

**Oracle® Utilities Work and Asset
Management**

Volume 5

Purchasing User Guide

Release 1.9.1.1

E39486-03

December 2013

Doc v1 rev.0 12/3/13

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Contents

1 Overview.....	5 - 8
How Purchasing Fits With Maintenance and Inventory.....	5 - 10
Buyers and Approvers.....	5 - 11
Buyers.....	5 - 11
Approvers.....	5 - 12
Copy Record for Purchasing Records	5 - 14
2 Vendor	5 - 15
Managing Vendors.....	5 - 15
Vendor Records	5 - 16
Add a Location	5 - 19
Vendor Views	5 - 19
Attachments	5 - 19
Capabilities	5 - 20
Commodities	5 - 20
Evaluation.....	5 - 21
Order History	5 - 22
Vendor Performance	5 - 22
Characteristics.....	5 - 25
Alternate Addresses	5 - 26
Approved Vendors	5 - 26
Vendor Actions	5 - 27
E-mail Purchase Orders to Vendors.....	5 - 27
Selecting Vendors	5 - 28
3 Requisition	5 - 29
Requisition Records.....	5 - 29
Requisition Views	5 - 34
Buyer Data.....	5 - 34
Costs.....	5 - 35
Budget Overage	5 - 35
Default Accounts	5 - 36
Line Item (List).....	5 - 36
Line Item (Detail).....	5 - 37
Line Item Accounts	5 - 39
Line Item Costs	5 - 40
Manufacturer Data.....	5 - 40
Asset/Component Information.....	5 - 41
Template Information	5 - 42
Requisition Actions.....	5 - 42
Create a Requisition from a Blanket Contract.....	5 - 42
Copy Record	5 - 42
Creating Other Documents from a Requisition.....	5 - 43
4 Purchase Order.....	5 - 46
Purchase Order Records.....	5 - 47

Creating Purchase Orders.....	5 - 51
Copy Record.....	5 - 53
Purchase Order Views	5 - 53
Purchase Order Line Items	5 - 54
Line Item Accounts.....	5 - 59
Line Item Costs.....	5 - 59
Manufacturer Data.....	5 - 59
Asset/Component Information	5 - 60
Purchase Order Line Items	5 - 61
Line Item Accounts.....	5 - 66
Line Item Costs.....	5 - 66
Manufacturer Data.....	5 - 66
Asset/Component Information	5 - 67
Buyer Data	5 - 68
Costs	5 - 69
Budget Overage.....	5 - 70
Default Accounts.....	5 - 70
Receipts	5 - 72
Expedite	5 - 72
Expedite Items	5 - 73
More Info.....	5 - 73
Post-Issue.....	5 - 74
Invoice List	5 - 75
Purchase Order Actions	5 - 75
Issuing the Purchase Order to a Vendor	5 - 77
Making Changes to Purchase Orders	5 - 78
Summary	5 - 79
5 Blanket Contract.....	5 - 80
Blanket Contract Records	5 - 80
Blanket Contract Field Descriptions	5 - 81
Blanket Contract Views	5 - 84
Notes and Attachments	5 - 84
Access List	5 - 84
All Usage	5 - 85
Revision Usage	5 - 85
Default Accounts.....	5 - 85
All Activity	5 - 86
Revision Activity	5 - 87
Line Item (List)	5 - 87
Line Item (Detail)	5 - 88
Blanket Contract Actions	5 - 90
Resequence Items	5 - 90
Create a Requisition from the Blanket Contract.....	5 - 90
Creating Revisions	5 - 90
Creating Requisitions and RFQs	5 - 91
E-Mail Blanket Contract.....	5 - 93
6 Blanket Contract to Purchase Order	5 - 94
Blanket Contract to Purchase Order Records	5 - 94
Blanket Contract to Purchase Order Views	5 - 96
Buyer Data	5 - 96
Receipts	5 - 97
Line Item (Detail)	5 - 97
Line Item (List)	5 - 97
Accounts	5 - 97
Costs	5 - 97
Manufacturer Data.....	5 - 98

Asset/Component Information	5 - 98
Blanket to PO Pick List	5 - 98
Copy Record	5 - 99
7 Request for Quotes	5 - 100
Processing	5 - 100
Discount Type RFQs	5 - 101
Determining RFQ Parameters	5 - 101
Request for Quotes Field Descriptions	5 - 102
Creating an RFQ	5 - 103
Attachments and Notes	5 - 104
Managing Items and Vendors	5 - 104
(List) Windows	5 - 104
Vendor (Detail) View	5 - 105
Item Bid Details	5 - 107
Item (Detail) View	5 - 108
Manufacturer	5 - 111
Asset/Component	5 - 111
Request for Quotes Actions	5 - 112
Issuing the RFQ and Receiving Vendor Quotes	5 - 113
Adding Additional Venders After Issue	5 - 113
Exporting the RFQ to Issue to Vendors	5 - 114
Receiving Vendor Quotations	5 - 116
Import a Request for Quotes	5 - 116
Analyzing Vendor Quotes	5 - 118
Flagging Items for Award	5 - 118
Vendor Bid Details (for Items)	5 - 118
Item Analysis	5 - 120
Reserving Items	5 - 121
Awarding Items to Vendors	5 - 122
Creating Purchasing Documents	5 - 124
RFQs, Automatic Reorder and Reorder Review	5 - 126
The Request for Quotes Module	5 - 127
Business Rules Affecting the RFQ Process	5 - 127
Discount Type RFQ Views	5 - 128
Item Discount (Detail) and (List)	5 - 128
Item (Detail) - Vendor Bid Details (Discount Type)	5 - 128
Item (Detail) - Vendor Bid Details (Discount Type) Field Descriptions	5 - 128
8 Service Contract	5 - 130
Service Contract Records	5 - 130
Service Contract Views	5 - 132
Service Contract Line Items	5 - 132
Line Item Rates Field Descriptions	5 - 135
Cost Summary	5 - 137
Activating Service Contracts	5 - 137
Service Contract Actions	5 - 138
Creating a Contract Revision	5 - 138
Copying a Service Contract	5 - 138
9 Service Timesheet	5 - 139
Service Timesheet Records	5 - 139
Modifying Timesheet Charges	5 - 141
Service Timesheet Views	5 - 142
Contract Material	5 - 142

Service Timesheet Actions.....	5 - 142
Copying Service Timesheets	5 - 142
Modifying Service Timesheets.....	5 - 143
10 Service Timesheet Log	5 - 144
11 Service Invoice	5 - 145
Service Invoice Records	5 - 145
Service Invoice Views.....	5 - 147
Service Invoice Line Items.....	5 - 147
Invoice Item Accounts	5 - 149
AP Data.....	5 - 150
Prorate Data	5 - 150
Service Invoice Actions	5 - 150
Exporting Service Invoices	5 - 150
Processing a Credit.....	5 - 151
12 Change Order	5 - 152
Change Order Records	5 - 152
Directly Updating Purchase Orders	5 - 155
Merge Change Order with PO	5 - 155
13 Expedite PO	5 - 156
Expedite PO Records	5 - 156
Expedite PO Views.....	5 - 158
Line Item.....	5 - 158
Expediting Using the Purchase Order Record	5 - 159
14 Invoicing.....	5 - 161
Invoice Records	5 - 161
Entering Invoice Line Items	5 - 167
Invoice Views.....	5 - 168
AP Data.....	5 - 168
Budget Information.....	5 - 168
Prorate Data	5 - 168
Matching to PO	5 - 170
Invoice Items.....	5 - 172
Invoicing Item Accounts.....	5 - 173
Quick Invoice Wizard.....	5 - 173
Discrepant Invoices	5 - 174
Entering Discrepancies	5 - 174
Resolve Discrepant Invoice	5 - 174
Override Discrepant Invoice	5 - 175
Discrepancy Log	5 - 175
Automatic Invoicing	5 - 175
Multiple Purchase Orders	5 - 176
Processing Credit Memos	5 - 177
15 Invoice Batch	5 - 178
Invoice Batch Records.....	5 - 178
Invoice Batch Views	5 - 179
Invoice List.....	5 - 179
Invoice Batch Actions	5 - 180
Tag Invoices	5 - 180
Send Batch to A/P	5 - 181
Send All Batches to A/P	5 - 181

16 Cost Adjustments.....	5 - 182
Cost Adjustment Records	5 - 182
Cost Adjustment Views.....	5 - 184
Cost Adjustment Line Items.....	5 - 184
Budget Overage.....	5 - 184
17 Warranty.....	5 - 185
Warranty Records.....	5 - 185
Associating Warranties to Assets or Components.....	5 - 186
Warranty Views.....	5 - 187
Where Used.....	5 - 187
Work Under Warranty	5 - 187
Claims	5 - 188
18 Warranty Claim	5 - 189
Warranty Claim Records	5 - 189
Warranty Claim Views	5 - 190
Cost Summary.....	5 - 190
Claim Log.....	5 - 190
19 Purchasing Log	5 - 192
20 Blanket Contract Log	5 - 193
Cue Cards	5 - 194

Chapter 1

Overview

Oracle Utilities Work and Asset Management uses the Purchasing subsystem to plan, initiate, process, and invoice purchases and purchasing contracts. It also manages vendors, vendor bids, and items. Information from this subsystem is passed back to other subsystems helping to track valuable information such as pricing trends, vendor performance, and more.

The Purchasing subsystem processes all types of purchasing requirements including stores replenishment, direct purchase materials, and contractor services. The system can also automatically generate requisitions through Work Orders, through review of storeroom stocked items, or directly through the Requisition module.

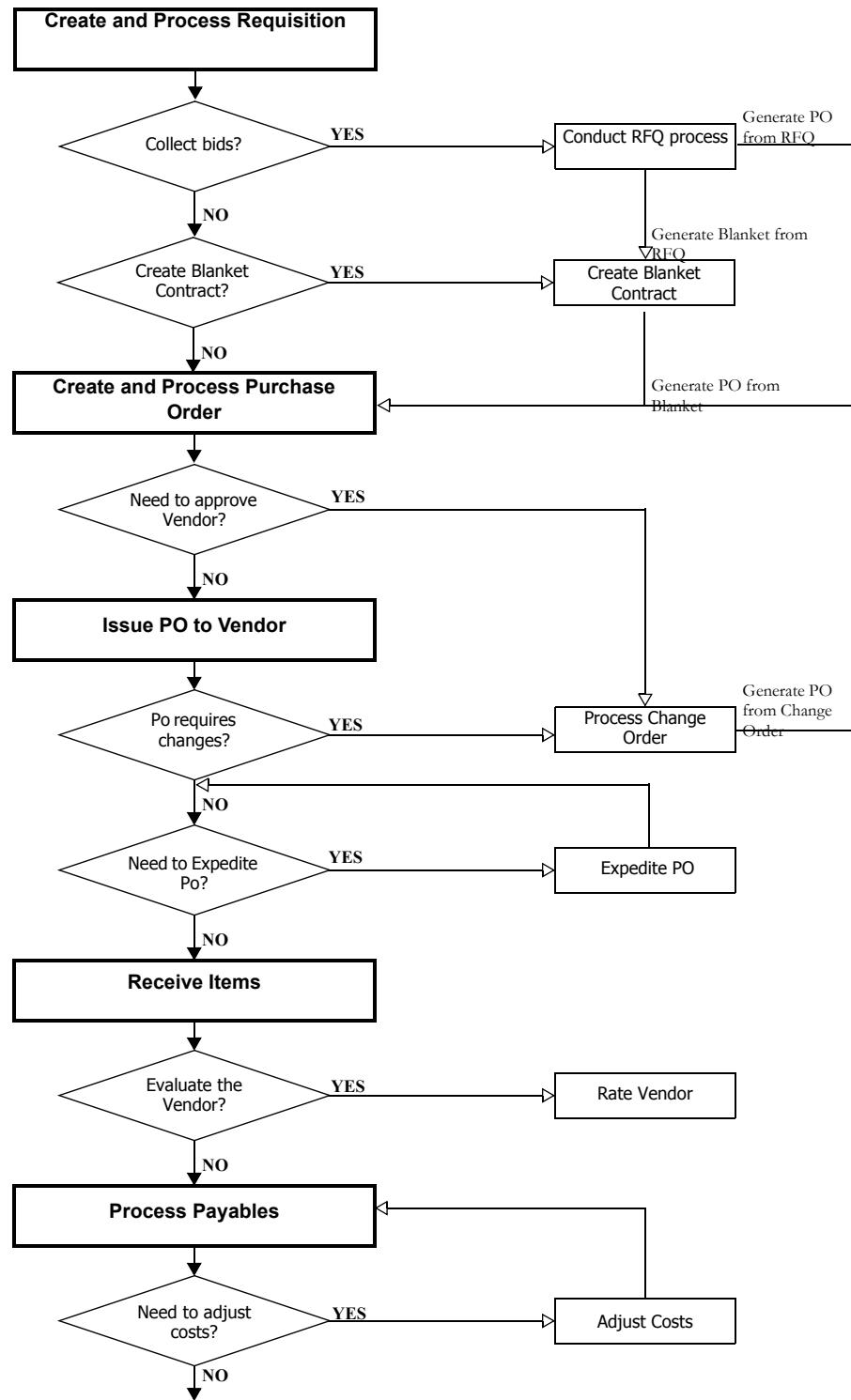
Following a typical procurement life cycle, a requested item or service is listed on a Requisition as a Line Item. Once reviewed and approved, a Requisition is copied into a Purchase Order. The Purchase Order is approved and issued to a vendor, and the requested item is received and invoiced. Throughout the process, different areas within the application are automatically maintained such as storeroom quantities and values depending on the type of item being purchased.

If changes are required for a Purchase Order that has already been approved, the Change Order module allows you to a duplicate the Purchase Order, make the necessary modifications, approve changes if required, and replace the original Purchase Order.

The system also facilitates expediting purchase orders, receipt of items fully or partially, and full or partial invoicing. After receiving and invoicing are complete, system generated batch processing posts costs throughout the system and interfaces costs to external accounts payables systems, if applicable. If mistakes are found in the way that costs were applied after this point, you can make corrections in the Cost Adjustment module.

A variety of reports associated with vendor information, Purchase Orders, Requisitions, Invoices, Catalog, and Storeroom information are also available.

This diagram shows a process flow of the purchasing lifecycle.



Purchases often start as requisitions. Requisitions are submitted, reviewed, and approved or rejected. After a requisition has been approved, it may be sent out for bid (request for quotes). Ultimately, it becomes a purchase order which may or may not go through another approval cycle (dependent upon your business practices and the system configuration). Blanket contracts can be used to generate purchase orders that do not need approval.

There are several other sources from which a purchase order can be generated. Users can generate purchase orders from blanket contracts, requests for quotes, from direct purchase requirements on a work order, from an automatic reorder generated from a Reorder Review record, or directly in the Purchase Order module.

Once a purchase order has been generated and approved, it is issued to the vendor. If you have referenced a blanket contract on the purchase order, the system checks to see that the blanket contract is active and has sufficient remaining funds each time the status of the purchase order changes.

Occasionally there are items or services that your organization has determined can only be purchased from an approved vendor. Normally approved vendors have been established prior to the issuance of any purchasing documents, however, if you find that you want to request that a vendor be granted approved vendor status, you must submit a change order to establish that status.

After an order is approved and issued changes that affect costs on the purchase order cannot be made without completing a change order and issuing a new purchase order. Changes to delivery dates or other superficial information that does not affect the cost can be made using the expedite function. Buyers who have been granted the necessary authority can bypass the change order or expedite PO process and update the purchase order directly in the Purchase Order module.

Ordered materials are then received by the system. The system does not require you to “receive” service type items, but there is optional processing available to handle service type receipts. Items ordered for stores replenishment are inspected and placed in inventory. All other items are delivered to the requestor.

When items are received, the receiving personnel has the option of rating the vendor’s performance according to delivery and quality standards. This information can later be used by purchasers to determine whether or not they should use that vendor for future purchases.

The vendor’s invoice is then entered into the Invoice module, matching receipts against line items. Once entered, it is routed for review and eventually approved. System generated batch processing then posts approved costs throughout the system and interfaces costs to your accounts payables system. If any mistakes are found in the way that costs were applied after this point, costs need to be adjusted.

The system tracks all changes made to purchase order statuses in the Purchasing Log. The system also creates an entry in the log when a PO is printed or e-mailed. This information is for display only and cannot be modified.

How Purchasing Fits With Maintenance and Inventory

To perform maintenance and inventory management, it will be necessary for your organization to purchase external materials and services.

From the maintenance perspective, users list (on a work order task) the materials and services required to complete a job. The system saves them the effort of writing requisitions for external purchases by generating requisitions automatically. When a work order task is activated (or a Material Requirement record is added to an active task), the system generates a requisition if the item is not in inventory.

Conversely, if a user enters a requisition line item directly and charges the item against a work order task, a corresponding Work Order Task Materials Requirement record is automatically generated at PO approval.

Inventory management requires the continual review of inventory levels, ordering materials regularly to maintain supply. The system offers automated stock reorder processing to help maintain inventory levels. Depending upon how the system is configured to meet your business practices, automatic stores reorder processing generates requisitions, purchase orders, or combinations of both.

Buyers and Approvers

If you have buyers who are also authorized to approve, set up those users in both the Buyer and Approval Title modules.

For more information on how approvals work please refer to the System Basics training manual.

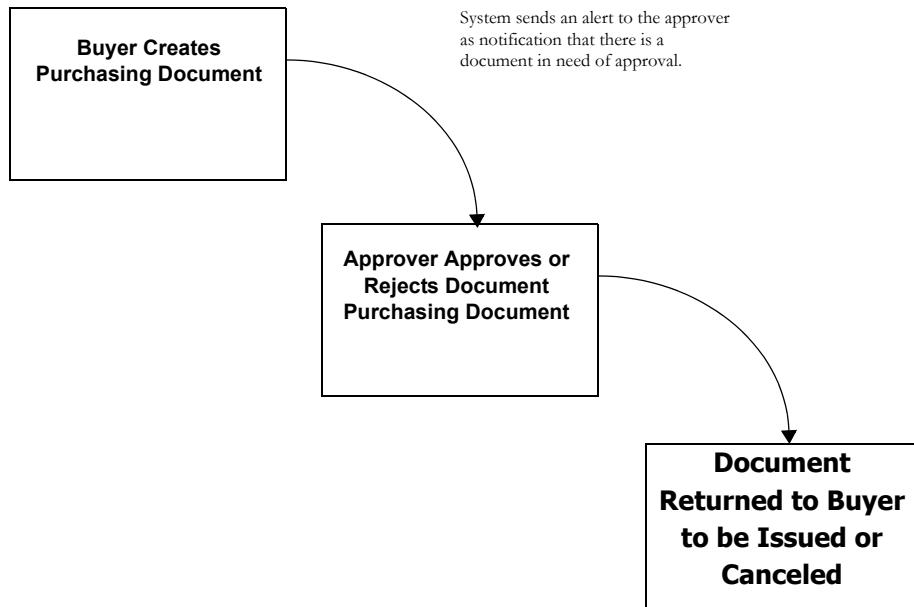
In the Oracle Utilities Work and Asset Management system “buyer” and “approver” are very specifically defined.

- A buyer creates and issues purchasing documents to vendors.
- An approver reviews and approves records within the system. Approvers are usually given approval authority up to a certain dollar limit.

Depending on the business practices of your organization, buyers rely on approvers to review their work and return an approved record in a timely manner. Once these roles have been established purchasing documents can be created and produced.

While these roles involve job function, their main purpose is to designate which users have authority over certain statuses of records.

The following diagram illustrates how buyers and approvers work together:



Buyers

Stored reorder requisitions and purchase orders can only be handled by authorized buyers.

Your organization's definition of buyer may include a broader range of responsibilities than what is noted in the given definition. The system enables you to “define” buyers by starting with a basic buyer definition and building on it.

Buyers perform two functions in Oracle Utilities Work and Asset Management. Once a user is defined as a buyer in the Buyer module, he or she has the authority to change the status of a Requisition record from Approved to PO Created. This change of status causes the system to

generate a Purchase Order record from the Requisition record. Buyers can also issue a purchase order to a vendor by changing the purchase order status from “Approved” to “Issued”.

Buyers with the proper authority can then update purchase orders in Issued or Approved status if necessary. This includes the ability to cancel or add line items. Without this authority, buyers can only modify purchase orders in Created or Pending Approval status. Any other changes must be made using a Change Order or Expedite PO record.

Approvers

Generally, approvers can change the status of a record from “Pending Approval” to “Approved,” “Canceled,” or “Rejected.”

Approval titles control the type of approver, determine which users have authorization under the title, designate the kinds of documents that can be approved by that title, and set dollar limits.

In order to grant approval authority to a user, a system administrator or other authorized user must assign an approval title to that user’s username. Approval authority information is established and maintained in the Approval Limit module located in the Administration subsystem.

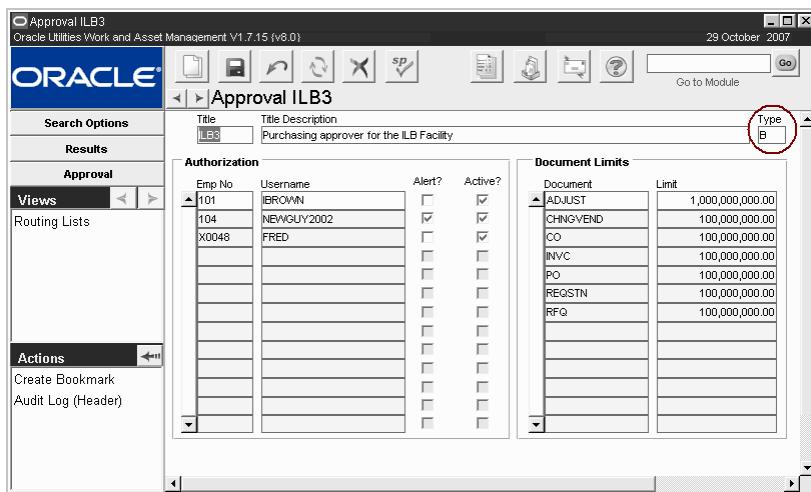
Approval titles are used throughout the system to determine who can give approval for various kinds of records such as Purchase Orders, Requisitions, Work Orders and Work Requests. A user can have more than one approval title and an approval title can have more than one user and more than one kind of document that it’s users can approve.

Approval titles also have a monetary limit for each document. For example, the maintenance department’s supervisor might have an approval title for all maintenance documents, and be able to authorize work requests up to five hundred thousand dollars, but only be able to approve work orders for one hundred thousand dollars or less.

Using the Approval Limits module in the Administrative subsystem, you can create approval titles, authorize users to use approval titles, and set approval limits for specific document types.

Only authorized users are given access to the Approval Limits module.

Type - There are three kinds of approvers: maintenance approver, production approver, and both maintenance and production approver (designated by Type code “B”). Everywhere else in the system where either a Production Approver or Maintenance Approver field exists, list of values attached to the field looks up information in the Approval Limit module and lists the appropriate approvers on that list of values.

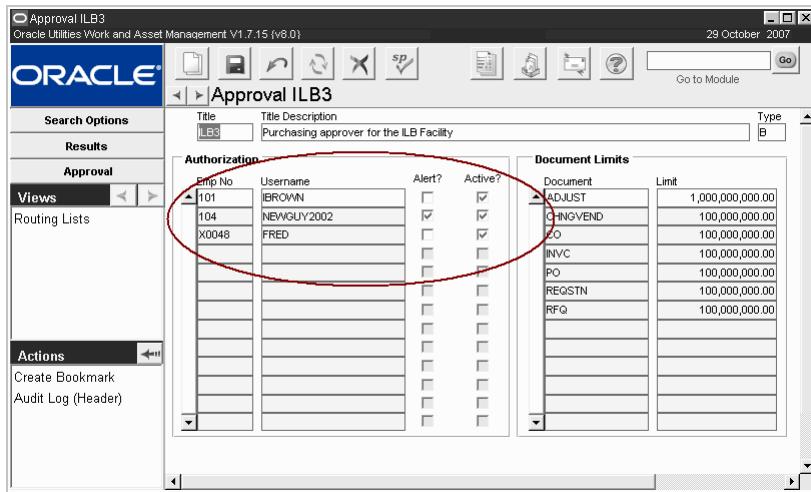


Approval Limit Module in the Administration Subsystem

Authorization - Users who are associated with a particular approval title are listed under the Authorization section. When approvers are entered into the system the system administrator can

control whether or not the user receives an alert from the system each time a document requires approval from the listed approval title by checking the Alert check box.

Alerts are only sent to users who have both the “Alert?” and “Active?” indicators checked in the Approval Limit module.

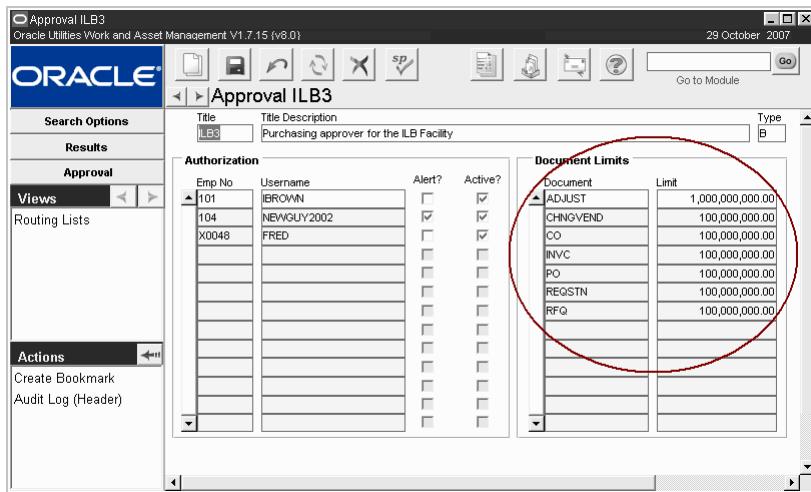


Authorization Section on Approval Limit Record

The active check box provides a way for the administrator to turn a user's authority off or on without having to delete or add them to the system each time a change is required.

A user can be associated to more than one approval title. If this is the case, and there is a conflict (as in both titles are set for the same document) the system will use the title for which he or she has a higher dollar limit set unless another title is manually entered.

Document Limits - An approval title is authorized to approve all of the document or record types that are listed under the Document Limits section. The dollar limit entered for each document sets the highest amount that the approval title can approve.



Document Limits Section on Approval Limit Record

Copy Record for Purchasing Records

You must have the necessary responsibility settings to use this functionality.

Select Copy Record from the Actions list to either create an exact duplicate of a Requisition, Purchase Order or BC to PO record, or to create a template of a Requisition. This functionality differs from duplicating the record in that it copies ALL information from the original record including line items and accounts.

The Copy Record functionality in the Requisition, Purchase Order and Blanket Contract to Purchase Order modules is slightly different than general [copy record](#) functionality. While you can use the Copy Record Action to make copies of all these record types, you can only make templates from Requisitions. In order for users to use this action for Blanket to PO records, they must have the Duplicate BC to PO responsibility function in their user profile.

Once you select the action from the list, the system opens a wizard that walks you through the process of creating the new purchasing document. This wizard includes a screen that allows you to pick line items to use on the new record. You must select at least one of the line items in order to create a new record. You can change the value in the order quantity field for any one of the items if necessary. This is the only field that can be modified on the Pick List.

Note: When a requisition or purchase order is copied, the system uses the most current unit price and other details from line item storeroom records rather than using possibly outdated information from the existing purchasing record.

Creating New Records from Templates - When you create a template from a Requisition, you can later open the template then select Copy Record from the Actions list on the template to use the same wizard and create the new Requisition. If you want to create a Purchase Order you must create it from the Requisition as you would when creating any other Purchase Order from a Requisition. On the Item Pick List screen in the wizard, you can change the Order Quantity if necessary. This is the only field that can be modified.

Note: While you can use the Copy Record Action to make copies of either Requisitions or Purchase Orders, you can only make templates from Requisitions. If you want to create a purchase order you must create it from the requisition as you would when creating any other purchase order from a requisition.

Searching for Templates - If you want to search for existing templates, open the Search Options screen in the Requisition module and select Template in the Status field.

Chapter 2

Vendor

Use the Vendor module to maintain information about vendors, including their capabilities and evaluations of their performance. This module also provides information for lists of values throughout the system wherever a vendor code can be entered.

You can also manage vendors by location. The module includes functionality that allows you to create separate records for each of a vendor's locations, and track performance and costs by location and by overall vendor for all locations.

As your organization initiates new operations, you may find it necessary to look for vendors who provide goods and services that you have not used before. You may also want to conduct a Request for Quotes process to select the best supplier. The Vendor module organizes information in such a way that such tasks are much easier to complete.

You can also review vendor performance information in the Vendor module. This information is based on delivery information entered in the Multi-Step Receiving module when PO items are received. The system then compiles the data and presents vendor performance statistics on the Performance view of this window.

Managing Vendors

Since vendors provide the goods and services to your organization maintaining up-to-date contact information and gathering information used to evaluate vendor performance are key tasks that should be completed by the purchasing department on a regular basis. All vendors, even carriers such as Federal Express or UPS, should be listed as vendors in the system.

The process steps below show how you can facilitate vendor management using the Vendor module as well as how vendors fit into the rest of the purchasing process.

1. Enter New Vendor Information

Store vendor contact information and details about their business including capabilities, commodity codes, and characteristics.

2. Add Locations

Select Add Locations from the Actions list to include multiple vendor sites.

3. Approve Vendors

Use the Vendor Approvals view to maintain information about a vendor's Approved Vendor status.

4. Select Vendors

Use characteristics and capabilities to classify your vendors then select according to those classifications.

5. Conduct Bidding Process

After you select a set of vendors that meet your criteria, you can conduct a bidding process in the Request for Quotes module. Compare pricing and terms amongst vendors to select the best business relationship.

6. Evaluate the Vendor

Select Evaluation from the Views list to enter information regarding the vendor's evaluation dates, their pricing and delivery performance, and other relevant criteria.

Vendor Records

If you enter detailed descriptions for each vendor, the system can help you to build lists of vendors based on what they can do. Two ways of classifying a vendor are by its Capabilities and its Characteristics. Since they are both defined by your organization, the way that they are used might vary slightly from one organization to another. Since you can use Capabilities and Characteristics as search criteria on the Vendor Search Options window, it is a good idea to maintain thorough and accurate information that can help you to locate the vendors that you want quickly and easily.

On any new record, the highlighted fields are required by the system. Fill in all of the appropriate information and Click the Save icon to commit the record.

Vendor record

The following fields are included:

Vendor Code - The vendor code identifies the Vendor record showing the first segment of the vendor code. This code is usually system generated, although, you can set the system (in the Sequence Numbers module) to allow manual entry. The second part of the code, which makes the code unique, is the vendor location.

Vendor Name - You can enter the company name of the vendor in this field.

Vendor Location - This field can be used to distinguish between multiple sites for one vendor. For example, if Vendor A has a Pacific Division and an Atlantic Division, the system would create two vendor records. The vendor code for both records would be the same, but the Vendor Location would be unique. The system recognizes the entire Vendor Code as a combination of the vendor code and the vendor location. Additional locations are added to the original Vendor record by selecting Add Location from the Actions list.

In order for the system to recognize multiple vendor sites, the Vendor Structure module must be configured with a check in the Required box for the second segment. This setting also determines whether or not the Add Location action is available.

The vendor location can consist of letters, numbers, or a combination of both.

If your vendor does not have multiple locations, this field simply indicates the main site for the vendor.

Location Name - Use this field to indicate the name of the specific location.

Status - Available statuses are Active and Inactive. Only Vendors that are in Active status can be referenced elsewhere in the system.

Since each Vendor record is considered separate by the system, even if they are for the same vendor with different locations, status changes only apply to each separate Location, not for the overall vendor.

If you set a Vendor record to Inactive, the system will not allow you to initiate purchasing transactions with that vendor. It will, however, allow existing transactions to be completed.

Pay To and Order From - A check in the Pay To box indicates that the vendor handles billing. If the Order From box is also checked then the vendor also ships items. If Order From is not checked then the vendor only handles billing and does not ship. If Order From is checked and Pay To is not checked, then the vendor only ships, and does not handle any billing. The vendor that does handle billing will be indicated in the Pay to Vendor field lower on the record window.

For example, if the vendor had several regional supply points but only one national billing office, you would create a record for the billing office and only check the Pay To check box. Then you would use the Add Location Action for each of the supply points that you might use with only the Order From check box checked.

Contact Information - Fill in the Division, Address, Contact Name, Contact Title, Phone, Fax, Email, Emergency phone numbers and Website to identify the vendor and indicate the appropriate contact information. This information is copied to Purchase Orders that are created referencing the vendor.

Expedite/Phone - The Expediting name and Phone fields represent the vendor's contact when you need to expedite delivery of Purchase Order items. The system uses this field to indicate the appropriate contact information in the PO Expediting view of the Purchase Order module and the Expedite PO module.

Pay To Vendor - The vendor that handles billing if the Pay To box is not checked. See the discussion of the Pay To and Order From boxes above.

Currency Code - The currency code indicates the currency in which the vendor is to be paid. The list of values is defined in the Currency Exchange Rates module.

Terms and Discount Description - The vendor Terms field represents the payment and credit terms agreed on by the vendor. This field is used when Purchase Orders are invoiced (in the Invoicing module) to calculate Invoice Due Date and related discounts. The vendor Terms field has an associated list of values controlled by the Payment Terms Business Rule.

The system supplies the Discount Description when you select the Terms.

FOB - The list of values for the FOB field is controlled by Code table 43.

This field displays the delivery charge terms negotiated for the Purchase Order. You can update these terms by selecting an option from the associated list of values.

Carrier ID - The Carrier ID field indicates the freight company that the vendor typically uses for delivering the items. The associated list of values for the Carrier ID field is controlled by the Vendor module and will only show vendors that are identified as carriers in the Vendor module.

Auto Pay Ind. - You can indicate that this Vendor is an authorized auto pay vendor by placing a check in this box. Purchase Orders that reference a vendor with this box checked can be automatically invoiced by the system using the pre-negotiated pricing of items. When this functionality is not in use, Buyers must wait for the Vendor's invoice to arrive before making payment. User's are required to have the Set Vendor Auto Pay Indicator Responsibility set in order to check this indicator. Also, it cannot be set if the Pay to Vendor or the Terms Code field is blank.

Approved Vendor Status - An approved vendor has either Active or Exempt vendor status. The system maintains the date of the last status change in the unlabeled field to the right of the Approved Vendor status field. Valid statuses are:

Active - Indicates that the vendor has gone through an evaluation process and has been granted Approved Vendor status. A vendor with active Approved Vendor status can provide items that meet quality and safety requirements defined by the Procurement Level Business Rule.

Hold - You can revoke a vendor's Approved status temporarily by changing the status to Hold.

Exempt - Indicates that the vendor has been exempted from the evaluation process. While exempt vendors are not approved, they can still provide commodities requiring an approved vendor.

Null - Indicates that the Vendor is not approved.

Vendor Qualified Date - This field indicates the date that the vendor qualified for Active status.

Restricted - If this box is checked, the vendor's approval status has restrictions. When a PO is issued to this vendor, a 'See Approved Vendor Restriction' message displays.

Minimum Order - If the vendor requires a minimum order, or if your organization mandates a minimum order to take advantage of special rates, you can enter the order size here. The system uses this value when placing or recommending orders in the Reorder Review module.

Government ID - If the vendor is certified by a governmental body in some way, you can enter the certification or permit number in the Government ID field. This is a free form field and is not associated with a list of values. If you need to record more than one certification you can use a word like CAPABILITIES or CHARACTER to direct users to the Capabilities or Characteristics view.

Ins Expiration - This is a date field representing when the vendor's relevant insurance (if any) will expire.

WCB Reg - This field can be used to include the Workers Compensation Board Registration number for the vendor if your organization requires that registration to do business with a vendor.

How to Create a Vendor Record

1. Open the Search Options window, or to an existing Vendor record.
2. Click New.
3. Enter the vendor code.
4. Enter the Vendor Name.
5. Enter the Pay To vendor code.
6. Enter any other information your organization requires.
7. Click Save.

Add a Location

The system is able to manage multiple sites for one vendor. This functionality allows you to track performance and costs for the vendor as well as for the vendor broken down by site. The system recognizes each Vendor record as a combination of the Vendor Code and the Vendor Location indicated on the Vendor record. One vendor will have the same Vendor Code for each location, and a unique Vendor Location differentiating the record for each site.

To add additional sites for a vendor, select Add Location from the Actions list. The system walks you through a short process to create the Vendor Location for the newly added site.

As each location record is created, you must also enter the unique address and contact information as well as capabilities, commodities, characteristics, approved vendor information, and any alternate addresses.

The Add Location action is not available unless the Vendor Code Structure module is configured to use multiple locations for vendors. Do to this, the Required box must be checked for the second segment on the Vendor Code Structure record.

Note: The Alternate Addresses view should NOT be confused with a separate vendor location. If, for example, your vendor's Pacific Division had offices in two different cities, you might list the second city's office under Alternate Addresses. However, the Pacific Division and the Atlantic Division offices would be managed with separate Vendor Locations as distinct Vendor records. You might also select Add Location from the Actions list to create two locations for the separate Pacific Division offices. How you use Locations and Alternate Addresses depends on your business practices.

Vendor Views

In addition to any standard views, the module includes the following:

Attachments

You can configure the system to automatically copy attachments included on the Vendor record to any purchasing document referencing that vendor. To do this, mark the PO? check box on the Vendor Attachment window. The attachment will copy to any new or existing purchasing document that references the Vendor. For more on system

Capabilities

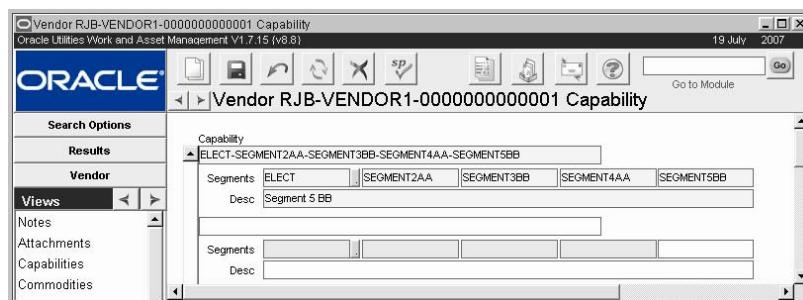
Select Capabilities from the Views list to maintain a list of the types of products and services provided by the vendor. Depending on how your organization has set up this view, each Capability can be a combination of one to five capability codes (similar to the Account number).

To enter a Capability, select the appropriate capability codes from the list of values in the Segment fields. (You cannot fill in the Capability field manually). As you do so, the system fills in a description in the Description field that you can modify before saving the record.

Once you identify vendor types for the record, an asterisk appears in the Views List after Characteristics to alert other users that characteristics have been established for the vendor.

When you save the record, the system fills in the Capability field with the combined capability codes. Once saved, the Capability record cannot be modified, only deleted.

Note: The list of values associated with Segment fields 1 through 5 are controlled by Code Tables 173, 174, 177, 178, and 179, respectively in the Code Table and Codes module of the Administration subsystem.



Capability view

Note: You can search Vendor records from the Vendor Search Options window by the Vendor Capabilities listed here. This can be useful when you need to put together a list of vendors for a new request for quotes.

How to Enter a Vendor Capability

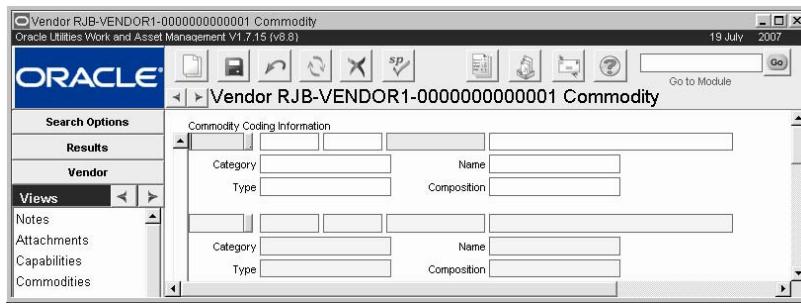
Depending on how your organization has set up this view, each Capability can be a combination of one to five capability codes (similar to the Account number).

1. Open the appropriate Vendor record.
2. Select the Capabilities view.
3. Click New.
4. Select the appropriate capability codes from the list of values in the Segment fields. You cannot fill in the Capability field manually.
5. Modify the description as needed. As you enter capability codes, the system fills in a description which you can modify before saving the record.
6. Click Save. The system fills in the Capability field with the combined capability codes and saves the record. Once saved, the Capability cannot be modified, only deleted or inserted.

Commodities

The Commodities View can be used to enter the commodity codes that a vendor supplies to identify and classify their products or services. Buyers can then use these codes to locate vendors that supply certain commodity categories, names, types, or compositions. Each item in the

Master Catalog can also be categorized by commodities making it easier for Buyers to identify which vendors can supply the items or services that they need to purchase.



Commodities view

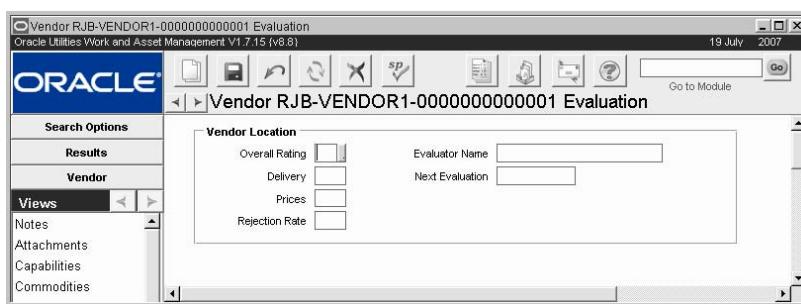
Note: You can search Vendor records from the Vendor Search Options window by the commodity codes listed here. This can be useful when you need to put together a list of vendors for a new request for quotes.

How to Enter a Vendor Commodity

1. Open the appropriate Vendor record.
2. Select Commodities from the Views list.
3. Click New.
4. Select the appropriate commodity codes from the Lists of Values the fields provided. You cannot fill in these fields manually.
5. Select a Category from the list of values. This list is limited by the commodity codes that you selected in step 4.
6. Enter the Type, Name, and Composition. These fields are entered manually.
7. Click Save.

Evaluation

You can record and review basic information about the vendor's performance in the Vendor Evaluation view. The system does not currently do any analysis on the information in this view. You must make your own relative evaluation, then record it for future reference.



Evaluation view

Overall Rating, Delivery, Prices and Rejection Rate - These fields have an associated lists of values that are controlled by Code Table 175.

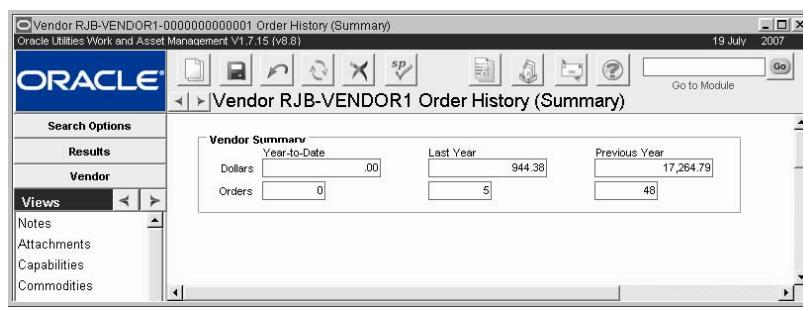
You can enter basic evaluations for various parameters in these fields. You can use a numeric code or a letter code, but the code can only be one character.

Evaluator Name and Next Evaluation - Enter your name and the projected date for the next evaluation in this field.

Order Information - Using information from the Purchase Order module, the system calculates the number and total value of orders placed with the vendor in the current, most recent, and previous calendar years. Totals for the single location are shown under Vendor Location, and an overall summary for all vendor locations is shown under Vendor Summary.

Order History

This view shows a summary of orders placed with this vendor, showing Dollar amount and number of orders for Year to Date, Last Year, and previous years. These are calculated by summing all completed Purchase Orders.



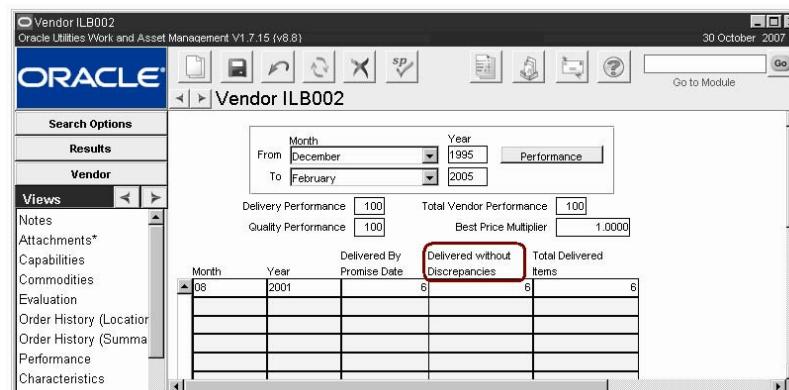
Order History

Vendor Performance

Another way that the system helps you to select vendors is through vendor performance rating functionality. This tool allows you to rate a vendor's performance based on delivery and quality criteria. With this feature you are equipped to assess the vendor's ability to deliver items or services on time and in satisfactory condition. The Vendor Performance view shows a summary of all of the vendor rating information that the system has collected for the vendor.

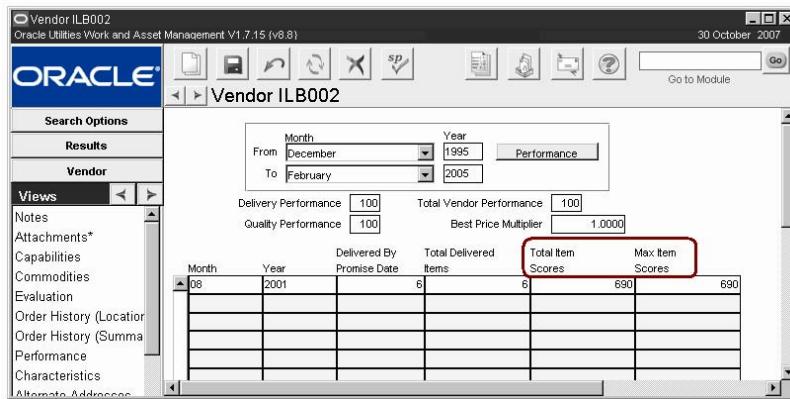
Your organization must use the Multi-Step Receiving module to facilitate receiving processes to take advantage of vendor performance functionality. Performance data is collected when the receiving agent enters receipt date and rates the shipment in the Multi-Step Receiving module. The vendor rating statistics are then displayed in the Performance view of the Vendor module.

Performance is only listed as an option on the Vendor Views list when the Performance Current Rating rule key in the Vendor Options Business Rule is set to ON. If this rule key is set to ON but the Performance Quality Attributes rule key is set to OFF the screen appears with the fields associated to Shipment Quality Attributes omitted.



Performance View with the Performance Quality Attributes Rule Key Set to OFF

The screen does not include fields related to the specific vendor ratings as it does with the rule key set to ON.



Performance View with the Performance Quality Attributes Rule Key Set to ON

You can use rating information to find out if the vendor you intend to select meets your organization's performance standards.

When items are received from a vendor in the Multi-Step Receiving module, the receiver has the option of entering discrepancy information as well as delivery information. Only items with a promise date entered on the Purchase Order line items can be rated. It is therefore recommended that the promise date field be made required on new purchasing records if you intend to use the Vendor Performance Rating functionality in your organization.

The system gathers performance data in the Multi-Step Receiving module, calculates the vendor's statistics during regular batch processing procedures, and displays the results of the calculations in the Performance View of the Vendor module. You can also revise the vendor's performance ratings based on corrections for receiving and/or inspection errors using the Multi-Step Receiving module. Performance reports are also available.

This functionality works with the Bid Multiplier in the Request for Quotes module, which allows you to add weight to a Vendor's bid based on their Total Performance Rating. You can apply the multiplier on a case by case basis for each Request for Quotes by setting the indicator on the Request for Quotes record.

Business Rules

There are three business rules that control the vendor performance rating functionality:

- Vendor Options
- Vendor Performance Attributes
- Vendor Performance Ranges

Vendor Performance Field Descriptions

The following fields are included:

Rating - Delivery Performance is based on the vendor's ability to deliver items by the Promise Date indicated on the purchasing documents. When the delivery date is entered on the Multi-Step Receiving record the system is able to make this calculation. Quality Performance is based on information such as condition, cleanliness, PO compliance, etc. This information is entered in the Shipment Attributes View of the Multi-Step Receiving module during the receiving process.

A line item is considered received when the delivered quantity equals the ordered quantity. For instance, if you ordered 6 of an item and have only received 4, the line item is not included in

calculations until the other 2 items come in unless you force completion of the order. An item is considered on time if the delivery date is less than or equal to the promise date, or if it falls within the defined grace period.

Please refer to the Resource User Guide chapter entitled Multi-Step Receiving for more information on [recording discrepant shipments](#).

Month/Year/From/To - Use these fields to specify a date range. Shipments made in the current month are not included in calculations.

Performance Button - Click the Performance button to update the information based on the date range entered. Each time the user clicks on the Performance button the system recalculates the Vendor Performance Ratings based on the selected date range.

Delivery Performance - This field shows the percentage of items delivered on time for a given rating period. The system divides the number of items delivered by the promise date by the number of total received items to calculate the Delivery Performance value.

Quality Performance - Depending on the Business Rule settings, this field shows the percentage of items delivered without discrepancies (PERFORMANCE QUALITY ATTRIBUTES rule key in the Vendor Options Business Rule set to OFF), or the overall score based on the points awarded for non-discrepant items.

Total Vendor Performance - This field shows the average of the Delivery Performance and the Quality Performance ratings over the specified date range. Shipments received in the current month are not included in calculations.

Please refer to the [Shipment Attributes](#) section in the Multi-Step Receiving chapter for more information on scoring.

Best Price Multiplier - This field shows the value determined in the VENDOR PERFORMANCE RANGES Business Rule that is used to determine the Best Price Vendor on a Request for Quotes. The value is based on the vendor's overall performance rating.

Month/Year - These fields indicate the specific month and year for the rating. Ratings are accumulated and stored in month/year increments starting with the month prior to the current month (i.e., shipments within the current month are not included in the calculations). The number of months prior to the current month that should be used can be defined in the Vendor Options Business Rule.

Delivered By Promise Date - This field shows the number of items delivered on time.

Total Delivered Items - This field shows the total number of items delivered.

Total Item Scores / Max Item Scores - The Total Item Scores field shows the sum of the point values that were applied to each PO Line Item for the Month/Year period. If there are multiple deliveries for a PO Line Item, the delivery scores will be summed. For example, if each Delivery has a maximum possible score of 120 points and there were two deliveries for a PO Line Item - one with no discrepancies (120 points) and one with a single discrepancy (110 points), then the PO Line Item would count as 230 points out of 240. If there were 5 additional PO Line Items (for that Vendor) that were delivered in the same month and they all received the maximum scores, then the data would look like this:

Month	Year	Delivered By Promise Date	Total Delivered Items	Total Item Scores	Max Item Scores
09	2000	6	6	830	840

The Vendor's Performance Rating for this month would be:

- Delivery Performance - 100%

- Quality Performance - 98.81%
- Overall Performance - 99.41%

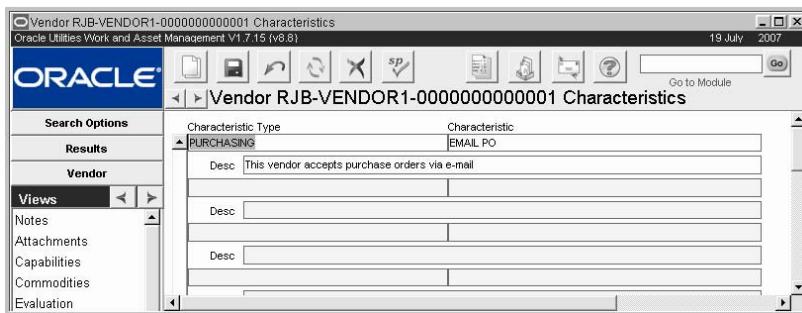
Characteristics

You can use the Vendor Characteristics view to describe the Vendor Type. This might be anything from an independent contractor to a manufacturer, to a large distributor. This information is used elsewhere in the system. For example, the list of values for the Carrier field on various purchasing records is built of vendors that have a Carrier Vendor Type. Similarly, the system can only e-mail purchase orders and blanket contracts to Purchasing Type Vendors, and vendors identified as contractors are used on lists of values for contractor bids on compatible units.

Note: Depending on how your organization has configured code tables for this view, you may also be able to enter additional Characteristic Types (i.e. Certifications and Licenses) as well.

You can search Vendor records (from the Vendor Search Options window) by vendor characteristics listed here. This can be useful when you need to put together a list of vendors for a new request for quotes.

Note: Use characteristics to define the vendor as a contractor for use with compatible units.



Characteristics view

Characteristic Type and Characteristic - The Characteristic Type and Characteristic fields have associated list of values controlled by Code tables 22 and 56, respectively. Only the General Characteristic Type is linked to Code Table 56.

Note: Enter Purchasing as the Characteristic Type with the corresponding Characteristic if you want to be able to [e-mail purchasing documents](#) to a Vendor.

Once vendor types have been identified for the record, an asterisk appears in the Views List after Characteristics to inform you that characteristics have been established for the vendor.

How to Enter a Vendor Characteristic

Depending on how your organization has set up this view, you may also be able to enter additional Characteristic Types (i.e. Certifications and Licenses) as well.

1. Select the Characteristics view while in the Vendor record.
2. Click the New icon.
3. Select the General Characteristic Type from the list of values.
4. Select the Vendor Type from the list of values in the Characteristic field.
5. Click the Save icon.

The system saves the Characteristic record. Once saved, the Characteristic record cannot be modified, only inserted or deleted.

Alternate Addresses

You can enter additional addresses for the Vendor record in the Alternate Addresses view. The Alternate Addresses view should NOT be confused with a separate vendor location. If, for example, your vendor's Pacific Division had offices in two different cities, you might want to list the second city's office under Alternate Addresses. However, the Pacific Division and the Atlantic Division offices would be managed with separate Vendor Locations as distinct Vendor records. Or you might go ahead and select Add Location from the Actions list to create two locations for the separate Pacific Division offices. How you use Locations and Alternate Addresses would depend on your organization's business practices.

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v8.8) application. The main window title is "Vendor RJB-VENDOR1-00000000000001 Addresses". The interface includes a toolbar with various icons, a navigation bar with "Go to Module", and a left sidebar titled "Views" with options like "Search Options", "Results", and "Vendor". The main content area displays contact information for "SUSAN SHELBY" with a "Site Name" of "SOUTHERN ROCKY MOUNTAIN". The address is listed as "468 San Juan Blvd, Pagosa Springs, CO 81147". Other fields include "Title: PURCHASING MANAGER", "Phone: (970)264-2360", "Fax: [empty]", "Email: susan.shelby@acme.com", and "Website: [empty]". A "Comments" section is also present.

Alternate Addresses view

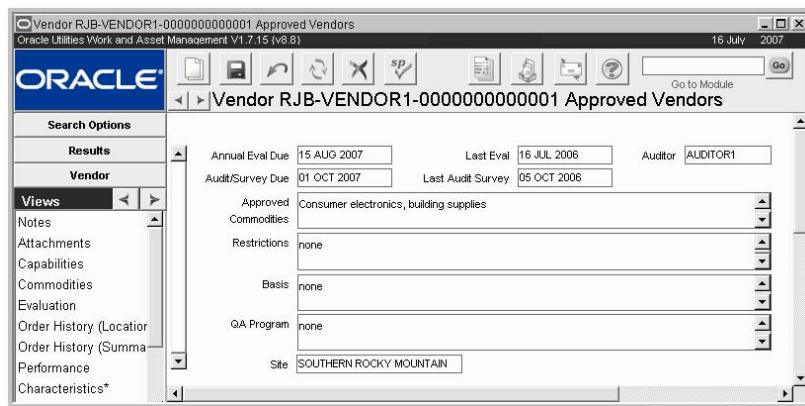
Site Name - If the address is for a site or facility having Approved Vendor status, you can use the Site field to link this address to the Approved Vendor information view.

Approved Vendors

There are certain items or services that your organization may have determined can only be purchased from an approved vendor. Prior to the issuance of any purchasing documents, approved vendors go through an extensive evaluation process, often including an on site audit of their quality assurance (QA) program, and have been approved to provide commodities that have exacting quality/safety requirements. After this process is complete items in the master catalog that have a procurement level set and have been defined to require an approved vendor in the Procurement Levels Business Rule can only be ordered from these approved vendors.

This view is only used to record detailed information about the approved vendor. In order to indicate that the vendor is approved make sure to set the Approved Vendor field on the Vendor header record to Active status.

Information maintained in this view includes evaluation due dates, approved commodities and QA program requirements.



Approved Vendors view

Enter information such as the Annual Evaluation Due Date, the Last Evaluation date, the auditor, and other information. Most of the fields in this window do not have lists of values attached to them, so you can enter whatever information you need.

Once an auditor is assigned, you can use the Search Options screen to search for vendors by the auditor field, expiration dates, or other criteria that can help you to determine which vendors need updating on their approvals. The list of values for the Auditor field is controlled by Code table 115.

Site Address/Site

A vendor can have more than one Approved Vendor record and each can be linked to a different Alternate Vendor address. The Site field can be used to identify the site address to which the current record pertains. However, approved vendor information does not have to be tied to a specific site and you are not required to enter a site name.

You can select Site Address from the Views list to see the address of the site or facility that has approved vendor status.

Change Requests

Since the process of changing a vendor's Approved Vendor status impacts much of the rest of the system and requires an extensive evaluation process, it is necessary to complete a change request before you can add or remove a vendor from the approved vendors list. You can select Change Request from the Actions list in the Vendor module to open a Change Request record to request approved vendor status for a vendor. Please refer to the continued discussion of Change Requests for more information.

Vendor Actions

[Add Location](#), direct access to the Change Request module and the [Account Log](#).

E-mail Purchase Orders to Vendors

The system must be specifically configured by your DBA or system administrator to enable this functionality.

If you correspond with vendors by e-mail, you can save time by e-mailing your purchase orders to them as well. You must have an e-mail address set in your user profile, a valid e-mail address must be entered on the vendor's record, and the Characteristic Type "E-mail PO" must be added to the vendor's characteristics.

If the vendor replies to your e-mail, the message will be sent to the address in your user profile.

Once you have indicated which vendors can receive e-mail in the system, you can select E-mail Purchase Order from the Actions List for purchase orders going to those vendors. The system uses the address indicated in the PO E-mail Address field on the Vendor record as a default when you select this action. If necessary you can change the default address before sending the e-mail. When you e-mail a PO to a vendor, the system records the event in the purchasing log.

Attachments

To email purchase orders containing attachments, the attachments must be stored on a drive specified in the Attachment Drive Mapping business rule.

Also verify that the “Print” check box is checked in the Attachments view. If it is not checked, the attachments will not be sent with the email.

How to Set a Vendor to Receive Purchase Orders Via E-Mail

1. **Open the appropriate Vendor record.**
2. **Enter or verify the PO E-mail address.**
Since your contact person may not necessarily be the person who receives the purchase order, the contact e-mail and po e-mail may be different.
3. **Select Characteristics from the Views list.**
4. **Enter Purchasing under Characteristic Type.**
5. **Enter E-Mail PO under Characteristic.**
6. **Click Save.**

Selecting Vendors

Characteristics are discussed in further detail later in this chapter.

As your organization initiates new operations or changes procedures, you may find it necessary to look for vendors who provide goods and services that you have not used before. You may also want to conduct a request for quotes process to find the best prices and delivery terms.

If you have included detailed descriptions of your vendors, including all of the information in the separate view screens, the system can help you build lists of vendors based on what they can do. Capabilities, commodity codes, and characteristics can be used as search criteria on the Vendor Search Options window to help you locate vendors matching certain criteria.

Chapter 3

Requisition

The first step in the purchasing cycle is to create a Requisition. The Requisition module is used for entering and processing requests for purchasing actions including issuing a Purchase Order or Request for Quotes, and negotiating a new Blanket Contract. A Requisition can be used for both goods and services.

Requisitions in any status can be duplicated. This functionality copies all information such as account, vendor, contract, and item information so that it can be used again on the new record. Please review the last section of this document for more information.

Various people can create Requisitions, but approving them and copying or modifying them into Purchase Orders, RFQs, and Blanket Contracts is usually restricted to Buyers or Purchasing Agents.

Requisition Records

The Requisition header record contains general information about the requested purchase such as the requestor, delivery information, suggested vendor, and more. Specifics about the particular items are entered in the Line Item (Detail) windows, which are available as a selection from the Views list.

Buyer Data view

Once a requisition has been created and approved, there are several ways to create a purchase order.

- Change the requisition status to PO Created.
- Select Split/Add to PO from the Actions list.

You can also use the requisition to generate a RFQ or a blanket contract.

The following fields are included:

Requisition Number - The Requisition Number identifies the record. Depending on the configuration of the system you can enter a unique number, or the system can create a number for you. If you create your own, the system verifies that it is unique when you save the record.

Type - The associated list of values for the Type field is controlled by Code Table 149.

The Type field indicates the type of Requisition. The type cannot be changed if you have created and saved any line items. Some common types are listed here, but your organization can add others. (However, they are not likely to be associated with any special processing without prior arrangement). You can add other codes to the table but you should not adjust the following codes since they are associated with specific functions in the system.

Depending on how your organization has set the Purchasing Options Business Rule, the purchase type you choose may determine what kind of stock types can be ordered on the Purchase Order. For more information, see the User Guide entitled Stock and Purchase Types.

B – Blanket - Requisitions that are created by the system using a Blanket Contract as a template.

P – Purchase - Requisitions that can be used for purchasing documents related to Direct type items that are not normally kept as specific stock items.

V – Services

S – Stores Replenishment - Requisitions that are used for stock items that can be checked out from the storeroom. In order to create a Requisition of this type, you must be authorized to process stores reorders in the Buyers module.

B – Blanket Contract - B-type Requisitions can include Direct, Expense, and Inventory Stock Codes and are the only Requisitions that can reference Blanket Contracts. Non-buyers and non-approvers can use the Blanket to PO module to approve and issue Purchase Orders from B-type Requisitions as long as they are on the Access List for the Blanket Contract and the PO does not exceed their Access Limit Amount.

W – Work Order Generated

Status - The Status field indicates the status of the item. The available Options are: Created, Pending Approval, Approved, PO Created, Partially Processed, Cancelled, and Closed.

Created - When you create a new record, or the system creates an order based on a Requisition, the initial status is Created. The order can remain in created status while you are gathering information to complete the order. To change the status from Created or Pending Approval to Approved, the following information must be entered: Buyer code, suggested Vendor, Exchange Rate, the Requisition total value must be greater than \$0.00 (unless marked a zero dollar item), and Line Item Tax and Account information must be complete.

Pending Approval - Set the status to Pending Approval when you are ready to route it for authorization. You have to complete the Approval Route field before the system allows you to change the record status to Pending Approval.

If you have a sufficient dollar limit set in the Approval Limits module of the Administration subsystem, you can give final approval without first routing the document for approval.

Approved - This status indicates that the record has been approved and is ready for processing.

PO Created - To create a Purchase Order, change the status from Approved to PO Created. You must be identified as a Buyer in the Buyer module to create POs. The system copies Requisition information (including header and Line Item view) into a Purchase Order and lists the new Purchase Order and Purchase Order Line Items Numbers on each Requisition Line Item for reference.

Partially Processed - Until you deal with all of the line items on the Requisition, the system sets the status for the Requisition to Partially Processed. When the last item is transferred to another record, the system sets the Requisition status to PO Created (if you transferred them to a PO) or to Quote (if they were transferred to an RFQ) or to Closed (if they were transferred to a Blanket Contract).

Closed - When a Purchase Order is created from the Requisition, the status is set to Closed.

Description - You can enter an additional description to clarify your request, if necessary. The description you enter will be copied to the Purchase Order created from the requisition.

Requestor and Dept/Phone - The Requestor fields indicate the name of the person who requested the purchase, along with their department and telephone information. Telephone numbers must be entered using the (999)999-9999 format. When a Requisition is created from a Work Order Material item record, the system supplies the department and telephone if a match is found with the “originator” of the material record.

The system can be configured to send an alert to the requestor when the item is received. To enable this feature, the person responsible for configuring Business Rules in your organization must enter REQUESTOR in the PO ITEM RECEIVED column in the Alerts Business Rule and set the CHECK RECEIVED PO ITEM option to YES in the Batch Job Control Business Rule.

The Requisition to PO Business Rule determines whether or not approval is required to

Deliver To and Deliver To Location - The Delivery fields indicate to whom and where the ordered items should be delivered.

The system copies the Requestor and Deliver To information from the Requisition to the PO Line Items and then to the Receiving Line Items that reference those PO Line Items. This enables the Receiving department to identify by line item the Requestor and final destination of the PO items.

Initiator - The Initiator is the person responsible for creating the Requisition record.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Request Date, Required Date, and Promise Date - The Request Date indicates the creation date of the original Purchase Order. The Required Date indicates when the items are needed at the Deliver To Location.

If the vendor has promised delivery by a certain date, that date can be entered in the Promise Date field. This date appears on other purchasing documents as well, including the Purchase Order, Change Orders, and Expedite records.

If your organization uses the Vendor Performance Rating functionality, the Delivery Performance rating is based on their ability to deliver the items or services by the Promise date. The system calculates the rating by comparing the actual receipt date entered in the Receiving module with the Promise date entered on the Purchase Order. The system will not allow you to rate vendors for items that do not have a promise date on each Purchase Order line item. It is therefore important that an accurate date is entered on the Purchase Order so that the resulting ratings are both available and accurate.

Blanket and Revision - If you want to include Requisition on an existing Blanket Contract, select the Blanket Contract from the available list of values.

Depending on how your organization has configured the Blanket Contract Processing Business Rule, the system validates the Blanket Contract each time the status of a Requisition referencing the Blanket Contract changes to Pending Approval, Approved, or PO Created status. The validation process can include status, expiration date, remaining amount and user access.

When the Enforce 'B' Type option in the Blanket Contract Processing Business Rule is set to ON, you can reference Blanket Contracts only from B-type Requisitions.

Auto Pay - If the vendor referenced on the Requisition is an Auto Pay vendor the system checks this box. If you do not want an invoice to be automatically created for the Purchase Order that results from this Requisition click the box to uncheck it. You can also check the box if you later decide to activate the auto pay feature, provided that the vendor indicated on the Requisition is authorized.

Total Amount - This field displays the overall cost of the line items, without taxes or delivery costs.

Vendor Contact Information - The Vendor fields display the code and name for the vendor supplying the items. The Contact fields contain information about who to contact at the vendor, and how to contact them. The list of values for the Vendor Class field shows any of the characteristics entered on the Vendor record so that you can show the characteristic relevant to the Requisition if necessary.

The address listed is initially retrieved from the Vendor record but can be modified for this Requisition only. Changing the address here does not affect the Vendor record or any other documents which reference the same vendor.

Currency and Exchange Rate - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record but you can change the rate if necessary. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module.

Template - A check in this box indicates that the record was built from a template. For more information on the template you can select Template Information from the Views list.

Shipping Memo Needed - Check this box if the purchase requires a Shipping Memo to track an item being sent offsite. When this box is checked, a shipping memo will be created when the Requisition is approved. In order for the Shipping Memo fields to display, the Shipping Memo Options business rule must be configured to generate shipping memos from requisitions.

Shipping Memo Number - If a Shipping Memo has been created from the Requisition, the number appears here. Shipping Memos are created when the Requisition is approved.

Buyer and Buyer's Phone - These fields show the name and number of the Buyer. Typically, this is the person who will be responsible for making major decisions about the Purchase Order that will affect the final cost of the items. The first field contains the buyer's code. Once the code is entered the system provides the buyer's name and phone number from the Buyer record. You can reassign responsibility to another buyer by selecting another code from the list of values.

Ship To - These fields indicate where the vendor has been told to ship the items.

Carrier - The carrier field displays the freight company responsible for delivering the items. You can select a new set of payment terms from the associated list of values which only shows vendors identified as carriers in the Vendor module.

How to Create a New Requisition Record

1. Open the Requisition module from the Purchasing subsystem.
2. Click New.
3. Enter the necessary information.

Refer to the field descriptions for details on how to complete the fields.

4. Click Save.

After you create the record, select Line Item (Detail) from the Views list to enter line items.

How to Add an Item to a Requisition for Stores Replenishment

1. Open the appropriate Requisition record.
2. Click the Line Items button.
3. Select an Item Type from the list of values.
4. Select a Stock Code from the list of values.

The list of values includes only the stock items with Stock Types that can be combined with the Purchase Type and Item Type selected. See Combining Stock Types and Purchase Types for a chart showing the appropriate Purchase Type, Stock Type, and PO Item Type combinations.

5. Select a Storeroom from the list of values.

The list includes all Storerooms that contain the item you have chosen. If a stock item is not available through a Storeroom, the system advises you that the list of values contains no entries. In this case, you will have to cancel that item until the item has been assigned to at least one Storeroom.

6. Enter a Quantity.

7. Enter a Unit of Purchase if the system has not already provided one.

8. Enter the Unit Price if not supplied by the system (unless this is a Zero Dollar item).

9. Click the Save icon.

Requisition Views

In addition to any standard views, the module includes the following:

Buyer Data

Using the Buyer Data view, you can view information about, and for, the Buyer.

Request Doc - The Buyer can select Purchase, Blanket, or RFQ to indicate which type of document he or she prefers to have created from the Requisition. This selection does not control functionality or prohibit creation of one of the other options.

Default Accounts - A check in the Default Accounts box indicates that the item is being charged at least partially to one or more default accounts on the Purchase Order header record.

Single Source - The Single Source field indicates whether the vendor is the only source for the item.

End User Code - The End User Code indicates how the item is to be used by your organization.

Credit Card Purchase - The Credit Card Purchases Business Rule determines which types of documents can use a credit card on direct purchases.

Check this box to indicate that the requested items can be purchased using a credit card. The system displays the name of the person checking the indicator in the unlabeled field to the right. No additional processing is performed.

Confirmed, Confirmation Contact, and Date - Using the Confirmed box, you can indicate that you have communicated with a contact at the vendor. There is also space to indicate the vendor representative you spoke with, and the date you spoke to the representative about the Requisition.

Terms - This list of Terms is controlled by the Payment Terms Business Rule.

The Terms field displays the payment terms specified for the Purchase Order. You can select a new set of payment terms from the associated list of values.

FOB - The FOB list of values is controlled by Code Table 43.

The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order. You can update these terms by selecting a new option from the associated list of values.

Currency (and Exchange Rate) - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase is initiated and the items are invoiced, the invoice will be based on the new exchange rate.

Tax Information - The three tax fields indicate the various taxes that will be charged for the item. These fields cannot be updated.

Costs

You can view a summary of the Requisition Total costs (including all line items) in the Requisition Costs view. The displayed information cannot be modified.

Costs view

Budget Overage

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record.

Budget Overage view

Note: The Budget Checking by Document and Budget Checking Business Rules control this functionality.

The top section shows budget values for each account, broken down by expense code, while the bottom section shows the overall totals per account.

Budget amounts are entered in the Period Costs view of the Account module.

Please refer to the topic on [Budget Checking](#) for more information on budget functionality.

Default Accounts

The system records the Requisition Default Accounts on the new Purchase Order when a Purchase Order is produced from the Requisition.

Default Accounts view

This view is the same as the [Default Accounts](#) view in the Purchase Order module.

Apply Accounts to Items

If you change the Default Account information on the main record, you can update existing line item accounts by selecting Apply Accounts to Items from the Actions list on the Default Account view. The system asks you to confirm that you want to replace the existing account data with the default accounts. Click Save to apply the new account information.

The Apply Accounts to Items action can only be used with Direct Purchase (P-type) and Service (V-type) purchases. Stores Replenishment (S-type) purchases of Inventory and Expense items must use the accounts defined in the Storeroom module. Similarly, purchases originating from work orders use the accounts defined on the work order.

Line Item (List)

When you select Line Item (List) from the Views list the system opens the List view, which displays summary information about all the Requisition items.

Move to the Line Item that you are interested in and press the > button to open the Item detail view for that item. If you are working with a long list, you can move to the Line Item using the scroll bar or the Previous and Next buttons on the toolbar.

Requisition 0200069 Item 001 Detail

Oracle Utilities Work and Asset Management V1.7.15 (v8.21) 17 July 2007

ORACLE®

Go to Module

Search Options

Results

Requisition

Views

Notes

Attachments

Approval Log

Buyer Data

Item/Status/Stock Code/Storeroom UOP Quantity Unit Price Total Amount

► 001 APPILB1 ILB EA 5 .00 .00

Desc Secondary stock code for the ILB facility.

► 002 APPILB0LD ILB EA 1 .00 .00

Desc Safety Goggles

► Desc

► Desc

► Desc

► Desc

Line Item (List) view

Line Item (Detail)

When you select Line Items (Detail) from the Requisition Views list, the system opens the Item view, which displays detailed information about the specific requisition item.

Requisition 0200069 Item 002 Detail

Oracle Utilities Work and Asset Management V1.7.15 (v8.21)

17 July, 2007

ORACLE

Go to Module

Search Options

Results

Requisition

Views

Notes

Attachments

Approval Log

Buyer Data

Costs

Budget Overage

Default Accounts

Line Item (Detail)

Line Item (List)

Notes

Attachments

Actions

Create Bookmark

Audit Log (Header)

Requisition No: 0200069

Item No: 002 Item Type: M Status: Approved

Stock Code: LBGL02 Storeroom: LB Stock Type: DIRECT Dates:

Description: Safety Goggles Required: Promise:

Quantity: 1.0 UOP: EA Pi Ratio: 1 Taxes: State: 0.00

Unit Price: .0000 Total Price: .00 Federal: 0.00

Duty:

Work Order: R 0100158 01 Work Class: CON-SERV Priority: 0

Vendor Part No:

Procurement Level: Quality: Quality Class:

Related Documents

PO:

Quote:

Print Price? Zero Dollar Item? Do Not Substitute?

Expedite? Courtesy Stores

Line Item (Detail) view

Requisition Number - The Requisition No. identifies the record and is printed on the order when it is sent to the vendor.

Item Number - Items or services to be purchased are listed as Requisition Line Items. Each item is uniquely identified by the Requisition number combined with the Line Item Number.

Item Type - The associated list of values for the Item Type field is controlled by Code Table 151.

The Item Type code is used to classify purchases of this item. Some of the entries on the code table are required to support certain system checks and processes, but your organization can add its own entries as well, as long as it does not change any of the required codes.

The three standard Item Types are:

M - materials

S - services, and

X - miscellaneous.

The way that stock types, purchase types, and PO Line item types combine depends on your organization's settings in the Purchasing Options Business Rule. For more information, see the User Guide entitled Stock and Purchase Types.

Status - The Status field indicates the status of the item. The options available are: Created, PO Created, Quote, and Cancelled.

Stock Code - The list of values for the Stock Code is controlled by the Storeroom module of the Resource subsystem. Only Active Stock Code / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

The list of values includes only the stock items with Stock Types that can be combined with the Purchase Type and Item Type selected. See the User Guide entitled Stock and Purchase Types for a table showing the appropriate Purchase Type, Stock Type, and PO Item Type combinations.

The system generates Temporary Stock Codes for any materials ordered without using a Stock Code.

Storeroom - The system builds this list using all Storerooms that contain the item you have chosen. Occasionally, a stock item may be listed in the Master Catalog but not be available through a Storeroom. In this case the system advises you that the list of values contains no entries and you will have to cancel that item until the item has been assigned to at least one Storeroom.

Stock Type - When you enter a Stock Code and Storeroom, the system fills in the Stock Type from the Storeroom module. You cannot update this field manually.

Description - The system supplies the item description based on the Stock Code selected. You can modify the description as needed.

Required and Promise Dates - The Required date indicates the date the requisition item is required at the Deliver To Location listed on the Requisition record.

If the vendor has promised delivery by a certain date, that date can be entered here. This date can change on other purchasing documents including the Purchase Order, Change Order, and Expedite records.

Remember that promise date is required [if you plan to use the Vendor Rating functionality](#).

Quantity, Unit of Purchase, Unit Price, and Total Price - The Quantity field can be updated and indicates the number of units being ordered. The system provides the Unit of Purchase from the Master Catalog but you can change it here if necessary. It indicates how the item must be purchased. For example, sheet metal can be purchased by the square foot, or by the roll. The Unit Price can be updated and reflects the agreed on price for each unit of the item.

The Total Price is calculated by the system and cannot be updated directly. To change the Total Price for the item you must change either the Quantity or the Unit Price. The system calculates the total by multiplying the Quantity by the Unit Price. Taxes and Duty costs are displayed as a part of the Requisition and Line Item Costs windows.

PI Ratio - The system provides the PI ratio from the Master Catalog but you can change it here if necessary.

The Price to Issue (PI) ratio indicates the difference between how you buy the item and how you issue it. You may, for instance, issue in individual items but order them by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10.

Tax Information - The Tax code fields have associated lists of values controlled by Code Tables 160 (State/Regional), 159 (Federal) and 161 (Local).

The first column of tax fields contains codes to indicate what tax is to be applied to the item.

Work Order - The system enters the work order number that originated the purchasing record here, if applicable. You can also manually enter a work order number in this field.

When a work record is referenced on a purchasing document the cost for the purchase is charged against the work record. This processing applies to fleet work orders as well as regular work orders.

If the referenced Work Order record is set to finished or closed while the requisition is still open, the system sends an alert to the buyer on the requisition.

Vendor Part Number - If the Stock Item has a Vendor Part Number listed for this requisition's vendor on the Master Catalog record the system displays that number in this field.

Procurement Level, Quality, and Quality Class - The Procurement Level field has an associated list of values controlled by the Procurement Level Business Rule. Quality information comes from the Master Catalog in the Resource subsystem.

The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is an item that is subject to special processing (a Quality item), the Quality Item indicator is automatically checked and the Quality Class is entered.

Quality Class also classifies the item, indicating how it must be received, inspected, and stored. The system completes this field using information from the Master catalog.

PO and Quote - The PO and Quote fields in the Related Documents section of the window, list any Purchase Order and Request for Quotes that may be produced from the Requisition Line Item record.

Check Boxes - Place a check in the check box next to the function that you want to enable.

Print Price? - Prompts the system to include prices on the printed Requisition.

Zero Dollar Item? - Forces the system to allow the Unit Price for an item to be zero.

Do Not Substitute? - Disallows substitution of one item for a similar item by the Vendor.

Expedite? - Indicates that the item needs to be expedited. This indicator will be copied to the Purchase Order and can be used as a selection criterion when searching various purchasing documents including Requisitions and Purchase Orders.

Courtesy Stores - If the Courtesy Stores check box was checked on the initiating work order, the system carries it over here. This means that when direct items are received, they will be tracked in the storeroom.

If you are manually creating the record, check this box to have the system track on hand quantities for direct type stock items. If the box is not checked, the system assumes that the items will be used as soon as they are received and on hand quantity is not tracked.

Line Item Accounts

The Line Item Accounts found in this view are transferred to the new Purchase Order when it is generated from the Requisition.

Unless the Requisition is for Stores Reorder or the Line Item is associated with a Work Order, you should be able to update information in this window.

Default Accounts view

This view is the same as the [Default Accounts](#) view in the Purchase Order module.

Line Item Costs

You can view a summary of the Requisition Line Item costs through the Requisition Line Item Costs view. The displayed information cannot be modified.

Costs view

Manufacturer Data

Through the Manufacturer Data view, you can enter Vendor Part Number, Manufacturer Name, and Mfr. Part number. If the item being ordered carries a stock code and the Prime Vendor for that stock item is the same as is listed on the Requisition, the system automatically defaults manufacturer data from the Catalog.

Manufacturer Data view

Asset/Component Information

Select Asset/Component from the Views list to see asset and component information for the Requisition Line Item. The Asset/Component Information view includes serial number, part number, and model number for an associated asset or component. This information can help to insure that the correct parts are ordered.

Asset/Component view

Asset and component information can be entered in several ways:

1. Directly

You can enter the information directly by selecting the Asset Type and ID or the Component ID. These are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.

2. From a Work Order

If the Requisition Line Item is created from a Work Order, the system copies the Asset or Component ID from the Work Order Task.

3. From another Purchasing Document

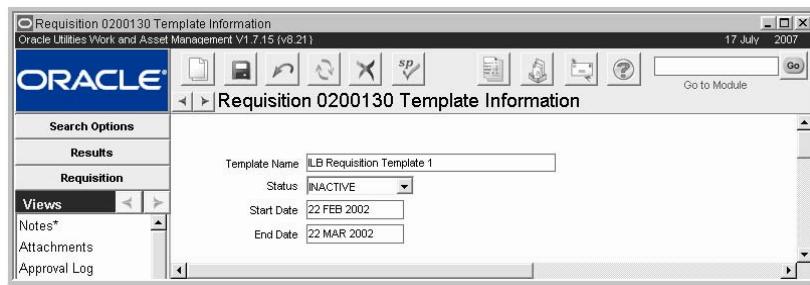
If the Requisition Line Item is created from a Requisition, Blanket Contract, Change Order, or RFQ item with asset/ component information, the system copies that information here. However if the Requisition Line item references a Work Order, the asset/component information is copied from the Work Order Task.

Template Information

If you are viewing the Requisition Template record, the Template Information view shows the Start Date indicating when the template was created and made available for use. The End Date indicates when the Template can no longer be used.

New requisitions can only be created from templates in Active status. Requisition templates can be created templates in any status.

If you are viewing a Requisition that was created from a template, the Template Information view only shows the name of the template. If you want to navigate to the requisition template itself, enter this information in the Template Name field on the Search Options screen.



Template Information view

Requisition Actions

In addition to standard actions, the following can be completed from within the module. Some actions are not displayed unless the logged in user is a Buyer or has other specific permissions in the system.

Create a Requisition from a Blanket Contract

You must have the Create Req from Blanket function responsibility in your user profile to access this action.

You can also create a new requisition from a blanket contract by selecting Create Req from Blanket from the Actions list. This action copies blanket contract items to a new requisition.

The system opens a series of windows where you can identify the Blanket Contract (the default is the Blanket Contract you were viewing last), select the items you want to copy, and identify account information. When you have finished supplying the information, the system verifies the number of the Requisition created or asks you to supply the number of your system is not set to generate Requisition numbers automatically. You then have the option of continuing to work with the Requisition or returning to the Blanket Contract record.

Copy Record

Copy record functionality for purchasing records is slightly different than general [copy record](#) functionality. Please refer to the topic [Copy Record for Purchasing Records](#) in the purchasing overview for more information.

You must have the appropriate responsibility settings to use copy record functionality.

Creating Other Documents from a Requisition

After you have created a Requisition and it has been Approved, you can generate a Purchase Order, a Blanket Contract, or a Request for Quotes from it. A record in Approved status has additional options on the Actions list that you can choose from to create your next document.

- If you want to create a PO that directly mirrors the Requisition, change the status of the Requisition to PO Created. The system advises you that it has created a new Purchase Order, gives you the number, creates a Purchase Order that is a replica of the Requisition, and places the new PO in Created status. Be sure to take note of the PO number if you need to view the Purchase Order later.
- If you want to generate a new Blanket Contract or RFQ or add items to one of these records, select the appropriate action from the Actions list. When you select Create Blanket, Create/Add RFQ, or Split/Add to PO the system opens a wizard that walks you through the steps to create a new record or add to an existing one.
- In each wizard, indicate the record numbers to use, the line items to transfer, and select the Requisition Line Items that you want to transfer to the new record.

Create Blanket

Select Create Blanket to generate a Blanket Contract using the information from the Requisition. The requisition must be in Approved or Partially Processed status for you to use the Create Blanket action.

1. Select whether you want to create a new Blanket Contract or revise an existing one.

If the Vendor field on the requisition is already populated, you must select a blanket contract with the same vendor. If there are no blanket contracts for that vendor, the list of values for the blanket contract revision will not show any valid values.

2. The wizard then prompts you to enter information for the Blanket Contract. Check the appropriate boxes to copy account and line item information from the Requisition.

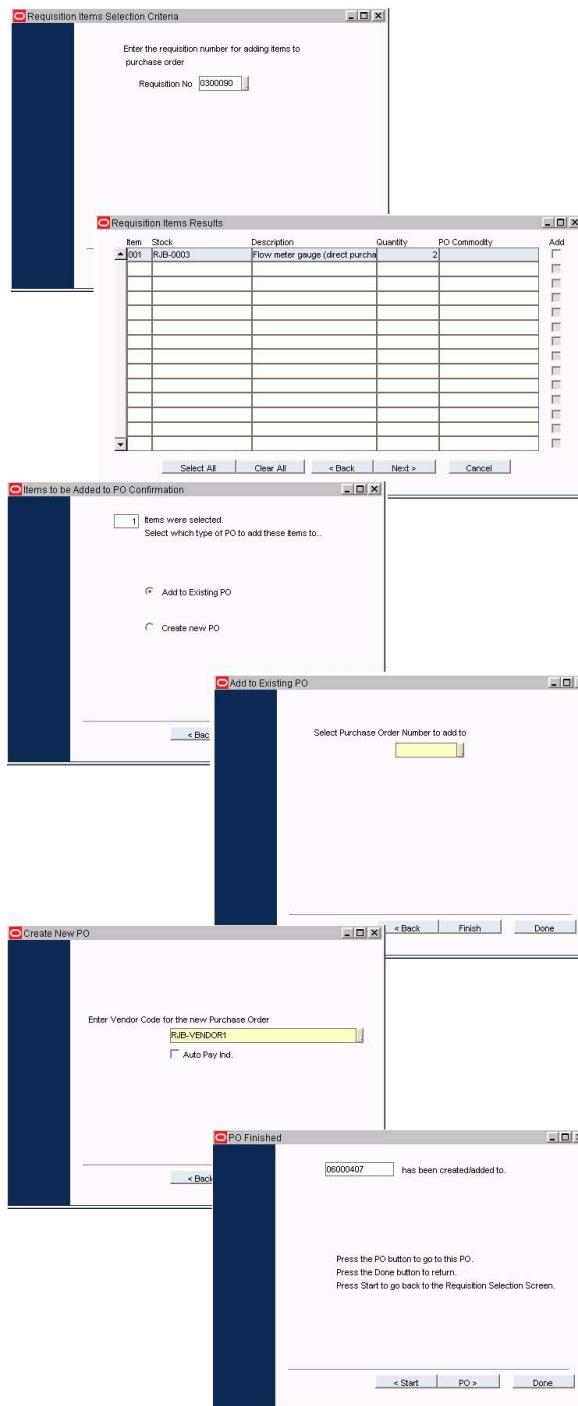
3. Determine which users have access to the Blanket Contract.

4. The system confirms the Blanket Contract number and gives you the option to open the Blanket Contract or click on OK to return to the Requisition.

Split/Add to PO

Select Split/Add to PO from the Actions list to add Requisition items to one or many POs.

1. The wizard opens asking you to verify the Requisition number. The number for the Requisition that you were working on defaults to the field, however, you can select another Requisition if necessary.



2. Select the Requisition line items that you want to add to the PO by checking the Add box at the far right of the window. You can click the Select All button if you want to add every Requisition line item.

3. Then the system verifies the number of items you selected, and prompts you to decide how you would like to proceed.

4. If you select Add to Existing PO the system prompts you to select a PO number. If you select Create New PO the system prompts you to enter a Vendor number. Enter the required information and click the Finish button. The system verifies your action and saves the new record.

The system verifies the Purchase Order number. Click on Finish to complete the process.

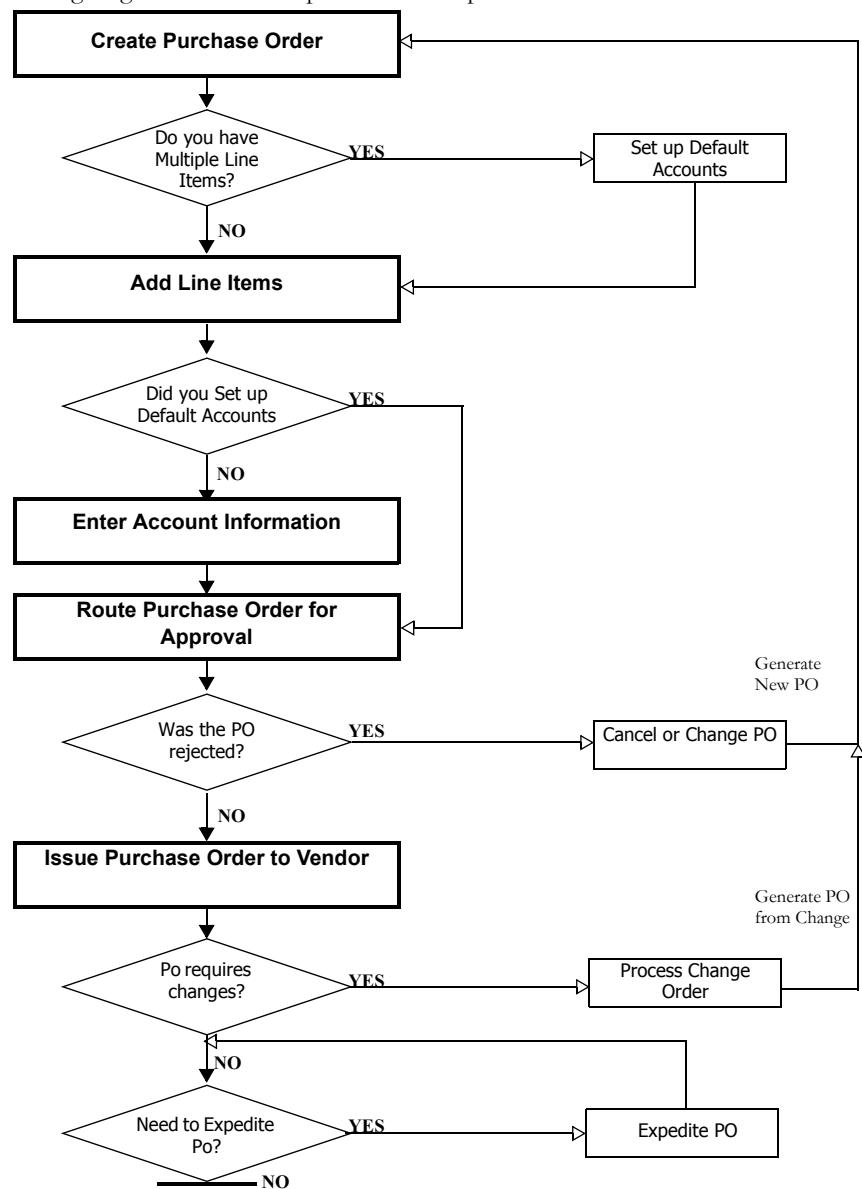
The wizard for Create/Add RFQ walks you through the process in a similar way using similar screens. Once you have completed the wizard, you can either return to the Requisition or open the new record that you created. Make sure that you complete the entire wizard for each record that you want to create. Until you deal with all of the line items on the Requisition, the system sets the status of the Requisition to Partially Processed. When the last item is transferred to another record, the system sets the Requisition status to PO Created.

Chapter 4

Purchase Order

A purchase order is a contract placed with vendors for purchase of materials or services.

The following diagram outlines the purchase order process from start to finish.



Purchase Order Records

Purchase Order records contain general information about the purchase including the requestor, when items are required, the vendor, and more. Details about each item or service is entered and maintained on purchase order line items. This basic structure is also common to Requisition, Change Order, and Blanket Contract records.

The PO header record contains general information about a purchase such as PO number, Requisition information, Contact information, and more. Details about each specific item or service to be purchased with the PO is entered and maintained in the Purchase Order Line Item view.

PO 03000083
Oracle Utilities Work and Asset Management V1.7.15 (v8.18)
17 July 2007

Search Options

Results

PO

Views

- Notes
- Attachments
- Approval Log
- Buyer Data
- Costs
- Budget Overage
- Default Accounts
- Receipts
- Expedite
- Expedite Items
- More Info

Actions

- Create Bookmark
- Audit Log (Header)
- Print Purchase Order
- E-mail Purchase Order
- Print Document Attach
- Print PO w/attachment

PO Number: 03000083 Rev. 000 05 MAR 2003 13:09:1 Type: W Status: Created

Description: Purchase Request for Work Order 0300173

Requestor: IMANI BROWN Dept./Phone: ILB1 (925)935-7670

Deliver To: ILB1 Deliver to Location:

Initiator: IBROWN Approval Route:

Request Date: 05 MAR 2003 Required Date: 15 MAR 2003

Issue Date: Issued By:

Blanket/Rev.: Auto Pay: Total Amount: .00

Vendor: ILB004 Shakey's

Currency: U 1.000000

Vendor Class: Contact Name: Phil Shakey

Division: Western Phone No.: (818)245-8574

Address: 21 Sand Hill Road. Fax No.:

City/State/Zip: New York NY 002234 Shipping Memo No.:

Buyer: GST Synergen Buyer Phone No.: (925)935-7670

Ship To: Carrier:

PO Header record

Access to the Purchase Order module is usually restricted to purchasing agents or buyers, controlled by granting specific database privileges to specified users.

Set up blanket contracts to provide purchasing access to general users.

Once a Purchase Order is reviewed and approved, changes that will alter the total price of the PO cannot be modified without a Change Order. If you are Expediting the Purchase Order, and are therefore making changes that do not affect the total price, you do not need to use a Change Order.

Once the purchase order is complete it can be printed and mailed to the vendor. Depending on how your system is configured you may also be able to fax or e-mail the PO directly to the vendor from within the application.

Purchase Orders in any status can be duplicated. This functionality copies all information such as account, vendor, contract, and item information so that it can be used again on the new record. Please read the topic entitled Copy Record or Creating New Records from Templates for more information.

Note: If you use user-defined fields in the Purchase Order module AND you use Multi-Step Receiving, you must make sure that both modules have the same user defined fields defined.

The following fields are included:

Purchase Order Number - When you create a new record the system automatically generates a purchase order number to uniquely identify the record. The PO number is printed on the order when it is sent to the vendor.

Revision - The system increases the Revision number by one each time a Change Orders is merged with the Purchase Order. You cannot update this field directly.

Type - The Type field indicates the type of Purchase Order. Some common types are listed here, but your organization can add others (however, they are not likely to be supported by any special processing without prior arrangement).

Depending on how your organization has set the Purchasing Options Business Rule, the purchase type you choose may determine what kind of stock types can be ordered on the Purchase Order. For more information, see the section titled [Restricting Purchase Types](#) in the [Accounting - Stock and Purchase Types](#) chapter of System Basics.

B – Blanket - POs that are created by the system using a Blanket Contract as a template. The system automatically assigns this type when the PO is created.

C - Capital

L - Rental

P – Purchase - POs that can be used for purchasing documents related to Direct type items that are not normally kept as specific stock items.

R - Reclaim

S - Stores Replenishment - POs that are used for stock items that can be checked out from the storeroom.

V – Services

Status - The PO can be in one of the following statuses: Created, Pending Approval, Approved, Issued, or Canceled.

Created - When you create a new record, or the system creates an order based on a Requisition, the initial status is Created. The record remains in created status while you are gathering information to complete the order.

Pending Approval - This status indicates that the record is waiting for approval. An approval route must be selected before the system allows you to change the record status to Pending Approval.

Approved - This status indicates that the PO is Approved and ready for processing.

Issued - Buyers can change the status from Approved to Issued, to indicate that the order has been sent. When this change is made the system then sets all Line Items that have not been canceled to Issued. It also updates the On-Order Quantity and Activity Indicator box in the Storeroom records of any Inventory and Expense type stock items that were ordered, and inserts or updates a Work Order Task Materials record as appropriate. Without the proper authority, users cannot make changes to records after they have been placed in Issued status.

Received, Fully - The system sets the status to fully received when the received quantity for each PO line item equals the quantity ordered or when the Force Complete box is checked. The Force Complete box is on the PO Post-Issue view or on the Multi-Step Receiving Item (Detail) window if your organization uses Multi-Step Receiving.

Invoiced, Fully - The system updates records from fully received status to fully invoiced status when the invoiced quantity equals or exceeds the received quantity for each PO line item. The invoiced quantity may exceed the received quantity if more was received than was ordered and the invoice covers the additional amount. The PO Aging Rules Business Rule

determines how long a PO stays in FULLY INVOICED status before the system sets it to CLOSED.

Updating - Buyers with the proper authority can update Purchase Orders in Issued status by first changing the record to Updating status. When the record is in Updating status the Purchase Order is unavailable and cannot be referenced for Receiving or Invoicing. If the Purchase Order was created from a Blanket Contract, the system verifies that the Blanket Contract Limit value has not been exceeded when the PO is changed to and from Updating status.

Closed - Issued purchase orders cannot be Closed if they include inventory, expense or direct purchase stock types. Records with service or miscellaneous item types can be closed as long as there are no invoices in Created, Pending Approval or Approved status.

Cancelled - A Purchase Order cannot be canceled if any quantities of the stock items ordered have been received.

Description - You can enter an additional description to clarify the Purchase. If the Purchase Order has been created from a Requisition, the description from the Requisition is copied to this field.

Requestor, Department and Phone - The Requestor indicates the person who originally requested the Purchase Order. The system enters their department and phone number automatically using data from the Employee module.

Deliver To and Deliver To Location - The Delivery fields indicate to whom and where the Purchase Order items should be delivered.

Initiator - The Initiator is the person responsible for creating the original Purchase Order record. Or, if the Purchase Order has been generated from a Requisition, the system enters the user name of the originator of the Requisition record.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Request, Required, Printed PO, and Promise Date - The Request Date indicates the creation date of the original Purchase Order, Required Date indicates when the items are needed at the Deliver To Location, Printed PO Date indicates when the Purchase Order was printed to be sent to the vendor, and Promise Date indicates the date the vendor has promised delivery of the items.

If your organization uses the Vendor Performance Rating functionality, the Delivery Performance rating is based on their ability to deliver the items or services by the Promise date. The system calculates the rating by comparing the actual receipt date entered in the Receiving module with the Promise date entered on the Purchase Order. The system will not allow you to rate vendors for items that do not have a promise date on each Purchase Order line item. It is therefore important that an accurate date is entered on the Purchase Order so that the resulting ratings are both available and accurate.

Issue Date and Issued By - The Issue Date is when the Purchaser Order was sent to the Vendor. Issued By is the person who issued the Purchase Order. The system updates these fields when the record is changed to Issued status but you can change the date and name if necessary.

Blanket and Revision - If the Purchase Order was created from a Blanket Contract, the system identifies the contract, revision number and release number here. The Blanket Contract number cannot be modified when the Purchase Order is in Issued or Updating status.

Depending on how your organization has configured the Blanket Contract Processing Business Rule, the system validates the Blanket Contract each time the status of a Purchase Order

referencing the Blanket Contract changes to Pending Approval, Approved, or Issued status. The validation process can include status, expiration date, remaining amount and user access.

Auto Pay - If the vendor referenced on the Purchase Order is an Auto Pay vendor, the system checks this box. If you do not want an invoice to be automatically created for the Purchase Order after it is approved and issued you can click the box to uncheck it. You can re-check the box if you later decide to activate the auto pay feature.

You must have the Change PO Auto Pay Indicator responsibility set to overwrite the auto pay feature after the Purchase Order has been issued and receipts have been processed.

Total Amount - The Total Amount field displays the total cost of the line items, without taxes or delivery costs.

Vendor - The vendor fields display the code and name for the vendor supplying the items. When creating a new record you can enter the Vendor Code and the system will automatically fill in the rest of the vendor fields using information from the Vendor record. This information will include any Purchasing type notes that are attached to the Vendor record.

Currency and Exchange Rate - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record but you can change the rate if necessary. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the Currency Exchange Rate module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Vendor Class - The list of values for the Vendor Class field shows any of the characteristics entered on the Vendor record so that, if needed, you can show the characteristic relevant to the purchase.

For B-type purchase orders, the vendor is the same as the vendor on the blanket contract and cannot be modified.

Contact Name and Phone Number - The Contact fields contain information about who to contact at the vendor and how to contact them.

Division and Address - The vendor division and address information listed is initially retrieved from the Vendor record but can be modified if necessary. Changes made to this address, however, do not affect the Vendor record or any other documents that reference the same vendor, they only apply to the current record. If you want to apply the change to all references to that vendor, you must open the Vendor module and make the change there.

Fax Number - The Fax Number field displays the fax number for the vendor. This number is copied over from the Vendor record when a Vendor ID is entered on the purchase order. It can also be entered manually.

Faxed Date - The Faxed Date indicates the date that the original Purchase Order was faxed to the vendor.

Shipping Memo Number - If a Shipping Memo has been created from the Purchase Order, the number appears here.

Buyer and Buyer's Phone - These fields show the code number, name, and phone number for the Buyer. Typically, this is the person who will be responsible for making major decisions about the Purchase Order.

The Buyer module controls the list of values for the first field, the Buyer's code. Once you select this code, the system enters the name of the buyer and his or her phone number.

Ship To - This field indicates where the vendor should ship the items.

Carrier - The carrier field displays the freight company responsible for delivering the items. You can select a new set of payment terms from the associated list of values. The list only shows vendors identified as carriers in the Vendors module.

Creating Purchase Orders

There are several ways to create a Purchase Order:

- [Enter information directly in the Purchase Order module.](#)
- Copy an existing Purchase Order by selecting [Copy Record](#) from the Actions list.
- [Approve and copy a Requisition](#) or a [Requisition Template record](#) into a Purchase Order.
- Assemble a Purchase Order from several Requisitions by selecting [Add Items to a PO](#) from a Requisition Actions list.
- [Cut a Purchase Order from the Blanket Contract module.](#)
- [Award a Request for Quotes as a Purchase Order](#)
- Process batches for automatic stores replenishment (based on the Batch Stock Reorder Business Rule).
- [Generate a Work Order Task with items that are required to complete the task](#) (the system automatically generates Requisitions for new items listed on a given task).

The following sections provide a general description of each of the methods of creating a purchase order. However each method is described in even more detail in subsequent sections of the Purchasing subsystem User Guide with the exception of [Work Order Task](#) which is discussed in the guide for the Maintenance subsystem.

Creating a PO Directly in the Purchase Order module

In most instances, you would create a purchase order from another document, usually a requisition. However, if you have the authorization to create POs without first submitting a requisition, you will want to create them from the Purchase Order module directly.

When entering a purchase order directly, you can reference a blanket contract to apply costs against the contract. You can also charge line items against work order tasks. When line items are charged against work order tasks the system automatically creates a Work Order Task Materials Requirement record when the Purchase Order record is approved and issued.

The process of creating a PO from another module is usually a one step process. You make a status change or select an action from the Actions list and the PO is created. After it is created, open the Purchase Order module to work with the record directly.

Creating a Purchase Order from a Requisition

Requisitions are used by employees who need to obtain approval to make purchases before a purchase order can be created for those purchases. The requisition must be created and approved then a PO can be created from it.

How to Add Items to a PO from a Requisition

This Action allows you to start with a purchase order, scan for appropriate requisition line items and add them to the purchase order.

1. **Open the appropriate purchase order.**

The purchase order must be in Created or Pending Approval status.

2. **Select Add Items from Requisition from the Actions list.**
The system opens the PO Items Selection window.
3. **Select a requisition from the list of values.**
The list is controlled by the Requisitions module and only shows the requisitions in Approved and Partially Processed status.
4. **Click the Next button.**
The system opens the Requisition Items Results window showing the line items on the selected requisition.
5. **Select the line items that you want to put on the purchase order.**
You can either mark in the Add check boxes next to the items that you want, or you can use the Select All button at the bottom of the window.
6. **Click the Next button.**
The system opens the Items to be Added to PO Confirmation window, which tells you how many items have been added.
7. **Click the Finish button.**
The system opens the PO Finished window.
8. **Click the appropriate button.**
Click the Start button to return to the beginning of the Action where you can select another requisition number.
Click the Done button to return to the Purchase Order header.

Using Templates to Create a PO

You must have the necessary responsibility settings to use this functionality.

You can also use an existing purchase order to create a new Purchase Order record. Select Copy Record from the Actions list to either create an exact duplicate of a purchase order. This functionality differs from selecting Duplicate Last Record in that it copies ALL information from the original record including line items and accounts.

Once you select the action from the list, the system opens a wizard that walks you through the process of creating the new Purchase Order record. This wizard includes a screen that allows you to pick line items to use on the new record. You must select at least one of the line items in order to create a new record. You can change value in the order quantity field for any one of the items if necessary. This is the only field that can be modified on the Pick List screen.

While you can select Copy Record from the Actions list to make copies of either requisitions or purchase orders, you can only make templates from requisitions.

You can also use a requisition template to create a purchase order. Find the needed requisition template then select Copy Record from the Actions list on the template to the use same wizard and create the new requisition which can then be made into a purchase order.

Searching for Templates

If you want to search for existing templates, open the Search Options screen in the Requisition module and select Template in the Status field.

Creating a Purchase Order from a Blanket Contract

Blanket contracts allow employees who are not part of the purchasing department to create and issue purchase orders without involving purchasing employees. Blanket contracts have pre-negotiated prices and terms so approvals on them is not necessary. Users with access to

blanket contracts are given a purchasing limit so that they cannot spend more than a certain amount against a blanket contract.

Awarding a Request for Quotes as a Purchase Order

When you complete a Request for Quotes (RFQ) process and have decided upon a vendor to use for a purchase, one of the RFQ options is to create a purchase order from the RFQ. If you select this option the system automatically adds the vendor and line items to the purchase order as it is created from the RFQ.

Automatic Stock Reorder

As demand is placed and items are issued from stores, the system can automatically reorder stock. Depending upon your business practices, this can be achieved through requisitions, directly through purchase orders, or a combination of the two. When reordering, the system uses a blanket contract to acquire prices for the PO. If no blanket contract has been established, it uses the pricing information located in the Storeroom record.

After a Purchase Order record is entered in the system, it is processed in the same way, regardless of how it was originally generated.

Creating a Purchase Order from a Work Requirement

A standard part of performing maintenance work is listing material and services requirements. This is achieved through the Work Order Task module under Materials Requirements on the Views list. The system automatically generates requisitions for new items listed on a given task. If the “Courtesy Stores” check box is checked on the work order task, the system will track on-hand quantities for direct stock items, if the box is not checked, the system expects that the items will be used as soon as they are received, and quantities are not tracked in the storeroom.

If the items exist in the storeroom as an inventory or expense type stock, the system will not generate a requisition, but will initiate a checkout process instead.

If the purchase order is generated from a work requirement, yet the Work Order record is set to finished or closed while the purchase order is still open, the system sends an alert to the buyer on the requisition. This processing applies to fleet work orders as well as regular work orders.

Once you have determined how you need to initiate your purchase you can generate the necessary documents and records.

Copy Record

Copy record functionality for purchasing records is slightly different than general [copy record](#) functionality. Please refer to the topic [Copy Record for Purchasing Records](#) in the purchasing overview for more information.

You must have the appropriate responsibility settings to use copy record functionality.

Purchase Order Views

In addition to any standard views, the module includes the following:

Purchase Order Line Items

The Purchase Order Line Item window provides two views of information about the items on the Purchase Order. You control which view you see by selecting either Line Item (Detail) or Line Item (List) from the Views list.

You can enter Line Items manually, or they can be copied from a Requisition or generated by a Work Order for Direct type stock items and services. If you enter a Line Item manually and wish to charge it against a Work Order, enter the Work Order and Work Order Task Number. Tasks must be in Active status. When the purchase order is issued, the system automatically creates a direct item on the work order task.

Line Item (List)

When you select Line Item (List) from the Views list the system opens the List view, which displays summary information about all the Purchase Order items.

Move to the Line Item you are interested in and then press the > button to open the Item view for that item. If you are working with a long list, you can move to the Line Item using the scroll bar or the Previous and Next buttons on the toolbar.

Line Item (List) view

Line Item (Detail)

When you select Line Item (Detail) from the Views list the system opens the Item view displaying detailed information about the specific PO item.

Line Item (Detail) view

Purchase Order Number - The Purchase Order Number identifies the record.

Item Number and Type - Items or services to be purchased are listed as Purchase Order Line Items. Each item is uniquely identified by the Purchase Order and Line Item Number.

The associated list of values for the Item Number and Type fields is controlled by Code Table 151.

The Item Type code is used to classify purchases of this item. Some of the entries on the code table are required to support certain system checks and processes, but your organization can add its own entries as well as long as it does not change any of the required codes.

The three standard Item Types are:

M - Materials,

S - Services, and

X - Miscellaneous.

Note: The way that stock types, purchase types, and PO Line item types combine depends on your organization's settings in the Purchasing Options business rule. For more information, see the section titled [Restricting Purchase Types](#) in the [Accounting - Stock and Purchase Types](#) chapter of System Basics.

Status - The Status field indicates the status of the item. The options available are: Created, Approved, Issued, Closed, and Canceled.

Stock Code - The list of values for the Stock Code is controlled by the Storeroom module of the Resource subsystem. Only Active Stock Code / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

The list of values includes only the stock items with stock types that can be combined with the purchase type and Item Type selected. See the User Guide entitled Stock and Purchase Types for a table showing the appropriate Purchase Type, Stock Type, and PO Item Type combinations.

If your organization has set the Purchasing Options Business Rule to restrict items by purchase type, then the list includes only those items with stock types that are allowed according to the purchase type selected.

For example, with P, V, and W-type purchase orders, the list includes only direct type items. With S-type purchase orders, the list includes only expense and inventory type items.

If your organization has turned off restrictions in the Purchasing Options Business Rule, then all items (direct, expense, and inventory) are included in the list of values for B, S, P, V, and W-type purchase orders.

The system generates Temporary Stock Codes for any materials ordered without using a Stock Code.

If the Purchase Order is based on a Requisition the system completes the Stock Code, Storeroom, Stock Type and Description fields using information from the Requisition.

Storeroom - The system builds this list using all Storerooms that contain the item you have chosen. Occasionally, a stock item may be listed in the Master Catalog but not be available through a Storeroom. In this case the system advises you that the list of values contains no entries and you will have to cancel that item until the item has been assigned to at least one Storeroom.

Stock Type - When you enter a Stock Code and Storeroom, the system fills in the Stock Type from the Storeroom module. You cannot update this field manually.

Description - The system supplies the item Description based on the Stock Code but you can modify the description as needed. The Line Item description can be used as a selection criterion when searching for Purchase Orders.

Procurement Level, Quality, and Quality Class - The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is a Quality item, the system checks the Quality Item indicator. If this indicator is checked, the system also provides the Quality Class from the Master Catalog record. The Quality Class code classifies the item to indicate how it must be received, inspected and stored.

The associated list of values for the Procurement Level field is controlled by the Procurement Level Business Rule.

A quality item is an item that has been identified as subject to specific inspection and inventory procedures by your organization. These items are identified in the Master Catalog record. This designation may mean that you have to follow other specific guidelines to purchase this item such as using an approved vendor or following a certain receiving procedure.

Transferred to PO - If this PO item has been transferred to another PO, the system records that number here. You can only transfer an item after the original PO item has been cancelled. Items can only be transferred.

Work Order - The system enters the work order number that originated the purchasing record here, if applicable. You can also manually enter a work order number in this field.

When a work record is referenced on a purchasing document the cost for the purchase is charged against the work record. This processing applies to fleet work orders as well as regular work orders.

If a purchase order is written against a work order task that did not originally have the materials planned, the system generates a Materials (Detail) record without estimates on the Work Order Task record when the Purchase Order record is approved.

If the referenced Work Order record is set to finished or closed status before the purchase order items have been ordered, the system sends an alert to the buyer on the purchase order.

Requisition - If the original Purchase Order was created based on a Requisition record in the Purchasing subsystem, the system displays the Requisition Number and the Requisition Line Item Number in these fields.

Requestor - The Requestor field indicates the person who originally requested the PO Line Item. The Requestor field is system maintained. If the original PO was created from a Requisition, the system copies the Requestor from the Requisition to each PO Line Item. The system then copies this information to the Multi-Step Receiving Line Items that reference those PO Line Items. This enables the Receiving department to identify the person who requested the ordered items.

The system can be configured to send an alert to the requestor when the item is received. To enable this feature, the person responsible for configuring Business Rules in your organization must enter REQUESTOR in the PO ITEM RECEIVED column in the Alerts Business Rule and set the CHECK RECEIVED PO ITEM option to YES in the Batch Job Control Business Rule.

Deliver To Location - The Deliver To Location indicates where the PO Line Item should be delivered.

If the original PO was created from a Requisition, the system copies the Deliver To Location from the Requisition record to the PO Line Items. The system then displays the Deliver To Location on the Multi-Step Receiving Line Items that reference those PO Line Items. This enables the receiving department to identify the final destination of the ordered items.

The associated list of values for the Deliver To Location field is controlled by Code Table 7.

Quote - If the Line Item was placed on a Quote (as a part of Request for Quote processing), the system displays the Quote Number on the Purchase Order Line Item for you to use as reference information.

Vendor Part Number - If the Stock Item has a Vendor Part Number listed for this Purchase Order's vendor in the Master Catalog record the system displays that number in this field.

Quantity, Unit of Purchase, Price, and Total - The Quantity field indicates the number of units being ordered.

The system provides the Unit of Purchase from the Master Catalog but you can change it here if necessary. It indicates how the item must be purchased. For example, sheet metal might be purchased by the square foot, or by the roll.

The Unit Price can be updated and reflects the agreed on price for each unit of the item. Once the Quantity and Price are entered, the system calculates the Total price by multiplying the Quantity by the Unit Price. To change the Total Price for the item you must change either the Quantity or the Unit Price.

Taxes and Duty costs are displayed as a part of the Purchase Order and Line Item Costs windows.

Invoiced Amount - The Invoiced Amount field represents the amount that was actually invoiced against the Purchase Order. This information may be useful for evaluating vendor performance.

Tax Information - The first column of tax fields contains codes to indicate what tax is to be applied to the item.

The tax fields have associated lists of values controlled by Code Tables 160 (State/Regional), 159 (Federal) and 161 (Local).

Required Date - The Required date indicates the date that the Purchase Order item is required at the Deliver To Location listed on the Purchase Order record.

PI Ratio - The Price to Issue ratio indicates the difference between how you buy the item and how you issue it. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system provides the PI ratio from the Master Catalog but you can change it in this field if necessary.

Quantities - The Quantity Received, Invoiced, Ret-Exchanged, and Ret-Credit fields display summary information for each Line Item, indicating whether the items are partially or fully received, whether it was a forced complete receipt (a partial receipt considered complete), if it is partially or fully invoiced, or if it was returned for an exchange or credit. Information displayed is maintained by the system and cannot be modified.

PO 06000434 Item 003 Detail
Oracle Utilities Work and Asset Management V1.7.15 (v8.18)
18 July 2007

Search Options
Results
PO
Views
Notes
Attachments
Approval Log
Buyer Data
Costs
Budget Overage
Default Accounts
Receipts
Expedite
Expedite Items
More Info
Actions
Create Bookmark
Audit Log (Header)

PO No. 06000434 **Item No.** 003 **Item Type** M **Status** Issued
Stock Code RJB-20002 **Storeroom** RJB **Stock Type** INVENTORY
Description Brace, Flat, 32", Galvanized
Procurement Level Quality Quality Class Transferred to PO
Work Order
Deliver to Location
Vendor Part No.
Quantity 20. **UOP** EA **PI Ratio** 1
Unit Price 1.0000 **Taxes: State** P 7.0000 **Required Date** 29 NOV 2006
Total Price 20.00 **Federal** U 5.00 **Promise Date**
Invoiced Amount
Qty. Received 20. **Qty Ret-Exchange**
Qty. Invoiced
In Receipt
Print Price? **Zero Dollar Item?** **Do Not Substitute?** **Complete (Forced)?**
Print Item? **Expedite?** **Courtesy Stores**

Line Item (Detail) view

Check Boxes - Place a check in the check box next to the function that you want to enable.

Print Price? - Prompts the system to include prices on the printed PO.

Zero Dollar Item? - Forces the system to allow the Unit Price for an item to be zero.

Do Not Substitute? - Disallows substitution of one item for a similar item by the Vendor.

Complete (Forced) - This indicator is maintained by the system. It is checked during a receiving session if a partial receipt is considered a full receipt. It cannot be changed here.

Print Item? - Depending on how your organization has configured the system, this indicator will determine if just the selected item records will be printed with the Purchase Order, or if all item records will be printed.

Expedite? - Indicates that the item needs to be expedited. This indicator will be copied to the Purchase Order and can be used as a selection criterion when searching various purchasing documents including Requisitions and Purchase Orders.

Courtesy Stores - If the Courtesy Stores check box was checked on the initiating work order, the system carries it over here. This means that when direct items are received, they will be tracked in the storeroom.

If you are manually creating the record, check this box to have the system track on hand quantities for direct type stock items. If the box is not checked, the system assumes that the items will be used as soon as they are received and on hand quantity is not tracked.

How to Add Purchase Order Line Items

1. Select Line Item (Detail) from the Views list on the Purchase Order record.

2. Fill in the fields according to the field descriptions.

Remember, if you have several line items to enter you can save time by first entering default account information by selecting Default Accounts on the Views list. Otherwise you have to enter account information for each line item individually by selecting Accounts from the Views list.

For direct purchase items that have not already been defined in the Master Catalog and Storeroom modules leave the Stock Code and Storeroom fields blank. The system will generate a temporary stock code for them later.

3. Click Save.

4. The system saves the record and enters the PO number and line item number in the appropriate fields.

You can add as many items as necessary by clicking the New icon each time you want to enter an additional item. Follow steps 2-4 until you have entered all of the items that you want to order.

How to Transfer Canceled PO Items

This Action is only available if the PO item has been canceled and has not previously been transferred to another PO. You can transfer items to existing POs or create a new PO for the item you wish to transfer. In either case, all item data, including attachments and notes, are copied to the PO you specify. In addition, any requisition, work order, or quote records referencing the PO item will be updated.

1. Open the canceled PO Item record.
2. Select Transfer Canceled PO Items from the Actions list.
This Action is only available if the PO item is in canceled status.
3. Select either the Add to Existing PO or the Create a New PO option.
4. Enter the required information.
Enter the PO number if you selected the Add to Existing PO option, or enter a vendor name if you selected the Create New PO option.
5. Click the Done button.
The number of the PO the item has been transferred to displays.
6. Click the Done button.

Line Item Accounts

You can update this window unless the Purchase Order is for stores reorder or the Line Items are associated with a Work Order. The fields operate exactly as they do for the PO header section of the record. Please see refer to the section on [Default Accounts](#) for a full description.

Line Item Costs

You can view a summary of the purchase order line item costs through the Purchase Order Line Item Costs view. This is a summary of costs for the Line Items. Information displayed cannot be modified.

Manufacturer Data

The Manufacturer Data view displays a list of manufacturers that make the item and the part number that each manufacturer uses. The information for this window comes from the Manufacturer/Vendor view of the Catalog module in the Resource subsystem. However, you can also add manufacturers. Updating the information in this window does not affect the record in the Master Catalog.

Manufacturer Data view

Manufacturer Code and Manufacturer Part Number - If you need to enter a new Manufacturer, you can select its code from the list of values, which is controlled by Code Table 186.

Asset/Component Information

Select Asset/Component from the Views list to see asset and component information for the PO Line Item. The Asset/Component Information view includes serial number, part number, and model number for an associated asset or component. This information can help to insure that the correct parts are ordered.

Asset/Component view

Asset and component information can be entered in several ways:

1. Directly

You can enter the information directly by selecting the Asset Type and ID or the Component ID. These are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.

2. From a Work Order

If the PO Line Item is created from a Work Order, the system copies the Asset or Component ID from the Work Order Task.

3. From another Purchasing Document

If the PO Line Item is created from a Requisition, Blanket Contract, Change Order, or RFQ item with asset/ component information, the system copies that information

here. However if the Purchase Order item references a Work Order, the asset/component information is copied from the Work Order Task.

Purchase Order Line Items

The Purchase Order Line Item window provides two views of information about the items on the Purchase Order. You control which view you see by selecting either Line Item (Detail) or Line Item (List) from the Views list.

You can enter Line Items manually, or they can be copied from a Requisition or generated by a Work Order for Direct type stock items and services. If you enter a Line Item manually and wish to charge it against a Work Order, enter the Work Order and Work Order Task Number. Tasks must be in Active status. When the purchase order is issued, the system automatically creates a direct item on the work order task.

Line Item (List)

When you select Line Item (List) from the Views list the system opens the List view, which displays summary information about all the Purchase Order items.

Move to the Line Item you are interested in and then press the > button to open the Item view for that item. If you are working with a long list, you can move to the Line Item using the scroll bar or the Previous and Next buttons on the toolbar.

Item/Status/Stock Code/Storeroom	UOP	Quantity	Unit Price	Total Amount
001 ISSLRJB-20006	RJB	EA	200	2000
Desc Washer, Round, 1/4", Galv.				
002 ISSLRJB-20004	RJB	EA	200	2500
Desc Bolt, Mach., Galv., 1/4" x 1/4" w/sq. Nut				
003 ISSLRJB-20002	RJB	EA	20	1.0000
Desc Brace, Flat, 32", Galvanized				
004 ISSLRJB-20008	RJB	FT	500	1000
Desc Wire, #8 CU Bare Soft Drawn				

Line Item (List) view

Line Item (Detail)

When you select Line Item (Detail) from the Views list the system opens the Item view displaying detailed information about the specific PO item.

PO 06000434 Item 003 Detail
Oracle Utilities Work and Asset Management V1.7.15 (v8.18)
18 July 2007

PO

Views

PO No. 06000434 Item No. 003 Item Type M Status Issued
Stock Code RJB-20002 Storeroom RJB Stock Type INVENTORY
Description Brace, Flat, 32", Galvanized
Procurement Level Quality Quality Class Transferred to PO
Work Order Requisition Requestor RICHARD BEELER
Deliver to Location
Vendor Part No.
Quantity 20. UOP EA PI Ratio 1
Unit Price 1.0000 Taxes: State P 7.0000 Required Date 29 NOV 2006
Total Price 20.00 Federal U 5.00 Promise Date
Invoiced Amount Duty T 1.00
Qty. Received 20. Qty. Ret-Exchange
Qty. Invoiced Qty. Ret-Credit First Receipt 16 NOV 2006
In Receipt
Print Price? Zero Dollar Item? Do Not Substitute? Complete (Forced)
Print Item? Expedite? Courtesy Stores Last Receipt 16 NOV 2006

Line Item (Detail) view

Purchase Order Number - The Purchase Order Number identifies the record.

Item Number and Type - Items or services to be purchased are listed as Purchase Order Line Items. Each item is uniquely identified by the Purchase Order and Line Item Number.

The associated list of values for the Item Number and Type fields is controlled by Code Table 151.

The Item Type code is used to classify purchases of this item. Some of the entries on the code table are required to support certain system checks and processes, but your organization can add its own entries as well as long as it does not change any of the required codes.

The three standard Item Types are:

M - Materials,

S - Services, and

X - Miscellaneous.

Note: The way that stock types, purchase types, and PO Line item types combine depends on your organization's settings in the Purchasing Options business rule. For more information, see the section titled [Restricting Purchase Types](#) in the [Accounting - Stock and Purchase Types](#) chapter of System Basics.

Status - The Status field indicates the status of the item. The options available are: Created, Approved, Issued, Closed, and Canceled.

Stock Code - The list of values for the Stock Code is controlled by the Storeroom module of the Resource subsystem. Only Active Stock Code / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

The list of values includes only the stock items with stock types that can be combined with the purchase type and Item Type selected. See the User Guide entitled Stock and Purchase Types for a table showing the appropriate Purchase Type, Stock Type, and PO Item Type combinations.

If your organization has set the Purchasing Options Business Rule to restrict items by purchase type, then the list includes only those items with stock types that are allowed according to the purchase type selected.

For example, with P, V, and W-type purchase orders, the list includes only direct type items. With S-type purchase orders, the list includes only expense and inventory type items.

If your organization has turned off restrictions in the Purchasing Options Business Rule, then all items (direct, expense, and inventory) are included in the list of values for B, S, P, V, and W-type purchase orders.

The system generates Temporary Stock Codes for any materials ordered without using a Stock Code.

If the Purchase Order is based on a Requisition the system completes the Stock Code, Storeroom, Stock Type and Description fields using information from the Requisition.

Storeroom - The system builds this list using all Storerooms that contain the item you have chosen. Occasionally, a stock item may be listed in the Master Catalog but not be available through a Storeroom. In this case the system advises you that the list of values contains no entries and you will have to cancel that item until the item has been assigned to at least one Storeroom.

Stock Type - When you enter a Stock Code and Storeroom, the system fills in the Stock Type from the Storeroom module. You cannot update this field manually.

Description - The system supplies the item Description based on the Stock Code but you can modify the description as needed. The Line Item description can be used as a selection criterion when searching for Purchase Orders.

Procurement Level, Quality, and Quality Class - The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is a Quality item, the system checks the Quality Item indicator. If this indicator is checked, the system also provides the Quality Class from the Master Catalog record. The Quality Class code classifies the item to indicate how it must be received, inspected and stored.

The associated list of values for the Procurement Level field is controlled by the Procurement Level Business Rule.

A quality item is an item that has been identified as subject to specific inspection and inventory procedures by your organization. These items are identified in the Master Catalog record. This designation may mean that you have to follow other specific guidelines to purchase this item such as using an approved vendor or following a certain receiving procedure.

Transferred to PO - If this PO item has been transferred to another PO, the system records that number here. You can only transfer an item after the original PO item has been cancelled. Items can only be transferred.

Work Order - The system enters the work order number that originated the purchasing record here, if applicable. You can also manually enter a work order number in this field.

When a work record is referenced on a purchasing document the cost for the purchase is charged against the work record. This processing applies to fleet work orders as well as regular work orders.

If a purchase order is written against a work order task that did not originally have the materials planned, the system generates a Materials (Detail) record without estimates on the Work Order Task record when the Purchase Order record is approved.

If the referenced Work Order record is set to finished or closed status before the purchase order items have been ordered, the system sends an alert to the buyer on the purchase order.

Requisition - If the original Purchase Order was created based on a Requisition record in the Purchasing subsystem, the system displays the Requisition Number and the Requisition Line Item Number in these fields.

Requestor - The Requestor field indicates the person who originally requested the PO Line Item. The Requestor field is system maintained. If the original PO was created from a Requisition, the system copies the Requestor from the Requisition to each PO Line Item. The system then copies this information to the Multi-Step Receiving Line Items that reference those

Referencing the Work Order record ensures that the costs will be applied to the correct accounts when the invoice is posted later.

PO Line Items. This enables the Receiving department to identify the person who requested the ordered items.

The system can be configured to send an alert to the requestor when the item is received. To enable this feature, the person responsible for configuring Business Rules in your organization must enter REQUESTOR in the PO ITEM RECEIVED column in the Alerts Business Rule and set the CHECK RECEIVED PO ITEM option to YES in the Batch Job Control Business Rule.

Deliver To Location - The Deliver To Location indicates where the PO Line Item should be delivered.

If the original PO was created from a Requisition, the system copies the Deliver To Location from the Requisition record to the PO Line Items. The system then displays the Deliver To Location on the Multi-Step Receiving Line Items that reference those PO Line Items. This enables the receiving department to identify the final destination of the ordered items.

The associated list of values for the Deliver To Location field is controlled by Code Table 7.

Quote - If the Line Item was placed on a Quote (as a part of Request for Quote processing), the system displays the Quote Number on the Purchase Order Line Item for you to use as reference information.

Vendor Part Number - If the Stock Item has a Vendor Part Number listed for this Purchase Order's vendor in the Master Catalog record the system displays that number in this field.

Quantity, Unit of Purchase, Price, and Total - The Quantity field indicates the number of units being ordered.

The system provides the Unit of Purchase from the Master Catalog but you can change it here if necessary. It indicates how the item must be purchased. For example, sheet metal might be purchased by the square foot, or by the roll.

The Unit Price can be updated and reflects the agreed on price for each unit of the item. Once the Quantity and Price are entered, the system calculates the Total price by multiplying the Quantity by the Unit Price. To change the Total Price for the item you must change either the Quantity or the Unit Price.

Taxes and Duty costs are displayed as a part of the Purchase Order and Line Item Costs windows.

Invoiced Amount - The Invoiced Amount field represents the amount that was actually invoiced against the Purchase Order. This information may be useful for evaluating vendor performance.

Tax Information - The first column of tax fields contains codes to indicate what tax is to be applied to the item.

The tax fields have associated lists of values controlled by Code Tables 160 (State/Regional), 159 (Federal) and 161 (Local).

Required Date - The Required date indicates the date that the Purchase Order item is required at the Deliver To Location listed on the Purchase Order record.

PI Ratio - The Price to Issue ratio indicates the difference between how you buy the item and how you issue it. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system provides the PI ratio from the Master Catalog but you can change it in this field if necessary.

Quantities - The Quantity Received, Invoiced, Ret-Exchanged, and Ret-Credit fields display summary information for each Line Item, indicating whether the items are partially or fully received, whether it was a forced complete receipt (a partial receipt considered complete), if it is

partially or fully invoiced, or if it was returned for an exchange or credit. Information displayed is maintained by the system and cannot be modified.

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v8.18) application interface. The main title bar reads "PO 06000434 Item 003 Detail" and "Oracle Utilities Work and Asset Management V1.7.15 (v8.18)". The date "18 July 2007" is also visible. The interface is divided into several sections: "Search Options", "Results", "PO", "Views" (which is currently selected), and "Actions". The "Actions" section contains the following check boxes:

- Print Price? - Prompts the system to include prices on the printed PO.
- Zero Dollar Item? - Forces the system to allow the Unit Price for an item to be zero.
- Do Not Substitute? - Disallows substitution of one item for a similar item by the Vendor.
- Complete (Forced) - This indicator is maintained by the system. It is checked during a receiving session if a partial receipt is considered a full receipt. It cannot be changed here.
- Print Item? - Depending on how your organization has configured the system, this indicator will determine if just the selected item records will be printed with the Purchase Order, or if all item records will be printed.
- Expedite? - Indicates that the item needs to be expedited. This indicator will be copied to the Purchase Order and can be used as a selection criterion when searching various purchasing documents including Requisitions and Purchase Orders.
- Courtesy Stores - If the Courtesy Stores check box was checked on the initiating work order, the system carries it over here. This means that when direct items are received, they will be tracked in the storeroom.

Line Item (Detail) view

Check Boxes - Place a check in the check box next to the function that you want to enable.

Print Price? - Prompts the system to include prices on the printed PO.

Zero Dollar Item? - Forces the system to allow the Unit Price for an item to be zero.

Do Not Substitute? - Disallows substitution of one item for a similar item by the Vendor.

Complete (Forced) - This indicator is maintained by the system. It is checked during a receiving session if a partial receipt is considered a full receipt. It cannot be changed here.

Print Item? - Depending on how your organization has configured the system, this indicator will determine if just the selected item records will be printed with the Purchase Order, or if all item records will be printed.

Expedite? - Indicates that the item needs to be expedited. This indicator will be copied to the Purchase Order and can be used as a selection criterion when searching various purchasing documents including Requisitions and Purchase Orders.

Courtesy Stores - If the Courtesy Stores check box was checked on the initiating work order, the system carries it over here. This means that when direct items are received, they will be tracked in the storeroom.

If you are manually creating the record, check this box to have the system track on hand quantities for direct type stock items. If the box is not checked, the system assumes that the items will be used as soon as they are received and on hand quantity is not tracked.

How to Add Purchase Order Line Items

1. Select Line Item (Detail) from the Views list on the Purchase Order record.
2. Fill in the fields according to the field descriptions.

Remember, if you have several line items to enter you can save time by first entering default account information by selecting Default Accounts on the Views list. Otherwise you have to enter account information for each line item individually by selecting Accounts from the Views list.

For direct purchase items that have not already been defined in the Master Catalog and Storeroom modules leave the Stock Code and Storeroom fields blank. The system will generate a temporary stock code for them later.

3. **Click Save.**
4. **The system saves the record and enters the PO number and line item number in the appropriate fields.**

You can add as many items as necessary by clicking the New icon each time you want to enter an additional item. Follow steps 2-4 until you have entered all of the items that you want to order.

How to Transfer Canceled PO Items

This Action is only available if the PO item has been canceled and has not previously been transferred to another PO. You can transfer items to existing POs or create a new PO for the item you wish to transfer. In either case, all item data, including attachments and notes, are copied to the PO you specify. In addition, any requisition, work order, or quote records referencing the PO item will be updated.

1. **Open the canceled PO Item record.**
2. **Select Transfer Canceled PO Items from the Actions list.**
This Action is only available if the PO item is in canceled status.
3. **Select either the Add to Existing PO or the Create a New PO option.**
4. **Enter the required information.**
Enter the PO number if you selected the Add to Existing PO option, or enter a vendor name if you selected the Create New PO option.
5. **Click the Done button.**
The number of the PO the item has been transferred to displays.
6. **Click the Done button.**

Line Item Accounts

You can update this window unless the Purchase Order is for stores reorder or the Line Items are associated with a Work Order. The fields operate exactly as they do for the PO header section of the record. Please see refer to the section on [Default Accounts](#) for a full description.

Line Item Costs

You can view a summary of the purchase order line item costs through the Purchase Order Line Item Costs view. This is a summary of costs for the Line Items. Information displayed cannot be modified.

Manufacturer Data

The Manufacturer Data view displays a list of manufacturers that make the item and the part number that each manufacturer uses. The information for this window comes from the Manufacturer/Vendor view of the Catalog module in the Resource subsystem. However, you can also add manufacturers. Updating the information in this window does not affect the record in the Master Catalog.

Manufacturer Data view

Manufacturer Code and Manufacturer Part Number - If you need to enter a new Manufacturer, you can select its code from the list of values, which is controlled by Code Table 186.

Asset/Component Information

Select Asset/Component from the Views list to see asset and component information for the PO Line Item. The Asset/Component Information view includes serial number, part number, and model number for an associated asset or component. This information can help to insure that the correct parts are ordered.

Asset/Component view

Asset and component information can be entered in several ways:

1. Directly

You can enter the information directly by selecting the Asset Type and ID or the Component ID. These are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.

2. From a Work Order

If the PO Line Item is created from a Work Order, the system copies the Asset or Component ID from the Work Order Task.

3. From another Purchasing Document

If the PO Line Item is created from a Requisition, Blanket Contract, Change Order, or RFQ item with asset/ component information, the system copies that information

here. However if the Purchase Order item references a Work Order, the asset/component information is copied from the Work Order Task.

Buyer Data

Select Buyer Data from the Views list to display information about and for the Buyer for the Purchase Order

Buyer Data view

The Credit Card Purchases Business Rule determines which types of documents can use a credit card on direct purchases.

Credit Card Purchase - If the Credit Card Purchase box is checked, the Purchase Order can be paid for by credit card. The system allows personnel to use a specific credit number for such purchases if the credit card number is recorded in the User Credit Card Information view of the appropriate User Profile record in the Administration subsystem.

Confirmed - Using the Confirmed box, you can indicate that you have communicated with a contact at the vendor.

Confirmation Contact and Date - These fields indicate the vendor representative you spoke with, and the date you spoke to the representative about the Purchase Order.

Confirmation Type - The Confirmation Type fields allow you to indicate how the confirmation was made with the vendor. Options could include phone, fax, mail, etc. Your organization can add codes and corresponding descriptions to Code Table 150 in the Code Table and Codes module of the Administration subsystem.

Terms - The Terms field displays the payment terms specified for the Purchase Order. You can select a new set of payment terms from the associated list of values.

This list of Terms is controlled by the Payment Terms Business Rule.

FOB - The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order. You can select the FOB terms from the associated list of values.

The FOB list of values is controlled by Code Table 43.

Currency (and Exchange Rate) - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Tax Information - The three tax fields indicate the various taxes that will be charged for the item.

The associated lists of values for the Tax fields are controlled by Code Tables 159, 160 and 161.

Default Accounts - A check in the Default Accounts box indicates that the item is being charged at least partially to one or more default accounts on the Purchase Order header record.

Single Source - The Single Source field indicates whether the vendor is the only source for the item.

The associated list of values for the End User Code field is controlled by Code Table 26.

End User Code - The End User Code indicates how the item is to be used by your organization.

Costs

You can view a summary of the costs for the purchasing record through the Costs view. This is a summary of costs across associated Purchase Order or Requisition Line Items that have not been canceled. Information displayed cannot be modified.

Purchase Order Total	664.15
Exchange Rate *	1.0000000
Converted Total =	664.15
State Tax +	41.26
Federal Tax +	43.13
Duty +	17.51
Grand Total =	766.05

Costs view

The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Budget Overage

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record.

Budget Overage view

Note: The Budget Checking by Document and Budget Checking Business Rules control this functionality.

The top section shows budget values for each account, broken down by expense code, while the bottom section shows the overall totals per account.

Budget amounts are entered in the Period Costs view of the Account module.

Please refer to the topic on [Budget Checking](#) for more information on budget functionality.

Default Accounts

Select Default Accounts from the Views list to enter account numbers and set up default account information to be used when entering new Line Items. The account numbers must be in Active status in the Account module of the Resource subsystem.

Default Accounts view

If you enter Default Accounts on the main record before adding line items, the system copies the default accounts to the line items as they are added, provided that account information for the items is not specified elsewhere. Inventory items, for example, use account information from the Storeroom record, regardless of the information entered on the Default Account view.

You can enter default account information in several ways:

- For most purchases, you can simply complete the required fields (Account number, Expense Code, and %) in the middle of the window.
- For Direct Purchase and Service items, you can select an Account Distribution ID from the list of values to copy from an active Account Distribution Template. When you do, the system populates all fields based on information from the template. You can then change the information copied from the template as necessary.
- Even if you do not plan to use [Applying Distribution Templates](#), you can have the system calculate the percentages for you by entering a Total Units quantity and quantities in the Units column for each account listed.

Account Distribution ID - Select an Account Distribution number from the list of values to copy information from an Account Distribution Template to the Requisition. When you select the Distribution ID, the system completes the other fields in the upper portion of the window with information from the Account Distribution Template. This information is not retained since all account information can be changed as soon as it is copied from the template.

Total Units - If you want to specify a unit distribution for the template, enter the total number of units in this field. The system will use this quantity when calculating the percent for each line item. If you want to specify a percent distribution, leave the Total Units field blank.

Reference ID - This optional field serves as a nickname for the Account. If the Account number you are charging has an associated ID in the Account module of the Resource subsystem, you can enter the Reference ID and the system provides the Account Number.

Account Number - The Account Number field displays the Account number that the system will suggest for the Requisition Line Item Accounts. There are a number of circumstances under which the system uses a different account number. For a list of some of these circumstances, see the section on the Requisition Line Item Accounts window.

Expense Code - The Expense Code field displays an additional account identifier that is used by most General Ledger accounting packages to allocate expenses within accounts.

Percentage (%) - The percentage of the purchase amount to be applied to this account. If you are specifying percentage distributions for the accounts, you can enter the percentage directly. If you are specifying a unit distribution, the system will calculate the percentage based on the values you enter in the Units field on this line and the Total Units field.

Units - The number of units to be applied to this account. The system calculates the percentage based on the values you enter in the Units field on this line and the Total Units field. The total number of units must match the number on the corresponding Requisition or PO Line item.

Recalculate Percent - Click the Recalculate Percent button to recalculate all to the percentage fields after you have made changes and if the system has not automatically refreshed the percent calculations.

Total Item Units / Remaining Units - The system calculates the total number of items you have specified for the accounts and how many units are remaining before reaching the quantity specified in the Total Units field.

Total Item Percent / Remaining Percent - The system calculates the total of the percentages for the accounts and the percent remaining before reaching 100%.

If you are specifying units for each account, the system calculates the percentages to five decimal places. However, the system will not force the total to equal 100%. If you have distributed all of the units and the Total Item Percent field shows slightly more or less than 100% you should adjust the percentage on one of the line items to insure that the total equals 100%.

Apply Accounts to Items

If you change the Default Account information on the main record, you can update existing line item accounts by selecting Apply Accounts to Items from the Actions list on the Default Account view. The system asks you to confirm that you want to replace the existing account data with the default accounts. Click Save to apply the new account information.

Receipts

Through the Purchase Order Receipts view, you can view summary information for each Line Item, indicating fully or partially received, whether or not it is forced complete (a partial receipt considered complete), and fully or partially invoiced. Displayed information is maintained by the system and can not be modified.

Item	Invoiced?		Forced Complete?	Received?	
	Full	Partial		Full	Partial
001	N	N	N	N	N
002	N	N	N	N	N

Receipts view

Expedite

Using the Expedite view in the Purchase Order module, you can create new Expedite records or display the More Info view. If the Purchasing Options Business Rule is on, you can also create Expedite Item records for specific Purchase Order Line Items.

You can also enter Expediting data directly into the Expedite module.

Exp. No.	Next		Expeditor
	Status	Status Date	
	Open	17 JUL 2007	

Expedite view

Expedite Number - The Expedite Number field indicates the suffix or sequence number of the expedite record. The system creates a unique number for each Expedite record by adding a suffix number to the Purchase Order number when the record is created and saved.

Status and Status Date - The Status field indicates the state of the expedite process. The options are: Open, Closed and Canceled. The system creates new records in Open status. Setting the record status to Closed causes the system to update the Purchase Order with new information if the Update PO with Information Below? check box is checked. Setting the status to Canceled closes the record without updating the Purchase Order.

Note: Ideally, each Expedite record should be closed as soon as it is made, because an Expedite record generally represents a single communication between your organization and the vendor.

Next Expedite - The Next Expedite field indicates when someone should follow up. The field is currently only for review purposes and does not affect any changes elsewhere in the system.

Expeditor - The Expeditor field indicates who is responsible for the expedite process. The Expeditor field is set by the system to the name of the user who first entered the Expediting record. It may not be modified.

Expedite Items

The Expedite Items view stores expediting information for individual line items associated with the expedited Purchase Order. The top of the window includes the Purchase Order Number and Expedite record number. There is also room for your organization to include a user-defined field for reference if, for example, your organization and its vendors use a separate system for tracking deliveries (such as a government procurement and tracking software).

This window is only available if the Purchasing Options Business Rule is turned on.

Expedite Items view

Item - The Item field represents the Purchase Order Item that has been expedited. You can have multiple items referenced on one Expedite record. You can also have one item referenced more than once if, for example, partial shipments of the item will be shipped at different times.

Status - The Status field indicates the disposition of that portion of Purchase Order item. For example, you might have five of the item Shipped and five more Backlogged.

Estimated Delivery - Enter the date that the vendor expects to ship the items.

Ship Quantity - The Ship Quantity field indicates how many of the item are referenced. For example, if six of the item had been shipped and four more were backlogged, you would see two lines, the first with 6 in this field and the second with 4 in this field.

Shipment - The Shipment field can be used to indicate which shipment the line is part of if the expediting process requires multiple shipments.

More Info

The More Info view displays information summarized from the Expedite record. This information includes the vendor Contact and contact Phone Number, whether the Purchase Order has been updated with this information, etc. This window is for review only and cannot be updated. In order to change this information, you must use the Expedite PO module in the Purchasing subsystem.

More Info view

Post-Issue

Once a Purchase Order is issued to the vendor only certain information can be updated without issuing a Change Order. Essentially, any change that does not involve funds or payments. The Post-Issue window provides a straightforward space that points out the updatable fields.

This window is only available for POs that are in Issued status or higher.

Post-Issue view

PO Header Section - You can change information about who will be responsible for receiving the items in this section. The PO number cannot be changed.

The PO Line Items Section - The PO Line Item section lists all the ordered items by their line item number. The Item and Description fields display basic information about the line item to help you identify them. You cannot add line items in these fields, but you can change factors such as whether you want to Expedite items, Print items on the PO, or Force Completion of the shipment.

Expedite? - A check in the Expedite? check box indicates that the item is important enough to be expedited, possibly incurring additional rush or delivery charges.

Print Item? - The Print Item? check box indicates that the item should be printed as a line on the purchase order or change orders. Removing the check from this box is useful for limiting the printing of change orders to specific line items, rather than the original full purchase order list.

Print Price? - The Print Price? check box indicates that the item's price should be printed on the purchase order or change orders.

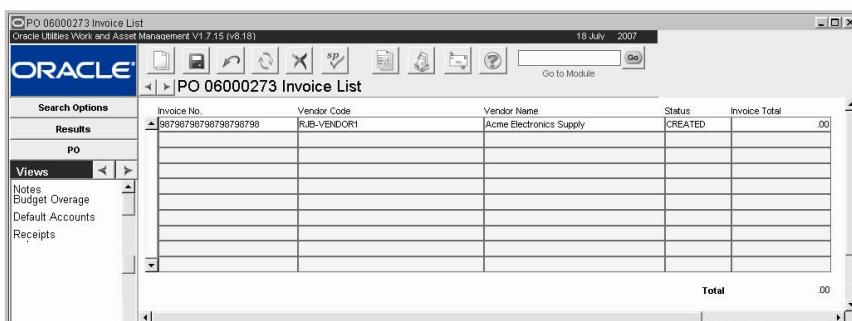
Force Complete - The Force Complete check box can be used during receiving to indicate that, although the full count was not delivered, the item is to be considered completely received.

Courtesy Stores - Check this box to have the system track on hand quantities for direct type stock items. If the box is not checked, the system assumes that the items will be used as soon as they are received and on hand quantity is not tracked.

Invoice List

The Invoice List view shows all invoices processed against the Purchase Order record. You can drill-down on the Invoice No and Vendor Code fields to open the associated records in the Invoicing and Vendor modules. The total amount invoiced for the PO is shown at the bottom of the window. Invoices in Cancelled status are listed in the view, but do not contribute to the total amount. A check in the Multiple PO column indicates that the listed invoice applies to multiple more than one purchase order.

This view is not available until the PO is in Invoiced or Closed status.



Invoice List view

Purchase Order Actions

In addition to various searching and printing options, the Purchase Order Actions list includes: access to the Change Order module, Add Items to a PO from a Requisition, and Transfer Cancelled PO Items. Transfer Cancelled PO Items is only available on the list if you are viewing the detail view of a canceled PO item. Some actions are not displayed unless the logged in user is a [Buyer](#).

How to Add Items to a PO from a Requisition

This Action allows you to start with a Purchase Order, scan for appropriate Requisition line items, and add them to the Purchase Order.

- Open the appropriate Purchase Order.**
The Purchase Order must be in Created or Pending Approval status.
- Select Add Items from Requisition from the Actions list.**
The system opens the PO Items Selection Criteria window.

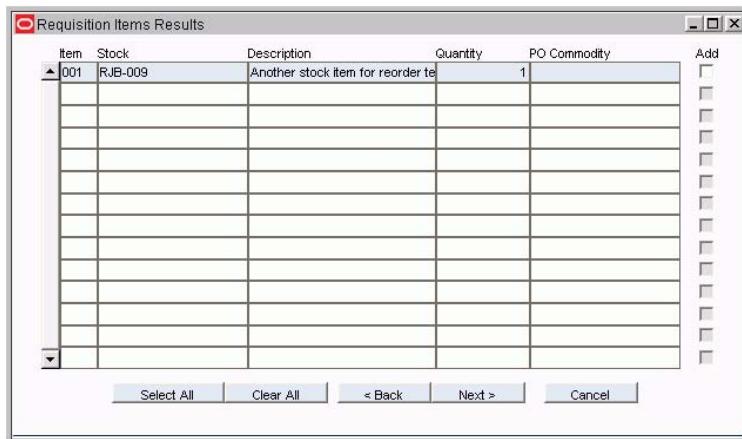


3. Select a Requisition from the list of values.

The list is controlled by the Requisitions module and only shows the Requisitions in Approved and Partially Processed status.

4. Click the Next button.

The system opens the Requisition Items Results window showing the line items on the selected Requisition.



Place a check mark in the Add check boxes next to the items that you want to add to the PO.

You can also use the Select All button at the bottom of the window.

5. Click the Next button.

The system opens the Items to be Added to PO Confirmation window, which tells you how many items have been added.

6. Click the Finish button.

The system opens the PO Finished window.

7. Click the appropriate button.

Click the Start button to return to the beginning of the Action where you can select another Requisition number.

Click the Done button to return to the Purchase Order header.

How to Transfer Cancelled PO Items

This Action is only available if the PO item has been cancelled and has not previously been transferred to another PO. You can transfer items to existing POs or create a new PO for the item you wish to transfer. In either case, all item data, including attachments and notes, are

copied to the specified PO. In addition, any requisition, work order, or quote records referencing the PO item will be updated.

1. Open the PO record with the canceled items that you want to transfer.

2. Select Line Item (Detail) from the Views list.

3. Select Transfer Cancelled PO Items from the Actions list.

This Action is only available if the PO item is in cancelled status.

The Transfer PO Items window opens.

4. Select either Add to Existing PO or the Create a New PO.

5. Enter the required information.

Enter the PO number if you selected the Add to Existing PO option, or enter a vendor name if you selected the Create New PO option.

6. Click the Done button.

The system notifies you of the PO number that you have added to or created.

7. Click the Done button.

The system returns you to the PO you were working on.

Issuing the Purchase Order to a Vendor

After the record's accuracy has been reviewed and it is approved you can issue the PO to the Vendor. Print the PO and send, fax, or deliver it to the Vendor in whatever way is used by your organization. Depending on the configuration of your system, you may also be able to e-mail the PO.

Once you have delivered the PO, change the status from Approved to Issued to indicate that the order has been sent. The system then sets all Line Items that have not been canceled to Issued. It also updates the On-Order Quantity and Activity Indicator box in the Storeroom records of any Inventory and Expense type stock items that were ordered, and inserts or updates a Work Order Task Materials record as appropriate.

Note: Only Buyers can change the status of a PO from Approved to Issued.

E-mailing Purchasing Records

If you correspond with Vendors by e-mail, you can save time by e-mailing your Purchase Orders to them as well. To enable this functionality, your DBA or Systems Administrator must configure the PO Report Status Codes Business Rule for e-mail. You must also make sure that a valid e-mail address is entered in your User Profile. The E-Mail Configuration Business Rule must also be properly set to enable this functionality.

Next, add a Purchasing Type to the Vendor's Characteristics view to indicate that the Vendor can receive Purchase Orders by e-mail. Do this selecting Purchasing from the list of values in the Characteristic Type column and selecting E-mail PO as the associated Characteristic.

Once you have indicated which Vendors can receive e-mail, you can select E-mail Purchase Order from the Actions List for Purchase Orders going to those Vendors. If you have added a PO E-mail Address to the Vendor record, the system uses that address as a default address for the Vendor. If necessary you can change the default address before sending the e-mail. When you e-mail a PO to a Vendor, the system records the event in the Purchasing Log.

If the Vendor replies to the e-mail the address goes to the e-mail address set in the User Profile of the sender.

Note: The user guide chapter on Vendors provides more information on approved vendors.

Attachments

To e-mail purchase orders containing attachments, the attachments must be stored on a drive specified in the Attachment Drive Mapping business rule.

Also verify that the “Print” check box is checked in the Attachments view. If it is not checked, the attachments will not be sent with the e-mail.

How to Set a Vendor Record to Receive POs Via E-Mail

1. Open the appropriate Vendor record.
2. Enter or verify the PO E-mail address.

Since your contact person may not necessarily be the person who receives the Purchase Order, the contact e-mail and po e-mail may be different.

3. Select Characteristics from the Views list.
4. Enter Purchasing under Characteristic Type.
5. Enter E-Mail PO under Characteristic.
6. Click Save.

If the PO Report Status Codes Business Rule is set for e-mail, you can now e-mail Purchase Orders to this Vendor.

How to E-Mail a Purchase Order to a Vendor

1. Open an approved purchase order that is ready to be issued.
2. Select E-Mail PO from the Actions list.

A confirmation box opens asking that you verify the e-mail address. The system automatically enters the e-mail address indicated in the E-Mail PO field on the Vendor record. You can change it if necessary.

3. Click the Send E-Mail button.

Making Changes to Purchase Orders

When a Purchase Order is in Created or Pending Approval status, any needed changes can be made without any special processing. Making changes to a Purchase Order only becomes an issue when the Purchase Order has already been Approved or Issued. In this case most users will need to create a Change Order or an Expedite PO record to request changes and have those changes approved.

Only Buyers with the necessary authority have the ability to change the Purchase Order record directly. When a Purchase Order is updated in this way the system automatically creates a Change Order or Expedite PO record as is applicable to the changes.

Change orders are needed for changes that affect quantities or pricing. All of the items from the Views list can be changed using a change order, such as adding or changing line items, notes, attachments, or other supplemental information. Expedite PO records are used for changes to information such as the Shipping Date, Ship to Code, FOB, Promise Date, or other modifications that do not affect cost or storeroom quantities.

To cancel a line item, you cannot delete the record, but you can set the line item Status to Canceled. The system keeps all of the items listed so that you can maintain a history of having ordered the items.

How to Update an Issued Purchase Order in the Purchase Order Module

1. Open the Purchase Order record.
2. Change the Purchase Order status to Updating.
3. Make the necessary changes.

The ability to update Purchase Order information is consistent with the updates allowed in the Change Order module. Line items can be added or canceled as necessary, but cannot be deleted.

4. **Click Save.**
5. **Change the Purchase Order status back to Issued when all updates are complete.**
The system automatically generates a Change Order for changes made to quantity and price, or it creates an Expedite record when changes are made that would normally be made in that module.

Summary

If there is nothing else that needs to be done with the purchase order itself, the next step is to receive your items then wait for the vendor to send you an invoice. Please refer to the Invoicing chapter to learn how to handle invoices when they are received.

Vendors can also be rated based on delivery and quality performance when the items are received. The chapter entitled Vendor Performance Rating will help you to learn more about this step.

To learn more about the purchasing process as a whole, please refer to the Purchasing Overview.

Chapter 5

Blanket Contract

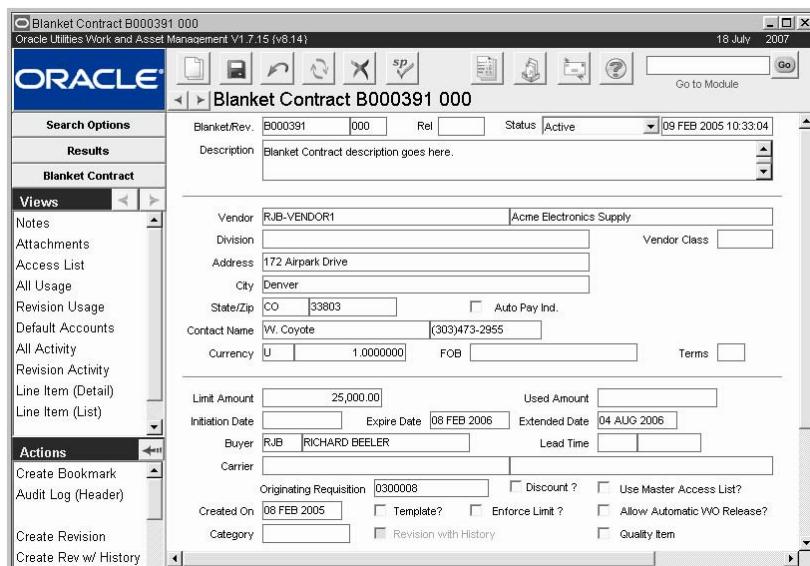
Blanket contracts are standing contracts with vendors, specifying agreement details, items and services which can be purchased. They serve as a way to authorize employees, who are not ordinarily authorized to make purchasing decisions, to generate and issue purchase orders without the involvement of the Purchasing group. In addition, blanket contracts provide ordering information for Automatic Stock Replenishment batch processing functionality.

Blanket Contract Records

A Blanket Contract record can typically be produced in three different ways, depending on how your organization has configured the system:

- **From a requisition** - Anyone who can create a requisition can potentially use the requisition to request a blanket contract, which can then be created using the requisition as a model. You can also use a requisition that has been produced by the system's automatic storeroom reorder processing.
- **From a request for quotes** - Requests for quotes can be initiated in a variety of ways (including, in some cases, from a requisition). During the process of awarding items to the vendors, it is a simple matter to create a blanket contract.
- **Directly** - You can also build a blanket contract directly in the Blanket Contract module.

Blanket contracts also establish spending limits, contract terms, and other options that are binding for every PO cut from them.



Blanket Contract B000391 000
Oracle Utilities Work and Asset Management V1.7.15 (v8.14)
18 July 2007

Blanket Contract B000391 000

Search Options

Results

Blanket Contract

Views

- Notes
- Attachments
- Access List
- All Usage
- Revision Usage
- Default Accounts
- All Activity
- Revision Activity
- Line Item (Detail)
- Line Item (List)

Actions

- Create Bookmark
- Audit Log (Header)
- Create Revision
- Create Rev w/ History

Blanket Contract record

Blanket Contract records are very similar to Purchase Order records in that they contain general vendor and purchase information on the header record, and separate screens for line item lists and details.

When you write a purchase order against a blanket contract, you do also have the option of adding purchase order line items that are not listed on the contract.

Once the blanket contract has been established, you can use the Blanket Contract to PO module to write purchase orders against the blanket contract. You can also write purchase orders against a blanket contract in the Purchase Order module.

Information listed for the contract line items supersedes information that can be retrieved from elsewhere in the system (such as stock information in the catalog).

Blanket Contract Configuration

Settings in the Blanket Contract Processing Business Rule control whether or not the system activates a blanket contract automatically on its initiation date, the tolerances allowed as the blanket nears its limit amount, and other functionality.

Access List

This rule also determines whether the master access list defined in the Blanket Contract Access List Business Rule will be used with blanket contracts. Depending on these settings, users may need to be identified in the Access list view in order to have access to the contract. Purchasing limits are also set here. In addition, the access list is searchable.

Blanket Contract Field Descriptions

The following fields are included:

Blanket and Revision - These fields define the unique identification for the contract.

The Multiple Active Contracts Business Rule determines whether or not a Blanket Contract can have more than one active revision.

Release - The system updates the release number each time a purchase order referencing the blanket contract revision is issued.

Status - You can assign the statuses: Created, Active, Canceled or Closed. Only Active blanket contracts can be used for purchasing. The adjacent date and time field shows when the status was last changed.

Description - Description is one of the values you can specify when searching the Blanket Contract module.

Vendor - Enter the code for the vendor servicing the contract in this field. The system provides a list of values based on the Vendor module. When you select a vendor code, the system supplies other vendor and shipping information from the Vendor record. This information includes the vendor name, contact name and phone number, currency code and exchange rate, FOB information and the standard payment terms for the vendor. The system also supplies carrier information if it is available from the Vendor record.

The address listed is initially retrieved from the Vendor record but can be modified if necessary. Changes made to this address, however, do not affect the Vendor record or any other documents that reference the same Vendor, they only apply to the current record. If you want to apply the change to all references to that Vendor, you must open the Vendor module and make the change there.

The list of values for the Vendor Class field shows any of the characteristics entered on the Vendor record so that, if needed, you can show the characteristic relevant to the purchase.

Auto Pay Ind. - If the vendor referenced on the blanket contract is an Auto Pay vendor, the system checks this box. If you do not want an invoice to be automatically created for purchase orders resulting from this blanket Contract you can click the box to uncheck it. You can re-check the box if you later decide to activate the auto pay feature. The purchase order created will default to the setting designated on the Blanket Contract.

Limit Amount - The Limit Amount field indicates the maximum total amount that can be purchased using the contract. When the used amount reaches the limit amount you may need to renegotiate your contract, or you can simply raise the value indicated in the Limit Amount field.

If the Enforce Limit? check box is not checked, the Limit Amount field only acts as a suggestion. If the Enforce Limit? check box is checked, the system will not allow total purchase orders against the contract to exceed the Limit Amount.

Used Amount - The Used Amount field indicates the amount of the contract that has been spent. The system calculates this amount by adding together the item amounts for all purchase orders that have been issued against the contract. If an issued purchase order written against the contract is closed or cancelled, the PO amount is subtracted from the Used Amount. If the invoiced amount varies from the PO amount, this field is adjusted to reflect the invoiced amount.

When you create a new revision of the blanket contract with history, the Used Amount from the previous revision is carried forward to the new revision. If the used amount from the previous revision is adjusted for any reason, the change also carries forward to the new revision.

Initiation Date - The initiation date is the first date the blanket contract can be used. When the Activate on Initiation parameter in the Blanket Contract Processing Business Rule is set to ON, the system automatically activates the Blanket Contract record on its initiation date.

Expire Date - The expire date indicates the date by which the contract must be renegotiated. When the Close on Expiration Date parameter in the Blanket Contract Processing Business Rule is set to ON, the system automatically closes the blanket contract on its expire date.

Extended Date - If the blanket contract is expiring and you do not yet want to create a new revision, you can enter an extended date. The current revision can continue to be used until the extended date is reached.

Buyer - The buyer code shows the buyer assigned to monitor the contract. You can grant access to the contract to other users by selecting Access List from the Views list. The associated list of values for the field is controlled by the Buyers module in the Administration subsystem.

Lead Time - Use these fields to note the number of days that the vendor has estimated it that will take to deliver the items on the blanket contract.

Carrier - The Carrier fields represent the carrier that will handle the shipping of the contract items. The system provides the carrier when you select a vendor if the Vendor record includes a specific carrier. However, you can change the carrier information the system provides, if necessary.

Originating Requisition - If the blanket contract has been created from a requisition the system will automatically enter that requisition number in this field.

Discount - Checking this box makes the blanket contract available for selection on the list of values when items are being added to a request for quotes from a blanket contract.

Use Master Access List - If the Use Master Access List rule key in the Blanket Contract Processing rule is set to ON, new records are created with the Use Master Access List indicator checked.

Keep the box checked if the list of users defined in the Blanket Contract Access List Business Rule should be applied for the current contract. Remove the check if you want to enter a unique access list for this blanket contract. The indicator does not display when the rule key is set to N.

When you change the indicator to Y, the system checks to see if names currently exist on the Access List for this record. If any are found, the system displays an error message warning that the existing names will be replaced with those on the Master Access List if you continue.

Created On - The system automatically enters the Blanket Contract creation date in this field.

Template - Check this box if you want to use the Blanket Contract as a template. The Template Indicator one of the values you can specify when searching the Blanket Contract module.

Enforce Limit? - The Enforce Limit? check box determines whether the value in the Limit Amount field acts as a true limit, or only a suggested limit. If the Enforce Limit? check box is checked, the system will not allow total Purchase Orders against the contract to exceed the Limit Amount. See the Blanket Contract Processing Business Rule for more on how this indicator is used.

Allow Automatic Work Order Release? - The Allow Automatic Work Order Release? check box is associated with the Work Order Processing Business Rule in the Administration subsystem. The rule can be set to allow Purchase Orders for Direct-type stock items to be created directly from the Blanket Contract as part of the Work Order materials planning process. When this is done, the system checks this indicator. If the indicator is checked, the system can create a Purchase Order when materials are planned against a Work Order. If the indicator is not checked, the system creates a Requisition instead of a Purchase Order.

Category - The category field indicates the type of good or service generally handled by the vendor. The associated list of values for the field is controlled by Code Table 35 in the Code Table and Codes module of the Administration subsystem.

Revision with History - The system checks this box when you create a revision with history. You can also update the indicator directly if earlier revisions exist. This indicator helps processing to update the Used Amount on the current blanket contract when cost adjustments are made to lower revisions.

Quality Item - The Quality Item box indicates that the item has been identified as a Quality Item (subject to specific inspection and inventory procedures) on the Master Catalog record.

How to Create a Blanket Contract Record

1. Open the Blanket Contract module in the Purchasing subsystem.
2. Click the New Icon.
3. Select a Vendor from the list of values.
4. Enter the Limit Amount for the Contract.
5. Enter the Expire Date.
6. Select the Buyer code from the list of values.
7. Check the Enforce Limit? check box if you want the system to enforce the contract limit.
8. Click the Save icon.

How to Add an Item to a Blanket Contract

1. Open the appropriate Blanket Contract record.
2. Click the List Items button.
3. Select the Stock Code from the list of values.
4. Enter the Unit Price according to the written contract.
5. Enter any additional information your organization requires.
6. Click the Save icon.

How to Activate a Blanket Contract

You can update a Blanket Contract record that is in Active status. However, because contracts are between two parties, you should create a Revision record when terms are renegotiated and changed.

1. Open the appropriate Blanket Contract record.
2. Change the Status to ACTIVE.
3. Click the Save icon.

How to Give Users Access to a Blanket Contract

1. Open the appropriate Blanket Contract record.
2. Select Access List from the Views list.
3. Select a User name from the list of values.
4. Enter the User Limit amount.
5. Enter the Storeroom.
6. Click the Save icon.

How to Enforce a Blanket Contract Limit

1. Open the appropriate Blanket contract record.
2. Check the Enforce Limit? check box.
3. Click the Save icon.

How to Extend the Life of a Blanket Contract

1. Open the appropriate Blanket Contract record.
2. Enter the Extended Date.
3. Click the Save icon.

Blanket Contract Views

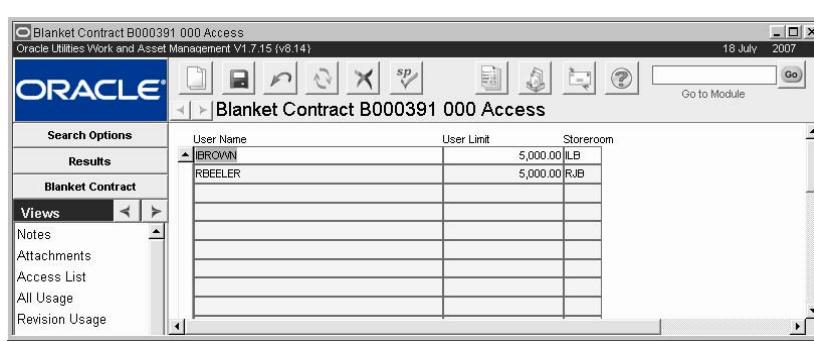
In addition to any standard views, the module includes the following:

Notes and Attachments

Most modules include Notes and Attachments views. Please refer to the System Basics User Guide for a detailed discussion of these views.

Access List

Select Access List from the Views list to enter the names of users that can charge against the Blanket Contract. Use of this view depends on [business rule settings](#).



Access List view

User Name and Limit - Enter the name of the employee who is to be given permission to make charges against the contract.

The User Limit field represents the maximum dollar amount that the user can charge against the contract for a single Purchase Order.

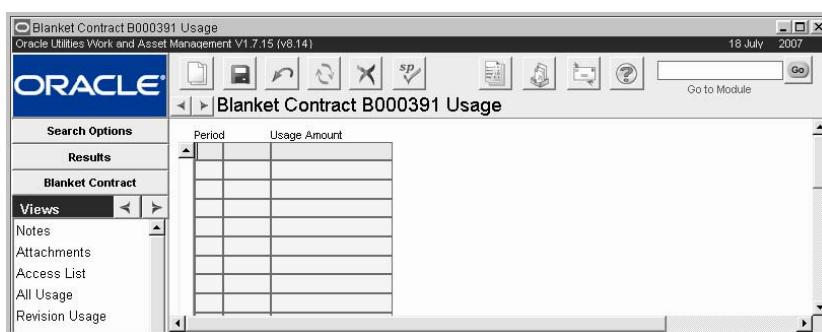
If the Work Order Processing Business Rule is set to allow a Purchase Order to be created directly from a Blanket Contract when planning Direct-type stock items for a Work Order, the system checks to ensure that the order does not exceed the User Limit. If the cost of materials is under the limit, and all other conditions are met, the system creates a Purchase Order in Issued status. If the cost of the materials exceeds the limit, but all other conditions are met, the system creates the Work Order in Created status.

Storeroom - The Storeroom field indicates which storeroom that the user usually works out of. The field is required but is for informational purposes only, and is not used elsewhere in the system.

The Access List is searchable from the Blanket Contract Search Options screen.

All Usage

Select All Usage from the Actions list to see a summary of dollars spent against all Revisions of the Blanket Contract. Usage Information is displayed by Period and Year.



All Usage view

Usage is counted when a Purchase Order is issued that references the Blanket Contract. To see information about individual Purchase Orders against all Revisions of the Blanket Contract, select All Activity from the Views list.

Revision Usage

Select Revision Usage from the Actions list to see a summary of dollars spent against this Revision of the Blanket Contract. Usage Information is displayed by Period and Year.

Usage is counted when a purchase order is issued that references the blanket contract. To see information about individual purchase orders against this revision of the blanket contract, select Revision Activity from the Views list.

Default Accounts

The system records the Blanket Contract Default Accounts on the new Purchase Order when a Purchase Order is produced from the Blanket Contract.

Default Account view

This view is the same as the [Default Accounts](#) view in the Purchase Order module.

All Activity

Select All Activity from the Views list to see summary information for all Requisitions and Purchase Orders related to all Revisions of the Blanket Contract. The information shown on the All Activity view is controlled by the system and cannot be updated.

All Activity view

Status - Activity status depends on the type and status of purchasing document referencing the Blanket Contract. Valid Activity statuses are:

Pending - Requisitions or Purchase Orders in Created, Pending Approval or Approved status

Open - Purchase Orders in Issued or Fully Received status

Closed - to Purchase Orders in Fully Invoiced or Closed status

To see only items in a particular status, place the cursor in the status field, press F7 to clear the listing and enter the status you want to display. Press F8 to see the results. The Total Summary fields in the lower section of the window continue to display the total summaries for all the purchasing documents.

Type - Type is either R (Requisition) or P (Purchase Order)

Doc ID - Doc ID is either the Requisition number or Purchase Order number.

Document Status - The status of the Requisition or Purchase Order.

Release - The Blanket Contract release number from the Purchase Order. The system assigns Release Numbers when Purchase Orders referencing the Blanket Contract are set to Issued status. Requisitions and Purchase Orders in Pending status do not have Release numbers.

Total Amount - The total cost of the line items from the Requisition or Purchase Order, without taxes or delivery costs.

Required Date - The Required Date from the Requisition or Purchase Order.

Doc Count - The total number of purchasing documents in Pending Open or Closed status referencing the Blanket Contract.

Total Amount - The sum of the Total Amounts of all purchasing documents in Pending, Open or Closed status referencing the Blanket Contract.

Purchase order totals reflect the Invoiced Amount of the PO Line Item instead of the PO Item Amount. This may cause a temporary discrepancy between this field and the Used Amount on the Blanket Contract header because the Used Amount is not adjusted with the Invoiced Amount until the purchase order is set to Closed status.

Contract Limit Amount - The Contract Limit Amount is the Limit Amount for the Blanket Contract that was open when you selected the view. As this amount is only meaningful for a single Revision, the same number displays whether you select All Activity or Revision Activity from the Views list.

Total Amount Outstanding - The overall total of all purchasing documents referencing the Blanket Contract in Pending, Open or Closed status. The Total Amount Outstanding is the sum of the three Total Amount values to the left.

Contract Balance - The Contract Balance is the difference between the Contract Limit amount and the Total Amount Outstanding amount. This figure represents the amount remaining after all current purchasing is completed. If you open the Revision Activity view for a previous Revision of the Blanket Contract, the Contract Balance may show as a negative number.

Revision Activity

Select Revision Activity from the Views list to see summary information for all Requisitions and Purchase Orders related to this Revision of the Blanket Contract. The information shown on Revision Activity view is controlled by the system and cannot be updated.

Line Item (List)

Selecting Line Item (List) from the Views list opens a screen that displays summary information about all of the Blanket Contract items.

Blanket Contract B000391 000 Item List						
Oracle Utilities Work and Asset Management V1.7.15 (v8.14)						
18 July 2007						
Go to Module						
Item	Seq	Stock Code	UOP	Quantity	Unit Price	Total Amount
00001	00005	RJB-0001	EA		21.0000	.00
Description DC Power Inverter (48 Volt)						
00002	00010	RJB-0002	BX		50.0000	.00
Description Mechanical Anchors (Double Expansion)						
00003	00015	RJB-0005	EA		25.0000	.00
Description Wireless USB Network Adapter						
00004	00020	RJB-008	EA		12.0000	.00
Description Series 2000 Solenoid Pump						
00005	00025	RJB-009	EA		35.0000	.00
Description Wireless 22Mbps Broadband Router						

Item (List) view

Line Item (Detail)

When you select Line Item (Detail) from the Views list the system opens the Item view, which displays detailed information about the specific Purchase Order item.

Blanket Contract B000391 000 Item 00001						
Oracle Utilities Work and Asset Management V1.7.15 (v8.14)						
18 July 2007						
Go to Module						
Search Options	Results	Blanket Contract	Views	Actions		
Notes	Attachments	Access List	All Usage	Revision Usage	Default Accounts	
Line Item (Detail)	Line Item (List)	Attachments				
Create Bookmark						
Audit Log (Header)						
Item No.	Seq	Item Status				
00001	00005	Active				
Stock Code	RJB-0001	Stock Type				
Description	DC Power Inverter (48 Volt)					
Procurement Level		Quality	Quality Class			
Quantity	UOP	EA	PI Ratio	1	Quote	
Unit Price	21.0000		Lead Time (days)		Taxes: State	
Total	.00		Discount Percent		Federal	
					Duty	
Vendor/Manufacturer Data						
Model Number						
Drawing Number						
Vendor Model No.						
Part Number	129Y21-30Y23109					

Item (Detail) view

Blanket, Revision and Item Number - Each item is uniquely identified by the Blanket Contract / Revision Number and Line Item Number. As you insert a new item, the system automatically generates the Line Item Number.

Seq - Sequence numbers determine the order in which Line Items display in the Line Item (List) view. Sequence Numbers can be changed to reorder the display when the Blanket Order is in Created or Active status. You may want to create new Sequence Numbers in increments of five to make it easier to insert new items into the sequence.

Changing the sequence numbers does not automatically change the Item number. You can, however, change the Item numbers to reflect the Sequence order by selecting Resequence Items from the Actions list.

Stock Code - The list of values for the Stock Code is controlled by the Storeroom module of the Resource subsystem. Only Active Stock Code / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

If the Blanket Contract is based on a Requisition the system completes the Stock Code, Storeroom, Item Type, and Description fields using information from the Requisition and Storeroom records.

You can also choose to leave the Storeroom and Stock Codes blank, ordering goods or services using only the Line Item Description for the purchase. Materials ordered without using a Stock Code will have Temporary Stock Codes generated at the time the Blanket Contract is converted into a Purchase Order.

Stock Type - When you enter a Stock Code and Storeroom, the system fills in the Stock Type from the Storeroom module. You cannot update this field manually.

Description - The system supplies the item Description based on the Stock Code selected. You can modify the description as needed.

Procurement Level, Quality, and Quality Class - The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is a Quality item, the system checks the Quality Item indicator. If this indicator is checked, the system also provides the Quality Class from the Master Catalog record. The Quality Class code classifies the item to indicate how it must be received, inspected, and stored.

The associated list of values for the Procurement Level field is controlled by the Procurement Level Business Rule.

Quote - If the Blanket Contract was drawn from an RFQ the system automatically inputs that number in this field.

Quantity, Unit of Purchase, Price, and Total - The Quantity field can be updated and indicates the number of units being ordered.

The system provides the Unit of Purchase from the Master Catalog but you can change it here if necessary. It indicates how the item must be purchased. For example, sheet metal might be purchased by the square foot, or by the roll.

The Unit Price can be updated and reflects the agreed on price for each unit of the item. Once the Quantity and Price are entered, the system calculates the Total price by multiplying the Quantity by the Unit Price. To change the Total Price for the item you must change either the Quantity or the Unit Price.

Taxes and Duty costs are displayed as a part of the Purchase Order and Line Item Costs windows.

Discount Percent - If you have negotiated a discount percentage to be applied to all orders of this type, enter the percent in this field. This value can be used later on Requests for Quotes.

PI Ratio - The Price to Issue ratio indicates the difference between how you buy the item and how you issue it. You may, for instance, issue in individual items but order the items by the box where one box would contain 10 individual items. The Unit of Purchase would then be BOX, the Unit of Issue would be EA, and the P/I Ratio would be 10. The system provides the PI ratio from the Master Catalog but you can change it here if necessary.

Tax Information - The three tax fields indicate the various taxes that will be charged for the item. These fields cannot be updated.

The associated lists of values for the Tax fields are controlled by Code Tables 160 (State/Regional), 159 (Federal) and 161 (Local).

Model and Part Numbers - These four fields display the model, drawing and part numbers used by the Manufacturers and Vendors to describe the item listed on the Blanket Contract Line Item. The information for this window comes from the Manufacturer/Vendor view of the Catalog module in the Resource subsystem. You can also add additional information here, but updating the information in this window does not affect the record in the Master Catalog.

Blanket Contract Actions

In addition to standard actions, the following can be completed from within the module.

Resequence Items

Select Resequence Items from the Actions list to change the Item Numbers to follow the same order as the Sequence Numbers. When you select Resequence Items, system also rennumbers the Sequence numbers in increments of five.

The Resequence Items action is only available when the Blanket Contract is in Created status.

Create a Requisition from the Blanket Contract

If you have the appropriate function responsibility in your User Profile, you can select elect Create Req from Blanket from the Actions list to copy Blanket Contract items to a new Requisition. The system opens a series of windows where you can identify the Blanket Contract (the default is the Blanket Contract you were viewing last), select the items you want to copy, and identify account information.

You can only create Requisitions from Blanket Contracts that are in Active status. When you have finished supplying the information, the system verifies the number of the Requisition created or asks you to supply the number of your system is not set to generate Requisition numbers automatically. You then have the option of continuing to work with the Requisition or returning to the Blanket Contract record.

Creating Revisions

If you have the appropriate function responsibility in your User Profile, you can select Create Revision and the Create Revision with History from the Actions list to create a new Revision of the Blanket Contract.

Select Create Revision or Create Revision with History from the Actions list to create the new record. The system displays the revision number of the new revision.

Create New Revision

New Revisions have the same Blanket Contract Number and the next available Revision Number and contain all of the information included in the original document. All stock code line items listed on the Blanket are copied to the new Revision, along with any existing notes and attachments. When you select Create New Revision the Used Amount is not copied forward from the previous revision.

Revision Created w/History

Revisions Created with History retain the Used amount from the previous revisions. All new revisions are generated in "Created" status. When you activate the new revision, the system sets the previous active revision to Closed status.

Creating revisions with history is useful if your business practice is to create a new revision each time the blanket contract is modified, but only adjust the used amounts at the beginning of your fiscal year.

Creating Revisions from other Purchasing Records

You can also create Blanket Contract Revisions from the Requisition module by selecting Create Blanket from the Actions list, or from the RFQ module as part of the Award process. Although similar, these two actions are processed differently. When you create a new Revision from the Requisition module, line items from the existing Blanket copy over to the Revision.

When you create a blanket contract revision using the Create Blanket action on a Requisition record and the Vendor field on the requisition is already populated, you must select a blanket

contract with the same vendor. If there are no blanket contracts for that vendor, the list of values for the blanket contract revision will not show any valid values.

When you create the Revision from an RFQ the items awarded on the RFQ replace the items on the existing blanket. Since you are likely to base a revision on an RFQ only if you are attempting to get a better price from a different vendor, the new revision should only consist of the line items that were awarded to that vendor on the RFQ.

Reviewing Revision Information

Usage and Revision information from current previous Revisions can be reviewed by selecting All Usage or All Activity (respectively) from the View list.

To see usage and revision information for the current revision only, select Revision Usage or Revision Activity from the Views list.

Creating Requisitions and RFQs

You can create Requisitions and RFQs based on the Blanket Contract by selecting options from the Actions list. These actions are similar, but not identical. When you select either the Create Requisition or Create/Add an RFQ action, the system opens a series of windows where you can select the Blanket Contract you want to copy from, enter additional information, and select items from the Blanket Contract to copy to the Requisition or RFQ.

How to Create a Blanket Contract Revision

You can update a Blanket Contract record that is in Active or Closed status. However, because contracts are between two parties, you should create a Revision record when terms are renegotiated and changed. You can only create a revision for a blanket contract that is in Active or Closed status.

1. **Open the appropriate Blanket Contract record.**
2. **Select Create Revision or Create Rev/History from the Actions list.**
If you want to create a Revision that retains usage and activity history from previous revisions, select the Create Revision w/History option.
3. **Note the Revision number and click the OK button.**
4. **Open the new revision record.**
5. **Enter any changes.**
6. **Set the Status to Active.**
7. **Click the Save icon when the system notes the status change.**

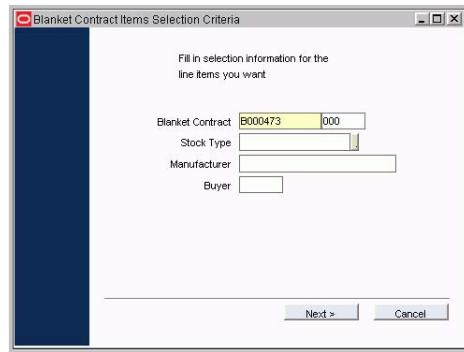
The system warns you if it finds other revisions that are in Active status (including the original blanket contract). You should understand the nature of these revisions before you let the system set them to Closed status.

How to Create/Add an RFQ

1. **Select Create/Add RFQ from the Actions list.**

This selection will prompt the system to copy blanket contract items to a new or existing RFQ.

The Blanket Contract Items Selection Criteria window opens.

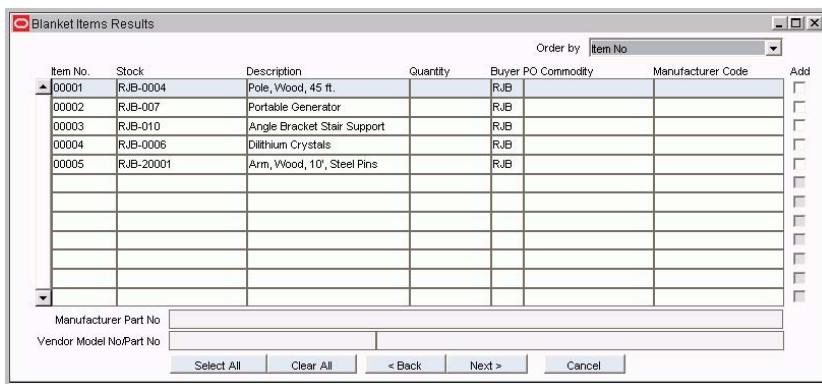


2. Fill in the information for the items that you want.

These fields limit the list of items that the system returns. If you leave them blank, you will receive a list of all items on the Blanket Contract.

3. Click the Next button.

The system Returns the Items selected by your search criteria in the previous window.

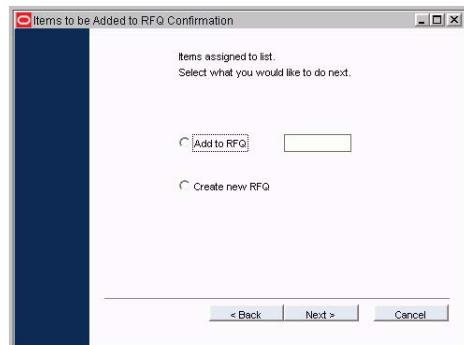


4. Place a check in the Add box next to the items that you want.

You can also click the Select All button to select all of the Items.

5. Click the Next button.

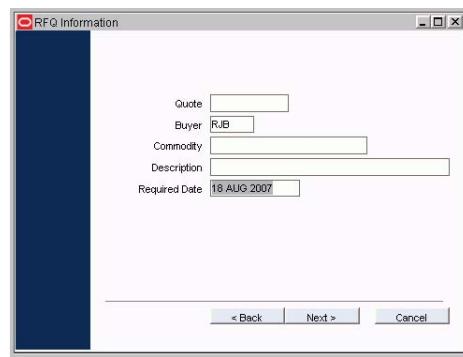
The Items to be Added to RFQ Confirmation screen opens.



6. Select the option for the type of record you want to create.

If you select Add to RFQ, enter the RFQ number that you want to add to or select one from the list of values.

If you select Create new RFQ, the system opens this screen where you can enter additional information for the RFQ.



7. Click the **Next** button.

The system opens the RFQ Finished screen notifying you of the RFQ number that you have created or added to, and prompts you to select whether you want to continue work on the Blanket Contract or Work on the RFQ that you created.

8. Click the **OK** button.

E-Mail Blanket Contract

If you correspond with vendors by e-mail, you may want to e-mail a blanket contract to them to get or quote or verify other information. To enable this functionality, your DBA or Systems Administrator must configure the PO Report Status Codes business rule for e-mail. You must also make sure that a valid e-mail address is entered in your User Profile.

Please refer to [E-mailing Purchasing Records](#) for more information.

Chapter 6

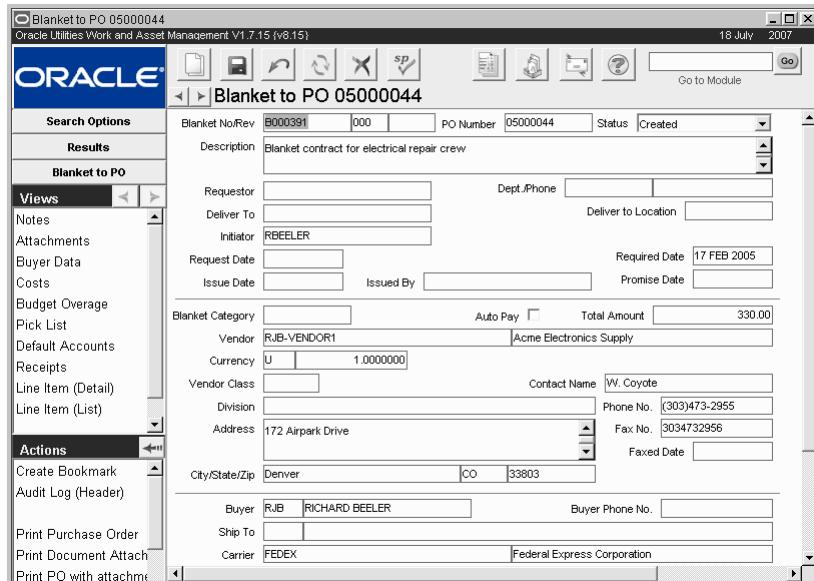
Blanket Contract to Purchase Order

You can use the Blanket Contract to PO module to create Purchase Orders against Blanket Contracts, even if you are not a buyer or a member of the Purchasing group.

Blanket Contract to Purchase Order Records

A Blanket Contract lists items and services that can be purchased from the listed Vendor using the prices and terms defined within the contract. Once a Blanket Contract is established and activated, authorized users and batch stock reorder processing can write Purchase Orders from the contract.

The information on a Blanket Contract to PO record is identical to the information on a Purchase Order. Refer to the Purchase Order section of the User Guide for a detailed description of the fields and Views.



Blanket to PO 05000044

Oracle Utilities Work and Asset Management V1.7.15 (v8.15)

18 July 2007

ORACLE

Search Options

Results

Blanket to PO

Views

Notes

Attachments

Buyer Data

Costs

Budget Overage

Pick List

Default Accounts

Receipts

Line Item (Detail)

Line Item (List)

Actions

Create Bookmark

Audit Log (Header)

Print Purchase Order

Print Document Attach

Print PO with attachments

Blanket No/Rev: 000391 | 000 | PO Number: 05000044 | Status: Created

Description: Blanket contract for electrical repair crew

Requestor: [] Dept./Phone: []

Deliver To: [] Deliver to Location: []

Initiator: RBEELER

Request Date: [] Required Date: 17 FEB 2005

Issue Date: [] Issued By: [] Promise Date: []

Blanket Category: [] Auto Pay: [] Total Amount: 330.00

Vendor: RJB-VENDOR1 Acme Electronics Supply

Currency: U 1.000000

Vendor Class: [] Contact Name: W. Coyote

Division: [] Phone No.: (303)473-2955

Address: 172 Airpark Drive Fax No.: (303)473-2956

City/State/Zip: Denver CO 33803 Faxed Date: []

Buyer: RJB RICHARD BEELER Buyer Phone No.: []

Ship To: []

Carrier: FEDEX Federal Express Corporation

Blanket Contract to PO record

Purchase Orders written against a Blanket Contract can be created and processed either directly through the Purchase Order module or through the Blanket Contract to PO module. The Blanket Contract to PO module provides users (who otherwise would have to use a Requisition) a mechanism to write and process Purchase Orders against Blanket Contracts. Users who are on the Access List of the referenced Blanket Contract can also use the Blanket Contract to PO module to process B-type requisitions.

When creating a new purchase order, the list of values for the blanket contract field only shows blanket contracts that are in Active status and are not expired. The signed in user creating the record must also be on the Access List for the originating blanket contract in order for the blanket contract to appear in the list.

The system maintains a history of usage for each contract in the Blanket Contract module.

The following fields are included:

Three fields on the Blanket Contract to PO record that are unique from the Purchase Order record are Status, Approval Routing and Blanket Category.

Status - Since you can only use the Contracts that reference your username on the Access List, no approval checks are required to create a PO from a Blanket Contract. Therefore, Blanket to PO records have no Pending Approval status. You can create a Blanket to PO record in Created status, then set it to Approved without routing it for approval.

Before the system lets you change the status of the Purchase Order to Issued, it checks that the value of the Purchase Order does not exceed your user limit defined in the Blanket Contract Access list. If the Enforce Limit indicator on the Blanket Contract is marked, the system also checks that the value will not cause the Blanket Contract Used Amount (to date) to exceed the Contract limit.

Approval Routing - Blanket to PO records have no Approval Routing field and do not require approval.

Blanket Category - The system returns the Blanket Category from the Blanket Contract. This information cannot be modified.

How to Generate a PO Using the Blanket Contract to PO Module

1. **Open the Blanket Contract to PO module.**
2. **Click New.**
3. **Enter the Blanket Contract number for the Blanket Contract that you want to use.**
The list of values only shows blanket contracts that are in Active status and are not expired. The signed in user creating the record must also be on the Access List for the originating blanket contract.
4. **Enter Requestor, Delivery, and Date information.**
5. **Click Save.**
The system generates a unique Purchase Order number, fills in the Vendor information, and saves the record.

How to Add Purchase Order Items from a Blanket Contract

1. **Open the appropriate Blanket Contract to Purchase Order record.**
2. **Select Pick List from the Views list.**
3. **Click a Stock Code to select that item.**
4. **Update the New Quantity if necessary.**
5. **Select a Storeroom from the list of values.**
6. **Select the work order and task that will be charged for the item from the lists of values.**
7. **Select an Expense code from the list of values.**
8. **Click the Save icon.**

How to Issue a Purchase Order from a Blanket Contract

1. **Open the appropriate Purchase Order record or Blanket Contract to Purchase Order record.**
2. **Change the Status to ISSUED.**
3. **Click the Save icon.**

Blanket Contract to Purchase Order Views

In addition to any standard views, the module includes the views described below.

In addition to any standard views, the module includes the following:

In addition to any standard views, the module includes the following:

Buyer Data

Select Buyer Data from the Views list to display information for the Purchase Order Buyer.

Buyer Data view

Default Accounts - A check in the Default Accounts box indicates that the item is being charged at least partially to one or more default accounts on the Purchase Order header record.

Single Source - The Single Source field indicates whether the vendor is the only source for the item.

End User Code - The End User Code indicates how the item is to be used by your organization.

The associated list of values for this field is controlled by Code Table 26.

Credit Card Purchase - A check in this box indicates that the PO can be paid for with a credit card. The system allows personnel to use a specific credit number for purchases if the credit card number is recorded in the User Credit Card Information view of the appropriate User Profile record in the Administration subsystem.

Confirmed - Indicate that you have communicated with a vendor contact in this box.

Confirmation Contact and Date - These fields indicate the vendor representative you spoke with, and the date you spoke to the representative about the Purchase Order.

Confirmation Type - The Confirmation Type fields allow you to indicate how the confirmation was made with the vendor. Options could include phone, fax, mail, etc. Your organization can add codes and corresponding descriptions to Code Table 150 in the Code Table and Codes module of the Administration subsystem.

Terms - The Terms field displays the payment terms specified for the Purchase Order. You can select a new set of payment terms from the associated list of values. The list of Terms is controlled by the Payment Terms Business Rule.

FOB - The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order. You can select the FOB terms from the associated list of values. The FOB list of values is controlled by Code Table 43.

Tax Information - The three tax fields indicate the various taxes that will be charged for the item. The associated list of values for the tax fields are Code Tables 159, 160 and 161.

Receipts

Select Receipts from the Views list to display summary information for each line item, indicating whether they are fully or partially received, whether or not it is forced complete (a partial receipt considered complete), or fully or partially invoiced.

The information in this window is maintained by the system and cannot be modified.

Line Item (Detail)

The Blanket Contract to PO Line Item view provides about the specific purchase order item. The line item views are similar for the requisition, purchase order, and Blanket Contract to PO modules.

You can enter line items manually, or you can copy them from the blanket contract using the Pick List view.

Each item is uniquely identified by the Purchase Order / Line Item Number. You are not limited to only purchasing the items listed on the blanket contract. As you insert a new item, the system automatically generates the Line Item Number, displayed at the top of the Line Item window. Line Items cannot be added or modified once the PO has reached "Issued" status.

If ordering stock items, you can enter a stock code for Inventory and Expense items only if it is listed as an item on the blanket contract. Otherwise, when entering a stock code, it must be for a Direct Purchase stock item.

If you wish to charge the item against a work order, enter the work order and Task Number. (The work order task must be in Active status). A Work Order Task Direct Charge record is automatically generated (or updated if it already exists) when the purchase order is approved.

Line item receipt information is displayed in the lower portion of the window, above the check boxes. The receipt information is maintained by the system and cannot be modified.

Line Item (List)

Since more than one line item may exist for a purchase order, you can view a list of line items for the purchase order by selecting the Line Item (List) view.

Move to the line item you are interested in and then press the > button to open the Item view for that item. If you are working with a long list, you can move to the line item using the scroll bar or the Previous and Next buttons on the toolbar.

Accounts

When you create a requisition or purchase order that references the blanket contract, any line item accounts on the blanket will be copied over to the requisition or purchase order. The system, however, does not require that you enter account information for blanket contracts.

If you enter Default Accounts on the main record before adding line items, the system copies the default accounts to the line items as they are added, provided that account information for the items is not specified elsewhere. Inventory items, for example, use account information from the Storeroom record, regardless of the information entered on the Default Account view.

This view is the same as the [Default Accounts](#) view in the Purchase Order module.

Costs

Select Costs from under Line Item (List) on the Views list to view a summary of the purchase order line item costs. This is a summary of costs for the Line Items. Information displayed cannot be modified.

The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Manufacturer Data

Select Manufacturer Data from the Views list to enter the Manufacturer Codes and Part numbers for your line items.

If the item being ordered carries a stock code and the Prime Vendor for that stock item is the same as is listed on the purchase order, the system automatically defaults manufacturer data from the Manufacturer/Vendor view the Master Catalog. If you need to enter a new Manufacturer, you can select it's code from the list of values, which is controlled by Code Table 186 in the Code Table and Codes module of the Administration subsystem.

Asset/Component Information

Select Asset/Component from the Views list to see Asset and Component information for the blanket contract Item. The Asset/Component Information view includes serial number, part number, and model number for an associated Asset or Component. This information can help to insure that the correct parts are ordered.

Asset and Component information can be entered in several ways:

Directly - You can enter the information directly by selecting the Asset Type and ID or the Component ID. These are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.

From another Purchasing Document - If the blanket contract Item is created from a requisition or RFQ item with asset/ component information, the system copies that information here.

From an earlier Revision - When a new revision of the blanket contract is created, the system copies any Asset/Component information to the new Revision.

Blanket to PO Pick List

After you create the new PO you need to add line Items to complete it. You can add Line Items manually, or you can use the Pick list to select Line Items from the Blanket Contract.

The Pick List provides a means for you to quickly add Purchase Order Line Items using the list of Blanket Contract Line Items. For the Blanket Contract listed, all of the Line Items are presented, displaying summary information about each item.

Stock Code	UOP	Unit Price	PO Line Quantity	New Quantity	Srm	Work Order
RJB-0001	EA	21.0000			RJB	
INVENTORY		DC Power Inverter (48 Volt)				
RJB-0002	BX	50.0000				
INVENTORY		Mechanical Anchors (Double Expansion)				
RJB-0005	EA	25.0000				
INVENTORY		Wireless USB Network Adapter				
RJB-008	EA	12.0000				
INVENTORY		Series 2000 Solenoid Pump				
RJB-009	EA	35.0000				
INVENTORY		Wireless 22Mbps Broadband Router				

Pick List view

PO Line Quantity is maintained by the system as the quantity already ordered against the Blanket Contract. The New Quantity is the quantity listed on the Blanket Contract as the default amount to order.

Change the New Quantity to the amount of this item that you want to add to the current PO. If you do not change the Quantity on an item, it will not be transferred to your Purchase Order.

After you change the Quantity of an item, Click the Save icon to transfer it to your PO.

Copy Record

Copy record functionality for purchasing records is slightly different than general [copy record](#) functionality. Please refer to the topic [Copy Record for Purchasing Records](#) in the purchasing overview for more information.

You must have the appropriate responsibility settings to use copy record functionality.

Chapter 7

Request for Quotes

Encouraging competitive bidding between your vendors is a common way of keeping costs under control. However, the process can be time consuming and difficult. The Request for Quotes (RFQ) module makes this task easier and, when used with vendor evaluation information from the Vendor module, can help you establish a regular cycle of vendor evaluations and competitive bidding.

Processing

The Request for Quotes (RFQ) process bridges the gap between the two ends of the Purchasing cycle. At one end, you can use it to make decisions about selecting vendors and establishing contracts leading to purchases. At the other end, you can use it to follow up on Purchase Orders when costs begin to creep upward or vendors do not meet their delivery obligations. Since RFQs can begin from various starting points and end in various results, you can initiate an RFQ from many different kinds of records and, after you have decided which vendors should get your business, you can produce several kinds of follow-on records.

The cycle of events in the life of a request for quotes is roughly as follows:

1. Purchasing agent defines RFQ Parameters
2. The request is created.
3. The items are added.
4. The vendors are chosen.
5. The request is issued to vendors.
6. The vendor quotes are received in the system.
7. The vendors' quotes are entered.
8. The vendors' quotes are analyzed.
9. The items are reserved for or awarded to vendors.
10. Purchasing documents are created to buy the RFQ items.

Once you have established a Request for Quotes record you can begin building the list of items and vendors by selection options from the Views list.

Processing changes slightly if you are working with a [Discount Type RFQ](#).

Request for Quotes record

Discount Type RFQs

There may be times when you are soliciting vendors for discount rates on items. The Request for Quotes module can help you to organize the vendor's responses in the same way that it helps to organize straight price quotations.

On the header record you can select either Discount or Price to determine the type of Request for Quotes you will be working with. The default is set to Price since Discount type Requests for Quotes would usually only be used under special circumstances. Once you select the Record Type and save the record, the option cannot be changed.

Processing for Discount type Requests for Quotes only differs from Price type Requests for Quotes in the following aspects:

1. You can only create them from another Discount type Request for Quotes, from a Blanket Contract with the discount contract indicator set, or manually.
2. Items on a Discount type Request for Quotes do not reference master catalog.
3. The Unit Price fields on the View windows are changed to Discount Percent fields.
4. When you select Discount as the Request Type on the RFQ, the Item (Detail) and (List) Views become Item Discount (Detail) and (List). All of the other views also change slightly to incorporate Discount Percent related fields. These changes are noted in the field descriptions for these Views.

Other than these slight modifications, you will find that processing for Discount type Requests for Quotes is essentially the same as normal RFQ processing.

Determining RFQ Parameters

It is a good idea to plan before you begin to build an RFQ record. Decide on the items that you need, your delivery schedule, and the types of concessions that you will allow the vendors if they cannot offer your first choice.

When you decide to begin a competitive bidding process, the first thing that you need to do is make a list of the items that you need to order, determine your desired delivery time, and decide whether or not you will accept substitutes for some of the items. You can enter these parameters directly into the RFQ module or, as a shortcut, you can use the Actions list to guide you through the process of picking items from existing sources within the system.

Another important parameter when developing an RFQ is which vendors to consider. You can enter the vendors by hand, but the system includes an Action to help with this as well. By

selecting Add Vendors from Another RFQ from the Actions list you can select vendors from other RFQs within the system.

Request for Quotes Field Descriptions

The following fields are included:

Quote Number - Depending on the configuration of the system you can enter a unique number, or the system automatically creates a number for you.

Status - The system creates the new record in Created status. As the request is processed it can go through any of the other statuses: Pending Approval, Approved, Issued (submitted to vendors), Ready for Award (all quotes have been received), Awarded (all items have been awarded to a vendor), and Canceled.

The system enters the date that the status was last updated in the blank field next to the status.

Initiator - The Initiator field indicates the person responsible for creating the original RFQ record. If the RFQ has been generated by the system through automatic reorder for a Storeroom, the system will enter STORES REORDER in this field.

Next Approver - A The approval title for the person responsible for approving the record. The list of values for this field is controlled by the Approval Limits module in the Administration subsystem. Next Approver must be entered before you can change the status to Pending Approval.

For more detailed information on approvals, please refer to the document entitled Approvals in the System Basics User Guide.

Record Type - This field allows you to determine whether you will be receiving straight price quotes or discount quotes from Vendors. Normally you would be receiving price quotes, but in special circumstances you may need to set up an RFQ to handle discount percentages rather than prices. In this case, you can select Item Discount (Detail) from the views list to enter discount percents. The Bid Multiplier and Quality Indicators are removed from the header as these indicators do not apply for Discount type Requests for Quotes.

Once you select the Record Type and save the record, the option cannot be changed.

Buyer - This field represents the code for the buyer who is responsible for this Request for Quotes. When you select a buyer from the list of values the system supplies the buyer's name and phone number. The list of values is controlled by the Buyer module in the Administration subsystem.

Commodity - The Commodity code represents the type of item to be quoted on. This field can be useful as a search criteria when you are looking up RFQs. It has an associated list of values which can be used to select the appropriate code for the item.

Description - Use this field to enter a general description of the request. Remember that when other windows display this description, only the first few words will show, so make sure to make the first words are actually descriptive rather than entering extra words such as "This Request for Quotes...".

Required Date - Enter the deadline by which you need the quotes back from the vendors.

Total Vendors - Total Vendors is the total number of vendors listed on the RFQ

Received - Received indicates the number of vendors who have sent in quotes.

Issued - The Issued field indicates the number of requests that have been sent to vendors. To examine which vendors have been sent the request select Item (List) then Vendor Bid Details Views list.

Multipliers are defined in the Vendor Performance Ranges Business Rule.

Total Items - The Total Items field represents the number of items on the request. To examine which items have been included, open the Items (List) view.

Awarded - Awarded indicates the number of items which have been awarded to vendors.

Bid Multiplier Indicator - If the Bid Multiplier indicator is checked, the system weights a vendor's bid depending on their performance rating.

For example, an RFQ was issued for one item to two vendors. Vendor A had a poor performance rating over the past 3 months. Vendor B's rating is very good. Vendor A bids \$20 for the item and Vendor B bids \$21. If the Bid Multiplier is not checked, the best price goes to Vendor A. However if the Bid Multiplier is checked, the system multiplies the bid by a value that correlates to 3 months of poor ratings causing Vendor A's weighted bid to go up to \$22 and the best price goes to Vendor B. For more information on Vendor Performance, please refer to the Vendors chapter.

Use of the bid multiplier is optional and is not applied unless the check box is checked. It is only used by the system to determine the best price vendor and does not modify the actual bid. The buyer or other user can use his or her discretion in making the final selection.

Quality Item - The Quality Item box indicates that in the Master Catalog or on the original Purchase Order the item was identified as an item that is subject to certain inspection and inventory procedures.

When items that have been designated as Quality in the Procurement Level field of the Master Catalog record are listed on a purchasing document the system automatically checks the Quality Item indicator on the record and fills in the Quality Class field with the information from the Master Catalog record. These objects are then subject to special processing in the system in order to be purchased or received.

In addition to any standard views, the module includes the following:

In addition to any standard views, the module includes the following:

Creating an RFQ

Once you have established a Request for Quotes record you can begin building the list of items and vendors. After you add the items and vendors to the record, issue the RFQ to the vendors, receive the quotes, analyze the quotes, and make the appropriate awards so that you can issue the Purchasing documents and receive the goods or services that you need.

A Request for Quotes can be built from several different sources – from the Master Catalog, Requisitions, Purchase Orders, Blanket Contracts and other Requests for Quotes. The awarded items can be handled in several ways – creating a new Purchase Order, adding to an old Purchase Order, creating a new Blanket Contract, etc.

While the versatility of RFQs can be convenient, it also creates the possibility of mixing items that cannot be awarded in the same way. For example, items from several stockrooms could be awarded to one vendor, but you will not be able to issue one Purchase Order for all the items. Figuring out which items are on which Purchase Orders can quickly become complex, so it is worthwhile to keep your Request for Quotes simple, perhaps issuing several small Requests for Quotes rather than one large, complex one.

Use the Request for Quotes module to begin the process from scratch or to complete a request that is in Created status. Once the basic record is created, use the Actions list to add vendors and items, issue the RFQ, and complete the process.

How to Create a Request for Quotes

1. Open the Request for Quotes module in the Purchasing subsystem.
2. Click the New icon.

3. Select a Record Type.

Once you make a selection and save the record this option cannot be changed.

4. Enter a Buyer Code or select one from the list of values.

5. Enter a Description.
6. Enter the Required Date.

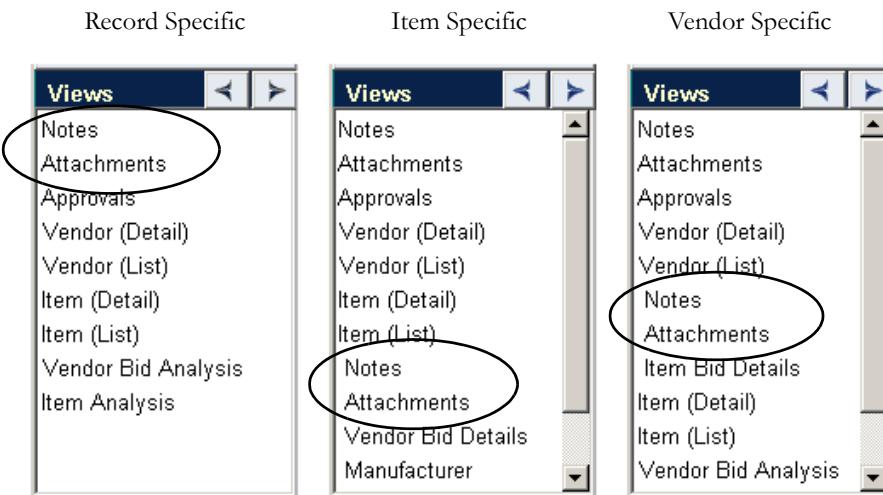
This is the deadline for the vendors to return their quotes for evaluation.

7. Enter a commodity code if necessary.
8. Click the Save icon.

The system saves the record, confirms that the ID number is unique, or automatically creates a number.

Attachments and Notes

In the Request for Quotes module there are notes and attachments records for the overall RFQ record, for the individual vendor records, and for the individual item records. Select Attachments or Notes from the appropriate section on the Views list to include the required supplemental information.

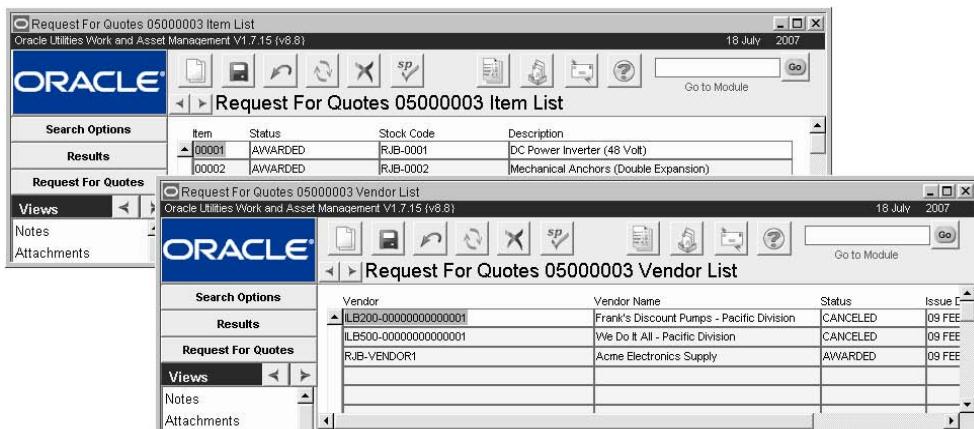


Managing Items and Vendors

Add the line Items that you want price quotes for and the vendors that you want to obtain those quotes from using the (Detail) and (List) views for items and vendors.

(List) Windows

The Item (List) and Vendor (List) views are display only windows that summarize information on the items and vendors that you have included on the RFQ.

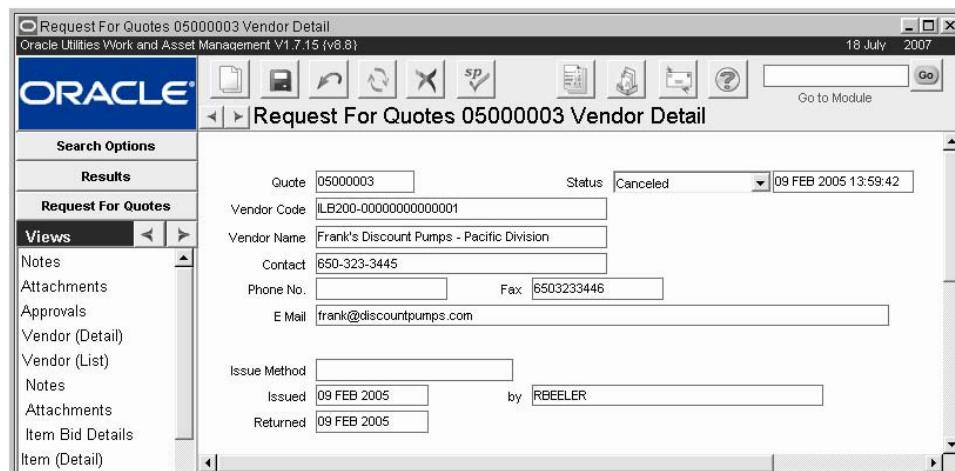


Item (List) and Vendor (List) views

Vendor (Detail) View

You can add vendors manually in this view, or you can choose actions from the Actions list to add vendors from another RFQ.

Add the vendors that you want to send the RFQ to by selecting Vendor (Detail) from the Views list. Vendors that you add must already be entered in the Vendor module. If you want to add a vendor that does not already exist in the system, you must first create a new record in the Vendor. The system adds the new Vendor information including the Vendor Code to the list of values that you call up when adding the vendor to your RFQ. You can also add vendors from another RFQ by selecting the action from the Actions list.



Vendor (Detail) view

Vendor Code, Vendor Name, Contact, Phone Number, Fax, and E-Mail - Select the Vendor code from the list of values. The system provides the vendor name, contact name, phone and fax numbers and e-mail from the appropriate Vendor record.

Status - Created - The system creates the new record in Created status. Valid statuses from created are Issued and Canceled.

Issued - The Vendor record goes into Issued status when the request is submitted to the vendor. If the status is changed to Issued on the header, the system automatically changes all of the vendor details to Issued as well. Valid status changes from Issued are to Canceled, Received, or Re-issued.

Received - Once the vendor submits a bid, the record should be changed to Received status. The only valid status change from Received is to Canceled.

Re-issued - If there are multiple rounds of bids, the record is placed in Re-Issued status when the request is sent back to the vendor. Valid status changes from Re-issued are to Received or Canceled.

Awarded - When a vendor's wins the bid for an item, the system changes the vendor detail status to Awarded.

Canceled - The record should be changed to Canceled status when the vendor is withdrawn from consideration for the request.

Most of these statuses are updated by the system as you process the RFQ and cannot be modified in this window.

Issue Method - Choose an Issue Method from the list of values to indicate how the request should be sent to the vendor. When you issue the request, the system automatically prints or sends the document according to your selection. The Issued date is entered by the system when the status of the request is changed from 'Created' to 'Issued'.

Returned - The Returned date is the date that you changed the vendor status to Received, indicating that you received (and entered) the vendor's quotes.

Adding Vendors to an RFQ Record

Vendors that you add to an RFQ record must already be entered in the Vendor module. If you are adding a vendor that does not already exist in the system, you must first open the Vendor module and create a new vendor record. The system adds the new vendor information including the Vendor Code to the list of values that you call up when adding the vendor to your RFQ.

Once the vendor's record is in the Vendor module, you can add the vendor to your RFQ. Either enter the information manually into the record or transfer the information on a vendor from another RFQ to the record you are currently working on. For example, as a buyer you might remember that a vendor did very well on an RFQ for similar items. You could find that RFQ and select the vendor. After you select the vendor the system automatically adds that vendor to the RFQ vendor list.

How to Manually Add a Vendor to an RFQ

1. Open the appropriate Request for Quotes record.
2. Select Vendor (Detail) from the Views list.
3. Click New.

A new Vendor (Detail) record opens.

4. Select a Vendor Code from the list of values.

The system fills in the contact information according to what is in the Vendor module for this vendor. If any of the vendor information is missing or incorrect you can enter or change it. However, changes you make will not be reflected in the Vendor module.

5. Enter an issue method.

This will indicate how the RFQ will be delivered to the vendor.

6. Click Save.

The system saves the record and updates the total vendors information on the Request for Quotes record.

The Issued and Returned fields are populated by the system when you change the Vendor (Detail) record to Issued or Received status. These dates keep track of when the request was sent out and when the quote was returned by the vendor. The system also fills in the User ID field automatically when the status is changed. The dates can be modified if necessary, the username cannot.

How to Add Vendor Information from Another RFQ Record

1. Open the Request for Quotes record.

2. Select Add vendors from Another RFQ from the Actions list.

3. Enter or select the RFQ number and click Next.

The list shows RFQs in any status.

4. Click the check boxes next to the vendors that you want to place on your Request for Quotes list.

You can also use the Select All and Clear All buttons to select or deselect all vendors.

5. Click Next.

The system notifies you that the items have been added.

Note that the system has already added the vendors at this point, if you close the wizard using the close window button in the upper right corner, the vendors will still be on the list.

6. Click OK.

The system adds the vendors to the list, closes the wizard, and returns to the RFQ record. Select Vendor (List) from the Views list to verify which vendors are on the RFQ.

Item Bid Details

The Item Bid Details view allows you to enter the quotations received from vendors by item. You can enter the vendor's price and lead time for each item. This process is described in more detail in a later section of this document.

Item Bid Details view

Item (Detail) View

Add the Items that you want to send the Request for Quotes to by selecting Item (Detail) from the Views list. You can also add Items by selecting Add Items from Other Sources from the Actions list. The system prompts you to choose which source to take the items from. Options include adding from a Requisition, a closed Purchase Order, a Blanket Contract, the Master Catalog, or from another RFQ.

Item (Detail) view

Note: Remember, on Discount type Requests for Quotes, this screen is replaced by the Item Discount (Detail) screen. The information is essentially the same with some fields omitted.

Quote, Item No., and Status - The system automatically enters the RFQ number and assigns an Item number to the item. New Items are generated in Created status, and you can change the status to Issued, Awarded, or Canceled depending on what stage in the cycle the item is in.

Stock Code, Storeroom, Stock Type and Description - If the RFQ is based on a Requisition the system completes these fields using information from the Requisition.

Inventory and Expense stock items may not be charged against a Work Order. If the Purchase Order will be for Stores Replenishment, you must enter a Storeroom and Stock Code. If the Purchase Order will not be for Stores Replenishment and you enter a Storeroom and Stock Code, only Direct Purchase type stock items are listed as valid stock codes to order. You can also choose to leave the Storeroom and Stock Codes blank, ordering goods or services using only the Line Item Description for the purchase.

The system generates Temporary Stock Codes for any materials ordered without using a Stock Code. Only 'active' Stock Codes / Storeroom combinations can be entered on Purchase Orders and other purchasing documents.

Procurement Level, Quality, and Quality Class - The Procurement Level field provides a way of classifying the item. If the Procurement Level indicates that the item is a Quality item, the system checks the Quality Item indicator. If this indicator is checked, the system also provides the Quality Class from the Master Catalog record. The Quality Class code classifies the item to indicate how it must be received, inspected and stored.

Quantity, UOP, Unit Price, and Quoted Unit Price - Enter the quantity of the item that you want the vendor to bid on. You can refer to the usage and lead time information provided by the system to help estimate the optimum quantity.

The Unit of Purchase is supplied by the system from the UOP field in the Master Catalog when you select a stock number, however you can change it if necessary.

If you have indicated the Storeroom, the system enters the Last Invoice Price for the item in the Unit Price field. You can modify this information if necessary. The system enters the price quoted by the vendor when the item is awarded.

PI Ratio - The system supplies the Purchase to Issue Ratio from the Master Catalog record for the item.

Usage and Months - The system indicates the total usage of the item for the storeroom. This information with the lead time can be used for estimating the number you want to use in the Quantity field.

Lead Time and Quoted Lead Time - The system provides the lead time for the item from the Master Catalog record. The system enters the lead time quoted by the vendor when the item is awarded.

Verify Manufacturer? and Do Not Substitute? - The Item window also includes two check boxes that provide comments to the vendor when the request is issued.

Check the Verify Manufacturer? box if you want the vendor to verify the manufacturer's part number so that you can update this information on the Master Catalog record.

Check the Do Not Substitute? box if you do not want the vendor to substitute the item with one that has different specifications, is made by a different manufacturer, etc.

Summary Information - The bottom of the window includes summary information on the item including the identification number if the item was placed on the list from a Work Order, Requisition, another Request for Quotes, or a Blanket Contract. Once the item is awarded to a vendor the system also shows the vendor's award, and if the item has been ordered the system will also indicate the purchase order number and, if appropriate, the blanket contract number.

Once you have saved the record, it will be included on the list but will not be updated to the bottom of the header window until you exit the record and return.

Adding Items to an RFQ Record

As mentioned earlier, you can add items to an RFQ from many different source records. These sources include the Master Catalog, Requisitions, Purchase Orders, Blanket Contracts, other Requests for Quotes, or manually. While each procedure is slightly different they are all similar

enough so that once you are familiar with one method, you will be able to complete any of the methods on your own.

Caution: A request for quotes can be built from the several different sources listed above and the awarded items can be handled in several ways - creating a new purchase order, adding to an old one, creating a new blanket contract, etc. While this can be convenient, it also creates the possibility of mixing items that cannot be awarded in the same way.

For example, items from several stockrooms could be awarded to one vendor, but you will not be able to issue one purchase order for all of the items. Figuring out which items are on which purchase orders can quickly become complex, so it is worthwhile to keep your request for quotes simple, perhaps issuing several small Requests for Quotes rather than one large, complex one.

If you are working with a [Discount Type RFQ](#) this process is slightly different.

The following process shows how to add items manually and how to add them from another RFQ.

How to Manually Add Items to an RFQ

- 1. Open the appropriate Request for Quotes record.**

- 2. Select Item (Detail) from the Views list.**

The system opens the item window for your first item.

- 3. Enter the item details.**

Typically you will only fill in the Stock Code, Storeroom, and Quantity fields. The system brings the rest of the information from the Storeroom record. However, any missing or incorrect information can be changed if needed.

If you are working with a [Discount Type RFQ](#) you only enter an item description. These types of requests do not reference the Catalog module.

- 4. Use the check boxes to indicate whether you want the vendor to verify the manufacturer's part number, and whether the vendor is allowed to substitute with a similar item.**

This option is not applicable for discount type RFQs.

- 5. Click Save.**

The system assigns an item number and saves the record. If you want to enter additional items click the New icon and repeat the steps.

How to Add Items to an RFQ from Another RFQ

If you are working with a discount type RFQ you can only add items from another discount type RFQ or from a blanket contract with the discount contract indicator checked. The process is essentially the same regardless of the document type chosen in Step 3.

- 1. Open the Request for Quote record.**

- 2. Select Add Items from Other Sources from the Actions list.**

The Add Items wizard opens and prompts you to select a source document type from which to add the items.

You can add items from the Master Catalog, Requisitions, POs, Blanket Contracts, and other RFQ's that are in Approved status or higher.

- 3. Select the Purchase Order radio button.**

- 4. Click Next.**

A new window opens. This window functions like a limited search options panel.

- 5. Select the PO number from the list of values.**

The system only displays purchase orders that are in Closed status.

6. **Set additional selection criteria if necessary.**
If you want to see all of the items from the purchase order that you selected, leave the remaining fields blank.
7. **Click Next.**
The system searches and displays a list of items matching your selection criteria.
8. **Place a check in the Add column for each item that you want to Add to the RFQ.**
You can use the Order By box in the upper right corner of this screen to change the sort order of how the items are displayed if needed.
9. **Change the quantities for the items that you want quotes for if necessary.**
You can also make adjustments to the quantities later if needed.
10. **Click Next.**
The system advises you that the items have been assigned to the list and that if you click the OK button, the system will add the items to the request.

If the quantity for one or more items is blank or zero (0), the system warns you and highlights the first item that needs a quantity. At this point you have the opportunity to go back and make modifications or to cancel the action if necessary.
11. **Click Next.**
The system advises you that the items have been added.
12. **Click OK.**
The system saves the items to the request list, closes the wizard, and returns to the request record.

Manufacturer

When the system is creating the RFQ record, it adds manufacturer information given in the Manufacturer/Vendor module of the Master Catalog record for items that have the Copy Manufacturer to RFQ indicator checked. You can update the information in this window if necessary, however these updates do not affect the record in the Master Catalog.

Manufacturer view

Asset/Component

The Asset/Component view includes serial number, part number, and model number for an associated asset or component. This information can help to insure that the correct parts are ordered. If the RFQ Line Item is created from a Requisition, Blanket Contract, or another RFQ item with asset/ component information, the system copies that information here. You can also enter the information directly by selecting the Asset Type and ID or the Component ID. These

are the only two fields that you can update. The system completes the remaining fields when you select the appropriate ID.

Asset Component view

Request for Quotes Actions

In addition to various searching and printing options, the Request for Quotes Actions list includes the following options that assist in adding items and vendors to the RFQ as well as in processing the document. The Actions list varies depending on the status of the record. The following sections provide more detail on the listed actions:

Add Vendors from Another RFQ - You can add vendors from requests in any status. You can also add individual vendors by opening the Vendor (Detail) view and inserting a new record.

Add Items from Other Sources - You can add items to an RFQ from a Requisition, a Closed PO, a Blanket Contract, or another RFQ. You can also add individual items by opening the Item view and inserting a new record.

Award to Vendor - Select this Action to make the final award of the RFQ to the vendor.

Export RFQ to File and Export Blkt RFQ to File - The RFQ must be in Issued status for these options to appear on the Actions list. Using the Export RFQ to File actions, you can prepare an electronic file of your Request for Quotes.

Import RFQ from File - The RFQ must be in Issued status for this option to appear on the Actions list. Using the Import RFQ from File Action, you can send bid information as an electronic file and bring that information back into the system automatically.

Reserve Items - Mark items that you want to award to specific vendors by selecting the Item in the Item Analysis window then selecting Reserve Items from the Actions list. Make your selections very carefully. Once you reserve an item for a vendor you cannot reverse the reservation.

Issuing the RFQ and Receiving Vendor Quotes

You can also use the system to issue and receive the completed RFQ form as a text or Excel file from vendors. For an explanation of how to do this please refer to online help.

Once you have put together your request and obtained the necessary approval, you can send it to your vendors. Typically, you will want to print out the RFQ and send it to each of the vendors that you are considering. The system prints a copy labeled for each vendor, ready to be mailed. When the vendors receive the form, they can fill it out and return it, and you can then enter their quotes by hand. Depending on the system configuration, you might also be able to send a fax of the RFQ directly from the system.

When you select "Print Request for Quote" from the Actions list, the system generates the [Request for Quotes Report](#) to send to the vendor. Settings in the Purchasing Options business rule determine whether the report shows the billing address or the shipping address as the "From address" on the report.

Another way you can issue the RFQ is to turn it into a spreadsheet for a program like Excel or Lotus, and e-mail the file to each of your vendors. One advantage of issuing the RFQ in this manner is that the vendors can fill in their quote information, e-mail the updated files back to you, and the system can input the information. This process can save you time and reduce the probability of data-entry errors.

Issuing the RFQ - When you are ready to send the requests to your vendors, you only need to update the RFQ record to show that it has been issued. The system will produce the appropriate request documents for the vendors according to the method chosen for each vendor.

How to Issue an RFQ to all Vendors

1. Open the appropriate Request for Quotes record.
2. Set the status to Issued.

The record must be approved before it can be issued.

The system sets all of the Vendor (Detail) statuses to Issued, and updates the Issued Date and User ID on the Vendor (Detail) and (List) views.

3. Select Print RFQ for all Vendors from the Actions list.

The system prints the RFQ for all appropriate vendors.

Adding Additional Venders After Issue

Typically, you choose all of the vendors to include before you issue the RFQ, but in some cases, you might want to include a vendor in the bidding after the RFQ has been issued to the other vendors. You can add additional vendors after the record status has been set to Issued, but you cannot make any additions after the status has been set to Awarded.

How to Add an Additional Vendor and Issue a Request for Quotes

1. Open the Request for Quotes record.
2. Select Vendor (Detail) from the Views list.
3. Click New.
4. Enter the vendor information as you did in the section entitled [Adding Vendors to an RFQ Record](#).
5. Change the status to Issued.

The system warns you that you have changed the record and ask you if you want to save the changes. If you want to continue click yes, otherwise click cancel.

If you do not have the proper authority, you may have to obtain additional approval on the record before you can issue to this new vendor.

6. Select Print Request for Quote from the Actions list.

The system saves changes, updates the summary information throughout the module, and prints the record.

Exporting the RFQ to Issue to Vendors

By selecting Export RFQ to File (or Export Blkt RFQ to File) from the Actions list, you can prepare an electronic file of your Request for Quotes to send to the vendor. The Export action produces either a formatted Excel file or a standard tab-delimited text file that can be imported into other applications. You can then send the file to a vendor by copying it to a floppy disk and mailing the disk, or by e-mailing the file as an attachment. The RFQ must be in Issued status for this option to appear on the Actions list.

Exporting to an Excel file is initially more complex than exporting to a flat text file. First, both your computer and the receiving vendor's computer must have Excel 97 (or above) installed. The export process formats the Excel file using Excel macros. If Excel is not available to interpret the macros, the process will fail. The export to a tab-delimited text file is the easiest for you to do, but the file may require considerable formatting. For this reason, you may want to consider exporting to an Excel file.

How to Export an RFQ

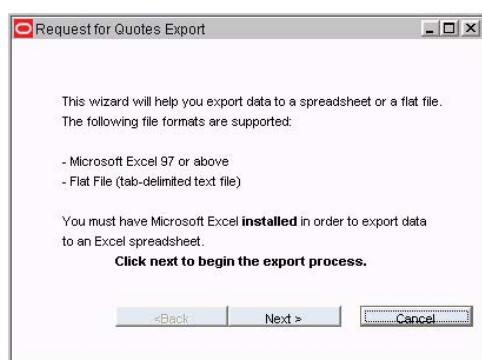
1. Open the appropriate RFQ record.

The record must be in Issued status.

2. Select Export RFQ to File from the Actions list.

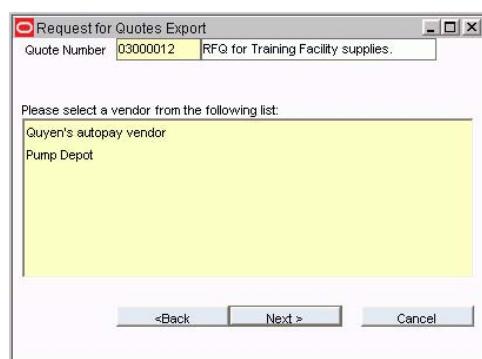
The system opens the Request For Quotes Export window.

Or select Export Blkt RFQ to File from the Actions list if you are exporting an RFQ created from a Blanket Contract and you wish to retain information related to the Blanket Contract.



3. Click the Next button.

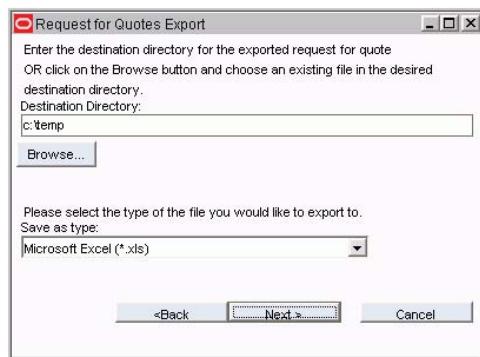
The system opens a screen displaying the Quote Number and the eligible Vendors.



If you need to export files for a different Requests for Quotes, you can use the Quote Number list of values to select a different RFQ. The list only shows Requests in Issued status and when you select a Request, the list of eligible vendors changes.

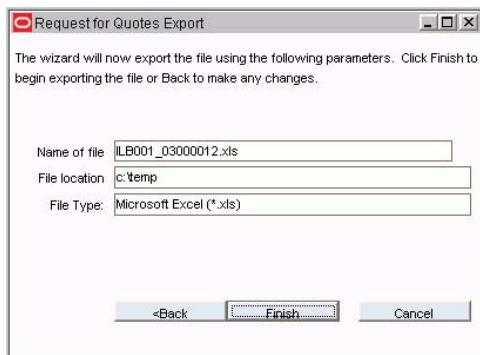
4. Select a vendor.
5. Click the Next button.

The system opens the screen where you select where to export the file, and how it should be exported.



6. If necessary, enter a different path, or click the Browse button, to indicate where you want the export file to be located.
7. Select Microsoft Excel™ (*.xls) or Flat File (*.rfq) from the Save as Type pull-down list.
8. Click the Next button.

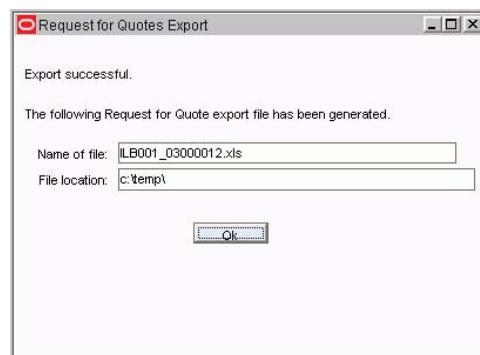
The system opens the next Request for Quotes Export window, which shows summary information about the planned export. The system creates the file name by using the Vendor code, the RFQ ID number and the appropriate file extension (.xls or .rfq).



9. Click the Finish button.

If you chose to create an excel file the system pauses while it opens Excel and creates the export. A message appears warning that you are opening an Excel file containing macros. Click Enable Macros to continue.

The system then creates the export and opens the final window, notifying you it has created the file.



10. Click the OK button.

The system returns you to the Request for Quotes record.

Receiving Vendor Quotations

Once all of your vendors have been issued an RFQ you should start receiving their quotations. At this point, you need to enter the quotes as received, and transfer the information from them so that you can analyze and compare them later.

How to Receive a Quote

1. Open the Request for Quotes record.
2. Select Vendor (List) from the Views list.
3. Find the Vendor record that you want.
4. Change the status from Issued to Received.

The system notifies you that you have changed the record and asks if you want to save the change.

5. Click Save.

The system saves the changes and updates the Returned field. It also changes the status for the Items for that vendor to Received.

Now you have to enter the actual quotes.

6. Select Item Bid Details from the Views list.

The top section of the window displays summary information about the Request for Quotes and the vendor. The middle section of this window contains the list of the items that were sent to the vendor to quote on. At the bottom of the window, you will find summary information on the selected item.

Item	Description	Unit Price	Lead Time	Status
00001	DC Power Inverter (48 Volt)	20.0000	5	Canceled
00002	Mechanical Anchors (Double Expansion)	52.0000	5	Canceled
00003	Wireless USB Network Adapter	28.5000	5	Canceled
00004	Series 2000 Solenoid Pump	15.0000	5	Canceled
00005	Wireless 22Mbps Broadband Router	21.0000	5	Canceled

Stock Code: RJB-0001 Status Date: 09 FEB 2005 13:59:42

7. Enter the vendor's quoted price and lead time.

You cannot add new items in this window; items can only be added in the Items view.

8. Click Save.

Import a Request for Quotes

By selecting Import RFQ from File from the Actions list, you can have a vendor send bid information as an electronic file, and automatically bring that information into the system. The

import Wizard can import from a completed Excel file or a standard tab-delimited text file that has been produced by the export Wizard. The RFQ must be in Issued status for this option to appear on the Actions list.

You can only import RFQ information if the vendor's file is structured in exactly the order and format that the Wizard expects. If the column order, or any other formatting, is incorrect the import Wizard is likely to fail. Incorrect formatting can also cause the information to be placed in the wrong fields. Therefore it is important to make sure that the vendor uses the file produced by the Export RFQ to File Action when submitting the bid.

How to Import a File into an RFQ Record

1. Open the appropriate Request for Quotes record.

The record must be in Issued status.

2. Select Import RFQ from File from the Actions list.

The system opens the first Request for Quotes Import window (similar to the Export window described in the previous section).

3. Click the Next button.

The system prompts you to enter or browse for the name of the field to import.

4. Enter the path to the file or click the Browse button to find the file.

You must have Excel 97 (or above) installed in order to import from a formatted Excel file. You will also have to have the Excel template file (rfq2txt.xls) in the same directory as the Excel file you want to import.

If you are importing a text file you do not need any special software.

5. Click the Next button.

The system opens the next Request for Quotes Import window, which shows a summary of the import information.

6. Click the Finish button.

The system performs the import and opens the final Request for Quotes Import window. This window gives you the option of closing the Action and leaving the text file in its original location, or deleting the file and closing the Action.

Although the system has imported the information in the RFQ record at this stage, you will still have to manually update the status of the record to reflect that you have received the bid information for that vendor.

Since a variety of outside actions can affect the import, you should always check the data to ensure that it is accurate.

7. Select Vendor (List) from the Views list and highlight the vendor whose information you imported.

8. Select Item Bid Details from the Views list.

Use this screen to verify the bid information that you imported.

Do not change the status of individual items on this screen. Doing so can lead to status conflicts may cause your session to stop functioning.

9. Select Vendor (Detail) from the Views list.

10. Change the status from Issued to Received.

11. Click Save.

The system saves the status and changes the status of all of the items for that vendor to Received. This can be viewed by selecting Item Bid Details from the Views list.

The system also updates the Returned field on the Vendor (Detail) view with the date that the vendor's bid was marked as received.

Received items can be updated for changes or additions to unit price or lead time.

Once all of the vendor details are in Received status, the system automatically changes the header to Ready for Award status.

How to Verify an RFQ Vendor Import

1. Open the appropriate Request for Quotes record.
2. Select the Vendor (List) from the Views list and highlight the Vendor whose import you want to verify.
3. Select Item Bid Details from the Views list.

You can review the items, bid unit prices and lead times in this view.

Analyzing Vendor Quotes

After you have entered all of the Quotations and changed the statuses to Received, you are in a position to compare them to find out which vendors offer the best deal for the items or services that you need. There are three View windows that help you analyze the information from the quotes that you receive: Vendor Bid Details, Vendor Bid Analysis, and Item Analysis.

During analysis you can use the bid multiplier to weight vendor bids according to their performance ratings. Please refer to the discussion of specific field descriptions for more information.

Flagging Items for Award

You can easily flag items for award to different vendors during the analysis stage by selecting Reserve Items from the Actions list. Later, when you are ready to select your vendors, you can select Award to Vendor from the Actions list to award flagged items to the appropriate vendor.

Making awards by reserving them for a vendor on the Item Analysis window is possibly the best way to make awards as it gives you the opportunity to review factors about the vendor that the system cannot evaluate. For example, you might be considering a vendor with a quote indicating that they can supply an item at the lowest cost and the shortest lead time. However, you might know that the vendor is having financial problems and probably will not be able to meet its commitments. If you were to rely on the system to select your vendor, it would award the quote to this vendor based on the price and lead time - possibly leading to delays and missed shipments. Reserving a different vendor in the Item Analysis window would allow you to select the vendor with the best overall business advantage.

Vendor Bid Details (for Items)

When a vendor returns quotes on items and you have entered the quote information in the Item Bid Details view, you can compare quotes from the various vendors for each item by selecting Vendor Bid Details from the Views list. This option can be found under Item (List) on the Views list.

Remember to click the Item (Detail) selection first to display the Item view options.

Vendor Name	Quote Price	Lead Time	Status
Acme Electronics Supply	19.5000	4	Awarded
We Do It All	19.7500	4	Canceled
Frank's Discount Pumps	20.0000	5	Canceled

Vendor Bid Details view

Quote - The Quote information indicates the Request for Quote identification number.

Order By - The Order By field allows you to select the order in which the vendors are presented. You can change the order regardless of the status of the RFQ.

Stock Code - The Stock Code field displays the stock code of the item and the sequence number of the item on the Request for Quotes.

Description - The Description field displays the first few words of the item description from the Request for Quotes or Master Catalog.

Quantity - This field shows the quantity quoted on.

Unit Price - The Unit Price field shows the Price of the item as it is noted in your Master Catalog.

Vendor - The Vendor field displays the Vendor Name.

Quote Price - The Quote Price field represents the unit price quote made by the vendor.

Lead Time - The Lead Time field shows the time it will take for the vendor to supply the item.

Status - The Status field indicates the status of the item relative to the Request for Quotes process. You cannot change the status on this screen as it is controlled by the system.

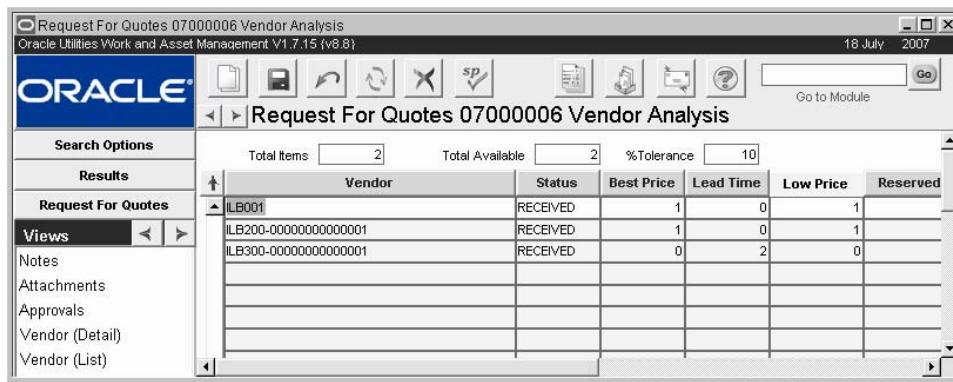
Vendor Code - The Vendor Code field displays the vendor code from the Vendor module of the Purchasing subsystem.

Status Date - This field indicates the date of the most recent status change for any one of the items.

Use the Item Bid and Vendor Bid Details and Analysis windows to assist you in making decisions.

Vendor Bid Analysis

You can also use the Vendor Bid Analysis view to help compare your quotes according to price and delivery time. Select Vendor Bid Analysis from the Views list to get a quick comparative overview of the quotes by vendor.



Vendor Bid Analysis view

The window includes summary information for the active vendor line along the top of the window. Beneath this line are the labeled columns, with each row summarizing results for a single vendor. As you click each tab, the line order changes based on the tab.

Total Items - All of the items that were on the issued Request for Quotes.

Total Available - The items that the system has placed in received status, and which are available for analysis, for that vendor.

% Tolerance - The range above the best price that still counts as a low price. For example with a tolerance of 15%, if one vendor bid \$10 for an item and another bid \$11, the first vendor would have both the best price and a low price, while the second would have a low price. A third vendor, who quoted \$12 on the item, would have neither the best price nor a low price.

Status - Indicates whether the vendor has been issued the request (Issued), is no longer being considered for the request (Canceled), or has returned a quote (Received).

Best Price - The number of items for which a vendor quoted the lowest price. More than one vendor can offer the lowest price, so it is possible for the total number of 'best prices' to be greater than the actual number of items.

Lead Time - The number of items for which a vendor quoted the best lead time. More than one vendor can offer the lowest lead time, so it is possible for the total number of 'best lead times' to be greater than the actual number of items.

Low Price - The number of items for which a vendor's quote is within range (indicated in the % Tolerance field) of the best quoted price.

Reserved - The Reserved field indicates the number of items that have been flagged to be awarded (but which are not yet awarded) to that vendor on this Request for Quotes.

Awarded - The Awarded field indicates the number of items that have been awarded to that vendor on this Request for Quotes.

Item Analysis

Select Item Analysis from the Views list to get a detailed comparison of the quotes by vendor and item.

The screen shows two vendors at a time with the vendor name at the top of the column then the Quote Price, Lead Time, and status listed by Item.

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v17151-5) Request For Quotes 07000006 Item Analysis window. The window title is "Request For Quotes 07000006 Item Analysis" and the sub-title is "Oracle Utilities Work and Asset Management V1.7.15 (v17151-5)". The date is 14 November 2007. The window is divided into several sections:

- Search Options:** Includes "Quote" (07000006), "Vendor Name" (Frank's Discount Pump), and "Vendor Name" (Pumps - R- Us - Pacific).
- Request For Quotes:** Shows "Total Amounts (number of items)" (77.00 (2)) and "210.00 (2)".
- Views:** Lists "Notes", "Attachments", "Approvals", "Vendor (Detail)", "Vendor (List)", "Item (Detail)", "Item (List)", "Vendor Bid Analysis", and "Item Analysis".
- Actions:** Includes "Create Bookmark", "Audit Log (Header)", and "Copy Record".
- Item Analysis view:** The main data area. It shows two items (00001 and 00002) with their descriptions (Inventory Stock for ILB Fac and Safety Goggles). For each item, two vendor quotes are listed. The columns for quotes are: Item, Description, Quote Price, Lead, Stat, and Best Quote Price. The columns for vendors are: Vendor Name, Vendor, Best Lead, and Best Vendor. A scroll bar is visible at the bottom of the main data area.

Item Analysis view

The Item Analysis window is different from most other windows in that each line represents an item, but the columns are unusual. Note that there are two scroll bars along the bottom of the window. The lower, longer one is used for moving along the length of the window, which is wider than most computer screens can show at one time. The second, smaller scroll bar controls an area of the window that displays columns for each vendor's quotes.

Quote - The system imports the Request for Quotes number.

Item and Description Columns - The left area of the window gives the item sequence number on the Request for Quotes and the Description for the item (taken from the description on the Request for Quotes).

Vendor Columns - The area above the smaller scroll bar works like a window: it is wide enough to show the price or discount and the lead time quoted for two vendors at a time but, since there can be more than two vendors, you can use the scroll bar to see the other vendors. The value below the Vendor name represents the Vendor total dollar value for all items that the vendor bid (Total Amount). The number in parenthesis represents the number of items that were bid (number of items). The total takes into account the number of units of each item in the bid. For example if 2 units of item 1 and 5 units of item 2 were in the bid, then the item total would equal (2 x Quote Price Item 1) + (5 x Quote Price Item 2). Look to the Quantity field at the bottom to find out the number of units of each item in the bid.

Quantity - The Quantity information indicates the requested quantity of the active item. If you click anywhere on an item line, the system highlights it and the Quantity value changes to reflect the quantity of the item that was requested.

Item Analysis Columns - The right side of the Item Analysis window indicates which vendor has the best price and which has the shortest lead time.

Reserving Items

During the Analysis phase you can mark items that you decide to award to certain vendors by Reserving them in the Item Analysis window. When you begin the Award process, the system knows which items are reserved for which vendors so that you do not have to worry about remembering how you decided to award them. You do not have to reserve items before you begin the award process, this function is only used for simplification.

Making awards by reserving them for a vendor on the Item Analysis window is possibly the best way to make awards because it gives you the opportunity to review factors about the vendor that the system cannot evaluate. For example, you may be considering a vendor with a quote indicating that they can supply an item not only at a lower cost, but, with a shorter lead time.

However, you might know that the vendor is having financial problems and probably will not be able to meet its commitments. If you did not reserve the item for a different vendor, the system would award the quote to this vendor on any of the available criteria - best price or best lead time - possibly leading to delays and missed shipments later.

How to Reserve an Item for a Vendor

- 1. Select Item Analysis from the Views list.**
The Item Analysis window opens.
- 2. Find the item that you want to reserve.**
- 3. Click the check box to the immediate left of the vendor's quote price for the item.**
Use the small scroll bar at the bottom of the items list to find the vendor that you want.
The check flags the item as one that is to be reserved for that vendor. You can only flag one vendor per item.
- 4. Repeat steps 2 and 3 for all of the items that you want to reserve.**
- 5. Select Reserve Items from the Actions list, when you have checked all of the item and vendor combinations that you want to reserve.**
The system changes the status of the reserved items to Reserved in the vendor's Vendor Bid Details for Items window and to Issued in the Vendor Bid Details for Items windows for the other vendors.

Awarding Items to Vendors

Once you have analyzed all of the quotes you are ready to make the final award of the RFQ to the vendors that you have decided on.

Awarding items to vendors is a two step process. First you determine which items to award, then you decide how to award the items. You can award each item on the basis of which vendor offers the best price, which offers the shortest lead time, or - if you have reserved the item for particular vendor - on the basis of the reservation.

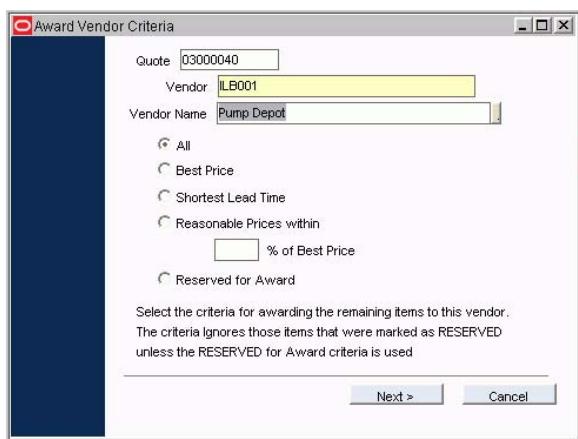
How to Award Items to Vendors

1. Open the appropriate Request for Quote record.

The header must be in Ready for Award status and the Vendor (Detail) for any vendors that you want to award to must be in Received status.

2. Select Award to Vendor from the Actions list.

The Award Vendor Criteria window opens.



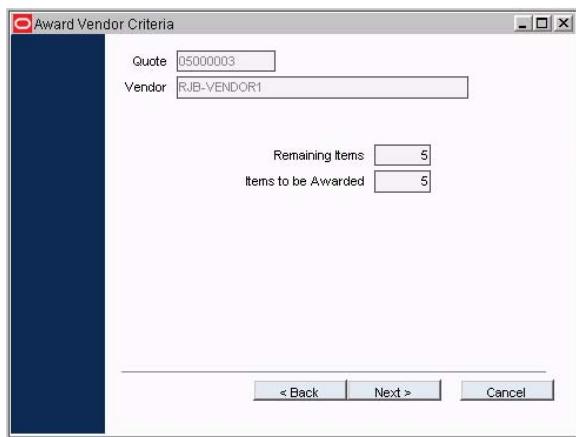
3. Select a Vendor from the list of values.

Only Vendor (Detail) records that are in Received status will appear on the list of values.

4. Select the appropriate radio button.

Select Reserved for Award if you want the system to only choose the items that you previously reserved for award. Otherwise you can choose other radio buttons to award all items quoted by that vendor, items for which the vendor submitted the best quoted price or lead time, or any items for which the vendor quoted a price within a range of the best price.

If you select the Best Price, Shortest Lead Time or Reasonable Prices radio buttons, the system excludes these items from further consideration when awarded. This helps you to avoid awarding the same items to different vendors.



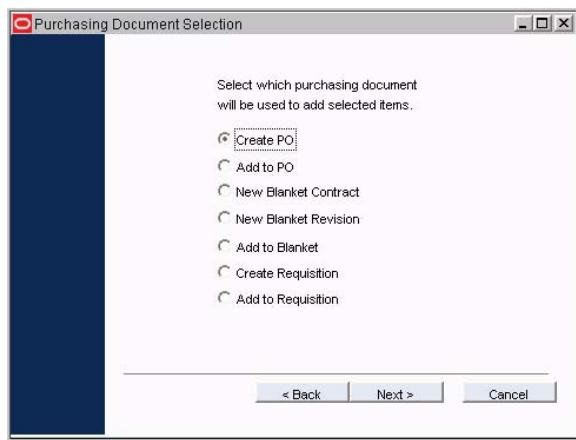
5. Click the Next button.

The system scans for the items that meet the criteria for the vendor. It then opens the Award Summary for Vendor window, advising you how many items remain to be awarded, and how many will be awarded for this vendor.

6. Click the Next button.

You can Create a PO, Add to a PO, create a New Blanket Contract, make a New Blanket Revision, Add to a Blanket Contract, create a new Requisition, or add to a Requisition.

The Purchasing Document Selection window opens.



7. Select how you want to award the items from the list.

Creating Purchasing Documents

Once you have awarded the items to the vendor, all that remains is to tell the system what kind of purchasing document it should create for you. The steps following your selection vary based on your selection. Once you are familiar with the procedure for one type of document, you will have enough knowledge to work with the others as well. The wizard screens prompt you to fill in field information that will be transferred to the fields on the document record that you create. For a description of the fields, please see the Help File section related to the type of document that you have chosen to create.

The following purchasing options are available after the RFQ is complete and items are awarded to vendors:

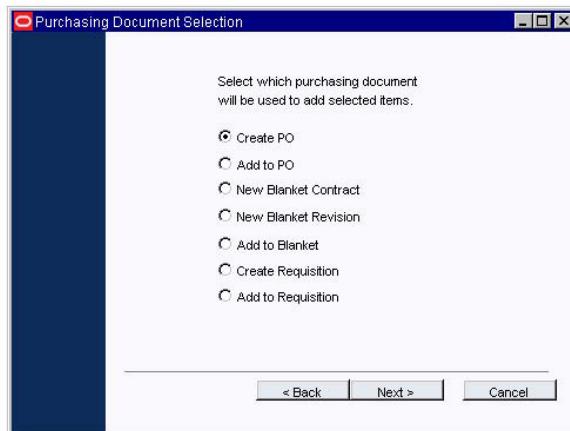
- Create a Purchase Order
- Add to an Existing Purchase Order
- Create a Blanket Contract
- [Add to a Blanket Contract](#)
- Create a Blanket Contract Revision
- Create a Requisition
- Add to a Requisition

How to Create a Purchase Order from Request for Quotes Items

If you are working with a discount type RFQ you can only add to or create a blanket contract.

1. **Award the items to a vendor as discussed in the previous section.**

The Purchasing Document Selection window opens after the Award Summery for Vendor window.



2. Select the **Create PO** radio button.
3. Click **Next**.
4. Select a Purchase Order type from the list of values.
5. Enter the date that the items must be delivered by in the **Required Date** field.
6. Enter the **Item** type.
7. Enter any additional information as appropriate.
8. Click **Next**.

The PO Tax Information window opens.

9. Select the appropriate tax codes from the lists of values.
10. Click **Next**.

The system opens Purchase Order Confirmation window. This window tells you how many items were awarded and how many items could not be awarded.

11. Click **Next**.

The system creates a new Purchase Order record with the valid items, and opens the Purchase Order Items Finished window, telling you how many items were invalid, how many were valid, and the purchase order number.

Caution: If you click the **Cancel** button at this stage, the purchase order is still written. At this point, the **Cancel** button only Closes the Action window and returns you to the Request for Quotes window.

12. Click **Next**.

The system returns to the Award Vendor Criteria window so that you can add a second set of items, either to a different vendor, or the same vendor if you are planning on working on a different purchasing document.

The system checks to see if a new PO number should be automatically generated or if you should create the number manually and prompts you accordingly.

In addition to producing new purchase orders and blanket contracts, you can also update existing orders and contracts. The following process describes how to add an awarded item to a blanket contract.

When you award a quote, the system copies various information from the Master and Storeroom Catalog modules to the purchasing document line items to indicate how the items should be handled when received. Make sure that your system is configured properly to perform this function automatically.

How to Add to a Blanket Contract from Request for Quotes Items

1. **Award the items to a vendor.**
2. **Select the Add to Blanket radio button in the Purchasing Document Selection window.**
3. **Click Next.**
The system opens the Blanket Contract/Revision to Add Items To window.
4. **Select a Blanket Contract Number and Revision Number from the lists of values.**
5. **Click Next.**
The system opens the Blanket Information, displaying the category and description.
6. **Select the appropriate Tax Codes from the lists of values.**
7. **Click Next.**
The system opens Blanket Contract Confirmation window. This window tells you how many items were awarded and how many items could not be awarded.
8. **Click Next.**
The system adds the valid items to the blanket contract and opens the Blanket Items Finished window, telling you how many items were invalid, how many were valid and the number of the blanket contract.

Caution: If you click the Cancel button at this stage, the purchase order additions are still written. At this point, the Cancel button only Closes the Action window and returns you to the Request for Quotes window.
9. **Click Next.**
The system returns you to the Award Vendor Criteria window.

RFQs, Automatic Reorder and Reorder Review

You can create Requests for Quotes manually by selecting options from the Actions list in the Request For Quotes module of the Purchasing subsystem, but you can also configure the system to automatically create RFQs as an option for automatic reordering and reorder review. These processes are:

- initiated by the BATCH_STOCK_PROCESSING batch procedure using settings in the Storeroom and Catalog modules of the Resource subsystem;
- reviewed and approved in the Reorder Review module of the Inventory subsystem; and
- completed in the Request for Quotes module of the Purchasing subsystem.

Any request for quotes produced by the auto-reorder/reorder-review process will be a single item request. The system cannot create multiple item RFQs unless you create the request for quotes in the standard manner.

The Storeroom and Initiating a Request for Quotes

There are several fields in the Storeroom and the Master Catalog that control the creating of an RFQ through the automated reorder process.

Reorder Type

The Reorder Type specified on the Storeroom record determines whether the RFQ record will be produced with, or without, going through the reorder review process in the Reorder Review module of the Inventory subsystem.

Source

The Source field on the Storeroom record determines whether the system produces an RFQ record, or some other purchasing document. Code Table 290 controls the associated list of values

Buyer

The Buyer field in the Master Catalog indicates which buyer will be alerted if the system creates an RFQ for the item. However, the presence of the Buyer's code on the Master Catalog is not enough to assure the Buyer will be alerted. The proper indicator check box must be checked on the Buyer's record in the Administration subsystem. If no Buyer has been chosen for the item, the system sends the alert to the Buyer listed in the Batch Stock Reorder business rule (discussed below).

Vendor

When the system is creating the RFQ record, it adds any vendor listed in the Manufacturer/Vendor module of the Master Catalog record that has been selected as an RFQ vendor. It also checks the Purchasing module to identify any other vendors that have supplied the item. It selects the most recent of these vendors to add to the list from the Master Catalog record. How many of these vendors will be used will depend on the setting in the Batch Stock Reorder business rule.

Manufacturer

When the system is creating the RFQ record, it adds any manufacturer information given in the Manufacturer/Vendor module of the Master Catalog record that has the Copy Manufacturer to RFQ indicator checked.

The Reorder Review Record and RFQs

If the Reorder Type on the Storeroom record is set to Reorder Review. The system creates a Reorder Review record, so that the proposed reorder can be reviewed by someone dealing with inventory before it is passed to a Buyer for action.

When you save the new status, the system creates a single-item request for quotes and uses the vendors listed in the Manufacturer/Vendor view (and some of the other vendors that have most recently provided the item) to create a vendor list for the RFQ.

The Request for Quotes Module

Once the system creates the RFQ record, a Buyer must review it and possibly make changes before issuing the RFQ to the vendors. When the vendors return their bids, the Buyer must review them and award the item to one of the vendors, and determine what kind of purchasing document (Blanket contract or purchase order) the system should create. When the Buyer completes the Award process, the system gathers information from other records related to the item, and includes the information on the purchasing document. Typically, this information is used for making receiving and inspection decisions when the item is delivered from the vendor. Examples of this kind of information include the Quality Item indicator and Procurement Level shown on the Master Catalog record. You can determine which items the system copies, by applying the appropriate settings in the Batch Stock Processing and Procurement Level business rules.

Business Rules Affecting the RFQ Process

The following business rules affect the Automatic Reorder to RFQ process:

- Batch Stock Reorder
- Procurement Level

Discount Type RFQ Views

The following sections provide details into the special views that are used for discount type requests for quotes.

Item Discount (Detail) and (List)

Use this view to add the items that you want to request quotations for, and to review the item information for items that have already been added. If you want to see a list of Items already included on the request, select Item (List) from the Views list.

Quote and Status - These fields show the Request for Quote identification number and the current item status. Possible statuses are: Created, Issued, Awarded, and Canceled.

Item No. and Description - These fields show the Item number (as it appears in the list of items on the RFQ), and an item description.

Lead Time, Discount Percent, Quoted Lead Time, and Quoted Discount Percent - The Lead Time and Discount Percent are populated with the value from the blanket contract or other RFQ if an item is added from one of these records. The user can also enter this information manually.

The Quoted Lead Time and Quoted Discount Percent are populated by the system when the RFQ is awarded. These fields cannot be modified by users.

Summary Information - The bottom of the window includes summary information on the item including the identification number if the item was placed on the list from another request for quotes or a blanket contract.

Once the item is awarded to a vendor the system also shows the vendor's award, and if the item has been ordered the system will also show the blanket contract number.

Once you have saved the record, the item will be included on the list but will not be updated to the bottom of the header window until you exit the record and return.

Item (Detail) - Vendor Bid Details (Discount Type)

When a vendor returns quotes on items and you have entered the quote information in the Item Bid Details View, you can compare quotes from the various vendors for each item by selecting Vendor Bid Details from the Item section of the Views list. You may need to select Item Discount (Detail) first to display the Item view options.

The top section of the Vendor Item Bid Details window displays summary information about the request for quotes and the item.

The middle section of the window contains the list of vendors that had the opportunity to quote on the item. You cannot enter information in this field. In order to enter quote information you must open the Item Details for Vendor Bid view.

At the bottom of the window, you will find summary information on the selected vendor.

Item (Detail) - Vendor Bid Details (Discount Type) Field Descriptions

Quote - The Quote information indicates the Request for Quote identification number.

Order By - The Order By field allows you to select the order in which the vendors are presented. You can change the order regardless of the status of the RFQ.

Description - The Description field displays the first few words of the item description from the Request for Quotes or Master Catalog record.

Vendor - The Vendor field displays the Vendor Name.

Discount Percent - This field represents the discount quote made by the vendor.

Lead Time - The Lead Time field represents the lead time quote made by the vendor.

Status - The Status field indicates the status of the item relative to the request for quotes process. You cannot change the status in this field; item status is controlled by the system. Possible statuses are:

Created - When the item and vendor combination is first created,

Issued - When the request is sent out, or when the item has been reserved for award to a different vendor,

Received - When the quote is returned,

Reserved - If the item is flagged to be awarded to a the vendor (the status of the item for other vendors changes to Issued),

Awarded - When the item is awarded to any of the vendors, and

Canceled - When the item is removed from the request for quotes for reasons other than an award.

Vendor Code - The Vendor Code field displays the Vendor Code from the Vendor module of the Purchasing subsystem.

Status Date - The Status Date field indicates the date of the most recent status change for any one of the items.

How to Enter a Vendor Quote for an Item on a Discount Type RFQ

1. Open the appropriate Request for Quotes record.

2. Select Item Discount (List) from the Views list, locate the Item record that you want to enter a quote for, and highlight that line.

3. Select Item Discount (Detail) from the Views list.

4. Enter the Discount Percent.

You must use a decimal point between the dollars and cents. The fraction for the unit price can be taken to four decimal points. For example, \$.0005.

5. Enter the Lead time.

The indicated lead time is in days.

Repeat steps 2 - 5 for each item.

6. When you are finished entering quotes for all of the items, click the Save icon.

The system saves the changes and prepares the quotes for comparative analysis.

Chapter 8

Service Contract

Service contracts are used for contracting special or temporary work within your organization and to track service costs. Using the Service Contract module you can establish contracts and itemize the services to be provided. You can then enter rate information and identify the contracted employees who will work against each of the itemized services.

The process of creating a service contract is as follows:

1. Create a new record in the Service Contract module.
2. Select Items (Detail) from the Views list to itemize services.
3. Select Rates and Employees from the Views list to enter wage rates and employee names for each of the itemized services.
4. Change the status to Active when you are ready to activate the contract.
5. Select Create Contract Revision from the Actions list to revise the Service Contract record.

Service Contract Records

Once the Service Contract record is set up, use a Service Timesheet to log contractors' time into the system. Their logged time functions similarly to a receipt (accrual) against which Invoices will be paid. The Service Timesheet Log is the transaction log that stores all approved and posted Service Timesheet entries. You track payment for approved service time charges in the Service Invoice module.

Service Contract records consist of fields that identify the contract, identify the vendor, and show the details of the contract.

Service Contract record

When you create a new Service Contract the system automatically places it in Created status, and notes the date in the Created On field.

As with other work records, the Service Contract must be in Active status before it can be used within the system. Also, make sure that the effective date is not set in the future. Even if the contract date is in Active status, it will not appear on lists of values or be considered active until the effective date.

Service Contract is the first of four modules comprising service contract processing. The other three modules, Service Timesheet, Service Timesheet Log, and Service Invoice, help to process the charges accrued against the service contract.

The following fields are included:

Contract/Revision - Depending on how the Sequence Number module is configured, the Service Contract number is either generated by the system when you save the record or you must enter a unique number manually.

The Revision number is generated by the system when the record is saved. The Service Contract number combined with the Revision number uniquely identifies the contract. These fields cannot be modified.

Status - Available statuses are Created, Active, and Closed. When you create a new Service Contract, the system automatically places it in Created status, and notes the date in the Created On field.

You can change the status from Created to Active or from Active to Closed. Only Active Service contracts can be used for purchasing. Users must have the "Service Contract to Active" responsibility set in their user profile to have the ability to set the record to Active status.

Title - Use this field to name the Service Contract.

Vendor - When you select a Vendor code from the list of values the system automatically returns the Vendor Name, Address, Contact Name, Phone, Currency Code, FOB, and Terms Code from the Vendor module. Only the FOB and Terms Code can be modified.

Limit Amount - Limit Amount controls how much can be charged against the Service Contract. If the Enforce Limit indicator is marked, then the system will not allow the Limit Amount to be exceeded. The system displays an informational warning message when the Limit is passed.

Allow Auto Pay - If this indicator is checked the system will automatically create service contract invoices when the service timesheets are completed and approved.

Contract Value - Enter the estimated value of the Service Contract.

Estimated Total - The system calculates the Estimated Total based on the Rate information entered in the Item View.

Buyer - This field shows the Buyer code of the person assigned to monitor the contract. The field has an associated list of values controlled by the Buyers module in the Administration subsystem.

Effective Date - This field shows the date that the contract will go into effect. Even if the contract date is in Active status, it will not appear on lists of values or be considered active until the effective date.

Expire Date and Extended Date - Upon the entered Expire Date, the Contract is no longer usable, and the system will not allow it to be used on Service Timesheets or Invoices. To extend the date, enter a value in the Extended Date field.

Category - The Category field indicates the type of goods or service generally handled by the vendor.

Created On and Created By - The system enters the current date and the username of the person currently logged on to the system in these fields.

How to Create a Service Contract

1. Open the Contract module under Service Contract in the Purchasing subsystem.
2. Click the New icon.
3. Fill in the according to the [field descriptions](#).
4. Fill in additional fields according to your business practices.
5. Click the Save icon.

The system saves record in Created status. Once you have saved the Service Contract you can begin to set up Service Items.

Service Contract Views

In addition to any standard views, the module includes the following:

Service Contract Line Items

As in the other Purchasing modules, Service Contract Line Items can be viewed from the Item (List) and the Item (Detail). Select from the Views list to toggle between these two windows.

Item (List)

You can view a list of Line Items for the Service Contract by using the Item (List) Detail option. All modifications to the information must be made in the Item (Detail) view, this window is view only.

Item No.	Type	Item ID	Vendor Item ID	Status
00001	M	CABINET	Cabinet	ACTIVE
00002	M	SINK	Sink	ACTIVE
00003	M	FAUCET	Faucet	ACTIVE
		Description	Faucet	
		Description		
		Description		
		Description		

Item (List) view

Highlight the Line Item that you are interested in and press the > button to open the Item (Detail) view for that item.

Item (Detail)

This view shows detailed information about each specific Service Contract work item. This is where you can identify the work that needs to be completed for the Service Contract and track the status of that work. Each item is uniquely identified by an Item Number.

The status of Service Contract line items initially reflects the status of the overall record. When the Contract is set to active status, existing items are set to active as well. If a new item is created after the record is in active status, the item must be placed in active status manually. Manually set the line items to Closed once the work is completed.

The list of values that controls Item ID is constructed of all existing Item Ids. New IDs are added as you create them.

Contract/Revision	0300046	/	00000	Item Status	Active						
Item No.	00001	Item Type	M	Item ID	CABINET						
Vendor Item ID	Cabinet										
Description	Cabinet										
Estimated Total	75.00	Tax Codes:	State	0	0.00						
Default Expense	00018 Service Contract	Federal	0	0.00	Duty	0	0.00				
Committed	0.00	YTD Quantity	0.	YTD Amount	0.00	Committed	0.00	Last Year Qty	0.	Last Year Amount	0.00
Actual	0.00					Actual	0.00				

Item (Detail) view

Item Status - Item status is set by the system to reflect status of the record as a whole. You can change the Line Item status manually if necessary. For example, if there is an item that you do not want to use any longer you would not want to delete it entirely because it is best to maintain a history of the item's existence. However, you can change the status to Closed so that it will be inactive on the Service Contract.

Item No. - Each item is uniquely identified by a system generated item number.

Item Type - Indicate whether or not the item is for materials or for services with an "M" or an "S".

When an M type contract item is created, the system automatically creates an associated rate record. Access the rate record by selecting Rates from the Views list. The Rate Type field is set to MATL, and the Service Contract Effective Date field is set to the same date as the date that

was entered in the Effective Date field (or to the system date if no value has been entered in the Effective Date field). The remainder of the Rate fields are left blank. Any of this information can be changed if necessary. The Rate record is then used to accumulate the costs for the contract item.

Item ID - You can create item IDs to help classify each item or use existing ones to group similar items. The list of values that controls the Item ID is constructed of all existing Item IDs. New IDs are added as you create them.

Item IDs can be a useful tool when you want to later find several of the same kind of item. For instance, if you set up your item IDs to identify the department for which the work is being performed, you can later search on a particular ID to find all of the items for that department. These IDs can be used in a variety of ways for classification purposes.

Vendor Item ID - The Vendor Item ID is a number used by the vendor to identify the item.

Description - Enter a complete description of the Item in the Description field.

Estimated Total - The estimated total is calculated as the product of the estimated quantity and the rate for all rate types entered for the item.

Item Total - The system calculates the Item Total based on the Rates information that you enter for the item.

Default Expense - Enter the expense code that should be charged for the line item. This field is controlled by the Expense Codes Business Rule where your organization's expense codes are defined.

Tax Codes - The first tax column contains codes to indicate what tax is to be applied to the item. The second tax column shows the tax rate.

Note: The label for the third tax field is defined in the PO Report Constants business rule by the Label_Duty_Tax rule key, so it may vary depending on your organization's specific settings.

Committed and Actual Amounts - The system displays a summary of the accumulated costs from the item in these fields. Committed costs are calculated from Timesheet records in Posted status, and actual costs are calculated from Service Invoice records in Posted status.

How to Itemize Services

If there are no items for the contract, the system opens a blank Item record in Created status.

1. Select Item (Detail) from the Views list.

If there are no items for the contract, the system opens a blank Item record in Created status. If there is a single item, the system opens that record. If there is more than one item, the system opens the one in the lowest status, and if they are all in the same status the system opens the first in the series.

2. Click New.

A new Service Contract Item Detail record opens.

3. Select an item type.

Indicate whether or not the item is for materials or for services with an "M" or an "S".

4. Enter an Item ID or select one from the list of values.

If needed, you can create a new Item ID. The list of values that controls the Item ID is constructed of all existing Item IDs. New IDs are added as you create them.

5. Enter a description.

6. Enter a default expense code.

Enter the expense code that should be charged for the line item. This field is controlled by the Expense Codes Business Rule where your organization's expense codes are defined.

7. Indicate a Vendor Item ID and fill in the State, Fed, and Duty Tax fields if necessary.

8. **Click Save.**

The system assigns an Item No. in the first field when it saves the record. To create another item, click the New icon and repeat the steps above.

The status of contract line items initially reflects the status of the overall record.

The system calculates the item total based on the rates information that you enter for this item.

Line Item Rates

Enter rate types and dollar rates associated with the line item by selecting the item, and then selecting Rates from the Views list. Each item can have a distinct grouping of rates, or only one rate. Rates can be used later to calculate the value of Service Time charges.

The list of values controlling Rate Type is constructed of all existing Rate Types. New Rates are added as you create them.

Rates view

Note: Remember, the system automatically creates rates for material items, so if the item selected is an M type item, you cannot enter Rate Types manually.

Enter as many rates per line item as required to complete the service item.

Line Item Rates Field Descriptions

Contract/Revision and Item - The contract and revision numbers are carried over from the Service Contract header record, and the item number and item ID are carried over from the Item (Detail) view.

Rate Type - For service type items, rates can be selected from the existing list of values in the Rate Type field or manually created. Each new type is then added to the list of values as they are created.

Rate types can be a direct representation of a charged rate, or you can use them to define other types of charges that you want to reflect on a Service Contract. For example, if you have agreed to pay for the contractor's mileage to and from your location, you can create a rate type called MILEAGE to track these costs. Or you might create a rate type called FUEL to track the cost of gas.

Since the system automatically creates the rate record when a material type item is entered, you cannot manually enter rate types for these items. The Estimated Quantity, Expense Code, Start, and End Dates can be modified if necessary.

Rates can only be deleted from this list if there are no charges committed against the item.

Rate and UOP - Usually you will enter an hourly rate for the Service item. However if, for instance, the line item is for the rental of a piece of equipment, you may enter the rate per day or the rate per piece of equipment. Enter a dollar amount in the Rate field, and how the rate will be charged in the UOP field.

Estimated Quantity - You can use this field to enter your estimate of the number of hours, days, or other units that will be required to complete the service.

Expense Code - Expense Codes are used within the system to classify types of charges. They are required for cost transactions. Enter the expense code applicable to the Rate Type indicated.

Start and End Dates - Enter a date range when the rate takes effect. For example, one rate type might be used for the beginning of the month, and another might be used for the end of the month. The end date must always be later than the start date. If you have two lines with the same rate type, the start date on one line must be later than the end date on the other line. I.e. dates for the same rate type cannot overlap. Rates are listed by the end date in descending order.

Quantity and Amount - The Quantity and Amount information displayed at the bottom of the window is maintained by the system according to the charges applied against the Service Contract. This information cannot be modified. Information is shown for the highlighted rate line.

How to Enter Service Contract Rate Information

1. Open the Service Contract record.
2. Select Item (List) from the Views list.
3. Select the appropriate line item.
4. Select Rates from the Views list.
5. Click the New icon.
6. Enter the required information according to the [line item rates field descriptions](#).
7. Click the Save icon.

Line Item Employees

You can enter, maintain, and review a list of employee numbers for each Service Contract line item in the Employees view. You can list as many as are necessary for each line item.

Employee No	Employee Name
PLUMBER	Joe Stevens

Employees view

Consider that the “employees” entered do not necessarily have to be actual people. You can create a catch all Employee Number to capture the costs for a category of employees as well. For example, if you have a project that has plumbers, electricians, and carpenters working and it is not necessary to distinguish the individuals working in each group you could set up Employee Numbers 001 - Plumbers, 002 - Electricians, and 003 - Carpenters.

Also note that like rates, the employees only apply to each specific item.

Note: Remember, these will be employees or groups that are not regular employees of your organization. To manage work for regular employees, use Work Orders and other modules designed to manage in-house work.

How to Assign Service Contract Employees

1. Open the Service Contract record.
2. Select Item (List) from the Views list.
3. Select the appropriate line item.
4. Select Employees from the Views list.
5. Click the New icon.
6. Enter an Employee Number and an Employee Name.

Remember, these do not have to be literal employees. You can use a variety of conventions to identify how labor charges should be applied to the Service Contract.

7. Click the Save icon.

Cost Summary

The Cost Summary view displays costs of all contract items by Expense Category.

The screenshot shows the Oracle Utilities Work and Asset Management V1.7.15 (v8.6) application interface. The main window title is "Service Contract 0300044 0 Cost Summary". The left sidebar has a "Views" section selected, showing options like Notes, Attachments, Cost Summary, Item (Detail), and Item (List). The main content area displays a table of expense categories with committed and actual amounts. The table has columns for Expense Category, Committed Amount, and Actual Amount. The data shows "Premium Labor" with a committed amount of 175.00 and an actual amount of 0.00, and a "Service Contract" row with a committed amount of 0.00 and an actual amount of 0.00. At the bottom of the table, there are "Totals" fields showing 175.00 and 0.00. Below the table, there is a section titled "Remaining Balances" with two tables. The first table shows "Limit Amount" as 3,000.00, "Committed Balance" as 2,825.00, and "Actual Balance" as 3,000.00. The second table shows "Contract Value" as 5,000.00, "Committed Balance" as 4,825.00, and "Actual Balance" as 5,000.00.

Cost Summary view

Costs are accumulated based on the committed amounts and the invoiced amounts recorded for the contract. The Totals fields show the sum of committed and invoiced amounts for all expense categories. The lower portion of the screen shows the service contract's remaining committed and actual balance based on either the contract limit amount or the contract value. The balances are calculated by subtracting the Contract Limit or Contract Value from the Committed Total and from the Actual Total.

Activating Service Contracts

After entering all the necessary rate and contracted employee information for each item, the next step is to activate the service contract. The service contract must be activated in order to be used within the system.

How to Activate a Service Contract

1. Set the Service Contract record status to Active.

There is no service contract approval, however, a user must have Service Contracts to Active in their responsibilities in order to make this status change.

Make sure that the effective date is not set in the future. Even if the contract date is in Active status, it will not appear on lists of values or be considered active until the effective date. Finally, Click the Save icon to make the contract available within the system.

When the contract is set to active status, existing items are set to active as well. If a new item is created after the record is in active status, the item must be placed in active status manually. Manually set the line items to Closed once the work is completed or if you want to cancel an item without canceling the entire contract.

2. Click Save.

The Service Contract record information is now available within the system.

Service Contract Actions

In addition to standard actions, the following can be completed from within the module.

Creating a Contract Revision

Select Create Service Contract Revision from the Actions list to revise the Service Contract that you are working on. The system copies all of the information on the Service Contract to a new record, generates a revision number with the same Service Contract Number and the next available Revision Number, places the record in Created status, and displays a message notifying you of the revision number. You should still be on the record of the original revision at this point. Set the status of the older revision to Closed, open the newer revision, enter an Effective date on the New Revision, and make additional modifications as needed.

How to Revise a Service Contract

- 1. Open the Service Contract that you want to revise.**
- 2. Select Create Service Contract Revision from the Actions list.**
When you create the new revision the system shows a message indicating the revision number for the Service Contract, but does not open the new revision. You should still be on the record of the original revision.
- 3. Set the status of the older revision to Closed.**
- 4. Open the newer revision.**
- 5. Enter an Effective date on the New Revision and make additional modifications as needed.**
- 6. Click the Save icon.**

Copying a Service Contract

Select Copy to New Service Contract from the Actions list to make a duplicate of the service contract. This functionality can be useful if you have to make another contract document that is very similar to an existing one, but that is not an exact revision. When you select the action the system prompts for a Service Contract number. If your organization uses system generated Service Contract numbers, simply click the OK button and the number will be generated for you. The system displays a confirmation number telling you the new Service Contract number. Click the OK button to continue to the new record. All of the information including items, notes, attachments, rates, and employees is copied to the new record from the original.

Chapter 9

Service Timesheet

Use the Service Timesheet module to enter and review time charges posted against a Service Contract. Timesheet information is maintained per Service Contract/Revision per Timesheet date (which can be for a day or a period). Since Service Contracts are designed to manage contracted work, an administrator or other in-house personnel would normally enter time charge on behalf of contractors.

This module functions much like the Timekeeping module in the Maintenance subsystem.

Service Timesheet Records

When time is charged the Service Contract number is entered at the top of the Timesheet record. The actual charges are then applied to a Work Order, a Function, an Asset, or any other type of record that can have charges applied against it. When the time charges are approved and posted, the costs will be recorded on both the Service Contract and on the record that the charges were applied to. The Work Order module has a Service Contract view that shows a listing of all Service Contract applied charges.

The screenshot shows the Oracle Service Timesheet application interface. The main window title is "Service Timesheet 05 FEB 2005 Contract/Revision 0500006 0 Job Ref. JOB-REF-02". The interface includes a toolbar with various icons, a menu bar with "Go to Module", and a left-hand navigation pane with "Search Options", "Results", "Service Timesheet", "Views", "Contract Material Approval Log", and "Actions" (Create Bookmark, Audit Log (Header), Copy Service Timesheet). The main content area displays a table of charges:

Charge Number	Employee Name	Employee No	Item ID	Rate Type	Hours
W 0500257	04		BYB-ITEM-000002	BYB01	10.00
W 0500257	04		BYB-ITEM-000002	BYB01	-10.00
Charge Description: Branwen's Work Order for Service Contract Testing					
Vendor Item ID: Branwen's Vendor					
Status: POSTED Total Hours: .00					

The following fields are included:

Contract/Revision - When creating a new Timesheet, enter the Contract and Revision number for the Service Contract that you are charging time against. Make sure that the Revision number is entered correctly, the system automatically enters revision 0000.

When you create a new record the combination of the Date and the Contract/Revision number must be unique. If the combination already exists, you should add the charges to the existing record rather than creating a new one.

Date and Status - The system enters the current date and sets the record to Created status when a new record is created.

Created - When the employee enters the work charges for the day.

Pending Approval - Set the status to Pending Approval when you are ready to route the timesheet for approval. The system sends an alert to the approvers on the approval route indicated.

Approved - The system sets the record to Approved status once final approval is recorded.

Reopened - If new items are added, the system changes the Timesheet status to Reopened.

Posted - When the timesheet has been approved and posted to bookkeeping. Labor or material items can be added after this status. The system changes the status back to Reopened, and the timesheet must go through approval processing again.

Closed - When a timekeeping period is closed.

Job Ref. - The job reference field is required to provide a unique identifier for the timesheet record. These codes are defined by your organization in Code Table 700. Typically, this would be a number or code given to your organization by the contractor to identify the contract work being completed. Ultimately, the use of this field will depend on your organization's business practices.

Auto Pay - The system automatically places a check in the Auto Pay box when the contract that is referenced on the timesheet has the Allow Auto Invoice indicator checked. This indicator cannot be set on the service timesheet if the Allow Auto Invoice indicator on the associated service contract is not checked.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Title and Vendor - The Service Contract title and the Vendor indicated on the Service Contract are entered by the system when the Service Contract and Revision numbers are entered. These fields cannot be modified.

Charge Number - The first field at the bottom portion of the screen is for the Charge Type. The remaining charge fields are controlled by lists of values that are determined by the Charge Type entered. Charge types are defined in the Service Timesheet Charge Types Business Rule.

Status - This field shows the status of the timesheet entry.

Item ID - Select the Item ID for the service contract item that time is being charged to. The list of values only shows S-type items.

If there are no Item IDs available it is possible that the Item is not in Active status on the Service Contract. The Revision number could also be incorrect.

Employee No - Enter the Employee number of the contract employee that completed the work, if applicable.

Rate Type - Enter the Rate Type from the Service Contract item that time is being charged to. The list of values only shows rates where the timesheet date falls between the start and end date of the rate.

Hours - Enter the number of hours worked.

Charge Description - The description of the Charge Item (work order, Asset, Service Request, etc) highlighted in the table.

Vendor Item ID - The number the Vendor uses to identify the Item ID highlighted in the table. The Vendor ID is copied from the Service Contract Item View.

Total Hours - The total hours for all charges in the table.

How to Enter Service Contract Time Charges

1. Open the Service Timesheet module under Service Contract in the Purchasing subsystem.

2. Click the New icon.

3. Enter the Contract and Revision number for the Service Contract.

Make sure that the Revision number is correct. The system automatically enters revision 0000.

The combination of the Date and the Contract/Revision number must be unique. If the combination already exists, you should add the charges to the existing record rather than creating a new one.

The remaining header information is retrieved from the associated Service Contract record.

4. Click the Save icon.

Now you can enter time Charges at the lower portion of the screen.

5. Enter a Charge Type in the first field.

6. Enter a Charge Number.

7. Enter the Item ID, Employee Number, Rate Type, and number of hours worked for this charge.

If there are no Item IDs available it is possible that the Item is not in Active status on the Service Contract. The Revision number could also be incorrect.

8. Click the Save icon.

If you need to enter another charge click the New icon again to start a new line.

Modifying Timesheet Charges

To modify a Service Timesheet record, open the appropriate timesheet and make the appropriate changes. The person making changes must have the necessary authority set in his or her responsibilities.

If the Timesheet was in Approved status before the changes were made the system will reset the status to Reopened. After changes are entered, the Timesheet must be re-routed for approval.

Service Timesheet Views

In addition to any standard views, the module includes the following:

Contract Material

Use this view to record material items used for the service contract.

Contract Material view

The Item ID field will only show the M type items that were defined on the service contract. Two things can happen on this screen. If a work order was entered as a timesheet charge, the system lists that work order number at the top of the window. You can highlight this number then enter the material charges for that work order in the fields at the bottom portion of the window. You can also select a work order number from the list of values in the first field at the bottom section to enter a work order that was not referenced as a timesheet charge. This type of entry would be a rare occurrence where materials were charged against a work order, but no time was worked on the work order.

In either case, use the bottom portion of the screen to enter the work order number, the task, the Item ID, the quantity used, units, and unit price. The Expense Code field is populated from the default expense code entered on the service contract, but it can be updated if necessary. The system calculates the total price.

Service Timesheet Actions

In addition to standard actions, the following can be completed from within the module.

Copying Service Timesheets

The person in charge of entering service timesheets can select Copy Service Timesheet from the Actions list to create a duplicate of an existing Service Timesheet record. An example of how this might be used would be if the administrator needs to enter the same contractor employee charges over multiple days.

After the action is selected, the system opens the Copy Timesheet wizard where the user can enter a date range. When the user clicks on the OK button, the system generates new timesheets in Created status for the date or date range specified. The new timesheets are then listed on the Results of Search screen.

Modifying Service Timesheets

Once in Approved or Posted status, service timesheet line items cannot be modified unless you have the proper authority. However, you can add new items.

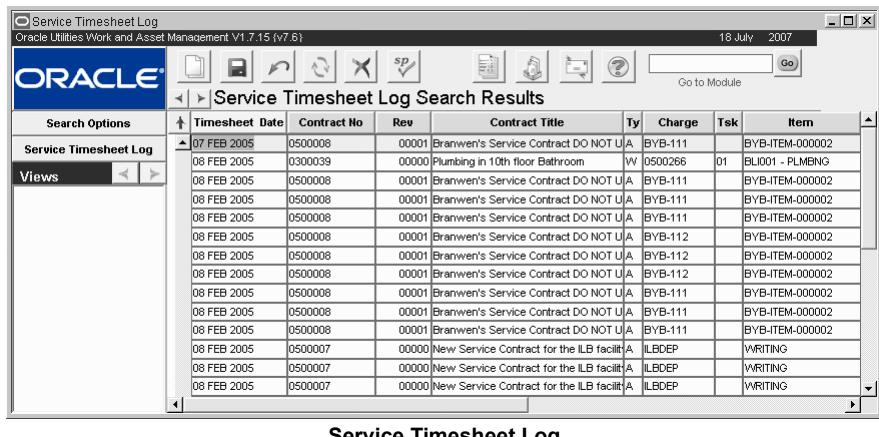
When you add new items, the system changes the Service Timesheet status to Re-Opened and inserts the new items in Created status. The record must be re-set to Approved status once the items are added.

If you want to modify a service timesheet item, an adjustment Item must be inserted to make corrections and the service timesheet must be reset to Approved status. This can be achieved by entering a line that is similar to the line that needs to be adjusted, with a negative value entered for the time. This way the system “backs out” the first charge. You can then enter another line with the correct information.

Chapter 10

Service Timesheet Log

The Service Contract Timesheet Log tracks all timesheet transactions that are posted in the system. This information is for display only and cannot be modified.



Timesheet Date	Contract No	Rev	Contract Title	Ty	Charge	Tsk	Item
07 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-111			BYB-ITEM-00002
08 FEB 2005	0300039	00000	Plumbing in 10th floor Bathroom	WV	0500266	01	BLU001 - PLUMBING
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-111			BYB-ITEM-00002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-111			BYB-ITEM-00002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-111			BYB-ITEM-00002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-111			BYB-ITEM-00002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-112			BYB-ITEM-00002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-112			BYB-ITEM-00002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-112			BYB-ITEM-00002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-111			BYB-ITEM-00002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-111			BYB-ITEM-00002
08 FEB 2005	0500008	00001	Branwen's Service Contract DO NOT U/A	BYB-111			BYB-ITEM-00002
08 FEB 2005	0500007	00000	New Service Contract for the ILB facilit/A	ILBDEP			WRITING
08 FEB 2005	0500007	00000	New Service Contract for the ILB facilit/A	ILBDEP			WRITING
08 FEB 2005	0500007	00000	New Service Contract for the ILB facilit/A	ILBDEP			WRITING

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 11

Service Invoice

The Service Contract Invoice module allows you to process invoices sent to your organization from outside contractors for Service Contract work. These charges are usually applied against Service Contract Timesheets by matching Invoice Line Items against Service Contract Timesheets which have been approved but not yet invoiced.

Miscellaneous charges such as freight, discounts, and so on can be entered on the Invoice record or as separate Invoice line items. Credit memos can also be processed through the Service Contract Invoicing module.

You can also process service invoice [credits](#) using this module.

Service Invoice Records

Once the Service Contract Invoice is complete, it is routed for approval, approved, and costs are posted throughout the system by batch processing.

Service Invoice record

If the Allow Auto Pay indicator was set on the Service Contract record, the system automatically creates Service Invoice records when the corresponding approved service timesheets are posted.

The following fields are included:

Contract No. and Include Closed Contracts - When you create a new invoice record, select the Service Contract number from the list of values. The list will only show Service Contracts in

Active status unless you check the Include Closed Contracts check box before you reference the list of values. Also enter the corresponding revision number in the field next to Contract No.

Invoice No. - Enter the vendor's invoice number in this field.

Status and Status Date - Invoices are inserted in Created status. Invoices can only be modified when they are in Created or Pending Approval status. The status date is maintained by the system as the date that the status was last changed.

A Next Approver must be entered before you can change the status to Pending Approval.

Next Approver - The approval title for the person responsible for approving the record. The list of values for this field is controlled by the Approval Limits module in the Administration subsystem.

For more detailed information on approvals, please refer to the document entitled Approvals in the System Basics User Guide.

Vendor Code and Vendor Name - When you enter a Service Contract Number and Revision, the Vendor fields are filled in by the system using the information from the Service Contract record. These fields cannot be modified.

Buyer - When you enter a Service Contract Number and Revision, the Buyer field is filled in by the system using the information from the Service Contract record. This field can be modified if needed.

Timesheet From and To - When the Service Invoice record is created, these fields are completed with the dates of the corresponding timesheet record. These fields are required.

Timesheet Job Reference - This field can be used to further narrow the timesheets used for matching to the service invoice. When it is filled in, the system only searches for Service Timesheet records in Approved or Posted status with the same value in the Job Reference field. This field is not required. This field is controlled by Code Table 700.

Payment Information - The Pay To, Terms, and Payment Days fields are filled in automatically from the Service Contract record when the Contract No. field is filled in, but they can be modified if necessary. The system uses the Terms and Payment Days fields to calculate the Invoice Due Date. You can indicate when the Invoice was actually received in the Invoice Received field. The system enters the date when the record was created in the Invoice Entered field, but this date can be modified. Use the Alt. Invoice No. and the Note fields to enter additional information about the invoice.

Invoice Summary - The Currency field is carried over from the Service Contract, and the system maintains the sum of the Invoice Line Items in the Items Total field. The Discount Rate, Amount, Invoice Extra, and Invoice Freight fields can be manually entered to enter any discounts, shipping or extra charges on the Invoice. The system calculates the total value of the invoice as the sum of Line Items, Taxes, Freight, and Extra.

Tax Summary - Taxes are calculated from the Service Invoice Line Items unless the Tax Field check boxes, located next to the Tax Fields, are checked. When checked, the Service Invoice tax amounts are used instead of the tax amounts entered on the Line Items.

How to Create a Service Invoice

1. Open the Service Invoice module in the Purchasing subsystem.

2. Click the New icon.

The system opens a blank record in Created status.

3. Enter or select the service contract number that applies to the invoice.

The list of values only shows Service Contract records in Active status. If you are entering an invoice for a service contract that is Closed, place a check in the Include Closed Contracts box before you reference the list of values.

When you enter a service contract number, the vendor code and buyer are returned by the system as well as related vendor information, such as Vendor Name, Pay to, Terms, Payment Days, Currency, and Exchange Rate.

4. **Enter the Vendor's invoice number.**
5. **Enter the date range of the corresponding Timesheet record.**
6. **Enter a the job reference number from the Timesheet record.**
This field can be used to further narrow the timesheets used for matching to the service invoice. When it is filled in, the system only searches for Service Timesheet records in Approved or Posted status with the same value in the Job Reference field.
7. **Enter the Vendor date.**
The system calculates the invoice due date and the payment days according to the payment terms and the vendor date. All of these fields can be modified if necessary.
8. **Enter any additional information as needed.**
9. **Click the Save icon.**

Service Invoice Views

In addition to any standard views, the module includes the following:

Service Invoice Line Items

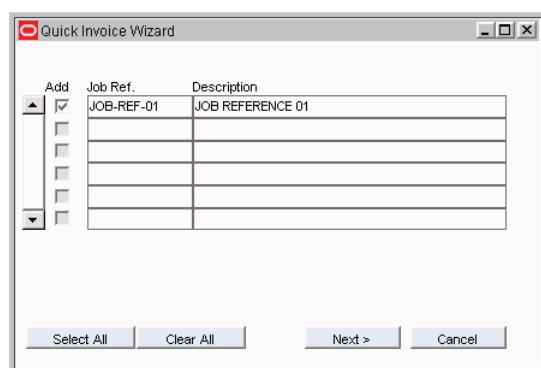
The Line Item (Detail) and Line Item (List) screens only show line items that have been matched. These screens give a summary of the invoice line items. Information in these windows can only be modified when the Service Contract Invoice header status is Created or Pending Approval.

Automatically Creating Line Items

Select Auto-Create Contract Invoice Items from the Actions list to prompt the system to create your line items based on the quantity and rate data from the corresponding Service Timesheet records. Lines are created for both service and material type items. If necessary, you can modify these items later.

Timesheets that are available for matching must be in posted status and have the same date range as entered on the Service Invoice record. This action will also only work for items that do not have the Allow Auto Pay indicator set on the Service Contract record.

When you select the action, the system opens the Quick Invoice Window where you can select which job codes to add and verify the timesheet line items that will be created.



Click the Next button, and then on the Finished button to process the items and return to the Service Invoice record. You can then select Line Item (List) or (Detail) from the views list to review the matched items.

Manually Matching Items

Once you have saved the Service Invoice record, you can manually match service invoice line items against service contract items by selecting Matching to SC (Detail) from the Views list.

The Service Invoice Tolerances Business Rule defines dollar and percent tolerance values for invoice matching.

Invoice Matching to Service Contract view

Service contract line items must fill the following criteria to be available for matching:

- Items with approved and posted time charges that fall within the date range entered on the Service Invoice record, and
- have a job reference number that matches the number entered on the Service Invoice record, and
- are not yet invoiced, and
- are not set for automatic invoicing.

This assures that you will only be able to invoice Service Contract Items with services received but not yet invoiced.

You can only match new items when the Service Contract Invoice status is Created.

The data entry fields at the lower portion of the screen are populated by the system based on timesheet information. However, most of these fields can be modified if necessary.

You can use the Auto-create Contract Invoice Items action to match your items, or you can match the items manually.

Type - Enter an Invoice Item Type. Normal indicates debit costs and Credit indicates a credit.

Quantity - The quantity will normally refer to the number of hours worked or # of days a piece of equipment was rented.

Price - The system brings up the rate for the Service Item, however, you can change the price manually if necessary.

Total - The system calculates the total based on the Quantity and unit Price. The system then compares the total with the Service Contract Item. If the total falls outside either the dollar or percent variance tolerance, the system either issues a warning or stops further processing. This process is based on the settings in the Service Contract Invoice Tolerance Business Rule.

Note - Enter any necessary Line Item notes.

Taxable - Enter the taxable amount in this field. The system multiplies the Taxable amount by the tax rates to calculate the total tax for the Line Item.

Tax Codes - You can modify Tax Codes as required. Line Item tax codes are used as part of the Service Invoice total unless the Tax check boxes are checked on the Service Contract Invoice.

How to Match a Service Invoice to Service Contract Items

1. Open the Appropriate Service Invoice record.
2. Select Matching to SC (Detail) from the Views list.
3. Select the appropriate Contract Item.

Scroll through the items using the arrow keys next to the Views list heading.

The matching information is located at the bottom of the screen. The system automatically enters known information from the Service Timesheet record, if one was referenced, but the fields can be modified if necessary.

4. Enter an Invoice Item Type.

N = Normal indicating debit costs, C = Credit indicating a credit.

This field is located at the lower portion of the screen.

5. Enter a Quantity.

6. Modify the Unit Price if necessary.

The system automatically enters the rate from the service item, but you can modify it if needed.

7. Enter tax information.

8. Enter a Note if necessary.

9. Click Save.

10. Click the right arrow button next to the View heading to process the next Line Item.

Once you have matched all of the items, the Matching to SC views will no longer show any items. You can review the items by selecting Line Item (List) or (Detail) from the Views list.

How to Automatically Match to Service Contract Items

1. Select Auto-Create Contract Invoice Items from the Actions list.

The system opens the Quick Invoice Wizard.

Items are matched based on the quantity and rate data from the corresponding Service Timesheet records. Lines are created for both service and material type items.

Timesheets that are available for matching must be in posted status and have the same date range as entered on the Service Invoice record. This action will also only work for items that do not have the Allow Auto Pay indicator set on the Service Contract record.

2. Click the Next button.

The system displays a confirmation screen showing the line items that were matched.

3. Click the Finish button.

You are returned to the Invoice record where you can select Line Item (List) or (Detail) from the views list to review the matched items.

Invoice Item Accounts

Item Accounts information is retrieved from the Service Contract Line Items. The ability to modify Service Contract Invoice Line Item Account information is controlled with the Service Invoice Account Override Business Rule and the Serv Invoice Account Override responsibility function.

AP Data

Enter Invoice Accounts Payable (AP) information.

Information entered here can be used as a part of your Accounts Payable processing.

AP Data view

Enter the AP dollar Amount, the Invoice Check Type (which if left blank will be interpreted as Regular AP Processing), a Manual Check Number (if appropriate), and AP Batch information. The Sent to AP indicator is checked by the system when the invoice has been submitted to accounts payable (an external interface process).

Prorate Data

Select Prorate Data from the Views list if you need to prorate your costs across line items. Check the box next to each type of cost that should be prorated.

The Service Invoice Prorate Defaults Business Rule determines what can be prorated.

Prorate Data view

Service Invoice Actions

In addition to standard actions, the following can be completed from within the module.

Exporting Service Invoices

Select Export Service Invoices from the Actions list to export a file showing posted Service Invoice records and associated Timesheet details based on the selection criteria entered. The timesheet line items must be included on the invoice. Timesheet line items that do not have an invoice created for them are not exported.

Once the desired invoices are selected, the system accumulates the following from the Timesheet records:

- Employee number and name,
- Vendor and Contract ID,

- Summary of hours worked,
- Total cost for each unique item and rate type, and
- Summary of the costs for material type items

Users must have Service Invoice Export Wizard in their responsibilities to have access to this action.

Processing a Credit

If you need to process a credit against a service contract, you must first create a Service Timesheet with a negative number entered for the hours or in the Contract Material Quantity field. You can then process a Service Invoice record which will “back out” the charge by applying a negative value against the Service Contract.

Chapter 12

Change Order

Use the Change Order module to modify Purchase Order records that are in Issued status and have already been sent to the vendor. Change orders are generally used for negotiated changes to an original purchase order that will alter the cost of the purchase order. For changes and transactions against issued purchase orders that do not affect the cost (for example, a new shipping date) you can use the system's expediting features from the Expedite PO module or the Expedite view of the Purchase Order record.

Access to the Change Order module is usually restricted to Purchasing Agents or Buyers. This access is controlled by granting specific database privileges to specified users. New change orders are created in the Purchasing module from the Issued PO that needs to be updated. New records cannot be manually inserted in the Change Order module.

Change Order Records

Only one active change order can exist for a purchase order at any given time. If you try to create a second change order before the first is resolved, the system displays a warning message. Once you have developed a change order you can merge it back into the original purchase order. The system keeps a record of the original purchase order and all subsequent change orders as revisions to the original. Once the change order is approved, it replaces the originating purchase order using the same purchase order number with a higher revision number. An approved change order cannot be modified.

Buyers who have been granted the necessary authority can bypass the change order process and update the purchase order directly in the Purchase Order module. When a purchase order in Issued status is updated in this way, the system automatically creates a Change Order record with the next highest revision number to properly track the changes. The system can also automatically approve change orders based on criteria set in the C.O. Auto Approve Percentage business rule.

Change Order module

The fields on the change order and on the Views list windows are identical to the fields on a purchase order. Please see the Purchase Order User Guide for a detailed description of the fields.

Depending on how your organization has configured the system, when you print the adjusted purchase order, only the header and the items that have been changed will print.

Merge PO Status

Once the change order has been reviewed and approved, updating the purchase order is as simple as changing the change order status to Merge PO. When you change the record to this status, the system automatically updates the purchase order.

How to Create a Change Order

Since a change order represents changes to a purchase order, you must first have an existing purchase order that is in Issued status. The Change Order module does not allow you to insert new records, you must do this through the Purchase Order module.

1. Open the Purchase Order record that you need to change.

Since a change order only handles changes to a purchase order, you must first have an existing purchase order that is in Issued status.

The Change Order module does not allow you to insert new records.

Users with the required authority can also make changes to a purchase order by setting the Purchase Order status to Updating then making changes.

2. Select Create Change Order from the Actions list.

This action is only available when the record is in Issued status.

The system transfers all of the information from the PO to the new Change Order record, and displays a message notifying you that the change order has been created.



3. Select Change Order from the Actions list.

The system opens the Change Order module to the Results of Search screen showing the change orders for the purchase order. As a default the system creates revision 000 as a copy of the original purchase order, and it also creates revision 001. Revision 000 cannot be modified.

Regardless of the number of previous revisions, you should select the most recent revision.

4. Make the necessary changes.

You can make changes to any updatable fields. If you try to change a field that is not updatable, the system displays a warning. In most instances, you will only need to make changes to quantities, pricing information, and tax information in the Change Order module.

5. Click Save.

The system saves the changes and calculates any adjustments to the total cost.

How to Merge a Change Order with its Purchase Order

1. Open the Change Order record.

The change order must be in Pending Approval or Approved status. If it is in Pending Approval status, you must have the proper Approval Title to also approve the change order.

2. Change the status to MERGE PO or Select Merge Change Order with PO from the Actions list.

If you change the status, the system notifies you that you have changed the record status and asks if you want to save the changes.

If you use the Actions list the system simply updates the purchase order without displaying any messages.

How to Review Costs for a Change Order

1. Open the appropriate Change Order record.

The Change Order module is in the Purchasing Subsystem.

2. Click the Costs button.

The system opens the Change Order Costs window. You cannot make direct changes to the information in this window. When you are done reviewing the information, you can close the window by using the close button in the upper right corner of the window.

How to Review Costs for a Change Order Item

1. Open the appropriate Change Order record.

The Change Order module is in the Purchasing Subsystem.

2. Click the Line Items button.

The system opens the Change Order Line Item window. You can navigate to specific items by clicking the List radio button and selecting the item that you want.

3. Click the Line Costs button.

The system opens the Change Order Line Items Costs window. You cannot make direct changes to the information in this window. When you are done reviewing the information, you can close the window by using the close button in the upper right corner of the window.

Directly Updating Purchase Orders

Buyers who have been granted the necessary authority can bypass the change order or Expedite PO process and update the purchase order directly in the Purchase Order module. When a purchase order in Issued status is updated in this way, the system automatically creates an Change Order or Expedite PO record to properly track the changes. For information on how to grant this authority please refer to the System Basics guide chapter entitled Customizing User Settings.

You must have the Change PO Auto Pay Indicator responsibility set in your user profile to overwrite the auto pay feature after the purchase order has been issued and receipts have been processed. If you have the proper authority you can overwrite auto invoicing by selecting Change Auto Pay Ind from the Actions list.

How to Update an Issued Purchase Order in the Purchase Order Module

- 1. Open the Purchase Order record.**
- 2. Change the purchase order status to Updating.**
- 3. Make the necessary changes.**

The ability to update purchase order information is consistent with the updates allowed in the Change Order module. Line items can be added or canceled as necessary, but cannot be deleted.

- 4. Click Save.**
- 5. Change the purchase order status back to Issued when all updates are complete.**

The system automatically generates a change order for changes made to quantity and price, or it creates an Expedite record when changes are made that would normally be made in that module.

In addition to any standard views, the module includes the following:

Same as [Purchase Order Views](#)

Merge Change Order with PO

Selecting Merge Change Order with PO from the Action list changes the record status to Merge PO and is the same as changing the status manually.

You must be a Buyer in order to access the Merge Change Order with PO action.

Chapter 13

Expedite PO

The Expedite PO module serves two distinct purposes: to track and expedite Purchase Order items not yet received, and to allow you to modify selected information on a Purchase Order in Issued status without having to create and process a Change Order. Since expediting Purchase Orders may often require more than one call to the supplier, you can have multiple Expediting records for one PO. To close out an Expediting record, set the status to Closed (or Canceled if desired).

Expedite PO Records

If you are only modifying information on an issued Purchase Order, enter the new information and set the status to Closed. The Purchase Order is automatically modified. Only users who have the proper privilege to modify Purchase Orders will be able to use this feature of the Expediting module.

You can also access expediting information using the Views list in the Purchase Order module. Processing within that view option is the same as described for this module.

The PO Expediting Data window is divided into three sections:

- information about the entered Purchase Order number
- expediting information
- information to update the Purchase Order.

If you have already selected information displayed on the PO Expediting header and wish to insert a new record, Click New. If you are updating an existing record, enter the new information in the expediting data section.

Buyers with the proper authority can bypass the Expedite PO process and update the PO directly in the Purchase Order module. When a PO in Issued status is updated in this way, the system automatically creates an Expedite PO record to properly track the changes. Please refer to the document, Buyers, in the Admin. User Guide for information on granting this authority.

Expedite PO record

The following fields are included:

PO Number - The Purchase Order Number can be entered only if you are creating a new Expediting record. The field has an associated list of values controlled by the Purchase Order module in the Purchasing subsystem. When you enter a Purchase Order number, the system supplies various elements of related information including the Requestor, (PO) Type, Vendor, Contact, etc.

Type - The Type field indicates the original Purchase Order Type and is supplied by the system when you enter the Purchase Order number.

Status - The Status field indicates the state of the expedite process. The options are: Open, Closed and Canceled. The system creates new records in Open status. Setting the record status to Closed causes the system to update the Purchase Order with new information if the Update PO with Information Below? check box is checked. Setting the status to Canceled closes the record without updating the Purchase Order.

Since an Expedite record generally represents a single communication between your organization and the vendor, each record should be closed as soon as it is made.

Requestor - The Requestor indicates the person who originally requested the Purchase Order.

Required Date - The Required Date indicates when the items are needed at the Deliver To Location.

Buyer - The Buyer fields show the Buyer Code and name of the Buyer. Typically, this is the person who will be responsible for making major decisions about the Purchase Order.

Total Amount - The Total Amount field displays the total cost of all the line items on the Purchase Order, without taxes or delivery costs.

Vendor - The Vendor fields display the code and name for the vendor supplying the items.

Expedite Number - The Expedite Number field indicates the suffix or sequence number of the expedite record. The system creates a unique number for each Expedite record by adding a suffix number to the Purchase Order number when the record is created and saved.

Expeditor - The Expeditor field indicates who is responsible for the expedite process. The Expeditor field is set by the system to the name of the user who first entered the Expediting record. It cannot be modified.

Next Expedite - The Next Expedite field indicates when someone should follow up. The field is currently only for review purposes and does not affect any changes elsewhere in the system.

Contact Name, Phone Number and Comments - The Contact fields contain vendor contact information. The Comments field is a free-form field in which you can enter brief comments about the expediting communication.

Update PO header with Information Below? - When the Update PO with Information Below? box is checked, the system will update the original Purchase Order with the changed information when you change the Expedite record status to Closed. Checking this box will cause the system to update the PO record only, not the individual line items. Select Line Item from the Views list to update line items individually.

Ship to Code - The Ship To Code field indicates the storeroom to which the order should be delivered. The field has an associated list of values controlled by the Storeroom Setup module. Depending on how your organization has configured the system, you can also use the PO Report Constants Business Rule. If you want to use the Business Rule to fill in this field, the Ship to Code field on the Storeroom Setup record must be blank.

Promise Date - The promise date field indicates the date the vendor has promised delivery. Remember that this field is required if your organization uses the Vendor Performance functionality.

FOB - The FOB (Free on Board) field displays the delivery charge terms negotiated for the record. You can update these terms by selecting a new option from the associated list of values.

Confirmed - The Confirmed check box and the date field beside it are used to indicate that the information has been confirmed with the carrier or vendor, and when the confirmation was completed.

Carrier - The Carrier field displays the freight company responsible for delivering the items. The associated list of values is controlled by the Vendor module (in the Purchasing subsystem) and only shows vendors identified as carriers.

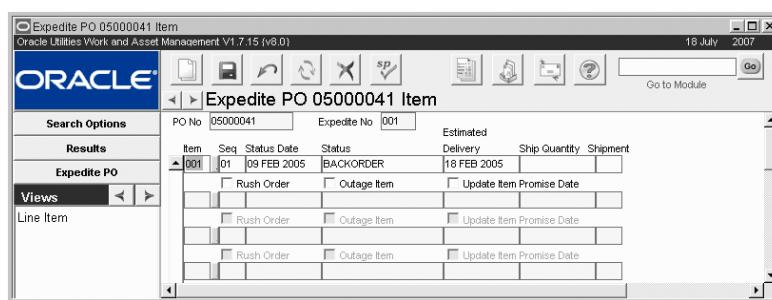
Expedite PO Views

The module includes the following views:

Line Item

Select Line Items from the Views list to expedite single Purchase Order items without expediting the entire Purchase Order. You can also establish multiple delivery dates for a given item. For example, you can order 20 pumps and want to expedite delivery of only 5 of them.

Your organization must have the Expedite Item Details option set to ON in the Purchasing Options Business Rule for this feature to be available.



Line Item view

Sequence Number - A system generated number you can use to track multiple changes to the PO line item and the status of partial shipments.

Status Date & Status - The system enters the date that the was changed. The status field indicates the state of the order. You can enter descriptions such as Backordered, Shipped, or Ready for shipment.

Estimated Delivery - The date the vendor has promised delivery.

Ship Quantity - The number of items being shipped. The total number of items being expedited cannot exceed the PO line item quantity.

Shipment Number - You can use this field to identify shipments if the Item will be delivered in multiple shipments.

Rush Order - This indicator is used for reporting purposes.

Outage Item - Depending on how your system is configured, this indicator may be available to indicate the item is being ordered as an outage. Again, depending on your system's configuration, there may or may not be additional functionality attached to this feature.

Update Item Promise Date - Place a check in the this check box if you want the system to verify that an Estimated Delivery date has been entered and copy that date to the PO Line Item Promise Date. The original Promise Date will be overwritten with the date indicated on the Expedite record.

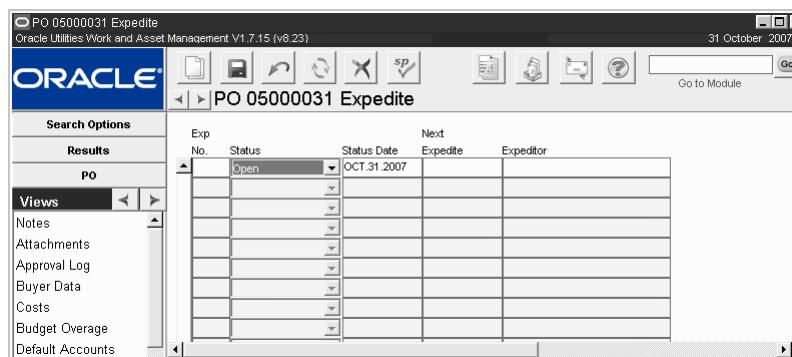
If your organization uses the Vendor Performance Rating functionality, the Vendor's On-time Delivery rating is based on their ability to deliver the items or services by the Promise date. The system calculates the rating by comparing the actual receipt date entered in the Receiving module with the Promise date entered on the Purchase Order. It is important that an accurate date is entered on the Purchase Order so that the resulting ratings are accurate.

Expediting Using the Purchase Order Record

You can also expedite purchase orders using the Purchase Order module. This is often more helpful since you will be searching the Purchase Order module for POs that are in need of expediting.

How to Expedite Through the PO Record

1. Open the Purchase Order record that needs to be expedited.
2. Select Expedite from the Views list to open the Expedite window.



The Purchase Order Expediting window displays any Expediting records that are already entered into the system for the purchase order.

3. Click the New icon to enter a new Expediting record.
4. Enter the Next Expedite Date, then select More Info from the Views list to access the Expediting More Information window.

5. Enter, change, or review information as required.
6. Click Save.
7. When you are finished expediting the purchase order, set the status to Closed. Again, the closing the expedite record signifies that this effort for this PO is now complete and the system updates the purchase order with listed information.

If the Expedite Item Details rule key in the Purchasing Options Business Rule is set to ON, you can also create Expedite Item records for specific purchase order line items.

You can create a saved search that will appear as a link on your home page to find any type of search criteria that you want. In this case, you would need to search for POs that are in Issued status so that you can choose which ones need to be expedited.

8. Open the Purchase Order module in the Purchasing subsystem. Set the system to search for the PO status "Issued" and select Saved Search from the Actions list.

Once you have created the search the system locates all purchase orders that are in Issued status that may require expediting when you select that search from your home page.

Chapter 14

Invoicing

After a purchase order has been issued to a vendor and the vendor has supplied the requested materials and/or services, it becomes your obligation to pay for what you have received. Received items that need to be paid for are called “payables”. The value of items received but not yet paid for is reflected in the application as accruals. Accruals are displayed on the Purchase Order record and on Work Order and Task Cost Summary views.

Invoice Records

Record incoming invoices and match them against their corresponding received materials and services in the Invoicing module. [Credit memos](#) are also processed in the Invoicing module. After a purchase order is sent to a vendor, the vendor provides the required materials and services and submits an invoice. During a receiving session, the system generates individual receipts for each purchase order line item. When the invoice arrives, you enter its information by creating an Invoicing record with a unique Invoice Number, then creating Invoice Line Item records. The system matches the Invoice Line Items against the corresponding purchase order line items for you. Generally, these invoice items are matched one by one, but the system also provides an Action that will quickly match several items at once.

Settings in the Invoice Setup Criteria business rule manage how items are matched, whether or not multiple purchase orders can be referenced on one invoice and other important settings.

Invoice Record

Purchase orders can be handled in various ways on Invoice records:

- You can reference one purchase order on the Invoice record header.
- One purchase order can be referenced on multiple Invoicing records as long as the combined totals on the invoicing records do not exceed the total item quantity on the purchase order.
- Multiple purchase orders can be referenced on a single Invoicing record if your business rule settings allow.
- You can also create Invoicing records that are not associated with a purchase order.

You cannot manually create Invoices for purchase orders that have the Auto Pay indicator checked. These invoices are automatically created by the system.

The following fields are included:

Purchase Order Number - This field displays the PO number associated to the invoice. When you select a purchase order number from the list of values, the system supplies related information such as the vendor code, vendor name and pay to data. You can add or update the purchase order number at any time as long as the invoice is not in approved or posted status and no line items have been added to the invoice.

Purchase Orders with the Auto Pay indicator checked do not appear on the list of values.

A purchase order can be referenced on multiple Invoicing records, as long as the combined total for the invoicing records does not exceed the item quantity on the purchase order. For example, if a purchase order for 100 ceiling fans is received in two shipments of 50 fans each, it can be invoiced on two separate invoicing records for 50 items each.

Multiple purchase orders can be referenced on a single Invoicing record if your organization permits this practice. You can also create an invoice without referencing a purchase order number.

Multiple POs - Check this box if you want to reference several purchase orders on this invoice. You can then click the Change PO button on the Matching to PO views to add additional purchase orders.

The Multiple POs check box is available only when the Invoice Setup Criteria business rule is set to allow multiple purchase orders.

Include Closed Purchase Orders - The Include Closed Purchase Orders check box is only used when a new Invoicing record is being created. It controls whether or not you can create an Invoice from a Purchase Order that has already been closed.

The Include Closed PO check box might be used if a freight bill comes separately from the carrier, and was not included on the invoice from the vendor, but you would include it on the same invoicing record.

Auto Pay Indicator - If the vendor referenced on the Purchase Order is an Auto Pay vendor, the system checks this box. This indicator is informational only and cannot be modified here. If the indicator is checked, line items cannot be added, updated, or deleted on the invoice.

Invoice Number - The Invoice Number field displays the Invoice number supplied by the vendor. The Invoice Number must be supplied when the Invoicing record is created.

Status - Invoice statuses include: Created, Pending Resolution, Pending Approval, Approved, Posted, and Cancelled. Users with delete responsibilities in their user profile can delete Invoices in cancelled status if necessary.

If the Invoice Setup Criteria Business Rule is set to allow invoicing a PO that has not been fully received, the system puts the record into Pending Resolution status. After the mismatch has been resolved, either by receiving the remaining items checking the Complete? indicator on the Receiving record, batch processing changes the status to Approved. After the record has been Approved, the system automatically sets the status to Posted. Associated costs are also posted throughout the system during processing and the Invoice is considered closed.

Vendor Code, Vendor Name - The Vendor Code and Vendor Name fields display information about the vendor. The Vendor Code field is associated with a list of values controlled by the Vendor module in the Purchasing subsystem. When you supply the Vendor Code, the system supplies the Vendor Name.

You can enter either Vendor Code or Vendor Name on the Search Options screen to locate Invoicing records for a particular Vendor.

Clerk - Enter the name or username of the person responsible for entering or managing the invoice, depending on your business practices. This field can be searched from the Search Options screen.

Buyer - The Buyer field displays the code for the Buyer responsible for issuing the Purchase Order associated with the Invoice. The system provides this information from the Purchase Order, if it was included in the Purchase Order record. You can drill down on this field to open the Buyer module in the Administration subsystem.

Approval Route - The approval route specifies a series of approvers that will review the record for approval before processing can continue. An approval route must be entered before you can

change the status to Pending Approval. Please refer to [Approval Routing](#) in the System Basics user guide for more information.

Payment Information

Invoice record Payment Information section

Pay To - The Pay To field contains the Vendor Code for the office that handles the billing for the vendor. The field has a list of values controlled by the Vendor module and that displays all Vendor records in Active status.

Terms - The code in the Terms field represents the discount offered by the vendor if the invoice is paid by within the indicated number of days. The system supplies the code from the Vendor module in the Purchasing subsystem, if the terms have been specified for that Vendor record. If the terms have not been specified for the vendor, or if the terms for the invoice are not the standard terms offered by the vendor, you can use the associated list of values to select a code. The list is controlled by the Payment Terms Business Rule in the Administration subsystem.

Days - The Days field is completed by the system when you enter a code in the Terms field. The system uses the number of days associated with the terms to calculate the Invoice Due date.

Vendor Date - The Vendor Date field represents the date the vendor issued the invoice. The system adds the number of days in the Days field to the date in the Vendor Date field to calculate the Invoice Date. If you update the Vendor Date, the system asks if you also want to recalculate the Invoice Due Date.

Invoice Due - The Invoice Due field indicates the date payment should be made on the invoice. The system adds the number of days in the Days field to the date in the Vendor Date field to calculate the Invoice Date.

You can ensure that the invoice date must be supplied by making the Terms and Vendor Date fields required in the Modules Administration - Forms module of the Administration subsystem.

Invoice Received - You can enter the date the Invoice was received from the vendor in this field.

Invoice Entered - The date the Invoice was entered into the system. This date is the same as the Created Date but is duplicated here for easy comparison with the other date fields.

Alternate Invoice Number - Use this field to reference another invoice number for the same purchase, if one exists. You may want to enter an alternative number if you have been invoiced twice for the same purchase or if your organization uses an alternative numbering systems for Invoices.

Note - This is a free form field that can be used to record any notes relevant to the invoice.

Invoice Summary

Invoice record Invoice Summary section

Currency and Exchange - The system supplies the information for the Currency and Exchange Rate fields from the Vendor record. The corresponding field on the Vendor record is controlled by entries made in the Currency Exchange Rates module. If you change the exchange rate in the module between the time the purchase order was issued and the items are invoiced, the invoice will be based on the new exchange rate.

Items Total - The Items Total field displays the pre-tax subtotal of the cost of all of the Invoice line items.

Discount Rate - The Discount Rate field displays the percentage of the discount applied to the cost in the Items Total field. The unlabeled field to the right displays the total value of the discount applied. The system supplies this information based on the code you enter in the Terms field, but you can enter a different value if necessary.

You can enter a negative number in the Discount Rate field to markup (increase) the Item's Total Amount. The Negative Discount option in the Invoice Setup Criteria Business Rule must be set to YES to allow this functionality.

Invoice Extra - The Invoice Extra field represents additional costs associated with the invoice that cannot be represented elsewhere. Some possible examples are restocking fees and expedite charges.

Invoice Freight - The Invoice Freight field displays the freight costs associated with the Invoice. You can enter the freight costs from the invoice.

Invoice Total - The system calculates the Invoice Total, taking into account the Items Total, Discount, Invoice Extra and Freight and applicable Taxes.

The Invoice Setup Criteria Business Rule determines whether users can see the Accrued Tax Total on the Invoice window.

Accrued Tax Total - The Accrued Tax Total represents the portion of Local, State/Provincial and Federal Taxes that are not paid to the vendor. The system supplies this information from the Prorate Data view where you can adjust accrued tax and tax paid to the vendor.

These taxes are gathered into an accrual account determined in the Invoice Prorate Defaults Business Rule in the Administration subsystem. The designated account is used by the interface with your organization's General Ledger.

Vendor Total - The Vendor Total field displays the total amount - including any taxes - to be paid to the vendor. The system supplies this information from the Prorate Data view.

Manually Entered Total - You can use this field to input the total amount you have manually calculated for the Invoice. This amount can be used as a visual comparison to the Invoice Total Amount calculated by the system.

The Invoice Setup Criteria Business Rule controls whether or not the system displays a warning message with the Manually Entered Total and the system-calculated Invoice Total Amount do not match.

Batch Information

Batch ID - If you want to include this invoice on a Batch Invoice, select the Batch ID number from the list of values. Before you can select a Batch ID, the corresponding Batch Invoice record must be created in the Batch Invoice module.

Voucher Number - The Voucher Number is used to group invoices within the Batch Invoice records.

Process Level - The Process Level indicates the bank account used to pay the Invoice.

Reporting Date - You can enter a date to indicate when the invoice is scheduled for review and approval by a review committee. For example, this may be the date of the next municipal council meeting. You can modify this date as long as the Invoicing record is not in Posted status.

Post Date - The A/P system uses the Post Date to determine when to post the Invoice. You can modify this date as long as the Invoicing record is not in Posted status.

Payment Date - This date is entered by the A/P interface and indicates the date that the check for payment was issued.

Check Number - This number of the check used to pay the invoice is indicated here. To the right of the Check Number it is indicated whether the check number is a manual check number or a number provided by the A/P system.

Payment Date -

Send to A/P - This indicator is checked by the system when the Invoice Batch record (identified by the Batch ID) is put into Ready to Send to A/P status. This indicates that the invoice has been submitted to accounts payable (an external interface process).

Pay Immediate - Check this indicator to request that a check be issued immediately, without waiting for the next check run or review cycle.

Separate Check - Mark this indicator to instruct the Accounts Payable system to issue a single check for this invoice and not to group it with other invoices for the same vendor.

Paid - Once the A/P interface checks this indicator, the system can proceed to post invoice amounts throughout the system. The Post Invoice key in the Invoice Setup Criteria Business Rule controls when the system posts invoices.

Tax Summary

State/Provincial/Federal Tax - The State/Provincial, and Federal Tax fields indicate the total taxes in each category for the invoice. The system calculates taxes by totaling the tax for each

taxable line item. It uses this information in the Prorate Data detail where you can determine if, and how, tax burden is to be shared by line items and whether taxes are paid to the vendor or into the accrual account.

You can change any of the tax fields and force the system to override the tax calculated from the line items. However, the occasions that you would want to overwrite the line item taxes should be fairly rare. One example would be when a Purchase Order incorrectly identifies a taxable item as a non-taxable item, and the vendor has included the tax on the invoice.

Override - You can use the column of Override check boxes to identify which tax types have been updated (rather than using the system calculated line item taxes). When the override box is checked, and the record is approved, batch processing posts the tax values you have entered to the line items on the invoice.

Default Tax Codes and PO Data

State/Province Tax - Default state or provincial tax information to be used on invoice line items is held in this field.

Federal Tax - This field holds default Federal tax information to be used on new Invoice Line Items.

Carrier - The freight company used to deliver the items. The system copies this information from the Purchase Order but you can update the Carrier name if necessary.

FOB - The FOB (or Free on Board) field displays the delivery charge terms negotiated for the Purchase Order. The system copies this information from the Purchase Order, but you can update these terms by selecting a new option from the associated list of values.

How to Enter a Vendor Invoice into the System

If your system is set up appropriately, you also have the option of invoicing items on more than one purchase order.

1. **Open the Invoice module.**
2. **Click New.**
3. **Select the Purchase Order number from the list of values.**
The list of values only returns the purchase orders that are in at least Issued status but not yet in Closed status. If you are entering an invoice for a closed purchase order, check the Include Closed PO's check box before you reference the list of values.

You can also enter an invoice that is not connected to a purchase order by leaving the PO No. field blank.

4. **Enter the Invoice Number listed on the invoice sent to you by the vendor.**
It is combination of Invoice Number and Vendor Code which uniquely identifies an invoice.
5. **Select the Vendor Code from the list of values.**
The system uses the Vendor Code to automatically return the Pay To Vendor code. This code can only be changed by users who are granted the authority to do so through the responsibility function Invoice Pay To Vendors.

The Pay to Vendor code returns default Terms Code and Currency Code.

6. **Enter the Vendor date.**
The system tries to automatically calculate the invoice due date (based on the Terms Code). This date can be modified if necessary.
7. **Enter the Summary Cost information.**
If you are entering an invoice without a purchase order reference, enter the default tax codes at this stage to save time when entering the invoice line items.

The Items Total, Invoice Total, Accrued Tax Total, Vendor Total, and Taxes are maintained by the system.

If you check the Override check box you can enter amounts in the tax fields, otherwise the system uses the amounts from the PO line items.

8. Enter any additional data required by your organization. This includes Tax information, Date information, an alternate Invoice Number, Carrier, or FOB.

How to Add Items to an Invoice Manually

When writing an Invoice without a purchase order, invoice line items are entered directly in the Line Item (Detail) view. You might also enter manual line items for incidental costs that appear on your invoice such as unexpected freight costs, price adjustments, or sales rebates.

1. Open an existing Invoicing record or create a new one.

Generally, you will have just entered the new Invoicing record.

2. Select Line Item (Detail) from the Views list.

3. Click the New icon.

4. Select an invoice item type in the Type field using the list of values.

Commonly the type will be Normal to match a purchase order line item, while Freight and Extra will be used to cover general Invoice costs. Two other types - Credit and Adjustment - are also available to adjust Invoiced credits and debits.

5. Enter the quantity.

6. Enter the price.

7. Enter any appropriate additional information.

You can enter a Taxable amount and a short note. The Note field in this window is only a few words long and does not work like the Note field in Notes views.

8. Click the Save icon.

The system checks the calculated price against the Purchase Order price and warns you if the invoiced price is outside the variance allowed by the Invoice Tolerances business rule, asking if you want to continue.

If the invoice price is not outside the tolerance, the system saves the record.

Remember, you can also select Auto Create Material Invoice Items from the Actions list to match items to the PO.

If you need to add additional items click the New icon again and restart the process.

Entering Invoice Line Items

Invoice line items are entered by either matching them to receipts from purchase orders or by entering them manually.

- When invoicing against a purchase order, you must use invoice matching.
- When invoicing without purchase order, you must enter line items directly.

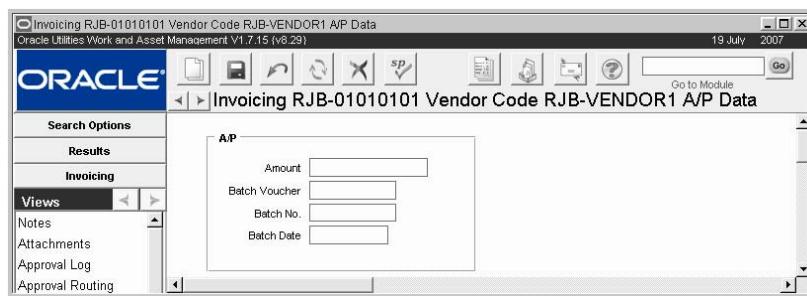
Matching invoice line item information from the vendor against receipts ensures that you do not pay for more than was received.

Invoice Views

In addition to any standard views, the module includes the following:

AP Data

Enter Invoice Accounts Payable (AP) information by selecting AP Data from the Views list. Information entered can be used as a part of your Accounts Payable processing. If necessary, you can enter Batch and Voucher identifiers here that are different from those maintained on the main record.



AP Data view

Interfacing

If the system has been configured to use an interface to an accounts payable application, set the invoice check field (next to Check No. on the header) to Regular AP Processing. The system interfaces the vendor total amount to your accounts payable system for payment. This process can only occur after the invoice has been approved, processed by the system, and had the status set to Posted. Once successfully sent to your accounts payables system, the Sent to AP indicator is marked by the system to inform you.

Budget Information

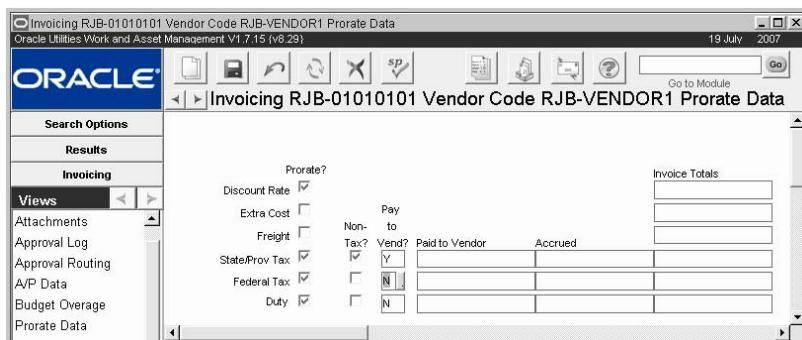
This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record.

Budget amounts are entered in the Period Costs view of the Account module.

Prorate Data

Select Prorate Data from the Views list to indicate which header costs you want to spread out between the Invoice Line Items. These costs include: Discounts, Extra Costs, Freight Costs, Federal Tax, State/Provincial Tax, and Local Tax. You can also determine which taxes are paid to the vendor and which are to be accumulated in an account for use by the General Ledger.

The Federal Tax Rebate Business Rule helps to determine how costs are prorated on Invoices. Please review the description of this rule for more information.



Prorate Data view

The Invoice Prorate Defaults Business Rule controls what you can prorate. If this rule is missing or an option is not listed, the system does not allow prorating. The Invoice Setup Criteria Business Rule is also important; it determines whether users can see the Accrued Tax Total on the Invoice window, as well as whether or not you are allowed to spread costs across non-tax items as well as tax items.

You should consider the implications carefully before allowing prorating of tax to nontaxable items. You should also be careful how you set up the Business Rules that control prorating. Generally, the cases where you will want to allow prorating of taxes across non-tax items will be limited – usually only when taxable items are mis-identified as nontaxable items on the Purchase Order that generates the Invoice. If you set up the Business Rules incorrectly, you can set the default so that the system automatically prorates taxes to non-tax items. Then, any time you had true non-tax items, you would have to go to the Prorate Data view and turn the prorate option off.

How to Select an Invoice Cost to Prorate Among Line Items

1. Open the appropriate Invoice.
2. Select Invoice Prorate Data from the Views list.
3. Check the **Pro-Rate?** Box on the line associated with the costs you want to spread among the Line Items.
4. Check the **Non-Tax?** Box on the line associated with any taxes that you want to prorate across nontaxable items.

This allows you to spread tax costs across non-taxed items.

5. Select a **Pay to Vendor?** Option from the list of values.

You can assign all the tax to be paid to the vendor by selecting Y. Or you can assign all the tax to go into the accrual account by selecting N.

The third alternative is to split the tax between the vendor and the accrual account by selecting S. The system will put all tax in the _____ field.

If overwrite the field to reapportion the tax, the system updates the amount to be accrued by subtracting the amount for the vendor from the total tax.

6. Click Save.

How to Prorate Invoice Costs among Line Items

1. Open the appropriate Invoice.
2. Open the Prorate Data view.
3. Check the first box on the line associated with the costs you want to spread among the line items.

4. Check the second box on the line associated with any taxes that do not apply.
5. Indicate which taxes (if any) are to be paid to the vendor.
6. Click the Save icon.

How to Allow Prorating of Types of Costs to Non-Tax Items

You must have special access to the system to perform this task.

1. **Open the Invoice Set Up Criteria Business Rule.**
2. **Set the Option field for the Allow Non-Tax Prorating line to Y.**
3. **Click Save.**
If you want the Accrued Tax field to show on the Invoice header you can set that option to yes as well.
4. **Open the Invoice Prorates Default Business Rule.**
This is the previous record after the Invoice Set Up Criteria Business Rule, if you used the technique outlined in step 1. Be sure that the cursor is in a field in the top part of the window, otherwise the Previous Record button only moves you from line item to line item.
5. **Open the Cost Type that you want to allow.**
6. **Set the Option Status field to Yes.**
If the cost type is not listed, or the Invoice Set Up Criteria Business Rule, Allow Non-Tax Prorating line is set to No, the system will not allow prorating for that cost type.
7. **Set the Tax to Vendor to field Yes or No.**
If you set the field to Yes, the system automatically applies the selected Tax (if you are adjusting a Tax cost type) to the Paid to Vendor field of the Prorate Data view in the Invoice module.
If you set the field to No, the system automatically applies the selected Tax (if you are adjusting a Tax cost type) to the Accrued field of the Prorate Data view in the Invoice module.
This field does not affect cost types that are not taxes.
8. **Set the Prorate to Non-Tax field to No.**
If you set this field to Yes, the system automatically prorates the cost type to all non-tax items on all invoices. To keep this prorating from happening, you will then have to go into each invoice with non-tax items and turn the prorating off in the Prorate data view. You may want to do this, but you should give your organization's situation careful consideration before you set this field to Yes.
9. **Assign the Accrual Account and the Accrual Expense code if you set the Tax to Vendor to field to No.**
These fields do not affect cost types that are not taxes.
If you do not assign the accrual account and expense code, the costs will appear to accrue on the invoice, but the system will not know where to accrue the tax information. The tax data will be lost and the General Ledger will not balance.
10. **Click Save.**

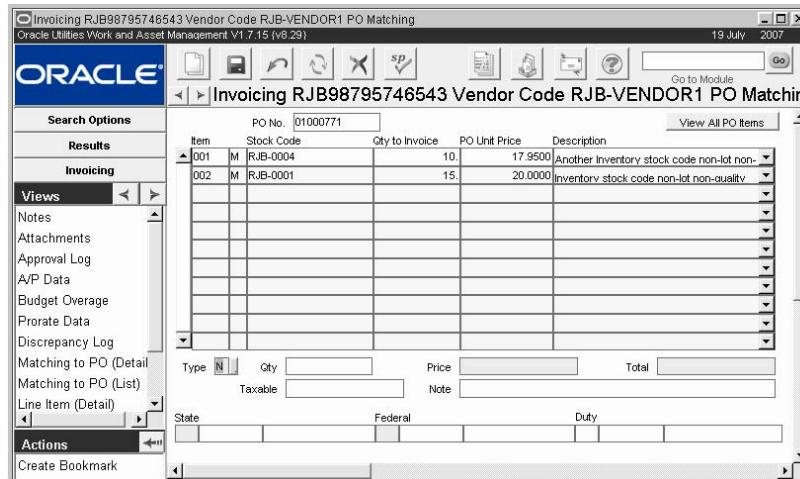
Matching to PO

Select Matching to PO from the Views list to match Invoice totals against received Purchase Order totals. Purchase Order, Receipt, and Invoice information displayed on the upper half of the window is maintained by the system and cannot be modified. You can only match new items when the invoice is in Created status.

How to Match Invoice Line Items Against PO Line Items

1. Open the appropriate Invoicing record.
2. Select Matching to PO (List) from the Views list.

The system opens the Matching to PO window showing items on the PO with quantities to invoice.



3. Click to highlight the appropriate item.

If you need to see more information about an item, select the Matching to PO (Detail) from the views list.

4. Select an invoice item type in the Type field using the list of values.

Commonly the type will be Normal to match a Purchase Order Line Item, while Freight and Extra will be used to cover general Invoice costs. Two other types – Credit and Adjustment – are also available to adjust Invoiced credits and debits.

5. Enter the quantity and the price.

6. Enter any appropriate additional information.

You can enter a Taxable amount and a short note.

7. Click Save.

The system checks the calculated price against the Purchase Order price and warns you if the invoiced price is outside the variance allowed by the Invoice Tolerances Business Rule, asking if you want to continue.

If the invoice price is not outside the tolerance, the system saves the record.

8. Continue matching your Invoice items line by line until all items have been matched.

Remember, you can also select Auto Create Material Invoice Items from the Actions list to match items to the PO.

The line items must be received in the Inventory subsystem before they can be entered on an invoice if you are using invoice matching. Please refer to the Inventory training book or online help for more information on receiving.

How to Match Invoice Items Against Receipts

1. Open the appropriate Invoice record.
2. Select Matching to PO (Detail) from the Views list.
3. Select a Type from the list of values.

You can enter "F"reight and "E"xtra as individual line items or as charges entered on the invoice, prorated across line items.

4. Enter Quantity and Price.

The system calculates the Total automatically. Taxable amount is initially set equal to the Total but can be changed as needed.

5. Enter any invoice line item notes that are necessary.
6. Change the tax codes if necessary.

Tax codes are defaulted from the PO line item and may be changed. The tax amount is calculated by the system as the tax rate multiplied by the Taxable amount.

7. Click Save.

When you save the record the system attempts to generate an invoice line item using the entered information. If the invoice line item value exceeds the tolerance (the anticipated amount from the purchase order), the system either warns you or prevents you from continuing.

8. Click the Next Record arrow to process the next line item.

The system uses the Invoice Tolerances Business Rule to control dollar and percent limits. This determines the maximum and minimum difference between the PO line item value and the invoice line item value matched as well as whether the system issues a warning or if processing is stopped when limits are exceeded.

Invoice Items

Use the Invoice Items (Detail) or (List) view to access existing Invoice Line Items that have already been matched, or to enter Line Items for an Invoice without a Purchase Order. Information entered here can only be modified when the Invoice header status is Created or Pending Approval.

Item	Stock Code	Qty to Invoice	PO Unit Price	Description
001	M RJB-0004	10.	17.9500	Another Inventory stock code non-lot non-quality
002	M RJB-0001	15.	20.0000	Inventory stock code non-lot non-quality
Type	Qty	Price	Total	
Taxable		Note		
State		Federal		Duty

Invoice Item (Detail) view

Accounts - Line Item Account information is copied from the Purchase Order Line Item and cannot be modified unless the Invoice Setup Criteria Business Rule is set to allow Account Updates and you have the appropriate responsibilities in your User Profile. If no Purchase Order is referenced, you can change the Account information as needed regardless of the business rule setting.

Entering Invoice Line Items Manually

When entering line items directly (not matching against purchase order) or to modify existing items, select Line Item (Detail) from the Views list. You can also view item information in a list by selecting Line Item (List).

Information is entered in the same way as it was for the Matching to PO process. The only difference is that the system is not entering information automatically.

To charge the Item against a Work Order record, enter a Work Order and Task number. The Work Order record that you reference must be in Active status. The system then displays a window to capture an expense code. The task returns an account number to the line item accounts.

You would enter additional line items for incidental costs that appear on your invoice such as unexpected freight costs, price adjustments, or sales rebates.

Invoicing Item Accounts

Line item account information is copied from the purchase order line item and cannot be modified unless the Invoice Setup Criteria business rule is set to allow Account Updates and you have the appropriate responsibilities in your User Profile.

If no purchase order is referenced, you can change the account information as needed regardless of the business rule setting.

If a work order task is added to the invoice item without referencing a purchase order, the account information is copied from the work order task.

Quick Invoice Wizard

Use the Quick Invoice wizard to generate invoice line items for PO line items that have unpaid receipts. You can also select Auto Create Material Invoice Items from the Actions list to use the Quick Inventory Processing wizard. The wizard completes the same task as when you enter invoice line items in the way described in the last section in a more automated process. You can enter line items using either method to achieve the same results.

The wizard generates invoice line items automatically by locating all of the purchase order line items for the Purchase Order number displayed on the Invoice record that have unpaid receipts. The system also recalculates the invoice totals to reflect the newly added invoice line items.

You can add, modify, or delete line items on the Line Item record after using the Quick Invoice wizard if you need to make changes.

This Action is good to use when you know that the pricing information on the Invoice matches the information entered on the PO. The system matches all items that are Material type and have not already been fully matched using the price and tax information from the purchase order.

How to Use Quick Invoicing to Match Items to a PO

1. **Open the appropriate Invoicing record.**

2. **Select Auto Create Material Invoice Items from the Actions list.**

The system opens the Quick Invoice wizard displaying the total number of items on the Purchase Order and the number of items available to invoice.

If there are no available items and you try to proceed with the next step, the system warns you that there are no items with unpaid material receipts on the purchase order.

3. **Click the Next button.**

The system matches all of the eligible items using the pricing and tax information from the Purchase Order. The pricing and tax information can be updated at the line item level before the Invoice is approved.

For example: if you had an invoice with one hundred items – most of which were invoiced at the Purchase Order price – you could use the Actions list to match all the items. Then you could go back and adjust the prices of the few invoice items that did not match the Purchase Order price.

A screen opens verifying the number of items that were matched.

4. **Click the Finish button.**

The system returns to the Invoicing record.

Discrepant Invoices

The system is equipped with the ability to enter invoice line items that do not match against purchase order line items and process them as Discrepant Invoices. Two situations where the need for a discrepant invoice would arise are:

Scenario #1 – Purchase Order receipt has not yet been recorded: An item is dropped off at a delivery location by the supplier and the invoice is received prior to the item reaching the receiving location. The discrepant invoice allows you to enter the invoice information prior to entering the item as received.

Scenario #2 - Invoice amount differs from purchase order amount: An item is invoiced for a price that differs from the price on the purchase order, or the quantity that the invoice notes as received differs from what you actually received. You can enter the invoice information with the discrepancy then use the discrepant invoice log to track the reconciliation.

Entering Discrepancies

To enter discrepancies, follow the same process of entering information as you would if the information on the invoice matched the purchase order.

- If you enter invoice information that falls under one of the [discrepancy conditions](#): The system returns a message that informs you that a discrepancy exists giving you the option to continue or cancel.
- You can also select Override Discrepant Invoice from the Actions list to set the status to Approved even if the discrepancy is not resolved.

The actions to Resolve or Override Discrepant Invoices are available only if you have the appropriate responsibilities in your user profile and the record is in Pending Resolution status.

- Once the information is entered and the record is saved, the system notes the discrepancy in the Discrepancy Log for you to reference later.
- On the Line Item View screen for the line item that contains the discrepancy, the system notes the discrepancy in red until it has been resolved.
- The system changes the status of the Invoice to Pending Resolution.
- In the case where the invoice amount differs from the PO amount (scenario #2), the system sends an alert to the buyer.
- When the system runs the batch process associated with the discrepancy it checks the invoice against the PO until the discrepancies have been resolved. To initiate the Match to PO process manually, select Resolve Discrepant Invoice from the Actions list. Once the system finds that the Invoice matches the PO it changes the status of the Invoice to Created so that it can go through the normal approval process.

If you have problems entering discrepancies or you receive error messages please contact your System or Database Administrator. Your system Business Rules must be properly configured in order for this feature to function properly.

Resolve Discrepant Invoice

Batch processing automatically changes an Invoicing record from Pending Resolution to Approved status after any remaining items are received or the Complete? indicator on the Receiving record is checked. If you don't want to wait for Batch to run, and you have the appropriate responsibility in your user profile, you can select Resolve Discrepant Invoice from the Actions list to change the status immediately once the discrepancy is resolved. If the system

cannot change the status for some reason, it writes an entry in the Discrepancy Log and leaves the record in Pending Resolution status.

Override Discrepant Invoice

If you have the appropriate responsibility in your user profile, you can select Override Discrepant Invoice from the Actions list to change the Invoicing record status from Pending Resolution to Approved even if the discrepancy is not resolved. In addition to the status change, a record is written to the Discrepancy Log indicating the user making the change.

The Override Discrepant Invoice action can only be used if the Allow Mismatch Invoice key in the Invoice Setup Criteria business rule is set to Yes.

Discrepancy Log

The Discrepancy Log is a specific Transaction Log that lists all of the information about the Invoice and Purchase Order that you need to know to review or resolve a discrepancy. This information includes the Transaction Date, Invoice Status, and the Reason that the item is listed on the log. A transaction is logged when the discrepancy is created, when it undergoes any change in the process toward resolution, and when it is resolved.

Discrepancy Log view

Automatic Invoicing

Your organization has the option of setting up automatically generated invoices based on Purchase Order prices that are pre-negotiated with authorized vendors. This functionality provides a convenient method of paying for certain transactions without the need for vendor invoicing.

In order to use automatic invoicing vendors must first be designated as auto pay vendors. Once this step is complete, Purchase Orders issued to these auto pay vendors can be designated as auto pay Purchase Orders. After these Purchase Orders are Issued and the items are received, the system automatically generates the invoice based on the negotiated contract pricing of items on the Purchase Orders.

Any purchasing document that references an auto pay vendor that is created will be enabled with the auto pay functionality. Users can uncheck the Auto Pay indicator on these purchasing documents to disable the auto pay feature.

If after the Purchase Order has been issued you decide that you either want to use or not use the auto pay feature for invoicing the Purchase Order, you can select Change Auto Pay Ind from the Actions list to check or uncheck the Auto Pay Ind check box. This action can only be used if you have the appropriate responsibilities set.

After the Purchase Order has been issued and receipts have been made against it the system runs a batch process that creates the invoice. There is no requirement for the Purchase Order to be fully received for the invoice to be created. Partial receipts are processed in the same manner as fully received Purchase Orders. Invoices are created and grouped by Purchase Order for all receipts that are pending. The invoices are created in the Invoicing module and can be reviewed and printed as necessary.

User's are required to have the Set Vendor Auto Pay Indicator Responsibility set in order to check this indicator. Also, it cannot be set if either the Pay to Vendor or the Terms Code field are blank.

The system automatically creates Credit Memos when items received on auto pay Purchase Orders are returned for credit or replacement.

How to Designate an Auto Pay Vendor

- 1. Open the Vendor module in the Purchasing subsystem.**
- 2. Select the Vendor with whom you would like to set up auto pay.**
- 3. Place a check in the Auto Pay Ind. Box by clicking on it.**
- 4. Click Save.**

User's are required to have the Set Vendor Auto Pay Indicator Responsibility set in order to check this indicator. Also, it cannot be set if either the Pay to Vendor or the Terms Code field are blank.

Once a Vendor is designated as an Auto Pay Vendor, any purchasing records that reference the Vendor can be enabled with auto pay functionality.

Multiple Purchase Orders

Your organization can configure the system to allow users to reference items from several purchase orders on one invoice. This extra functionality requires that the Invoice Setup Criteria business rule is set to permit multiple purchase orders and you check the Multiple PO box when creating the invoice record. Once these settings are in place, you can match or "quick invoice" items on more than one purchase order by only slightly modifying the steps you've learned so far.

How to Create an Invoice for Multiple Purchase Orders

Before you can match invoice items to multiple purchase orders, the Invoice Setup Criteria business rule must be set to allow for multiple purchase orders and the Multiple PO indicator must be checked.

- 1. Open the Invoicing module.**
- 2. Click New.**
- 3. Enter a Purchase Order number.**
You only enter one of the PO numbers at this point. You can add other POs from the same vendor during the matching process.
- 4. Check the Multiple PO box.**
The Multiple POs check box is available only when the Invoice Setup Criteria business rule is set to allow multiple purchase orders.
- 5. Enter the Invoice Number.**
- 6. Enter the date the Invoice was sent (found on the Invoice) into the Vendor Date field.**
The system uses this date, with the data in the Terms and Days fields to calculate the invoice due date. You can change this calculated invoice date if necessary.
- 7. Enter any additional information.**

Before you can match invoice items to multiple POs, the Invoice Setup Criteria business rule must be set to allow multiple POs and the Multiple POs indicator must be checked.

This can include a Discount Rate / Dollar Value, Extra amount, Freight Amount, and Tax amounts.

8. Click Save.

The system saves the record. You can now match items on the invoice against the items on the purchase order.

How to Match Invoice Line Items against Multiple POs

1. **Open the appropriate Invoicing record.**
2. **Select Matching to PO (List) from the Views list.**
The Matching to PO view opens showing items with quantities to invoice from the first purchase order.
3. **Match invoice items against the PO items displayed.**
Follow the steps presented earlier in this chapter. When you have finished matching items from the first purchase order, continue to Step 4.
4. **Click the Change PO button.**
5. **Select a PO from the list of values.**
The list contains other POs from the same vendor.
6. **Click OK to confirm the PO number.**
When you confirm the next purchase order, the view changes to show items from that PO with quantities to invoice.
7. **Repeat steps 3-6 until all items from all appropriate POs are matched.**

How to Use Quick Invoicing to Match Items to Multiple POs

1. **Open the appropriate Invoicing record.**
2. **Select Auto-Create Material Invoice Items from the Actions list.**
The system opens the Quick Invoice Action window, which displays the total number of items on the first purchase order and the number of items available to invoice.
3. **Click Next.**
The system matches all eligible items using the pricing and tax information from the purchase order.
4. **Click Start Again.**
The system returns you to the page where you can select the next PO number from the list of values.
Repeat these steps as often as necessary to add all the items for all purchase orders you want to reference on this invoice.
5. **Click Finish.**
The action window closes.

Processing Credit Memos

You can process a Credit Memo by creating a new Invoicing record and entering a C type line item as a charge.

In addition, the system automatically creates Credit Memos when items received on auto pay purchase orders are returned for credit or replacement.

Chapter 15

Invoice Batch

You can use the Invoice Batch module to group invoices for processing by the Accounts Payable system. A typical batch may include anywhere from 20 to 50 invoices, which may or may not share a common vendor, due date, or other common features.

To use Invoice Batch processing, you first create the Invoice Batch record, then select Tag Invoice from the Actions list to select all Invoice records to be included in the batch. The Tag Invoice window allows you to review invoices by Buyer, Vendor, Process Level, and other search criteria. After you add invoices to the batch, the system displays a total amount for all the invoices included. To prevent errors, you may want to calculate the batch total manually and compare it to the system-calculated total.

Once all Invoices in the batch are in Approved (or Cancelled) status, the status of the Invoice Batch record can be set to Ready to Send to A/P. You can wait for batch processing to move the selected Invoices to the Accounts/Payable system, or you can force the Invoices to be processed before the next scheduled batch run by selecting Send Batch to A/P from the Actions List.

Invoice Batch Records

As records are moved to the Accounts Payable Interface, the system sets the status of the Invoice Batch record to Sent to A/P. Information returned from the interface is used to update records in the Invoicing module.

Invoice Batch record

The following fields are included:

Batch ID - The Batch ID identifies the Invoice Batch record. You can configure the system to generate Batch IDs or for the numbers to be entered manually.

Status - The batch status determines if additional invoices can be added to the batch. The valid statuses are:

Open - Invoice Batch records are created in Open status and you can add invoices to the batch as long as the status remains Open. You can change the status from Open to Ready to Send to A/P to Closed if all invoices in the batch are Approved (or Cancelled).

Closed - You cannot add invoices to a batch in Closed status. Some A/P interfaces may use this status instead of Ready to Send to A/P or Sent to A/P to indicate that the record is ready to be processed or has been processed. To accommodate this possibility, the system allows you to update records in Closed status.

Ready to Send to A/P - Records in Ready to Send to A/P status are ready to be moved by batch processing to the A/P interface. You can move records from this status back to Open status if changes need to be made.

Sent to A/P - Records are changed to Sent to A/P by batch processing after they are copied to the A/P system.

Cancelled - You cannot add invoices to an Invoice Batch in Cancelled status. You can change the status of a Invoice Batch to Cancelled only if it contains no associated invoices. If invoices have been added, you must Close the record instead.

Status Date - The system enters the date of the most recent status change.

Batch Owner - The system automatically supplies the name of the person creating the record as the Batch Owner, but you can select another name from the list of values. Batch Owner is one of the values you can specify when searching the Invoice Batch module.

Description - You can enter a description to help identify the Invoice Batch. Words from the description can be used when searching the Invoice Batch module and display on the Results of Search list.

Clerk - Enter the name or username of the person responsible for entering or managing the invoice, depending on your business practices. This field can be searched from the Search Options screen.

Process Level - Process Level can be used to indicate the bank account the funds will be drawn on to pay the invoices.

Pay Immediate Indicator - A check in this box indicates that a check should be issued immediately, without waiting for the next batch process or approval cycle.

Number of Invoices - The number of invoices included in this Invoice Batch.

Number of Line Items - The total number of Invoice Line Items included in this Invoice Batch.

Total Value of Invoices - The total value of all invoices associated with this Invoice Batch.

Total Vendor Amount - The total amount paid to Vendors in this novice Batch.

Average Invoice Amount - The average amount for each invoice in the Invoice Batch.

Average Item Amount - The average amount for each Invoice Line Item included in the Invoice Batch.

How to Create an Invoice Batch Record

1. Open the Invoice Batch module.
2. Click New.
3. Enter a unique Batch ID number
4. Enter a brief Description to help identify the Batch.
5. Click Save.

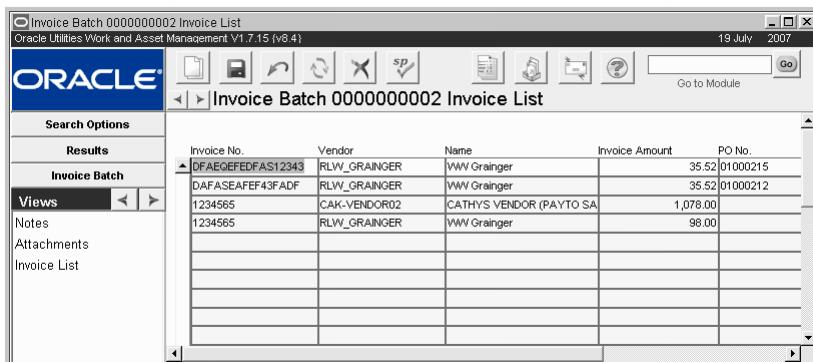
Invoice Batch Views

In addition to any standard views, the module includes the following:

Invoice List

The Invoice List view shows summary information for all Invoices included in the Invoice Batch. You can also double-click the Invoice Number, Vendor, and Purchase Order number to open those records where you can review the complete information about purchases included in the Invoice Batch. Because of the many columns included in this view, you may need to scroll to

the right or enlarge the window to display all the information.



Invoice List view

The Batch Summary information in the lower portion of the Invoice List view shows the number of invoices, line items, quantities and the amount totals for the Batch Invoice. All information on this view is system controlled and cannot be updated directly.

You cannot add Invoices to the Invoice List view directly. To associate an Invoice with the Batch, select Tag Invoices from the Actions list.

Invoice Batch Actions

In addition to standard bookmark and print actions, the module includes the following:

Tag Invoices

Select Tag Invoice from the Actions list to open the Invoice Selection where you can quickly “tag” (or associate) one or more invoices with the current batch.

If the current batch has Process information or if the Pay Immediate indicator is checked, the system copies that information to the Invoice Selection window, but you can change it if necessary. You can also enter additional selection criteria, including Buyer, Vendor or Status.

When you click the Next button, the system opens the Invoice Results window listing all invoices matching your selection criteria that are not currently assigned to an Invoice Batch. Mark the Select check box to select Invoices you want to tag for the current batch. When you have selected all the invoices you want to tag, click the Finish button to update all selected Invoices with the current Batch ID.

You can also associate Invoices with an Invoice Batch by entering the Batch ID information directly on records in the Invoicing module, but the Tag Invoices action provides a much faster method if you are working with many invoices.

How to Tag Invoices for an Invoice Batch

1. Open the appropriate Invoice Batch record.
2. Select Tag Invoices from the Actions list.

The Tag Invoice action is only available on records in Open status.

3 Enter selection criteria for the Invoices you want to review

Enter selection criteria for the invoices you want to review.
The system copies Process Level and Pay Immediate information from the current Batch but you can change this information if necessary.

4 Click the Next button

A new window opens showing all Invoices matching your selection criteria that are not currently assigned to an Invoice Batch.

5. **Mark the Select box for each Invoice you want to associate with the Invoice Batch.**
6. **Click the Finish button.**

The system updates all selected Invoices with the current Batch ID.

Send Batch to A/P

Select Send Batch to A/P from the Actions list to send the invoices included on the Invoice Batch record to the Account Payable system. The Send Batch to A/P action is only available when the Invoice Batch record is in Ready to Send to A/P status.

Settings in the Invoice Setup Criteria business rule control whether or not these actions are available.

Send All Batches to A/P

Select Send All Batches to A/P from the Actions list to process all Invoice Batch records in Ready to Send to A/P status. The Send All Batches to A/P action is available from all Invoice Batch records regardless of status.

Chapter 16

Cost Adjustments

Enter and process adjustments against Account Numbers, Work Order Tasks, Service Requests and/or Asset IDs in the Cost Adjustments module.

Cost Adjustment Records

Work related costs are incurred in many different ways:

- Labor Charges (posted timesheets)
- Stock Issues and Returns (Stock Checkout transactions)
- Direct Purchases (posted Invoices)
- Adjustments (posted transactions)

When an erroneous charge has been applied, you should make the correction in the same module that was used to incur the cost, NOT in the Cost Adjustments module.

- Labor charges are corrected by offsetting time entries.
- Stock issue/return charges are corrected by returns/issues (respectively).
- Approved and Posted Invoices from direct purchases are corrected by entering Invoices with a credit amount instead of a debit amount (credit memos).

Note: In some cases the need for changes are identified in the middle of a given process (e.g. a Purchase Order being reviewed, found to have an incorrect Account number from an associated Work Order). In those cases the place to make the change/correction may be further down the process (e.g. Changing an Account on the Invoice, or through a Cost Adjustment entry). Not all scenarios for error correction can be anticipated, and are therefore only implied here.

You can also use the Cost Adjustments module to correct erroneously applied charges. Since correcting Timesheets, Stock, and Invoices can be done in the respective modules, the instances that you would use this module should be relatively rare. One example would be if a dollar amount needs to be credited from one location and debited to another.

You can enter and process adjustments against account numbers, work order tasks, service requests, and/or asset IDs in the Cost Adjustments module. Each Cost Adjustment record may have many adjustment items, allowing you to enter more than one set of adjustments if desired. For every dollar value entered, there must be an offsetting value as well. For example, if you want to post \$25 to an account, you must post a -\$25 to an offsetting cost bucket.

Once entered, the adjustments must be routed for approval. Approved Adjustments cannot be modified, but you can change the status back to Created if needed to update the record. The system posts approved adjustments during batch processing and sets the status of the Cost

Adjustment record to Posted. Once posted, the Cost Adjustment record cannot be modified and a new record must be created if further changes are required.

Account No	Expense Code	Amount
BYB1-Y-NONE-NONE-001	00016	25.00
W.O./Task	0500608 02	Service Request No.
Asset ID		Component ID
Description		Ref.
Account No	Expense Code	Amount
BYB1-Y-NONE-NONE-001	00014	-25.00
W.O./Task	0500608 01	Service Request No.
Asset ID		Component ID
Description		Ref.

Total Credits: -25.00 Total Debits: 25.00

Cost Adjustment record

Your organization can choose to show an Adjustment Quantity field by setting the Cost Adjustments Business Rule. This field is not used within Oracle Utilities Work and Asset Management, but can be used with interfaces.

How to Adjust Costs Using the Cost Adjustment Module

Remember, when an erroneous charge has been applied, you should make the correction in the same module that was used to incur the cost. Only use the Cost Adjustments module under special circumstances.

1. Open the Cost Adjustment module in the Purchasing subsystem.

2. Click the New icon.

A new Cost Adjustment window opens.

3. Enter a unique Adjustment ID.

4. Enter the Transaction Date.

When you insert a new Adjustment the first required field is the Transaction Date. This is the date that the adjustment transactions actually occurred, not the date that you enter the Adjustment. The Transaction Date can be a date in the past or future, as long as that date has passed when the Adjustment is finally approved. It also has to fall within an Open Accounting Period.

5. Click Save.

The system automatically enters your username in the Initiator field to indicate that you were the first to enter the Adjustment. It also enters the Creation Date to the current date. Neither of these fields can be modified.

All Adjustment records are initially entered in Created status. Once you have entered Adjustment Items (whose net value is zero), you can set the status to Pending Approval, or directly to Approved if you have the proper authority. If you change the status to Approved directly on the header, the system automatically inserts an Approval record into the Approval view. Approved Adjustments cannot be modified. They are processed by batch processing which posts adjustment costs accordingly and then sets the Adjustment header status to Posted.

6. Check the Send to GL indicator if you want the Adjustments to be sent to the General Ledger (GL).

7. Enter any necessary Comments.

8. Enter the Cost Adjustment items.

Cost Adjustment items are displayed on the bottom portion of the Cost Adjustments window. You can enter as many Items as you need to as long as there are offsetting items, causing the net value to be zero.

Enter an Account Number, a Work Order and Task, a Service Request number, or an Asset Type and ID. If you enter a Work Order Task or Asset ID, the system returns the associated Account Number. Entered information is rechecked by the system each time you save changes for an Item.

You can also enter Description text for each Item.

9. Enter the appropriate approval title in the Next Approver field and set the status to Pending Approval.

The system verifies that the adjustment items reconcile when the status is changed to Pending Approval or Approved.

Cost Adjustment Views

In addition to any standard views, the module includes the following:

Cost Adjustment Line Items

Cost Adjustment items are displayed on the bottom portion of the Cost Adjustments window. You can enter as many Items as needed as long as there are off-setting items, causing the net value to be zero (checked when you change the header status to “Pending Approval” or “Approved”).

You can enter an account number, a work order and task, service request, or an asset type and ID. If entering a work order task or asset ID, the system returns the associated account number. Entered information is rechecked by the system each time you save changes on an Item.

You can also enter Description text for each Item if desired. Double-click the Description field to use the editor (which makes reading and modifying text easier).

Ref

Since a single Cost Adjustment record may contain many line items, you may wish to enter a unique reference number in the Ref field to help identify specific items. The Ref number is not system generated and no specific format is required.

Budget Overage

This view displays account/expense code combinations that have been caused to go over budget by the approval or processing of the current record. Budget amounts are entered in the Period Costs view of the Account module.

The Budget Checking by Document and Budget Checking Business Rules controls this functionality.

Please refer to the topic on [Budget Checking](#) for more information.

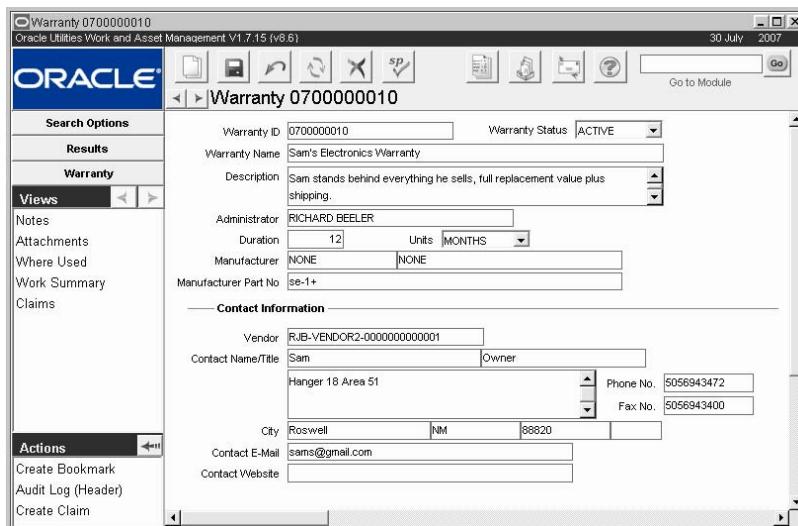
Chapter 17

Warranty

Use the Warranty module to maintain warranty information that can be associated with Asset and Component ID records. The system makes the warranty information available on work records referencing the associated assets or components. Settings in the Warranty Processing business rule determine if the system alerts the Warranty Administrator when a warranty is nearing its expiration date.

Warranty Records

Once Warranty records are created and set to Active status, they can be associated with assets and components in the Manufacturer Warranty view of the Asset and Component ID modules, respectively. If it becomes necessary to file a claim against a warranty, you can manage that process using the Warranty Claims module.



The following fields are included:

Warranty ID - The Warranty ID is the unique record identifier. Depending on your system configuration it can be automatically generated or created manually.

Status - Valid status include: Created, Active and Inactive.

When the Warranty is in Active status, the following fields cannot be modified: Warranty ID, Warranty Name, Description, Duration, Unit, Manufacturer, and Manufacturer Part Number. To modify any of these values, it is necessary to first return the record in Created status.

Warranty Name - The name of the Warranty.

Description - A general description of the warranty is required.

Administrator - The Administrator is the person responsible for the warranty. If the Warranty Processing business rule is set to send alerts, this person will receive those alerts.

Duration - The length of the warranty. Enter any a number below 1000 here and the corresponding units in the adjacent field. For example, one year would be entered as 12 months.

Unit - The units used for the length of the warranty. You can select days or months from the list of values.

Manufacturer - The Manufacturer who provides the Warranty. The list of values includes both Manufacturer Code and Description from Code Table 186.

Manufacturer Part Number - The part number for the item under warranty.

Vendor - The Vendor Code has a validated list of values, displaying Vendor Code and Vendor Name, and Address to all Active Vendors.

Contact Name, Title, Address, Phone, Fax, Contact Email, Web site - When the Vendor field is populated, all contact fields are populated from the Vendor record. You can modify these values if necessary.

Associating Warranties to Assets or Components

After the warranty has been created and set to Active status, you can associate it to Asset or Component records.

How to Associate a Warranty to an Asset or Component

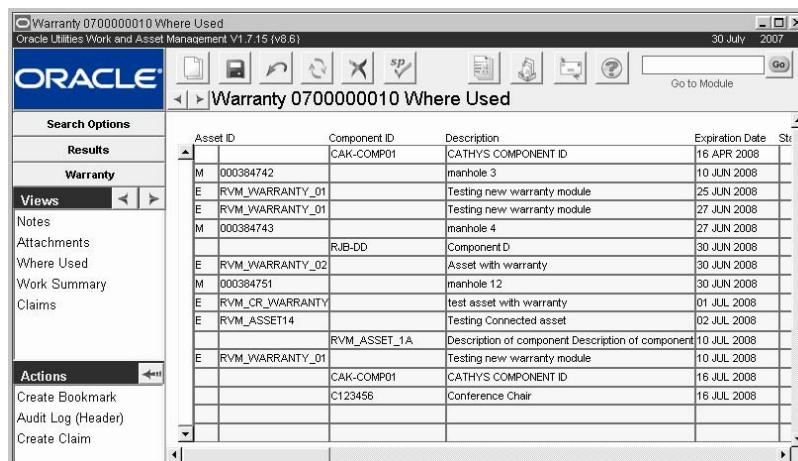
1. **Open the appropriate Asset or Component record.**
2. **Select Manufacturer Warranty from the Views list.**
3. **Enter the Warranty ID.**
The Warranty record that you want to use must be in Active status.
4. **Enter a Start Date.**
The system calculates the Expiration date based on the Duration indicated on the Warranty record.
5. **Click Save.**
The system updates the Where Used view of the Warranty record with the appropriate asset or component IDs.

Warranty Views

The module includes the following views:

Where Used

The Where Used view is a display only view showing the assets and components currently associated with the warranty. You can drill down on the Asset ID or Component ID for more information about the item under warranty.

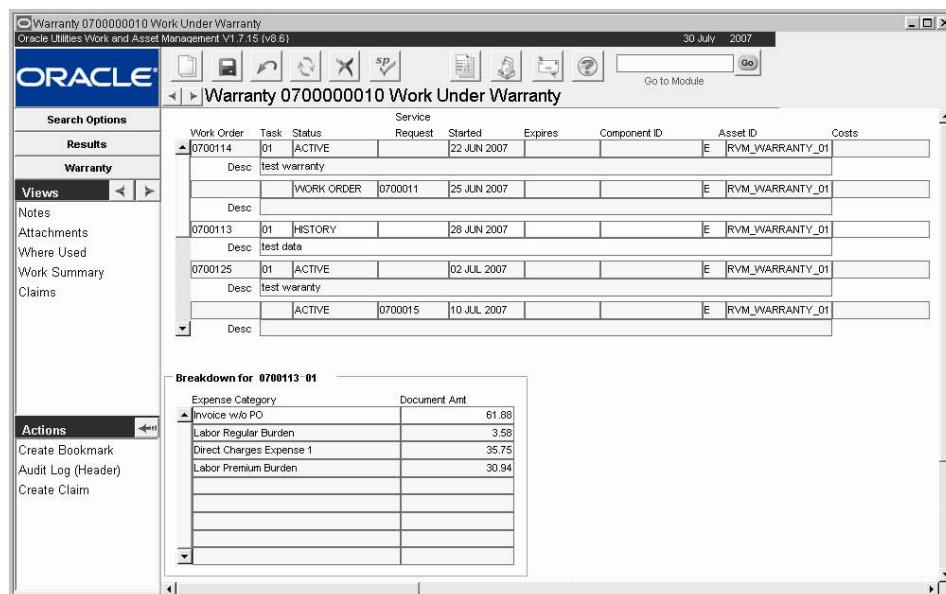


Asset ID	Component ID	Description	Expiration Date	Status
M 000384742	CAK-COMP01	CATHY'S COMPONENT ID	16 APR 2008	
E RVM_WARRANTY_01		manhole 3	10 JUN 2008	
E RVM_WARRANTY_01		Testing new warranty module	25 JUN 2008	
M 000384743		manhole 4	27 JUN 2008	
	RJB-DD	Component D	30 JUN 2008	
E RVM_WARRANTY_02		Asset with warranty	30 JUN 2008	
M 000384751		manhole 12	30 JUN 2008	
E RVM_CR_WARRANTY		test asset with warranty	01 JUL 2008	
E RVM_ASSET14		Testing Connected asset	02 JUL 2008	
	RVM_ASSET_1A	Description of component	10 JUL 2008	
E RVM_WARRANTY_01	CAK-COMP01	CATHY'S COMPONENT ID	16 JUL 2008	
	C123456	Conference Chair	16 JUL 2008	

Where Used view

Work Under Warranty

The Work Under Warranty view shows work order task and service requests that reference an asset or component covered under the current Warranty record.



Work Order	Task	Status	Service Request	Started	Expires	Component ID	Asset ID	Costs
0700114	01	ACTIVE		22 JUN 2007		E RVM_WARRANTY_01		
	Desc	test warranty						
		WORK ORDER	0700011	25 JUN 2007		E RVM_WARRANTY_01		
	0700113	01	HISTORY		28 JUN 2007		E RVM_WARRANTY_01	
		Desc	test data					
	0700125	01	ACTIVE		02 JUL 2007		E RVM_WARRANTY_01	
		Desc	test warranty					
			ACTIVE	0700015	10 JUL 2007		E RVM_WARRANTY_01	
		Desc						

Breakdown for 0700113 - 01	
Expense Category	Document Amt
Invoice w/o PO	61.88
Labor Regular Burden	3.58
Direct Charges Expense 1	35.75
Labor Premium Burden	30.94

Work Under Warranty view

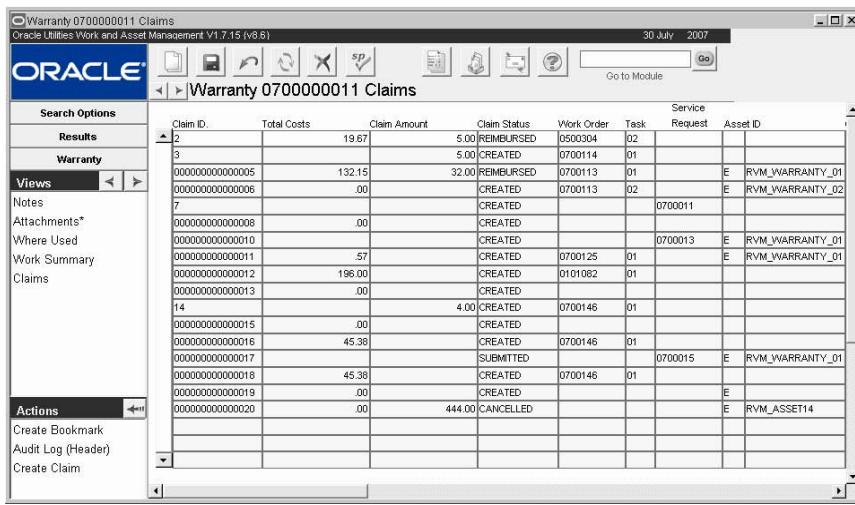
When you highlight a work order task or service request in the upper grid, the information in the lower grid changes to provide expense code and actual amount information for the selected work record.

Benchmark Work Orders are not included on this view, and neither are work records in Cancelled or Rejected status.

If you have the appropriate responsibilities in your user profile, you can select Create Claim from the Actions list to create a claim against the warranty in the Warranty Claims module.

Claims

The claims view shows all claims associated with the current Warranty record. All information on this view comes from the Warranty Claims module and cannot be modified.



Claim ID	Total Costs	Claim Amount	Claim Status	Work Order	Task	Service Request	Asset ID
12	19.67	5.00	REIMBURSED	0500304	02		
3		5.00	CREATED	0700114	01		
00000000000005	132.15	32.00	REIMBURSED	0700113	01	E	RVM_WARRANTY_01
00000000000006	.00		CREATED	0700113	02	E	RVM_WARRANTY_02
7			CREATED			0700011	
00000000000008	.00		CREATED				
00000000000010			CREATED			0700013	E RVM_WARRANTY_01
00000000000011	57		CREATED	0700125	01	E	RVM_WARRANTY_01
00000000000012	196.00		CREATED	0101082	01		
00000000000013	.00		CREATED				
14		4.00	CREATED	0700146	01		
00000000000015	.00		CREATED				
00000000000016	45.38		CREATED	0700146	01		
00000000000017			SUBMITTED			0700015	E RVM_WARRANTY_01
00000000000018	45.38		CREATED	0700146	01		
00000000000019	.00		CREATED				E
00000000000020	.00	444.00	CANCELLED				E RVM_ASSET14

Claims view

If you have the appropriate responsibilities in your user profile, you can select Create Claim from the Actions list to create a claim against the warranty in the Warranty Claims module.

How to Create a Claim from the Warranty Module

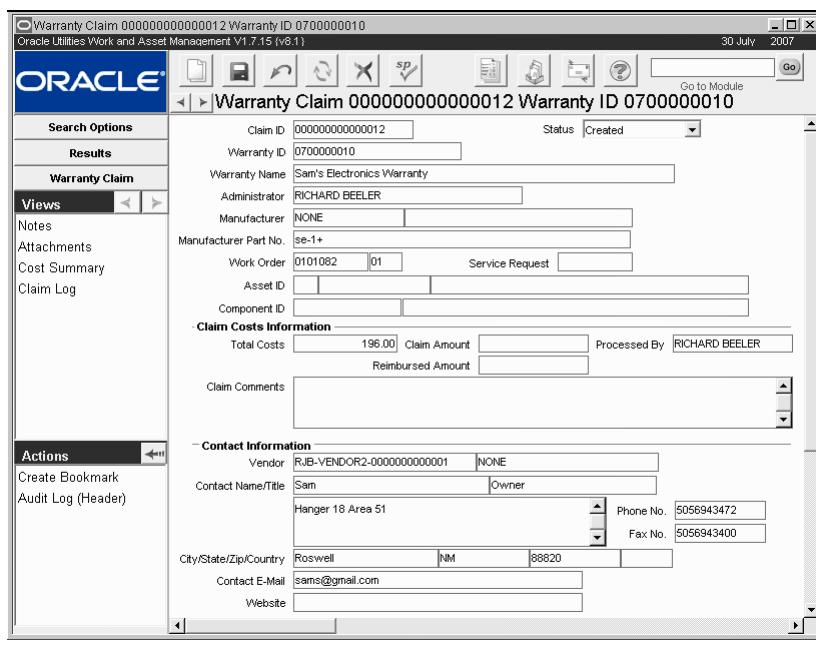
1. Open the Warranty module.
2. Select the Work Under Warranty or Claims view.
3. Select Create Claim from the Actions list.
4. Enter a Work Order Task or Service Request number.
The list of values for each work record types includes records referencing the asset or component under warranty. The system automatically enters the record that was highlighted on the Work Under Warranty or Claims view when you selected the Create Claim action, but you can select another record if necessary. When you select a work order task or service request, the system supplies the total cost from that record.
5. Enter a claim amount
6. Click Finish.
The system creates a new record in the Warranty Claim module and opens a confirmation message showing the claim number.
7. Click Close to return to the Warranty module.
Or click Open Record to open the Warranty Claim record you just created, or Start Again to create another claim against the same warranty.

Chapter 18

Warranty Claim

Use the Warranty Claim module to process claims against Warranty records. Warranty Claim records contain much of the same information as is found on the Warranty records, but also include cost information and comments applicable to the specific claim.

Warranty Claim Records



Warranty Claim record

The following fields are included:

Claim ID - The unique identifier for this Warranty Claim record.

Status - Valid warranty claim statuses are Created, Submitted, Reimbursed, and Cancelled. While there is no processing behind status changes, the system does record each status change in the Warranty Claim Log.

Warranty ID - Select a Warranty ID from the list of values that includes all warranties in Active status.

Once the Warranty ID field is populated, the system supplies the following information from the Warranty module: Warranty Name, Manufacturer Code, Manufacturer Part Number,

Administrator, and all the Contact Information. You can update the contact information if necessary, but the information in the other fields cannot be modified.

Work Order or Service Request - You can select a work order and task or a service request from the list of values that includes the appropriate work records listed for the Warranty ID on the Work Under Warranty view in the Warranty module.

Asset ID - The Asset Record Type and ID fields have lists of values including the all asset types that are under the specified Warranty. If the Work Order Task or Service Requests fields are populated, the lists are also restricted to Assets referenced on the work record. If there is only one Asset listed, the system automatically enters that value

Component ID - You can select a Component ID from a list of values that includes all Components that are under the specified Warranty. If the Work Order Task field is populated, the list is also restricted to Assets referenced on the work record. If there is only one Asset listed, the system automatically enters that value. Note that there are no Component IDs on service requests.

Processed By - Select the name of the person processing the warranty claim. The system automatically enters the current user's name, but you can select another if necessary.

Total Cost - The total cost information is copied from the Work Order Task or Service Request. Select Cost Summary from the Views list to see a breakdown of costs by expense code.

Claim Amount - The amount of money requested in this claim

Reimbursed Amount - The amount reimbursed for this claim

Vendor - When you select a vendor from the list of all Active vendors, the system completes the contact information for the vendor. You can update the contact information if necessary.

Warranty Claim Views

The module includes the following views:

Cost Summary

Select Cost Summary from the Views list to see a breakdown of actual costs by expense code. The costs are copied from the Work Order or Service Request referenced on the Warranty Claim record and cannot be modified.

Claim Log

Each time there is a status change for the Warranty Claims record, the system records the change in the Claim Log. In addition, you can enter notes in the log documenting correspondence, decisions, or other events occurring during the processing of the claim. When you make a manual entry, you can just enter the text and the system will input the current date and time and your username. You can update that information if necessary.

How to Create a Warranty Claim against a Work Order Task or Service Request

1. Open the Warranty Claim module.

2. Click New.

3. Select a Warranty from the drop-down list.

The system defaults the Warranty and Claim information from the Warranty.

4. Select a Work Order and Task or Service Request.

The lists of values contain work records where one of the Assets is covered by the specified Warranty. When you select the work record, the system retrieves the total actual costs.

5. Select an asset or component.

You can select from the lists of assets/components that are covered under the specified warranty, and referenced by the work record. If there is only one asset or component meeting these requirements, the system displays the asset or component ID automatically.

6. Click Save.**How to Create a Warranty Claim against an Asset or a Component****1. Open the Warranty Claim module.****2. Click New.****3. Select a Warrant from the drop-down list.**

The system defaults the Warranty and Claim information from the Warranty.

4. Select an Asset Record Type and ID and/or a Component.

You can select from the lists of assets/components that are covered under the specified warranty.

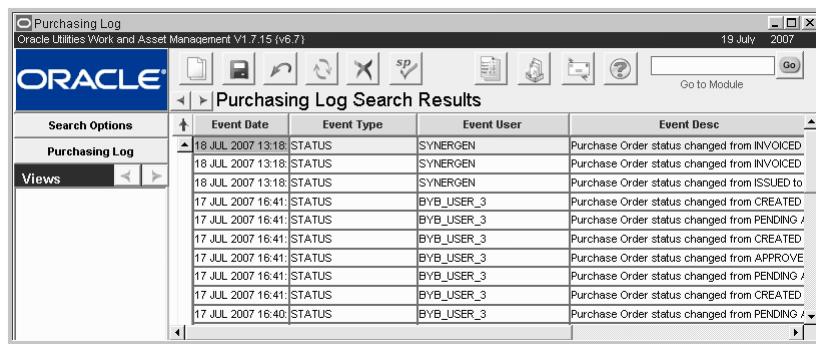
5. Click Save.

The system creates the Claim record. Because no WOT or SR is specified, there are no Total Costs displayed on the Claim.

Chapter 19

Purchasing Log

The Purchasing Log tracks all changes made to Purchase Order statuses. The system also creates an entry in the log when a PO is printed or e-mailed. This information is for display only and cannot be modified.



Event Date	Event Type	Event User	Event Desc
18 JUL 2007 13:18	STATUS	SYNERGEN	Purchase Order status changed from INVOICED
18 JUL 2007 13:18	STATUS	SYNERGEN	Purchase Order status changed from INVOICED
18 JUL 2007 13:18	STATUS	SYNERGEN	Purchase Order status changed from ISSUED to
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from CREATED
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from PENDING /
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from CREATED
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from APPROVE
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from PENDING /
17 JUL 2007 16:41	STATUS	BYB_USER_3	Purchase Order status changed from CREATED
17 JUL 2007 16:40	STATUS	BYB_USER_3	Purchase Order status changed from PENDING /

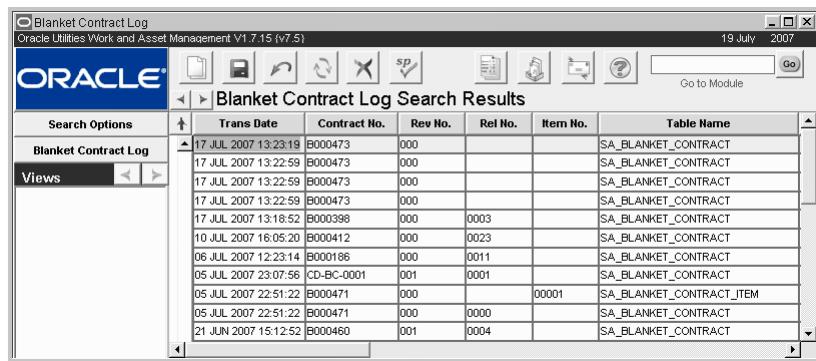
Purchasing Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Chapter 20

Blanket Contract Log

The Blanket Contract Log tracks all blanket contract transactions. The system creates an entry in the log when a Blanket Contract status is changed, a PO is created, or any other significant events that occur with blanket contract records. This information is for display only and cannot be modified.



Search Options	Trans Date	Contract No.	Rev No.	Rel No.	Item No.	Table Name
Blanket Contract Log	17 JUL 2007 13:23:18	8000473	000			SA_BLANKET_CONTRACT
	17 JUL 2007 13:22:59	8000473	000			SA_BLANKET_CONTRACT
	17 JUL 2007 13:22:59	8000473	000			SA_BLANKET_CONTRACT
	17 JUL 2007 13:22:59	8000473	000			SA_BLANKET_CONTRACT
	17 JUL 2007 13:18:52	8000398	000	0003		SA_BLANKET_CONTRACT
	10 JUL 2007 16:05:20	8000412	000	0023		SA_BLANKET_CONTRACT
	06 JUL 2007 12:23:14	8000166	000	0011		SA_BLANKET_CONTRACT
	05 JUL 2007 23:07:56	CD-BC-0001	001	0001		SA_BLANKET_CONTRACT
	05 JUL 2007 22:51:22	8000471	000		00001	SA_BLANKET_CONTRACT_ITEM
	05 JUL 2007 22:51:22	8000471	000	0000		SA_BLANKET_CONTRACT
	21 JUN 2007 15:12:52	8000460	001	0004		SA_BLANKET_CONTRACT

Blanket Contract Log

This module uses standard functionality used in all Transaction Logs to rearrange columns, save the layout, and sort data. Please refer to the System Basics guide chapter on Transaction logs for more information.

Cue Cards

Overview

Vendor

[How to Create a Vendor Record](#)
[How to Enter a Vendor Capability](#)
[How to Enter a Vendor Commodity](#)
[How to Enter a Vendor Characteristic](#)
[How to Set a Vendor to Receive Purchase Orders Via E-Mail](#)

Requisition

[How to Create a New Requisition Record](#)
[How to Add an Item to a Requisition for Stores Replenishment](#)

Purchase Order

[How to Add Items to a PO from a Requisition](#)
[How to Add Purchase Order Line Items](#)
[How to Transfer Canceled PO Items](#)
[How to Add Purchase Order Line Items](#)
[How to Transfer Canceled PO Items](#)
[How to Add Items to a PO from a Requisition](#)
[How to Transfer Cancelled PO Items](#)
[How to Set a Vendor Record to Receive POs Via E-Mail](#)
[How to E-Mail a Purchase Order to a Vendor](#)
[How to Update an Issued Purchase Order in the Purchase Order Module](#)

Blanket Contract

[How to Create a Blanket Contract Record](#)
[How to Add an Item to a Blanket Contract](#)
[How to Activate a Blanket Contract](#)
[How to Give Users Access to a Blanket Contract](#)
[How to Enforce a Blanket Contract Limit](#)
[How to Extend the Life of a Blanket Contract](#)
[How to Create a Blanket Contract Revision](#)
[How to Create/Add an RFQ](#)

Blanket Contract to Purchase Order

[How to Generate a PO Using the Blanket Contract to PO Module](#)
[How to Add Purchase Order Items from a Blanket Contract](#)
[How to Issue a Purchase Order from a Blanket Contract](#)

Request for Quotes

[How to Create a Request for Quotes](#)
[How to Manually Add a Vendor to an RFQ](#)
[How to Add Vendor Information from Another RFQ Record](#)

[How to Manually Add Items to an RFQ](#)
[How to Add Items to an RFQ from Another RFQ](#)
[How to Issue an RFQ to all Vendors](#)
[How to Add an Additional Vendor and Issue a Request for Quotes](#)
[How to Export an RFQ](#)
[How to Receive a Quote](#)
[How to Import a File into an RFQ Record](#)
[How to Verify an RFQ Vendor Import](#)
[How to Reserve an Item for a Vendor](#)
[How to Award Items to Vendors](#)
[How to Create a Purchase Order from Request for Quotes Items](#)
[How to Add to a Blanket Contract from Request for Quotes Items](#)
[How to Enter a Vendor Quote for an Item on a Discount Type RFQ](#)

Service Contract

[How to Create a Service Contract](#)
[How to Itemize Services](#)
[How to Enter Service Contract Rate Information](#)
[How to Assign Service Contract Employees](#)
[How to Activate a Service Contract](#)
[How to Revise a Service Contract](#)

Service Timesheet

[How to Enter Service Contract Time Charges](#)

Service Timesheet Log

Service Invoice

[How to Create a Service Invoice](#)
[How to Match a Service Invoice to Service Contract Items](#)
[How to Automatically Match to Service Contract Items](#)

Change Order

[How to Create a Change Order](#)
[How to Merge a Change Order with its Purchase Order](#)
[How to Review Costs for a Change Order](#)
[How to Review Costs for a Change Order Item](#)
[How to Update an Issued Purchase Order in the Purchase Order Module](#)

Expedite PO

[How to Expedite Through the PO Record](#)

Invoicing

[How to Enter a Vendor Invoice into the System](#)
[How to Add Items to an Invoice Manually](#)
[How to Select an Invoice Cost to Prorate Among Line Items](#)
[How to Prorate Invoice Costs among Line Items](#)
[How to Allow Prorating of Types of Costs to Non-Tax Items](#)
[How to Match Invoice Line Items Against PO Line Items](#)
[How to Match Invoice Items Against Receipts](#)
[How to Use Quick Invoicing to Match Items to a PO](#)
[How to Designate an Auto Pay Vendor](#)
[How to Create an Invoice for Multiple Purchase Orders](#)
[How to Match Invoice Line Items against Multiple POs](#)
[How to Use Quick Invoicing to Match Items to Multiple POs](#)

Invoice Batch

[How to Create an Invoice Batch Record](#)
[How to Tag Invoices for an Invoice Batch](#)

Cost Adjustments

[How to Adjust Costs Using the Cost Adjustment Module](#)

Warranty

[How to Associate a Warranty to an Asset or Component](#)

[How to Create a Claim from the Warranty Module](#)

Warranty Claim

[How to Create a Warranty Claim against a Work Order Task or Service Request](#)

[How to Create a Warranty Claim against an Asset or a Component](#)

Purchasing Log

Blanket Contract Log

Index

A

Access List (Blanket Contract) 5-84

master 5-82

AP Data

 invoice 5-168

 service invoice 5-150

Approvers 5-11

Automatic Invoicing 5-175

Automatic Stock Replenishment

 blanket contract 5-80

B

Blanket Contract 5-80

 create requisition from 5-90

 log 5-193

Blanket Contract to PO 5-94

Budgets

 overage 5-184

 invoicing 5-168

 purchase order 5-70

 requisition 5-35

Buyer Data

 bc to po 5-96

 purchase order 5-68

 requisition 5-34

Buyers 5-11

C

Capabilities 5-20

Change Order 5-152, 5-185, 5-189

Change Request

 vendor 5-28

Clerk 5-162, 5-179

Commodities 5-20

Contract Material 5-142

Contractors 5-25

Copy Record

 bc to po 5-99

 purchase orders 5-53

 purchasing 5-14

 requisitions 5-42

Cost Adjustment 5-182

 budget overage 5-184

C

Cost Summary

 purchase order 5-69

 requisition 5-35

Courtesy Stores**D**

Default Accounts

 purchase order 5-70

 requisition 5-36

Discrepancies

 invoices 5-174

Duplication

 bc to po 5-99

 purchase orders 5-53

 requisitions 5-14, 5-42

E

Evaluation 5-21

Expedite PO 5-156

I

Invoice Wizard 5-173

Invoicing 5-161, 5-178

 discrepancies 5-174, 5-175

 entering invoices 5-166

 multiple purchase orders 5-176

L

Line Items

 blanket contract 5-87

 expedite po 5-158

 purchase order 5-54, 5-61

 requisition 5-36

 service contract 5-132, 5-147

M

Manufacturer Data

 purchase order 5-59, 5-66

 request for quotes 5-111

 requisition line item 5-40

P

Picklist

 blanket to po 5-98

Post-Issue 5-74

Prorate Data

 invoice 5-168

 service invoice 5-150

Purchase Order 5-46

 changing 5-49, 5-78, 5-152, 5-155, 5-185, 5-189

 duplicating 5-52

 e-mailing 5-77

 log 5-192

 modifying 5-49, 5-78, 5-152, 5-155, 5-185, 5-189

 template 5-52

 updating 5-49, 5-78, 5-152, 5-155, 5-185, 5-189

Purchasing

 transaction log 5-10

Q

Quality Item 5-56, 5-63

R

Request for Quotes 5-100

Requisition 5-29

 create from blanket 5-42, 5-90

 duplicating 5-14, 5-42, 5-53, 5-99

 template 5-14, 5-42, 5-53, 5-99

S

Service

 contract 5-130

 enter materials charges 5-142

 invoice 5-145

 timesheet 5-139

 materials 5-142

 timesheet log 5-144

Service Contracts

 activating 5-137

copying 5-138
itemizing services 5-134
revising 5-138
Service Timesheets
modifying 5-143
Stock
quality items 5-56, 5-63

T

Template Information 5-42

V

Vendor 5-15
award items to 5-122
change request 5-28
location 5-17, 5-19
order history 5-22
performance 5-22
receiving quotes 5-113
Vendor Performance 5-22

