

Guide
June 1996



Purchase Management

Release
A7.3

JDEdwards®



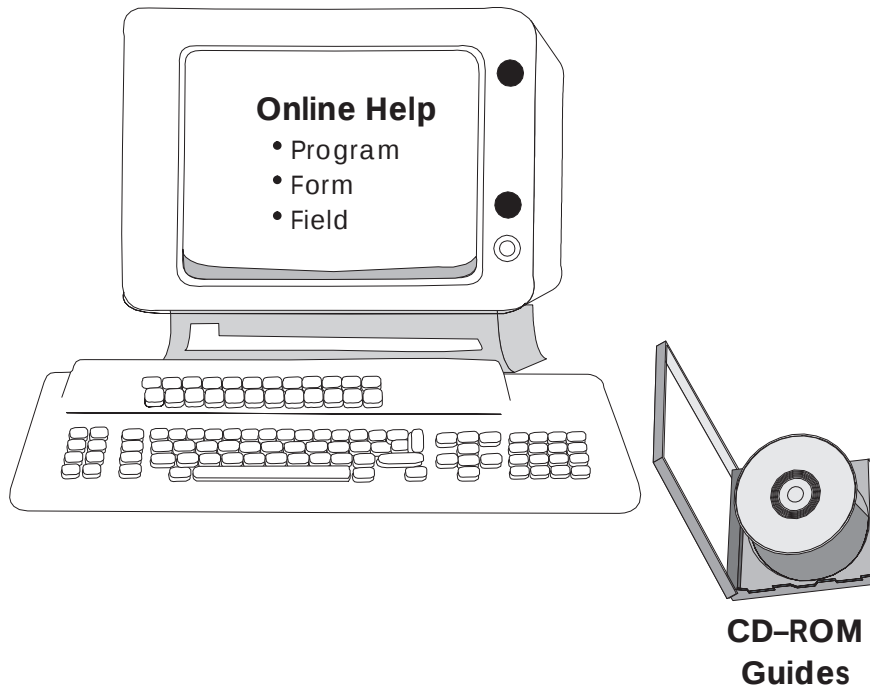
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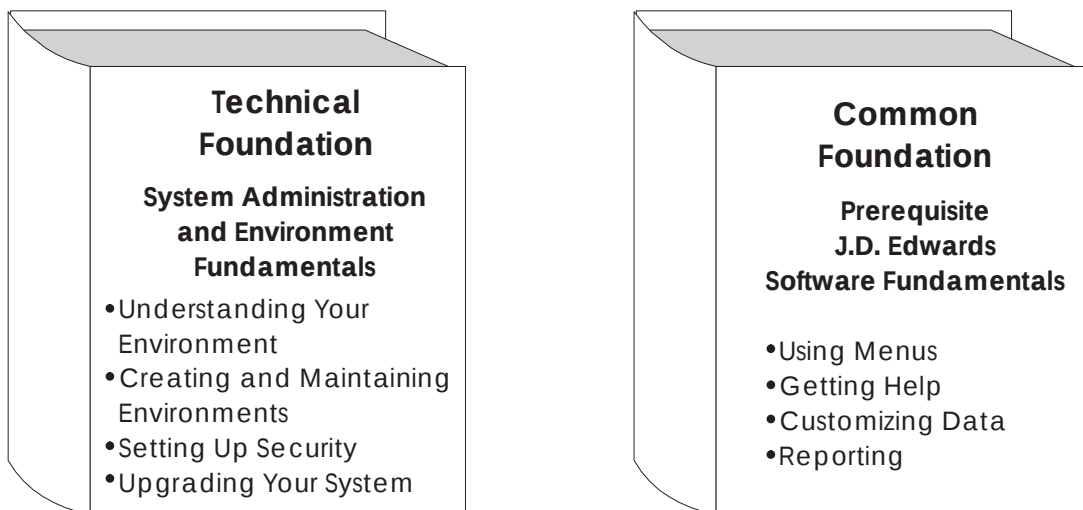
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Where Do I Look?



Guides



Important Note for Students in Training Classes

This guide is a source book for
online helps, training classes, and
user reference. Training classes
may not cover all the topics
contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

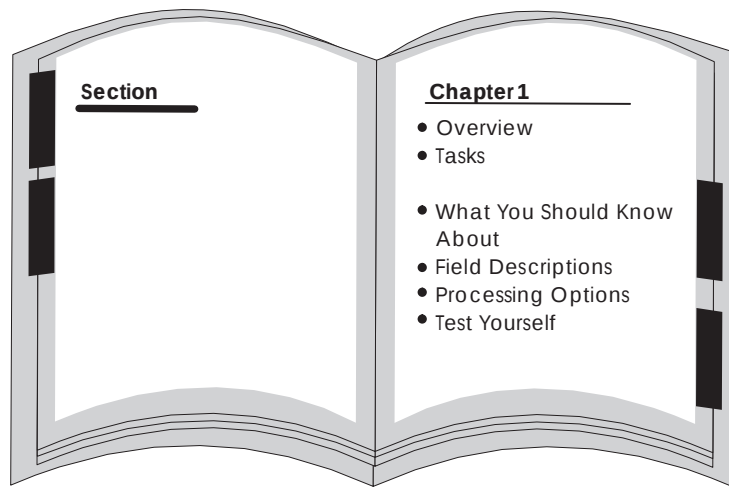
This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.



When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.
- *Table* generally means “file.”

We assume an “implied completion” at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

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Advanced and Technical

Advanced and Technical Operations

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Glossary

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Purchase Management Overview

The J.D. Edwards Purchase Management system accommodates a diverse range of purchasing activities for:

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

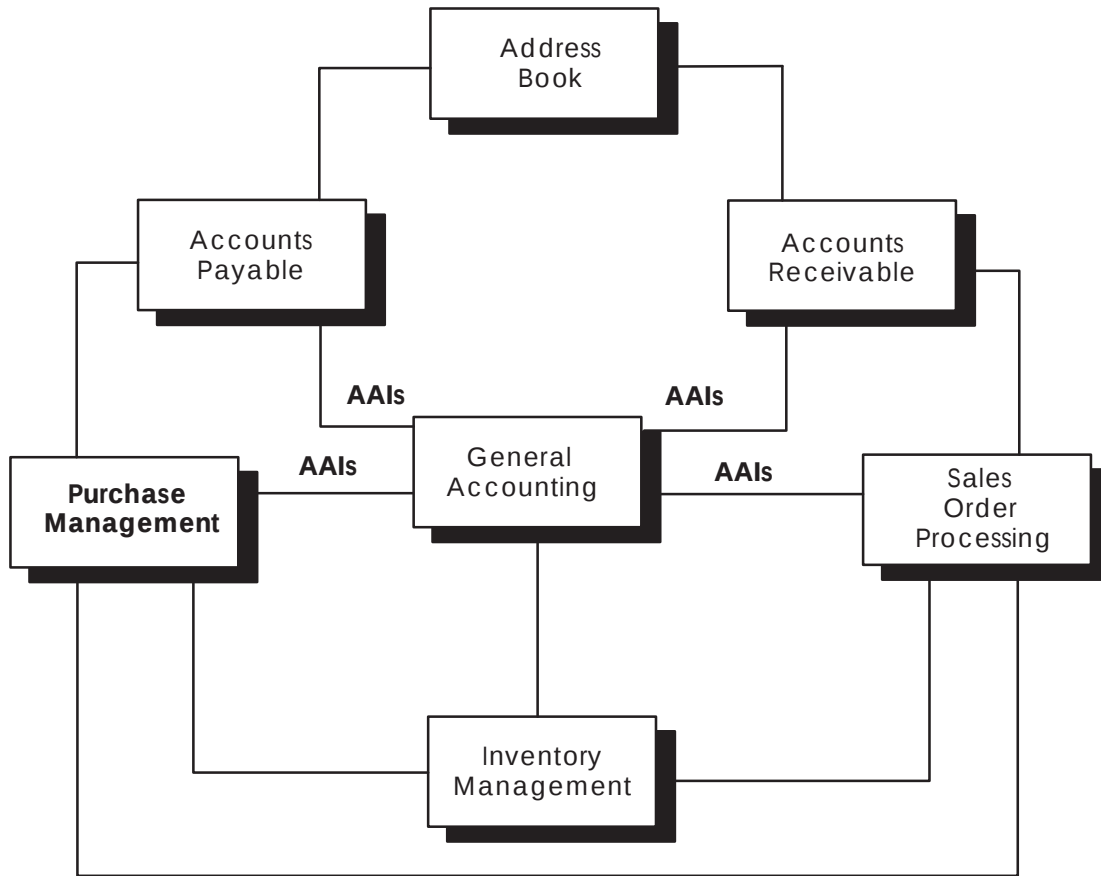
Processing purchase orders involves order entry through actual payment of the goods and services that are received. You must carefully plan the cycle through which you intend to process your orders and set up the Purchase Management system accordingly. Set up issues include order types, line types, and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

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

System Integration

The Purchase Management system works with J.D. Edwards accounting, distribution/logistics, and manufacturing systems to cover all aspects of processing purchase orders.

The following illustrates how the Purchase Management system is integrated with other J.D. Edwards accounting and distribution/logistics systems.



General Accounting

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

The Purchase Management system uses the Accounts Payable system to provide supplier payment information, tax information, and so forth.

Address Book

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

- Supplier address information
- Ship-to address information
- Warehouse address information

-
- User identification information

Distribution/Logistics

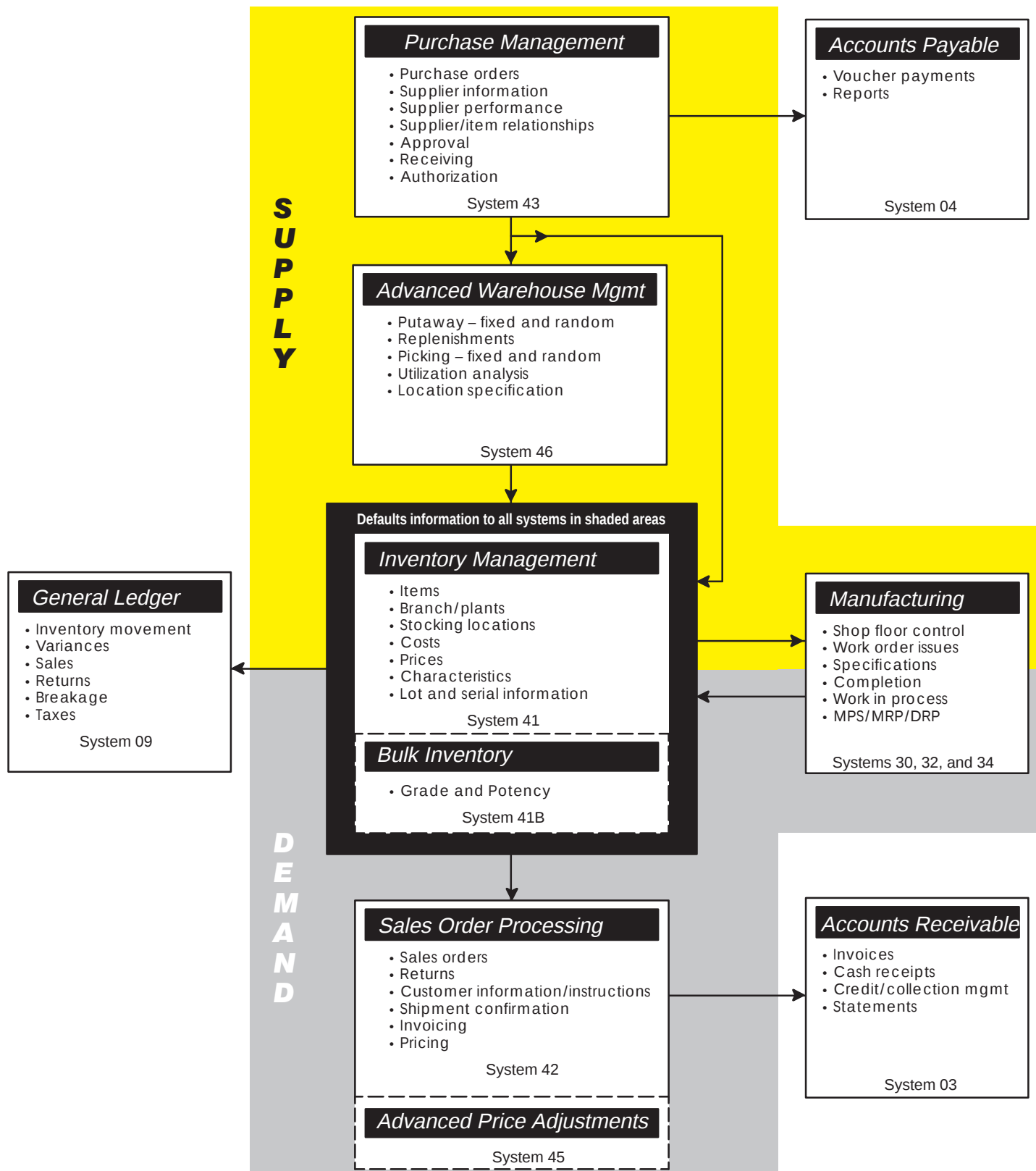
Your company might integrate the J.D. Edwards Purchase Management system with the J.D. Edwards Inventory Management system. This integration involves:

- Retrieving and validating item information
- Returning purchasing information, such as items ordered and received, unit costs, and so forth, to the Inventory Management system

Other J.D. Edwards distributions/logistics systems with which the Purchase Management system integrates include:

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

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



Manufacturing

Your Purchase Management system can interact with several J.D. Edwards manufacturing systems to help process parts availability, work orders, forecasting and planning, product costing, and so forth.

Other Systems

Other systems with which your Purchase Management system might interact include:

- Fixed Assets
- Job Cost

Features, Terms, and Concepts

Based on your purchasing operation, you can choose from three different environments in which to perform purchasing activities, including:

- Stock based
- Non-stock based
- Services/expenditures based

You choose the environment that is most conducive to your operation. For example, if you purchase goods to inventory, you might choose to work in the stock based environment to perform activities that accommodate the purchasing of goods to inventory.

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

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

Stock Based

The stock based environment applies to companies that purchase items to an inventory, or stock based, operation. Inventory might include:

- Retail items for sale to customers
- Items for internal consumption
- Manufactured items

- Repair and maintenance items

Stock based purchasing is fully integrated with the J. D. Edwards Inventory Management system. The Purchase Management system retrieves item information from the Inventory Management system and validates it against the information. When you enter a purchasing receipt, the system immediately updates on-hand inventory quantities, unit costs, and so forth.

In a stock based environment, items' costs are classified as inventory on the balance sheet until the items are issued out of inventory. If the items are sold, they become cost of goods sold. If the items are used internally, they are charged to an expense account that is determined at the time of issuance.

Non-Stock and Service/Expenditures Based

The non-stock and service/expenditures based environments apply to companies that purchase goods, materials, or services that are either accounted for internally or subsequently charged to outside parties. Purchasing can apply to:

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

The purchase of non-stock items and services/expenditures are similar in that you charge them directly to a general ledger account at the time of receipt. You enter the appropriate account number during purchase order entry.

Depending on your business objectives, you can choose to integrate your non-stock environment with the Inventory Management system. If you do, the Purchase Management system validates item numbers and retrieves item descriptions and costs from the Inventory Management system. The Inventory Management system does not retrieve information from the Purchase Management system.

You can integrate your non-stock and service/expenditures environments with systems such as Fixed Assets and Job Cost.

Commitments/Encumbrances

A commitment/encumbrance is the recognition of a future obligation. Each time you enter a purchase order, you can track the resulting commitment or encumbrance amount. Such tracking is common to non-stock and service/expenditures purchasing operations. The corresponding environments are set up to accommodate commitment/encumbrance related activities.

Detailed Information

The Purchase Management process cycle consists of three primary phases:

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

Each phase can include several steps, depending on how you operate your business. For example, the first phase, creating a purchase order, is likely to include:

- Entering purchase orders on the system
- Printing purchase orders

The second phase, receiving goods or services, is applicable only if you choose to record receipt information. This phase is likely to include:

- Printing purchase receivers (on which to manually record receipt information)
- Entering receipt information on the system

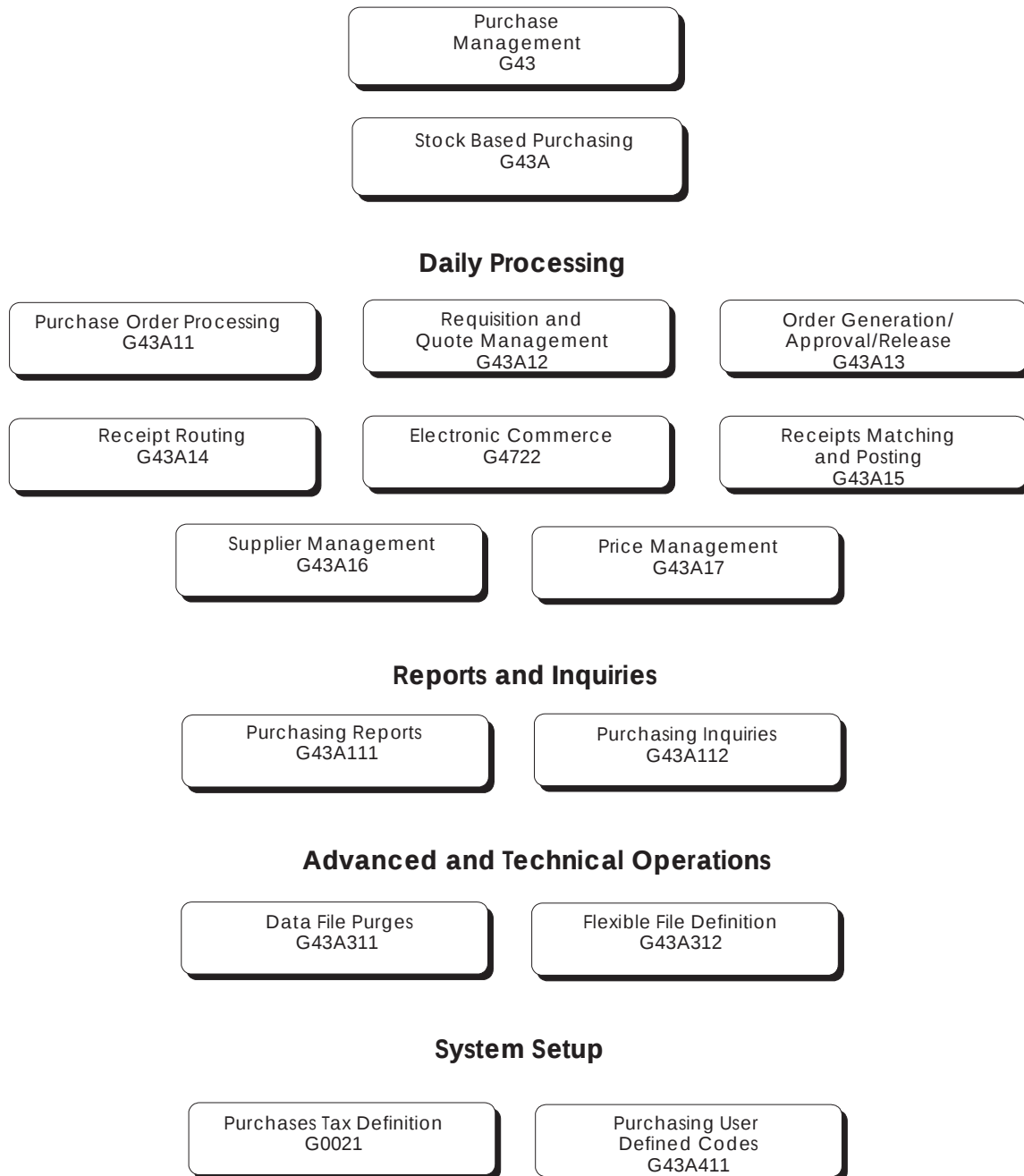
You create vouchers based on receipt information. If you do not record receipt information, you create vouchers based on purchase order information.

Other activities you can perform include:

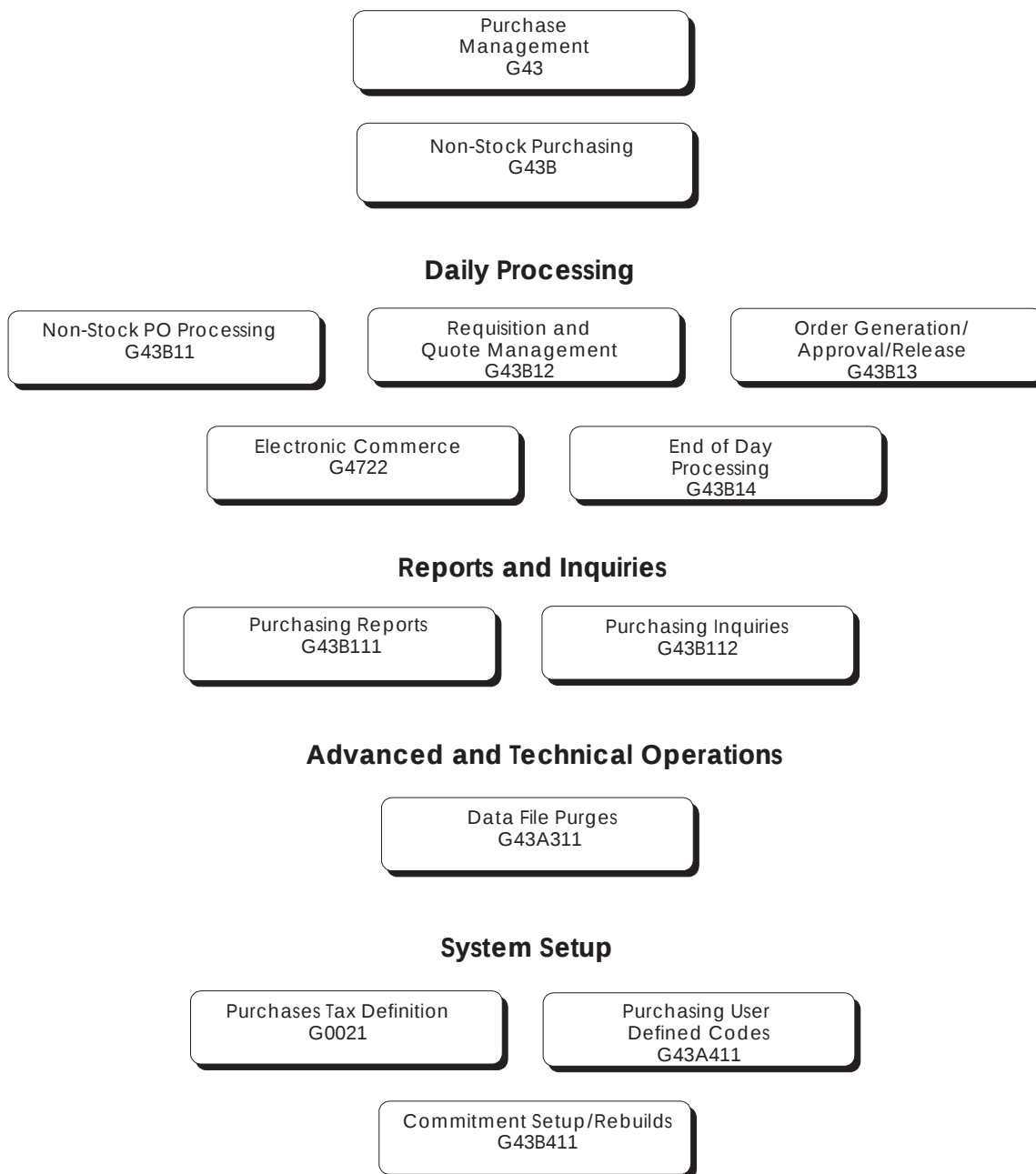
- Creating multiple purchase orders simultaneously
- Ensuring that orders are approved prior to processing
- Creating special orders, such as requisitions and blanket orders
- Obtaining and comparing price quotes for items and services
- Tracking changes to purchase orders
- Tracking commitments and encumbrances
- Setting up and tracking rebates to which you are entitled
- Monitoring items from the moment they leave a supplier's warehouse
- Managing the relationships that you have with suppliers and the items that they provide

Menu Overview

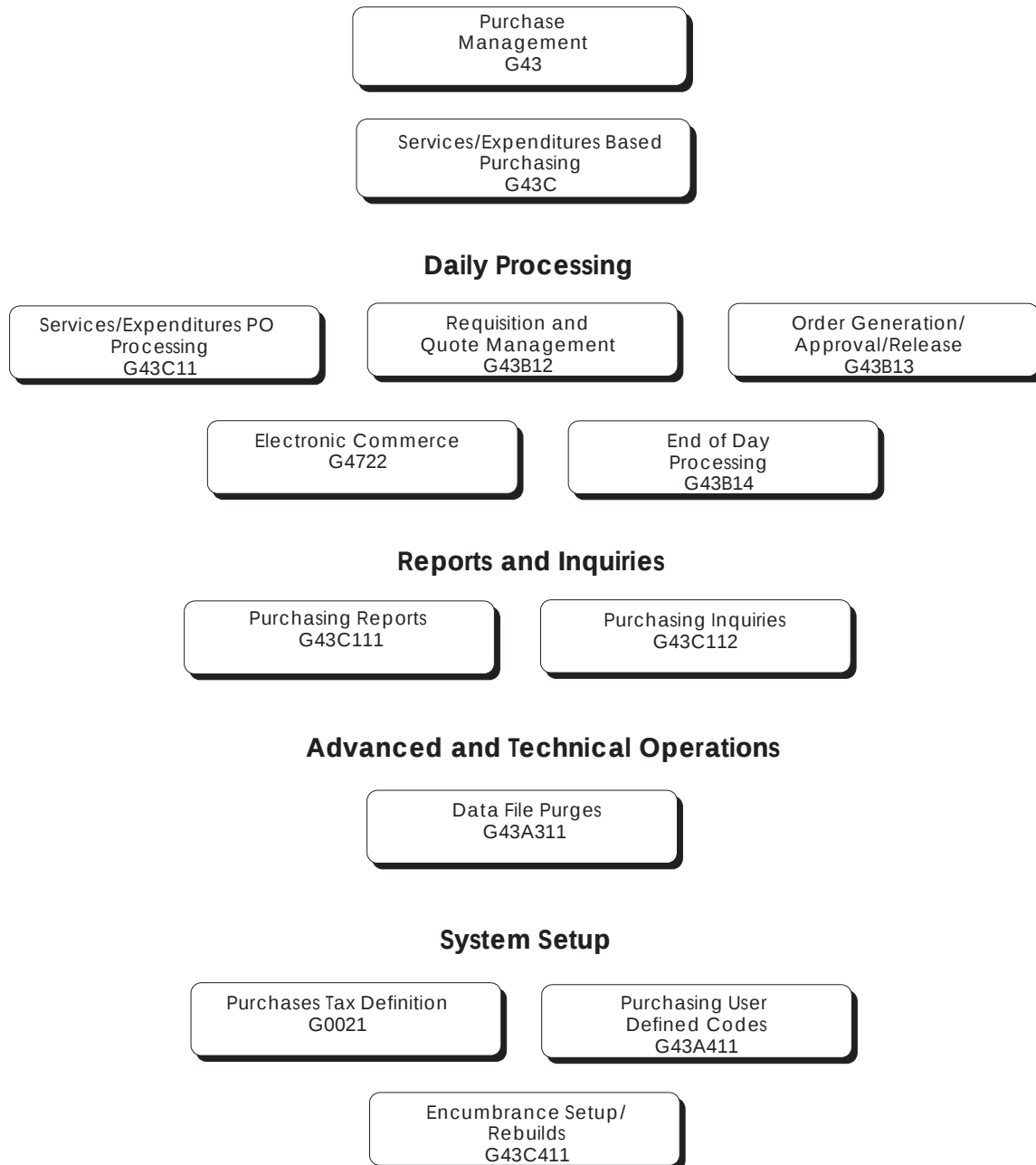
Menu Flow for Stock Based Purchasing



Menu Flow for Non-Stock Based Purchasing



Menu Flow for Services/Expenditures Based Purchasing



Daily

Purchase Order Entry

Objectives

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

About Purchase Order Entry

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

A purchase order consists of two parts:

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

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

- Enter header information first, followed by detail information

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

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

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

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

Purchase order entry includes the following tasks:

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

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

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

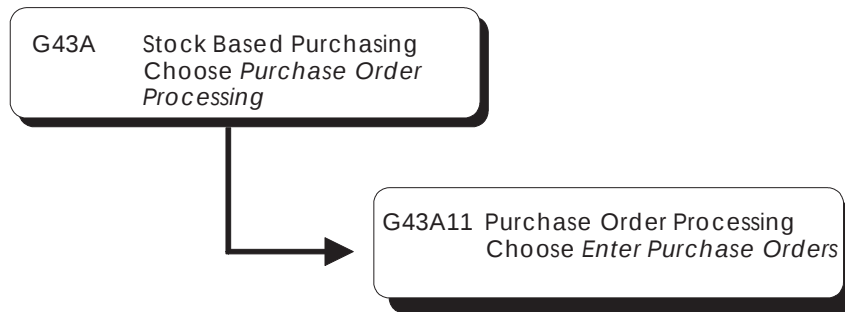
Before You Begin

Verify that the following information is set up before you enter purchase orders:

- Item master information and item branch/plant information for each of your inventory items if you work in an inventory environment
- Business units or branch/plants
- Branch/plant constants for each of your business units or branches
- Order activity rules and order line types
- Default location and printers for your terminal or user profile (optional)

-
- Address book records for all suppliers
 - Purchasing instructions for each supplier and ship-to address
 - Inventory price groups and supplier price groups if you work in an inventory environment
 - Processing options

Enter Purchase Order Header Information



Entering Purchase Order Header Information

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

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

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

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

Entering header information involves the following tasks:

- ☐ Entering supplier information for a purchase order
- ☐ Entering origination information for a purchase order
- ☐ Entering dates for a purchase order

- ☐ Entering tax information for a purchase order
- ☐ Entering reference information for a purchase order

[4310] - Order Heading Information

Functions Tools Help

Mode (F) ☒ Base Co USD Currency Code USD Branch/Plant 30
Exchange Rate 1.0000000 Order Date 06/30/98
Cancel Date
Order Number 2372 0P

Supplier 4343 Vector Manufacturing Co
Ship To 1062 Memphis Warehouse #30
Buyer
Carrier

Requested 06/30/98 Hold Code ☐ Pricing Group
Promised Deliver 06/30/98 F.O.B ☐ Print Message
Order Taken By ☐ Payment Terms ☐
Order Placed By DEMO Cost Rule ☐

Tax Expl Code ☐ Eval. Receipt N
Tax Rate/Area ☐ Send Method ☐
Certificate ☐

Supplier SO
Reference
Delivery Instr

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

F17=Order Address Information F24=More Keys

What You Should Know About

Accessing header information

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

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

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

Approval routes

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

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

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

Multi-currency

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

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

You specify the information above on Order Heading Information. To enter orders in different currencies, you must set processing options to display header information first.

The default value for the currency code comes from Supplier Master Information. If the currency differs from your company's base currency, the system identifies the currency as foreign.

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

See *Setting Up Multi-Currency* and *Working with Exchange Rates* in the *General Accounting I Guide* for more information about working with multi-currency.

Special orders

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

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

Entering Supplier Information for a Purchase Order

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

You can set up purchasing instructions for a supplier prior to entering purchase orders. When you enter a supplier on a purchase order, the system retrieves the instructions for that supplier. You can modify the instructions to suit a specific purchase order.

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

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

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

To enter supplier details

On Order Heading Information

Complete the following fields:

- Supplier
- Order Taken By
- FOB (Freight Handling Code)
- Payment Terms
- Print Message
- Eval. Receipt (Evaluated Receipt)
- Send Method
- Supplier SO

If you have set up supplier information on Purchasing Instructions, the system inputs default values for many of the fields above based on the supplier you enter for the purchase order. You can access Purchasing Instructions from Order Heading Information. For more information, see *Defining Supplier Purchasing Instructions*.

Field	Explanation
Supplier	The supplier from whom you are purchasing items or services.
Order Taken By	An optional entry field intended for the name of the individual or supplier with whom you are placing the order.

Field	Explanation
Freight Handling Code	A user defined code (system 42/type FR) that identifies when you take responsibility of the goods so that freight charges are applied accordingly.
Payment Terms	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term using the Payment Terms Revisions program (P0014). For example: blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th Z Net 90 This code prints on customer invoices.
Print Message	A code that you assign to each print message. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.
Evaluated Receipt	This indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement means that you and the supplier have an agreement that you voucher what is received. As a result, the supplier will not send an invoice, thus Voucher Match is bypassed, and the Evaluated Receipt Settlement (P43814) is used instead. Valid values are as follows: N Not eligible for evaluated receipt settlement processing. Y Eligible for evaluated receipt settlement processing. T Eligible for evaluated receipt settlement processing, however, a tolerance error occurred during the receipt process. R Eligible for evaluated receipt settlement processing, however, the receipt is currently in the receipt routing process. V The receipt transaction has been vouchered using the evaluated receipt settlement process.
Send Method	This indicates how documents are sent to a customer/supplier. There is no automatic processing associated with this field. It can be used as data selection criteria in Dream Writer.

Field	Explanation
Supplier SO	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number. <i>Form-specific information</i> For each purchase order, you can enter the number that the supplier assigned to the sales order created when the purchase order was received. This field is for informational purposes only.

► To enter supplier address information

On Order Heading Information

1. Access Address Book Addition.

The screenshot shows a software window titled '01AB Address Book Addition'. It has a menu bar with 'Functions', 'Tools', and 'Help'. The form contains several input fields: 'Business Unit', 'Long Address No.', 'Address Number', 'Alpha Name', 'Mailing Name', 'Mailing Addr', 'Postal Code', 'City', 'Cnty', 'State', 'Country', 'Eff', and 'Phone No/Type'. At the bottom, there is a legend: 'F2=Phone F17=Mail Addr F18=Txt F19/20=Prev/Next Addr F21=Who F24=More'.

2. On Address Book Addition, complete the following fields:

- Alpha Name
- Mailing Name
- Mailing Addr (Mailing Address)
- Eff (Effective)
- Postal Code
- City
- Cnty
- State

- Country
- Phone No/type



To enter a temporary address for a supplier

On Order Heading Information

1. Access Order Address Information.

The screenshot shows a window titled "[40ADDR] - Order Address Information". It contains several input fields for supplier information. The "Supplier" field is populated with "4343 Vector Manufacturing Co". The "Mailing Name" field contains "Vector Manufacturing Co". The "Address" field contains "1156 Crocker Blvd". The "Postal Code" field contains "97239". The "City" field contains "Bakersfield". The "State" field contains "CA". There are also empty fields for "Country" and "County". At the bottom of the window, there are buttons for "OK" and "Cancel", and a status bar with the text "F8=Other Address F10=Refresh Address F24=More Keys".

2. On Order Address Information, modify address information for the supplier.

These changes apply only to the purchase order you are entering.

Entering Origination Information for a Purchase Order

You generate a purchase order for a specific branch/plant or warehouse within your company. In most instances, goods are shipped to the same branch/plant or warehouse that requested the order. However, you might want to ship the goods to another location.

You must specify the branch/plant or warehouse for which the order is being placed. You must also specify the shipping address for the order. You can have the system enter the shipping address based on the branch/plant or you can enter a different shipping address.

► To enter origination information for a purchase order

On Order Heading Information

Complete the following fields:

- Branch/Plant
- Ship-To
- Delivery Instructions

Field	Explanation
Branch/Plant	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table. <i>Form-specific information</i> The branch/plant for which you are entering the purchase order. This is a required field.
Ship To	The address number of the location to receive the goods on the order. <i>Form-specific information</i> You can enter this number or have the system supply this number from either the inventory constants or the Business Unit Master, depending on how you set up the processing options for purchase order entry.
Delivery Instructions Line 1	Text that describes the delivery instructions for this order. The system retrieves this information from purchasing instructions for the ship-to address if the information is set up.
Delivery Instructions Line 2	The second of two fields you can use to enter delivery instructions. The system retrieves this information from purchasing instructions for the ship-to address if the information is set up.

What You Should Know About

Ship-to address

When you enter a branch/plant, the system enters the ship-to address based on the address you specified in Branch/Plant Constants. You can override the ship-to address number if you want to ship the order to a location other than the branch/plant.

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

You can access Order Address Information to enter a temporary ship-to address.

Entering Dates for a Purchase Order

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



To enter dates for a purchase order

On Order Heading Information

Complete the following fields:

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

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

Field	Explanation
Order Date	The date that an order was entered into the system.

Field	Explanation
Cancel Date	The date the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier. This is a memo-only field and does not cause the system to perform any type of automatic processing.
Requested Date	The date that you request an order or item to be delivered.
Promised Date	Date the supplier promised to deliver this order.

What You Should Know About

Promised date	The system uses the promised date in conjunction with the receipt date to evaluate supplier performance. For more information, see <i>Reviewing Supplier Delivery Performance</i> .
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See Also

- *Revising Purchase Dates (P43100)* for information about changing the requested and promised dates for multiple orders

Entering Tax Information for a Purchase Order

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

To enter tax information for a purchase order

On Order Heading Information

Complete the following fields

- Tax Expl Code
- Tax Rate Area
- Certificate

Field	Explanation
Tax Expl Code	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code. <i>Form-specific information</i> When you enter a purchase order, the system retrieves the tax explanation code of either the ship to address or the supplier address based on the code you enter in the processing options for purchase order entry.
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount. <i>Form-specific information</i> In the Purchase Order Processing system, the code you enter here indicates how you want the system to calculate taxes for the order. The system uses the tax area of either the ship to address or the supplier address based on the code you enter in the processing options for purchase order entry.
Certificate, Tax Exemption	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.

What You Should Know About

Default values for tax fields

The system retrieves default values for tax fields based on master information for the supplier. You can use processing options to specify that the system retrieve the default value for the tax rate area from master information for the ship-to address.

**Changing tax
information for an item
or service**

Taxes are applicable only for an item or service if you specify that a detail line is taxable on Purchase Order Detail.

Entering Reference Information for a Purchase Order

At some point, you might need to reference information about a purchase order. For example, when you take receipt of the goods, you might need to locate:

- The individual who placed the order
- The buyer responsible for purchasing items and services on the order
- A confirmation number, document number, or job number that is related to the order
- Miscellaneous notes

You can enter reference information for a purchase order when you enter header information. Most of the reference information is for informational purposes only, but some programs allow you to use the buyer number to locate orders.

You can attach miscellaneous notes to an order. You can also print the notes on a purchase order.

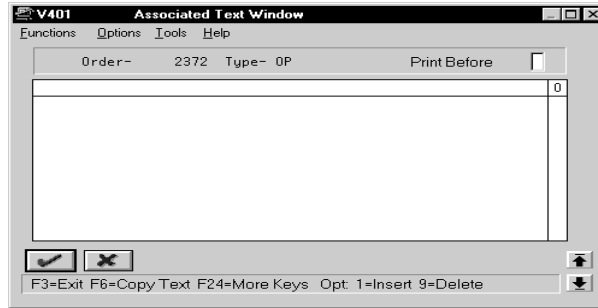
To enter reference information for a purchase order

On Order Heading Information

1. Complete the following fields:
 - Buyer
 - Reference

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

2. On Order Heading Information, access Associated Text Window.

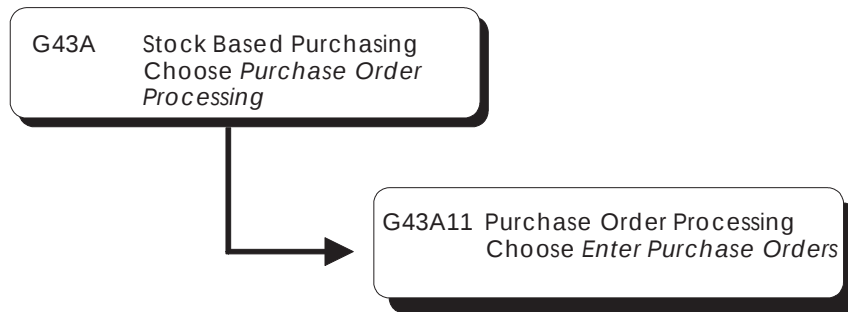


3. On Associated Text Window, enter notes for the purchase order.

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

Field	Explanation
Buyer Number	Address number that identifies the person responsible for setting up and maintaining the correct stocking levels for each inventory item.
Reference	A field available to record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number. <i>Form-specific information</i> You can also enter text in this field that you want to associate with the order.

Enter Purchase Order Detail Information



Entering Purchase Order Detail Information

Each purchase order you enter must contain details about the goods or services you want to order. For each item or service you order, you must enter a line of detail that describes the order. Details might include:

- An item number
- An account number
- An order quantity
- A unit cost
- An extended cost
- A unit of measure

You can also enter manufacturing information for each item you order, as well as reporting codes, which allow you to group items for reporting purposes.

If you enter header information prior to detail information, the system enters default values for detail lines from the header information.

You must enter detail line information for kit items differently than you would for a standard item.

You can replace existing detail line information for an item with that of a substitute or replacement item.

Complete the following tasks:

- ☐ Enter purchase order detail lines
- ☐ Enter reporting codes for detail lines
- ☐ Enter manufacturing information for detail lines
- ☐ Revise header information for detail lines
- ☐ Enter detail lines for kit items
- ☐ Enter detail lines for substitute and replacement items

Detail Line Formats

The information you must enter for detail lines depends on the line format you choose. Processing options allow you to choose from four formats, including those that contain:

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

The screenshot shows a window titled "[43111] - Purchase Order Detail". It contains various input fields for header information and a table of detail lines.

Header Information:

- Mode (F): ☒ Base Co
- Exchange Rate: 1.0000000
- Currency Code: USD
- Branch/Plant: 30
- Order Date: 06/30/98
- Cancel Date:
- G/L Date: 06/30/98
- Order Number: 2372 00
- Supplier: 4343 Vector Manufacturing Co
- Ship To: 1062 Memphis Warehouse #30
- Requested: 06/30/98
- Promised: 06/30/98
- Cost Rule:
- Amount: 11,716.17
- Skip To Line #:

Item Number	Quantity	Unit Cost	Extended Cost	LT	0
TS001	100	51.2257	5,122.57	S	
TS002	150	43.9573	6,593.60	S	
				S	
				S	
				S	
				S	
				S	
				S	
				S	
				S	

Footer: F6=Summary F15=PO Header F24=More Keys Opt: 1=Detail 3=Text 9=Del

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

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

Format 2

Item Number	Quantity	Description	Unit Cost	O
-------------	----------	-------------	-----------	---

Format 3

Account Number	Description	Extended Cost	O
----------------	-------------	---------------	---

Format 4

Account Number	Item Number	Quantity	Unit Cost	O
----------------	-------------	----------	-----------	---

Formats 1 and 2 are primarily for inventory environments. Formats 3 and 4 are more suitable for non-inventory environments. The format you use must correspond with the order line types you use.

The primary differences between detail line formats are the column headings. Formats 1 and 2 are primarily for inventory environments. You use format 1 if the primary order information you want to enter includes:

- Item number
- Purchase quantity
- Unit cost
- Extended cost

You use format 2 if the primary order information you want to enter includes:

- Item number
- Purchase quantity
- Item description
- Unit cost

Formats 3 and 4 are more suitable for non-inventory environments. You use format 3 if the primary order information you want to enter includes:

- General ledger account number
- Purchase quantity
- Description of purchase
- Unit cost

You use format 4 if the primary order information you want to enter includes:

- General ledger account number

- Item number
- Purchase quantity
- Unit cost

You can enter additional information for a detail line by accessing the fold area. All detail line formats contain the same fields with the following exceptions:

All detail line formats contain the same fields with the following exceptions:

- Formats 3 and 4 contain the Account Number field in addition to all other fields. The field displays in two places – on the top half of Purchase Order Detail and for each detail line that displays.
- Format 3 does not contain the Price Rule field.

What You Should Know About

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

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

This allows you to review the purchase order before you enter it in the system. You use processing options to specify whether the prompt displays. The system does not record the entry until you enter Y (yes).

Attaching a message to a detail line You can attach a message to a detail line by entering text in the Associated Text Window. You can access this window from the detail line. If text exists, the system highlights the Option field.

Viewing a purchase order summary You can review summary information for a purchase order, including detail line items, account numbers, quantities, amounts, and extended volumes and weights. You can also review the total tax and dollar amount for the entire purchase order. To review this information, access Order Summary Information from Purchase Order Detail after you locate an order.

Transfer orders When you create a transfer order in the Sales Order Management system, the system generates a purchase order and a sales order that account for the transfer. If you change the item quantity or cost on the sales order, the system automatically updates corresponding detail information on the purchase order.

See Also

- *Reviewing Open Orders (P430301)* for information about viewing pending purchase orders
- *Printing Purchase Orders (P43500)* for information about printing a purchase order from Purchase Order Detail
- *Setting Up Order Line Types (P40205)* for information about order line types

Entering Purchase Order Detail Lines

For each item or service you want to order, you must enter a line of detail information that describes the order. These details can include item and account numbers, costs, inventory locations, and so forth.

The information you enter depends on the detail line format you have chosen in processing options and the order line type. The line type determines how the transaction works with other systems, such as the Inventory Management system and the General Accounting system.

Entering Purchase Orders for Inventory Items

If you work in an environment in which you stock items for resale, internal use, or manufacturing purposes, you use the item numbers set up in the Inventory Management system to make purchases.

When you enter an item number and an order quantity on a detail line, you can have the system retrieve detail information for the item from the Inventory Management system, or you can enter your own information.

Entering Purchase Orders Using Account Information

If you work in an environment in which you purchase services, goods, and materials for internal use or for use in a particular job or program, you must charge orders against a general ledger account number. You must enter a detail line for each account number against which you are purchasing.

The information you enter for each detail line depends on the line type. If you use the Inventory Management system in conjunction with the Purchase Management system, the system might require that you enter an item number for each detail line, as well as an account number.

► To enter purchase order detail lines

On Purchase Order Detail

The screenshot shows the '43111 - Enter Purchase Orders' window. The header section includes fields for Mode (F), Base Co, USD, Currency Code, Branch/Plant, Order Date, Cancel Date, G/L Date, Order Number, Supplier, Ship To, Requested, Promised, Cost Rule, Amount, and Skip To Line #. The detail section is a table with columns: Item Number, Quantity, Unit Cost, Extended Cost, and LT. The table contains one line item (TS001) with a quantity of 100 and an extended cost of 5,122.57. The bottom of the window has a status bar with keyboard shortcuts: F6=Summary, F15=PO Header, F24=More Keys, Opt: 1=Detail, 3=Text, 9=Del.

Item Number	Quantity	Unit Cost	Extended Cost	LT
TS001	100	51.2257	5,122.57	S

- Complete the following fields:
 - Item No
 - Account Number
 - Quantity
- Complete the following fields, as necessary, and press Enter:
 - Unit Cost
 - Extended Cost
 - LT (Line Type)
 - Desc 1 (Description 1)
 - Requested (Requested Date)
 - Desc 2 (Description 2)
 - Promised (Promised Date)
 - Asset I/D
 - Cancel Date
 - Location
 - G/L Date
 - Trans UOM (Transaction Unit of Measure)

- Branch/Plant
 - Discount Fctr
 - Purch. UOM
 - Lot
 - Price Rule
 - Last Sts (Last status)
 - Subledger
 - Subledger Type
 - Related Order Number
 - Related Order Type
 - Related Order Line Number
 - Next Sts (Next Status)
 - Print Message
 - Cost Rule (Landed Cost Rule)
 - Taxable
3. Type 1 in the following field to enter more information about the detail line:
- Option

The system displays Purchasing Information.

[430112] - Purchasing Information

Functions Tools Help

Order Number 2372 OP Line Number 1.000

Supplier 4343 Vector Manufacturing Co

Ship To 1062 Memphis Warehouse #30

Buyer Number

Carrier Number

Reporting Code 1 Blank - Commodity Class 41/P1

Reporting Code 2 Blank - Comm Sub Class 41/P2

Reporting Code 3 Blank - Supplier Rebate 41/P3

Reporting Code 4 Blank-Master Plan Family 41/P4

Reporting Code 5 Blank - Landed Costs 41/P5

Tax Expl Code

Tax Rate/Area

G/L Offset IN30

Phase

Freeze Code

Evaluated Receipt

Send Method

Extended Weight 100.0000 LB

Extended Volume

Original Order

Supplier SO

Reference

F24=More Keys

4. On Purchasing Information, complete the following fields:

- G/L Offset
- Extended Weight
- Extended Volume

Field	Explanation
Item Number	A number that the system assigns to an item. It can be in short, long, or 3rd item number format.
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Structured account (business unit.object.subsidiary) • 25-digit unstructured number • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).
Units – Order/Transaction Quantity	The quantity of units affected by this transaction.
Unit Cost	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors that might modify the actual unit cost you record when you receive the item. <i>Form-specific information</i> If you work in an inventory environment, the system might retrieve this cost from the Inventory Cost table (F4105) or the Purchase Price table (F41061) based on the purchase price level you specify for the item in master information. If you are in a non-inventory environment, you can type a cost in this field. The system calculates the extended amount.
Extended Cost	The number of units multiplied by the unit cost. <i>Form-specific information</i> The number of units multiplied by the unit cost. This might also represent a lump sum depending on the line type for the transaction.

Field	Explanation												
Line Type	A code that controls how the system treats lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. For example: <table> <tr> <td>S</td><td>Stock item</td></tr> <tr> <td>J</td><td>Job cost</td></tr> <tr> <td>N</td><td>Non-stock item</td></tr> <tr> <td>F</td><td>Freight</td></tr> <tr> <td>T</td><td>Text information</td></tr> <tr> <td>M</td><td>Miscellaneous charges and credits</td></tr> </table>	S	Stock item	J	Job cost	N	Non-stock item	F	Freight	T	Text information	M	Miscellaneous charges and credits
S	Stock item												
J	Job cost												
N	Non-stock item												
F	Freight												
T	Text information												
M	Miscellaneous charges and credits												
Desc 1	A brief description of an item, a remark, or an explanation. <i>Form-specific information</i> On this screen, this text names or describes the item or account on this order line. The system pulls this text from the Item Master file (F4101) if this is an inventory item and from the account description in the general ledger if this is an account.												
Desc 2	A second, 30-character description, remark, or explanation. <i>Form-specific information</i> On this form, this is the second line of text that names or describes the item or account on this order line. If the item is an inventory item, the system retrieves this text from the second description line in the Item Master table (F4101).												
Asset ID	A 25-character alphanumeric number that you can use an alternate asset identification number. You can use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number you enter must be unique. <i>Form-specific information</i> When you enter a purchase order, you can enter an identifier in this field if you have fixed assets and order an item that the system must validate against fixed assets. This is optional and is not assigned by the system if you leave the field blank.												
Location	A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant (P410012).												

Field	Explanation
G/L Date	A date that identifies the financial period to which the transaction is to be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. <i>Form-specific information</i> If you enter a date in the G/L Date field in the upper-right portion of the screen, you tell the system which date you want it to post the purchase order to the general ledger. If you enter a date in the G/L Date field in the fold area for a specific order line, you tell the system which date you want it to post the line to the general ledger. If you do not enter a date in either field, the system uses the system date.
Unit of Measure as Input	A user defined code (system 00/ type UM) that indicates in what quantity an inventory item is expressed; for example, CS (case) or BX (box). <i>Form-specific information</i> This user defined code (system 00/type UM) identifies the transaction unit of measure. If specified in the processing options, the system retrieves the primary unit of measure from the Item Master table (F4101) for this field.
Discount Factor	The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price.
Purchasing Unit of Measure	A code (table 00/UM) that identifies the unit of measure in which you usually purchase the item. <i>Form-specific information</i> If specified in the processing options, the system retrieves the purchasing unit of measure from the Item Master file (F4101) into this field.
Lot	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

Field	Explanation
Price Rule	A user defined code (system 40/type PI) that identifies an inventory price group for an item. Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. When you assign a price group to an item, the item takes on the same pricing structure defined for the inventory price group. You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.
Status Code – Last	A code (system 40/type AT) specifying the last step in the processing cycle that this order line has successfully completed.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (system 00, type ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded (as shown in the second line of description) or can be user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill
Related Order	A number that identifies a secondary purchase order, sales order, or work order associated with the original order. This is for information only.
Related Order Type	A user defined code (system 00, type DT) that indicates the document type of the secondary or related order. For example, a purchase order might be document type OP and might have been created to fill a related work order with document type WO.
Related Order Line Number	A number of the detail line on the related order for which the current order was created. For example, on a purchase order created to fill open sales orders, this is the line number of the sales order on which the item you are ordering appears.
Status Code – Next	A user defined code (system 40/type AT) indicating the next step in the order flow of the line type.

Field	Explanation
Landed Cost Rule	A code (table 41/P5) that indicates the landed cost rule for an item, which defines purchasing costs that exceed the actual price of the item. These costs might be for broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions. <i>Form-specific information</i> If there is a code in the Cost Rule field in the top portion of this screen, the system pulled that code from the processing options or the order heading information. It will apply that rule to the whole order. If you enter a code in the Cost Rule field in the fold area of any line on this screen, the system will apply the rule only to that line.
Purchasing Taxable	A code that indicates whether the item is subject to sales tax when you purchase it. The system calculates tax on the item only if the supplier is also taxable.
G/L Offset	A code that identifies the general ledger class that you want the system to use when it searches for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchasing, and Sales Order Management systems. G/L categories might be assigned as follows: - IN20 Direct Ship Orders - IN60 Transfer Orders - IN80 Stock Sales The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these: - Sales-Stock (Debit) xxxxx.xx - A/R Stock Sales (Credit) xxxxx.xx Posting - Category: IN80 - Stock Inventory (Debit) xxxxx.xx - Stock COGS (Credit) xxxxx.xx Although this field is four characters, only the last two characters of the Category and the last character of the Document Type are used to find the AAI. <i>Form-specific information</i> If you are in an inventory environment, the system retrieves this code from the Item Location file (F4102). If you are in a non-inventory environment, the system retrieves this code from order line types.

Field	Explanation
Extended Weight	The total item weight for an order line. This is the quantity ordered in primary unit of measure multiplied by the item's unit weight.
Extended Volume	The item's total volume for an order line. This is determined by multiplying the quantity ordered in primary unit of measure by the item's unit volume.
Original Order Number	Number that identifies the original document. For example, if you have a blanket order or requisition for which you created a purchase order, the blanket order or requisition order is the original document.

What You Should Know About

Default values

If you enter header information prior to entering detail information, the system inputs several default values for the detail lines based on the header information. You can change this default information to accommodate a detail line.

Canceling a detail line

You can cancel purchase order information in the following ways:

- Cancel individual detail lines
- Cancel an entire order

To cancel a detail line, you choose an option exit 9 for the line. To cancel an entire order, you enter an action code of D.

When you cancel an individual detail line, the system only closes that specific line. When you delete an order, the system closes all detail lines, assigning them a status of 999.

You use processing options to specify whether closed lines display when you review an order. You must run a purge to delete closed detail line information from the system.

Detail line status codes

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

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

Costs for inventory items

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

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

Costs for non-inventory items

If a unit cost is not relevant to an order, for example, if you are purchasing a service, you can enter a lump sum for the extended cost. Lump sums are only applicable for detail lines that have a line type of A or N, which indicate that the detail line transaction does not involve an inventory item.

Multi-currency

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

If item costs come from the Inventory Management system, the system adjusts the costs according to the exchange rate for the supplier's currency.

Duplicating an item number or account number

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

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

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

**Landed costs for
inventory items**

You can assign a cost rule to a detail line to determine the applicable landed costs. If you assigned a landed cost rule to header information, the system uses that cost rule as a default for all detail lines on the order.

You can review landed costs for a detail line by accessing Landed Cost Selection.

For more information, see *Entering Landed Costs*.

**Viewing messages for
inventory items**

When the system highlights an item number, a message exists for the inventory item. To view the message, place the cursor on the item number and press F20.

Entering Additional Detail Line Information

You can enter additional information about a purchase order detail line on this form. For example, you can enter the weight or volume of the items you are ordering.

The system retrieves several default values for this form based on the header information that you entered for the purchase order. You can override the header information to suit the detail line. For example, if taxes for a detail line differ from those for the purchase order, you can use this form to change the tax information for the detail line.

Entering Additional Detail Line Information

You can enter additional information about a purchase order detail line on this form. For example, you can enter the weight or volume of the items you are ordering.

The system retrieves several default values for this form based on the header information that you entered for the purchase order. You can override the header information to suit the detail line.

**To enter additional detail line information**

On Purchase Order Detail – Page II

Complete the following fields:

- Unit Weight
- Unit Volume

- Supplier SO
- Reference
- Send Method
- G/L Offset
- Evaluate Receipts

Entering Additional Detail Line Information

You can enter additional information about a purchase order detail line on this form. For example, you can enter the branch/plant from which the detail line originated if it differs from the branch/plant for the entire purchase order.

You can also specify information such as a message to print with the detail line, an asset identification number, and the location and lot number for the detail line.

The system retrieves several default values for this form based on the header information that you entered for the purchase order. You can override the header information to suit the detail line.



To enter additional detail line information

On Purchase Order Detail – Page 1

Complete the following fields:

- Print Message
- Line Branch
- Lot
- Location
- Asset ID

Entering Tax Information for a Detail Line

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

The system retrieves default tax information based on that which you entered for the purchase order. If taxes for the detail line differ from those for the rest

of the purchase order, you can use this form to change the tax information for the detail line.

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

On Purchase Order Detail – Page 1

Complete the following fields:

- Taxable
- Expl Code
- Rate Area

Entering Price Terms for a Detail Line

You can enter price terms that are specific to a detail line. These terms determine whether the system calculates a discount on the goods or services you are ordering.

The system retrieves default price terms based on those that you entered for the purchase order. If the price terms for the detail line differ from those for the rest of the purchase order, you can use this form to change the price terms for the detail line.

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

On Purchase Order Detail – Page 1

Complete the following fields:

- Discount Factor
- Item Price Group
- Pricing Category Level

Entering Reporting Codes for Detail Lines

You might want to group detail lines with similar characteristics so that you can generate reports based on the group. For example, you can group all detail lines for which you order electrical items, so that you can produce a report that lists open purchase order information for electrical items. To group detail lines, you assign them reporting codes.

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

To enter reporting codes for detail lines

On Purchase Order Detail

1. Type 1 in the following field next to the detail line for which you want to specify reporting codes:

- Option

The system displays Purchasing Information.

2. On Purchasing Information, complete the following fields:

- Reporting Code 1
- Reporting Code 2
- Reporting Code 3
- Reporting Code 4
- Reporting Code 5

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

To enter reporting codes for detail lines

On Purchase Order Detail

1. Access Purchase Order Detail – Page II
2. On Purchase Order Detail – Page II, complete the following fields:

- Code 1
- Code 2
- Code 3
- Code 4
- Code 5

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

Field	Explanation
Reporting Code 1 – Purchasing	A purchasing reporting code to be used to differentiate segments of the inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of Origin • Primary Content (e.g. brass, cotton, wood etc.) • Seasonality • Rebate Group JDE has predefined reporting code 1 as a purchasing code for commodity class.
Reporting Code 2 – Purchasing	A purchasing reporting code to be used to differentiate segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of Origin • Primary Content (e.g. brass, cotton, wood etc.) • Seasonality • Rebate Group JDE has predefined reporting code 2 as a purchasing code for commodity subclass.
Reporting Code 3 – Purchasing	A purchasing reporting code to be used to differentiate segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of Origin • Primary Content (e.g. brass, cotton, wood etc.) • Seasonality • Rebate Group JDE has predefined reporting code 3 as a purchasing code for supplier rebate codes.

Field	Explanation
Reporting Code 4 – Purchasing	A reporting code to be used to differentiate segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of Origin • Primary Content (e.g. brass, cotton, wood, etc.) • Seasonality • Rebate Group JDE has predefined reporting code 4 as a purchasing code for master planning family.
Reporting Code 5 – Purchasing	A reporting code to be used to differentiate segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of Origin • Primary Content (e.g. brass, cotton, wood etc.) • Seasonality • Rebate Group JDE has predefined reporting code 5 as a purchasing code for landed cost rules.

What You Should Know About

Default reporting codes for inventory items Default values for the reporting codes might come from the classification codes assigned to an item on Item Master Information or Item Branch/Plant Information.

For more information, see *Entering Item Classification Codes* in the *Inventory Management Guide*.

Entering Manufacturing Information for Detail Lines

If you order items for manufacturing purposes, you might want to specify manufacturing information when you purchase an item.

▶ To enter manufacturing information for detail lines

On Purchase Order Detail

1. Type 1 in the following field next to the detail line for which you want to add manufacturing information:

- Option

The system displays Purchasing Information.

2. On Purchasing Information, complete the following fields:

- Phase
- Freeze Code

Field	Explanation
Phase	A user defined code (system 00, type W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time. NOTE: A processing option for some forms lets you enter a default value for this field, which the system displays in the appropriate fields on any work orders you create on those forms and on the Project Setup form. (You can either accept or override the default value.)
Freeze Code	A code that indicates if the order is frozen. MPS/MRP will not plan for frozen orders. Valid codes are: Y Yes, freeze the order. Blank or N No, do not freeze the order.

Revising Header Information for Detail Lines

When you enter header information, you specify the ship-to address, the carrier, the tax information, and so forth, for the entire order. The system uses this information to input default values for detail lines. You can modify the default values for a detail line.

► To revise header information for detail lines

On Purchase Order Detail

1. Modify the following fields, as necessary:
 - Requested (requested date)
 - Promised (promised date)
 - Cancel Date
 - G/L Date
 - Cost Rule
 - Print Message
2. Type 1 in the following field next to the detail line for which you want to revise header information:
 - Option

The system displays Purchasing Information.

3. On Purchasing Information, modify the following fields, as necessary:
 - Ship-to
 - Buyer Number
 - Carrier Number
 - Tax Expl Code
 - Tax Rate/Area
 - Evaluated Receipt
 - Send Method
 - Supplier SO
 - Reference

What You Should Know About

Updating detail lines with header information

The system does not necessarily update existing detail lines with changes that you make to header information. You use processing options to choose whether you must manually update detail lines when you make changes to header information or whether the system updates the detail lines automatically.

Regardless of the method you choose, the system updates only those fields you specify in Header File Defaults, which you can access from Order Heading Information. The only exception is the Supplier field, which the system updates at all times.

If you use processing options to choose manual updates, you must press F18 to update detail lines with changes to header information. The updated values will override any values you might have entered for individual detail lines.

Entering Detail Lines for Kit Items

You might want to purchase items that are made up of several components. These items, or kits, might contain:

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

When you enter a purchase order for a kit, the system displays all components that make up the kit. If the kit contains optional or feature components, you can choose the components to include with the kit.



To enter detail lines for kit items

On Purchase Order Detail

1. Enter the item number for a kit.

Kit Components displays.

Kit Number -		STEREO		JDE STEREO SYSTEM	
I	O	Component Number	Description	Quantity	UM
4	S	RECEIVER	350 Channel Mega Watt	4	EA
4	S	SPEAKERS	Dual Tower Speakers - Black	8	EA
	F	CD FEATURE	CD Options for Stereo system	Optional	
4		CD-SINGLE LOAD	Compact Disk - single load	4	EA
4		CD-5 DISK TRAY	Compact Disk - 5 Disk Tray	4	EA
0		TAPE DECK	High Density - Dual Head Deck	4	EA
4	S	WIRING KIT	Wiring package for Stereo	4	EA

Opt: 4=Include Component F24=More Keys

2. On Kit Components review the following fields:
 - Kit Number
 - O (Optional Kit Item)
 - Component Number
 - Description
 - Quantity
 - UM
3. Choose the optional or feature components that you want to include in the kit.

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

What You Should Know About

How the system creates detail records for kits When you purchase a kit, the system writes individual records to the Purchase Order Detail table (F4311) for each component in the kit.

Viewing kit components You use processing options to specify that kit components display on separate detail lines.

You can view all components that make up a kit by manually accessing Kit Inquiry from Purchase Order Detail.

See Also

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

Entering Detail Lines for Substitute or Replacement Items

You might enter a purchase order for an item, but the supplier does not have the quantity available to fill the order. You can change the order to acquire a substitute item. If the system notifies you that the item you are ordering is obsolete, you can enter a replacement for the item.

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

To enter detail lines for substitute or replacement items

On Purchase Order Detail

1. Access Substitute Item Processing.

You can access Substitute Item Processing by specifying that you want to view substitute items or replacements for obsolete items.

0	Supplier	Item Number	Description	Cost	Qty Avail
		TS002	Air-Shaq X-Trainers	43.9573	1167

2. On Substitute Item Processing, review the following fields:
 - Supplier
 - Item Number
 - Description
 - Cost
 - Qty Avail
3. Choose a substitute item or replacement item.

What You Should Know About

Substitute items and replacement items

You use processing options for Enter Purchase Orders and Purchase Order Workbench to specify the cross-reference types for the replacement items and substitute items that display.

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

Obsolete items

The system displays an error message when you try to enter a purchase order for an item that is obsolete. You can specify that an item is obsolete using the Stocking Type field in Item Master Information

Processing Options for Purchase Order Entry – Detail

Default Values:

1. Order Type (Required) _____
2. Line Type (Optional) _____
3. Status Code (Required) _____
4. Override Next Status (Optional) _____
5. Unit of Measure (Optional) _____
6. Line Increment (Optional) _____
7. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number. _____
8. Enter a '1' to default the primary unit of measure from the item master into the transaction unit of measure. If left blank, the purchasing unit of measure from the item master will be used. _____
9. Enter the Landed Cost Rule to be used. If left blank, it will default from the "Ship-To" purchasing instructions. _____
10. Enter a '1' to automatically load header values to the detail lines after a change. If left blank, it must be done manually. _____

Order Duplication Default Values:

11. Order Type _____
12. Beginning Status _____
13. Override Next Status (Optional) _____
14. Enter text duplication selection: _____
 '1' to copy line text
 '2' to copy line and order text
 '3' to copy order text

Work Order Default Values:

15. Enter the status to update the work order to when the quantity or promised date on the purchase order changes. _____

Prompting Control:

16. Enter the Video Format: _____
 1 = Item, Quantity, Price
 2 = Item, Quantity, Description
 3 = Account Number, Description
 4 = Account Number, Item Number
 (If left blank, format 1 is used.)

Enter a '1' to:

17. Display Headings first. _____
18. Be prompted to accept the order. _____
19. Allow the addition of a Supplier Master record, if not setup. _____

20. Enter which Item Search video
is to be used to return items: _____

- 1 = Item Search Window allowing
the return of multiple items
- 2 = Full Item Search video with
Query capabilities
- 3 = Supplier Item Selection
with the return of multiple
catalog items

(If left blank, the Item Search
window allowing the return of a
single item will be used.)

Field Display Control:

- 21. Enter a '1' to suppress canceled
or closed lines. _____
- 22. Enter a '1' to protect prices, or
a '2' to make prices non-display. _____
- 23. Enter a '1' to protect status
codes. _____
- 24. Enter a '1' to protect the order
type field. _____
- 25. Enter the next status at which
detail lines cannot be changed.
The detail line will be protected
if the next status is greater than
or equal to this status. If left
blank there is no restriction. _____

Approval Processing:

- 26. Enter where the approval route code
should be defaulted from, OR enter
a specific route code value. If
left blank, no approval processing
will be performed. _____
- 1 = Originators Address Book Number
- 2 = Originators User Profile
- 3 = Branch/Plant Route Code
- 4 = Default Locations Route Code

- 27. Enter the Awaiting Approval status. _____
- 28. Enter the Approved status. _____

Print Control:

- 29. Enter a '1' to automatically
print P.O.'s via the subsystem. _____
- 30. Enter the version of Print P.O.
On-Demand to call when the
function key is pressed. _____

Interfaces:

- 31. Enter a '1' to validate the Branch
against the Branch/Plant Constants
file. If left blank, the Cost
Center Master file will be used. _____
- 32. Enter a '1' to bypass PBCO warning. _____
- 33. Enter a '1' to bypass PACO warning. _____

Budget Checking:

34. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted.

Budgeting Default Values:

35. Budget Hold Code
36. Budget Tolerance Limit (10 = 10%)
37. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used.
38. Budget Ledger Type
39. If Financial Budgeting, specify the budget total method (1-3). If left blank, method 1 will be used:
- 1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation).
- 2 = Sum of period amounts for current year (standard financial budget).
- 3 = Original budget + period amounts for current year (standard financial spread with changes).

Budget Processing:

Enter a '1' to:

40. Accumulate the budget through the current period. If left blank, the budget will accumulate for the total year.
41. Receive warning that a detail line amount will exceed budget.

Cross Reference Information:

42. Enter the cross reference code for retrieving item substitutions.
43. Enter the cross reference code for retrieving item replacements for obsolete items.

Kit Processing:

Enter a '1' to:

44. Display kit component lines.

Item Availability:

45. Enter a '1' to update the "Quantity on Other PO's" field (OT1A) in the Item Branch or Location files (i.e. Requisitions and Blanket orders). If left blank, the "Quantity on PO" field (PREQ) will be updated.

Change Order Processing:

46. Enter a '1' to function as Change Order Entry, which only allows changes to existing purchase orders. Enter a '2' to function as Change Order Entry, which allows changes to purchase orders and the addition of new purchase orders. If left blank, no change order processing is performed.
47. Enter the next status to start processing all changes made to a purchase order as a change order. If left blank, all changes will be processed as change orders.
48. Enter a '1' to automatically allow text entry when a change order is entered.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

49. Open Order Inquiry (P430301)
50. Supply/Demand Inquiry (P4021)
51. Supplier Analysis (P43230)
52. Supplier Master (P01054)
53. SMS rate & Route server (PSMR9300)

Blanket/Quote Processing:

54. Enter a '1' for automatic access to the blanket/quote release processing. The cost on the released order will be used. Enter a '2' for automatic access to the blanket/quote release processing using special pricing. If left blank, no automatic blanket/quote release processing will be performed.

Order Template Processing:

55. Enter a '1' to perform automatic order template processing. If blank, no order template processing will be performed.

Supplier Analysis:

56. Enter a '1' to capture supplier analysis information. If left blank, no Supplier analysis information is captured.

Currency Processing:

57. Enter a tolerance limit percentage to warn of radical currency rate changes (15.0 = 15% +/-).

What You Should Know About Processing Options

Budget checking (34)	If you set this option to 1, budget checking occurs each time you enter or change a purchase order detail line.
Budget hold code (35)	This option determines the hold code that the system assigns to an order when a detail line exceeds budget.
Budget tolerance limit (36)	This option determines how much a detail line can exceed budget without being put on hold.
Level of detail to accumulate the budget (37)	If the budget is created at a higher level of detail than the accounts entered for detail lines, use this option to identify the level at which the budget is defined.
Budget ledger type (38)	The budget ledger type determines in which ledger the budget amounts are stored in the Account Balances table (F0902). If budget checking is activated and this processing option is blank or invalid, the system displays the error message, <i>Ledger Type Invalid for Budget Checking</i> when detail lines are entered or changed.
Budget total method (39)	This option specifies how the system calculates the actual amount and the open purchase order amount.
Display kit component lines (44)	You can have the system display each kit component on a separate detail line when you review a purchase order. To do this, set this option to 1.
Item availability (45)	This processing option determines which quantity field the system updates in the Item Location table (F41021) when you enter an order. If the type of order you create impacts item availability, such as a purchase order, you want the system to update the Quantity on PO field. If the type of order you create does not impact item availability, such as a requisition, you want the system to update the Quantity on Other PO field. NOTE: When you enter a purchase order, the system updates quantities in the Item Location table based on the primary location for each item, regardless of whether you have entered a secondary location for an item. The system updates quantities at the appropriate location when you receive the order.

Work with Special Order Entry Features

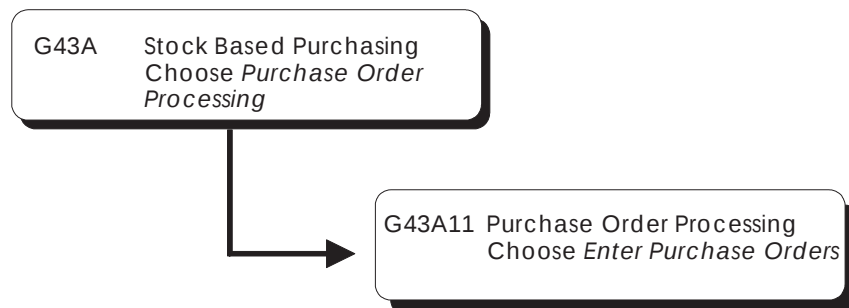
Working with Special Order Entry Features

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

You can use special order entry features to complete the following tasks:

- ☐ Duplicate a purchase order
- ☐ Enter orders for multiple suppliers
- ☐ Choose a supplier from whom to purchase an item
- ☐ Enter items using item search
- ☐ Enter items using supplier catalogs
- ☐ Enter items using order templates
- ☐ Create purchase orders from existing detail lines

Duplicating a Purchase Order



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

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

► To duplicate a purchase order

On Purchase Order Detail

Locate the order you want to duplicate and press F21.

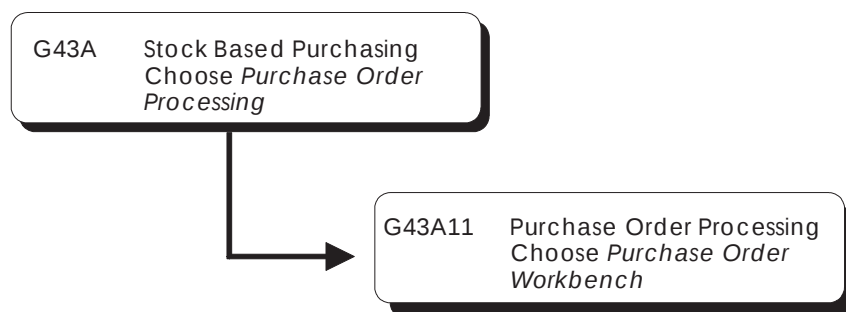
What You Should Know About

Creating new order types

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

You use processing options to specify the order type code for duplicate orders. For example, you enter the order type code for purchase orders (usually OP) if you want the system to create a purchase order when you duplicate a requisition. You must also specify the status codes for detail lines on the duplicate order, and you must indicate whether the system duplicates notes attached to a purchase order.

Entering Orders for Multiple Suppliers



You can enter orders for multiple suppliers simultaneously, instead of having to enter a separate purchase order for each supplier. If you are unfamiliar with the suppliers that provide items, you can use a variety of tools to review supplier and item information.

You enter a detail line on the Purchase Order Workbench for each item you want to purchase and for each supplier from whom you want to purchase the item. For each detail line, you can use one of the following tools to choose the item you want to order, the supplier for the order, or both:

- Order by item tool
- Supplier catalogs
- Supplier templates
- User templates

When you exit the Purchase Order Workbench, the system prompts you to generate purchase orders for the detail lines.



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

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

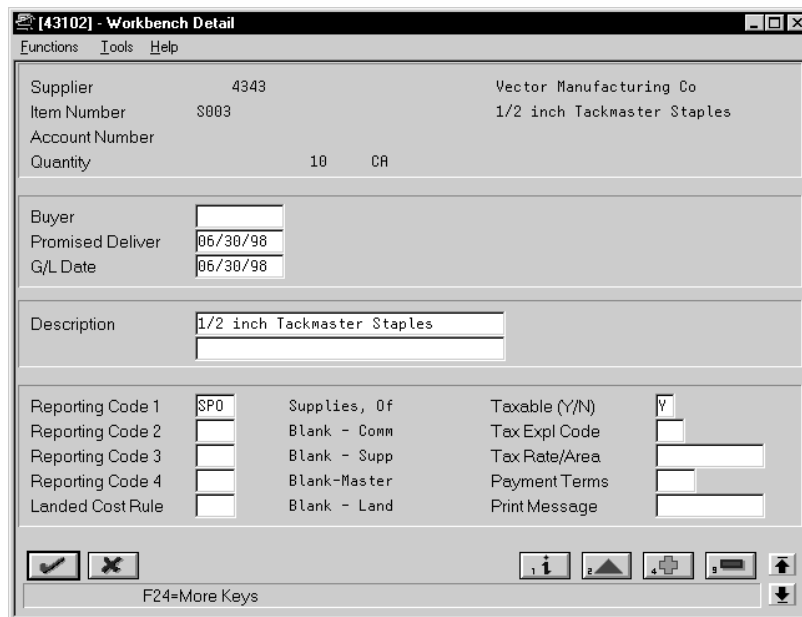
► To enter orders for multiple suppliers

On Purchase Order Workbench

Item	Supplier	Quantity	UM
S003	4343 Vector Manufacturing	10	CA
MFF001	4345 Value Worldwide Paper	10	BK
SSN005	4343 Vector Manufacturing	20	PD
SF001	4343 Vector Manufacturing	5	EA
P004	4345 Value Worldwide Paper	25	RM
CM001	4343 Vector Manufacturing	3	EA
E002	4345 Value Worldwide Paper	4	BK

1. Complete the following fields:
 - Branch/Plant
 - Ship To
 - Requested
 - Item
 - Supplier
 - Quantity
 - UM (unit of measure)
2. Complete the following fields, if necessary, and press Enter:
 - Description
 - Account Number
 - Unit Cost
 - Extended Cost
 - Subledger
 - Ship To
 - Line Type
 - Requested

3. Access Workbench Detail.



Supplier	4343	Vector Manufacturing Co
Item Number	S003	1/2 inch Tackmaster Staples
Account Number		
Quantity	10	CA
Buyer		
Promised Deliver	06/30/98	
G/L Date	06/30/98	
Description	1/2 inch Tackmaster Staples	
Reporting Code 1	SP0	Supplies, Of
Reporting Code 2		Blank - Comm
Reporting Code 3		Blank - Supp
Reporting Code 4		Blank-Master
Landed Cost Rule		Blank - Land
Taxable (Y/N)	Y	
Tax Expl Code		
Tax Rate/Area		
Payment Terms		
Print Message		

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

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

5. Exit to Purchase Order Workbench.

What You Should Know About

Reviewing orders	When you exit the Purchase Order Workbench, you can choose to have the system generate orders for the detail lines you have entered, or you must cancel the orders. For more information about having the system generate orders, see <i>Creating Purchase Orders from Existing Detail Lines</i>. You must use Purchase Order Entry to review the orders that the system generates.
Supplier certification status	If the supplier from whom you order an item has a non-certified status, the system does not allow you to generate an order for the supplier and item. If the supplier has a partially certified status, the system displays a warning message. You can assign a certification status to a supplier and item on Routing/Analysis Revisions.
Default values for order detail lines	Default values for order detail lines come from master information for the item or purchasing instructions for the supplier. Information you enter for each detail line overrides default values. For more information about the fields that apply to order detail lines, see <i>Entering Purchase Order Detail Lines</i>.
Releasing Items from Blanket Orders	You can use processing options to specify that the system display Blanket Order Release when you enter an order detail line that corresponds to an existing blanket order. For more information, see <i>Creating Purchase Orders from Blanket Orders</i>.

See Also

- *Choosing a Supplier from whom to Purchase an Item (P43103)* for information about using the order by item tool
- *Entering Items Using Supplier Catalogs (P41061W)*
- *Entering Items Using Order Templates (P40215)*

Processing Options for Purchase Workbench

Default Values:		
1. Order Type	(Required)	_____
2. Line Type	(Optional)	_____

3. Status Code (Required) _____
4. Override Next Status (Optional) _____
5. Unit of Measure (Optional) _____
6. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number. _____
7. Enter a '1' to default the primary unit of measure from the Item Master into the transaction unit of measure. If left blank, the purchasing unit of measure from the Item Master will be used. _____
8. Enter the Landed Cost Rule to be used. If left blank, it will default from the "Ship-To" purchasing instructions. _____

Field Display Control:

9. Enter a '1' to protect the cost field or a '2' to make the cost field non-display. _____

Cross Reference Information:

10. Enter the cross reference code for retrieving item substitutions. _____
11. Enter the cross reference code for retrieving item replacements for obsolete items. _____

Approval Processing:

12. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed. _____

- 1 = Originators Address Book Number
- 2 = Originators User Profile
- 3 = Branch/Plant Route Code
- 4 = Default Locations Route Code

13. Enter the Awaiting Approval status. _____
14. Enter the Approved status. _____

Budget Checking:

15. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted. _____

Budgeting Default Values:

16. Budget Hold Code _____
17. Budget Tolerance Limit (10 = 10%) _____
18. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used. _____
19. Budget Ledger Type _____

Budgeting Default Values:

20. If Financial Budgeting, specify the budget total method (1-3). If _____

left blank, method 1 will be used.

- 1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation).
- 2 = Sum of period amounts for current year (standard financial budget).
- 3 = Original budget + period amounts for current year (standard financial spread with changes).

Budget Processing:

- 21. Enter a '1' to accumulate the budget through the current period. If left blank, the budget will accumulate for the total year.

Item Availability:

- 22. Enter a '1' to update the "Quantity On Other PO's" field (LIOT1A) in the Item Balance file (i.e. Requisitions and Blanket orders). If left blank, the "Quantity on PO" field (LIPREQ) will be updated.

Dream Writer Versions:

- Enter the version for each program:
If left blank, ZJDE0001 will be used.
- 23. Open Purchase Orders (P430301)

- 24. Supplier Analysis (P43230)

Blanket Order Processing:

- 25. Enter a '1' for automatic blanket order release processing to be performed. If left blank, no automatic blanket order release processing will be performed.

Supplier Analysis:

- 26. Enter a '1' to capture supplier analysis information. If left blank, no supplier analysis information is captured.

Entering Additional Information for a Detail Line

You can enter additional information about the purchase orders you are generating for multiple suppliers. You use Workbench Detail to enter reporting codes, tax information, and so forth for each detail line that you entered on Purchase Order Workbench.

You can also specify the buyer responsible for the order, a message to print with the detail line when you print the purchase order, payment terms for the supplier, and so on.

Entering Tax Information for a Detail Line

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

To enter tax information for a detail line

On Workbench Detail

Complete the following fields:

- Taxable (Y/N)
- Tax Expl Code
- Tax Rate/Area

Entering Reporting Codes for a Detail Line

You might want to group detail lines with similar characteristics so that you can generate reports based on the group. For example, you can group all detail lines for which you order electrical items, so that you can produce a report that lists open purchase order information for electrical items. To group detail lines, you assign them reporting codes.

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

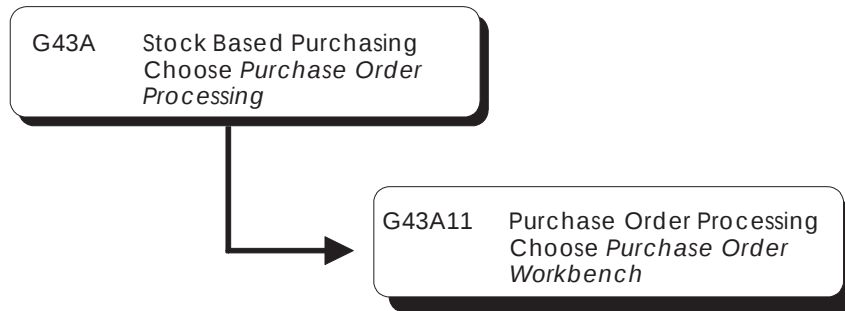
To enter reporting codes for a detail line

On Workbench Detail

Complete the following fields:

- Reporting Code 1
- Reporting Code 2
- Reporting Code 3
- Reporting Code 4
- Landed Cost Rule

Choosing a Supplier from whom to Purchase an Item



When you order an item, you must specify the supplier from whom you want to purchase the item. You can review all suppliers that provide a particular item and the price that each supplier charges for the item. Once you identify the supplier from whom you want to order the item, you can specify the quantity you want to order and return the information to an order detail line.

► To choose a supplier from whom to purchase an item

On Purchase Order Workbench

1. Access Order by Item.

The screenshot shows the [43103] - Order By Item window. It includes fields for Branch/Plant (30), Requested (06/11/98), Item Number (MFF001), Quantity (1), Currency Code (USD), and PO Currency (USD). The description is 'Manila file folder letter size'. Below these fields is a table with columns: Item, Supplier, Catalog, Unit Price, and Extended Amount.

Item	Supplier	Catalog	Unit Price	Extended Amount
4344	Venus Universal Supply		11.8500	11.85
4345	Value Worldwide Paper Sup		11.8500	11.85

At the bottom, there are checkboxes for selection and a status bar with function keys: Opt: 4=Select, F3=Exit, F22=Clear Screen, F24=More Keys.

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

What You Should Know About

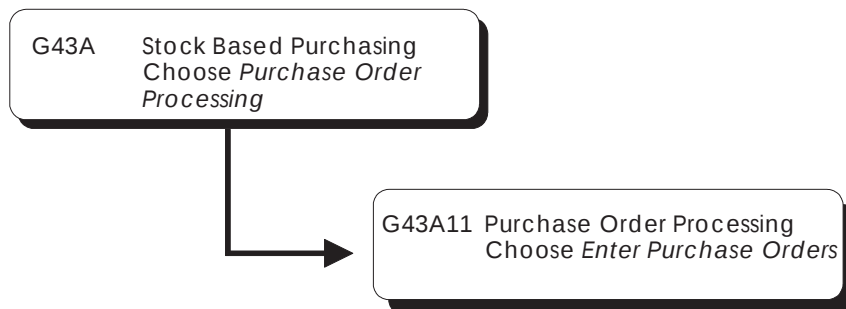
Ordering by item

When you use Order by Item, the system displays only those items for which:

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

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

Entering Items Using Item Search



Before you order an item, you might want to review information about the item, such as:

- The item number
- The item description
- The quantity available

- The quantity on order

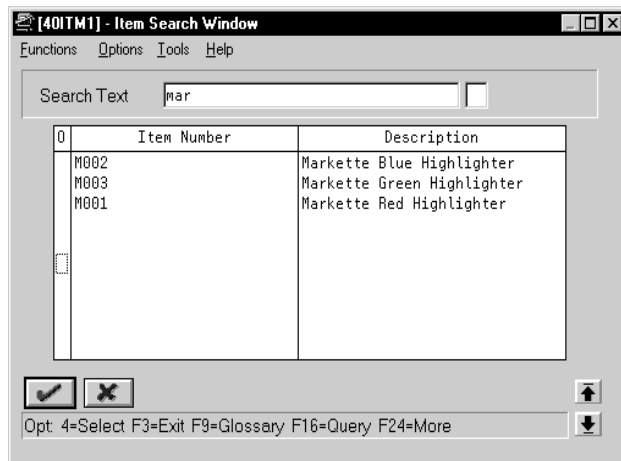
You can locate item information and choose items to order. You must use processing options to choose the type of item search you want to perform:

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

The type of search you choose determines the item information that displays when you locate an item and the method by which you can choose items to order.

Basic Item Search

You can review item numbers and descriptions using the basic item search, which allows you to choose one item and enter it on an order detail line.



Detailed Item Search

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

Quantity	Description	Available
	Markette Blue Highlighter	10618

Full Item Search

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

O P	Quantities	UM	Item Number	Description
	Available			
	4643	50	ER M001	Markette Red Highlighter
			ER M001	Markette Red Highlighter
			ER M001	Markette Red Highlighter
			ER M001	Markette Red Highlighter

► To enter items using item search

On Purchase Order Detail

1. Press F1 in the following field:

- Item Number

The type of item search you chose in processing options displays.

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

What You Should Know About

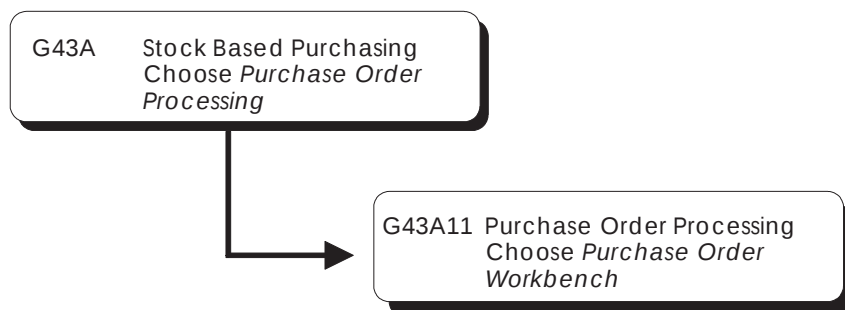
Locating items on Purchase Order Workbench

The basic item search is the only type of search available on Purchase Order Workbench.

See Also

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

Entering Items Using Supplier Catalogs



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

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

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

► To enter items using supplier catalogs

On Purchase Order Workbench

1. Access Supplier Item Selection.

Quantity	Description	Unit Price	UM
	Calendar pad refill	6.7500	EA
	Wastebasket	3.9500	EA
	Paper clips, number 1	0.3800	BX
	Wooden Pencil	2.3500	DZ
	8" scissors	13.9500	PR
	Full function task chair	400.0000	EA
	Unformatted 3.5" diskettes	15.8900	BX

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

Field	Explanation
Catalog	This is a grouping of suppliers and items for pricing purposes.

What You Should Know About

Accessing catalogs from Purchase Order Entry

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

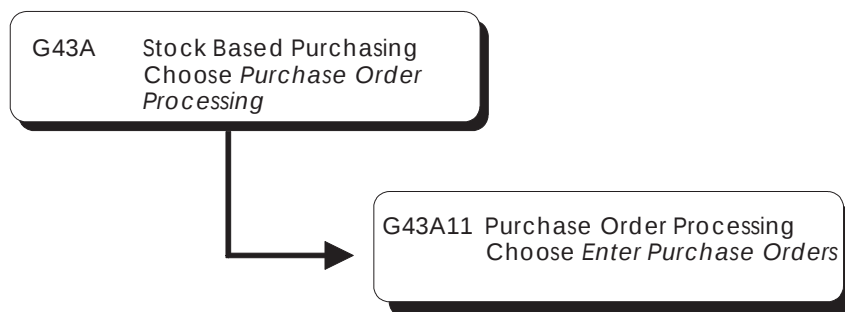
Price breaks

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

See Also

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

Entering Items Using Order Templates



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

Each order template contains a specific group of items and is applicable to either a supplier or a system user. To view an order template, you must enter the name of the template and the supplier or user to whom the template is applicable. After you access a specific order template, you can choose the items you want to order by entering an order quantity for each item.

► To enter items using order templates

On Purchase Order Workbench

1. Access Available Templates.

Template	Description
METAL	Precious Metals
MISC	Miscellaneous Products
OFFICE	Office Supplies
SHOE	Athletic Shoes

2. On Available Templates, complete the following field:

- Supplier

You can also enter a user address book number to view templates assigned to a system user.

3. Choose the template you want to view and press Enter.

The system automatically displays the order template.

Quantity	UM	Item	Usual Quantity	UM
		MFF001	5	BX
		SSN005	36	PD
		SF001	3	EA
		P004	10	RM
		CM001	1	EA
		E002	5	BX

4. On Order Template, enter a quantity for each item you want to order and press Enter.

You can also enter all items in their usual quantity by pressing F6.

5. Review items and quantities on order detail lines.

What You Should Know About

Accessing templates from Purchase Order Entry

You must set processing options to access order templates from Purchase Order Entry. The system displays templates when you access the detail form from the header form, or after you specify a supplier on the detail form. You can also manually access order templates from the detail form.

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

See Also

- *Setting Up Order Templates (P4015)*

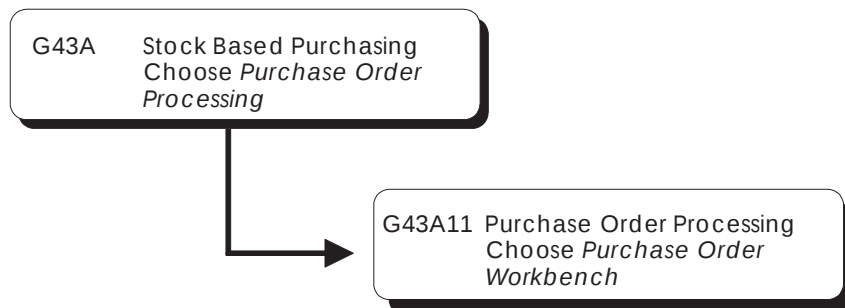
Selecting an Available Template

An order template contains a list of items that you frequently order. When you enter a supplier or user in this window, the system displays the templates set up for that supplier or user. You select the template that you want to review.

See Also

- *Setting Up Order Templates (P4015)*

Creating Purchase Orders from Existing Detail Lines



You can avoid having to manually enter purchase orders by having the system create new purchase orders based on existing detail line information. If the

detail lines you are working with are applicable to several different suppliers, the system creates a separate purchase order for each supplier.

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

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

► To create purchase orders from existing detail lines

On Purchase Order Workbench

Suppliers Selected For Order displays when you attempt to exit the form.

0	Supplier	Supplier Name	Cost	Branch	Order	Ty
	4343	Vector Manufacturing C	9.79	30		OP
	4345	Value Worldwide Paper	92.22	30		OP

1. On Suppliers Selected For Order, verify that the system has combined all detail lines into a separate line for each supplier and branch/plant.
2. Enter 1 in the following field to access Items Selected For Order:
 - O (Option Exit)

0	Quantity	UM	Unit/Extended	Request	Item/Account
	5	EA	63.75	05/02/98	SF001
	3	EA	61.95	05/02/98	CM001

Opt: 9=Cancel Selected Item F5=Refresh F24=More Keys

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

What You Should Know About

Order numbers

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

Canceling an order line for a supplier

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

Canceling individual items or accounts

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

Reversing releases

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

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

Generating new orders

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

Programs to which this procedure is applicable

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

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

For more information about these programs, see:

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

Reviewing the Suppliers for whom to Create POs

You can avoid having to manually enter purchase orders by having the system create new purchase orders based on existing detail line information.

When you try to exit a form on which you have entered detail lines or released item quantities or amounts to create purchase orders, the Suppliers Selected for Order window displays. This window combines all detail lines or releases you performed into lines by supplier and branch/plant.

If you press F6, the system creates a separate purchase order for each supplier that displays in the window. If you use the next number facility, the system automatically assigns a new purchase order number to each line.

If multiple lines appear for the same supplier, it is because the lines pertain to different branch/plants. When you press F6, the system assigns the same order

number to each line for the supplier. You can manually enter a different order number to each line prior to pressing F6.

You cannot exit this window until you either create purchase orders for all of the lines or reverse the lines.

What You Should Know About

Reversing releases

If you cancel a line, the system adds the release quantity and amount back to the original order detail line and resets the status codes for the detail line.

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

Generating new orders

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

Reviewing the Items/Accounts for which to Create POs

You can view the individual items or account numbers that make up each line on the Suppliers Selected for Order window.

If you use quantities, the Unit/Extended field displays the unit cost. If you use lump sums, this field shows the entire cost for the line.

You can change the quantity, cost, unit of measure, or request date for an item or account number. The system will make adjustments to the line on the Suppliers Selected for Order window.

What You Should Know About

Reversing releases

If you cancel an item or account number, the system adds the release quantity and amount back to the original order detail line and resets the status codes for the detail line.

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

Work with Budgets and Commitments

Working with Budgets and Commitments

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

You can work with budgets and commitments if you work in a non-stock or services/expenditures based environment and you charge your purchases against general ledger account numbers.

Complete the following tasks:

- ☐ Review the budget
- ☐ Review commitment information

Budget Checking

Understanding Budget Checking

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

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

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

- The budget ledger from which the system retrieves budget amounts
- The hold code the system assigns to detail lines that exceed budget
- The percentage by which a detail line can exceed budget before being put on hold
- The methods by which the system determines budget amounts

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

What You Should Know About

How the system calculates available budget amounts

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

See Also

- *Releasing Order Holds (P43070)* for more information about removing budget holds
- *Entering Purchase Order Detail Information (P4311)* to view the processing options for budget checking

Commitments and Encumbrances

Understanding Purchase Order Commitments/Encumbrances

Commitments and encumbrances are orders for which you are obligated to pay. Each time you enter a purchase order, you can have the system track the order amount and units in the commitment/encumbrance ledgers (PA/PU). The system also adds tax amounts to the ledgers.

The system performs commitment and encumbrance tracking only on order types you specify in user defined code table 40/CT. Also, tracking occurs only for detail lines that you charge directly to a general ledger account number.

If you receive, cancel, or create a voucher for an item for which a commitment or encumbrance exists, the system relieves the commitment amounts and units from the PA/PU ledgers. If an order is on hold, the PA/PU ledgers are not updated until you release the hold.

What You Should Know About

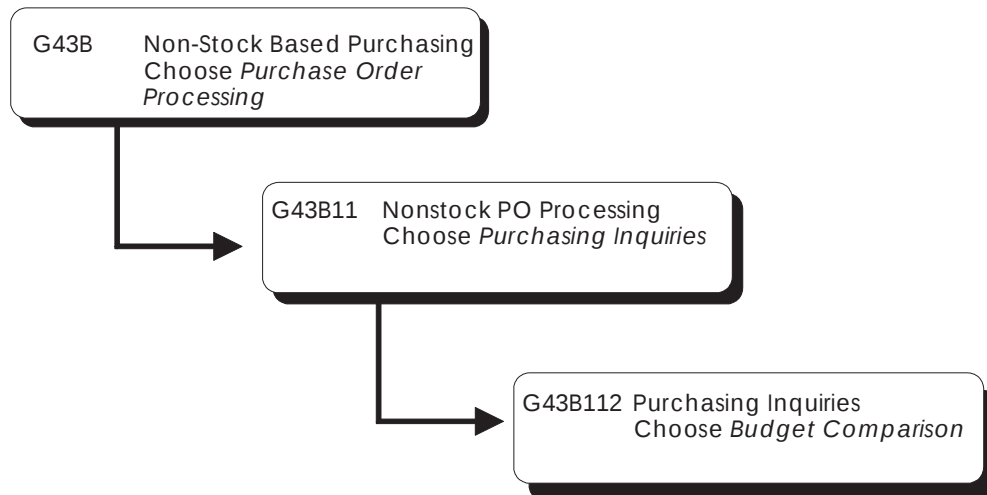
Line types that apply to commitments

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

See Also

- *About Commitment Setup*

Reviewing the Budget



You might want to compare the amounts you have budgeted for goods and services to the amounts you have actually spent and the amounts you are committed to spend in the future. For each of your accounts, you can view:

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

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

► To review the budget

On Budget Comparison

[432121] - Budget Comparison

Functions Options Tools Help

Account Number: 750. Centennial Technical Park

Thru Date/Period: 06/30/98
 Level of Detail: 9
 Cum/Period(C/P): C
 Subledger: * (* = All Subledgers)

Data: [||||]

Account Description	Budget Amount	Actual + Encumbrance	Remaining Budget
Centennial Technical Park			
Centennial Technical Park			
Site Work			
Earthwork			
Materials	8,400.00	3,125.00	5,275.00
Equipment	9,000.00	1,000.00	7,920.00
Subcontracts	6,000.00	12,175.00	6,175.00-
Earthwork	23,400.00	16,300.00	7,020.00
Paving & Surfacing			
Materials	13,500.00	5,894.86	7,605.14
Equipment	8,000.00	8,000.00	
Subcontracts	11,500.00	4,800.00	6,700.00
Paving & Surfacing	33,000.00	18,694.86	14,305.14
Landscaping			

Opt: 4=Open Orders 5=Account Ledger 6=Commitment Ledger F24=More Keys

1. Complete the following fields:

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

2. Review the following fields:

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

Field	Explanation														
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Structured account (business unit.object.subsidiary) • 25-digit unstructured number • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).														
Account Level of Detail	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and 1 the least detailed. Example: <table> <tr> <td>3</td><td>Assets, Liabilities, Revenues, Expenses</td></tr> <tr> <td>4</td><td>Current Assets, Fixed Assets, Current Liabilities, and so on</td></tr> <tr> <td>5</td><td>Cash, Accounts Receivable, Inventories, Salaries, and so on</td></tr> <tr> <td>6</td><td>Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on</td></tr> <tr> <td>7</td><td>Petty Cash – Dallas, Petty Cash – Houston, and so on</td></tr> <tr> <td>8</td><td>More Detail</td></tr> <tr> <td>9</td><td>More Detail</td></tr> </table> Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. <i>Form-specific information</i> In this field, you can enter a code to indicate which level of general ledger detail you want the system to display. The valid range of codes is 3 through 9. Level 9 is the default and provides the most detail.	3	Assets, Liabilities, Revenues, Expenses	4	Current Assets, Fixed Assets, Current Liabilities, and so on	5	Cash, Accounts Receivable, Inventories, Salaries, and so on	6	Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on	7	Petty Cash – Dallas, Petty Cash – Houston, and so on	8	More Detail	9	More Detail
3	Assets, Liabilities, Revenues, Expenses														
4	Current Assets, Fixed Assets, Current Liabilities, and so on														
5	Cash, Accounts Receivable, Inventories, Salaries, and so on														
6	Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on														
7	Petty Cash – Dallas, Petty Cash – Houston, and so on														
8	More Detail														
9	More Detail														
Cumulative or Period	A code that controls whether the system displays cumulative or period totals for the specified account. Valid codes are: <table> <tr> <td>C</td><td>Displays cumulative (year-to-date) totals (default)</td></tr> <tr> <td>P</td><td>Displays period total</td></tr> </table>	C	Displays cumulative (year-to-date) totals (default)	P	Displays period total										
C	Displays cumulative (year-to-date) totals (default)														
P	Displays period total														

What You Should Know About

Locating accounts	You can specify that accounts display for: • Business units • Business units and objects • Business units, objects, and subsidiaries
Account sequence	Accounts display in order of business unit, object, and subsidiary, unless you use processing options to specify that they display in the order of business unit and subsidiary.
Viewing journal entries	You can view transactions that have affected a certain account by accessing Account Ledger Inquiry from Budget Comparison. You can view the journal entries that relate to a particular transaction by accessing Account Ledger Inquiry.

Processing Options for Budget Comparison

Prompting Control:

1. Enter a '1' to sequence by Cost Center, Subsidiary. (Default is to sequence by Cost Center, Object Account)

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

2. Open Order Inquiry (P430301)

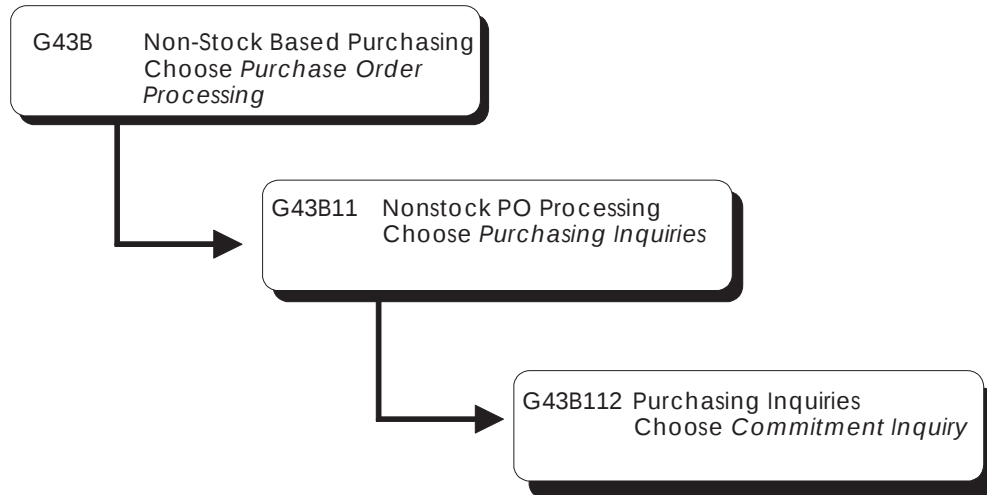
Budgeting Values:

3. Enter the Budget Ledger type.
4. Specify the Financial Budgeting method:

- 1 = Original Budget + Period amounts for current year + Prior year postings (same as Job cost budget calculation).
- 2 = Sum of period amounts for current year (Standard financial with spread).
- 3 = Original budget + period amounts for current year (Standard Financial spread with changes).

Reviewing Commitment Information

Reviewing Commitment Information for Purchase Orders



If you purchase goods and services directly to the general ledger, you can review commitment transactions for:

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

Each transaction that displays represents one of the following situations:

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

You can view the total amount of all commitments. You can also view the total amount of relieved commitments and the total amount of open commitments.

For each transaction that appears, you can view details such as the account number, order number, line number, and supplier, as well as who generated the transaction and when.

The system retrieves commitment transaction information from the Purchasing Ledger table (F43199).

► **To review commitment information**

On Commitment Inquiry

Order	Ty	Chg	Remark	Committed	Relieved
2410	OP	000	Receipt/Payment		155.40
2410	OP	000	Original	155.40	
2410	OP	000	Receipt/Payment		68.92
2410	OP	000	Original	68.92	
2410	OP	000	Receipt/Payment		35.04
2410	OP	000	Original	35.04	
2410	OP	000	Receipt/Payment		16.00
2410	OP	000	Original	16.00	
2428	OP	000	Original	4,110.00	
2428	OP	000	Receipt/Payment		118.50
2428	OP	000	Original	118.50	
2428	OP	000	Receipt/Payment		1,391.00

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

4. To view total committed amounts, press F6.

Order	Ty	Chg	Remark	Committed	Relieved
2410	OP	000	Receipt/Payment	155.40	155.40
2410	OP	000	Original		
2410	OP	000	Receipt/Payment	68.92	68.92
2410	OP	000	Original		
2410	OP	000	Receipt/Payment	35.04	35.04
2410	OP	000	Original		
2410	OP	000	Receipt/Payment	16.00	16.00
2410	OP	000	Original		
2428	OP	000	Original	4,110.00	
2428	OP	000	Receipt/Payment	118.50	118.50
2428	OP	000	Original		
2428	OP	000	Receipt/Payment		1,391.00

5. Review the following fields:
 - Total Committed
 - Total Relieved
 - Total Open
6. Access Commitment Detail Inquiry for a particular transaction.

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

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

What You Should Know About

Reviewing commitment quantities	You can review commitment quantities instead of commitment amounts by pressing F16.
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Processing Options for Commitment Inquiry

Default Values:

1. Enter the order type to be selected.
If left blank, all order types are selected.
2. Enter a '1' to display purchasing change order audit records. If left blank, only commitment records are displayed.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

3. Purchase Order Entry (P4311)
4. Contract Entry (P44001)

Reviewing Commitment Details

You can review the details for a particular commitment transaction. You use the Commitment Detail Inquiry window to review information about the order, the supplier, and the amount that pertains to the commitment transaction. You can also review information about the user who entered the transaction.

Work with Orders on Hold

Working with Orders on Hold

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

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

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

Complete the following tasks:

- ☐ Enter order holds
- ☐ Release order holds

Entering Order Holds

Entering Purchase Order Holds

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

Two types of order holds, budget holds and regular holds, are available. Budget holds are for orders that have exceeded the budget. Regular holds are for all other types of holds.

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

- Assign a hold code to the order.

- Assign a hold code to a supplier so that each time you enter an order for the supplier the system assigns the hold code to the order.
- Specify a budget hold code in processing options for the Enter Purchase Orders program. If budget checking is activated, the system assigns the code to purchase orders if detail lines exceed budget.

You can assign a hold code to a supplier on Purchasing Instructions.

Before You Begin

- ☐ Set up hold codes and assign a responsible individual to each hold code. See *Setting Up Order Hold Information*.

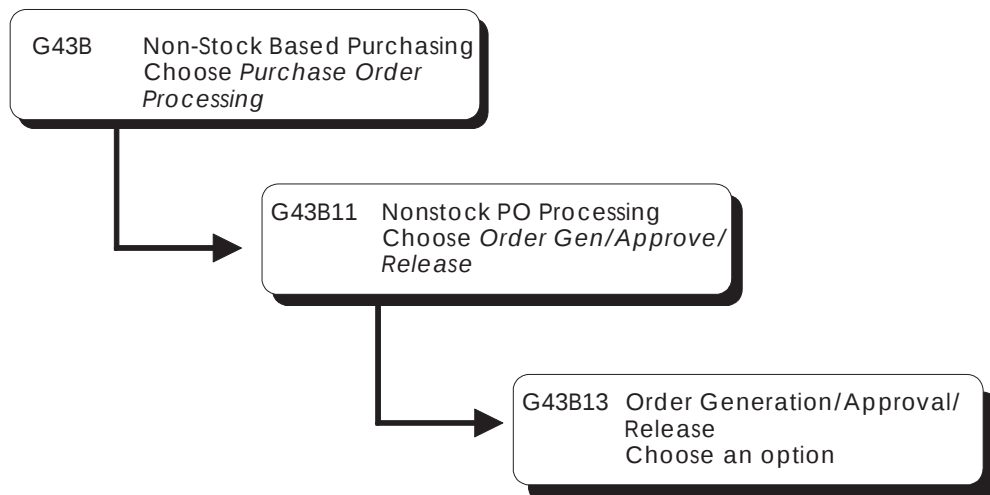
What You Should Know About

Committing costs for orders on budget hold

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

Releasing Order Holds

Reviewing and Releasing Purchase Order Holds



You must release the hold on an order to continue processing the order.

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

► To release order holds

On Release Held Orders

Cd	.Order Number	Ty	Line	Supplier Name	Description
B1	2701	0P	1.000	Digger, Inc.	Subcontracts

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

Field	Explanation
Hold Code	A user defined code (table 42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded). <i>Form-specific information</i> Enter a specific code in the first Hold Code field to display only orders on hold for that particular reason. The second Hold Code field contains the hold code assigned to that line of the order.
Person Responsible	The address number of the person responsible for reviewing and releasing orders placed on hold.
Password	A series of characters that you must enter before the system updates a table. In the Distribution systems, the password secures commissions setup and the release of held orders. Only users with access to the password can release an order. The system does not display the password on the form. You should not enter blanks anywhere in the password.

What You Should Know About

Orders with multiple holds

A single purchase order can have multiple holds. To view all of them, you might want to search for an order by its order number.

Reviewing the budget before releasing held orders

You can review the budget before releasing orders on budget hold by accessing Budget Comparison from Release Held Orders (Budget).

For more information, see *Reviewing the Budget*.

Releasing budget holds for orders awaiting approval

You cannot use the Release Held Orders (Budget) program to release an order on budget hold if the order is assigned an approval route. You must use the Approval Review program to approve and release the order.

See Also

- *Working with Budgets and Commitments* for more information about putting orders on budget hold and working with the PA and PU ledgers

Processing Options for Held Order Release

Process Control:

1. Enter the Document Type you wish to see displayed. _____
2. Enter the release code you wish to see displayed. (This code will be entered in the hold code record (F4209)) _____
3. Enter a 'Y' to display previously released held orders. _____
4. Enter a '1' for automatic printing of Pick Slips. _____
5. Enter the release status code of the work order. _____
6. Enter a '1' to release purchase orders. If left blank, you will release sales orders. _____
(NOTE - If the option is set to release PO's, this will only release the hold, it will not perform any budget checking or maintaining. If you are using purchasing budgets, you need to use program P43070.) _____

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

7. Sales Order Entry (P4211) _____
8. Purchase Order Entry (P4311) _____

Warehouse Processing:

9. Enter the request processing mode: _____
 ' ' = No pick requests
 '1' = Generate requests only
 '2' = Generate requests and process using the subsystem
10. If processing pick requests using the subsystem, enter the DREAM Writer version to use. If blank, XJDE0002 is used. (See Form ID P46171.) _____
11. Enter an override next status for sales order lines for which requests have been generated. _____

Processing Options for Held Order Release (Budget)

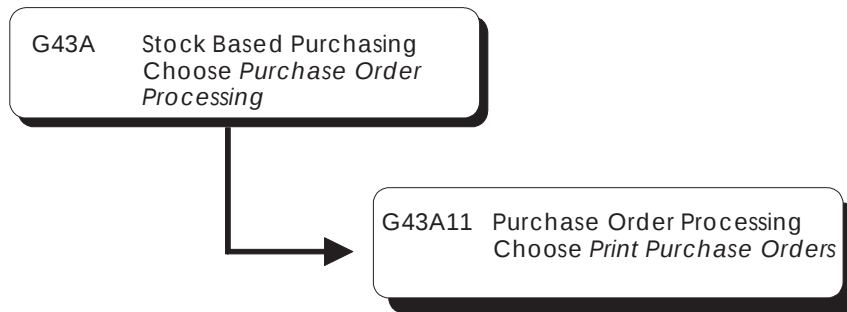
Default Values:

1. Document Type _____
2. Release Code _____

Field Display Control:

3. Enter a 'Y' to display previously released hold orders. If left blank, released orders will be omitted. _____

Print Purchase Orders



Printing Purchase Orders

After you enter purchase orders, you can print them. This allows you to review the orders and then send them to the appropriate suppliers. You can use three methods to print purchase orders:

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

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

- Taxes
- Open item information only
- Supplier item numbers
- Foreign and domestic currencies
- Exchange rates (for foreign currency users)
- Print messages

You cannot print purchase orders on hold.

J.D. Edwards & Company		Page	-	1
P U R C H A S E O R D E R		Date	-	6/30/98
		Order No.	-	2008-000 OP
		Brn/Plt	-	10

Vector Manufacturing Co	SHIP Modesto Warehouse Center
1156 Crocker Blvd	TO 1324 E. Smith Road
Bakersfield CA 97239	Modesto CA 80231

Ordered - 06/30/98	Freight -	
Requested - 06/30/98	Taken By -	Exchange Rate -
Delivery -		

Description / Supplier Item	Ordered	UM	Unit Cost	UM	Extension	Req. Dt	. Original . Order No	Ty
Markette Red Highlighter M001	20	DZ	6.6000	DZ	132.00	06/30/98	00002007	OP
Repricing discounts available for all Markette products.								
Premium Xerographic Paper P001	10	CR	27.5000	CR	275.00	06/30/98	00002007	OP

	Sales Tax	Total Order
Terms Net 30 days	Tax Rt	407.00

What You Should Know About

Printing orders in batch mode

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

- Branch/plant
- Order type
- Order number

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

Printing orders interactively

After you enter a purchase order, you can print the order from Purchase Order Detail. You specify the Print Purchase Orders DREAM Writer version you want to use in processing options for the Enter Purchase Orders program.

Printing orders via the subsystem

To have the system print purchase orders automatically as you enter them (or change them), you must set processing options for the Enter Purchase Orders program to print orders using the subsystem.

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

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

Choosing a printer

If you use the subsystem to print purchase orders, you must specify the appropriate printer on Default Locations and Printers. For the other print methods, the system uses the printer specified in your print queue. You can print purchase orders on regular stock paper or preprinted forms.

Print messages

You can specify that messages appear on purchase orders. You can print three types of messages:

- Print messages
- Associated text messages
- Global messages

You create print messages on Text Messages Revisions, where you also specify whether each message prints at the top or bottom of a purchase order, or before or after each detail line. Once you create a print message, you can assign it to an order or detail line during purchase order entry.

You use processing options to specify whether text messages print. You can assign a text message to an order or to detail lines during purchase order entry.

You also use processing options to specify whether global messages print. Global messages always print at the bottom of orders.

Multi-currency

If you use international suppliers, you can print orders in currencies that are different from your company's base currency. You must set processing options to print orders in foreign currencies.

You can have the system print purchase orders in a supplier's base language. To do this, you must set up a report in vocabulary overrides for each language. For example, to set up a French report, you must add the report title R43500 followed by the letter F (R43500F). The system knows to print a French purchase order based on the language specified for the supplier in the Address Book system.

Advancing orders in the purchase order cycle

Printing purchase orders is usually a step in the sequence of processing purchase orders. You set up these steps in Order Activity Rules. Once you print an order, you can have the system advance it to the next step in the purchasing process, or you can leave the order where it is so you can print it again. You use processing options to specify whether the system updates status codes for orders after they print.

You might want to print purchase orders twice, once to review the orders and again to update status codes. You can access two versions of the print program:

- Print Purchase Orders
- Reprint Purchase Orders

You might want to use one version to review orders and the other to update status codes for orders.

Storing purchase order information for EDI transactions

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

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

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

NOTE: You must set processing options to advance status codes for orders if EDI updates are to occur.

Processing Options for Purchase Orders Print

Status Codes:

1. Enter the range of Status Codes to be selected for processing.
 Next Status Code From (Optional) _____
 Next Status Code Thru (Required) _____
2. Override Next Status (Optional) _____
3. Enter a '1' to prevent updating the Next Status Code from Order Activity Rules. If left blank the Next Status Code will be updated. _____

NOTE: If using EDI processing, a '1' will prevent updating EDI files. If left blank, EDI files will be updated.

Tax Information:

4. Enter a '1' to print by Tax Group. _____
- Enter a '2' to print by Tax Area. _____
- Enter a '3' to print by Tax Authority. _____

Report Display:

5. Enter a '1' to print open quantities and amounts. If left blank the original quantities will print. _____
6. Enter a '1' to print the Exchange Rate. _____
7. Enter the Global Print Message to print on each purchase order. _____
8. Enter a '1' to print Purchase Order Associated Text. _____

Item Number Display:

9. Enter a '1' to print only our item number. Enter a '2' to print both our item number and the supplier item number. _____
10. If you wish to print the supplier item number, enter the type of Cross Reference Number to retrieve. _____

Change Order Processing:

11. Enter the specific change order number to print; leave blank to print all change orders; or enter a '*' to print the last change order for the purchase order being printed. _____
12. Enter a '1' to print all lines that make up a change order. Leave blank to print the change order at a specific change order number. _____

Currency Processing:

13. Enter a '1' to print amounts in Foreign Currency. If left blank only Domestic Currency amounts will print. _____

Edi Processing:

14. Enter EDI processing selection: _____
 Blank= Purchase Order Print processing only.
 1= EDI and Purchase Order Print processing.
 2= EDI processing only.
15. EDI Document type (EDCT) _____
16. EDI Translation Set (EDST) _____
17. EDI Translation Format (EDFT) _____
18. Trading Partner ID (PNID) _____

19. Transaction Set Purpose (TPUR)

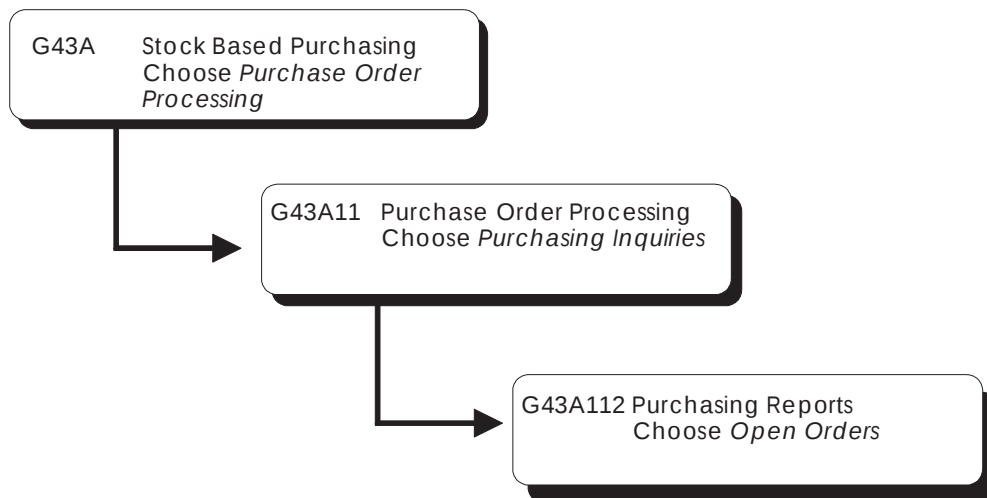
Work with Purchase Order Information

Working with Purchase Order Information

You can review open purchase order information and print a variety of reports that contain information about purchase orders. To work with purchase order information, complete the following tasks:

- ☐ Review open orders
- ☐ Print purchase order information by supplier or branch/plant
- ☐ Print items on order from a supplier
- ☐ Print a history of purchase order changes

Reviewing Open Orders



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

You can view additional information for each open detail line that appears, including the quantity ordered, the quantity open, the quantity received, and the quantity for which vouchers have been created.

► To review open orders

On Open Orders

The screenshot shows a software window titled "430301 - Open Orders" with a menu bar (Functions, Options, Tools, Help). It contains several input fields for search criteria:

- Currency Code: [dropdown]
- Branch/Plant: [10]
- Status: [220] Thru [400] St [dropdown]
- Date: [] Thru []
- Date Range - Based On: [dropdown]
- Subledger: []
- Order Number: [] OP
- Orig Order No: [] *
- Supplier: []
- Buyer Number: []
- Item Number: []
- Account Number: []

Below the input fields is a table of open order detail lines:

0	Hd	Order	Ty	Supplier	Description	Open Quantity	Request
		2026	OP	Vector Manufactur	Issel Pump Court S	240	06/30/98
		2026	OP	Vector Manufactur	Air-Shaq Children'	340	06/30/98
		2040	OP	Vector Manufactur	Napa Valley Soft S	100	01/02/98
		2264	OP	Vector Manufactur	Issel Pump Court S	10	07/15/98
		2264	OP	Vector Manufactur	Air-Shaq Children'	10	07/15/98
		2028	OP	Venus Universal S	Markette Red Highl	25	04/30/96
		2028	OP	Venus Universal S	Markette Blue High	25	04/30/96
		2029	OP	Venus Universal S	Markette Red Highl	10	04/30/96
		2029	OP	Venus Universal S	Markette Blue High	10	04/30/96
		2030	OP	Venus Universal S	Markette Red Highl	5	04/30/96
		2030	OP	Venus Universal S	Markette Blue High	5	04/30/96

At the bottom, there are buttons for confirmation (checkmark) and cancellation (X), and a status bar with keyboard shortcuts: Opt: 5=Details 2=PO Entry 3=WO Entry F15=Amount/Quantity F24=More Keys.

- Complete the following fields to locate open detail lines:
 - Branch/Plant
 - Status From
 - Status Thru
 - St (Status Range Based On)
 - Order Number
 - Original Order No.
 - Supplier
 - Buyer Number
 - Item Number
 - Account Number
- Complete the following fields to narrow the search, if necessary:
 - Date From
 - Date Thru

- Date Range Based on
 - Currency Code
3. Review detail line information.
4. Access Order Detail Information to review additional information for an open detail line.

[43030W] - Order Detail Information

Functions Tools Help

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

	Quantity	UM	Unit Cost	UM	Amount
Ordered	240	PR	50.2500		12,060.00
On Budget Hold					
Open	240				12,060.00
Received					
In Routing					
Dispositioned					
Not Vouchered					
Vouchered					
Original Order			Tax Rate/Area		
Related Order			Last/Next Sts	220 280	

☒ ☐

F6=Address Numbers F8=Dates F24=More Keys

5. On Order Detail Information, review additional fields.

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

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

What You Should Know About

Reviewing open requisitions and blanket orders	You choose the type of order for which you want to review detail lines. You can review open quantities and amounts for purchase orders, requisitions, blanket orders, and so forth.
Sequence of lines that display	Detail lines display in order of order type, order number, and line number. If you display lines by branch/plant and status codes, the system sequences detail lines by address book number of the supplier.
Viewing address numbers and dates	You can view address numbers and dates for a detail line. You can access this information from Order Detail Information.

Processing Options for Order Inquiry

Default Values:

1. Order Type _____
2. From Status Code _____
3. Thru Status Code _____
4. Currency Code _____

Processing Control:

5. Enter a '1' if the above Status Codes are based on Last Status. If left blank, the Next Status will be used. _____
6. Enter the value to specify which date will be checked against the date range. If left blank, Requested Date is used. More... _____
7. Enter a '1' to display the Amount format. If left blank, the Quantity format will be displayed. _____
8. Enter a '1' to display the Status code format. If left blank, the Supplier description format will be displayed. _____
9. Enter a '1' for text lines to be displayed. If left blank, text will be omitted. _____

Dream Writer Versions:

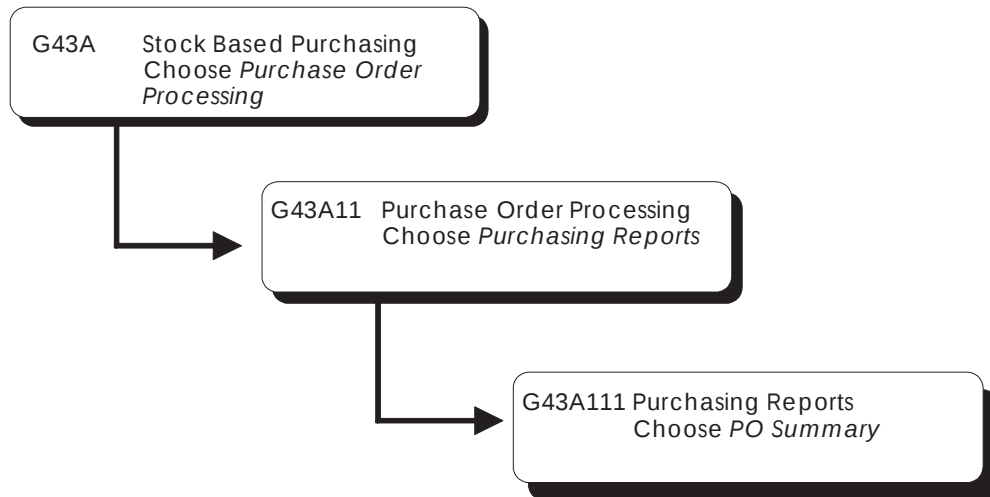
Enter the version for each program:
If left blank, ZJDE0001 will be used.

10. Purchase Order Entry (P4311) _____
11. Supplier Analysis (P43230) _____
12. Supply/Demand Inquiry (P4021) _____
13. Item Availability Summary (P41202) _____
14. Approval Review (P43080) _____
15. PO Receipt Routing (P43250) _____
16. Open Receipts (P43214) _____
17. Change Order Summary (P4319) _____

Reviewing Details for Open Orders

You can review additional information for each order detail line that appears on the Open Orders form. This information includes the quantity ordered, the quantity open, the quantity received, the quantity for which vouchers have been created, and so on.

Printing Purchase Order Information by Supplier or Branch



You might want to review information about purchase orders for a specific supplier or branch/plant. You can review the individual amounts for all purchase orders, including the amounts received and the amounts open. You can also review the total amount for all purchase orders.

Two versions of the Purchase Order Summary report are available:

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

Purchase Management

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J.D. Edwards & Company
Purchase Order Summary by SupplierPage - . . . 2
Date - . . . 6/15/98

Order Number	Or Ty	Request Date	Promised Delivery	Ordered Amount	Received Amount	Open Amount	Cur Cod
Address Number . . . 4345 Value Worldwide Paper Supply							
Business Unit. . . . 10 Modesto Distribution Center							
=====							
2559	OP	05/15/98	05/15/98	4,590.00		4,590.00	USD
2575	OP	05/15/98	05/15/98	852.75	852.75		USD
2604	OP	06/01/98	06/01/98	840.25	840.25		USD
2639	OP	06/18/98	06/18/98	1,680.50	1,680.50		USD
Modesto Distribution Center				7,963.50	3,373.50	4,590.00	
Business Unit. . . . 20 Valley Forge Distribution Ctr							
=====							
2559	OP	05/15/98	05/15/98	4,725.00	4,387.50	337.50	USD
2575	OP	05/15/98	05/15/98	869.83	869.83		USD
2604	OP	06/01/98	06/01/98	840.25	840.25		USD
2639	OP	06/18/98	06/18/98	1,680.50	1,680.50		USD
Valley Forge Distribution Ctr				8,115.58	7,778.08	337.50	
Value Worldwide Paper Supply				16,079.08	11,151.58	4,927.50	
Grand Total				16,079.08	11,151.58	4,927.50	

What You Should Know About

Viewing the same purchase order multiple times

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

Viewing fully received orders

Purchase orders for which all items have been received appear with no open amounts. You can exclude these orders from the report by using the data selection feature to specify that the system only print lines with non-zero open amounts.

Processing Options for Purchase Order Summary

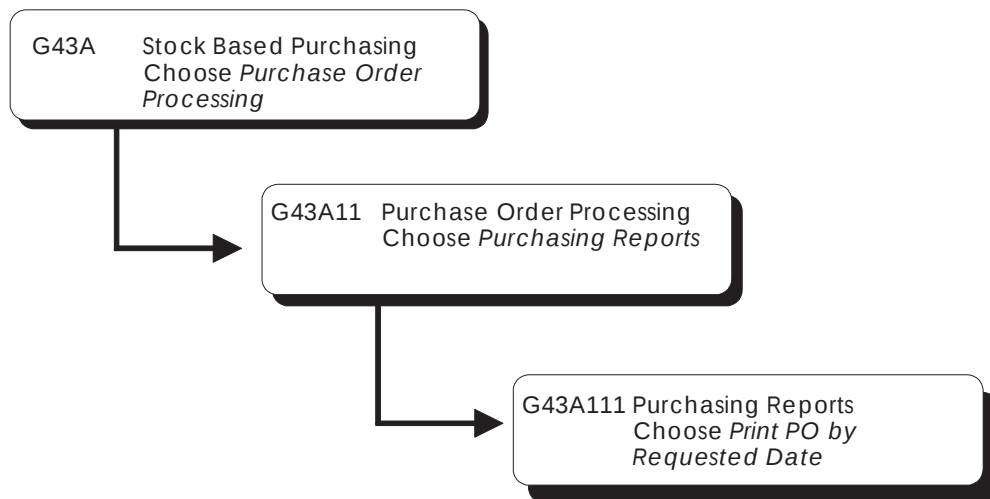
Currency Processing:

1. Enter a '1' to print amounts in Foreign Currency. (If left blank, Domestic Currency will print).

What You Should Know About Processing Options

Currency processing (1) Totals might not be accurate if you choose to summarize orders with different currencies. You might need to sequence the DREAM Writer first by company to print domestic amounts, or sequence first by supplier to print foreign amounts.

Printing Items on Order from a Supplier



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

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

Purchase Management

43640

J.D. Edwards & Company
Print Purchase Order By Request DatePage - 3
Date - 04/18/98

4345 Value Worldwide Paper Supply

		Open Quantity in Purchasing UOM thru			
Item Number	Description 1	Description 2	PR UM	05/18/98	06/17/98 07/17/98 08/16/98
CD-5 DISK TRAY	Compact Disk - 5 Disk Tray		EA		
E001	Commercial Business Envelope		CR		
M001	Markette Red Highlighter		DZ		200
M002	Markette Blue Highlighter		DZ		200
M003	Markette Green Highlighter		DZ		200
P001	Premium Xerographic Paper		CR		1060
P002	Green Bar - Continuous Form		CR		1075
RECEIVER	350 Channel Mega Watt		EA	4	
SPEAKERS	Dual Tower Speakers - Black		EA	8	
S001	Front Loading Stapler		EA	43	416
S002	Stanley Staple Remover		EA	13	353
TAPE DECK	High Density - Dual Head Deck		EA		
TS001	Issel Pump Court Shoes		EA		
TS002	Air-Shaq Children's X-Trainer		EA		
TV001	Color Television with Remote		EA	10	
V001	Natureway High Energy Vitamins 100 Capsules		EA		
V002	Natureway High Energy Vitamins 250 Capsules		EA		
WIRING KIT	Wiring package for Stereo		EA	4	
1001	Pen & Pencil Set		EA	7	2400

Purchase Order Entry

What You Should Know About

Multi-currency

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

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

Processing Options for Purchase Orders Aged by Request Date

Aging Days Control:

Enter the total number of days from the current date through the end of each period listed below:

1. Per 1 : Today through day # _____
2. Per 2 : End of Period 1 through day _____
3. Per 3 : End of Period 2 through day _____
4. Per 4 : End of Period 3 through day _____

5. Enter a '1' if you entered the
above days in descending order. _____

6. Enter a '1' to include purchase
orders with request dates greater
than the range shown above. _____

Display Control:

7. Enter a '1' to print order amounts.
If left blank, order quantities
will be printed. _____

Currency Processing:

8. Enter a '1' to print amounts in
Foreign Currency. (If left blank,
Domestic Currency will be Printed.) _____

What You Should Know About Processing Options

Aging days control (1-6)

The days you specify in options 1 through 4 determine aging columns for the report. For example, if the current date is 5/15/96, and you specify 30, 60, 90, and 120 days, respectively, the report displays columns for 6/15/96, 7/14/96, 8/13/96, and 9/13/96.

The quantity or amount that displays in each column reflects open orders with request dates from the previous column date through and including the referenced column date.

You can enter negative days to show open orders for past request dates. For example if the current date is 5/15/96, and you enter -30, -60, -90, and -120 days, respectively, the report displays columns for 4/15/96, 3/16/96, and so forth.

You use option 5 to indicate whether you are entering days in a forward order, for example 30, 60, 90, and 120, or in a reverse order, for example, 120, 90, 60, and 30.

You use option 6 to have the system include orders in the last aging column with request dates beyond the date specified.

Printing a History of Purchase Order Changes

You can review the history of detail line changes for purchase orders when you print the Purchases Journal report. This report lists original detail line information and changes that have been made to the quantity or extended amount on each detail line.

For each purchase order that prints, you can review:

- The sum of the original detail line amounts
- The sum of the detail line changes
- The sum of the current detail line amounts

Information for this report comes from the Purchasing Ledger table (F43199). This report is applicable only if you set up order activity rules to create ledger records.

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J.D. Edwards & Company
Purchases Journal

Page - . . . 2
Date - . . . 4/19/98

Order	Ty	Date	Supplier	Line	Description	Changed Date	Quantity	UM	Amount	Cur Cod
2011	OP	04/19/98	4345 Value Worldwide Paper	1.000	Green Bar - Continuous For	04/19/98	10	CR	307.50	USD
				2.000	Premium Xerographic Paper	04/19/98	15	CR	412.50	USD
				3.000	Commercial Business Envelo	04/19/98	10	CR	1,282.00	USD
						04/19/98	2	CR	256.40	USD
Order Total - Original									2,002.00	
- Changes									1,025.60-	
									976.40	

What You Should Know About

Calculating totals

The system uses the field sequence that is set up in the DREAM Writer to calculate order totals. This default sequence is Order Number, Order Type, and Company. Do not change the sequence unless you plan to change the program logic.

See Also

- *Setting Up Order Activity Rules (P40204)*

Processing Options for Purchases Journal

Report Display:

1. Enter a '1' to print a PO Line Description. (Default of blank will print Item/Account Number.)

Currency Processing:

2. Enter a '1' to print amounts in Foreign Currency. (Default of blank will print Domestic Currency.)

Receipt Processing

Objectives

- To determine if your operation uses a formal receiving process or an informal receiving process
- To implement a formal receiving process
- To determine if purchase receivers are beneficial to your operation
- To produce purchase receivers
- To enter purchase receipts
- To apply landed costs to receipts
- To identify journal entries for receipt transactions
- To post journal entries for receipts

About Receipt Processing

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

Informal Receiving Process

An informal receiving process is one in which you do not manually record receipt information. Instead, the system generates receipt information when you create a voucher. For example, if you create a voucher for 50 pens, the system determines that you received 50 pens.

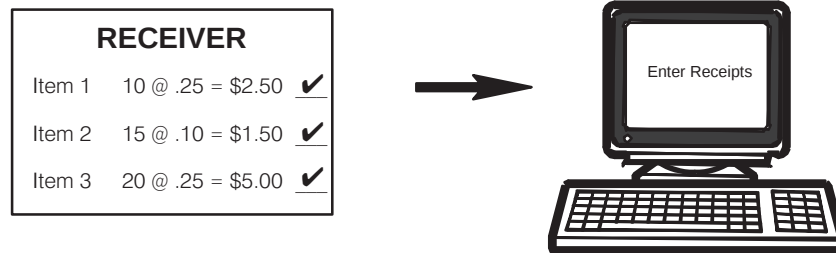
Formal Receiving Process

If you work in an inventory environment, you must accurately account for the receipt of goods. Your receiving process is likely to include:

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

This type of process is called a formal receiving process. You might use a formal process even if you do not purchase goods for inventory (for example, if you purchase goods directly to the general ledger).

You might want to use purchase receivers in your formal receipt process to manually record the receipt of goods upon delivery. You can then enter that information in the system.



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

After you enter receipt information on the system, you can update account information by:

- Reviewing journal entries
- Posting entries to the general ledger

The formal receiving process includes the following tasks:

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

Print Purchase Receivers

Printing Purchase Receivers

You might need a receiving document to:

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

A purchase receiver provides you with:

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

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

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

You can print purchase receivers using two different methods:

- ☐ Print purchase receivers in batch mode
- ☐ Print purchase receivers for individual orders

Purchase Management

J.D. Edwards & Company		Page	-	1	Receipt Date -	6/30/98
Purchase Order Receiver		Date	-	6/30/98		
		Receiver	-	2008-000-0P		
		Supplier	-	4343		
SHIP Vector Manufacturing Co		SHIP Modesto Warehouse Center				
FROM 1156 Crocker Blvd		TO 1324 E. Smith Road				
Bakersfield CA 97239		Modesto CA 80231				

Ordered - 06/30/98 Reference -
Requested - 06/30/98 Taken By -

Ordered By
JN791041

Account/Item Number	Description	Um	Ordered	Unit Cost	Extension	Line	OPEN	Rec'd
M001	Markette Red Highlighter	DZ	20	6.6000	132.00	1.000	20	----
Repricing discounts available for all Markette products.								
P001	Premium Xerographic Paper	CR	10	27.5000	275.00	2.000	10	----
					407.00			

What You Should Know About

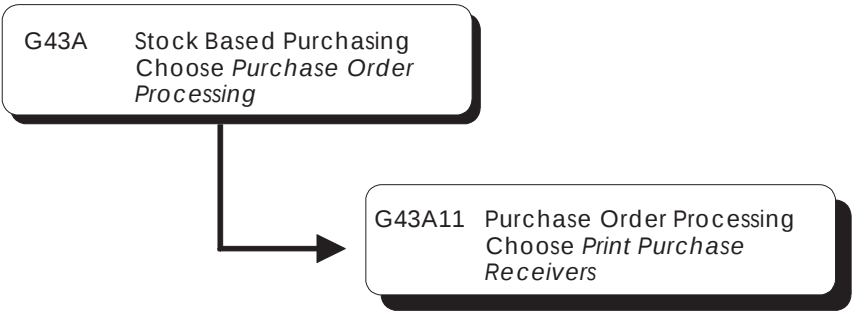
Updating status codes

You can set up order activity rules to print purchase receivers as a step in the purchase order process.

After you print a purchase receiver, you can have the system advance the order to the next step in the purchasing process. You can also have the system leave the order at its current status. To advance an order, the system updates the status codes for detail lines. You use processing options to specify whether the system updates status codes.

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

Printing Purchase Receivers in Batch Mode



You can use purchase receivers to manually record receipt information for goods upon delivery. You can print purchase receivers in batch mode using the Print Purchase Receivers DREAM Writer program.

Processing Options for Purchase Receivers Print

Display Options:

- 1. Enter a '1' to prevent updating of the next status as defined by Order Activity Rules. If left blank, updates will occur. _____
- 2. Enter an override next status if desired. This status will replace the status defined in Order Activity Rules. _____
- 3. Enter a '1' to inhibit printing of price information on Receiver. Default will print Unit and Extended Price. _____
- 4. Enter a '1' to print associated text. (Text keyed through the selection exit from Purchase Order Entry). _____
- 5. Enter a '1' to print routing operation codes and any associated text. _____
- 6. Enter a '1' to inhibit printing of quantity information on the Receiver. Default will print Ordered and Open Quantity. _____

Item Number Display:

- 7. Enter a '1' to print only our item number. Enter a '2' to print both our item number and the supplier item number. _____

Receipt Processing

8. If you wish to print the supplier item number, enter the type of Cross Reference Number to retrieve.

Currency Processing:

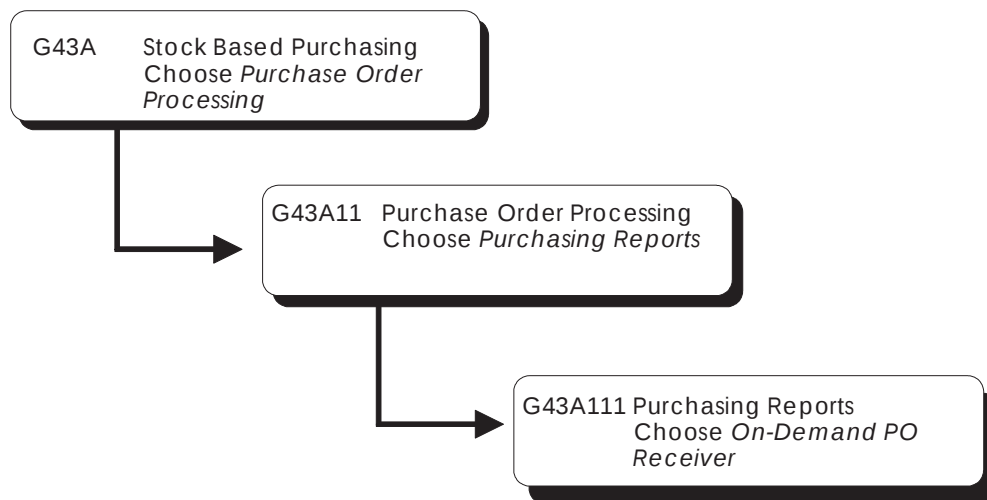
9. Enter a '1' to print amounts in Foreign Currency. (Default of blanks will print amounts in Domestic Currency).

What You Should Know About Processing Options

Preventing updating of status codes (1)

This option tells the system whether to advance purchase receivers to the next step specified in order activity rules. If you plan to reprint receivers due to partial shipments, you might want to set this to 1.

Printing Purchase Receivers for Individual Orders



If you print purchase receivers in batch mode, you might have to print a second purchase receiver for certain orders. For example, if only part of an order was received and recorded on the first purchase receiver, you might have to print a second purchase receiver to record the remaining part of the order. You can enter specific purchase orders for which to print purchase receivers.

► To print purchase receivers for individual orders

On On-Demand PO Receiver

[43310] - On-Demand PO Receiver

Functions Tools Help

Order Type Order Company

Update Yes/No ☐ Override Next Status ☐

Enter the Document Numbers To Print :

--	--	--	--	--	--

OK Cancel

F3=Exit F13=PO Inquire F24=More Keys

Complete the following fields:

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

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

Field	Explanation
Order Type	A user defined code (system 00/type DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following document types are defined by J.D. Edwards and should not be changed: - P Accounts Payable Documents - R Accounts Receivable Documents - T Payroll Documents - I Inventory Documents - O Order Processing Documents - J General Accounting/Joint Interest Billing Documents <i>Form-specific information</i> The document type of the order for which you want to print a receiver.
Order Company	A number that, along with order number and order type, uniquely identifies an order document (such as a purchase order, a contract, a sales order, and so on). If you use the Next Numbers by Company/Fiscal Year facility, the Automatic Next Numbers program (X0010) uses the order company to retrieve the correct next number for that company. If two or more order documents have the same order number and order type, the order company lets you locate the desired document. If you use the regular Next Numbers facility, the order company is not used to assign a next number. In this case, you probably would not use the order company to locate the document. <i>Form-specific information</i> The company for which you want to print receivers. This field displays only if you are using next numbers by company.

Field	Explanation				
Update Yes/No	The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens. <i>Form-specific information</i> Code indicating whether you want the system to update the document's status after it prints the receivers. Valid codes are: <table><tr><td>Y</td><td>Updates the status</td></tr><tr><td>N</td><td>Does not update the status</td></tr></table> The system fills in this code from the processing options if you entered one there.	Y	Updates the status	N	Does not update the status
Y	Updates the status				
N	Does not update the status				
Override Next Status	A user defined code (system 40/type AT) indicating the next step in the order flow of the line type. <i>Form-specific information</i> Enter a code in this field to have the system assign this status to the document rather than the next status indicated in the order activity rules. The code you enter in this field must be one of the statuses set up as a next status on the Order Activity Rules form.				

Processing Options for On-Demand Purchase Order Receiver

Default Values:

1. Order Type

2. Override Next Status

3. Enter a '1' to prevent updating the Next Status Code from the Order Activity Rules. If left blank the Next Status Code will be updated.

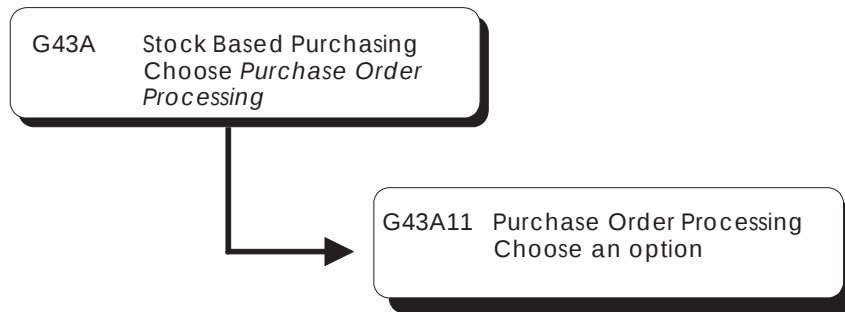
Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

4. Purchase Receivers Print (P43510)

5. Open Order Inquiry (P430301)

Enter Receipts



Entering Receipts

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

- Update item quantities in the Inventory Management system
- Update accounts in the General Accounting and Accounts Payable systems
- Create payment vouchers for suppliers

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

When you receive goods, you must compare the details of the receipt to the information on the purchase order. You can compare item quantities, units of measure, costs, and so forth. If the receipt details differ from those on the purchase order, you must adjust the purchase order information to reflect the receipt.

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

Each time you receive an order or cancel or reverse a receipt, the system updates the Purchase Order Receipts table (F43121).

Complete the following tasks:

- ☐ Enter receipt information
- ☐ Enter receipts for items in multiple units of measure
- ☐ Assign locations, lots, and serial numbers to receipt items
- ☐ Enter reversing receipts

[4312] - Enter Receipts by PO

Functions Options Tools Help

Mode (F) ☐ Base Co USD Currency Code USD Received (Y) ☐
Exchange Rate 1.0000000 Branch/Plant *
Order Number 2410 OP G/L Date 06/30/98
Supplier 4345 Value Worldwide Paper Sup
Received (Y) 06/30/98
Received (Y)
Supplier Remark
Container I.D.
Skip To Line

0	Item/Account	Quantity	UM	Unit Cost	Extended Cost
	M001	100	DZ	8.1672	816.72
	M002	100	DZ	8.1672	816.72
	M003	100	DZ	8.1672	816.72

Opt 1=Receive 4=Multi Loc 7=Close 8=Reverse 9=Cancel F24=More Keys MW

What You Should Know About

Notifying order originator of receipt

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

Landed costs

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

For more information, see *Entering Landed Costs* and *Setting Up Landed Costs*.

Entering Receipt Information

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

To enter a receipt, you must first locate the open purchase order detail lines that correspond to the receipt. An open detail line contains items that have not yet been received. The system retrieves all open detail lines for the item number, purchase order number, or account number you specify. If information on the detail lines does not correspond to the receipt, you must adjust the detail line information.

Entering a receipt includes:

- Reviewing purchase order detail lines
- Changing detail line information to match a receipt
- Recording a receipt

For each detail line, you can receive the entire item quantity or amount. If you receive a portion of the quantity or amount, you can have the system leave the remaining portion open.

What You Should Know About

Working with receipt costs

You can set processing options to determine whether costs appear when you review open purchase order information and whether they can be changed.

Locating open purchase order information

You can view open detail lines for a particular supplier, buyer, and so forth, by accessing the Open Order Inquiry program from the Enter Receipts program.

Journal entries

Each time you enter or reverse a receipt, the system creates journal entries. You can view them by accessing the Journal Entries program immediately after you enter the receipt.

Receipt routing

You can use processing options to specify that items go through a routing process before being put into stock. To determine where an order is in the routing process, you can access the Operation Status Inquiry program.

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

Multi-currency

You can view amounts in both foreign and domestic currencies by changing the mode. If you change costs for an order line, ensure that you do so in the appropriate currency mode.

You can use processing options to specify how to use the exchange rate. You can:

- Use the same exchange rate that is on the purchase order
- Adjust the exchange rate
- Use the exchange rate from a specific date
- Prevent changes to the exchange rate

When you receive orders in a foreign currency, the system creates journal entries for two different ledgers:

- The AA ledger for base currency amounts
- The CA ledger for foreign currency amounts

You can review these journal entries by accessing the Review G/L Receipts Journal program.

To review purchase order detail lines

On Enter Receipts

1. Complete the following fields, as necessary:

- Received (Y)
- Branch/Plant
- G/L Date
- Order Number
- Item Number
- Account Number

The system displays only those detail lines with a next status code equal to that specified in processing options.

2. Review information for each detail line that displays.

► **To change detail line information to match a receipt**

On Enter Receipts

1. Complete the following fields:
 - Receipt Date
 - Receipt Document
 - Supplier Remark
 - Container I.D.
2. Change the following fields, as necessary.
 - Quantity
 - UM
 - Unit Cost
 - Extended Cost
3. Change remaining information for each detail line, as necessary.

Field	Explanation
Receipt Date	The date you received this purchase order line.
Receipt Document	A number used to identify the receipt transaction. You can assign a number to the receipt, such as the supplier's sales order number or the purchase order number, or you can allow the system to assign a number through the Next Number facility. You specify in the processing options for Enter Receipts which document type you want the system to assign to each receipt.
Supplier Remark	A free-form field in which you can enter any pertinent information. <i>Form-specific information</i> For example, you can enter a remark in the Supplier Remark field in the upper portion of the screen if you want to associate the remark with each line on the order. The system carries that remark through to each line of the order in the Supplier Remark field in the fold area of the Match Voucher to Open Receipt screen. If you want to associate unique text with each line, enter text in the Supplier Remark field in the fold area for each line. This remark overrides the text you enter in the top portion of the screen and displays in the Supplier Remark field found in the fold area for each line on the Match Voucher to Open Receipt screen. You can use this text to differentiate order lines that are otherwise identical.

Field	Explanation
Container I.D.	Identifier on the container or that you assign to the container in which the items on this purchase order or order line were shipped to you. You can assign container information to an order during receipts entry. <i>Form-specific information</i> After you enter a receipt and assign a container number to an order or order line, you can inquire by container I.D. in the receipt routing process.

To record a receipt

On Enter Receipts

Specify 1 in the following field to record the receipt of detail lines:

- O (Option Exit)

The option exit you specify determines whether the system leaves the balance of the line open or whether it closes the balance. Option exit 1 leaves the balance of the line open.

What You Should Know About

Closing the balance on a line	If you intend to receive only part of the items on a detail line, you can indicate the quantity or amount you want to receive and then specify an option exit 7 to close the remaining balance on the line.
Canceling a receipt	If you no longer expect to take receipt of the items on a detail line, you can cancel the line by specifying an option exit 9. You use processing options to specify the next status code for canceled lines.

Entering Receipts for Items in Multiple Units of Measure

You might receive an order in different units of measure. For example, you might receive a portion of an order in crates and the remaining portion in boxes. You must specify all units of measure in which you receive an item. This provides the system with information to perform the conversions necessary to update item availability, calculate individual item costs, and so forth.

► To enter receipts for items in multiple units of measure

On Enter Receipts

1. Access Select Multiple UOM's for a detail line.

Quantity	UM	Description
4	DZ	Dozen
4	CA	Case

2. On Select Multiple UOM's complete the following fields for each unit of measure in which you are receiving the item:
 - Quantity
 - UM

What You Should Know About

Valid units of measure

All units of measure in which you receive an item must be in master information. You can access Item Units of Measure to view all units of measure that are applicable to an item.

For more information, see *Entering Item Units of Measure Information* in the *Inventory Management Guide*.

Entering quantities

If the quantities you enter in Select Multiple UOMs do not equal the quantity on the detail line, the system displays a warning. Whether you can bypass the warning depends on how you have set processing options for Item Reclassification.

Assigning Locations, Lots, and Serial Numbers to Receipt Items

Assigning Locations/Lots/Serial No's to Purchase Receipts

If you work in an inventory environment, you must assign items to a storage location at the time of receipt. The system assigns an item to its primary location unless you specify otherwise. If the total receipt quantity exceeds the limit for a location, you can assign multiple locations. For example, if you receive 100 pens, you can assign 50 to one location and 50 to another location.

You can assign a lot number to each order you receive. You can also assign multiple lots to an order. For example, if you receive a large quantity of batteries, you can assign them all to one lot, or you can assign them to different lots based on their expiration dates.

To monitor individual items, you can assign each item a serial number. The system requires you to assign unique serial numbers to items for which you have specified advanced serial number processing in master information. For example, if you receive guns, you must assign a unique serial number to each gun that you receive.

To work with locations, lots, and serial numbers for receipt items, you can:

- Assign a single location, lot, and serial number to a receipt
- Assign multiple locations, lots, and serial numbers to a receipt



To assign a single location, lot, and serial number to a receipt

On Enter Receipts

Complete the following fields:

- Location
- Lot/SN (Lot or Serial Number)
- Lot Description
- Expiration Date
- Lot Status
- Supplier Lot
- Memo Lot 1
- Memo Lot 2

Field	Explanation
Location	A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant (P410012).
Lot/SN	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics. <i>Form-specific information</i> When you receive items you can assign them to a lot by entering a lot number in this field. If a lot number is required for the item, the system can create a new lot when you enter the receipt.
Lot Expiration	The date that a lot of items expires. The system enters this date for you if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item. You can commit inventory based on the lot expiration date for items. You choose how the system commits inventory for an item on Item Master Information or Item Branch/Plant Information.
Lot Status	A user defined code (table 41/L) that indicates the status of the lot. If this field is blank, it indicates that the lot is approved. All other codes indicate that the lot is on hold. You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.
Supplier Lot	The supplier's lot number for the item.
Memo Lot 1	A higher classification or grouping of serial number or lot processed items, maintained within the lot master (F4108).
Memo Lot 2	A higher classification or grouping of memo lot 1 maintained within the lot master (F4108).

► To assign multiple locations, lots, and serial numbers to a receipt

On Enter Receipts

1. Access Select Multiple Locations.

[42053] - Select Multiple Locations

Functions Tools Help

Line No 1.000 Line Qty 100 Brn/Plt 30

Item No M001 Markette Red Highlighter

Total Sel 100 Default Memo Lot 1

Qty Under: Memo Lot 2

Supplier Lot

Quantity	Location	Suppl Lot or	Brn/Plt	Expire Date	Lot Sts
100	. .		30		

Enter=Exit (Save Qty) F3=Exit (Restore Qty) F22=Refresh F24=Keys

2. On Select Multiple Locations, complete the following fields:

- Quantity
- Location
- Lot/SN (Lot or Serial Number)
- Brn/Plt
- Expiration Date
- Lot Status
- Supplier Lot
- Memo Lot 1
- Memo Lot 2

The quantities you enter cannot exceed the total quantity on the detail line.

3. Press Enter twice to return to Enter Receipts.

The system replaces the single detail line on Enter Receipts with a detail line for each quantity that you specified in Select Multiple Locations.

What You Should Know About

Lot numbers

You must enter an expiration date for each lot. You can also specify a lot status. You use the lot process type on Item Branch/Plant Information to specify that a lot number is required for an item and how it is assigned.

If you use advanced serial number processing, you use memo lots and the supplier lot to specify lots for items. You can specify whether lot numbers are required for serial numbered items using the Serial Number Required field in Item Branch/Plant Information.

Serial numbers

If you use serial number processing, you use the Lot field to specify a serial number for each item. The expiration date and lot status apply to the serial number you enter.

If you use basic serial number processing, you use the Serial Number Required field on Item Branch/Plant Information to specify whether a serial number is required for an item.

If you use advanced serial number processing, you use the lot process type on Item Branch/Plant Information to specify whether a serial number is required for an item and how it is assigned. You must assign a unique serial number to each item you receive. If you receive more than one item, you must enter a serial number for each item on the order.

See Also

- *Working with Item Locations (P41024)* in the *Inventory Management Guide* for information about primary and secondary locations for an item
- *Entering Lot Information for Items (P41026)* in the *Inventory Management Guide*

Entering Reversing Receipts

You can reverse a receipt as long as you have not yet created a voucher. You might need to do this if you recorded a receipt by mistake or you recorded the wrong receipt.

When you reverse a receipt, the system accounts for the order as if it were never received. It also reverses all accounting and inventory transactions.

► To enter a reversing receipt

On Enter Receipts

1. Complete the following field:
 - Received
2. Locate the received detail lines that you want to reverse.
3. Specify 8 in the following field:
 - O (Option Exit)

What You Should Know About

Reversing a receipt in a receipt routing process

If an item goes through a receipt routing process, you must move it back to the first operation in the route before you can reverse the receipt. You must also reverse all dispositions.

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

Processing Options for Receipts by PO/Item/Account

Default Values:

1. Order Type _____
2. Receipt Document Type _____

Incoming Acceptable Next Status Codes:

3. Status Code 1 _____
4. Status Code 2 _____
5. Status Code 3 _____

Outgoing Next Status Codes:

6. Partial receipt _____
7. Close balance of line _____
8. Cancel balance of line _____

Prompting Control:

Enter a '1' to:

9. Select all lines for receipt. _____
10. Be prompted to accept the receipt. _____
11. Display lot/layer information. _____
12. Display Sales Order Backorders. _____
13. Record serial number information for inventory items. _____
14. Enter a '1' to protect prices, or a '2' to make prices non-display. If left blank, the update of prices is allowed. _____

15. Enter a '1' to require manual entry of the quantity. If left blank, the quantity field will be loaded.
16. Enter a '1' to display description. If left blank, the item/account number will be displayed.
17. Enter the format to be displayed.
 - 1 = Receipts by Purchase Order
 - 2 = Receipts by Item
 - 3 = Receipts by G/L Account
 (If left blank, format 1 is used.)

Landed Cost Processing:

18. Enter a '1' to display the landed cost video, or a '2' to perform blind landed cost processing. If left blank, no landed cost processing is performed.

Tolerance Checking:

Enter a '1' for a warning message, or a '2' to prohibit entry. If left blank, no tolerance checking is performed.

19. Quantity, Unit Cost, Amount
20. Receipt Date

Item Branch/Location Processing:

21. Enter a '1' to update the supplier when an item is purchased the first time, or a '2' to update the supplier every time the item is purchased. If left blank, no supplier update is performed.
22. Enter a '1' to default the Location and Lot Number from the primary item balance location, if the Location and Lot Number are both blank.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

23. Open Order Inquiry (P430301)
24. G/L Functional Server (XT0911Z1)
25. SO Backorder Release (P42117)
26. Receipt Traveler (P43512)
27. Receipt Routing (P43250)

Document Processing:

28. Enter a '1' to automatically print a Receipt Traveler Document following each receipt.

Kit Processing:

29. Enter a '1' to display the kit parent item, or a '2' to display the kit component items. If left blank, no kit information is displayed.

Supplier Analysis:

30. Enter a '1' to capture supplier analysis information. If left blank, no supplier analysis information is captured.

Associated Text Processing:

31. Enter a '1' to purge the associated text when the line is fully received. If left blank, the text is retained.

Receipt Acknowledgment:

32. Enter a '1' to send a PPAT message to the purchase order originator regarding the receipt.
33. Enter the next status code that the Sales Order should be updated to upon full receipt of a direct ship purchase order line.

Receipt Routing:

34. Enter a '1' to initiate the receipt routing process. If left blank, all items will be received directly into stock.

Summarization:

35. Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail.

NOTE: If tracking commitments in the PA/PU ledgers, this option may NOT be used.

Warehouse Processing:

36. Enter the Directed Putaway mode:
- ' ' : No Directed Putaway Requests
 - '1' : Request Putaway only
 - '2' : Request Putaway and process using the subsystem
 - '3' : Receive directly to reserved locations (No requests).

37. If processing putaway requests through the subsystem, enter the DREAM Writer version to be used. If blank, XJDE0001 is used. (See Form ID P46171).

38. Enter the DREAM Writer version of On-Line Reservations to be used. If blank, ZJDE0001 is used. (See Form ID P46130)

Currency Processing:

39. Enter the date to be used when retrieving the currency exchange rate. If left blank, the purchase order exchange rate will be used.
- 1 = G/L Date
 - 2 = Current Date

40. Enter a '1' to protect the exchange rate field. _____

Bulk Item Processing:

41. Enter '1' to record the difference between ambient and standard quantities received as a temperature gain/loss. _____
Enter '2' to update the unit cost as the extended cost divided by the standard quantity.
Leave blank if quantities are purchased and received in standard.

Direct Ship Order Processing:
(LOAD & DELIVERY MANAGEMENT ONLY)

42. Enter a '1' if related sales order lines should be automatically load and deliver confirmed. _____
43. Enter the sales order next status code beyond which sales orders will not be automatically load and deliver confirmed. _____
44. Enter the version of the transportation transaction server to be used to automatically load and deliver confirm orders. _____

What You Should Know About Processing Options

Close balance of line (7) The status code you enter for this processing option determines the next status for detail lines that you receive.

Work with Journal Entries for Receipt Transactions

Working with Journal Entries for Receipt Transactions

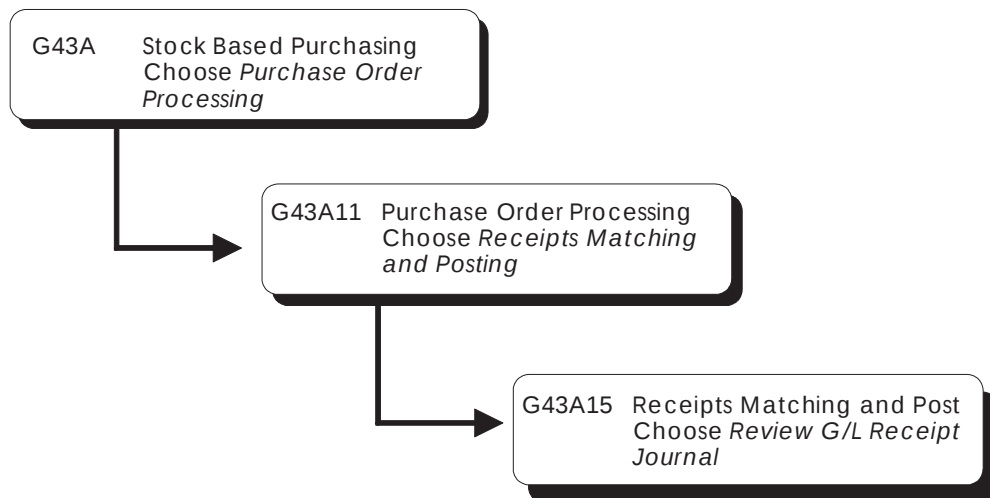
Working with Journal Entries for Purchasing Receipts

The system creates journal entries each time you enter or reverse a receipt. You can review the journal entries for accuracy and then post them to the general ledger.

Complete the following tasks:

- ☐ Review journal entries for receipts
- ☐ Post receipts

Reviewing Journal Entries for Receipts



Each time you enter or reverse a receipt, the system creates journal entries that account for:

- Amounts received
- Accrued taxes

- Accrued landed costs

If tax is applicable to a receipt, the system creates tax accrual entries. The system also creates entries for landed costs if you apply those costs at the time of receipt.

The system creates a separate entry for the amount received, the accrued taxes, and the landed costs. You use processing options to specify whether the system creates separate entries for each detail line or summarizes entries for all lines.

When you reverse a receipt, the system automatically reverses the corresponding journal entries.

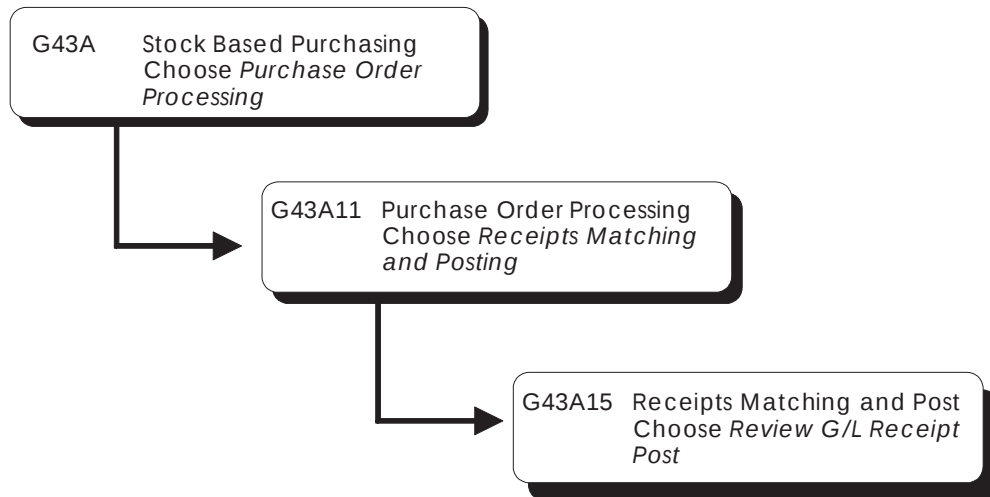
A receipt document number and batch number display each time you receive or reverse an order. You might want to note these numbers so you can easily find specific batch groups and documents on Review G/L Receipts Journal.

Account No.	Amount	Explanation 2	P
100.1411.30A	2,450.16	Markette Red Highlighter	
100.4111	2,450.16-	Markette Red Highlighter	

See Also

- *Working with Basic Journal Entries (P09101)* in the *General Accounting I Guide*

Posting Receipts



After you review journal entries, you can post them to the general ledger using the G/L Receipt Post DREAM Writer procedure.

The posting process:

1. Selects qualified batches of unposted transactions from the Account Ledger table (F0911).
2. Edits and verifies each transaction.
3. Posts accepted transactions to the Account Balances table (F0902).
4. Marks each transaction and batch header as posted in the Account Ledger table (F0911) and the Batch Control table (F0011).

See Also

- *Posting Journal Entries (P09800)* in the *General Accounting I Guide*

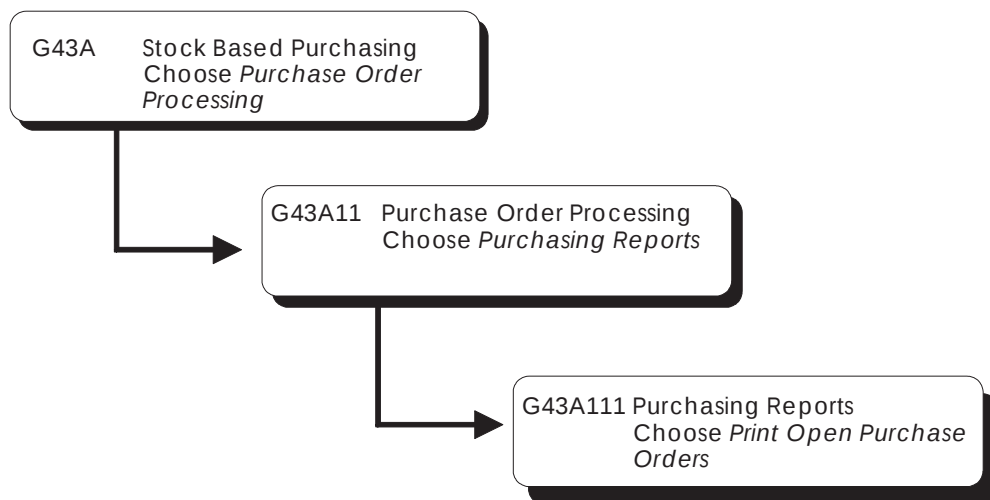
Print Receipt Information

Printing Receipt Information

You can print receipt information that is specific to purchase orders, suppliers, business units, and so forth. To print receipt information, complete the following tasks:

- ☐ Print orders open to receive
- ☐ Print the current status of orders open to receive
- ☐ Print receipt information by supplier

Printing Orders Open to Receive



You can print a list of all suppliers from whom you have a specific item on order. You can review the order quantity and the quantity and amount left to receive for each supplier. You can also use the Open PO's by Item report to review open order information for specific items or account numbers.

Information on this report prints in order of business unit and item or account number. The system calculates report totals based on this sequence. Do not change the sequence unless you plan to change the program logic.

Purchase Management

You might want to use this report to review the dates you expect to receive items.

```
43632                                J.D. Edwards & Company          Page      -      5
                                Open PO's by Item              Date      - 06/18/98

Branch/Plant .      20
                Valley Forge Distribution C

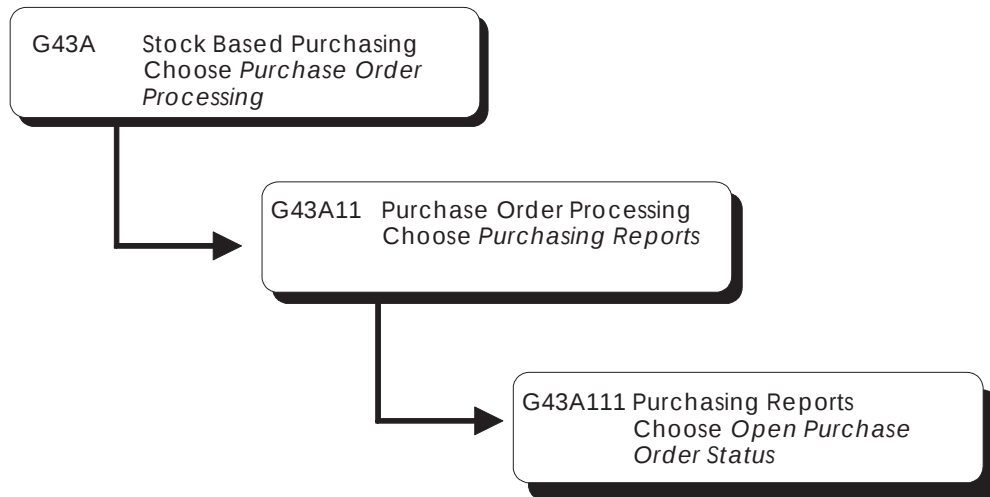
Description          Order No Ty Supplier          Requested  PR  On Order  . . . .Open To Receive. . . .
-----
Front Loading Stapler      2559 OP      4345 Value Worldwide Pape 07/15/98  EA          700          50          337.50
                        2nd Item Number. . . . .          700          50          337.50
Stanley Staple Remover      2292 OP      4345 Value Worldwide Pape 06/15/98  EA          500          500          100.00
                        2nd Item Number. . . . .          500          500          100.00
Pen & Pencil Set          2639 OP      4345 Value Worldwide Pape 06/18/98  CR           4
                        2nd Item Number. . . . .           4
                        Valley Forge Distribution Ctr          1204          550          437.50
```

Processing Options for Open Purchase Orders by Item Print

Report Display:

1. Enter a '1' to print the Account Number. Enter a '2' to print the Item Number. If left blank, the first PO description line will be printed.

Printing the Current Status of Orders Open to Receive



You can print the Open Purchase Order Status report to review purchase orders containing items that are overdue. For each purchase order you specify, you can review the following detail line information:

- Original order quantity
- Received quantity
- Quantity open to receive
- Days overdue

Information for this report prints in the following order:

- User ID
- Supplier
- Order number
- Line number

A total open dollar amount is provided for:

- Each purchase order
- Each supplier
- Each user
- The entire report

Purchase Management

43525
Effective Date . 06/15/98

J.D. Edwards & Company
OPEN P.O. STATUS

Page - 1
Date - 6/15/98
User - DEMO

Supplier 4345 Supplier Name Value Worldwide Paper Supply
P.O. #. 2410 Date Ordered 05/15/98
Ship To. 1062 Ship to Name Memphis Warehouse #30

Telephone # ()

Line	Due Date	Description	Unit Cost	UM	Original Quantity	UM	Quantity Received	Quantity Open	Amounts On Order	Days Over	Cur Cod
1.000	06/01/98	Markette Red Highlighter	8.1672	DZ	150	DZ	50	100	816.72	14	USD
2.000	06/01/98	Markette Blue Highlighter	8.1672	DZ	150	DZ	50	100	816.72	14	USD
3.000	06/01/98	Markette Green Highlighter	8.1672	DZ	150	DZ	50	100	816.72	14	USD

PO Total 2,450.16

P.O. #. 2444 Date Ordered 05/15/98
Ship To. 1062 Ship to Name Memphis Warehouse #30

Line	Due Date	Description	Unit Cost	UM	Original Quantity	UM	Quantity Received	Quantity Open	Amounts On Order	Days Over	Cur Cod
2.000	06/01/98	Stanley Staple Remover	.2000	EA	30	EA	0	30	6.00	14	USD

PO Total 6.00

Supplier Total 2,456.16

User Total 2,456.16

Report Total 2,456.16

Processing Options for Open Purchase Order Status Report

Enter the "AS OF" date for the report:
This will determine the DAYS OVERDUE.
It is the processing thru-date for
the report. If left blank, the
system date will default.

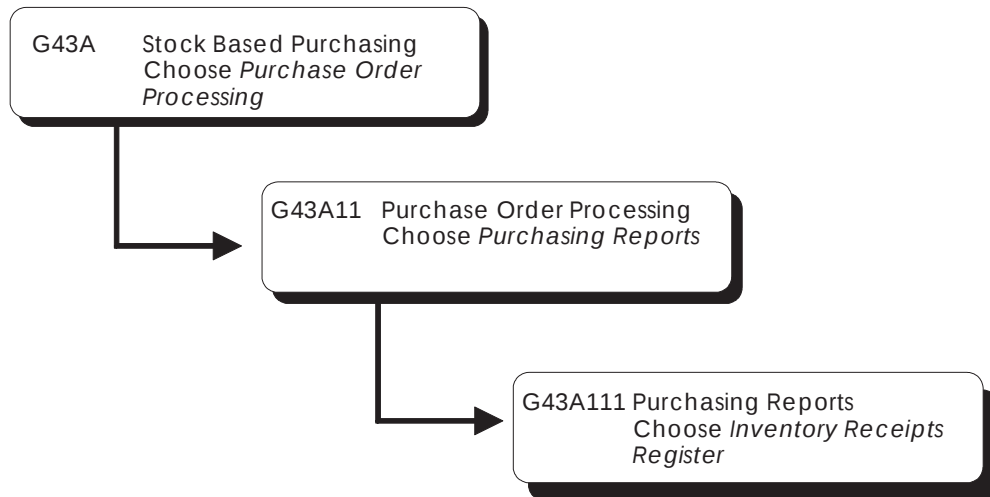
Enter '1' to print amounts in foreign
currency or a '2' to print in both
foreign and domestic. (Default will
print domestic only.)

What You Should Know About Processing Options

As of date

The system determines days overdue for open orders by
calculating the days between the order requested date
and the date you enter in the processing option.

Printing Receipt Information by Supplier



You can print the Inventory Receipts Register report to review all items you have received from a supplier. This report prints the following information for each detail line that pertains to a supplier:

- Item number or account number
- Date the order was received
- Received quantity and amount

In an inventory environment, you can use this report as a receipt traveler document, which you can attach to receipt items so that personnel in the warehouse can reference receipt information. In this case, only the detail line that pertains to a specific receipt appears on the report.

Purchase Management

43512	J.D. Edwards & Company							Page	-	5
Inventory Receipts Register - Inventory							Date	-	04/18/98	
Branch/Plant . 30										
Memphis Distribution Center										
Item Number	Description	Supplier Name	Received	Order #	Ty	Line #	Received Quantity	Amount	Cur Cod	
TS002	Air-Shaq Children's X-	4343 Vector Manufactur	10/13/97	4968	OP	2.000	738	32,440.49	USD	
TS001	Issel Pump Court Shoes	4343 Vector Manufactur	11/20/97	5017	OP	1.000	420	21,514.79	USD	
TS002	Air-Shaq Children's X-	4343 Vector Manufactur	11/20/97	5017	OP	2.000	504	22,154.48	USD	
TS001	Issel Pump Court Shoes	4343 Vector Manufactur	12/17/97	5106	OP	1.000	360	18,441.25	USD	
TS002	Air-Shaq Children's X-	4343 Vector Manufactur	12/17/97	5106	OP	2.000	522	22,945.71	USD	
TS001	Issel Pump Court Shoes	4343 Vector Manufactur	01/12/98	5198	OP	1.000	576	29,506.00	USD	
TS002	Air-Shaq Children's X-	4343 Vector Manufactur	01/11/98	5198	OP	2.000	486	21,363.25	USD	
TS001	Issel Pump Court Shoes	4343 Vector Manufactur	02/06/98	5232	OP	1.000	384	19,670.67	USD	
TS002	Air-Shaq Children's X-	4343 Vector Manufactur	02/06/98	5232	OP	2.000	472	20,747.85	USD	
TS001	Issel Pump Court Shoes	4343 Vector Manufactur	03/16/98	5349	OP	1.000	336	27,552.00	USD	
TS002	Air-Shaq Children's X-	4343 Vector Manufactur	03/16/98	5349	OP	2.000	378	24,948.00	USD	
TS001	Issel Pump Court Shoes	4343 Vector Manufactur	04/16/98	5492	OP	1.000	432	35,424.00	USD	
TS002	Air-Shaq Children's X-	4343 Vector Manufactur	04/16/98	5492	OP	2.000	576	38,016.00	USD	
TS001	Issel Pump Court Shoes	4343 Vector Manufactur	04/18/98	5587	OP	1.000	636	52,152.00	USD	
TS002	Air-Shaq Children's X-	4343 Vector Manufactur	05/28/98	5587	OP	2.000	684	45,144.00	USD	
Vector Manufacturing Co								432,020.49		
Memphis Distribution Center								432,020.49		

What You Should Know About

Printing multi-currency amounts

You can set processing options to print foreign currency values. If no foreign amount exists, the amount is blank on the report. When you convert currency, you must set the DREAM Writer sequence to break on a change in the currency code.

Printing detail lines for which vouchers exist

You can use this report to print vouchered receipt information by specifying a match type of 2 in the Data Selection portion of the DREAM Writer.

Processing Options for Inventory Receipts Register

Report Display:

1. Enter a '1' to print the Account Number and description. If left blank, the Item Number and it's description will be printed.
2. Enter a '1' to print the receipt document number in place of the received amount to facilitate a Receipt Traveler Document. If left blank, the amount received will be printed.

3. Enter a '1' to print the receipt routing operation codes and their associated text. _____

Currency Processing:

4. Enter a '1' to print amounts in Foreign Currency. If left blank, amounts are printed in Domestic Currency. _____

What You Should Know About Processing Options

Print receipt routing operation codes (3)	This option causes each operation for an item's assigned receipt route to print beneath the receipt line.
--	---

Voucher Processing

Objectives

- To create payment vouchers
- To enter landed costs
- To review and post journal entries that result from voucher transactions
- To create preliminary vouchers
- To review voucher information

About Voucher Processing

Before you can pay a supplier for the goods and services you purchase, you must create a voucher that:

- Indicates that the terms of a transaction have been met
- Specifies the amount to pay to the supplier
- Notifies the Accounts Payable system to cut a check

You can create a voucher interactively using an invoice. You use this method to verify that invoice information corresponds to your receipt records. For example, if a supplier bills you for 100.00 worth of goods, you must verify that you received 100.00 worth of goods. If you do not record receipt information, you must verify that invoice information corresponds to purchase order detail lines.

You can create vouchers in batch mode using only receipt information. You use this method when you have an agreement with your suppliers that your receipt records are sufficient for creating vouchers, and invoices are unnecessary. For example, if receipt records indicate that you received 100.00 worth of goods, the system creates a voucher for 100.00 worth of goods.

You might want to review the receipt records for which you must create vouchers. After you locate this information, you can enter landed costs (costs in excess of an item's purchase price) for the items you have received.

If you receive an invoice before you take receipt of the goods and services, you can create a preliminary voucher to account for the billing amount. After you receive the goods or services on the invoice, you can create a permanent voucher from the preliminary voucher.

Voucher processing includes the following tasks:

- ☐ Reviewing open receipts
- ☐ Entering landed costs
- ☐ Creating vouchers using invoices
- ☐ Creating multiple vouchers from receipt records
- ☐ Working with journal entries for voucher transactions
- ☐ Logging invoices prior to receiving goods
- ☐ Printing voucher information

What You Should Know About

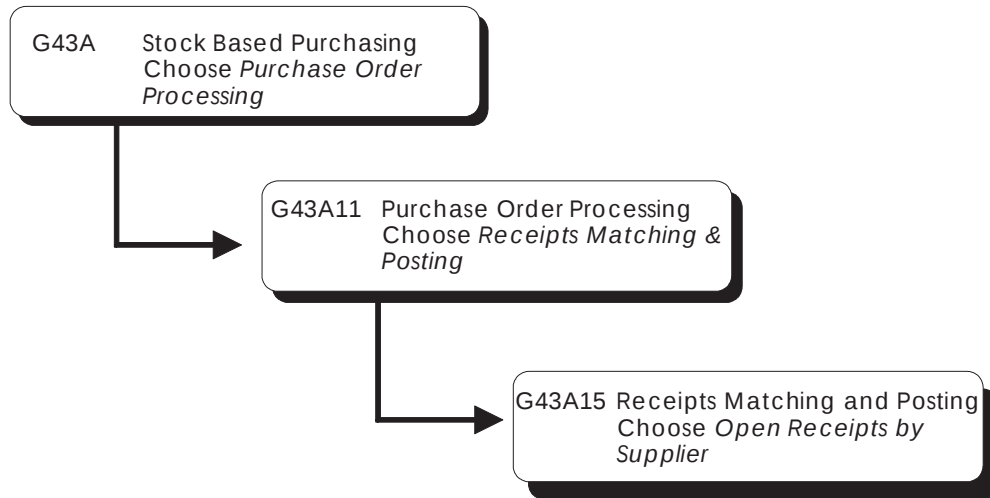
Voucher match methods If you record receipt information for items, you use the receipt records to create vouchers. If you do not record receipt information, you use the detail lines from the purchase order to create vouchers.

A three-way voucher match method implies that you use receipt records to create vouchers. A two-way voucher match method implies that you use purchase order detail lines to create vouchers. You must specify the match method that you use in processing options.

See Also

- *About Receipt Processing* for more information about recording receipt information

Review Open Receipts



Reviewing Open Receipts

You can review open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which you must create vouchers. You can review the amount and quantity open for each receipt, as well as the amount open for all receipts.

Before You Begin

- ☐ Set processing options to indicate whether you use a three-way or two-way voucher match method. For more information about voucher match methods, see *About Voucher Processing*.

► To review open receipts

On Open Receipts by Supplier

The screenshot shows a software window titled "[43214] - Open Receipts by Supplier". It has a menu bar with "Functions", "Options", "Tools", and "Help". The window is divided into several sections:

- Search Criteria:** Fields for Order Number, Document Number, Supplier (4343), Item Number (TS002), and Account Number. There are also checkboxes for "OP" and "Line".
- Branch/Plant:** A dropdown menu showing "30".
- Match Type:** A dropdown menu showing "1".
- Currency Code:** A dropdown menu showing "*".
- Item Description:** A text field showing "Air-Shaq Children's X-Trainer".

Below the search criteria is a table with the following columns: Order, Ty, Line, Item/Account, Open Quantity, and Open Amount.

Order	Ty	Line	Item/Account	Open Quantity	Open Amount
2567	OP	1.000	TS002	96	4,139.52
2563	OP	1.000	TS002	96	4,176.00
2612	OP	1.000	TS002	12	6,264.00
2268	OP	2.000	TS002	100	4,312.00
2567	OP	2.000	TS002	96	4,139.52
2583	OP	2.000	TS002	96	4,176.00
2612	OP	2.000	TS002	12	6,264.00
2276	OP	2.000	TS002	100	4,312.00

At the bottom of the window, there are buttons for "Opt: 4=Select 5=Details", "F6=Total", and "F24=More Keys".

1. To locate receipts, complete one or more of the following fields:
 - Branch/Plant
 - Match Type
 - Currency Code
 - Order Number
 - Document Number
 - Supplier
 - Item Number
 - Account Number
2. Review the following fields for each receipt:
 - Open Quantity
 - Open Amount
3. Review the total open amount for all receipts that display.

Field	Explanation
Match Type	The match type is a code attached to each purchase order detail line record or receipt record that indicates whether a voucher exists. Valid codes are: 1 A voucher does not yet exist 2 A voucher does exist 3 The receipt record was reversed 4 The voucher was reversed NOTE: Record types 3 and 4 are audit records only. You cannot access these records for the voucher payment or receipt programs. <i>Form-specific information</i> If you enter 1 in this field, the system displays orders for which vouchers do not yet exist. If you enter 2 in this field, the system displays orders for which vouchers do exist.
Open Quantity	The original quantity for the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and/or vouchered to date. <i>Form-specific information</i> The open quantity is the quantity of the order for which a voucher does not yet exist.
Open Amount	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance. <i>Form-specific information</i> The open amount is the amount of the order for which a voucher does not yet exist.

What You Should Know About

Open receipt information

The system displays open receipts based on either receipt information or purchase order detail lines. If you record receipts for goods and services, the system displays open receipts based on receipt information. If you do not record receipts, the system displays open receipts based on purchase order detail lines.

The voucher match method you specify in processing options determines whether the system displays open receipts based on receipt information (three-way voucher match method) or purchase order detail lines (two-way voucher match method).

Identifying the status of receipt records

You must indicate the status of the receipt records or purchase order detail lines you want to review by entering a match type:

- Match type 1 – display receipt records or purchase order detail lines for which vouchers do not exist
- Match type 2 – display receipt records or purchase order detail lines for which vouchers do exist

The system assigns a match type of 3 to a receipt record or purchase order detail line if the receipt is reversed and a match type of 4 if the voucher is reversed. You cannot work with records that have a match type 3 or 4, as they are for audit purposes only.

Additional information for receipt records

You can review additional information for each open receipt, such as routing information, related address numbers, and order dates, by choosing to review details for a specific receipt.

Processing Options for Open Receipts by Supplier

Default Values:

1. Order Type _____
2. Currency Code _____

Processing Control:

3. Enter a '1' to use the program to apply landed costs to received lines. If left blank, the program is used to allow you to review receipts that have not yet been matched or vouchered. _____

Review Receipts Mode:

4. Enter the appropriate Voucher Match Method for the processing you use:
 2 = PO and Invoice,
 3 = PO, Receipt and Invoice.

NOTE: If you receive and voucher together, then enter a '2' above.
 If you receive and voucher separately, then enter a '3'.

Incoming Next Status Code Range:

5. From Status Code
 6. Thru Status Code

NOTE: You are NOT required to fill in the above status codes if you receive and voucher separately.

7. Enter a '1' to see all receipts, including closed lines.

Landed Cost Mode:

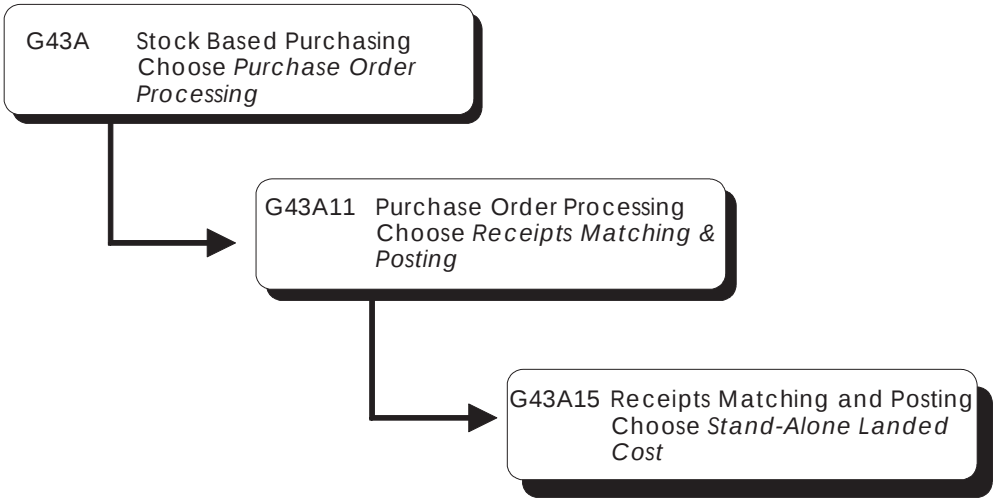
8. Enter a '1' to update the new list price in all location records for the branch/plant.
 9. Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail.

Dream Writer Versions:

Enter the version for each program:
 If left blank, ZJDE0001 will be used.

10. G/L Functional Server (XT0911Z1)
 11. PO Receipt Routing (P43250)
 12. A/P Ledger Inquiry (P042003)
 13. Order Order Inquiry (P430301)
 14. Order Inquiry Add. Info. (P43030W)

Enter Landed Costs



Entering Landed Costs

When you purchase items, it is not uncommon to pay extra costs for delivery fees, broker fees, import taxes, and so on. These costs are called “landed costs.” You can enter landed costs for items during the receipt process, the voucher match process, or as a stand-alone process.

Entering landed costs during the receipt process

You can enter landed costs when you enter receipt information. You might choose this process if you receive landed cost information when you receive the items. You can use one of the following methods to enter landed costs during the receipt process:

- Have the system automatically display the landed costs that are applicable to items so you can review, change, and enter the costs. You might use this method if landed costs and the suppliers to which you pay landed costs differ each time you receive a certain item.
- Have the system automatically enter landed costs. You can use this method if landed costs and the suppliers to which you pay landed costs are the same each time you receive a certain item.
- Perform no landed cost processing

Use processing options for the Enter Receipts program to specify the method to use.

Entering landed costs during the voucher match process

If you use invoices to create vouchers, you can enter landed costs when you create vouchers. You might choose this process if you use invoices to obtain landed cost information. To enter landed costs, you must access the Stand-Alone Landed Cost program from the Voucher Match program.

Entering landed costs as a stand-alone process

You can enter landed costs as a stand-alone process. You might choose this process if landed cost information is not available to you upon receipt of an item, and you create vouchers in batch mode. You can access the Stand-Alone Landed Cost program from Receipts Matching and Posting.

Landed costs are only applicable to items for which you record receipt information. When you enter landed costs for items, the system only allows you to work with the landed costs that are set up for an item. For each item you receive, you can:

- Review, change, and enter the landed costs applicable to the item
- Review, change, and enter the supplier to which the landed cost is paid

Before You Begin

- ☐ Define landed costs and landed costs rules on Landed Cost Revisions
- ☐ Assign landed cost rules to items, purchase orders, or detail lines, as necessary

- ☐ Verify that processing options are set appropriately for the program in which you enter landed costs

► To enter landed costs

On Stand-Alone Landed Costs

[43214] - Stand-Alone Landed Cost

Functions Options Tools Help

Order Number: 2025 OP Line: [] Branch/Plant: *
 Document Number: [] G/L Date: 06/30/98
 Supplier: [] Currency Code: *
 Item Number: []
 Account Number: []

Order	Ty	Line	Item/Account	Open Quantity	Open Amount
2025	OP	1.000	MIN001	10	105.00

Opt: 1=Add Landed Costs 5=Details F24=More Keys MW

1. Locate the receipt records for which you want to enter landed costs.
2. Access Landed Cost Selection.

[43291] - Landed Cost Selection

Functions Options Tools Help

Currency Code: USD

Description	Open	Unit Cost	Extended Cost
Mineral Water	10	10.5000	105.00
Harbor Fee		1.0500	10.50
Brokerage Fees		0.6000	6.00
Total		12.1500	121.50

Opt: 1=Select F3=Exit w/o Update F15=Amount/Supplier F24=More Keys

3. On Landed Cost Selection, to change landed cost amounts, complete the following fields:
 - Unit Cost
 - Extended Cost
4. Toggle to the alternate format for Landed Cost Selection.

0	Description	Order	Ty	Line	Supplier
	Mineral Water	2025	OP	1.000	4345 Value Worldwide Pa
	Harbor Fee				5493 Government of Queb
	Brokerage Fees				2145 Neu, C. Donald

5. To change the supplier for landed cost amounts, complete the following field:
 - Supplier
6. Type 1 in the following field:
 - O (Option Exit)

What You Should Know About

Creating vouchers for landed costs

After you enter landed costs for items, the system might create a separate landed cost detail line for which you must create a voucher. This depends on how you have defined each landed cost. You can view landed cost detail lines on Match Voucher To Open Receipt.

Stand-Alone Landed Cost program (P43214)

The Stand-Alone Landed Cost program and the Open Receipt by Supplier program are identical. The difference is that you use processing options to specify that the Stand-Alone Landed Cost program be used to apply landed costs to open receipts.

For more information, see *Reviewing Open Receipts*.

Multi-currency

The currency in which you enter landed costs must be the same as the currency for the purchase order, regardless of whether the landed cost supplier uses a different currency.

See Also

- *Setting Up Landed Costs (P41291)*

Create Vouchers Using Invoices

Creating Vouchers Using Invoices

You must create a voucher before you can pay a supplier for purchases. You usually create a voucher for the billing amount on an invoice. You can verify that a billing amount is correct by matching it to your receipt records. For example, if a supplier has billed you for 100.00 worth of items, you can check your receipt records to see that you received 100.00 worth of items.

One or more receipt records might correspond to an invoice. For example, if the billing amount on an invoice is 100.00, it might correspond to one receipt record for 100.00 worth of items, or two receipt records for 50.00 worth of items. If multiple receipt records correspond to an invoice, you can review a summary of all corresponding receipt records.

You might receive an invoice adjustment after you create a voucher. The adjustment might reflect cost changes to a specific item or an error on the initial invoice. In this situation, you can create a voucher for an invoice adjustment.

You can create vouchers from invoices using the following methods:

- ☐ Choose individual receipt records to match to an invoice
- ☐ Choose summarized receipt records to match to an invoice
- ☐ Record invoice adjustments

Before You Begin

- ☐ Set processing options to indicate the voucher match method that corresponds to your receipt process

What You Should Know About

Creating vouchers using purchase order detail lines

If you do not record receipt information, you can verify that the billing amount on an invoice is correct by comparing it to the corresponding purchase order detail lines (two-way voucher match method).

You must set processing options to indicate whether you use a two-way voucher match method or a three-way voucher match method. You must specify the three-way voucher match method if you compare receipt records to invoices to create vouchers.

Reversing a voucher

You might want to reverse a voucher, if, for example, you returned the items for which you created the voucher. To reverse a voucher, you can enter the voucher number on Match Voucher to Open Receipt (using a match type 2), and then enter a delete action code.

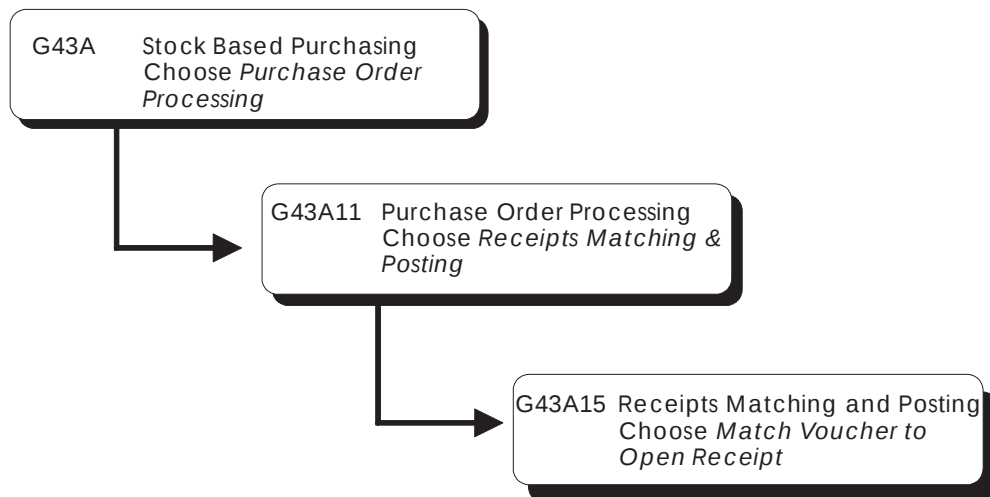
If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

CAUTION: To preserve the integrity of your purchasing data, do not use the Accounts Payable Voucher Entry program to reverse vouchers. To ensure this does not happen, set processing option 11 of Functional Server XT0411Z1 to 2.

See Also

- *Working with Standard Vouchers (P04105)* in the *Accounts Payable Guide*

Choosing Individual Receipt Records to Match to an Invoice



To create a voucher from an invoice, you must locate the receipt records that correspond to the invoice and match them to the invoice. For example, if a supplier has sent you an invoice for 100.00, you must locate and match the receipt records for the 100.00 worth of items that correspond to the invoice.

The total amount of the receipt records you match to an invoice must equal the amount on the invoice. For example, if two receipt records correspond to an invoice and each receipt record is for 200.00, the invoice amount must equal 400.00 to perform a match.

If an invoice reflects a partial order, you can change the quantity or amount of a receipt record to match the invoice. For example, if a receipt record reflects 100 items but the invoice amount reflects 50 items, you can change the receipt record quantity to 50. When you match a receipt record to an invoice, you can:

- Match the entire quantity and amount to the invoice
- Match part of the quantity and amount to the invoice, leaving the remaining part open

The system creates a voucher interactively when you match receipt records to an invoice.

If you do not record receipt information, you must match purchase order detail lines to invoices to create vouchers (two-way voucher match). For example, if a supplier sends you an invoice for 100.00, you must locate and match the purchase order detail lines that contain the corresponding 100.00 worth of items.

► To choose individual receipt records to match to an invoice

On Match Voucher to Open Receipt

[4314] - Match Voucher to Open Receipt

Functions Options Tools Help

Mode (F) ☐ 0

P.O. Number OP

Supplier Vector Manufacturin

Invoice Number

" Amount

" Date

G/L Date

Tax

Taxable Amount

Match Type

Branch/Plant

Prev Voucher

Voucher/Ty/Co

Payment Terms

Company USD

Tax Expl Code

Tax Rate/Area

Currency Code

Exchange Rate

... Open To Voucher ...

0	Line	Item/Account	Supplier	Quantity	Amount
	1.000	TS002	4343	12	6,264.00
	2.000	TS002	4343	12	6,264.00

✓ ✗ 1 2 3 4 5 6 7 8 9 0 MW

1. Complete the following fields:
 - Match Type
 - Branch/Plant
2. To locate receipt records or purchase order detail lines for a specific purchase order, complete the following field and press Enter:
 - P.O. Number
3. To locate receipt records or purchase order detail lines for a specific supplier, complete the following field and press Enter:
 - Supplier
4. To enter invoice information, complete the following fields:
 - Date
 - G/L Date
 - Invoice Number
 - Invoice Amount
 - Tax
 - Taxable Amount

Do not press Enter.

You can have the system enter the amount, tax, and taxable amount based on the receipt records you choose to match to the invoice.

5. To increase or decrease quantities or amounts, modify the following fields:
 - Open to Voucher Quantity
 - Open to Voucher Amount

If you are working with receipt records, you cannot increase the quantity to reflect an invoice. You must first receive the additional quantity from the Enter Receipts program. If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

6. To choose the lines you want to match, complete the following field and press Enter:
 - (O) Option
7. Access Voucher Entry to review the resulting voucher.

Field	Explanation
Invoice Number	The supplier's invoice number used for voucher entry. NOTE: Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine and enter them as one voucher. If you leave this field blank, you might receive a warning or error, depending on how the A/P constants are set. Vouchers with blank invoice numbers print on the Suspected Duplicate Payments Report.
Invoice Amount	The gross amount of the invoice, including tax amounts but not including discounts.
Tax	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST). <i>Form-specific information</i> In the Tax Amount field in the upper portion of the screen you can enter the actual tax amount for the entire receipt. Use the Tax field in the fold area to enter the actual tax amount for a single line.

Field	Explanation
Taxable Amount	The amount on which taxes are assessed. <i>Form-specific information</i> The Taxable Amount field in the upper portion of the screen indicates the total amount upon which the system has accessed taxes. The Taxable field in the fold area indicates the total amount of the line upon which the system has accessed taxes.

What You Should Know About

- Locating open receipts**
- You can locate receipt records using additional search criteria and choose records to match to an invoice. For example, if an invoice is for multiple items, you can locate open receipts based on an item number and supplier and choose records to return to the Voucher Match program.
- You can access the Open Receipts program using one of two methods:
- Press F1 on the Order Number field to choose a single receipt record. The system returns all open receipts with the same purchase order number to the Voucher Match program.
 - Press F18 to choose multiple receipt records to match to the voucher. The system stores each line you choose and returns all of them to the Voucher Match program. You can review all of the lines you have chosen and the total amount for the lines by accessing Selected Unmatched Receipts from Open Receipts.
- For more information about the Open Receipts program, see *Reviewing Open Receipts*.

Adding new detail lines

You might receive an invoice for goods or services that were never entered on a purchase order. You can set processing options to allow for the entry of new purchase order detail lines during the voucher match process. The system creates a new record in the Purchase Order Detail table (F4311) when you match the new detail line to an invoice.

You must purchase against account numbers to enter new detail lines during the voucher match process.

You must specify an existing purchase order number for each new detail line that you enter on Match Voucher to Open Receipt. You can set processing options to indicate the line type and status codes for new detail lines.

Closing or canceling order detail lines

If you match purchase order detail lines to invoices to create vouchers, you can close the balance of a detail line or cancel the entire line. For example, if a purchase order detail line contains two items, you can create a voucher for one item and close the remaining balance, or you can cancel the entire line (both items).

You use option exits to indicate that you want to close or cancel a detail line. You use processing options to specify the status code for canceled lines.

If you match receipt records to invoices to create vouchers, you cannot close the balance of a receipt record. Instead, you must reverse the quantity from the Enter Receipts program.

Taxes

You can specify that the system calculates taxes based on:

- The tax explanation code and rate area values for a line, if different from those specified in the header
- The tax calculation rules set up on Tax Rules by Company

You can also enter a specific tax amount for each receipt record. If you enter a tax amount, you must also enter the tax rate/area and an explanation for the tax.

A No/Yes tax rule defined on Tax Rules by Company is not valid for the Purchase Management system. That is, the Calculate Tax on Gross field cannot be set to no if the Calculate Discount on Gross field is set to yes.

Default values for header fields	If you locate receipt records by supplier and records for multiple purchase orders appear, header defaults for the Voucher Match program reflect purchase order header information for the first receipt record that displays. If you perform a match, these values override header values for all other receipt records.
Purchase order number for voucher	When you create a voucher using receipt records from multiple purchase orders, the system uses the purchase order number from the first receipt record you matched to the invoice as a reference.
Landed costs	When you enter landed costs to receipt records prior to the voucher match process, the system might create separate detail lines for the landed costs depending on how you have set up the costs. To create a voucher for the landed costs, locate and match the landed cost line to the appropriate invoice. For more information about landed costs, see <i>Entering Landed Costs</i>.
Multi-currency	You can set up automatic accounting instructions to account for variances in the exchange rate. If you enter a new exchange rate during the voucher match process, the system creates journal entries to account for the variance between costs incurred at the old exchange rate and costs incurred at the new exchange rate.
Reviewing voucher information	You can review the voucher number and the quantity and amount for receipt records for which vouchers already exist by changing the match type to 2.

Processing Options for Match Voucher to Open Receipts

Default Values:

1. Purchase Order Type _____
2. Voucher Document Type _____

Processing Control:

3. Enter the appropriate Voucher Match Method for the processing you use _____
 - '2' = PO and Invoice
 - '3' = PO, Receipt and Invoice

NOTE: If you receive and voucher together, then enter a '2' above.
If you receive and voucher separately, then enter a '3'.

NOTE: The following processing options must be filled in if you receive and voucher together.

Incoming Next Status Code Range:

4. From Status Code _____

5. Thru Status Code _____

Outgoing Next Status Codes:

6. Receipt Status Code _____

7. Cancel Status Code _____

8. Enter a '1' to display description. If left blank, the item/account number will be displayed. _____

9. Enter a '1' to preload the selection option field. _____

10. Enter a '1' to display the Approver Number code. _____

11. Enter a '1' to display Reporting Code 07. _____

Addition Of Lines:

12. Enter a '1' to allow for the addition of lines. _____

Enter the purchase order line values:

13. Line Type _____

14. Last Status Code _____

15. Next Status Code _____

Tolerance Checking:

16. Enter a '1' for a warning message only, '2' to prohibit entry, or the pay status to be used if the tolerance is exceeded. If left blank, no tolerance checking is performed. _____

Retainage:

17. Enter a '1' to allow for the entry of retainage amounts. If left blank, no retainage will be allowed. _____

Supplier Analysis:

18. Enter a '1' to capture supplier analysis information. If left blank, no supplier analysis information will be captured. _____

Summarization:

19. Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail. _____

NOTE: If tracking commitments in the PA/PU ledgers, this option may NOT be used.

20. Enter a '1' to summarize accounts payable entries. If left blank, accounts payable entries are written in detail. _____

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used,
except for Open Receipts which will
default to ZJDE0003.

21. Purchase Order Entry	(P4311)	_____
22. Stand-Alone Landed Cost	(P43214)	_____
23. A/P Functional Server	(XT0411Z1)	_____
24. G/L Functional Server	(XT0911Z1)	_____
25. Standard Voucher Entry	(P04105)	_____
26. Journal Entries	(P09101)	_____
27. Open Receipts	(P43214)	_____

Currency Processing:

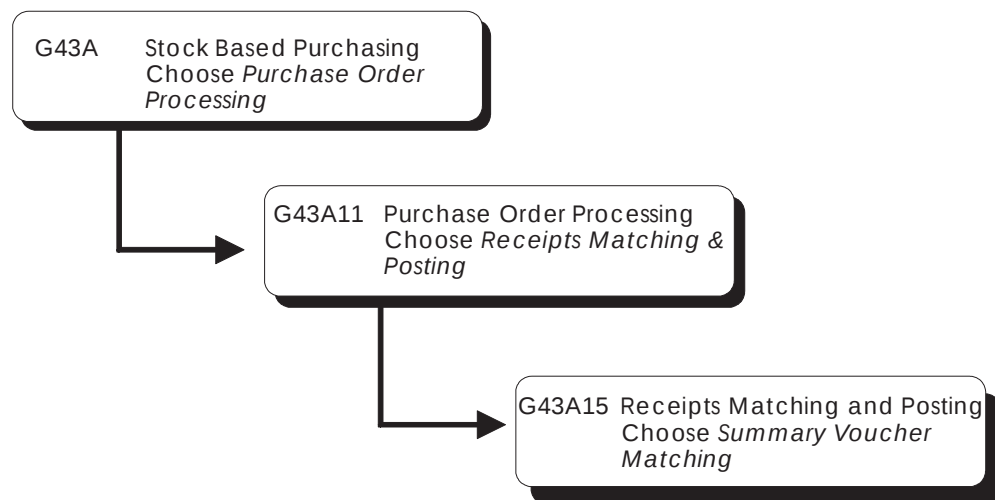
28. Enter the date to be used when
retrieving the currency exchange
rate. If left blank, the receipt
or purchase order exchange rate
will be used.

1 = G/L Date

2 = Invoice Date

29. Enter a '1' to protect the
exchange rate field.

Choosing Summarized Receipt Records to Match to an Invoice



To create vouchers from invoices, you must locate the receipt records that correspond to an invoice and match them to the invoice. This can be a time-consuming task if a large number of receipt records correspond to an invoice.

You can summarize receipt records to match them to an invoice. For example, you receive an invoice for all calendars you have ordered from AAA Office Supply Company in the last month. You can summarize all receipts records for the calendars into a single line and match the line to the invoice to create a voucher. You can summarize records by item, company, currency code, and cost rule.

This method of creating vouchers is applicable only if you purchase items to inventory. You cannot use this method to match purchase order detail lines to invoices (two-way voucher match) or to create vouchers for partial orders. You cannot change tax information or apply landed costs to summarized lines.

► To choose summarized receipt records to match to an invoice

On Summary Voucher Matching

The screenshot shows the 'Summary Voucher Matching' window with the following fields and data:

Mode (F) ☐ Receipt Date thru
Branch/Plant 30
Match Type I Summary/Detail S
Supplier 4343 Vector Manufacturing Co
Item Number TS002 Air-Shaq Children's X-Trainer
Voucher/Type/Company PV
Agreement Nbr
Formula
Invoice Number Invoice Date
" Amount G/L Date
Tax Amount Company 00100 Curr Code USD
Remaining Amount Exchange Rate

0	Item Number	Quantity	UM	Unit Price	Extended Amount
	TS002	1034	PR		41,823.04

Opt: 1=Match 2=Detail Voucher Match F24=More Keys

- Type S in the following field:
 - Summary/Detail
- To locate summary receipt records for an invoice, complete the following fields, as necessary:
 - Receipt Date
 - Receipt Thru
 - Branch/Plant
 - Match Type
 - Supplier

- Item Number
 - Agreement Nbr
3. To specify invoice information, complete the following fields:
- Invoice Number
 - Invoice Amount
 - Invoice Date
 - G/L Date
 - Company

Do not press Enter.

4. To match summary lines to the invoice, complete the following field and press Enter:
- O (Option Exit)

If you type 1 in the Option Exit field, the system uses a batch process to create a single voucher.

If you type 2 in the Option Exit field, the system accesses the Voucher Match program, from which you must manually match to the invoice each receipt record that makes up the summary line.

Field	Explanation
Summary/Detail	A code that indicates whether the inquiry is to be in detail or summary mode. Valid codes are: D Detail mode S Summary mode <i>Form-specific information</i> A code that indicates whether you want to view individual receipt records (D) or receipt records that are summarized by item, company, currency code, and cost rule (S).

What You Should Know About

Using the batch process to create a voucher

To have the system create a voucher using the batch process, you must first activate the subsystem.

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

Unit cost

If you summarize receipt records for an item that has different unit costs, the system does not display a unit cost.

Landed costs

You can match landed costs to an invoice if the supplier for the landed costs is the same as the supplier for the invoice.

Processing Options for Summary Voucher Matching**Default Values:**

1. Voucher Document Type _____

Processing Control:

2. Enter the value to preload the selection option field: _____

1 = Summary Match

2 = Detail Match

(Default = Blank)

Currency Processing:

3. Enter the date to be used when retrieving the currency exchange rate. If left blank, the receipt or purchase order exchange rate will be used. _____

1 = G/L Date

2 = Invoice Date

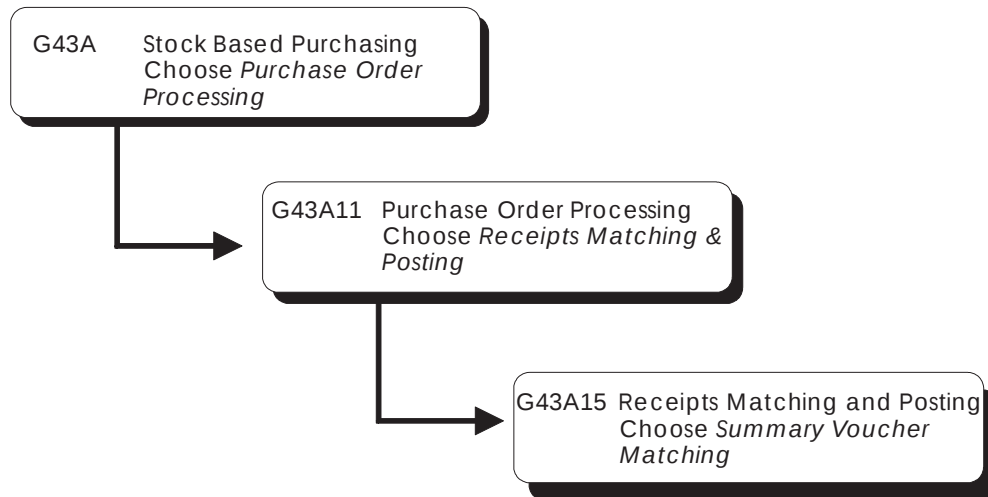
4. Enter a '1' to protect the exchange rate field. _____

Dreamwriter Version Ids:

5. Enter the version of the Voucher Match program to call (P4314). _____

6. Enter the version of the EDI feeder program to call for Summary Matching (P43800). _____

Recording Invoice Adjustments



You might receive an invoice adjustment that reflects a price change to an item or an error to a previous invoice. For example, you receive an invoice for 100 items at 10.00 each and later you receive another invoice that adjusts the cost of the items to 9.00 each. You can create a new voucher that reflects an adjustment to the previous voucher.

► To record invoice adjustments

On Summary Voucher Matching

1. Type 2 in the following field:
 - Match Type
2. To determine whether the system displays individual receipt records or summarized receipt records, complete the following field:
 - Summary/Detail
3. Locate the receipt records that correspond to the adjustment invoice.
4. Complete the following fields:
 - Invoice Number
 - Invoice Amount
 - Invoice Date
 - G/L Date
 - Company

5. Modify the following fields to reflect the adjusted cost of the items:
 - Unit Price
 - Extended Amount
6. Complete the following field:
 - O (Option Exit)

If you type 1 in the Option Exit field, the system uses a batch process to create a single voucher that reflects the adjusted costs.

If you type 2 in the Option Exit field, the system accesses the Voucher Match program. Here you must manually match to the adjustment invoice each receipt record that makes up a summary line. The system displays the adjustment cost for each receipt record.

What You Should Know About

Using the batch process to create a voucher

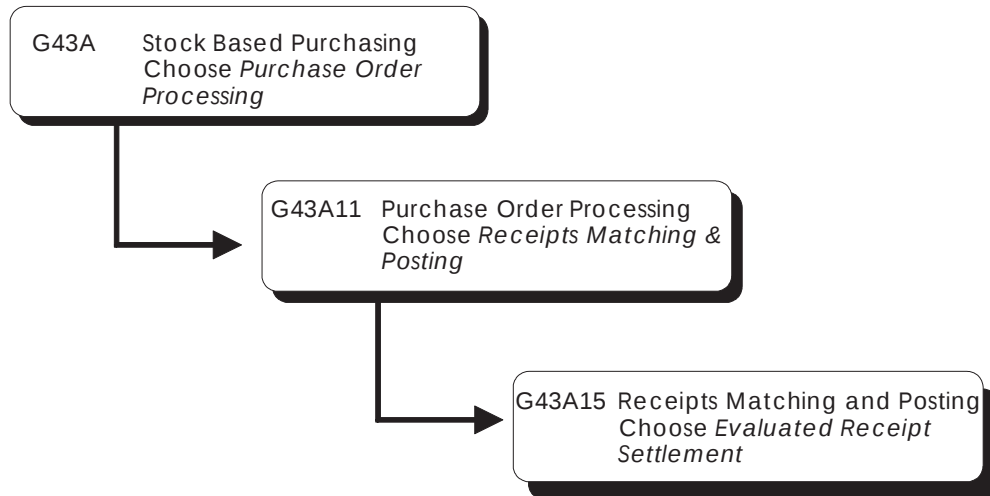
To have the system create a voucher using the batch process, you must first activate the subsystem.

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

Unit cost

If you summarize receipt records for an item that has different unit costs, the system does not display a unit cost.

Create Multiple Vouchers from Receipt Records



Creating Multiple Vouchers from Receipt Records

You might have an agreement with certain suppliers that receipt records are sufficient for creating vouchers. When such an agreement exists, the supplier does not need to send you an invoice, and you can avoid manually matching receipt records to invoices to create vouchers.

You can run the Evaluated Receipt Settlement DREAM Writer program to create vouchers from receipt records. You indicate the receipts for which the system:

- Edits for errors
- Calculates taxes and discounts
- Creates vouchers
- Generates journal entries

You can run Evaluated Receipt Settlement in proof mode to review the receipts for which the system will create vouchers. You can also identify the receipts with errors so that you can correct them. After you have corrected any errors, you can run the program in final mode to create vouchers.

After the system creates the vouchers, you work with them as you would with any standard voucher.



To create vouchers for a supplier in batch mode, you must set the Evaluated Receipt field in Purchasing Instructions to Y (Yes) before creating purchase orders for the supplier. The system uses this value as the evaluated receipt default on the header and detail portion of each purchase order. If you set the Evaluated Receipt field in Purchasing Instructions to N (No), you cannot override the value on purchase orders.

To create vouchers for a supplier in batch mode, you must set the Evaluated Receipt field in Purchasing Instructions to Y (Yes) before creating purchase orders for the supplier. The system uses this value as the evaluated receipt default on the header and detail portion of each purchase order. If you set the Evaluated Receipt field in Purchasing Instructions to N (No), you cannot override the value on purchase orders.

The system gets receipt information from the Purchase Order Receiver table (F43121) to generate vouchers in batch mode. You must use a formal receipt process to create vouchers in batch mode.

When you run Evaluated Receipt Settlement, the system generates two reports. If you run the program in proof mode, the first report contains all receipts for which the system will create vouchers. If you run the program in final mode, the report contains the voucher number, voucher amount, and so forth, for each receipt.

470412		J.D. Edwards & Company Invoice/Match to PO Edit/Create for EDI processing						Page - . . . 1 Date - . . . 1/12/98	
Address Number	Description	Business Unit	Order Co	Order Number	Or Ty	Line Number	Pay Itm	Item/Account Number	Description
4344 000	USD	N	10	00100	2059	OP	1.000	000 M002	Markette Blue Highlighter
Voucher Num.	10146 Voucher Type PV			Voucher Amount	.		660.00		
4344 000	USD	N	10	00100	2061	OP	1.000	000 M002	Markette Blue Highlighter
Voucher Num.	10147 Voucher Type PV			Voucher Amount	.		1,320.00		
4344 000	USD	N	10	00100	2061	OP	2.000	000 M003	Markette Green Highlighter
Voucher Num.	10147 Voucher Type PV			Voucher Amount	.		1,320.00		
4344 Venus	Universal Supply		10	00100	2059	OP	1.000	000 M002	Markette Blue Highlighter
Voucher Num.	10147 Voucher Type PV			Voucher Amount	.				
4344 Venus	Universal Supply		10	00100	2061	OP	1.000	000 M002	Markette Blue Highlighter
Voucher Num.	10147 Voucher Type PV			Voucher Amount	.				
4344 Venus	Universal Supply		10	00100	2061	OP	2.000	000 M003	Markette Green Highlighter
Voucher Num.	10147 Voucher Type PV			Voucher Amount	.				

The second report lists all receipts for which vouchers cannot be created due to errors.

470411							J.D. Edwards & Company Invoice/Match to PO Edit/Create for EDI processing			Page - . . . 1 Date - . . . 1/12/98	
EDI Document	Key Co	Tr Ty	Line Number	Address Number	Tran Set	Format	Fld in Error	Description	Field Value		
23545	00100	ER		4344	810		SYDOCO	Order Number	00002059		
Batch # .				Venus Universal Supply				Error Message. 3737	Line must be Received before Matche		
23546	00100	ER		4344	810		SYDOCO	Order Number	00002061		
Batch # .				Venus Universal Supply				Error Message. 3737	Line must be Received before Matche		
23546	00100	ER		4344	810		SYDOCO	Order Number	00002061		
Batch # .				Venus Universal Supply				Error Message. 3737	Line must be Received before Matche		

What You Should Know About

Evaluated Receipt Settlement process

The Evaluated Receipt Settlement program creates vouchers using a two-step process:

- The system chooses all records in the Purchase Order Receiver table (F43121) that are eligible for creating vouchers from receipt information (Evaluated Receipt value of Y).
- The system runs the EDI-Inbound program to create vouchers for the chosen records. You must use processing options to choose the version of the EDI-Inbound program. You must also use processing options to determine whether the voucher match program runs in proof or final mode.

When the system creates a voucher for a receipt, it assigns the receipt a match type of 2, which indicates that a voucher exists. It also assigns the receipt an evaluated receipt value of V (voucher exists) in the Purchase Order Receiver table.

NOTE: Because the EDI-Inbound program accommodates other EDI functions, some processing options for the program are not applicable to creating vouchers.

Receipt routing

The system does not create vouchers for receipt items in a routing process until they are moved to an on-hand status.

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

When receipt items go through a routing process, the system assigns the receipt record an evaluated receipt value of R (in routing) in the Purchase Order Receiver table. When the items become on-hand, the system changes the value to Y (yes), so that you can create a voucher.

Tolerance checking

If you set processing options to perform tolerance checking for receipts, the system identifies those receipts that exceed tolerance.

When a receipt record exceeds tolerance, the system assigns an evaluated receipt value of T (tolerance exceeded) in the Purchase Order Receiver table. The system will not create vouchers for receipt records that exceed tolerance, unless you change data selections for the Evaluated Receipt Settlement and EDI-Inbound programs.

Tolerance checking is not applicable for the receipt date.

For more information about tolerance checking, see *Creating Tolerance Rules*.

Landed costs

The system creates vouchers for landed costs if:

- The receipt record for which you are entering landed costs is eligible for the Evaluated Receipt Settlement program (Evaluated Receipt field in the Purchase Order Receiver table is set to yes).
- You can create vouchers for the landed cost supplier using the Evaluated Receipt Settlement program. (Evaluated Receipt field on Purchasing Instructions is set to yes).

Tables for EDI-Inbound program

When the system runs the EDI-Inbound program, it stores voucher information in the EDI Header table (F47041), the EDI Detail table (F47042), and the EDI Summary table (F47044). After the process is complete, you can perform purges on these tables to clear the information.

Invoice numbers for vouchers

The system creates invoice numbers for vouchers using the next number facility for the Electronic Commerce system. You can define a prefix for invoice numbers in vocabulary overrides for R43800. For example, you can enter a prefix of ERS to create invoice numbers such as ERS...0012.

Reversing a voucher

You might want to reverse a voucher, if, for example, you returned the items for which you created the voucher. To reverse a voucher, you can enter the voucher number on Match Voucher to Open Receipt (using a match type 2), and then enter a delete action code.

If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

CAUTION: To preserve the integrity of your purchasing data, do not use the Accounts Payable Voucher Entry program to reverse vouchers. To ensure this does not happen, set processing option 11 of Functional Server XT0411Z1 to 2.

See Also

- *Working with Standard Vouchers (P04105)* in the *Accounts Payable Guide*

Processing Options for Evaluated Receipt Settlement

Dream Writer Version:

1. Enter the version of In-bound Match program (P470412) to execute. If left blank, XJDE0002 will be used.

Processing Options for EDI Inbound Invoice/Match to P.O.

Update Options:

1. Enter '1' to run this program in final mode. If left blank, will run this program in proof mode
2. Enter '1' to match only, enter '7' to match and close remainder of quantity and amount for the line. If left blank, will default to '1'
3. Enter '1' to ignore AP/GL warnings. If left blank, warnings will be treated as errors.

Report Options:

4. Enter a '1' to print the Voucher Invoice amount. Leave blank to print EDI Document information.

Default Values:

5. Purchase Order Type
6. Voucher Document Type

Processing Control:

7. Enter the appropriate Voucher Match Method for the processing you use
'2' = PO and Invoice
'3' = PO, Receipt and Invoice

NOTE: Evaluated Receipt Settlement and Stock Valuation requires the processing method to be a '3'.
EDI allows both '2' and '3'.

NOTE: The following processing options must be filled in if you receive and voucher together.

Incoming Next Status Code Range:

8. From Status Code
9. Thru Status Code

Outgoing Next Status Codes:

10. Receipt Status Code
11. Cancel Status Code

Addition Of Lines:

12. Enter a '1' to allow for the addition of lines. (EDI Only)

Enter the purchase order line values:

13. Line Type
14. Last Status Code
15. Next Status Code

Tolerance Checking:

16. Enter a '1' for a warning message only, '2' to prohibit entry, or the pay status to be used if the tolerance is exceeded. If left blank, no tolerance checking is performed.

Retainage:

17. Enter a '1' to allow for the entry of retainage amounts. If left blank, no retainage will be allowed.

Supplier Analysis:

18. Enter a '1' to capture supplier analysis information. If left blank, no supplier analysis information will be captured.

Summarization:

19. Enter a '1' to summarize journal entries. If left blank, journal entries are written in detail. _____

NOTE: If tracking commitments in the PA/PU ledgers, this option may NOT be used.

20. Enter a '1' to summarize accounts payable entries. If left blank, accounts payable entries are written in detail. _____

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used,
except ZJDE0003 is used for option 20.

21. A/P Functional Server (XT0411Z1) _____
22. G/L Functional Server (XT0911Z1) _____

Currency Processing:

23. Enter the date to be used when retrieving the currency exchange rate. If left blank, the receipt or purchase order exchange rate will be used. _____
1 = G/L Date
2 = Invoice Date

Work with Journal Entries for Voucher Transactions

Working with Journal Entries for Voucher Transactions

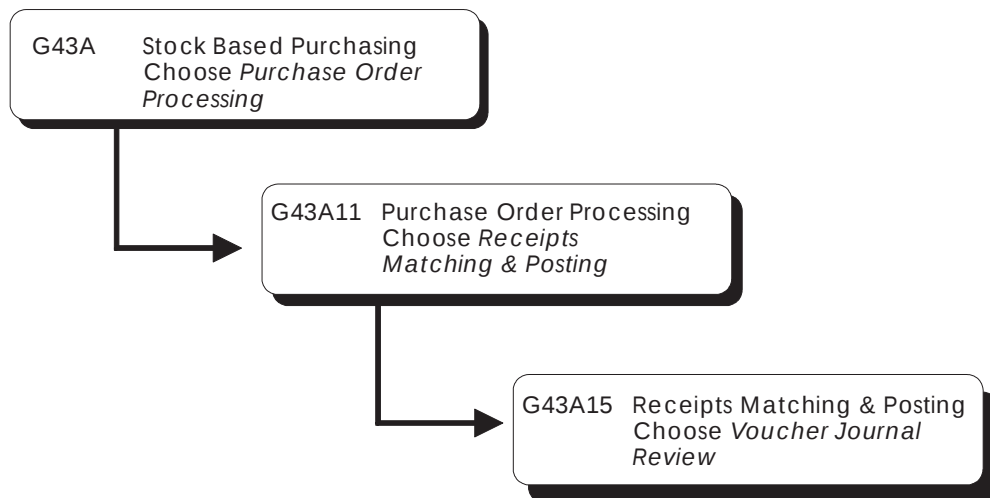
The system creates journal entries to account for each voucher that you create. After you review journal entries, you can post them to the general ledger.

To ensure the integrity of your data, you can verify that voucher amounts balance between the accounts payable ledger and the general ledger.

To work with journal entries for voucher transactions, complete the following tasks:

- ☐ Review and post journal entries for voucher transactions
- ☐ Verify that voucher amounts balance

Reviewing and Posting Journal Entries for Voucher Transactions



You can review the journal entries that the system creates when you generate a voucher, including the account numbers to which amounts are debited and credited, and the actual amounts.

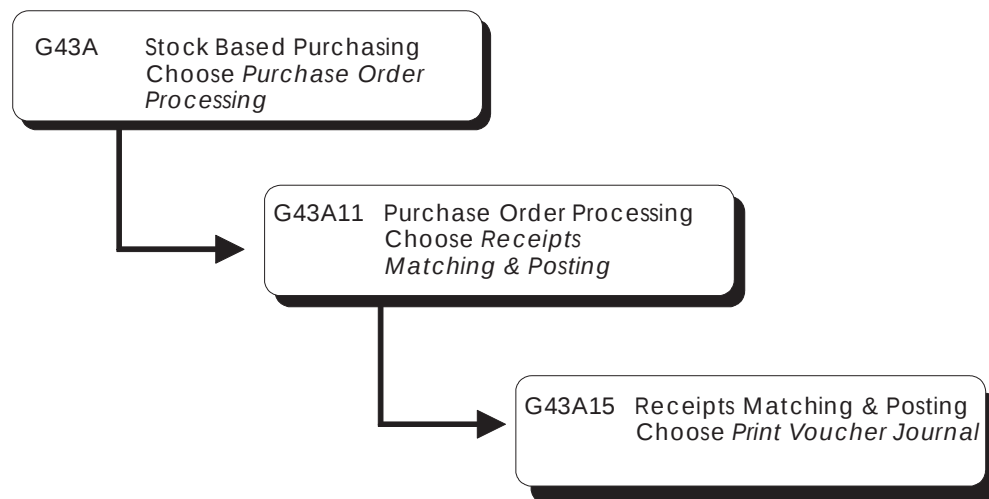
When you create or reverse vouchers, the system displays a receipt document number and batch number. You might want to note these numbers so you can locate journal entries by batch group and document.

To post voucher journal entries, run the G/L Voucher Post program. The system does not create accounts payable offsetting entries until you post vouchers.

See Also

- *Working with Standard Vouchers* in the *Accounts Payable Guide* for more information about working with voucher journal entries

Verifying that Voucher Amounts Balance



You can review journal entries for voucher transactions and verify that they balance in the general ledger and the accounts payable ledger by printing the Accounts Payable Voucher Journal report.

For each voucher transaction that prints, you can compare the gross amount in the Accounts Payable Ledger table (F0411) to the corresponding general ledger distribution entries in the Account Ledger table (F0911). The system does not include records with a foreign currency (CA) ledger type in the G/L comparison total.

Work with Journal Entries for Voucher Transactions

04305

J.D. Edwards & Company
A/P Voucher Journal Report
User, Batch Date/Number & Voucher

Page No. . . . 3
Date . . . 06/30/98

Document		G/L Date	Co.	Name	Address	Due Date	P.O. No	G/L	Amounts		P P	
Ty	Number	Co	Itm Invoice	Check Stub Remark	Invoice Number			Off.	Gross		P	S I
				Acct Description	G/L Account Number				Discount Avail	G/L Distributi	C	LT
User				JN791041								
Originator				- JN791041								
Batch Number				- 80197								
Batch Date				06/30/98								
PV	8695	00100	001	06/30/98	100 Vector Manufactur	4343	07/30/98	2014	1,019.94			A Z
				06/30/98	Received Not Vouc	4567						
						100.4111					1,019.94	P AA
Batch Number				00080197					1,019.94		1,019.94	
User ID.				JN791041					1,019.94		1,019.94	
Report Total:									1,019.94		1,019.94	

See Also

- *Printing the Voucher Journal (P04305) in the Accounts Payable Guide*

Log Invoices prior to Receiving Goods

Logging Invoices prior to Receiving Goods

You can log invoice information prior to receiving the goods or services on an invoice so that the billing amount reflects in the general ledger. When you log invoice information, the system creates a preliminary voucher from which you can create a permanent voucher when you receive the goods or services.

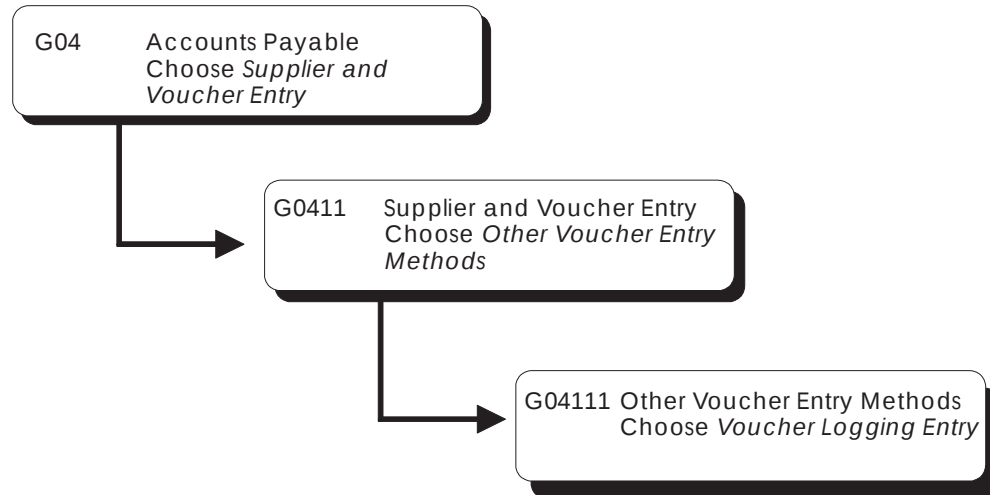
Complete the following tasks:

- ☐ Log invoices to create preliminary vouchers for purchases
- ☐ Create a permanent voucher from a preliminary voucher
- ☐ Print logged invoice information

After you create a preliminary voucher, the system generates journal entries that distribute the voucher amount to a general ledger suspense account. After you create the permanent voucher, the system generates journal entries that redistribute the voucher amount to the actual general ledger accounts.

Logging Invoices to Create Preliminary Vouchers for Purchases

Logging Invoices to Create Preliminary Vouchers for Purchases



You might want to record invoice information promptly, prior to receiving the goods or services on the invoice. You can log invoice information to create a preliminary voucher, from which the system creates journal entries to account for the billing amount.

You can associate a purchase order number with the invoice. If you do not know the purchase order number, you can have the system enter the number when you create the permanent voucher.

After you enter invoice information, you must specify the suspense account for which the system is to debit the voucher amount.

After you enter invoice information, the system automatically displays Journal Entry Prompt.

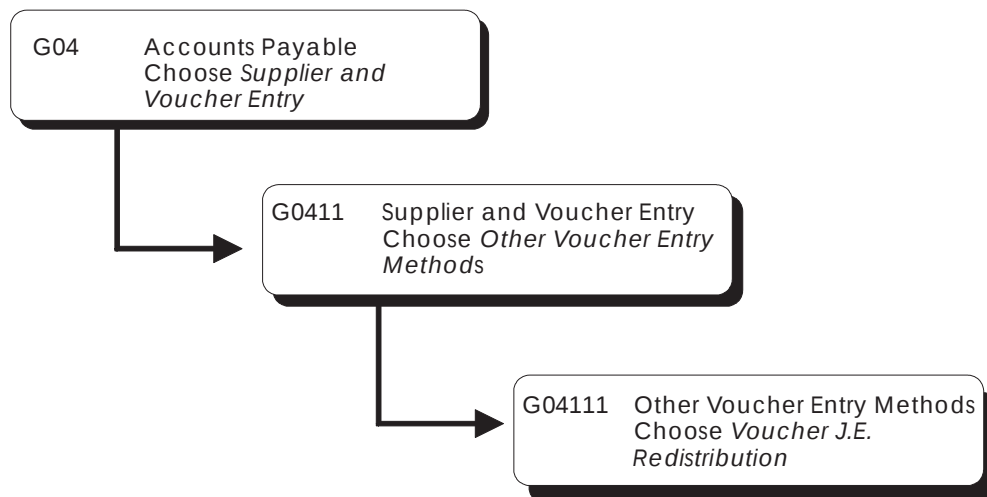
The screenshot shows a window titled "[041051] - Journal Entry Prompt". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar is a text field labeled "Preliminary Distribution Account..." containing the value "D". Below this are four input fields: "Mode (F)" with value "D", "Amount" with value "330.00", "Account Number" with value "90.8799", and "Remark" with value "Issel pump court shoes". At the bottom left are two buttons: a checkmark icon and an "X" icon. At the bottom right are two buttons: an up arrow icon and a down arrow icon. At the very bottom are two keyboard shortcuts: "F3=Exit" and "F24=More Keys".

2. On Journal Entry Prompt, complete the following field:
 - Account Number

See Also

- *Working with Logged Vouchers (P04105) in the Accounts Payable Guide*

Creating a Permanent Voucher from a Preliminary Voucher



You can create a permanent voucher from a preliminary voucher after you receive the goods and services on the corresponding invoice. Because the preliminary voucher already contains much of the necessary information, creating the permanent voucher is a simple process.

To create a permanent voucher, you must locate the preliminary voucher and choose the receipt records that match the invoice. After you do this, the system creates the permanent voucher.

► **To create a permanent voucher from a preliminary voucher**

On Voucher JE Redistribution

[042002] - Voucher JE Redistribution

Functions Options Tools Help

Display Sequence ☐

Approver Number

Supplier Number Vector Manufacturing Co

Invoice Number Co

JE Redistribution Date Curr

Document Number Range to

Doc P	Doc Ty	Document Number	Supplier Number	Supplier Name	Due/Chk Date	Gross Amount	P S
	PL	12758	4343	Vector Manufacturing Co	07/05/98	330.00	A
TOTAL						330.00	

☒ ☐

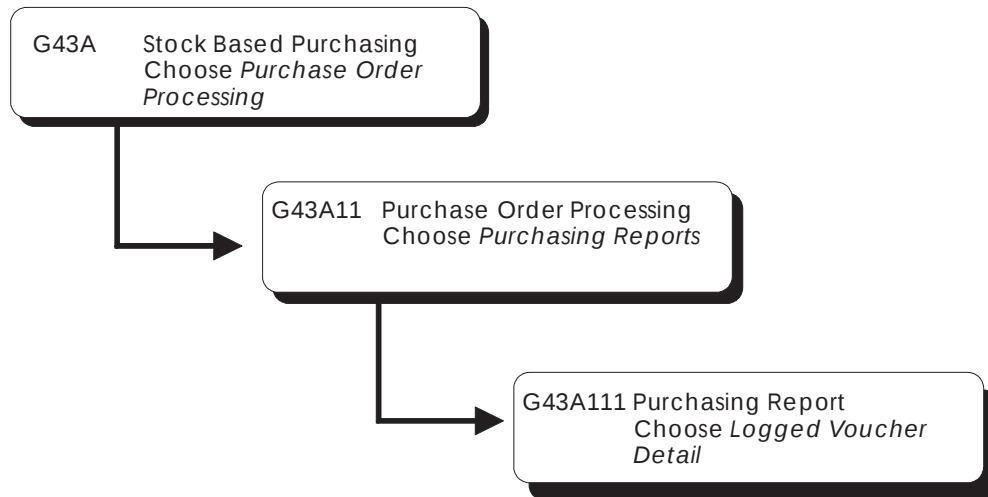
Opt: 1=Vch Log 2=JE 3=Redist 4=Redist PO F2=Formats F9=Name Srch MW

1. Locate the preliminary voucher from which to create a permanent voucher.
2. Enter 4 in the following field to exit to the Voucher Match program:
 - OP (Option Exit)
3. Choose the receipt records that correspond to the invoice for the preliminary voucher.

See Also

- *Choosing Individual Receipt Records to Match to an Invoice (P4314)* for information about creating permanent vouchers
- *Working with Logged Vouchers (P04105)* in the *Accounts Payable Guide* for more information about the Voucher Journal Entry Redistribution program

Printing Logged Invoice Information



If you log invoices on the system before taking receipt of the goods or services, you can print a report that contains preliminary voucher information. You can use this report to identify the preliminary vouchers that are ready for distribution. You can also review invoice and purchase order information, including:

- Invoice number
- Invoice date
- Gross amount
- Purchase order number
- Received date (if applicable)
- Amount open to voucher
- Voucher number

If you do not enter purchase order information when you log a voucher, the system does not print purchase order information on the report.

You can use processing options to determine whether the report prints only logged vouchers for which receipt records have been entered.

43428

J.D. Edwards & Company
Logged Voucher Detail

Page Number 2
Date 6/19/98

Invoice Number	Invoice Date	Co	. . . Voucher Reference . . .				Gross Amount	. . . Purchase Order . . .				Open to Voucher	Cur Cod
			Number	Ty	Itm	Co	Due Date		Number	Ty	Co	Rec Date	

Approver Number. . .		00000000	00000000										
Address Number . . .		00004343	Vector Manufacturing Co										

A4325	06/15/98	100	8700	PL	001	100	07/15/98	742.56					USD
								742.56					
								742.56					
								742.56					
								742.56					

Processing Options for Logged Voucher Detail

Report Display:

1. Enter a '1' to only print Vouchers that have quantity received for their attached purchase order.

Currency Processing:

2. Enter a '1' to print amounts in Foreign Currency. (Default of blank will print Domestic Currency).

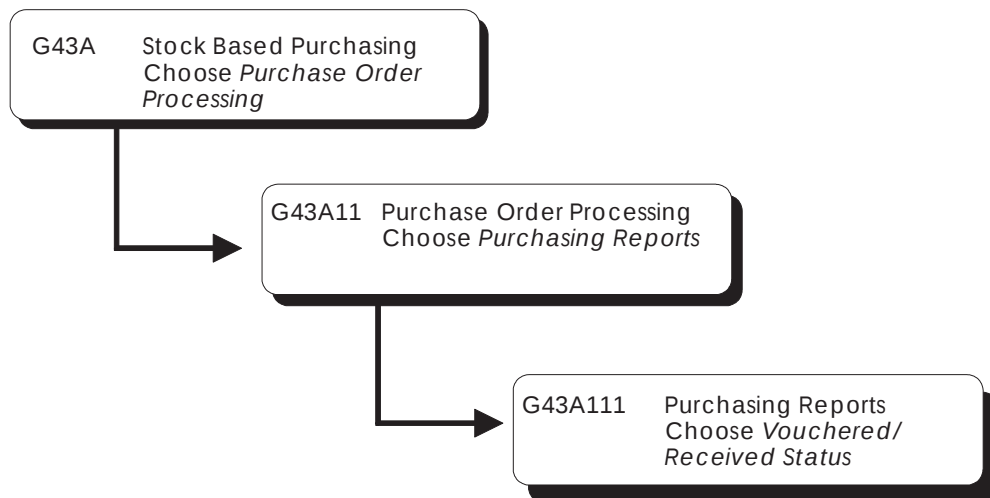
Print Voucher Information

Printing Voucher Information

You can print reports containing voucher information that is specific to purchase orders, receipts, and suppliers. To print voucher information, complete the following tasks:

- ☐ Print voucher information by detail line
- ☐ Print open voucher information by receipt
- ☐ Print voucher amounts for suppliers
- ☐ Print supplier balances

Printing Voucher Information by Detail Line



For each purchase order detail line that you choose, you can print:

- Quantity and amount open to voucher
- Quantity and amount for which a voucher has been created
- Quantity and amount received to date

Purchase Management

When you run the Vouchered/Received Status report, the system organizes detail lines by branch/plant or business unit, depending on whether you use an inventory or non-inventory environment.

43412	J.D. Edwards & Company										Page - . . . 2
Receive/Voucher Status - Inventory										Date - . . . 4/19/98	
Branch/Plant .		30									
Memphis Distribution Center											
Supplier	Order	Ty	Line	Receipt Date	. Received to Date .	Amount	. .Vouchered to Date. .	Amount	. .Open To Voucher. .	Amount	Cur Cod
4345 Value Worldw	2444	OP	1.000	03/14/98	25	168.75			25	168.75	USD
4345 Value Worldw	2575	OP	5.000	04/14/98	25	756.25			25	756.25	USD
4345 Value Worldw	2575	OP	6.000	04/14/98	16	84.00			16	84.00	USD
4345 Value Worldw	2604	OP	5.000	04/14/98	25	756.25			25	756.25	USD
4345 Value Worldw	2604	OP	6.000	04/14/98	16	84.00			16	84.00	USD
Value Worldwide Paper Supply						1,849.25				1,849.25	
Memphis Distribution Center						1,849.25				1,849.25	
						1,849.25				1,849.25	

Processing Options for Received/Vouchered Status Report

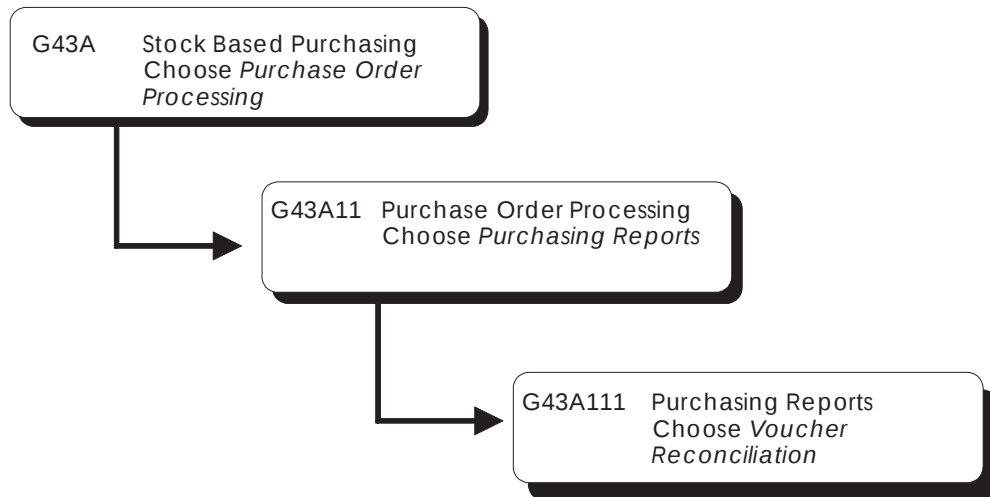
Report Display:

1. Enter a '1' to print General Ledger Cost Center Information. (Default of blank will print Branch/Plant Information).

Currency Processing:

2. Enter a '1' to print amounts in Foreign Currency. (Default of blank will print Domestic Currency).

Printing Open Voucher Information by Receipt



After you have posted receipts, you can print the Received Not Vouchered Reconciliation report to reconcile purchase receipts to the General Ledger Account Balances table (F0902). This report contains open voucher information for individual receipt records. For each receipt that prints on the report, you can review:

- Quantity for which you can create a voucher
- Amount for which you can create a voucher
- Tax amount for the line

Each time you record a formal receipt, the system creates a journal entry that credits a Received Not Vouchered account. You can review this account number for each receipt. You usually sequence the report information by that account number.

This report contains information from the Purchase Order Receiver table (F43121).

Purchase Management

43450

J.D. Edwards & Company
Rec'd Not Vouchered ReconciliationPage No. . . . 2
Date - . . . 6/19/98

Not Vouchered Account	PO No.	Ty	Line	Item	Open	Open to Voucher Amount	Tax Amount	Cur Cod
100.4111	2	OP	1.000	TS002	1	8,352.00		USD
100.4111	2000	OP	1.000	1001	32	160.00		USD
100.4111	2000	OP	1.000	P001	10	50.00		USD
100.4111	2000	OP	1.000	P002	6	30.00		USD
100.4111	2000	OP	1.000	S001	96	480.00		USD
100.4111	2000	OP	1.000	M001	144	720.00		USD
100.4111	2000	OP	1.000	M002	120	600.00		USD
100.4111	2276	OP	1.000	TS001	100	5,025.00		USD
100.4111	2276	OP	2.000	TS002	100	4,312.00		USD
Received Not Vouchered						19,729.00		
Grand Total						326,298.94		

Processing Options for Received Not Vouchered Reconciliation

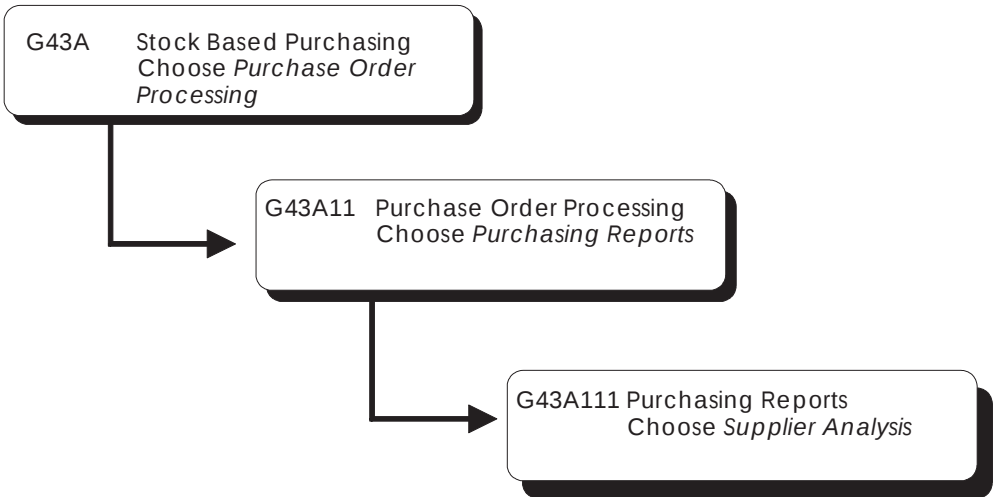
Report Display:

1. Enter a '1' to print Account
Numbers. If left blank, Item
Numbers will print.

Currency Processing:

2. Enter a '1' to print amounts in
Foreign Currency. If left blank,
amounts are printed in Domestic
Currency.

Printing Voucher Amounts for Suppliers



You can print the Supplier Analysis report to review all suppliers for whom you have created vouchers during the past year and the total voucher amount for each supplier. You can also print this report to compare the total voucher amount year-to-date to the total voucher amount for the previous year.

04602

J.D. Edwards & Company
Supplier Analysis

Page - 2
Date - 04/18/98

Currency Code. . USD

Number	Address Name	Vouchered Year to Date	% Vouch	Rank	Vouchered Previous Year
4344	Venus Universal Supply	15,466,464.44	45.5	1	8,984,811.42
4343	Vector Manufacturing Co	8,746,356.16	25.7	2	6,985,821.59
4345	Value Worldwide Paper Supply	3,651,574.99	10.7	3	
		27,864,439.59			15,970,633.01

Voucher Processing

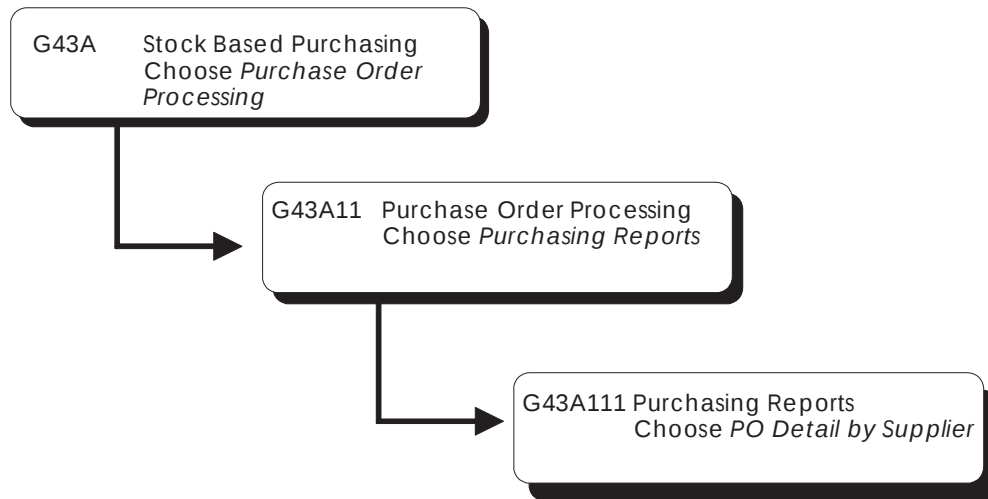
Suppliers appear in descending order of the total voucher amount. This report does not include those suppliers with a year-to-date voucher balance of zero.

Processing Options for Supplier Analysis Report

Report Currency:

Enter the currency that the report is to be stated in. If left blank the report will be stated in U.S. Dollars (USD). This is only used if multi-currency is on.

Printing Supplier Balances



If you purchase items directly to the general ledger, you might want to review a report that lists purchase order and voucher information by supplier and business unit. The Purchase Order Detail by Supplier report lets you organize information by:

- Supplier
- Business unit
- Subsidiary
- Object

For each purchase order, the report displays:

- Budget amounts
- Purchase order/contract amounts
- Voucher amounts
- Paid amounts
- Retained amounts

- Balance remaining
- Amount currently due

43421

J.D. Edwards & Company
Contract Detail by Supplier - All Jobs

Page
Date
As of

2
4/19/98
- 04/19/98

3480 Digger, Inc.

Job Number	Cost Code	Code Type	Description (Reference)	Budget	PO/Contract	Vouchered	Paid	Retained	Balance Remaining	Due Now
750			Centennial Technical Park							
	02600	1350	Materials							
	OP	2428	00050 000 05/22/98		118.50					
	OP	2428	00050 000 05/22/98		1,391.00					
	02600	1355	Equipment							
	OP	2372	00050 000 05/13/98		400.00					
	02600	1360	Subcontracts							
	OP	2444	00050 000 06/03/98		4,000.00					
	OP	2452	00050 000 06/03/98		4,800.00					
			Total Paving & Surfacing		10,709.50				10,709.50	
			Total Centennial Technical		10,709.50				10,709.50	
			Total Digger, Inc.		10,709.50				10,709.50	

Processing Options for PO Detail by Supplier Report

General Ledger Processing:

1. Enter '1' to process G/L budget amounts from the Account Balances file (F0902). Leave blank to process amounts from the Account Detail file (F0911).

Date Selection:

2. Enter the As Of date on which to base the report. Leave blank (default) to use the Financial Reporting Date of Company "000000". If no Financial Reporting date has been set up then today's system date will be used.

Report Print Control:

3. Enter '1' to print the Supplier address on the report.
4. Enter '1 to omit page breaking by Supplier. Leave blank (default) to start a new page for each Supplier.
5. Enter '1 to print the subledger and subledger type. Leave blank (default) to not print them.

Special Orders Processing

Objectives

- To understand the purpose for each type of special order
- To enter special orders
- To create purchase orders using special orders

About Special Orders Processing

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

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

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

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

Special orders processing includes the following tasks:

- ☐ Working with requisitions
- ☐ Working with blanket orders
- ☐ Working with quote orders
- ☐ Working with change orders

See Also

- *Setting Up Order Activity Rules (P40204)* for information about setting up activity rules and status codes for special orders

Work with Requisitions

Working with Requisitions

You use requisitions to obtain approval for the items and services that you want to purchase. After a requisition is approved, you can create a purchase order from the requisition using one of the following methods:

- Duplicate a requisition
- Choose requisition detail lines

To create recurring purchase orders from the same requisition, you must duplicate the requisition to create a purchase order. For example, if you have a requisition for office supplies that you order every month, you must duplicate the requisition so that it remains open.

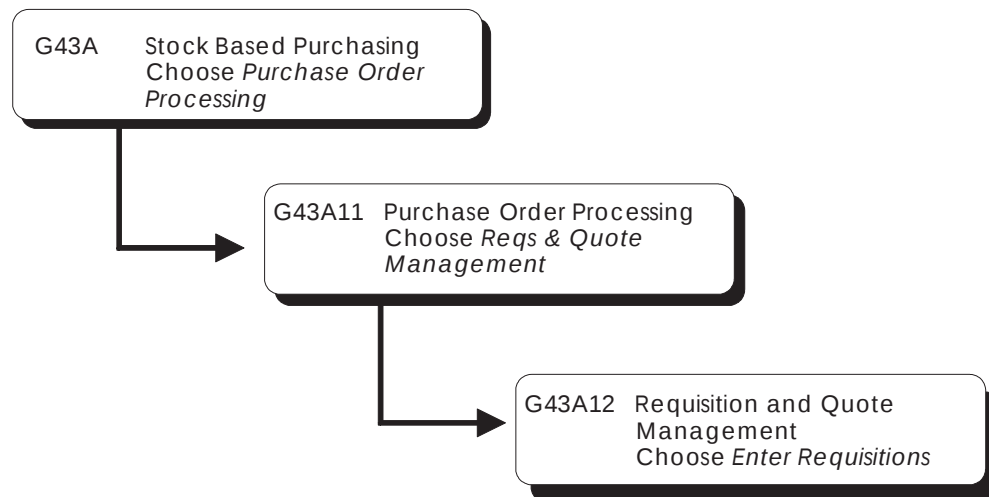
To close the requisitions for which you create purchase orders, you must choose requisition detail lines to create purchase orders. For example, if you have a requisition for office supplies that you only want to order once, you must choose the requisition detail lines so that they cannot be used again.

To work with requisitions, complete the following tasks:

- ☐ Enter requisitions
- ☐ Duplicate a requisition to create a purchase order
- ☐ Choose requisition detail lines to create purchase orders

The system distinguishes a requisition from other types of orders by the order type code, which is usually OR (requisition orders).

Entering Requisitions



Your company might require you to submit a requisition for the items and services that you want to purchase. You usually enter a requisition to obtain approval for goods and services prior to creating a purchase order.

You enter a requisition in the same way that you enter a purchase order. For example, to order office supplies, you enter a detail line for each office supply you want to order.

If you have a purchasing department that manages requisitions, you can enter a purchasing agent on a requisition in place of a supplier. This allows the purchasing agent to easily locate requisitions for which to create purchase orders.

What You Should Know About

Printing requisitions

You use the same procedure to print requisitions as you do to print purchase orders. Use Data Selection for the Print Purchase Orders DREAM Writer program to specify the order type for requisitions.

For more information, see *Printing Purchase Orders*.

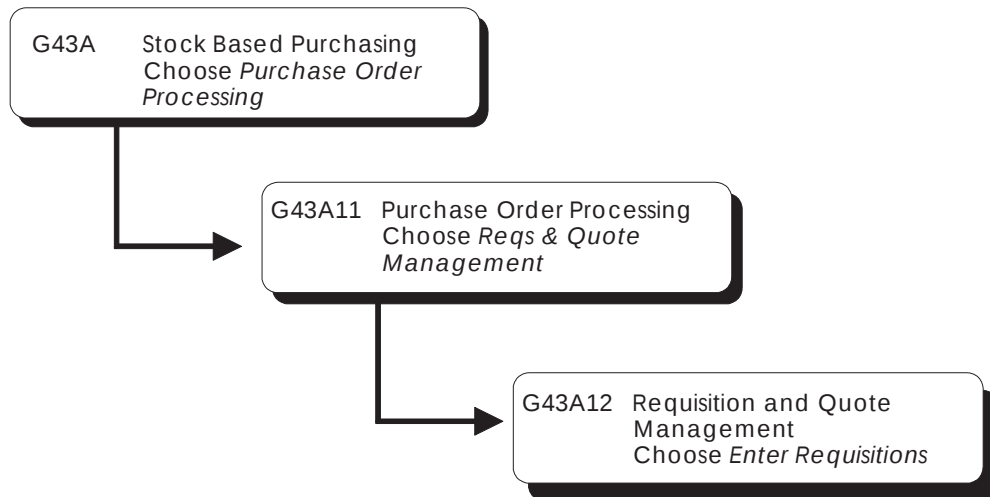
Requisition originator

When you enter a requisition, you can enter your address book number as the ship-to address so that the requisition can be traced back to you.

See Also

- *Entering Purchase Order Header Information (P4310)* for information about entering header information for a requisition
- *Entering Purchase Order Detail Information (P4311)* for information about entering detail lines for a requisition
- *Assigning an Approval Route to an Order (P4310)* for information about activating approval processing for requisitions
- *Reviewing Open Orders (P430301)* for information about reviewing pending requisitions
- *Processing Options for Purchase Order Entry – Detail (P4311)* for information about the processing options applicable to this task

Duplicating a Requisition to Create a Purchase Order



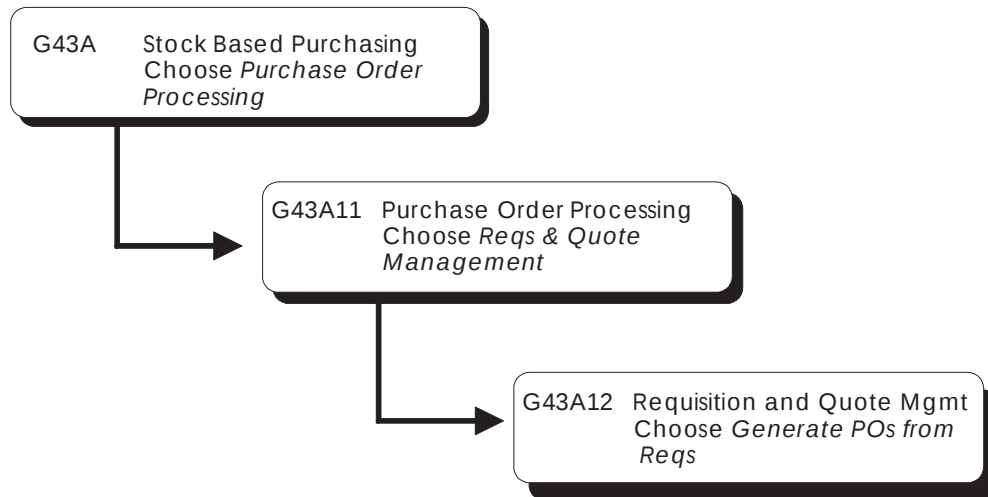
You must duplicate a requisition if you plan to create recurring purchase orders from the same requisition. For example, each time you need to order paper, you can create a purchase order by duplicating an existing requisition for paper.

When you duplicate a requisition to create a purchase order, the system does not close the requisition.

See Also

- *Duplicating a Purchase Order (P4311)*

Choosing Requisition Detail Lines to Create Purchase Orders



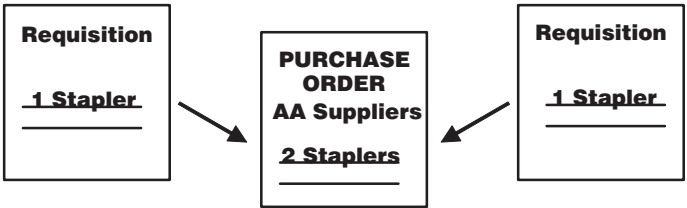
You can choose requisition detail lines from which to create purchase orders. You must use this method if you want the system to close requisition detail lines after you create a purchase order. After a requisition detail line is closed, you can no longer use it to create a purchase order and you can purge it from the system.

You can create a purchase order for an item quantity or an amount that is less than the quantity or amount on a requisition detail line. If you specify a lesser quantity or amount, the system releases that quantity or amount from the detail line and leaves the remaining portion open.

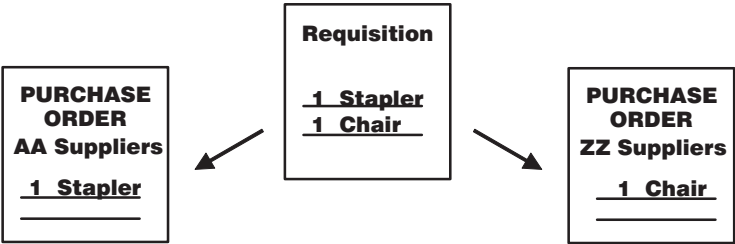
You can create a purchase order for a requisition by choosing all detail lines on the requisition. You can also:

- Combine detail lines from multiple requisitions to create a single purchase order
- Choose detail lines from a single requisition to create multiple purchase orders

You can combine detail lines from multiple requisitions to create a single purchase order. You use this method to combine items and services for the same supplier. For example, if you receive two separate requisitions for staplers, you can combine the requisition detail lines to create a single purchase order.



You can also separate detail lines on a requisition to create multiple purchase orders. You do this when the items or services on a requisition are provided by different suppliers. For example, if you receive a requisition that contains an order for a stapler and an order for a chair, you can generate a purchase order for the stapler and another for the chair.



You use processing options to enter default information for the purchase orders you want to create.

What You Should Know About

- Ship-to address for new purchase orders

When you create a purchase order from requisition detail lines, the system retrieves the ship-to address for the purchase order based on how you set the processing option for item consolidation.
- Unit costs

You use processing options to specify whether unit costs display for each detail line and whether the costs can be changed.

► To choose requisition detail lines to create purchase orders

On Generate POs from Requisitions

O P	Release Quantity	Tr UM	Release Amount	Request Date	Description
	5000	EA		06/30/98	Front Loading Stapler
	2500	EA		06/30/98	Stanley Staple Remover

1. To locate requisition detail lines, complete one or more of the following fields:

- Branch/Plant
- Supplier
- Buyer Number
- Order Number
- Item Number
- Account Number

The system displays only those detail lines with status codes that you specified in processing options.

Detail lines with cancel dates prior to the current date do not display.

2. Complete the following fields:
 - Release Quantity
 - Release Amount
3. Type 1 in the following field for each detail line for which you want to create a purchase order:
 - OP (Option Exit)

The system prevents you from exiting the form until you have created purchase orders for the releases you have chosen. For more information, see *Creating Purchase Orders from Existing Detail Lines*.

Field	Explanation
Release Amount	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance. <i>Form-specific information</i> This field contains the open amount for the detail line. If you do not want to release this amount, you can type in the amount that you want to release.
Release Quantity	The original quantity for the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and/or vouchered to date. <i>Form-specific information</i> This field contains the open quantity for this detail line. If you do not want to release this quantity, you can type in the quantity that you want to release.

Processing Options for Generate POs from Requisitions

Default Values:

1. Order Type _____

Incoming Acceptable Next Status Codes:

2. Status Code 1 _____

3. Status Code 2 _____

4. Status Code 3 _____

5. Enter the Next Status Code to be used when a line is completely released. If left blank, the next status code in the Order Activity Rules will be used. _____

6. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number. _____

Purchase Order Creation Defaults:

7. Order Type _____

8. Beginning Status _____

9. Override Next Status (Optional) _____

10. Enter text duplication selection: _____
 '1' to copy line text
 '2' to copy line and order text
 '3' to copy order text

Field Display Control:

11. Enter a '1' to protect the price field or a '2' to make the price field non-display. _____
12. Enter a '1' to protect the Account Number field. _____
13. Enter a '1' to display the release amount for quantity lines. If left blank, only the release quantity will display for quantity lines. _____

Prompting Control:

14. Enter a '1' to allow the addition of a Supplier Master record, if not setup. _____

Tolerance Checking:

15. Enter a '1' for a warning message or a '2' to prohibit entry. If left blank, no tolerance checking is performed. _____

Special Pricing Processing:

16. Enter a '1' to perform special pricing for inventory items. _____
 If left blank, the unit cost entered for each released order will be used.

Note: Special pricing will not be allowed with item consolidation option 2.

Approval Processing:

17. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed. _____

1 = Originators Address Book Number
2 = Originators User Profile
3 = Branch/Plant Route Code
4 = Default Locations Route Code

18. Enter the Awaiting Approval status. _____
19. Enter the Approved status. _____

Budget Checking:

20. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted. _____

Budgeting Default Values:

21. Budget Hold Code _____
22. Budget Tolerance Limit (10 = 10%) _____
23. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used. _____
24. Budget Ledger Type _____

Budgeting Default Values:

25. If Financial Budgeting, specify the budget total method (1-3). If left blank, method 1 will be used: _____

- 1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation).
- 2 = Sum of period amounts for current year (standard financial budget).
- 3 = Original budget + period amounts for current year (standard financial spread with changes).

Budget Processing:

26. Enter a '1' to accumulate the budget through the current period. If left blank, the budget will accumulate for the total year. _____

Dream Writer Versions:

Enter the version for each program:

If left blank, ZJDE0001 will be used.

- 27. Purchase Order Entry (P4311) _____
- 28. Purchasing Ledger Inquiry (P43041) _____
- 29. Open Order Inquiry (P430301) _____
- 30. Supplier Master (P01054) _____

Item Consolidation:

31. Enter a '1' to consolidate lines with a 'like' supplier, item/account, branch/plant, unit of measure and requested date. Enter a '2' to consolidate 'like' supplier, item/account, branch/plant, unit of measure, requested date and unit cost. When blank, no consolidation will occur. _____

NOTE: A '1' will blank out unit and extended cost. A '1' or '2' will default the Branch Plant into the ship-to address.

Cross Reference Information:

32. Enter the cross reference code for retrieving item replacements for obsolete items. _____

Item Availability:

33. Enter a '1' to update the "Quantity on Other PO's" field (OT1A) in the Item Branch or Location files (i.e. Requisitions and Blanket Orders). If left blank, the "Quantity on PO" field (PREQ) will be updated. _____

What You Should Know About Processing Options

Item consolidate (31)

You use this option to specify whether releases for like items are consolidated on the new order. If you leave this option blank, the new order contains an individual detail line for each release that you perform.

This processing option is primarily for use with the Consolidate Requisitions to Quote Order program. When you select 1 to consolidate releases to single detail lines, the system eliminates the price from the new quote order detail lines.

If you select 1 or 2, the ship-to address for the new purchase order is the same as that for the branch/plant. If you leave this option blank, the ship-to address for each detail line on the purchase order is the same as that which was entered for each requisition detail line.

Work with Blanket Orders

Working with Blanket Orders

You can enter a blanket order when you have an agreement with a supplier to purchase a certain quantity or amount of goods over a period of time. You must enter the entire quantity or amount on the blanket order. Each time you are ready to receive a portion of the goods, you can create a purchase order.

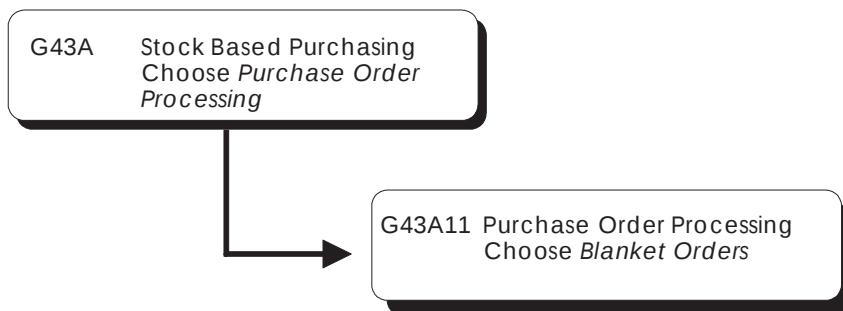
For each blanket order on the system, you can view the original quantity on the order, the quantity or amount released to date, and the quantity or amount left to release.

To work with blanket orders, complete the following tasks:

- ☐ Enter blanket orders
- ☐ Create purchase orders from blanket orders

The system distinguishes a blanket order from other types of orders by the order type code, which is usually OB (blanket orders).

Entering Blanket Orders



You might issue an order for goods or services from which the supplier releases portions over a period of time. When you have this type of agreement with a supplier, you can enter a blanket order.

When you enter a blanket order, you must specify the entire quantity or amount of the item or service that you want to order. For example, if you have an agreement with a supplier to purchase 100 widgets a month over the next 12 months, you can enter a blanket order for 1200 widgets.

You enter a blanket order in the same way that you enter a purchase order. You must enter a single detail line for the entire blanket order quantity or amount.

What You Should Know About

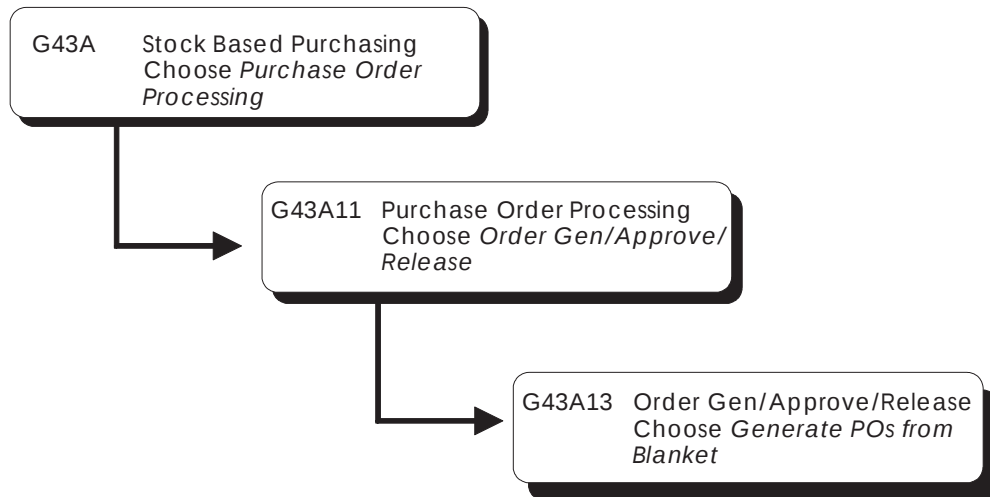
Printing blanket orders You use the same procedure to print blanket orders as you do to print purchase orders. Use Data Selection for the Print Purchase Orders DREAM Writer procedure to specify the order type for the blanket orders you want to print.

For more information, see *Printing Purchase Orders*.

See Also

- *Entering Purchase Order Header Information (P4310)* for information about entering header information for a blanket order
- *Entering Purchase Order Detail Information (P4311)* for information about entering detail lines for a blanket order
- *Reviewing Open Orders (P430301)* for information about reviewing pending blanket orders and the quantity or amount left to receive on a blanket order
- *Processing Options for Purchase Order Entry – Detail (P4311)* for information about the processing options applicable to this task

Creating Purchase Orders from Blanket Orders



When you are ready to receive a portion of the goods or services on a blanket order, you must release the quantity or amount for which you want to create a purchase order. For example, if you have a blanket order for 1200 widgets and you want to receive 100, you must locate the blanket order detail line and release 100 widgets. The system prompts you to create a purchase order for the quantity or amount you release.

► To create purchase orders from blanket orders

On Generate POs from Blanket

O P	Release Quantity	Tr UM	Release Amount	Request Date	Description
	16000	EA		01/01/98	Napa Valley Cassette Box
	10000	EA		12/30/98	Napa Valley Cassette Box
	10000	EA		12/31/98	Napa Valley Cassette Box

1. To locate blanket order detail lines, complete one or more of the following fields:

- Branch/Plant
- Supplier
- Buyer Number
- Order Number
- Item Number
- Account Number

The system displays only those detail lines with status codes that you specified in processing options.

Detail lines with cancel dates prior to the current date do not display.

2. Review the following fields:

- Qty: To Date
- Qty: Original
- Amt: To Date
- Amt: Original

3. Complete the following fields:
 - Release Quantity
 - Release Amount
4. Type 1 in the following field for each detail line from which you want to create a purchase order:
 - OP (Option Exit)

The system prevents you from exiting the form until you have created purchase orders for the releases you have chosen. For more information, see *Creating Purchase Orders from Existing Detail Lines*.

Field	Explanation
Quantity to Date	The original quantity of the order line, plus or minus any changes to that quantity, less all quantities shipped, received and/or vouchered to date. This number can also be the actual quantity received. <i>Form-specific information</i> This field contains the quantity of the item on this detail line that you have released to date.
Original Quantity	The quantity of units affected by this transaction. <i>Form-specific information</i> This field contains the original quantity for this detail line.
Amount To Date	The value of the goods received to date against the original order line. <i>Form-specific information</i> This field contains the value of the items on this detail line released to date.
Original Amount	The number of units multiplied by the unit cost. <i>Form-specific information</i> This field contains the original value of the items on this detail line before any releases were made.
Release Quantity	The original quantity for the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and/or vouchered to date. <i>Form-specific information</i> This field contains the open quantity for this detail line. If you do not want to release this quantity, you can type in the quantity that you want to release.

Field	Explanation
Release Amount	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance. <i>Form-specific information</i> This field contains the open amount for the detail line. If you do not want to release this amount, you can type in the amount that you want to release.

Releasing Blanket Orders during Purchase Order Entry

What You Should Know About

Blanket release during purchase order entry

If you enter a purchase order detail line for an item or service that already exists on a blanket order, you can review information about the open blanket order and release a quantity and amount from the blanket order.

You use processing options for Purchase Order Entry to activate blanket release processing. Only those blanket order types that you set up in user defined code table 40/BT display for blanket release processing.

If you release a quantity that exceeds the blanket order detail line, the system returns two detail lines to the purchase order, one for the open quantity and the other for the excess quantity.

Processing Options for Blanket Order Release

Default Values:

1. Order Type _____

Incoming Acceptable Next Status Codes:

2. Status Code 1 _____
3. Status Code 2 _____
4. Status Code 3 _____

5. Enter the Next Status Code to be used when a line is completely released. If left blank, the next status code in the Order Activity Rules will be used. _____

6. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number.

Purchase Order Creation Defaults:

7. Order Type
8. Beginning Status
9. Override Next Status (Optional)
10. Enter text duplication selection:
 '1' to copy line text
 '2' to copy line and order text
 '3' to copy order text

Field Display Control:

11. Enter a '1' to protect the price field or a '2' to make the price field non-display.
12. Enter a '1' to protect the Account Number field.
13. Enter a '1' to display the release amount for quantity lines. If left blank, only the release quantity will display for quantity lines.

Prompting Control:

14. Enter a '1' to allow the addition of a Supplier Master record, if not setup.

Tolerance Checking:

15. Enter a '1' for a warning message or a '2' to prohibit entry. If left blank, no tolerance checking is performed.

Special Pricing Processing:

16. Enter a '1' to perform special pricing for inventory items. If left blank, the unit cost entered for each released order will be used.

Note: Special pricing will not be allowed with item consolidation option 2.

Approval Processing:

17. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed.

- 1 = Originators Address Book Number
2 = Originators User Profile
3 = Branch/Plant Route Code
4 = Default Locations Route Code

18. Enter the Awaiting Approval status.
19. Enter the Approved status.

Budget Checking:

20. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted.

Budgeting Default Values:

21. Budget Hold Code
22. Budget Tolerance Limit (10 = 10%)
23. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used.
24. Budget Ledger Type

Budgeting Default Values:

25. If Financial Budgeting, specify the budget total method (1-3). If left blank, method 1 will be used:

- 1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation).
2 = Sum of period amounts for current year (standard financial budget).
3 = Original budget + period amounts for current year (standard financial spread with changes).

Budget Processing:

26. Enter a '1' to accumulate the budget through the current period. If left blank, the budget will accumulate for the total year.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

27. Purchase Order Entry (P4311)
28. Purchasing Ledger Inquiry (P43041)
29. Open Order Inquiry (P430301)
30. Supplier Master (P01054)

Item Consolidation:

31. Enter a '1' to consolidate lines with a 'like' supplier, item/account, branch/plant, unit of measure and requested date. Enter a '2' to consolidate 'like' supplier, item/account, branch/plant, unit of measure, requested date and unit cost. When blank, no consolidation will occur.

NOTE: A '1' will blank out unit and extended cost. A '1' or '2' will default the Branch Plant into the ship-to address.

Cross Reference Information:

32. Enter the cross reference code for retrieving item replacements for obsolete items.

Item Availability:

33. Enter a '1' to update the "Quantity on Other PO's" field (OT1A) in the Item Branch or Location files (i.e. Requisitions and Blanket Orders). If left blank, the "Quantity on PO" field (PREQ) will be updated.
-

Work with Quote Orders

Working with Quote Orders

Before you purchase an item or service, you might want to gather and compare price quotes from different suppliers. You can work with quote orders to:

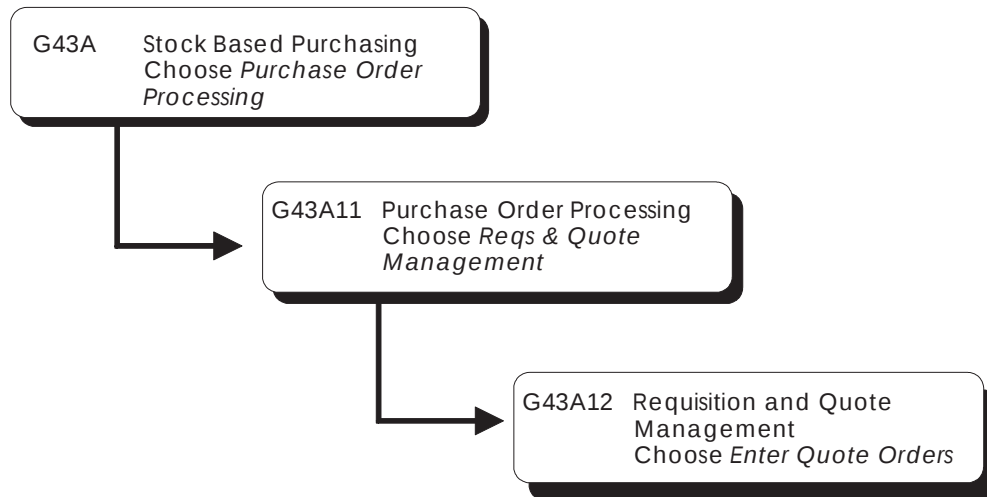
- Obtain price quotes for items or services
- Identify the supplier offering the best price for an item or service
- Create a purchase order

To work with quote orders, complete the following tasks:

- ☐ Enter the items for which to request price quotes
- ☐ Enter the suppliers to provide price quotes
- ☐ Print quote order requests
- ☐ Enter supplier price quotes
- ☐ Choose price quotes from which to create purchase orders

The system distinguishes a quote order from other types of orders by the order type code, which is usually OQ (quote orders).

Entering the Items for which to Request Price Quotes



You must enter the items for which you want to receive price quotes on a quote order. For each item, you must enter a detail line just as you would on a purchase order.

You can request a price quote for a single quantity or for multiple quantities of an item. You can enter multiple quantities for items for which you expect to receive a price break for purchasing larger quantities.

Entering items for price quotes involves:

- Requesting price quotes for a single quantity
- Requesting price quotes for multiple quantities

The system maintains quantity price break information by quote order and line number in the Quantity Breaks Ledger table (F4331).

► To request price quotes for a single quantity

On Purchase Order Detail

Complete the following fields:

- Supplier
- Item Number
- Quantity

► To request price quotes for multiple quantities

On Purchase Order Detail

1. Complete the following fields:
 - Supplier
 - Item Number
2. Access Quote Price Breaks for the item.

Quantity
500
1000
1500
2000
2500

3. On Quote Price Breaks, complete the following field for each item quantity for which you expect to receive a price break, and press Enter twice.
 - Quantity

What You Should Know About

Entering a supplier

When you enter a quote order, the Supplier field does not pertain to the actual supplier from whom you will request price quotes. Instead, you can use this field to indicate the purchasing agent or individual that manages quote orders.

For more information about quote order suppliers, see *Entering the Suppliers to Provide Price Quotes*.

Entering detail line information

Much of the information for detail lines, such as unit costs and extended costs, is not relevant to quote orders.

Creating quote orders from requisitions

After you get approval for the items and services on a requisition, you might want to obtain price quotes. You can create quote orders using detail lines from requisitions. The procedure for this is identical to that for creating purchase orders from requisitions.

For information, see *Choosing Requisition Detail Lines to Create Purchase Orders*.

If a detail line on a quote order was created from multiple requisitions, the system highlights the original order number. You can view:

- A list of all requisitions from which the line was created
- The person(s) requesting the items
- The quantities requested

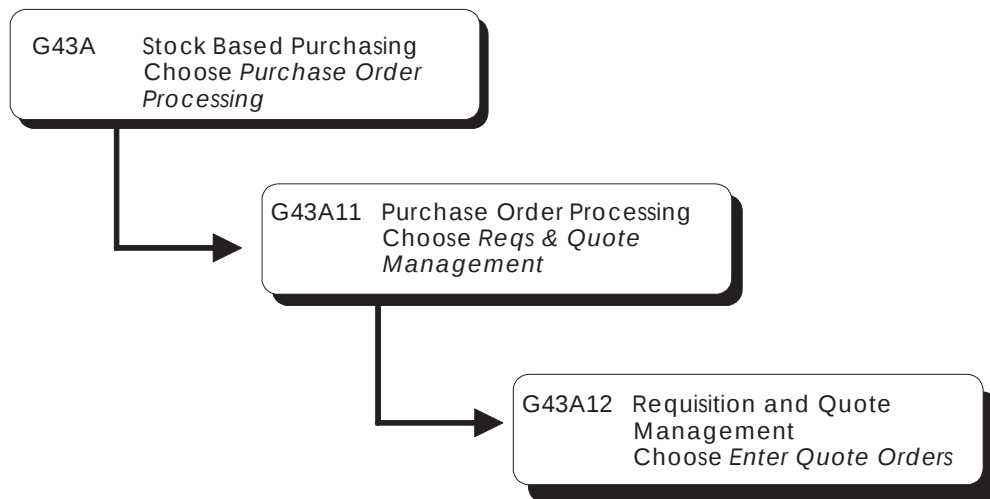
To view this information, you must access Original Orders Entry from Purchasing Information for the appropriate quote order detail line.

The system maintains information about requisitions consolidated to create detail lines on quote orders in the Multiple Requisitions table (F4332).

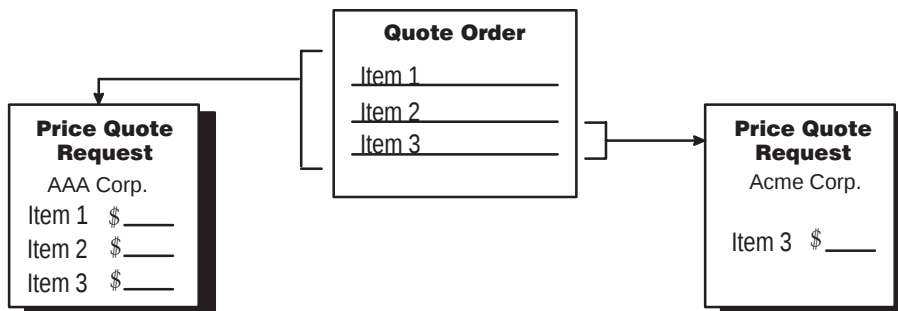
See Also

- *Entering Purchase Order Header Information (P4310)* for information about entering header information for a quote order
- *Entering Purchase Order Detail Information (P4311)* for information about entering detail lines for a quote order
- *Reviewing Open Orders (P430301)* for information about reviewing open (pending) quote orders
- *Processing Options for Purchase Order Entry – Detail (P4311)* for information about the processing options applicable to this task

Entering the Suppliers to Provide Price Quotes



After you enter items on a quote order, you must enter the suppliers from whom you want to obtain price quotes. You can specify the suppliers who are to provide price quotes for all items or individual items on the quote order.



► To enter suppliers to provide price quotes

On Purchase Order Detail

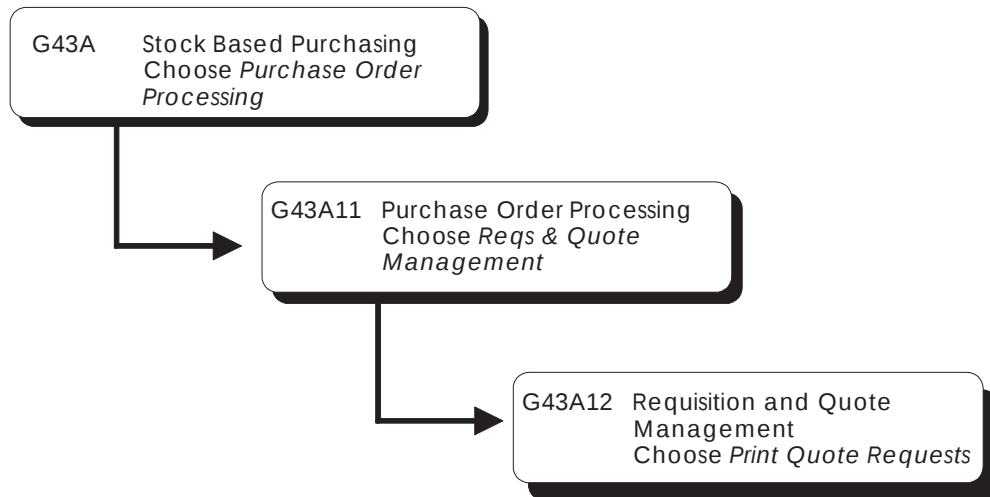
1. Do one of the following to Access Quote Supplier Entry:
 - Press F9 to enter suppliers for all items on the order
 - Type 6 in the following field to enter suppliers for an individual item on the order:
 - O (Option Exit)

Supplier	Name	Printed	Response
2250	Office Warehouse, Inc	1	0
4343	Vector Manufacturing Co	1	0
5830	Gilpin's Office Supply	1	0

2. On Quote Supplier Entry, complete the following field:
 - Required By
3. Complete the following field for each supplier from whom you want to receive a price quote and press Enter twice:
 - Supplier

Field	Explanation
Required By	The date by which the supplier must respond to the quote order.

Printing Quote Order Requests



For each supplier from whom you are requesting price quotes, you can generate a form on which to record price quote information. Each form applies to a specific quote order. The supplier's name and address appear on the form, as well as the items for which you are requesting price quotes.

You can have the supplier fill out the form, or you can gather the information and fill out the form yourself. You can record a price quote for each item as well as the dates through which each price quote is effective. You can then use this form to enter the price quote information into the system.

You use the Print Quote Request DREAM Writer program to select the quote orders for which you want to print request forms. After you enter price quote information on the system, you can print these forms to review existing price quotes for a supplier.

Purchase Management

43530

J.D. Edwards & Company
Quote Request ReportPage No. 1
Date - 5/24/98
Order Number . . . 466 0QVector Manufacturing Co
1156 Crocker Blvd
Bakersfield CA 93300Mail To. Mr. Mark Planner
905-B State Street
Chicago IL 62207
Phone Number . . 303 488-4593
Respond by . . . 06/28/98
Currency Code.

Description	Item	Request Date	Quantity	UM	Unit Price	Promised Date	Expired Date
Pen & Pencil Set	1001	06/28/98	96	EA			
		Price Breaks:	10				
			50				
			100				
			250				
			500				
Markette Red Highlighter	M001	06/28/98	2100	DZ			
		Price Breaks:	500				
			1000				
			1500				
			2000				
			2500				

Repricing discounts available for all Markette products.

Processing Options for Quote Request Report

Report Display:

1. Enter a '1' to print the orders associated text on the report or leave blank to omit.

2. Enter the number of comment lines to print on the report, or leave blank to omit printing blank comment Lines.

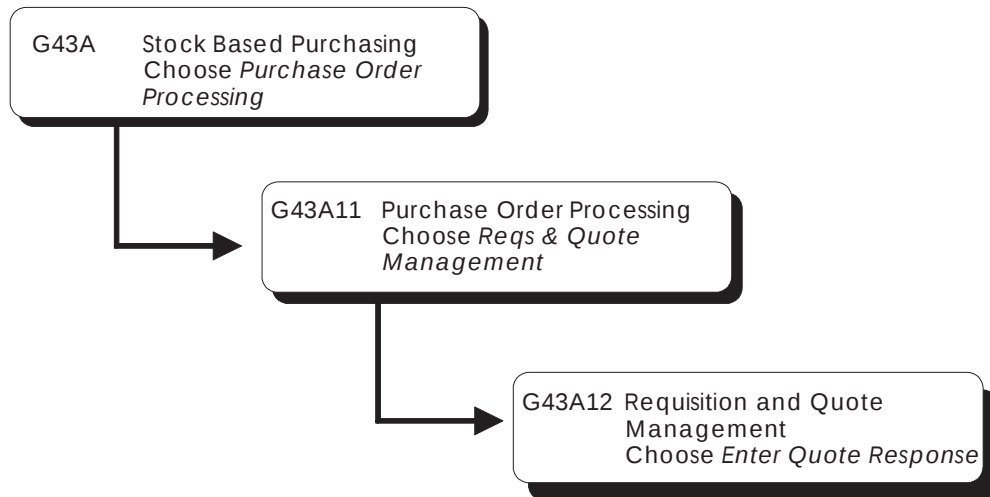
Item Number Display:

3. Enter a '1' to print only our item number. Enter a '2' to print both our item number and the supplier item number.

4. If you wish to print the supplier item number, enter the type of Cross Reference Number to retrieve.

5. Enter a '1' to print only Quotes that have not been previously printed or leave blank to print all.

Entering Supplier Price Quotes



After a supplier provides you with price quotes for items or services, you must enter the price quotes into the system. After you enter price quotes from all suppliers, you can compare the price quotes to identify the supplier with the best price.

You must enter supplier price quotes based on a specific quote order. If you requested that the supplier provide price quotes for different quantities of an item, you can enter a price quote for each quantity.

The system maintains individual price quote information for suppliers in the Supplier Selection table (F4330).

► To enter supplier price quotes

On Enter Quote Response

Description	Quantity	UM	Request Date	Unit Price	Promised Date	0 P
Pen & Pencil Set	96	EA	06/25/98	6.1500	06/25/98	
Markette Red Highlighter	2100	DZ	06/25/98	.6500	06/25/98	
Green Bar - Continuous For	200	CR	06/25/98	29.8000	06/25/98	
Markette Green Highlighter	3200	DZ	06/25/98	.6500	06/25/98	
Facsimile premium plain pa	100	RM	06/25/98	0.1000	06/25/98	

1. Locate the quote order and the supplier for which you are entering price quotes by completing the following fields:

- Order Number
- Supplier

If you enter an order number without entering a supplier, the system prompts you to select a supplier.

2. Type C in the following field:

- Action Code

3. Complete the following fields:

- Response Date
- Currency Code
- Promised (Promised Date)
- Expiration Date

You can enter a promised date and an expiration date for all price quotes or you can enter dates for individual price quotes.

4. Complete the following field for each item or service:

- Price

If you have requested price quotes for multiple quantities of the item, the system highlights the Unit Price field.

5. To enter price quotes for different item quantities, type 2 in the following field to access Quote Price Breaks:

- OP (Option Exit)

Quantity	Price	. . . Date . . .	
		Promised	Expire
500	.6800	06/25/98	07/15/98
1000	.6700	06/25/98	07/15/98
1500	.6700	06/25/98	07/15/98
2000	.6500	06/25/98	07/15/98
2100	.6500	06/25/98	07/15/98

6. On Quote Price Breaks, complete the following field for each item quantity and press Enter twice:

- Unit Price

You can also enter new price break quantities along with the appropriate price quote.

Field	Explanation
Request Date	The date of the order response from the supplier. <i>Form-specific information</i> The date that the supplier provided this price quote.
Promised Date	The date that the supplier promised to deliver this order. <i>Form-specific information</i> The date that this price quote is effective.

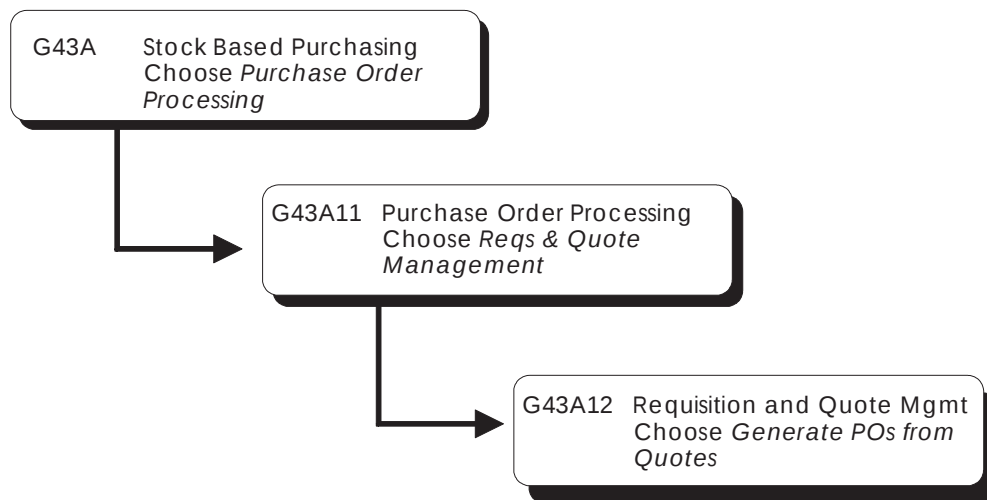
Field	Explanation
Expiration Date	The date that the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier. This is a memo-only field and does not cause the system to perform any type of automatic processing. <i>Form-specific information</i> The date that this price quote is no longer effective.
Unit Price	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors that might modify the actual unit cost you record when you receive the item. <i>Form-specific information</i> The price quoted to you by the supplier for the item and quantity on this detail line.

Processing Options for Quote Response Entry

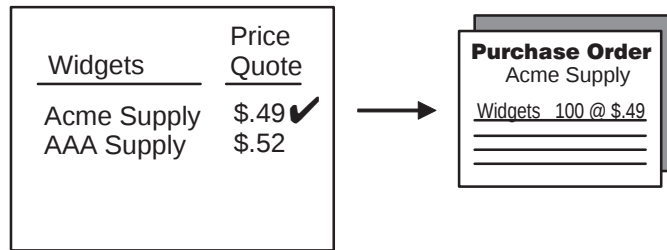
Default Values:

1. Order Type
-

Choosing Price Quotes from which to Create Purchase Orders



After you input supplier price quotes for an item or service, you can compare price quotes to identify the supplier with the best price and choose a price quote from which to create a purchase order.



You can compare price quotes for an item by locating the quote order detail line that contains the item. You can review the item description for the detail line and all suppliers that have provided price quotes for the item.

► To choose price quotes from which to create purchase orders

On Generate POs from Quotes

Release Quantity	UM	Release Amount	Description / Supplier	Supplier Price/Amount
96	EA		Pen & Pencil Set	
			Office Warehouse, Inc	5.2600
			Vector Manufacturing Co	6.1500
2100	DZ		Markette Red Highlighter	
			Office Warehouse, Inc	.6800
			Vector Manufacturing Co	.6500
200	CR		Green Bar - Continuous For	
			Office Warehouse, Inc	32.9500
			Vector Manufacturing Co	29.8000
3200	DZ		Markette Green Highlighter	
			Office Warehouse, Inc	.6800
			Vector Manufacturing Co	.6500

1. Locate quote order detail lines by completing one or more of the following fields:
 - Branch/Plant
 - Currency Code
 - Supplier
 - Buyer Number
 - Order Number

- Item Number
- Account Number

The Supplier field pertains to the purchasing agent that is assigned to the quote order, not the suppliers responding with price quotes.

2. To compare supplier price quotes for the item or service, review the following field:

- Supplier Price/Amount

If the supplier has provided price quotes for multiple quantities of the item, the system highlights a price quote.

3. Type 2 in the following field to access Quote Price Breaks.

- O (Option Exit)

Quantity	Price	Promised	Expire
500	.6800	06/25/98	07/15/98
1000	.6700	06/25/98	07/15/98
1500	.6700	06/25/98	07/15/98
2000	.6500	06/25/98	07/15/98
2100	.6500	06/25/98	07/15/98

4. On Quote Price Breaks, review supplier price quotes for multiple item quantities and exit to Generate POs from Quotes.
5. On Generate POs from Quotes, choose the price quote from which to create a purchase order by entering a quantity in the following field for the appropriate supplier:
 - Release Quantity

If the supplier has provided price quotes for multiple item quantities, the release quantity you specify indicates the price quote that the system is to use for the purchase order.

The system prevents you from exiting the form until you have created purchase orders for the price quotes you have chosen. For more information, see *Creating Purchase Orders from Existing Detail Lines*.

Field	Explanation
Supplier Price	The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106). <i>Form-specific information</i> This field indicates the price quoted by the supplier for this item or service.
Release Quantity	The original quantity for the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and/or vouchered to date. <i>Form-specific information</i> This field indicates the quantity for which prices were quoted. To select a price quote for which to create a purchase order, you must type a quantity in this field.

What You Should Know About

Late price quotes

If a supplier did not return a price quote by the date you required, you cannot use the price quote. The system does not display a release line for late quotes. To activate the line, you must change the response date for the supplier using the Quote Supplier Entry program.

Closing quote order detail lines

After you select a price quote from which to create a purchase order, you can:

- Close the detail line (if fully released), so that you can no longer create purchase orders from the line.
- Leave the detail line open, so you can create recurring purchase orders from the line

You use processing options to specify which of the above methods you want to use. Closed detail lines do not appear on Release Quote Orders.

Releasing partial quantities

If you release a partial quantity from a detail line, and processing options are set to close detail lines upon full release, the system displays zeroes the next time you review the price quote. This is because the price quoted was applicable to the original quantity on the line and might not be applicable to lesser quantities.

If you release a partial amount of a quote order detail line that was originally created from requisition detail lines, the system displays information about the requisition detail lines. You can disperse the partial release quantity to the appropriate requisition originators or enter new requisition detail lines.

Messages for price quotes

If notes exist for a detail line, the system highlights the Option field. If you entered notes for a quote order or a detail line during order entry, you can use an option exit 6 or 7 to view the notes. If you entered notes during quote response entry, you can use an option exit 4 or 5 to view those notes.

Processing Options for Generate Purchase Orders from Quotes

Default Values:

1. Order Type

Incoming Acceptable Next Status Codes

2. Status Code 1
3. Status Code 2
4. Status Code 3

5. Enter the Next Status Code to be used when a line is completely released. If left blank, the next status code in the Order Activity Rules will be used.

Purchase Order Creation Defaults:

6. Enter text duplication selection:
'1' to copy line text
'2' to copy line and order text
'3' to copy order text

7. Order Type

8. Beginning Status

9. Override Next Status (Optional)

10. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number.

Order Processing:

11. Enter a '1' if you wish to have the quantity released from the quote subtracted from the quantity open for the quote. If left blank, the quantity open for the quote will remain unchanged, allowing you to continue to release the full quote amount. This does not apply to amount only lines. These lines will always be closed if an amount is released.

Approval Processing:

12. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed.

- 1 = Originators Address Book Number
- 2 = Originators User Profile
- 3 = Branch/Plant Route Code
- 4 = Default Locations Route Code

13. Enter the Awaiting Approval Status
14. Enter the Approved Status

Budget Checking:

15. Enter a '1' if Budget Checking is desired. If left blank, ALL other options related to budgeting will be omitted.

Budgeting Default Values:

16. Budget Hold Code
17. Budget Tolerance Limit (10 = 10%)
18. Level of Detail to accumulate the budget (5-9). If left blank, 9 will be used.
19. Budget Ledger Type

Budgeting Default Values:

20. If Financial Budgeting, specify the budget total method (1-3). If left blank, method 1 will be used:

- 1 = Original Budget + Period Amounts for current year + Prior year postings (same as Job Cost budget calculation).
- 2 = Sum of period amounts for current year (standard financial budget).
- 3 = Original budget + period amounts for current year (standard financial spread with changes).

Budget Processing:

21. Enter a '1' to accumulate the budget through the current period. If left blank, the budget will accumulate for the total year.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

- | | | |
|-----------------------|----------|-------|
| 22. Supplier Analysis | (P43230) | _____ |
| 23. Supplier Master | (P01054) | _____ |

Cross Reference Information:

- | | |
|---|-------|
| 24. Enter the cross reference code for
retrieving item replacements for
obsolete items. | _____ |
|---|-------|

Work with Change Orders

Working with Change Orders

You can track changes to purchase orders so that you can review information about all changes that have occurred. For example, if you entered a purchase order for paint and then decided to change the order to wallpaper, you could review the information that was changed to create the new order for wallpaper.

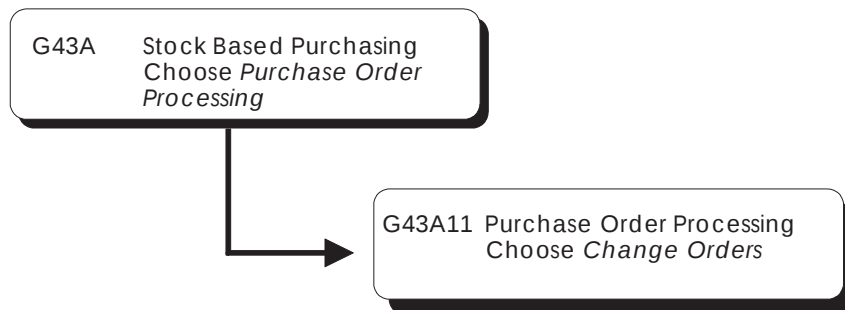
When you work with change orders, you can review information such as:

- The number of times a purchase order has been changed
- The number of times each detail line on the purchase order has been changed
- The information that was changed, such as the item number, the costs, and so forth
- The reason for the changes

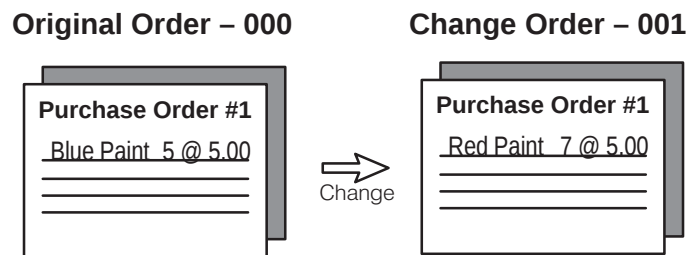
To work with change orders, complete the following tasks:

- ☐ Create change orders
- ☐ Review change order information
- ☐ Print change order information

Creating Change Orders



You can have the system create a change order each time you enter or modify a purchase order. For example, if you enter an order for 5 gallons of blue paint, the system creates change order 000. If you modify the order to 7 gallons of red paint, the system creates change order 001. You can locate change order 000 to review the information on the original purchase order. You can locate change order 001 to review information on the current purchase order, including the fields that were modified.



When you review a purchase order, the system displays the last change order that was created. It also displays the number of revisions that have occurred for each detail line.

The system creates change orders only when you revise detail lines. It does not create change orders when you revise header information.

The system maintains change order information in the following tables:

Purchase Order Header (F4301)	The system maintains the number of times an order is changed.
Purchase Order Detail (F4311)	The system maintains current information for purchase order detail lines, including the number of times each line has changed. Change order records have a ledger type of CO (change orders).
Purchasing Ledger (F43199)	The system stores original purchase order information, as well as information about each change order. You do not have to activate the Purchasing Ledger in order activity rules for change tracking to occur.

What You Should Know About

Activating change order processing

You can have the system track changes to purchase orders on the Enter Purchase Orders form or the Change Order form. Although these forms are identical, you might want to use the Change Order form as a separate facility in which to change purchase orders.

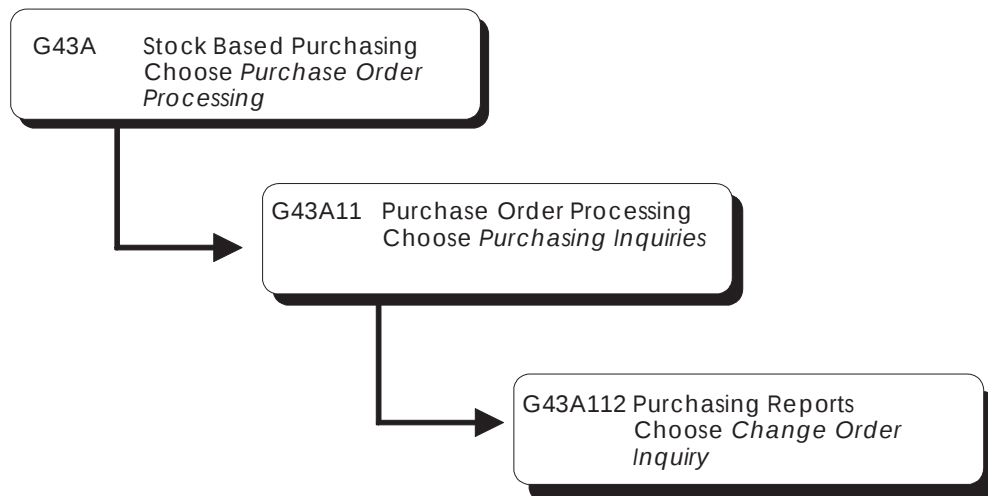
You use processing options to activate change tracking. You can specify whether the system allows:

- Changes to existing purchase orders only
- The addition of new purchase orders and changes to existing purchase orders
- No change order processing

You can specify the status code at which change tracking begins. You can also choose to enter notes each time you create a change order.

For information about processing options, see *Processing Options for Purchase Order Entry – Detail*.

Reviewing Change Order Information



You can locate change orders to review information about the changes that have occurred for a purchase order. If a purchase order was modified five times, you can review information for each of the five different change orders, including:

- The detail lines that were modified

- The fields that were modified
- The person who made the modifications
- The date that the modifications took place

► **To review change order information**

On Change Order Inquiry

Order	Ty	Chg	Description	User	Date
2399	OP	000	Original Order	DEMO	07/01/93

- To locate change orders for a specific purchase order, complete the following fields:
 - Branch/Plant
 - Order Number
 - Supplier

If you entered notes for a change order, the first line of the notes display next to the change order number.

- Review the following field:
 - Chg (Change Order Number)
- Type 5 in the following field next to the appropriate change order number:
 - O (Option Exit)

[4320] - Change Order Inquiry

Functions Options Tools Help

Mode (F) ☐ Base Co USD Currency Code USD Branch/Plant *

Exchange Rate

Order Number OP Last Change Number 000
 Change Order Number Last Changed By DEMO
 Last Change Date 10/13/93
 Supplier 4343 Vector Manufacturing Co
 Ship To 1062 Memphis Warehouse #30

0	Line	Item/Account	Quantity	UM	Extended Amt	LT
	1.000	TS001	50	EA	2,561.29	\$
	2.000	TS002	30	EA	1,318.72	\$

Opt: 5=Detail F10=All/Last Change F14=Memo F24=More Keys

4. Review the detail lines modified for the change order.
5. Access Change Order Detail.

[43205] - Change Order Detail

Functions Tools Help

Order Number 2399 OP Currency Code USD Change Order 000
 Line Number 1.000 Date Changed 07/01/93
 Branch/Plant 30 Changed By DEMO

Description Issel Pump Court Shoes
 Supplier 4343 Vector Manufacturing Co Requested 06/30/98
 Ship To 1062 Memphis Warehouse #30 Promised Deliv 06/30/98
 Buyer Number Cancel Date
 Carrier Number G/L Date 06/30/98
 Account Number Subledger
 Item Number TS001 Print Message
 Asset Id Price Rule
 Supplier SO Pricing Level
 Reference 2 Disc Factor 1.0000
 Tax Expl Code
 G/L Offset IN30 Quantity 50 EA Tax Rate/Area
 Phase Unit Cost 51.2257 EA Report Code 1
 Last Sts 300 Extended Cost 2,561.29 Report Code 2
 Next Sts 400 Related Order Report Code 3
 Taxable Y Location . Report Code 4
 Lot/SN Cost Rule

F24=More Keys

6. On Change Order Detail, review the fields modified for the detail line.

The system highlights those fields that were modified.

Processing Options for Change Order Summary

Default Values:

1. Order Type

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

2. Purchase Order Entry

(P4311)

3. Change Order Print

(P43535)

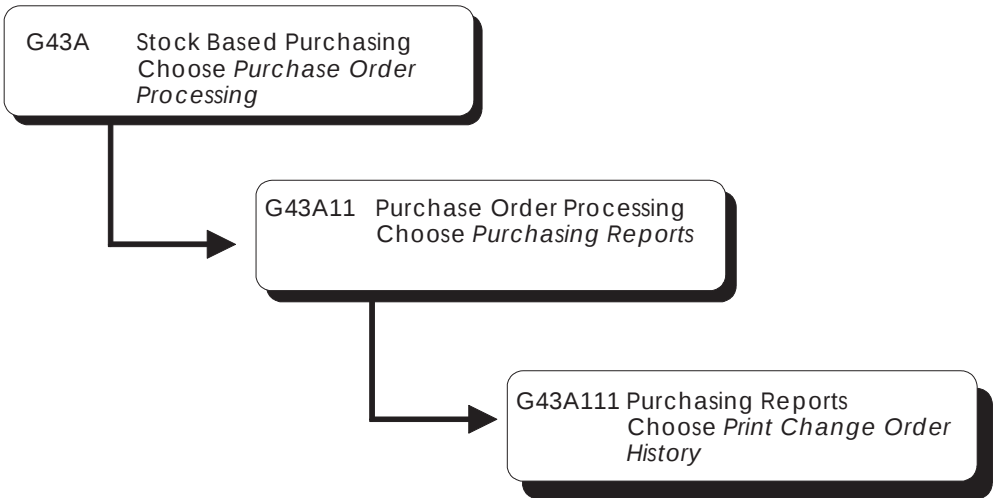
4. Purchase Order Print

(P43500)

Display Selection:

5. Enter a '1' to display the last change order. If left blank, all changes will be displayed.

Printing Change Order Information



You can print the Change Order History report to review information about change orders. The report lists the following information:

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

Purchase Management

43535

J.D. Edwards & Company
Change Order History Report

Page - . . . 2
Date - . . . 04/18/98

Order Number . . . 2008 OP
Supplier 4343 Vector Manufacturing Co
Ship To. 1063 Modesto Warehouse #10

Line	Item/Account	Chg	Date	User	Promised	Request	Quantity	UM	Unit Cost	Extended Cost	Cur
1.000	TS001	001	04/18/98	JN791041	04/20/98	04/20/98	8	PR	50.2500	402.00	USD
1.000	TS001	000	04/16/98	JN791041	04/20/98	04/20/98	10	PR	50.2500	502.50	USD
2.000	TS002	002	04/18/98	JN791041	04/20/98	04/20/98	10	PR	42.5600	425.60	USD
2.000	TS002	000	04/16/98	JN791041	04/20/98	04/20/98	10	PR	43.1200	431.20	USD

Processing Options for Change Order History Report

Report Display:

1. Enter the specific change order number to print; leave blank to print all change orders; or enter a '*' to print the last change order for the Purchase Order being printed. _____
2. Enter a '1' to print all lines that make up a change order. Leave blank to print the change order at a specific change order number. _____
3. Enter a '1' to print all history records for each purchase order line printed. _____
4. Enter a '1' to print amounts in Foreign Currency. (Default of blanks will print amounts in Domestic Currency.) _____

Approval Processing

Objectives

- To understand the approval route process
- To create approval routes
- To assign an approval route to an order
- To delegate approval authority
- To understand the approval messaging system
- To review orders awaiting approval
- To approve and reject orders
- To justify approvals and rejections

About Approval Processing

Your company might require you to obtain approval for the items or services that you purchase. After you enter a purchase order, requisition, blanket order, or so on, you can require that the proper authorities approve the order before the system processes it. This eliminates the unauthorized purchase of items.

The orders you enter might require approval from different persons, based on the department in which you work or the amount of purchases that you want to make. You must set up approval routes to specify the persons who are responsible for approving orders. You can then assign those routes to orders.

If you originate orders, you can check the current status of an order. The status indicates the person from whom the order is awaiting approval and the persons who have already approved the order. You will receive a message when an order is fully approved or rejected.

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

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

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

To process approvals, complete the following tasks:

- ☐ Work with approval routes
- ☐ Work with orders awaiting approval

See Also

- *Setting Up Order Activity Rules (P40204)* for information about setting up approval processing for specific order types

Work with Approval Routes

Working with Approval Routes

Your company might require you to obtain approval for the items and services that you want to purchase. You can create approval routes and assign them to orders to ensure that purchases are authorized by the appropriate personnel.

The persons who must approve orders might differ based on the department in which you work, the items you are purchasing, or so forth. You can create multiple approval routes, each of which consists of a different group of persons. Each route must be specific to a particular type of order, such as a purchase order, requisition, or so forth.

If a person assigned to multiple approval routes leaves the company or goes on vacation, you can transfer approval authority to another person.

After you create an approval route, you can assign it to an order. The system does not allow further processing of the order until it is fully approved.

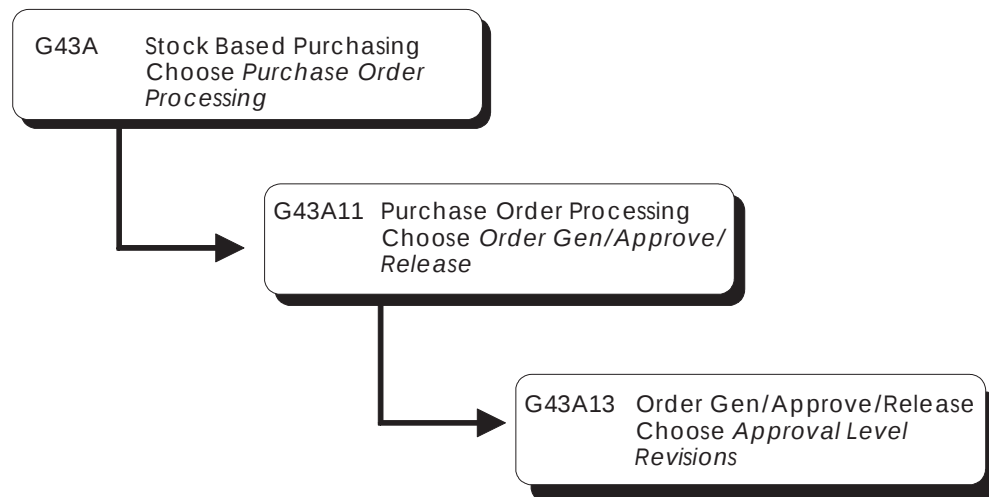
To work with approval routes, complete the following tasks:

- ☐ Create an approval route
- ☐ Assign an approval route to an order
- ☐ Transfer approval authority

Before You Begin

- ☐ Include approval processing in order activity rules for applicable order types

Creating an Approval Route



You must set up approval routes to specify the persons who are responsible for approving an order. After you assign an approval route to an order, the system will not process the order until the persons on the approval route have approved the order. This ensures that all purchases are authorized by the appropriate personnel.

The persons responsible for approving each order might differ based on the department in which you work, the items that you want to purchase, and so on. You can create multiple approval routes, each of which contains a different group of persons.

Depending on the amount of the items or services that you want to purchase, you might need to obtain approval for an order from several persons. For each person that you enter on an approval route, you must specify the amount that an order must exceed to require that person's approval. You must enter persons in ascending order by amount. For example:

Approval Route A	
Approval Amt	Responsible Person
100	John Jackson
1,000	Rod McLind
3,000	Jody Ellis

Approval Route A

- John Jackson (approval amount – 100.00)
- Rod McLind (approval amount – 1,000.00)
- Jody Ellis (approval amount – 3,000.00)

Using approval route A (above), if the order total is:

- Less than 100.00 the system automatically approves it
- 100.00 or more, John Jackson must approve it
- 1,000.00 or more, John Jackson and Rod McLind must approve it
- 3,000.00 or more, all three persons must approve it

You can bypass persons on an approval route. For example, using the same example, Jody Ellis can approve any order prior to John Jackson or Rod McLind and bypass them in the approval process.

You might want to assign a budget approver to an approval route to release orders that are on hold due to exceeding the budget. The budget approver must approve the order and release the hold before other persons on the approval can approve the order.

You must assign a unique name to each approval route that you enter. You must also specify the type of order to which that route applies (for example, purchase orders, requisitions, blanket orders, and so on).

Before You Begin

- ☐ Verify that each person you enter on an approval route has both a user ID and an address book number
- ☐ Determine the approvers and their approval authority for each route

► To create an approval route

On Approval Level Revisions

From Amount	Responsible Person
100	2129 Jackson, John
1,000	2049 McLind, Rod
3,000	2479 Ellis, Jody

1. Complete the following fields:
 - Order Type
 - Approval Route Code
 - Route Description
2. Complete the following field, if necessary:
 - Budget Approver
3. Complete the following fields for each person you want to add to the route:
 - From Amount
 - Responsible Person

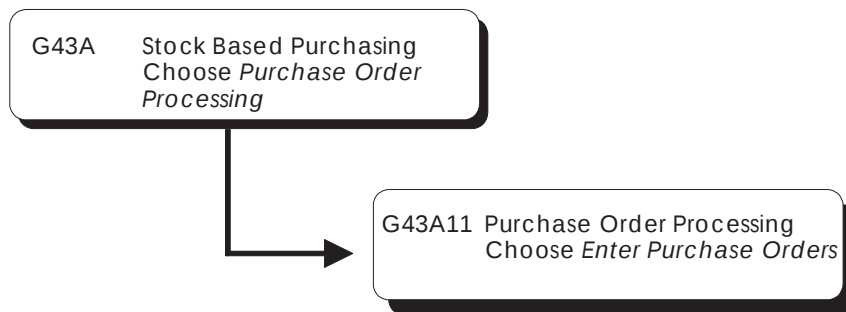
Field	Explanation
Code – Approval Routing	A code that determines to whom an order is routed for approval.
Description 01	A user defined name or remark that describes a field. <i>Form-specific information</i> Text that names or describes the approval route.
Limit – Approval	A number indicating the lower end of the range of amounts for which this approver is responsible when approving orders. The message “Budget” indicates that this approver is the budget approver.

Field	Explanation
Person Responsible	The address number of the person responsible for reviewing and releasing orders placed on hold. <i>Form-specific information</i> Budget Approval field – the address number of the person who approves all orders sent through the approval route. If an order is on budget hold, this person must approve the order before you can release it from hold. The system performs budget checking only if you have specified it. Responsible Person field – the address number and name of the person responsible for approving orders within the indicated range of amounts.

What You Should Know About

Messages	The system uses electronic mail messages to notify each applicable person on an approval route that an order is awaiting approval. Persons are notified in the order in which their name occurs on the route.
Assigning an approval amount to multiple persons	You might want to assign the same approval amount to multiple persons so that if one is not available to approve an order, another is available who can. Only the first person on the approval route will receive a message that an order is awaiting approval, although any of the persons can approve the order. The same person cannot appear more than once in a table.
Bypassing the budget approver	You cannot bypass the budget approver if an order is on budget hold. If an order is not on budget hold, it skips the budget approver and goes to the first person on the route. For more information about budget holds, see <i>Working with Budgets and Commitments</i> and <i>Working with Orders on Hold</i>.
Changes to approval routes	If you delete or add a person on an approval route, the system redirects pending approvals to the appropriate person, but does not resend electronic mail messages. If you change the approval amount for a person, pending approvals are not affected.

Assigning an Approval Route to an Order



After you create an approval route, you can assign it to an order to ensure that the order obtains approval from the appropriate persons. The system allows no further processing of the order until it is fully approved.

You must assign an approval route to an order before you enter the order. You use processing options to enter a specific approval route or to specify the location from which the system retrieves an approval route.

Approval routes are applicable at the order level, not at the detail level. For example, all items and services on a purchase order must be approved before the system processes the order. After you enter an order, you cannot change its assigned approval route.

[4310] - Order Heading Information

Functions Tools Help

Mode (F)	☒ Base Co	USD	Currency Code	USD	Branch/Plant	30
Exchange Rate			Order Date	06/30/98		
			Cancel Date			
			Order Number	117	OR	

Supplier	4345	Value Worldwide Paper Supply
Ship To	1062	Memphis Warehouse #30
Buyer		
Carrier		

Requested	06/30/98	Hold Code	☐	Pricing Group	
Promised Deliver	06/30/98	F.O.B	☐	Print Message	
Order Taken By		Payment Terms	☐	Approval Route	DEMO
Order Placed By	DEMO	Cost Rule	☐		

Tax Expl Code		Eval. Receipt	N
Tax Rate/Area		Send Method	
Certificate			

Supplier SO	
Reference	
Delivery Instr	

☒ ☐
 F17=Order Address Information F24=More Keys MW

What You Should Know About

Specifying a location from which to retrieve an approval route

Use processing options to enter a specific approval route or to specify from which of the following locations the system retrieves the approval route:

- From the user profile for the person entering the order
- From the address book record for the person entering the order
- From branch/plant constants
- From default locations and printers

If you specify the user profile or address book location, the system uses the identification number or the address book number of the user for the approval route. In this case, you must create a separate route for each user. You might want to use this method if each user requires a unique approval route.

You can also retrieve an approval route from branch/plant constants if most of the orders that are generated in a branch/plant require approval from the same persons. You can assign a primary approval route to each user as you enter default location and printer information.

Processing Options for Purchase Order Entry – Detail

Default Values:

- | | | |
|---|------------|-------|
| 1. Order Type | (Required) | _____ |
| 2. Line Type | (Optional) | _____ |
| 3. Status Code | (Required) | _____ |
| 4. Override Next Status | (Optional) | _____ |
| 5. Unit of Measure | (Optional) | _____ |
| 6. Line Increment | (Optional) | _____ |
| | | |
| 7. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number. | | _____ |
| | | |
| 8. Enter a '1' to default the primary unit of measure from the item master into the transaction unit of measure. If left blank, the purchasing unit of measure from the item master will be used. | | _____ |
| | | |
| 9. Enter the Landed Cost Rule to be used. If left blank, it will default from the "Ship-To" purchasing instructions. | | _____ |
| | | |
| 10. Enter a '1' to automatically load header values to the detail lines after a change. If left blank, it must be done manually. | | _____ |

Order Duplication Default Values:

- 11. Order Type _____
- 12. Beginning Status _____
- 13. Override Next Status (Optional) _____
- 14. Enter text duplication selection: _____
 - '1' to copy line text
 - '2' to copy line and order text
 - '3' to copy order text

Work Order Default Values:

- 15. Enter the status to update the work order to when the quantity or promised date on the purchase order changes. _____

Prompting Control:

- 16. Enter the Video Format: _____
 - 1 = Item, Quantity, Price
 - 2 = Item, Quantity, Description
 - 3 = Account Number, Description
 - 4 = Account Number, Item Number(If left blank, format 1 is used.)

Enter a '1' to:

- 17. Display Headings first. _____
- 18. Be prompted to accept the order. _____
- 19. Allow the addition of a Supplier Master record, if not setup. _____

- 20. Enter which Item Search video is to be used to return items: _____

- 1 = Item Search Window allowing the return of multiple items
- 2 = Full Item Search video with Query capabilities
- 3 = Supplier Item Selection with the return of multiple catalog items

(If left blank, the Item Search window allowing the return of a single item will be used.)

Field Display Control:

- 21. Enter a '1' to suppress canceled or closed lines. _____
- 22. Enter a '1' to protect prices, or a '2' to make prices non-display. _____
- 23. Enter a '1' to protect status codes. _____
- 24. Enter a '1' to protect the order type field. _____
- 25. Enter the next status at which detail lines cannot be changed. The detail line will be protected if the next status is greater than or equal to this status. If left blank there is no restriction. _____

Approval Processing:

- 26. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If _____

left blank, no approval processing
will be performed.

- 1 = Originators Address Book Number
- 2 = Originators User Profile
- 3 = Branch/Plant Route Code
- 4 = Default Locations Route Code

- 27. Enter the Awaiting Approval status. _____
- 28. Enter the Approved status. _____

Print Control:

- 29. Enter a '1' to automatically
print P.O.'s via the subsystem. _____
- 30. Enter the version of Print P.O.
On-Demand to call when the
function key is pressed. _____

Interfaces:

- 31. Enter a '1' to validate the Branch
against the Branch/Plant Constants
file. If left blank, the Cost
Center Master file will be used. _____
- 32. Enter a '1' to bypass PBCO warning. _____
- 33. Enter a '1' to bypass PACO warning. _____

Budget Checking:

- 34. Enter a '1' if Budget Checking is
desired. If left blank, ALL other
options related to budgeting will
be omitted. _____

Budgeting Default Values:

- 35. Budget Hold Code _____
- 36. Budget Tolerance Limit (10 = 10%) _____
- 37. Level of Detail to accumulate the
budget (5-9). If left blank, 9
will be used. _____
- 38. Budget Ledger Type _____
- 39. If Financial Budgeting, specify the
budget total method (1-3). If
left blank, method 1 will be used: _____
 - 1 = Original Budget + Period Amounts
for current year + Prior year
postings (same as Job Cost
budget calculation).
 - 2 = Sum of period amounts for current
year (standard financial budget).
 - 3 = Original budget + period amounts
for current year (standard
financial spread with changes).

Budget Processing:

- Enter a '1' to: _____
- 40. Accumulate the budget through the
current period. If left blank,
the budget will accumulate for
the total year. _____
- 41. Receive warning that a detail
line amount will exceed budget. _____

Cross Reference Information:

- 42. Enter the cross reference code for _____

- retrieving item substitutions.
43. Enter the cross reference code for
retrieving item replacements for
obsolete items.

Kit Processing:

Enter a '1' to:

44. Display kit component lines.

Item Availability:

45. Enter a '1' to update the
"Quantity on Other PO's" field
(OT1A) in the Item Branch or
Location files (i.e. Requisitions
and Blanket orders). If left
blank, the "Quantity on PO" field
(PREQ) will be updated.

Change Order Processing:

46. Enter a '1' to function as Change
Order Entry, which only allows
changes to existing purchase
orders. Enter a '2' to function
as Change Order Entry, which
allows changes to purchase orders
and the addition of new purchase
orders. If left blank, no change
order processing is performed.
47. Enter the next status to start
processing all changes made to a
purchase order as a change order.
If left blank, all changes will
be processed as change orders.
48. Enter a '1' to automatically allow
text entry when a change order
is entered.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

- | | |
|-----------------------------|------------|
| 49. Open Order Inquiry | (P430301) |
| 50. Supply/Demand Inquiry | (P4021) |
| 51. Supplier Analysis | (P43230) |
| 52. Supplier Master | (P01054) |
| 53. SMS rate & Route server | (PSMR9300) |

Blanket/Quote Processing:

54. Enter a '1' for automatic access
to the blanket/quote release
processing. The cost on the
released order will be used.
Enter a '2' for automatic access
to the blanket/quote release
processing using special pricing.
If left blank, no automatic
blanket/quote release processing
will be performed.

Order Template Processing:

55. Enter a '1' to perform automatic
order template processing. If
blank, no order template
processing will be performed.

Supplier Analysis:

56. Enter a '1' to capture supplier analysis information. If left blank, no Supplier analysis information is captured.

Currency Processing:

57. Enter a tolerance limit percentage to warn of radical currency rate changes (15.0 = 15% +/-).

What You Should Know About Processing Options**Awaiting approved status (27)**

You might want to prohibit detail lines from being changed after they are entered and are awaiting approval. Special line status processing allows you to change lines after you enter an order and until you exit order entry. To do this, you must specify the following information:

- Status code, to specify the beginning status for new order lines.
- Override next status, to specify the next status that the system assigns to lines after you enter an order and until you exit order entry.
- Awaiting approved status, to specify the next status that the system assigns to lines upon exiting order entry.
- The status at which lines can no longer be changed. This must be the same status that you specify for the awaiting approved status.

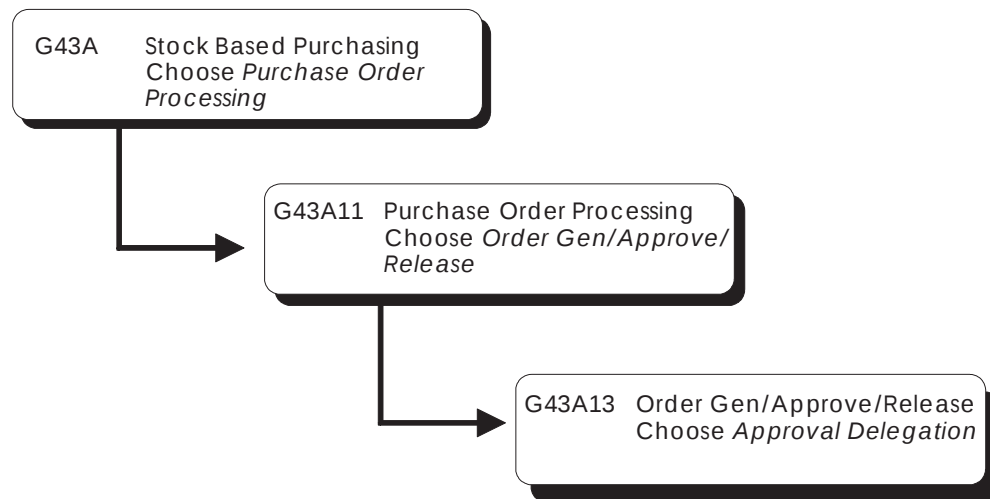
For example, you can set processing options as follows:

- Status Code = 100
- Override Next Status = 100
- The next status at which detail lines cannot be changed = 110
- Awaiting Approval Status = 110

After you enter an order, the system assigns the detail lines a status of 100 and a next status of 100. When the order is at this status, you can continue to make changes to the lines. After you exit order entry, the system assigns the lines a next status of 110, which indicates that you can no longer make changes to the lines.

The status codes for Status, Awaiting Approved Status, and Approved Status must be the same as the status codes that you set up in order activity rules.

Transferring Approval Authority



You must create approval routes to specify the persons who are responsible for approving an order. You might include a specific person on several approval routes if the person is responsible for approving all orders that exceed a specific amount.

You can transfer approval authority from one person to another. You might do this if a person leaves the company or takes an extended vacation. When you transfer approval authority, the system permanently changes all approval routes on which the person currently exists.

You cannot transfer authority from one person to another person who is already on the route.

► To transfer approval authority

On Approval Delegation

[43280] - Approval Delegation

FunctionsOptionsToolsHelp

Order Type*

Approver6801Allen, Ray

Assigned To6801Allen, Ray

0	Ty	Route Code	Description	From Amount
	OP	DEMO	Job Cost Approval	50,000
	OP	FINANCE	Purchase Order Approval	50,000
	OR	DENVER	Denver Branch	100
	OR	FINANCE	Req. Approval	50,000

✓

✕

Opt: 1=Approval Table 4=Delegate Authority F24=More Keys

1. Complete the following fields:
- Approver
 - Assigned To
2. Review all approval routes to which the person from whom you are transferring authority (approver) is currently assigned.

You can review all persons who are currently assigned to a specific route by accessing the approval route. You might do this to verify that the person to whom you are delegating authority is not already on the route.

3. Enter 4 in the following field to transfer authority on a specific route:
- O (Option Exit)

Field	Explanation
Person Responsible	The address number of the person responsible for reviewing and releasing orders placed on hold. Form-specific information The address number of the person for whom you want to review the approval routes.

Field	Explanation
Address Number – Assigned To	Address number of the person assigned to do the work. <i>Form-specific information</i> Enter the address number of the person to whom you want to assign approval route codes in this field after you perform an inquiry. NOTE: When you perform an inquiry, you must enter the same address number in this field as you do in the Approver field.

What You Should Know About

Changes to pending approvals

When you transfer a person's approval authority, the system redirects pending approvals to the new individual, but does not resend electronic mail messages.

Work with Orders Awaiting Approval

Working with Orders Awaiting Approval

You can locate all orders that await your approval and select orders to review for approval or rejection. You must approve an order to authorize the purchase of items and services. You can reject an order if you disapprove of the purchases.

When you approve an order, the system either updates the order to an approved status or sends the order to the next person on the approval route. If you reject an order, the system does not process the order.

If you originate orders, you can review the status of all of your orders (approved, rejected, pending). If an order has been rejected, you can amend the order and resubmit it. If an order is pending, you can identify the next person responsible for approving the order and verify that the person is available to approve the order.

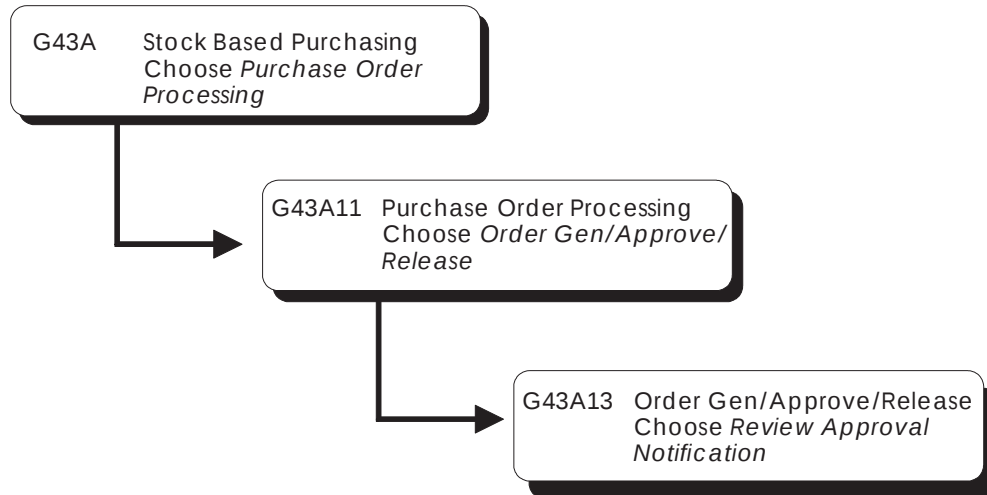
The system notifies you by electronic mail when a specific order requires your approval. The system also notifies you if an order that you originated has been approved or rejected.

To work with orders awaiting approval, complete the following tasks:

- ☐ Review approval messages
- ☐ Review orders awaiting approval
- ☐ Approve or reject orders

Reviewing Approval Messages

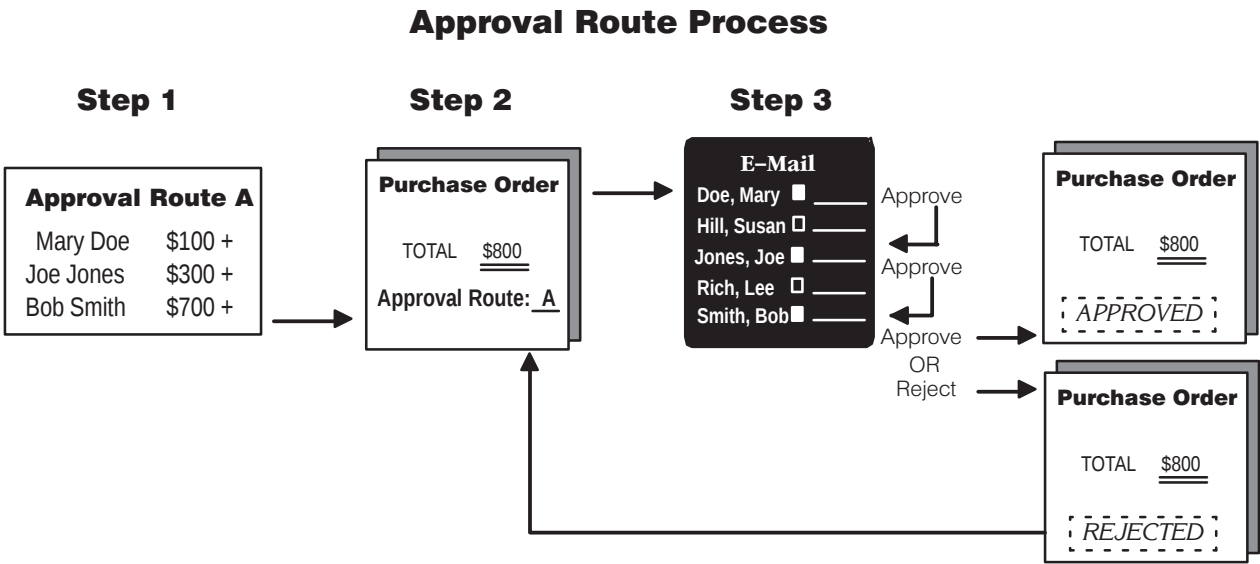
Reviewing Approval Messages for Purchase Orders



After you enter an order to which an approval route is assigned, the system notifies those persons responsible for approving the order. The system notifies the first person on the approval route by an electronic mail message that indicates that the order requires approval. If the person approves the order, the system either:

- Sends a message to the next person responsible for approving the order
- Updates the order to an approved status (if no other approvals are necessary) and sends an approval message to the order originator

If a person rejects the order, the system returns a rejection message to the originator. If the originator amends the order, the system restarts the approval process.



You can use electronic mail messaging (e-mail) for the approval process even if you do not use the J.D. Edwards Electronic Mail system on a company-wide basis. You can access your messages from the e-mail form that is set up specifically for approval processing or from any e-mail form on which you have a mailbox. If you use the approval processing e-mail form, processing options allow you to determine which persons' mailboxes appear on the form.

What You Should Know About

Deleting electronic mail messages After you approve or reject an order, the system automatically deletes the electronic mail message about the order.

Changing messages

You can change the standard electronic mail messages that the system generates for approval processing if you have the authority to do so. These messages include:

- Requisition Approval Required (JDE4300)
- Budget Approval Required (JDE4301)
- Approved Requisition (JDE4302)
- Rejected Requisition (JDE4303)

To change these messages, you must:

1. Access the data dictionary
2. Locate the data item that corresponds to the message (indicated in parentheses)
3. Change the glossary for the data item

Each message can contain the order number and document type to which the message applies. You can add the symbol for the order number (&1) and document type (&2) within each message. For example:

Your approval is required on order &1 &2

After you change a message, you must run the Single JDE Message Update program to rebuild the message in the JDE Message table (QJDEMSG).

NOTE: The approval process is not functional unless messages exist in the JDE Message table (QJDEMSG).

See Also

- *Accessing Mailboxes (P012501)* in the *Address Book Guide* for information on accessing your electronic mail messages

Processing Options for Review Approval Notification

Defaults:

1. Enter defaults desired for display:

Search Type (eg E=Employee) _____
Branch or Location (Category Code 1) _____
Salesman (Category Code 2) _____
Territory (Category Code 3) _____
Category Code 04 _____

Preloading Of User Name:

2. To use this feature, you must have each user's Address Book number set up in User Information (P0092). Enter "1" to activate preloading. _____

Dw Version For Message Entry:

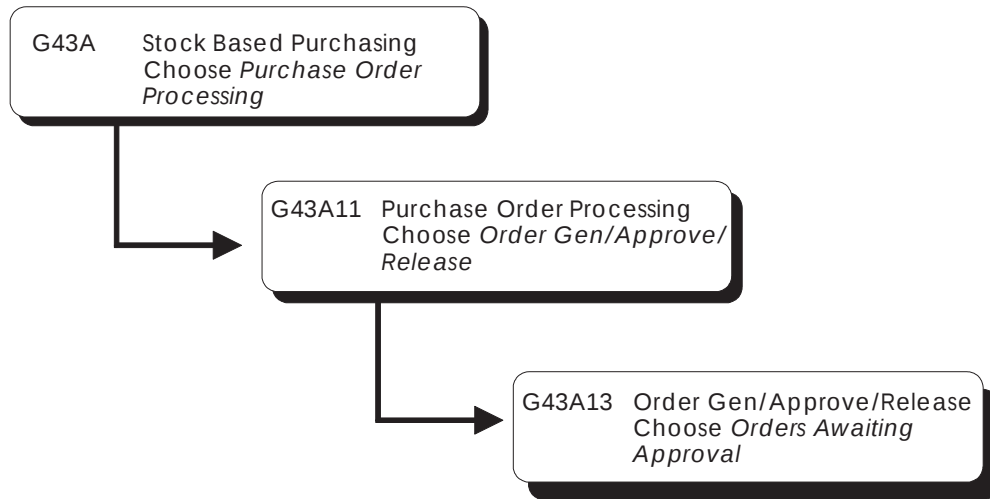
3. To override the standard Message Entry (DREAM Writer P011011, version ZJDE0001), enter an override version number. _____

Dw Version For Message List

4. To override the standard Message List (DREAM Writer P012401, version ZJDE0001), enter an override version number.

Note: Option 4 does NOT apply to Personal To Do List or Bulletin Boards.

Reviewing Orders Awaiting Approval



You can locate all orders that await your approval and select individual orders to review for approval or rejection. You can also locate all orders that you originated to review the status of each, such as approved, rejected, or pending.

You locate orders based on your address book number. You can also locate orders based on the age of the order to identify orders that require immediate attention. If you originate orders, you can specify that only approved or rejected orders display.

You can access an order's status summary to identify the persons who are responsible for approving the order and to review a history of the actions that have occurred. You can identify those persons who have:

- Approved the order
- Not yet approved the order
- Rejected the order
- Been bypassed in the approval process by a person with a higher level of authority

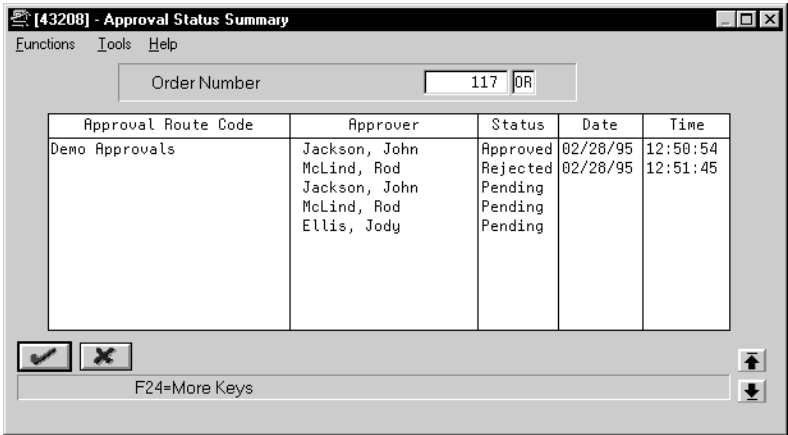
► To review orders awaiting approval

On Orders Awaiting Approval

0	Hd	Order	Ty	Or. Date	Next Action	Originator	Note
		116	OR	06/01/98	Jackson, John	Easter, Melvyn	
		117	OR	06/30/98	Jackson, John	Easter, Melvyn	Amended
		118	OR	06/30/98	Jackson, John	Abbot, Dominique	
		120	OR	06/30/98	Jackson, John	Abbot, Dominique	

1. To locate orders, complete the following fields:
 - Branch/Plant
 - Order Type
 - Approval Status
 - Address Number
 - Orders older than days
 - Waiting more than days
2. Review the following fields:
 - Order (Order Number)
 - Ty (Order Type)
 - Order Date
 - Next Action
 - Originator
 - Note
3. Type 1 in the following field to obtain a status summary for an order:
 - Option Exit

The system displays Approval Status Summary.



4. On Approval Status Summary, review the persons on the approval route and their corresponding status.

If an order is on budget hold, an asterisk precedes the name of the budget approver.

Field	Explanation
Status – Approval	Code indicating whether you want to review approved orders, rejected orders, or both. Valid codes are: - A Approved only - R Rejected only * All (approved, rejected, and pending approval) If you leave this field blank, the system uses an asterisk (*).
Days – Orders Older Than	Enter a number in this field to limit the display of orders based on age. The age of an order is the difference (in days) between the order date and today’s date. The system displays only orders that are as old as or older than the number of days you enter. For example, assume today is May 15, 1998. The following orders exist: - May 15 — Order Number 104 - May 14 — Order Number 103 - May 13 — Order Number 102 If you leave this field blank, the system displays all orders. If you enter 1 in this field, the system displays only orders 103 and 102.

Field	Explanation
Days – Orders Waiting More Than	Enter a number in this field to limit the display of orders based on the number of days they have waited for approval. If you enter a number in this field, the system displays only those orders waiting at least that number of days for approval. Approval action occurs when one of the following events takes place: 1. An order is entered (originated) 2. The order is approved 3. The order is rejected 4. The order is amended
Person Responsible	The address number of the person responsible for reviewing and releasing orders placed on hold.
Originator	Text that names or describes an address. This 40-character field is used for alphabetizing and appears on a number of screens and reports. You can enter dashes, commas, and other special characters, but the system ignores them when you use this field to search for a name. <i>Form-specific information</i> Name of the person who entered the order into the system.
Note	A brief description of a code or abbreviation. <i>Form-specific information</i> Text describing the order's status. For example, "Amended", indicating the order was changed, or "Rejected", indicating the approver did not approve the order.

What You Should Know About

Removing information about orders awaiting approval	If you originate orders, you must manually remove order information on Orders Awaiting Approval. After you remove the information about an order, the system deletes the electronic mail message that informed you of the approval.
Status code for orders awaiting approval	You use processing options to specify the status code that must equal or exceed the current status code for detail lines awaiting approval.

Budget hold code

To review a status summary for an order on budget hold, you must specify the budget hold code in processing options.

Reviewing the Status of Orders Awaiting Approval

You can access an order's status summary to identify the persons who are responsible for approving the order and to review a history of the actions that have occurred. You can identify those persons who have:

- Approved the order
- Not yet approved the order
- Rejected the order
- Been bypassed in the approval process by a person with a higher level of authority

If an order is on budget hold, an asterisk precedes the name of the budget approver.

Processing Options for Orders Awaiting Approval

Default Values:

1. Awaiting Approval Status (Required)
2. Budget Hold Code (Required)
3. Order Type (Optional)

Field Display Control:

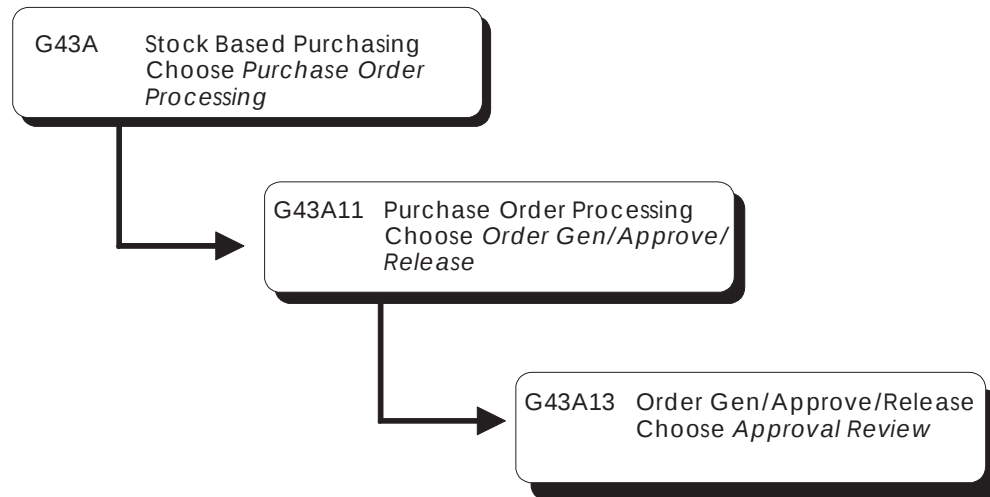
4. Enter a '1' to protect the address number field from user input. If left blank, the user will be allowed to inquire on any other user's orders.

Dream Writer Versions:

Enter the version of each program:
If left blank, ZJDE0001 will be used.

5. Approval Review (P43080)
6. Order Entry (P4311)

Approving or Rejecting Orders



You must approve an order to authorize the purchase of items and services. After you approve all detail lines on an order, the system processes the order. You can reject detail lines on an order if you do not want the system to process the order. You can also provide explanations for approving or rejecting detail lines.

After you approve or reject an order, the system sends a message to the originator of the order to notify that person of your decision. The originator might choose to amend the order, in which case the system will resubmit the order to you for approval. You can identify an amended detail line by the carat (>) that appears next to the line.

You can use several methods to provide explanations for approvals or rejections. You can:

- Define up to eight different categories that represent a specific approval or rejection explanation
- Enter a brief remark for the entire order
- Enter a brief remark for each detail line
- Enter unlimited text for the order
- Enter unlimited text for a detail line

If you are a budget approver, you must approve and release orders on budget hold before the system processes the orders further. The system automatically displays the appropriate form so that you can release the budget hold.

Before You Begin

- ☐ Create definitions and column headings for the applicable user defined codes on Approval/Rejections Reasons

To approve or reject orders

On Approval Review

[43080] - Approval Review

FunctionsOptionsToolsHelp

Mode (F)0Currency CodeUSD

Order Number117OR Order Amount34,250.00

Originator6000Easter, Melvyn

Supplier4345Value Worldwide Paper Supply

Receiver1062Memphis Warehouse #30

0	Item/Account	Request	Quantity	Unit Cost	Extended Cost
	S001	06/30/98	5000	6.7500	33,750.00
	S002	06/30/98	2500	.2000	500.00

☒☐

Opt: 1=Approve 2=Reject F5=Reasons F8=Status F10=PO Entry F24=More

- Do one of the following:
 - To approve an order, enter 1 in the following field:
 - Option Exit
 - To reject an order, enter 2 in the following field:
 - Option Exit

- To complete the review, enter Y (Yes) at the system prompt.

If you enter Y (Yes), the system displays the Check Password prompt. If you enter N (No), the system takes no further action.

- On Check Password, enter your sign-on password.

If you approved all detail lines, the system clears Approval Review. If you rejected lines, Approval/Rejections Reasons appears.

[4318] - Approval/Rejection Reasons

Functions Options Tools Help

Mode (F) [P] Currency Code USD

Order Number 117 OR Order Total 34,250.00

Originator 6000 Easter, Melvyn

Supplier 4345 Value Worldwide Paper Supply

Receiver 1062 Memphis Warehouse #30

General Remark

0	Line	Req Date	Qty	Unit Cst	Disc	Cost Cntr	Proj Code	Prod Grp	Cust Grp	Remark
	1.000		X							
	2.000									

Opt: 3=Extended Text F4=Detail F15=Suppress/All F24=More Keys

4. On Approval/Rejection Reasons, type X in the appropriate user defined categories and enter explanations as necessary.

What You Should Know About

Orders on budget hold You cannot use the Release Held Orders program to release an order on budget hold if the order is assigned an approval route. You must use the Approval Route program to approve and release the order.

Security

You can set processing options to require a password for each order that you approve or reject. If you approve or reject multiple orders, you can set processing options to require a password only once when you access Approval Review.

You can specify that the system automatically exits Approval Review after a defined amount of time in which the form is not used. To do this:

- Enter CHGDSPF (Change Display File) on an IBM command line.
- Enter one of the following names in the File field, depending on the form for which you are enabling the time-out feature:
V43080 (for Orders Awaiting Approval)
V43081 (for Approval Review)
- Press F10 to display additional parameters.
- In the maximum Record Wait Time field (WAITRCD), enter the number of seconds that the system waits before exiting the screen.

Reviewing approval/rejection explanations

If you originate an order, you might want to view the rejection explanation for an order. You can display only those detail lines that have a remark.

Processing Options for Approval Review**Default Values:**

- | | | |
|------------------------|------------|-------|
| 1. Status Codes: | | |
| - Awaiting Approval | (Required) | _____ |
| - Approved Status | (Required) | _____ |
| - Rejected Status | (Required) | _____ |
| 2. Order Type | (Optional) | _____ |
| 3. Budgeting Hold Code | (Optional) | _____ |

Processing Control:

- | | |
|--|-------|
| 4. Enter a '1' to prevent the preload of the selection option. | _____ |
| 5. Enter a '1' to allow the Approver to enter a password one time. | _____ |

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

- | | | |
|------------------------|-----------|-------|
| 6. Requisition Entry | (P4311) | _____ |
| 7. Budget Comparison | (P432121) | _____ |
| 8. Release Held Orders | (P43070) | _____ |
| 9. Open Order Inquiry | (P430301) | _____ |

Releasing Orders Awaiting Approval

What You Should Know About

Orders on budget hold You cannot use the Release Held Orders program to release an order on budget hold if the order is assigned an approval route. You must use the Approval Route program to approve and release the order.

Receipt Routing

Objectives

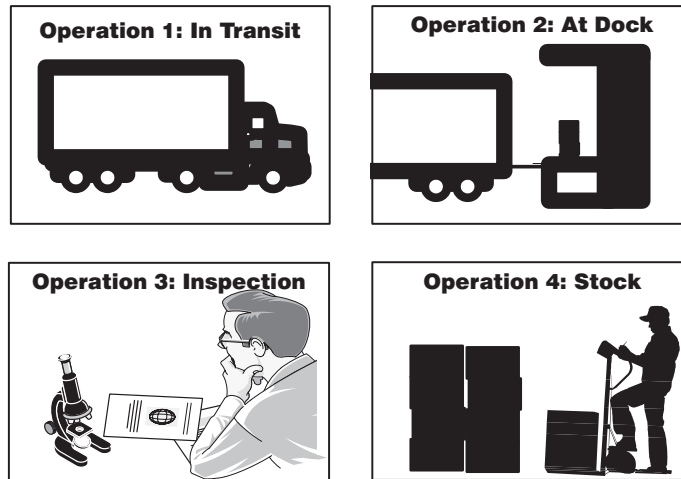
- To define a receipt route
- To specify whether items that you remove from a receipt route are eligible for payment
- To assign normal and alternate receipt routes to items
- To input inspection requirements and specifications
- To activate receipt routing
- To determine the status of items in a receipt route
- To transfer items from one operation to another
- To remove items from a receipt route
- To review inspection requirements and specifications
- To review a history of item transfers and removal

About Receipt Routing

You might want to track items from the moment they leave the supplier's warehouse until they arrive in stock. Depending on your operation, several stops might exist between the two points, such as your dock, the staging area, inspection, and so forth.

You use receipt routing to track and move items through a series of operations that make up a receipt route.

Receipt Route A



During each operation in a receipt route, you can:

- Remove items from the route due to returns, rejects, and so forth
- Have the system automatically generate replacement orders for items that you are returning
- Enter various types of free form text

Before you can send items through a receipt route, you must define the series of operations that make up each route. After you define a receipt route, you can assign it to an item based on the supplier who provides the item. Each time you enter a receipt for the item, the system enters the item in its receipt route.

Complete the following tasks:

- ☐ Set up receipt routing
- ☐ Work with items in receipt routing

Set Up Receipt Routing

Setting Up Receipt Routing

You can monitor items from the moment that they leave a supplier's warehouse. You can set up receipt routing to identify whether a shipment of items is in transit, at the dock, in inspection, or so on, and determine when the items will be available for distribution.

To set up receipt routing, you must create receipt routes. A receipt route is a series of operations through which the system processes an item. After you create a receipt route, you can assign it to an item based on the supplier who provides the item. Each time you enter a receipt for the item, the system processes the item through its receipt route.

When you create a receipt route, you must indicate whether to pay for items that you remove (disposition) from the route, based on the reason that you remove them. For example, you might want to pay for items that you rework but not that you return.

You can assign a standard receipt route and an alternate receipt route to each item. An alternate route is one that the system sends an item through on an intermittent basis. For example, you can assign an alternate route to an item so that every fifth shipment you receive is inspected.

You can specify the quantity or percentage of items that must be received for the system to enter an item in its alternate route. You can also define sampling requirements and item specifications for inspection purposes.

To set up receipt routing, complete the following tasks:

- ☐ Create receipt routes
- ☐ Define payment eligibility for item removal
- ☐ Assign receipt routes to items
- ☐ Define sample requirements and item specifications

What You Should Know About

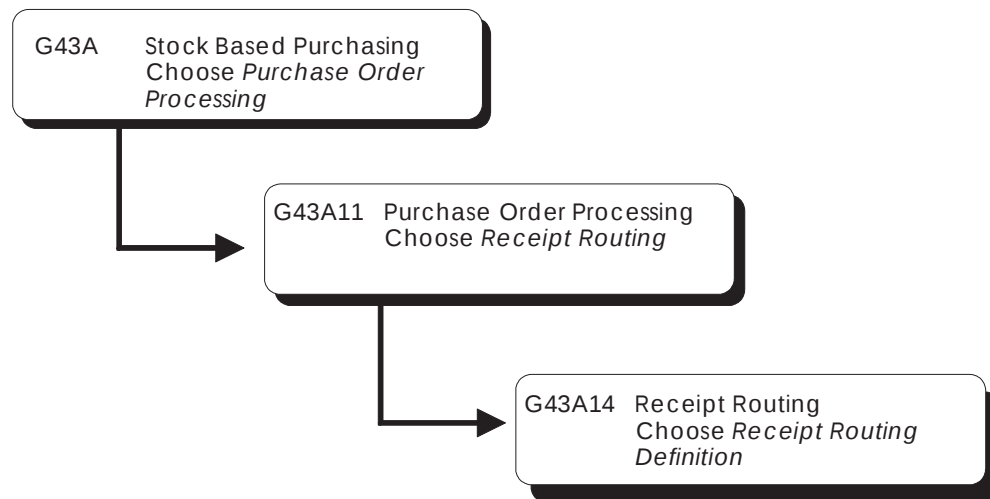
Activating receipt routing

You must use processing options for the Enter Receipts program to activate receipt routing.

After you receive an item to which a receipt route is assigned, the system enters the item in the first operation in the route and displays the message *Some items have entered receipt routing*.

The system does not update items to a received status until they complete the receipt routing process.

Creating Receipt Routes



A receipt route is a series of operations through which the system processes items upon receipt. These operations might include:

- Transit
- Dock
- Staging area
- Inspection
- Stock

To create a receipt route, you must define the series of operations that make up the route. For example, you can create a receipt route that is made up of two operations, the staging area and stock, and another receipt route that is made up of three operations, the staging area, inspection, and stock.

The system records items as in-stock (on-hand) when you transfer items to the last operation in the receipt route. You can identify items as available for distribution prior to the last operation in the route (for example, when they are at the dock).

For each operation in a receipt route, you can specify that the system update quantities in the Item Location table (F41021) to calculate item availability. For example, you can specify that the system update the quantity for Operation 1 when you transfer items to the staging operation. When you set up item availability, you can specify that quantities at Operation 1 are available for distribution, even though they are not yet in stock.

You must also specify at which operation the system records the receipt date for items. For example, you can specify that the system record the receipt date when items arrive at the dock. The system compares that receipt date to the date that the supplier promised to deliver the items to determine supplier performance.

You must also specify that the system record items as on-hand at the last operation in a receipt route. The system automatically specifies that items are eligible for payment at the last operation.

Before You Begin

- ☐ Set up receipt route codes in user defined code table 43/RC
- ☐ Set up operation codes in user defined code table 43/OC

► To create a receipt route

On Receipt Routing Definition

Seq	Operation	Trn	Ins	Op1	Op2	O/H	Rec	Pay
1	TRAN Notified In Transit	Y						
2	DOCK Receipt to our Dock			Y			Y	
3	STK Receipt to Stock					Y	Y	

1. Complete the following fields:
 - Branch/Plant
 - Route Code
2. Complete the following fields for each operation in the receipt route:
 - Seq
 - Operation
 - Update Trn
 - Update Ins
 - Update Op1
 - Update Op2
 - Update O/H
 - Update Rec

You can enter a sequence number if the order in which you want the operations to occur differs from the order in which you entered the operations.

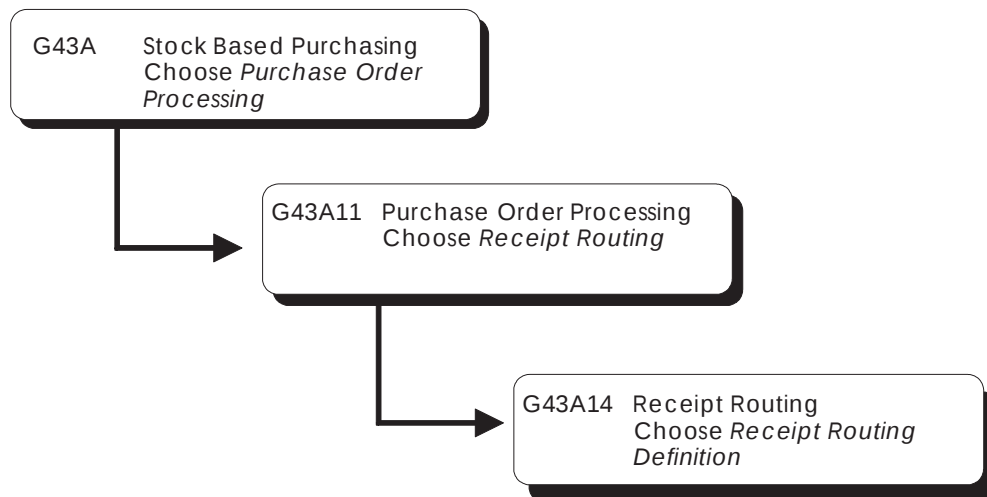
Field	Explanation
Code – Operation	A user defined code (system 43/type OC) that indicates an operation or step within the receipt route.
Update Transit Quantity	When you enter Y in this field, the system updates the Quantity in Transit field in the Item Location file (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y only once in this column for a route code.
Update Inspection Quantity	Enter Y in this field to have the system update the Quantity in Inspection field in the Item Location file (F41021) as soon as A quantity moves into this operation. NOTE: You can enter Y only once in this column for each route.
Update Operation 1	Enter Y in this field to have the system update the Quantity in Operation 1 field in the Item Location file (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y in this column only once for each route code.
Update Operation 2	Enter Y in this field to have the system update the Quantity in Operation 2 field in the Item Location file (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y in this field only once for each route.
Update On Hand Balance	Enter Y in this field to have the system update the Quantity on Hand field in the Item Location file (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y in the last operation only.
Receipt Acknowledgement (Y/N)	Indicates at which operation the receipt date should be captured. The supplier analysis module uses this date in order to determine if the goods were received on time, early, or late. The receipt date is also used to calculate the leadtime days for the item from the supplier. NOTE: You can enter Y in this column only once for each route.

Field	Explanation
Payment Eligible (Y/N)	Indicates at which operation the goods are eligible for payment. When quantity is moved to this operation, the system updates the open quantity (PRUOPN) and open amount (PRAOPN) in the Purchase Order Receiver table so they can be vouchered in the Voucher Match program. NOTE: You can enter Y in this column only once for each route. In addition, the system uses this field to determine if the quantity is eligible for payment when the quantity is dispositioned out of the routing process. Each quantity disposition has its own setup.

See Also

- *Setting Up Availability Calculations (P41023)* in the *Inventory Management Guide* for more information about item availability
- *Reviewing Supplier Delivery Performance (P43232)* for information about how the system uses receipt dates to determine supplier performance

Defining Payment Eligibility for Item Removal



As you process items through a receipt route, you might need to return them, rework them, scrap them, or so on. When you create a receipt route, you must indicate whether you want to pay for items that you remove (disposition) from the route, based on the reason that you remove them. For example, you might want to pay for items that you rework but not for items that you return.

You must specify the removal categories (returns, reworks, scrap, rejects, or adjustments) that are eligible for payment. For example, if you specify that the scrap category is eligible for payment, the system creates journal entries for those items that you classify as scrap in a receipt route.

You determine the account that the system debits by entering a general ledger category. The system credits the Received Not Vouchered account.

► To define payment eligibility for item removal

On Receipt Routing Definition

1. Access Disposition Setup.

Disposition	Pay	G/L Cat	Description
Returned	☐		
Reworked	☒	IN20	Inventory
Scrapped	☐		
Rejected	☐		
Adjusted	☐		

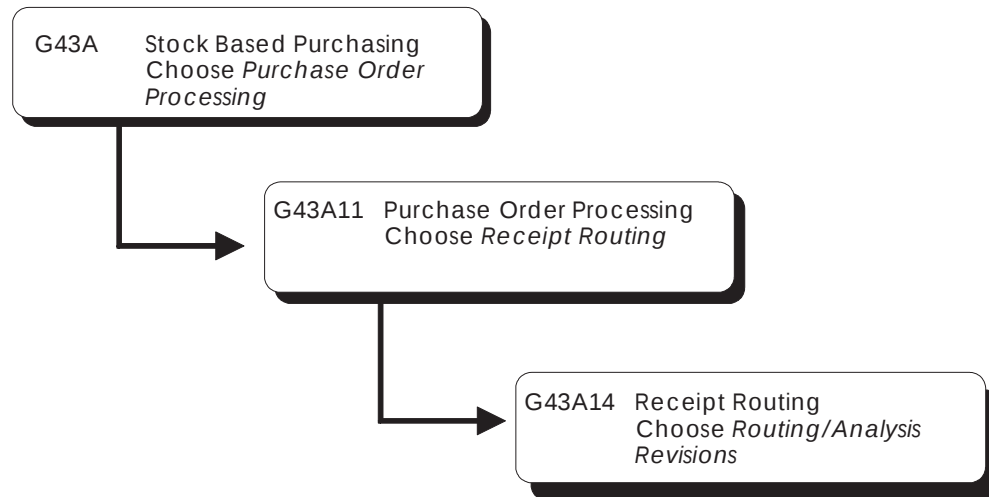
✓ ✕ F3=Exit Enter=Update

2. On Disposition Setup, complete the following fields for each item removal category:
 - Pay
 - G/L Cat

See Also

- *Working with Automatic Accounting Instructions* for more information about setting up accounts for general ledger categories

Assigning Receipt Routes to Items



You must assign receipt routes to items to determine the operations that the system sends the items through upon receipt, such as transit, staging, inspection, stock, and so forth.

You can assign both a standard receipt route and an alternate receipt route to an item. Upon receipt, the system enters an item in its standard receipt route unless you have also specified an alternate receipt route. An alternate receipt route is one that the system sends the item through on an intermittent basis.

You must assign an alternate receipt route to an item to have the system process the item through a different series of operations based on a number of days or the number of receipts. For example, you can assign an alternate route to an item to have every fifth shipment of the item inspected.

You must assign receipt routes to items based on the supplier who provides the item.

Before You Begin

- ☐ Create receipt routes

► To assign receipts routes to an item

On Routing/Analysis Revisions

[43090] - Routing/Analysis Revisions

Functions Options Tools Help

Branch/Plant

Supplier Vector Manufacturing Co

Skip To Item Number

0	Item	Description	Route	Effective
			St Norm Alt	From Thru
	CM001	Chair mat, clear vi		01/01/98 12/31/10
	Avg. Cost	Frequency Days . .	Last Alt Date	
	Average Leadtime	Frequency Number .	Number of Receipts	
	Leadtime Qty %	90.00 Days Allowed Early	Days Allowed Late	
	E002	Envelope, self seal		01/01/98 12/31/10
	Avg. Cost	Frequency Days . .	Last Alt Date	
	Average Leadtime	Frequency Number .	Number of Receipts	
	Leadtime Qty %	90.00 Days Allowed Early	Days Allowed Late	
	MFF001	Manila file folder		01/01/98 12/31/10
	Avg. Cost	Frequency Days . .	Last Alt Date	
	Average Leadtime	Frequency Number .	Number of Receipts	
	Leadtime Qty %	90.00 Days Allowed Early	Days Allowed Late	

Opt: 1=Insp Table 2=Norm Route 3=Alt Route F15=Supplier/Item F24=More

- To locate items for a specific supplier, complete the following fields:

- Branch/Plant
- Supplier

You can also locate all suppliers for a specific item.

- To enter receipt routing information, complete the following fields for each item:

- Norm
- Alt
- From
- Thru
- Frequency Days
- Frequency Number

If the system does not display the item for which you want to enter receipt routing information, an item and supplier relationship does not yet exist. You can enter the item to form a relationship.

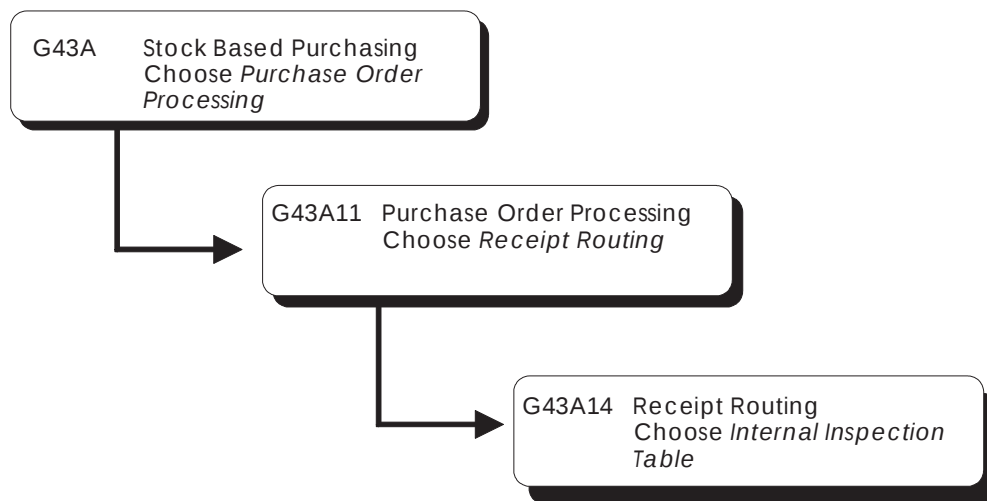
Field	Explanation
Route – Normal Route Code	A user defined code (system 43/type RC) that the system uses to determine how to direct goods through the normal receipt routing process.

Field	Explanation
Route – Test Route Code	A user defined code (system 43/type RC) identifying the alternate route or steps that the item occasionally goes through following a receipt. You must define the frequency that indicates to the system how often the item must take this alternate route.
Days – Alternate Route Frequency	This field determines the frequency, based on a number of days, after the last alternate route date. For example, if the frequency is 3 days, and the last alternate route date is 01/01/98, then the alternate route must be performed for any receipt on or after 01/04/98.
Frequency – Testing	Indicates the alternate route frequency based on the number of receipts. For example, if you enter 5 in this field, then the alternate route is performed on every 5th receipt.

See Also

- *Creating Supplier and Item Relationships (P43042)*

Defining Sample Requirements and Item Specifications



You might assign an alternate receipt route to an item if you want to have the item inspected on an intermittent basis. After you assign an alternate route to an item, you can specify the quantity of the item that must be received before the system processes the item through its alternate route. You can also specify sample requirements for inspection purposes, including:

- The quantity or percentage of receipt items to use for inspection

- The quantity or percentage of the sample size that must pass inspection before the receipt is considered acceptable

After you enter sample requirements for an item, you can add specifications or any other text that applies to the item. Sample requirements and item specifications are for informational purposes only. You can review this information when you move or remove items in a receipt route.

Before You Begin

- ☐ Assign an alternate route to the item for which you want to define sample requirements and specifications

► To define sample requirements and item specifications

On Internal Inspection Table

From Quantity	Sample Size	Acceptance
Quantity	Quantity	Quantity
25	5	4
75	10	9
200	20	19
500		
1250		

- To determine the alternate route to which the samples requirements are applicable, complete the following fields:
 - Branch/Plant
 - U/M (unit of measure)
 - Item Number
 - Supplier

2. Complete the following fields:
 - From Quantity
 - Sample Size Quantity
 - Sample Size Percent
 - Acceptance Quantity
 - Acceptance Percent
3. Access Vendor/Item Specifications.
4. On Vendor/Item Specifications, enter specifications or text, as necessary.

Field	Explanation
Units – From	The quantity of the item that you must receive before the system sends the item through the test receipt route.
Units – Sample Size	The number of units that should be inspected through receipt routing based on the units received.
Percentage – Sample Size	The percentage of units that should be inspected based on the units received.
Units – Acceptance	The number of units that must pass inspection in order for any of the units to be accepted.
Percentage – Acceptance	The percentage of units that must pass inspection in order for any of the units to be accepted.

What You Should Know About

From quantity

If the quantity you receive does not equal or exceed the from quantity, the system processes the item through its normal receipt route.

You can specify multiple from quantities with different sample size criteria.

Work with Items in Receipt Routing

Working with Items in Receipt Routing

You can monitor items from the moment that they leave a supplier's warehouse. For example, you can process shipments of items through transit, your dock, the staging area, and inspection before updating the status of the items to on-hand.

Complete the following tasks:

- ☐ Review the current operation for items in a receipt route
- ☐ Transfer items to operations in a receipt route
- ☐ Remove items from a receipt route
- ☐ Enter reversals for items in a receipt route
- ☐ Review the history of items in a receipt route

The receipt route for an item determines the series of operations through which you process the item after taking receipt. For example, if a receipt route includes four operations, such as transit, dock, inspection, and stock, the system enters the item in the transit operation upon receipt. After the item arrives at your dock, you can transfer it to the next operation in the route.

You can remove (disposition) items from a receipt route. For example, you might reject an item that does not pass inspection. In this case, the system removes the quantity that you reject from the receipt route. If you return an item, you can generate an order to replace the items.

You can review information about the transfer and removal of items in a receipt route. For example, you can determine the amount of time that a shipment was at the dock before it was transferred to stock. You can also review the quantity of items in a shipment that did not pass inspection.

What You Should Know About

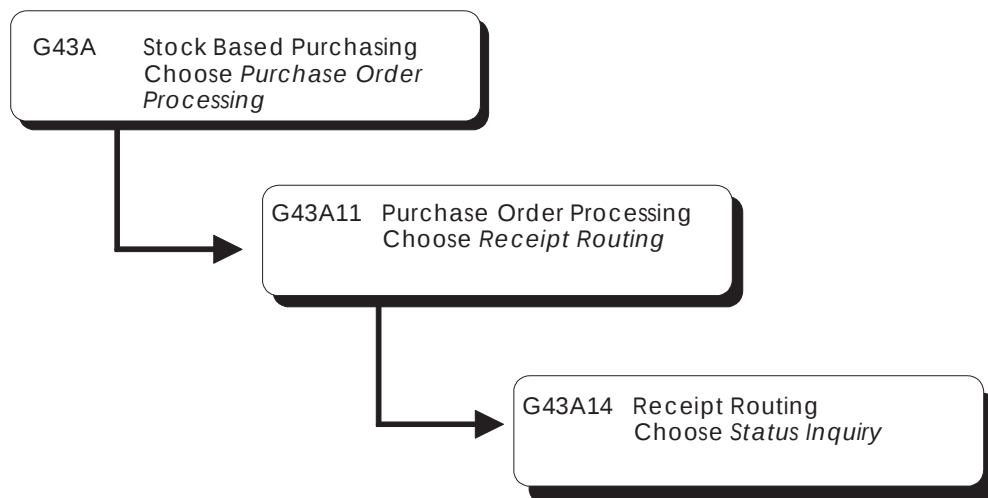
Reviewing orders in receipt routing

You can review orders in receipt routing by locating pending orders using the Open Order Inquiry program. The system highlights orders in receipt routing.

See Also

- *Setting Up Receipt Routing* for information on creating receipts routes, assigning them to items, and activating the receipt routing process

Reviewing the Current Operation for Items in a Receipt Route



You can review the current operation for items in a receipt route. For example, if you recently received a shipment of items, and the receipt route for the items includes a dock and inspection operation, you can review the quantities for items at the dock and items that are under inspection.

► **To review the current operation for items in a receipt route**

On Status Inquiry

[43250] - Status Inquiry

Functions Options Tools Help

Order Number 2639 OP Line

Item Number

Container I.D.

Supplier

Branch/Plant 30

Operation Code U/M

G/L Date 05/10/98

Date Moved 05/10/98

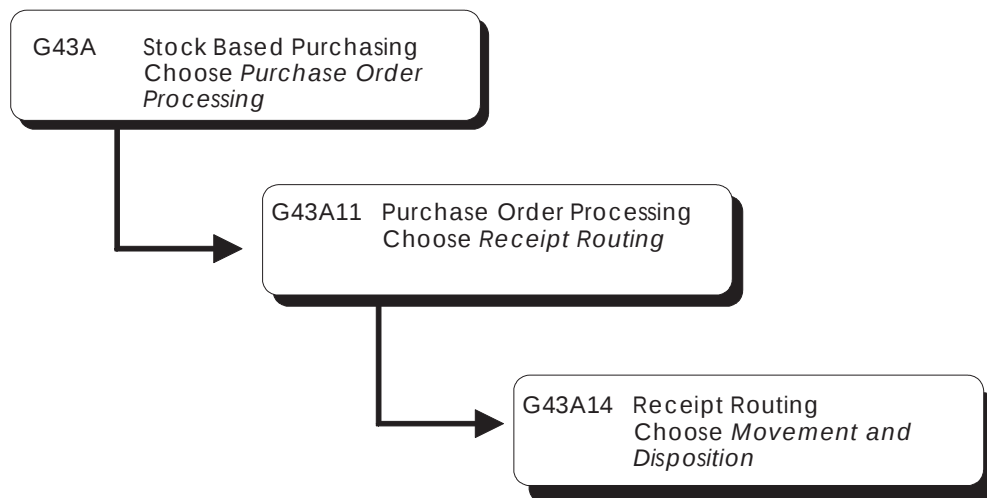
Item	Oper	Quantity at Operation	UM	Move	UM
1001	TRAN	4	CR	DOCK	CR
P002	TRAN	50	CR	DOCK	CR

Opt 1=Move 2=Disposition 4=Multi Loc 5=Details 7=Ledger F24=More

- Complete the following fields:
 - Branch/Plant
 - Operation Code
 - U/M
- To locate items, complete any of the following fields:
 - Order Number
 - Item Number
 - Container Number
 - Supplier
- To determine the current status of an item, review the following fields:
 - Oper (Current Operation)
 - Quantity at Operation

Field	Explanation
Code – Operation	A user defined code (system 43/type OC) that indicates an operation or step within the receipt route. <i>Form-specific information</i> Status Inquiry Form and Movement and Disposition Form: • Use the Operation Code field at the top of the form to enter a code for a particular operation. The system displays only receipts at that status. • The Oper (Operations Code) field at the bottom of the form indicates where this item is in the routing process. Movement and Disposition Form Only: In the Move Oper (Move to Operation) field at the bottom of the form, enter the code that indicates the operation to which you want to move items. The processing options define the type of move you can perform. The form can be set up to allow you to move items forward only or move items backward and forward. The processing options can also be set up so that you cannot indicate any movements.
Units – At Operation	The number of units currently at this operation.

Transferring Items to Operations in a Receipt Route



The receipt route you assign to an item determines the series of operations through which the system processes the item upon receipt (for example, transit, staging, and stock). The system enters an item into the first operation of the

route upon receipt. You must transfer the item to subsequent operations in the route.

You can set processing options to determine the operations to which you can transfer items in a receipt route. For example, if the order of operations is staging, inspection, and stock, you can transfer items to:

- The next operation only (for example, staging to inspection and inspection to stock)
- Any subsequent operation (for example, staging to stock)
- Any operation (for example, stock back to staging)

After you transfer items to the last operation in a receipt route, the system prompts you to perform a final receipt. At this time, the system updates items to a received (on-hand) status.

► To transfer items to operations in a receipt route

On Movement and Disposition

[43250] - Movement & Disposition

Functions Options Tools Help

Branch/Plant Operation Code G/L Date Date Moved

Order Number OP Line

Item Number

Container I.D.

Supplier Vector Manufacturing Co

0	Item	Oper	Quantity at Operation	UM	Oper	Move Quantity	UM
	TS001	TRAN	180	PR	DOCK	180	PR
	TS002	TRAN	180	PR	DOCK	180	PR
	TS001	TRAN	180	PR	DOCK	180	PR
	TS002	TRAN	180	PR	DOCK	180	PR
	TS001	TRAN	180	PR	DOCK	180	PR
	TS002	TRAN	180	PR	DOCK	180	PR
	TS001	TRAN	180	PR	DOCK	180	PR
	TS002	TRAN	180	PR	DOCK	180	PR
	TS001	TRAN	180	PR	DOCK	180	PR
	TS002	TRAN	180	PR	DOCK	180	PR
	TS001	TRAN	180	PR	DOCK	180	PR
	TS002	TRAN	180	PR	DOCK	180	PR
	TS001	TRAN	180	PR	DOCK	180	PR
	TS002	TRAN	180	PR	DOCK	180	PR
	TS001	TRAN	180	PR	DOCK	180	PR
	TS002	TRAN	180	PR	DOCK	180	PR

☒ ☐

Opt: 1=Move 2=Disposition 4=Multi Loc 5=Details 7=Ledger F24=More

1. To locate the items you want to move, complete any of the following fields:
 - Order Number
 - Item Number
 - Container Number
 - Supplier
 2. Complete the following fields:
 - G/L Date
 - Date Moved
 3. To move items to an operation other than the next operation in the route, complete the following field:
 - Move Oper
- You can view and select from all possible operations in a receipt route by pressing F1 in this field. All operations for the route appear in the order you have defined them.
4. Enter the quantity you want to move in the following field:
 - Move Quantity
 5. Type 1 in the following field next to the items you want to move:
 - O (Option Exit)

If you are moving items to the final operation in a receipt route, the system displays Receipts by PO/Item/Account.

Item/Account	Quantity	UM	Unit Cost	Extended Cost
TS001	180	PR	82.0000	14,760.00

6. On Receipts by PO/Item/Account, press Enter to record the final receipt.

Field	Explanation
Units – Moved	The number of units that have been either moved or dispositioned.

Processing Options for Routing Movement/Status

Default Values:

1. Order Type (Optional) _____
2. Operation Code (Optional) _____

Processing Control:

3. Enter a '1' to enable movement.
If left blank, the program will act as an inquiry only. _____
4. Enter a '1' to display operations that move quantity to inventory. _____
5. Enter the "To Operation" control: _____
 - 1 = Allow only the next operation to be selected.
 - 2 = Allow the current or any next operation to be selected.
 - 3 = Allow any operation to be selected.
 (If left blank, '1' will be used.)

Return To Supplier Processing:

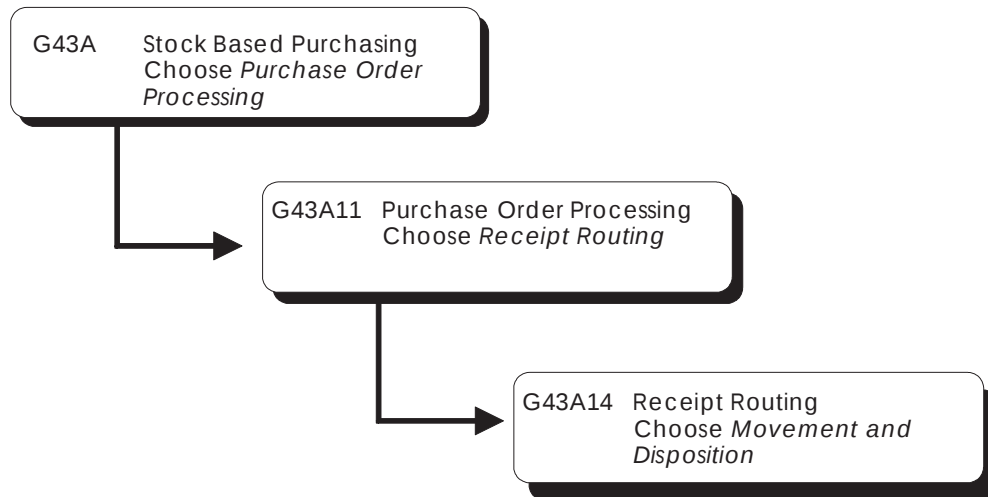
6. Last Status Code _____
7. Next Status Code _____
8. Line Type _____

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

9. Receipts by Purchase Order (P4312) _____
10. Work Order Completions (P31114) _____

Removing Items from a Receipt Route



You might need to remove (disposition) items from a receipt route. For example, you can return items to the supplier or reject items that do not pass inspection. You must use one of the following categories to indicate the quantity of items you want to remove from the receipt route:

- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

After you remove items from a receipt route, the system subtracts the quantities you enter from the quantity at the current operation.

The system creates journal entries for the items you remove if you have specified that the removal category is eligible for payment. For example, if you specified that the scrap category is eligible for payment, the system creates journal entries for items that you remove due to scrap.

If you decide to return an item, the system automatically credits the original purchase order. You can generate a new purchase order line to replace the returned items. The system adds the line to the original purchase order.

► **To remove items from a receipt route**

On Movement and Disposition

1. Access Routing Disposition.

2. On Routing Disposition, complete the following fields to remove items:
 - Returned Quantity
 - Reworked Quantity
 - Scrapped Quantity
 - Rejected Quantity
 - Adjusted Quantity
 - Reasons
3. If you specified a returned quantity, enter Y in the following field to have the system create a new purchase order line for the returned items:
 - Replacement (Y/N)

Replacement Information displays.

4. On Replacement Information, change information for the new purchase order detail line, as necessary.

Field	Explanation
Units – Returned	The number of units that you returned to the supplier through receipt routing. You can return goods for credit or for replacement. The system writes these transactions as new lines on the original purchase order.

Field	Explanation
Units – Reworked	The number of units that will be reworked as a result of receipt routing.
Units – Scrapped	The number of units that you scrapped during receipt routing.
Units – Rejected	The number of units that you rejected during receipt routing.
Units – Adjusted	The number of units that you adjusted during the receipt routing.
Reason Code	A user defined code (system 42/type RC) that explains the purpose for a transaction. For example, you can use a code to indicate a transaction that involves returned items, such as goods that were damaged in shipment or the overshipment of goods. <i>Form-specific information</i> A code that identifies why items were dispositioned.
Replacement (Y/N)	This code is used in receipt routing and indicates whether the returned items should be replaced. Valid values are: Y Replace the items. The system credits the purchase order with the amount and creates a new line for replacement. The system displays the Replacement Information window after you enter dispositions and includes returned items among them. blank Do not replace the items. The system credits the purchase order with the amount of the returned items.

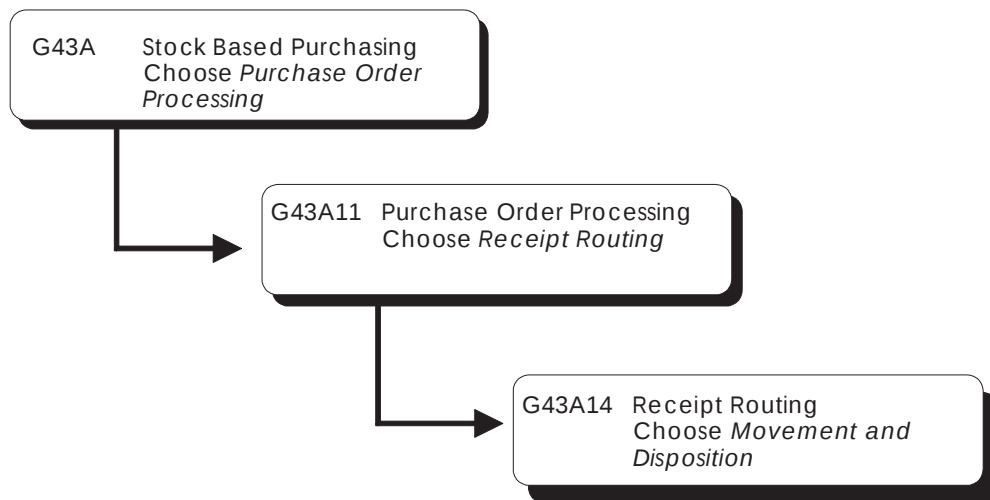
What You Should Know About

Entering text for item removal	You can enter text that applies to the removal of items. To do this, you must access Disposition Results for the specific category that you use to remove items.
Reversing removals	If you remove an item from a receipt route, you must use the Operation Ledger Inquiry program to reverse the action.
Reviewing sample requirements and item specifications	You can review the sample requirements that are set up for a receipt route. You can also review item specifications that are set up for a receipt route. If Item specifications exist, the system displays the message <i>Specifications Available</i> .

See Also

- *Defining Payment Eligibility for Item Removal (P43DA)*
- *Reviewing the History of Items in a Receipt Route (P43252)* for more information about reversing removals
- *Defining Sample Requirements and Item Specifications (P43093)*

Entering Reversals for Items in a Receipt Route



You might inadvertently enter a receipt for an item. You can reverse the receipt for an item that the system processes through a receipt route.

You must perform two receipts for an item in a receipt route – an initial receipt and a final receipt. After you perform the initial receipt, the system enters the item in its receipt route. The system prompts you to perform the final receipt when you transfer the item to the last operation in the receipt route, at which time the system updates the item to an on-hand status.

If you inadvertently enter a final receipt, you can reverse it by moving the item back to a previous operation in the receipt route. To do this, you must set processing options to display items that have completed their route. You must also set processing options to allow item movement to any operation.

If you did not intend for the item to enter receipt routing, you must reverse the final receipt and the initial receipt, which removes the item from the receipt route.

If you removed items from the receipt route due to returns, rejects, or so forth, you must reverse the removals before you can reverse the receipt.

► To enter reversals for items in a receipt route

On Movement and Disposition

1. Locate the items that you want to reverse.

For items that have completed their receipt route, the Move Oper field is blank.

2. To transfer an item to a previous operation in the receipt route, complete the following field:
 - Move Oper

If an item completed its receipt route, the system displays Receipts by PO/Item/Account with a negative quantity and extended cost. Press Enter to reverse the final receipt (on-hand status) of the item.

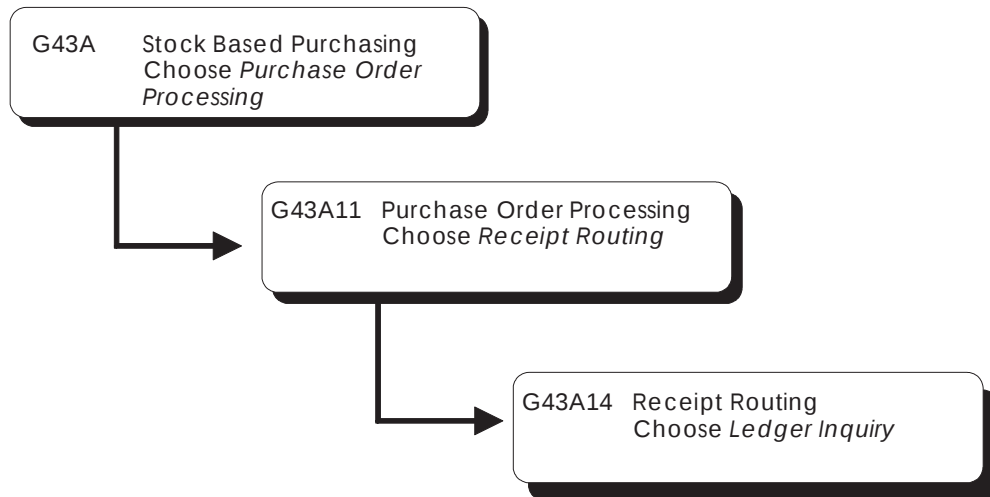
Item/Account	Quantity	UM	Unit Cost	Extended Cost
TS001	180-	PR	82.0000	14,760.00-

To reverse the item out of the receipt routing process altogether, you must move the item to the first operation in the receipt route and reverse the receipt from the Enter Receipts program.

See Also

- *Entering Reversing Receipts (P4312)* for information about reversing the initial receipt
- *Reviewing the History of Items in a Receipt Route (P43252)* for information about reversing item removals

Reviewing the History of Items in a Receipt Route



You can review information about the transfer of items from one operation to another in a receipt route. For example, you can review when a group of items was moved from inspection to stock, as well as who moved the items and on what date. You can also determine how long the items were under inspection.

You can review information about the removal of items from a receipt route. For example, you can review the quantity of items in a shipment that did not pass inspection and the quantity of items that were returned to the supplier.

You can specify whether you want to review transfer or removal transactions. You can indicate the operations for which you want to review transfers. For example, you can review only those transfers for which items at the dock were moved to staging.

► To review the history of items in a receipt route

On Ledger Inquiry

[43252] - Ledger Inquiry

Functions Options Tools Help

Branch/Plant
 Oper From To
 Moved or Disp U/M
 Order Number Line G/L Date
 Item Number Issel Pump Pump Court Sho
 Container I.D.
 Supplier Vector Manufacturing Co

0	Oper. From	To	Rev	Remark	Quantity	UM	User	Date	Time
	DOCK	INSP		Moved	180	PR	JN791041	05/10/96	9:00:53
	STK	DOCK		Moved	180	PR	JN791041	05/10/96	8:54:35
	DOCK	STK		Moved	180	PR	JN791041	05/10/96	8:51:57
	INSP	DOCK		Moved	180	PR	JN791041	05/10/96	8:51:26
	DOCK	INSP		Moved	180	PR	JN791041	05/10/96	8:47:37
	TRAN	DOCK		Moved	180	PR	JN791041	05/10/96	8:47:27
	---	TRAN		Moved	180	PR	GH811719	05/09/96	8:32:35
	---	TRAN		Moved	180	PR	GH811719	05/09/96	8:34:14
	---	TRAN		Moved	180	PR	GH811719	05/09/96	8:36:20
	TRAN	DOCK		Moved	180	PR	JN791041	05/10/96	9:00:53
	---	TRAN		Moved	180	PR	GH811719	05/09/96	8:42:12
	---	TRAN		Moved	180	PR	GH811719	05/09/96	8:44:42

Opt 5=Details 8=Reverse F14=Test Results F24=More Keys

To locate the transactions you want to view, complete the following fields:

- Branch/Plant
- Operation From
- Operation To
- Moved or Dispositioned
- U/M
- G/L Date
- Order Number
- Document Type
- Line Number
- Item Number
- Container I.D.
- Supplier

Field	Explanation
Code – From Operation	A user defined code (system 43/type OC)that identifies the routing operation or step that items were moved from. <i>Form-specific information</i> • Use the Oper From (Operation From) field in the top portion of the form to indicate that you want the system to display only items that were moved from this code. • The Oper From (Operation From) field in the bottom portion of form contains the code identifying the operation that items on this line were moved from.
Code – To Operation	A user defined code (system 43/type OC) that identifies the routing operation or step to which the goods were moved. <i>Form-specific information</i> • Use the Oper To (Operations To) field in the top portion of the form to indicate that you want the system to display only items that were moved to that operation or step. • The Oper To (Operation To) field in the bottom portion of the form contains the code indicating the operation that items on this line were moved to.
Code – Movement	A user defined code (system 43/type MC) indicating the movement of the quantity. You can move quantity from one operation to another, or you can disposition quantity out of the routing process. <i>Form-specific information</i> An inquiry field for the code that identifies the type of transaction you want to display. For example, enter MOV to view only movement transactions and DIS to view only dispositioned transactions. Optionally, you can enter a specific disposition code to view a single type of disposition transaction.

What You Should Know About

Reversing the removal of items

You must use the Ledger Inquiry program to reverse items you have removed from a receipt route. For example, if you removed items by indicating they were scrap, and then later decided to use them, you can reverse the removal transaction. The system adds the removed quantity back to the receipt route.

Supplier Management

Objectives

- To review supplier performance information
- To understand how the system derives supplier performance information
- To set up default purchasing information that pertains to a supplier
- To create item and supplier relationships
- To set up prices for the items that you purchase from a supplier
- To set up discounts for item and supplier prices

About Supplier Management

You can manage the relationships that you have with suppliers and the items that they provide. You enter initial information about each item that you purchase from a supplier and the system monitors delivery, quality, and cost performance on behalf of the supplier. You can compare performance information to determine the best suppliers from which to make purchases.

Complete the following tasks:

- ☐ Set up supplier and item information
- ☐ Define supplier prices and discount rules
- ☐ Review supplier performance information

Set Up Supplier and Item Information

Setting Up Supplier and Item Information

You can have the system process an order based on the items that you purchase and the supplier from whom you make the purchases. For example, you can define purchasing instructions for a supplier so that each time you enter an order, the system retrieves default values for that supplier.

You can specify the items that you purchase from a supplier to create supplier and item relationships. For each item, you can enter information such as whether the supplier is certified to sell the item. If a supplier is not certified to sell an item, the system does not let you enter the item on a purchase order for the supplier.

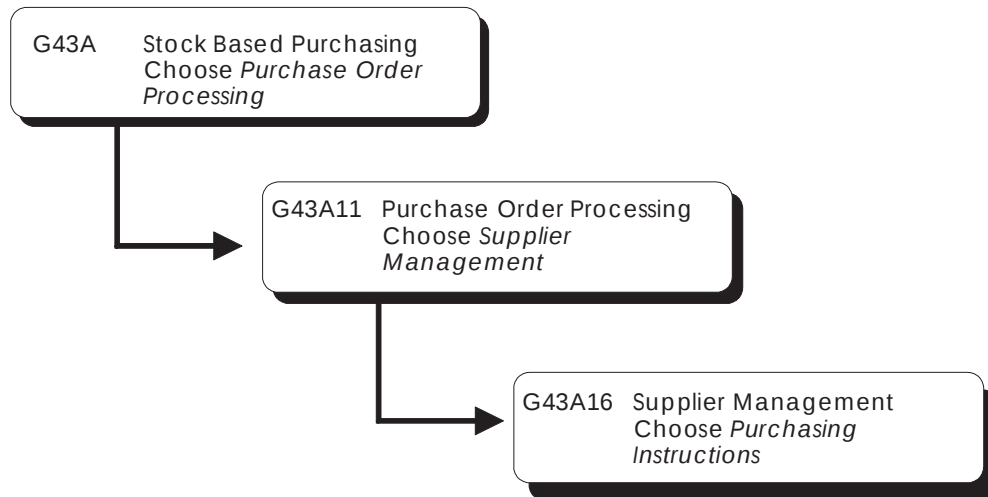
You can review information about the quality of a supplier's services, including delivery performance and the condition of items upon receipt. To ensure that this information is accurate, you must set up guidelines so that the system can recognize on-time deliveries and items in acceptable condition.

You can review a summary of performance information to compare suppliers' costs and services for an item. Before you can review this information, you must define the performance factors that display, such as number of returned items, last-in costs, average leadtimes, and so on.

Complete the following tasks:

- ☐ Define supplier purchasing instructions
- ☐ Create supplier and item relationships
- ☐ Set up guidelines for supplier delivery performance
- ☐ Set up guidelines for acceptable items
- ☐ Define a summary of supplier performance information

Defining Supplier Purchasing Instructions



The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. You can define purchasing instructions for a supplier so that each time you enter an order, the system retrieves default values such as a landed cost rule, a price rule, a print message, and so on.

You can use purchasing instructions to specify item restrictions for a supplier. Item restrictions determine which items you can or cannot purchase from a supplier. For example, you can restrict a supplier from buying a certain item so that the system does not allow you to enter a purchase order for the item.

You can specify limitations for a supplier, such as minimum and maximum order amounts. You can also specify whether you can create vouchers based on receipt information.

Changes you make to purchasing instructions do not affect orders that you have already created.

► **To define supplier purchasing instructions**

On Purchasing Instructions

[4306] - Purchasing Instructions

Functions Tools Help

Supplier: 4343 Vector Manufacturing Co

Preferred Carrier:

Supplier Price Rule:

Minimum Order Value:

Maximum Order Value:

Print Message:

Freight Handling Code:

Landed Cost Rule:

Order Template:

Rebate Active: ☒ Active Rebates

Rebate Level:

Use Supplier Number: ☐

Delivery Instructions:

Price P/O: ☒

Item Restrictions: ☒

Send Method:

Evaluated Receipt: ☒

Purchase Order Copies: 00

Hold Orders Code:

Weight Display U/M:

Volume Display U/M:

Electronic Data Interchange Information

Batch Processing Mode: ☒

Customer Identifier:

Item Type Identifier:

Quantity Decimals: 0

Amount Decimals: 0

F10=Restrictions F15=EDI Transaction Sets F24=More Keys

1. Complete the following fields:

- Supplier
- Preferred Carrier
- Supplier Price Rule
- Minimum Order Value
- Maximum Order Value
- Print Message
- Freight Handling Code
- Landed Cost Rule
- Order Template
- Rebate Active
- Rebate Level
- Delivery Instructions
- Price P/O
- Send Method
- Evaluated Receipt
- Purchase Order Copies

- Hold Orders Code
 - Weight Display U/M
 - Volume Display U/M
2. To enter item restrictions for a supplier, do one of the following:
- Enter I in the following field to enter only those items that you can purchase from the supplier:
 - Item Restrictions
 - Enter E in the following field to enter items that you cannot purchase from the supplier:
 - Item Restrictions

The system displays Item Restrictions.

[40132] - Item Restrictions

Functions Tools Help

Address Number 4343

Item Number

F24=More Keys

3. On Item Restrictions, complete the following field:
- Item Number

Field	Explanation
Carrier Number	The address number of the carrier specified by the customer or by your organization. Possible reasons for using this carrier might be due to route or special handling requirements.

Field	Explanation
Customer Price Group	A user defined code (system 40, type PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing. <i>Form-specific information</i> A user defined code (system 40/type PC) identifying the price rule that you want the system to apply to any of this supplier's transactions. By entering the same code in this field for several suppliers, you can group suppliers who offer discounts based on the value of the order. This code provides part of the information required by purchase order entry when computing discounts and markups.
Minimum Order Value	Value below which an order is placed on hold. If you try to enter an order whose total is less than the minimum order value, the system displays an error message. This field is maintained as an integer without decimals.
Maximum Order Value	Value above which an order is placed on hold. If you try to enter an order whose total is more than the maximum order value, the system displays an error message. This field is maintained as an integer without decimals.
Print Message	A code that you assign to each print message. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.
Freight Handling Code	A user defined code (system 42/type FR) that identifies when you take responsibility of the goods so that freight charges are applied accordingly.
Purchasing Category Code 5	A code (table 41/P5) that indicates the landed cost rule for an item, which defines purchasing costs that exceed the actual price of the item. These costs might be for broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.
Order Template	A list of items that are most frequently ordered. These items are usually grouped based on the product type such as fuels, lubricants, packaged goods and so forth.
Supplier Rebate Code	Indicates if rebates are active.
Supplier/Parent Rebate level	The Rebate Level indicates at what organizational level the rebate system is based upon.
Delivery Instructions Line 1	Text that describes the delivery instructions for this order. The system retrieves this information from purchasing instructions for the ship-to address if the information is set up.

Field	Explanation										
Price Pick List (Y/N)	Code that indicates whether price information will appear on the customer's pick list, purchase order, or sales order. Valid codes are: <table><tr><td>Y</td><td>Yes, which is the default</td></tr><tr><td>N</td><td>No.</td></tr></table>	Y	Yes, which is the default	N	No.						
Y	Yes, which is the default										
N	No.										
Item Restrictions	Code that designates whether restrictions have been placed on the purchase of items from this supplier. Valid codes are: <table><tr><td>Blank</td><td>No restrictions.</td></tr><tr><td>I</td><td>Items on the list can be purchased from the supplier.</td></tr><tr><td>E</td><td>Every item may be purchased from the supplier EXCEPT for the items on the list.</td></tr></table>	Blank	No restrictions.	I	Items on the list can be purchased from the supplier.	E	Every item may be purchased from the supplier EXCEPT for the items on the list.				
Blank	No restrictions.										
I	Items on the list can be purchased from the supplier.										
E	Every item may be purchased from the supplier EXCEPT for the items on the list.										
Send Method	This indicates how documents are sent to a customer/supplier. There is no automatic processing associated with this field. It can be used as data selection criteria in Dream Writer.										
Evaluated Receipt	This indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement means that you and the supplier have an agreement that you voucher what is received. As a result, the supplier will not send an invoice, thus Voucher Match is bypassed, and the Evaluated Receipt Settlement (P43814) is used instead. Valid values are as follows: <table><tr><td>N</td><td>Not eligible for evaluated receipt settlement processing.</td></tr><tr><td>Y</td><td>Eligible for evaluated receipt settlement processing.</td></tr><tr><td>T</td><td>Eligible for evaluated receipt settlement processing, however, a tolerance error occurred during the receipt process.</td></tr><tr><td>R</td><td>Eligible for evaluated receipt settlement processing, however, the receipt is currently in the receipt routing process.</td></tr><tr><td>V</td><td>The receipt transaction has been vouchered using the evaluated receipt settlement process.</td></tr></table>	N	Not eligible for evaluated receipt settlement processing.	Y	Eligible for evaluated receipt settlement processing.	T	Eligible for evaluated receipt settlement processing, however, a tolerance error occurred during the receipt process.	R	Eligible for evaluated receipt settlement processing, however, the receipt is currently in the receipt routing process.	V	The receipt transaction has been vouchered using the evaluated receipt settlement process.
N	Not eligible for evaluated receipt settlement processing.										
Y	Eligible for evaluated receipt settlement processing.										
T	Eligible for evaluated receipt settlement processing, however, a tolerance error occurred during the receipt process.										
R	Eligible for evaluated receipt settlement processing, however, the receipt is currently in the receipt routing process.										
V	The receipt transaction has been vouchered using the evaluated receipt settlement process.										
Invoice Copies	Number of invoice copies that the customer requires. The system will print the number of invoices specified in this field. The system always prints at least one invoice.										

Field	Explanation
Hold Orders Code	User defined code (table 42/HC) that identifies why the order is on hold. <i>Form-specific information</i> User defined code (table 42/HC) identifying the type of hold you want the system to edit for when you enter orders for this supplier. If the order does meet the hold code's criteria, the system places it on hold.
Unit of Measure – Weight Display	A user defined code (system 00, type UM) that identifies which unit of measure the system should use to display the weight of individual order lines and the order as a whole for this customer when you use the order summary form.
Unit of Measure – Volume Display	A user defined code (system 00/type UM) that identifies the unit of measure that the system uses to display volume for this branch/plant. The system inputs a value in this field from Branch/Plant Constants – Page 2 (P410012). You can override this default value.

What You Should Know About

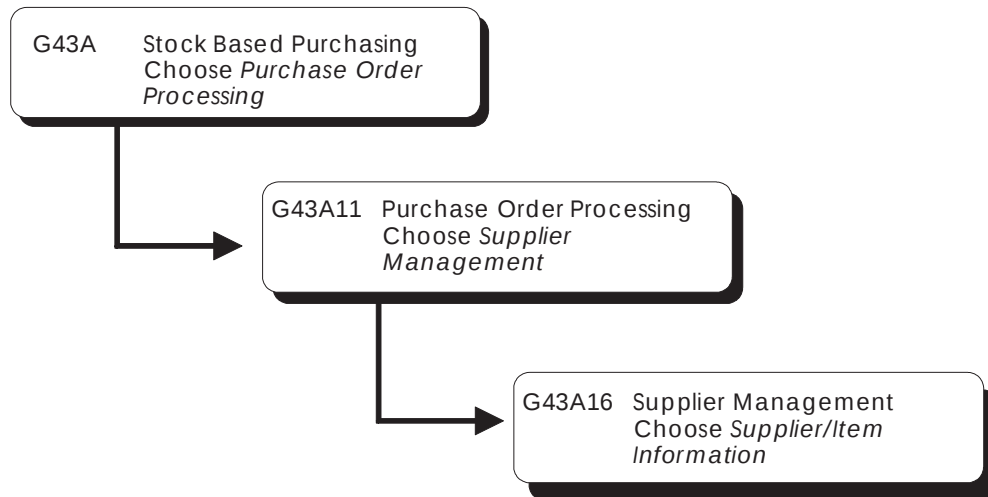
Defining purchasing instructions for ship-to addresses

You can define purchasing instructions for a ship-to address as well as a supplier. The system retrieves the carrier for a purchase order, as well as delivery instructions, based on purchasing instructions that are set up for the ship-to address.

See Also

- *Entering Supplier Information for a Purchase Order (P4310)*
- *Entering Landed Costs (P43291)*
- *Creating Rules for Price Discounts (P4271)*
- *Creating Multiple Vouchers from Receipt Records (P43800)*
- *Entering Items Using Order Templates (P40215)*

Creating Supplier and Item Relationships



You can create relationships between suppliers and the items that you purchase from them. For example, if you purchase widgets from AAA Supply Company, you can create a relationship between the AAA Supply Company and the widget item. You can define information for each relationship, such as:

- The status of the relationship (whether you can purchase the item from the supplier)
- The receipt route for the relationship (the route for the item when you purchase it from the supplier)
- The price of the item (when you purchase it from the supplier)

You can manually create supplier and item relationships or you can have the system create them when you purchase a new item from a supplier.

The system stores information for item and supplier relationships in the Supplier/Item Relationships table (F43090). You must run the Supplier Analysis Regeneration program to initially update the fields in this table.

► To create supplier and item relationships

On Supplier/Item Information

[43042] - Supplier/Item Information

Functions Options Tools Help

Branch/Plant: 30
Cat Codes: *, *, *

Supplier: 4343 Vector Manufacturing Co
Skip To Item Number:

0	Item Number	Description	S	Ln	T	Ty	Branch/Plant
	CM001	Chair mat, clear vinyl	S	S			30
	E002	Envelope, self sealing	S	S			30
	MFF001	Manila file folder letter size	S	S			30
	PRD	Super Sport Knee Pads	S	S			30
	PRD01	Super Sport Knee Pads	S	S			30
	PRD02	Super Sport Knee Pads	S	S			30
	PRD03	Super Sport Knee Pads	S	S			30
	PRD04	Super Sport Knee Pads	S	S			30
	PRD05	Super Sport Knee Pads	S	S			30
	PRD06	Super Sport Knee Pads	S	S			30
	PRD07	Super Sport Knee Pads	S	S			30
	PRD08	Super Sport Knee Pads	S	S			30
	PRD09	Super Sport Knee Pads	S	S			30
	PRD10	Super Sport Knee Pads	S	S			30
	PRD11	Super Sport Knee Pads	S	S			30

Opt: 1=Price 2=X-Ref 3=Routing 5=Non-Stock 6=Item Master F24=More

- To review existing supplier and item relationships, complete the following fields:
 - Branch/Plant
 - Supplier
- To create a new relationship, complete the following fields:
 - Item Number
 - Branch/Plant

If you are working with non-stock items, the Branch/Plant field is not applicable.

- To access Routing/Analysis Revisions, enter 3 in the following field:
 - O (Option Exit)

[43090] - Routing/Analysis Revisions

Functions Options Tools Help

Branch/Plant: 30

Supplier: 4343 Vector Manufacturing Co

Skip To Item Number:

0	Item	Description	Route			Effective	
			St	Norm	Alt	From	Thru
	CM001	Chair mat, clear vi				01/01/98	12/31/10
	E002	Envelope, self seal				01/01/98	12/31/10
	MFF001	Manila file folder				01/01/98	12/31/10
	PAD	Super Sport Knee Pa				05/10/95	12/31/10
	PAD01	Super Sport Knee Pa				05/10/95	12/31/10
	PAD02	Super Sport Knee Pa				05/10/95	12/31/10
	PAD03	Super Sport Knee Pa				05/10/95	12/31/10
	PAD04	Super Sport Knee Pa				05/10/95	12/31/10
	PAD05	Super Sport Knee Pa				05/10/95	12/31/10
	PAD06	Super Sport Knee Pa				05/10/95	12/31/10
	PAD07	Super Sport Knee Pa				05/10/95	12/31/10
	PAD08	Super Sport Knee Pa				05/10/95	12/31/10
	PAD09	Super Sport Knee Pa				05/10/95	12/31/10
	PAD10	Super Sport Knee Pa				05/10/95	12/31/10
	PAD11	Super Sport Knee Pa				05/10/95	12/31/10

Opt: 1=Insp Table 2=Norm Route 3=Alt Route F15=Supplier/Item F24=More

4. On Routing/Analysis Revisions, complete the following field:

- St (Certification Status)

Field	Explanation
Status – Certification	Indicates whether the supplier is certified to sell this item. The special handling code associated with this user defined code controls how purchase order entry edits the item. Special handling code values are: 1 You are prohibited from purchasing the item from the supplier. 2 The system displays a warning message if you place an order for the item from the supplier. - blank You may freely place orders for the item from the supplier.

What You Should Know About

Adding new items

You can enter new items for which master information does not yet exist when you create a relationship on Supplier/Item Information. When you enter a new item, the system prompts you to add master information for the item. You use processing options to specify whether you want to add standard item master information or non-stock item master information.

Entering new relationships

You can manually create new supplier and item relationships on Routing/Analysis Revisions as well as Supplier/Item Information.

Having the system create relationships

You can have the system create a supplier and item relationship when you:

- Enter a purchase order
- Enter a receipt
- Create a voucher

You must set processing options for the appropriate program to capture supplier analysis information.

See Also

- *Assigning Receipt Routes to Items (P43090)*
- *Entering Supplier Prices (P41061)*
- *Updating Supplier and Item Analysis Records (P43900)* for information about updating fields in the Supplier/Item Relationships table (F43090)

Processing Options for Supplier/Item Information

Reference Type:

1. Enter the cross reference type that will be used for the supplier item cross reference. If left blank, 'VN' will be used.

Item Addition:

2. Enter a '1' to allow items to be added. If left blank, the program will be an inquiry only.
3. Enter a '1' for each additional information screen to display when performing an add. If left blank, the screen will not display.

Non-Stock Item Master
or Standard Item Master.

Supplier Prices
Routing/Analysis Revisions. . .

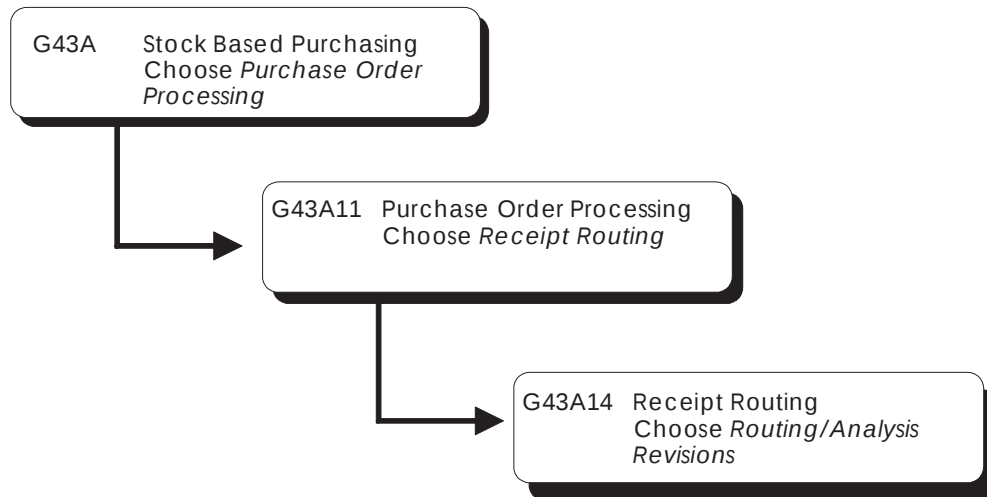
If both Item Masters are selected only the Non-Stock screen will be executed.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

4. Item Master (P4101)

Setting Up Guidelines for Supplier Delivery Performance



You can determine if a supplier has a history of delivering a specific item on time by reviewing delivery performance information. To ensure that this information is accurate, you must define how you want the system to calculate on-time deliveries.

An order is on time if you receive it the same day that the supplier promised to deliver it. You can allow a certain number of days before or after the promised date that the order can still be on time. For example, you can allow two late days and two early days. If the promised date for an order is 3/15, the order is not late unless you receive it after 3/17, and it is not early unless you receive it before 3/13.

You can also specify the percentage of an order that must be delivered for the system to determine the receipt date. For example, you can specify that you must receive 90 percent of an order for the system to use the receipt date to determine whether the delivery is on time, early, or late.

► To set up guidelines for supplier delivery performance

On Routing/Analysis Revisions

Complete the following fields:

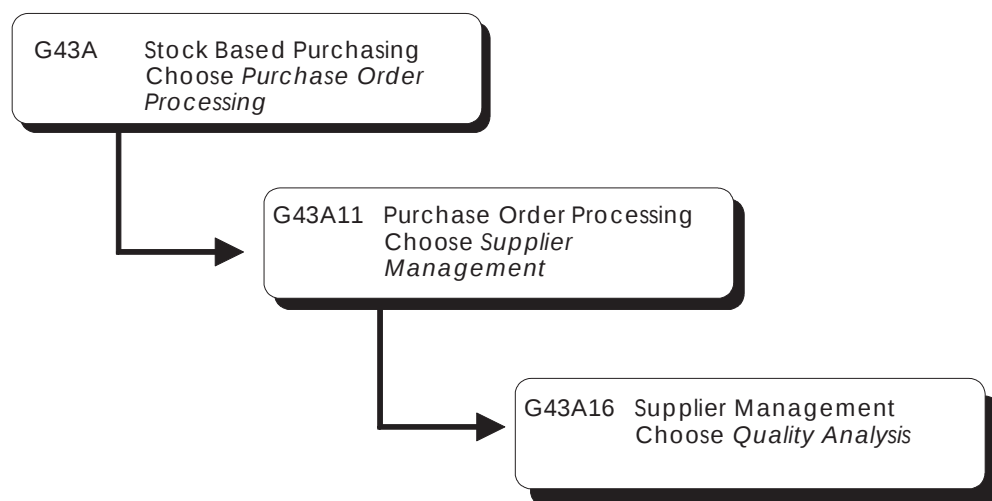
- Days Allowed Early
- Days Allowed Late
- Leadtime Qty %

Field	Explanation
Days – Allowed Early	Indicates the number of days, prior to the promised date, that is an acceptable time variance for delivery performance. For example, if you enter 2 in this field, then, for delivery purposes, 2 days early is an on-time delivery.
Days – Allowed Late	Indicates the number of days, after the promised date, that is an acceptable time variance for delivery performance. For example, if you enter 2 in this field, then, for delivery purposes, 2 days late is an on-time delivery.
Percentage – Leadtime Quantity	Indicates the percentage of quantity, for the purchase order line, that must be at the “receipt acknowledgement” operation in order for the system to recalculate the leadtime. The leadtime is the difference between the date that the purchase order line was entered and the receipt date. <i>Form-specific information</i> The percentage you enter here overrides the percentage that you set up as the default percentage in the data dictionary.

See Also

- *Reviewing Supplier Delivery Performance (P43232)*

Setting Up Guidelines for Acceptable Items



You can determine if a supplier has a history of delivering a specific item in good condition by reviewing quality performance information. To ensure that this information is accurate, you must indicate how you want the system to identify acceptable and unacceptable items.

Quality performance information includes the percentages of an item that were acceptable and unacceptable in a fiscal period. The system calculates this percentage based on how you categorize items that you remove from a receipt route, including:

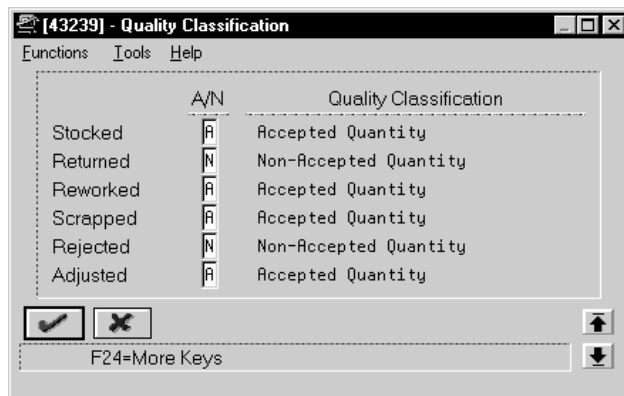
- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

You must specify which of these categories reflect acceptable and unacceptable items. For example, you can specify that the scrap category is unacceptable, so that each time you remove an item from a receipt route as scrap, the system classifies the item as unacceptable.

► To set up guidelines for acceptable items

On Quality Analysis

1. Access Quality Classification.



The screenshot shows a window titled "[43239] - Quality Classification" with a menu bar (Functions, Tools, Help) and a table. The table has two columns: "A/N" and "Quality Classification". The rows are: Stocked (A, Accepted Quantity), Returned (N, Non-Accepted Quantity), Reworked (A, Accepted Quantity), Scrapped (A, Accepted Quantity), Rejected (N, Non-Accepted Quantity), and Adjusted (A, Accepted Quantity). At the bottom, there are checkboxes for "OK" and "Cancel", and a text field containing "F24=More Keys".

	A/N	Quality Classification
Stocked	A	Accepted Quantity
Returned	N	Non-Accepted Quantity
Reworked	A	Accepted Quantity
Scrapped	A	Accepted Quantity
Rejected	N	Non-Accepted Quantity
Adjusted	A	Accepted Quantity

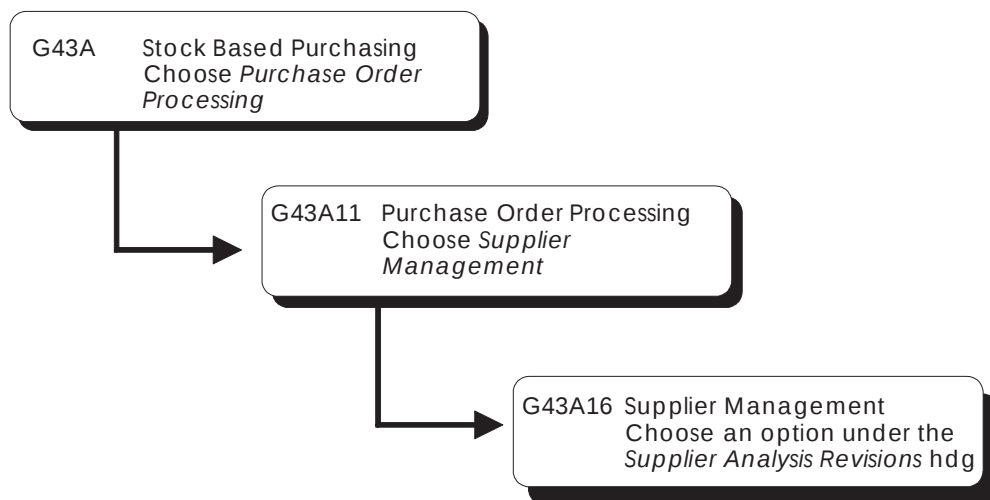
2. On Quality Classification, complete the following field for each category:
 - A/N (Acceptable/Non-Acceptable)

Field	Explanation
Accept/Non-Accept	The Accept/Non-Accept field allows you to specify how you wish each quantity to be calculated for quality analysis. A blank would indicate that the quantity should not be counted as either an acceptable or non-acceptable quantity. An A would indicate those quantities will be accumulated as 'acceptable' quantities, and N would indicate those quantities will be accumulated as 'non-acceptable' quantities.

See Also

- *Reviewing Supplier Quality Performance (P43231)*
- *Removing Items from a Receipt Route (P43250)*

Defining a Summary of Supplier Performance Information



You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define the performance factors that display on the Summary form, such as:

- The average unit cost for the item
- The last cost you paid for the item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

You must set up a column for each performance factor that you want to display. You must specify the title of the column, as well as values and calculations. You can also specify the decimal placement and number format, and you can assign help text.

You can create formats to review multiple performance factors on the Summary form. You can assign up to four columns to a format. You can also create paths so that you can scroll through multiple formats on the Summary form.

After you set up columns, formats, and paths, you can assign them to the Summary form.

► To define a summary of supplier performance information

On Define Inquiry Columns

The screenshot shows the 'Define Inquiry Columns' window with the following fields and values:

- Column Name: RCP
- Description: Average Cost Paid
- Column Heading 1: Average
- Column Heading 2: Cost Paid
- Formula: 17
- Decimal Positions: 4
- Edit Code: K Commas - No Zero Bal - '-'
- Multiplier: (empty)
- Glossary Item: (empty)
- Sequence: 1

Description	Value	Description	Value
Units Stocked	01	Total Units Non-Accepted	07
Units Returned	02	Total Units Accepted	08
Units Scrapped	03	Units Ordered	09
Units Reworked	04	Units Received	10
Units Rejected	05	Units Paid	11
Units Adjusted	06	Amount Ordered	12

19/F20=Previous/Next Column F24=More Keys

1. To name and describe a column, complete the following fields:
 - Column Name
 - Descriptions
 - Column Heading 1
 - Column Heading 2
2. To indicate how the system should calculate figures for the column, complete the following field:
 - Formula

3. To specify details about the column, complete the following fields and press Enter:
 - Decimal Positions
 - Edit Code
 - Multiplier
 - Glossary Item
 - Sequence
4. Return to the Supplier Management menu.
5. Access Define Inquiry Formats.

Format Name	Description	Col 1	Col 2	Col 3	Col 4
FORMAT1	Cost Analysis	LCP	ACP	CRP	COP
FORMAT2	Delivery Analysis	QOP	QLP	ALT	LLT
FORMAT3	Quality Analysis	QAP	QNP	QRET	QREJ

6. On Define Inquiry Formats, complete the following fields and press Enter:
 - Format Name
 - Description
 - Col 1
 - Col 2
 - Col 3
 - Col 4
7. Return to the Supplier Management menu.
8. Access Define Inquiry Paths.

[51941] - Define Inquiry Paths
Functions Tools Help

Path Name: PATH1
Description: General Supplier Analysis

Format Name	Display Seq	Description
FORMAT1	1.00	Cost Analysis
FORMAT2	2.00	Delivery Analysis
FORMAT3	3.00	Quality Analysis
	4.00	
	5.00	
	6.00	
	7.00	
	8.00	
	9.00	
	10.00	
	11.00	
	12.00	
	13.00	
	14.00	
	15.00	

F24=More Keys

9. On Define Inquiry Paths, complete the following fields and press Enter:

- Path Name
- Description
- Format Name
- Display Sequence

Field	Explanation
Column Name	This field is the column name used for Supplier Rating.
Description	A user defined name or remark that describes a field.
Column Heading 1	The first line in the heading that describes the column on the Job Status Inquiry screen. The system automatically centers this line for the column.
Column Heading 1	The second line in the heading that describes the column on the Job Status Inquiry screen. The system automatically centers this line for the column.

Field	Explanation
Formula – Inquiry Column	The system uses the information in this field to calculate an amount or unit quantity for the respective column on the Job Status Inquiry form. The calculation can be the combination of one or more codes from the lower part of the Define Inquiry Columns form along with the necessary mathematical symbols. Each code is a variable that the system uses to retrieve the related amount or quantity from a ledger or other source. If a column relates to a specific amount or quantity contained in a ledger, the calculation consists of only one code. The calculation can include the four basic mathematical functions, along with parentheses for nesting amounts or quantities. The valid symbols for these functions are: + Addition – Subtraction * Multiplication / Division () Left and right parentheses
Decimal Positions	Specifies the number of decimal positions to be included in the amounts or unit quantities. For example, if you specify 3 in this field for a column, an amount or quantity for that column would include three characters to the right of the decimal.
Edit Code	Determines how data is printed or displayed. Depending on the code, you can change the appearance of the fields as follows (standard IBM edit codes): • Show commas – 1, 2, A, B, J, K, N, or O • Show decimal point – 1, 2, 3, 4, A, B, C, D, J, K, L, M, N, O, P, Q • Show sign for negative – A, B, C, D (“CR”) or J through Q (“-”) • Suppress Leading Zeros – 1 thru 4, A thru D, J through Q, Y and Z Refer to user defined codes (system 98/ type EC) for all valid codes, including additional J.D. Edwards edit codes. NOTE: When used in the Data Dictionary revisions program, a value of Y (gregorian date) on an Add creates month, day, and year dictionary items by adding a suffix of M, D, and Y to the dictionary name. Therefore, the dictionary name must be limited to three characters.

Field	Explanation
Multiplier – Scaling	The factor by which the amounts or unit quantities in a column are multiplied. The result of the calculation in the Formula field is multiplied by this factor before it is displayed on the Job Status Inquiry screen. For example, if you want to scale down extremely large numbers to thousands, type .001 in this field. If you want percentages to be displayed as whole numbers, type 100.
Data Item – Glossary	The item in the Data Dictionary file (F9201) that describes the information a column represents on the Job Status Inquiry screen. The related glossary description is displayed when the cursor is in the column and you press F1 (cursor sensitive help).
Sequence (Ascending/Descending)	This field is used to determine if you wish to display information in ascending or descending order.
Format Name	This field represents the format names for Supplier Rating and will display formats specific to Supplier Rating.
Description	A user defined name or remark that describes a field.
Path Name	This field represents the path name for Supplier Rating and will display only path names for Supplier Rating.
Sequence Number	A number that the system uses to sequence information.

What You Should Know About

Formulas for performance factors

For each column that you define, you must enter a formula. You can use the predefined values on Define Inquiry Columns to create a formula. You can enter a single predefined value or multiple predefined values in conjunction with mathematical operators. For example:

$$20 / (20+21+22)$$

The formula above equals on-time percentage because:

- 20 is the value for on-time amounts.
- 21 is the value for early amounts.
- 22 is the value for late amounts.

Valid mathematical operators are +, -, *, /, and ().

Sequence of column figures

You can specify whether column figures display in ascending or descending order. When multiple columns display on the Summary form, the figures for each column appear in ascending or descending order based on the sequence specified for the first column.

Deleting formats

You cannot delete a format using an action code of D (Delete). Instead, you must use an action code of C and remove the format that you want to delete.

See Also

- *Reviewing a Summary of Supplier Performance Information (P43230)* for information about reviewing the supplier performance factors that you define

Processing Options for Define Inquiry Formats

Display Option:

1. Enter the Record Type to display and maintain: _____

43 = Supplier Analysis
51 = Job Cost

Processing Options for Define Inquiry Paths

Display Option:

1. Enter the Record Type to display and maintain: _____

43 = Supplier Analysis
51 = Job Cost

Define Supplier Prices and Discount Rules

Defining Supplier Prices and Discount Rules

The price that you pay for an item might differ depending on the supplier from whom you purchase the item and whether a discount is applicable to the item. You can maintain supplier prices for items and provide discount information so that the system retrieves the correct unit cost for an item when you enter a purchase order.

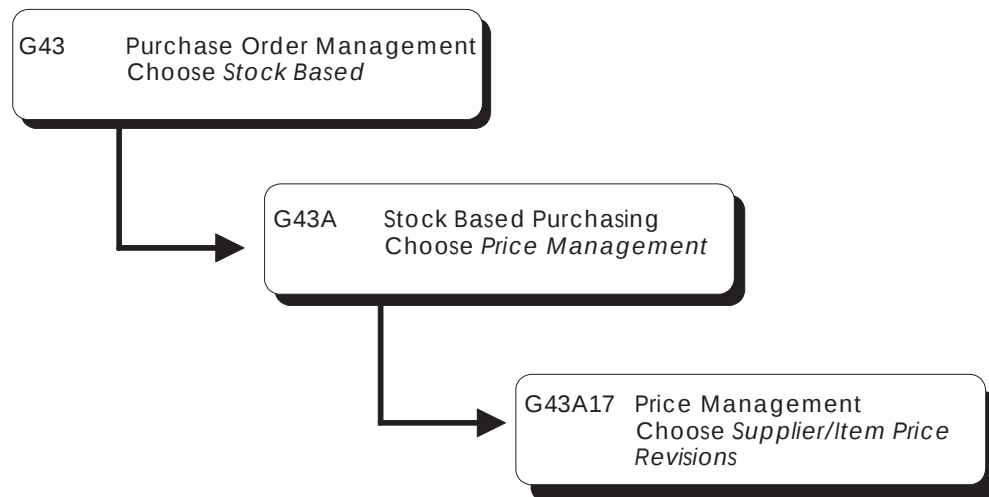
The price for an item might vary depending on the supplier from whom you purchase it. For example, one supplier might charge 1.00 for an item while another supplier might charge 1.25 for the same item. You can enter the price that each supplier charges for an item.

You might receive a discount for an item based on the quantity that you purchase. For example, you might receive a 20% discount if you purchase 100 or more items. You can have the system apply a discount to the price of an item by creating price rules and attaching them to the items and suppliers to which they pertain.

Complete the following tasks:

- ☐ Enter supplier prices
- ☐ Create rules for price discounts
- ☐ Attach rules for price discounts

Entering Supplier Prices



You can enter prices for an item based on the supplier from whom you purchase the item. For example, a clock from AAA Supply Company might cost 5.00. If you purchase the same clock from Acme Supply Company, it might cost 7.00. When you enter a purchase order, the system retrieves a unit cost for an item based on the price that you entered for the supplier.

You must enter supplier prices by catalog. A catalog is a group of items along with the price for each item. Each catalog is unique to a supplier. You can enter all of the items that you purchase from a supplier in one catalog or you can create multiple catalogs to classify a supplier's items by seasonal changes, different product lines, and so on.

A supplier might charge a different price for the same item depending on the time of year that you purchase the item. For example, the same calendar might cost 10.00 in January and 5.00 in October. You can enter the same item at a different price in multiple catalogs, with different effective dates for each price.

The price for an item might vary depending on the quantity that you purchase. For example, if you purchase one clock, the price for the clock might be 5.00. If you purchase 100 clocks, the price for each clock might be 4.00. When you enter an item in a catalog, you can specify price breaks based on the quantity that you purchase.

Before You Begin

- ☐ Verify that all items for which you enter supplier prices have a purchase price level of 1 or 2 in master information. These price levels direct the system to retrieve unit costs for purchase orders based on suppliers.

- ☐ Set processing options to indicate whether you can add new items to catalogs and create records in the Item Master table (F4101)
- ☐ Enter catalog names in user defined code table 40/CN

► To enter supplier prices

On Supplier/Item Price Revisions

[41061] - Supplier/Item Price Revisions

Functions Options Tools Help

Default Values

Branch/Plant:

Effective From:

Effective Thru:

Currency: USD

Supplier: 4343 Vector Manufacturing Co

Catalog: SUMMER98 Summer 1998

Skip To Item Number:

Item	Unit Price	UM	Description
S003	2.6300	BX	1/2 inch Tackmaster Staples
NFF001	11.3200	BX	Manila file folder letter size
SSN005	.9900	PD	Self stick note pad, yellow
SF001	63.7500	EA	Computer screen filter
P004	8.3500	RM	Facsimile premium plain paper
CM001	61.9500	EA	Chair mat, clear vinyl
E002	17.7900	BX	Envelope, self sealing

Opt: 2=Price Breaks F8=Catalogs F14=Memo F24=More Keys

1. Complete the following fields:
 - Supplier
 - Catalog
2. Complete the following fields for each item and press Enter to create the catalog:
 - Item
 - Unit Price
 - UM
 - Branch/Plant
 - Effective From
 - Effective Thru
 - Currency

If you do not enter effective dates, the system enters the current date through the last day of the century.

3. To create price breaks for an item, enter 2 in the following field:
 - O (Option Exit)

The system displays Quantity Price Breaks.

From Quantity	UM	Unit Price
0	BX	11.3200
10	BX	11.3000
25	BX	11.2100
50	BX	11.0500

4. On Quantity Price Breaks, complete the following fields:
 - From Quantity
 - Unit Price

Field	Explanation
Catalog	This is a grouping of suppliers and items for pricing purposes.
Units – Order/Transaction Quantity	The quantity of units affected by this transaction.
Amount – Unit Cost	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors that might modify the actual unit cost you record when you receive the item.

What You Should Know About

Default catalogs

If you enter item prices for a supplier without specifying the name of the catalog, the system automatically creates a default catalog for the supplier. You might want to use default catalogs if you plan to maintain only one catalog for each supplier.

Locating existing catalogs for a supplier

You can review all catalogs that currently exist for a supplier by entering the supplier number without specifying a catalog. You can choose a catalog for which to review items and prices.

How the system searches for items in catalogs

When you enter an item on a purchase order, the system searches the supplier's catalogs to retrieve a unit cost. It searches the default catalog first (if it exists), and then all other catalogs in alphabetical order. After the system locates an item, it verifies the effective dates. If the current date falls within the effective dates, the system enters the unit cost on the purchase order.

If you enter price breaks for an item, the system retrieves the unit cost based on the quantity that you order.

You can use processing options for purchase order entry to search for items by catalog.

Units of measure

The system retrieves the unit cost for a purchase order detail line based on either the transaction unit of measure (UOM) or the purchasing UOM for the line. You use system constants to specify which UOM the system uses for price retrieval.

For example, you specify the purchasing UOM for price retrieval in System Constants. If you enter a detail line with a transaction UOM of eaches and a purchasing UOM of boxes, the system retrieves a unit cost for the line based on the supplier price that you entered for boxes, even though you are ordering eaches.

**Branch/plants for items
in a catalog**

To maintain supplier prices for an item, you must specify the appropriate purchase price level when you enter item master information. You also use the purchase price level to maintain prices at the branch/plant level. For example, you can set the supplier price for an item at 2.00 regardless of the branch/plant that orders it, or you can set the price at 1.00 for one branch/plant and 3.00 for another branch/plant.

If you maintain supplier prices at the branch/plant level, you must enter a branch/plant when you add an item to a catalog. You can enter a different branch/plant for each item in a catalog.

See Also

- *Entering Items Using Supplier Catalogs (P41061W)*

Processing Options for Supplier/Item Price Revisions**Adding New Items:**

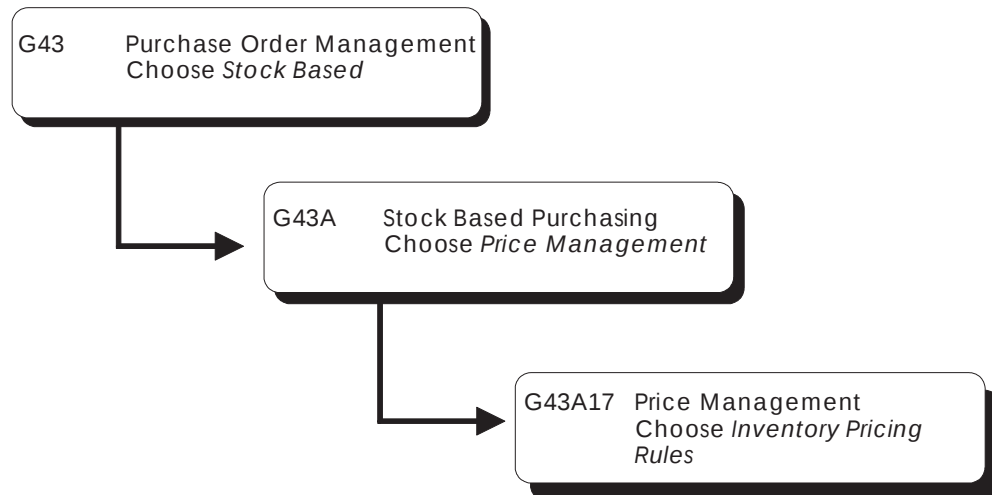
1. Enter a '1' to allow the creation of an Item Master record but issue a warning. Enter a '2' to allow the creation of an Item Master record with no error or warning. If left blank, an Item Master will be prohibited from being created.

Item Master Default Values:

2. Stocking Type (Default = 'N')
3. G/L Class Code
4. Line Type (Default = 'B')

Creating Rules for Price Discounts

Creating Price Discount Rules for Purchasing



You might receive a discount on an item based on the quantity that you purchase. For example, if the price for an item is 5.00, you might receive a 20% discount if you purchase 100 items and a 30% discount if you purchase 200 items. You can have the system apply a discount to the unit cost of an item when you enter a purchase order.

You must create inventory price rules to provide discount information. For each price rule, you must specify:

- The quantities you must purchase
- The discount you will receive (percentage, dollar amount, or flat rate), based on each purchase quantity
- Effective dates for each discount

A price rule can apply to a single item or multiple items. For example, you might set up a price rule to incorporate discounts for a specific office supply or a group of office supplies. After you create a price rule, you must attach it to the items to which it applies and the supplier from whom you purchase the items.

You can create multiple discount levels for each price rule, each of which represents a certain purchase quantity. For example, you might set up the following levels:

- Level one – 20% discount for the purchase of up to 100 items
- Level two – 30% discount for the purchase of 101 to 200 items.

- Level three – flat rate for the purchase of 201 items to 1,000 items

If you enter a purchase order for a supplier and item to which the price rule is attached, the system applies a discount to the unit cost of the item based on the quantity that you purchase. For example, using the cost rule above, if the cost of the item is normally 10.00, and you purchase 150 items, the system calculates a unit cost of 7.00.

Before You Begin

- ☐ Set up names of price rules on user defined code table 40/PI

► To create rules for price discounts

On Inventory Pricing Rules

Lvl	Up To Quantity	Basis	Factor Value	% \$	Override Price	Effect Date	Expire Date	Desc
001	10	P	1.0000	%		01/01/95	12/31/99	
002	30	P	.9000	%		01/01/95	12/31/99	
003	50	P	.8000	%		01/01/95	12/31/99	
004	999,999,999	P	.7500	%		01/01/95	12/31/99	

1. Complete the following field:
 - Pricing Rule
2. Type P in the following field:
 - Pricing Method

You must enter P in this field for this discount to apply to the Purchase Management system.

3. Complete the following fields:
 - Lvl (Level)

- Up To Quantity
- Basis
- Factor Value
- % \$
- Override Price
- Effect Date
- Expire Date
- Desc

You must enter a value in the Level field for each discount applicable to the rule.

Field	Explanation
Pricing Rule	User defined code (table 40/PI) used to classify inventory by pricing rules. Typically, these categories correspond to the major sections in the inventory price book. You can set up as many detail categories as you need. A single code can be used for sales, purchasing, order/basket, and contract pricing. If you set up a contract rule, it must equal the short number for the item under contract.
Pricing Method	A user defined code (system 42, type CT) that indicates the pricing method you want to establish within the inventory pricing rule. Valid values are: P Purchase order discounts O Order repricing R Line repricing (basket repricing)
Pricing Category Level	An alphanumeric code that determines the sequence in which the system displays the rules within the pricing group. You define levels when you set up the pricing groups.
Units – Over	The volume or quantity breaks commonly used in pricing tables. If the quantity shown on the first level of a rule is 5, then the pricing logic shown on this level applies only to sales of five or fewer items. If the quantity shown in the next level is 10, then the pricing logic applies to sales of 6 through 10 items. 99,999,999 indicates all quantities.

Field	Explanation																		
Basis – For Cost or Price	A costing method on which the system bases the order's net price. The following codes are valid for pricing and repricing: <table><tr><td>1</td><td>Last-In Cost</td></tr><tr><td>5</td><td>Future Cost</td></tr><tr><td>P</td><td>Unit Price</td></tr><tr><td>2</td><td>Average Cost</td></tr><tr><td>6</td><td>Lot Cost</td></tr><tr><td>3</td><td>Memo Cost 1</td></tr><tr><td>7</td><td>Standard Cost</td></tr><tr><td>4</td><td>Current Cost</td></tr><tr><td>8</td><td>Purchasing Cost</td></tr></table> The system uses the method you enter here to determine the order's net price. In sales order repricing, the system bases all reprice calculations on either the unit cost or price in the sales detail. Specify P if you want the system to use unit price in the sales order as the basis for reprice calculations. Otherwise, specify a value between 1 to 8 to use the unit cost in the sales detail as the base on value for all reprice calculations.	1	Last-In Cost	5	Future Cost	P	Unit Price	2	Average Cost	6	Lot Cost	3	Memo Cost 1	7	Standard Cost	4	Current Cost	8	Purchasing Cost
1	Last-In Cost																		
5	Future Cost																		
P	Unit Price																		
2	Average Cost																		
6	Lot Cost																		
3	Memo Cost 1																		
7	Standard Cost																		
4	Current Cost																		
8	Purchasing Cost																		
Factor Value – Numeric	The discount that the system uses when it calculates the price of an item attached to this inventory pricing rule. Discounts can be expressed as multipliers, additional amounts, or deductible amounts. For example, a 10% discount would be expressed as .90. You can use the same factor for markups over cost. For example, a 10% markup would be expressed as 1.10.																		
Factor Value – Type	A code that indicates whether the factor value is a multiplier (%) or an additional/deductible cash amount (\$) when applied to an order's price.																		
Amount – Override List Price	Any price you enter here overrides all other rules or prices.																		
Date – Effective (Julian)	The date on which a level within a pricing method takes effect. There can be multiple records within a pricing method that have the same level identifier, discount percentage, and so forth, with the only difference being the effective date. This may occur due to special promotion periods.																		
Date — Expiration (Julian)	The date a particular pricing level within a pricing method expires. Within a pricing method there might be multiple records that have the same level identifier, discount percentage and so forth, but have different expiration dates. This might occur due to special promotion periods.																		
Factor Value – Alpha	The descriptive name used to identify a particular discount.																		

What You Should Know About

Cost basis

The system maintains multiple types of costs for an item, such as the last-in cost, weighted average cost, and so on. The cost basis you enter for a price rule determines the type of cost to which the system applies the discount. For example, if you enter a last-in cost basis, the system calculates the discount on the last-in cost for the item, regardless of the cost type that the system normally retrieves for purchase orders.

You can specify a cost basis of P (item price) to calculate a discount on the supplier price set up for an item.

Locating price rules

To locate a price rule, you must enter the name of the price rule and the price method. You must also specify whether the rule applies to a contract price.

Contract pricing

A supplier might provide you a discount on a specific item up to a maximum purchase limit. For example, you might have an agreement to purchase up to 200 hammers at a special price of 4.00 each. After you purchase 200 hammers, the price returns to normal. You can create a contract price rule to cover this type of discount.

You create a contract price rule in the same way that you create a price rule, except that you must:

- Specify that the rule is a contract price
- Name the rule after the short item number to which the rule applies
- Indicate the number of items you can purchase at the contract price

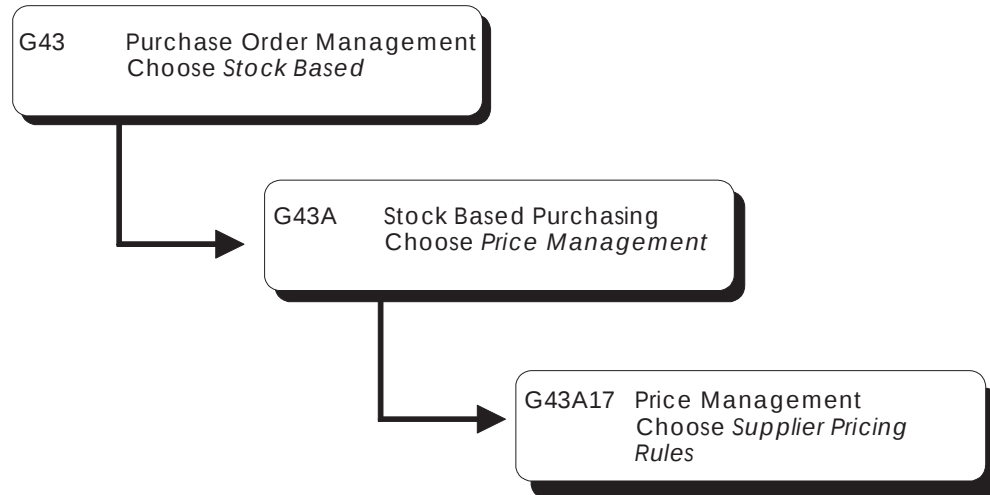
You do not need to attach the contract price rule to the item. The system retrieves the contract price based on the short item number when you enter a purchase order.

If you create a contract price rule for an item, the price you specify will override all other price rules that are applicable to the item.

The system tracks the quantity that has been purchased against a contract price rule to date.

Attaching Rules for Price Discounts

Attaching Price Discount Rules for Purchasing



You can create an inventory price rule to apply a discount to the unit cost of an item. After you create a price rule, you must attach it to the items to which it applies and the suppliers from whom you purchase the items. The system discounts an item's unit cost when you enter a purchase order.

After you create an inventory price rule, you can attach it to an item on item branch/plant information or a purchase order detail line. If a price rule is standard for an item, you will probably attach it in master information. If the price rule varies for an item, you can enter a different price rule each time you enter a purchase order.

If you attach a price rule to an item, you must also attach the price rule to the supplier from whom you purchase the item. You can use one of two methods to attach price rules to a supplier:

- Attach price rules to a certain supplier
- Attach price rules to a supplier price group and then attach the price group to a supplier

If the same price rules apply to multiple suppliers, you can save time by attaching price rules to a price group and then attaching the price group to suppliers. If price rules vary among suppliers, you might want to attach individual price rules to each supplier.

Before You Begin

- ☐ Set up names of price groups on user defined code table 40/PC

► To attach rules for price discounts

On Supplier Pricing Rules

Pricing Rule	Lvl	Up To Quantity	Basis	Factor Value	% \$	Override Unit Price	Effect Date	Expire Date
FREE	1	99	P	1.0000	%		02/19/96	12/31/10
FREE	2	99,999,999	P	1.0000	%		02/21/96	12/31/10
MARKER	1	50	P	1.0000	%		02/19/96	12/31/10
MARKER	2	100	P	.9500	%		02/19/96	12/31/10
MARKER	3	200	P	.9000	%		02/19/96	12/31/10
MARKER	4	999,999,999	P	.8500	%		02/19/96	12/31/10
REPRICED	L1	100	P	.9500	%		01/01/93	12/31/99
REPRICED	L2	250	P	.9000	%		01/01/93	12/31/99
REPRICED	L3	500	P	.8000	%		01/01/93	12/31/99
REPRICER	1	12	P	1.0000	%		01/01/93	12/31/99
REPRICER	2	24	P	.9500	%		01/01/93	12/31/99
REPRICER	3	36	P	.9200	%		01/01/93	12/31/93

1. To attach price rules to a supplier price group or a specific supplier, complete one of the following fields and press Enter:
 - Customer Price Group
 - Specific Add. Book No. (for supplier)

The system displays all inventory price rules.

2. To locate a specific rule, complete the following field:
 - Pricing Rule
3. To attach a certain rule to the supplier or price group, enter 5 in the following field:
 - O (Option Exit)

If a price rule appears several times (once for each level) you must attach the highest level that is applicable to the supplier.

The system highlights price rules that you attach to the supplier or supplier price group.

Field	Explanation
Customer Price Group	A user defined code (system 40, type PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.

What You Should Know About

Attaching a price rule in item branch/plant information If you attach a price rule in item branch/plant information, the system retrieves that price rule for the purchase order detail line on which you enter the item. The system also retrieves a level for the price rule based on the purchase quantity you enter on the purchase order detail line.

Attaching a price group to a supplier You can attach a primary price group to a supplier using purchasing instructions. The system uses this price group as the default when you enter purchase order header information for the supplier.

Review Supplier Performance Information

Reviewing Supplier Performance Information

You can review performance information to determine which suppliers are most likely to provide you with the best costs and services for an item. Performance information includes the quality of service provided by a supplier for a certain item and the costs charged by the supplier.

You can review supplier performance information that is specific to:

- Delivery of an item
- Acceptability of an item
- Cost of an item

You can also review a summary of performance information for all suppliers that provide a specific item. For example, you can compare the average unit cost and leadtime (average number of days to deliver an item) for all suppliers that provide you with Item A.

Complete the following tasks:

- ☐ Review supplier delivery performance
- ☐ Review supplier quality performance
- ☐ Review supplier cost performance
- ☐ Review a summary of supplier performance information

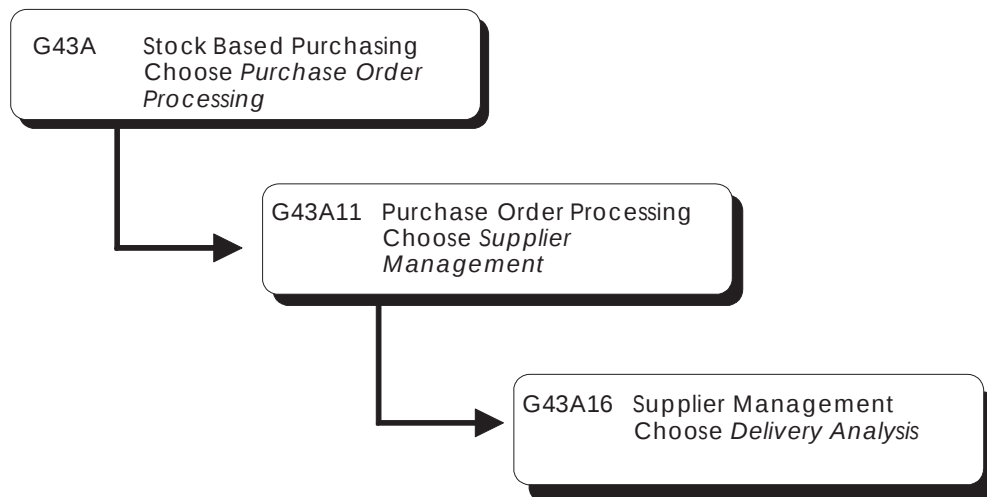
The system retrieves supplier performance information from the Supplier/Item Relationships table (F43090) and the Purchase Order Receiver table (F43121).

What You Should Know About

Capturing supplier performance information

To have the system store performance information, you must set processing options for the Enter Purchase Orders program, Enter Receipts Program, and Match Voucher to Open Receipts program to capture supplier analysis information.

Reviewing Supplier Delivery Performance



Before you order an item from a supplier, you might determine if the supplier has made timely deliveries in the past. You can review the percentage of items that a supplier has delivered on time, early, and late in each fiscal period (usually a month) to determine if the supplier is likely to make timely deliveries in the future.

You can review the quantity, amount, or number of receipts for an item that was on time, early, or late. For example, if you acquired 100 bicycles in June from AAA Bicycle Company, you can identify that 10 were delivered early, 80 were on-time, and 10 were late. If you choose to review amounts, you can identify that 1,000.00 (in bicycles) was early, 8,000.00 was on time, and so on.

You can also review delivery information for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review the promised and delivery dates, and the quantity that was on time, early, or late for each of the 5 receipts.

► **To review supplier delivery performance**

On Delivery Analysis

[43232] - Delivery Analysis

Functions Options Tools Help

Supplier: 4343 Vector Manufacturing Co
Item Number: TS001 Issel Pump Court Shoes

Branch/Plant: * Date From: * Date Thru: * U/M: PR

Data

Date	On-time	Early	Late	Percent On-time	Percent Early	Percent Late
07/31/98			50	100.0	100.0	100.0
06/30/98	3625			100.0		
05/31/98		636		100.0	100.0	
04/30/98	432			100.0		
03/31/98	336			100.0		
02/28/98		384		100.0	100.0	
01/31/98	576			100.0		
12/31/97		360		100.0	100.0	
11/30/97	420			100.0		
10/31/97	550			100.0		
09/30/97	348			100.0		
08/31/97		324		100.0	100.0	
07/31/97	300			100.0		

Opt: 1=Dates 2=Quantities F15=Quantity/Amount/Receipts F24=More Keys

- Complete the following fields:
 - Supplier
 - Item Number
- To review fiscal periods through a certain date, enter the last day of a period in the following field and press Enter:
 - Date Thru
- Review the following fields:
 - Date
 - Quantity On-time
 - Quantity Early
 - Quantity Late
 - Percent On-time
 - Percent Early
 - Percent Late

You can change formats to review amounts or number of receipts instead of quantities.

4. Enter 1 in the following field for a specific fiscal period:

- O (Option Exit)

The system displays Date Detail Information

O	Order	Ty	Ordered	Requested	Original Promised	Promised	Received	Lead Time
	2011	OP	06/01/98	06/01/98	06/01/98	06/01/98	06/01/98	
	2030	OP	06/01/98	06/01/98	06/01/98	06/01/98	06/01/98	

5. On Date Detail Information, review promised dates, actual dates, receipt dates, and so on, for each receipt entered in the fiscal period.

6. Exit to Delivery Analysis.

7. On Delivery Analysis, enter 2 in the following field for a particular fiscal period:

- O (Option Exit)

The system displays Delivery Detail Information.

O	Order	Ty	Quantity	Delivery	Days
	2011	OP	3600	On-Time	
	2030	OP	25	On-Time	

8. On Delivery Detail Information, review the quantities that were on time, early, or late for each receipt that you entered in the fiscal period.

Field	Explanation
Date – For G/L (and Voucher)	A date that identifies the financial period that the transaction is to be posted to. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on. <i>Form-specific information</i> The fiscal period ending date, which is the current month's ending date. If you receive items in a future period, the system displays that month's ending date. All dates display in descending order.
Units – On-time	Number of items that you received on time from this supplier during the fiscal period. To determine if a receipt is on time, the system compares the receipt date to the promised date. If it finds a difference between the two, it uses the number of days allowed early or late to determine if the receipt is on time. You set up the number of days you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationship screen. For example, suppose you have an order set up as follows: Promised Date: 12/05/98 Receipt Date: 12/07/98 Days Allowed Late: 3 days The order is late if received three days after 12/05/98, or after 12/08/98. Since you received this order on 12/07/98, the order is on time.
Units – Early	Number of items that you received early from this supplier during this fiscal period. The system considers a receipt early if you received the items outside the days allowed early range and before the promised date. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier / Item Relationships screen. For example, suppose you have an order set up as follows: Promised Date: 12/05/98 Receipt Date: 12/01/98 Days Allowed Early: 3 days The order is early if received it three days before 12/05/98, or before 12/02/98. Since you received this order on 12/01/98, it is early.

Field	Explanation
Units – Late	Number of items that you received late from this supplier during the fiscal period. Any receipt made outside the days allowed late range and after the promised date is late. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier / Item Relationships screen. For example, suppose you have an order set up as follows: Promised Date: 12/05/98 Receipt Date: 12/12/98 Days Allowed Late: 3 days The order is late if received after 12/08/98. In this example, the order is late.
Percent – On-time	The percentage of the total number ordered that was delivered on the date promised by the supplier.
Percent – Early	The percentage of the total on the order that was delivered before the date promised by the supplier.
Percent – Late	The percentage of the total on the order that was delivered after the date promised by the supplier.

See Also

- *Setting Up Guidelines for Supplier Delivery Performance (P43232)* to understand how the system calculates on time, early, and late deliveries

Reviewing Delivery Information for Individual Receipts

You can review delivery information for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review the quantity that was on time, early, or late for each of the 5 receipts.

Reviewing Dates for Individual Receipts

You can review pertinent dates for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review the requested, promised, and received dates for each of the 5 receipts.

Processing Options for Supplier Delivery Analysis

Field Display Control:

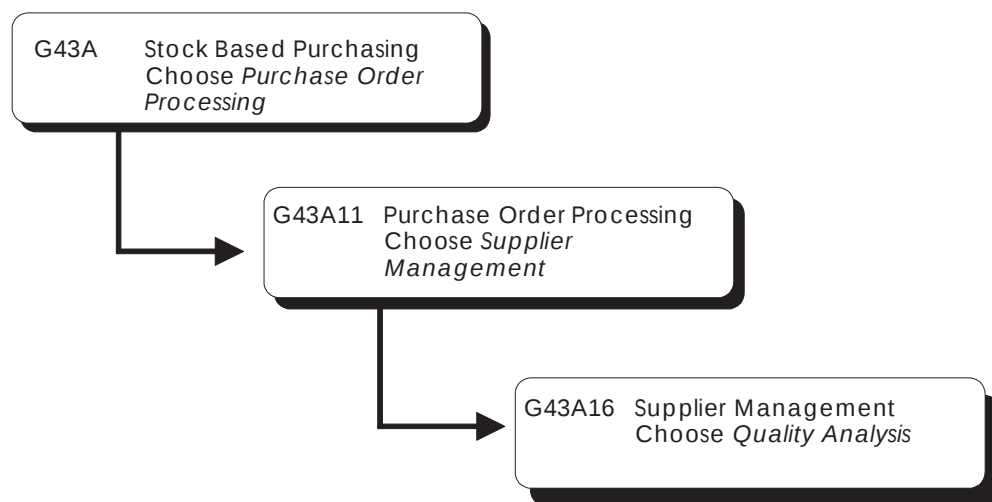
1. Enter the format to be displayed: _____
 ' ' = Quantity Format
 '1' = Amount Format
 '2' = Receipt Format

Dream Writer Versions:

Enter the version for each program:
 If left blank, ZJDE0001 will be used.

2. Quality Analysis (P43231) _____
3. Cost Analysis (P43233) _____

Reviewing Supplier Quality Performance



Before you order an item from a supplier, you might determine if the supplier has a history of delivering the item in good condition. You can review the percentage of acceptable items from a supplier in each fiscal period (usually a month) to determine if the supplier is likely to provide acceptable items in the future.

You can review the quantity of an item that was acceptable in each fiscal period, as well as the percentage. For example, you can review that you acquired 100 bicycles in June from AAA Bicycle Company, of which 95 were acceptable and 5 were unacceptable.

You can also review the acceptable quantity for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review acceptable and unacceptable quantities for each of the 5 receipts.

The system can only track item acceptability for those items that are processed through a receipt route.

► To review supplier quality performance

On Quality Analysis

[43231] - Quality Analysis

Functions Options Tools Help

Branch/Plant *
Date From *
Date Thru *
U/M PR

Supplier 4343 Vector Manufacturing Co
Item Number TS001 Issel Pump Court Shoes

Data

0	Date	Dispositioned	Quantity Accepted	Non-Accepted	Percent Accept	NonAcc
	06/30/98	3625	3625		100.0	
	05/31/98	636	636		100.0	
	04/30/98	432	432		100.0	
	03/31/98	336	336		100.0	
	02/28/98	384	384		100.0	
	01/31/98	576	576		100.0	
	12/31/97	360	360		100.0	
	11/30/97	420	420		100.0	
	10/31/97	550	550		100.0	
	09/30/97	348	348		100.0	
	08/31/97	324	324		100.0	
	07/31/97	300	300		100.0	
	06/30/97	396	396		100.0	

Opt: 1=Quality Detail F2=Accept/Non-Accept F24=More Keys

1. Complete the following fields:
 - Supplier
 - Item Number
2. To review fiscal periods through a certain date, enter the last day of a period in the following field and press Enter:
 - Date Thru
3. Review the following fields:
 - Date
 - Quantity Dispositioned
 - Quantity Accepted
 - Quantity Non-Accepted
 - Percent Acceptable
 - Percent Non-Acceptable
4. Enter 1 in the following field for a specific fiscal period:
 - O (Option Exit)

The system displays Quality Detail Information.

..... Quantity					
0	Order	Ty	Dispositioned	Accepted	Non-Accepted
	2011	OP	3600	3600	
	2030	OP	25	25	

Opt: 5=Details F24=More Keys

- On Quality Detail Information, review acceptable and non-acceptable quantities for each receipt in the fiscal period.

Field	Explanation
Units – Received	Original quantity of the order line, plus or minus any changes to that quantity, less all quantities shipped, received and/or vouchered to date. This field may also represent the actual quantity received.
Units – Accepted	Number of items that you accepted out of the total received.
Units – Non-Accepted	Number of items that you did not accept of the total received.
Percent – Quantity Accepted	Percentage of the total that you accepted when you received the goods.
Percent – Quantity Non-Accepted	Percentage of the total that you rejected while inspecting the goods received.

See Also

- Setting Up Guidelines for Acceptable Items (P43239)* to understand how the system calculates acceptable item quantities and percentages.

Reviewing Acceptable Quantities for Individual Receipts

You can review the acceptable quantity for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review acceptable and unacceptable quantities for each of the 5 receipts.

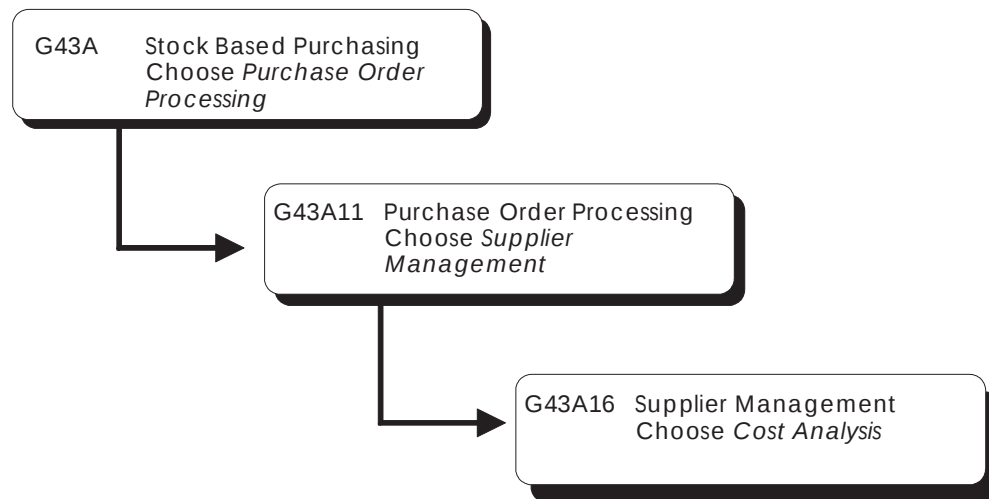
Processing Options for Supplier Quality Analysis

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

- | | | |
|----------------------|----------|-------|
| 1. Delivery Analysis | (P43232) | _____ |
| 2. Cost Analysis | (P43233) | _____ |

Reviewing Supplier Cost Performance



You might want to review the average unit cost you paid to a supplier for an item in each fiscal period (usually a month). You can compare this cost to the average cost for the item on purchase orders and at the time of receipt to determine if the price that the supplier charges for the item remains consistent.

You can have the system calculate a percentage variance between the cost you paid for an item and another cost, such as the receipt cost. For example, if the supplier specified an average cost of 0.50 when you entered a receipt for an item, but then billed you for an average cost of 1.00, the system displays a 100% variance. In this case, you would probably determine why the variance exists. You must use processing options to specify which cost to compare to the paid cost.

You can also review the inventory cost for an item. You specify the cost method that the system uses to determine the inventory cost, such as last-in, first-out (LIFO). Using this cost method, the inventory cost reflects the cost of the last item you received.

You can review costs for each receipt you entered in the fiscal period. For example, if an item had an average receipt cost of 10.00, you can review the

cost for the item each time you entered a receipt, which might have been 9.00 at one receipt and 11.00 at another receipt.

► To review supplier cost performance

On Cost Analysis

[43233] - Cost Analysis

Functions Options Tools Help

Branch/Plant *
Date From *
Date Thru *
Inventory Cost 08

Supplier 4343 Vector Manufacturing Co
Item Number TS001 Issel Pump Court Shoes

0	Date	Purchase	Purchasing Ordered	Unit Cost Received	Paid	% Variance
	07/31/98	50.2500	100.5000	100.5000	N/A	N/A
	06/30/98	51.2257	51.2257	51.2257	51.2257	
	05/31/98	82.0000	82.0000	82.0000	82.0000	
	04/30/98	82.0000	82.0000	82.0000	82.0000	
	03/31/98	82.0000	82.0000	82.0000	84.9762	3.6
	02/28/98	82.0000	51.2257	51.2257	82.0000	60.1
	01/31/98	82.0000	51.2257	51.2257	82.0000	60.1
	12/31/97	82.0000	51.2257	51.2257	51.2257	
	11/30/97	82.0000	51.2257	51.2257	52.6543	2.8
	10/31/97	82.0000	51.2257	51.2257	51.2257	
	09/30/97	82.0000	51.2257	51.2257	51.2257	
	08/31/97	82.0000	51.2257	51.2257	49.3827	3.6
	07/31/97	82.0000	51.2257	51.2257	51.2257	

Opt: 1=Cost Detail F24=More Keys

- Complete the following fields:
 - Supplier
 - Item Number
- To review fiscal periods through a specific date, enter the last day of a period in the following field and press Enter:
 - Date Thru
- To specify the cost method to review inventory costs, complete the following field:
 - Inventory Cost

The first cost column that appears on the form represents the inventory cost method you select.
- Review the following fields:
 - Date
 - Purchasing Unit Cost Ordered
 - Purchasing Unit Cost Received

- Purchasing Unit Cost Paid
- % Variance

The system highlights the two types of costs for which it provides a percentage variance.

5. Enter 1 in the following field for a specific fiscal period:

- O (Option Exit)

The system displays Cost Detail Information.

0	Order	UM	Purchase	Ordered	Received	Paid	% Var
	2011	PR	51.2257	51.2257	51.2257	51.2257	
	2030	PR	51.2257	51.2257	51.2257	51.2257	

6. On Cost Detail Information, review the order cost, received cost, and paid cost for each receipt in the fiscal period.

Field	Explanation
Inventory Cost	Code indicating the inventory cost you want the system to display. Valid codes are 01 through 08. <i>Form-specific information</i> The inventory cost of the item in the unit of measure indicated at the top of the screen. The processing options control which inventory cost displays.
Amount – Unit Cost	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors that might modify the actual unit cost you record when you receive the item.
Received – Unit Cost	The unit cost of the item at the time of receipt.
Paid – Unit Cost	The unit cost of the item at the time you match the receipt to the voucher. <i>Form-specific information</i> If the receipt is not paid, the system displays N/A in this column.

Field	Explanation
Percent – Cost Variance	This field represents the percentage variance between the cost paid, and either the inventory cost, ordered cost, or the received cost. <i>Form-specific information</i> You specify in the processing options which field to compare to the Paid field. The system displays the headings of the columns in this comparison in reverse image.

Processing Options for Supplier Cost Analysis

Field Display Control:

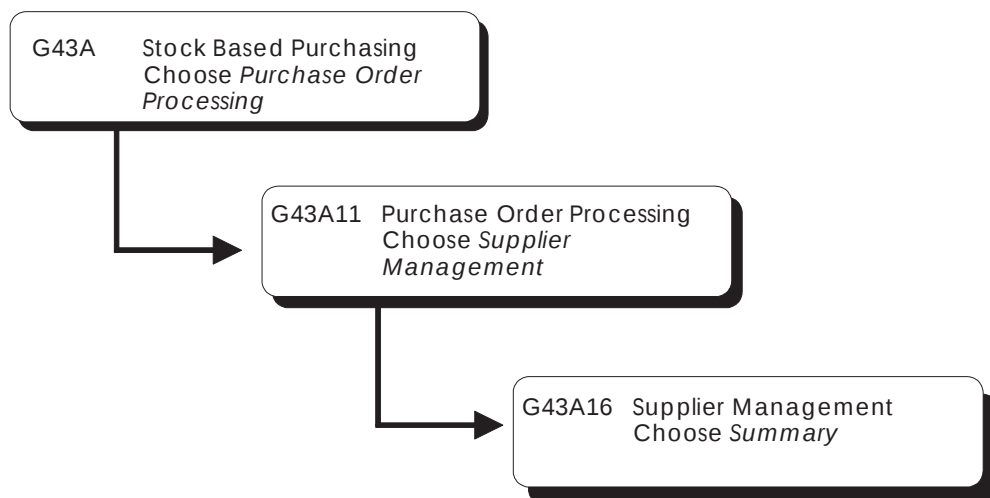
1. Enter the specific costing method (1-8) to be displayed as the Inventory Cost. _____
2. Enter the cost that should be compared against the paid cost, for variance information: _____
 1 = Inventory Cost
 2 = Ordered Cost
 3 = Receipt Cost
 (If left blank, '2' will be used.)

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

3. Quality Analysis (P43231) _____
4. Delivery Analysis (P43232) _____

Reviewing a Summary of Supplier Performance Information



You can compare a variety of supplier performance information for all suppliers who provide a certain item to determine the best supplier from whom to purchase the item. For example, for each supplier that provides you with the same item, you can compare:

- The average unit cost
- The last cost that was paid for the item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

You choose the information that displays.

Before You Begin

- ☐ Define the performance factors (columns) you can review on the Summary form (for example, average unit cost, last cost paid, and so on)
- ☐ Define formats that contain the columns you want to review, and assign a format to the Summary form using processing options
- ☐ Define paths (multiple formats) and assign a path to the Summary form using processing options

► To review a summary of supplier performance information

On Summary

The screenshot shows a software window titled "[43230] - Summary". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar, there is a "Branch/Plant" field with the value "10". The "Item Number" field contains "TS002" and the item description is "Air-Shaq Children's X-Trainer". There are four buttons: "LCP", "ACP", "CRP", and "COP". Below these buttons is a table with the following data:

St	Supplier	Last Cost Paid	Average Cost Paid	Paid/Rcpt Cost Var %	Paid/Order Cost Var %
	Venus Universal Supply		.0821	100.0000-	100.0000-
	Vector Manufacturing Co		110.5000	100.0000-	100.0000-

At the bottom of the window, there is a status bar with the text: "Opt: 1=Delivery 2=Quality 3=Cost F14=Memo F15=Supplier/Item F24=More".

1. Complete the following field:
 - Item Number
2. Review performance factors for each supplier who provides the item.

What You Should Know About

Reviewing different performance factors

To change the performance factors that display on the form, you can:

- Enter a new three-digit column code
- Change the format to review four new performance factors (columns)
- Change the path to scroll through multiple formats

See Also

- *Defining a Summary of Supplier Performance Information (P43921)* for information about setting up the columns, formats, and paths that display on the Summary form

Review Cost Information for Individual Receipts

You can review costs for each receipt that you entered in the fiscal period. For example, if an item had an average receipt cost of 10.00, you can review the cost for the item each time you entered a receipt, which might have been 9.00 at one receipt and 11.00 at another receipt.

Processing Options for Supplier/Item Summary

Field Display Control:

1. Enter a '1' to display suppliers associated with an item. If left blank, all items associated with a supplier will be displayed. _____
2. Enter a '1' to protect the Certification Status field. _____

Initial Screen Display:

3. Enter the default inquiry FORMAT to be displayed. _____
- OR-
4. Enter the default inquiry PATH you wish to be on. _____

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

Purchase Management

5. Quality Analysis	(P43231)	_____
6. Delivery Analysis	(P43232)	_____
7. Cost Analysis	(P43233)	_____



Rebate Processing

Objectives

- To set up information about supplier rebate agreements
- To view the current status of each rebate agreement
- To view the individual purchases that apply to a rebate
- To have the system alert you when a rebate is due
- To create journal entries for rebates, if needed

About Rebate Processing

Some of your suppliers might offer you cash rebates if you purchase a certain quantity or amount of their items and services. You can set up the Purchase Management system to track rebates.

To track rebates, you must enter information about each of your rebate agreements. Each time you enter, change, or cancel an order, the system applies the appropriate purchases towards the rebate agreement.

You can view the current status of each rebate agreement, including:

- The purchases necessary to obtain the rebate
- The purchases you have made that apply to the rebate
- The amount of each rebate

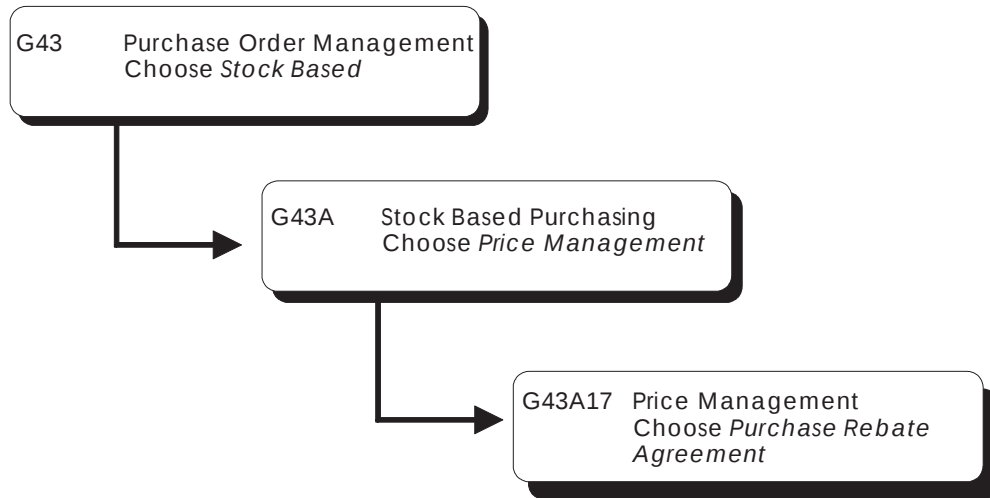
With this information, you can identify rebates that your business is likely to obtain. You can also identify rebates that are unobtainable, which might change your price negotiations in the future.

You can have the system alert you when you are within a range of meeting the purchase requirements for a rebate. You can also have the system create journal entries for rebate accruals.

To process rebates, complete the following tasks:

- ☐ Set up rebate agreements
- ☐ Work with rebate status information
- ☐ Update rebate information

Set Up Rebate Agreements



Setting Up Rebate Agreements

For the system to track rebates, you must provide information about the agreements you have with your suppliers. This information includes:

- Basic information about each agreement, such as the supplier providing the rebate, the effective dates for the rebate, and so forth
- The items you must purchase or the account numbers you must purchase against to obtain the rebate
- The quantity or amount you must purchase for the rebate
- The amount of the rebate, or the percentage of purchases that determines the rebate amount
- Journal entry information, if you are creating journal entries

If several of your suppliers have the same parent company, you might want to track rebate information at the parent level instead of at the supplier level. You can set up purchasing instructions for each supplier to specify the level at which to track rebate information.

When you enter orders, the system applies purchase quantities and amounts towards rebates. You must specify the order types from which the system applies purchases to rebates. For example, you can have the system apply quantities and amounts from purchase orders and/or blanket orders.



Ensure that you specify the correct order types from which the system applies purchases to rebates. For example, if you use blanket orders to purchase items, you must specify the blanket order type. If blanket orders are prerequisites to purchase orders, you specify only the purchase order type. Otherwise, the system applies the same quantity and amount from both the blanket order and the purchase order.

NOTE: Ensure that you specify the correct order types from which the system applies purchases to rebates. For example, if you use blanket orders to purchase items, you must specify the blanket order type. If blanket orders are prerequisites to purchase orders, you specify only the purchase order type. Otherwise, the system applies the same quantity and amount from both the blanket order and the purchase order.

To set up rebate processing, complete the following tasks::

- ☐ Enter basic rebate agreement information
- ☐ Define what you must purchase to obtain a rebate
- ☐ Define purchase limits for rebate amounts

Before You Begin

- ☐ Set up the order types from which the system applies purchases to rebates on user defined code table 43/RB

[4340] - Purchase Rebate Agreement

Functions Tools Help

See Memo

Supplier: 4343 Vector Manufacturing Co
 Agreement Seq Number: 1

Agreement Description: 1996 Major Purchases Agreement
 Effective From: 01/01/98 Effective Thru: 12/31/98
 Rebate Status: 1 Active

Threshold Type: 2 Amount
 Rebate Type: 1 Percentage
 Unit of Measure: PR Currency Code: USD

Administrator: 6003 Akin, Dwight
 Stop Messages: Send Message

Accrual G/L Offset: IN30
 Last Journal Entry: 05/31/98
 Rebate Received Amount: .00

Buttons: [Checkmark] [X] [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12] [13] [14] [15] [16] [17] [18] [19] [20] [21] [22] [23] [24] [25] [26] [27] [28] [29] [30] [31] [32] [33] [34] [35] [36] [37] [38] [39] [40] [41] [42] [43] [44] [45] [46] [47] [48] [49] [50] [51] [52] [53] [54] [55] [56] [57] [58] [59] [60] [61] [62] [63] [64] [65] [66] [67] [68] [69] [70] [71] [72] [73] [74] [75] [76] [77] [78] [79] [80] [81] [82] [83] [84] [85] [86] [87] [88] [89] [90] [91] [92] [93] [94] [95] [96] [97] [98] [99] [100]

F5=Inclusion Rules F11=Multiple Thresholds F14=Memo F24=More Keys

Entering Basic Rebate Agreement Information

When a supplier offers you a rebate for purchasing certain goods and services, you set up a rebate agreement. You can have an unlimited number of rebate agreements for each supplier. For each agreement, you specify basic information, such as:

- The agreement number
- The supplier offering the rebate
- The effective dates of the agreement
- The status of the agreement, whether active or pending
- The person to whom the system directs messages when a rebate is due
- Journal entry information

You can also specify:

- Whether the rebate is based on purchase quantities or amounts
- Whether the rebate itself is an amount or a percentage of the purchase amount

You can have the system assign a number to each of your rebate agreements or you can enter your own number. If you have the system assign a number, it increments the last rebate agreement number for the supplier by one. If it is the first rebate agreement for the supplier, the system assigns the number one.

You can enter a memo about a rebate agreement. When a memo exists, the words *See Memo* display at the top of the form or the system highlights the agreement number.

You determine the business unit to which a rebate agreement applies based on the general ledger account number indicated by the accrual G/L offset.

The system stores rebate agreement information in the Purchase Rebate Master table (F4340).

To enter basic rebate agreement information

On Purchase Rebate Agreement

Complete the following fields:

- Supplier
- Agreement Sequence No.
- Agreement Description
- Effective From
- Effective Thru
- Rebate Status
- Threshold Type
- Rebate Type
- Unit of Measure
- Currency Code
- Administrator
- Stop Messages
- Accrual G/L Offset
- Last Journal Entry
- Rebate Received Amount

Field	Explanation
Agreement Sequence Number	This sequence number distinguishes rebate agreements for a specific supplier. You can enter an agreement number or the system assigns a number for you by incrementing the last agreement number for the supplier by one.

Field	Explanation
Effective From	The date that a transaction, text message, contract, obligation, or preference becomes effective.
Effective Thru	The date that a transaction, text message, agreement, obligation, or preference has expired or been completed.
Rebate Status	A user defined code that defines the status of the rebate agreement. The status can be pending or active. The value A (active) is hard coded to indicate that the rebate information will be updated.
Threshold Type	Indicates the threshold in either units or amount. Depending on the type that you indicate, the threshold field is titled either Threshold Units or Threshold Amount.
Rebate Type	A code (system 43/RT) that indicates whether the rebate is a percentage of the quantity purchased or a fixed currency amount.
Administrator	The address book number of a manager or planner. NOTE: A processing option for some forms lets you enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers and Supervisors form. After you set up the default values and the processing option, the information displays automatically on any work orders you create if the category code criterion is met. (You can either accept or override the default value.) <i>Form-specific information</i> The person responsible for managing this rebate agreement.
Stop Messages	A flag that can be used in the DREAM Writer selection of the batch job to control the sending of messages to the administrator about the status of the rebate agreement.
Last Journal Entry	This is a date field and indicates the last date at which a journal entry was generated for this Rebate Agreement. This is used in the Batch Rebates control job for Journal creation.
Rebate Received Amount	This field is a memo field only, to note any payments that may have been made by the supplier. You must manually update this field.

What You Should Know About

Applying purchases to a rebate agreement

For the system to apply purchases to a rebate agreement:

- The agreement must have an active status.
- The purchase transaction date must fall within the effective dates specified for the agreement.
- The supplier rebate code on Purchasing Instructions must be set to active.

A single purchasing transaction cannot apply to more than one purchasing agreement.

Journal entries for rebate accruals

You might want rebate accruals to reflect on the balance sheet. If you want to create journal entries for rebates, you must enter an accrual G/L offset to indicate the general ledger accounts that apply to rebate accruals.

See *Updating Rebate Information* for more information about creating journal entries for rebates.

Unit of measure

If you specify that a rebate agreement is based on purchase quantities, you must enter a unit of measure for the rebate agreement.

Currency code

If you specify a currency for a rebate agreement, you must enter the “thresholds” or purchase limits for the agreement in that currency. When you enter purchase orders for rebate items in another currency, the system converts the purchase order currency to the rebate currency.

Pending rebate agreements

You can set up a pending rebate agreement for a supplier if terms of the agreement are not yet final. You can also specify that all rebate agreements for a certain supplier are pending.

NOTE: If you use purchasing instructions to specify that all rebate agreements for a supplier are pending (inactive), the system will change this status to active if you enter a new active rebate agreement for the supplier.

Viewing all agreement sequence numbers for a supplier

You can view all rebate agreements that currently exist for a supplier by locating the supplier and leaving the agreement sequence number blank. The system automatically displays the available sequence numbers for the supplier, from which you can select a rebate agreement to view.

Defining What You Must Purchase to Obtain a Rebate

After you enter basic information about a rebate agreement, you must specify inclusion rules which indicate what you must purchase to obtain the rebate. The system applies purchases towards a rebate agreement based on one of the following:

- Item number
- Account number against which you are purchasing
- Items to which you have assigned a particular category code value

You can enter item numbers or account numbers when there are specific items or services that you must purchase to obtain the rebate. You can enter stock or non-stock items for a rebate agreement.

You can enter a category code value to specify a group of items from which you can make purchases. The system applies purchases to the rebate agreement each time you purchase an item that is assigned the category code value.

The system stores information about the items, account numbers, and purchasing code values that are applicable to a rebate agreement in the Purchase Rebates Inclusion Rules table (F4342).

Before You Begin

- ☐ Specify the purchasing category (P1–P5) you will use to enter category code values for rebates. You specify this value in System Constants.

See Also

- *Entering Item Classification Codes* in the *Inventory Management Guide* for information about assigning category code values to items
- *Setting Up Constants* for information about specifying the purchase rebate category code



To define what you must purchase to obtain a rebate

On Purchase Rebate Agreement

1. Access Inclusion Rules.

[4342] - Inclusion Rules

Functions Tools Help

Supplier 4343 Vector Manufacturing C

Agreement Seq # 1 1996 Major Purchases Agreement

Item Number	Account Bus. Unit	Distribution Object	Sub	Cat
TS001				
TS002				

✓ ✗ 1 2 4 3 F24=More Keys

2. On Inclusion Rules, complete the following fields:

- Item Number
- Bus Unit (business unit)
- Object
- Sub (subsidiary)
- Cat (category code value)

For each line, you can enter an item number, an account number (business unit, object, subsidiary), or a category code. You cannot enter more than one of these values.

What You Should Know About

Purchase rebate category code

If you leave the Purchase Rebate Category Code in System Constants blank, the system uses purchasing category code 1 (P1) as the default.

Transaction types

The system applies purchase order transactions to a rebate agreement by comparing the items or services purchased to the inclusion rules set up for each rebate agreement. The system begins searching on the agreement with the lowest sequence number.

Each time you enter an order detail line, you must specify a line type. The Inventory interface for the line type, which you specify in Order Line Types, determines the order in which the system searches through inclusion rules for a rebate agreement to find a match:

Interface

- A Account Number
Category Code
- B Account Number
Item Number
Category Code
- D Item Number
Category Code
- N Category Code
- Y Item Number
Category Code

For more information, see *Setting Up Order Line Types*.

Defining Purchase Limits for Rebate Amounts

After you define what you must purchase to obtain a rebate, you must enter the quantity or amount that you must purchase. Each quantity or amount is referred to as a threshold. You must also enter the rebate amount or the percentage of the purchase amount that you are to receive based on each threshold.

You specify a threshold type to indicate whether a rebate agreement is based on a quantity that you purchase or an amount that you purchase. You specify a rebate type to indicate whether you are to receive a specific rebate amount or a percentage of the purchase amount.

You can enter multiple thresholds for a rebate agreement. For example, you might receive a rebate for purchasing 100 widgets and another rebate for purchasing 500 widgets. When you enter multiple thresholds, you must enter threshold quantities or amounts in ascending order.

You must enter the entire rebate amount or percentage you are to receive for each threshold, regardless of other thresholds for which you might have already received a rebate. For example:

Threshold Quantity	Rebate Amount
100	100.00
500	500.00

In the example above, when you purchase 500 items, you are entitled to a total rebate of 500.00, regardless of the 100.00 rebate you might have already received for purchasing 100 items.

You must enter the entire rebate amount or percentage you are to receive for each threshold, regardless of other thresholds for which you might have already received a rebate. For example, you get 100.00 for purchasing 100 widgets, and 500.00 for purchasing 500 widgets. When you purchase 500 widgets, you are entitled to a total rebate of 500.00, regardless of the 100.00 you might have already received.



If you set up multiple thresholds, you must enter the total rebate amount you have received from the supplier in the Rebate Received Amount field on Purchase Rebate Agreement. When you meet the next rebate threshold for the agreement, the system subtracts the received amount from the rebate you are now due.

NOTE: If you set up multiple thresholds, you must enter the total rebate amount you have received from the supplier in the Rebate Received Amount field on Purchase Rebate Agreement. When you meet the next rebate threshold for the agreement, the system subtracts the received amount from the rebate you are now due.

The system stores information about the thresholds and rebates that are applicable to a rebate agreement in the Purchase Rebate Threshold table (F4341).

► **To define purchase limits for rebate amounts**

On Purchase Rebate Agreement

1. Access Multiple Thresholds.

Threshold Amount	Rebate Percent
100,000.00	1
200,000.00	2
300,000.00	4
400,000.00	6
500,000.00	10

2. On Multiple Thresholds, complete one of the following fields, depending on the threshold type that you specified in the rebate agreement:
 - Threshold Units
 - Threshold Amounts
3. Complete one of the following fields, depending on the rebate type that you specified in the rebate agreement:
 - Rebate Amount
 - Rebate Percent

Field	Explanation
Threshold Amount/Quantity	The amount, expressed in either monetary value or quantity, that must be reached to qualify for a rebate. Multiple threshold values can exist for a single rebate agreement.
Rebate Amount	The rebate amount that the supplier pays when the associated threshold has been reached.
Rebate Percent	The rebate percentage of actual purchases that the supplier pays when the associated rebate threshold has been reached.

What You Should Know About

Zero thresholds

If you are entitled to a rebate regardless of the quantity or amount that you purchase, you can enter a threshold that is equal to zero.

Unit of measure

You must base threshold quantities on the unit of measure you specify for the purchase rebate agreement. When you enter purchase orders for rebate items, the system converts the purchasing unit of measure to the rebate unit of measure, if necessary.

Column titles

The column titles for thresholds and rebates correspond to the threshold type and rebate type that you set up for the rebate agreement.

Work with Rebate Status Information

Working with Rebate Status Information

Before you make purchases from a supplier, you might want to determine if the purchases apply to a rebate. You can review summary information for each rebate agreement you have with a particular supplier, including:

- The threshold, or quantity or amount, you must reach to obtain the rebate.
- The total purchases you have made towards the agreement to date
- The amount of the rebate you receive if you reach the next threshold
- The last threshold you reached, if multiple thresholds exist for the agreement
- The rebate amounts you have received to date

You can also select an agreement for which to view individual purchasing transactions.

If you find that the total purchase quantity or purchase amount that the system has accumulated and applied towards a rebate agreement is incorrect, you can change the quantity or amount.

To work with rebate information, you can:

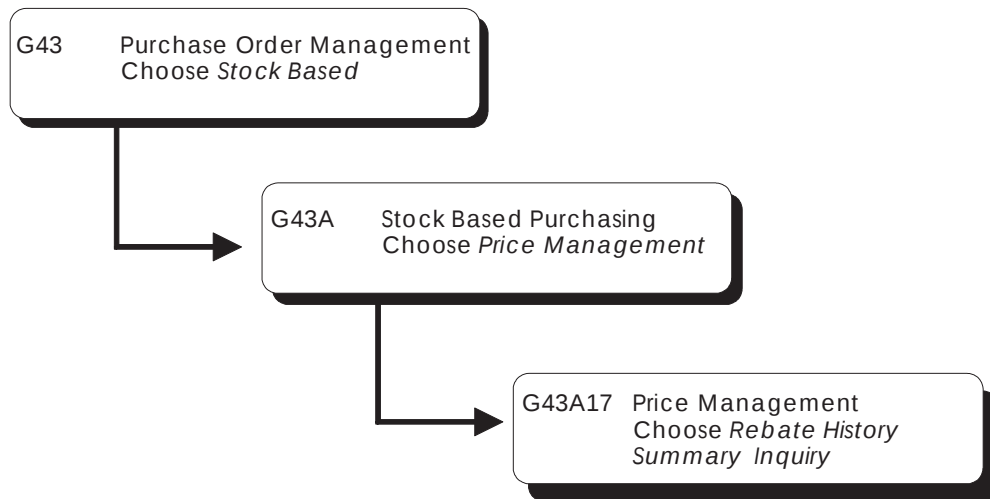
- ☐ Review summary information for a rebate agreement
- ☐ Print summary information for rebate agreements
- ☐ Review the purchasing transactions that apply to a rebate
- ☐ Change the quantity or amount applied to a rebate

What You Should Know About

Tables for rebate status and history information

The system retrieves purchases to date and rebate amounts received for an agreement from the Purchase Rebate Master table (F4340). It retrieves transaction details for rebate agreements from the Purchase Rebate History Details table (F4343).

Reviewing Summary Information for a Rebate Agreement



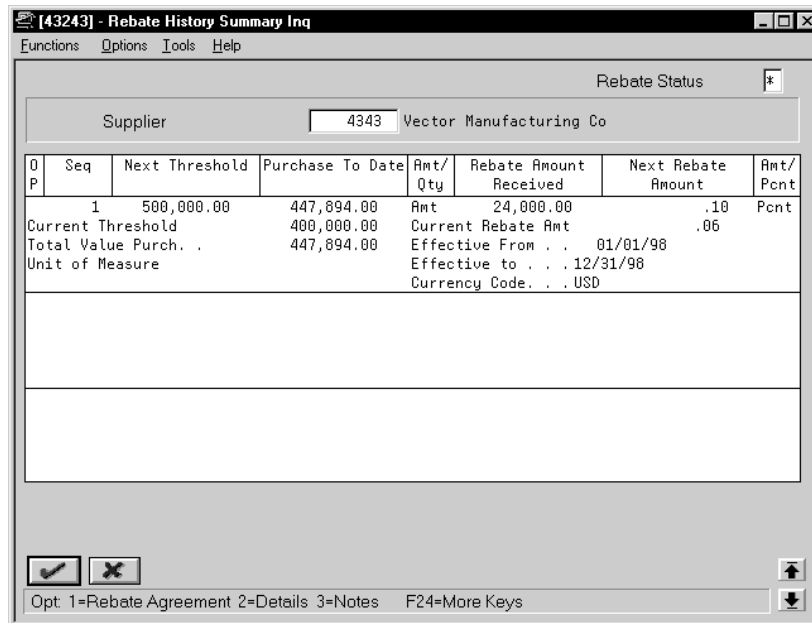
You might want to determine if you are eligible to receive a rebate or if you are close to obtaining a specific rebate. For each agreement, you can review:

- The purchases required for the rebate
- The quantity or amount of purchases you have made to date
- The rebate amount you can receive

You can also view agreement information such as effective dates, the last rebate threshold reached, the rebate amount you have received to date, and so on.

► To review summary information for a rebate agreement

On Rebate History Summary Inquiry

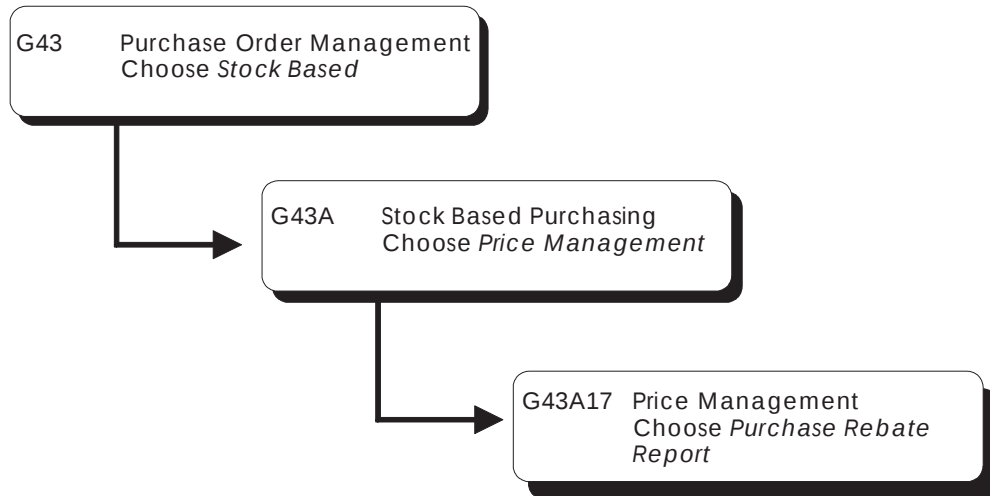


O/P	Seq	Next Threshold	Purchase To Date	Amt/Qty	Rebate Amount Received	Next Rebate Amount	Amt/Pct
	1	500,000.00	447,894.00	24,000.00	.10		
		Current Threshold	400,000.00	Current Rebate Amt			.06
		Total Value Purch.	447,894.00	Effective From		01/01/98	
		Unit of Measure		Effective to		12/31/98	
				Currency Code		USD	

1. Complete the following fields to determine the rebate agreements you want to review:
 - Supplier
 - Rebate Status
2. Review the following fields for each agreement:
 - Seq. (agreement number)
 - Next Threshold
 - Purchased to Date
 - Amt/Qty (amount or quantity)
 - Received Amount
 - Next Rebate Amount
 - Amt/Pct (amount or percentage)
 - Current Threshold
 - Current Rebate Amount
 - Total Units Purchased
 - Unit of Measure

- Effective From
- Effective to

Printing Summary Information for Rebate Agreements



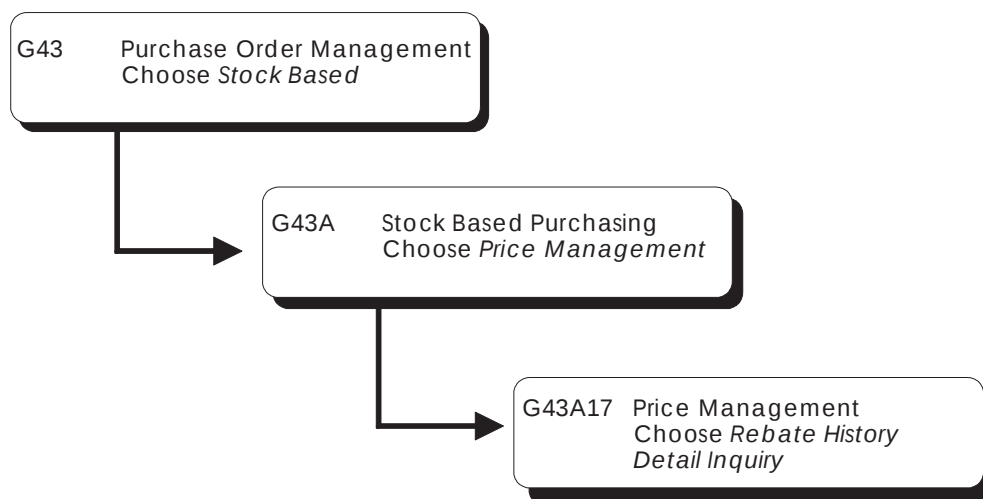
You can print the Purchase Rebates DREAM Writer report to review information about each rebate agreement you have with a supplier, including:

- The purchases required for the rebate
- The quantity or amount of purchases you have made to date
- The rebate amounts for which you are eligible
- The rebate amount you have received

Purchase Management

43555				J.D. Edwards & Company Purchase Rebates Report				Page No. . . . 1 Date - 6/10/98	
Supplier	Seqn	Current Threshold	Next Threshold	Purchase To Date	Amt/ Qty	Current Rebate	Next Rebate	Amt/ Pcnt	Rebate Amount Received
Address Number . . 00004343		Vector Manufacturing Co							
4343	1	400,000.00	500,000.00	447,894.00	Amt	.06	.10 Pcnt		24,000.00
				Supplier 00004343	Vector Manufacturing				24,000.00
									24,000.00

Reviewing the Purchasing Transactions that Apply to a Rebate



Rebate Processing

You might want to review information about the individual purchasing transactions that the system has applied towards a rebate. You can display order detail line transactions that pertain to an agreement and the purchase orders on which the transactions were entered.

► **To review the purchasing transactions that apply to a rebate**

On Rebate History Detail Inquiry

[43244] - Rebate History Detail Inquiry

Functions Options Tools Help

Supplier Vector Manufacturing Co
 Agreement Sequence 1996 Major Purchases Agreement
 Rebate Type Percentage Effective From 01/01/98
 Threshold Type Amount Effective Thru 12/31/98
 Total Value Purch. 447,894.00 Rebate Status Active

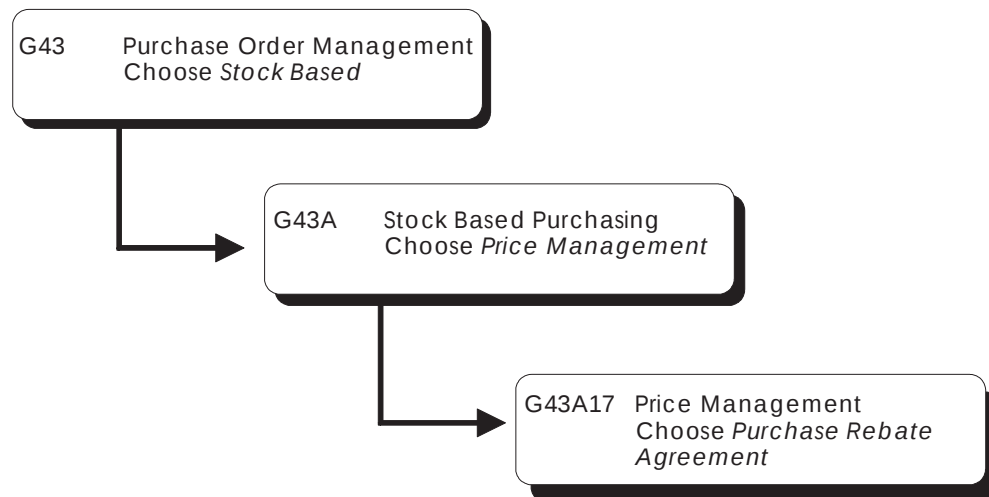
Current Next
 Threshold Amount . 400,000.00 500,000.00 PR
 Rebate Percentage. .06 .10 Currency Code USD

Or P	Order Ty	Order Number	Line Number	Extended Cost	Quantity Ordered	Remark
	OP	2037	1.000	98,400.00	1200	Add
	OP	2037	2.000	79,200.00	1200	Add
	OP	2038	1.000	23,100.00	350	Add
	OP	2038	1.000	19,206.00-	281-	Change
	OP	2039	1.000	147,600.00	1800	Add
	OP	2039	2.000	118,800.00	1800	Add

Opt: 1=PO Detail F24=More Keys

- Complete the following fields for the agreement you want to view:
 - Supplier
 - Agreement Sequence
- Review the transaction information that applies to the rebate.

Changing the Quantity or Amount Applied to a Rebate



The purchase quantity or amount that the system has accumulated and applied towards a rebate agreement might be incorrect. For example, you might have returned some of the rebate items that you purchased. You can override the system's current calculations by entering a new purchase quantity or amount.

When you change a quantity or amount, you can also add a memo that explains why you are making the adjustment.

► To change the quantity or amount applied to a rebate

On Purchase Rebate Agreement

1. Locate the agreement for which you want to change the purchase quantity or amount.
2. Access Rebate Adjustments.

[43401] - Rebate Adjustments	
Supplier	4343
Agreement Seq Number	1
Amount Purchased	750,591.07 USD
Quantity Purchased	14566 PR
☐ ☐ ☐ ☐ ☐ ☐	
F24=More Keys	

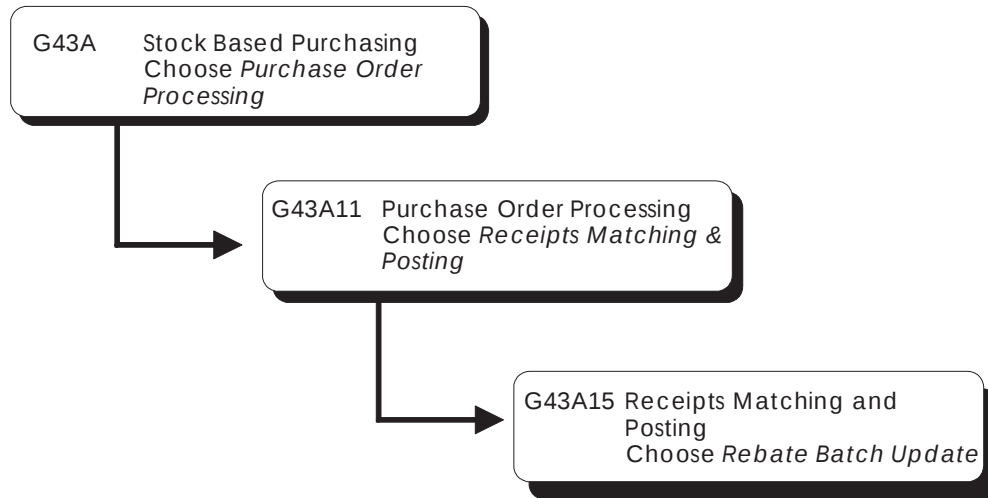
3. On Rebate Adjustments, complete the following fields:
 - Amount Purchased
 - Quantity Purchased

Processing Options for Purchase Rebate Agreement

Rebate Adjustments:

1. Enter a '1' to enable entry of quantity and amount in the Rebate Adjustment window. If left blank the quantity and amount in the Rebate Adjustment window are display only.

Update Rebate Information



Updating Rebate Information

You must run the Rebate Batch Update program to:

- Have the system determine whether you are due a rebate
- Send an electronic mail message to the rebate administrator
- Create journal entries for rebate accruals

The system tracks the quantity and amount of purchases you have made that apply to a rebate agreement. You must run the Rebate Batch Update program to have the system compare this quantity or amount to that which is required to obtain the rebate.

You can have the system send a message to the rebate administrator if you have met the purchasing requirements necessary to obtain a rebate or if you are within a certain range of meeting the requirements.

You use processing options to specify whether the system creates journal entries for rebate accruals.

When you update rebate information, you can:

- ☐ Generate rebate messages
- ☐ Create journal entries for rebates

Generating Rebate Messages

You can have the system send a message to the rebate administrator when you meet the purchasing requirements for a rebate agreement or when you are within a certain range of meeting the requirements. For example, if you must purchase 100 items to obtain a rebate, you might want the rebate administrator to receive a message when you have purchased 90 items.

You must run the Rebate Batch Update program to have the system send a message. You use processing options to specify whether the system sends a message and to define a range. For example, if you want the system to send a message when you have purchased 90 of the 100 items required to obtain a rebate, you enter a range of 10 percent.

The following information appears in the message to the rebate administrator:

- Supplier number
- Agreement sequence number
- Threshold amount
- Actual purchases
- Effective through date

You can specify a rebate administrator for each rebate agreement.

What You Should Know About

Changing the rebate message

You can change the message that displays for the rebate administrator when a rebate is due. To do this, access data dictionary item JDE4311, glossary group J.

Creating Journal Entries for Rebates

You can have the system create journal entries for rebates so that rebate amounts reflect on your balance sheet. You use processing options for the Rebate Batch Update program to specify whether the system creates journal entries when you run the program.

The system creates two sets of journal entries for each rebate agreement. The first set of entries are for accruals. The second set of entries reverse the accruals. The system does not create the reversing entries until the first day of the next G/L period, so accrual amounts do not accumulate from period to period.



If you create journal entries, do not run the Rebate Batch Update program more than once in a G/L period. Because the system does not create reversing entries until the next G/L period, running the program more than once causes the system to create journal entries for amounts you have already accrued.

CAUTION: If you create journal entries, do not run the Rebate Batch Update program more than once in a G/L period. Because the system does not create reversing entries until the next G/L period, running the program more than once causes the system to create journal entries for amounts you have already accrued.

When the system calculates rebate accruals, it adds in the rebate amount you are to receive for the next threshold you specified for a rebate agreement. For example, if the next threshold is a quantity of 20, but you have only purchased a quantity of 19, the system calculates accruals based on the rebate amount you are to receive for purchasing a quantity of 20.

The G/L class code you specify for a rebate agreement determines the account numbers that the system uses to create journal entries. This code directs the system to debit the account you enter in AAI table 4415 and to credit the account you enter in AAI table 4420 for accruals, and vice versa for the reversing entries.



Unlike the accounts you enter in other AAI tables, you must enter a business unit for the accounts you enter in AAI tables 4415 and 4420.

NOTE: Unlike the accounts you enter in other AAI tables, you must enter a business unit for the accounts you enter in AAI tables 4415 and 4420.

You can run this program in proof mode to produce a report showing the journal entries that will be created. You must run the program in final mode to have the system actually create the journal entries.

43400		J.D. Edwards & Company Rebate Batch Report				PROOF GL Date 06/10/98		Page - . . . 2 Date - . . . 6/10/98	
Supplier	Seq #	Purchase To Date	Next Threshold	Description Amt/ Qty	Rebate Amount Received	Amt/ Pcnt	Account Number	Debit	Credit
4343	1	447894.00	500,000.00	AMT	24,000.00	PCT	100.1250 30.5208	20,789.40	20,789.40
Vector Manufacturing Co								20,789.40	20,789.40

You can also review the journal entries created for rebates on Rebate Journal Review. To post the journal entries to the general ledger, you can use the G/L Rebate Post program.

What You Should Know About

Accounts Receivable Interface

Rebate accruals do not currently interface with the J.D. Edwards Accounts Receivable system. If you create journal entries through Rebate Batch Update, you must manually create journal entries for the following accounts when you receive a rebate check:

Accounts Receivable Accrual
Cash

The system accounts for rebate accruals on the accounts receivable portion of the balance sheet. You can only have one rebate accrual account per company.

See Also

- *Working with Basic Journal Entries (P09101)* in the *General Accounting I Guide*

Processing Options for Rebate Batch Update

Journal Entry Creation Control:

1. Enter a '1' to generate Journal Entries and print the FINAL Rebate Batch Report. Leave BLANK to print the PROOF Rebate Batch Report. _____
2. Enter the GL date to be used for creation of Journal Entries. If blank, the System Date will be used. _____

Message Controls:

3. Enter '1' to send messages to the agreement administrator. If left blank, no messages will be sent. _____
4. Enter the percent within the threshold to trigger sending a message. If left blank, 10% will be used. _____



Order Updates

Objectives

- To review and change status codes for detail lines
- To review and change requested and promised dates for detail lines
- To generate purchase orders based on item reorder points

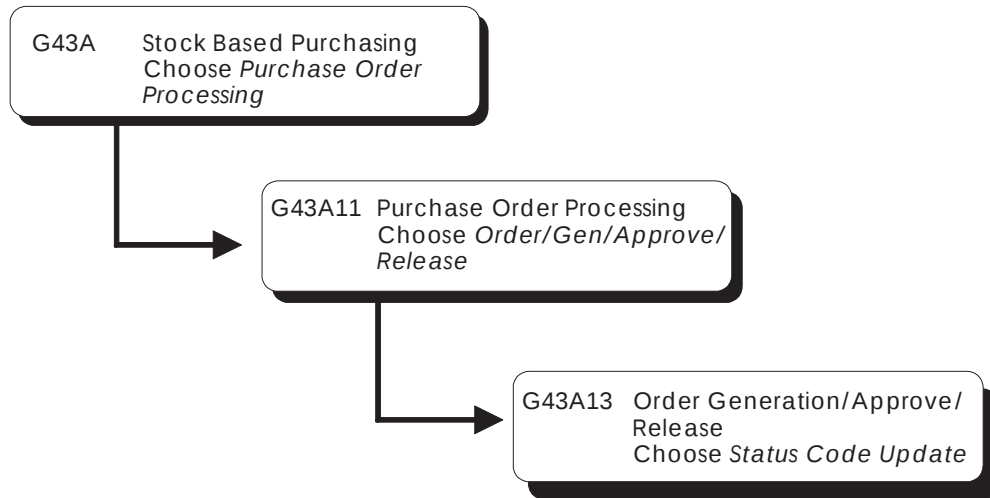
About Order Updates

You can revise a purchase order after you have entered it into the system if a change has occurred since you entered the order. For instance, if you need to fill a purchase order quickly, you can manually update the status code so that it bypasses some of the normal purchasing procedures. If you want to delay an order, or if the supplier cannot get the items to you by the promised date, you can revise the requested or promised dates. Also, you can review your inventory and create a purchase order for items that you want to reorder.

Complete the following tasks:

- ☐ Update status codes
- ☐ Revise purchase dates
- ☐ Generate purchase orders

Update Status Codes



Updating Status Codes

The system processes detail lines through the purchase order processing cycle based on the last and next status codes assigned to each line. After a detail line completes a step in the processing cycle, the system updates the status codes.

You can manually update the next status code for detail lines to bypass a particular step, if needed.

► To update status codes

On Status Code Update

Order Number	Line Number	Supplier Number	Supplier Alpha Name	Item/Account Number	Status Lst	Status Nxt
2024	1.000	4343	Vector Manufa	MFF001	280	380
2024	2.000	4343	Vector Manufa	SSN005	280	380
2024	3.000	4343	Vector Manufa	SF001	280	380
2024	4.000	4343	Vector Manufa	P004	280	380
2024	5.000	4343	Vector Manufa	CM001	280	380
2024	6.000	4343	Vector Manufa	E002	280	380

1. Review the detail lines that you want to update by completing one or more of the following fields:
 - Supplier
 - Buyer Number
 - Order Number
 - Item Number
 - Account Number
 - Last Status
 - Next Status
 - Branch/Plant
2. Revise the status for the detail lines that you want to update by completing the following field:
 - Update Next Status To
3. Use the Update Status option to choose the detail lines you want to update.

Field	Explanation
Status Code – Next	User defined code (table 40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules screen.

What You Should Know About

Updating status codes	You cannot update detail lines with a closed status. To update detail lines to a closed status, you must use Purchase Order Entry.
------------------------------	--

See Also

- *Setting Up Order Activity Rules (P40204)* for more information about status codes

Processing Options for Status Code Update

Default Values:

1. Order Type
2. Last Status
3. Next Status
4. Next Status for Update
5. Currency Code

Processing Control:

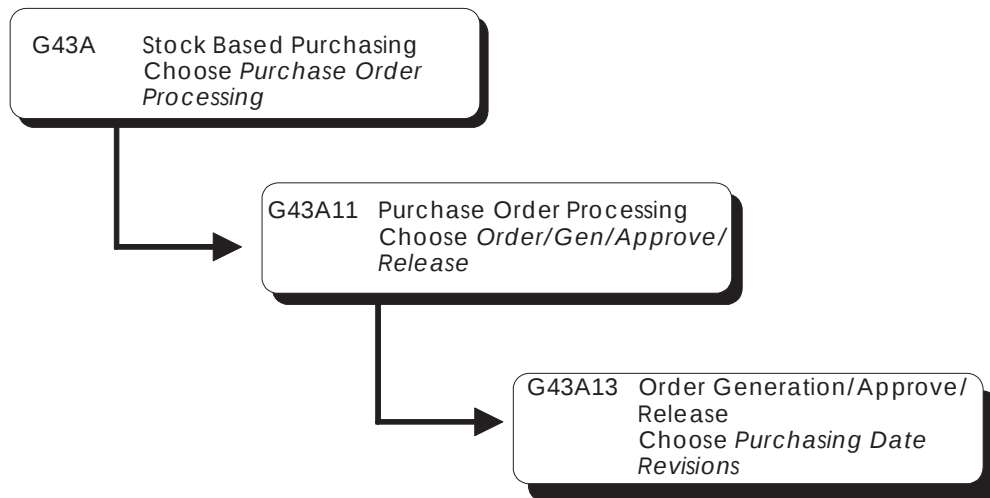
6. Enter a '1' to protect the Update to Next Status field.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

7. Purchase Order Entry (P4311)

Revise Purchase Dates



Revising Purchase Dates

If the requested date or promised date for a purchase order has changed after you entered it into the system, you can manually revise these dates.

After you change these dates, the system records the changes in the Purchase Order Detail table (F4311). If you have already taken receipt of items, the dates in the Purchase Order Receiver table (F43121) are not affected.

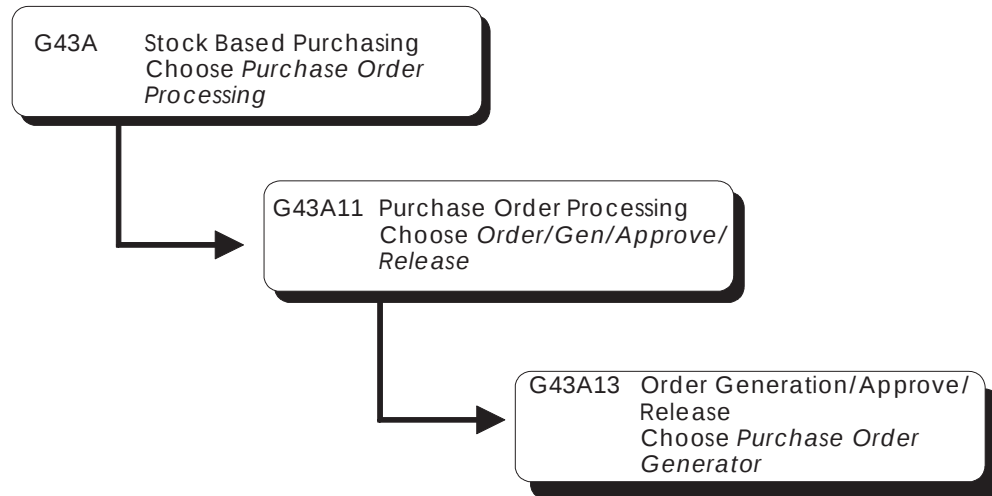
► To revise purchase dates

On Purchasing Date Revisions

Order No	Ty	Item Description	Qty Ordered	UM	Qty Received	Request	Promised
2024	OP	Manila file folder l	5	BK		25.06.98	25.06.98
2024	OP	Self stick note pad,	36	PD		25.06.98	25.06.98
2024	OP	Computer screen filt	3	EA		25.06.98	25.06.98
2024	OP	Facsimile premium pl	10	RM		25.06.98	25.06.98
2024	OP	Chair mat, clear vin	1	EA		25.06.98	25.06.98
2024	OP	Envelope, self seali	5	BK		25.06.98	25.06.98

1. Locate the order lines that you want to change by completing one or more of the following fields:
 - Item number
 - Order number
 - Order type
 - Branch/plant
2. Revise the dates on the detail lines by completing the following fields beside each order line, as necessary:
 - Request
 - Promised

Generate Purchase Orders



Generating Purchase Orders

You can have the system generate purchase orders for the inventory items that you choose.

► To generate purchase orders

On Purchase Order Generator

[43011] - Purchase Order Generator

Functions Options Tools Help

Branch/Plant
 Requested
 Category Codes

Supplier
 Buyer Number Planner, Mark
 Items at ROP (Y/N)
 Non-Stock (Y/N)

0	Suggested Qty	Un	Cost		Req Date	Item Number
		EA	90.3963	4344	05/15/96	372-ORAK
		EA	.0000		05/15/96	KEYBOARD FEATURE
		EA	10.0592	4343	05/15/96	D1091
		EA	42.0000	4344	05/15/96	KEYBOARD 3180
		EA	42.0000	4344	05/15/96	KEYBOARD AT
		EA	18.0000	4344	05/15/96	CABLE CONNECTORS
		EA	29.0000	4343	05/15/96	CRT CRATE
		EA	.0000		05/15/96	SCREEN FEATURE
		EA	116.5000	4344	05/15/96	CRT CHASSIS
		EA	60.0000	4343	05/15/96	SCREEN AMBER
		EA	60.0000	4343	05/15/96	SCREEN GREEN
		EA	22.0000	4343	05/15/96	LOCK CRT

Opt: 1=Order Item 2=Open Sales Orders 8=Transfer Order Entry F24=More

1. To locate the item for which you want to generate a purchase order, complete one or more of the following fields:
 - Supplier
 - Buyer Number
 - Items at ROP (Y/N)
 - Non-Stock (Y/N)
 - Branch/Plant
 - Requested
 - Category Codes
2. Choose the item for which you want to generate a purchase order.
3. Complete the following fields, as necessary:
 - Suggested Qty (Quantity)
 - UM (Unit of Measure)
 - Cost
 - Supplier
 - Req Date (Requested Date)
4. Choose the Order Item option beside each item line you have changed.

The system clears the value in the Suggested Quantity field for each item line. The system also prevents you from exiting the form until you have created purchase orders for the releases you have chosen.

For more information, see *Creating Purchase Orders from Existing Detail Lines*.

What You Should Know About

Purchase order number When you use Purchase Order Generator, the system creates one purchase order number for the items ordered from one supplier, even if the items are for different locations. However, each order line contains the appropriate location and ship-to information.

Kit parent items When you review an item using Purchase Order Generator, the system does not display any kit parent items.

Reviewing items When you review items in Purchase Order Generator, the system displays an error message if you review invalid combinations of data.

Some invalid combinations of data include:

- A supplier and a non-stock item
- A buyer and a non-stock item
- An item that uses only a second purchasing code
- A supplier and buyer

Processing Options for Purchase Order Generator

Default Values:

1. Document Type

(Required)

2. Beginning Status

(Required)

3. Line Type

(Required)

4. Override Next Status

(Optional)

5. Nonstock Line Type

6. Enter a '1' to default the primary unit of measure from the Item Master into the transaction unit of measure. If left blank, the purchasing unit of measure will be used.

Dream Writer Versions:

Enter the version for each program:
If left blank, ZJDE0001 will be used.

7. Open Sales Orders

(P42045)

8. Open Purchase Orders

(P430301)

9. Blanket Order Release

(P43060)

10. Supplier Analysis

(P43230)

11. Supplier Master

(P01054)

Prompting Control:

12. Enter Purchasing Code One to be displayed. If left blank the all default will be used. _____
13. Enter Purchasing Code Two to be displayed. If left blank the all default will be used. _____
14. Enter a '1' to protect the cost or '2' to make the cost non-display. _____
15. Enter the line type(s) you wish to see when taking the Open Sales Orders selection. To specify more than one line type, enter them one after the other. For example, to see line types 'NS', 'D' and 'M', enter - 'NSD M'. A space is necessary after 'D' since the line type is two characters. _____
16. Enter the Status Code that Open Sales Order lines should not exceed when taking the Open Orders selection. _____
17. Enter a '1' to only display Back Ordered lines on the Open Sales Order window. _____
18. Enter a '1' to allow the addition of a Supplier Master record, if not setup. _____
19. Enter a '1' to sum Related Sales Orders onto one Purchase Order. If left blank, one Purchase Order for each Sales Order will be generated. _____
20. Enter a '1' if you wish to have the associated text from the related sales order written on the purchase order. _____

Approval Processing:

21. Enter where the approval route code should be defaulted from, OR enter a specific route code value. If left blank, no approval processing will be performed. _____

1 = Originators Address Book Number
2 = Originators User Profile
3 = Branch/Plant Route Code
4 = Default Locations Route Code
22. Enter the Awaiting Approval status. _____
23. Enter the Approved status. _____

Blanket Order Processing:

24. Enter the Order Type associated with blanket purchase order processing. If left blank, no automatic blanket order release processing will be performed. _____

Purchase Order Options:

25. Enter a '1' to default the tax area from the "Ship-To" address book number. If left blank, the tax area will be defaulted from the "Supplier" address number.

Cross Reference Information:

26. Enter the cross reference code for retrieving item replacements for obsolete items.
27. Enter the X-ref type to select Item substitutions from the cross-reference file.

Commitment Setup

Objectives

- To set up commitment tracking
- To work with commitment audit trail records

About Commitment Setup

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

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

When you receive goods or create vouchers for purchases, you can have the system relieve commitments. To do this, the system subtracts the individual commitment amount from the total commitment amount for the job or program. You can also have the system:

- Create an audit trail in the Purchasing Ledger table
- Recalculate amounts in the account balance ledgers
- Change the exchange rate of selected purchase orders and restate the domestic commitment amounts

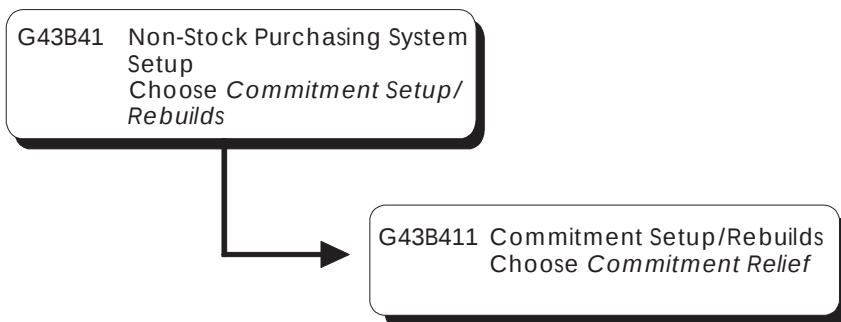
Complete the following tasks:

- ☐ Set up commitment tracking
- ☐ Purge commitment audit trail records
- ☐ Create a commitment audit trail
- ☐ Post committed costs to jobs
- ☐ Recalculate commitments

See Also

- *Working with Budgets and Commitments*

Set Up Commitment Tracking



You can monitor purchasing commitments for a certain job, program, or so on by setting up commitment tracking. Each time you enter a purchase order detail line, the system recognizes the amount as a commitment and applies it to a job, program, or so on.

When you receive goods or create a voucher for purchases, the system relieves commitment amounts by subtracting them from the total commitment amount for the job, program, or so on.

Complete the following tasks:

- ☐ Set up commitments
- ☐ Set up commitment relief

Setting Up Commitments

Setting Up Purchasing Commitments

You can set up commitment tracking to monitor purchasing obligations for a specific job, program, or so forth. Each time you enter a purchase order detail line, the system recognizes the amount on the line as a commitment. You can review individual commitments and the total amount of outstanding commitments for a specific job, program, or so on.

Commitment tracking applies only to purchases for non-stock items and services. You must charge each order detail line to a general ledger account number. The number represents the job or program for which you are tracking commitments.

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

For a detail line to be eligible for commitment tracking, it must have a line type with an Inventory Interface code of A or B. These codes indicate that the line is charged directly to a general ledger account number.

What You Should Know About

Purchase amount and purchase unit ledgers

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

The PA ledger contains committed purchase amounts. The PU ledger contains committed purchase units.

See Also

- *Setting Up Order Line Types (P40205)* for more information about the Inventory Interface code for line types

Setting Up Commitment Relief

Setting Up Purchasing Commitment Relief

When you receive or create vouchers for purchases, you can have the system relieve the corresponding commitment amount. To relieve a commitment, the system subtracts the individual commitment amount from the total commitment amount for the job or program.

You set up commitment relief to determine whether the system relieves commitments automatically. When you specify automatic commitment relief, the system relieves commitments when you post either receipts or vouchers to the general ledger.



When completing commitment relief, the Job Cost Projections field must be set to “No” if you are in a non-job cost environment. Note that the default value in the Job Cost Projections field is “Yes”.

NOTE: When completing commitment relief, the Job Cost Projections field must be set to “No” if you are in a non-job cost environment. Note that the default value in the Job Cost Projections field is “Yes”.

► To set up commitment relief

On Commitment Relief

Complete the following fields:

- Company
- Commitment Relief
- Commitment Display Option

Field	Explanation Valid codes are: Y Yes, automatically relieve open commitments. N No, do not automatically relieve open commitments. <i>Form-specific information</i> Consider setting this constant to Y to relieve commitments automatically when you post progress payment vouchers.
Commitment Display Options	A code that specifies whether committed amounts and unit quantities (ledger types PA and PU, respectively) are shown as total commitments or total contracts when you process information from the Account Balances table (F0902). It also controls whether the committed amounts are rolled forward into the future years of a job's budget. The total amount is stored in the Account Balances table in the Original/Beginning Budget (BORG) field. This field affects any form that shows commitments. Valid codes are: Blank Show as total commitments, and roll BORG forward. 1 Show as total contracts, and roll BORG forward. 2 Show as total commitments, and do not roll BORG forward. 3 Show as total contracts, and do not roll BORG forward. The commitment feature tracks the following values: • Total contracts, which is the sum of all contracts and purchase orders • Open commitments, which is total contracts minus the payments against specific lines of the commitment • Total commitments, which is the open commitments plus actual payments You can set or change this constant without changing the logic for accumulating and storing these balances. The committed amount is defined in user defined codes (system 40, type CT). <i>Form-specific information</i> If you change the setting from rolling forward to not rolling forward or vice versa, the system displays a warning. To continue, press Enter. You will then need to run the Repost Committed Costs program (P00932) to recalculate commitment balances in the Account Balances table (F0902).

What You Should Know About

Posting receipts or vouchers to the general ledger

If you use a formal receiving process, the system relieves open commitments automatically when you post receipts to the general ledger.

For information, see *Working with Journal Entries for Receipt Transactions*.

If you use an informal receiving process, the system relieves open commitments when you post vouchers to the general ledger.

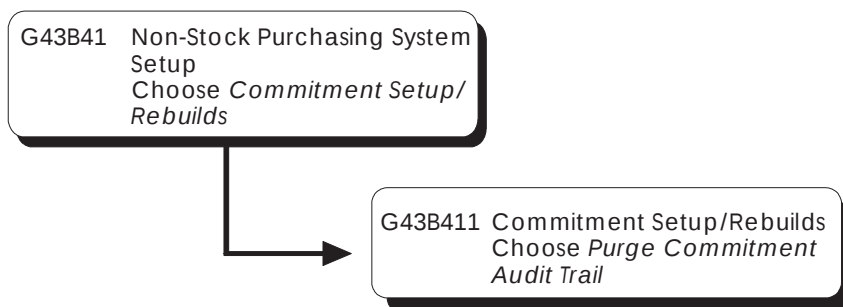
For information, see *Working with Journal Entries for Voucher Transactions*.

For information about the formal and informal receiving processes, see *About Receipt Processing*.

See Also

- *Entering Commitments* in the *Contract Management Guide* for more information about commitments

Purge Commitment Audit Trail Records



Purging Commitment Audit Trail Records

Run the Purge Commitment Audit Trail program to purge records from the Purchasing Ledger table (F43199) and conserve disk space. When purging, you choose processing options to:

- Choose records you want to purge
- Save purged records in a special purge library
- Reorganize the Purchasing Ledger table

See Also

- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for purging

Processing Options for Purge Commitment Audit Trail

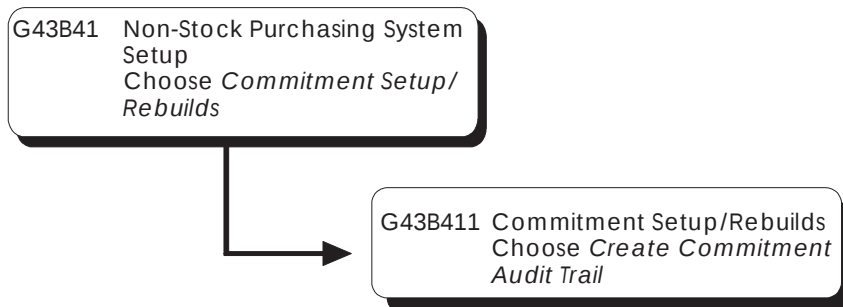
Save Purged Records:

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.)

Reorganize File:

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.)

Create a Commitment Audit Trail



Creating a Commitment Audit Trail

Creating a Commitment Audit Trail for Purchases

Run the Create Commitment Audit Trail program to create a history of commitment balances. For example, you might want to create a commitment audit trail if you change purchase order detail lines. The commitment audit trail tracks changes to specific detail lines. Tracking the purchase order detail lines helps to ensure data continuity between the purchasing commitments and commitment balances.

When you run Create Commitment Audit Trail, the system creates an audit trail record of commitments against an order or account number. When you create an audit trail, the system reads the Purchase Order Detail table (F4311) and writes the audit trail data, one line at a time, to the Purchasing Ledger table (F43199). Purchase orders that have audit trails have a purchase amount (PA) ledger type in the Purchasing Ledger table (F43199).

Before You Begin

- ☐ Purge all commitment audit trail records. See *Purging Commitment Audit Trail Records*.

What You Should Know About

**Creating the
commitment audit trail**

The system only processes detail lines that have a document type that is specified in the user defined code table for commitment document types (40/CT).

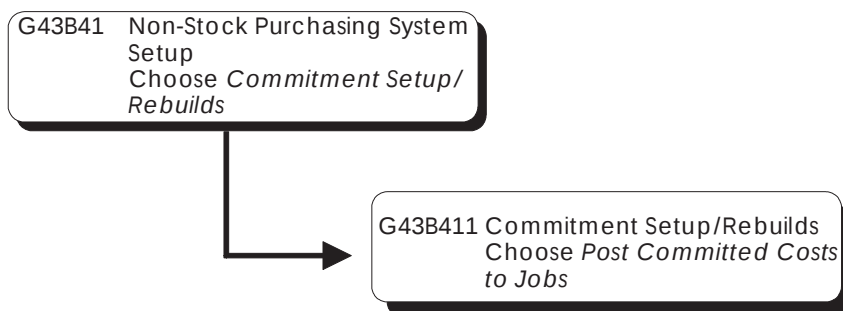
**Revising the
commitment audit trail**

To revise an audit trail for an order that you've already created a commitment audit trail for, purge the audit records and then re-create the audit trail.

See Also

- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for creating a commitment audit trail.

Post Committed Costs to Jobs



Posting Committed Costs to Jobs

Posting Committed Purchasing Costs to Jobs

Run the Post Committed Costs to Jobs program to track your job costs. When you run this program, the system recalculates the amounts in the Account Balances table (F0902) for the purchase amount and purchase unit ledgers. The system also recalculates monthly amounts in the Account Balances table based on information in the Purchasing Ledger table (F43199).

See Also

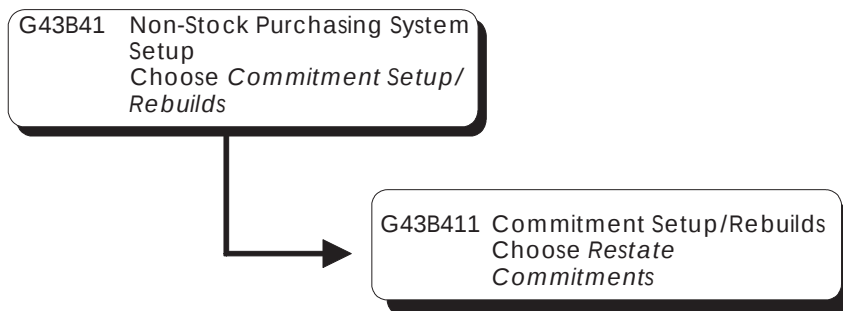
- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for posting committed costs to jobs

Processing Options for Post Committed Costs to Jobs

Fiscal Year Range Selection:

1. Enter the from fiscal year. This option is required. _____
2. Enter the thru fiscal year. Leave blank (default) to use the from fiscal year. _____

Recalculate Commitments



Recalculating Commitments

Recalculating Purchasing Commitments

Run the Restate Commitments program to change the exchange rate of selected purchase orders and recalculate the domestic commitment amount.

When you run this program, the system performs the following steps:

1. Obtains data from the Purchase Order Detail table (F4311)
2. Assigns new exchange rates to purchase orders based on the effective date that you specify
3. Adjusts commitment rates as follows:
 - Adjusts domestic amounts in the commitments based on the new exchange rates
 - Creates a commitment audit trail record in the Purchasing Ledger table (F43199) with the change of the domestic amounts due to the change of the exchange rate

See Also

- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for recalculating commitments

Processing Options for Restate Commitments

Reporting Options:

1. Enter a '1' to update commitments and issue a report. Enter a '2' to perform the update without a report. Default of blank will issue a report without performing any commitment updates.

Effective Date:

2. Enter the effective date of the new currency rates that will be used to restate commitments.

Setup

System Setup

Objectives

- To understand how to set up the features and functions that allow you to process purchase order information

About System Setup

Before you use the Purchase Management system, you need to define certain information that the system will use during processing. You use this information to customize the system for your business needs. For example, you might want to set up default supplier information to simplify the order entry process and avoid repetition.

Complete the following tasks:

- ☐ Set up order line types
- ☐ Set up order activity rules
- ☐ Set up constants
- ☐ Work with automatic accounting instructions
- ☐ Create tolerance rules
- ☐ Set up order hold information
- ☐ Set up landed costs
- ☐ Set up non-stock items
- ☐ Set up order templates

The following describes the information that you must set up for this system:

Order line types

You can define codes that determine how the system processes a detail line in an order.

Order activity rules	You can establish the sequence of steps to process an order.
Constants	You can define constants that provide the system with the following types of default information: • System constants determine which functions to perform. • Batch control constants determine whether an application requires management approval and batch control. • Branch/plant constants control day-to-day transactions within a branch/plant. • Location format determines how you identify item storage places in a branch/plant. • Item availability defines how the system calculates the number of items that each branch/plant contains.
Automatic accounting instructions (AAIs)	You can set up AAIs that provide the Purchase Management system with the accounting information and general ledger relationships that are needed to interact with the General Accounting system.
Tolerance rules	You can create tolerance rules to specify the number or percentage by which quantity, unit cost, and extended amount can change before the system notifies you.
Order hold information	You can set up the information that the system uses to place purchase orders on hold.
Landed costs	You can assign landed cost rules to a specific item and branch/plant or to a cost rule. Landed costs are the costs that exceed the purchase price of an item.
Non-stock items	You can set up non-stock items in the system that you do not account for as part of your inventory.
Order templates	You can set up templates that contain items and quantities that you typically order from a supplier to streamline order entry.

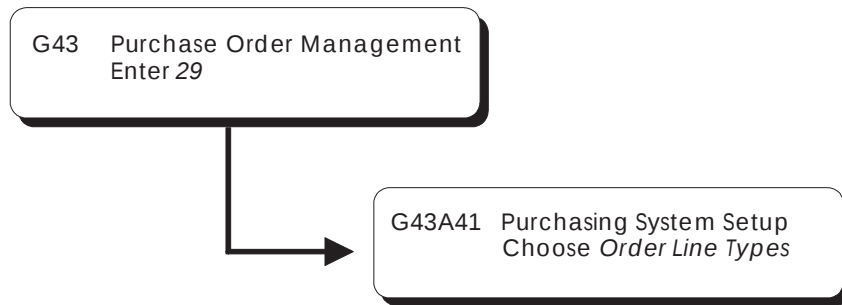
The following describes the information that you must set up in other systems, including the Inventory Management system, the Technical Foundation system, and the General Accounting system:

Messages	You can determine which messages display, depending on the programs that you specify.
Default location and printers	You must define the default location and printer settings to provide the system with branch/plant, printer output queue, and approval route code information.
Next numbers	You can use the next numbers facility to automatically assign the next available number to document types and address book numbers.
Tax processing	You need to set up your system for tax processing. See the <i>Tax Reference Guide</i> for more information.
User defined codes	You can set up user defined codes to customize each system in your environment.
Item cross-references	You can define item cross-reference numbers to link internal and external items.

See Also

- *Setting Up Messages (P4016)* in the *Inventory Management Guide*
- *Setting Up Default Locations for Printers (P400951)* in the *Inventory Management Guide*
- *Setting Up Next Numbers (P0002)* in the *General Accounting I Guide*
- *Setting Up User Defined Codes (P00051)* in the *Technical Foundation Guide*
- *Setting Up Item Cross-References (P41040)* in the *Inventory Management Guide*

Set Up Order Line Types



Setting Up Order Line Types

When you enter detail information for a sales or purchase order, you enter the quantity, price, and cost for each item or service. Each entry is a detail line of information about the item or service that you are ordering. The system processes each line based on a line type.

A line type is a code that the system uses to process each detail line that you enter on a specific order type. For example, you can specify line type S for stock items. The system determines whether to increase or decrease the quantity of the item in inventory. In addition, you can specify line type F for freight charges to indicate that this item is not an inventory item.

You can specify how the system uses line types in the general ledger and with the Inventory Management, Accounts Receivable, and Accounts Payable systems. For example, when you purchase or sell an inventory item, you might assign a line type for stock items. The system records the transaction according to the information that you specified for the line type. In this case, the system reflects the cost of the item in the general ledger. The transaction line also affects item availability in the Inventory Management, Accounts Receivable, and Accounts Payable systems.

The line types that you define are applicable throughout distribution systems. For example, the system processes line types in the same way in Sales Order Management as it does in Purchase Management.

Release A7.3 (June 1996)

On Order Line Types

[40205] - Order Line Types												
Functions Tools Help												
Ln Ty	Description	...Interface...				Rev Sgn	Txt Y/N	.Include			R F	W O
		G/L	Inu	R/R	R/R			G/P/C/D	T1			
%	Sales or Use Tax	Y	N	Y	Y	N	N	N	N	N	N	N
A	Asset Movements	N	Y	N	N	Y	N	N	N	N	N	N
B	G/L Account & Item Number-Bulk	Y	B	N	Y	N	N	N	N	N	Y	N
C	Credit Line	Y	Y	Y	Y	Y	N	Y	N	Y	N	Y
CS	Commingled Stock	N	Y	Y	Y	N	N	Y	Y	Y	N	Y
CT	Container Transactions	Y	Y	Y	Y	N	N	Y	Y	Y	N	Y
D	Direct Ship Item	Y	D	Y	Y	N	N	N	N	N	Y	N
ER	External Aggregates	Y	Y	Y	Y	N	N	N	N	N	Y	N
EC	Container Deposit/Refund	Y	N	Y	N	N	N	N	N	N	N	N
F	Freight	Y	N	Y	Y	N	N	N	N	Y	N	Y
IA	Internal Aggregate	Y	B	N	Y	N	N	N	N	N	N	Y
J	G/L Account Number	Y	A	N	Y	N	N	N	N	N	Y	N
K	Adv. Pricing, Order Level Disc	Y	N	Y	Y	N	N	N	N	N	N	Y
M	Miscellaneous	Y	N	Y	Y	N	N	Y	N	Y	N	Y
N	Non-Stock	N	N	Y	Y	N	N	Y	N	Y	N	Y
P	Price Discount	N	N	Y	Y	N	N	Y	N	Y	N	N

1. Complete the following fields, as needed:
 - Line Type
 - Description
 - General Ledger Interface
 - Inventory Interface
 - Accounts Receivable Interface
 - Accounts Payable Interface
 - Reverse Sign
 - Text
 - Include Sales/COGS for Gross Profit
 - Include in Cash Discount Calculation
 - Include in Tax 1
 - Apply Retainage
 - Apply Freight
 - Generate Work Order

2. Access the fold area.

[40205] - Order Line Types

FunctionsToolsHelp

Ln	Description	...Interface...	Rev	Txt	Include	A	A	W
Ty		G/L InvoR/R R/R	Sgn	Y/N	G/P/C/D T1	R	F	O
%	Sales or Use Tax	Y N Y Y	N	N	N N N N	N	N	N
	Hard coded; must be setup	G/L Class	TXTX	Jrnl Col	4	Variance		N
A	Asset Movements	N Y N N	Y	N	N N N N	N	N	N
		G/L Class		Jrnl Col		Variance		N
B	G/L Account & Item Number-Bulk	Y B N Y	N	N	N N N N	Y	N	N
		G/L Class	NS40	Jrnl Col	3	Variance		Y
C	Credit Line	Y Y Y Y	Y	N	Y N Y N	Y	N	Y
	Sign Reversed	G/L Class	IN20	Jrnl Col	1	Variance		N
CS	Commingled Stock	N Y Y Y	N	N	Y Y Y Y	N	Y	N
		G/L Class		Jrnl Col		Variance		N
CT	Container Transactions	Y Y Y Y	N	N	Y Y Y Y	N	Y	N
	Inventory Commit	G/L Class	IN20	Jrnl Col	1	Variance		N
D	Direct Ship Item	Y D Y Y	N	N	N N N N	N	Y	N
	No Inventory Commit	G/L Class	IN20	Jrnl Col	3	Variance		N
EA	External Aggregates	Y Y Y Y	N	N	N N N N	N	Y	N
		G/L Class	IN20	Jrnl Col		Variance		N

F4=Full Detail

F24=More Keys

MW

3. Complete one of the following fields:

- General Ledger class
- Journal Column
- Variance

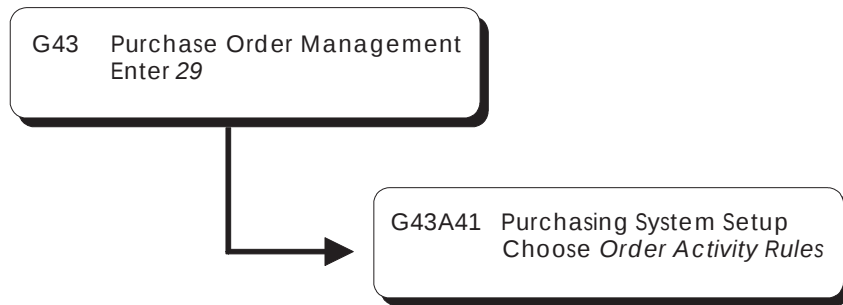
Field	Explanation
Line Type	A code that controls how the system treats lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. For example: S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits
G/L Interface Y/N – Distribution	A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in the general ledger. Valid codes are Y (yes), which is the default, and N (no).

Field	Explanation
Inventory Interface Y/N – Distribution	A code that identifies the type of interface to the Inventory Management system. Valid codes are: Y The dollar or unit value of any activity containing this line type will be reflected in inventory. The system also edits the item you enter to ensure that it is a valid item. Y is the default. A The number entered will be recognized as a G/L account number. This code is used in purchasing only. B The system edits when using format 4 in purchase order entry. The system retrieves price data from the inventory tables, but does not update to the quantity on the purchase order. This code is valid only when the G/L Interface field is Y (yes). Budget checking is fully functional with this interface type. D The item in this line is an inventory item that will not affect availability or quantities. N This item is not an inventory item.
A/R Interface Y/N – Distribution	Code that indicates whether the system will reflect the dollar or unit value of any activity containing this order line type in Accounts Receivable. Valid codes are Y (yes), which is the default, and N (no). This field is for future use only.
A/P Interface Y/N – Distribution	A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in accounts payable. Valid codes are Y (yes), which is the default, and N (no). This field is for future use only.
Reverse Sign	A code that indicates whether the system reverses the sign of the quantity in the line. This code is used to allow easy entry of credit memos. Valid codes are: Y Yes N No. This is the default
Text	A code that indicates whether this line contains only memo information. Valid codes are: Y Yes N No, which is the default
Include Sales/COGS for Gross Profit	A code indicating that the system includes sales and cost of goods sold in gross profit calculations. Valid codes are Y (yes) and N (no, which is the default).
Include in Cash Discount Calculation	A code indicating whether the system includes the extended dollar amount of the transaction in the cash discount or payment terms discount calculation. Valid codes are Y (yes) and N (no). N is the default.

Field	Explanation
Include in Tax 1	A code that indicates whether the monetary value of this order line is subject to applicable taxes and which taxes to apply. Valid values are: Y Yes, the line is subject to applicable taxes. N No, the line is not subject to applicable taxes. 3-8 Yes, the line is subject to applicable taxes at the rate indicated by the group number (3-8). The system uses group numbers for VAT (value added tax).
Apply Retainage – Y/N	A code that indicates whether the system includes the item's values in the calculation of an accounts payable retainage. Use this field only if the interface between the Purchasing system and Accounts Payable system is active. Valid codes are: Y Include the item's values in the accounts payable retainage calculation. N Do not include the item's values in the accounts payable retainage calculation. If you leave this field blank, the system automatically enters N.
Apply Freight – Y/N	A code indicating whether the system should perform freight calculations during processing. Valid codes are: Y yes, perform calculations N no, do not perform calculations If you leave this field blank, the system automatically enters Y.
Generate Workorder	A code indicating whether the system automatically generates an internal work order for this line. Valid codes are Y (yes) and N (no, which is the default).

Field	Explanation
Category – G/L	A code that identifies the general ledger class that you want the system to use when it searches for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchasing, and Sales Order Management systems. G/L categories might be assigned as follows: - IN20 Direct Ship Orders - IN60 Transfer Orders - IN80 Stock Sales The system can generate accounting entries based upon a single transaction. As an example, a single sale of a stock item can trigger the generation of accounting entries similar to these: - Sales–Stock (Debit) xxxxx.xx - A/R Stock Sales (Credit) xxxxx.xx Posting - Category: IN80 - Stock Inventory (Debit) xxxxx.xx - Stock COGS (Credit) xxxxx.xx Although this field is four characters, only the last two characters of the Category and the last character of the Document Type are used to find the AAI.
Column to Include on Sales Journal	The Sales Journal report has four columns. The value in this field controls which of the four columns receives the sales value, if any, of this line. Allowed codes are 1, 2, 3, and 4.
Record Variance (Y/N)	Code that tells the system to which account it should book a variance. Valid codes are: - Y Tells the system that a variance generated during voucher match should be booked to the variance account. - N Indicates to the system that it should book any variance back to the expense account for the order line. NOTE: This field is used in conjunction with an inventory interface of A or B in the Purchasing system only.

Set Up Order Activity Rules



Setting Up Order Activity Rules

To advance an order line through the order process, you must create order activity rules to establish a sequence of steps for processing.

The system processes an order line based on the order activity rules that you set up for the order type and line type combination. For example, you could set the order activity rules for stock line types in sales orders as follows:

- Enter order
- Print pick slip
- Confirm shipment

For stock line types on purchase orders, you could set the order activity rules as follows:

- Enter order
- Approve order
- Print

You must assign a status code for every step in the order process. A status code is a number that the system uses to identify the current status of an order line. You must also identify next status codes that determine the next step to which the system advances the order. You must define status codes in ascending numerical order for the system to establish the sequence of steps.

You can change the progression of steps or include alternate steps in the order activity rules. For example, you can set up order activity rules for non-stock items so that the system bypasses the step to print pick slips and advances the order line to shipment confirmation.

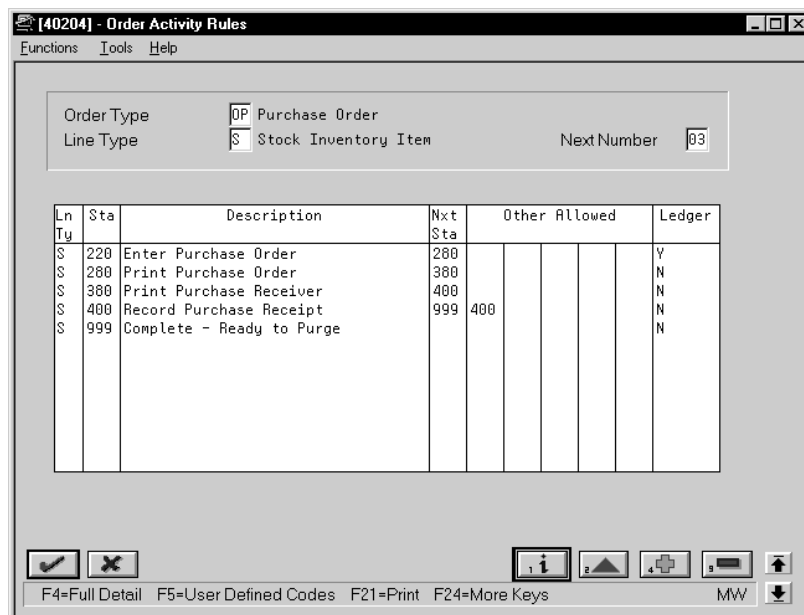
You can specify at which point in the order process that the system writes records to the general ledger for sales and purchasing.

Before You Begin

- ☐ Verify that you have set up the status codes in the user defined codes table (system 40, type AT). See *Setting Up User Defined Codes* in the *Technical Foundation Guide*.
- ☐ Verify that you have set up order types in the user defined codes table (system 00, type DT). See *Setting Up User Defined Codes* in the *Technical Foundation Guide*.
- ☐ Verify that you have set up line types. See *Setting Up Order Line Types*.

► To set up order activity rules

On Order Activity Rules



Ln Ty	Sta	Description	Nxt Sta	Other Allowed	Ledgeer
S	220	Enter Purchase Order	280		Y
S	280	Print Purchase Order	380		N
S	380	Print Purchase Receiver	400		N
S	400	Record Purchase Receipt	999	400	N
S	999	Complete - Ready to Purge			N

Complete the following fields:

- Order Type
- Line Type
- Next Number
- Status Code
- Description
- Next Status Code
- Other Allowed
- Ledger

Field	Explanation												
Order Type	A user defined code (system 00/type DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following document types are defined by J.D. Edwards and should not be changed: <table><tr><td>P</td><td>Accounts Payable Documents</td></tr><tr><td>R</td><td>Accounts Receivable Documents</td></tr><tr><td>T</td><td>Payroll Documents</td></tr><tr><td>I</td><td>Inventory Documents</td></tr><tr><td>O</td><td>Order Processing Documents</td></tr><tr><td>J</td><td>General Accounting/Joint Interest Billing Documents</td></tr></table>	P	Accounts Payable Documents	R	Accounts Receivable Documents	T	Payroll Documents	I	Inventory Documents	O	Order Processing Documents	J	General Accounting/Joint Interest Billing Documents
P	Accounts Payable Documents												
R	Accounts Receivable Documents												
T	Payroll Documents												
I	Inventory Documents												
O	Order Processing Documents												
J	General Accounting/Joint Interest Billing Documents												

Field	Explanation
Line Type	A code that controls how the system treats lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. For example: S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits <i>Form-specific information</i> Header field: Use this field to help define an inquiry. You can enter a specific code or you can enter an asterisk (*) to indicate all line types. Detail field: The code identifying the line type of the order activity rule.
Next Number	A code that tells the system which next number series to use when creating order numbers for this order type. There are ten available Next Number series. This field addresses the following: • Purchase requisitions that carry order numbers different from bid requests and purchase orders • Blanket sales orders numbered in a different number range from standard sales orders
Status Code	A user defined code (system 40/type AT) that indicates the status of the line.
Next Status Code	A user defined code (system 40/type AT) indicating the next step in the order flow of the line type.
Other Allowed Status Codes	This is an optional field indicating a status that can be performed as the next step in the order process. Although this is not the preferred or expected next step, this field is an allowed override. The system does not allow you to initiate an order line step or status not defined as either the expected next status or an allowed status. Other allowed status codes let you bypass processing steps. These codes are often referred to in processing options as "override next status codes."
Ledger	A code that tells the system to write a record to the history table (F42199 for Sales Order Management and F43199 for Purchase Order Management). Valid codes are: Y Write a record for selected fields to the history table N Do not write a record to the history table

What You Should Know About

Using status codes

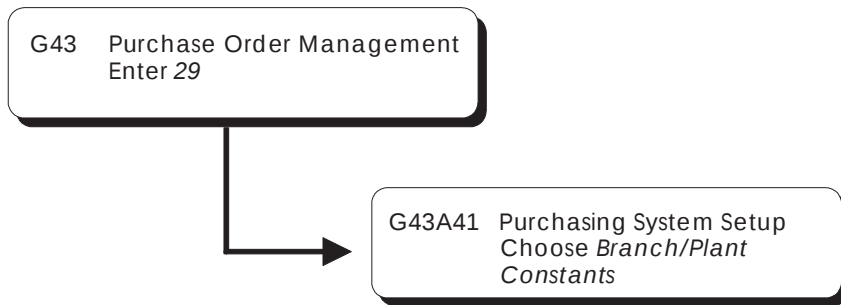
You can use the order activity rules for the following:

- To locate the status of an order
- To select orders for a procedure
- To prepare reports based on the current status of an order

Copying an order activity rule

You can copy an order activity rule by accessing a current combination of an order type and a line type and making the necessary changes.

Set Up Constants



Setting Up Constants

A constant is a piece of information that you associate with either the entire system or a specific branch/plant. The system uses constants as default information in many J.D. Edwards systems.

After you determine the information that you want to use throughout your system, you can enter the appropriate values or change any predefined values.

Complete the following tasks:

- ☐ Define branch/plant constants (required)
- ☐ Define item availability (required)
- ☐ Define system constants
- ☐ Define batch control constants
- ☐ Define locations

Before You Begin

- ☐ Create an address book record for the branch/plant
- ☐ Set up a branch/plant named *ALL*
- ☐ Set up the branch/plant as a business unit

O/P	Branch/Plant	Description	Back	Loc	Ware	G/L	Inv Period	Approval Route Code
	DC	Distribution Center	Y	Y	Y	Y	07	
	10	Modesto Distribution Cent	Y	Y	N	Y	06	
	19	Phoenix Branch	Y	N	N	Y	06	
	20	Valley Forge Distribution	Y	Y	N	Y	06	
	27	Eastern Area Distribution	Y	Y	Y	Y	06	
	30	Memphis Distribution Cent	Y	Y	N	Y	06	
	40	Ft. Worth Distribution Ct	Y	Y	Y	Y	06	
	55	Portland Branch	Y	N	N	Y	06	
	56	Cheyenne Branch	Y	N	N	Y	06	
	80	Boston Branch	Y	N	N	Y	06	
	95	Miami Branch	Y	N	N	Y	06	
	M10	Modesto Distribution Ctr	Y	N	N	Y	06	
	M19	Phoenix Branch	Y	N	N	Y	07	
	M20	Valley Forge Mfg/Dist. Ct	Y	N	N	Y	07	
	M21	Subcontract Material Loca	Y	N	N	Y	07	

See Also

- *Setup for Advanced Pricing (P40091W)* in *Advanced Pricing* for more information on additional system constants that you can define

Defining Branch/Plant Constants

Branch/plant constants allow you to customize the processing of daily transactions for each branch/plant in your manufacturing and distribution systems.

► To define branch/plant constants

On Branch/Plant Constants

1. Choose a branch/plant.

2. On Branch/Plant Constants – Pg 1, complete the following fields:

- | Field | Explanation |
|-------------------------|---|
| Branch/Plant | A code that identifies a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. |
| Address Number | A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on. |
| Period Number – Current | A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off). |
| Interface G/L (Y/N) | A code that indicates whether inventory transactions processed through this branch/plant create general ledger entries when appropriate. Valid values are:
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Y Yes N No </div> |

Field	Explanation
Number of Days in Year	The number of days you are open for business in a year. This number must be between 252 and 365. The Purchase Order Management system uses this number to calculate economic order quantity (EOQ). This is a required field.

What You Should Know About

Defining warehouse control specifications

If you use the Advanced Warehouse Management system, you must define the warehouse information on Branch/Plant Constants – Pg 2.

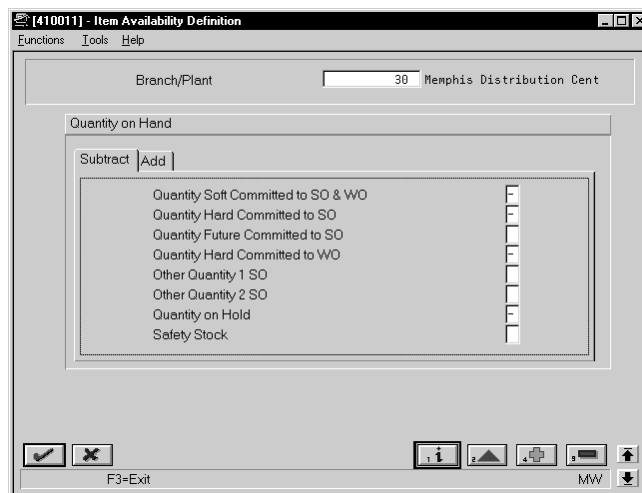
Defining Item Availability

You must define how you want the system to calculate item availability for each branch/plant. How you set up this calculation impacts how the system later calculates backorders, cancellations, and customer delivery time.

► To define item availability

On Branch/Plant Constants

1. Choose a branch/plant using the Availability option.



2. On Item Availability Definition, enter a minus (-) or plus (+) sign in fields with quantities that you want to subtract or add, respectively, from the quantity on hand.

See Also

- *Reviewing Performance Information (P4115)* in the *Inventory Management Guide* for information about item quantities

Defining System Constants

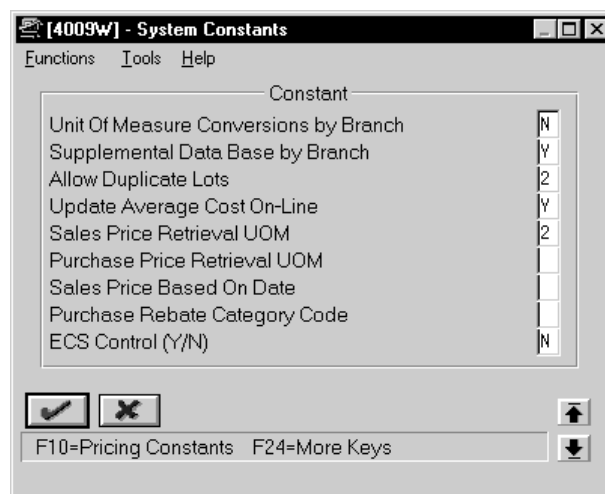
Set up system constants to tell the system which functions to perform. For example, assume that you have several branch/plants and use different units of measure for the items in each branch/plant. You can set a system constant to automatically convert units of measure by branch.

System constants apply to all branch/plants. You cannot customize the settings for each branch/plant.

► To define system constants

On Branch/Plant Constants

1. Access System Constants.



2. On System Constants, complete the following fields:

- Unit of Measure Conversions by Branch
- Supplemental Data Base by Branch
- Allow Duplicate Lots
- Update Average Cost On-Line
- Sales Price Retrieval Unit of Measure
- Purchase Price Retrieval Unit of Measure

- Sales Price Based On Date
- Purchase Rebate Category Code
- ECS Control (Y/N)

Field	Explanation
Process UOM Conversions by Branch	A code that indicates how the system uses the branch/plant within the Item Specific Unit of Measure Conversion tables. Valid values are: Y The system displays the item specific conversion table when you add an item to a specific branch/plant. N The system displays the item specific conversion table for all branch/plants from the Item Master file.
Process Supplemental Data Base by Branch	A code that indicates how the system uses the branch/plant within the Inventory Supplemental Database. Valid values are: Y The supplemental data is unique by item and branch. N The supplemental data is unique by item only.
Allow Duplicate Lots	A flag that determines if the system can assign the same lot to multiple items.
Update Average Cost On-Line	A code that indicates when the system calculates the new average cost for an item. Valid values are: Y The system calculates a new average cost online immediately after any transaction that affects the average cost of an item. N All processes that affect average cost create transactions to an Average Cost Work file (F41051). The system calculates a new average cost when you run the Average Cost Update program (P41811).
Sales Price Retrieval UOM	A value that specifies the unit of measure the system uses for retrieving base prices and price adjustments during sales order processing. The system allows you to define your base prices in the Base Price File (F4106) and price adjustments in the Adjustment Detail File (F4072) in various unit of measures. If you specify the Transaction or Pricing UOM and the system does not find a record in that unit of measure, the system retries using the primary UOM of the item.

Field	Explanation
Purchase Price Retrieval UOM	A value that represents the unit of measure the system retrieves for the purchase base price (F41061) during purchase order processing. If you specify the Transaction or Purchasing UOM and the system does not find a record in that unit of measure, the system retries using the primary UOM of the item.
Sales Price Based On Date	A value that determines how the system updates the Price Effective Date in the Sales Order Header (F4201) and Detail (F4211) files. In Sales Order Management, the system uses the Price Effective Date (PEFJ) to retrieve the base price from F4106 and price adjustments from F4072.
Purchase Rebate Category Code	A number contained in the system constants that dictates which category code is to be used in the criteria for inclusion comparison.
Control Code – ECS	The Energy and Chemical System Control code is used to indicate if the ECS application will be used.

Defining Batch Control Constants

Defining batch control constants prevents unauthorized personnel from applying changes to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch processing job. You might enter batch control information for comparing the anticipated size of the job to the end result.

You must define management approval and batch control separately for each manufacturing and distribution system that you use.

► To define batch control constants

On Branch/Plant Constants

1. Access Application Constants.

Application	Mgmt Apprv	Batch Ctrl
Manufacturing	Y	
Inventory	Y	N
Sales Order Processing	Y	
Purchasing	N	N

OK Cancel F24=More Keys

2. On Application Constants, complete the following fields:

- Mgmt Apprv (Management Approval)
- Batch Ctrl (Batch Control)

Field	Explanation
Batch Management Approval Required – Inv	A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Valid values are: Y Y (yes) instructs the system to assign a status of Pending to each batch that you create within the listed systems. N N (no) instructs the system to assign a status of Approved to each batch.
Batch Control Required (Y/N) – Inv	A code that indicates whether you want to require entry of batch control information. For each batch, the system displays a batch control screen where you must enter information about the number of documents and the total amount of the transactions you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to the Inventory Management and the Purchase Order Management systems. Valid values are: Y In Inventory Management, Y (yes) instructs the system to display a batch control screen before you issue, adjust, or transfer inventory. In Purchase Order Management, Y instructs the system to display a batch control screen before you enter receipts. N N (no) indicates that you do not require entry of batch control information.

Defining the Location Format

Defining the location format allows you to determine how to set up item locations. For example, assume that you store pencils in branch/plant A. You can use elements to define more specific information about the actual location. For example, an element can represent an aisle, bin, shelf, or any other location that you use in a branch/plant.

You can define a location's format using up to 10 different elements, such as aisle, shelf, and bin. For each element, define the following:

- Length
- Justification
- Separator character

If you are using the Advanced Warehouse Management system, you must define both warehouse location information and the default units of measure for volumes, dimensions, and weights.

► To define the location format

On Branch/Plant Constants

1. Choose a branch/plant.

The system displays Branch/Plant Constants – Pg 2.

[410012] - Branch/Plant Constants - Pg 2

Functions Tools Help

Branch/Plant: 30 Memphis Distribution Center

Location Format Specifications

Separator Character	.				
Length of Aisle	2	L/R		Length of Code 6	
" " Bin	3			" " Code 7	
" " Code 3	2			" " Code 8	
" " Code 4				" " Code 9	
" " Code 5				" " Code 10	

Warehouse Control Specifications

Request Inclusion Vers	WMS	Warehouse Management
Dimen. Display U/M	IN	Inches
Volume Display U/M	FC	Cubic Feet
Weight Display U/M	LB	Pounds

Default Receiving Locn: . .

Default Shipping Locn: . .

F24=More MW

2. On Branch Plant Constants - Pg 2, complete the following fields for each element to define the location format:
 - Length (of Aisle, of Bin, of Code 3 – 10)
 - L/R (Left/Right)
 - Separator Character

Field	Explanation
Length	Identifies the number of characters to represent the tank (or aisle for packaged stock). Valid values are numbers 1 through 8.
L/R	A character (L or R) that specifies left or right justification for Aisle in the location format.
Separator – Location	A character that divides the elements of the location when you display them on forms or reports. Separators are not stored in the tables, but are used to edit a location on a form or report. If you do not want to use separators, leave this field blank. The system displays the location as one string of characters.

What You Should Know About

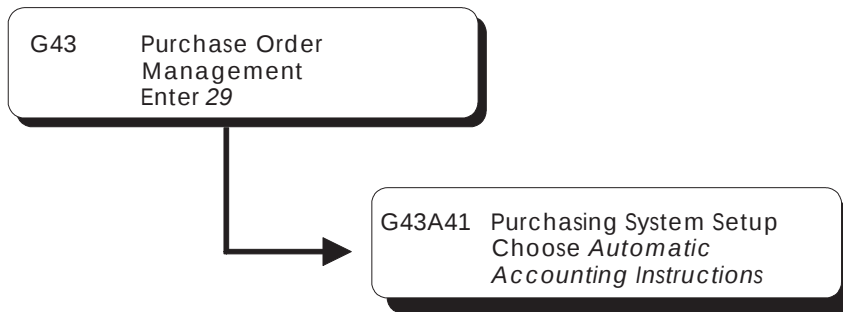
Location length

The total length of all elements, including separators, cannot exceed 20 characters. The system does not store separators in the tables, but uses separators to edit a location on a form or report. If you do not want to use separators, leave the separator field blank. The system displays the location as one string of characters.

See Also

- *Setting Up Locations (P41204)* in the *Warehouse Management Guide*

Work with Automatic Accounting Instructions



Working with Automatic Accounting Instructions

Automatic accounting instructions (AAIs) are a link between your day-to-day functions and your chart of accounts and financial reporting. AAIs are rules that define how to create general ledger entries for each transaction. For example, if you have defined AAIs, the system can appropriately offset the Inventory and Received Not Vouchered accounts when you receive an inventory item.

Each system that interacts with the General Accounting system uses AAIs. By maintaining the AAIs, you can accommodate growth and change in your business functions and financial reporting without having to make program changes.

Each AAI is associated with a specific general ledger account that consists of:

- A business unit
- An object
- A subsidiary (optional)

For distribution systems, you must create AAIs for each unique combination of company, document type, and general ledger class code that you anticipate using. You can create various combinations to direct entries to different offset accounts.

Each time you enter a transaction for which the system must create journal entries, the system checks the following information for the transaction:

- Company Number
- Document Type
- G/L Category

The system reviews the appropriate AAI table to locate an account number set up for the combination of data above. If an account number exists for the combination of data, the system uses that account. If no account number exists for the combination of data, the system uses the account set up for company 00000.

Working with AAIs consists of the following tasks:

- ☐ Understanding AAIs for the Purchase Management system
- ☐ Reviewing AAIs
- ☐ Defining new AAIs

Understanding AAIs for the Purchase Management System

Each time you enter a transaction for which the system must create journal entries, the system must locate the appropriate account numbers. It does this by reviewing the AAI tables that correspond to the transaction. For example, if you enter a receipt for an inventory item, the system reviews the table that contains account numbers for the receipt of inventory items.

The types of AAI tables in the Purchase Management system include:

- AAIs for receipts and voucher match
- AAIs for variances
- AAIs for tax liabilities
- AAIs for receipt routing
- AAIs for landed cost
- AAIs for zero balance adjustments
- Purchasing rebates

The following explains the AAI tables used by the Purchase Management system.

AAIs for Receipts and Voucher Match

These AAI tables determine which accounts are debited and credited when you enter a purchase order receipt or match vouchers.

4310	Journal entry debit to the Inventory Evaluation Account that is created from the Purchasing Receipts program.
4315	Journal entry debit to Non-Stock Inventory that is created from the Purchasing Receipts program when you are not using an account number on the purchase order.
4320	Journal entry credit or debit to Received But Not Yet Vouchered that is created from the Purchasing Receipts program.

AAIs for Variances

These AAI tables determine which accounts are debited and credited when you have a variance in the purchase exchange rate between the time you entered and received a purchase order.

4330	Journal entry credit or debit to Receipt Cost/Actual Cost Paid Variance that is created from the Voucher Matching program.
4332	Journal entry credit or debit to Actual Cost Paid Variance/Cost of Sales that is created from the Voucher Matching program.
4335	Journal entry credit or debit to Standard Cost/Actual Cost Variance that is created from the Purchasing Receipts program.
4337	Journal entry debit to Manufacturing Material Burden that is created from Purchasing Receipts (used in conjunction with Standard Cost).
4340	Journal entry credit or debit to record an exchange rate variance that is created from the Voucher Matching program. Variance occurs if the purchasing rate is different between the time of receipt and the time of voucher creation.

AAIs for Tax Liabilities

These AAI tables determine which accounts are debited and credited when you work with tax liabilities.

4350 Journal entry debit for purchase taxes that is created during Purchasing Receipts (accrual) and Voucher Matching.

4355 Journal entry credit to Tax Received But Not Yet Vouchered Temporary Liability account that is created from the Purchasing Receipts program.

AAIs for Receipt Routing

This AAI table determines which accounts are debited and credited when you work with receipt routing.

4375 Journal entry debit due to Inventory Disposition that is created during the purchasing receipts routing process. Typically, this is a result of goods being damaged. However, payment is still required.

AAIs for Landed Costs

These AAI tables determine which accounts are debited and credited when you work with landed costs.

4385 Journal entry debit to Landed Cost Components for Cost/Expense Adjustments that is created during Purchasing Receipts, Stand-Alone Landed Costs, or Voucher Matching.

4390 Journal entry credit to Landed Cost Components for Cost/Expense Adjustments that is created during Purchasing Receipts, Stand-Alone Landed Costs, or Voucher Matching.

AAIs for Zero Balance Adjustments

These AAI tables determine which accounts are debited and credited when you work with zero balance adjustments.

4400	Journal entry to credit Inventory Evaluation account that is created from the Purchasing Receipts program, when receipt results in on-hand quantity ending at zero, with a remaining general ledger cost. Typically, this is the result of a transaction reversal at a different cost than the original transaction.
4405	Journal entry to debit Inventory Evaluation account that is created from the Purchasing Receipts program. This debit occurs when receipt results in on-hand quantity ending at zero, with a remaining general ledger cost. Typically, this is the result of a transaction reversal at a different cost than the original transaction.

Processing Options for Distribution/Manufacturing AAI Number

Default Information:

1. Enter the default skip to AAI Number: _____

Reviewing AAIs

You can review the current AAIs to determine how the system processes each transaction.

► To review AAIs

On Automatic Accounting Instructions

The screenshot shows a window titled "[40901] - Automatic Accounting Instr." with a menu bar containing "Functions", "Options", "Tools", and "Help". Below the menu bar is a "Skip To AAI" field with the value "4300" and the text "Purchase Order Processing" and "Purchasing Activity". Below this is a table with three columns: "OP", "Description", and "Description-2". The table contains the following data:

OP	Description	Description-2
	Purchase Order Processing	Purchasing Activity
	Receipts and Voucher Match	
	Inventory	- OPI See Memo
	Temperature Gain/Loss	
	Non-Inventory	- OPN See Memo
	Received not Vouchered	- OPR See Memo
	Variances	
	Received/Vouchered	- OPV See Memo
	Cost of Sales	
	Standard Cost	- OPP See Memo
	Material Burden	
	Exchange Rate	- OPX See Memo
	Tax Liabilities	
	Purchase Tax Accrual	- OPT See Memo
	Received not Vouchered Tax	- OPA See Memo
	Receipt Routing	

At the bottom of the window, there are two buttons: a checkmark button and an 'X' button. Below these buttons is a status bar with the text "Opt 1=AAI Revisions F5=AAI Types F14=Memo F21=Print F24=More Keys" and a "MW" button.

1. Choose AAI Revisions for the AAI table that you want to review.

The system displays Distribution Automatic Account.

The system displays Distribution AAI Record Types.

12-33

5. On distribution AAI Record Types, review the record types

What You Should Know About

Reviewing memo text	If the AAI line has text associated with it, the system displays the message <i>See Memo</i> beside the AAI instruction. To view this memo, move your cursor to the AAI line with the memo and choose the Memo option. You can view memos for an AAI from any Automatic Accounting Instructions form.
Adding and changing memo text	You can change or add a memo for an AAI line by accessing the memo text as described above and adding or deleting existing text as needed.
Reviewing and correcting AAI errors	If you enter a transaction and receive an AAI error message, do the following: • Review the error • On Editing Notes Definition, choose the Referenced Program option beside the error • On Invalid Accounts, choose the Distribution/Manufacturing Automatic Accounting Instructions option to review the AAIs and correct the error

Defining New AAIs

You define AAIs to tell the system to which account it records transactions.

To define new automatic accounting instructions

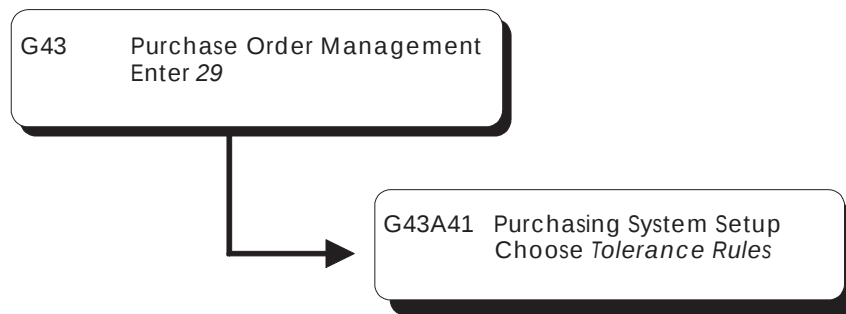
On Automatic Accounting Instructions

1. Choose AAI Revisions for the AAI type for which you want to define AAIs.
2. On Distribution Automatic Account, complete the following fields, as necessary:
 - Co. (Company)
 - Dc Ty (Document Type)
 - G/L Cls. (General Ledger Class)
 - Business Unit (Cost Center)

- Object (Object Account)
- Sub (Subsidiary)

Field	Explanation
Cost Center	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table. <i>Form-specific information</i> If you leave this field blank, the system uses the business unit that you entered in the detail area of the transaction.
Object Account	The object account portion of a general ledger account. The terms "object account" and "cost type" are used synonymously. They refer to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). When you are using a flexible chart of accounts, if the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. Here, entering 000456 is not the same as entering 456, because the system adds three blank spaces to fill a 6-digit object.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

Create Tolerance Rules



Creating Tolerance Rules

You create tolerance rules to tell the system how much a line can change before you receive notification that the line exceeds tolerance. You create tolerance rules to specify the number or percentage by which the following values can change:

- Quantity
- Unit cost
- Extended amount

If you perform a transaction in which the detail lines exceed tolerance, the system either displays an error message or prevents you from entering the transaction, depending on how you set the processing options. During voucher match, you can also specify that the system assign a pay status code to lines exceeding tolerance.

You can set tolerance rules for three types of transactions:

- Receiving
- Vouchering
- Creating purchase orders through requisition consolidation and blanket release

If you do not specify a percentage or amount under the quantity, unit cost, and extended amount categories, the system will not perform tolerance checking for the category that you leave blank.

► To create tolerance rules

On Tolerance Rules

The screenshot shows the 'Tolerance Rules' dialog box with the following fields and sections:

- Function (Program):** A text field at the top.
- Item Selection:** Three radio buttons labeled 'Item Number', 'or Commodity Class', and 'or Company', each followed by a text field.
- Quantity Section:** Two input fields for 'Tolerance Percentage' and 'Tolerance Units'.
- Unit Cost Section:** Two input fields for 'Tolerance Percentage' and 'Tolerance Amount'.
- Extended Amount Section:** Two input fields for 'Tolerance Percentage' and 'Tolerance Amount'.
- Buttons:** A 'Check' button (checkmark icon) and an 'X' button (X icon) on the left. A row of five small icons (1, 2, 4, 8, and a downward arrow) on the right.
- Footer:** 'F24=More Keys' on the left and 'MW' on the right.

1. Specify the type of process you are creating a tolerance rule for by completing the following field:
 - Function (Program)
2. Specify what the tolerance rule is applicable to by completing one of the following fields:
 - Item Number
 - Commodity Class
 - Company
3. Specify the tolerance percentage or tolerance amount to use as the “top end” of the tolerance range by completing the following fields, as needed:
 - Quantity: Tolerance Percentage
 - Quantity: Tolerance Units
 - Unit Cost: Tolerance Percentage
 - Unit Cost: Tolerance Amount

- Extended Amount: Tolerance Percentage
- Extended Amount: Tolerance Amount

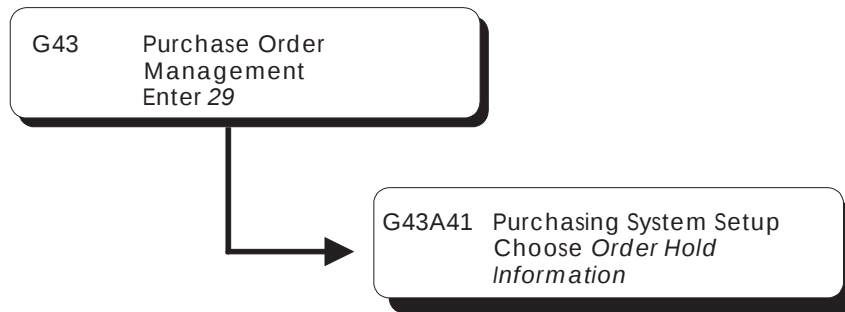
Field	Explanation
Type – Function	A user defined code (system 43/type FT) identifying the function for which the tolerance rule is defined.
Commodity Class	A code (table 41/P1) that represents an item property type or classification, such as commodity type, planning family, or so forth. The system uses this code to sort and process like items. This field is one of six classification categories available primarily for purchasing purposes.
Percentage – Quantity Tolerance	Percentage above which the system accepts a purchase order line without issuing a warning message. The percentage is based on the line quantity and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking. Enter this percentage in whole numbers. For example, enter 10% as 10.
Units – Quantity Tolerance	Number of units above which the system accepts a purchase order line without issuing a warning message. The unit is based on the line quantity and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.
Percentage – Unit Price Tolerance	Tolerance percentage above which the system accepts a purchase order line without issuing a warning message. The percentage is based on the line price and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking. Enter the percentage as a whole number. For example, enter 10% as 10.
Amount – Unit Price Tolerance	Tolerance amount above which the system accepts a purchase order line without issuing a warning message. The amount is based on the line price and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.
Percentage – Extended Amount Tolerance	Tolerance percentage above which the system accepts a purchase order line for the commodity without issuing a warning message. The percentage is based on the line price and is used during the matching process. If you leave this field blank, the system does not perform tolerance checking. Enter the percentage as a whole number. For example, enter 10% as 10.

Field	Explanation
Amount – Extended Amount Tolerance	Tolerance amount above which the system accepts a purchase order line for the commodity can be accepted without issuing a warning message. The amount is based on the line price and is used during the matching process. If you leave this field blank, the system does not perform tolerance checking.

What You Should Know About

- Checking tolerance** The system performs tolerance checking only for transactions that are in excess of the tolerance rule range. Transactions that fall short of the range can be entered and processed.
- Specifying no tolerance** To prevent the system from allowing any tolerance, enter an equal sign (=) in the percentage or amount fields. When you enter an equal sign for a tolerance percentage or amount, you cannot receive, voucher, or release over the amount on the original purchase order line.

Set Up Order Hold Information



Setting Up Order Hold Information

Setting Up Purchase Order Hold Information

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

- The order does not meet the minimum order amount.
- The order exceeds the available budget for the account.

You can define the conditions that the system uses to place orders on hold and attach those conditions to a hold code. For example, you can define minimum and maximum order values. If the total order amount is not within this range, the system places the order on hold and stops further processing.

After an order is placed on hold, you must use a release program to place the order back in the processing cycle.

Before You Begin

- ☐ Verify that you have set up the hold codes in user defined codes. See *Setting Up User Defined Codes* in the *Technical Foundation Guide*.

► To set up order hold information

On Order Hold Information

[42090] - Order Hold Information

Functions Tools Help

Brn/Plt

Code Type

Hold Code

Responsible Person

Brn/Plt	Hold Code	Cd Ty	Lm Ty	Responsible Person

F4=Full Detail F9=Name Search F21=Print F24=More Keys MW

1. To locate existing order hold codes, complete the following fields:
 - Branch/Plant
 - Hold Code
 - Responsible Person
2. To define new order hold codes, complete the following fields:
 - Branch/Plant
 - Hold Code
 - Code Type
 - Limit Type
 - Responsible Person

- Access the fold area.

Brn/Plt	Hold Code	Cd Ty	Ln Ty	Responsible Person
Age From Password	Allowable % . . .			Upper Limit. . . Lower Limit. . .
Age From Password	Allowable % . . .			Upper Limit. . . Lower Limit. . .
Age From Password	Allowable % . . .			Upper Limit. . . Lower Limit. . .
Age From Password	Allowable % . . .			Upper Limit. . . Lower Limit. . .

- Complete the following fields:

- Password
- Upper Limit
- Lower Limit

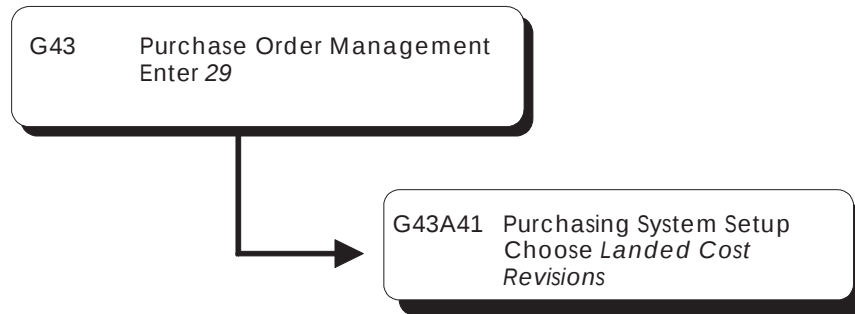
See Also

- Releasing Order Holds (P42070)*
- Setting Up Order Hold Codes (P42090) in the Sales Order Management Guide*

Processing Options for Order Hold Constants

Enter Branch

Set Up Landed Costs



Setting Up Landed Costs

Landed costs are costs that exceed the purchase price of an item. They are generally associated with the expected delivery charges of an order, but might also be for broker fees, commissions, and so on. You can assign landed cost rules to a specific item and branch/plant or to a cost rule (a group of landed costs to which you assign a name). After you create a cost rule, you can assign it to an inventory item, a supplier, a purchase order, or a detail line. By assigning landed costs, you can keep track of the actual cost of purchasing an item.

When you assign landed costs to an item or cost rule, you define the calculation for each landed cost on a per item basis. You can add landed costs for an item based on:

- A percentage of the unit price
- A dollar amount
- A specific rate multiplied by the item's weight or volume

For each landed cost, you can also specify:

- The effective dates
- The supplier to which the cost is paid
- Whether you want to match the cost using the Voucher Entry program
- Whether to include the cost in item cost updates

- A default vendor number from which to create a voucher
- The general ledger class code to which you apply the cost

After you define cost rules, you can assign them to purchase order detail lines. The system adds landed costs for a detail line using the following process:

1. Search for cost components that are assigned to the item/branch on Landed Cost Revisions.
2. Search for a cost rule that is assigned to the detail line.
3. Search for a cost rule that is assigned to the purchase order.
4. Search for a cost rule for the item and branch/plant on Branch Plant Information.
5. Search for a cost rule for the item on Item Master Information.

You determine at which point the system adds landed costs to a detail line. For example, you can add landed costs during the receipt process, the voucher match process, or as a stand-alone process.

Before You Begin

- ☐ Set up the landed cost group rules in user defined code table 41/P5
- ☐ Set up the landed cost level in user defined code table 40/CA

► To set up landed costs

On Landed Cost Revisions

[41291] - Landed Cost Revisions

Functions Tools Help

As of Date

Unit Weight

Unit Volume

Landed Cost Rule

or Item Number

Branch/Plant

Landed Cost Level	Cat G/L	% of Cost	Plus Amount	Rate Weight	Rate Volume

✓ ✗

⬇ ⬆ ⬇ ⬆ ⬇ ⬆

F4=More Data F5=Rules F19=Previous F20=Next F21=Print F24=More Keys MW

1. To specify the rule to which the landed costs apply, complete the following field:
 - Landed Cost Rule
2. To specify the item to which the landed costs apply, complete the following fields:
 - Item Number
 - Branch/Plant
3. To specify calculations for each landed cost, complete the following fields:
 - Landed Cost level
 - % of Cost
 - Plus Amount
 - Rate Weight
 - Rate Volume

4. To specify more details for each landed cost, complete the following fields:
- Based on Level
 - Cat G/L (General Ledger category)
 - Eff From Date
 - Voucher
 - Eff Thru Date
 - Include in Unit Cost (Y/N)
 - Supplier

Field	Explanation
Purchasing Category Code 5	A code (table 41/P5) that indicates the landed cost rule for an item, which defines purchasing costs that exceed the actual price of the item. These costs might be for broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.
Level Cost	User defined code (table 40/CA) designating an add-on cost. This code also specifies the sequence of the cost add-ons for a particular item or group of items.
Percent – Cost Add-On	Percentage of the item's primary purchasing cost that the system add as a landed cost component to the base cost of the item as indicated on a purchase order.
Rate – Weight	The system multiplies the rate you add to this field by the unit weight you specify for an inventory item to calculate a landed cost component.
Rate – Volume	The system multiplies the rate you add to this field by the unit volume you specify for an inventory item to calculate a landed cost component.
Based on Level	User defined code (table 40/CA) designating the basis of cost for an item. If you use this code, you can roll costs based on a previous level total.

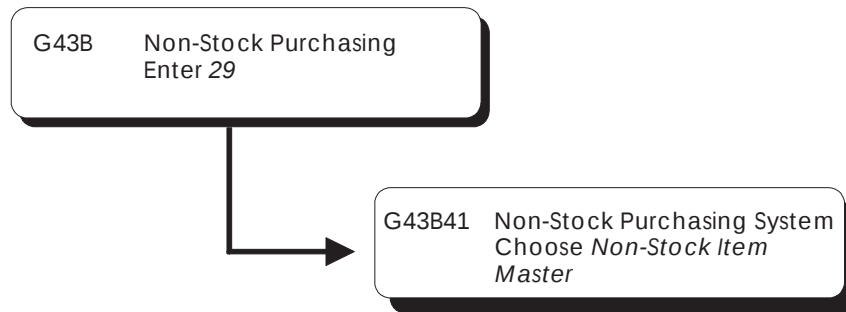
Field	Explanation
Voucher (Y/N)	Code indicating whether the landed cost is to be displayed during Voucher Match or not. The possible values are as follows: Y A receipt record (F43121) is created, and the landed cost may be vouchered in the Voucher Match program. The Landed Cost Code (LAND) field in the receipt record will contain a value of 2. N A receipt record (F43121) is created, but the landed cost is not allowed to be vouchered in the Voucher Match program. The Landed Cost Code (LAND) field in the receipt record will contain a value of 3. The receipt record is necessary if the receipt is reversed. NOTE: Journal entries are still created when the value is N. As a result, you may want the Landed Cost AAI's (4385/4390) pointed to the same G/L account, in order to cancel out the entries.
Include in Unit Cost (Y/N)	Code indicating whether you want the landed cost to be added to the item's unit cost. Valid codes are: Y Add the landed cost to the unit cost N Do not add the landed cost to the unit cost

What You Should Know About

AAIs

The G/L Class Code field determines the general ledger account to which the system adds a particular landed cost. You use AAI tables 4385 and 4390 to specify landed cost accounts.

Set Up Non-Stock Items



Setting Up Non-Stock Items

You set up non-stock items to add items to the system that you do not account for as part of your inventory. Non-stock Item Master Information is similar to Item Master Information. However, it contains only those fields that pertain to non-stock items.

For each non-stock item that you set up, the system creates a record in the Item Master table (F4101).

► To set up non-stock items

On Non-Stock Item Master

[4101N] - Non-Stock Item Master

Functions Tools Help

Item Number - Sht

Product No Catalog No Desc Srch

Stocking Type N

Line Type

G/L Class

Unit of Measure

Buyer Number

Preferred Carrier

Purchasing Category Codes

Commodity Class

Commodity Sub Class

Supplier Rebate Code

Master Planning Family

Landed Cost Rule

F8=Measures F9=Item Master F11=Alt Desc F14=Item Notes F24=More MW

Complete the following fields:

- Product No
- Catalog No
- Desc
- Srch
- Stocking Type
- G/L Class

For non-stock items, the stocking type is always N (non-stock).

Field	Explanation
Search Text	A field that lets you specify how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order a user is likely to enter them. In single-byte environments, where computer storage space can hold only Latin-based language character sets, the system inserts the first 30 characters from the item's description if you do not enter search text. In double-byte environments, where computer storage space can hold more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. It is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).

What You Should Know About

Maintaining non-stock items

You cannot add or maintain non-stock items at the branch/plant level. You can maintain non-stock items only at the item level.

AAIs

When you enter a purchase order for a non-stock item without specifying an account number, the system uses the G/L class code and company to obtain an account number.

Adding additional information for non-stock items

You can access additional forms that allow you to define and maintain further information about the non-stock item, including:

- Default units of measure
- Multi-language descriptions
- Text messages

See Also

- *Entering Item Master Information (P4101) in the Inventory Management Guide.*

Processing Options for Non-Stock Item Master Information

Default Values :

- 1. Primary UOM (Default = EA) _____
- 2. Weight UOM (Default = LB) _____

Dream Writer Versions:

- 3. Enter the version of the Item Master (P4101). If left blank, ZJDE0001 will be used. _____

Global Update:

- 4. Enter a '1' to transfer changes made to the 2nd (LITM) and the 3rd (AITM) item numbers to the Item Branch (F4102) item records. _____

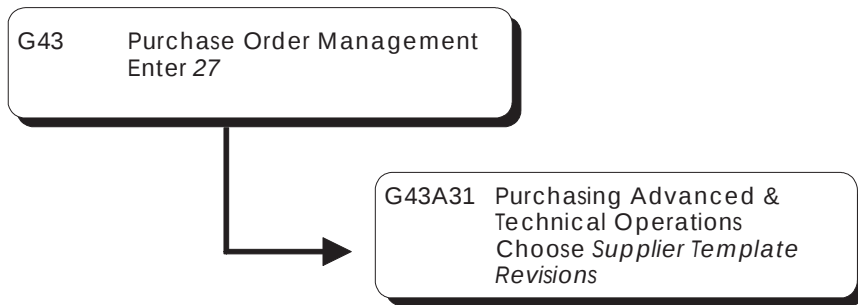
(F19 from Item Master Revisions allows you to update other files).

or

Enter a '2' to transfer changes to records in the selected files (see User Defined Codes 40/IC).

Press F1 to display the selected files.

Set Up Order Templates



Setting Up Order Templates

You can set up templates that contain items and quantities that you typically order from a supplier to streamline order entry.

Setting up order templates consists of the following tasks:

- ☐ Creating a standard template
- ☐ Creating a template for a supplier
- ☐ Creating a template using order history
- ☐ Revising a template

Creating a Standard Template

You can create a standard template to use for many suppliers. This is helpful when you have orders for the same item from different suppliers.

► To create a standard template

On Supplier Template Revisions

Item	Supplier	Usual Quantity	UM	Seq
------	----------	----------------	----	-----

1. Choose help for the following field:

- Order Template

The system displays User Defined Codes Window.

Code	Description
COMP	Computer Equipment
FOOD	Food Products
HEALTH	Health Products
INLINE	Inline Products
METAL	Precious Metals
MISC	Miscellaneous Products
OFFICE	Office Supplies
PACK	Packaged Goods
PAPER	Paper Products
SHOE	Athletic Shoes

2. On User Defined Codes Window, access User Defined Code Revisions.

System Code: 40
User Defined Codes: 0T
Skip To Code:
Order Templates:

08 Character

Code	Description
COMP	Computer Equipment
FOOD	Food Products
HEALTH	Health Products
INLINE	Inline Products
METAL	Precious Metals
MISC	Miscellaneous Products
OFFICE	Office Supplies
PACK	Packaged Goods
PAPER	Paper Products
SHOE	Athletic Shoes
TYPICAL	Typical Customer Order

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More MW

3. On User Defined Code Revisions, complete the following fields to create a new template:
 - Action Code
 - 08 Character Code
 - Description
4. Exit to User Defined Codes Window.

A listing of user defined codes and their descriptions appear.

5. Choose the template code you just added.

The system enters the template code in the Order Template field on Supplier Template Revisions.

6. On Supplier Template Revisions, choose the items to include on the template by completing the following fields:
 - Item
 - Usual Quantity
 - UM (Unit of Measure)
 - Seq (Sequence Number)
 - Effective From

Field	Explanation
Order Template	A list of items that are most frequently ordered. These items are usually grouped based on the product type such as fuels, lubricants, packaged goods and so forth.
Character Code	This column contains a list of valid codes for a specific user defined code table. The number of characters permitted for a code appears in the column title.
Sequence Number	A sequence or sort number that the system uses to process records in a user defined order.

Creating a Template for a Supplier

You can use an existing template to create a template for a new supplier.

To create a template for a supplier

On Supplier Template Revisions

1. Locate the standard order template that you want to copy.
2. Assign this template to the new supplier by completing the following field:
 - Supplier
3. Complete the following fields:
 - Usual Quantity
 - UM (Unit of Measure)
 - Seq (Sequence Number)
 - Effective From
 - Effective Thru

Creating a Template Using Order History

Creating a Supplier Template Using Order History

You can use the items and quantities on existing orders to update a supplier's template. When you update an existing template, the system adds these items to the existing items on your template.

► To create a template using order history

On Supplier Template Revisions

1. Choose the Order History option.

The system displays Order History Inquiry.

Order	Ty	Date	Ship To	Supplier SO
2399	OP	30.06.98	1062 Memphis Warehous	
2372	OP	30.06.98	1062 Memphis Warehous	
2284	OP	30.06.98	1063 Modesto Warehous	
2276	OP	30.06.98	1064 Valley Forge	
2027	OP	19.06.98	1064 Valley Forge	
2026	OP	18.06.98	1063 Modesto Warehous	
2612	OP	08.06.98	1062 Memphis Warehous	
2024	OP	06.06.98	1062 Memphis Warehous	

2. On Order History Inquiry, locate the order from which to update a supplier's template by completing the following fields, as needed:
 - Supplier
 - Order Type

The system displays a list of orders that matches both of the values that you entered in the Supplier and Order Type fields.

3. Choose the Details option next to the appropriate order to review it before you copy the items.

The system displays Open Order Inquiry.

0	Hd	Order	Ty	Supplier	Description	Open Quantity	Request
		2399	OP	Vector Manufactur	Issel Pump Court S	50	30.06.98
		2399	OP	Vector Manufactur	Air-Shaq Children'	30	30.06.98

4. On Open Order Inquiry, choose Details beside the order for which you want to display order details.
5. Exit to Order History Inquiry.
6. On Order History Inquiry, choose Select beside the order you want to use for your template.

The items and quantities for the order you chose will be copied to the template you are adding.

Revising a Template

You can use Supplier Template Rebuild to revise existing templates and create new ones. This is done by setting up processing options in the DREAM Writer. This option is useful when you need to make minor changes, such as changing a single order line in a template that has numerous order lines.

Supplier Template Rebuild creates templates by compiling and applying the supplier item history from the Purchase Order Detail table (F4311).

Processing Options for Order Template Revisions

Processing Control:

1. Select the format for order template processing. If left blank, '1' will be used: _____

1 = Sold-to Number (Sales)
2 = Ship-to Number (Sales)
3 = Supplier Number (Purchasing)
4 = User Number (Purchasing)

Dream Writer Versions:

Enter the version of each program:
If left blank, ZJDE0001 will be used.

2. Customer Service Inquiry (P42045) _____
3. Open Purchase Orders (P430301) _____

Advanced & Technical

Advanced and Technical Operations

Objectives

- To use the advanced features of the Purchase Management system
- To maximize your system efficiency and performance by increasing storage space, updating information, and ensuring accurate sales commitments

About Advanced and Technical Operations

Advanced and technical operations for the Purchase Management system include the following tasks:

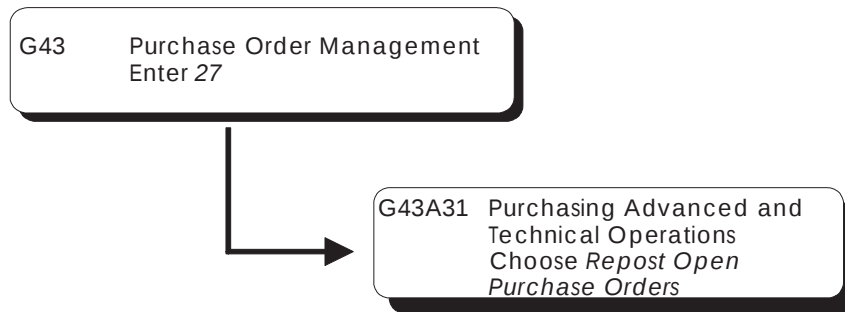
- ☐ Reposting open purchase orders
- ☐ Purging data
- ☐ Working with flexible files
- ☐ Updating supplier and item analysis records
- ☐ Converting purchase price levels
- ☐ Working with the subsystem

Certain J.D. Edwards history files are flexible files, that is, you can specify the field information that you want to include in these files. By storing only the information necessary for your operations, you maximize your computer's storage space.

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

You can automate some processes, such as printing documents or running required procedures, by setting up a subsystem to run them.

Repost Open Purchase Orders



Reposting Open Purchase Orders

If there is a possibility that data on your system has been corrupted (for example, if a power failure occurs), you need to repost purchase orders to update item availability and to accurately reflect the quantity of items on purchase orders.

When you repost purchase orders, the system:

- Resets the purchase order quantity in the Purchase Order Quantity field in the Item Location table (F4102)
- Reviews the items that need to be received and posts those items and quantities to update item availability

J.D. Edwards has provided you with a predefined DREAM Writer version to use for reposting purchase orders.

See Also

- *Technical Foundation Guide* for information on creating your own DREAM Writer versions for reposting

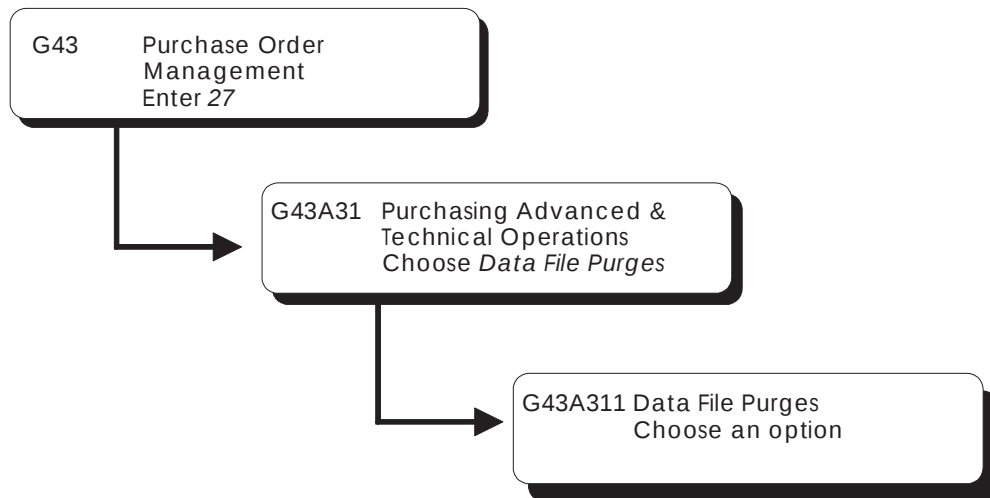
Processing Options for Repost Open Purchase Orders

Enter Branch to Repost or 'ALL' for
all Branches.

Enter Order Types or 'ALL' for all
Order Types.

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-
- 7-
- 8-
- 9-
- 10-

Purge Data



Purging Data

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

Purging data consists of:

- Specifying the information to delete
- Running the purge program
- Running the file reorganization program to rebuild the file structure



You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data. Purging data is typically performed by a system administrator or operations personnel. It is important that only those employees who understand the purging process and its results are allowed access to this procedure.

You can run two types of purges within distribution systems:

- ☐ Run general purges
- ☐ Run special purges

General purges are DREAM Writer versions of the J.D. Edwards general purge program which remove data from a specified file. You run them when you want to remove a large amount of data.

J.D. Edwards provides special purges for removing data from files where the selection criteria needs to be more specific. Special purges are DREAM Writer programs that have predefined criteria that the system checks before removing any data so you avoid removing associated data located in other files.

Before You Begin

- ☐ Back up the files that will be affected
- ☐ Determine the data you want to purge
- ☐ Verify that no users are working with the data that you want to purge and reorganize

What You Should Know About

Customizing a purge

You can create a customized purge by changing the data selection to fit your needs. For example, you could use a range of fiscal years rather than all dates.

Processing options

You can set processing options that save files in a special library and allow you to reorganize the purged files. These options are very similar in all purge programs.

Technical considerations

The following technical considerations apply to both general and special purges:

- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 1 (for OPNQRYF), you must also set the Open for Delete (Y/N) field to Y. Also, you must specify at least one field in Data Sequencing.
- If File Output Type on the DREAM Writer Additional Parameters form for the DREAM Writer version you are using is set to 2 (for logical file), the purge will reorganize the purged file based on the logical file that the system builds. This might increase the time that the system takes to perform the file reorganization.

See Also

- *Technical Foundation Guide* for more information about purging data

Running General Purges

Running General Purges for Purchasing

General purges for the Purchase Management system include:

- Purchase Order Detail purge
- Purchase Order Receiver Detail purge
- Purchase Order Ledger purge

General purges are DREAM Writer versions of the J.D. Edwards general purge program, which removes data from a specified file. You run general purges when you want to remove a large amount of data.

You can create DREAM Writer versions of the general purge program to purge data from any J.D. Edwards file. However, J.D. Edwards recommends that you do not use general purges for files that have their own special purge programs. General purges are not designed for files that have associated data in other files. Running a general purge for such files could cause you to lose data.

The general purges remove records with a next status of 999, or closed, from the specified file.

What You Should Know About

Purchase Order Detail purge

When you set up order line types, you specify whether the system writes closed order lines to the Purchase Order Detail History table (F43199) and leaves only cancelled order lines in the Purchase Order Detail table.

You use the Purchase Order Detail purge to remove records from the Purchase Order Detail table. Optionally, you can move the records from the Purchase Order Detail table to the Purchase Order Detail History table.

Processing Options for General Purge Program

SAVE PURGED RECORDS:

1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.) _____

REORGANIZE FILE:

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.) _____

Running Special Purges

J.D. Edwards provides special purges for removing data from files where the selection criteria needs to be more specific. Special purges are DREAM Writer programs that have predefined criteria that the system checks before removing any data so that you avoid removing associated data that is located in other files.

Running special purges involves:

- ☐ Running the Purchase Order Header purge
- ☐ Running the Extended Text purge
- ☐ Running the Purchase Order Text Lines purge

What You Should Know About

Saving purged records	You can save purged records to a special purge library if needed. The name of the purge library will be JDE followed by the current date (for example, JDE121498 for purged records saved on December 12, 1998). If you purge more records on the same date and save them, those records will be added to the current purge library.
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Running the Purchase Order Header Purge

Use the Purchase Order Header purge to purge purchase order header records from the Purchase Order Header table (F4301). Records are purged from the Purchase Order Header table only if no records associated with the purchase order exist in the Purchase Order Detail table (F4311). Also, if records exist in the Purchase Order Receiver table (F43121), then all purchase order lines must be closed for the records to purge in the Purchase Order Header table. In addition to purging records, you can optionally move information to the

Purchase Order Header History table (F43199). You specify in the processing options whether you want to move information.

Processing Options for Purchase Order Header (F4301) – Purge

Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.) _____

Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.) _____

Running the Extended Text Purge

You use the Extended Text purge to delete specific information from the Text Line table (F4314).

This purge checks the Purchase Order Detail table for open detail lines with matching order type and order number combinations. One of the following occurs:

- If the system does not find matching records, it deletes the extended text from the Text Line table.
- If the system finds matching records, it deletes the Extended Text from the Text Line table only if the matching detail files have a status of 999.

What You Should Know About

Purging active order lines

The Extended Text purge removes closed text lines only if all other lines on the order are closed. Order lines whose status is not 999 cannot be purged.

You can use the Purchase Order Text Lines program to change the status of text lines to 999 (closed) on orders with no open detail lines.

Processing Options for Extended Text Purge – F4314

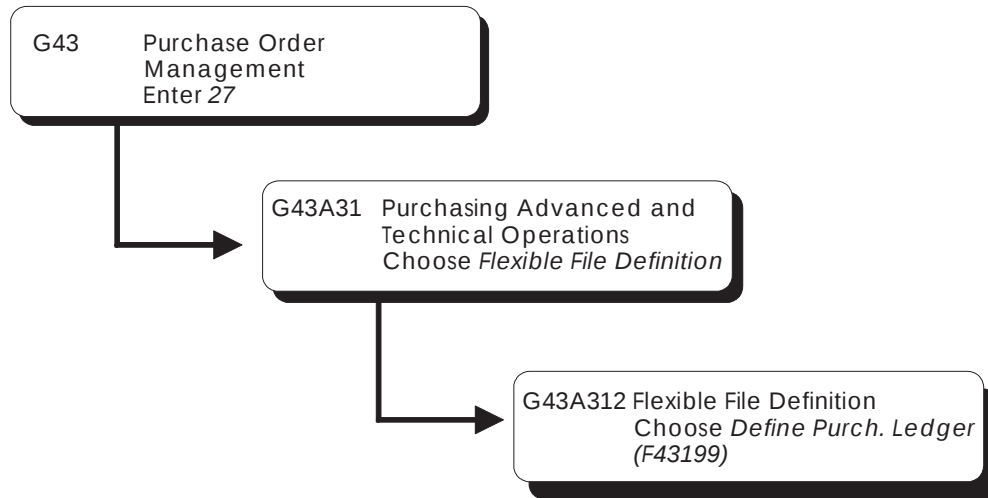
1. Enter a '1' to save the purged records to a special purge library. (Default of blanks will NOT save any purged records.) _____

2. Enter a '1' to reorganize the purged file. (Default of blanks will NOT reorganize the file.) _____

Running the Purchase Order Text Lines Purge

Run the Purchase Order Text Lines purge to update all text lines associated with a purchase order line when the line is no longer open. The system updates the Next Status field for the text line to a status of 999 (closed) when the open amounts become zero for a purchase order line.

Work with Flexible Files



Working with Flexible Files

Working with Flexible Files for Purchasing

Certain J.D. Edwards history files are flexible files, that is, you can specify the field information that you want to include in these files. By storing only the information necessary for your operations, you maximize your computer's storage space.

In Purchase Management, the Purchasing Ledger table (F43199) stores an audit trail of purchase order ledger fields. You select fields to include in the table.

Working with flexible files includes:

- ☐ Choosing fields for flexible files
- ☐ Updating flexible files

J.D. Edwards initially defines flexible files to include all fields and preselects the fields for you. You must exclude fields you do not want to store by deselecting them. You cannot exclude mandatory fields. Mandatory fields are identified with the message *JDE Mandatory field*.

After you choose the fields you want to include in the flexible files, you must update those files for the changes to take effect.

Before You Begin

- ☐ Determine the fields whose information you want to store in history. You cannot re-create information if you choose not to store it.
- ☐ Verify that you have the technical knowledge and the proper authority to create, delete, and recompile objects.

Choosing Fields for Flexible Files

J.D. Edwards initially defines flexible files to include all fields and preselects the fields for you. You must exclude fields you do not want to store by deselecting them. You cannot exclude mandatory fields. Mandatory fields are identified with the message *JDE Mandatory field*.

After you choose fields, you must save the information before you can update the file.

► To choose fields for flexible files

On Defining Purchasing Ledger

	Data Item	Description	Comment
☐	OLKCOO	Order Company	JDE Mandatory Field
☐	OLDOCO	Order Number	JDE Mandatory Field
☐	OLDCTO	Order Type	JDE Mandatory Field
☐	OLSFNO	Order Suffix	JDE Mandatory Field
☐	OLLNID	Line Number	JDE Mandatory Field
☐	OLMCU	Business Unit	JDE Mandatory Field
☐	OLCO	Company	JDE Mandatory Field
☐	OLKCO	Original Order Document Company	User Selected Field
☐	OLOORN	Original Order Number	User Selected Field
☐	OLOCTO	Original Order Type	User Selected Field
☐	OLOGNO	Original Line Number	User Selected Field
☐	OLRKCO	Related Order Key Company	JDE Mandatory Field
☐	OLRORN	Related PO/SO/WO Number	JDE Mandatory Field
☐	OLRCTO	Related PO/SO/WO Order Type	JDE Mandatory Field
☐	OLRLN	Related PO/SO Line Number	JDE Mandatory Field
☐	OLDMCT	Agreement Nbr.	User Selected Field

Opt: 4=Sel 1=Data Dict. F3=No Update F6=Update F24=More Keys MW

1. To choose a field, complete the following field:

- Option
- 2. To deselect a field, clear the following field:
 - Option
- 3. Choose the Update option to save the file with your field information.

The system stores this information until you update the file.

Processing Options for Build Flexible File

Enter the flexible file to be built: _____

- 1 = F42119 (Sales Detail History)
- 2 = F42199 (Sales Ledger)
- 3 = F43199 (Purchasing Ledger)
- 4 = F42019 (Sales Header History)

Enter the production library that
contains the file that is being
redefined. _____

Updating Flexible Files

Updating Flexible Files for Purchasing

After you choose the fields you want to include in the flexible files, you must run the Flexible File Rebuild program to update those files for the changes to take effect. The program re-creates all objects related to the appropriate history file.

Flexible File Rebuild is a DREAM Writer program. J.D. Edwards has predefined a version to update the Purchasing Ledger table (F43199).

When you run the update, the system does the following:

- Creates three source files in a temporary library (QTEMP):
 - JDESRC
 - JDECPY
 - F98CRTCMD
- Adds the source code for logical files, file server programs, copy book modules, and precompiler commands to the new source files
- Creates the physical file source member
- Deletes all logical files, including custom logicals
- Renames the physical file
- Creates a new physical file and new logical files

- Deletes the J.D. Edwards file server programs and re-creates them
- Copies the renamed physical file (*MAP *DROP) to the new physical file
- Deletes the renamed physical file
- Deletes the user space created when you saved the history file

What You Should Know About

Specifying a library

You specify the library where the system rebuilds the file in the processing options. If you do not specify a library, the system uses the object library in the QJDF data area. It updates the source library in the QJDF data area when it updates the physical file in the source file JDESRC.

For more information about the QJDF data area, see the *Technical Foundation Guide*.

Error conditions

The update stops if it encounters any of the following conditions:

- The library you specified in the processing options does not exist.
- You did not define the fields in the appropriate history file, or you did not save the file after you defined the fields.
- The defined objects cannot be found or an error is encountered. The system creates a job log, which you can use to determine why the procedure stopped.

Processing Options for Compile Objects Related to Flexible File

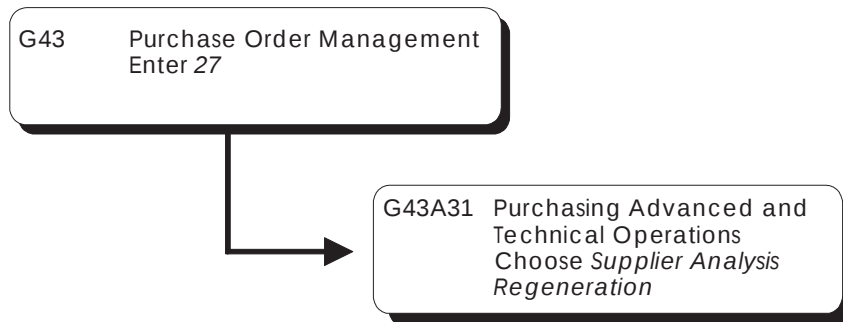
Enter the flexible file to be built: _____

1 = F42119 (Sales Detail History)
2 = F42199 (Sales Ledger)
3 = F43199 (Purchasing Ledger)
4 = F42019 (Sales Header History)

Enter the library which contains the flexible file. _____

Enter the library which contains the JDE programs. (Default of blanks will use the object library in the QJDF data area.) _____

Update Supplier and Item Analysis Records



Updating Supplier and Item Analysis Records

You update supplier and item analysis records when you install a new release of the J.D. Edwards Purchase Management system to update the new fields in the Supplier/Item Relationships table (F43090) and to keep the information on your system current.

When updating supplier and item analysis records, the system updates the Supplier/Item Relationships table based on the receipt data in the Purchase Order Receiver table (F43121).

You can use one of the following methods to update supplier and item analysis records:

- Retrieve supplier analysis information interactively during receipt entry
- Run the Supplier Analysis Regeneration DREAM Writer program to update all supplier and item analysis records



You should only use this program when installing a new release of J.D. Edwards. If data becomes corrupted at a later date and you need to update your records, contact the J.D. Edwards Help Desk for assistance.

NOTE: You should only use this program when installing a new release of J.D. Edwards. If data becomes corrupted at a later date and you need to update your records, contact the J.D. Edwards Help Desk for assistance.

What You Should Know About

Assigning route codes

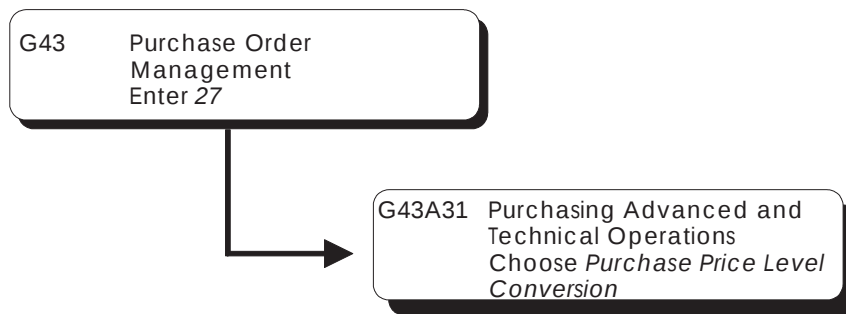
When you use the Supplier Analysis Regeneration DREAM Writer program to update the supplier and item analysis records, you can assign a route code for new supplier/item relationships.

Processing Options for Supplier/Item Relationships Regeneration

DEFAULT OPTIONS:

1. Enter the route code to be assigned when new supplier/item records are added. If left blank, the route code will not be assigned.

Convert Purchase Price Levels



Converting Purchase Price Levels

When you set up master information for an item, you assign a purchase price level. A purchase price level informs the system where to locate the item's price. You can assign an item one of the following purchase price levels:

- | | |
|----------------|---|
| Level 1 | Priced by item – The system searches the Supplier/Catalog Price table (P41061). |
| Level 2 | Priced by item/branch – The system searches the Supplier/Catalog Price table (P41061). |
| Level 3 | Priced by item/branch/location/lot – The system searches the Cost Ledger table (F4105). |

- Level 1 – Priced by item: The system searches the Supplier/Catalog Price table (P41061).
- Level 2 – Priced by item/branch: The system searches the Supplier/Catalog Price table (P41061).
- Level 3 – Priced by item/branch/location/lot: The system searches the Cost Ledger table (F4105).

If you need to change the purchase price level for an item, you cannot change the purchase price level in the item master information. You must run the

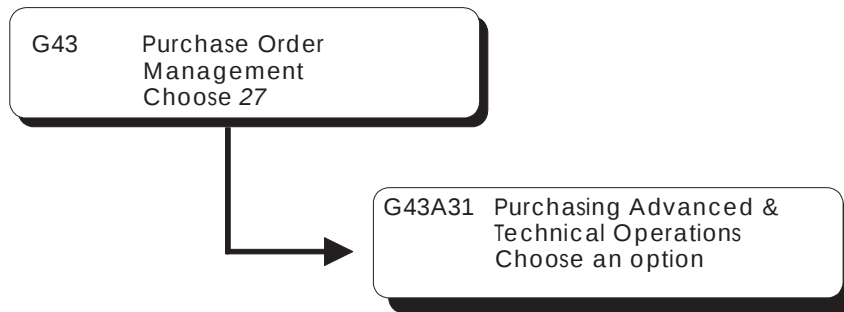
Purchase Price Level Conversion DREAM Writer program to convert the purchase price level.

Processing Options for Item Purchase Price Level Conversion

PROCESS CONTROL:

1. Enter the purchasing price level to update the selected items to. _____
2. If updating to price level '1', enter the Branch/Plant to use for creating the prices from. _____
3. Enter a '1' to edit and update the supplier prices. If left blank, no update will be performed. _____
4. Enter a '1' to print only exceptions on the edit report. If left blank, all items selected will be printed. _____
5. Enter a '1' to delete prices with expired effectivity dates. _____

Work with the Subsystem



Working with the Subsystem

You can automate some processes, such as printing documents or running required procedures, by setting up a subsystem to run them.

Your system might comprise one or more subsystems. You use subsystems to run specific sets of jobs, such as a group of print jobs. Subsystems create a suitable environment in which those jobs can run. It is easier to control a group of jobs through subsystems because you can individually start and stop subsystems.

Working with the distribution subsystem involves the following tasks:

- ☐ Defining the subsystem
- ☐ Starting jobs in the subsystem
- ☐ Stopping jobs in the subsystem

To define the subsystem, you specify:

- The version of the program you want to run
- The environment in which the system should run the program

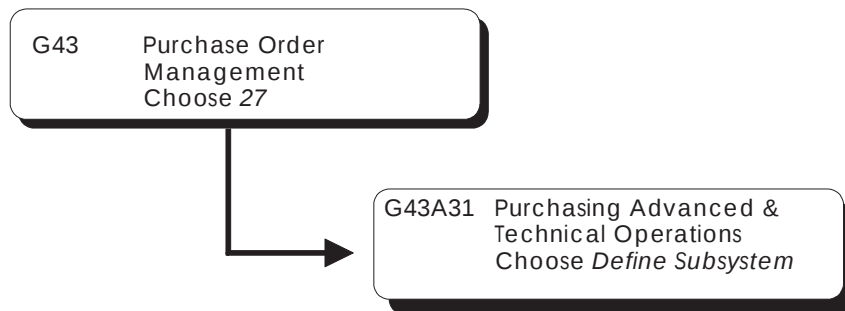
You use the Start Subsystem program to begin running specified jobs in the subsystem.

You must stop the subsystem before you perform end-of-day processing. You can also stop one or more jobs in the subsystem at any time.

Before You Begin

- ☐ Define default output queues for print programs. See *Defining Default Print Queues* in the *Inventory Management Guide*.

Defining the Subsystem



For distribution systems, you can print several documents through the subsystem, as well as run some processes. To define the subsystem, you specify:

- The version of the program you want to run
- The environment in which the system should run the program

▶ To define the subsystem

On Define Subsystem

[40105] - Define Subsystem

FunctionsOptionsToolsHelp

Subsystem ID

00PSBS

Order Processing Subsystem

0	Program	Version	Description	Environment	Status
	J42520S	XJDE0001		MASTERR71	
	J42565S	ZJDE0001		MASTERR71	
	J43500S	XJDE0001		MASTERR71	
	P40211Z	XJDE0001	Batch Sales Order	MASTERR71	
	P42997	XJDE0001	Batch Commitment -	MASTERR71	

1

2

3

4

5

6

Opt: 1=Start 2=Stop 3=SVR 4=D/W F6=Start All F23=Stop All F24=More MW

For each program you want to run through the subsystem, complete the following fields:

- Version
- Environment

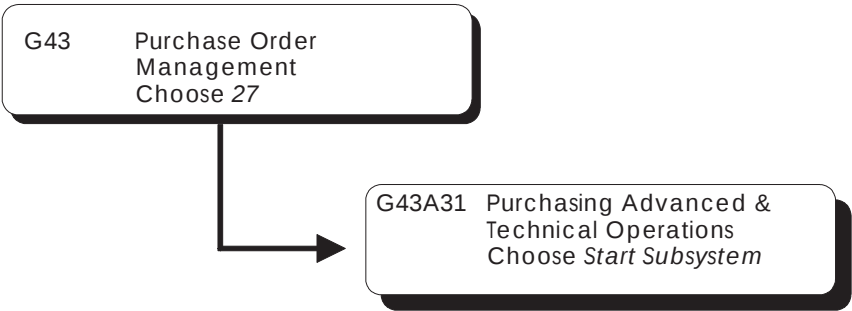
Field	Explanation
Version	Identifies a group of items that the system can process together, such as reports, business units, or subledgers. <i>Form-specific information</i> The DREAM Writer version of the print control or gantry program identified in the program field.

What You Should Know About

Displaying specific subsystems

The Define Subsystem form displays subsystem information about the subsystem you specified in the processing options. If you did not specify a subsystem, or if you want to display a different subsystem, enter the subsystem name in the Subsystem ID field.

Starting Jobs in the Subsystem



You use the Start Subsystem program to begin running specified jobs.

You can start the subsystem for:

- A specific program
- All programs

► To start jobs in the subsystem

On Start Subsystem

Skip to Version:

Form

0	Version	Description	User	Chg Date
	XJDE0001	Start Subsystem	DEMO	02/08/96
	XJDE0002	Stop Subsystem	DEMO	02/08/96
	XJDE0003	Start Gantry Subsystem	DEMO	04/19/96
	XJDE0004	Stop Gantry Subsystem	DEMO	04/19/96
	XJDE0005	Start Configurator Subsystem	DEMO	02/08/96
	XJDE0006	Stop Configurator Subsystem	DEMO	02/08/96

☒ ☐

Opt. 1=Run 2=Chg 3=Add 4=Rpt Dist 5=Cover 6=Prt Ovr 8=Repair 9=Dlt

MW

For each job you want to start, complete the following field:

- Option

The status field displays *ACTIVE for each program you start.

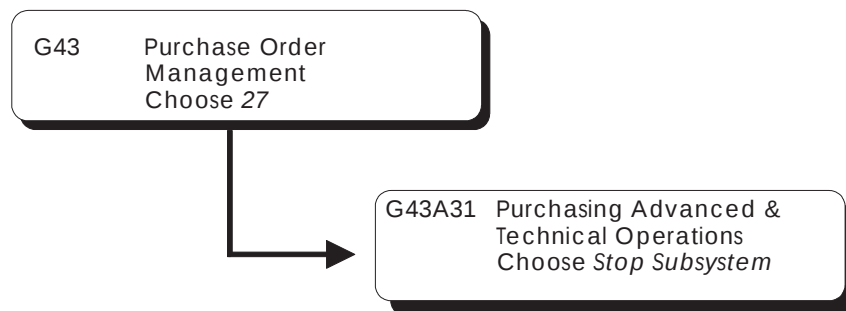
What You Should Know About

Starting all jobs in the subsystem

You can start all jobs in the subsystem by:

- Choosing the function that starts all jobs in the subsystem from the Define Subsystem form
- Selecting Start Subsystem from the menu

Stopping Jobs in the Subsystem



You must stop the subsystem before you perform end-of-day processing. You can also stop one or more jobs in the subsystem at any time.

You can stop jobs in the subsystem for:

- A specific program
- All programs

► To stop jobs in the subsystem

On Define Subsystem

For each job you want to stop, complete the following field:

- Option

This stops the job in the subsystem, but the subsystem is still active.

What You Should Know About

Stopping all jobs

You can stop all jobs in the subsystem by:

- Choosing the function to stop all jobs from the Define Subsystem form
- Selecting Stop Subsystem from the menu

Either method stops all jobs, but the subsystem remains active.

Stopping the subsystem

When you use the Stop All function on Define Subsystem, you stop all jobs, but you do not stop the subsystem. To stop the subsystem, use the Stop Subsystem menu option and verify that you run the version defined to both stop all jobs and stop the subsystem.

Processing Options for Start/Stop Subsystem

SUBSYSTEM MODE:

1. Enter one of the following:
 - '1' - to Start the Job/Subsystem
 - '2' - to Stop the Job
 - '3' - Stop all Jobs and Terminate the Subsystem
-

Appendices

Appendix A — Functional Servers

Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.
- You can standardize documents across all applications because you create them using the same business rules.
- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

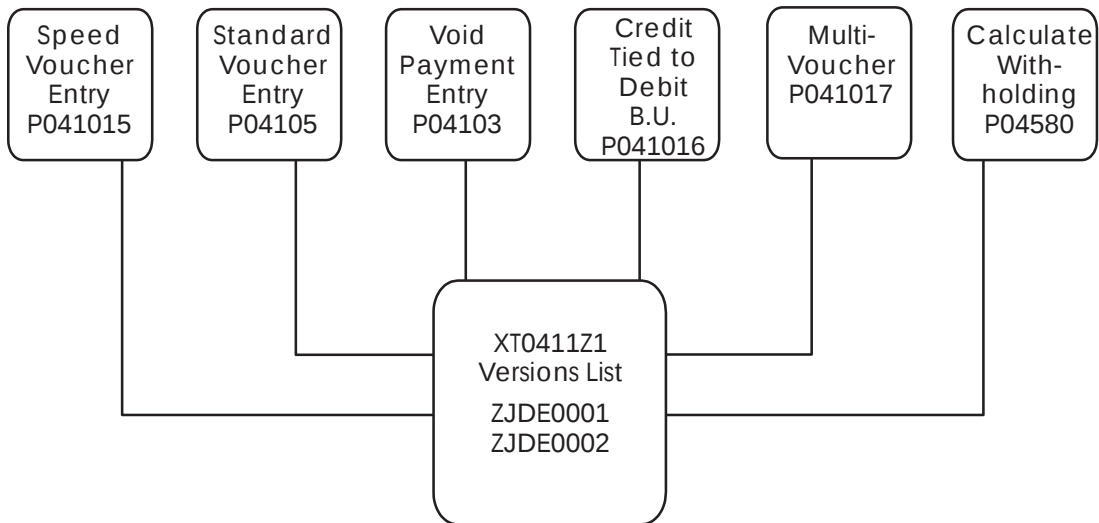
You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.



Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide*.

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.



Appendix B — Work With Vertex

Working With Vertex

If your company wants to apply sales taxes automatically, you can use the Vertex SalesTax Compliance system with the following J.D. Edwards systems:

- Sales Order Management
- Purchase Management
- Accounts Receivable
- Accounts Payable

Vertex software can co-exist with the J.D. Edwards tax calculator software, which means that you can perform tax calculations using either or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

When tax laws change, the Vertex software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Vertex software:

- Reduces the setup required for multiple tax rate areas
- Reduces processing time and rate maintenance
- Creates tax compliant records

Vertex calculates tax based on the standard rates and rules for the U.S., its territories and possessions, and Canada. To perform all other foreign tax calculations, you have two options:

- Use the J.D. Edwards Tax Calculation software
- Use the Vertex system, but maintain tax rates for foreign locations using the Vertex Tax Decision Maker

Working with Vertex consists of:

- ☐ Setting up the J.D. Edwards/Vertex interface
- ☐ Overriding GeoCodes
- ☐ Understanding the Link/Parm Area

J.D. Edwards Components

The J.D. Edwards/Vertex SalesTax interface transfers selected J.D. Edwards parameters to Vertex and then returns sales tax information to J.D. Edwards systems.

The standard J.D. Edwards tax calculator software has the following components:

Tax authorities

You use tax authorities within J.D. Edwards software to define the government agencies that assess and collect taxes. If you use Vertex, you define tax authorities in the Address Book system only for foreign tax authorities because those for the U.S. and Canada are stored by Vertex.

Although foreign tax authority addresses cannot be stored in Vertex, they are represented on Vertex register reports.

Tax rates and tax areas

For U.S. and Canadian taxes, you specify a GeoCode for each tax rate and tax area to allow Vertex to identify the correct taxing jurisdictions.

Tax explanation codes

Tax explanation codes control how a tax is assessed and how it is distributed to the general ledger revenue and expense accounts. J.D. Edwards software provides a number of tax explanation codes. Because the tax explanation code is a user defined code (system 00, type EX), you can set up additional codes to meet specific business needs.

In the Vertex software, you can use the tax explanation code to make a customer or a specific transaction tax exempt. For example, a customer with a tax explanation code of E is exempt. Any sales order or accounts receivable invoice line item can be coded with E to make that specific transaction exempt.

Other available codes are U (use) for use in Purchase Management and Accounts Payable, and S (sales) for use in Sales Order Management and Accounts Receivable.

Automatic Accounting Instructions (AAIs)

For U.S. and Canadian taxes, you use the AAI code TTX on the Vertex Tax Constants form.

For foreign taxes, you assign an AAI to each taxing authority within each tax rate/area.

Tax rules by company

You can define tax rules for the Accounts Receivable, Accounts Payable, Sales Order Management, Purchase Management, and General Accounting systems. When you enter transactions for these systems, taxes are calculated according to these rules. The system uses these tax rules to:

- Calculate discounts on a gross amount that already includes tax
- Calculate tax on a gross amount that includes the discount amount
- Control when the system displays a warning message (or rejects a transaction altogether) when someone enters a tax that differs from the system-calculated tax

This feature applies to foreign, U.S., and Canadian taxes.

Vertex Components

The Vertex SalesTax Compliance system includes the following components:

Data Module

The Data Module stores tax rates and other pertinent jurisdictional tax data for all U.S. and Canadian tax authorities, which include over 60,000 locations. All states and counties are on file, as well as all cities with populations over 250. If a city has a population less than 250 and levies a tax, that city is also included in the Data Module.

Vertex researches and maintains the data contained in the file by remaining in constant contact with all jurisdictions that levy a tax. Every month, Vertex updates its internal databases and issues a new Data Module file to its subscribers.

Calculation Module

The Calculation Module interfaces with J.D. Edwards Sales Order Management, Purchase Management, Accounts Receivable, and Accounts Payable systems.

When a J.D. Edwards program calls the Calculation Module, the Calculation Module determines

- Whether the transaction is interstate or intrastate
- The transaction's taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable

The Calculation Module then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

The module can also store tax history for an audit trail, and management reports and returns preparation (as an independent function outside the scope of J.D. Edwards generated reports). Because the Data Module isolates the state, county, city, and district rates, Vertex can calculate the four levels individually.

See the Vertex *SalesTax Data/Calculation* manual for more information.

Tax Decision Maker

You can customize the Vertex system for your special needs. You use the Calculation Module in conjunction with the Tax Decision Maker (TDM) to automate (separately or in combination) product, customers, or jurisdictional tax exceptions. TDM lets you set up and maintain tax exceptions. You can also override customer and product exemptions from sales order entry and purchase order entry.

Sales Tax Register file

From the Sales Tax Register file, the Calculation Module produces detail and summary sales tax register reports sequenced by state, county, and city for any billing period. You generate these reports from Vertex menus.

See the Vertex *SalesTax Data/Calculation* manual for more information.

Returns Module

The Returns Module completes the sales tax cycle by automating state and local returns preparation. Data is downloaded from the Sales Tax Register file to a PC into the Returns Module, which automatically generates signature-ready sales and use tax forms and check requests.

See the Vertex *SalesTax Data/Calculation* manual for more information.

Interface Considerations

Before you set up the J.D. Edwards-Vertex SalesTax Interface to reflect your environment, carefully consider the specific conditions and requirements of the company, the product, the customer or supplier, and foreign tax obligations.

Company and Divisional Considerations

You should understand any special dispensations that the company has arranged with state or local jurisdictions for collecting sales and use taxes at a reduced rate. Then, consider if tax returns are filed for just one company or for multiple companies.

Product Considerations

You should understand the business and how products fit into appropriate tax categories. For example, rebuilt machinery might be taxed differently than spare parts for the same machinery. Decide how the company intends to code the taxing policies for J.D. Edwards and Vertex software.

Customer and Supplier Considerations

You must properly identify the tax category to which customers and suppliers belong. For example, a customer might be a provider of goods or services, a reseller, a charitable organization, or other tax grouping. Decide how you will code customers and suppliers into both the J.D. Edwards and Vertex software modules.

Foreign Tax Considerations

Be aware of foreign tax obligations. Know whether to use the J.D. Edwards Tax Calculation software or Vertex to manage and process foreign tax transactions.

See Also

- *J.D. Edwards Tax Reference Guide*

- *Vertex SalesTax Compliance System Reference Guide*
- *Vertex GeoCode Master List*
- *Vertex National SalesTax Rate Directory*
- *Vertex Tax Decision Maker Taxability Guide*

Set Up the J.D. Edwards/Vertex Interface

Set Up the J.D. Edwards/Vertex Interface

If your company wants to apply sales taxes automatically, you can use Vertex software along with the J.D. Edwards system. Vertex software can co-exist with the J.D. Edwards tax calculator software, which means that you can perform tax calculations using either or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Setting up Vertex consists of:

- ☐ Activating Vertex
- ☐ Assigning GeoCodes
- ☐ Assigning non-stock product categories to order types
- ☐ Defining tax information for items

Before You Begin

- ☐ Review the Calculate Tax on Gross and Calculate Discount on Gross fields on Tax Rules by Company. See J.D. Edwards *Tax Reference Guide*.
- ☐ Review order line types. See *Setting Up Order Line Types*.
- ☐ Review order activity rules. See *Setting Up Order Activity Rules*.
- ☐ Verify that each ship to and ship from address has a corresponding Vertex record.
- ☐ Verify that each customer address book record has a corresponding record in customer master information, and that all suppliers have a record in supplier master information. Both are necessary for you to be able to use the Sales Update program without errors.

What You Should Know About

Tax only calculations

For tax only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a GeoCode.

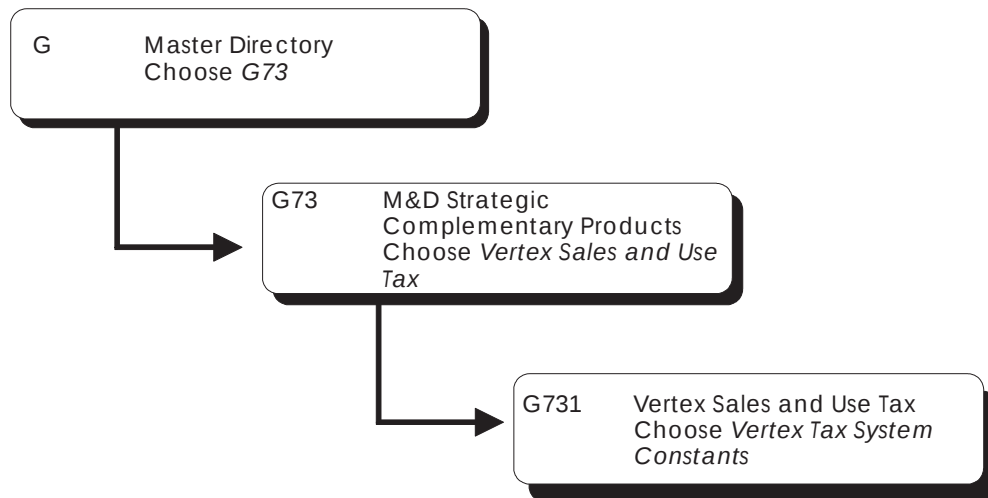
For records with these tax types, records will not be written to the Vertex Tax Register file, even if Vertex is active.

Returns Module

If you plan to use the Vertex SalesTax Returns Module, you should install it after performing all other setup steps.

See the *Vertex SalesTax Returns Module* guide for information on its installation and operation.

Activating Vertex



You must activate the Vertex feature before you can use GeoCodes to perform tax calculations.

Before You Begin

- ☐ Read the *Vertex SalesTax Compliance System Modules and Reference Manuals* for more information about installation

► **To activate Vertex**

On Vertex Tax System Constants

[7301] - Vertex Tax System Constants

Functions Tools Help

Use Vertex System

U.S. Country Code

Canada Country Code

G/L Offset

Sales Tax Category Codes

Address Book Categ

Item Balance Categ

Use Tax Category Codes

Address Book Categ

Item Balance Categ

✓ ✗ 1 2 3 4 5 MW

F24=More Keys

1. Complete the following fields:
 - Use Vertex System
 - U.S. Country Code
2. Complete the following fields for sales tax category codes:
 - Address Book Category
 - Item Balance Category
3. Complete the following optional fields for use tax category codes:
 - Address Book Category
 - Item Balance Category
4. Do not complete the following fields (they are not applicable):
 - Canada Country Code
 - G/L Offset
5. Do one of the following:
 - For WorldSoftware, press Enter
 - For WorldVision, click Add

Assigning GeoCodes

After you activate the Vertex SalesTax Compliance system, you must assign GeoCodes to existing address book records. The Calculation Module uses GeoCodes to calculate sales and use taxes for each customer and specific location.

A GeoCode is a nine-digit code that represents a taxing jurisdiction. All GeoCodes are defined and maintained by Vertex. Each GeoCode has the following format:

XXYYYZZZZ

where

XX = State

YYY = County

ZZZZ = City

To distinguish GeoCodes from J.D. Edwards tax area codes, each GeoCode is prefixed with V, M, or O within J.D. Edwards systems.

You must set up GeoCodes for every customer, supplier, ship to, ship from, warehouse, or branch/plant in the Address Book.

Assigning GeoCodes consists of:

- ☐ Assigning GeoCodes to Address Book records
- ☐ Assigning GeoCodes to customers (for sales and accounts receivable transactions)
- ☐ Assigning GeoCodes to suppliers (for purchasing and accounts payable transactions)

What You Should Know About

Foreign jurisdictions

Vertex has not defined GeoCodes for non-U.S. or non-Canadian jurisdictions, and does not maintain tax rates for these jurisdictions. However, you can create foreign GeoCodes, each beginning with “77” (in the state part), which lets you create records in TDM for each foreign jurisdiction.

Additionally, you can set up the Vertex Override table to maintain tax rates for each foreign taxing authority.

See Also

- *Manually Assigning GeoCodes to Address Book Records* for more information about these prefix characters.

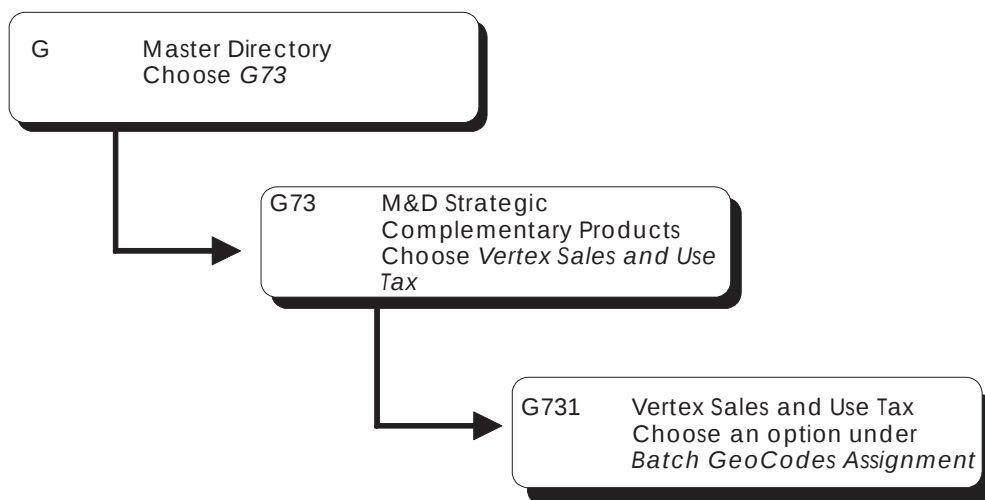
Assigning GeoCodes to Address Book Records

You can assign GeoCodes to address book records using a batch program or manually. You should start with the batch program to complete as many address book records as possible. Then, after reviewing the resulting report, you can use the manual process to change GeoCodes, if necessary. You can also use the manual process to assign a GeoCode to a new address book record.

Complete the following tasks:

- Assigning GeoCodes globally to address book records
- Assigning GeoCodes manually to address book records

Assigning GeoCodes Globally to Address Book Records



After you activate the Vertex SalesTax Compliance system, you must assign GeoCodes to existing address book records. To accomplish this, you complete three steps that use a combination of J.D. Edwards and Vertex programs. The following describes the purpose of these steps and programs:

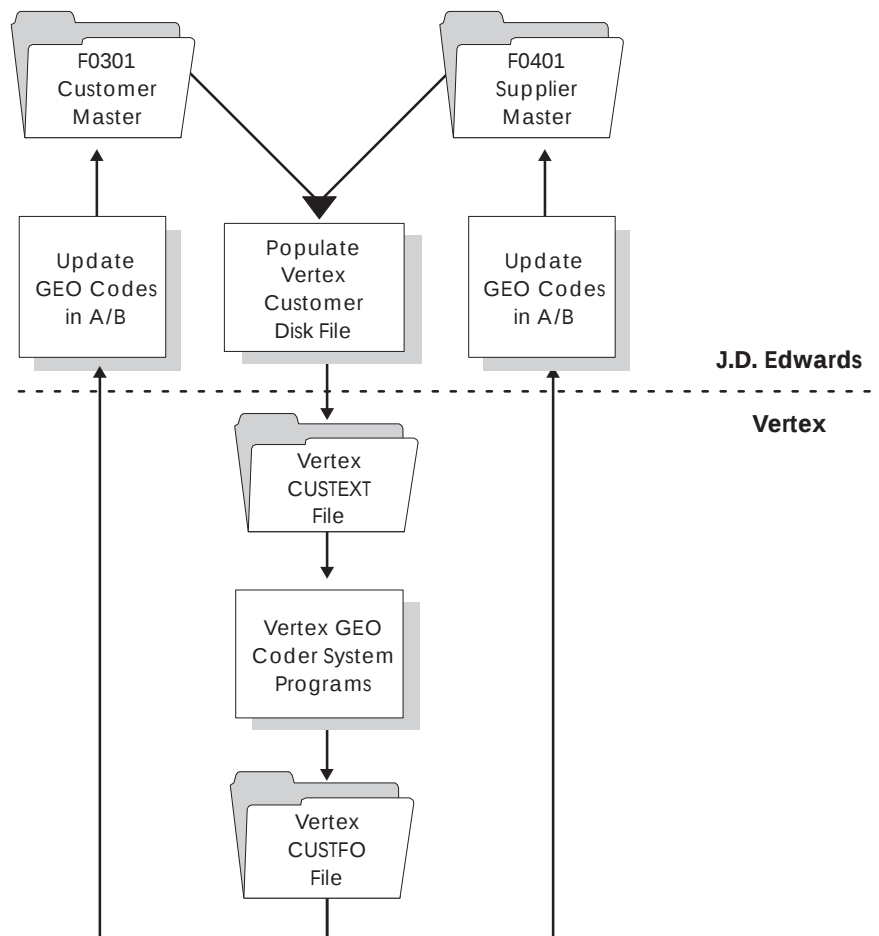
1. Populate the Vertex disk file. This J.D. Edwards program moves the address book records for customers to the Vertex CUSTEXT file. Vertex then uses this file to locate records that have matching GeoCodes.

The address book records you want to move in the CUSTEXT file are defined by the search type in a user defined code list (73/ST).

2. Populate the outfile with Vertex information. These Vertex programs do the following:
 - Process records from the CUSTEXT file identifying GeoCodes
 - Move the information to the Vertex CUSTFO file
 - Create records with the GeoCodes assigned to them or records without GeoCodes that need to be researched
3. Update the address book with GeoCodes. This is a J.D. Edwards program that moves customer information with GeoCodes from the CUSTFO file to the customer master record. It loads the Tax Rate/Area field on these records with the GeoCode. This program updates the Customer Master Information (F0301) and Supplier Master Information (F0401) tables.

The system produces reports that show both unmatched records and records that you might want to match. Use these reports to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

The following graphic illustrates how the system updates the address book records with GeoCodes.



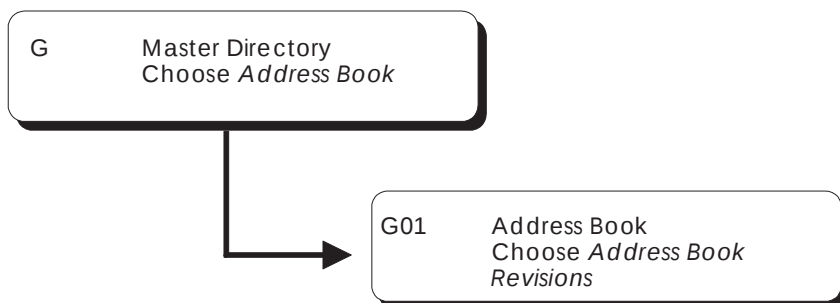
► To assign GeoCodes globally to address book records

1. Run Populate Vertex Disk File.
2. Run the following Vertex programs, in sequence:
 - Reformat Customer File
 - Match GeoCode File with Customer File
3. run the Update Address Book GeoCodes program.

See Also

- *Setting Up User Defined Codes (P00051)* in the *Address Book Guide*
- *Working with Basic Address Book Information (P01051)* in the *Address Book Guide*

Assigning GeoCodes Manually to Address Book Records



After you run the batch GeoCode assignment program, you might have to manually change or assign GeoCodes because:

- A multi-county situation exists for an address book record.
- The address falls outside city limits.

When you run the update program that populates Address Book records with GeoCodes, the system produces reports you use to review unmatched records and records you might want to match.

When you manually assign a code, you must be aware of the appropriate prefix character to the Vertex GeoCode. Allowed prefix characters are:

V (Vertex GeoCode)

A V prefix to the nine-digit GeoCode identifies the code as a literal Vertex GeoCode.

M (Multi-County Situation)

The system assigns M as the prefix to the GeoCode when you run the batch assignment program and it finds postal codes that cross two or more county boundaries. When this occurs, you must review the records and manually assign the appropriate GeoCode based on the county. After you assign the correct GeoCode, change the M to a V.

O (Outside City Limits)

If an address specified in the address book record is not physically located within the city limits, and, therefore, is not subject to city tax, you must manually change the first character of the GeoCode from V to O. This indicates to Vertex not to calculate the city tax for that GeoCode.

See the Vertex *GeoCoder Geographical Coding System* manual and the *GeoCoder Master List*.

What You Should Know About

GeoCode Select form

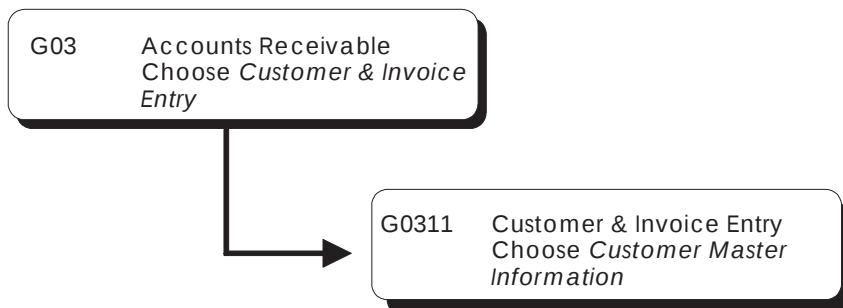
When an address book record can have more than one GeoCode assigned to it, you use Vertex GeoCode Select to choose a GeoCode. The Vertex GeoCode Select form lists all possible GeoCodes that correspond to county names and postal code ranges.

To assign GeoCodes manually to address book records

On Address Book Revisions

1. Locate the address book record whose GeoCode you want to change or add.
2. Access Address Book Additional Information.
3. On Address Book Additional Information, access Vertex GeoCode Select.
4. On Vertex GeoCode Select, choose the correct GeoCode for the address book record.

Assigning GeoCodes to Customers



After you globally assign GeoCodes to your address book records, you might need to assign a GeoCode to a customer.

► To assign a GeoCode to a customer

On Customer Master Information

1. Enter basic customer information.

See *Entering Customers*.

2. Choose Retrieve Vertex GeoCode (F15) to automatically load information in the following field:
 - Tax Rate/Area

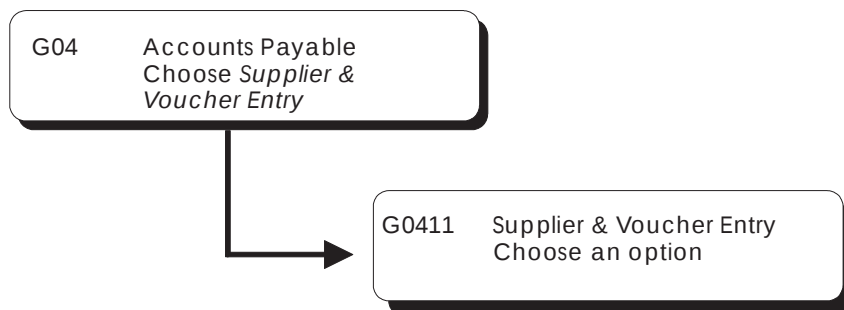
Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount. If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code. <i>Form-specific information</i> The information you specify is used as the default value when entering invoices. You can override this code during invoice entry. If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.

What You Should Know About

Changing an address

When you change an address for a customer, the system updates the GeoCode if one was previously entered.

Assigning GeoCodes to Suppliers



After you globally assign GeoCodes to your Address Book records, you might need to assign a GeoCode to a supplier.

► **To assign a GeoCode manually to a supplier**

On Supplier Master Information

[01054] - Supplier Master Information

Functions Tools Help

Supplier Number Gourmet & More
Long Address Number

Payment Information Additional Information

Currency & Tax Information

Withholding %
Tax ID
Add'l Ind Tax ID
Tax Expl Code Tax Rate/Area Tax Authority
Person/Corporation Code
Currency Amt. Currency

Accounting Distribution Information

G/L Class Model JE Type/Doc/Co
Default Exp Acct

F5=Who F6=Memo F8=Bank codes F9=Srch F11=Addr F14=Cat codes F24=More MW

1. Enter basic supplier information.

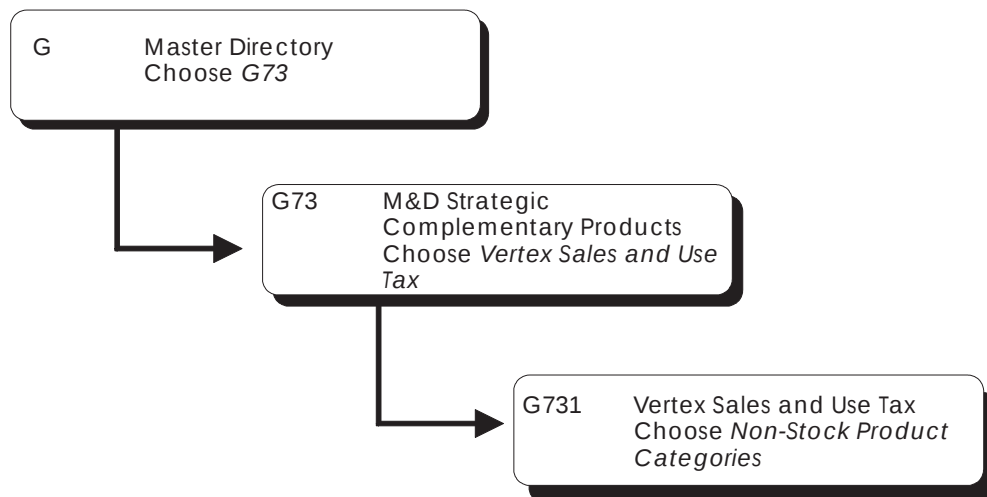
See *Entering Suppliers (P01054)*.
2. For WorldVision, choose the Additional Information tab.
3. Choose Retrieve Vertex GeoCode (F15) to automatically load information in the following field:
 - Tax Rate/Area

Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographical area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province) and their rates. Typically, the U.S. sales and use taxes require multiple taxing authorities per tax rate/area, whereas value added taxes often require only one simple rate. <i>Form-specific information</i> The system uses this information as the default when you enter vouchers. If you use Vertex, the Vertex GeoCode appears in this field. The system retrieves the Vertex GeoCode based on the supplier's city, state, and zip code.

What You Should Know About

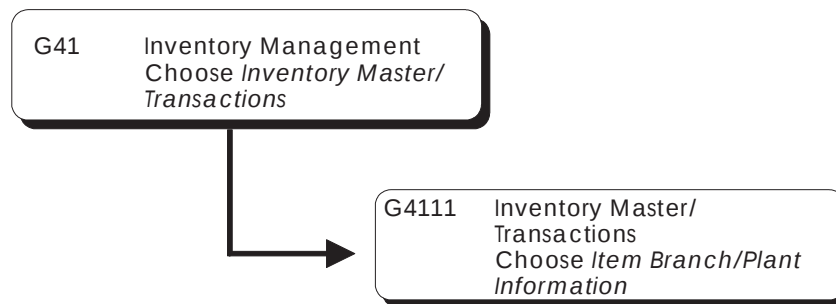
Changing an address When you change an address for a supplier, the system updates the GeoCode if one was previously entered.

Assigning Non-Stock Product Categories to Order Types



For non-stock order lines, for example, lines for freight charges or other miscellaneous charges, you must define non-stock product categories within the Vertex system. The J.D. Edwards/Vertex interface uses these codes when you enter order lines to determine tax information.

Defining Tax Information for Items



To apply tax the sales or purchase of an item, you perform two tasks to specify that the item is taxable:

- Activate the tax fields for the item on Item Branch/Plant Information to yes
- Assign the item to a tax category

In Vertex, the tax category corresponds to product categories that you define in TDM for any special tax exceptions or overrides. For example, when you sell a stock item, the J.D. Edwards Sales Order Management system passes the tax category code to the Vertex system.

Before Vertex calculates the tax, it compares the tax category code to TDM product categories. If it finds a match, the TDM setting for the category, for example, taxable, exempt, or otherwise, dictates how Vertex specifies a tax. If it does not find a match, Vertex taxes the item at the standard rate for that jurisdiction.

Taxes are calculated for items only if the customer is also taxable.

See Also

- The *Vertex SalesTax Data/Calculation Module* guide
- The *Vertex Tax Decision Maker Taxability* guide for product and service taxability information

► To define tax information for items

On Item Branch/Plant Information

1. Locate the item whose tax information you want to define.

2. Complete the following fields:
 - Sales Taxable
 - Purchasing Taxable
3. Access Item Branch Class Codes.
4. On Item Branch Class Codes, complete fields as follows:
 - For sales tax, the field whose data dictionary identifier corresponds to the value you specified in the Item Balance Category field under Sales Tax Category Code on Vertex Tax System Constants
 - For use tax, the field whose data dictionary identifier corresponds to the value you specified in the Item Balance Category field under Use Tax Category Code on Vertex Tax System Constants

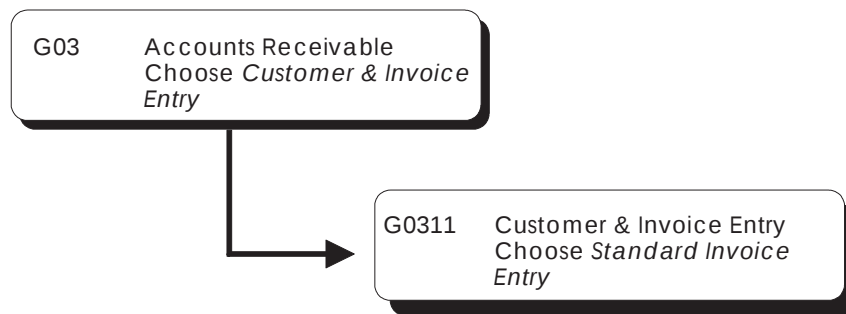
Override GeoCodes

After you assign GeoCodes to address book records, you might need to override a GeoCode on an invoice or voucher.

Complete the following tasks:

- ☐ Override GeoCodes on invoices
- ☐ Override GeoCodes on vouchers

Overriding GeoCodes on Invoices



After you assign GeoCodes to your customers, the system uses the GeoCode to supply default tax information when you enter an invoice. If you want to override the tax information supplied by the system, you can do so when you enter the invoice.

► To override a GeoCode on an invoice

On Standard Invoice Entry

1. Toggle to the alternate tax format, if necessary.

[03105] - Standard Invoice Entry

Functions Tools Help

Mode (F) D Prev Invoice

Account Number	4244	Cliff Young's Stereo Warehouse
Invoice Number	2232 RI 00100	Business Unit 30
Invoice Amount	26,010.00	Payment Terms Pmt Instr ☐
Invoice Date	06/20/98	Company 00100 USD
G/L Date	06/20/98	P.O. Number
Tax Amount		Tax Expl Code
Taxable Amount		Tax Rate/Area
Remaining Amount		Serv/Tax Date 06/20/98
Batch Number	6069194	Currency Code USD
		Exchange Rate

. Invoice Schedule

Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Tax Area	Tx Ex	Net Due Date
000	26,010.00					07/20/98

F4=Detail F6=E-Mail F9=NS F11=Addr Book F16=Ldgr Inq F13=J.E. Inq F24=More MW

2. Follow the steps to enter an invoice with taxes.

See *Entering an Invoice with Taxes* (P03105).

3. Complete the following fields:
 - Tax Amount (optional)
 - Tax Explanation Code (optional)
 - Taxable Amount

Field	Explanation
Tax Explanation Code	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code. <i>Form-specific information</i> If you use Vertex, the system accepts only E (exempt), S (sales tax), and U (use tax) for GeoCodes.

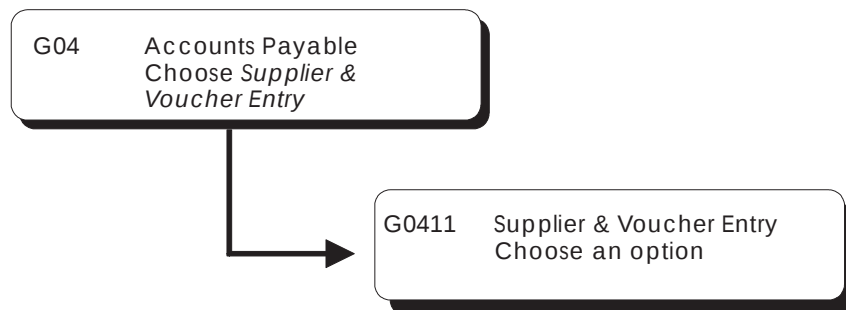
Field	Explanation
Taxable Amount	The amount on which taxes are assessed. <i>Form-specific information</i> You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the field, the system will validate it according to the tax rules you set up on Tax Rules by Company.

What You Should Know About

Use tax

The system makes accounting entries for use taxes when you post the invoice. AAI item RT (no G/L offset) points to the use tax account.

Overriding GeoCodes on Vouchers



After you assign GeoCodes to your suppliers, the system uses the GeoCode to supply default tax information when you enter a voucher. If you want to override the tax information supplied by the system, you can do so when you enter the voucher.

► To override a GeoCode on a voucher

On Standard Voucher Entry

1. Toggle to the alternate tax format, if necessary.
2. Follow the steps to enter basic information for a standard voucher.

See *Entering Standard Vouchers (P04105)*.

[04105] - Standard Voucher Entry

Functions Tools Help

Mode (F) 0 Prev Voucher: 8693 PV 00100

Supplier Number 4010 Voucher/Type/Co Gourmet & More

Invoice Number 41398 Business Unit 1

" Amount 1,000.00 Payment Terms

" Date 06/15/98 Company 00100 USD

G/L Date 06/30/98

Tax Amount 73.00 Tax Expl Code J

Taxable Amount 1,000.00 Tax Area DEN

Remaining Amount Serv/Tax Date 06/30/98

Currency Code USD

Exchange Rate

Batch Number 80895

Payment Schedule

Pay Itm	Gross Amount	Taxable Amount	Tax Amount	Tax Area	Tx Cd	Net Due Date
001	1,000.00	1,000.00	73.00	DEN	U	07/15/98

F4=Details F9=Name Srch F11=Addr Book F13=J.E. Inq F16=Ledger Inq F24=More MW

- Complete the following fields:
 - Tax Amount (optional)
 - Tax Explanation Code (optional)
 - Taxable Amount

Field	Explanation
Tax Explanation Code	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code. <i>Form-specific information</i> If you use Vertex, the system accepts only E (exempt), S (sales tax), and U (use tax) for GeoCodes.
Taxable Amount	The amount on which taxes are assessed. <i>Form-specific information</i> You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the field, the system will validate it according to the tax rules you set up on Tax Rules by Company.

What You Should Know About

Use tax

The system makes accounting entries for use taxes when you post the voucher. AAI item PT_ _ _ _ (no G/L offset) points to the use tax account.

Understand Link/Parm Area

Understanding the Link/Parm Area

The J.D. Edwards/Vertex SalesTax Interface uses the Link/Parm Area to communicate between J.D. Edwards programs and the Vertex Calculation Module. Vertex provides the link areas as an external interface to the Vertex Calculation Module, which carries selected information to Vertex and returns tax information to the user.

The following tables describe how J.D. Edwards populates the Link/Parm Area. The columns in the tables contain information as follows:

- The I/O column identifies the field as an “input to” or an “output from” the Vertex system.
- The Field Name and the Field Description columns contain the file names and descriptions, respectively, for the Vertex parameters.
- The A/N/P column indicates a field’s attributes (alpha, numeric, or packed).
- The Comments column contains information about the Vertex field.

GeoCode Conversion - Program VGEO100

The J.D. Edwards/Vertex SalesTax Interface passes address information from J.D. Edwards to the Vertex GeoCoder system. The GeoCoder system determines the GeoCode(s) for the address and returns it to the J.D. Edwards system.

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
	LSTABB	State Abbr.	2	A	ABADDS	Although the J.D. Edwards field is a three-character field, only the first two characters of the J.D. Edwards field are used. Special Processing (for Canadian addresses): If the country code (ABCTR) for the address is equal to the Canadian country code PS\$VCN (passed as a parameter), substitute CN in this field. Note: The Canadian country code field is set up in the Vertex Constants (F7301) table.
I	LCITYN	City Description	30	A		Use the last non-blank line of the six address lines (ABADD1-ABADD6) for the city name. The city name is limited to 30 characters, whereas the J.D. Edwards city name is up to 40 characters long.
I	LZIP	Postal Code	5	A/N	ABADDZ	Only the first five characters of this field are used.
O	LRETID	Return Code	5	A/N		1 = Matched Records 2 = Possible Matched Records 3 = Unmatched Records 4 = State Match Only 5 = Print Report
O	LFILL	Filler	2	A/N		Leave blank.
O	LGEO1	GeoCode #1	9	N		Mapped to PSTXA1 described above.
O	LCOUN1	County Name #1	10	A		Used for multi-county selection.

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
O	LMCO1	Multi-County Code #1	1	A/N		If returned value of 1, assign tax area prefix of M for multi-county. If LMC01 = 1, the GeoCode Select Window (PVIGEO) displays so you can select the appropriate GeoCode.
O	LZIPR1	Postal Code Range #1	10	A/N		Used for multi-county selection.
O	LGEO2	GeoCode #2	9	N		Used for multi-county selection.
O	LCOUN2	County Name #2	10	A		Used for multi-county selection.
O	LMCO2	Multi-County Code #2	1	A/N		Unreferenced.
O	LZIPR2	Postal Code Range #2	10	A/N		Used for multi-county selection.
O	LGEO3	GeoCode #3	9	N		Used for multi-county selection.
O	LCOUN3	County Name #3	10	A		Used for multi-county selection.
O	LMCO3	Multi-County Code #3	1	A/N		Unreferenced.
O	LZIPR3	Postal Code Range	10	A/N		Used for multi-county selection.
O	LGEO4	GeoCode #4	9	N		Used for multi-county selection.
O	LCOUN4	County Name #4	10	A		Used for multi-county selection.
O	LMCO4	Multi-County Code #4	1	A/N		Unreferenced.
O	LZIPR4	Postal Code Range #4	10	A/N		Used for multi-county selection.
O	LGEO5	GeoCode #5	9	N		Used for multi-county selection.
O	LCOUN5	County Name #5	10	A		Used for multi-county selection.
O	LMCO5	Multi-County Code #5	1	A/N		Unreferenced.
O	LZIPR5	Postal Code Range #5	10	A/N		Used for multi-county selection.
O	LGEO6	GeoCode #6	9	N		Used for multi-county selection.
O	LCOUN6	County Name #6	10	A		Used for multi-county selection.
O	LMCO6	Multi-County Code #6	1	A/N		Unreferenced.
O	LZIPR6	Postal Code Range #6	10	A/N		Used for multi-county selection.
O	LCUSTN6	Customer ID	20	A/N		Used for multi-county selection.

Sales Order Processing Tax Calculations - Program VTS110

Jurisdiction Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	IJUR01	Ship-to GeoCode	9	N		Pass field SDTXA1.
I	IJUR02	Ship-to inside or outside city limits	1	A/N	1 = inside the city (default) 0 = outside city limits	The passed value is formatted by interpreting the prefix of SDTXA1: V = 1 – inside M = 1 – inside O = 0 – outside
I	IJUR03	Ship-from GeoCode	9	N		/* Retrieve the Address Book Number of the detail branch/plant */ Use XS41001 common subroutine to retrieve the branch/plant constants using SDMCU. If the return code is N, move *Blanks to the IJUR03 else /* Retrieve the Address Book record */ Use the XF0101 common subroutine to retrieve the address book record using the address book number (CIAN8) retrieved from the branch/plant constants. If the Return Code is normal, move A5TXA1 to IJUR03, else move blanks to IJUR03 End; End;
I	IJUR04	Ship-from-in-out	1	A/N	1 = inside the city (default) 0 = outside city limits	The passed value is interpreted as described for field IJUR02, using the A5TXA1 of the ship-from branch/plant.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LJUR05	Order Acceptance GeoCode	9	N	Defaults to the ship-from GEO	/* Retrieve the address book number of the header branch/plant */ Use XS41001 common subroutine to retrieve the branch/plant constants using SHMCU. If the return code is = N, move *blanks to the LJUR05 else /* Retrieve the address book record */ Use the XF0101 common subroutine to retrieve the address book record using the address book number (CIAN8) retrieved from the branch/plant constants. If the return code is normal, move A5TXA1 to LJUR05 else, move blanks to LJUR05 End; End;
I	LJUR06	Order Acceptance in-out	1	A/N	1 = inside the city (default) 0 = outside city limits	The passed value is interpreted as described for field LJUR02, using the A5TXA1 of the order header branch/plant.

Invoice Data

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
I	LINV01	Invoice Number	12	A/N		SDDOC (Document Number), if not equal to zero. If SDDOC is equal to zero, use SDDOCO (Sales Order Number).
I	LINV02	Invoice Date	8	A/N	Required (the invoice date - CCYYMMDD)	Use SDIVD (Invoice Date) if not equal to zero. If SDIVD is zero, use SDTRDJ. If SDTRDJ is also equal to zero, use today's date (UPDATE).

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
O	LINV03	Invoice Gross Amount	13,3	N	Three decimal places	The returned value is mapped to the J.D. Edwards field #XAG (gross amount).
O	LINV04	Total Tax	13,3	N	Three decimal places	The returned value is mapped to the J.D. Edwards field #XSTAM (Tax Amount).
O	LINV05	Combined Rate	6	N	Six decimal places	The returned value is mapped to J.D. Edwards field #XTXR5 (Tax Rate Authority 5)
I	LINV06	Invoice Control #	5	A/N		SDDOCO (Sales Order Number).

Customer Data

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
I	LCUS01	Customer Code/ID	15	A/N	A user defined field used to check the customer's taxability using the Tax Decision Maker Customer table.	SDSHAN (Ship to Customer Number).
I	LCUS02	Customer Exempt Flag	1	A/N	Blank = let Calculation Module determine taxability of customer using Tax Decision Maker 1 = Customer is tax-exempt If a customer is tax-exempt, the entire invoice is exempt from tax.	If the order line is coded as tax exempt (SDEXR1 = E), pass 1. Otherwise, pass blank.

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
IO	LCUS03	Customer Exempt Certificate. #	15	A/N	An input-output field that works in conjunction with field LCUS04. The exempt certificate numbers coded in the Vertex tables are not in the J.D. Edwards Address Book.	Pass value of blanks. This field contains the returned certificate number.
I	LCUS04	Customer Certificate Flag	1	A/N	1 = Calculation Module will retrieve certificate number from Exemption subtable and populate this field on the Vertex Tax Register table.	Pass 1 - The tax exempt certificate number is returned in J.D. Edwards field LCUS03.

Company Data

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
I	LCOM01	Company Code	5	A/N	Default = 00000	Use the company code of the ship-from business unit or branch/plant in the Sales Order Detail table (F4211).
I	LCOM02	Division/Store Code	5	A/N	Default = 00000	Based on the setup in the Vertex Constants table (F7301), retrieve the appropriate category code from the address book record of the ship-from business unit or branch/plant. For example, if the address book Category Code Number field is set to 5, use category code 5 (ABAC05) from the address book.
I	LCOM03	Register File Indicator	1	A/N	0 = No register record is written 1 = Register record is written 2 = Register record is rewritten if a duplicate record is encountered	0 for all programs except for the General Ledger Post (P09801). Use 1 for the General Ledger Post.

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
I	LCOM04	Filler	4	A/N		Blanks.
I	LCOM05	Filler	3	A/N	Reserved	Blanks.
O	LCOM06	Return Code	2	A/N	Reserved	If a value is returned, test against the table of warning messages. If it is a warning, accumulate the Gross Amount (#XAG). If an error, bypass the Gross Amount.
I	LCOM07	File Access Mode	1	A/N	B = Batch mode (default) I = Interactive	B = batch programs I = interactive programs.
I	LCOM08	Number of occurrences	2	N	Default = 01	Blanks.
I	LCOM09	Filler	8	A/N	Reserved for future use.	Blanks.

Transaction Data

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
O	LTRN01	Taxed GeoCode Indicator	1	A/N	Taxes calculated for: T = ship-to location F = ship-from location O = order acceptance location	Unreferenced.
O	LTRN02	Status Code	1	A/N	To be defined.	Unreferenced.
I	LTRN03	Invoice Line Item #	5	A/N		SDLNID - move without decimals. For example, line number 1.010 in J.D. Edwards should be moved as 1010.
I	LTRN04	Transaction Type	6	A/N	Possible values: • PURCH • SALE (default) • LEASE • RENTAL • SERVIC	The passed values is determined by the order type/line type defined through Non-Stock Product Categories table (F7305). SALE = default value

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
I	LTRN05	Transaction Sub-Type	3	A/N	Further identifies the transaction type, for example, property, freight, expense, labor, and so on.	Blanks, unreferenced.
I	LTRN06	Transaction Code	1	A/N	N = normal (default) A = adjustment B = tax-only debit C = tax-credit R = distribute rate X = distribute tax	Blanks, unreferenced.
I	LTRN07	Transaction Date	8	N	default = current system date	Blanks, unreferenced.
I	LPRO01	Product Category Code	15	A/N/A	A user defined field used to check the product's taxability using the Tax Decision Maker Product table.	Based on the setup in the Vertex Constants table (F7301), retrieve the appropriate item category code from the Item Balance table (F4102) using the XF4102 file server. Also uses Non-Stock Product Category for non-stock items. Called Product Category/ID in the Tax Decision Maker.
I	LPRO02	Line Item Exempt Flag	1	A/N	1 = exempt this particular line item from tax blank = let Calculation Module determine the line item's taxability	If SDTAX1 = Y, pass value of blank. (Allow TDM table to determine exempt status.) If SDTAX1 = N, pass value of 1 = exempt.
I	LPRO03	State Taxability Flag	1	A/N	blank = Vertex determines state tax liability 0 = no state tax liability 1 = state tax liability	Blank, unreferenced.
I	LPRO04	County Taxability Flag	1	A/N	blank = Vertex determines county tax liability 0 = no county tax liability 1 = county tax liability	Blank, unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
I	LPRO05	City Taxability Flag	1	A/N	blank = Vertex determines city tax liability 0 = no city tax liability 1 = city tax liability	Blank, unreferenced.
I	LPRO06	District Taxability Flag	1	A/N	blank = Vertex determines district tax liability 0 = no district tax liability 1 = district tax liability	Blank, unreferenced.
I	LPRO07	Quantity	11,4	P	Four decimal places	SDSOQS quantity shipped (scrub to 4 decimals). Always pass a positive quantity (reverse sign for credits).
I	LPRO08	Extended Price Amount	13,3	P	Three decimal places	SDAEXP extended line price (scrub to 3 decimals).
I	LPRO09	State Tax Inclusion Flag	1	A/N	0 = State tax not included in amount (default) 1 = State tax included in amount	Blank, unreferenced. Applies only for Canada. If the tax is already included in the extended price, it needs to be distributed among state, county, city and district.
I	LPRO10	County Tax Inclusion Flag	1	A/N	0 = County tax not included in amount (default) 1 = County tax included in amount	Blank, unreferenced.
I	LPRO11	City Tax Inclusion Flag	1	A/N	0 = City tax not included in amount (default) 1 = City tax included in amount	Blank, unreferenced.
I	LPRO12	District Tax Inclusion Flag	1	A/N	0 = District tax not included in amount (default) 1 = District tax included in amount	Blank, unreferenced.
I	LPRO13	User Area	25	A/N	For customer use. This field shows on Vertex reports.	Blanks.

State Data

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
O	LSTA01	Taxed Amount	7	P	Three decimal places	The highest value of LSTA01, LCOU01, LCIT01, LDIS01 is mapped to J.D. Edwards field #XATXA (Taxable Amount)
O	LSTA02	Non-taxable Amount	7	P	Three decimal places	Unreferenced.
O	LSTA03	Exempt Reason Code	1	A/N	* = default	Unreferenced.
O	LSTA04	Exempt Amount	7	P	Three decimal places	Unreferenced.
O	LSTA05	Rate	6	N	Six decimal places	Mapped to J.D. Edwards field #XTXR1 (Tax Rate Authority 1)
O	LSTA06	Rate Indicator	1	A/N	C = current (default) P = previous	Unreferenced.
I	LSTA07	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LSTA08	Tax	7	P	Three decimal places	Mapped to J.D. Edwards field #XAMT1 (Tax Amount Authority 1)

County Data

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
O	LCOU01	Taxed Amount	7	P	Three decimal places	See LSTA01.
O	LCOU02	Non-taxable Amount	7	P	Three decimal places	Unreferenced.
O	LCOU03	Exempt Reason Code	1	A/N	* = default	Unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	J.D. Edwards Field Name	Comments
O	LCOU04	Exempt Amount	7	P	Three decimal places	Unreferenced.
O	LCOU05	Rate	6	N	Six decimal places	Mapped to J.D. Edwards field #XTXR2 (Tax Rate Authority 2)
O	LCOU06	Rate Indicator	1	A/N	C = current P = previous	Defaults to C.
IO	LCOU07	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks; the Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LCOU08	Tax	7	P	Three decimal places	Mapped to J.D. Edwards field #XAMT2 (Tax Amount Authority 2)

City Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LCIT01	Taxed Amount	7	P	Three decimal places	See LSTA01.
O	LCIT02	Non-taxable Amount	7	P	Three decimal places	Unreferenced.
O	LCIT03	Exempt Reason Code	1	A/N	* = default	Unreferenced
O	LCIT04	Exempt Amount	7	P	Three decimal places	Unreferenced.
O	LCIT05	Rate	6	N	Six decimal places	Mapped to J.D. Edwards field #XTXR3 (Tax Rate Authority 3)
O	LCIT06	Rate Indicator	1	A/N	C = current P = previous Defaults to C	Unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LCIT07	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LCIT08	Tax	7	P	Three decimal places	Mapped to J.D. Edwards field #XAMT3 (Tax Amount Authority 3)

District Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LDIS01	Taxed Amount	7	P	Three decimal places	See LDSA01.
O	LDIS02	Non-taxable Amount	7	P	Three decimal places	Unreferenced.
O	LDIS03	Exempt Reason Code	1	A/N	* = default	Unreferenced.
O	LDIS04	Exempt Amount	7	P	Three decimal places	Unreferenced.
O	LDIS05	Rate	6	N	Six decimal places	Mapped to J.D. Edwards field #XTXR4 (Tax Rate Authority 4)
O	LDIS06	Rate Indicator	1	A/N	C = current (default) P = previous	Unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
IO	LDIS07	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LDIS08	Tax	7	P	Three decimal places	Mapped to J.D. Edwards field #XAMT4 (Tax Amount Authority 4)

Intrastate Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LSPE01	Taxed GeoCode	9	N		In the invoicing program P42565, if the returned field is not blank, format and display the individual tax authority amounts. Unreferenced in all other programs.
O	LSPE02	County Taxed Amount	7	P	Three decimal places	Unreferenced.
O	LSPE03	Rate	6	N	Six decimal places	See LSPEC01.
O	LSPE04	Rate Indicator	1	A/N	C = current P = previous	Unreferenced.
O	LSPE05	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	Unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LSPE06	Tax	7	P	Three decimal places	See LSPEC01.
O	LSPE07	City Taxed Amount	7	P	Three decimal places	Unreferenced.
O	LSPE08	Rate	6	N	Six decimal places	See LSPEC01.
O	LSPE09	Rate Indicator	1	A/N	C = current P = previous	Unreferenced.
O	LSPE10	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	Unreferenced.
O	LSPE11	Tax	7	P	Three decimal places	See LSPEC01.
O	LSPE12	District Taxed Amount	7	P	Three decimal places	Unreferenced.
O	LSPE13	Rate	6	N	Six decimal places	See LSPEC01.
O	LSPE14	Rate Indicator	1	A/N	C = current P = previous	Unreferenced.
O	LSPE15	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	Unreferenced.
O	LSPE16	Tax	7	P	Three decimal places	See LSPEC01.
I	LSTA09	State Non-taxed Reason Code	1	A/N	* = default	Blanks.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LCOU09	County Non-taxed Reason Code	1	A/N	* = default	Blanks.
I	LCIT09	City Non-taxed Reason Code	1	A/N	* = default	Blanks.
I	LDIS09	District Non-taxed Reason Code	1	A/N	* = default	Blanks.
O	LDIS10	District Apply Flag	1	A/N	1 - District tax applies to the city 2 - District tax applies to the county	Unreferenced.

Address Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
	LACTC	Action Code	2	A/N		Unreferenced.
O	LSHTO	Ship-to (state)	2	A/N	State Code	Unreferenced.
O	LSHTZP	Ship-to (Postal)	5	A/N	Five-digit postal code	Unreferenced.
O	LSHTCT	Ship-to (city)	25	A/N	City name	Unreferenced.
O	LSHTCO	Ship-to (county)	15	A/N	County name	Unreferenced.
O	LSHTJI	Ship-to Jurisdiction In-Out	1	A/N	1 = inside the city limits (default) 0 = outside the city limits	Unreferenced.
O	LFILLI	Filler	1	A/N		Unreferenced.
O	LSHRC	Ship-to Return Code	2	A/N		Unreferenced.
O	LSHFR	Ship-from (state)	2	A/N	State Code	Unreferenced.
O	LSFRZP	Ship-from (Postal)	5	A/N	Five-digit postal code	Unreferenced.
O	LSFRCT	Ship-from (city)	25	A/N	City name	Unreferenced.
O	LSFRCO	Ship-from (county)	15	A/N	County name	Unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LSFRJI	Ship-from Jurisdiction In-Out	1	A/N	1 = inside the city limits (default) 0 = outside the city limits	Unreferenced.
O	LFILL2	Filler	1	A/N		Unreferenced.
O	LSFRRT	Ship-from Return Code	2	A/N		Unreferenced.
O	LORST	Order Acceptance (state)	2	A/N	State Code	Unreferenced.
O	LORZP	Order Acceptance (postal)	5	A/N	Five-digit postal code	Unreferenced.
O	LORCT	Order Acceptance (city)	25	A/N	City name	Unreferenced.
O	LORCO	Order Acceptance (county)	15	A/N	County name	Unreferenced.
O	LORJI	Order Acceptance Jurisdiction In-Out	1	A/N	1 = inside the city limits (default) 0 = outside the city limits	Unreferenced.
O	LFILL3	Filler	1	A/N		Unreferenced.
O	LORRTC	Order Acceptance Return Code	2	A/N		Unreferenced.
O	LSTOR	Store Code	10	A/N		Unreferenced.
O	LFILL4	Filler	95	A/N		Unreferenced.

Accounts Receivable Tax Calculations – Program VTS110

Jurisdiction Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LJUR01	Ship-to GeoCode	9	N		Loaded from the tax area field of the customer invoice line, field name RPTXA1.
I	LJUR02	Ship-to inside or outside city limits	1	A/N	1 = inside the city (default) 0 = outside city limits	The passed value is formatted by interpreting the prefix of the field RPTXA1. V = 1 – inside M = 1 – inside O = 0 – outside
I	LJUR03	Ship-from GeoCode	9	N		Loaded with the identical value of LJUR01.
I	LJUR04	Ship-from-in-out	1	A/N	1 = inside the city (default) 0 = outside city limits	Move *blanks to LJUR04. The Vertex tax calculator will use the default the value of LJUR02.
I	LJUR05	Order Acceptance GeoCode	9	N		Loaded with the identical value of LJUR01.
I	LJUR06	Order Acceptance in-out	1	A/N	1 = inside the city (default) 0 = outside city limits	The passed value is interpreted as described for field LJUR02, using the ABTXA1 of the order header branch/plant.

Invoice Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
	LINV01	Invoice Number	12	A/N		RPDOC (Document Number). This is a system-assigned number at the time the invoice is created.
	LINV02	Invoice Date	8	A/N	Required. The invoice date (CCYYMMDD)	Use invoice date fields: RPDID, RPDIM, RPDYI.
O	LINV03	Invoice Gross Amount	13,3	N	Three decimal places	Value returned from the tax calculator. Formatted to field #XAG, amount gross in X4008C.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LINV04	Total Tax	13,3	N	Three decimal places	Value returned from the tax calculator. Formatted to field #XSTAM, tax amount in X4008C.
O	LINV05	Combined Rate	6	N	Six decimal places	Value returned from the tax calculator. Formatted to field #XTXR5, combined rate, in X4008C. This field reflects the true tax rate.
	LINV06	Invoice Control #	5	A/N		Pass blank.

Customer Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LCUS01	Customer Code/ID	15	A/N	A user-defined field used to check the customer's taxability using the TDM Customer Table.	RPAN8 (Customer Number).
I	LCUS02	Customer Exempt Flag	1	A/N	Value of blank = let Calculation Module determine taxability of customer using TDM. Value of 1 = Customer is tax exempt. If a customer is tax exempt, the entire invoice is exempted from tax.	If the order line is coded as tax exempt (RPEXR1 = E) pass value of 1. If the order line is not coded as exempt (RPEXR1 = blank) pass blank to allow TDM table to determine exempt statuses.
I	LCUS03	Customer Exempt Certificate #	15	A/N		Pass blanks. This field contains the returned certificate number.
I	LCUS04	Customer Certificate Flag	1	A/N	1 = Calculation Module will retrieve certificate number from Exemption subtable and populate this field on the Vertex Tax Register table.	Pass value of 1. The tax exempt certificate number is returned in field LCUS03.

Company Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LCOM01	Company Code	5	A/N	Default = 00000	Pass RPCO, company code.
I	LCOM02	Division/ Store Code	5	A/N	Default = 00000	Based on the setup in the Vertex Constants (F7301) table, retrieve the appropriate category code from the address book of the customer (RPAN8). For example, if the Address Book Category Code Number field is set up with a value of 5, use the category code 5 (ABAC05) from the address book.
I	LCOM03	Register File Indicator	1	A/N	0 = No register record is written 1 = Register record is written 2 = Register record is rewritten if a duplicate record is encountered	0 for all programs except for the P09801 (Post General Ledger) program. Use 1 for P09801 program.
I	LCOM04	Filler	4	A/N		Blanks.
I	LCOM05	Filler	3	A/N	Reserved	Blanks.
O	LCOM06	Return Code	2	A/N	Reserved	Test returned value against user defined code table 73/EC of Vertex warning messages. The user defined code table code is defined in the data dictionary for field VVEC. Warnings are ignored, errors show as no tax.
	LCOM07	File Access Mode	1	A/N	Blank = Batch mode (default) I = Interactive	Always pass value I.
I	LCOM08	Number of occurrences	2	N	Default = 01	Blanks.
I	LCOM09	Filler	8	A/N	Reserved for future use	Blanks.

Transaction Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LTRN01	Taxed GeoCode Indicator	1	A/N	Taxes calculated for: T = ship-to location F = ship-from location O = order acceptance location	Unreferenced.
O	LTRN02	Status Code	1	A/N	To be defined.	Unreferenced.
I	LTRN03	Invoice Line Item #	5	A/N		Pass the value of RPSFX – pay item.
I	LTRN04	Transaction Type	6	A/N	PURCH SALE (default) LEASE RENTAL SERVIC	Test if the invoice document type, field RPDCT, is coded in the F7305 Vertex transaction code cross reference. Line type is ignored. The resulting field #U\$VTY will contain a valid value. Default the value of SALE.
I	LTRN05	Transaction Sub-Type	3	A/N	Further identifies the transaction type: Property, Freight, Expense, Labor, etc.	Blanks, unreferenced.
I	LTRN06	Transaction Code	1	A/N	N = normal (default) A = adjustment Blank = tax-only debit C = tax-only credit R = distribute rate X = distribute tax	Blanks, unreferenced.
I	LTRN07	Transaction Date	8	N	Default = current system date	Pass invoice date; fields RPDID, RPDIM, RPDYI.
I	LPRO01	Product Category Code	15	A/NA	A user-defined field used to check the product's taxability using the TDM Product table.	Blanks, unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LPRO02	Line Item Exempt Flag	1	A/N	Value of 1 = exempt this particular line item from tax Value of blank = let Calculation Module determine the line item's taxability	Blanks, unreferenced.
I	LPRO03	State Taxability Flag	1	A/N	Blank = Vertex determines state tax liability 0 = no state tax liability 1 = state tax liability	Blank, unreferenced.
I	LPRO04	County Taxability Flag	1	A/N	Blank = Vertex determines county tax liability 0 = no county tax liability 1 = county tax liability	Blank, unreferenced.
I	LPRO05	City Taxability Flag	1	A/N	Blank = Vertex determines city tax liability 0 = no city tax liability 1 = city tax liability	Blank, unreferenced.
I	LPRO06	District Taxability Flag	1	A/N	Blank = Vertex determines district tax liability 0 = no district tax liability 1 = district tax liability	Blank, unreferenced.
I	LPRO07	Quantity	11,4	P	Four decimal places	RPU – units. Scrub to 4 decimals.
I	LPRO08	Extended Price Amount	13,3	P	Three decimal places	RPAG – Gross Amount. Scrub to 3 decimals.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LPRO09	State Tax Inclusion Flag	1	A/N	0 = State tax not included in amount (default) 1 = State tax included in amount.	Blank, unreferenced. Applies to Canada only. If the tax is already included in the extended price, it needs to be distributed among state, county, city and district.
I	LPRO10	County Tax Inclusion Flag	1	A/N	0 = County tax not included in amount (default) 1 = County tax included in amount	Blank, unreferenced.
I	LPRO11	City Tax Inclusion Flag	1	A/N	0 = City tax not included in amount (default) 1 = City tax included in amount	Blank, unreferenced.
I	LPRO12	District Tax Inclusion Flag	1	A/N	0 = District tax not included in amount (default) 1 = District tax included in amount	Blank, unreferenced.
I	LPRO13	User Area	25	A/N	For customer use. This field shows on Vertex reports.	Blank, unreferenced.

State Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LSTA01	Taxed Amount	7	P	Three decimal places	The highest value of LSTA01, LCOU01, LCIT01, LDIS01 is mapped to J.D. Edwards field #XATXA (Taxable Amount).
O	LSTA02	Non-taxable Amount	7	P	Three decimal places	Unreferenced.
O	LSTA03	Exempt Reason Code	1	A/N	* = default	Unreferenced.
O	LSTA04	Exempt Amount	7	P	Three decimal places	Unreferenced.
O	LSTA05	Rate	6	N	Six decimal places	State rate, mapped to J.D. Edwards field #XTXR1 (Tax Rate Authority 2).

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LSTA06	Rate Indicator	1	A/N	C = current P = previous Default to C	Unreferenced.
I	LSTA07	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks, unreferenced. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LSTA08	Tax	7	P	Three decimal places	State tax amount, mapped to J.D. Edwards field #XAMT1.

County Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LCOU01	Taxed Amount	7	P	Three decimal places	See LSTA01
O	LCOU02	Non-taxable Amount	7	P	Three decimal places	Unreferenced.
O	LCOU03	Exempt Reason Code	1	A/N	* = default	Unreferenced.
O	LCOU04	Exempt Amount	7	P	Three decimal places	Unreferenced.
O	LCOU05	Rate	6	N	Six decimal places	Mapped to J.D. Edwards field #XTXR2 (Tax Rate Authority 2)
O	LCOU06	Rate Indicator	1	A/N	C = current P = previous Default is C	Unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
IO	LCOU07	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LCOU08	Tax	7	P	Three decimal places	Mapped to J.D. Edwards field #XAMT2 (Tax Amount Authority 2)

City Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LCIT01	Taxed Amount	7	P	Three decimal places	See LSTA01.
O	LCIT02	Non-taxable Amount	7	P	Three decimal places	Unreferenced.
O	LCIT03	Exempt Reason Code	1	A/N	* = default	Unreferenced.
O	LCIT04	Exempt Amount	7	P	Three decimal places	Unreferenced.
O	LCIT05	Rate	6	N	Six decimal places	Mapped to J.D. Edwards field #XTXR3 (Tax Rate Authority 3)
O	LCIT06	Rate Indicator	1	A/N	C = current P = previous Default to C	Unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LCIT07	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LCIT08	Tax	7	P	Three decimal places	Mapped to J.D. Edwards field #XAMT3 (Tax Amount Authority 3)

District Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LDIS01	Taxed Amount	7	P	Three decimal places	Unreferenced.
O	LDIS02	Non-taxable Amount	7	P	Three decimal places	Unreferenced.
O	LDIS03	Exempt Reason Code	1	A/N	* = default	Unreferenced.
O	LDIS04	Exempt Amount	7	P	Three decimal places	Unreferenced.
O	LDIS05	Rate	6	N	Six decimal places	Unreferenced.
O	LDIS06	Rate Indicator	1	A/N	C = current P = previous	Default is C.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
IO	LDIS07	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LDIS08	Tax	7	P	Three decimal places	Unreferenced.

Intrastate Calculation Area

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LSPE01	Taxed GeoCode	9	N		Unreferenced.
O	LSPE02	County Taxed Amount	7	P	Three decimal places	Unreferenced.
O	LSPE03	Rate	6	N	Six decimal places	Unreferenced.
O	LSPE04	Rate Indicator	1	A/N	C = current P = previous	Unreferenced.
O	LSPE05	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LSPE06	Tax	7	P	Three decimal places	See LSPEC01.
O	LSPE07	City Taxed Amount	7	P	Three decimal places	Unreferenced.
O	LSPE08	Rate	6	N	Six decimal places	See LSPEC01.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LSPE09	Rate Indicator	1	A/N	C = current P = previous	Unreferenced.
O	LSPE10	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks, unreferenced. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LSPE11	Tax	7	P	Three decimal places	See LSPEC01.
O	LSPE12	District Taxed Amount	7	P	Three decimal places	Unreferenced.
O	LSPE13	Rate	6	N	Six decimal places	See LSPEC01.
O	LSPE14	Rate Indicator	1	A/N	C = current P = previous	Unreferenced.
O	LSPE15	Tax Type	1	A/N	S = sales U = use R = rental O = override E = exempt N = non-taxable V = service X = invalid jurisdiction Z = zero tax rate	*Blanks, unreferenced. The Calculation Module will return this field. The returned value is currently not referenced in the J.D. Edwards modules.
O	LSPE16	Tax	7	P	Three decimal places	See LSPEC01.
I	LSTA09	State Non-taxed Reason Code	1	A/N	* = default	Blanks, unreferenced.
I	LCOU09	County Non-taxed Reason Code	1	A/N	* = default	Blanks, unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
I	LCIT09	City Non-taxed Reason Code	1	A/N	* = default	Blanks, unreferenced.
I	LDIS09	District Non-taxed Reason Code	1	A/N	* = default	Blanks, unreferenced.
O	LDIS10	District Apply Flag	1	A/N	Possible Values: 1 = District tax applies to the city 2 = District tax applies to the county	Unreferenced.

Address Data

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
	LACTC	Action Code	2	A/N		Unreferenced.
O	LSHTO	Ship-to(state)	2	A/N	State Code	Unreferenced.
O	LSHTZP	Ship-to (postal)	5	A/N	Five-digit Postal code	Unreferenced.
O	LSHTCT	Ship-to (city)	25	A/N	City name	Unreferenced.
O	LSHTCO	Ship-to (county)	15	A/N	County name	Unreferenced.
O	LSHTJI	Ship-to Jurisdiction In-Out	1	A/N	1 = inside the city limits (default) 0 = outside the city limits	Unreferenced.
O	LFILLI	Filler	1	A/N		Unreferenced.
O	LSHRC	Ship-to Return Code	2	A/N		Unreferenced.
O	LSHFR	Ship-from (state)	2	A/N	State Code	Unreferenced.
O	LSFRZP	Ship-from (Postal)	5	A/N	Five-digit Postal code	Unreferenced.
O	LSFRCT	Ship-from (city)	25	A/N	City name	Unreferenced.
O	LSFRCO	Ship-from (county)	15	A/N	County name	Unreferenced.
O	LSFRJI	Ship-from Jurisdiction In-Out	1	A/N	1 = inside the city limits (default) 0 = outside the city limits	Unreferenced.
O	LFILL2	Filler	1	A/N		Unreferenced.

I/O	Field Name	Field Description	Size	A/N/P	Comments	Specific Instructions
O	LSFRRT	Ship-from Return Code	2	A/N		Unreferenced.
O	LORST	Order Acceptance (state)	2	A/N	State Code	Unreferenced.
O	LORZP	Order Acceptance (postal)	5	A/N	Five-digit postal code	Unreferenced.
O	LORCT	Order Acceptance (city)	25	A/N	City name	Unreferenced.
O	LORCO	Order Acceptance (county)	15	A/N	County name	Unreferenced.
O	LORJI	Order Acceptance Jurisdiction In-Out	1	A/N	1 = inside the city limits (default) 0 = outside the city limits	Unreferenced.
O	LFILL3	Filler	1	A/N		Unreferenced.
O	LORRTC	Order Acceptance Return Code	2	A/N		Unreferenced.
O	LSTOR	Store Code	10	A/N		Unreferenced.
O	LFILL4	Filler	95	A/N		Unreferenced.

Accounts Payable

Parameter	Description
IJUR01	Use A6TXA2 for Business Unit Address, then MCTXA1 for Business Unit, then AGTXA2 for company address.
IJUR02	Use the GeoCode prefix in IJUR01: V = 1 – inside M = 1 – inside O = 0 – outside
IJUR03	Use RPTXA1 from A/P Ledger.
IJUR04	Use the prefix of GeoCode in IJUR03.
IJUR05	Set to the same value as IJUR03.
IJUR06	Set to the same value as IJUR04.
LINV01	Blanks.
LINV02	Use RPDIVJ (invoice date). If blank, use today's date.

Parameter	Description
LINV06	Blanks - Not valid for purchasing.
LCUS01	Address Book number of ship-to RPAN8.
LCUS02	1 if RPEXR1 = E, else blank.
LCUS03	Blanks.
LCUS04	Set to 1 to retrieve the certificate number if valid.
LCOM01	RPCO (company number)
LCOM02	Retrieve the Address Book number for RPMCU then retrieve the Address Book category code set up in the Vertex Constants table.
LCOM03	If this is the posting program P09801, set to 1 to write the register records. Otherwise, set to 0.
LCOM04	Blanks.
LCOM05	Blanks.
LCOM07	Set to I for interactive.
LCOM08	Set to zeros - only one line item at a time will be passed.
LOCM09	Blanks.
LTRN03	Set to RPSFX for the line item number.
LTRN04	Set to PURCH for tax type U, or SALES for sales tax type S, unless specified otherwise in the user defined code table for the document type.
LTRN05	Blanks.
LTRN06	Blanks.
LTRN07	Zeros.
LPRO01	Retrieve the category code set up in the Constants table.
LPRO02	Blanks.
LPRO03	Blanks.
LPRO04	Blanks.
LPRO05	Blanks.
LPRO06	Blanks.
LPRO07	Use RPU.
LPRO08	Use AXTA from line item.
LPRO09	Blanks.

Parameter	Description
LPRO10	Blanks.
LPRO11	Blanks.
LPRO12	Blanks.
LPRO13	Blanks.
LSTA07	Blanks.
LCOU07	Blanks.
LCIT07	Blanks.
LDIS07	Blanks.
LSTA09	Blanks.
LCOU09	Blanks.
LCIT09	Blanks.
LDIS09	Blanks.
LACTC	Blanks.

Purchasing

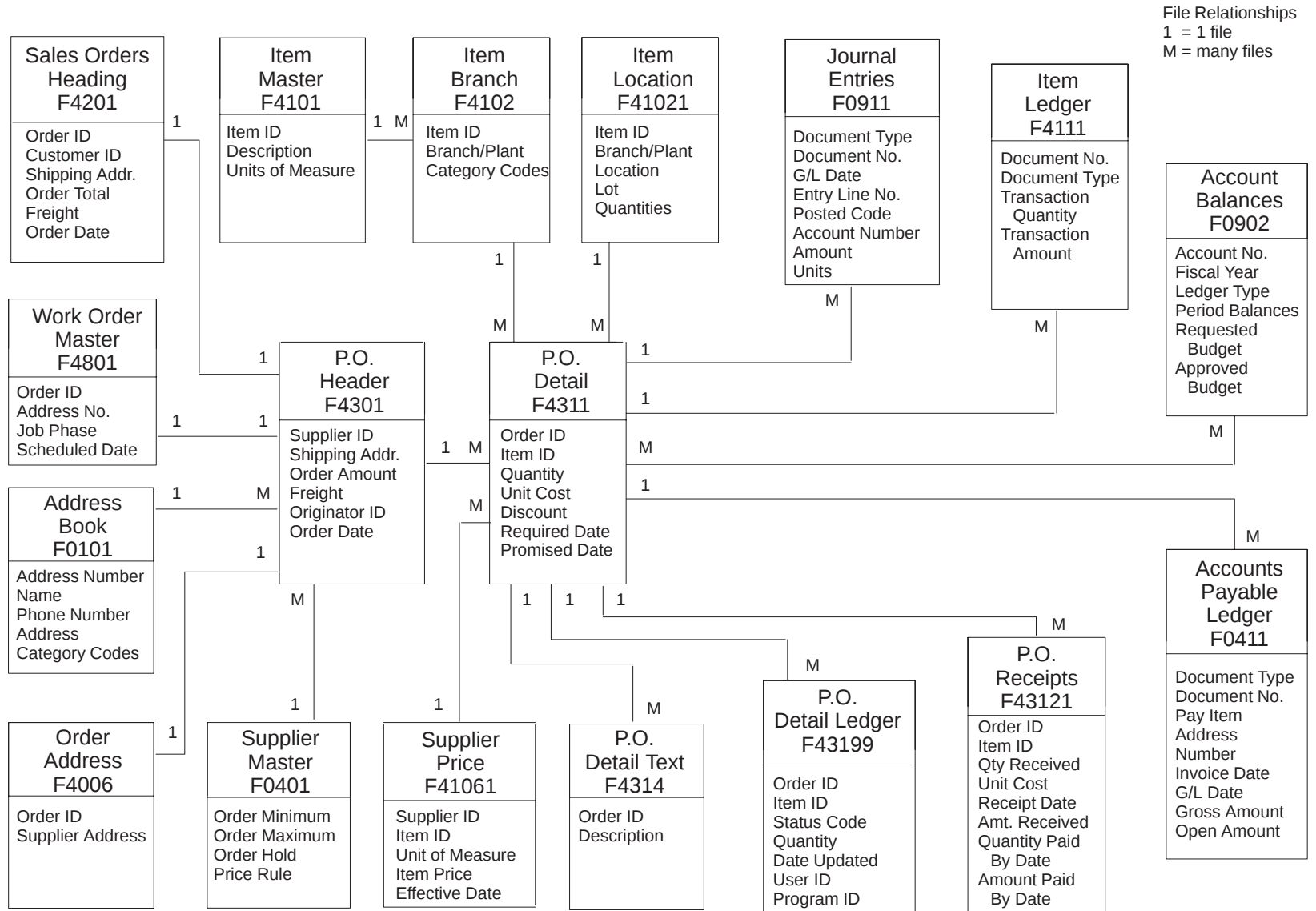
Parameter	Description
IJUR01	PDTXA1/PRTXA1
IJUR02	The passed value is formatted by interpreting the prefix of PDXTA1/PRTXA1. V = 1 – inside M = 1 – inside O = 0 – outside
IJUR03	Retrieve the tax area from the Ship From (PDAN8/PRAN8) supplier master record.
IJUR04	Same as IJOR02.
IJUR05	Set to the same value as IJUR03.
IJUR06	Set to the same value as IJUR04.
LINV01	Blanks - Not valid for purchasing
LINV02	Use PDTRDJ/PRTRDJ. If blank, use today's date.
LINV06	Blanks - Not valid for purchasing.

Parameter	Description
LCUS01	Address book number of ship-to (PDAN8/PRAN8).
LCUS02	PDEXR1/PREXR1.
LCUS03	Blanks.
LCUS04	Set to 1 to retrieve the certificate number if valid.
LCOM01	PDCO or PRCO for company.
LCOM02	Retrieve the Address Book number from the branch/plant constants (PDMCU/PRMCU) then retrieve the Address Book category code set up in the Vertex Constants file.
LCOM03	If this is the posting program P09801, set to 1 to write the register records, otherwise set to 0.
LCOM04	Blanks
LCOM05	Blanks
LCOM07	Set to I for interactive.
LCOM08	Set to zeros - only one line item at a time will be passed.
LOCM09	Blanks
LTRN03	Set to PDLNID/PRLNID for the line item number.
LTRN04	Set to PURCH for tax type U, or SALES for sales tax type S, unless specified otherwise in the UDC for the document type.
LTRN05	Blanks
LTRN06	Blanks
LTRN07	Zeros
LPRO01	Retrieve the category code set up in the constants file.
LPRO02	Set based on PDTX and PRTX.
LPRO03	Blanks
LPRO04	Blanks
LPRO05	Blanks
LPRO06	Blanks
LPRO07	Set to PDUORG or PRUREC.
LPRO08	Set to PDECST or PRAREC.
LPRO09	Blanks
LPRO10	Blanks

Parameter	Description
LPRO11	Blanks
LPRO12	Blanks
LPRO13	Blanks
LSTA07	Blanks
LCOU07	Blanks
LCIT07	Blanks
LDIS07	Blanks
LSTA09	Blanks
LCOU09	Blanks
LCIT09	Blanks
LDIS09	Blanks
LACTC	Blanks

Appendix C — Data Model

Purchase Management



Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards systems and the accompanying user guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type used for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instruction. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Also called the *expedient method* and the *fast path method*.

AZ ledger. The ledger type used for cash basis accounting.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's accounts receivable transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

alphabetic character. A letter or other symbol from the keyboard (such as *&#) that represents data. Contrast with *numeric character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

approver number. The user ID of the person who approves vouchers for payment.

"as of" report. A report used to view the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

audit trail. The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic process used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest invoices in chronological order according to the net due date.

bank tape (lock box) processing. The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

batch. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch control. The verification of the number of transactions and the total amount in each batch entered into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the J.D. Edwards Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called a *cost center*.

calculation method. When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method used to generate an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment*.

command. A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

consolidations. A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also *currency restatement*.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

contra/clearing account. A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.

cost allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code used to display information about a customer's account status, such as "Over Credit Limit".

credit note reimbursement. A system generated form to reclassify a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

currency restatement. The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

cursor sensitive help. J.D. Edwards online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. The record of transactions between your company and a particular customer.

customer payment. The payment your company receives from a customer.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself. Also known as a *glossary*.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied cash, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

EDI. Electronic data interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

EFT. Electronic funds transfer. A method of transferring funds from one company's bank account to that of another company.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

expedient method. See *A/P Ledger method*.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

fast path method. See *A/P Ledger method*.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage assessed on an unpaid invoice exceeding the grace period.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See *data dictionary*.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Also called the *tough/right method*.

G/L offset. An account used by the post program to create automatic offset entries.

G/L posted code. A system code that indicates the status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods and services tax. A tax assessed in Canada.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing*.

interest invoice. An invoice calculated on paid invoices whose payment was received after the specified due dates.

interest rate computation code. A code used to define the rates and effective dates used for calculating interest charges.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to specific invoices. A discount can be allowed or disallowed using invoice match.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result appears as 00004567.

ledger type. A ledger used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions may also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

- A=Major Product Directories
- B=Product Groups
- 1=Basic Operations
- 2=Intermediate Operations
- 3=Advanced Operations
- 4=Computer Operations
- 5=Programmers
- 6=Advanced Programmers

Also known as *menu levels*. (2) The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged vouchers. See *voucher logging*.

mail distribution list. A list of people to whom you send electronic mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail*.

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company the invoices or vouchers are associated with or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.

next number facility. A J.D. Edwards software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand*.

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

original document. The document that initiates a transaction in the system.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

pay status. The current condition of the payment, such as paid or payment-in-process.

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

payment control group. A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a *payment group*.

payment group. See *payment control group*.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you may use both period average and period-end rates, distinguishing them by rate type.

realized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is realized when you pay the invoice or voucher. See also *unrealized gain/loss*.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher becomes due for payment, for example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

reporting code. See *category code*.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. Defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

single AAI revision. The process of revising one automatic accounting instruction at a time.

soft coding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

speed code. A user defined code that represents a G/L account number. Speed codes can be used to simplify data entry by making G/L accounts easier to remember

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

Standard Industry Code (SIC). A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

stop date. The date an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also called a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

supplier payment. The payment your company makes to a supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

table. A collection of related data records organized for a specific use and electronically stored by the computer.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An electronic mail method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which taxes entered manually can vary from the system-calculated tax.

tough/right method. See *G/L method*.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. A G/L account used to hold funds until they can be allocated to the correct account.

translation adjustment account. An optional G/L account used in currency restatement to record the total adjustments at a company level.

undo. To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

unrealized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is unrealized until you pay the invoice or voucher. See also *realized gain/loss*.

update. Add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code (type). The identifier for a list of codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

variable numerator allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier*.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A software feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street, avenue, or building.

worked. A code used to indicate whether a customer's account has been reviewed and updated. For example, you "work" an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A receipt application method where the receipt is applied to the invoice and the difference is written off. You can "write-off" both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

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