was entered. Commitment accounting only applies to order lines types with an Inventory Interface of A or B.</p>

## Open Purchase Orders (P43632)

Processing Option	Processing Options Requiring Further Description
<p>REPORT DISPLAY:</p> <p>1. Enter a '1' to print the Account Number. Enter a '2' to print the Item Number. If left blank, the first PO description line will be printed.</p>	<p>Set this option to 1 if you're printing non-inventory purchase orders. Set the option to 2 if you're printing stock orders.</p>

## Open PO Status Report (P43525)

Processing Option	Processing Options Requiring Further Description
<p>Enter the "AS OF" date for the report: This will determine the DAYS OVERDUE. It is the processing thru-date for the report. If left blank, the system date will default. Enter '1' to print amounts in foreign currency or a '2' to print in both foreign and domestic. (Default will print domestic only.)</p>	<p>The system determines days overdue for open orders by calculating the days between the order requested date and the date you enter in this processing option.</p>

## Inventory Receipts Register (P43512)

Processing Option	Processing Options Requiring Further Description
<p>REPORT DISPLAY:</p> <ol style="list-style-type: none"> <li>Enter a '1' to print the Account Number and description. If left blank, the Item Number and its description will be printed.</li> <li>Enter a '1' to print the receipt document number in place of the received amount to facilitate a Receipt Traveler Document. If left blank, the amount received will be printed.</li> <li>Enter a '1' to print the receipt routing operation codes and their associated text.</li> </ol>	<p>Leave this option blank to print stock orders. Set the option to 1 to print non-inventory orders.</p> <p>Set this option to 1 if you're calling this version of P43512 directly from the Enter Receipts program (P4312), in which case only the order you're receiving will print.</p> <p>Set this option to 1 to have each operation for an item's assigned receipt route print beneath the receipt line.</p>
<p>CURRENCY PROCESSING:</p> <ol style="list-style-type: none"> <li>Enter a '1' to print amounts in Foreign Currency. If left blank, amounts are printed in Domestic Currency.</li> </ol>	<p>If you set this option to print foreign currency amounts and no foreign amount exists (as in the case of a domestic order), the amount displays as blank on the report.</p> <p>If you print foreign currency amounts, you must set sequencing of the version to break on company or a change in currency code.</p>



# Voucher Processing – Processing Options

## Review Receipts (P43214)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>Order Type</li> <li>Currency Code</li> </ol>	
<p>PROCESSING CONTROL:</p> <ol style="list-style-type: none"> <li>Enter a '1' to use the program to apply landed costs to received lines. If left blank, the program is used to allow you to review receipts that have not yet been matched or vouchered.</li> </ol>	<p>This program serves two purposes, one to apply landed costs and the other to review receipts. If you use landed costs, you can provide access to two separate versions of the program, one to accommodate landed costs and the other to review receipts.</p>
<p>REVIEW RECEIPTS MODE:</p> <ol style="list-style-type: none"> <li>Enter the appropriate Voucher Match Method for the processing you use: 2 = PO and Invoice, 3 = PO, Receipt and Invoice.</li> </ol> <p><b>Note:</b> If you receive and voucher together, then enter a '2' above. If you receive and voucher separately, then enter a '3'.</p> <p>Incoming Next Status Code Range:</p> <ol style="list-style-type: none"> <li>From Status Code</li> <li>Thru Status Code</li> </ol> <p><b>Note:</b> You are NOT required to fill in the above status codes if you receive and voucher separately.</p> <ol style="list-style-type: none"> <li>Enter a '1' to see all receipts, including closed lines.</li> </ol>	
<p>LANDED COST MODE:</p>	

Processing Option	Processing Options Requiring Further Description
<p>8. Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail.</p>	
<p>DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>9. G/L Functional Server (XT0911Z1)</p> <p>10. PO Receipt Routing (P43250)</p> <p>11. A/P Ledger Inquiry (P042003)</p> <p>12. Order Order Inquiry (P430301)</p>	

## Stand-Alone Landed Cost (P43214)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <p>1. Order Type</p> <p>2. Currency Code</p>	
<p>PROCESSING CONTROL:</p> <p>3. Enter a '1' to use the program to apply landed costs to received lines. If left blank, the program is used to allow you to review receipts that have not yet been matched or vouchered.</p>	<p>This program serves two purposes, one to apply landed costs and the other to review receipts. If you use landed costs, you can provide access to a separate version of the program to accommodate the landed costs.</p>
<p>REVIEW RECEIPTS MODE:</p> <p>4. Enter the appropriate Voucher Match Method for the processing you use: 2 = PO and Invoice, 3 = PO, Receipt and Invoice.</p> <p><b>Note:</b> If you receive and voucher together, then enter a '2' above. If you receive and voucher separately, then enter a '3'. Incoming Next Status Code Range:</p> <p>5. From Status Code</p>	

Processing Option	Processing Options Requiring Further Description
<p>6. Thru Status Code</p> <p><b>Note:</b> You are NOT required to fill in the above status codes if you receive and voucher separately.</p> <p>7. Enter a '1' to see all receipts, including closed lines.</p>	
<p>LANDED COST MODE:</p> <p>8. Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail.</p>	
<p>DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>9. G/L Functional Server (XT0911Z1)</p> <p>10. PO Receipt Routing (P43250)</p> <p>11. A/P Ledger Inquiry (P042003)</p> <p>12. Order Inquiry (P430301)</p>	

## Match Open Orders (P4314)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <p>1. Purchase Order Type</p> <p>2. Voucher Document Type</p>	
<p>PROCESSING CONTROL:</p>	

Processing Option	Processing Options Requiring Further Description
<p>3. Enter the appropriate Voucher Match Method for the processing you use</p> <p>'2' = PO and Invoice</p> <p>'3' = PO, Receipt and Invoice</p> <p><b>Note:</b> If you receive and voucher together, then enter a '2' above.</p> <p>If you receive and voucher separately, then enter a '3'.</p> <p><b>Note:</b> The following processing options must be filled in if you receive and voucher together.</p> <p>Incoming Next Status Code Range:</p> <p>4. From Status Code</p> <p>5. Thru Status Code</p> <p>Outgoing Next Status Codes:</p> <p>6. Receipt Status Code</p> <p>7. Cancel Status Code</p> <p>8. Enter a '1' to display description.</p> <p>If left blank, the item/account number will be displayed.</p> <p>9. Enter a '1' to preload the selection option field.</p> <p>10. Enter a '1' to display the Approver Number code.</p> <p>11. Enter a '1' to display Reporting Code 07.</p>	
<p>ADDITION OF LINES:</p> <p>12. Enter a '1' to allow for the addition of lines.</p>	
<p>Enter the purchase order line values:</p> <p>13. Line Type</p> <p>14. Last Status Code</p> <p>15. Next Status Code</p>	
<p>TOLERANCE CHECKING:</p>	

Processing Option	Processing Options Requiring Further Description
<p>16. Enter a '1' for a warning message only, '2' to prohibit entry, or the pay status to be used if the tolerance is exceeded.</p> <p>If left blank, no tolerance checking is performed.</p>	
<p>RETAINAGE:</p> <p>17. Enter a '1' to allow for the entry of retainage amounts.</p> <p>If left blank, no retainage will be allowed.</p>	
<p>SUPPLIER ANALYSIS:</p> <p>18. Enter a '1' to capture supplier analysis information.</p> <p>If left blank, no supplier analysis information will be captured.</p>	
<p>SUMMARIZATION:</p> <p>19. Enter a '1' to summarize journal entries.</p> <p>If left blank, journal entries are written in detail.</p> <p><b>Note:</b> If tracking commitments in the PA/PU ledgers, this option may NOT be used.</p> <p>20. Enter a '1' to summarize accounts payable entries.</p> <p>If left blank, accounts payable entries are written in detail.</p>	
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program:</p> <p>If left blank, ZJDE0001 will be used, except for Open Receipts, which will default to ZJDE0003.</p> <p>21. Purchase Order Entry (P4311)</p> <p>22. Stand-Alone Landed Cost (P43214)</p> <p>23. A/P Functional Server (XT0411Z1)</p> <p>24. G/L Functional Server (XT0911Z1)</p> <p>25. Standard Voucher Entry (P04105)</p> <p>26. Journal Entries (P09101)</p> <p>27. Open Receipts (P43214)</p>	
<p>28. Voucher Logging (P04105)</p>	

Processing Option	Processing Options Requiring Further Description
<p><b>AUTOMATIC ACCOUNTING INSTRUCTIONS:</b></p> <p>29. Choose which business unit should be used to generate the G/L Bank Account and the A/P Trade Account.</p> <p>Blank = Purchase order detail                      1 = Voucher Match header                      2 = Responsible business unit in the address book.</p> <p><b>Note:</b> The business unit selected will also be used for the voucher.</p>	<p>The value in this option determines the company the system uses to retrieve the G/L bank account from AAI PB. It also indicates which business unit and company it writes to the voucher header, which in turn determines the A/R Trade account it retrieves from AAI PC.</p> <p>If you leave the option blank, the system retrieves the company from either the branch in the order detail (for stock lines) or the business unit portion of the account number (for lines entered against an expense account).</p>
<p><b>CURRENCY PROCESSING:</b></p> <p>30. Enter the date to be used when retrieving the currency exchange rate.</p> <p>If left blank, the receipt or purchase order exchange rate will be used.</p> <p>1 = G/L Date                      2 = Invoice Date</p> <p>31. Enter a '1' to protect the exchange rate field.</p> <p><b>G/L POST</b></p> <p>32. Enter a '1' to automatically submit the G/L Post.</p> <p>If left blank, post WILL NOT be automatically submitted.</p> <p>33. Enter the DREAM Writer version of the G/L Post to be used.</p> <p>If left blank, ZJDE0003 will be used. This is used in conjunction with the previous option.</p> <p>34. Enter a value for processing when the G/L Date of the receipt is outside the fiscal year of the G/L Date on the original order</p> <p>' ' – Ignore                      '1' – Issue Warning                      '2' – Issue Hard error</p>	<p>Set this option to accommodate encumbrance and commitment accounting such that relief of a commitment cannot occur after the year in which the commitment was entered. Commitment accounting only applies to order lines types with an Inventory Interface of A or B.</p>

## Summary Voucher Match (P4315)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <p>1. Voucher Document Type</p>	
<p>PROCESSING CONTROL:</p> <p>2. Enter the value to preload the selection option field:                      1 = Summary Match                      2 = Detail Match (Default = Blank)</p>	<p>If you select to preload the Option field with 1, the system calls the Evaluated Receipt batch program (P43800) to match the orders you select. You must set up and activate program P43800Q in the subsystem to use this option.</p> <p>If you select to preload the Option field with 2, the system calls the standard Voucher Match program (P4314) where you must manually match the invoice to each receipt record that makes up the summary line.</p>
<p>CURRENCY PROCESSING:</p> <p>3. Enter the date to be used when retrieving the currency exchange rate.                      If left blank, the receipt or purchase order exchange rate will be used.                      1 = G/L Date                      2 = Invoice Date</p> <p>4. Enter a '1' to protect the exchange rate field.</p>	
<p>DREAMWRITER VERSION IDS:</p> <p>5. Enter the version of the Voucher Match program to call (P4314).</p> <p>6. Enter the version of the EDI feeder program to call for Summary Matching (P43800).</p>	

## Evaluated Receipts Settlement (P43800)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSION:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the version of In-bound Match program (P470412) to execute. If left blank, XJDE0002 will be used.</p>	<p>You must specify a version of P470412 in which data selection and sequencing is set up specifically to work in conjunction with ERS. P470412 is the program that actually creates the vouchers. The version you specify must also be set to run in final mode.</p>
<p>INVOICE NUMBER:</p> <p>2. Enter a '1' to use the Supplier Remark field as the invoice number. If left blank the program will assign the Invoice Number using EDI Next Numbers.</p>	<p>Set this option to 1 if you enter a value in the Supplier Remark field when you receive an item via the Enter Receipts program (P4312), and you want to use that value as the invoice number. If you enter a 1 and you don't populate the Supplier Remark field, you may incur duplicate invoice number errors, as the program tries to assign a blank invoice number to all vouchers.</p>
<p>G/L DATE:</p> <p>3. Enter the General Ledger Date to be used for creating Vouchers. Enter a '1' to use today's date as the General Ledger Date. If left blank, the receipt date will be used as the General Ledger Date on the voucher.</p>	
<p>INVOICE DATE:</p> <p>4. Enter the A/P Invoice Date to be used for creating Vouchers. Enter a '1' to use today's date as the invoice Date. If blank, the receipt date will be used as the invoice date.</p>	

## Invoice/Match to PO Edit/Create-EDI (P470412)

Processing Option	Processing Options Requiring Further Description
<p>UPDATE OPTIONS:</p> <p>1. Enter '1' to run this program in final mode. If left blank, will run this program in proof mode</p>	<p>1</p>

Processing Option	Processing Options Requiring Further Description
<p>2. Enter '1' to match only, enter '7' to match and close remainder of quantity and amount for the line. If left blank, will default to '1'</p> <p>3. Enter '1' to ignore AP/GL warnings. If left blank, warnings will be treated as errors.</p>	
<p>REPORT OPTIONS:</p> <p>4. Enter a '1' to print the Voucher Invoice amount. Leave blank to print EDI Document information.</p>	
<p>DEFAULT VALUES:</p> <p>5. Purchase Order Type</p> <p>6. Voucher Document Type</p>	<p>OZ</p> <p>PV</p>
<p>PROCESSING CONTROL:</p> <p>7. Enter the appropriate Voucher Match Method for the processing you use '2' = PO and Invoice '3' = PO, Receipt and Invoice NOTE: Evaluated Receipt Settlement and Stock Valuation require the processing method to be a '3'. EDI allows both '2' and '3'. NOTE: The following processing options must be filled in if you receive and voucher together.</p> <p>Incoming Next Status Code Range:</p> <p>8. From Status Code</p> <p>9. Thru Status Code</p> <p>Outgoing Next Status Codes:</p> <p>10. Receipt Status Code</p> <p>11. Cancel Status Code</p>	<p>230</p> <p>999</p> <p>400</p> <p>999</p>
<p>ADDITION OF LINES:</p> <p>12. Enter a '1' to allow for the addition of lines. (EDI Only)</p>	<p>220</p>
<p>Enter the purchase order line values:</p>	

Processing Option	Processing Options Requiring Further Description
<p>13. Line Type</p> <p>14. Last Status Code</p> <p>15. Next Status Code</p>	
<p>TOLERANCE CHECKING:</p> <p>16. Enter a '1' for a warning message only, '2' to prohibit entry, or the pay status to be used if the tolerance is exceeded.</p> <p>If left blank, no tolerance checking is performed.</p>	
<p>RETAINAGE:</p> <p>17. Enter a '1' to allow for the entry of retainage amounts.</p> <p>If left blank, no retainage will be allowed.</p>	
<p>SUPPLIER ANALYSIS:</p> <p>18. Enter a '1' to capture supplier analysis information.</p> <p>If left blank, no supplier analysis information will be captured.</p>	
<p>SUMMARIZATION:</p> <p>19. Enter a '1' to summarize journal entries.</p> <p>If left blank, journal entries are written in detail.</p> <p>NOTE: If tracking commitments in the PA/PU ledgers, this option may NOT be used.</p> <p>20. Enter a '1' to summarize accounts payable entries.</p> <p>If left blank, accounts payable entries are written in detail.</p>	
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program:</p> <p>If left blank, ZJDE0001 will be used.</p> <p>21. A/P Functional Server (XT0411Z1)</p> <p>22. G/L Functional Server (XT0911Z1)</p>	
<p>AUTOMATIC ACCOUNTING INSTRUCTIONS:</p>	

Processing Option	Processing Options Requiring Further Description
<p>23. Choose which business unit should be used to generate the G/L Bank Account and the A/P Trade Account.</p> <p>Blank = Purchase order detail</p> <p>1 = Voucher Match header</p> <p>2 = Responsible business unit in the address book.</p> <p>NOTE: The business unit selected will also be used for the voucher.</p>	<p>The value in this option determines the company the system uses to retrieve the G/L bank account from AAI PB. It also indicates which business unit and company it writes to the voucher header, which in turn determines the A/R Trade account it retrieves from AAI PC.</p> <p>If you leave the option blank, the system retrieves the company from either the branch in the order detail (for stock lines) or the business unit portion of the account number (for lines entered against an expense account).</p>
<p>CURRENCY PROCESSING:</p> <p>24. Enter the date to be used when retrieving the currency exchange rate.</p> <p>If left blank, the receipt or purchase order exchange rate will be used.</p> <p>1 = G/L Date</p> <p>2 = Invoice Date</p>	
<p>EDI PROCESSING:</p> <p>25. Enter a '1' to perform Processing Control Edit to determine processing mode. If no Processing Control record is found, the EDI transaction will NOT be processed.</p> <p>Enter a '2' to perform Processing Control Edit. If no Processing Control record is found, the EDI transaction will be processed in the production mode.</p> <p>If left blank, all selected EDI transactions will be processed in the production mode.</p>	<p>Enter a '1' to check the EDI Processing Control (P4770) to determine the processing mode. If no record is found the EDI transaction will NOT be processed.</p> <p>Enter a '2' to check the EDI Processing Control (P4770) to determine the processing mode. If no record is found the EDI transaction WILL be processed in production mode.</p> <p>If left blank all selected records will be processed in production mode.</p> <p>The EDI Processing Control (P4770) is found using F15 from the Purchasing Instructions for Purchasing or Customer Billing Instructions for Sales.</p>

## Logged Voucher Detail (P43428)

Processing Option	Processing Options Requiring Further Description
<p>REPORT DISPLAY:</p> <p>1. Enter a '1' to only print Vouchers that have quantity received for their attached purchase order.</p>	
<p>CURRENCY PROCESSING:</p>	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter a '1' to print amounts in Foreign Currency. (Default of blank will print Domestic Currency).</p>	

## Receive/Voucher Status (P43412)

Processing Option	Processing Options Requiring Further Description
<p>REPORT DISPLAY:</p> <p>1. Enter a '1' to print General Ledger Cost Center Information. (Default of blank will print Branch/Plant Information).</p>	<p>Set this processing option to 1 if you're printing the report for non-inventory orders; otherwise, leave it blank.</p>
<p>CURRENCY PROCESSING:</p> <p>2. Enter a '1' to print amounts in Foreign Currency. (Default of blank will print Domestic Currency).</p>	

## Received Not Vouchered (P43450)

Processing Option	Processing Options Requiring Further Description
<p>REPORT DISPLAY:</p> <p>1. Enter a '1' to print Account Numbers. If left blank, Item Numbers will print.</p>	
<p>CURRENCY PROCESSING:</p> <p>2. Enter a '1' to print amounts in Foreign Currency. If left blank, amounts are printed in Domestic Currency.</p>	

## RNV to G/L Reconciliation (P43451)

Processing Option	Processing Options Requiring Further Description
PROCESSING:  1. Enter the RNV Account (mandatory)	

## RNV to G/L As Of Reconciliation (P43452)

Processing Option	Processing Options Requiring Further Description
PROCESSING:  1. Enter the type of account 4320 – RNV Account 4355 – Tax RNV Account  2. Enter 'Y' to print only those lines with a discrepancy. Or else, all lines will be printed.	

## Supplier Analysis Report (P04602)

Processing Option	Processing Options Requiring Further Description
REPORT CURRENCY:  Enter the currency that the report is to be stated in.  If left blank the report will be stated in U.S. Dollars (USD). This is only used if multi-currency is on.	

## Contract Detail by Supplier (P43421)

Processing Option	Processing Options Requiring Further Description
GENERAL LEDGER PROCESSING:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter '1' to process G/L budget amounts from the Account Balances file (F0902). Leave blank to process amounts from the Account Detail file (F0911).</p>	
<p>DATE SELECTION:</p> <p>2. 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 will be used.</p>	
<p>REPORT PRINT CONTROL:</p> <p>3. Enter '1' to print the Supplier address on the report.</p> <p>4. Enter '1' to omit page breaking by Supplier. Leave blank (default) to start a new page for each Supplier.</p> <p>5. Enter '1' to print the subledger and subledger type. Leave blank (default) to not print them.</p>	

## Contract Summary (P434201)

Processing Option	Processing Options Requiring Further Description
<p>PRINT OPTIONS:</p> <p>1. Enter '1' to print the Job address. Leave blank to omit it.</p> <p>2. Enter '1' to suppress the printing of budget information.</p> <p>3. Enter '1' to suppress the totaling of budget information.</p> <p>4. Enter '1' to print the subledger and subledger type. Leave blank to omit them.</p>	
<p>DATE SELECTION:</p>	

Processing Option	Processing Options Requiring Further Description
5. 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 will be used.	

### Contract Log Revisions (P4304)

Processing Option	Processing Options Requiring Further Description
DEFAULT OPTION: 1. Enter the default Contract Type. Leave blank to default Type 'OS'.	



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# Special Orders Processing – Processing Options

## Consolidate and Release Orders (P43060)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>1. Order Type Incoming Acceptable Next Status Codes:</li> <li>2. Status Code 1</li> <li>3. Status Code 2</li> <li>4. Status Code 3</li> <li>5. Enter the Next Status Code to be used when a line is completely released. If left blank, the next status code in the Order Activity Rules will be used.</li> <li>6. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number.</li> </ol>	
<p>PURCHASE ORDER CREATION DEFAULTS:</p> <ol style="list-style-type: none"> <li>7. Order Type</li> <li>8. Beginning Status</li> <li>9. Override Next Status (Optional)</li> <li>10. Enter text duplication selection: '1' to copy line text '2' to copy line and order text '3' to copy order text</li> </ol>	
<p>FIELD DISPLAY CONTROL:</p>	

Processing Option	Processing Options Requiring Further Description
<p>11. Enter a '1' to protect the price field or a '2' to make the price field non-display.</p> <p>12. Enter a '1' to protect the Account Number field.</p> <p>13. Enter a '1' to display the release amount for quantity lines. If left blank, only the release quantity will display for quantity lines.</p>	
<p>PROMPTING CONTROL:</p> <p>14. Enter a '1' to allow the addition of a Supplier Master record, if not set up.</p>	
<p>TOLERANCE CHECKING:</p> <p>15. Enter a '1' for a warning message or a '2' to prohibit entry. If left blank, no tolerance checking is performed.</p>	
<p>SPECIAL PRICING PROCESSING:</p> <p>16. Enter a '1' to perform special pricing for inventory items. If left blank, the unit cost entered for each released order will be used.</p> <p><b>Note:</b> Special pricing will not be allowed with item consolidation option 2.</p>	<p>If you leave this option blank, the system will copy the item costs on the original blanket order or requisition over to the new purchase order. If you set this option to 1, the system will retrieve item costs from the Cost Ledger file (F4105) or the Supplier Price file (F41061), depending on the Price Level set up in the Item Master.</p>
<p>APPROVAL PROCESSING:</p> <p>17. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed. 1 = Originators Address Book Number 2 = Originators User Profile 3 = Branch/Plant Route Code 4 = Default Locations Route Code</p> <p>18. Enter the Awaiting Approval status.</p> <p>19. Enter the Approved status.</p>	<p>This option is required for approval processing.</p> <p>This option is required for approval processing.</p>
<p>BUDGET CHECKING:</p>	

Processing Option	Processing Options Requiring Further Description
<p>20. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted.</p>	<p>Budget functionality only applies to detail lines that have a line type with an Inventory Interface of A or B.</p>
<p><b>BUDGETING DEFAULT VALUES:</b></p> <p>21. Budget Hold Code</p> <p>22. Budget Tolerance Limit (10 = 10%)</p> <p>23. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used.</p> <p>24. Budget Ledger Type</p>	<p>The hold code you enter here must be set up in UDC table 42/HC. The standard code is B1. If you enter a code here and you don't have a budget set up for the account, the order will go on hold.</p> <p>The number you enter here establishes a percentage by which you can exceed a budget amount without the order going on hold.</p> <p>Enter a value here to indicate the level of detail the system uses to check your chart of accounts to find an available budget. If the account on the order doesn't have a budget amount set up for it and the level of detail for the account is greater than the one specified in this processing option, the system looks upward in the chart of accounts to find the first account number, at the level of detail specified in the option, above the account on the detail line of the PO.</p> <p>Use this processing option to indicate the ledger type for which to check the budget. For financial budgets the standard ledger type is BA and for Job Cost the standard ledger type is JA</p>
<p><b>BUDGETING DEFAULT VALUES:</b></p> <p>25. If Financial Budgeting, specify the budget total method (1-3). If left blank, method 1 will be used: 1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation). 2 = Sum of period amounts for current year (standard financial budget). 3 = Original budget + period amounts for current year (standard financial spread with changes).</p>	<p>To compute the available budget, the system will check against the F0902 file for budget amounts</p>
<p><b>BUDGET PROCESSING:</b></p> <p>26. Enter a '1' to accumulate the budget through the current period. If left blank, the budget will accumulate for the total year.</p>	<p>Enter a value here only if you have selected method 2 in the previous processing option. It is used to provide flexibility when budgets for the accounts are set up on a period basis. A value of 1 will add all available budgets from the beginning of the year to the current period. A value of 2 will indicate to the system to check the total year budget for the account.</p>

Processing Option	Processing Options Requiring Further Description
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>27. Purchase Order Entry (P4311)</p> <p>28. Purchasing Ledger Inquiry (P43041)</p> <p>29. Open Order Inquiry (P430301)</p> <p>30. Supplier Master (P01054)</p> <p>31. Supplier Analysis (P43230)</p>	
<p>ITEM CONSOLIDATION:</p> <p>32. Enter a '1' to consolidate lines with a 'like' supplier, item/ account, branch/plant, unit of measure and requested date.</p> <p>Enter a '2' to consolidate 'like' supplier, item/account, branch/ plant, unit of measure, requested date and unit cost.</p> <p>When blank, no consolidation will occur.</p> <p><b>Note:</b> A '1' will blank out unit and extended cost. A '1' or '2' will default the Branch Plant into the ship-to address.</p>	<p>You use this option to specify whether releases for like items/accounts are consolidated on the new order. If you leave the option blank, the new order contains an individual detail line for each quantity or amount you release.</p> <p>A value of 1 primarily serves to accommodate the consolidation of requisitions to quote orders. When you select 1 to consolidate like items on one or more requisitions to a single line item on a new quote order, the system eliminates the price on the new quote order line (since you expect vendors to provide you their quoted prices).</p> <p>A value of 2 allows you to combine like information into a single line item on the new order. If you select option 2, the system will retrieve the ship-to address from the branch on the new order, as opposed to using the ship-to address entered on the initial requisition or blanket order.</p>
<p>CROSS REFERENCE INFORMATION:</p> <p>33. Enter the cross reference code for retrieving item replacements for obsolete items.</p>	
<p>ITEM AVAILABILITY:</p> <p>34. Enter a '1' to update the "Quantity on Other PO's" field (OT1A) in the Item Branch or Location files (i.e. Requisitions and Blanket Orders).</p> <p>If left blank, the "Quantity on PO" field (PREQ) will be updated.</p>	<p>Enter 1 here if you do not expect to receive the items on the new orders you generate using this version of P43060. For example, when you create quote orders, you usually don't expect to receive the items into stock, instead, you intend to receive a price quote for the items. You can view the cumulative Quantity on Other PO value for an item in Detailed Availability (P41023).</p>
<p>ITEMS SELECTION:</p>	

Processing Option	Processing Options Requiring Further Description
35. Enter '1' to exclude obsolete items, leave blank to display all items.	

## Supplier/Blanket Information (P4321)

Processing Option	Processing Options Requiring Further Description
<p>DREAM WRITER VERSIONS: Enter the version of each program. If left blank, 'ZJDE0001' will be used.</p> <ol style="list-style-type: none"> <li>Purchase Order Entry (P4311)</li> <li>Open Order Inquiry (P430301)</li> <li>Supplier Schedule (P34301)</li> <li>Supplier Split Percentage (P43211)</li> </ol>	
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>Document Type (Optional)</li> </ol>	

## Quote Request Report (P43530)

Processing Option	Processing Options Requiring Further Description
<p>REPORT DISPLAY:</p> <ol style="list-style-type: none"> <li>Enter a '1' to print the orders associated text on the report or leave blank to omit.</li> <li>Enter the number of comment lines to print on the report, or leave blank to omit printing blank comment Lines.</li> </ol>	
<p>ITEM NUMBER DISPLAY:</p> <ol style="list-style-type: none"> <li>Enter a '1' to print only our item number. Enter a '2' to print both our item number and the supplier item number.</li> <li>If you wish to print the supplier item number, enter the type of Cross Reference Number to retrieve.</li> </ol>	

Processing Option	Processing Options Requiring Further Description
5. Enter a '1' to print only Quotes that have not been previously printed or leave blank to print all.	
<p>PROCESSING CONTROL EDIT:</p> <p>6. Enter a '1' to perform Processing Control Edit to determine which customers to process.</p> <p>Enter a '2' to perform Processing Control Edit to determine which customers to process, but default to PRINT and FAX setup.</p> <p>If left blank, Processing Control Edit will not be performed.</p>	<p>Document Control Revisions (P0170) allows you to specify how each of your suppliers receives quote orders, that is, via hard copy or fax. You set this option to 1 to have the program locate control revisions for each supplier, and then print or fax the quote order accordingly. If the option is set to 1 and the program can't find control revisions for a supplier, the program will generate no output for the order.</p> <p>If you set the option to 2, the program tries to locate control revisions set up for each supplier, but if it can't find the information, it will adhere to the output specified in processing options 7 and 8 below.</p>
<p>PRINT PROCESSING:</p> <p>7. Enter a '1' to print the document.</p> <p>If left blank the document will not be printed.</p>	
<p>FAX PROCESSING:</p> <p>8. Enter a '1' to fax the document.</p> <p>If left blank, the document will not be faxed.</p> <p>9. Enter the FAX Output Queue.</p> <p>If left blank, the fax will be written to the same output queue as the printed document.</p>	<p>Set this option to 1 to have the program create a separate spool file for each supplier order and put it in the output queue you specify in the next option. You'll need to use a third party software package to actually extract, convert and send out the information via facsimile</p>

## Quote Response Entry (P4334)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <p>1. Order Type</p>	

## Release Quote Orders (P43360)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>1. Order Type Incoming Acceptable Next Status Codes</li> <li>2. Status Code 1</li> <li>3. Status Code 2</li> <li>4. Status Code 3</li> <li>5. Enter the Next Status Code to be used when a line is completely released. If left blank, the next status code in the Order Activity Rules will be used.</li> </ol>	<p>Set this status to 999 if you want to close out quote lines once the entire quantity is released.</p>
<p>PURCHASE ORDER CREATION DEFAULTS:</p> <ol style="list-style-type: none"> <li>6. Enter text duplication selection: '1' to copy line text '2' to copy line and order text '3' to copy order text</li> <li>7. Order Type</li> <li>8. Beginning Status</li> <li>9. Override Next Status (Optional)</li> </ol>	
<p>ORDER PROCESSING:</p> <ol style="list-style-type: none"> <li>10. Enter a '1' if you wish to have the quantity released from the quote subtracted from the quantity open for the quote. If left blank, the quantity open for the quote will remain unchanged, allowing you to continue to release the full quote amount. This does not apply to amount only lines. These lines will always be closed if an amount is released.</li> </ol>	

Processing Option	Processing Options Requiring Further Description
<p><b>APPROVAL PROCESSING:</b></p> <p>11. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed. 1 = Originators Address Book Number 2 = Originators User Profile 3 = Branch/Plant Route Code 4 = Default Locations Route Code</p> <p>12. Enter the Awaiting Approval Status</p> <p>13. Enter the Approved Status</p>	
<p><b>BUDGET CHECKING:</b></p> <p>14. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted.</p>	<p>Budgeting functionality only applies to detail lines that have a line type with an Inventory Interface of A or B.</p>
<p><b>BUDGETING DEFAULT VALUES:</b></p> <p>15. Budget Hold Code</p> <p>16. Budget Tolerance Limit (10 = 10%)</p> <p>17. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used.</p> <p>18. Budget Ledger Type</p>	<p>The hold code you enter here must be set up in UDC table 42/HC. The standard code is B1. If you enter a code here and you don't have a budget set up for the account, the order will go on hold.</p> <p>The number you enter here establishes a percentage by which you can exceed a budget amount without the order going on hold.</p> <p>Enter a value here to indicate the level of detail the system uses to check your chart of accounts to find an available budget. If the account on the order doesn't have a budget amount set up for it and the level of detail for the account is greater than the one specified in this processing option, the system looks upward in the chart of accounts to find the first account number, at the level of detail specified in the option, above the account on the detail line of the PO.</p> <p>Use this processing option to indicate the ledger type for which to check the budget. For financial budgets the standard ledger type is BA and for Job Cost the standard ledger type is JA.</p>

Processing Option	Processing Options Requiring Further Description
<p><b>BUDGETING DEFAULT VALUES:</b></p> <p>19. If Financial Budgeting, specify the budget total method (1-3).</p> <p>If left blank, method 1 will be used:</p> <p>1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation).</p> <p>2 = Sum of period amounts for current year (standard financial budget).</p> <p>3 = Original budget + period amounts for current year (standard financial spread with changes).</p>	<p>To compute the available budget, the system will check against the F0902 file for budget amounts.</p>
<p><b>BUDGET PROCESSING:</b></p> <p>20. Enter a '1' to accumulate the budget through the current period.</p> <p>If left blank, the budget will accumulate for the total year.</p>	<p>Enter a value here only if you have selected method 2 in the previous processing option. It is used to provide flexibility when budgets for the accounts are set up on a period basis. A value of 1 will add all available budgets from the beginning of the year to the current period. A value of 2 will indicate to the system to check the total year budget for the account.</p>
<p><b>DREAM WRITER VERSIONS:</b></p> <p>Enter the version for each program:</p> <p>If left blank, ZJDE0001 will be used.</p> <p>21. Supplier Analysis (P43230)</p> <p>22. Supplier Master (P01054)</p> <p>23. Purchase Order Entry (P4311)</p>	
<p><b>CROSS REFERENCE INFORMATION:</b></p> <p>24. Enter the cross reference code for retrieving item replacements for obsolete items.</p>	
<p><b>ITEMS SELECTION:</b></p> <p>25. Enter '1' to exclude obsolete items, leave blank to display all items.</p>	

## Change Order Summary (P4319)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <p>1. Order Type</p>	
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>2. Purchase Order Entry (P4311)</p> <p>3. Change Order Print (P43535)</p> <p>4. Purchase Order Print (P43500)</p>	
<p>DISPLAY SELECTION:</p> <p>5. Enter a '1' to display the last change order. If left blank, all changes will be displayed.</p>	

## Change Order History Report (P43535)

Processing Option	Processing Options Requiring Further Description
<p>REPORT DISPLAY:</p> <p>1. Enter the specific change order number to print; leave blank to print all change orders; or enter a '*' to print the last change order for the Purchase Order being printed.</p> <p>2. Enter a '1' to print all lines that make up a change order. Leave blank to print the change order at a specific change order number.</p> <p>3. Enter a '1' to print all history records for each purchase order line printed.</p> <p>4. Enter a '1' to print amounts in Foreign Currency. (Default of blanks will print amounts in Domestic Currency.)</p>	<p>Enter a change order number, for example 001, 002, or so on, to print the purchase order as it existed immediately after that particular change took place.</p> <p>Set this option to 1 if you only want to print the order lines that changed under the change order number you specified in processing option 1. Leave blank if you want to see all order lines as they existed at the time the order was changed.</p>

# Approval Processing – Processing Options

## Order Entry (P4311)

Processing Option	Processing Options Requiring Further Description
DEFAULT VALUES:	
1. Order Type (Required)	
2. Line Type (Optional)	The default line type for new order lines. If you leave this option blank, you must manually enter line types on the order; however, if you enter an inventory item on an order line, the system retrieves the line type from item/branch information (F4102).
3. Status Code (Required)	The beginning status code for order detail lines.
4. Override Next Status (Optional)	The next status code on new order lines. If you leave this option blank, the default next status code comes from Order Activity Rules (P40240).
5. Unit of Measure (Optional)	
6. Line Increment (Optional)	
7. Enter a '1' to default the primary unit of measure from the item master into the transaction unit of measure.  If left blank, the purchasing unit of measure from the item master will be used.	
8. Enter the Landed Cost Rule to be used.  If left blank, it will default from either the "Ship-to" or the "Supplier" purchasing instructions.	
9. Enter a '1' to automatically load header values to the detail lines after a change.  If left blank, it must be done manually.	

Processing Option	Processing Options Requiring Further Description
<p>10. Enter a '1' to calculate Promise Date from Average Leadtime. If left blank, today's date is used.</p>	<p>Enter 1 to have the program add the number of Average Leadtime days to the Order Date to determine a Promised Delivery Date. You can view Average Leadtime for an item in Routing Analysis Revisions (P43090) in the fold area.</p>
<p>ORDER DUPLICATION DEFAULT VALUES:</p> <p>11. Order Type</p> <p>12. Beginning Status</p> <p>13. Override Next Status (Optional)</p> <p>14. Enter text duplication selection: '1' to copy line text '2' to copy line and order text '3' to copy order text</p>	<p>When you press F21 to copy an order to create a new order, these are the default values for the new order.</p>
<p>WORK ORDER DEFAULT VALUES:</p> <p>15. Enter the status to update the work order to when the quantity or promised date on the purchase order changes.</p>	
<p>PROMPTING CONTROL:</p> <p>16. Enter the Screen Format: 1 = Item, Quantity, Price 2 = Item, Quantity, Description 3 = Account Number, Description 4 = Account Number, Item Number (If left blank, format 1 is used.) Enter a '1' to:</p> <p>17. Display Headings first.</p> <p>18. Be prompted to accept the order.</p> <p>19. Allow the addition of a Supplier Master record, if not set up.</p>	<p>The video (screen) format you choose should correspond to the line types you will enter on the order; for example, if you use this version of order entry for stock items, you'll want to use format 1 or 2 for easy access to the Item Number field. If you order goods or services via an expense account, you'll want to use formats 3 or 4 for access to the Account Number field.</p> <p>You set this option to 1 if you want the Supplier Master screen to automatically display when you enter a supplier address number for which master information doesn't exist. If you set this option to 1, you must add master information for the address number before the system will accept the order.</p>

Processing Option	Processing Options Requiring Further Description
<p>20. Enter which Item Search screen is to be used to return items:</p> <p>1 = Item Search Window allowing the return of multiple items</p> <p>2 = Full Item Search screen with Query capabilities</p> <p>3 = Supplier Item Selection with the return of multiple catalog items</p> <p>(If left blank, the Item Search screen allowing the return of a single item will be used.)</p>	
<p>FIELD DISPLAY CONTROL:</p> <p>21. Enter a '1' to suppress canceled or closed lines.</p> <p>22. Enter a '1' to protect prices, or a '2' to make prices non-display.</p> <p>23. Enter a '1' to protect status codes.</p> <p>24. Enter a '1' to protect the order type field.</p> <p>25. Enter the next status at which detail lines cannot be changed.</p> <p>The detail line will be protected if the next status is greater than or equal to this status.</p> <p>If left blank there is no restriction.</p>	
<p>APPROVAL PROCESSING:</p>	

Processing Option	Processing Options Requiring Further Description
<p>26. Enter where the approval route code should be defaulted from, OR enter a specific route code value.</p> <p>If left blank, no approval processing will be performed.</p> <p>1 = Originators Address Book Number                      2 = Originators User Profile                      3 = Branch/Plant Route Code                      4 = Default Locations Route Code</p> <p>27. Enter the Awaiting Approval status.</p> <p>28. Enter the Approved status.</p>	<p>Enter the specific approval route name                      This is the unique route name that you assigned when you created the route.</p> <p>Enter a 1 - Originators Address Book Number                      Set up an approval route that is named the same as each person's address book number. This is useful when you want each user to have a separate route code.</p> <p>Enter a 2 - Originators User Profile                      Set up an approval route that is named the same as each person's user profile. This is the same as the previous option, however the system uses the user profile rather than the address book number.</p> <p>Enter a 3 - Branch/Plant Route Code                      The approval route is attached to the branch/plant in the branch/plant constants screen on page 1. You can attach the same approval route to more than one branch/plant. This option is useful when you have different branch managers heading various groups.</p> <p>Enter a 4 - Default Locations Route Code                      The approval route is attached in the Default Location and Printers. The route will be associated to the terminal/user ID. This allows groups of users to be attached to the same approval route code.</p> <p>You set up status codes for approval processing in Order Activity Rules (P40204). If, for example, you set up a certain document/line type so the last and next status codes are 220/230 for Order Entry and 230/240 for Approval Processing, order lines remain at statuses 220/230 until fully approved, at which time the statuses change to 230/240. Based on this scenario, the Awaiting Approval status is 230 and the Approved Status is 240.</p>
<p>PRINT CONTROL:</p> <p>29. Enter a '1' to automatically print POs via the subsystem.</p> <p>30. Enter the version of Print P.O.                      On-Demand to call when the function key is pressed.</p>	<p>Set this option to 1 to automatically call the Print Purchase Order program via the subsystem each time you create or change an order. You must set up and activate program J43500S in the subsystem to use this option.</p>
<p>INTERFACES:</p>	

Processing Option	Processing Options Requiring Further Description
<p>31. Enter a '1' to validate the Branch against the Branch/Plant Constants file. If left blank, the Cost Center Master file will be used.</p> <p>32. Enter a '1' to bypass PBCO warning.</p> <p>33. Enter a '1' to bypass PACO warning.</p>	
<p><b>BUDGET CHECKING:</b></p> <p>34. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted.</p>	<p>Budgeting functionality only applies to detail lines that have a line type with an Inventory Interface of A or B.</p>
<p><b>BUDGETING DEFAULT VALUES:</b></p> <p>35. Budget Hold Code</p> <p>36. Budget Tolerance Limit (10 = 10%)</p> <p>37. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used.</p> <p>38. Budget Ledger Type</p> <p>39. If Financial Budgeting, specify the budget total method (1-3). If left blank, method 1 will be used: 1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation). 2 = Sum of period amounts for current year (standard financial budget). 3 = Original budget + period amounts for current year (standard financial spread with changes).</p>	<p>The hold code you enter here must be set up in UDC table 42/HC. The standard code is B1. If you enter a code here and you don't have a budget set up for the account, the order will go on hold.</p> <p>The number you enter here establishes a percentage by which you can exceed a budget amount without the order going on hold.</p> <p>Enter a value here to indicate the level of detail the system uses to check your chart of accounts to find an available budget. If the account on the order doesn't have a budget amount set up for it and the level of detail for the account is greater than the one specified in this processing option, the system looks upward in the chart of accounts to find the first account number, at the level of detail specified in the option, above the account on the detail line of the PO.</p> <p>Use this processing option to indicate the ledger type for which to check the budget. For financial budgets the standard ledger type is BA and for Job Cost the standard ledger type is JA.</p> <p>To compute the available budget, the system will check against the F0902 file for budget amounts.</p>

Processing Option	Processing Options Requiring Further Description
<p><b>BUDGET PROCESSING:</b></p> <p>Enter a '1' to:</p> <p>40. Accumulate the budget through the current period. If left blank, the budget will accumulate for the total year.</p> <p>41. Receive warning that a detail line amount will exceed budget.</p>	<p>Enter a value here only if you have selected method 2 in the previous processing option. It is used to provide flexibility when budgets for the accounts are set up on a period basis. A value of 1 will add all available budgets from the beginning of the year to the current period. A value of 2 will indicate to the system to check the total year budget for the account.</p>
<p><b>CROSS REFERENCE INFORMATION:</b></p> <p>42. Enter the cross reference code for retrieving item substitutions.</p> <p>43. Enter the cross reference code for retrieving item replacements for obsolete items.</p>	
<p><b>KIT PROCESSING:</b></p> <p>Enter a '1' to:</p> <p>44. Display kit component lines.</p>	<p>The system always writes kit component lines to the detail file (F4311). This option determines whether the components actually display on the screen.</p>
<p><b>ITEM AVAILABILITY:</b></p> <p>45. Enter a '1' to update the "Quantity on Other PO's" field (OT1A) in the Item Branch or Location files (i.e. Requisitions and Blanket orders). If left blank, the "Quantity on PO" field (PREQ) will be updated.</p> <p><b>Warning:</b> If PO Generation performs the automatic blanket order release processing, enter a '1'.</p>	<p>This option applies to stock items only. You indicate if you expect to receive the items you enter via this version of Order Entry. Receipts are based on order type, that is, you normally expect to receive items on a purchase order, but not those on a requisition, blanket, or quote order, as these are usually pre-requisites to actual purchase orders.</p> <p>The system maintains item quantities you expect to receive in the Quantity on PO bucket and those you don't expect to receive in the Quantity on Other PO's bucket. You can view both quantities in Detailed Availability (P41023).</p> <p>You must set this option to 1 when you enter blanket orders that are subsequently released to purchase orders via the automatic Blanket Order Release window; otherwise, the on receipt quantity will be counted twice, once on the blanket and again on the PO. The Blanket Order Release program is accessible from multiple programs, including PO Generator (P43011).</p>
<p><b>CHANGE ORDER PROCESSING:</b></p>	

Processing Option	Processing Options Requiring Further Description
<p>46. Enter a '1' to function as Change Order Entry, which only allows changes to existing purchase orders.</p> <p>Enter a '2' to function as Change Order Entry, which allows changes to purchase orders and the addition of new purchase orders.</p> <p>If left blank, no change order processing is performed.</p> <p>47. Enter the next status to start processing all changes made to a purchase order as a change order.</p> <p>If left blank, all changes will be processed as change orders.</p> <p>48. Enter a '1' to automatically allow text entry when a change order is entered.</p>	<p>You set this option to 1 or 2 if you use this version of Order Entry to send changed orders back through the approval process. This causes the system to update the Next Status code on changed order lines to the Override Status you enter in processing option 4.</p> <p>When you activate change order processing, you enter 1 in this option to have the system display a window when you make changes to a detail line so you can document a reason for the changes.</p>
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program:</p> <p>If left blank, ZJDE0001 will be used.</p> <p>49. Open Order Inquiry (P430301)</p> <p>50. Supply/Demand Inquiry (P4021)</p> <p>51. Supplier Analysis (P43230)</p> <p>52. Supplier Master (P01054)</p> <p>53. SMS Rate &amp; Route server (PSMR9300)</p> <p>54. Approval Review called using the function key from E-Mail (P43080).</p>	<p>Persons responsible for approving orders can access the Approval Review screen (P43080) by pressing F15 in Approval Notification (P012501) or via e-mail if system setup allows. You use this option to specify beforehand the appropriate version of P43080 that displays when the user presses F15.</p>
<p>BLANKET/QUOTE PROCESSING:</p> <p>55. Enter a '1' for automatic access to the blanket/quote release processing. The cost on the released order will be used.</p> <p>Enter a '2' for automatic access to the blanket/quote release processing using special pricing.</p> <p>If left blank, no automatic blanket/quote release processing will be performed.</p>	

Processing Option	Processing Options Requiring Further Description
<p>ORDER TEMPLATE PROCESSING:</p> <p>56. Enter a '1' to perform automatic order template processing.</p> <p>If blank, no order template processing will be performed.</p>	
<p>SUPPLIER ANALYSIS:</p> <p>57. Enter a '1' to capture supplier analysis information.</p> <p>If left blank, no Supplier analysis information is captured.</p>	<p>Enter 1 to have the system create a record in the Supplier/Item Relationship file (F43090) if it doesn't already exist, and also to update order information to the file.</p>
<p>CURRENCY PROCESSING:</p> <p>58. Enter a tolerance limit percentage to warn of radical currency rate changes (15.0 = 15% +/-).</p>	
<p>ENCUMBRANCE CHECKING PROCESSING</p> <p>59. Enter a '1' to warn if extended amount is less than vouchered amounts</p> <p>Enter a '2' to stop entry of an extended amount less than the vouchered amounts</p> <p>If left blank, no check will be made.</p>	<p>Set this option to 1 or 2 to have the program edit changes you make to amounts on existing lines to partial vouchers already created for the line. This option only applies if you track commitments or encumbrances, in which case the line type for the order line has an inventory interface of A or B.</p>

## Message Log (P012501)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULTS:</p> <p>1. Enter defaults desired for display:</p> <p>Search Type (e.g., E=Employee)</p> <p>Branch or Location (Category Code 1)</p> <p>Salesman (Category Code 2)</p> <p>Territory (Category Code 3)</p> <p>Category Code 04</p>	
<p>PRELOADING OF USER NAME:</p> <p>2. To use this feature, you must have each user's Address Book number set up in User Information (P0092).</p> <p>Enter "1" to activate preloading.</p>	

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSION:	
Enter the version for each program: If left blank, ZJDE0001 will be used.	
3. Message Entry (P011011)	
4. Message Log Inquiry (P012401)	
5. Name Search (P01200)	
<b>Note:</b> Option 4 does NOT apply to Personal To Do List or Bulletin Boards.	

## Orders Awaiting Approval (P43081)

Processing Option	Processing Options Requiring Further Description
DEFAULT VALUES:	
1. Awaiting Approval Status (Required)	
2. Budget Hold Code (Required)	You must specify the budget hold code if you want orders on budget hold to display in the Approval Status Summary window.
3. Order Type (Optional)	
FIELD DISPLAY CONTROL:	
4. Enter a '1' to protect the address number field from user input. If left blank, the user will be allowed to inquire on any other user's orders.	
DREAM WRITER VERSIONS:	
Enter the version of each program: If left blank, ZJDE0001 will be used.	
5. Approval Review (P43080)	If you plan to access the Approval Review video via Option Exit 4, it is imperative that you set up a version of P43080 that corresponds to the order types you review (for example, requisitions, purchase orders, etc.) and enter that version in this option.
6. Order Entry (P4311)	

## Approval Review (P43080)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>1. Status Codes:                             <ul style="list-style-type: none"> <li>Awaiting Approval (Required)</li> <li>Approved Status (Required)</li> <li>Rejected Status (Required)</li> </ul> </li> <li>2. Order Type (Optional)</li> <li>3. Budgeting Hold Code (Optional)</li> </ol>	<p>You set up status codes for approval processing in Order Activity rules. If, for example, you set up stock purchase order lines so Order Entry is Last/Next Status 220/230 and the Approval Process is 230/240 (other allowed value 220), then:</p> <p style="padding-left: 40px;">Awaiting Approval = 230</p> <p style="padding-left: 40px;">Approved Status = 240</p> <p style="padding-left: 40px;">Rejected Status = 220</p> <p>Based on the scenario above, any line in approval routing will remain at 220/230 until it is fully approved, at which time the system changes the status codes to 230/240. If the order is rejected, the system moves the status codes to 230/220.</p> <p>You must specify the budget hold code if you want orders on budget hold to display in the Approval Status Summary window.</p>
<p>PROCESSING CONTROL:</p> <ol style="list-style-type: none"> <li>4. Enter a '1' to prevent the preload of the selection option.</li> <li>5. Enter a '1' to allow the Approver to enter a password one time.</li> </ol>	
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <ol style="list-style-type: none"> <li>6. Requisition Entry (P4311)</li> <li>7. Budget Comparison (P432121)</li> <li>8. Release Held Orders (P43070)</li> <li>9. Open Order Inquiry (P430301)</li> </ol>	

# Receipt Routing Processing Options

## Routing Inquiry, Movement, and Disposition (P43250)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>Order Type (Optional)</li> <li>Operation Code (Optional)</li> </ol>	
<p>PROCESSING CONTROL:</p> <ol style="list-style-type: none"> <li>Enter a '1' to enable movement. If left blank, the program will act as an inquiry only.</li> <li>Enter a '1' to display operations that move quantity to inventory.</li> <li>Enter a '1' to preload a '1' in the option field.</li> <li>Enter a '1' to protect lot number, lot expiration date and lot status when exiting to Multiple Locations Window (P42053).</li> <li>Enter the "To Operation" control: 1 = Allow only the next operation to be selected. 2 = Allow the current or any next operation to be selected. 3 = Allow any operation to be selected. (If left blank, '1' will be used.)</li> </ol>	<p>Set this option to blank if you only want to display receipt routing information for items, in which case option 4 is the only other processing option that applies.</p> <p>Set this option to 1 if you don't want to display items already moved to stock.</p> <p>When you choose to protect lot information in the Multiple Locations screen, you cannot create new lot numbers, nor will the program automatically assign new lot numbers. You can only add items to those lots that currently exist for the item.</p>
<p>RETURN TO SUPPLIER PROCESSING:</p> <ol style="list-style-type: none"> <li>Last Status Code</li> </ol>	<p>These are default options for new lines you create on existing purchase orders should you choose to return and replace items via the Disposition screen.</p>

Processing Option	Processing Options Requiring Further Description
<p>9. Next Status Code</p> <p>10. Line Type</p>	
<p>DREAM WRITER VERSIONS:                      Enter the version for each program:                      If left blank, ZJDE0001 will be used.</p> <p>11. Receipts by Purchase Order (P4312)</p> <p>12. Work Order Completions (P31114)</p>	<p>This is the version of the receipt program that is called when you move an item into stock.</p>
<p>BULK PROCESSING:</p> <p>13. Enter a '1' if you want Receipts Routing integration with the Four Point Analysis file.</p>	
<p>QUALITY MANAGEMENT:</p> <p>14. Enter the version of Test Results Revisions (P3711) to call.                       If left blank, version ZJDE0002 will be used.</p>	

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# Supplier Management Processing Options

## Supplier/Item Information (P43042)

Processing Option	Processing Options Requiring Further Description
<p>REFERENCE TYPE:</p> <p>1. Enter the cross reference type that will be used for the supplier item cross reference. If left blank, 'VN' will be used.</p>	
<p>ITEM ADDITION:</p> <p>2. Enter a '1' to allow items to be added. If left blank, the program will be an inquiry only.</p> <p>3. Enter a '1' for each additional information screen to display when performing an add. If left blank, the screen will not display. Non-Stock Item Master or Standard Item Master Supplier Prices Routing/Analysis Revisions If both Item Masters are selected only the Non-Stock screen will be executed.</p>	
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>4. Item Master (P4101)</p>	

## Define Formats - Job Status Inquiry (P5193)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTION:  1. Enter the Record Type to display and maintain: 43 = Supplier Analysis 51 = Job Cost	

## Define Paths - Job Status Inquiry (P51941)

Processing Option	Processing Options Requiring Further Description
DISPLAY OPTION:  1. Enter the Record Type to display and maintain: 43 = Supplier Analysis 51 = Job Cost	

## Supplier/Price Item Revisions (P41061)

Processing Option	Processing Options Requiring Further Description
ADDING NEW ITEMS:  1. Enter a '1' to allow the creation of an Item Master record but issue a warning. Enter a '2' to allow the creation of an Item Master record with no error or warning. If left blank, an Item Master will be prohibited from being created.	
ITEM MASTER DEFAULT VALUES:  2. Stocking Type (Default = 'N')  3. G/L Class Code  4. Line Type (Default = 'B')	

## Supplier Delivery Analysis (P43232)

Processing Option	Processing Options Requiring Further Description
FIELD DISPLAY CONTROL: 1. Enter the format to be displayed: ' ' = Quantity Format '1' = Amount Format '2' = Receipt Format	
DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used. 2. Quality Analysis (P43231) 3. Cost Analysis (P43233)	

## Supplier Quality Analysis (P43231)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used. 1. Delivery Analysis (P43232) 2. Cost Analysis (P43233)	

## Supplier Cost Analysis (P43233)

Processing Option	Processing Options Requiring Further Description
FIELD DISPLAY CONTROL: 1. Enter the specific costing method (1-8) to be displayed as the Inventory Cost.	

Processing Option	Processing Options Requiring Further Description
<p>2. Enter the cost that should be compared against the paid cost, for variance information:</p> <p>1 = Inventory Cost                      2 = Ordered Cost                      3 = Receipt Cost                      (If left blank, '2' will be used.)</p>	
<p>DREAM WRITER VERSIONS:                      Enter the version for each program:                      If left blank, ZJDE0001 will be used.</p> <p>3. Quality Analysis (P43231)                      4. Delivery Analysis (P43232)</p>	

## Supplier Analysis Summary (P43230)

Processing Option	Processing Options Requiring Further Description
<p>FIELD DISPLAY CONTROL:</p> <p>1. Enter a '1' to display suppliers associated with an item.                      If left blank, all items associated with a supplier will be displayed.</p> <p>2. Enter a '1' to protect the Certification Status field.</p>	
<p>INITIAL SCREEN DISPLAY:</p> <p>3. Enter the default inquiry FORMAT to be displayed.                      -OR-</p> <p>4. Enter the default inquiry PATH you wish to be on.</p>	<p>You use this option to specify the default format that displays. You can set up multiple screen formats with the information (columns) you want to see in Define Inquiry Formats (P5193). If you don't specify a format then FORMAT1 (the Cost Analysis format) will automatically display.</p> <p>A path is a group of screen (video) formats that you sequence together in Define Video Formats (P51941)</p>
<p>DREAM WRITER VERSIONS:                      Enter the version for each program:                      If left blank, ZJDE0001 will be used.</p> <p>5. Quality Analysis (P43231)</p>	

Processing Option	Processing Options Requiring Further Description
6. Delivery Analysis (P43232)	
7. Cost Analysis (P43233)	

## Rebate Agreement Maintenance (P4340)

Processing Option	Processing Options Requiring Further Description
<p>REBATE ADJUSTMENTS:</p> <p>1. Enter a '1' to enable entry of quantity and amount in the Rebate Adjustment window.</p> <p>If left blank the quantity and amount in the Rebate Adjustment window are display only.</p>	<p>The system keeps track of the quantities and amounts applied towards each rebate. You set this option to specify whether you can change the quantity and amount accumulated by the system when you press F20 to access the Rebate Adjustment window.</p>

## Purchase Rebate Batch Maintenance (P43400)

Processing Option	Processing Options Requiring Further Description
<p>JOURNAL ENTRY CREATION CONTROL:</p> <p>1. Enter a '1' to generate Journal Entries and print the FINAL Rebate Batch Report.</p> <p>Leave BLANK to print the PROOF Rebate Batch Report.</p> <p>2. Enter the GL date to be used for creation of Journal Entries.</p> <p>If blank, the System Date will be used.</p>	
<p>MESSAGE CONTROLS:</p> <p>3. Enter '1' to send messages to the agreement administrator.</p> <p>If left blank, no messages will be sent.</p> <p>4. Enter the percent within the threshold to trigger sending a message.</p> <p>If left blank, 10% will be used.</p>	<p>You set this option to 1 to have the program send a ppat message to the rebate administrator you specified in Procurement Rebate Agreement (P4340). You can view ppat messages in the Message Log (P012501).</p> <p>If you leave this option blank and you must purchase 100 items to obtain a rebate, the administrator will receive a message when you have purchased 90 items (10% threshold).</p>



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# Order Updates Processing Options

## Speed Release – Status Code Updates (P43025)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>1. Order Type</li> <li>2. Last Status</li> <li>3. Next Status</li> <li>4. Next Status for Update</li> <li>5. Currency Code</li> </ol>	<p>Default last status for inquiry purposes.</p> <p>Default next status for inquiry purposes.</p> <p>Next status to update orders to.</p> <p>If you want to see only those orders containing a specific vendor currency, you can specify a default currency for inquiry purposes.</p>
<p>PROCESSING CONTROL:</p> <ol style="list-style-type: none"> <li>6. Enter a '1' to protect the Update to Next Status field.</li> </ol>	
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <ol style="list-style-type: none"> <li>7. Purchase Order Entry (P4311)</li> </ol>	

## Purchase Order Generator (P43011)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES:</p> <ol style="list-style-type: none"> <li>1. Document Type (Required)</li> <li>2. Beginning Status (Required)</li> </ol>	

Processing Option	Processing Options Requiring Further Description
<p>3. Line Type (Required)</p> <p>4. Override Next Status (Optional)</p> <p>5. Nonstock Line Type</p> <p>6. Enter a '1' to default the primary unit of measure from the Item Master into the transaction unit of measure. If left blank, the purchasing unit of measure will be used.</p>	<p>The default line type for new stock purchase order lines you create.</p> <p>If you leave this option blank, the program retrieves the next status code from Order Activity Rules, otherwise, this serves as the next status on new purchase order lines.</p> <p>When you inquire on a branch with the Non-stock Y/N flag to Yes, only sales order line items with this line type display. This is also the default line type for new non-stock purchase order lines you create.</p>
<p>DREAM WRITER VERSIONS: Enter the version for each program: If left blank, ZJDE0001 will be used.</p> <p>7. Open Sales Orders (P42045)</p> <p>8. Open Purchase Orders (P430301)</p> <p>9. Blanket Order Release (P43060)</p> <p>10. Supplier Analysis (P43230)</p> <p>11. Supplier Master (P01054)</p> <p>12. Purchase Order Entry (P4311)</p>	
<p>PROMPTING CONTROL:</p> <p>13. Enter Purchasing Code One to be displayed. If left blank the all default will be used.</p> <p>14. Enter Purchasing Code Two to be displayed. If left blank the all default will be used.</p> <p>15. Enter a '1' to protect the cost or '2' to make the cost non-display.</p>	

Processing Option	Processing Options Requiring Further Description
<p>16. Enter the line type(s) you wish to see when taking the Open Sales Orders selection.</p> <p>To specify more than one line type, enter them one after the other. For example, to see line types 'NS', 'D' and 'M', enter - 'NSD M'. A space is necessary after 'D' since the line type is two characters.</p> <p>17. Enter the Status Code that Open Sales Order lines should not exceed when taking the Open Orders selection.</p> <p>18. Enter a '1' to only display Back Ordered lines on the Open Sales Order window.</p> <p>19. Enter a '1' to allow the addition of a Supplier Master record, if not set up.</p> <p>20. Enter a '1' to sum Related Sales Orders onto one Purchase Order.</p> <p>If left blank, one Purchase Order for each Sales Order will be generated.</p> <p>21. Enter a '1' if you wish to have the associated text from the related sales order written on the purchase order.</p>	<p>If you leave this option blank, all sales order detail lines containing the item will display in the Review Open Orders window; otherwise, only those lines with a corresponding line type will display.</p> <p>This option applies to sales order lines that display when you inquire on non-stock items. It allows you to create a single purchase order with a separate line item for each corresponding sales order line item; however, it will not summarize all sales order lines into a single line on the purchase order.</p>
<p><b>APPROVAL PROCESSING:</b></p> <p>22. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed.</p> <p>1 = Originators Address Book Number 2 = Originators User Profile 3 = Branch/Plant Route Code 4 = Default Locations Route Code</p> <p>23. Enter the Awaiting Approval status.</p> <p>24. Enter the Approved status.</p>	
<p><b>BLANKET ORDER PROCESSING:</b></p> <p>25. Enter the Order Type associated with blanket purchase order processing.</p> <p>If left blank, no automatic blanket order release processing will be performed.</p>	
<p><b>PURCHASE ORDER OPTIONS:</b></p>	

Processing Option	Processing Options Requiring Further Description
<p>26. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number.</p>	
<p>CROSS REFERENCE INFORMATION:</p> <p>27. Enter the cross reference code for retrieving item replacements for obsolete items.</p> <p>28. Enter the X-ref type to select Item substitutions from the cross-reference file.</p>	
<p>REQUESTED DATE:</p> <p>29. Enter '1' to add lead time to the requested date. If left blank, the lead time will not be added to the requested date.</p>	
<p>ITEMS SELECTION:</p> <p>30. Enter '1' to exclude obsolete items, leave blank to display all items.</p> <p>AUTOMATED PROCESS:</p> <p>31. Enter a '1' to automatically generate the purchase order.</p> <p>32. Enter a '1' to print P.O.s via the subsystem.</p>	<p>Set this option to 1 if you do not want the Suppliers Selected for Order window to appear upon exiting the screen. Orders are automatically generated based on the quantities you release; however, you won't be able to view the order numbers generated.</p> <p>Set this option to 1 to have the system call the Print Purchase Order program via the subsystem each time you create a new order. You must set up and activate program J43500S in the subsystem to use this option.</p>

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# Commitment Setup Processing Options

## Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
SAVE PURGED RECORDS:  1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)	
REORGANIZE FILE:  2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)	

## Post/Repost Committed Costs (P00932)

Processing Option	Processing Options Requiring Further Description
FISCAL YEAR RANGE SELECTION:  1. Enter the from fiscal year. This option is required.  2. Enter the thru fiscal year. Leave blank (default) to use the from fiscal year.	

## Restate Commitments (P44910)

Processing Option	Processing Options Requiring Further Description
REPORTING OPTIONS:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' to update commitments and issue a report.</p> <p>Enter a '2' to perform the update without a report.</p> <p>Default of blank will issue a report without performing any commitment updates.</p>	
<p>EFFECTIVE DATE:</p> <p>2. Enter the effective date of the new currency rates that will be used to restate commitments.</p>	

# System Setup Processing Options

## Order Hold Information (P42090)

Processing Option	Processing Options Requiring Further Description
Enter Branch	

## Non-Stock Item Master (P4101N)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT VALUES :</p> <ol style="list-style-type: none"> <li>1. Primary UOM (Default = EA)</li> <li>2. Weight UOM (Default = LB)</li> </ol>	
<p>DREAM WRITER VERSIONS:</p> <ol style="list-style-type: none"> <li>3. Enter the version of the Item Master (P4101). If left blank, ZJDE0001 will be used.</li> </ol>	
<p>GLOBAL UPDATE:</p> <ol style="list-style-type: none"> <li>4. Enter a '1' to transfer changes made to the 2nd (LITM) and the 3rd (AITM) item numbers to the Item Branch (F4102) item records.  (F19 from Item Master Revisions allows you to update other files).  or  Enter a '2' to transfer changes to records in the selected files (see User Defined Codes 40/IC).  Press F1 to display the selected files.</li> </ol>	

## Order/Supplier Template Revisions (P4015)

Processing Option	Processing Options Requiring Further Description
<p>PROCESSING CONTROL:</p> <p>1. Select the format for order template processing. If left blank, '1' will be used: 1 = Sold-to Number (Sales) 2 = Ship-to Number (Sales) 3 = Supplier Number (Purchasing) 4 = User Number (Purchasing)</p>	
<p>DREAM WRITER VERSIONS:</p> <p>Enter the version of each program: If left blank, ZJDE0001 will be used.</p> <p>2. Customer Service Inquiry (P42045)</p> <p>3. Open Purchase Orders (P430301)</p>	

## Template Rebuild (P43815)

Processing Option	Processing Options Requiring Further Description
<p>PROCESSING CONTROL:</p> <p>1. Enter the Order Template Type to be created.</p> <p>2. Enter how the order template lines should be sequenced. If left blank, '1' will be used: 1 = DREAM Writer Data Sequencing 2 = Most frequently ordered</p> <p>3. Enter the maximum number of lines to be included on the template. If left blank, all items will be included.</p> <p>4. Enter the minimum times an item must be ordered to be included on the template. If left blank, all items will be included.</p>	<p>Enter the name of the new template, which must be set up in UDC 40/OT beforehand.</p>

Processing Option	Processing Options Requiring Further Description
<p>5. Enter the effective dates to be used on the order template lines.</p> <p>Effective From Date</p> <p>Effective Thru Date</p> <p>6. Enter a '1' to include all Supplier/Item relationships from history.</p> <p>If left blank, only those Supplier/Item relationships that have a valid certification code will be included.</p>	

## AAI Revisions (P40901)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT INFORMATION:</p> <p>1. Enter the default skip to AAI Number:</p>	



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# Advanced and Technical Operations Processing Options

## Repost Open Purchase Orders (P43990)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter Branch to Repost or 'ALL' for all Branches.</p> <p>2. Enter Order Types or 'ALL' for all Order Types.</p> <p style="margin-left: 20px;">1</p> <p style="margin-left: 20px;">2</p> <p style="margin-left: 20px;">3</p> <p style="margin-left: 20px;">4</p> <p style="margin-left: 20px;">5</p> <p style="margin-left: 20px;">6</p> <p style="margin-left: 20px;">7</p> <p style="margin-left: 20px;">8</p> <p style="margin-left: 20px;">9</p> <p style="margin-left: 20px;">10</p> <p>3. Enter a '1' to have the repost program check the manufacturing system for quantities in receipt routing out of work order completions</p> <p>4. Enter the Status for update. Any work order or rate with a status less than this value will be reposted.</p> <p style="margin-left: 20px;">If left blank, status '99' will be used.</p> <p><b>Note:</b> Processing option #4 will only be used when processing option #3 is set to check the manufacturing system.</p>	<p>Enter the branches for which all purchasing quantities will be cleared in the Item Balance file (F41021). These quantities are then rebuilt based on the values in the remaining processing options and data selection for this version of the program.</p>

## Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
<p>SAVE PURGED RECORDS:</p> <ol style="list-style-type: none"> <li>Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)</li> </ol>	
<p>REORGANIZE FILE:</p> <ol style="list-style-type: none"> <li>Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)</li> </ol>	

## Purge Purchase Order Header File (F4301) (P4301P)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> <li>Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)</li> <li>Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)</li> </ol>	

## Extended Text Line Deletion - F4314 (P4314P)

Processing Option	Processing Options Requiring Further Description
<ol style="list-style-type: none"> <li>Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)</li> <li>Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)</li> </ol>	

## Supplier Analysis Regeneration (P43900)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT OPTIONS:</p> <ol style="list-style-type: none"> <li>1. Enter the route code to be assigned when new supplier/item records are added. If left blank, the route code will not be assigned.</li> </ol>	

## Purchase Price Level Conversion (P418161)

Processing Option	Processing Options Requiring Further Description
<p>PROCESS CONTROL:</p> <ol style="list-style-type: none"> <li>1. Enter the purchasing price level to update the selected items to.</li> <li>2. If updating to price level '1', enter the Branch/Plant to use for creating the prices from.</li> <li>3. Enter a '1' to edit and update the supplier prices. If left blank, no update will be performed.</li> <li>4. Enter a '1' to print only exceptions on the edit report. If left blank, all items selected will be printed.</li> <li>5. Enter a '1' to delete prices with expired effectivity dates.</li> </ol>	

## Start/Stop Subsystem (P40420)

Processing Option	Processing Options Requiring Further Description
SUBSYSTEM MODE:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter one of the following:</p> <p>'1' - to Start the Job/Subsystem</p> <p>'2' - to Stop the Job</p> <p>'3' - Stop all Jobs and Terminate the Subsystem</p>	

## Batch Voucher Match - Subsystem (P43800Q)

Processing Option	Processing Options Requiring Further Description
<p>VOUCHER MATCH DATA QUEUE OPTIONS:</p> <p>1. Enter the library name in which to create the date queue (this library must exist in the library list definition for both this program (P43800Q) and the Summary Voucher Match (P4315) program).</p> <p>Default = *CURLIB</p>	

## Subsystem – Advanced/Technical (P40105)

Processing Option	Processing Options Requiring Further Description
<p>DEFAULT INFORMATION:</p> <p>1. Enter the default subsystem name.</p>	

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## 15 Appendices



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# Appendix A – Functional Servers

## About Functional Servers

Several JD Edwards World programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.
- You can standardize documents across all applications because you create them using the same business rules.
- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

## To set up business rules for an entry program

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. JD Edwards World provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

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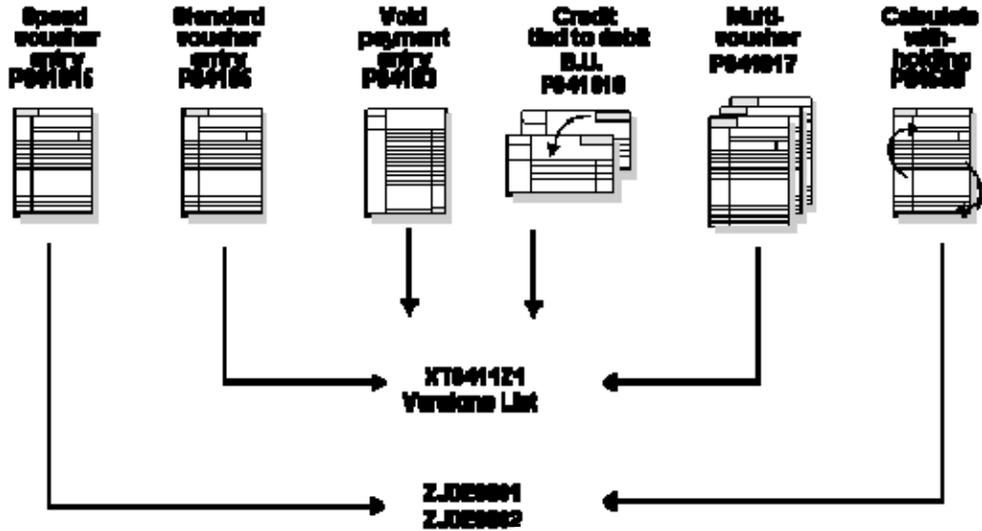
**Caution:** Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide*.

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## Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. JD Edwards World provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.



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