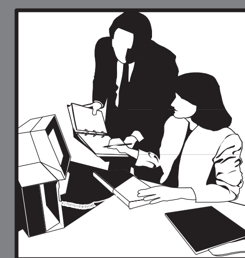
WORLDSOFTWARE®

Guide
August 1997



WORLDSOFTWARE®

Procurement

Release
A8.1

JDEdwards®

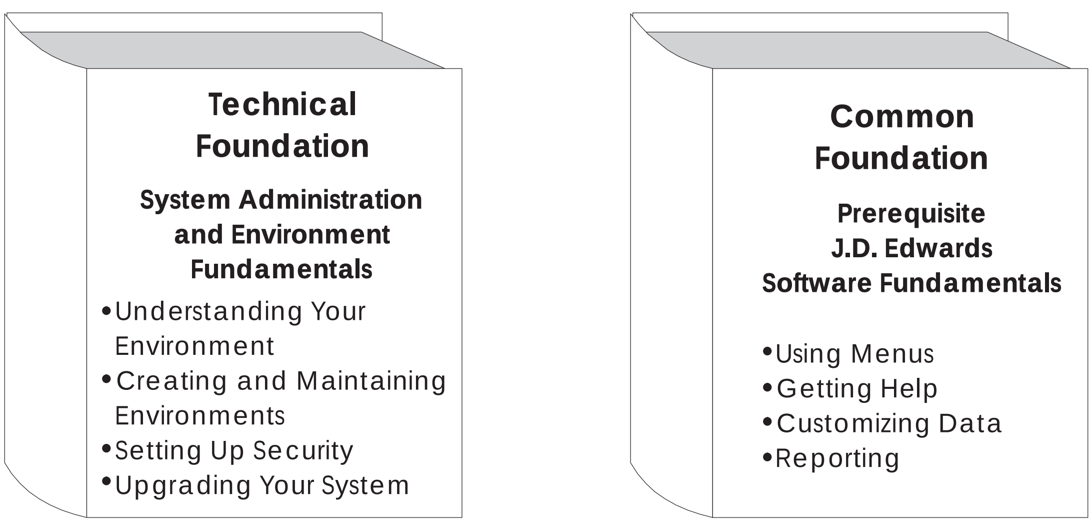
Item # A81CEAPO

J.D. Edwards World Source Company
8055 E. Tufts Avenue
Denver, CO 80237

Where Do I Look?

CD–ROM Guides

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 the current release 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

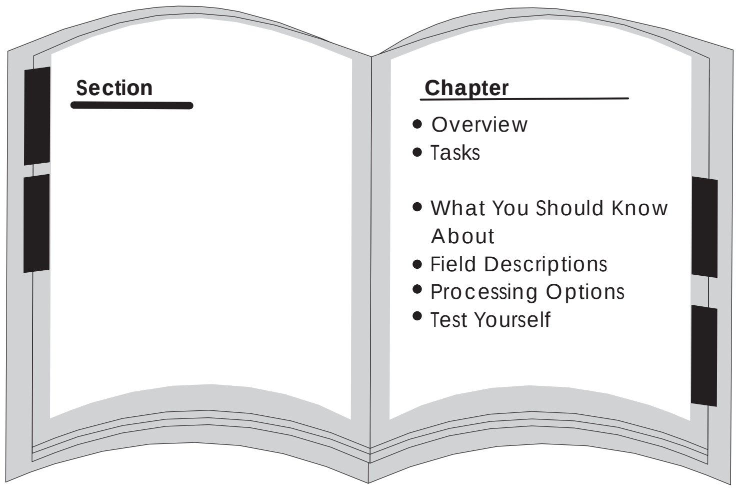
Audience

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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Procurement Overview

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

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

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

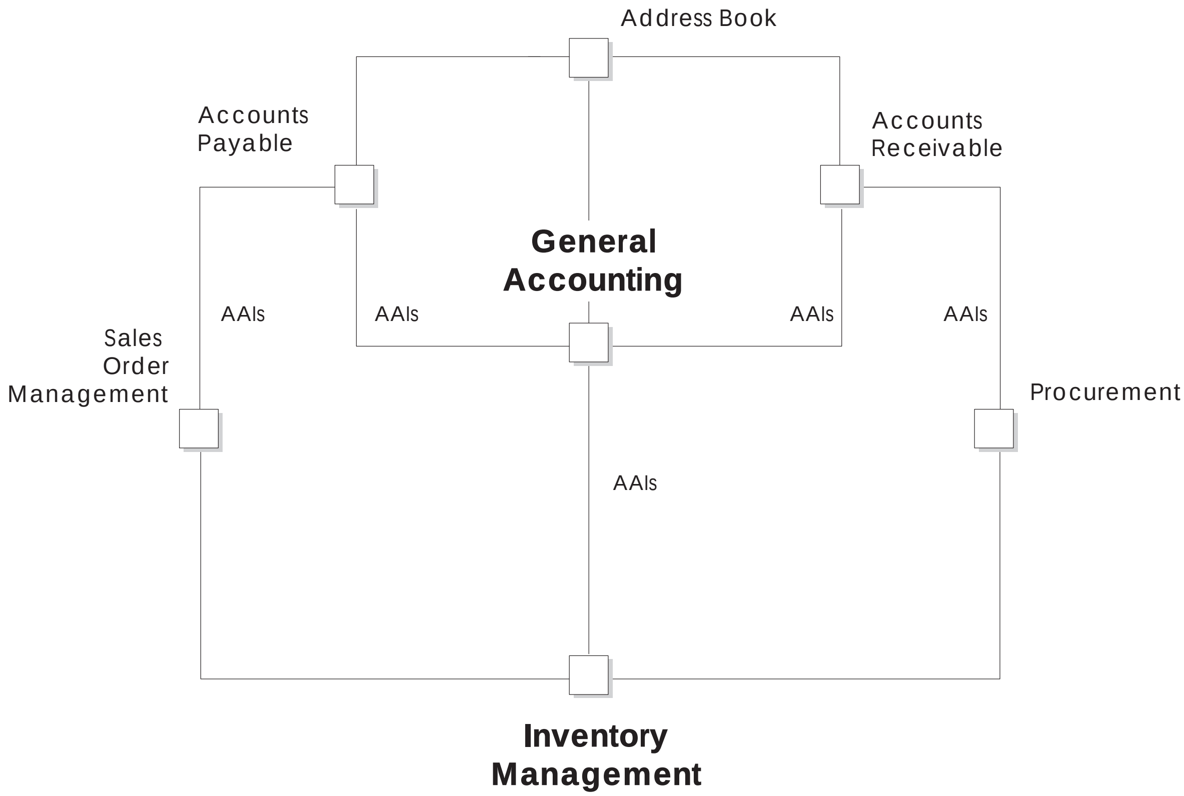
You can perform activities that are specific to your procurement operation, such as special orders processing, approval processing, and supplier management. A variety of features are available to help you process orders in a fast and effective manner. Extensive review and reporting capabilities can help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

System Integration

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

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

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



General Accounting and Accounts Payable

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

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

Address Book

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

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

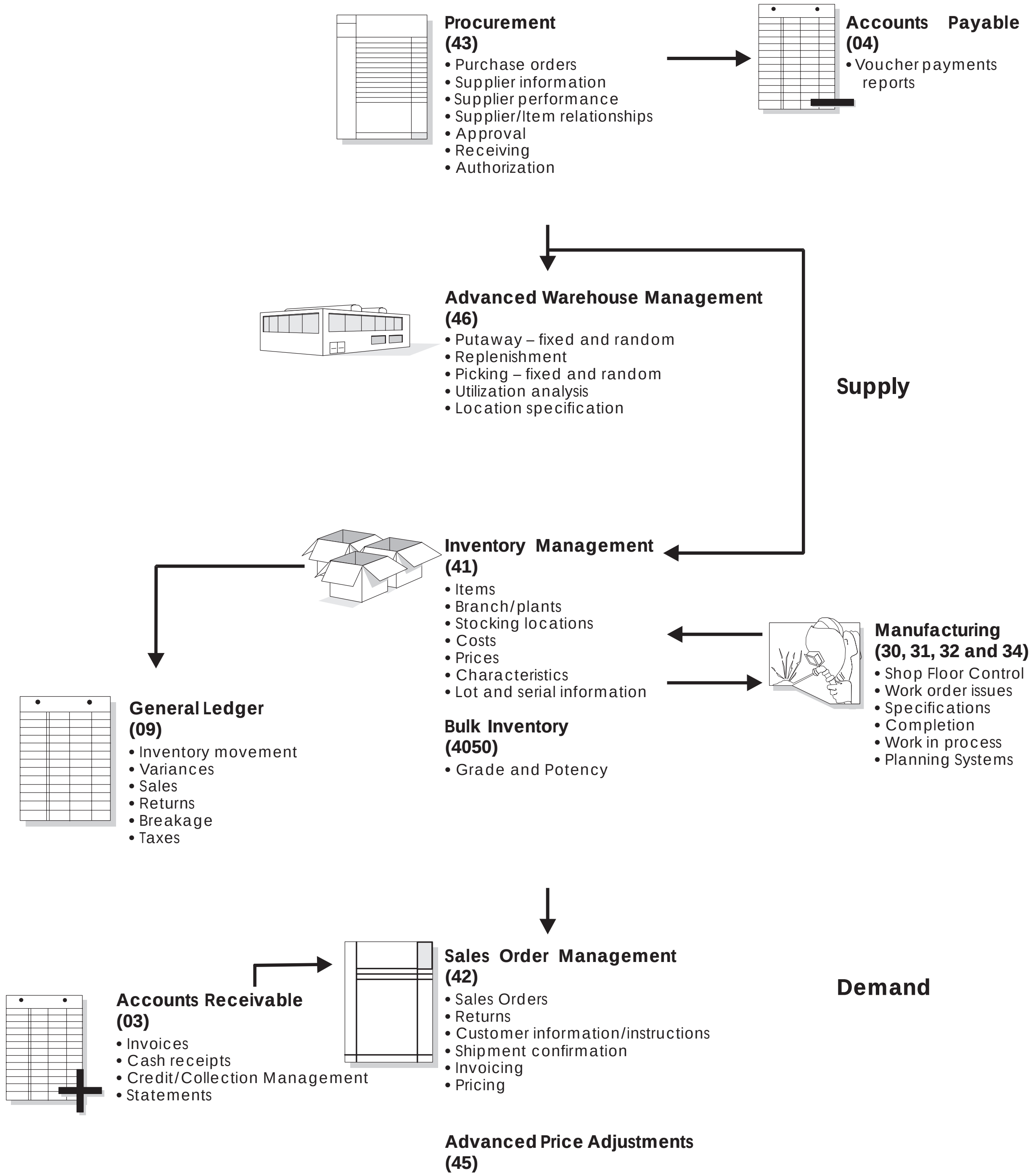
Distribution/Logistics

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

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

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

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

Your Procurement 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 J.D. Edwards Systems

Other systems with which your Procurement system might interact include:

- Fixed Assets
- Job Cost

Electronic Data Interchange

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

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

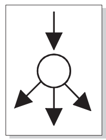
Processing EDI Documents

When you receive documents, your third party translator software:

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

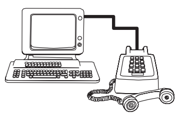
The J.D. Edwards Electronic Commerce system then moves the data into the appropriate application files.

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



Data

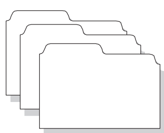
Network Communications



EDI Format Data
J.D. Edwards Application
File Format

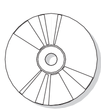
Translation Software (third party package)

- Retrieves or sends data via network communications
- Transfers data to or from EDI standard format
- Moves data to or from J.D. Edwards EDI Interface files



J.D. Edwards
EDI Interface Files

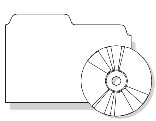
EDI Interface Files (system 47)



Edit/Update Programs
Extraction Programs

J.D. Edwards Programs

- Moves data in and out of appropriate application files



J.D. Edwards
Application Files

Transaction Files

Sales
Procurement
Inventory
General Ledger
Accounts Receivable
Accounts Payable

Electronic Documents Supported by J.D. Edwards

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

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

Features, Terms, and Concepts

Procurement Methods

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

- Purchasing for inventory
- Purchasing to the general ledger

Purchasing for Inventory

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

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

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

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

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

Purchasing to the General Ledger

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

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

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

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

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

Purchasing Environments

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

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

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

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

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

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

Detailed Information

Purchase Order Processing Cycle

The purchase order processing cycle consists of three primary steps:

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

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

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

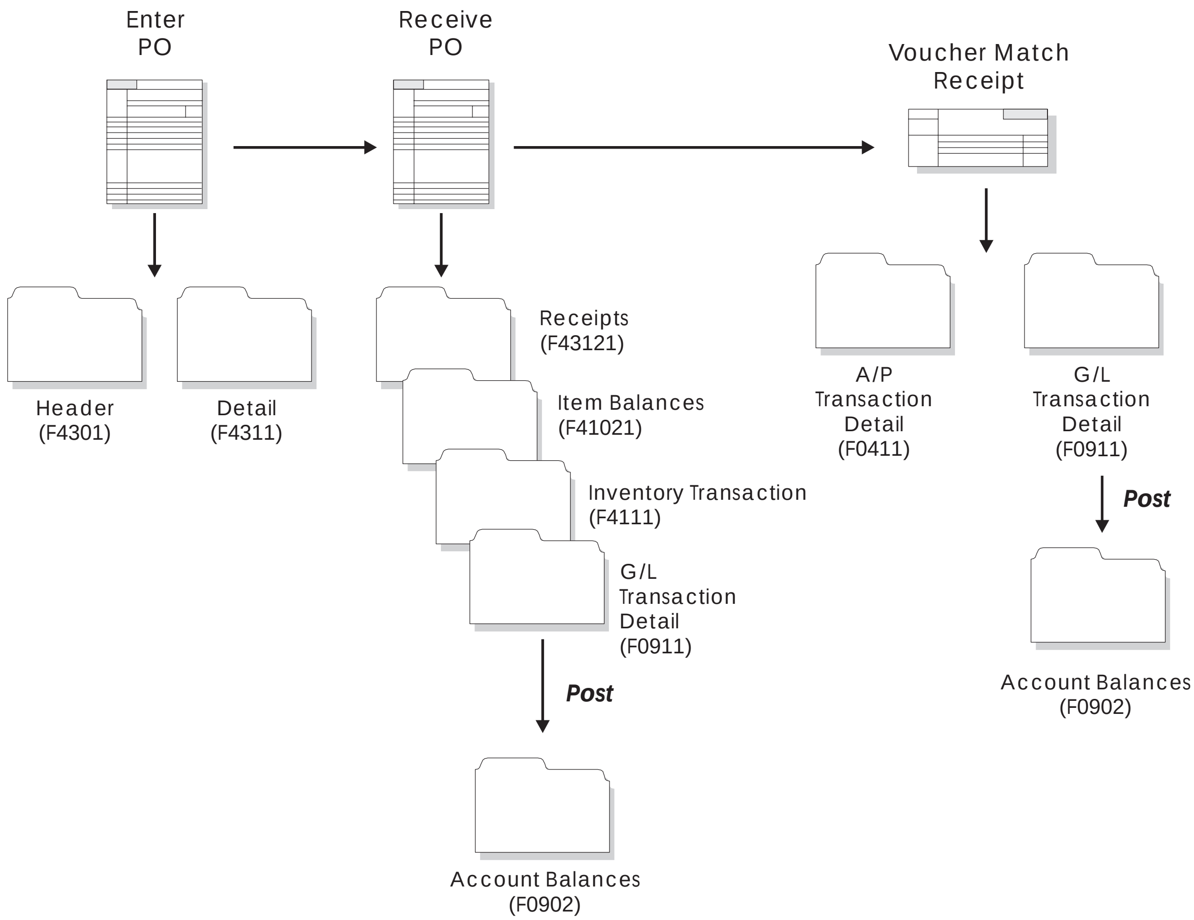
If you purchase for inventory, you must use the formal receiving process. If you purchase to the general ledger, you can use either the formal or informal receiving process.

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

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

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

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



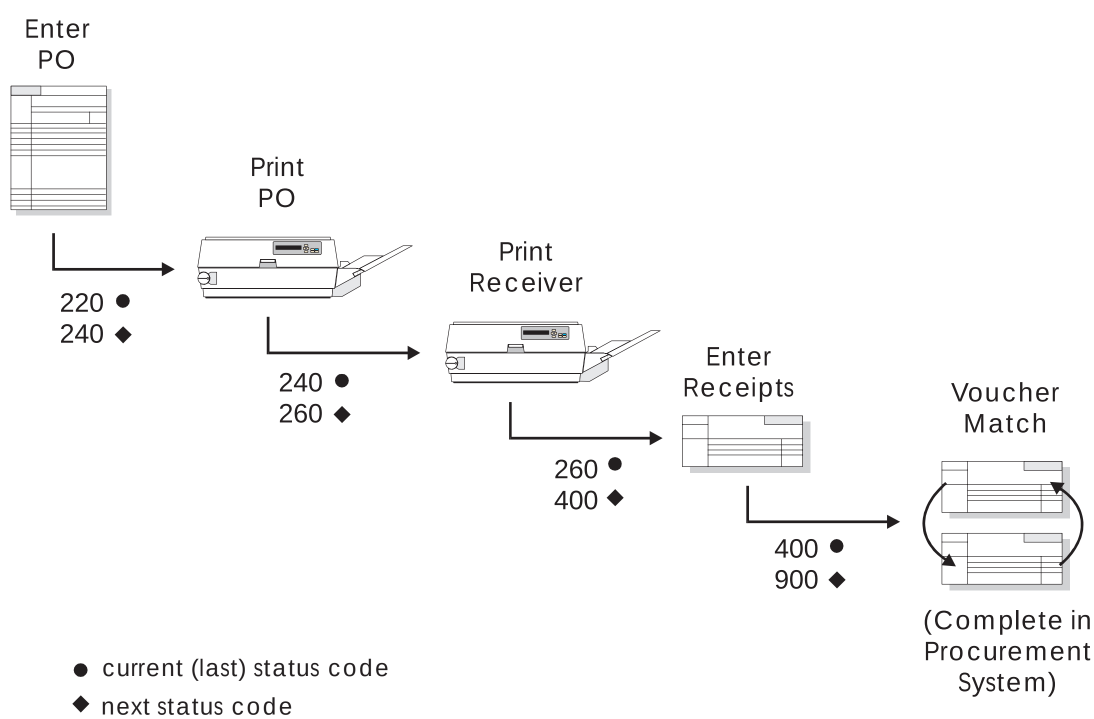
Each time you enter an order, you must provide details about the items and services that you want to order. For each item or service, you must enter a line of detail which describes the order, including the quantity and cost.

You must specify a line type for each detail line that you enter. The line type indicates how the system manages information on the detail line. For example, you might have a line type of S (for stock items) to indicate that the system is to increase the quantity of the item in the Inventory Management system and reflect the cost in the general ledger and the Accounts Payable system.

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

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

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



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

Optional Procurement Activities

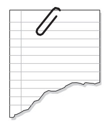
Optional procurement activities you can perform include:

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

Menu Overviews

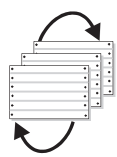
Menu Overview – Stock Based Procurement

Procurement G43
Stock Based Procurement G43A



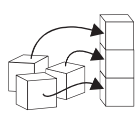
Daily Operations

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



Reports and Inquiries

- Procurement Reports G43A111
- Procurement Inquiries G43A112



System Setup

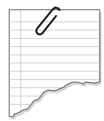
- Tax Processing and Reporting G0021
- Procurement User Defined Codes G43A411

Advanced and Technical Operations

- Data Files Purges G43A311
- Flexible File Definition G43A312

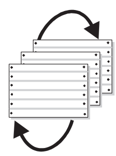
Menu Overview – Non–Stock Based Procurement

Procurement G43
Non–Stock Procurement G43B



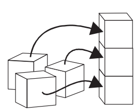
Daily Operations

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



Reports and Inquiries

- Procurement Reports G43B111
- Procurement Inquiries G43B112



System Setup

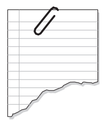
- Tax Processing and Reporting G0021
- Procurement User Defined Codes G43A411
- Commitment Setup/Rebuilds G43B411

Advanced and Technical Operations

- Data Files Purges G43A311

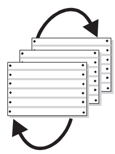
Menu Overview – Services/Expenditures Procurement

Procurement G43
Services/Expenditures Based Procurement G43C



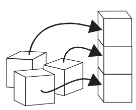
Daily Operations

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



Reports and Inquiries

- Procurement Reports G43C111
- Procurement Inquiries G43C112



System Setup

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

Advanced and Technical Operations

- Data Files Purges G43A311

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 commitments and to locate commitment information
- To understand budget checking and to locate budget information
- To enter and release budget holds
- To understand the different methods of printing purchase orders
- To print purchase order information

About Purchase Order Entry

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

A purchase order consists of two parts:

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

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

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

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

You can have the system check purchase orders to verify that costs do not exceed budget limits. You can place an order on hold if it exceeds budget, or for any other reason. 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 commitments and encumbrances
- ❑ Working with budgets
- ❑ Working with orders on hold
- ❑ Printing purchase orders
- ❑ 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 item master information and item branch/plant information is set up for each of your inventory items
- ❑ Verify that branch/plant constants are set up for each of your business units or branches
- ❑ Set up order activity rules and order line types
- ❑ Set up default location and printer information for your terminal or user profile (optional)
- ❑ Set up address book records for all suppliers
- ❑ Set up procurement instructions for each supplier and ship-to address

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 header information that you enter for an order determines how the system processes the order. For example:

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

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

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

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 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 difference currencies, such as dollars, marks, francs, or yen. Before you can do this, you must provide the system information, such as:

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

You can specify this information on the purchase order header form.

The default value for the currency code comes from Supplier Master Information. If the supplier's 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 *Defining Exchange Rates for Detailed Currencies* in *General Accounting* for more information about working with multi-currency.

Special orders

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

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

Entering Supplier Information for a Purchase Order

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

You can set up procurement instructions to specify the purchasing arrangements that you have with each of your suppliers. 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 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
- Cost Rule
- Print Message
- Eval. Receipt (Evaluated Receipt)
- Send Method
- Supplier SO

If you have set up supplier information on Procurement Instructions, the system inputs default values for several fields above based on the supplier you enter for the purchase order. You can access Procurement Instructions from the header form. For more information, see *Defining Supplier Procurement Instructions.*

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Supplier</td><td>The supplier from whom you are purchasing items or services.
. . . . Form-specific information . . . .
If you are entering a requisition or a quote order, you can use this field to specify a purchasing agent or other individual in your company who is in charge of handling special orders.</td></tr>
<tr><td>Order Taken By</td><td>An optional entry field intended for the name of the individual or supplier with whom you are placing the order.</td></tr>
<tr><td>F.O.B</td><td>A user defined code (system 42/type FR) that identifies when you take responsibility of the goods so that freight charges are applied accordingly.</td></tr>
<tr><td>Payment Terms</td><td>A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For example:
blank Net 15
1 1/10 net 30
2 2/10 net 30
N Net 30
P Fixed day of 25th
Z Net 90
This code prints on customer invoices.
. . . . Form-specific information . . . .
The default is taken from the supplier master record.</td></tr>
<tr><td>Cost Rule</td><td>A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.
. . . . Form-specific information . . . .
Attaches landed costs to the purchase order. The code you enter identifies which landed cost rule you want to use. The default is the landed cost rule for the supplier or item, if you have one set up. This entry becomes the default for each detail line of the purchase order.</td></tr>
<tr><td>Print Message</td><td>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.</td></tr>
</table>

Field	Explanation
Eval. Receipt	A code that indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. You use the Evaluated Receipt Settlement (P43814) procedure to create vouchers from receipt records. As a result, the supplier does not send you invoices and you can bypass the Voucher Match procedure. Valid values are: N Not eligible for evaluated receipt settlement processing. Y Eligible for evaluated receipt settlement processing. I Receipt transaction is in process. T Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process. R Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process. V A voucher has been created for the receipt transaction using the evaluated receipt settlement process.
Send Method	This code indicates the method you use to send documents to a supplier. There is no automatic processing associated with this field. Instead, the code can be used as data selection criteria for certain procedures.
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. . . . . *Form-specific information* . . . . 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

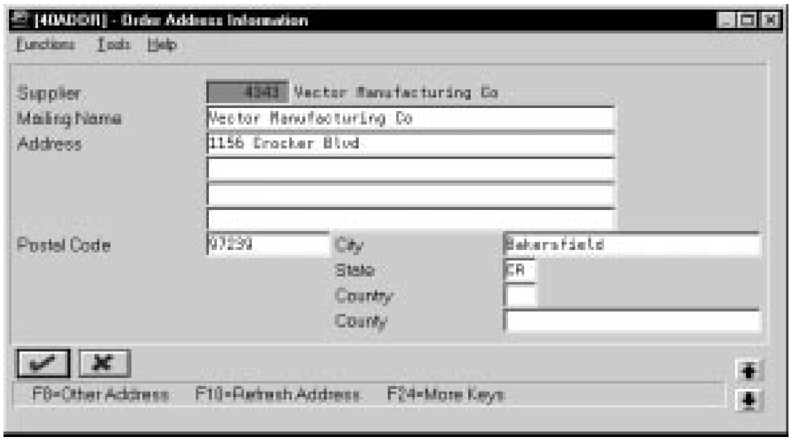
1. Access Address Book Addition.

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.



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

This type of address change applies only to the purchase order you are entering. You can also enter a temporary address change for the ship-to entity.

What You Should Know About

Identifying a supplier

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

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

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

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

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

Entering Origination Information for a Purchase Order

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

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

You can enter instructions for the delivery of an order. For example, you can specify that goods be delivered to a certain dock at the warehouse. You can have the system retrieve default delivery instructions set up for the ship-to address in procurement instructions.

▶ 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	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table. . . . . *Form-specific information* . . . . The branch/plant for which you are entering the purchase order. This is a required field. Depending on your setup, the default value can be determined by the supplier. This field can drive the accounting entries when you receive the purchase order.
Ship To	The address number of the location to receive the goods on the order. . . . . *Form-specific information* . . . . 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 Instr	Text that describes the delivery instructions for this order. . . . . *Form-specific information* . . . . You can have the system retrieve this information from procurement instructions that are set up for the supplier or the ship-to address, depending on how you define order defaults.

What You Should Know About

Default ship-to address

When you enter a branch/plant, the system retrieves the ship-to address from Branch/Plant Constants. 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.

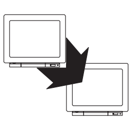
Default values based on the ship-to address

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

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

For more information, see *Defining Supplier Procurement Instructions*.

Entering Dates for a Purchase Order



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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

▶ To enter dates for a purchase order

On Order Heading Information

Complete the following fields:

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

If you do not enter an order date, 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. . . . . *Form-specific information* . . . . The default is the system date. You can override this date when you enter a purchase order.
Cancel Date	The date that the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier. This is a memo-only field and does not cause the system to perform any type of automatic processing.
Requested	The date that you request an order or item to be delivered. . . . . *Form-specific information* . . . . The default is the order date.
Promised Delivery	The date that the supplier promised to deliver this order. The system uses this date in conjunction with the receipt date to evaluate supplier performance. . . . . *Form-specific information* . . . . The default is the order date.

See Also

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

- *Setting Up Guidelines for Supplier Delivery Performance (P43232)* for information about how the system uses the promised delivery date to determine supplier performance.

Entering Tax Information for a Purchase Order

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

▶ To enter tax information for a purchase order

On Order Heading Information

Complete the following fields

- Tax Expl Code
- Tax Rate Area
- Certificate

Field	Explanation
Tax Expl Code	A user defined code (00/EX) that controls how tax is assessed on the order. . . . . *Form-specific information* . . . . When you enter a purchase order, the system retrieves the tax explanation code of either the ship to address or the supplier address based on how you set up order default values in purchasing instructions. The Procurement system does not accept a blank. Instead, use Exempt.

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. . . . . *Form-specific information* . . . . 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	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies. . . . . *Form-specific information* . . . . Items in the Item Ledger (F4111) can be taxable or non-taxable.

What You Should Know About

Default values for tax fields	The system inputs default values for tax fields based on master information set up for the supplier, unless you specify that you want to retrieve tax information set up for the ship to address. For information about having the system retrieve tax information for the ship-to address, see *Defining Supplier Procurement Instructions*.
Changing tax information for an item or service	You can change tax information to accommodate each item or service that you enter on an order. Taxes are applicable for an item or service only if you specify that the detail line is taxable. For more information, see *Entering Tax Information for a Detail Line*.

Entering Reference Information for a Purchase Order

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

At some point, you might need to reference information about a purchase order. For example, you might need to determine:

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

You might also want to locate

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

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

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

▶ To enter reference information for a purchase order

On Order Heading Information

1. Complete the following fields:
   - Buyer
   - Carrier
   - Reference

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

2. On Order Heading Information, 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	Address number that identifies the person responsible for setting up and maintaining the correct stocking levels for each inventory item.
Carrier	The address number of the carrier that is to deliver the order. You might select a carrier based on a route or special handling requirements.
Reference	A field available to record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number. This field is for informational purposes only. . . . . *Form-specific information* . . . . 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

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

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

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

- By item number
- By general ledger account number

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

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

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

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

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

You can replace an existing item on a detail line with a substitute or replacement item. For example, the supplier might be out of the item you entered on a detail line. You can review a list of alternate items and choose an item to replace the item on a detail line.

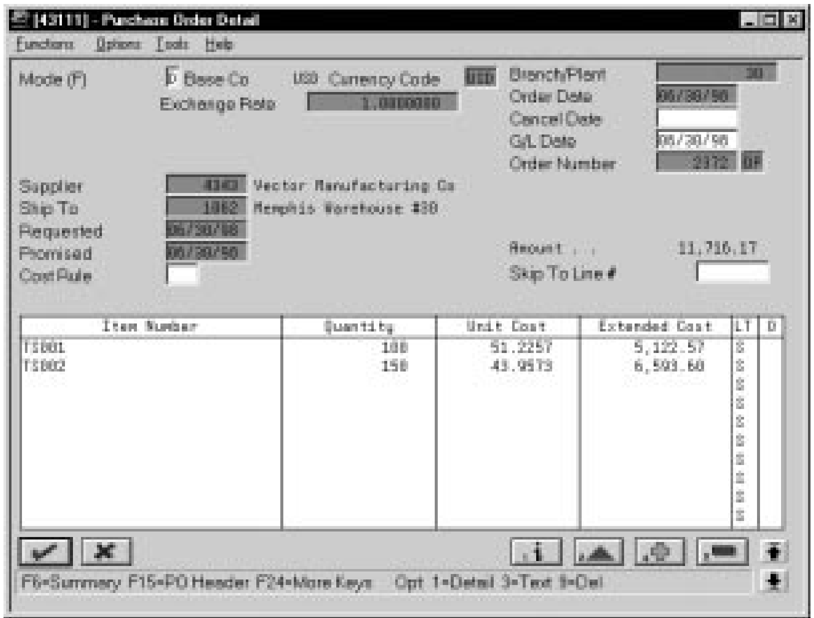
Complete the following tasks:

- ❑ Enter detail lines by item number
- ❑ Enter detail lines by account number
- ❑ Distribute an expense to multiple accounts
- ❑ Enter tax information for a detail line
- ❑ Enter discount terms for a detail line
- ❑ Enter reporting codes for a detail line
- ❑ Enter a kit on a detail line
- ❑ Enter substitute or replacement items

Detail Line Formats

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

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



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

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

Format 2

Item Number	Quantity	Description	Unit Cost	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.

You can enter additional information for a detail line by accessing the fold area.

What You Should Know About

Using the order prompt

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

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

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

Default values

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

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 purchasing process.

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

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 items, account numbers, order quantities, prices, and extended volumes and weights. You can also review the total tax and dollar amount for the entire purchase order. You can access summary information from the purchase order detail form.

Updating detail information with header changes

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

Regardless of the method you choose, the system updates only those fields you specify in Header File Defaults, which you access from the purchase order header form. The only exception is the Supplier field, which the system updates at all times.

If you choose the function key method, you must press F18 after you make changes to the header form to update the detail form. The updated values will override any values that you entered for individual detail lines.

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.

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.

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.

See Also

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

Entering Detail Lines by Item Number

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

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

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

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

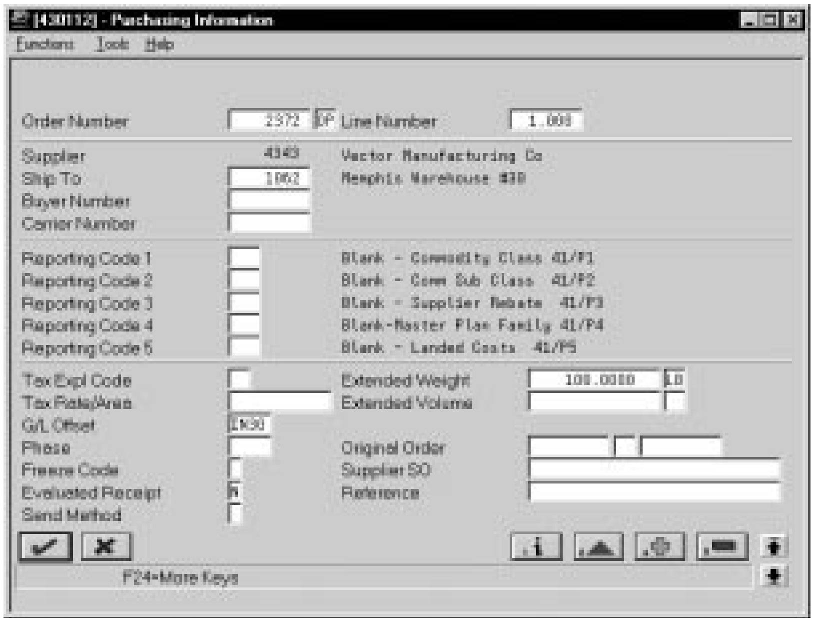
▶ To enter detail lines by item number

On Purchase Order Detail

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

3. Enter 1 in the following field to enter additional information about the detail line:
   - Option

   The system displays Purchasing Information.



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

Field	Explanation
Item Number	A number that the system assigns to an item. It can be in short, long, or 3rd item number format.
Quantity	The quantity of units affected by this transaction.

Field	Explanation
Unit Cost	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors. . . . . *Form-specific information* . . . . If you work in an inventory environment, the system retrieves this cost from either the Inventory Cost table (F4105) or the Purchase Price table (F41061) based on the purchase price level you specify for the item in master information. If you are in a non-inventory environment, you can enter a cost in this field. The system calculates the extended amount.
Extended Cost	The number of units multiplied by the unit cost. . . . . *Form-specific information* . . . . The number of units multiplied by the unit cost. This might also represent a lump sum depending on the line type for the transaction.
Line Type	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include: S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits W Work order
Description	A brief description of an item, a remark, or an explanation. . . . . *Form-specific information* . . . . This text names or describes the item or account on the order line. The system retrieves this text from the Item Master table (F4101) if this is an inventory item and from the account description in the general ledger if this is an account.

Field	Explanation
Asset I/D	A 25-character alphanumeric number that you can use as an alternate asset identification number. You might use this number to track assets by the manufacturer's serial number. You are not required to use a serial number to identify an asset. Every serial number you enter must be unique. . . . . *Form-specific information* . . . . 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.
Location	A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant.
Trans. UOM	A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box). . . . . *Form-specific information* . . . . When specified in the processing options, the system retrieves the primary unit of measure from the Item Master table (F4101) for this field.
Purch. UOM	A user defined code (00/UM) that identifies the unit of measure in which you usually purchase the item. . . . . *Form-specific information* . . . . If specified in the processing options, the system retrieves the purchasing unit of measure from the Item Master file (F4101) into this field.
Lot/SN	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.
Last Sts	A user defined code (40/AT) that specifies the last step in the processing cycle that this order line successfully completed.
Next Sts	A user defined code (40/AT) that indicates the next step in the order process.

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Cost Rule</td><td>A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.
. . . . Form-specific information . . . .
If there is a code in the Cost Rule field in the header portion of this screen, the code comes from either processing options or order heading information. This cost rule applies to the entire order unless you enter a different cost rule for a detail line.</td></tr>
<tr><td>G/L Offset</td><td>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.
G/L offsets might be assigned as follows:
• blank or 1210– Trade Accounts Receivable
• RETN or 1220 – Retainages Receivable
• EMP or 1230 – Employee Accounts Receivable
• JIB or 1240 – JIB Receivable (See A/R Class Code – ARC)
• blank or 4110 – Trade Accounts Payable
• RETN or 4120 – Retainage Payable
• OTHR or 4230 – Other Accounts Payable (See A/R Class code – APC)
If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.
NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.
. . . . Form-specific information . . . .
This code tells the system which G/L offset account it should use to build the automatic accounting instructions for this transaction.
If you are in an inventory environment, the system retrieves this code from the Item Location table (F4102).
If you are in a non-inventory environment, the system retrieves this code from order line types.</td></tr>
<tr><td>Extended Weight</td><td>The total weight of the items on an order line. This is the quantity ordered in primary unit of measure multiplied by the item’s unit weight.</td></tr>
</table>

Field	Explanation
Extended Volume	The total volume of the items on an order line. This is determined by multiplying the quantity ordered in primary unit of measure by the item's unit volume.
Phase	A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time. NOTE: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.
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 N No, do not freeze the order (Default)

What You Should Know About

Non-stock items

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

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

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

Costs for items

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

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

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

If the line type you assign to a detail line indicates that the transaction involves a non-inventory item (Inventory interface of N) the system retrieves the unit cost for the item if you have set up the cost in a supplier catalog.

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

General ledger accounts

The system tracks the value of inventory items in the general ledger. The G/L class code that you assign to a detail line determines the inventory account and the received not vouchered account for which the system creates journal entries. The system creates these entries when you enter a receipt.

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

Landed costs for inventory items

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

If you use landed costs, the field for reporting code 5 substitutes for the field for the landed cost rule. You can access landed cost information for an entire purchase order from the purchase order detail form.

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

Viewing messages for inventory items

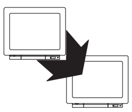
When the system highlights an item number, a message exists for the inventory item. To view the message, place the cursor on the item number and press F20.

Multi-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.

See Also

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

Entering Detail Lines by Account Number



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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

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

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

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

▶ To enter detail lines by account number

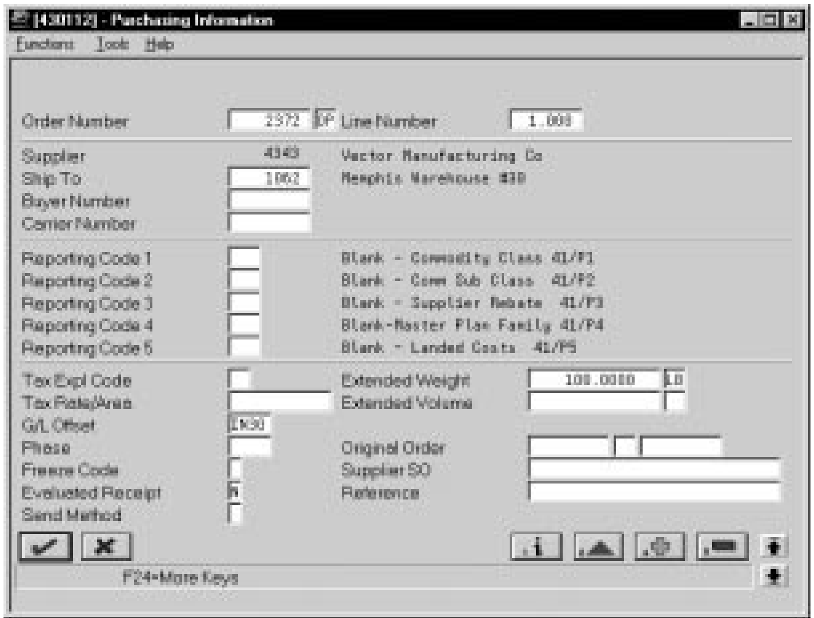
On Purchase Order Detail

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

3. Enter 1 in the following field to enter additional information about the detail line:

   - Option

   The system displays Purchasing Information.



4. On Purchasing Information, complete the following field:

   - G/L Offset

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code (not currently available in OneWorld) The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.

Field	Explanation
G/L Date	A date that identifies the financial period to which the transaction is to post. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. . . . . *Form-specific information* . . . . This date represents the entry of a commitment or encumbrance that results from this transaction.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and subledger editing. On the User Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill

What You Should Know About

Detail line format The information you must enter on a detail line depends on the line type that you assign to the line, which must also correspond to the column format. For example, if the line type requires an account number and an item number, you must select the format that accommodates both fields in processing options.

Lump sums 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 applicable only to detail lines with a line type that indicates that the transaction does not involve an inventory item (Inventory interface of A or N).

Duplicating an item number or account number

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

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

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

General ledger accounts

The system tracks purchasing expenses in the general ledger based on the account number that you enter on the detail line. The G/L class code that you assign to a detail line determines the received not vouchered account to which the system applies a credit if you enter a formal receipt.

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

See Also

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

Distributing an Expense to Multiple Accounts

From Non-Stock Procurement (G43B), choose Purchase Order Processing

From Non-Stock PO Processing (G43B11), choose Enter Purchase Orders

You can charge a single purchasing expense to multiple accounts. For example, you order services to paint the building in which several departments reside. You can have the system allocate a portion of the expense to each department.

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

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

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

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

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

To perform multiple account distribution, complete the following tasks:

- Distribute an expense to multiple accounts
- Set up models for multiple account distribution

▶ To distribute an expense to multiple accounts

On Purchase Order Detail

1. Type an account number on a purchase order detail line and complete the remaining information on the detail line.

2. Enter 12 in the following field for the detail line:
   - Option

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

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

5. Press Enter and then exit to Purchase Order Detail. Review the following field:
   - Multiple Acct

▶ To set up models for multiple account distribution

On Model Multiple Accounts

1. To define the name of the model, complete the following field:
   - Model
2. Complete the following fields for each account to which you want to distribute an expense and press Enter:
   - Cost Center
   - Object
   - Subsidiary
   - Subledger
   - Subledger Type
   - Percent

   You can review a list of all available models and select a model to which to distribute an expense by accessing the Available Models form from the Multiple Accounts form on Purchase Order Detail.

What You Should Know About

Line types for multiple account distribution transactions	You can distribute expenses only for those detail lines that have a line type that indicates that the line contains an account number (Inventory interface of A or B).
Distributing amounts or quantities	If you distribute an expense based on a quantity or amount, the system converts the quantity or amount to a percentage so that you can perform partial receipts and create vouchers for partial amounts. For example, you enter a 100.00 expense on a detail line. You distribute 70.00 of the expense to one department and 30.00 to another. You receive only 50.00 of the order. The system converts the amounts to percentages (70 and 30 percent, respectively) to distribute the correct portion of the 50.00 receipt expense to each department.
Changing detail lines with multiple account distribution	The system protects the account number on a detail line if you distribute the expense to multiple accounts. If you change the quantity or amount on a detail line, you must also change the distributed quantities and amounts to reflect that which is on the detail line.
Entering receipts and creating vouchers	To enter a receipt or create a voucher for a distributed expense, you must locate the order based on the account number on the detail line, as opposed to the individual accounts to which you distributed the expense.
Tables for multiple account distribution	The system stores a single record for each detail line in the Purchase Order Detail table (F4311). The system stores account distribution information in the Purchase Order Multiple Account table (F4316).
Programs for which account distribution is not applicable	Multiple account distribution is not applicable to the following programs and procedures: • Purchasing workbench • Receipt routing • Change orders • Blanket orders • Quote orders • Orders created through purchase order generator

Entering Tax Information for a Detail Line

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

The system retrieves default tax information for each detail line based on the tax information that you entered for the purchase order. If tax information for the detail line differs from that for the rest of the purchase order, you can change the tax information to accommodate the detail line.

▶ To enter tax information for a detail line

On Purchase Order Detail

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

   The system displays Purchasing Information.

4. On Purchasing Information, complete or change the following fields, as necessary:
   - Tax Expl Code
   - Tax Rate/Area

Field	**Explanation**
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. . . . . *Form-specific information* . . . . If you do not enter a code in this field, the system retrieves a code from the line type if this is a non-inventory item or from the Item Location table (F4102) if this is an inventory item.

Entering Discount Terms for a Detail Line

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

You can enter discount terms on a detail line to have the system calculate a discount on the items that you purchase. For example, a supplier might be offering a ten percent discount on certain items.

You can enter a specific discount factor for a detail line. The system enters a cost for the item on the detail line based on the discount factor. For example, to specify a 10 percent discount for an item, you enter a discount factor of .90. If the unit cost for the item is usually 10.00, the system enters a unit cost of 9.00.

You can also specify a discount for an item based on a price rule. The system applies a discount to the unit cost of the item based on the discount set up for the price rule.

▶ To enter discount terms for a detail line

On Purchase Order Detail

Complete the following fields:

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

Field	Explanation
Discount Fctr	The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price.

Field	Explanation
Price Rule	A user defined code (40/PI) that identifies an inventory price group for an item. Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. After you assign a price group to an item, the item uses the same pricing structure that was defined for the inventory price group. You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.
Pricing Category Level	A pricing category or price rule can contain a variety of levels. Within each price rule, each level is defined by its effective date range and allowed quantity, and whether it is based on the item's cost, price, or an amount specified as an override.

What You Should Know About

Default price rules for inventory items

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

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

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

See Also

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

Entering Reporting Codes for a Detail Line

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

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

▶ To enter reporting codes for a detail line

On Purchase Order Detail

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

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

Field	Explanation
Reporting Code 1	A reporting code that differentiates segments of the inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of origin • Primary content (for example, brass, wood, etc.) • Seasonality • Rebate group J.D. Edwards has predefined reporting code 1 as a purchasing code for commodity class.
Reporting Code 2	A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of origin • Primary content (for example, brass, wood, etc.) • Seasonality • Rebate group J.D. Edwards has predefined reporting code 2 as a purchasing code for commodity subclass.
Reporting Code 3	A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of origin • Primary content (for example, brass, wood, etc.) • Seasonality • Rebate group J.D. Edwards has predefined reporting code 3 as a purchasing code for supplier rebate codes.

Field	Explanation
Reporting Code 4	A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of origin • Primary content (for example, brass, wood, etc.) • Seasonality • Rebate group J.D. Edwards has predefined reporting code 4 as a purchasing code for master planning family.
Reporting Code 5	A reporting code that differentiates segments of inventory in ways meaningful to those personnel responsible for the buying function in an organization. Depending upon the nature of the inventory, this code might be used to establish attributes such as: • Color • Country of origin • Primary content (for example, brass, wood, etc.) • Seasonality • Rebate group J.D. Edwards has predefined reporting code 5 as a purchasing code for landed cost rules.

What You Should Know About

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

Entering a Kit on a Detail Line

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

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

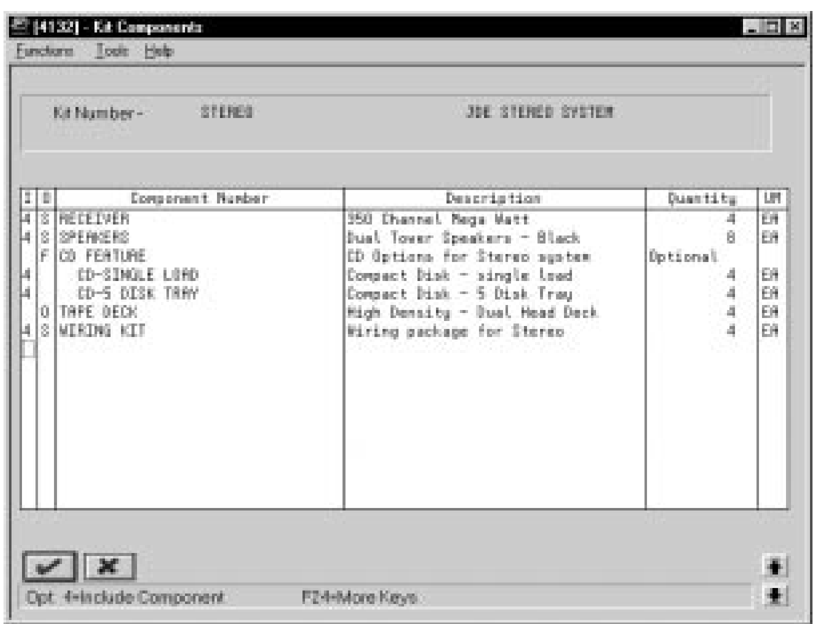
If you enter a kit on a purchase order detail line and the kit contains optional or feature components, the system enables you to choose which components to include with the kit.

▶ To enter a kit on a detail line

On Purchase Order Detail

1. Enter the item number for a kit.

   Kit Components displays.



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 to include in the kit.

Field	Explanation
O	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 after you enter the kit. You can access information about the components that make up a kit from the purchase order detail form.
Configured items	The system does not support the entry of configured items on a purchase order.

See Also

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

Entering Substitute or Replacement Items

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

You might enter a purchase order for an item, but the supplier does not have the quantity available to fill the order. You can review a list of substitute items and choose an item to replace the item on a detail line. If the system notifies you that the item on a detail line is obsolete, you can review and choose a replacement for the item.

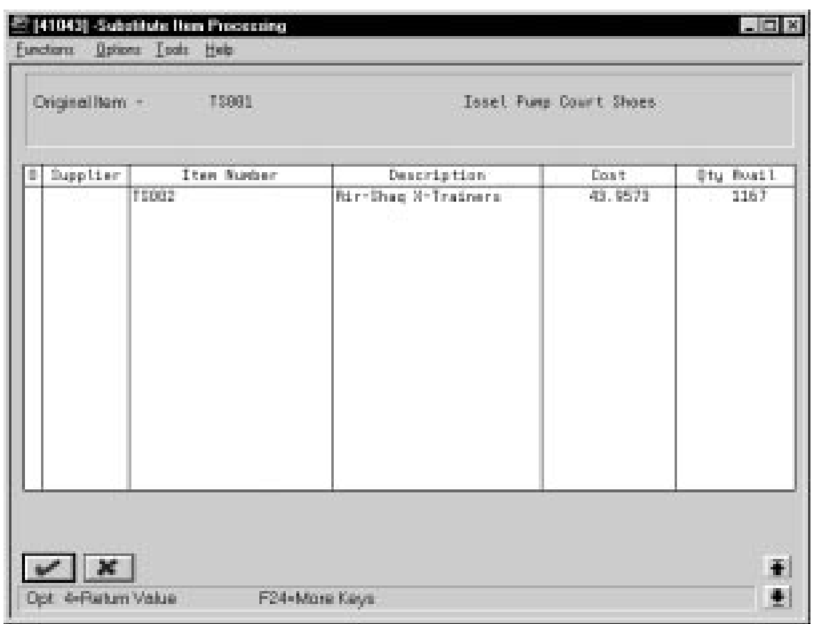
You can specify whether you want to review substitute or replacement items after you enter a detail line. You can have the system replace the item number, the item description, and the cost on a detail line with that of a substitute or replacement item.

▶ To enter 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.



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.*

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 primary          ____________
     unit of measure from the item
     master into the transaction unit
     of measure.  If left blank, the
     purchasing unit of measure from
     the item master will be used.

  8. Enter the Landed Cost Rule to be            ____________
     used.  If left blank, it will
     default from either the “Ship-to”
     or the “Supplier” purchasing
     instructions.

  9. Enter a ’1’ to automatically load           ____________
     header values to the detail lines
     after a change.  If left blank, it
     must be done manually.

ORDER DUPLICATION DEFAULT VALUES:
 10. Order Type                                  ____________
 11. Beginning Status                            ____________
 12. Override Next Status      (Optional)        ____________
```

```
 13. 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:                              ____________
 14. Enter the status to update the
      work order to when the quantity or
      promised date on the purchase
      order changes.

PROMPTING CONTROL:
  15. 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:
  16. Display Headings first.                           ____________
  17. Be prompted to accept the order.                  ____________
  18. Allow the addition of a Supplier                  ____________
       Master record, if not setup.

 19. 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:
 20. Enter a '1' to suppress canceled                   ____________
      or closed lines.
 21. Enter a '1' to protect prices, or                  ____________
      a '2' to make prices non-display.
 22. Enter a '1' to protect status                      ____________
      codes.
 23. Enter a '1' to protect the order                   ____________
      type field.
 24. 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:
 25. 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

 26. Enter the Awaiting Approval status.        ____________
 27. Enter the Approved status.                 ____________

PRINT CONTROL:
 28. Enter a '1' to automatically               ____________
      print P.O.'s via the subsystem.
 29. Enter the version of Print P.O.            ____________
      On-Demand to call when the
      function key is pressed.

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

BUDGET CHECKING:
 33. Enter a '1' if Budget Checking is          ____________
      desired.  If left blank, ALL other
      options related to budgeting will
      be omitted.

BUDGETING DEFAULT VALUES:
 34. Budget Hold Code                           ____________
 35. Budget Tolerance Limit (10 = 10%)          ____________
 36. Level of Detail to accumulate the          ____________
      budget (5-9). If left blank, 9
      will be used.
 37. Budget Ledger Type                         ____________

 38. 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:
  39. Accumulate the budget through the          ____________
       current period.  If left blank,
       the budget will accumulate for
       the total year.
  40. Receive warning that a detail              ____________
       line amount will exceed budget.

CROSS REFERENCE INFORMATION:
  41. Enter the cross reference code for         ____________
       retrieving item substitutions.
  42. Enter the cross reference code for         ____________
       retrieving item replacements for
       obsolete items.

KIT PROCESSING:
 Enter a '1' to:
  43. Display kit component lines.               ____________

ITEM AVAILABILITY:
  44. 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:
 45. 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.
 46. 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.
 47. 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.

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

 53. Approval Review called using the            ____________
     function key from E-Mail (P43080).
```

```
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 (33)	If you set this option to 1, budget checking occurs each time you enter or change a purchase order detail line.
Budget hold code (34)	This option determines the hold code that the system assigns to an order when a detail line exceeds budget.
Budget tolerance limit (35)	This option determines how much a detail line can exceed budget without being put on hold.
Level of detail to accumulate the budget (36)	If the budget is created at a higher level of detail than the accounts that were entered for detail lines, use this option to identify the level at which the budget is defined.
Budget ledger type (37)	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, *Ledger Type Invalid for Budget Checking* when detail lines are entered or changed.
Budget total method (38)	This option specifies how the system calculates the actual amount and the open purchase order amount.

Display kit component lines (43)	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 (44)	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 order information. For example, you can duplicate a purchase order to create another order. You can also create purchase orders for multiple suppliers simultaneously. Other features let you quickly locate item and supplier information and enter the information on purchase order detail lines.

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 orders from existing detail lines

Duplicating a Purchase Order

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

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

▶ To duplicate a purchase order

On Purchase Order Detail

Locate the order you want to duplicate and press F21.

What You Should Know About

Creating new order types

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

You use processing 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 the original order.

Entering Orders for Multiple Suppliers

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

From Purchase Order Processing (G43A11), choose Purchase Order Workbench

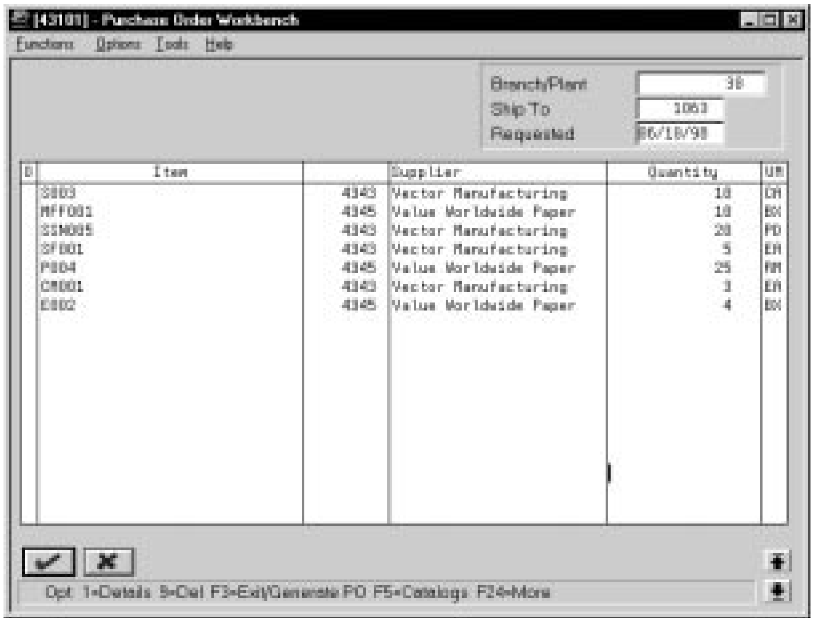
You can enter orders for multiple suppliers simultaneously, instead of having to enter a separate purchase order for each supplier. You specify each item that you want to purchase and the supplier from whom you want to purchase the item.

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

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

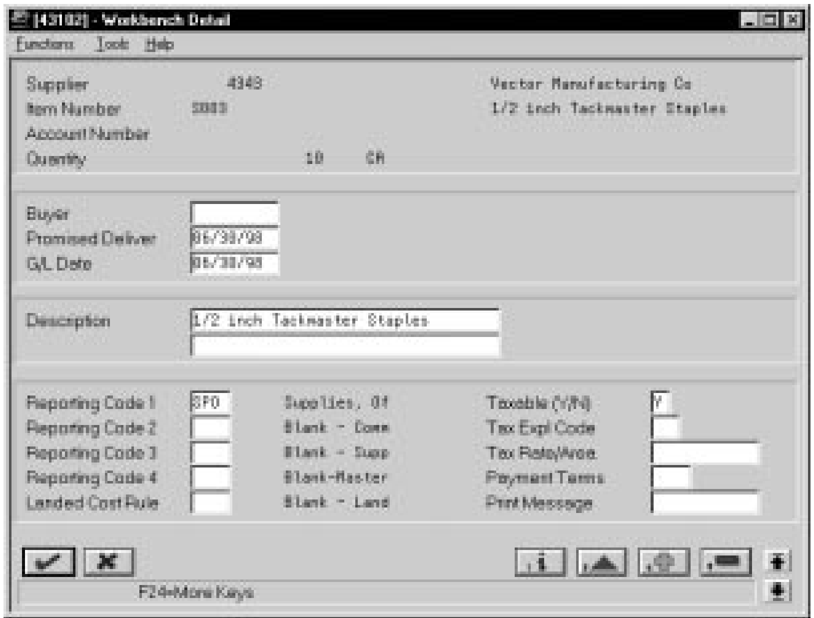
▶ To enter orders for multiple suppliers

On Purchase Order Workbench



4. Complete the following fields:
   - Branch/Plant
   - Ship To
   - Requested
5. Complete the following fields for each item that you want to order:
   - Item
   - Supplier
   - Quantity
   - UM (unit of measure)
6. Complete the following fields for each item, as needed, and press Enter:
   - Account Number
   - Unit Cost
   - Extended Cost
   - Subledger
   - Ship To
   - Line Type
   - Requested

7. Access Workbench Detail.



8. 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
9. Exit to Purchase Order Workbench.

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

What You Should Know About

Reviewing orders

Before you can exit Purchase Order Workbench, you must either generate orders for the detail lines you entered or you must cancel the orders.

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 procurement instructions for the supplier. Information you enter for each detail line overrides default values.

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 *Creating Purchase Orders from Blanket Orders.*

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 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.

  7. Enter the Landed Cost Rule to be             ____________
      used.  If left blank, it will
      default from either the "Ship-To"
      or the "Supplier" purchasing
      instructions.
```

FIELD DISPLAY CONTROL:

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

CROSS REFERENCE INFORMATION:

9. Enter the cross reference code for retrieving item substitutions. ______
10. Enter the cross reference code for retrieving item replacements for obsolete items. ______

APPROVAL PROCESSING:

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

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

12. Enter the Awaiting Approval status. ______
13. Enter the Approved status. ______

BUDGET CHECKING:

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

BUDGETING DEFAULT VALUES:

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

BUDGETING DEFAULT VALUES:

19. 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:

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

```
ITEM AVAILABILITY:
 21. Enter a '1' to update the                               ____________
      "Quantity On Other PO's" field
      (LIOT1A) in the Item Balance file
      (i.e. Requisitions and Blanket
      orders).  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.
 22. Open Purchase Orders    (P430301)                       ____________
 23. Purchase Order Entry    (P4311)                         ____________
 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.
```

Choosing a Supplier from whom to Purchase an Item

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

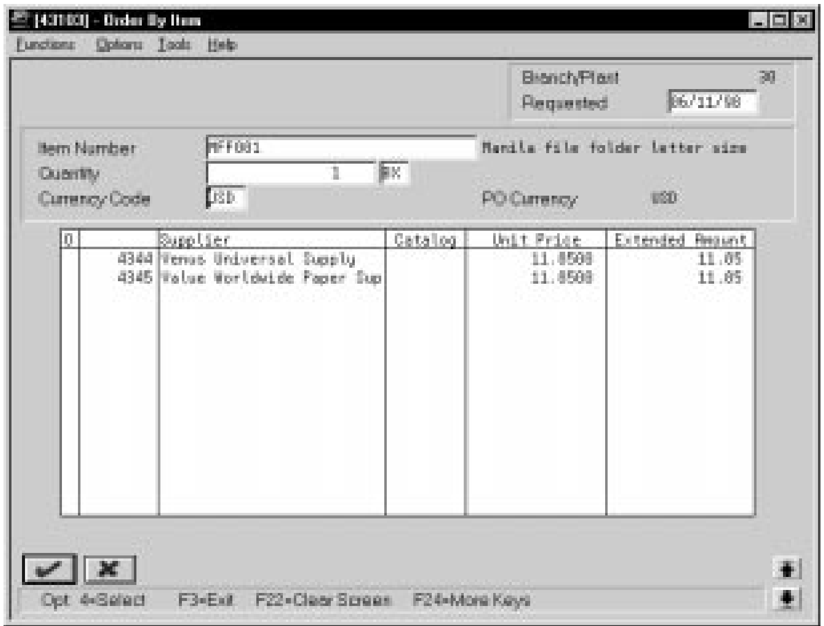
From Purchase Order Processing (G43A11), choose Purchase Order Workbench

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.



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

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

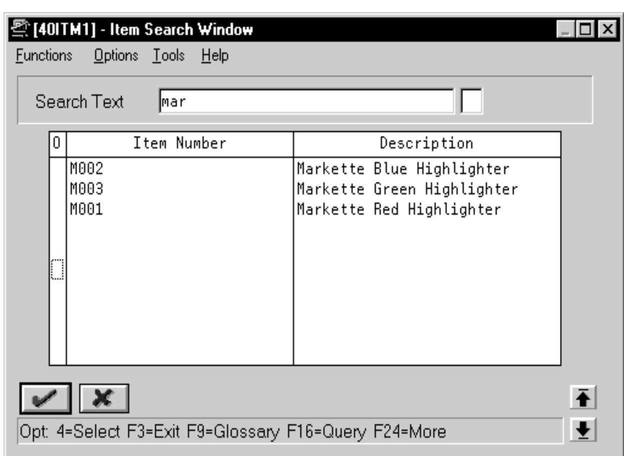
You can locate item information and choose items to order. You must use processing options to choose the type of item search you want to perform:

- 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.

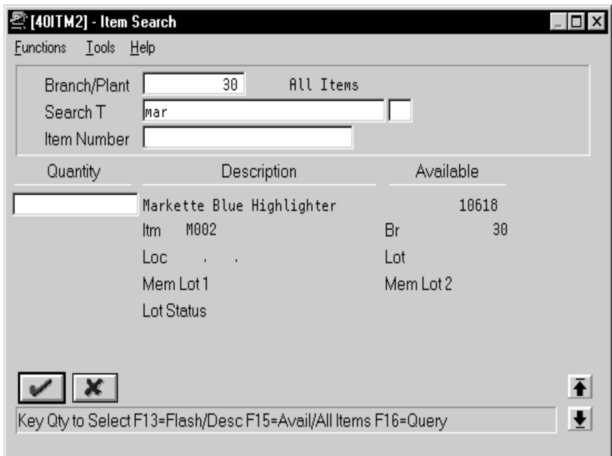
Basic Item Search

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.



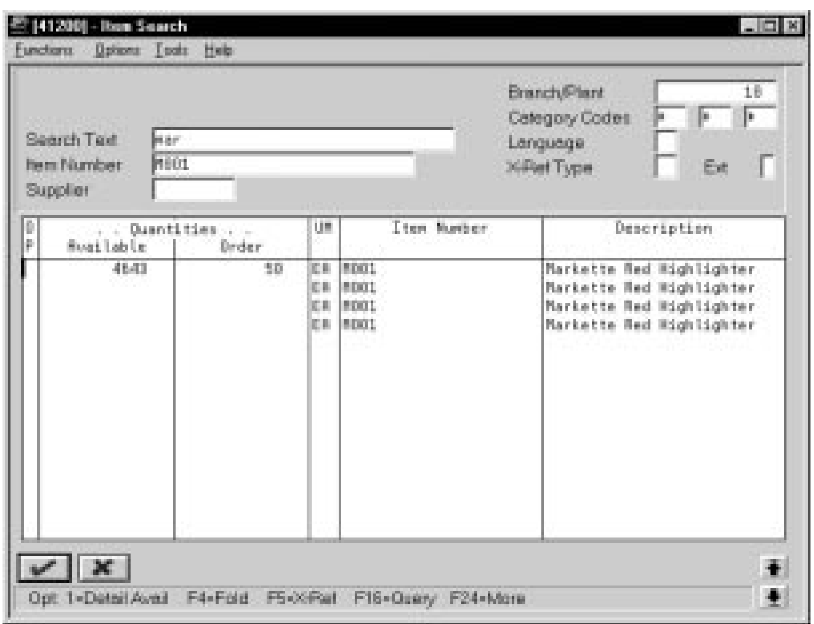
Detailed Item Search

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.



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.



▶ 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.
Locating non-stock items	The system displays non-stock items along with stock items when you perform a basic item search. When you perform a detailed item search or a full item search, you must toggle to the non-stock display mode to locate non-stock items.

See Also

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

Entering Items Using Supplier Catalogs

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

From Purchase Order Processing (G43A11), choose Purchase Order Workbench

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

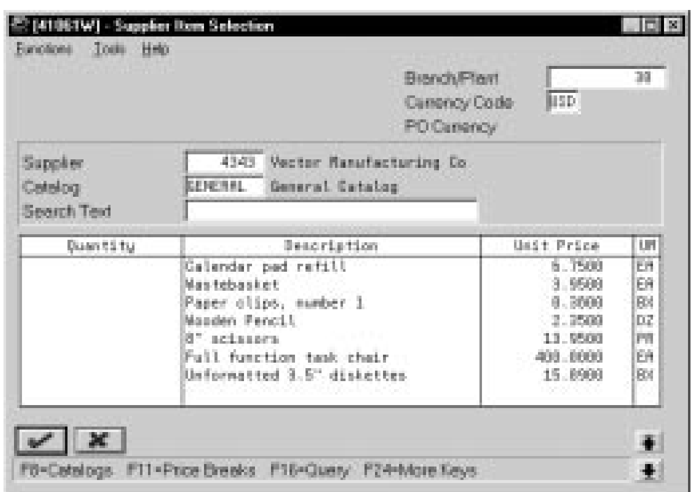
If you maintain more than one catalog for a supplier, you must specify the catalog for which you want to view items. If the supplier has only one catalog, the system displays all items from that catalog.

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

▶ To enter items using supplier catalogs

On Purchase Order Workbench

1. Access Supplier Item Selection.



2. On Supplier Item Selection, complete the following fields:
   - Branch/Plant
   - Supplier
   - Catalog

3. Enter the quantity of each item you want to order and press Enter.
4. On Purchase Order Workbench, review the order detail lines.

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

What You Should Know About

Accessing catalogs from Purchase Order Entry	To access catalog items from Purchase Order Entry, you must set the item search method in processing options to Supplier Item Selections by Catalog. Catalog information appears when you conduct an item search.
Price breaks	If an item in a catalog has different prices based on the quantity that you purchase, the system highlights the unit price on Supplier Item Selection. To review the available price breaks, place the cursor on the item and press F18.

See Also

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

Entering Items Using Order Templates

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

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

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

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

▶ To enter items using order templates

On Purchase Order Workbench

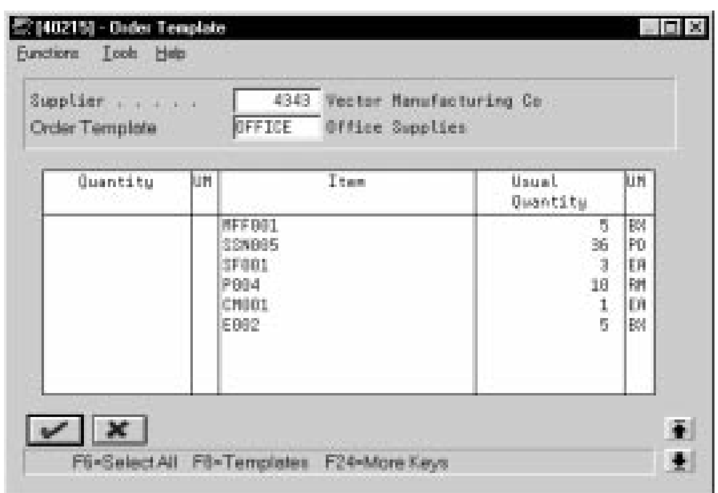
1. Press F5 to access Available Templates.

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

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

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

   The system displays the order template.



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 Procurement Instructions, the system displays that template when you access order templates from Purchase Order Entry.

Reviewing non-supplier templates

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

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

See Also

- *Setting Up Order Templates (P4015)*

Creating Orders from Existing Detail Lines

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

From Purchase Order Processing (G43A11), choose Purchase Order Workbench

You can avoid manually entering purchase orders by having the system create new purchase orders based on existing detail line information. If the detail lines you are working with are applicable to several different suppliers, the system creates a separate purchase order for each supplier.

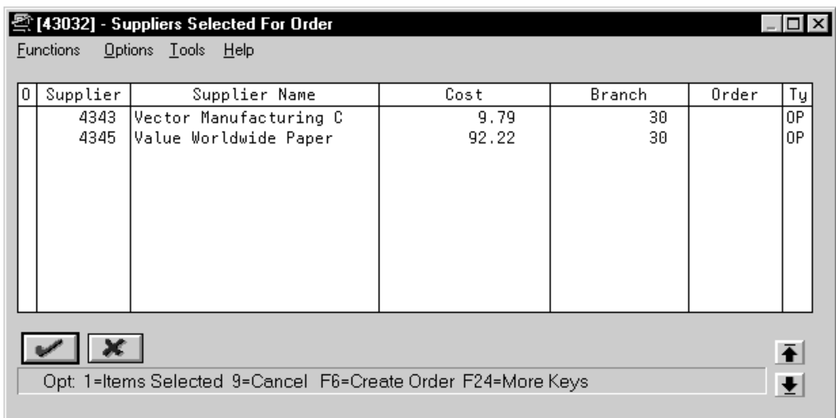
Creating purchase orders from existing detail lines is the final procedure for several different tasks. For example, you use this procedure on Purchase Order Workbench to complete the task of creating purchase orders for multiple suppliers. You also use this procedure to complete tasks such as generating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

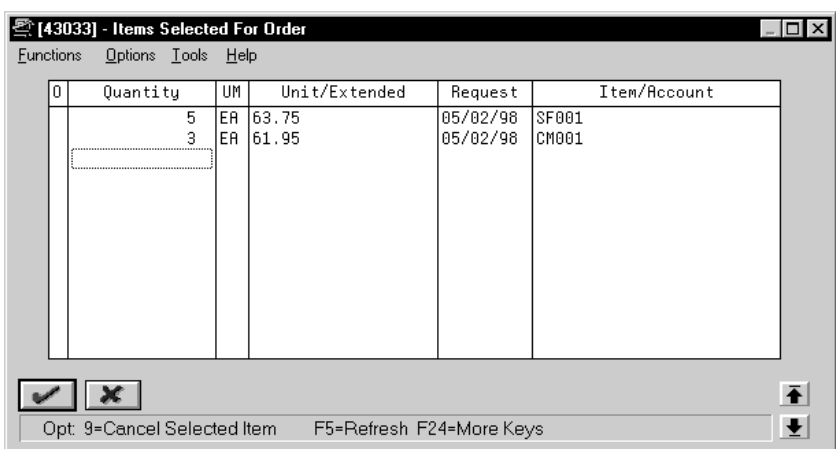
▶ To create orders from existing detail lines

On Purchase Order Workbench

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



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)



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

Programs to which this procedure is applicable

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

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

For more information about these programs, see:

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

Work with Commitments and Encumbrances

Working with Commitments and Encumbrances

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

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

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

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

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

Complete the following task:

- ❑ Review commitment information for purchase orders

What You Should Know About

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

PA and PU ledgers

The system tracks commitments and encumbrances in the Commitment Amount ledger (PA) and the Commitment Unit ledger (PU). The system also tracks taxes for commitments in the Commitment Amount ledger.

Multiple account distribution

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

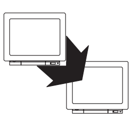
If you enter a detail line before you distribute the expense, the system creates a commitment for the account number on the detail line. After you distribute the expense, the system relieves the commitment for the account number on the detail line and redistributes the commitment amount to each of the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

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

See Also

- *About Commitment Setup*

Reviewing Commitment Information for Purchase Orders



From Non-Stock Procurement (G43B), choose Procurement Inquiries

From Procurement Inquiries (G43B112), choose Commitment Inquiry

You can review individual commitment transactions for:

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

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

Each commitment transaction represents one of the following situations:

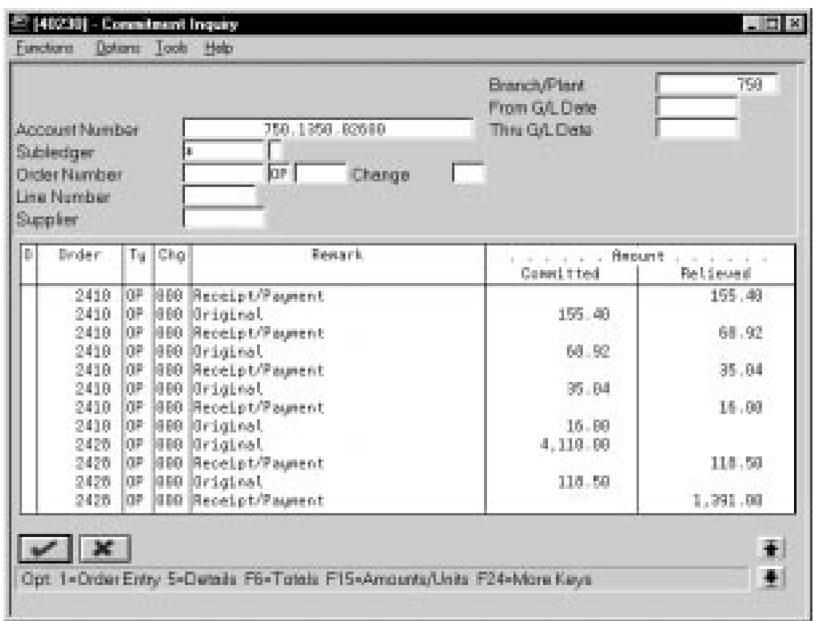
- The entry of an original commitment
- A change to a commitment
- A canceled commitment
- A relieved commitment, due to a receipt or payment

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

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

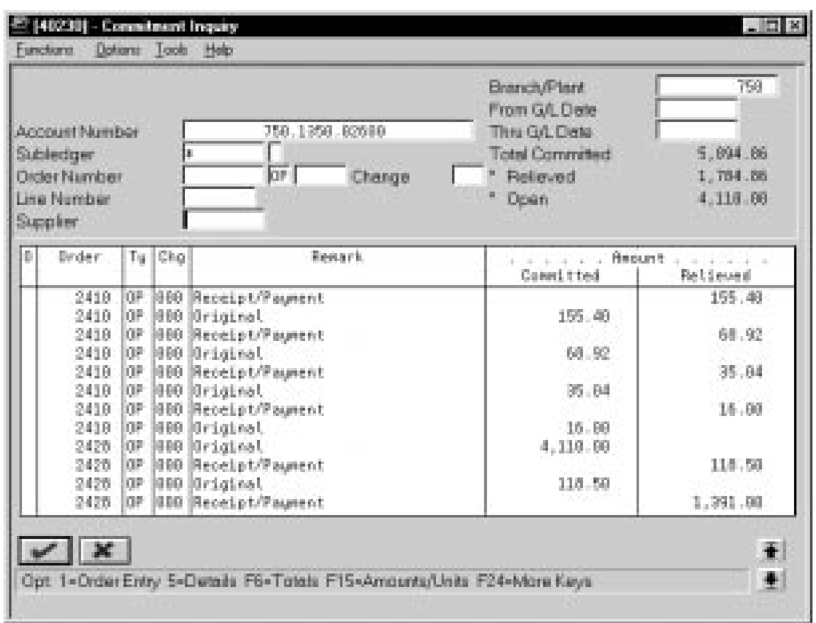
▶ To review commitment information for purchase orders

On Commitment Inquiry



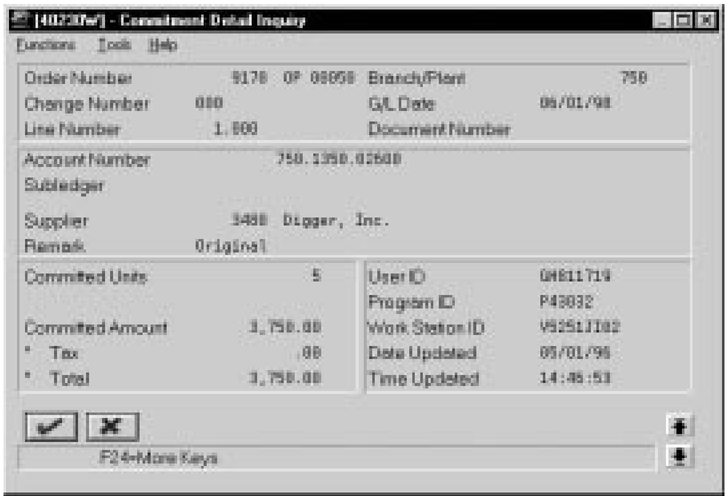
1. Complete the following fields to locate commitment information for a specific account number:
   - Branch/Plant
   - Account Number

2. Complete the following fields to narrow the search, if necessary:
   - From G/L Date
   - Thru G/L Date
   - Subledger
   - Order Number
   - Line Number
   - Supplier
3. Review the following fields:
   - Order
   - Type
   - Remark
   - Amount Committed
   - Amount Relieved
4. To view total committed amounts, press F6.



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. . . . . *Form-specific information* . . . . 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. . . . . *Form-specific information* . . . . 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 F15.

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)                 ____________
```

Work with Budgets

Working with Budgets

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

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

Complete the following tasks:

- ❑ Understand budget checking
- ❑ Review the budget

Understanding Budget Checking

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

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

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

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

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

What You Should Know About

How the system calculates available budget amounts

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

Multiple account distribution

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

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

See Also

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

Reviewing the Budget

From Non-Stock Procurement (G43B), choose Procurement Inquiries

From Procurement Inquiries (G43B112), choose Budget Comparison

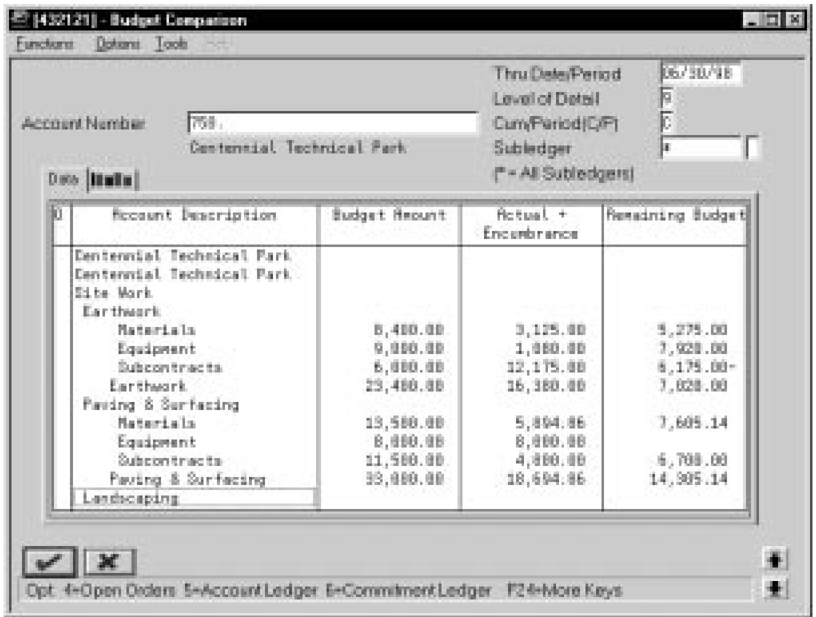
You might want to compare the amounts you have budgeted for goods and services to the amounts you have actually spent and the amounts you are committed to spend in the future. For each of your accounts, you can review:

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

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

▶ To review the budget

On Budget Comparison



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

Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code (not currently available in OneWorld) The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
Thru Date/Period	A number that either identifies the period number or date for which you want to review information. If you leave this field blank, the system uses the end date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14.
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: 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 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. . . . . *Form-specific information* . . . . 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.

Cum/Period (C/P)	A code that controls whether the system displays cumulative or period totals for the specified account. For World, valid codes are: C Displays cumulative (year-to-date) totals (default) P Displays period total For OneWorld, the options are: Cumulative: Displays cumulative (year-to-date) totals (default) Period: Displays period total

What You Should Know About

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 review the transactions that have affected a certain account and the journal entries that relate to a particular transaction when you perform a budget comparison.

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).
```

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 purchase order holds

❑ Release purchase order holds

Entering Purchase Order Holds

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

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

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

- Assign a hold code to the order.
- 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 Procurement Instructions.

Before You Begin

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

What You Should Know About

Committing costs for orders on budget hold	When an order is on budget hold, the system does not commit costs to the PA and PU ledgers, in which commitment amounts and units are stored. You must release a hold to have the system update the PA and PU ledgers. See *Working with Commitments and Encumbrances* for more information about working with the PA and PU ledgers.

Releasing Purchase Order Holds

From Non-Stock Procurement (G43B), choose Order Gen/Approve/Release

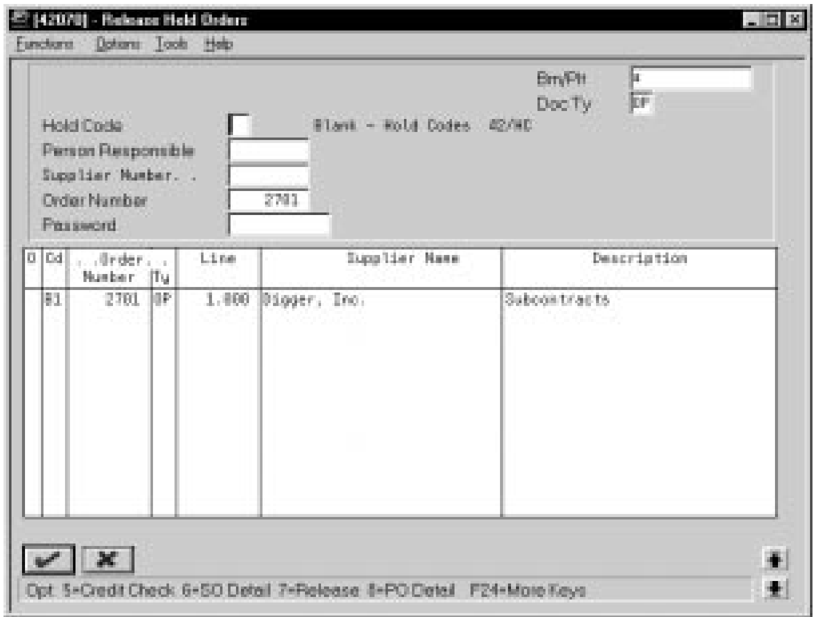
From Order Generation/Approval/Release (G43B13), choose Release Held Orders

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

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

▶ To release purchase order holds

On Release Held Orders



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

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

What You Should Know About

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* for more information about putting orders on budget hold

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.

DREAM WRITER VERSIONS:
 Enter the version for each program.
 If left blank, ZJDE0002 will be used.

  4. Budget Comparison   (P432121)                  ____________
```

Print Purchase Orders

Printing Purchase Orders

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

From Purchase Order Processing (G43A11), choose Print Purchase Orders

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

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

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)
- Messages
- Buyers

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  –
--------------------------------------- --------------------------------------- --------


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






                                                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 (on-demand)

After you enter a purchase order, you can print the order from Purchase Order Detail. You specify the version of the Print Purchase Orders procedure 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 have the system print three types of messages on a purchase order:

- Print messages
- Associated text messages
- Global messages

You create print messages on Print 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. After 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 that you can print it again. You use processing options to specify whether the system updates status codes for orders after they print.

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

- Print Purchase Orders
- Reprint Purchase Orders

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

Storing purchase order information for EDI transactions

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.

   9. Enter a '1' to print the Buyer.             ____________

  10. Enter a '1' to print the Account            ____________
       Number.

ITEM NUMBER DISPLAY:
  11. Enter a '1' to print only our item          ____________
       number.  Enter a '2' to print
       both our item number and the
       supplier item number.

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

CHANGE ORDER PROCESSING:
  13. 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.
```

14. 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:

15. Enter a ’1’ to print amounts in Foreign Currency. If left blank only Domestic Currency amounts will print. ____________

PROCESSING CONTROL EDIT:

16. Specify one of the following: ____________
    Enter a ’1’ to perform Processing Control Edit to determine which customers to process.
    Enter a ’2’ to perform Processing Control Edit to determine which customers to process, but default to EDI, PRINT, and FAX setup listed below if not found.
    If left blank, Processing Control Edit will not be performed to determine which customers to process.

EDI PROCESSING:

17. Enter a ’1’ to create EDI transactions. If left blank, no EDI transactions will be created. ____________

18. Enter the following EDI defaults:
    EDI Document Type ____________
    EDI Transaction Set ____________
    EDI Translation Format ____________
    Trading Partner ID ____________
    Transaction Set Purpose ____________
    Shipping Schedule Qualifier ____________

PRINT PROCESSING:

19. Enter a ’1’ to print the document. If left blank, the document will not be printed. ____________

FAX DOCUMENT PROCESSING:

20. Enter a ’1’ to fax the document. If left blank, the document will not be faxed. ____________

21. Enter Fax Output Queue. If left blank, the fax will be written to the same output queue as printed documents. ____________

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

From Stock Based Procurement (G43A), choose Procurement Inquiries

From Procurement Inquiries (G43A112), choose Open Orders

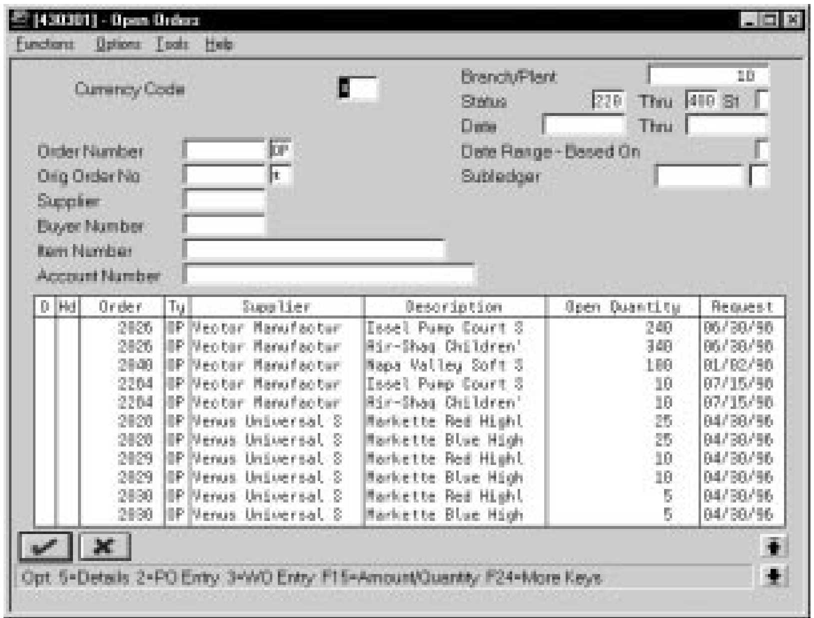
Before you enter a purchase order, you might want to determine if an item is currently on order. You can review open orders, which are orders that contain items and services you have yet to receive. You can specify the purchase order, supplier, item, account number, or so on, for the open detail lines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

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

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

▶ To review open orders

On Open Orders



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

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

5. On Order Detail Information, review additional fields.

Field	Explanation
St	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. . . . . *Form-specific information* . . . . 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	A code identifying the type of dates that the system searches for when finding information to display on this form. Valid codes are: blank Requested date 1 Transaction/order date 2 Promised ship date 3 Original promised delivery date 4 Actual ship date 5 Invoice date 6 Cancel date 7 General ledger date 8 Promised delivery date
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. . . . . *Form-specific information* . . . . 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.
Multiple account distribution	If you distributed the extended cost on a detail line to multiple expense accounts during purchase order entry, you can locate open amounts and open quantities for each of the expense accounts on the Open Order form. On the Order Detail Information form, the Multiple Accounts field appears in reverse image if the detail line for which you are reviewing information has multiple accounts attached. To review open quantities and amounts for all of the accounts, press F15 to access Multiple Account Order Inquiry.
Sequence of lines that display	Detail lines display in order of order type, order number, and line number. If you display lines by branch/plant and status codes, the system sequences detail lines by address book number of the supplier.

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.
  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.
 10. Enter a '1' to make the costs
     non-display.  If left blank, the
     costs will be displayed.

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

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

Printing Purchase Order Information by Supplier or Branch

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose PO Summary

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

Two versions of the Purchase Order Summary report 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.

```
43415                                  J.D. Edwards & Company                                    Page - . . .    2
                                  Purchase Order Summary by Supplier                              Date - . . .  6/15/98


 Order    Or  Request   Promised       Ordered            Received          Open          Cur
 Number   Ty   Date     Delivery       Amount              Amount          Amount         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. To exclude these orders from the report, you must 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

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Print PO by Requested Date

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

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

43640 J.D. Edwards & Company Page – 3
Print Purchase Order By Request Date Date – 04/18/98

4345 Value Worldwide Paper Supply

Item Number	Description 1	Description 2	PR UM	Open Quantity in Purchasing UOM thru 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

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 Requested 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

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Purchases Journal

You can review a history of changes to purchase order detail lines 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.

```
 43420                                                  J.D. Edwards & Company                                Page - . . .    2
                                                          Purchases Journal                                   Date - . . .  4/19/98


                                                                                     Changed                                          Cur
  Order   Ty  Date    Supplier                         Line       Description         Date      Quantity    UM    Amount       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 understand the difference between an informal receiving process and a formal receiving process
- To implement a formal receiving process
- To determine if purchase receivers are beneficial to your operation
- To print purchase receivers
- To enter purchase receipts
- To apply landed costs to receipts
- To understand journal entries that the system generates for formal receipt transactions
- To post journal entries for receipt transactions

About Receipt Processing

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

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

Informal Receiving Process

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

When you use an informal receiving process, the system creates a single record in the Purchase Order Receiver table (F43121) when you create a voucher. The system also creates a liability for the purchase at that time.

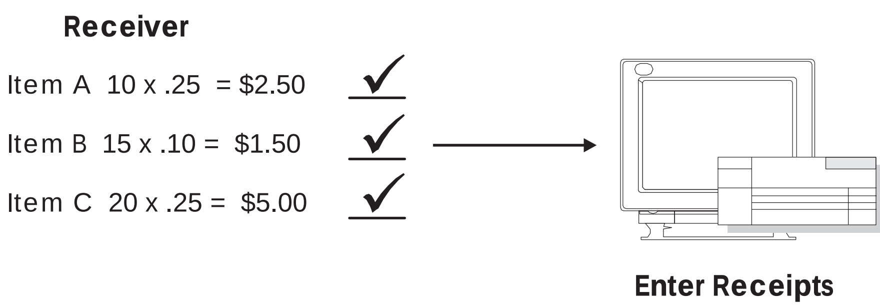
Formal Receiving Process

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

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

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

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

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

The 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
- Record receipt information to enter on the system

A purchase receiver provides you with:

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

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

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

You can print purchase receivers using two different methods:

❑ Print receivers in batch mode

❑ Print receivers for individual orders

```
                          J.D. Edwards & Company                     Page      -             1     Receipt Date -   6/30/98
                         Purchase Order Receiver                     Date      -       6/30/98
                                                                     Receiver  -     2008-000-OP
                                                                     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   -                                                                 Ordered By
Requested - 06/30/98  Taken 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 Receivers in Batch Mode

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

From Purchase Order Processing (G43A11), choose Print Purchase Receiver

You can use purchase receivers to manually record receipt information for goods upon delivery. You can print purchase receivers in batch mode based on the criteria you specify using the Print Purchase Receivers procedure.

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 the route type to be used                    ____________
     for retrieving the routing
     operation codes.  If left blank,
     the program will search for route
     type equivalent to blank.

  7. Enter a '1' to inhibit printing                    ____________
     of quantity information on the
     Receiver.  Default will print
     Ordered and Open Quantity.

ITEM NUMBER DISPLAY :
  8. Enter a '1' to print only our                      ____________
     item number.  Enter a '2' to
     print both our item number and
     the supplier item number.

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

CURRENCY PROCESSING:
 10. Enter a '1' to print amounts in                    ____________
     Foreign Currency.  (Default of
     blanks will print amounts in
     Domestic Currency).

BARCODE OPTIONS:
 11. Enter which barcode symbology to                   ____________
     print.
     '1' = Code 39 (3 of 9)
     '2' = Code 128
     If left blank, bar codes will not
     print.
```

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 Receivers for Individual Orders

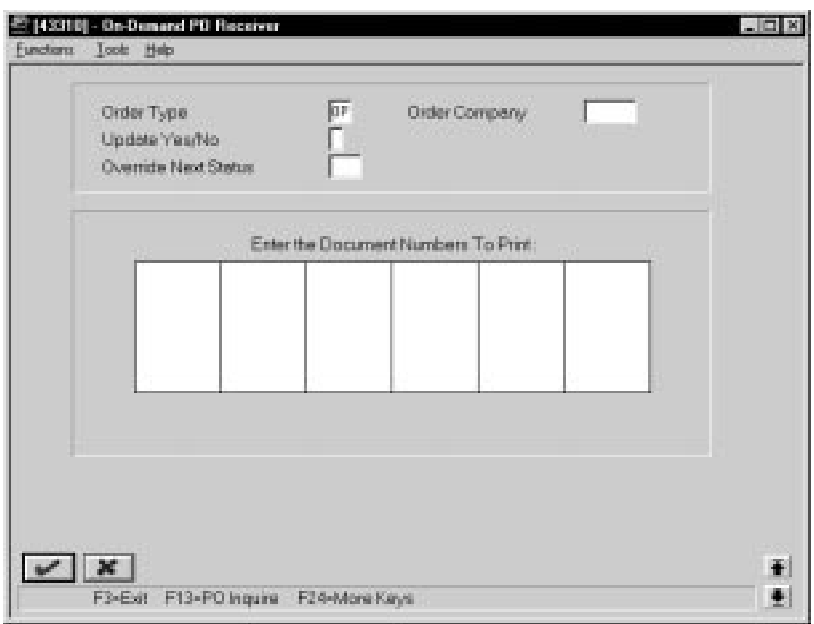
From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose On-Demand PO Receiver

When you print purchase receivers in batch mode, you might have to print a second purchase receiver for some orders. For example, you might receive a partial order, in which case you must print a second receiver to record the remaining balance of the order. You can enter specific purchase orders for which to print purchase receivers using the On-Demand PO Receiver program.

▶ To print receivers for individual orders

On On-Demand PO Receiver



Complete the following fields:

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

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

Field	Explanation
Order Company	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. . . . . *Form-specific information* . . . . The company for which you want to print receivers. This field displays only if you are using next numbers by company.
Override Next Status	A user defined code (40/AT) that indicates the next step in the order process. . . . . *Form-specific information* . . . . 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.

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. . . . . *Form-specific information* . . . . Code indicating whether you want the system to update the document's status after it prints the receivers. Valid codes are: Y Updates the status N Does not update the status The system fills in this code from the processing options if you entered one there.

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

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

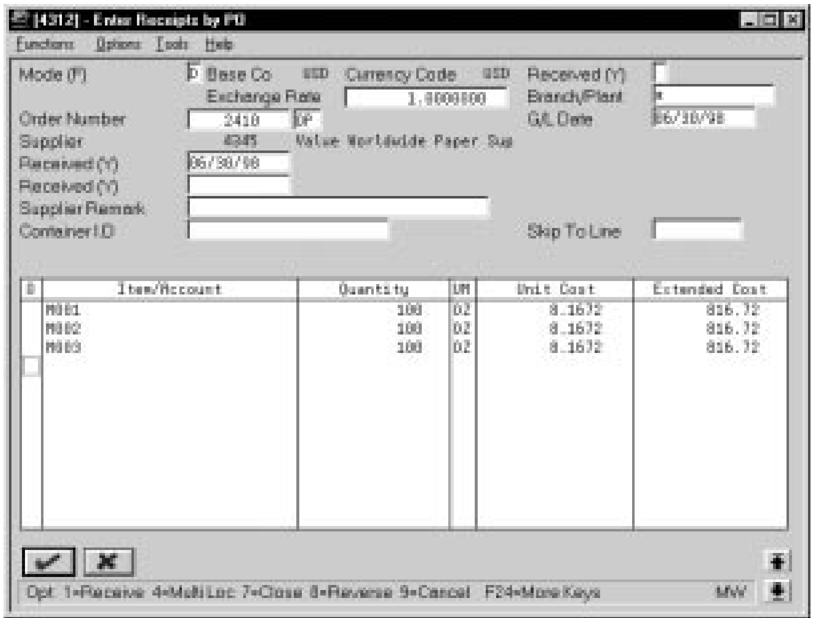
When you receive goods, you must verify that the details of the receipt correspond to the information on the purchase order. You must verify item numbers, quantities, units of measure, costs, and so forth. If the receipt details differ from those on the purchase order, you must adjust the purchase order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

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

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

Complete the following tasks:

- ❑ Enter receipt information
- ❑ Enter receipts in multiple units of measure
- ❑ Assign locations, lots, and serial numbers
- ❑ Enter reversing receipts



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*.

File Updates

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

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

Entering Receipt Information

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

From Purchase Order Processing (G43A11), choose Enter Receipts by PO

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

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

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

▶ To enter receipt information

On Enter Receipts

1. To locate purchase order details lines that correspond to a receipt, complete the following fields, as necessary, and press Enter:
   - Received
   - Branch/Plant
   - G/L Date
   - Order Number
   - Item Number
   - Account Number

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

2. Complete the following fields:
   - Receipt Date
   - Receipt Document
   - Supplier Remark
   - Container I.D.

3. Compare your receipt information to the detail lines and adjust the following fields, as necessary:
   - Quantity
   - UM
   - Unit Cost
   - Extended Cost
4. Adjust remaining information for each detail line, as necessary.
5. Type 1 in the following field for each detail line you want to receive and press Enter:
   - O (Option Exit)

   The option you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option7), or cancels the line entirely (option 9).

Field	Explanation
Received (Y)	A code that determines whether the system displays purchase order lines that have been received but not matched to a voucher. Valid codes are: blank Display purchase order lines that have not been received. You can only receive these order lines. Y Display purchase order lines that have been received but not matched to a voucher. You can only reverse receipt of these order lines.
Receipt Date	The date you received this purchase order line.
Receipt Doc	A number used to identify the receipt transaction. You can assign a number to the receipt, such as the supplier's sales order number or the purchase order number, or you can allow the system to assign a number through the Next Number facility. You specify in the processing options for Enter Receipts which document type you want the system to assign to each receipt.

Field	Explanation
Supplier Rmk	A free-form field in which you can enter any pertinent information. . . . . *Form-specific information* . . . . 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.
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. . . . . *Form-specific information* . . . . 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.

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 the costs 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.

Multiple account distribution

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

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

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

Kit items

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

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.

Entering Receipts in Multiple Units of Measure

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

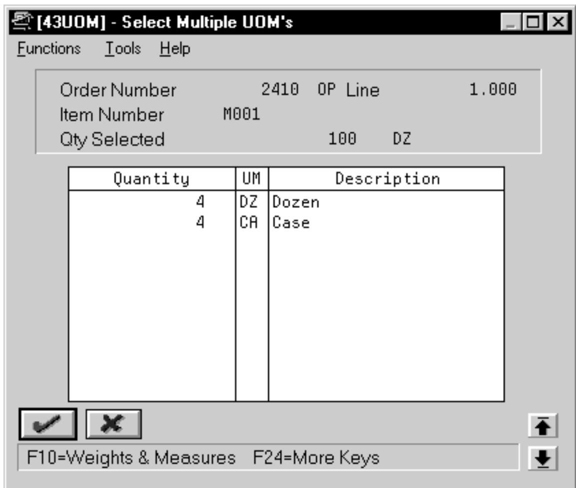
From Purchase Order Processing (G43A11), choose Enter Receipts by PO

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

▶ To enter receipts in multiple units of measure

On Enter Receipts

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



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 Unit 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

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

From Purchase Order Processing (G43A11), choose Enter Receipts by PO

If you work in an inventory environment, you must assign items to a storage location at the time of receipt. The system assigns an item to its primary location unless you specify otherwise. If a receipt quantity exceeds the limit for a location, you can assign multiple locations to the items. 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 items
- Assign multiple locations, lots, and serial numbers to items

▶ To assign a single location, lot, and serial number to items

On Enter Receipts

Complete the following fields:

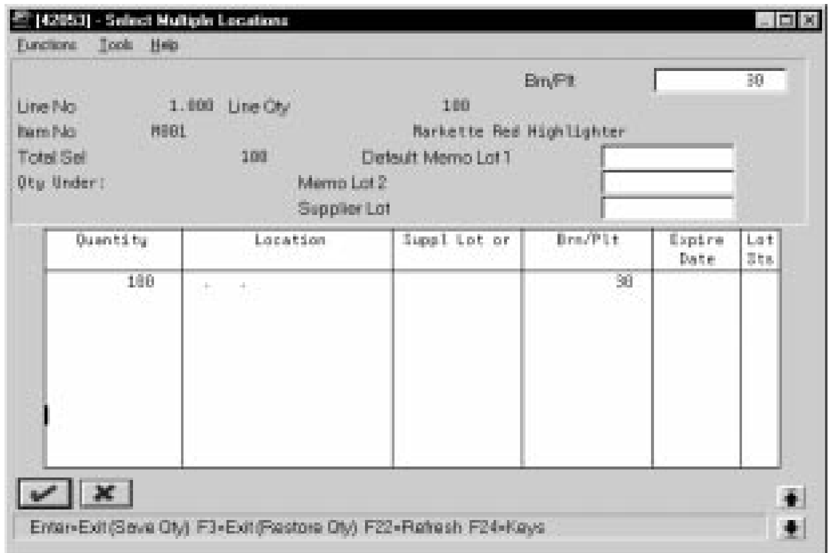
- Location
- Lot/SN (Lot or Serial Number)
- Lot Description
- Expiration Date
- Lot Status
- Supplier Lot
- Memo Lot 1
- Memo Lot 2

Field	Explanation
Location	A code that identifies inventory locations in a branch/plant. You define the format of the location identifier by branch/plant. . . . . *Form-specific information* . . . . If you select a location that is not the primary location specified on the parts list for a specific item, the system hard commits that item.
Lot	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.
Lot Expire	The date on which a lot of items expires. The system automatically enters this date if you have specified the shelf life days for the item on Item Master Information or Item Branch/Plant Information. The system calculates the expiration date by adding the number of shelf life days to the date that you receive the item. 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 you leave this field 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 items

On Enter Receipts

1. Access Select Multiple Locations.



2. On Select Multiple Locations, complete the following fields:
   - Quantity
   - Location
   - Lot/SN (Lot or Serial Number)
   - Brn/Plt
   - Expiration Date
   - Lot Status
   - Supplier Lot
   - Memo Lot 1
   - Memo Lot 2

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

3. Press Enter twice to return to Enter Receipts.

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

What You Should Know About

Reviewing available locations and lots

You can review the locations and lots that are currently set up for an item and select a location and lot to assign to a receipt. You can access location and lot information through the Location field.

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

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

From Purchase Order Processing (G43A11), choose Enter Receipts by PO

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

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

▶ To enter a reversing receipt

On Enter Receipts

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

What You Should Know About

Reversing a receipt in a receipt routing process	If an item goes through a receipt routing process, you must move it back to the first operation in the route before you can reverse the receipt. You must also reverse all dispositions. For more information, see *Working with Items in Receipt Routing.*

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. Protect lot number, lot expiration              ____________
       date, and lot status.

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

LANDED COST PROCESSING:
 19. 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.

 20. Quantity, Unit Cost, Amount                      ____________
 21. Receipt Date                                     ____________

ITEM BRANCH/LOCATION PROCESSING:
 22. Enter a '1' to update the supplier               ____________
      when an item is purchased the
      first time, or a '2' to update the
      supplier every time the item is
      purchased.  If left blank, no
      supplier update is performed.
 23. Enter a '1' to default the Location              ____________
      and Lot Number from the primary
      item balance location, if the
      Location and Lot Number are both
      blank.
```

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

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

DOCUMENT PROCESSING:
  29. Enter a '1' to automatically print           ____________
       a Receipt Traveler Document
       following each receipt.

KIT PROCESSING:
 30. Enter a '1' to display the kit                ____________
      parent item, or a '2' to display
      the kit component items.  If
      left blank, no kit information
      is displayed.
 NOTE: Stock items must be received at
       the component level.

SUPPLIER ANALYSIS:
 31. Enter a '1' to capture supplier               ____________
      analysis information.  If left
      blank, no supplier analysis
      information is captured.

ASSOCIATED TEXT PROCESSING:
 32. Enter a '1' to purge the associated           ____________
      text when the line is fully
      received.  If left blank, the
      text is retained.

RECEIPT ACKNOWLEDGMENT:
 33. Enter a '1' to send a PPAT message            ____________
      to the purchase order originator
      regarding the receipt.
 34. 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:
 35. Enter a '1' to initiate the                   ____________
      receipt routing process.  If left
      blank, all items will be received
      directly into stock.

 36. Enter the default route type to               ____________
      be used to search for a receipt
      route.  If left blank, the program
      will search for route type
      equivalent to blank.

SUMMARIZATION:
 37. 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:
 38. 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).

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

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

 41. Enter a '1' to perform warehouse                   ____________
      Cross-Docking.  This is only valid
      with processing option 12 to
      perform sales backorder
      processing set on.

CURRENCY PROCESSING:
 42. Enter the date to be used when                     ____________
      retrieving the currency exchange
      rate.  If left blank, the purchase
      order exchange rate will be used.
        1 = G/L Date
        2 = Current Date

 43. Enter a '1' to protect the                         ____________
      exchange rate field.

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

 45. Enter a '1' if you want Receipts                   ____________
      Routing integration with the Four
      Point Analysis file.

DIRECT SHIP ORDER PROCESSING:
  (LOAD & DELIVERY MANAGEMENT ONLY)

 46. Enter a '1' if related sales order                 ____________
      lines should be automatically
      load and deliver confirmed.
 47. Enter the sales order next status                  ____________
      code beyond which sales orders
      will not be automatically load
      and deliver confirmed.
```

```
 48. Enter the version of the                              ____________
      transportation transaction server
      to be used to automatically load
      and deliver confirm orders.

QUALITY MANAGEMENT:
 49. Enter the version of Test Results                     ____________
      Revisions (P3711) to call.  If
      left blank, version ZJDE0002 will
      be used.
```

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

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

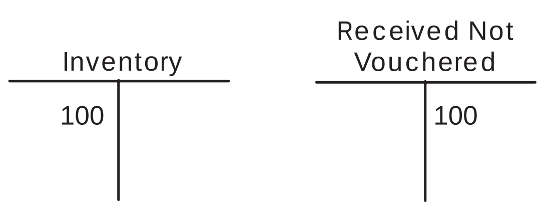
From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Review G/L Receipts Journal

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

- Debit an inventory account
- Credit a received not vouchered account

For example, if you enter a formal receipt for 100.00 worth of inventory items, the system creates the following journal entries:

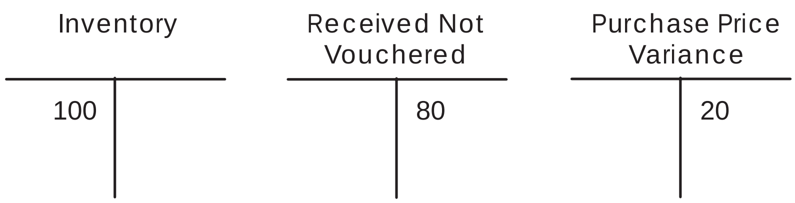


If tax is applicable to a receipt, the system also creates tax accrual entries. If you apply landed costs at the time of receipt, the system creates entries for accrued landed costs.

You might use a standard cost method to determine the inventory cost for an item. The standard cost for an item remains consistent unless you manually change it. If a variance exists between the standard cost and the price at which you purchase an item, the system creates journal entries to account for the variance. You specify variance accounts in automatic accounting instructions.

For example, if you enter a formal receipt for 80.00 worth of inventory items and the standard cost for the items is 100.00, the system creates the following journal entries:

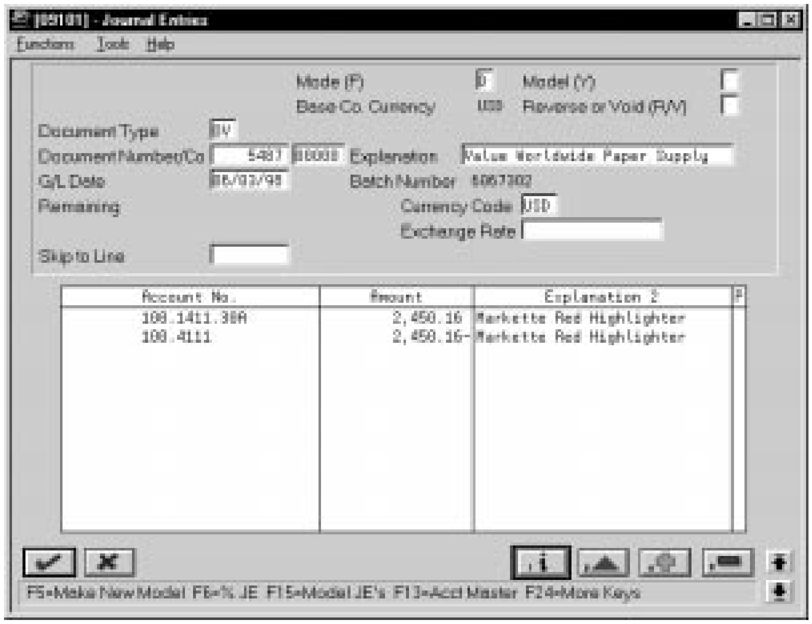
Standard Cost Variance



You use processing options to specify whether the system creates separate journal entries for each detail line or summarizes the entries for all lines.

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

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.



What You Should Know About

Automatic Accounting Instructions (AAIs)

The system retrieves account numbers for which to create journal entries from AAIs. A separate AAI table exists for inventory accounts and received not vouchered accounts. The system retrieves an account number from each table based on the company, business unit, and general ledger (G/L) class code that applies to a receipt.

For example, you enter a receipt for 100.00 worth of inventory items. The items have a G/L class code of IN20 and were purchased for business unit A in company 100. When you enter a receipt, the system retrieves the inventory account number and the received not vouchered account number for company 100, business unit A, and the IN20 G/L class code to create journal entries.

If you enter purchase order detail lines by account number, the system charges each receipt against the account number on the detail line. The system retrieves a received not vouchered account number from AAIs.

Journal entries for items in a receipt route

The system creates journal entries differently for items that enter a receipt route. For more information, see *Understanding Journal Entries for Items in a Receipt Route*.

Multiple account distribution

If you enter purchase order detail lines by account number, you can distribute the expense on a detail line to several different accounts at purchase order entry. When you enter a receipt for the detail line, the system creates separate journal entries for each account to which you distributed the expense.

For example, you enter a purchase order detail line for 100 reams of paper. You distribute the expense to four departments. When you enter a receipt for the paper, the system creates journal entries that debit each of the four expense accounts and credit the received not vouchered account. If each department belongs to a different business unit, the system credits the received not vouchered account set up for each business unit.

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

See Also

- *AAI Tables for the Procurement System*
- *Working with Basic Journal Entries (P09101)* in the *General Accounting I Guide*
- *Reviewing and Posting Journal Entries for Voucher Transactions*

Posting Receipts

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Review G/L Receipt Post

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

The posting process:

1. Selects qualified batches of unposted transactions from the Account Ledger table (F0911).
2. Edits and verifies each transaction.
3. Posts accepted transactions to the Account Balances table (F0902).

4. Marks each transaction and batch header as posted in the Account Ledger table (F0911) and the Batch Control table (F0011).

See Also

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

Print Receipt Information

Printing Receipt Information

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

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

Printing Orders Open to Receive

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Print Open Purchase Orders

You can print a list of all suppliers from whom you have a specific item on order. You can review the order quantity and the quantity and amount left to receive from each supplier. You can also use the Open 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.

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
                                                                                 PR     On Order      . . . .Open To Receive. . . .
    Description            Order No Ty Supplier                        Requested UM    Quantity          Quantity          Amount
 ------------------------ -------- -- ---------------------------- --------- -- --------------- --------------- ---------------

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 Status of Orders Open to Receive

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Open Purchase Order Status

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

```
43525                                              J.D. Edwards & Company                                      Page -       1
Effective Date .  06/15/98                            OPEN P.O. STATUS                                         Date -     6/15/98
                                                                                                               User -    DEMO

Supplier      4345      Supplier Name   Value Worldwide Paper Supply                Telephone #  (    )
P.O. #.       2410      Date Ordered    05/15/98
Ship To.      1062      Ship to Name    Memphis Warehouse #30
                                                                 Unit          Original         Quantity    Quantity     Amounts   Days  Cur
 Line   Due Date     Description                                 Cost     UM   Quantity    UM   Received      Open      On Order   Over  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
                                                                 Unit          Original         Quantity    Quantity     Amounts   Days  Cur
 Line   Due Date     Description                                 Cost     UM   Quantity    UM   Received      Open      On Order   Over  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 processing options.

Printing Receipt Information by Supplier

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Inventory Receipts Register

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

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

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

```
43512                                         J.D. Edwards & Company                              Page      -         5
                                     Inventory Receipts Register - Inventory                      Date      - 04/18/98
Branch/Plant .            30
               Memphis Distribution Center
                                                                                                    . . . . Received . . . .   Cur
      Item Number          Description          Supplier Name           Received  Order # Ty Line #      Quantity      Amount      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 sequence of the report 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 compare invoices to receipt records to create individual vouchers. If you do not record receipt information, you compare invoices to purchase order detail lines to create vouchers.

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

See Also

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

Review Open Receipts

Reviewing Open Receipts

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Open Receipts by Supplier

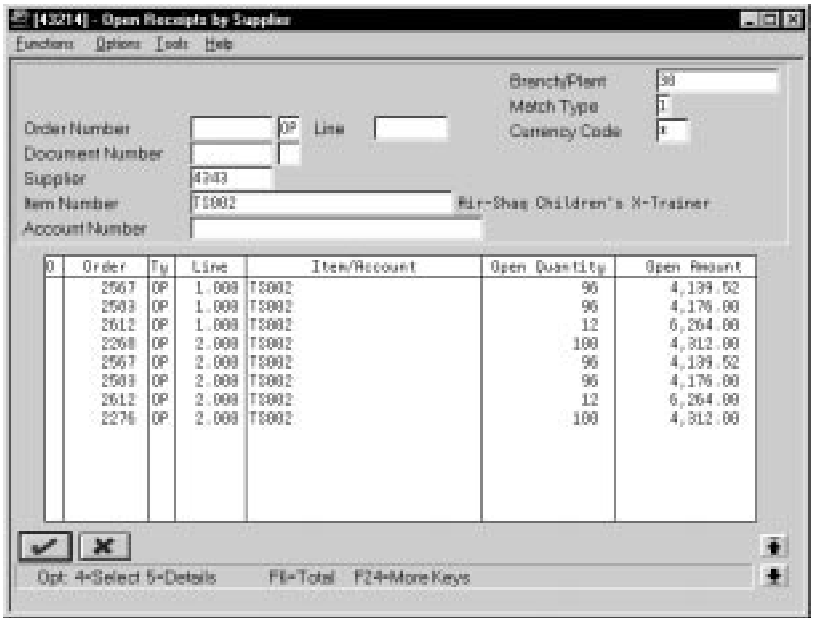
You can review open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which you must create vouchers. You can review the amount and quantity open for each receipt, as well as the amount open for all receipts.

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



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.

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Match Type</td><td>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.

. . . . Form-specific information . . . .

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.</td></tr>
<tr><td>Open Quantity</td><td>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.

. . . . Form-specific information . . . .

The open quantity is the quantity of the order for which a voucher does not yet exist.</td></tr>
<tr><td>Open Amount</td><td>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.

. . . . Form-specific information . . . .

The open amount is the amount of the order for which a voucher does not yet exist.</td></tr>
</table>

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

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 detail information 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 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.

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

Enter Landed Costs

Entering Landed Costs

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Stand-Alone Landed Cost

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 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 whom 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 whom 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 landed cost 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 obtain landed cost information from invoices. 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 have been set up and assigned to the item. For each item you receive, you can:

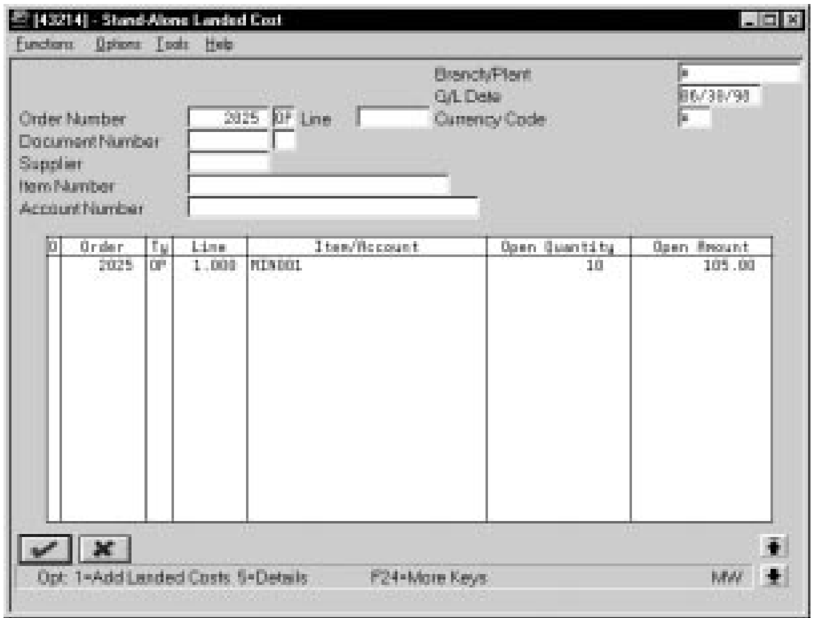
- Review, change, and enter the landed costs assigned to the item
- Review, change, and enter the supplier to whom the landed cost is paid

Before You Begin

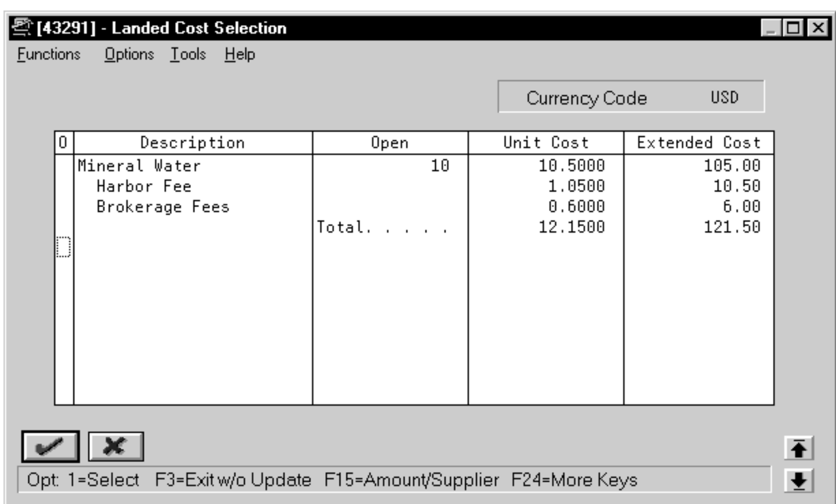
- ❑ Define landed costs and landed costs rules on Landed Cost Revisions
- ❑ Assign landed cost rules to items, purchase orders, or detail lines, as necessary
- ❑ Verify that processing options are set appropriately for the program in which you enter landed costs

▶ To enter landed costs

On Stand-Alone Landed Costs

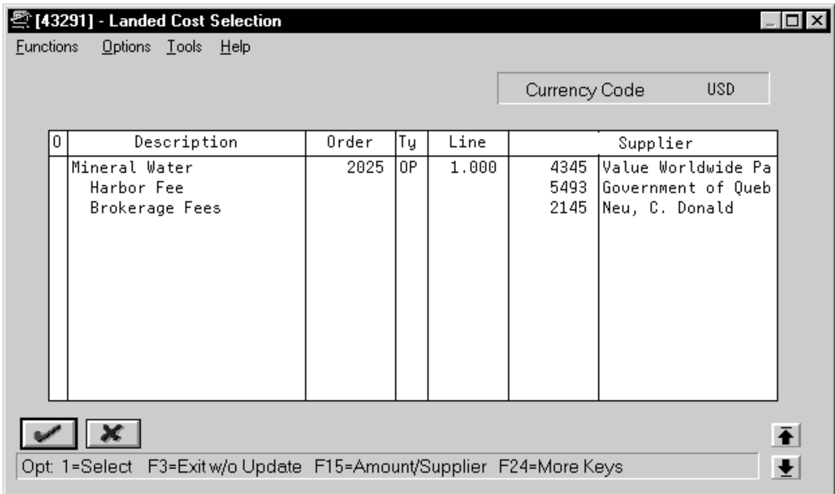


1. Locate the receipt records for which you want to enter landed costs.
2. Access Landed Cost Selection.



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.



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

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 set up each landed cost. You can view landed cost detail lines on the voucher match form.

Stand-Alone Landed Cost program (P43214)

Stand-Alone Landed Cost and Open Receipt by Supplier are identical forms. The difference is that you use processing options to specify that Stand-Alone Landed Cost 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

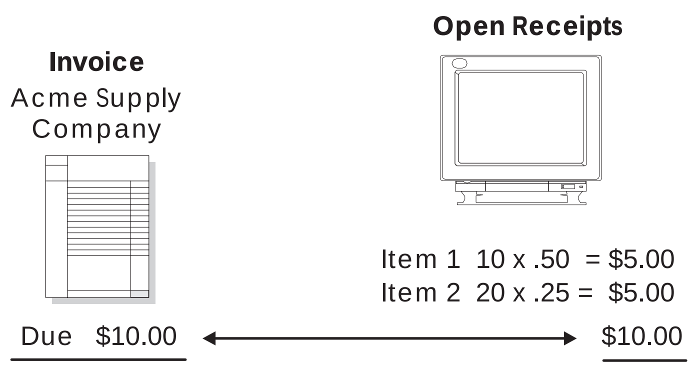
Creating Vouchers Using Invoices

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 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.

Multiple account distribution

You can distribute the expense on a detail line to multiple accounts. For example, you can allocate the cost of 100 reams of paper to several different departments, either when you enter the order or when you create a voucher for the order.

If you distribute an expense at order entry, the system processes the detail line as a single order. It does not create a separate detail line for each account to which you distribute the expense. You must match the original detail line to the invoice to create a voucher. The system creates a single entry on the voucher.

You can determine if an expense has been distributed to multiple accounts by accessing the Multiple Accounts Distribution window from the voucher match program. You can also distribute an expense or redistribute an expense on this window.

For more information about distributing an expense at order entry, see *Distributing a Detail Line Expense to Multiple Accounts.* For more information about distributing an expense at voucher entry, see *Working with Journal Entries for Voucher Transactions.*

Reversing a voucher

You might want to reverse a voucher, if, for example, you returned the items for which you created the voucher. To reverse a voucher, you must locate the voucher on the Match Voucher to Open Receipt form (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.

! 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 Receipt Records to Match to an Invoice

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Match Voucher to Open Receipt

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

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

If an invoice reflects a partial order, you can change the quantity or amount of a receipt record to match the invoice. The system leaves the remaining balance of the receipt record open. For example, if a receipt record reflects 100 items, but the invoice amount reflects 50 items, you can change the receipt record quantity to 50. You can create a voucher for the remaining 50 items at a later time.

The system creates a voucher interactively when you match receipt records to an invoice.

If you do not record receipt information, you must match purchase order detail lines to invoices to create vouchers (two-way voucher match). For example, if a supplier sends you an invoice for 100.00, you must locate and match the purchase order detail lines that contain the corresponding 100.00 worth of items.

▶ To choose receipt records to match to an invoice

On Match Voucher to Open Receipt

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:
   - Invoice Number
   - Invoice Amount
   - Date
   - G/L Date
   - Tax
   - Taxable Amount

   Do not press Enter.

   You can have the system enter the amount, tax, and taxable amount based on the receipt records you choose to match to the invoice.

5. To increase or decrease quantities or amounts, modify the following fields:
   - Open to Voucher Quantity
   - Open to Voucher Amount

   If you are working with receipt records, you cannot increase the quantity to reflect an invoice. You must first receive the additional quantity from the Enter Receipts program. If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

6. To choose the lines you want to match, complete the following field and press Enter:
   - (O) Option
7. 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.
Amount – Invoice Gross	The gross amount of the invoice, including tax amounts but not including discounts.

Field	Explanation
Tax	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST). . . . . *Form-specific information* . . . . 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.
Taxable Amount	The amount on which taxes are assessed. . . . . *Form-specific information* . . . . 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 for the Voucher Match program 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. 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 calculate 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 Procurement system. That is, the Calculate Tax on Gross field cannot be set to no if the Calculate Discount on Gross field is set to yes.

Default values for header fields

If you 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 add landed costs to receipt records prior to the voucher match process, the system might create separate detail lines for the landed costs depending on how you have set up the costs. To create a voucher for the landed costs, locate and match the landed cost line to the appropriate invoice.

For more information about landed costs, see *Entering Landed Costs*.

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. For more information, see *AAI Tables for the Procurement System*.

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)             ____________

AUTOMATIC ACCOUNTING INSTRUCTIONS
 28. Choose which business unit should             ____________
       be used to generate the G/L Bank
       Account.
       Blank = Purchase order detail
           1 = Purchase order header
           2 = Responsible business unit
               in the address book
 29. Choose which business unit should             ____________
       be used to generate the A/P Trade
       Account.
       Blank = Purchase order detail
           1 = Purchase order header
           2 = Responsible business unit
               in the address book

CURRENCY PROCESSING:
 30. 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

 31. Enter a ’1’ to protect the                    ____________
      exchange rate field.
```

What You Should Know About Processing Options

Approver number (10) The approver number referred to by this option is not related to the approval process for the Procurement system. Instead, this option refers to a person who is responsible for approving vouchers, which is a function of the Accounts Payable system.

Choosing Summarized Receipt Records to Match to an Invoice

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Summary Voucher Matching

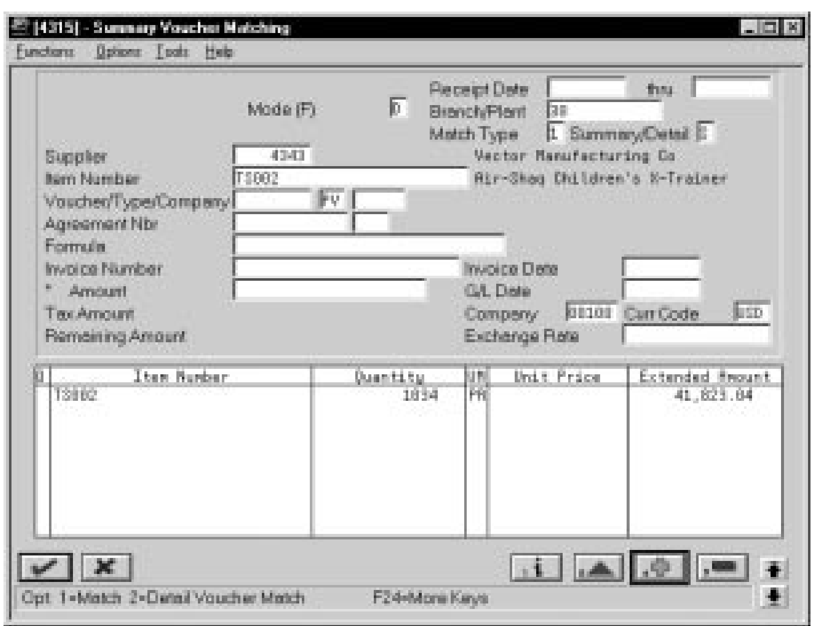
To create vouchers from invoices, you must locate the receipt records that correspond to an invoice and match them to the invoice. This can be a time-consuming task if a large number of receipt records correspond to an invoice.

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



1. Type S in the following field:
   - Summary/Detail
2. To locate summary receipt records for an invoice, complete the following fields, as necessary, and press Enter:
   - Receipt Date
   - Receipt Thru
   - Branch/Plant
   - Match Type
   - Supplier
   - Item Number
   - Agreement Nbr
3. To specify invoice information, complete the following fields:
   - Invoice Number
   - Invoice Amount
   - Invoice Date
   - G/L Date
   - Company

   Do not press Enter.
4. To match summary lines to the invoice, complete the following field and press Enter:
   - O (Option Exit)

   If you type 1 in the Option Exit field, the system uses a batch process to create a single voucher.

   If you type 2 in the Option Exit field, the system accesses the Voucher Match program, from which you must manually match to the invoice each receipt record that makes up the summary line.

Field	Explanation
Summary/Detail	A code that indicates whether the inquiry is to be in detail or summary mode. Valid codes are: D Detail mode S Summary mode . . . . *Form-specific information* . . . . 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

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Summary Voucher Matching

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

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Evaluated Receipt Settlement

You might have an agreement with certain suppliers that your receipt records are sufficient for creating vouchers. When such an agreement exists, the supplier does not need to send you an invoice, and you can avoid manually matching receipt records to invoices to create vouchers.

You can run the Evaluated Receipt Settlement procedure 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 Procurement Instructions to Y (Yes) before you create purchase orders for the supplier. This is the default for each purchase order that you enter for the supplier. You can override this default for individual detail lines. If you set the Evaluated Receipt field in Procurement Instructions to N (No), you cannot override the value on purchase orders.

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                                       Page - . . .    1
                                               Invoice/Match to PO Edit/Create                                   Date - . . .  1/12/98
                                                      for EDI processing

Address                            Business   Order  Order   Or  Line   Pay
 Number     Description              Unit      Co    Number  Ty Number  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                                   Page - . . .    1
                                              Invoice/Match to PO Edit/Create                               Date - . . .  1/12/98
                                                     for EDI processing

   EDI     Key  Tr  Line    Address   Tran             Fld in
Document   Co   Ty Number    Number   Set     Format    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 Procurement 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 – Load EDI files

```
DREAM WRITER VERSION:                                    ____________
 1. Enter the version of In-bound
    Match program (P470412) to execute.
    If left blank, XJDE0002 will be
    used.

INVOICE NUMBER:
 2. Enter a '1' to use the Supplier                      ____________
    Remark field as the invoice number.
    If left blank the program will
    assign the Invoice Number using
    EDI Next Numbers.

G/L DATE:
 3. Enter the General Ledger Date to                     ____________
    be used for creating Vouchers.
    Enter a '1' to use todays date as
    the General Ledger Date.  If left
    blank, the receipt date will be
    used as the General Ledger Date on
    the voucher.
```

Processing Options for EDI Inbound Invoice/Match to P.O. Edit/Create

```
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.

 21. A/P Functional Server    (XT0411Z1)                ____________
 22. G/L Functional Server    (XT0911Z1)                ____________

AUTOMATIC ACCOUNTING INSTRUCTIONS
 23. Choose which business unit should                  ____________
       be used to generate the G/L Bank
       Account.
       Blank = Purchase order detail
           1 = Purchase order header
           2 = Responsible business unit
               in the address book
 24. Choose which business unit should                  ____________
       be used to generate the A/P Trade
       Account.
       Blank = Purchase order detail
           1 = Purchase order header
           2 = Responsible business unit
               in the address book

CURRENCY PROCESSING:
 25. 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
```

```
EDI PROCESSING:
 26. Enter a '1' to perform Processing
      Control Edit to determine
      processing mode.  If no Processing
      Control record is found, the EDI
      transaction will NOT be processed.
     Enter a '2' to perform Processing
      Control Edit.  If no Processing
      Control record is found, the EDI
      transaction will be processed in
      the production mode.
     If left blank, all selected EDI
      transactions will be processed in
      the production mode.
```

Work with Journal Entries for Voucher Transactions

Working with Journal Entries for Voucher Transactions

The system generates journal entries when you create a voucher so that the appropriate purchasing expenses and liabilities reflect in the general ledger. After the system generates journal entries, you can review the entries and post them to the general ledger.

When you create a voucher, you can distribute a single purchasing expense to multiple accounts. You can also redistribute an expense that you performed at purchase order entry. The system generates journal entries based on the distribution amounts and accounts that you specify.

To ensure the integrity of your data, you can verify that voucher amounts balance between the accounts payable ledger and the general ledger.

To work with journal entries for voucher transactions, complete the following tasks:

- ❑ Review and post journal entries for voucher transactions
- ❑ Distribute an expense to multiple accounts
- ❑ Verify that voucher amounts balance

Reviewing and Posting Journal Entries for Voucher Transactions

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Voucher Journal Review

When you create a voucher for items that you formally receive, the system creates a journal entry that debits a received not vouchered account. When you create a voucher for items that you do not formally receive, the system creates a journal entry that debits an expense account.

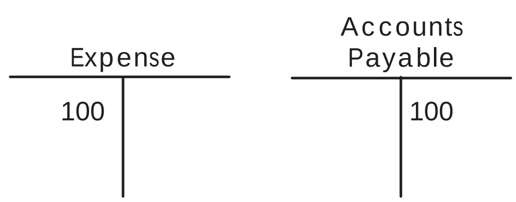
The system creates accounts payable offsetting entries when you post the voucher journal entries to the general ledger.

For example, if you create a voucher for 100.00 worth of items that you formally received, the system creates the following journal entries:

Formal Receipts

If you create a voucher for 100.00 worth of items that you did not formally receive, the system creates the following journal entries:

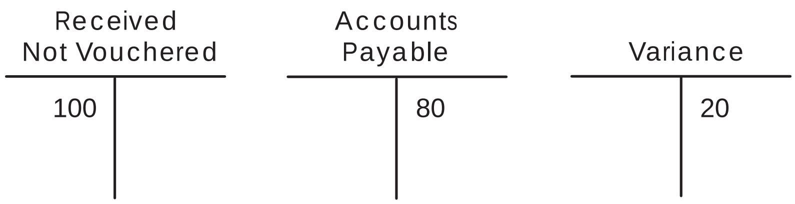
Informal Receipts



If a variance exists between the cost of goods or services on a purchase order or receipt record and the cost on the voucher, the system creates journal entries for the variance. You must specify variance accounts in Automatic Accounting Instructions.

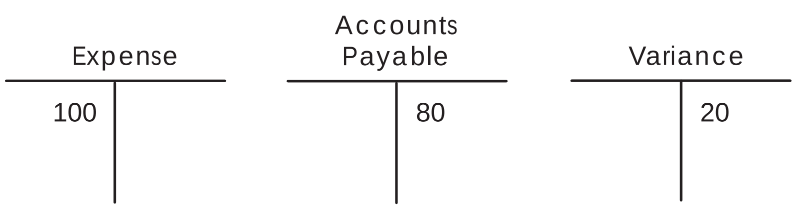
For example, if you enter a voucher for 80.00 worth of inventory items and the cost of the items at the time of receipt was 100.00, the system creates the following journal entries:

Formal Receipts Variance



If you enter a voucher for 80.00 worth of non-stock items or services and the cost of the items on the purchase order was 100.00, the system creates the following journal entries:

Formal Receipts Variance



You can review the journal entries that the system creates for a voucher on Voucher Journal Review. You can review the amount of each entry and the account to which each amount is debited or credited.

When you create or reverse vouchers, the system displays a receipt document number and batch number. You might want to note these numbers so that you can locate journal entries by batch group and document.

What You Should Know About

Variances for purchases to the general ledger

If you charge purchases against general ledger account numbers (expense accounts), the line type you assign to a detail line determines whether the system charges a variance to the expense account or a variance account. For more information, see *Setting Up Order Line Types.*

Variance accounts for weighted average costs

If you purchase items to inventory, you might sell some of the items before you create a voucher. If you maintain a weighted average inventory cost for the items, you must set up two variance accounts in AAIs – one for the items sold and the other for the items remaining.

For example:

- You buy 10 items at 10.00 for a total of 100.00
- You sell two of the items
- You create a voucher for 90.00 (the supplier bills you for 9.00 each)

A variance exists of 10.00. If you do not set up two variance accounts, the system applies the entire 10.00 variance to the 8 items that remain in stock. This causes the weighted average cost of the items to be inaccurate.

When you set up two variance accounts, the system applies an 8.00 variance to the items that remain in stock and a 2.00 variance to the items sold. This allows the system to calculate the correct weighted average cost for the items that remain in stock.

You must set up AAI table 4332 to have the system create a separate variance for items no longer in stock.

See Also

- *About Receipt Processing* for more information about the informal and formal receipt processes
- *AAI Tables for the Procurement System*
- *Working with Standard Vouchers* in *Accounts Payable* for more information about working with voucher journal entries

Distributing an Expense to Multiple Accounts

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

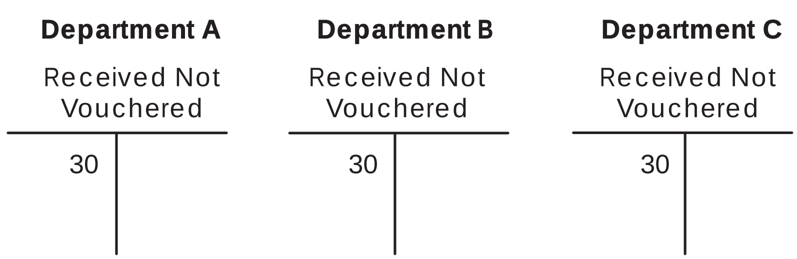
From Receipts Matching and Posting (G43A15), choose Match Voucher to Open Receipt

You can distribute a single expense to multiple accounts. For example, you can purchase 100 reams of paper and distribute the expense of the paper to several different departments. You can distribute the expense at purchase order entry or when you create the voucher.

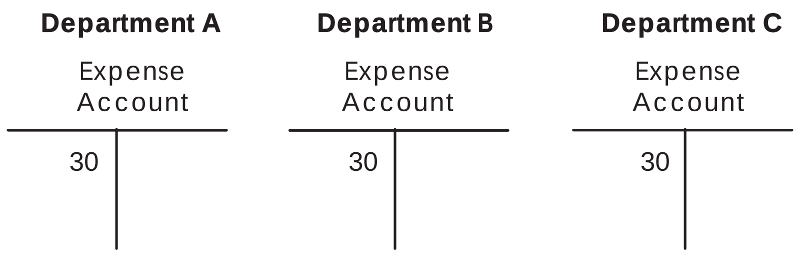
If you distribute an expense at purchase order entry, the system generates the following journal entries when you create the voucher, based on the accounts to which you distributed the expense:

- Debits the received not vouchered account for each of the distribution accounts (if you performed a formal receipt)
- Debits each of the distribution accounts (if you did not perform a formal receipt)

For example, you enter a purchase order detail line for 90.00 worth of office supplies. You distribute the expense equally to three departments (A, B, and C) at purchase order entry. When the supplier delivers the office supplies, you enter a formal receipt. The system generates the following entries when you create the voucher:



If you did not enter a formal receipt for the office supplies, the system generates the following entries when you create the voucher:



The system credits the Accounts Payable Trade account for 90.00 when you post the entries described above to the general ledger.

You can distribute or redistribute an expense when you create a voucher. To do this, you must specify each account that the system is to debit and credit and the amount of each debit or credit.

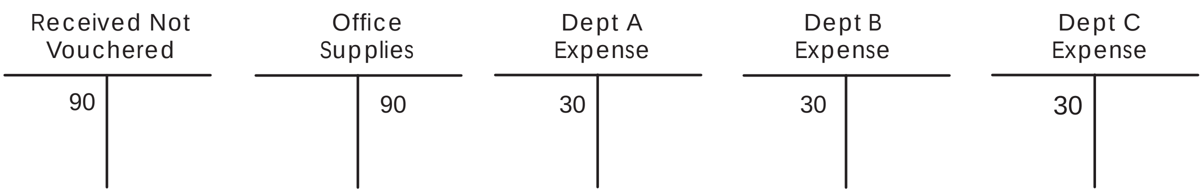
For example, you order 90.00 worth of office supplies that you charge to the office supplies expense account at purchase order entry. At voucher entry, you want to redistribute the expense equally to three departments (A, B, and C). To do this, you must specify the debit and credit side of each entry, as follows:

(90.00)	Office supplies expense account
30.00	Department A expense account
30.00	Department B expense account
30.00	Department C expense account

Notice that you must remove the expense from the account on the detail line to distribute the expense to the three departments.

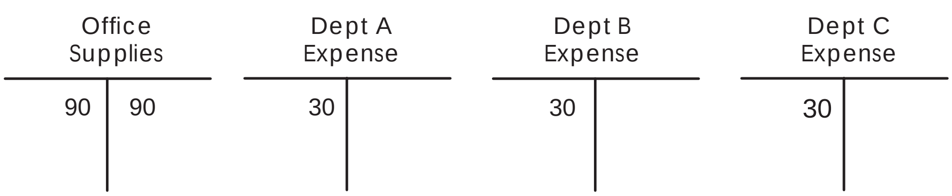
Based on this example, if you entered a formal receipt for the office supplies, the system generates the following journal entries when you create the voucher:

Formal Receipts



If you did not enter a formal receipt for the office supplies, the system generates the following entries when you create the voucher:

Informal Receipts



The system credits the Accounts Payable Trade account for 90.00 when you post the entries described above to the general ledger.

▶ To create journal entries for multiple account distribution

On Match Voucher to Open Receipt

1. Locate the detail line for which to distribute or redistribute the expense.
2. Enter 12 in the following field to access Multiple Account Distribution:
   - (O) Option

If you performed multiple account distribution during purchase order entry, the distribution displays. If you did not perform account distribution during purchase order entry, the expense account and cost on the detail line displays. You cannot change this information.

3. On Multiple Account Distribution, complete the following fields to distribute the expense and press enter:
   - Cost Center
   - Object
   - Subsidiary
   - Amount
4. On Match Voucher to Open Receipt, match the detail line to the invoice to create a voucher.

What You Should Know About

Automatic Accounting Instructions (AAIs)

The system retrieves account numbers for which to create journal entries from AAIs. A separate AAI table exists for received not vouchered accounts. The system retrieves an account number from the table based on the company, business unit, and general ledger (G/L) class code that applies to a detail line transaction.

See Also

- *Distributing a Detail Line Expense to Multiple Accounts* for information about performing account distribution during purchase order entry
- *Reviewing and Posting Journal Entry Transactions*

Verifying that Voucher Amounts Balance

From Stock Based Procurement (G43A), choose Receipts Matching and Posting

From Receipts Matching and Posting (G43A15), choose Print Voucher Journal

You can review journal entries for voucher transactions and verify that they balance in the general ledger and the accounts payable ledger by printing the 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 ledger type (CA) in the G/L comparison total.

```
  04305                                             J.D. Edwards & Company                                         Page No. . . .    3
                                                    A/P Voucher Journal Report                                       Date . . . 06/30/98
                                              User, Batch Date/Number & Voucher

. . . . 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                         4567
                                     Received Not Vouc         100.4111                                         1,019.94  P AA

                                                                                        ----------------- -----------------
           Batch Number . . . . . . . . . 00080197        - Gross/Posted                       1,019.94          1,019.94
                                                          - Discount/Unposted

                                                                                        ----------------- -----------------
           User ID. . . . . . . . . . . . JN791041        - Gross/Posted                       1,019.94          1,019.94
                                                          - Discount/Unposted

                                                                                        ----------------- -----------------
           Report Total:                                  - Gross/Posted                       1,019.94          1,019.94
                                                          - Discount/Unposted
```

See Also

- *Printing Voucher Journals (P04305)* in the *Accounts Payable Guide*

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
- ❑ 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

From Supplier and Voucher Entry (G0411), choose Other Voucher Entry Methods

From Other Voucher Entry Methods (G04111), choose Voucher Logging Entry

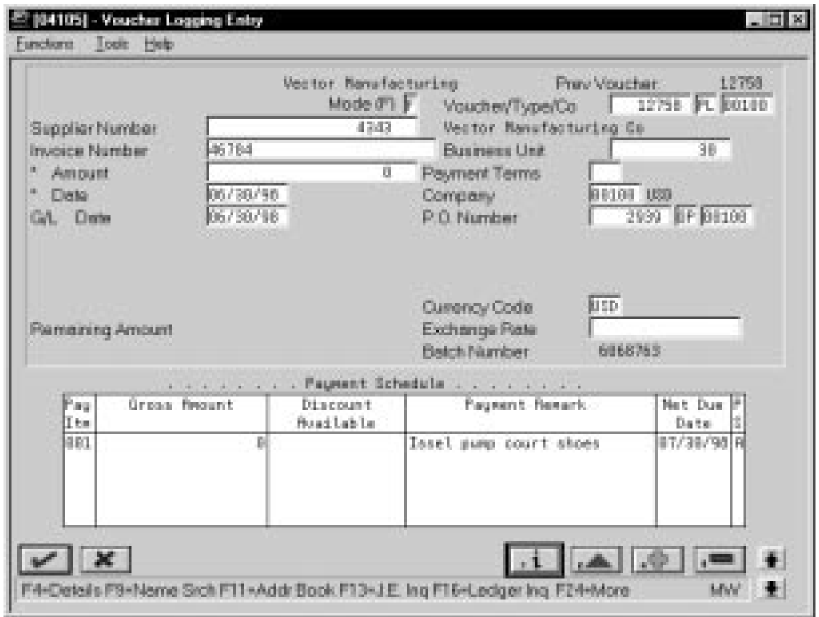
You might want to record invoice information promptly, prior to receiving the goods or services on the invoice. You can log invoice information to create a preliminary voucher, from which the system creates journal entries to account for the billing amount.

You 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.

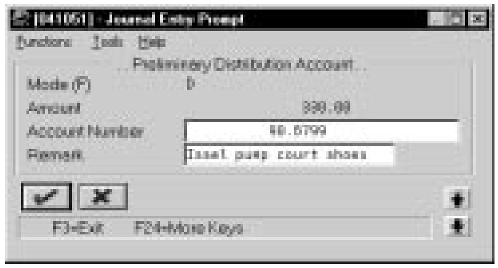
▶ To log invoices to create preliminary vouchers

On Voucher Logging Entry



1. Complete the following fields and press Enter:
   - Supplier Number
   - Invoice Number
   - Invoice Amount
   - Invoice Date
   - G/L Date
   - Business Unit
   - Payment Terms
   - Company
   - P.O. Number
   - Pay Itm
   - Gross Amount
   - Discount Available
   - Payment Remark
   - Net Due Date
   - PS (Payment Status)

After you enter invoice information, the system automatically displays Journal Entry Prompt.



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

From Supplier and Voucher Entry (G0411), choose Other Voucher Entry Methods

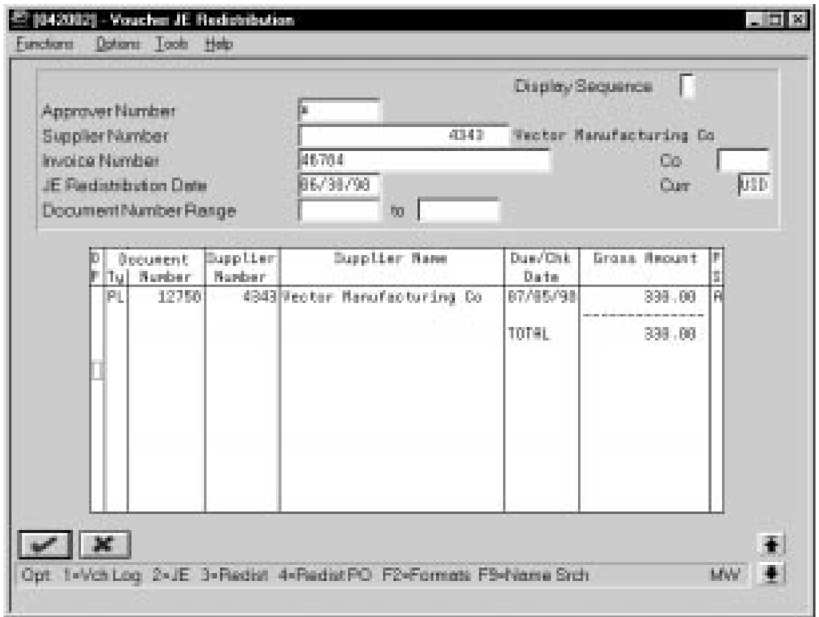
From Other Voucher Entry Methods (G04111), choose Voucher JE Redistribution

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



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

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Logged Voucher Detail

If you log invoices on the system before taking receipt of the goods or services, you can print the Logged Voucher Detail report to review preliminary voucher information. You can use this report to identify the preliminary vouchers that are ready for distribution. You can also review invoice and purchase order information, including:

- Invoice number
- Invoice date
- Gross amount
- Purchase order number
- Received date (if applicable)
- Amount open to voucher
- Voucher number

If you do not enter purchase order information when you log a voucher, the system does not print purchase order information on the report.

You can use processing options to determine whether the report prints only logged vouchers for which receipt records have been entered.

```
43428                                               J.D. Edwards & Company                                         Page Number        2
                                                     Logged Voucher Detail                                          Date         6/19/98


      Invoice             Invoice       . . . Voucher Reference . . .        Gross     . . . Purchase Order . . .    Open to       Cur
      Number               Date    Co    Number  Ty Itm  Co   Due Date       Amount    Number  Ty  Co   Rec Date    Voucher       Cod
------------------------- -------- ----- -------- -- --- ----- -------- --------------- -------- -- ----- -------- ---------------  ---

 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
                                                                       ---------------                           ---------------
 Address Number . . . 00004343     Vector Manufacturing Co                     742.56
                                                                       ---------------                           ---------------
 Approver Number. . . 00000000     00000000                                    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

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Vouchered/Received Status

You can review voucher information by purchase order detail line. For example, if you entered a purchase order containing a detail line for 100 widgets, you can produce a report that identifies:

- The quantity and amount received to date
- The received quantity and amount for which a voucher has been created
- The received quantity and amount for which a voucher has not been created

You can specify the branch/plant, supplier, and purchase order number for the detail lines that print. You might use this report to determine the total amount open to voucher for a supplier or branch/plant.

When you run the Received/Vouchered Status report, the system organizes detail lines by branch/plant or business unit, depending on whether you use an inventory or non-inventory environment.

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 . Quantit	Amount	. .Vouchered to Date. . Quantit	Amount	. .Open To Voucher. . Quantity	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

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Voucher Reconciliation

You can review open voucher information for individual receipt records. For example, if you received 100 widgets on June 30, you can identify:

- The remaining quantity for which you must create a voucher
- The remaining amount for which you must create a voucher
- The tax on the remaining amount

You can use the Received Not Vouchered Reconciliation report to reconcile receipts to the General Ledger Account Balances table (F0902).

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).

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Rec’d Not Vouchered Reconciliation Date – . . . 6/19/98

Not Vouchered Account	PO No.	Ty	Line	Item	. . . . . . .Open to Voucher . . . . . . Open	Amount	Tax Amount	Cur Cod
100.4111	2	OP	1.000	TS002	1	8,352.00		USD
100.4111	2000	OP	1.000	1001	32	160.00		USD
100.4111	2000	OP	1.000	P001	10	50.00		USD
100.4111	2000	OP	1.000	P002	6	30.00		USD
100.4111	2000	OP	1.000	S001	96	480.00		USD
100.4111	2000	OP	1.000	M001	144	720.00		USD
100.4111	2000	OP	1.000	M002	120	600.00		USD
100.4111	2276	OP	1.000	TS001	100	5,025.00		USD
100.4111	2276	OP	2.000	TS002	100	4,312.00		USD
				Received Not Vouchered		19,729.00		
				Grand Total		326,298.94		

Processing Options 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

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Supplier Analysis

You can print the Supplier Analysis report to review all suppliers for whom you have created vouchers during the past year and the total voucher amount for each supplier. You can also print this report to compare the total voucher amount year-to-date to the total voucher amount for the previous year.

```
04602                     J.D. Edwards & Company                             Page -        2
                            Supplier Analysis                                Date - 04/18/98


Currency Code. . USD
     . . . . . . . . Address . . . . . . . .        Vouchered           %   Rank    Vouchered
 Number                    Name                    Year to Date        Vouch        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
```

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

From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose PO Detail by Supplier

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                                 Page           2
                                   Contract Detail by Supplier - All Jobs                       Date     4/19/98
                                                                                                As of  - 04/19/98

   3480 Digger, Inc.

  Job        Cost    Code  Description        Budget      PO/Contract    Vouchered        Paid        Retained      Balance       Due Now
 Number      Code    Type  (Reference)                                                                              Remaining
----------- -------- ------ ------------- ------------- ------------- ------------- ------------- ------------- ------------- ------------
        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 "00000". 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 from special orders

About Special Orders Processing

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

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

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

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

Special orders processing includes the following tasks:

- ❑ Working with requisitions
- ❑ Working with blanket orders
- ❑ Working with quote orders
- ❑ Working with change orders

See Also

- *Setting Up Order Activity Rules (P40204)* for information about setting up activity rules and status codes for special orders

Work with Requisitions

Working with Requisitions

You use requisitions to obtain approval for the items and services that you want to purchase. After a requisition is approved, you can create a purchase order from the requisition using one of the following methods:

- Duplicate a requisition
- Choose requisition detail lines to include on a purchase order

You can duplicate a requisition to create a purchase order. You must use this method to create recurring purchase orders from the same requisition. For example, if you have a requisition for office supplies that you order every month, you can duplicate the requisition so that it remains open.

You can also choose individual requisition detail lines to create purchase orders. You use this method to close the detail lines so that the lines cannot be used again. For example, if you have a requisition for office supplies that you only want to order once, you must 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 for purchase orders

The system distinguishes a requisition from other types of orders by the order type code, which is usually OR (requisition orders).

Entering Requisitions

From Stock Based Procurement (G43A), choose Requisition and Quote Management

From Requisition and Quote Management (G43A12), choose Enter 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 that you want to order.

If you have a purchasing department that manages requisitions, you can enter a purchasing agent on a requisition in place of the supplier. This allows the purchasing agent to easily locate requisitions to create purchase orders.

What You Should Know About

Printing requisitions	You use the same procedures to print requisitions as you do to print purchase orders, although you must specify the order type for requisitions. For more information, see *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

From Stock Based Procurement (G43A), choose Requisition and Quote Management

From Requisition and Quote Management (G43A12), choose Enter Requisitions

You must duplicate a requisition if you plan to create recurring purchase orders from the same requisition. For example, each time you need to order paper, you can create a purchase order by duplicating the existing requisition.

When you duplicate a requisition to create a purchase order, the system does not close the requisition. You duplicate a requisition the same way that you duplicate a purchase order.

See Also

- *Duplicating a Purchase Order (P4311)*

Choosing Requisition Detail Lines for Purchase Orders

From Stock Based Procurement (G43A), choose Requisition and Quote Management

From Requisition and Quote Management (G43A12), choose Generate POs from Reqs.

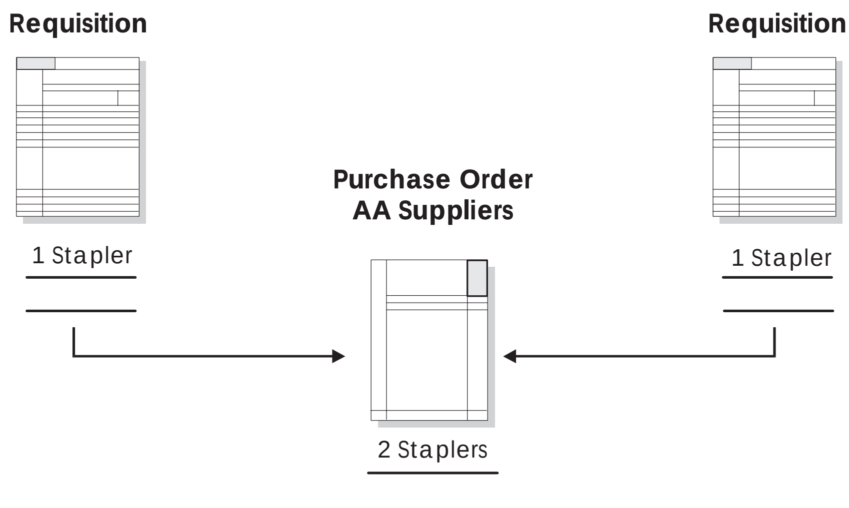
You can choose requisition detail lines for which to create purchase orders. The system closes a requisition detail line after you use it to create a purchase order. After a detail line is closed, you can no longer use it to create purchase orders and you can purge it from the system.

You can create a purchase order for an item quantity or an amount that is less than the quantity or amount on a requisition detail line. If you specify a lesser quantity or amount, the system releases that quantity or amount from the detail line and leaves the remaining portion open.

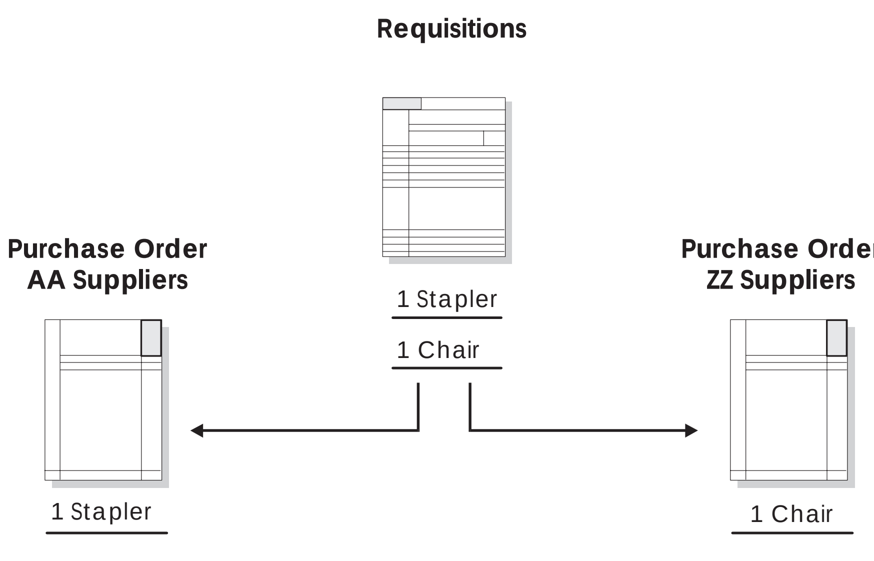
You can create a purchase order for a requisition by choosing all detail lines on the requisition. You can also:

- Combine detail lines from multiple requisitions to create a single purchase order
- Choose detail lines from a single requisition to create multiple purchase orders

You can combine detail lines from multiple requisitions to create a single purchase order. You use this method to combine items and services for the same supplier. For example, if you receive two separate requisitions for staplers, you can combine the requisition detail lines to create a single purchase order.



You can also separate detail lines on a requisition to create multiple purchase orders. You do this when the items or services on a requisition are provided by different suppliers. For example, if you receive a requisition that contains an order for a stapler and an order for a chair, you can generate a purchase order for the stapler and another for the chair.



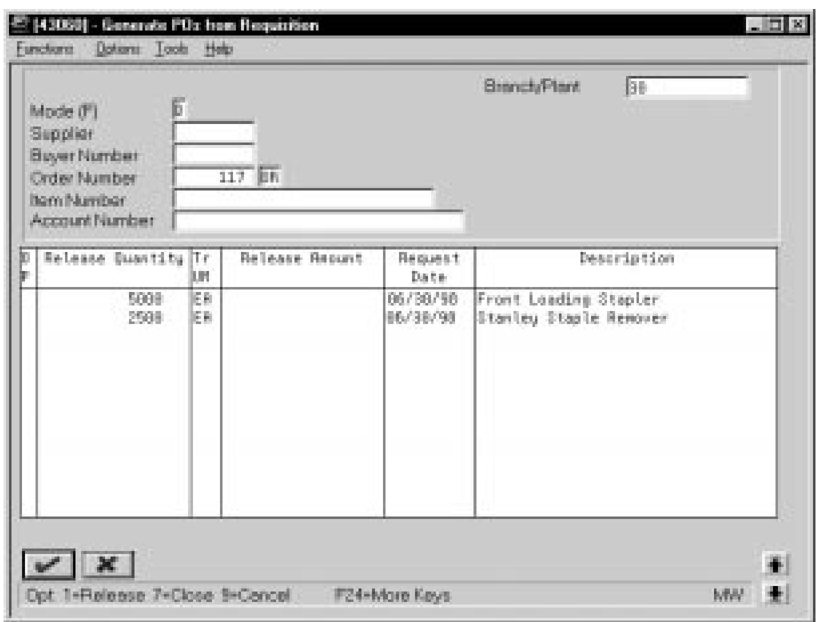
You use processing options to enter default information for the purchase orders you want to create.

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 for purchase orders

On Generate POs from Requisitions



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 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. . . . . *Form-specific information* . . . . 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.

Field	Explanation
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. . . . . *Form-specific information* . . . . 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)               ____________
 31. Supplier Analysis         (P43230)               ____________

ITEM CONSOLIDATION:
 32. 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:
 33. Enter the cross reference code for               ____________
      retrieving item replacements for
      obsolete items.

ITEM AVAILABILITY:
 34. Enter a '1' to update the                        ____________
     "Quantity on Other PO's" field
     (OT1A) in the Item Branch or
     Location files (i.e. Requisitions
     and Blanket Orders).  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

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

From Purchase Order Processing (G43A11), choose Blanket Orders

You might issue an order for goods or services from which the supplier releases portions over a period of time. When you have this type of agreement with a supplier, you can enter a blanket order.

When you enter a blanket order, you must specify the entire quantity or amount of the item or service that you want to order. For example, if you have an agreement with a supplier to purchase 100 widgets a month over the next 12 months, you must enter a blanket order for 1200 widgets.

You enter a blanket order in the same way that you enter a purchase order. You 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, only you must specify the order type for the blanket orders.

For more information, see *Printing Purchase Orders*.

See Also

- *Entering Purchase Order Header Information (P4310)* for information about entering header information for a blanket order
- *Entering Purchase Order Detail Information (P4311)* for information about entering detail lines for a blanket order
- *Reviewing Open Orders (P430301)* for information about reviewing pending blanket orders and the quantity or amount left to receive on a blanket order
- *Processing Options for Purchase Order Entry – Detail (P4311)* for information about the processing options applicable to this task

Creating Purchase Orders from Blanket Orders

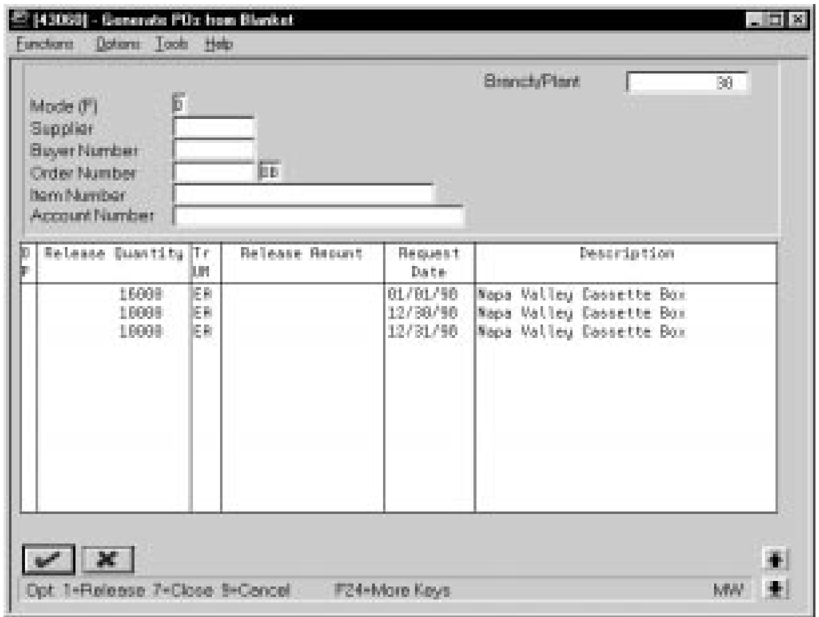
From Stock Based Procurement (G43A), choose Order Gen/Approve/Release

From Order Generation/Approve/Release (G43A13), choose Generate POs from Blanket

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



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 Orders from Existing Detail Lines*.

Field	**Explanation**
Qty : 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. . . . . *Form-specific information* . . . . This field contains the quantity of the item on this detail line that you have released to date.
Original	The quantity of units affected by this transaction. . . . . *Form-specific information* . . . . This field contains the original quantity for this detail line.
Amt : To Date	The value of the goods received to date against the original order line. . . . . *Form-specific information* . . . . This field contains the value of the items on this detail line released to date.
Original	The number of units multiplied by the unit cost. . . . . *Form-specific information* . . . . This field contains the original value of the items on this detail line before any releases were made.

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)                     ____________
 31. Supplier Analysis         (P43230)                     ____________

ITEM CONSOLIDATION:
 32. 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:
 33. Enter the cross reference code for                     ____________
      retrieving item replacements for
      obsolete items.

ITEM AVAILABILITY:
 34. Enter a '1' to update the                              ____________
     "Quantity on Other PO's" field
     (OT1A) in the Item Branch or
     Location files (i.e. Requisitions
     and Blanket Orders).  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 items for which to request quotes

❑ Enter suppliers to provide quotes

❑ Print quote order requests

❑ Enter supplier price quotes

❑ Create purchase orders from price quotes

The system distinguishes a quote order from other types of orders by the order type code, which is usually OQ (quote orders).

Entering Items for which to Request Quotes

From Stock Based Procurement (G43A), choose Requisition and Quote Management

From Requisition and Quote Management (G43A12), choose Enter Orders

You must enter the items for which you want to receive price quotes on a quote order. For each item, you must enter a detail line just as you would on a purchase order.

You can request a price quote for a single quantity or for multiple quantities of an item. You can enter multiple quantities for items for which you expect to receive a price break for purchasing larger quantities.

Entering items for price quotes involves:

- Requesting price quotes for a single quantity
- Requesting price quotes for multiple quantities

The system maintains quantity price break information by quote order and line number in the Quantity Breaks Ledger table (F4331).

▶ To request price quotes for a single quantity

On Purchase Order Detail

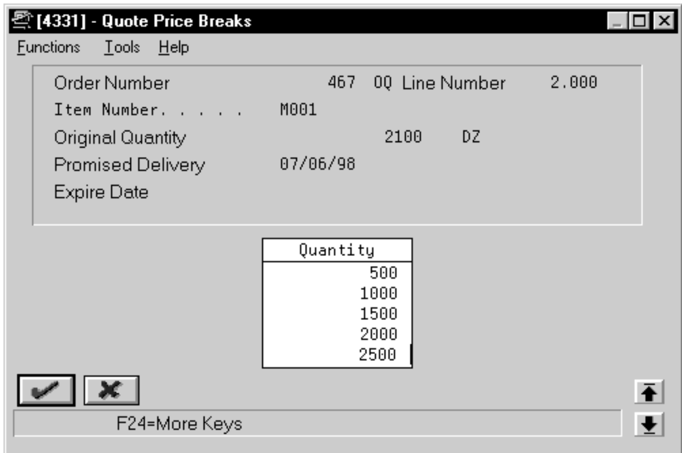
1. Complete the following fields:
   - Branch/Plant
   - Supplier
   - Item Number
   - Quantity
   - Trans. UOM (transaction unit of measure)

▶ To request price quotes for multiple quantities

On Purchase Order Detail

1. Complete the following fields:
   - Branch/Plant
   - Supplier
   - Item Number
   - Trans. UOM (transaction unit of measure)

2. Access Quote Price Breaks for the item.



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 Suppliers to Provide Quotes*.
Entering detail line information	Much of the information for detail lines, such as unit costs and extended costs, is not relevant to quote orders.

Creating quote orders from requisitions

After you get approval for the items and services on a requisition, you might want to obtain price quotes. You can create quote orders using detail lines from requisitions. The procedure for this is identical to that for creating purchase orders from requisitions.

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

If a detail line on a quote order was created from multiple requisitions, the system highlights the original order number. You can view:

- A list of all requisitions from which the line was created
- The person(s) requesting the items
- The quantities requested

To view this information, 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

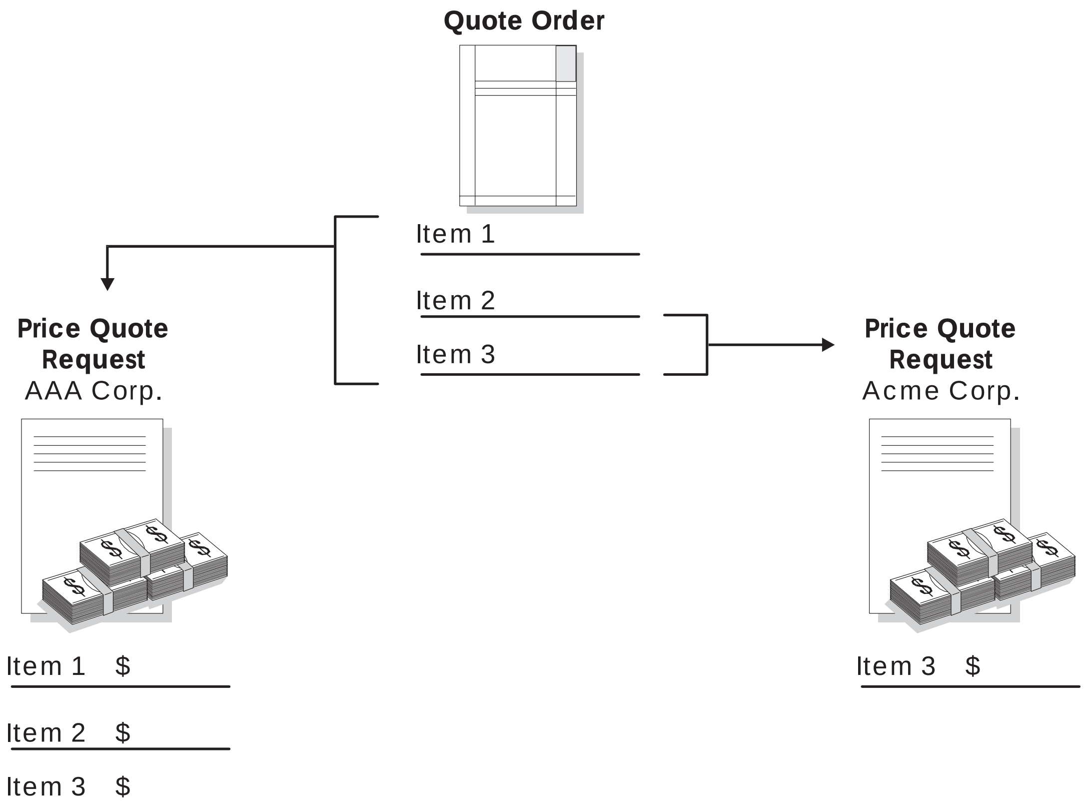
- *Entering Purchase Order Header Information (P4310)* for information about entering header information for a quote order
- *Entering Purchase Order Detail Information (P4311)* for information about entering detail lines for a quote order
- *Reviewing Open Orders (P430301)* for information about reviewing open (pending) quote orders
- *Processing Options for Purchase Order Entry – Detail (P4311)* for information about the processing options applicable to this task

Entering Suppliers to Provide Quotes

From Stock Based Procurement (G43A), choose Requisition and Quote Management

From Requisition and Quote Management (G43A12), choose Enter Orders

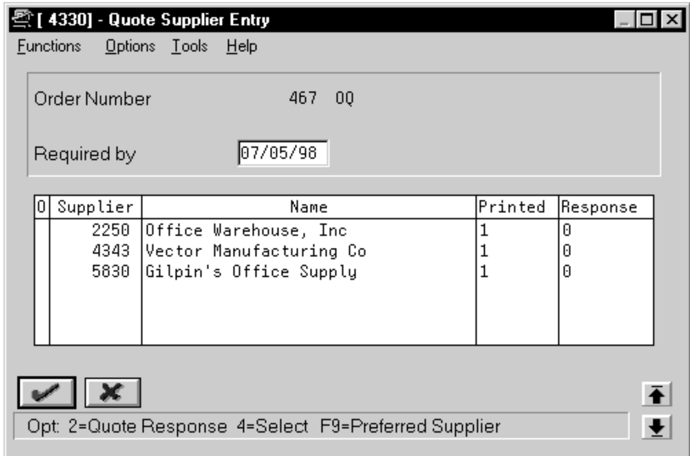
After you enter items on a quote order, you must enter the suppliers from whom you want to obtain price quotes. You can specify the suppliers who are to provide price quotes for all items or individual items on the quote order.



▶ To enter suppliers to provide quotes

On Purchase Order Detail

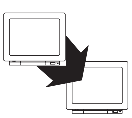
1. Do one of the following to access Quote Supplier Entry:
   - Press F9 to enter suppliers for all items on the order
   - Type 6 in the following field to enter suppliers for an individual item on the order:
     - O (Option Exit)



2. On Quote Supplier Entry, complete the following field:
   - Required By
3. Complete the following field for each supplier from whom you want to receive a price quote and press Enter twice:
   - Supplier

Field	Explanation
Required by	The date by which the supplier must respond to the quote order.

Printing Quote Order Requests



From Stock Based Procurement (G43A), choose Requisition and Quote Management

From Requisition and Quote Management (G43A12), choose Print Quote Request

For each supplier from whom you are requesting price quotes, you can generate a form on which to record price quote information. Each form applies to a specific quote order. The supplier's name and address appear on the form, as well as the items for which you are requesting price quotes.

You can have the supplier fill out the form, or you can gather the information and fill out the form yourself. You can record a price quote for each item as well as the dates through which each price quote is effective. You can then use the form to enter price quote information in the system.

You run the Print Quote Request procedure to select the quote orders for which to print request forms. After you enter price quote information in the system, you can print these forms to review existing price quotes for a supplier.

```
 43530                                          J.D. Edwards & Company                    Page No. . . . .        1
                                                 Quote Request Report                     Date - . . . . .  5/24/98
                                                                                          Order Number . .      466 OQ
                   Vector Manufacturing Co                      Mail To. . . . . Mr. Mark Planner
                   1156 Crocker Blvd                                             905-B State Street
                   Bakersfield CA 93300                                          Chicago IL 62207
                                                                Phone Number . . 303    488-4593
                                                                Respond by . . . 06/28/98
                                                                Currency Code.   ____________________
                                                           Request                         Unit          Promised Expired
      Description                        Item               Date       Quantity      UM    Price           Date    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.

PROCESSING CONTROL EDIT:
   6. Enter a '1' to perform Processing                 ____________
       Control Edit to determine which
       customers to process.
      Enter a '2' to perform Processing
       Control Edit to determine which
       customers to process, but default
       to PRINT and FAX setup.
      If left blank, Processing Control
       Edit will not be performed.

PRINT PROCESSING:
   7. Enter a '1' to print the document.                ____________
       If left blank the document will
       not be printed.

FAX PROCESSING:
   8. Enter a '1' to fax the document.                  ____________
       If left blank, the document will
       not be faxed.

   9. Enter the FAX Output Queue.  If                   ____________
       left blank, the fax will be
       written to the same output queue
       as the printed document.
```

Entering Supplier Price Quotes

From Stock Based Procurement (G43A), choose Requisition and Quote Management

From Requisition and Quote Management (G43A12), choose Enter Quote Response

After a supplier provides you with price quotes for items or services, you must enter the price quotes in the system. After you enter price quotes from all suppliers, you can compare the price quotes to identify the supplier with the best price.

You must enter supplier price quotes based on a specific quote order. If you requested that the supplier provide price quotes for different quantities of an item, you can enter a price quote for each quantity.

The system maintains individual price quote information for suppliers in the Supplier Selection table (F4330).

▶ To enter supplier price quotes

On Enter Quote Response

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
   - Sched Date
   - Expire Date

   You can enter a scheduled date and an expiration date for all price quotes or you can enter dates for individual price quotes.

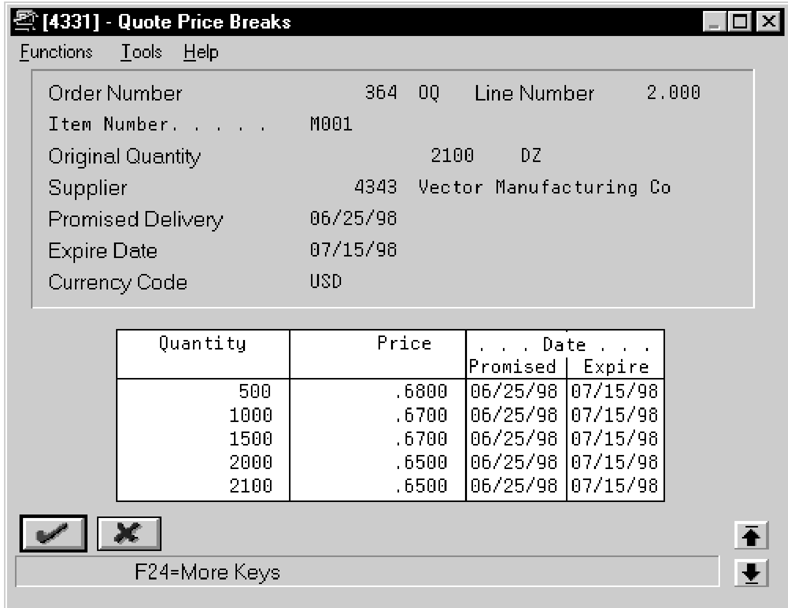
4. Complete the following field for each item or service:

   - Price

   If you have requested price quotes for multiple quantities of the item, the system highlights the Unit Price field.

5. To enter price quotes for different item quantities, type 2 in the following field to access Quote Price Breaks:

   - OP (Option Exit)



6. On Quote Price Breaks, 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.

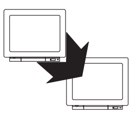
Field	Explanation
Response Date	The date of the order response from the supplier. . . . . *Form-specific information* . . . . The date that the supplier provided this price quote.
Promised Delivery Date	The date that the supplier promised to deliver this order. The system uses this date in conjunction with the receipt date to evaluate supplier performance. . . . . *Form-specific information* . . . . The date that this price quote is effective.
Expire 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. . . . . *Form-specific information* . . . . The date that this price quote is no longer effective.

Field	Explanation
Unit Price	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors. . . . . *Form-specific information* . . . . 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                                    ____________
```

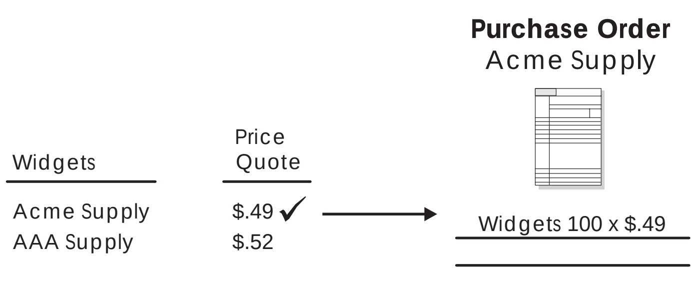
Creating Purchase Orders from Price Quotes



From Stock Based Procurement (G43A), choose Requisition and Quote Management

From Requisition and Quote Management (G43A12), choose Generate POs from Quotes

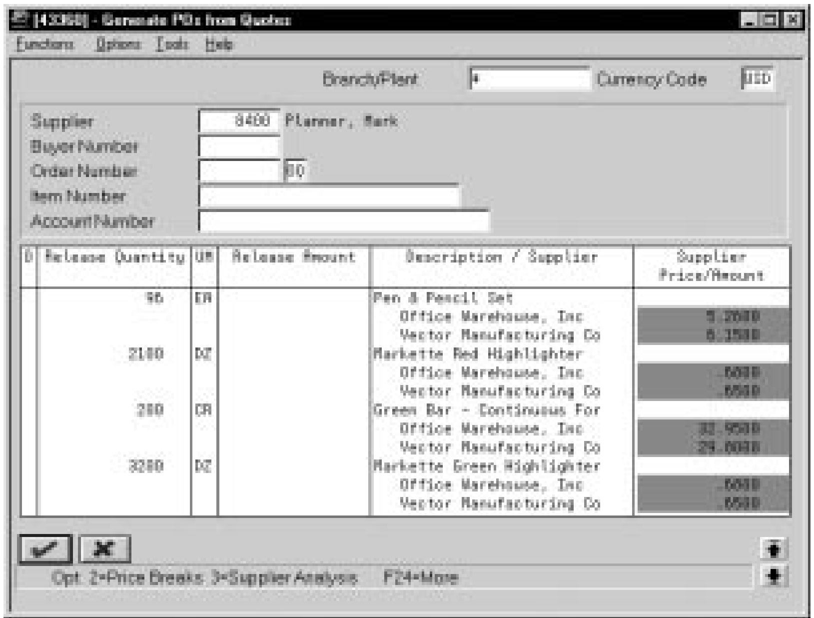
After you input supplier price quotes for an item or service, you can compare price quotes to identify the supplier with the best price and choose a price quote for which to create a purchase order.



You can compare price quotes for an item by locating the quote order detail line that contains the item. You can review the item description for the detail line and all suppliers who have provided price quotes for the item.

▶ To create purchase orders from price quotes

On Generate POs from Quotes



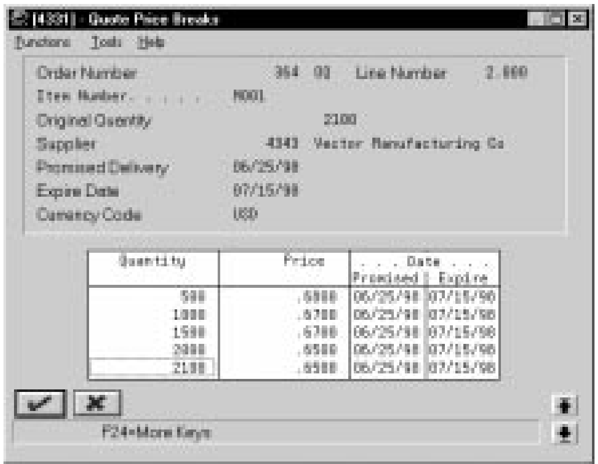
1. Locate quote order detail lines by completing one or more of the following fields:
   - Branch/Plant
   - Currency Code
   - Supplier
   - Buyer Number
   - Order Number
   - Item Number
   - Account Number

   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)



4. On Quote Price Breaks, review supplier price quotes for multiple item quantities and exit to Generate POs from Quotes.
5. On Generate POs from Quotes, choose the price quote from which to create a purchase order by entering a quantity in the following field for the appropriate supplier:
   - Release Quantity

   If the supplier has provided price quotes for multiple item quantities, the release quantity you specify indicates the price quote that the system is to use for the purchase order.

   The system prevents you from exiting the form until you have created purchase orders for the price quotes you have chosen. For more information, see *Creating Purchase Orders from Existing Detail Lines*.

Field	Explanation
Price/Amount	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). . . . . *Form-specific information* . . . . This field indicates the price quoted by the supplier for this item or service.

Field	Explanation
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. . . . . *Form-specific information* . . . . 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 for 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)                 ____________

ORDER PROCESSING:
 10. Enter a '1' if you wish to have                     ____________
      the quantity released from the
      quote subtracted from the quantity
      open for the quote.  If left
      blank, the quantity open for the
      quote will remain unchanged,
      allowing you to continue to
      release the full quote amount.
      This does not apply to amount only
      lines.  These lines will always be
      closed if an amount is released.

APPROVAL PROCESSING:
 11. Enter where the approval route code                 ____________
      should be defaulted from, OR enter
      a specific route code value.  If
      left blank, no approval processing
      will be performed.

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

 12. Enter the Awaiting Approval Status                  ____________
 13. Enter the Approved Status                           ____________
```

```
BUDGET CHECKING:
 14. Enter a '1' if Budget Checking is                    ____________
     desired.  If left blank, ALL other
     options related to budgeting will
      be omitted.

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

BUDGETING DEFAULT VALUES:
 19. 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:
 20. 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.

 21. Supplier Analysis        (P43230)                    ____________
 22. Supplier Master          (P01054)                    ____________
 23. Purchase Order Entry     (P4311)                     ____________

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 to review information about changes that have occurred. For example, if you entered a purchase order for paint and then decided to change the order to wallpaper, you could review the information changed to create the new order for wallpaper.

When you work with change orders, you can review information such as:

- The number of times a purchase order has been changed
- The number of times each detail line on a purchase order has been changed
- The information that was changed on a detail line, such as the item number, the costs, and so forth
- The reason for the changes

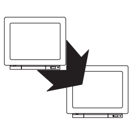
To work with change orders, complete the following tasks:

❑ Create change orders

❑ Review change order information

❑ Print change order information

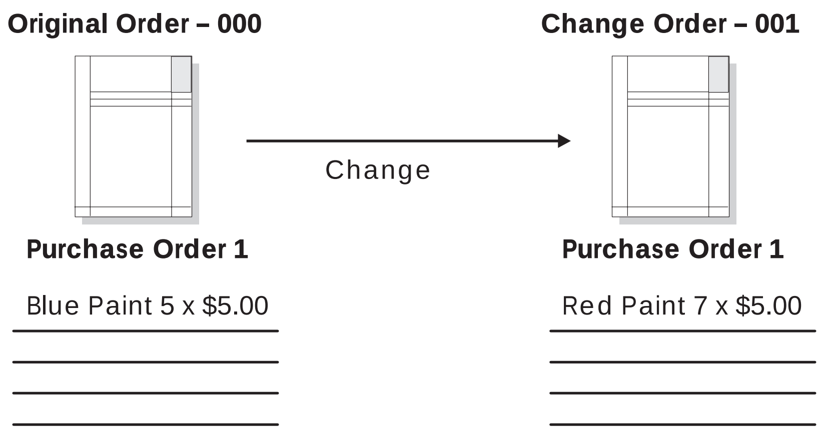
Creating Change Orders



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

From Purchase Order Processing (G43A11), choose 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 modified.



When you review a purchase order, the last change order that was created appears. The number of revisions to each detail line also appears.

The system creates change orders only when you revise detail lines. It does not create change orders when you revise header information.

The system maintains change order information in the following 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.

▶ To create a change order

On Change Orders

1. Locate a specific purchase order.
2. Change one of the following fields on a detail line and press Enter:
   - Item Number
   - Account Number
   - Quantity
   - Unit Cost
   - Extended Cost
3. Review the following fields:
   - Change Order (Change Order Number)
   - Rev (Revision Number)

Field	Explanation
Change Order	The number of times this purchase order has been modified. You can locate a specific change order number to review the fields that were modified.
Rev	The number of times this detail line has been revised.

What You Should Know About

Activating change order processing

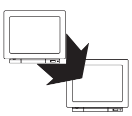
You can have the system track changes to purchase orders by choosing either Enter Purchase Orders or Change Orders from the Purchase Order Processing menu. Although the forms are identical, processing options for the Change Order selection are set up to accommodate change order tracking.

You use processing options to activate change tracking. You can specify whether the system allows:

- Changes to existing purchase orders only
- The addition of new purchase orders and changes to existing purchase orders
- No change order processing

You can specify the status code at which change tracking begins. You can also choose to enter notes each time you create a change order.

Reviewing Change Order Information



From Stock Based Procurement (G43A), choose Procurement Inquiries

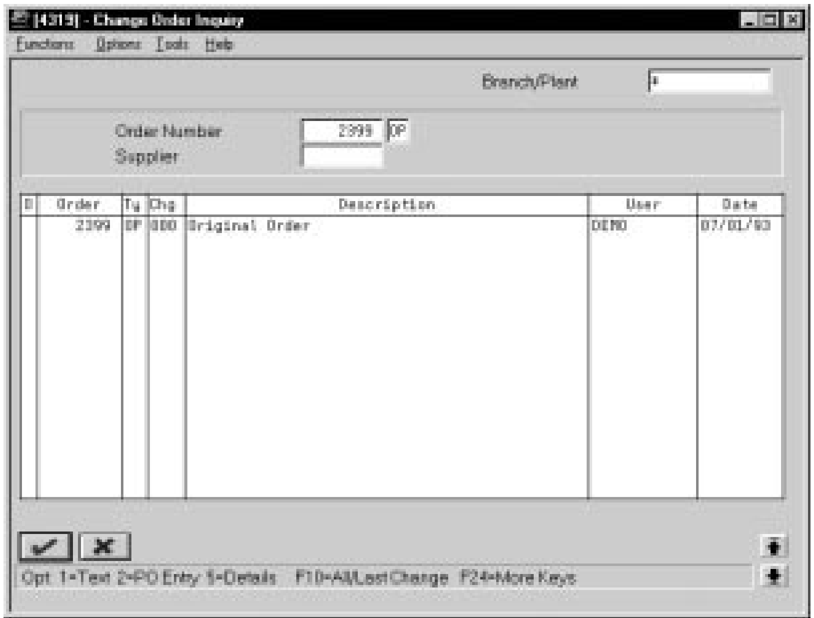
From Procurement Inquiries (G43A112), choose Change Order Inquiry

You can review information about the changes made to a certain purchase order. For example, if a purchase order was changed five times, you can review information about each change, including:

- The detail lines that were changed
- The information that changed on each detail line
- The person who made the changes
- The date that the changes took place

▶ To review change order information

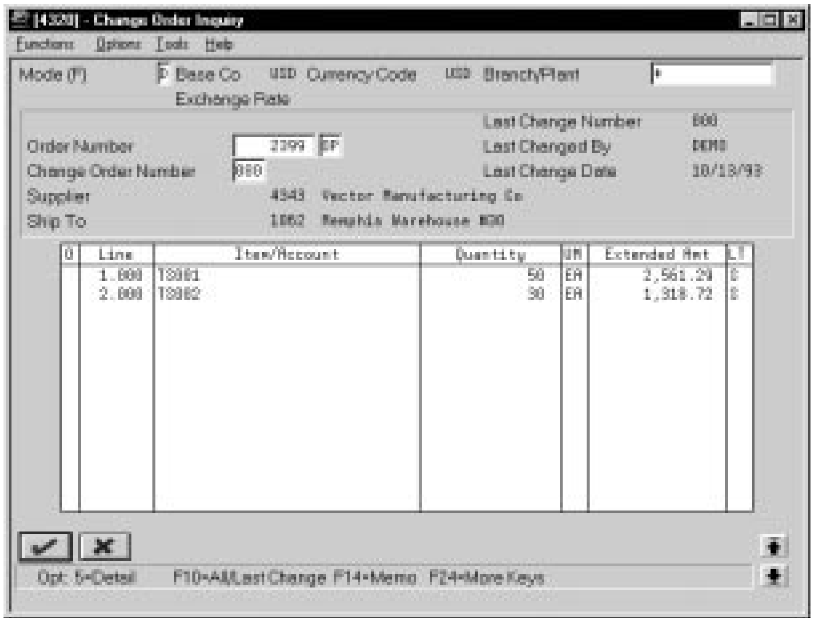
On Change Order Inquiry



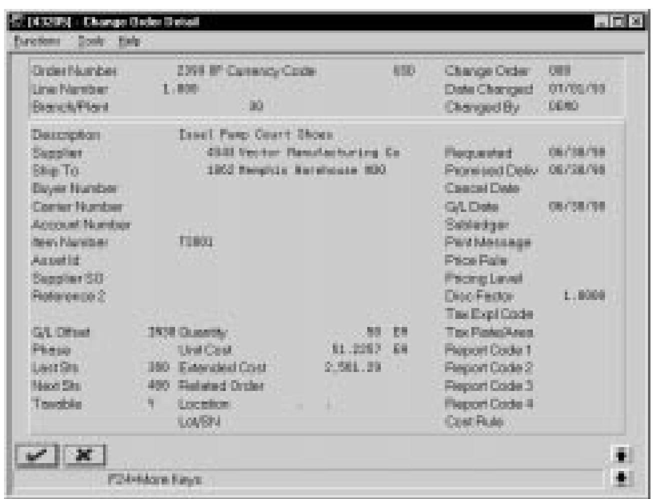
1. To locate change orders for a specific purchase order, complete the following fields:
   - Branch/Plant
   - Order Number
   - Supplier

   If you entered notes for a change order, the first line of the notes display next to the change order number.

2. Review the following field:
   - Chg (Change Order Number)
3. Type 5 in the following field next to the appropriate change order number:
   - O (Option Exit)



4. Review the detail lines modified for the change order.
5. Access Change Order Detail.



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

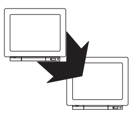
```
DEFAULT VALUES:
  1. Order Type                                    ____________

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



From Stock Based Procurement (G43A), choose Procurement Reports

From Procurement Reports (G43A111), choose Print Change Order History

You can print the Change Order History report 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

43535 J.D. Edwards & Company Page - . . . 2
Change Order History Report 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 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 purchase orders, requisitions, or so forth.

If a person assigned to multiple approval routes leaves the company or goes on vacation, you can transfer approval authority to another person.

After you create an approval route, you can assign it to an order. 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

From Stock Based Procurement (G43A), choose Order Gen/Approve/Release

From Order Generation/Approve/Release (G43A13), choose Approval Level Revisions

You must set up approval routes to specify the persons who are responsible for approving an order. After you assign an approval route to an order, the system does not process the order until the persons on the route approve the order. This ensures that all purchases are authorized by the appropriate personnel.

The persons responsible for approving each order might differ based on the department in which you work, the items that you want to purchase, and so on. You can create multiple approval routes, each of which contains a different group of persons.

Depending on the cost of the items or services that you want to purchase, you might need to obtain approval for an order from several persons. For each person that you enter on an approval route, you must specify the amount that an order must exceed to require that person's approval. You must enter persons in ascending order by amount. For example:

Approval Route A	
Approval Amt	Responsible Person
100	Dwight Akin
1,000	Ray Allen
5,000	Dominique Abbot

Using approval route A (above), if the order total is:

- Less than 100.00, the system automatically approves it
- 100.00 or more, Dwight Akin must approve it
- 1,000.00 or more, Dwight Akin and Ray Allen must approve it
- 5,000.00 or more, all three persons must approve it

You can bypass persons on an approval route. For example, using the same example, Dominique Abbot can approve any order prior to Dwight Akin or Ray Allen and bypass them in the approval process.

You might want to assign a budget approver to an approval route to release orders on hold due to exceeding the budget. The budget approver must approve the order and release the hold before other persons on the approval route 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 the 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

1. Complete the following fields:
   - Order Type
   - Approval Route Code
   - Route Description
2. Complete the following field, if necessary:
   - Budget Approver

3. Complete the following fields for each person you want to add to the route:
   - From Amount
   - Responsible Person

Field	Explanation
Approval Route Code	A code that determines to whom an order is routed for approval.
Route Description	A user defined name or remark. . . . . *Form-specific information* . . . . Text that names or describes the approval route.
From Amount	A number that indicates the lowest amount for which this person is responsible for approving orders. The message “Budget” indicates that this approver is the budget approver.
Responsible Person	The address book number of the person that is responsible for reviewing and releasing orders placed on hold. . . . . *Form-specific information* . . . . 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 that 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 *Working with Budgets* and *Working with Orders on Hold*.

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

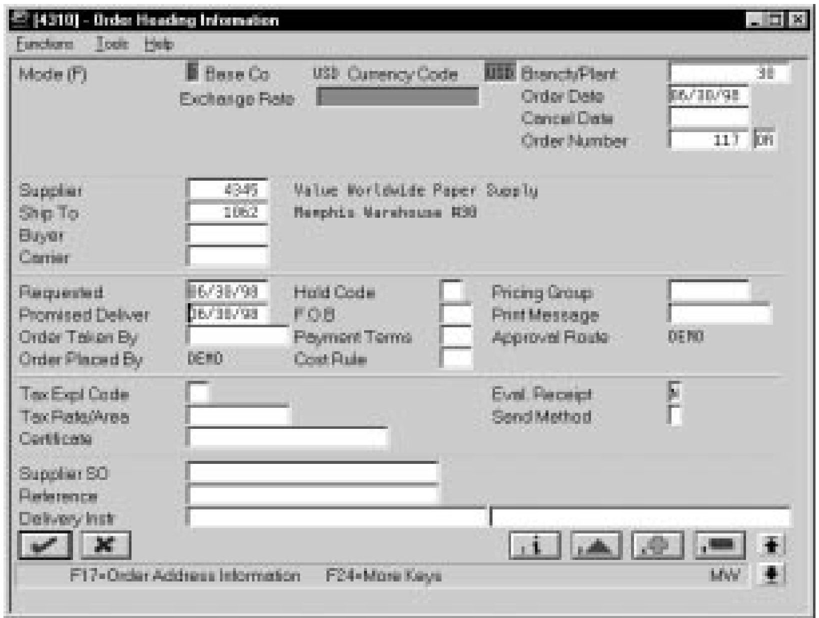
From Stock Based Procurement (G43A), choose Purchase Order Processing

From Purchase Order Processing (G43A11), choose Enter Purchase Orders

After you create an approval route, you 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.



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.

If most of the orders that are generated in a branch/plant require approval from the same persons, you might retrieve an approval route from branch/plant constants. You can also assign a primary approval route to each user as you enter default location and printer information.

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 primary           ____________
      unit of measure from the item
      master into the transaction unit
      of measure.  If left blank, the
      purchasing unit of measure from
      the item master will be used.

  8. Enter the Landed Cost Rule to be             ____________
      used.  If left blank, it will
      default from either the "Ship-to"
      or the "Supplier" purchasing
      instructions.

  9. Enter a '1' to automatically load            ____________
      header values to the detail lines
      after a change.  If left blank, it
      must be done manually.

ORDER DUPLICATION DEFAULT VALUES:
 10. Order Type                                   ____________
 11. Beginning Status                             ____________
 12. Override Next Status     (Optional)          ____________
 13. 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:                        ____________
 14. Enter the status to update the
      work order to when the quantity or
      promised date on the purchase
      order changes.

PROMPTING CONTROL:
  15. 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:
  16. Display Headings first.                     ____________
  17. Be prompted to accept the order.            ____________
  18. Allow the addition of a Supplier            ____________
       Master record, if not setup.
```

19. 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:

20. Enter a '1' to suppress canceled or closed lines. ______________
21. Enter a '1' to protect prices, or a '2' to make prices non-display. ______________
22. Enter a '1' to protect status codes. ______________
23. Enter a '1' to protect the order type field. ______________
24. 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:

25. 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

26. Enter the Awaiting Approval status. ______________
27. Enter the Approved status. ______________

PRINT CONTROL:

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

INTERFACES:

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

```
BUDGET CHECKING:
 33. Enter a '1' if Budget Checking is                    ____________
      desired.  If left blank, ALL other
      options related to budgeting will
      be omitted.

BUDGETING DEFAULT VALUES:
 34. Budget Hold Code                                     ____________
 35. Budget Tolerance Limit (10 = 10%)                    ____________
 36. Level of Detail to accumulate the                    ____________
      budget (5-9). If left blank, 9
      will be used.
 37. Budget Ledger Type                                   ____________

 38. 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:
  39. Accumulate the budget through the                   ____________
       current period.  If left blank,
       the budget will accumulate for
       the total year.
  40. Receive warning that a detail                       ____________
       line amount will exceed budget.

CROSS REFERENCE INFORMATION:
  41. Enter the cross reference code for                  ____________
       retrieving item substitutions.
  42. Enter the cross reference code for                  ____________
       retrieving item replacements for
       obsolete items.

KIT PROCESSING:
 Enter a '1' to:
  43. Display kit component lines.                        ____________

ITEM AVAILABILITY:
  44. 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:
 45. 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.
 46. 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.
 47. 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.

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

 53. Approval Review called using the
     function key from E-Mail (P43080).

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

From Stock Based Procurement (G43A), choose Order Gen/Approve/Release

From Order Generation/Approve/Release (G43A13), choose Approval Delegation

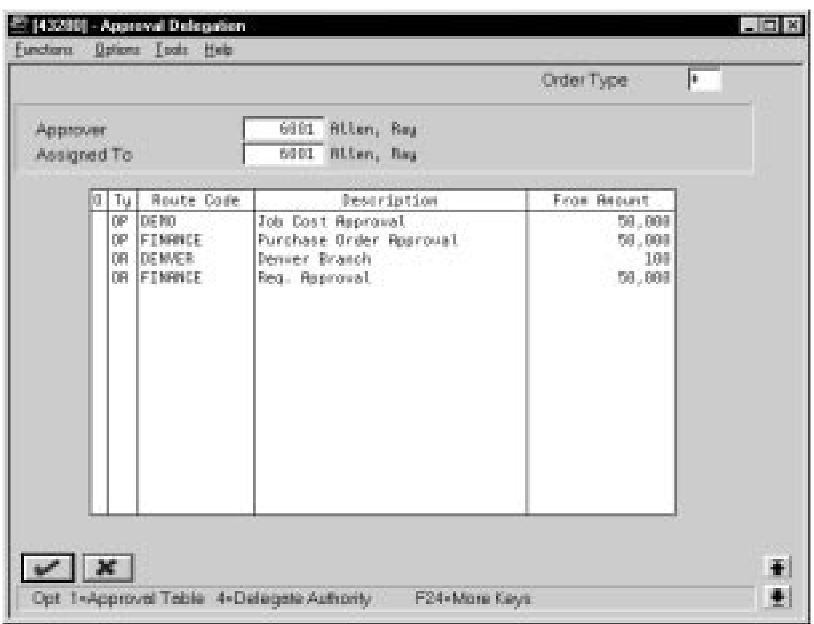
You must create approval routes to specify the persons responsible for approving an order. You might include a specific person on several approval routes if the person is responsible for approving all orders that exceed a specific amount.

You can transfer approval authority from one person to another. You might do this if a person leaves the company or takes an extended vacation. When you transfer approval authority, the system permanently changes all approval routes on which the person currently exists.

You cannot transfer authority from one person on a route to another person already on the route.

▶ To transfer approval authority

On Approval Delegation



1. Complete the following fields:
   - Approver
   - Assigned To

2. Review all approval routes to which the person from whom you are transferring authority (approver) is currently assigned.

   You can review all persons who are currently assigned to a specific route by accessing the approval route. You might do this to verify that the person to whom you are delegating authority is not already on the route.

3. Enter 4 in the following field to transfer authority on a specific route:
   - O (Option Exit)

Field	Explanation
Approver	The address book number of the person that is responsible for reviewing and releasing orders placed on hold. . . . . *Form-specific information* . . . . The address number of the person for whom you want to review the approval routes.
Assigned To	Address number of the person assigned to do the work. . . . . *Form-specific information* . . . . 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 returns a rejection message to the originator of the order and allows no further processing of the order.

If you originate orders, you can review the status of all of your orders (approved, rejected, pending). If an order has been rejected, you can amend the order to resubmit it for approval. If an order is pending, you can identify the next person responsible for approving the order and verify that the person is available to approve the order.

The system notifies you by electronic mail when a specific order requires your approval. The system also notifies you if an order that you originated has been approved or rejected.

To work with orders awaiting approval, complete the following tasks:

- ❑ Review approval messages for orders
- ❑ Review orders awaiting approval
- ❑ Approve or reject orders

Reviewing Approval Messages for Orders

From Stock Based Procurement (G43A), choose Order Gen/Approve/Release

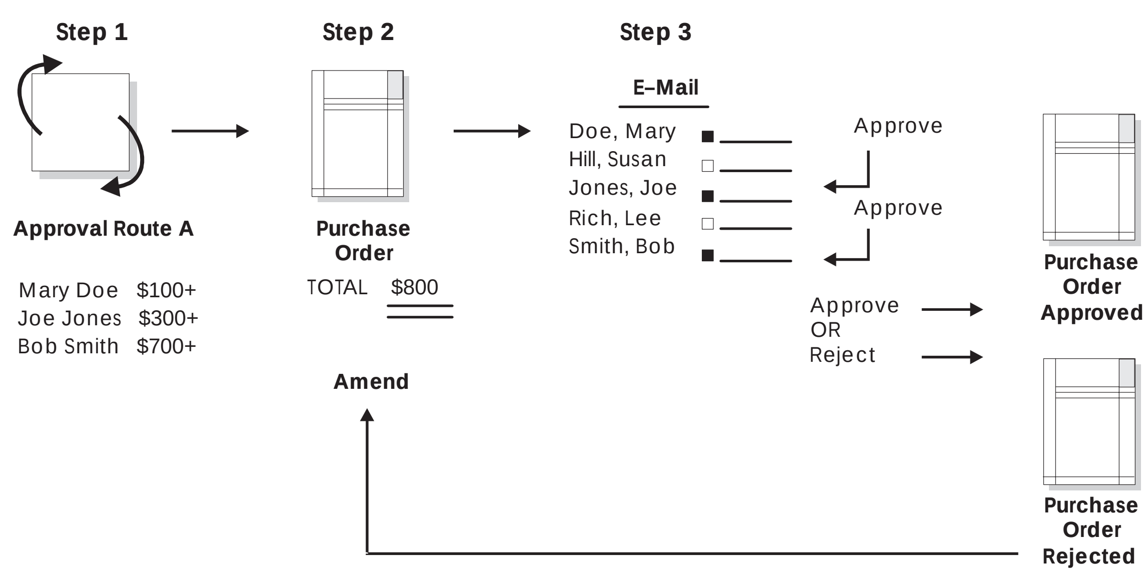
From Order Generation/Approve/Release (G43A13), choose Review Approval Notification

After you enter an order with an assigned approval route, the system notifies those persons responsible for approving the order. The system notifies the first person on the approval route by electronic mail that the order requires approval. If the person approves the order, the system either:

- Sends a message to the next person responsible for approving the order
- Updates the order to an approved status (if no other approvals are necessary) and sends an approval message to the order originator

If a person rejects the order, the system returns a rejection message to the originator. If the originator amends the order, the system restarts the approval process.

Approval Route 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 messages that the system generates for approval processing if you have the authority to do so. These messages include: • Requisition Approval Required (JDE4300) • Budget Approval Required (JDE4301) • Approved Requisition (JDE4302) • Rejected Requisition (JDE4303) To change these messages, you must: • Locate the data dictionary item that corresponds to the message (indicated in parentheses above) • Change the glossary for the data item You can specify that each message contain an order number and document type. To do this, you must add the order number symbol (&1) and the document type symbol (&2). For example: Your approval is required on order &1 &2 After you change a message, you must run the Single 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.              ____________

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

3.  Message Entry            (P011011)            ____________
4.  Message Log Inquiry      (P012401)            ____________
5.  Name Search              (P01200)             ____________

Note: Option 4 does NOT apply to
Personal To Do List or Bulletin Boards.
```

Reviewing Orders Awaiting Approval

From Stock Based Procurement (G43A), choose Order Gen/Approve/Release

From Order Generation/Approve/Release (G43A13), choose Orders Awaiting Approval

You can locate all orders that await your approval and select individual orders to review for approval or rejection. You can also locate all orders that you originated to review the status of each, such as approved, rejected, or pending.

You locate orders based on your address book number. You can also locate orders based on the age of the order to identify orders that require immediate attention. If you originate orders, you can specify that only approved or rejected orders appear.

You can access an order’s status summary to identify who is responsible for approving an order and to review a history of the actions that have occurred. You can identify those persons who have:

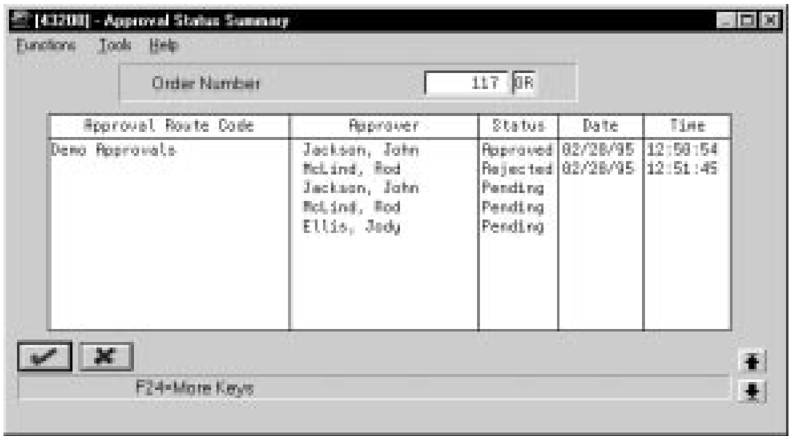
- Approved the order
- Not yet approved the order
- Rejected the order
- Been bypassed in the approval process by a person with a higher level of authority

▶ To review orders awaiting approval

On Orders Awaiting Approval

1. To locate orders, complete the following fields:
   - Branch/Plant
   - Order Type
   - Approval Status
   - Address Number
   - Orders older than days
   - Waiting more than days
2. Review the following fields:
   - Order (Order Number)
   - Ty (Order Type)
   - Order Date
   - Next Action
   - Originator
   - Note
3. Type 1 in the following field to obtain a status summary for an order:
   - Option Exit

The system displays Approval Status Summary.



4. On Approval Status Summary, review the persons on the approval route and their corresponding status.

   If an order is on budget hold, an asterisk precedes the name of the budget approver.

Field	Explanation
Approval Status	Code indicating whether you want to review approved orders, rejected orders, or both. Valid codes are: A Approved only R Rejected only * All (approved, rejected, and pending approval) If you leave this field blank, the system uses an asterisk (*).
Orders older than days	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.

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Waiting more than days</td><td>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</td></tr>
<tr><td>Next Action</td><td>The address book number of the person that is responsible for reviewing and releasing orders placed on hold.

. . . . Form-specific information . . . .

Address Book Number – The address book number of the person responsible for approving orders. Your address book number displays if you are the user signed on to the system. You can prevent others from changing this field through the processing options.

Next Action – The name of the person who must take the next action on the order. For orders pending approval, that person is the approver. For approved and rejected orders, the person who entered the order must take the next action.</td></tr>
<tr><td>Originator</td><td>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

. . . . Form-specific information . . . .

The name of the person who entered the order into the system.</td></tr>
<tr><td>Note</td><td>A brief description of a code or abbreviation.

. . . . Form-specific information . . . .

Text describing the order’s status. For example, “Amended”, indicating the order was changed, or “Rejected”, indicating the approver did not approve the order.</td></tr>
</table>

What You Should Know About

Removing information about orders awaiting approval
If you are an order originator, you must manually remove approved or rejected order information on Orders Awaiting Approval. When you remove the information about an order, the system deletes the electronic mail message that informed you of the order's status.

Status code for orders awaiting approval
You 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.

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

From Stock Based Procurement (G43A), choose Order Gen/Approve/Release

From Order Generation/Approve/Release (G43A13), choose Approval Review

You must approve an order to authorize the purchase of items and services. After you approve all detail lines on an order, the system 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.

If you enter the final approval for an order, or if you reject an order, the system sends a message to the originator of the order. The originator can choose to amend a rejected order, in which case the system resubmits the order to you for approval. You can identify an amended detail line by the carat (>) that appears next to the line.

You can use several methods to provide explanations for approvals or rejections. You can:

- Define up to eight different categories that represent a specific approval or rejection explanation
- Enter a brief remark for the entire order
- Enter a brief remark for each detail line
- Enter unlimited text for the order
- Enter unlimited text for a detail line

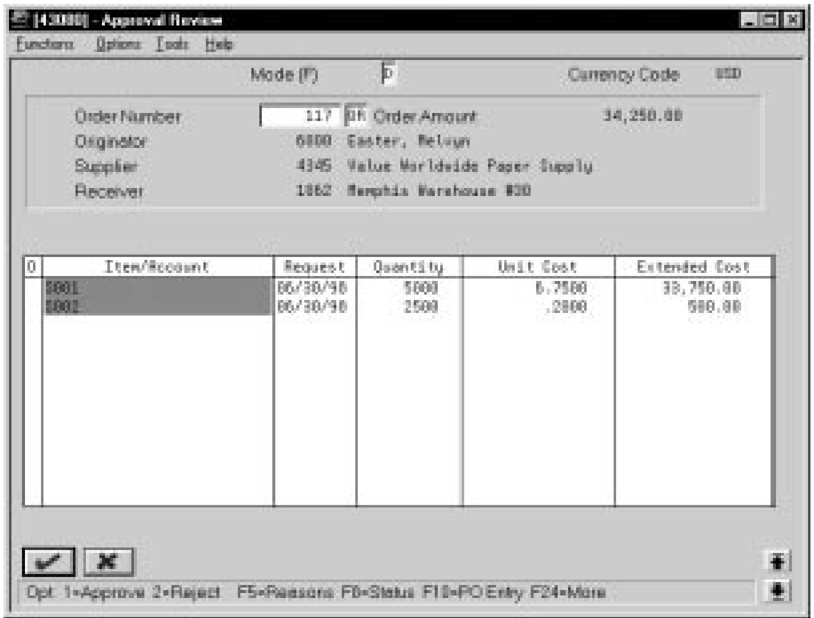
If you are a budget approver, you must approve and release orders on budget hold before the system processes the orders further. The system automatically displays the appropriate form so that you can release the budget hold.

Before You Begin

- ❑ Create definitions and column headings for the applicable user defined codes on Approval/Rejections Reasons

▶ To approve or reject orders

On Approval Review

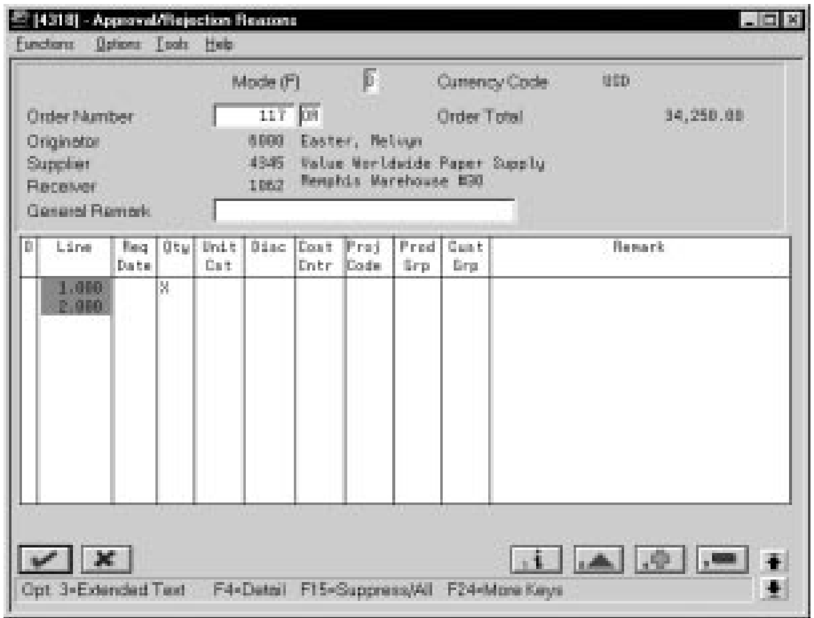


1. Do one of the following:
   - To approve a detail line, enter 1 in the following field:
     - Option Exit
   - To reject a detail line, enter 2 in the following field:
     - Option Exit
2. To complete the review, enter Y (Yes) at the system prompt.

   If you enter Y (Yes), the system displays the Check Password prompt. If you enter N (No), the system takes no further action.

3. On Check Password, enter your sign-on password.

   If you approved all detail lines, the system clears Approval Review. If you rejected lines, Approval/Rejections Reasons appears.



4. On Approval/Rejection Reasons, type X in the appropriate user defined categories and enter explanations as necessary.

What You Should Know About

Orders on budget hold	You cannot use the Release Held Orders program to release an order on budget hold if the order is assigned an approval route. You must use the Approval Review program to approve and release the order.
Reviewing approval/rejection explanations	If you originate an order, you might want to view the rejection explanation for an order. You can choose to display only those detail lines that have a remark.

Security

You can set processing options to require a password for each order that you approve or reject. If you approve or reject multiple orders, you can set processing options to require a password only once when you access Approval Review.

You can specify that the system automatically exits Approval Review 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.

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)           ____________
```

Receipt Routing

Objectives

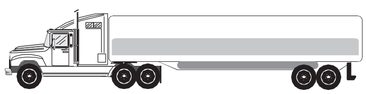
- To understand the concept of receipt routing
- To define the operations in a receipt route
- To specify the logistical and accounting updates that occur as you process items through a receipt route
- To understand journal entries that the system creates as you process items through a receipt route
- To specify whether items that you remove from a receipt route are payable
- To assign normal and alternate receipt routes to items
- To enter inspection requirements and specifications
- To initiate receipt routing
- To determine the status of items in a receipt route
- To transfer items from one operation to another
- To remove items from a receipt route
- To review inspection requirements and specifications
- To review a history of item transfers and removals

About Receipt Routing

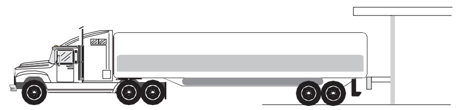
You might want to track items from the moment that they leave a supplier's warehouse until they arrive in stock. Depending on your operation, several stops might exist between the two points, such as your dock, the staging area, inspection, and so forth.

You use receipt routing to track and move items through a series of operations that make up a receipt route.

Receipt Route A

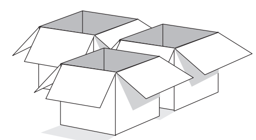


Operation 1: In Transit



Operation 2: At Dock

Operation 3: Inspection



Operation 4: Stock

You must define the operations that make up each receipt route. You must also determine the logistical and accounting updates that the system performs as you process items through a receipt route. After you create a receipt route, you can assign it to an item based on the supplier who provides the item.

Each time you enter a receipt for items, the system enters the items in the first operation of the receipt route. You must enter the items in subsequent operations of the receipt route. During each operation, you can:

- Remove items from the route due to returns, rejects, and so forth
- Have the system automatically generate replacement orders for items that you return

To perform receipt routing, complete the following tasks:

- ❑ Create receipt routes
- ❑ Activate receipt routing
- ❑ Work with items in a receipt route

Create Receipt Routes

Creating Receipt Routes

You can monitor items from the moment that they leave a supplier's warehouse. You create receipt routes to determine the series of operations through which you process items until the items become part of your inventory.

You must define the operations that make up each receipt route. You must also determine the updates that the system performs as you transfer items to each operation. For example, you must specify the operation at which items are eligible for payment so that when you enter items at that operation, the system creates journal entries that reflect a liability for payment and you can create a voucher to pay for the items.

You can direct the system to create journal entries each time you transfer items to and from an operation in a receipt route. You do this so that the value of the items at each operation appears in the general ledger. For example, you might want the general ledger to reflect the value of items currently at the dock.

When you create a receipt route, you must indicate whether to pay for items that you remove (disposition) from the route, based on the reason that you remove them. For example, you might want to pay for items that you rework but not that you return.

To create a receipt route, complete the following tasks:

- ❑ Define operations in a receipt route
- ❑ Understand journal entry creation for items in a receipt route
- ❑ Define payment eligibility for item removal

Defining Operations in a Receipt Route

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Receipt Routing Definition

A receipt route is a series of operations through which you process items upon receipt. These operations might include:

- Transit
- Dock
- Staging area
- Inspection
- Stock

To create a receipt route, you must define the series of operations that make up the route. For example, you can create a receipt route that is made up of two operations, the staging area and stock, and another receipt route that is made up of three operations, the staging area, inspection, and stock.

You determine the updates that the system performs as you process items through a receipt route by specifying at which operation:

- Items are eligible for payment
- Items are available to promise
- Items are received for supplier performance purposes

You must specify at which operation items are eligible for payment so that you can pay for items in a timely manner. For example, you can elect to pay for items when they are in transit to your warehouse or you can wait until the items are in stock. When you enter items at the payment eligible operation, the system creates journal entries and enables you to create a voucher to pay for the items.

You can have the system update the availability of an item at any operation in a receipt route. For example, you might want the ability to promise items to customers (enter sales orders) when the items arrive at the dock instead of waiting until the items are in stock.

You must specify at which operation the system records the receipt date for items. For example, you can specify that the system record the receipt date when items arrive at the dock. The system compares the receipt date to the date that the supplier promised to deliver the items to determine supplier performance.

You must direct the system to update items to an on-hand (in-stock) status at the last operation in a receipt route. When you enter items at the last operation, the system creates journal entries to reflect the items in inventory.

Before You Begin

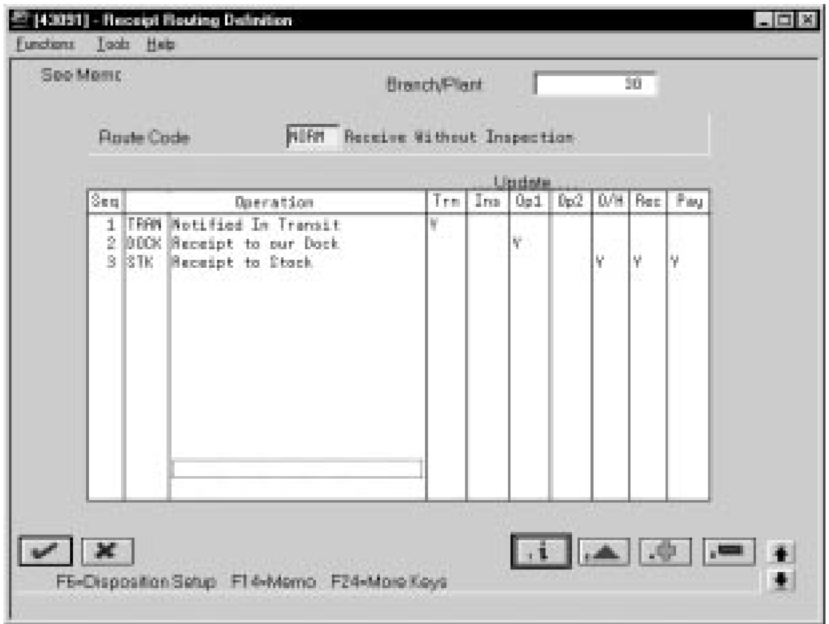
- ❑ Set up receipt route codes in user defined code table 43/RC
- ❑ Set up operation codes in user defined code table 43/OC

What You Should Know About

Updating item availability	Each update field on Receipt Routing Definition represents a field in the Item Location table (F41021). The system maintains balances of inventory items in this table. You indicate which field the system updates when an item arrives at a certain operation. For example, if a receipt route includes an in-transit operation, you can specify that the system updates the Transit Quantity field when an item arrives at the transit operation. You access the Item Availability Definition form from Branch/Plant Constants to indicate which fields the system uses to calculate item availability. For example, you can specify that the system add the balance in the Update Transit Quantity field to the current on-hand balance to calculate availability.
Updating additional information for items	When the system updates items to an on-hand status (at the last operation in a receipt route) it also updates: • Item costs • Landed costs • Cost variances • Item transaction histories (Cardex)

▶ To define operations in a receipt route

On Receipt Routing Definition



1. Complete the following fields:
   - Branch/Plant
   - Route Code
2. Complete the following fields for each operation in the receipt route:
   - Seq (Sequence)
   - Operation
   - Update Trn (Update Transit Quantity)
   - Update Inspection
   - Update Op1 (Update Operation 1)
   - Update Op2 (Update Operation 2)
   - Update O/H (Update On Hand Balance)
   - Update Rec (Receipt Acknowledgement)
   - Pay (Payment Eligible)
   - G/L Category

Field	Explanation
Seq	The sequence in which the system performs the operations or steps of the route.
Operation	A user defined code (system 43/type OC) that represents an operation or step within the receipt route. . . . . *Form-specific information* . . . . After you locate a particular receipt route, the system highlights an operation if memo text has been entered for the operation.
Trn	A code that determines whether the system updates the Quantity in Transit field in the Item Location table (F41021) when you transfer a quantity of items to this operation. NOTE: You can enter Y (yes) only once in this column for a route code.
Inspection	A code that determines whether the system updates the Quantity in Inspection field in the Item Location table (F41021) when you transfer a quantity of items to this operation. NOTE: You can enter Y (yes) only once in this column for each route.
Op1	A code that determines whether the system updates the Quantity in Operation 1 field in the Item Location table (F41021) when you transfer a quantity of items to this operation. NOTE: You can enter Y (yes) in this column only once for each route code.
Op2	A code that determines whether the system updates the Quantity in Operation 2 field in the Item Location table (F41021) when you transfer a quantity of items to this operation. NOTE: You can enter Y (yes) in this field only once for each route.
O/H	A code that determines whether the system updates the Quantity on Hand field in the Item Location table (F41021) when you transfer a quantity of items to this operation. NOTE: You can enter Y (yes) in the last operation only.

Field	Explanation
Rec	A code that determines at which operation the system records the receipt date for items in the receipt route. Based on the receipt date, the system calculates supplier performance information such as leadtime days for an item and on time deliveries. NOTE: You can enter Y (yes) in this column only once for each route.
Pay	A code that determines the operation in a receipt route at which goods are eligible for payment. When you transfer items to this operation, the system updates the item quantity and amount open to voucher in the Purchase Order Receiver table (F43121). NOTE: You can enter Y in this column only once for each route.
Category – G/L	A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows: 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, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI. . . . . *Form-specific information* . . . . This code determines the account number that the system retrieves from the Routing Operation AAI table (4370) for which to: Debit the value of items that you transfer to the operation Credit the value of items that you transfer from the operation

See Also

- *Locating Detailed Quantity Information (P41023)* in the *Inventory Management Guide* for more information about item availability
- *Reviewing Supplier Delivery Performance (P43232)* for information about how the system uses receipt dates to determine supplier performance

Understanding Journal Entry Creation for Items in a Receipt Route

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Receipt Routing Definition

You determine when the system creates journal entries for items in a receipt route so that the value of the items reflects in the general ledger. The system automatically creates journal entries when you enter items at the operation at which they are eligible for payment and at the last operation in the route.

You can direct the system to create journal entries each time you transfer items to and from a certain operation in a receipt route so that the general ledger reflects the value of items at each operation. For example, you might want the general ledger to reflect the value of all items that are at the dock.

You must enter a G/L category for each operation at which the system creates journal entries (unless the system creates entries at the last operation only). The G/L category directs the system to retrieve an account number from the Routing Operation AAI table for which to:

- Debit the value of items that you transfer to the operation
- Credit the value of items that you transfer from the operation

You can have the system create journal entries at an operation that precedes the payment eligible operation. For example, you might want the general ledger to reflect the value of items at the dock, even though you do not pay for the items until they are in stock. To account for items that are not yet payment eligible, the system:

- Debits a routing operation account (to reflect items at the operation)
- Credits a prior to receipts/completions liability account (to reflect a preliminary liability for the items)

When you enter items at the payment eligible operation, the system credits a received not vouchered account to reflect the liability. The system debits:

- An inventory account (if the payment eligible operation is also the last operation in the route and there are no prior journal entries)
- A prior to receipts/completions liability account (if this account was credited prior to the payment eligible operation)
- A routing operation account (if the payment eligible operation is the first operation at which the system creates journal entries)

When you enter items at the last operation in a receipt route, the system debits an inventory account to reflect the value of the items in stock. The system credits:

- A received not voucher account (if the last operation is also the payment eligible operation and there are no prior journal entries)
- A routing operation account (if items were previously debited to another operation)

After you create a voucher for items in a receipt route, you cannot transfer the items back to an operation that precedes the payment eligible operation, For example, a receipt route has a dock, inspection, and stock operation. Inspection is the operation at which items are payment eligible. After you create a voucher, you cannot transfer the items back to the dock, unless you reverse the voucher.

The following examples show three different ways to set up a receipt route and the accounts that the system debits and credits as you transfer items to and from each operation in the receipt route.

Example 1

Receipt Route I is set up so that the system only creates journal entries at the last operation in the receipt route (stock), at which time the items become eligible for payment.

RECEIPT ROUTE I		
Operation	**G/L Category**	**Payment Eligible**
In-Transit		
Receipt at Dock		
Inspection		
Stock (on-hand)		Yes

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through each operation in Receipt Route I.

Oper	Accounts											
	Prior to Recpt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit												
Dock												
Inspect												
Stock									100			100

Example 2

Receipt Route II is set up so that the system creates journal entries each time you transfer items to an operation in the receipt route. Items are eligible for payment when they reach the last operation in the route (stock).

RECEIPT ROUTE II		
Operation	**G/L Category**	**Payment Eligible**
In-Transit	IN10	
Receipt at Dock	IN20	
Inspection	IN30	
Stock (on-hand)	IN40	Yes

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through each operation in Receipt Route II.

Oper	Accounts											
	Prior to Recpt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit		100	100									
Dock				100	100							
Inspect						100	100					
Stock	**100**							100	100			**100**

Amounts in bold reflect entries that occur for payment eligibility.

Example 3

Receipt Route III is set up so that the system creates journal entries at selected operations in the receipt route. Items are eligible for payment when they enter the first operation in the route (in-transit).

RECEIPT ROUTE III		
Operation	**G/L Category**	**Payment Eligible**
In-Transit	IN10	Yes
Receipt at Dock		
Inspection	IN30	
Stock (on-hand)	IN40	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through each operation in Receipt Route III.

Oper	Accounts											
	Prior to Recpt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit			100									100
Dock												
Inspect				100			100					
Stock								100	100			

Example 4

Receipt Route IV is set up so that the system creates journal entries at all operations in the receipt route. Items are eligible for payment when they enter the second operation in the route (Receipt at Dock).

RECEIPT ROUTE IV		
Operation	**G/L Category**	**Payment Eligible**
In-Transit	IN10	
Receipt at Dock	IN20	Yes
Inspection	IN30	
Stock (on-hand)	IN40	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through all operations in Receipt Route IV and then transfer the items back to the first operation (in-transit).

Oper	Accounts											
	Prior to Recpt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit		100	100									
Dock	100			100	100							100
Inspect						100	100					
Stock								100	100			
Transit		**100**	**100**							**100**	**100**	

Amounts in bold represent the debits and credits that result from the reversal. You cannot perform the reversal above if you created a voucher for the items at or after the dock (payment eligible) operation.

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through all operations in Receipt Route IV and then transfer the items back to the third operation (inspection).

Oper	Accounts											
	Prior to Recpt/Comp Liability		Routing Operation In-Transit		Routing Operation Dock		Routing Operation Inspection		Inventory		Received Not Vouchered	
Transit		100	100									
Dock	100			100	100							100
Inspect						100	100					
Stock								100	100			
Inspect							**100**			**100**		

What You Should Know About

Journal entries for vouchers

After you enter items in the operation at which they are eligible for payment, you can create a voucher to pay for the items. The system creates an offsetting entry for the received not vouchered account when you create a voucher. When you post that entry to the general ledger, the system credits the accounts payable trade account.

For more information, see *Working With Journal Entries for Voucher Transactions*.

See Also

- *Setting Up Automatic Accounting Instructions* for more information about setting up accounts for receipt routing transactions
- *Work With Journal Entries for Voucher Transactions* for more information about journal entries that the system creates for vouchers

Defining Payment Eligibility for Item Removal

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Receipt Routing Definition

As you process items through a receipt route, you might need to return, rework, scrap, reject, or adjust items. When you create a receipt route, you must indicate whether you want to pay for items that you remove (disposition) from the route, based on the reason that you remove them. For example, you might want to pay for items that you rework, but not pay for items that you return.

You must specify the removal categories (returns, reworks, scrap, rejects, or adjustments) for which items are payable. For example, if you specify that the scrap category is payable, the system determines that you must pay for items that you classify as scrap.

Journal Entries for Item Removal

The system creates journal entries for items that you remove from a receipt route based on if the removal category is payable and the flow of journal entries created prior to the removal. For example, you might remove an item that is not payable, but for which a journal entry that reflects the liability already exists.

If you remove an item from a receipt route that is not payable, but for which you have already created a voucher, the system prompts you to receive the credit purchase order.

Following are examples of journal entries that the system creates when you remove items from a receipt route.

Example 1

Receipt Route I is set up so that the system creates journal entries each time you transfer items to an operation in the receipt route. Inspection is the operation at which items are eligible for payment.

RECEIPT ROUTE I		
Operation	**G/L Category**	**Payment Eligible**
Receipt at Dock	IN20	
Inspection	IN30	Yes
Stock (on-hand)	IN40	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through Receipt Route I and remove 20.00 worth of items from the dock operation (using a removal category for which items are payable).

Oper	**Accounts**											
	Prior to Recpt/Comp Liability		Routing Operation Dock		Routing Operation Inspection		Disposition		Inventory		Received Not Vouchered	
Dock	**20**	100	100	**20**			**20**					**20**
Inspect	80			80	80							80
Stock						80			80			

Amounts in bold reflect entries for the removal of items.

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through Receipt Route I and remove 20.00 worth of items from the dock operation (using a removal category for which items are not payable).

Oper	**Accounts**											
	Prior to Recpt/Comp Liability		Routing Operation Dock		Routing Operation Inspection		Disposition		Inventory		Received Not Vouchered	
Dock	**20**	100	100	**20**								
Inspect	80			80	80							80
Stock						80			80			

Example 2

Receipt Route II is set up so that the system creates journal entries each time you transfer items to an operation in the receipt route. Receipt at Dock is the operation at which items are eligible for payment.

RECEIPT ROUTE II		
Operation	**G/L Category**	**Payment Eligible**
Receipt at Dock	IN20	Yes
Inspection	IN20	
Stock (on-hand)	IN20	

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through Receipt Route II and remove 20.00 worth of items from the inspection operation (using a removal category for which items are payable).

Oper	Accounts											
	Prior to Recpt/Comp Liability		Routing Operation Dock		Routing Operation Inspection		Disposition		Inventory		Received-Not Vouchered	
Dock			100									100
Inspect				100	100	**20**	**20**					
Stock						80			80			

The following example shows the accounts that the system debits and credits as you process 100.00 worth of items through Receipt Route II and remove 20.00 worth of items from the inspection operation (using a removal category for which items are not payable).

Oper	Accounts											
	Prior to Recpt/Comp Liability		Routing Operation Dock		Routing Operation Inspection		Disposition		Inventory		Received-Not Vouchered	
Dock			100									100
Inspect				100	100	**20**					**20**	
Stock						80			80			

NOTE: If you create a voucher for items and then remove items from the route that are not payable, the system creates a credit purchase order and prompts you to receive the credit purchase order.

▶ To define payment eligibility for item removal

On Receipt Routing Definition

1. Access Disposition Setup.

2. On Disposition Setup, complete the following fields for each item removal category:

   - Pay (Payable)
   - G/L Cat

   The G/L Category that you enter determines the disposition account that the system retrieves to create journal entries.

Field	Explanation
Pay	A code that determines the operation in a receipt route at which goods are eligible for payment. When you transfer items to this operation, the system updates the item quantity and amount open to voucher in the Purchase Order Receiver table (F43121). NOTE: You can enter Y in this column only once for each route. . . . . *Form-specific information* . . . . A code that determines whether you pay for items that you remove (disposition) from a receipt route, based on the reason that you remove them. For example, you might pay for items that you adjust but not pay for items that you return.

See Also

- *Setting Up Automatic Accounting Instructions* for more information about setting up accounts for general ledger categories

Activate Receipt Routing

Activating Receipt Routing

You must activate receipt routing to process items through receipt routes. Receipt routing enables you to monitor the status of the items that you receive and determine when the items will be available to distribute. To activate receipt routing, you must:

- Assign receipt routes to items
- Initiate receipt routing

You can assign a standard receipt route and an alternate receipt route to each item. An alternate route is one that you send an item through on an intermittent basis. For example, you can assign an alternate route to an item so that every fifth shipment you receive is inspected.

You can specify the quantity or percentage of items that must be received to enter an item in its alternate route. You can also define sampling requirements and item specifications for inspection purposes.

You use processing options for the Enter Receipts program to initiate the receipt routing process. After you initiate receipt routing, the system enters an item into its assigned receipt route when you enter a receipt.

To set up receipt routing, complete the following tasks:

- ❑ Assign receipt routes to items
- ❑ Define sample requirements and item specifications

Initiating receipt routing

You must use processing options for the Enter Receipts program to initiate receipt routing.

After you receive an item to which a receipt route is assigned, the system enters the item in the first operation in the route and displays the message *Some items have entered receipt routing*.

The system does not update items to a received status until they complete the receipt routing process.

Transfer orders

When you create a transfer order in the Sales Order Management system, the system generates a sales order for the branch you are transferring items from and a purchase order for the branch you are transferring items to. The system inputs the branch from which you are transferring items as the supplier on the purchase order.

When you confirm shipment of the items on the sales order, you can have the system initiate receipt routing for the items on the purchase order. For example, at shipment confirmation, you can have the system initiate receipt routing to show that the items are in transit to your warehouse.

You use processing options for Shipment Confirmation to specify that the system initiate receipt routing for transfer orders. The system searches for a receipt route based on that which is assigned to the supplier (branch) and item or you can specify a default receipt route. You can also specify the route type code that applies to the receipt route.

The system performs receipt routing for transfer orders regardless of whether receipt routing is initiated for the version of the receipt program being called.

Assigning Receipt Routes to Items

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Routing/Analysis Revisions

You must assign a receipt route to an item to determine the operations through which the system processes the item upon receipt, such as transit, staging, inspection, stock, and so forth.

You can assign both a standard receipt route and an alternate receipt route to an item. Upon receipt, the system enters an item in its standard receipt route unless you have also specified an alternate receipt route. An alternate receipt route is one that the system sends the item through on an intermittent basis.

You must assign an alternate receipt route to an item to have the system process the item through a different series of operations based on a number of days or a number of receipts. For example, you can assign an alternate route to an item to have every fifth shipment of the item go through an inspection operation.

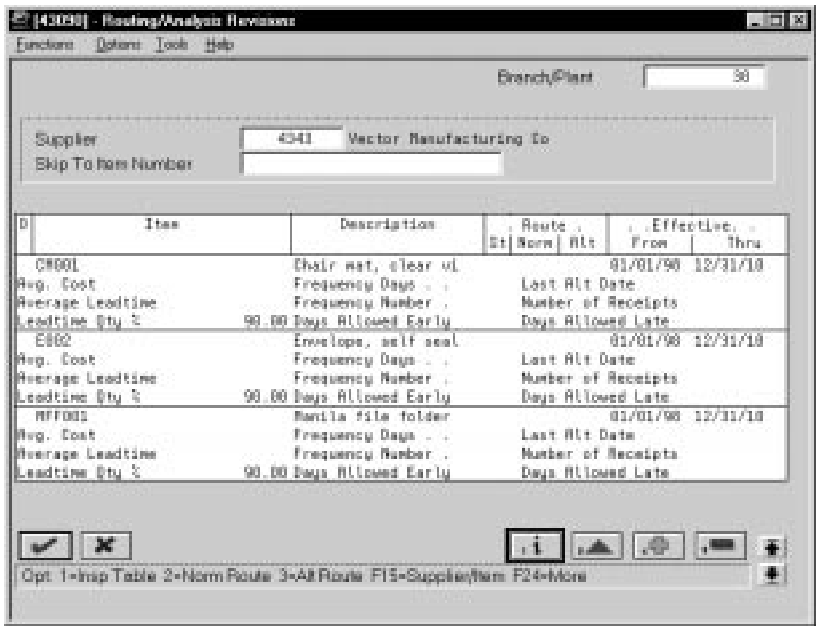
You must assign receipt routes to an item based on the supplier who provides the item.

Before You Begin

❑ Create receipt routes

▶ To assign receipts routes to items

On Routing/Analysis Revisions



1. To locate items for a specific supplier, complete the following fields:
   - Branch/Plant
   - Supplier

   You can also locate all suppliers for a specific item.

2. To enter receipt routing information, complete the following fields for each item:
   - Normal (Normal Route Code)
   - Alt (Alternate Route Code)
   - Effective From
   - Effective Thru
   - Frequency Days
   - 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
Normal	A user defined code (system 43/type RC) that identifies a receipt route. Each receipt route comprises a series of operations through which the system directs items upon receipt.
Alt	A user defined code (system 43/type RC) that identifies an alternate receipt route. Each receipt route comprises a series of operations through which the system directs items upon receipt. An item can have a normal receipt route and an alternate receipt route. The system directs an item through its alternate receipt route intermittently based on the number of days or number of receipts that you specify.
From	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. . . . . *Form-specific information* . . . . Starting date of the supplier/item relationship. If you do not enter a date in this field, the system enters the system date.
Thru	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. . . . . *Form-specific information* . . . . The ending date of the supplier/item relationship.
Frequency Days	A number that determines how often the system directs an item to its alternate receipt route, based on days. For example, you enter 3 days. If 01/01/98 was the last date for the alternate receipt route, the system directs the next receipt performed on or after 01/04/98 to the alternate receipt route.
Frequency Number	A number that determines how often the system directs an item to its alternate receipt route, based on receipts. For example, if you enter 5 in this field, the system directs every fifth receipt of the item to the alternate route.

See Also

- *Creating Supplier and Item Relationships (P43042)*

Defining Sample Requirements and Item Specifications

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Internal Inspection Table

You might assign an alternate receipt route to an item to have the item inspected on an intermittent basis. After you assign an alternate route to an item, you can specify the quantity of the item that must be received before the system processes the item through its alternate route. You can also specify sample requirements for inspection purposes, including:

- The quantity or percentage of receipt items to use for inspection
- The quantity or percentage of the sample size that must pass inspection before the receipt is considered acceptable

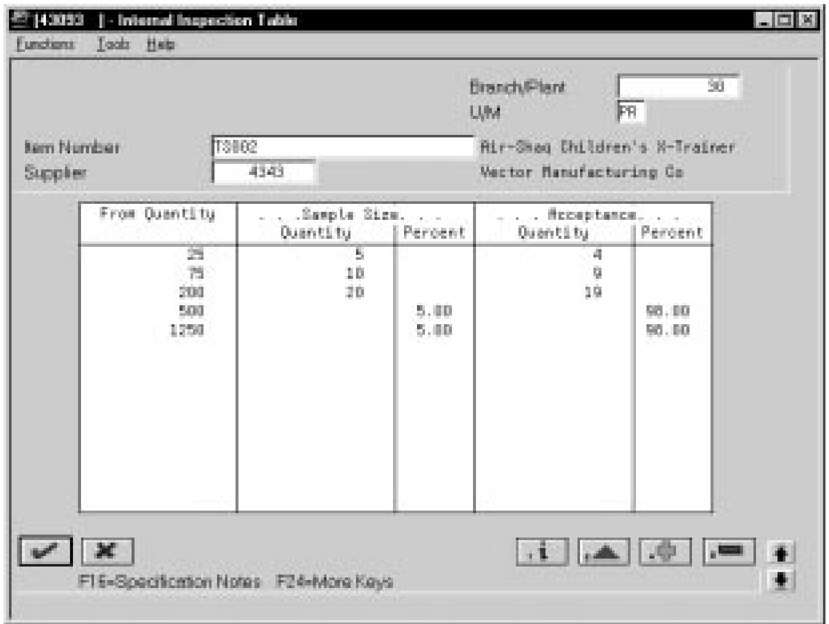
After you enter sample requirements for an item, you can add specifications or any other text that applies to the item. Sample requirements and item specifications are for informational purposes only. You can review this information when you move or remove items in a receipt route.

Before You Begin

❑ Assign an alternate route to the item for which you want to define sample requirements and specifications

▶ To define sample requirements and item specifications

On Internal Inspection Table



1. To determine the alternate route to which the samples requirements apply, 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
From Quantity	The quantity of items that you must receive for the system to process the items through the alternate receipt route.
Sample Size Quantity	The quantity of items to inspect when the system processes a group of items through the alternate receipt route.
Sample Size Percent	The percentage of items to inspect based on the quantity of items that the system processes through the alternate receipt route.
Acceptance Quantity	The quantity of items that must pass inspection for the entire group items to be acceptable.
Acceptance Percent	The percentage of items that must pass inspection for the entire group to be acceptable.

What You Should Know About

From quantity

If the quantity you receive does not equal or exceed the from quantity, the system processes the item through its normal receipt route.

You can specify multiple from quantities with different sample size criteria.

Work with Items in a Receipt Route

Working with Items in a Receipt Route

You can monitor items from the moment that they leave a supplier's warehouse. For example, you can process shipments of items through transit, your dock, the staging area, and inspection before updating the status of the items to on-hand.

Complete the following tasks:

- ❑ Review the current operation for items
- ❑ Transfer items to operations
- ❑ 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 an item after you take receipt. For example, if a receipt route includes four operations, such as transit, dock, inspection, and stock, the system enters the item in the transit operation when you enter a receipt. You must transfer the item to each subsequent operation in the route.

You can remove (disposition) items from a receipt route. For example, you might reject an item that does not pass inspection. In this case, the system removes the quantity that you reject from the receipt route. If you return an item, you can generate an order to replace the items.

You can review information about the transfer and removal of items in a receipt route. For example, you can determine the amount of time that a shipment of items was at the dock before it was transferred to stock. You can also review the quantity of items in a shipment that did not pass inspection.

What You Should Know About

Reviewing orders in receipt routing	You can review orders in receipt routing by locating pending orders on the Open Order Inquiry form. The system highlights orders in receipt routing.

See Also

- *Creating Receipt Routes (P43091)*
- *Activating Receipt Routing (P4312)*

Reviewing the Current Operation for Items

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Status Inquiry

You can review the current operation for items in a receipt route. For example, if you recently received a shipment of items, and the receipt route for the items includes a dock and inspection operation, you can review the quantity of the item at the dock and the quantity of the item under inspection.

▶ To review the current operation for items

On Status Inquiry

1. Complete the following fields, as necessary:
   - Branch/Plant
   - Operation Code
   - U/M
2. To locate items, complete any of the following fields:
   - Order Number
   - Item Number
   - Container Number
   - SSCC Number
   - Supplier
3. To determine the current status of an item, review the following fields:
   - Oper (Current Operation)
   - Quantity at Operation

Field	Explanation
SSCC Number	The pack level Serialized Shipping Container Code. Must conform to the UCC structure for SSCC numbers.

Field	Explanation
Oper	A user defined code (system 43/type OC) that represents an operation or step within the receipt route. . . . . *Form-specific information* . . . . You can locate receipt items based on the operation in which they currently reside. For example, you can specify that you only want to review items in transit. After you locate items, you can review the current operation and the next operation for the items. Depending on how you set processing options, you can change the next operation for items in the Move Operation field.
Quantity at Operation	The quantity of units affected by this transaction.

Transferring Items to Operations

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Movement and Disposition

The receipt route you assign to an item determines the series of operations through which you process the item upon receipt (for example, transit, staging, and stock). The system enters an item into the first operation of the route upon receipt. You must transfer the item to subsequent operations in the route.

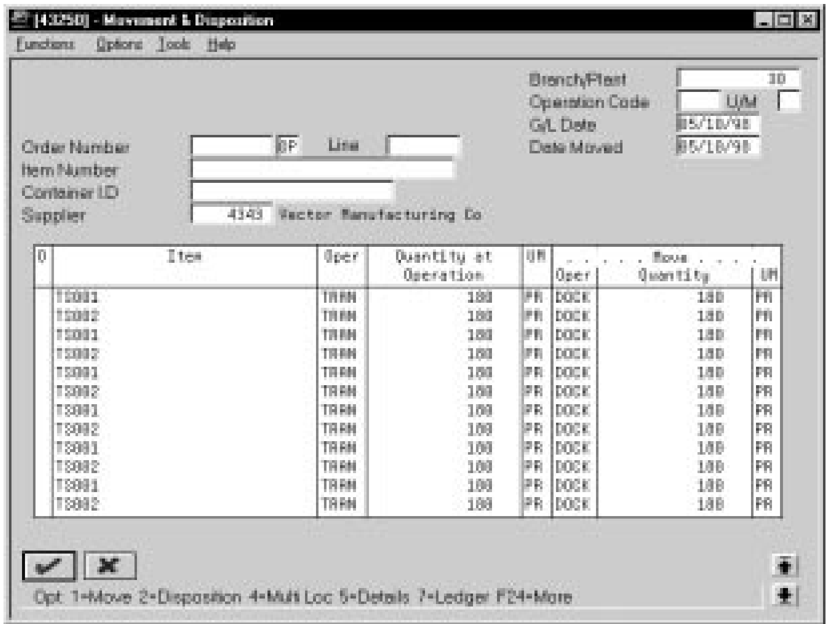
You can set processing options to determine the operations to which you can transfer items in a receipt route. For example, if the order of operations is staging, inspection, and stock, you can transfer items to:

- 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

On Movement and Disposition



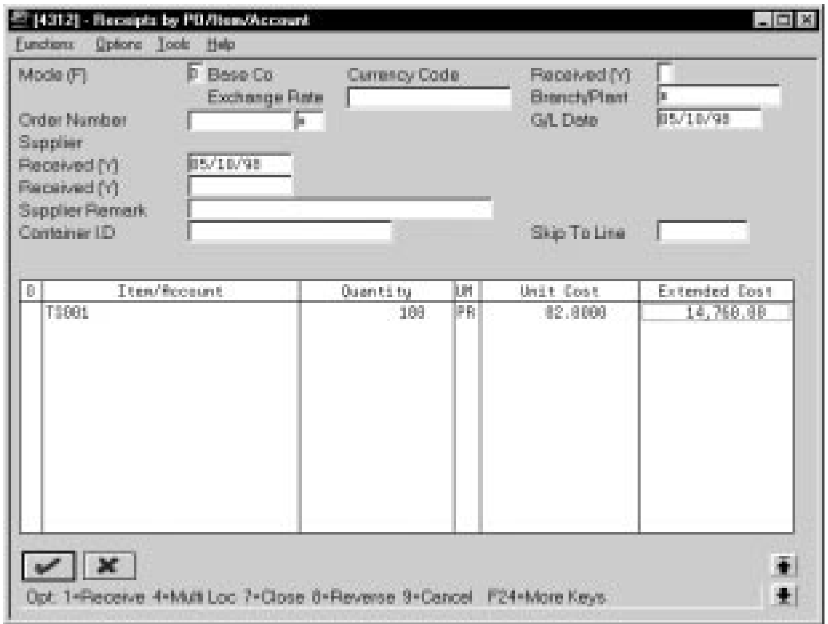
1. To locate the items you want to move, complete any of the following fields:
   - Order Number
   - Item Number
   - Container Number
   - Supplier
2. Complete the following fields:
   - G/L Date
   - Date Moved
3. To move items to an operation other than the next operation in the route, complete the 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.



6. On Receipts by PO/Item/Account, press Enter to record the final receipt.

Field	Explanation
Move Quantity	The number of units that you want to move or the number of units that have already been either moved or dispositioned.

See Also

- *Understanding Journal Entry Creation for Items in a Receipt Route (P43091)*

Processing Options 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 a ’1’ to preload a ’1’ in                   ____________
      the option field.

  6. Enter a ’1’ to protect lot number,                ____________
      lot expiration date and lot
      status when exiting to Multiple
      Locations Window (P42053).

  7. 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:
  8. Last Status Code                                  ____________
  9. Next Status Code                                  ____________
 10. Line Type                                         ____________

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

 11. Receipts by Purchase Order (P4312)                ____________
 12. Work Order Completions     (P31114)               ____________

BULK PROCESSING:
 13. Enter a ’1’ if you want Receipts                  ____________
      Routing integration with the Four
      Point Analysis file.

QUALITY MANAGEMENT:
 14. Enter the version of Test Results                 ____________
      Revisions (P3711) to call.  If
      left blank, version ZJDE0002 will
      be used.
```

Removing Items from a Receipt Route

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Movement and Disposition

You might need to remove (disposition) items from a receipt route. For example, you can return items to the supplier or reject items that do not pass inspection. You must use one of the following categories to indicate the quantity of items that you want to remove from the receipt route:

- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

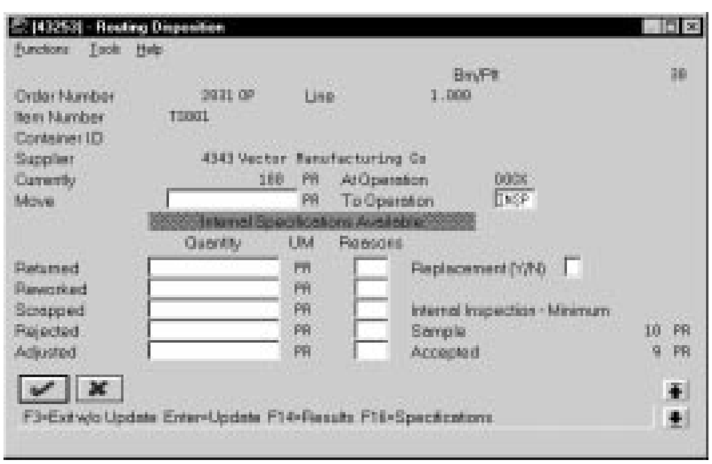
After you remove items from a receipt route, the system subtracts the quantities you enter from the quantity at the current operation.

If you decide to return an item, the system automatically credits the original purchase order. You can generate a new purchase order line to replace the returned items. The system adds the line to the original purchase order.

▶ To remove items from a receipt route

On Movement and Disposition

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
Returned	The number of units that you are returning to the supplier during receipt routing. You can return goods for credit or for replacement.
Reworked	The number of units that will be reworked during receipt routing.
Scrapped	The number of units that you scrapped during receipt routing.
Rejected	The number of units that you rejected during receipt routing.
Adjusted	The number of units that you are removing from the receipt route for adjustment.
Reasons	A user defined code (system 42/type RC) that explains the purpose for a transaction. For example, you can indicate the reason that you are returning items, such as the goods were damaged in shipment or too many goods were shipped. . . . . *Form-specific information* . . . . A code that identifies why items were dispositioned.

Field	Explanation
Replacement (Y/N)	A code that indicates whether you want to replace the items that you are returning. Valid values are: Y Replace the items. The system credits the purchase order for the items you are returning and creates a new detail line for the replacement items. The Replacement Information window displays after you disposition the items so that you can enter information for the new detail line. blank Do not replace the items. The system credits the purchase order for the items you are returning.

What You Should Know About

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 the items.
Reversing removals	If you remove an item from a receipt route, you must use the 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 *Specifications Available*.

See Also

- *Defining Payment Eligibility for Item Removal (P43DA)* for information about setting up journal entry creation for item removal
- *Reviewing the History of Items in a Receipt Route (P43252)* for more information about reversing removals
- *Defining Sample Requirements and Item Specifications (P43093)*

Entering Reversals for Items in a Receipt Route

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Movement and Disposition

You might inadvertently enter a receipt for an item. You can reverse the receipt for an item that the system processes through a receipt route.

You must perform two receipts for an item in a receipt route:

- An initial receipt
- A final receipt

When you perform the initial receipt, the system enters the item in its receipt route. The system prompts you to perform the final receipt when you transfer the item to the last operation in the receipt route, at which time the system updates the item to an on-hand status.

If you inadvertently enter a final receipt, you can reverse it by moving the item back to a previous operation in the receipt route. To do this, you must set processing 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 an item to enter receipt routing, you must reverse the initial receipt using the Enter Receipts program, which removes the item from the receipt route. The item must be at the first operation in the receipt route.

If you removed items from the receipt route due to returns, rejects, or so forth, you must reverse the item removals before you can reverse the receipt.

▶ To enter reversals for items in a receipt route

On Movement and Disposition

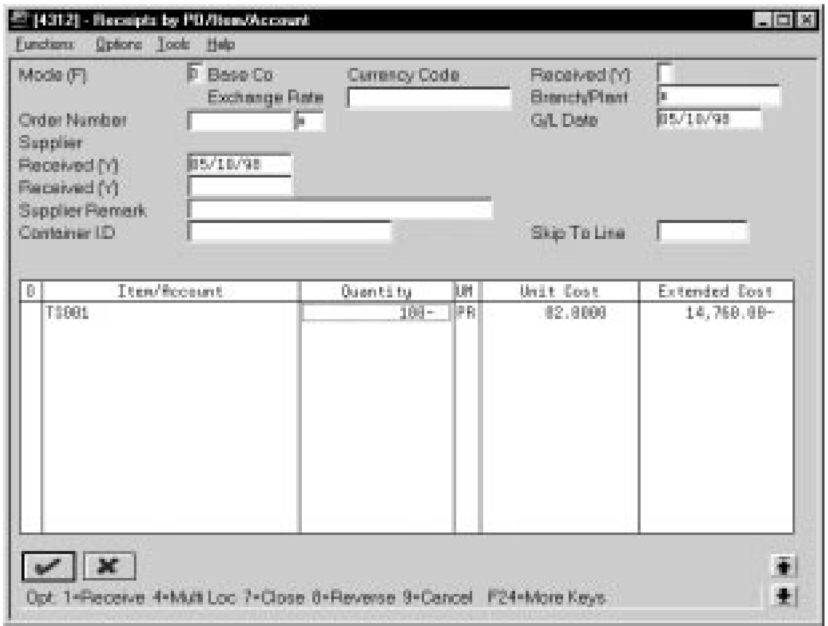
1. Locate the items that you want to reverse.

   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.

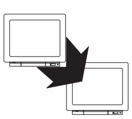


To reverse the item out of the receipt routing process altogether, you must move the item to the first operation in the receipt route and reverse the receipt from the Enter Receipts program.

See Also

- *Entering Reversing Receipts (P4312)* for information about reversing the initial receipt

Reviewing the History of Items in a Receipt Route



From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Ledger Inquiry

You can review information about the transfer of items from one operation to another in a receipt route. For example, you can review when a group of items was moved from inspection to stock, as well as who moved the items and on what date. You can also determine how long the items were at a certain operation.

You can also review information about the removal of items from a receipt route. For example, you can review the quantity of items in a shipment that did not pass inspection and the quantity of items that were returned to the supplier.

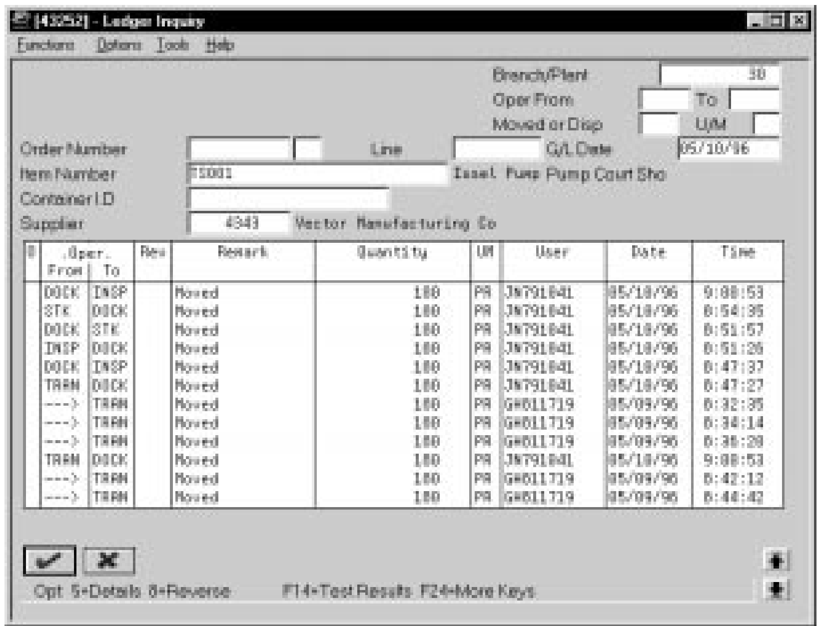
The system might create journal entries when you transfer items to a new operation or remove items from a receipt route. You can identify whether the system created journal entries for each item transfer or removal.

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.

The system maintains the transaction history for items in a receipt route in the Receipt Routing Ledger table (F43099).

▶ To review the history of items in a receipt route

On Ledger Inquiry



To locate the transactions you want to view, complete the following fields:

- Branch/Plant
- Operation From
- Operation To
- Moved or Dispositioned
- U/M
- G/L Date
- Order Number
- Document Type
- Line Number

- Item Number
- Container I.D.
- SSCC Number
- Supplier

Field	Explanation
Oper From	A user defined code (system 43/type OC) that identifies the routing operation or step from which items were moved.
Oper To	A user defined code (system 43/type OC) that identifies the routing operation or step to which items were moved.
Moved or Disp	A user defined code (system 43/type MC) that indicates the movement of the quantity. You can move quantity from one operation to another, or you can disposition quantity out of the routing process. . . . . *Form-specific information* . . . . A code that identifies the type of transaction that you want to display. For example, enter MOV to view only movement transactions and DIS to view only dispositioned transactions. Optionally, you can enter a specific disposition code to view a single type of disposition transaction.

What You Should Know About

Reversing the removal of items

You must use the Ledger Inquiry program to reverse items you removed from a receipt route. For example, if you removed items by classifying them as scrap, and then later decide to use the items, you can reverse the removal transaction. The system adds the removed quantity back to the receipt route and creates the appropriate journal entries, if necessary.

Supplier Management

Objectives

- To review supplier performance information
- To understand how the system derives supplier performance information
- To set up default purchasing information that pertains to a supplier
- To create item and supplier relationships
- To set up prices for the items that you purchase from a supplier
- To set up discounts for item and supplier prices

About Supplier Management

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

Complete the following tasks:

- ❑ Set up supplier and item information
- ❑ Define supplier prices and discount rules
- ❑ Review supplier performance information

Set Up Supplier and Item Information

Setting Up Supplier and Item Information

The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. For example, you can define procurement instructions for a supplier so that each time you enter an order, the system retrieves default values for that supplier.

You can specify the items that you purchase from a supplier to create supplier and item relationships. For each item, you can enter information such as whether the supplier is certified to sell the item. If a supplier is not certified to sell an item, the system does not let you enter the item on a purchase order for the supplier.

You can review information about the quality of a supplier's services, including delivery performance and the condition of items upon receipt. To ensure that this information is accurate, you must set up guidelines so that the system can recognize on-time deliveries and items in acceptable condition.

You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define the performance factors. Factors might include number of returned items, last-in costs, average leadtimes, and so on.

Complete the following tasks:

- ❑ Define supplier procurement instructions
- ❑ Create supplier and item relationships
- ❑ Set up guidelines for delivery performance
- ❑ Set up guidelines for acceptable items
- ❑ Define a summary of supplier performance information

Defining Supplier Procurement Instructions

From Stock Based Procurement (G43A), choose Supplier Management

From Supplier Management (G43A16), choose Procurement Instructions

The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. You can define procurement instructions for a supplier so that each time you enter an order for the supplier, the system retrieves default values such as a landed cost rule, a price rule, a print message, and so on.

You can use procurement instructions to specify item restrictions for a supplier. Item restrictions determine which items you can or cannot purchase from a supplier. If you restrict the purchase of certain items, you cannot enter the items on a purchase order for the supplier.

You can specify limitations for a supplier, such as minimum and maximum order amounts. You can also specify whether you can create vouchers based on receipt information.

You can have the system retrieve default values for a purchase order based on the address to which you ship the order. For example, you can have the system calculate taxes based on the ship-to address. You specify which values the system retrieves for orders based on the shipping address. You can use procurement instructions to define default values for shipping addresses.

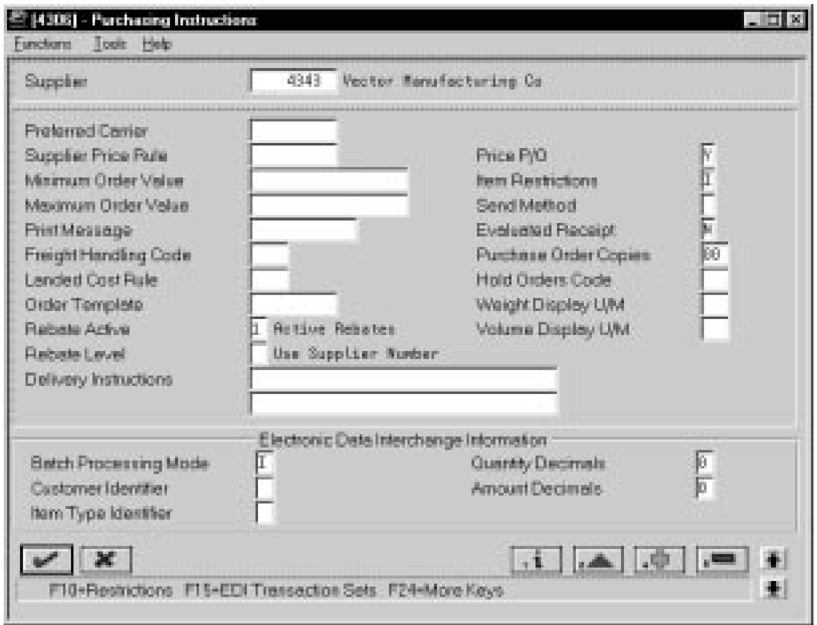
Changes you make to procurement instructions do not affect orders that you have already created.

Complete the following tasks:

- Define procurement instructions
- Define supplier or ship-to address order values

To define procurement instructions

On Procurement Instructions



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.

3. On Item Restrictions, complete the following field:
   - Item Number

Field	Explanation
Preferred Carrier	The address number of the carrier that is to deliver the order. You might select a carrier based on a route or special handling requirements.

Field	Explanation
Supplier Price Rule	A user defined code (system 40, type PC) that identifies a group of suppliers that provide the same types of discounts on items. . . . . *Form-specific information* . . . . The system can calculate discounts on items that you purchase from a supplier based on the price group to which you assign the supplier. You create inventory price rules to set up discounts, after which, you attach the rules to both the supplier price groups (or individual supplier) and items to which they pertain.
Minimum Order Value	The minimum amount for which you can place an order with this supplier. If you try to enter an order for less than this amount, the system displays an error message. This field is maintained as an integer without decimals.
Maximum Order Value	The maximum amount for which you can place an order with this supplier. If you try to enter an order for more than this amount, the system displays an error message. 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.
Landed Cost Rule	A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions. . . . . *Form-specific information* . . . . You can assign a landed cost rule to a supplier if you frequently incur the same landed costs each time you place an order with the supplier. This is the default cost rule for each purchase order that you enter for the supplier.
Order Template	A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, packaged goods and so forth. . . . . *Form-specific information* . . . . You can assign an order template to a supplier if you usually order the same items from the supplier. This is the default order template for the supplier.

Field	Explanation
Rebate Active	A code that indicates whether rebates are active.
Rebate Level	This field indicates whether the system processes rebate information for the supplier or for the parent of the supplier.
Delivery Instructions	Text that describes the delivery instructions for this order.
Price P/O	A code that indicates whether price information prints on the purchase order.
Send Method	This code indicates the method you use to send documents to a supplier. There is no automatic processing associated with this field. Instead, the code can be used as data selection criteria for certain procedures.
Evaluated Receipt	A code that indicates if an order is eligible for the evaluated receipt settlement process. An evaluated receipt settlement indicates that you have an agreement with the supplier to create vouchers based on the items that you receive. You use the Evaluated Receipt Settlement (P43814) procedure to create vouchers from receipt records. As a result, the supplier does not send you invoices and you can bypass the Voucher Match procedure. Valid values are: N Not eligible for evaluated receipt settlement processing. Y Eligible for evaluated receipt settlement processing. I Receipt transaction is in process. T Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process. R Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process. V A voucher has been created for the receipt transaction using the evaluated receipt settlement process.
Purchase Order Copies	The number of purchase order copies that the supplier requires. When you print a purchase order for the supplier, the system prints the number of copies that you specify in this field. The system always prints at least one purchase order.

Field	Explanation
Hold Orders Code	A user defined code (table 42/HC) that identifies why an order is on hold. . . . . *Form-specific information* . . . . This is the default hold code for each purchase order that you enter for the supplier. You can assign a hold code to a supplier so that all orders you enter for the supplier are put on hold.
Weight Display U/M	A user defined code (system 00/type UM) that identifies the unit of measure in which the system displays the weight of an order, for example, ounces, pounds, or tons.
Volume Display U/M	A user defined code (system 00/type UM) that identifies the unit of measure in which the system displays the volume of an order, for example, liters or gallons.
Item Restrictions	A code that designates whether restrictions exist for the purchase of items from this supplier. Valid codes are: 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.

▶ To define supplier or ship-to address order values

On Procurement Instructions

1. Access the Order Defaults window.

2. On Order Defaults, complete one the following fields for each of the order values that appears:
   - Supplier
   - Ship To

   The purchase order header values in the Order Defaults window are pre-defined by the system and are the only fields for which you can have the system retrieve defaults based on the ship-to address.

See Also

- *Entering Supplier Information for a Purchase Order (P4310)*
- *Entering Landed Costs (P43291)*
- *Creating Rules for Price Discounts (P4271)*
- *Creating Multiple Vouchers from Receipt Records (P43800)*
- *Entering Items Using Order Templates (P40215)*

Creating Supplier and Item Relationships

From Stock Based Procurement (G43A), choose Supplier Management

From Supplier Management (G43A16), choose Supplier/Item Information

You can create relationships between a supplier and the items that you purchase from the supplier. For example, if you purchase widgets from AAA Supply Company, you can create a relationship between the AAA Supply Company and the widget item. You can define information for the relationship, such as:

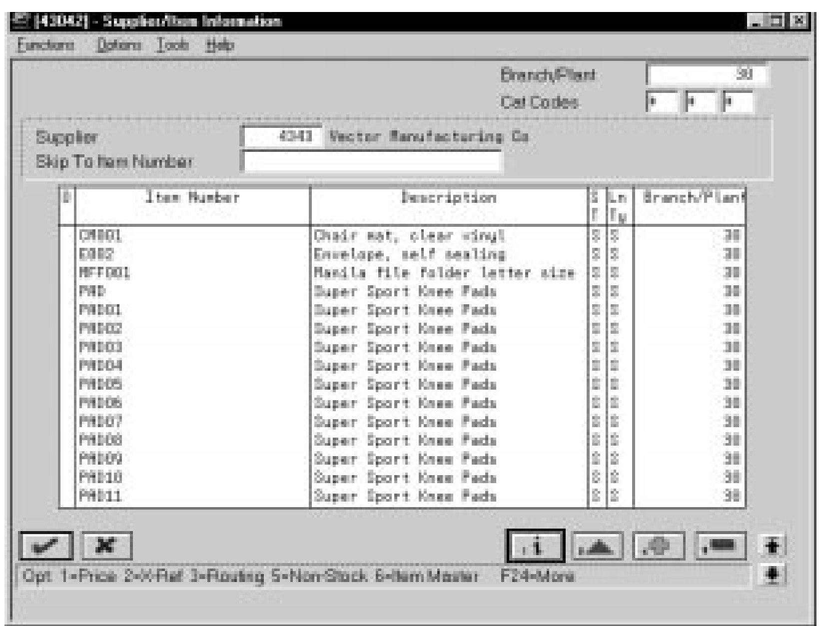
- The status of the relationship (whether you can purchase the item from the supplier)
- The receipt route for the relationship (the route for the item when you purchase it from the supplier)
- The price of the item (when you purchase it from the supplier)

You can manually create supplier and item relationships or you can have the system create them for you when you purchase items from a supplier.

The system stores information for item and supplier relationships in the Supplier/Item Relationships table (F43090). You must run the Supplier Analysis Regeneration program to initially update the fields in this table.

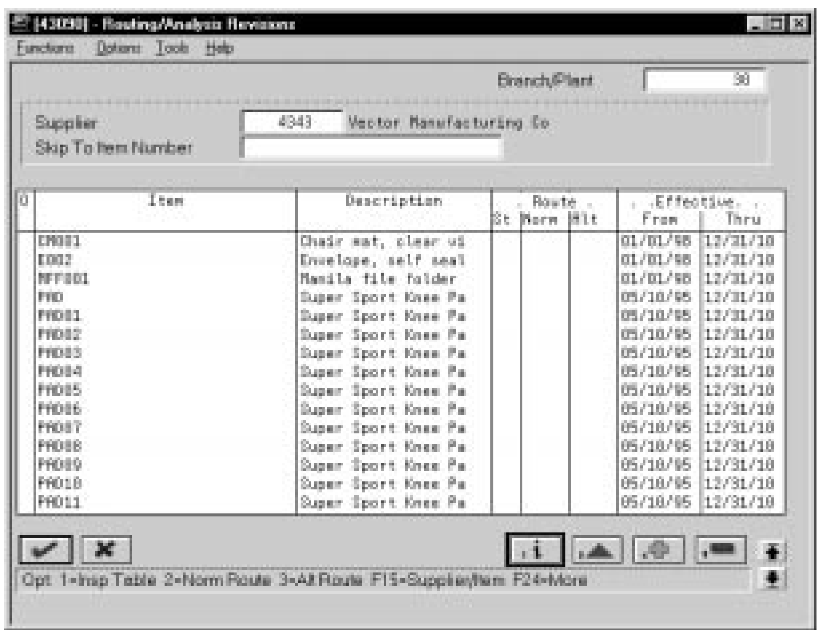
▶ To create supplier and item relationships

On Supplier/Item Information



1. To review existing supplier and item relationships, complete the following fields:
   - Branch/Plant
   - Supplier
2. To create a new relationship, complete the following fields:
   - Item Number
   - Branch/Plant

   If you are working with non-stock items, the Branch/Plant field is not applicable.
3. To access Routing/Analysis Revisions, enter 3 in the following field:
   - O (Option Exit)



4. On Routing/Analysis Revisions, complete the following field:
   - St (Certification Status)

Field	Explanation
St	A code that indicates whether the supplier is certified to sell this item. The code that you enter determines how the system manages orders that you enter for the supplier and item. Valid values are: 1 The system prohibits you from purchasing this item from the supplier. 2 The system displays a warning message if you enter an order for the item from the supplier. blank You can place orders for the item from the supplier.

What You Should Know About

Adding new items

You can create relationships for items for which master information does not yet exist. When you create a relationship for a new item, you can have the system prompt you for master information. You use processing 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 Delivery Performance

From Stock Based Procurement (G43A), choose Receipt Routing

From Receipt Routing (G43A14), choose Routing/Analysis Revisions

You can determine if a supplier has a history of delivering a specific item on time by reviewing delivery performance information. To ensure that this information is accurate, you must define how you want the system to calculate on-time deliveries.

An order is on time if you receive it the same day that the supplier promised to deliver it. You can allow a certain number of days before or after the promised date that the order can still be on time. For example, you can allow two late days and two early days. If the promised date for an order is 3/15, the order is not late unless you receive it after 3/17, and it is not early unless you receive it before 3/13.

You can also specify the percentage of an order that must be delivered for the system to determine the receipt date. For example, you can specify that you must receive 90 percent of an order for the system to use the receipt date to determine whether the delivery is on time, early, or late.

▶ To set up guidelines for delivery performance

On Routing/Analysis Revisions

Complete the following fields:

- Days Allowed Early
- Days Allowed Late
- Leadtime Qty %

Field	Explanation
Days Allowed Early	The number of days prior to the promised date in which delivery of the item is acceptable. For example, you enter 2 to indicate that the supplier can deliver the item a maximum of 2 days early to qualify for an on-time delivery.
Days Allowed Late	The number of days after the promised date in which delivery of the item is acceptable. For example, you enter 2 to indicate that the supplier can deliver the item a maximum of 2 days later than the promised date to qualify for an on-time delivery.
Leadtime Qty %	The percentage of an order that you must receive for the system to calculate leadtime. Leadtime is the difference between the date that you enter an order detail line and the date that you receive the order. The system determines the receipt date for items in a receipt route based on the date at which the items arrive at the operation flagged for receipt acknowledgement. . . . . *Form-specific information* . . . . 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

From Stock Based Procurement (G43A), choose Supplier Management

From Supplier Management (G43A16), choose Quality Analysis

You can determine if a supplier has a history of delivering a specific item in good condition by reviewing quality performance information. To ensure that this information is accurate, you must indicate how you want the system to identify acceptable and unacceptable items.

Quality performance information includes the percentages of an item that were acceptable and unacceptable in a fiscal period. The system calculates each percentage based on how you categorize items that you remove from a receipt route, including:

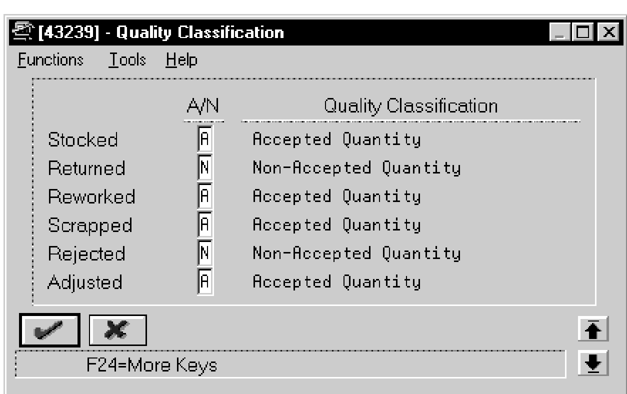
- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

You must specify which categories reflect acceptable and unacceptable items. For example, 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.



2. On Quality Classification, complete the following field for each category:
   - A/N (Acceptable/Non-Acceptable)

Field	Explanation
A/N	This code determines whether a disposition category contains items of acceptable or unacceptable quality. For example, you can enter N (non-acceptable) for the scrapped category. When you remove items from the receipt route using the scrap category, the system classifies the items as unacceptable. You can review the quality of items that you have received from a supplier on Quality Analysis. Valid values for this field are: blank items in this category are neither acceptable or unacceptable A items in this category are acceptable N items in this category are not acceptable

See Also

- *Reviewing Supplier Quality Performance (P43231)*
- *Removing Items from a Receipt Route (P43250)*

Defining a Summary of Supplier Performance Information

From Stock Based Procurement (G43A), choose Supplier Management
From Supplier Management (G43A16), choose Define Inquiry Columns

You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define the performance factors that you want to compare, such as:

- The average unit cost for an item
- The last cost you paid for an item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

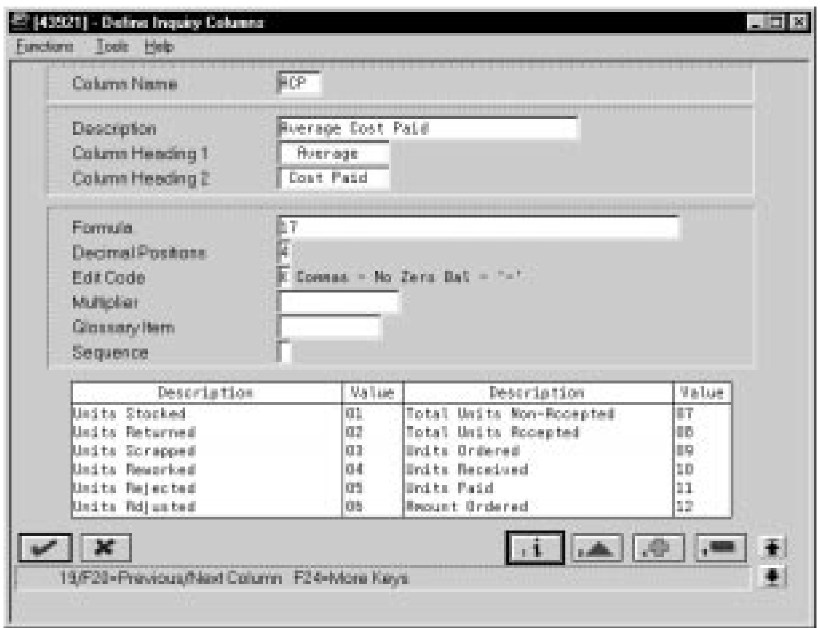
You must set up a column for each performance factor that you want to review. You must specify the title of the column, as well as values and calculations. You can also specify the decimal placement and number format, and you can assign help text.

You can create formats to review multiple performance factors (columns). You can assign up to four columns to a format. You can also create paths so that you can scroll through multiple formats.

After you set up columns, formats, and paths, you can assign them to the Supplier Analysis Summary form.

▶ To define a summary of supplier performance information

On Define Inquiry Columns

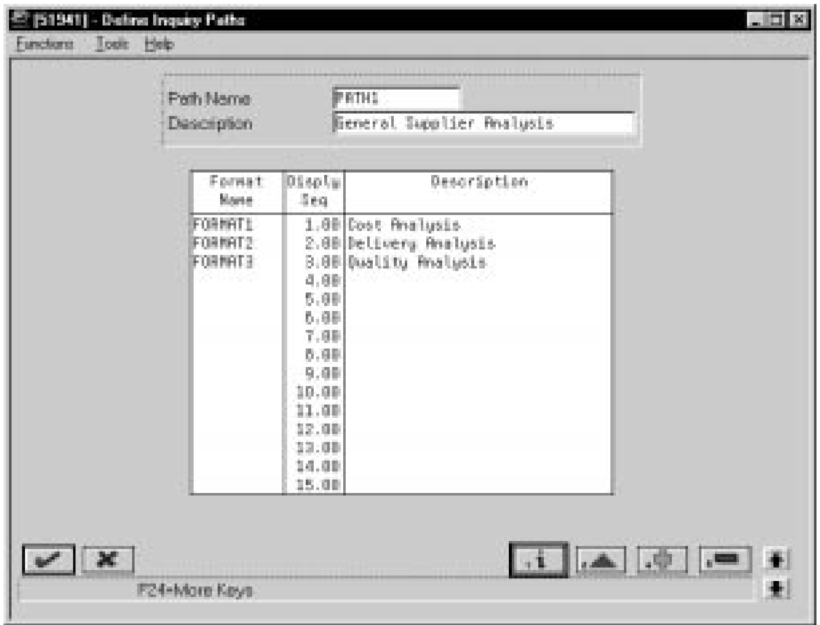


1. To name and describe a column, complete the following fields:
   - Column Name
   - Descriptions
   - Column Heading 1
   - Column Heading 2
2. To indicate how the system should calculate figures for the column, complete the following field:
   - Formula

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.

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.



9. On Define Inquiry Paths, complete the following fields and press Enter:
   - Path Name
   - Description
   - Format Name
   - Display Sequence

Field	**Explanation**
Column Name	Identifies a column set up for the Job Status Inquiry screen. It is an alphanumeric code.
Description	A user defined name or remark.
Column Heading 1	The first line in the heading that describes the column. The system automatically centers this line for the column.
Column Heading 2	The second line in the heading that describes the column. The system automatically centers this line for the column.

Field	Explanation
Formula	A calculation that the system uses to input an amount or quantity in this column. You can use a single predefined value or multiple predefined values in conjunction with mathematical operators to enter a formula. Valid mathematical operators are: + Add − Subtract * Multiply / Divide ( ) Left and right parentheses for nesting For example, you can enter the following formula to have the system calculate on-time percentages: 20/(20+21+22) The formula above equals on-time percentages because: • 20 is the value for on-time amounts • 21 is the value for early amounts • 22 is the value for late amounts
Decimal Positions	The number of characters that display to the right of the decimal point. For example, if you enter 2, the amount or quantity in this column would have two characters to the right of the decimal point, such as 7.00.
Edit Code	This code (table 98/EC) determines the format of numeric data. Depending on which edit code you enter, you can change the appearance of the values that display or print.
Multiplier	The factor by which the amounts or unit quantities in a column are multiplied. The result of the calculation in the Formula field is multiplied by this factor before it is displayed on the Job Status Inquiry 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.
Glossary Item	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). . . . . *Form-specific information* . . . . The item in the Data Dictionary file (F9201) that contains a description for the column with which you are working. If you enter a data dictionary item in this field, the glossary description for the item displays when you access field help for the column.
Sequence	This field is used to determine if you wish to display information in ascending or descending order.

Field	Explanation
Format Name	Identifies a format, which is a sequence of up to four columns for the Job Status Inquiry screen. It is an alphanumeric code. . . . . *Form-specific information* . . . . The Skip to Format Name field in the upper part of the screen lets you specify the format you want displayed at the top of the list.
Description	A user defined name or remark.
Path Name	Identifies a path, which is a sequence of formats for the Job Status Inquiry screen. It is an alphanumeric code.
Disply Seq	A number that the system uses to sequence information.

What You Should Know About

Sequence of column figures — You can specify whether column figures display in ascending or descending order. When multiple columns display on the Supplier Analysis Summary form, the figures for each column appear in ascending or descending order based on the sequence specified for the first column.

Entering formulas — You must specify how the system calculates performance factors. You can use predefined values in conjunction with mathematical operators to enter a formula for a column. You can review the predefined values available to use on the lower portion of the Define Inquiry Columns form.

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 applies to the item. You can maintain supplier prices for items and provide discount information so that the system retrieves the correct unit cost for an item when you enter a purchase order.

The price for an item might vary depending on the supplier from whom you purchase it. For example, one supplier might charge 1.00 for an item while another supplier might charge 1.25 for the same item. You can enter the price that each supplier charges for an item.

You might receive a discount for an item based on the quantity that you purchase. For example, you might receive a 20% 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 price discount rules for purchasing
- ❑ Attach price discount rules to items and suppliers

Entering Supplier Prices

From Stock Based Procurement (G43A), choose Price Management

From Price Management (G43A17), choose Supplier/Item Price Revisions

You can enter prices for an item based on the supplier from whom you purchase the item. For example, a clock from AAA Supply Company might cost 5.00. If you purchase the same clock from Acme Supply Company, it might cost 7.00. When you enter a purchase order, the system can retrieve a unit cost for an item based on the price that you entered for the supplier.

You must enter supplier prices by catalog. A catalog is a group of items along with the price for each item. Each catalog is unique to a supplier. You can enter all of the items that you purchase from a supplier in one catalog or you can create multiple catalogs to classify a supplier's items by seasonal changes, different product lines, and so on.

A supplier might charge a different price for the same item depending on the time of year that you purchase the item. For example, the same calendar might cost 10.00 in January and 5.00 in October. You can enter the same item at a different price in multiple catalogs, with different effective dates for each price.

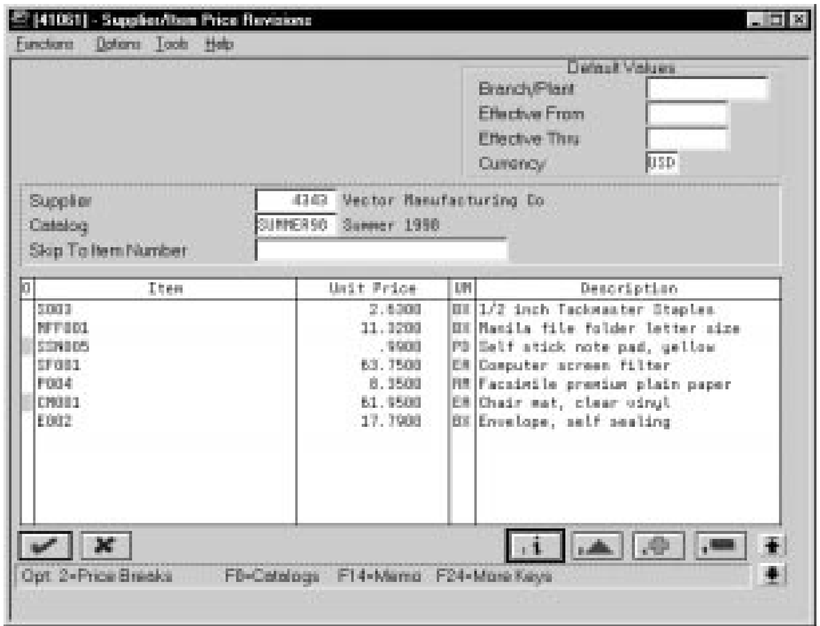
The price for an item might vary depending on the quantity that you purchase. For example, if you purchase one clock, the price might be 5.00. If you purchase 100 clocks, the price for each clock might be 4.00. When you enter an item in a catalog, you can specify price breaks based on the quantity that you purchase.

Before You Begin

- ❑ Verify that all 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

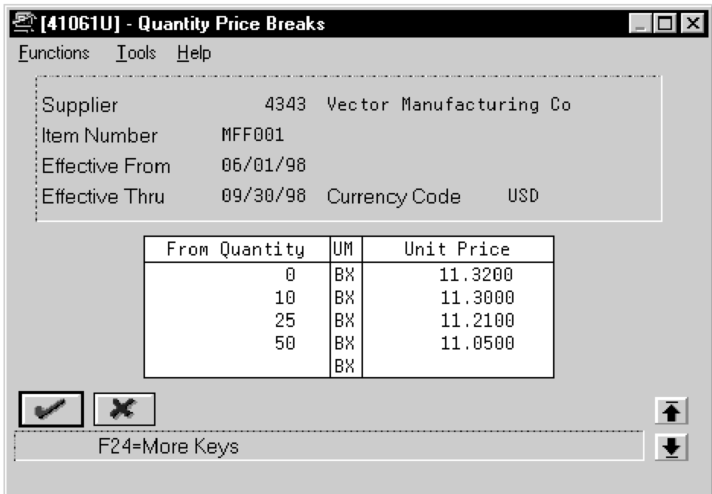
On Supplier/Item Price Revisions



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.



4. On Quantity Price Breaks, complete the following fields:
   - From Quantity
   - Unit Price

Field	Explanation
Catalog	A group of items that a certain supplier provides and the price for each item.
From Quantity	The quantity of units affected by this transaction.
Unit Price	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors.

What You Should Know About

Default catalogs	If you enter item prices for a supplier without specifying the name of a catalog, the system automatically creates a default catalog for the supplier. You might want to use default catalogs if you plan to maintain only one catalog for each supplier.
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 set processing options for purchase order entry to enable item searches 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 use the purchase price level to indicate whether you maintain prices at the branch/plant level. For example, you can set the supplier price for an item at 2.00 regardless of the branch/plant that orders it, or you can set the price at 1.00 for one branch/plant and 3.00 for another branch/plant.

If you maintain supplier prices at the branch/plant level, 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 Price Discount Rules for Purchasing

From Stock Based Procurement (G43A), choose Price Management

From Price Management (G43A17), choose Inventory Pricing Rules

You might receive a discount on an item based on the quantity that you purchase. For example, if the price for an item is 5.00, you might receive a 20% discount if you purchase 100 items and a 30% discount if you purchase 200 items. You can have the system apply a discount to the unit cost of an item when you enter a purchase order.

You must create inventory price rules to provide discount information. For each price rule, you must specify:

- The quantities you must purchase
- The discount you will receive (percentage, dollar amount, or flat rate), based on each purchase quantity
- Effective dates for each discount

A price rule can apply to a single item or multiple items. For example, you can set up a price rule that applies to a specific office supply or a group of office supplies. After you create a price rule, you must attach it to the items to which it applies and the supplier from whom you purchase the items.

You can create multiple levels for a price rule, each of which represents a certain purchase quantity. For example, you might set up the following levels:

- Level one – 20% discount for the purchase of up to 100 items
- Level two – 30% discount for the purchase of 101 to 200 items.
- Level three – flat rate for the purchase of 201 items to 1,000 items

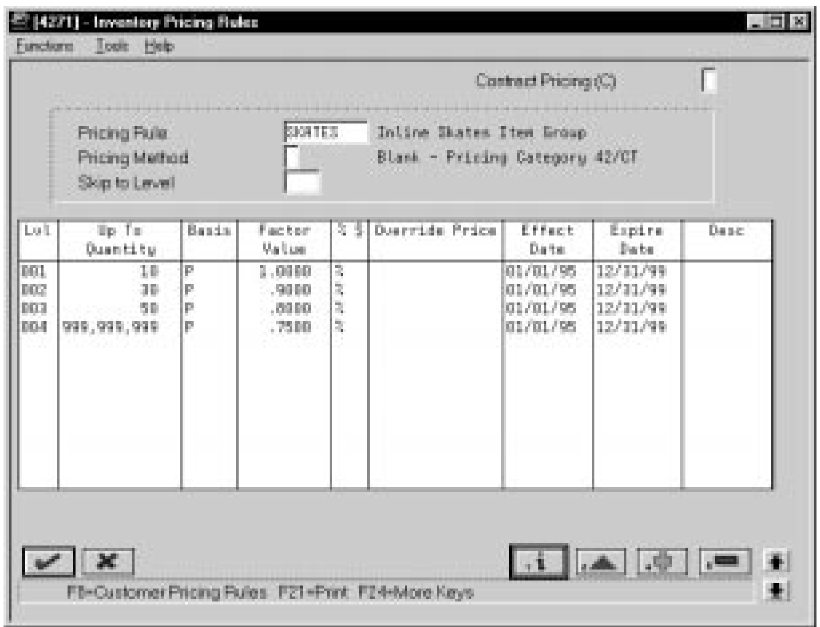
If you enter a purchase order for a supplier and item to which you have attached the rule above, the system applies a discount to the unit cost of the item based on the quantity that you purchase. For example, if the cost of the item is normally 10.00, and you purchase 150 items, the system calculates a unit cost of 7.00.

Before You Begin

❑ Set up names of price rules on user defined code table 40/PI

▶ To create price discount rules for purchasing

On Inventory Pricing Rules



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 Procurement 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 basis for the price rule. Valid values are: P Purchase order discounts O Order repricing R Line repricing (basket repricing)
Lvl	An alphanumeric code that determines the sequence in which the system displays the rules within the pricing group. You define levels when you set up the pricing groups.
Up To Quantity	The volume or quantity breaks commonly used in pricing tables. If the quantity shown on the first level of a rule is 5, then the pricing logic shown on this level applies only to sales of five or fewer items. If the quantity shown in the next level is 10, then the pricing logic applies to sales of 6 through 10 items. 99,999,999 indicates all quantities.

Field	Explanation
Basis	A costing method on which the system bases the order's net price. The following codes are valid for pricing and repricing: 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 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.
Factor Value	The discount that the system uses when it calculates the price of an item attached to this inventory pricing rule. Discounts can be expressed as multipliers, additional amounts, or deductible amounts. For example, a 10% 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.
Override	Any price you enter here overrides all other rules or prices.
Effective Date	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.
Expire Date	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.
Desc	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 a price method of P (for purchasing). You must also specify whether the rule applies to a contract price.

Contract pricing

A supplier might provide you a discount on a specific item up to a maximum purchase limit. For example, you might have an agreement to purchase up to 200 hammers at a special price of 4.00 each. After you purchase 200 hammers, the price returns to normal. You can create a contract price rule to cover this type of discount.

You create a contract price rule the same way that you create a standard price rule, except that you must:

- Specify that the rule is a contract price
- Name the rule after the short item number to which the rule applies
- Indicate the number of items you can purchase at the contract price

You do not need to attach the contract price rule to the item. The system retrieves the contract price based on the short item number when you enter a purchase order.

If you create a contract price rule for an item, the price you specify will override all other price rules that are applicable to the item.

The system tracks the quantity that has been purchased against the contract price rule to date.

Attaching Price Discount Rules to Items and Suppliers

From Stock Based Procurement (G43A), choose Price Management

From Price Management (G43A17), choose Supplier Pricing Rules

You can create an inventory price rule to apply a discount to the unit cost of an item. After you create a price rule, you must attach it to the items to which it applies and the suppliers from whom you purchase the items. The system discounts an item's unit cost when you enter a purchase order.

After you create an inventory price rule, you can attach it to branch/plant information for an item or you can attach it to a purchase order detail line. If a price rule is standard for an item, you probably want to attach the rule to branch/plant information. If the price rule varies for an item, you can enter a different price rule each time you enter a purchase order.

If you attach a price rule to an item, you must also attach the price rule to the supplier from whom you purchase the item. You can use one of two methods to attach price rules to a supplier:

- Attach price rules to a certain supplier
- Attach price rules to a supplier price group and then attach the price group to a supplier

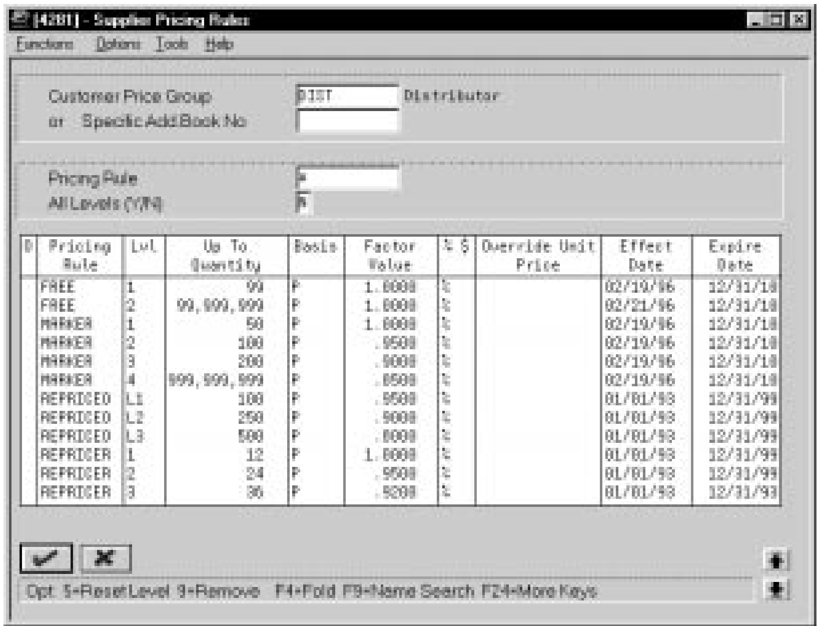
If the same price rules apply to multiple suppliers, you can save time by attaching price rules to a price group and then attaching the price group to the suppliers. If price rules vary among suppliers, you might want to attach individual price rules to each supplier.

Before You Begin

❑ Set up names of price groups on user defined code table 40/PC

▶ To attach rules for price discounts

On Supplier Pricing Rules



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.

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 procurement 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 who provide a specific item. For example, you can compare the average unit cost and leadtime (average number of days to deliver an item) for all suppliers who provide you with Item A.

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 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

From Stock Based Procurement (G43A), choose Supplier Management

From Supplier Management (G43A16), choose Delivery Analysis

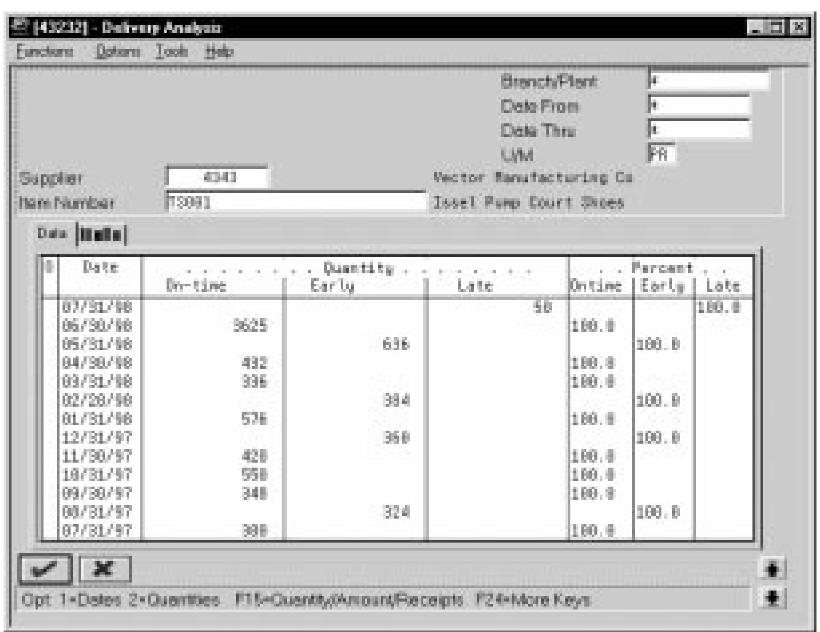
Before you order an item from a supplier, you can determine if the supplier has made timely deliveries in the past. You can review the percentage of items that a supplier has delivered on time, early, and late in each fiscal period (usually a month) to determine if the supplier is likely to make timely deliveries in the future.

You can review the quantity, amount, or number of receipts for an item that was on time, early, or late. For example, if you acquired 100 bicycles in June from AAA Bicycle Company, you can identify that 10 were delivered early, 80 were on-time, and 10 were late. If you choose to review amounts, you can identify that 1,000.00 (in bicycles) was early, 8,000.00 was on time, and so on.

You can also review delivery information for each receipt in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review the promised and delivery dates, and the quantity that was on time, early, or late for each of the 5 receipts.

▶ To review supplier delivery performance

On Delivery Analysis



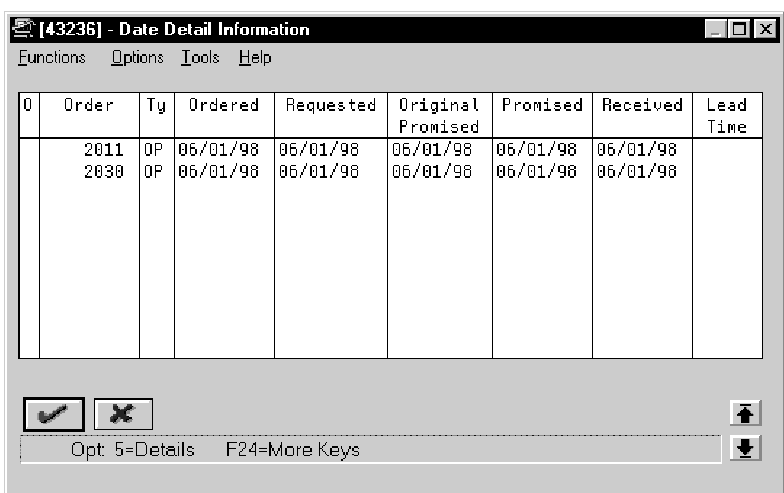
Date	Quantity On-time	Quantity Early	Quantity Late	Percent Ontime	Percent Early	Percent Late
07/31/98			50			100.0
06/30/98	3625			100.0		
05/31/98		636			100.0	
04/30/98	432			100.0		
03/31/98	336			100.0		
02/28/98		384			100.0	
01/31/98	576			100.0		
12/31/97		360			100.0	
11/30/97	420			100.0		
10/31/97	550			100.0		
09/30/97	340			100.0		
08/31/97		324			100.0	
07/31/97	380			100.0		

1. Complete the following fields:
   - Supplier
   - Item Number
2. To review fiscal periods through a certain date, enter the last day of a period in the following field and press Enter:
   - Date Thru
3. Review the following fields:
   - Date
   - Quantity On-time
   - Quantity Early
   - Quantity Late
   - Percent Ontime
   - 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)

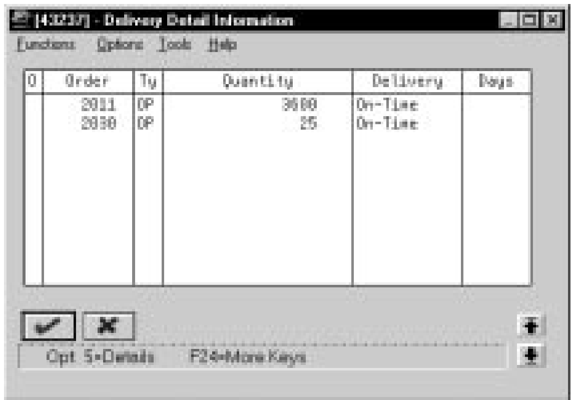
   The system displays Date Detail Information



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.



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	A date that identifies the financial period to which the transaction is to be posted. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on. . . . . *Form-specific information* . . . . 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.

Field	Explanation
Quantity 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.
Quantity 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 performancer (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.
Quantity 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.

Field	Explanation
Percent Ontime	The percentage of the total number ordered that was delivered on the date promised by the supplier.
Percent Early	The percentage of the total on the order that was delivered before the date promised by the supplier.
Percent Late	The percentage of the total on the order that was delivered after the date promised by the supplier.

See Also

- *Setting Up Guidelines for Delivery Performance (P43232)* to understand how the system calculates on time, early, and late deliveries

Processing Options 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

From Stock Based Procurement (G43A), choose Supplier Management

From Supplier Management (G43A16), choose Quality Analysis

Before you order an item from a supplier, you might determine if the supplier has a history of delivering the item in good condition. You can review the percentage of acceptable items from a supplier in each fiscal period (usually a month) to determine if the supplier is likely to provide acceptable items in the future.

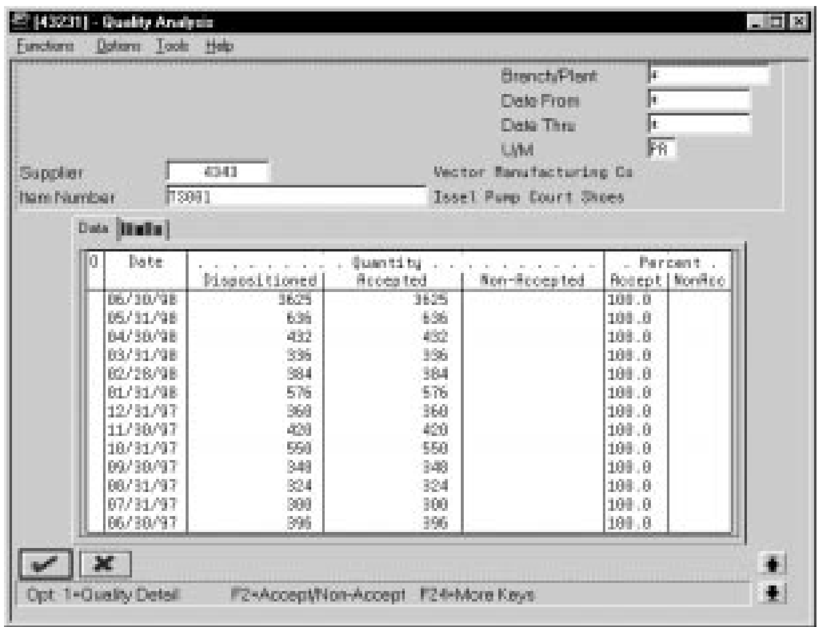
You can review the quantity of an item that was acceptable in each fiscal period, as well as the percentage. For example, you can review that you acquired 100 bicycles in June from AAA Bicycle Company, of which 95 were acceptable and 5 were unacceptable.

You can also review the acceptable quantity for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review acceptable and unacceptable quantities for each of the 5 receipts.

The system can only track item acceptability for those items that are processed through a receipt route.

▶ To review supplier quality performance

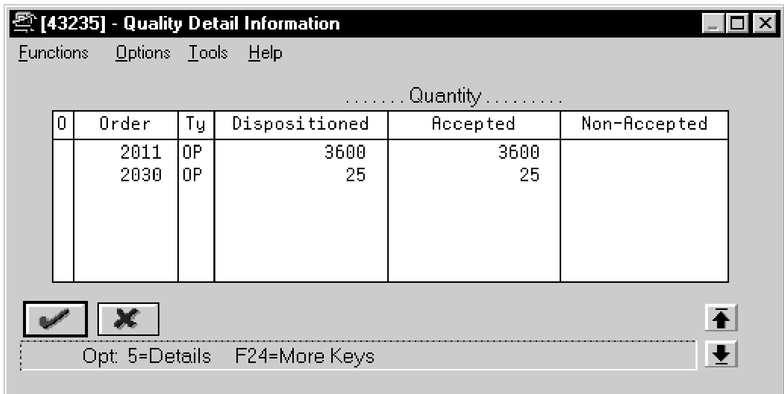
On Quality Analysis



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.



5. On Quality Detail Information, review acceptable and non-acceptable quantities for each receipt in the fiscal period.

Field	**Explanation**
Quantity Dispositioned	The original quantity of the order line, plus or minus any changes to that quantity, less all quantities shipped, received, and for which a voucher exists. This field can also represent the actual quantity received.
Quantity Accepted	The number of items that you accepted out of the total number of items that you received.
Quantity Non–Accepted	The number of items that you did not accept out of the total number of items that you received.
Percent Accept	The percentage of the total that you accepted when you received the goods.
Non–Accepted	The percentage of the total that you rejected while inspecting the goods received.

See Also

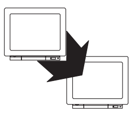
- *Setting Up Guidelines for Acceptable Items (P43239)* to understand how the system calculates acceptable item quantities and percentages.

Processing Options 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



From Stock Based Procurement (G43A), choose Supplier Management

From Supplier Management (G43A16), choose Cost Analysis

You might want to review the average unit cost you paid to a supplier for an item in each fiscal period (usually a month). You can compare this cost to the average cost for the item on purchase orders and the average cost at the time of receipt to determine if the price remains consistent.

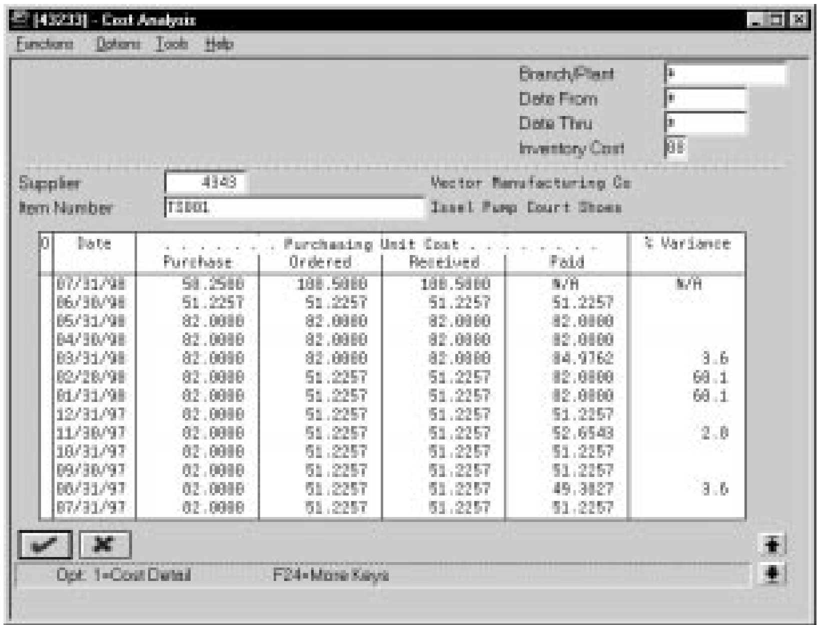
You can have the system calculate a percentage variance between the cost you paid for an item and another cost, such as the receipt cost. For example, if the supplier specified an average cost of 0.50 when you entered a receipt for an item, but then billed you an average cost of 1.00, the system displays a 100% variance. In this case, you would probably determine why the variance exists. You use processing options to specify the cost to compare to the paid cost.

You can also review the inventory cost for an item. You specify the cost method that the system uses to determine the inventory cost, such as last-in, first-out (LIFO). Using this cost method, the inventory cost reflects the cost of the last item you received.

You can review costs for each receipt you entered in the fiscal period. For example, if an item had an average receipt cost of 10.00, you can review the cost for the item each time you entered a receipt, which might have been 9.00 at one receipt and 11.00 at another receipt.

▶ 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

O	Date	Purchasing Unit Cost Purchase	Ordered	Received	Paid	% Variance
	07/31/98	58.2500	108.5000	108.5000	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

1. Complete the following fields:
   - Supplier
   - Item Number
2. To review fiscal periods through a specific date, enter the last day of a period in the following field and press Enter:
   - Date Thru
3. To specify the cost method to review inventory costs, complete the following field:
   - Inventory Cost

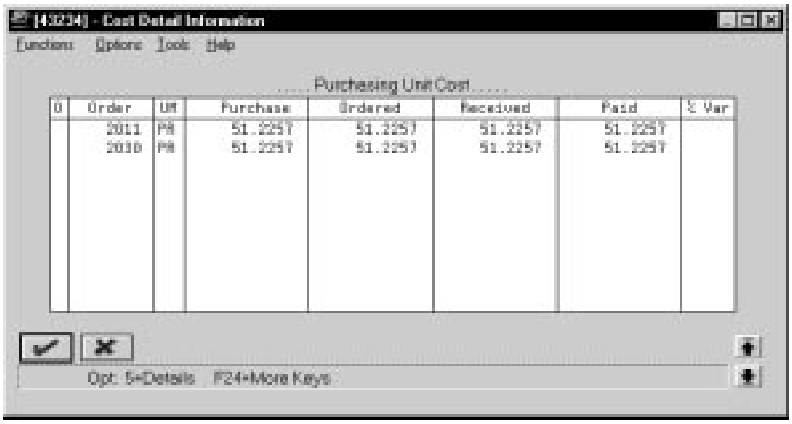
   The first cost column that appears on the form represents the inventory cost method you select.

4. 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.



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	A code that indicates the cost method that the system uses to calculate the inventory cost for the item. For example, you can review the inventory cost based on a weighted average cost method. Valid codes are 01 through 08. . . . . *Form-specific information* . . . . The inventory cost for the item based on the unit of measure for the item. Use processing options to control which inventory cost displays.
Purchasing Unit Cost Ordered	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors.
Purchasing Unit Cost Received	The unit cost of the item at the time of receipt.
Purchasing Unit Cost Paid	The unit cost of the item at the time you match the receipt to the voucher. . . . . *Form-specific information* . . . . If the receipt is not paid, the system displays N/A in this column.

Field	Explanation
% Variance	This field represents the percentage variance between the cost paid, and either the inventory cost, ordered cost, or the received cost. . . . . *Form-specific information* . . . . 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

From Stock Based Procurement (G43A), choose Supplier Management

From Supplier Management (G43A16), choose Summary

You can compare a variety of performance information for all suppliers who provide a certain item to determine the best supplier from whom to purchase the item. For example, for each supplier that provides you with the same item, you can compare:

- The average unit cost for the item
- The last cost that was paid for the item
- The percentage of on-time deliveries
- The average number of days that it takes to deliver the item (leadtime)

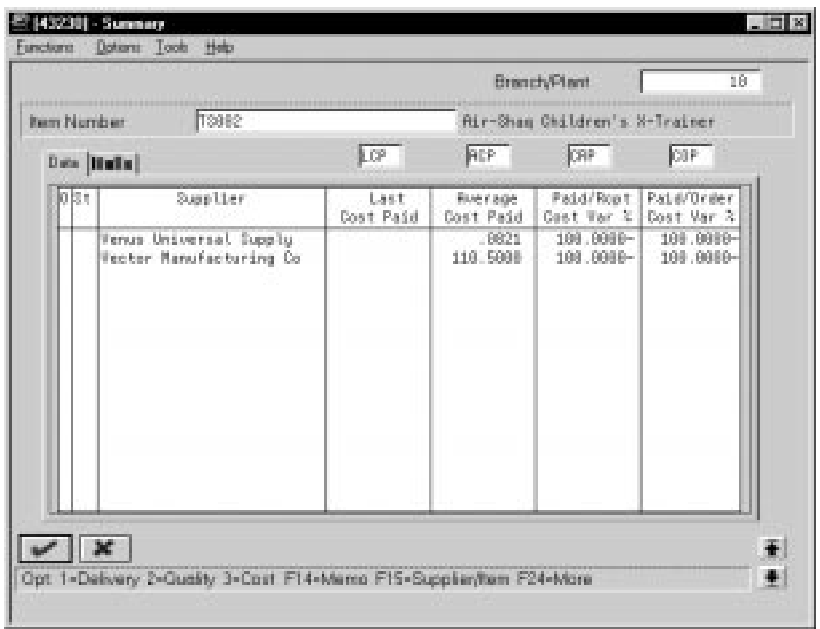
You choose the information that displays.

Before You Begin

- ❑ Define the performance factors (columns) you can review on the Summary form (for example, average unit cost, last cost paid, and so on)
- ❑ Define formats that contain the columns you want to review and assign a format to the Summary form using processing options
- ❑ Define paths (multiple formats) and assign a path to the Summary form using processing options

▶ To review a summary of supplier performance information

On Summary



1. Complete the following field:
   - Item Number
2. Review performance factors for each supplier who provides the item.

What You Should Know About

Reviewing different performance factors	To change the performance factors that appear on the form, you can: • Enter a new three-digit column code • 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

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.

  5. Quality Analysis         (P43231)                ____________
  6. Delivery Analysis        (P43232)                ____________
  7. Cost Analysis            (P43233)                ____________
```

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

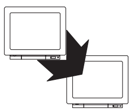
You can revise a purchase order after you have entered it into the system if a change has occurred since you entered the order. For instance, if you need to fill a purchase order quickly, you can manually update the status code so that it bypasses some of the normal purchasing procedures. If you want 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



From Stock Based Procurement (G43A), choose Order Gen/Approve/Release

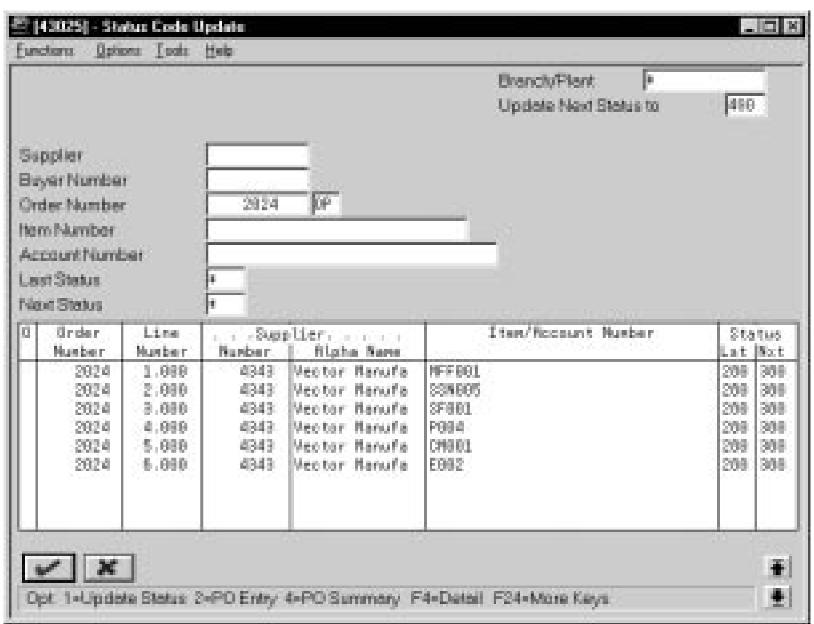
From Order Generation/Approve/Release (G43A13), choose Status Code Update

The system processes detail lines through the purchase order processing cycle based on the last and next status codes assigned to each line. After a detail line completes a step in the processing cycle, the system updates the status codes.

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



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
Update Next Status to:	User defined code (table 40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules screen. . . . . *Form-specific information* . . . . You use this field to designate the next status that you want the system to assign to the orders you display on this screen. You can specify a next status in this field only if it is defined as an allowed next status in the order activity rules. If you set up a next status code in the processing options, the system automatically enters that code here when you first access this screen.

What You Should Know About

Updating status codes	You cannot update detail lines to 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)                    ____________
```

Generate Purchase Orders

Generating Purchase Orders

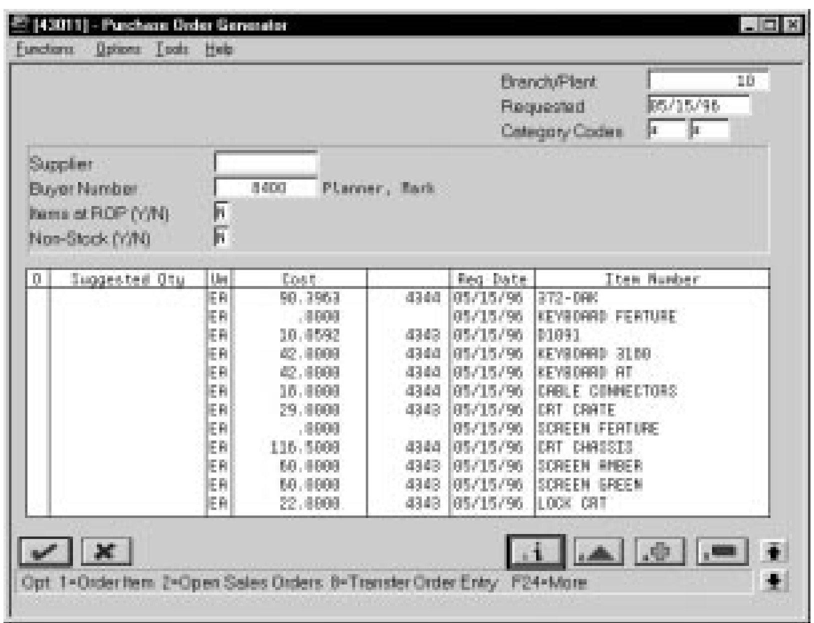
From Stock Based Procurement (G43A), choose Order Gen/Approve/Release

From Order Generation/Approve/Release (G43A13), choose Purchase Order Generator

You can have the system generate purchase orders for the inventory items that you choose.

▶ To generate purchase orders

On Purchase Order Generator



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 Orders from Existing Detail Lines*.

What You Should Know About

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, an error message appears 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                            ____________

DREAM WRITER VERSIONS:
 Enter the version for each program:
 If left blank, ZJDE0001 will be used.
  6. Open Sales Orders          (P42045)           ____________
  7. Open Purchase Orders       (P430301)          ____________
  8. Blanket Order Release      (P43060)           ____________
  9. Supplier Analysis          (P43230)           ____________
 10. Supplier Master            (P01054)           ____________
 11. Purchase Order Entry       (P4311)            ____________

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 that you are obligated to pay and apply it to a job, program, or so on.

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

When you receive goods or create vouchers for purchases, you can have the system relieve commitments. To do this, the system subtracts the individual commitment amount from the total commitment amount for the job or program.

You can also have the system:

- Create an audit trail in the Purchasing Ledger table (F43199)
- 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 for purchases
- ❑ Create a purchasing commitment audit trail
- ❑ Purge commitment audit trail records
- ❑ Post committed purchasing costs to jobs
- ❑ Recalculate purchasing commitments

See Also

- *Working with Commitments and Encumbrances*

Set Up Commitment Tracking for Purchases

Setting Up Commitment Tracking for Purchases

You can monitor purchasing commitments for a certain job, program, or so on by setting up commitment tracking. Each time you enter a purchase order detail line, the system recognizes the amount as a commitment and applies it to a job, program, or so on.

When you receive goods or create a voucher for purchases, the system relieves commitment amounts by subtracting them from the total commitment amount for the job, program, or so on.

Complete the following tasks:

- ❑ Set up purchasing commitments
- ❑ Set up purchasing commitment relief

Setting Up Purchasing Commitments

You can set up commitment tracking to monitor purchasing obligations for a specific job, program, or so forth. Each time you enter a purchase order detail line, the system recognizes the amount on the line as a commitment. You can review individual commitments and the total amount of outstanding commitments for a specific job, program, or so on.

Commitment tracking applies only to purchases for non-stock items and services. You must charge each order detail line to a general ledger account number. The number represents the job or program for which you are tracking commitments.

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

For a detail line to be eligible for commitment tracking, it must have a line type with an Inventory Interface code of A or B. These codes indicate that the line is charged directly to a general ledger account number.

What You Should Know About

Purchase amount and purchase unit ledgers

Each time you enter a purchase order detail line for which commitment tracking is applicable, the system records the amount in the purchase amount (PA) ledger and the purchase units (PU) ledger.

The 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 Purchasing Commitment Relief

From Non-Stock Procurement System Setup (G43B41), choose Commitment Setup/Rebuilds

From Commitment Setup/Rebuilds (G43B411), choose Commitment Relief

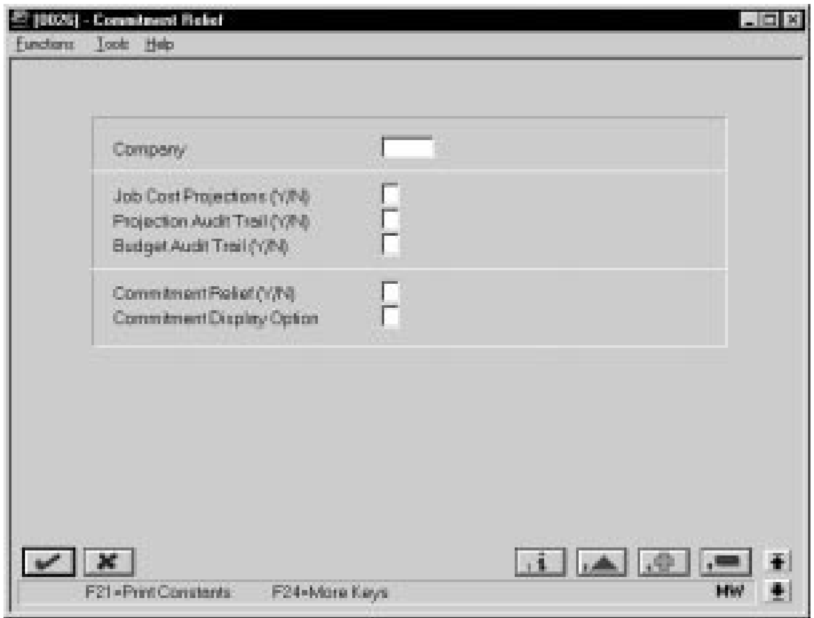
When you receive or create vouchers for purchases, you can have the system relieve the corresponding commitment amount. To relieve a commitment, the system subtracts the individual commitment amount from the total commitment amount for the job or program.

You set up commitment relief to determine whether the system relieves commitments automatically. When you specify automatic commitment relief, the system relieves commitments when you post either receipts or vouchers to the general ledger.

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
Commitment Relief (Y/N)	A code that specifies whether the system automatically relieves open commitments when you post accounts payable vouchers to the general ledger. These vouchers are related to non-inventory purchase orders and contract progress payments. Valid codes are: Y Yes, automatically relieve open commitments. N No, do not automatically relieve open commitments. . . . . *Form-specific information* . . . . Consider setting this constant to Y to relieve commitments automatically when you post progress payment vouchers.

Field	Explanation
Commitment Display Option	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). . . . . *Form-specific information* . . . . 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 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

- *Reviewing Commitment Information for Purchase Orders*

Create a Purchasing Commitment Audit Trail

Creating a Purchasing Commitment Audit Trail

From Non-Stock Procurement System Setup (G43B41), choose Commitment Setup/Rebuilds

From Commitment Setup/Rebuilds (G43B411), choose Create Commitment Audit Trail

Run the Create Commitment Audit Trail program 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, you must 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 Purchasing Costs to Jobs

Posting Committed Purchasing Costs to Jobs

From Non-Stock Procurement System Setup (G43B41), choose Commitment Setup/Rebuilds

From Commitment Setup/Rebuilds (G43B411), choose Post Committed Costs to Jobs

Run the Post 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.
```

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 Procurement system, you must define set up information. This information directs the system to accommodate your specific business needs. For example, you must define the purchasing cycle through which the system processes each order type that you use (requisitions, blanket orders, purchase orders).

Complete the following tasks:

- ❑ Set up order line types
- ❑ Set up order activity rules
- ❑ Set up constants
- ❑ Set up automatic accounting instructions
- ❑ Create tolerance rules
- ❑ Set up purchase order hold information
- ❑ Set up landed costs
- ❑ Set up non-stock items
- ❑ Set up templates for purchase orders

The following describes information that you set up for the Procurement system:

Order line types	You must define codes that determine how the system processes a detail line on an order.
Order activity rules	You must establish the sequence of steps (purchasing cycle) through which the system processes each order.
Constants	You must define constants that provide the following types of default information: • Branch/plant constants control day-to-day transactions within a branch/plant. • Item availability constants define how the system calculates the quantity of items available at a branch/plant. • System constants provide default information that applies throughout the system. • Batch control constants determine whether an application requires management approval and batch control.
Automatic accounting instructions (AAIs)	You must set up AAIs to determine the general ledger accounts for which the system creates journal entries for purchasing transactions.
Tolerance rules	You can create tolerance rules to specify the number or percentage by which the quantity, unit cost, and extended amount can change on a detail line.
Order hold information	You can set up information that the system uses to place purchase orders on hold.
Landed costs	You can set up landed costs to specify costs that exceed the purchase price of an item, such as delivery charges, broker fees, and so forth.
Non-stock items	You can set up information for items that you do not account for as part of your inventory.
Order templates	You can set up templates for use during purchase order entry. Templates contain items that you frequently order from a supplier.

The following describes information that you set up in other systems, including Inventory Management and General Accounting:

Messages	You can pre-define messages to attach to purchase orders.
Default location and printers	You can define default information for a certain user or workstation terminal, including a branch/plant, an approval route, and a printer output queue.
Next numbers	You can use the next numbers facility to automatically assign the next available number to document types and address book numbers.
Tax processing	You must set up tax processing information for your system. See the *Tax Reference Guide* 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 your internal item numbers to alternate items numbers, such as those maintained by your suppliers.

See Also

- *Setting Up Messages in Distributions Systems (P4016)* in the *Inventory Management Guide*
- *Setting Up Default Location Information (P400951)* in the *Inventory Management Guide*
- *Setting Up Next Numbers (P0002)* in the *General Accounting I Guide*
- *Setting Up Item Cross-References (P41040)* in the *Inventory Management Guide*

Set Up Order Line Types

Setting Up Order Line Types

From Stock Based Procurement (G43A), enter 29

From Procurement System Setup (G43A41), choose Order Line Types

Each purchase order you enter must contain details about the items or services you want to order. For each item or service, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. The system processes the detail line based on a line type.

The line type you enter for a detail line determines how the transaction affects other systems, such as:

- General Accounting
- Inventory Management
- Accounts Payable

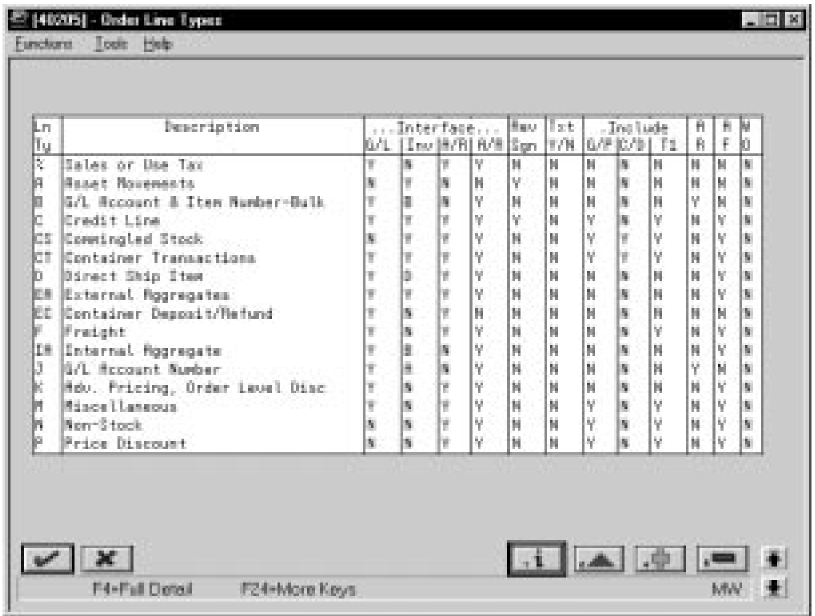
For example, you might create a line type for stock items. When you set up the line type, you specify that it affects item availability in the Inventory Management system. You also specify that it affects the General Accounting and Accounts Payable systems. When you assign the line type to a purchase order detail line, the system:

- Increases the quantity of the item in the Inventory Management system (upon receipt)
- Creates ledger entries in the General Accounting system
- Creates ledger entries in the Accounts Payable system

The line type for a detail line also determines the cycle through which the system processes the line (based on order activity rules). Other information you can specify for a line type includes whether the detail line is subject to taxes, whether the system applies freight charges to the detail line, and so on.

▶ To set up order line types

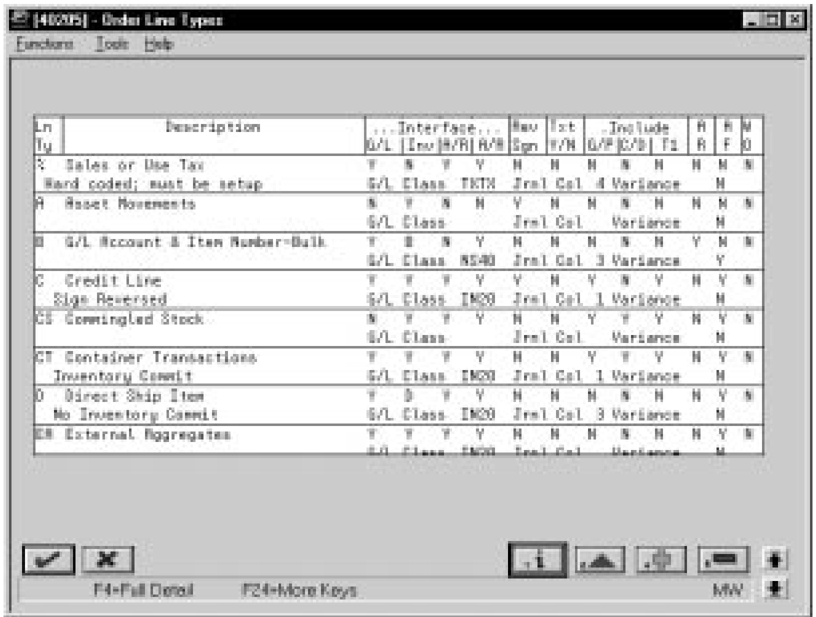
On Order Line Types



Ln Ty	Description	...Interface... G/L	Inv	A/R	A/P	Rev Sgn	Txt Y/N	.Include G/P	C/D	T1	A R	A F	W O
%	Sales or Use Tax	Y	N	Y	Y	N	N	N	N	N	N	N	N
A	Asset Movements	N	Y	N	N	Y	N	N	N	N	N	N	N
B	G/L Account & Item Number-Bulk	Y	B	N	Y	N	N	N	N	N	Y	N	N
C	Credit Line	Y	Y	Y	Y	Y	N	Y	N	Y	N	Y	N
CS	Commingled Stock	N	Y	Y	Y	N	N	Y	Y	Y	N	Y	N
CT	Container Transactions	Y	Y	Y	Y	N	N	Y	Y	Y	N	Y	N
D	Direct Ship Item	Y	D	Y	Y	N	N	N	N	N	N	Y	N
EA	External Aggregates	Y	Y	Y	Y	N	N	N	N	N	N	Y	N
EC	Container Deposit/Refund	Y	N	Y	N	N	N	N	N	N	N	N	N
F	Freight	Y	N	Y	Y	N	N	N	N	Y	N	Y	N
IA	Internal Aggregate	Y	B	N	Y	N	N	N	N	N	N	Y	N
J	G/L Account Number	Y	N	N	Y	N	N	N	N	N	Y	N	N
K	Adv. Pricing, Order Level Disc	Y	N	Y	Y	N	N	N	N	N	N	Y	N
M	Miscellaneous	Y	N	Y	Y	N	N	Y	N	Y	N	Y	N
N	Non-Stock	N	N	Y	Y	N	N	Y	N	Y	N	Y	N
P	Price Discount	N	N	Y	Y	N	N	Y	N	Y	N	Y	N

1. Complete the following fields, as needed:
   - Ln Ty (Line Type)
   - Description
   - Interface G/L (General Ledger Interface)
   - Interface Inv (Inventory Interface)
   - Interface A/R (Accounts Receivable Interface)
   - Interface A/P (Accounts Payable Interface)
   - Rev Sgn (Reverse Sign)
   - Txt Y/N (Text)
   - Include G/P (Include Sales/COGS for Gross Profit)
   - Include C/D (Include in Cash Discount Calculation)
   - Include T1 (Include in Tax 1)
   - AR (Apply Retainage)
   - AF (Apply Freight)
   - WO (Generate Work Order)

2. Access the fold area.



3. Complete one of the following fields:
    - G/L Class (General Ledger Class)
    - Jrnl Col (Journal Column)
    - Variance

Field	Explanation
Ln Ty	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include: S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits W Work order
G/L Interface (Y/N)	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)	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 sytem 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)	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)	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.
Rev Sgn	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
Txt	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
G/L Class	A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows: 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, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI.
Jrnl Col	The Sales Journal report has four columns. The value in this field controls which of the four columns receives the sales value, if any, of this line. Allowed codes are 1, 2, 3, and 4.
Variance	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.

See Also

- *Setting Up Order Activity Rules*

Set Up Order Activity Rules

Setting Up Order Activity Rules

From Stock Based Procurement (G43A), enter 29

From Procurement System Setup (G43A41), choose Order Activity Rules

For each item or service that you enter on a purchase order, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. You must set up order activity rules to establish the sequence of steps through which you process each detail line, for example:

- Enter order
- Approve order
- Print order
- Receive order

You can set up multiple sets of activity rules. You must assign each set of rules to a certain order type (purchase order, requisition, and so on) and line type. For example, you can specify that a set of activity rules apply only to purchase order detail lines that have a line type of S (for stock items).

You must assign status codes to each step in activity rules. Status codes identify the current status of a detail line and the next status to which to advance the line. You must define status codes in ascending numerical order. For example, you can set up status codes for purchase order stock line types, as follows:

Current	Next	
210	240	(Enter Order)
240	380	(Approve Order)
380	400	(Print Order)
400	999	(Receive Order)

You can change the progression of steps by indicating alternate next status codes. For example, using the activity rules above, you can bypass the Print Order step for orders that you send electronically. To do this, you must assign an alternate next status code (400) to the Approve Order step. You can then assign the alternate code to detail lines in the approval process.

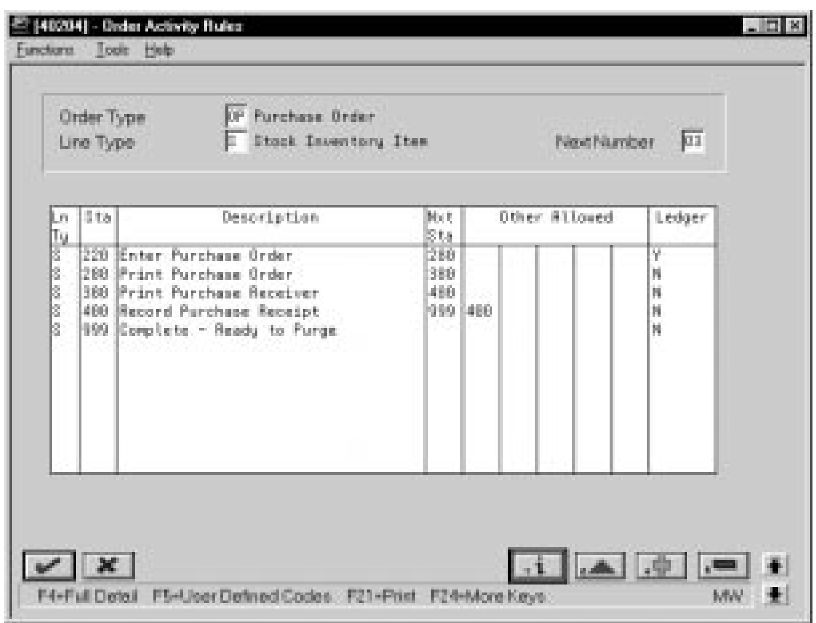
You can specify that the system writes a record to the Purchasing Ledger table when a detail line enters a certain step in the activity rules.

Before You Begin

- ❑ Verify that you have set up status codes in user defined code table 40/AT
- ❑ Verify that you have set up order types in user defined code table 00/DT
- ❑ Verify that you have set up order line types

▶ To set up order activity rules

On Order Activity Rules



Complete the following fields:

- Order Type
- Line Type
- Next Number
- Stat (Status Code)
- Description
- Nxt Sta (Next Status Code)
- Other Allowed
- Ledger

Field	Explanation
Order Type	A user defined code (00/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 Purchase Order Processing documents J General Accounting/Joint Interest Billing documents S Sales Order Processing documents

Field	Explanation
Line Type	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include: S Stock item J Job cost N Non-stock item F Freight T Text information M Miscellaneous charges and credits W Work order . . . . *Form-specific information* . . . . 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
Stat	A user defined code (system 40/type AT) that indicates the status of the line.
Nxt Stat	A user defined code (40/AT) that indicates the next step in the order process.
Other Allowed	This is an optional field indicating a status that can be performed as the next step in the order process. Although this is not the preferred or expected next step, this field is an allowed override. The system does not allow you to initiate an order line step or status not defined as either the expected next status or an allowed status. Other allowed status codes let you bypass processing steps. These codes are often referred to in processing options as "override next status codes."

Field	Explanation
Ledger Record (Y/N)	A code that tells the system to write a record to the history table (F42199 for Sales Order Management and F43199 for Purchase Order Management). Valid codes are: Y Write a record for selected fields to the history table N Do not write a record to the history table

What You Should Know About

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
- ❑ Define item availability
- ❑ Define system constants
- ❑ Define batch control constants

Before You Begin

- ❑ Create an address book record for each branch/plant
- ❑ Set up a branch/plant named *ALL*
- ❑ Set up each branch/plant as a business unit

Defining Branch/Plant Constants

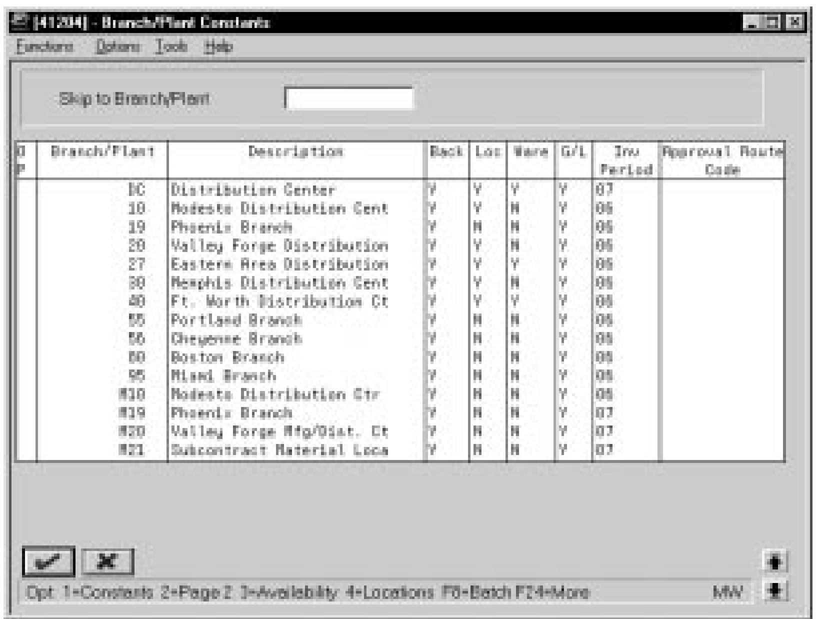
From Stock Based Procurement (G43A), enter 29

From Procurement System Setup (G43A41), choose Branch/Plant Constants

Branch/plant constants allow you to customize the processing of daily transactions for each branch/plant in your distribution and manufacturing systems.

▶ To define branch/plant constants

On Branch/Plant Constants



1. Choose a branch/plant using the constants option.

2. On Branch/Plant Constants – Page 1, complete the following fields:
   - Branch/Plant
   - Brch/Plt Address Number (Branch/Plant Address Number)
   - Interface G/L (Y/N) (Interface General Ledger (Y/N))
   - Number of Days in Year
   - Approval route code
   - Supplier Cross Reference Code
   - Current Inventory Period
   - Purchase Order Issue Cost
   - Inventory Carrying Cost
   - Purchasing Costing Method
   - Location Control

Field	Explanation
Branch/Plant	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table.
Interface G/L (Y/N)	A code that indicates whether inventory transactions that are processed through this branch/plant create general ledger entries. Valid codes are: Y Yes N No
Number of Days in Year	The number of days that you are open for business in a year. This number must be between 252 and 365. The Purchase Management system uses this number to calculate economic order quantity (EOQ). This is a required field.
Approval Route Code	A code that determines to whom an order is routed for approval.
Supplier Cross Ref. Code	User defined code (system 41, type DT) identifying the type of cross-reference you have set up for this supplier. Example cross-references have been set up for: 1. Substitutes 2. Replacements 3. Bar Codes 4. Customer Numbers 5. Supplier Numbers
Current Inventory Period	A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off). . . . . *Form-specific information* . . . . The current inventory period for a branch/plant should equal the accounting period for its parent company.

Field	Explanation
Purchase Order Issue Cost	The amount that the Purchase Management system uses to calculate the Economic Order Quantity (EOQ). This cost should be the estimate of the cost of materials, labor, and overhead that you incur when you issue a single purchase order. The default value is .00. For example: S Purchase Order Issue Cost = 15.0 I Inventory Carrying Cost = .09 (9%) Y Annual Sales in Units = 3,000 C Unit cost of Item = 10.0 Economic Order Quantity = Square root of ((2S/I) x (Y/C)) Square root of [(2)(15) divided by 0.09] x 3,000 divided by 10.0 = 316.23
Inventory Carrying Cost (%)	The percentage of inventory investment that the Purchase Management system uses to calculate Economic Order Quantity (EOQ). The default is .00. Enter a percentage as a decimal value. The following example shows how EOQ is determined using the Inventory Carrying Cost Percentage: S Purchase Order Issue Cost = 15.0 I Inventory Carrying Cost = .09 (9%) Y Annual Sales in Units = 3,000 C Unit Cost of Item = 10.0 EOQ = Square root of ((2S/I) x (Y/C)) = the square root of (2(15) divided by .09)) * (3000 divided by 10) = 316.23 NOTE: Access field help for the Economic Order Quantity field for information on the EOQ formula.
Purchasing Costing Method	A code (table 40/CM) that indicates the cost method that the system uses to determine the cost of the item for purchase orders. Cost methods 01-08 are hard-coded.
Location Control (Y/N)	A code that indicates what type of location control the system requires. You should use location control if you want to use only locations that are in the Location Master table. Valid codes are: Y Yes, use only locations in Location Master (F4100). N No, do not restrict locations to those in Location Master. Use all locations, as long as they conform to the location format defined on Branch/Plant Constants – Page 2. If Warehouse Control is set to Yes, Location Control also must be set to Yes.

Defining Item Availability

From Stock Based Procurement (G43A), enter 29

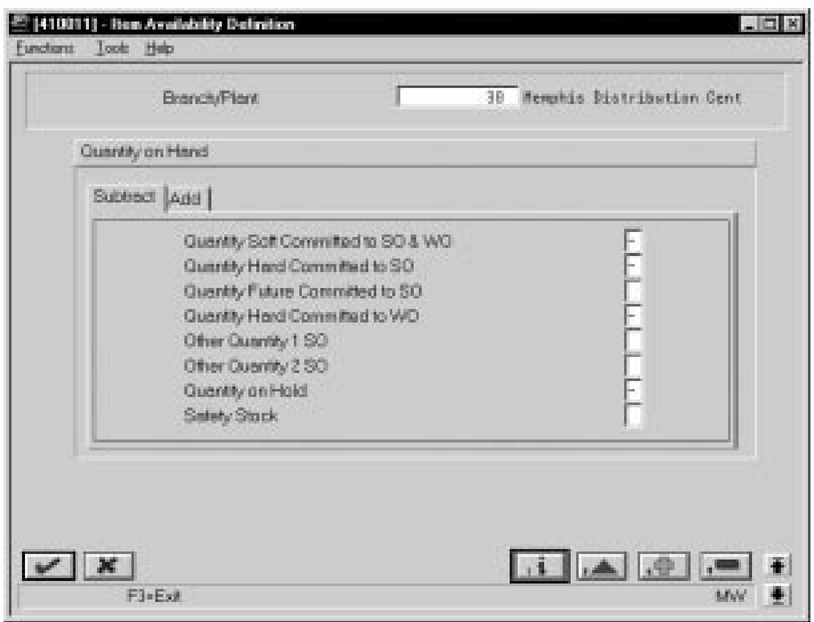
From Procurement System Setup (G43A41), choose Branch/Plant Constants

You must define how you want the system to calculate item availability for each branch/plant. This calculation impacts how the system calculates on-hand items.

▶ 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)* for more information about quantities

Defining System Constants

From Stock Based Procurement (G43A), enter 29

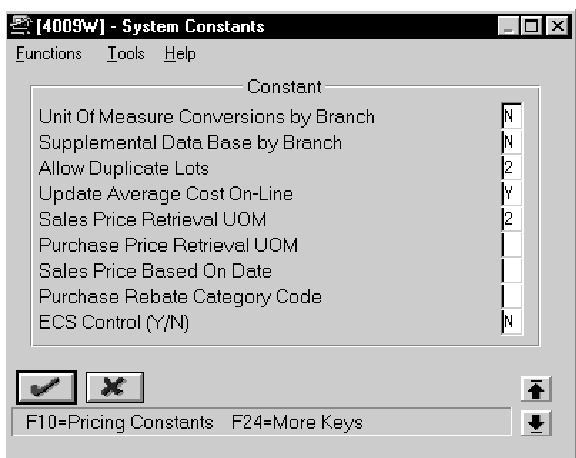
From Procurement System Setup (G43A41), choose Branch/Plant Constants

Set up system constants to determine how the system performs certain functions. For example, assume that you have several branch/plants and you use different units of measure for the items in each branch/plant. You can set a system constant to automatically convert units of measure by branch.

▶ To define system constants

On Branch/Plant Constants

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
   - Purchase Price Retrieval Unit of Measure
   - Purchase Rebate Category Code

Field	Explanation
Unit Of Measure 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 table.
Supplemental Data Base by Branch	A code that indicates how the system uses the branch/plant within the Inventory Management 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 whether the system can assign the same lot to multiple items. Valid values are: 1 Do not allow duplicate lots. The lot is restricted to one item and one branch/plant. 2 Allow duplicate lots. You can create a lot that contains multiple items and branch/plants. 3 Do not allow duplicate lots. The lot is restricted to one item, but can contain quantities in multiple branch/plants.
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 table (F41051). The system calculates a new average cost when you run the Average Cost Update program.
Purchase Price Retrieval UOM	A value that represents the unit of measure that 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 repeats the process using the primary UOM of the item.
Purchase Rebate Category Code	A number in the system constants that determines which category code the system uses in the criteria for inclusion comparison.

Defining Batch Control Constants

From Stock Based Procurement (G43A), enter 29

From Procurement System Setup (G43A41), choose Branch/Plant Constants

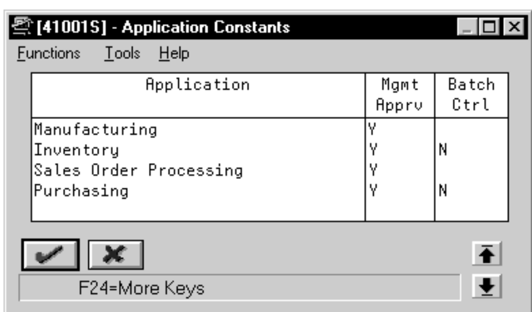
Defining batch control constants prevents the system from applying changes that unauthorized personnel make to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch processing job. You might enter batch control information to compare the anticipated size of the job to the end result.

You must define management approval and batch control separately for each distribution and manufacturing system that you use.

▶ To define batch control constants

On Branch/Plant Constants

1. Access Application Constants.



2. On Application Constants, complete the following fields:
   - Mgmt Apprv (Management Approval)
   - Batch Ctrl (Batch Control)

Field	Explanation
Mgmt Apprv	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 Yes, assign a status of Pending to each batch that you create within the listed systems. N No, assign a status of Approved to each batch.

Field	Explanation
Batch Ctrl	A code that indicates whether to require entry of batch control information. For each batch, the system displays a batch control form where you must enter information about the number of documents and the total amount of the transactions that you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to the Inventory Management and the Purchase Order Management systems. Valid values are: Y Yes. In Inventory Management, Y displays a batch control form before you issue, adjust, or transfer inventory. In Purchase Order Management, Y displays a batch control form before you enter receipts. N No, do not require entry of batch control information.

Set Up Automatic Accounting Instructions

Setting Up Automatic Accounting Instructions

From Stock Based Procurement (G43A), enter 29

From Procurement System Setup (G43A41), choose Automatic Accounting Instructions

You set up automatic accounting instructions (AAIs) to determine the accounts to which the system distributes general ledger entries. For example, in the Procurement system, the system creates journal entries when you receive an inventory item. You set up AAIs to indicate the accounts for which the system creates the journal entries.

There are multiple AAI tables for the Procurement system, each of which applies to a certain type of transaction. In each table, you specify a general ledger account for each unique combination of company, document type, and G/L class.

For example, you can set up an AAI table for inventory receipt transactions. Each time you enter a receipt for an inventory item, the system determines the general ledger account to which to debit the receipt based on the company, document type, and G/L class for the receipt.

The system stores AAIs in the Automatic Accounting Instructions Master table (F4095).

AAI Tables for the Procurement System

The types of AAI tables in the Procurement system include:

- AAIs for receipts and voucher match
- AAIs for variances
- AAIs for tax liabilities
- AAIs for receipt routing
- AAIs for landed costs
- AAIs for zero balance adjustments

The following explains the AAI tables used by the Procurement system.

AAIs for Receipts and Voucher Match

These AAI tables determine which accounts are debited and credited when you enter purchase order receipts or create vouchers.

4310	Journal entry debit to an inventory evaluation account that is created from the Purchasing Receipts program.
4315	Journal entry debit to a non-stock inventory account 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 a received not vouchered account that is created from the Purchasing Receipts program.

AAIs for Variances

These AAI tables determine which accounts are debited and credited when there is a variance in the cost of an item.

4330	Journal entry credit or debit to a receipt cost/actual cost paid variance account that is created from the Voucher Match program.
4332	Journal entry credit or debit to an actual cost paid variance/cost of sales account that is created from the Voucher Match program.
4335	Journal entry credit or debit to a standard cost/actual cost variance account that is created from the Purchasing Receipts program.
4337	Journal entry debit to a manufacturing material burden account that is created from the Purchasing Receipts program. (Used in conjunction with standard costs.)
4340	Journal entry credit or debit to record an exchange rate variance that is created from the Voucher Match program. Variance occurs if the purchasing rate is different between the time of receipt and the time of voucher creation.

AAIs for Tax Liabilities

These AAI tables determine which accounts are debited and credited when you work with tax liabilities.

4350	Journal entry debit for accrued purchasing taxes that is created from the Purchasing Receipts and Voucher Match programs.
4355	Journal entry credit to a tax received but not vouchered temporary liability account that is created from the Purchasing Receipts program.

AAIs for Receipt Routing

These AAI tables determine which accounts are debited and credited as you process items through a receipt route.

4365	Journal entry credit to a prior to receipt/compliance liability account that is created when you transfer items to a receipt routing operation prior to the operation at which you assume payment liability for the items.
4370	Journal entry debit or credit to a routing operation account that is created when you transfer items to or from an operation in a receipt route.
4375	Journal entry debit to an inventory disposition account that is created during the receipt routing process. Typically, this is a result of goods being damaged. However, payment is still required.

AAIs for Landed Costs

These AAI tables determine which accounts are debited and credited when you work with landed costs.

4385	Journal entry debit for landed costs/expense adjustments that is created during the Purchasing Receipts, Stand-Alone Landed Costs, or Voucher Match programs.
4390	Journal entry credit for landed costs/expense adjustments that is created during the Purchasing Receipts, Stand-Alone Landed Costs, or Voucher Match programs.

AAIs for Zero Balance Adjustments

These AAI tables determine which accounts are debited and credited when you work with zero balance adjustments.

4400	Journal entry to credit an 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 an inventory evaluation account that is created from the Purchasing Receipts program. This debit occurs when receipt results in on-hand quantity ending at zero, with a remaining general ledger cost. Typically, this is the result of a transaction reversal at a different cost than the original transaction.

▶ To set up automatic accounting instructions

On Automatic Accounting Instructions

1. Choose AAI Revisions for the AAI table for which you want to define accounts.
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
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries. . . . . *Form-specific information* . . . . In the inquiry field at the top of the form, the asterisk (*) is the default value. It causes the system to display AAIs for all companies.
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Payroll documents I Inventory documents O Order processing documents J General ledger/joint interest billing documents The system creates offsetting entries as appropriate for these document types when you post batches. . . . . *Form-specific information* . . . . In the inquiry field at the top of the form, the asterisk (*) is the default and causes the system to display all document types.

Field	Explanation
G/L Cls	A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows: 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, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI.
Bus. Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses this value for Journal Entries if you do not enter a value in the AAI table. . . . . *Form-specific information* . . . . If you leave this field blank, the system uses the business unit that you entered on the work order, in the Charge to Cost Center field.

Field	Explanation
Object Account	The object account portion of a general ledger account. The term “object account” refers to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). If you are using a flexible chart of accounts and the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because the system enters three blank spaces to fill a 6-digit object.
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. . . . . *Form-specific information* . . . . If you leave this field blank, the system uses the value you entered on the work order in the Cost Code field.

What You Should Know About

Entering memo text You can enter memo text for each AAI table on the generic text form.

Create Tolerance Rules

Creating Tolerance Rules

From Stock Based Procurement (G43A), enter 29

From Procurement System Setup (G43A41), choose Tolerance Rules

You create tolerance rules to determine how much a detail line can change before it exceeds tolerance. For example, you enter a receipt for which the quantity exceeds more than 10 percent of the quantity entered on the purchase order. You can have the system prevent the transaction for exceeding tolerance.

You create tolerance rules to specify the number or percentage by which the following values can change:

- Quantity
- Unit cost
- Extended amount

You can set tolerance rules for three types of transactions:

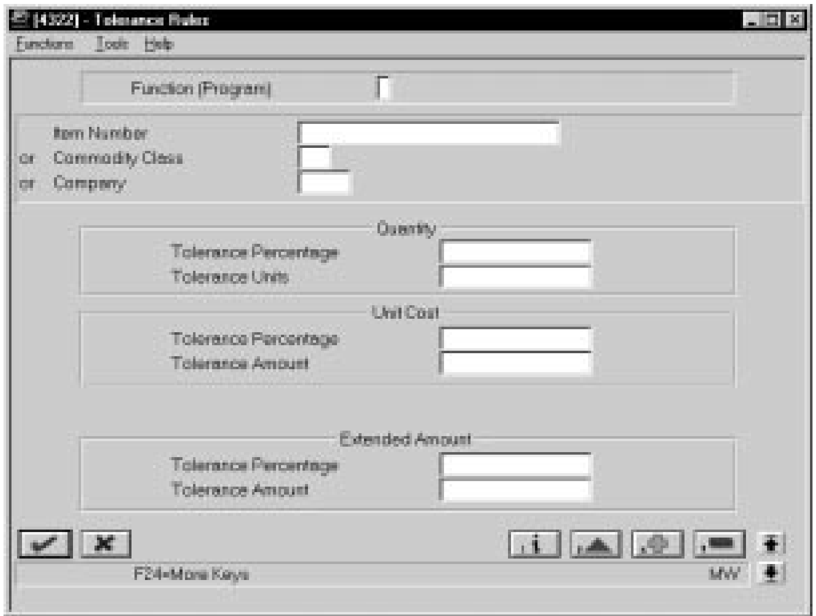
- Receiving
- Creating vouchers
- Creating purchase orders through requisition consolidation and blanket release

If a detail line exceeds tolerance, the system either displays an error message or prevents you from entering the transaction, depending on how you set the processing options. During voucher match, you can also specify that the system assign a pay status code to lines exceeding tolerance.

If you do not specify a percentage or amount for the quantity, unit cost, and extended amount categories, the system will not perform tolerance checking for the category that you leave blank.

▶ To create tolerance rules

On Tolerance Rules



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
Function (Program)	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.
Quantity: Tolerance Percentage	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.
Quantity: Tolerance Units	Number of units above which the system accepts a purchase order line without issuing a warning message. The unit is based on the line quantity and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.
Unit Cost: Tolerance Percentage	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.
Unit Cost: Tolerance Amount	Tolerance amount above which the system accepts a purchase order line without issuing a warning message. The amount is based on the line price and is used during the receiving process. If you leave this field blank, the system does not perform tolerance checking.
Extended Amount: Tolerance Percentage	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
Extended Amount: Tolerance Amount	Tolerance amount above which the system accepts a purchase order line for the commodity can be accepted without issuing a warning message. The amount is based on the line price and is used during the matching process. If you leave this field blank, the system does not perform tolerance checking.

What You Should Know About

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 *NONE in the percentage or amount fields. When you enter *NONE for a tolerance percentage or amount, you cannot receive, voucher, or release over the amount on the original purchase order line.

Set Up Purchase Order Hold Information

Setting Up Purchase Order Hold Information

From Stock Based Procurement (G43A), enter 29

From Procurement System Setup (G43A41), choose Order Hold Information

You can put an order on hold to prevent it from being processed. When you assign a hold code to an order, the system does not allow you to process the order until you release the hold.

You must set up the individual hold codes that you intend to assign to orders. Each hold code can identify a certain type of hold. For example, you might set up a hold code to identify purchase orders that exceed budget. You might set up another hold code to identify purchase orders that exceed the maximum order amount.

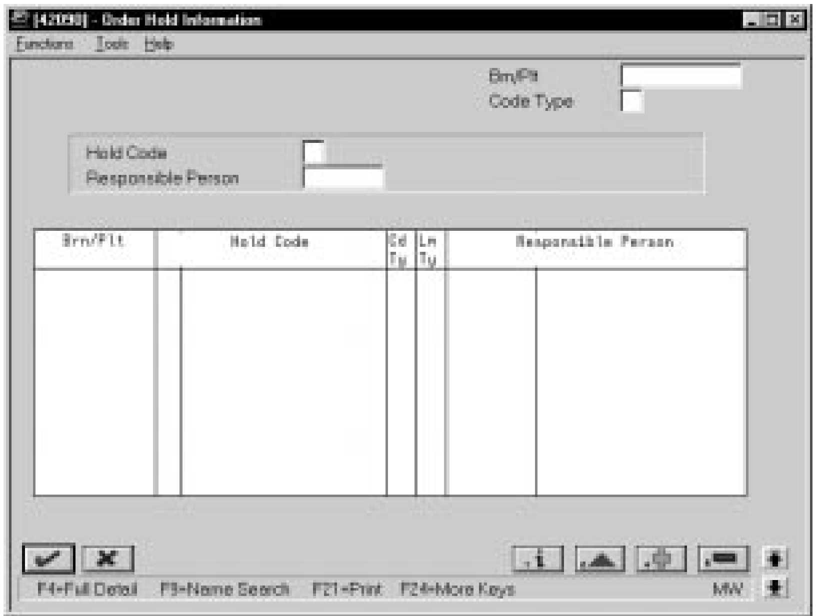
You can specify the person who is responsible for reviewing and releasing a certain type of order hold. You must specify a password for each hold code. Only those individuals who know the password can release an order to which the hold code is assigned.

Before You Begin

- ❑ Verify that you have set up hold codes in user defined code table 42/HC

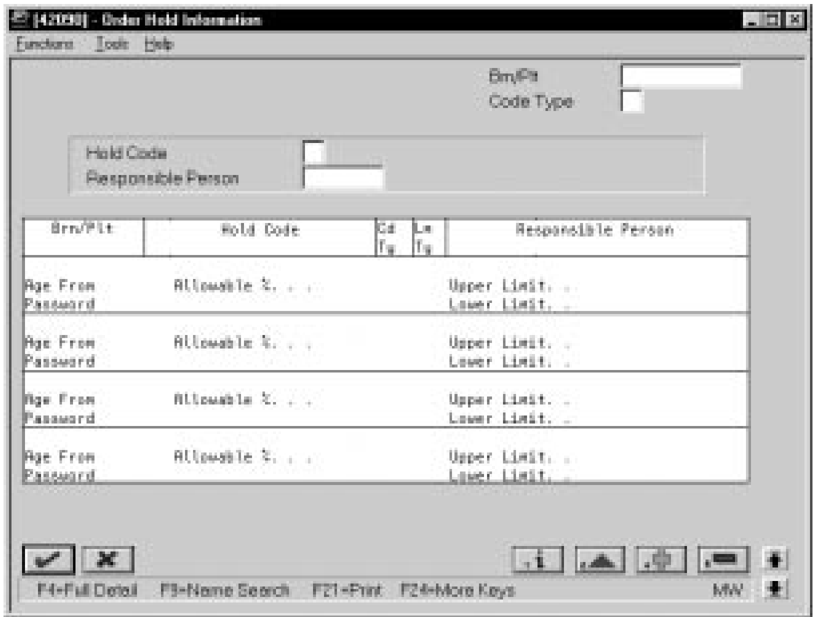
▶ To set up purchase order hold information

On Order Hold Information



1. To define new order hold codes, complete the following fields:
   - Branch/Plant
   - Hold Code
   - Responsible Person

2. Access the fold area.



3. Complete the following field:
   - Password

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). . . . . *Form-specific information* . . . . Enter the Hold Code that you want to review in the first Hold Code field. You define hold codes (user defined code table 42/HC) to identify why a particular order was placed on hold. Enter each hold code that you want to define in the Hold Code column. This is a required field when you add a new code. The system retrieves the description from the user defined code table 42/HC.
Responsible Person	The address book number of the person that is responsible for reviewing and releasing orders placed on hold.

Field	Explanation
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

System assigned hold codes	The system will automatically assign budget holds to orders if you set processing options for purchase order entry accordingly. The system will also assign a hold code to an order if you have entered a hold code for the supplier on procurement instructions. You must manually assign all other hold codes to purchase orders. Criteria for hold codes such as upper limit, lower limit, and limit type pertain to sales orders only.

See Also

- *Entering Purchase Order Holds (P42070)*
- *Releasing Purchase Order Holds (P42070)*
- *Setting Up Order Hold Codes (P42090)* in the *Sales Order Management Guide*

Processing Options for Order Hold Constants

```
Enter Branch                                         ____________
```

Set Up Landed Costs

Setting Up Landed Costs

From Stock Based Procurement (G43A), enter 29

From Procurement System Setup (G43A41), choose Landed Cost Revisions

Landed costs are costs that exceed the purchase price of an item. They are generally associated with the expected delivery charges of an order, but might also be for broker fees, commissions, and so on.

You can assign landed costs to a specific item and branch/plant or to a cost rule (a group of landed costs to which you assign a name). After you create a cost rule, you can assign it to an inventory item, a supplier, a purchase order, or a detail line. By 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 specify:

- The effective dates
- The supplier to which the cost is paid
- The general ledger class code to which you apply the cost

You can also specify:

- Whether to match the cost using the Voucher Entry program
- Whether to include the cost in item cost updates

The system searches for landed costs that apply to a detail line in the following order:

1. Searches for landed costs that are assigned to the item/branch on Landed Cost Revisions.
2. Searches for a cost rule that is assigned to the detail line.
3. Searches for a cost rule that is assigned to the purchase order.
4. Searches for a cost rule assigned to the item and branch/plant on Branch Plant Information.
5. Searches for a cost rule assigned to the item on Item Master Information.

You determine when to add 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.

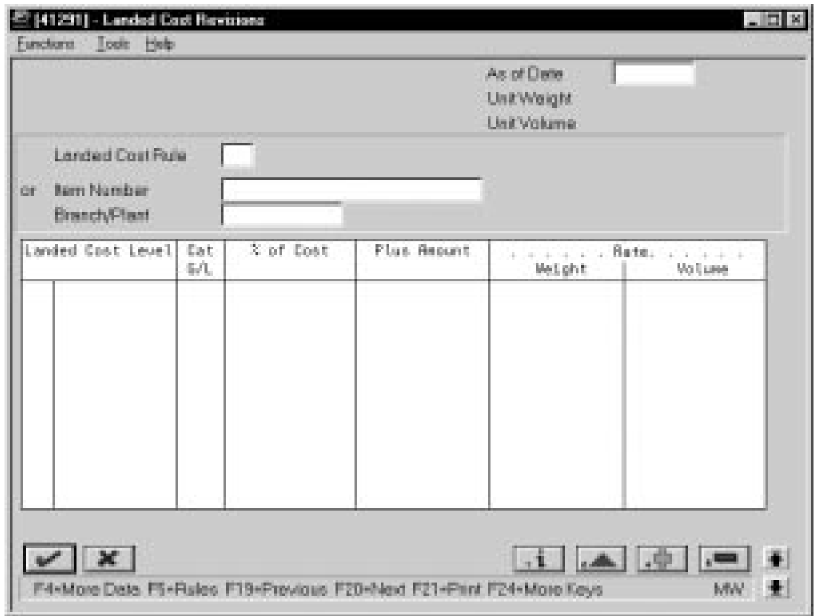
You determine at which point the system adds landed costs to a detail line. For example, you can add landed costs during the receipt process, the voucher match process, or as a stand-alone process.

Before You Begin

- ❑ Set up the landed cost 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



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
Landed Cost Rule	A user defined code (41/P5) that indicates the landed cost rule for an item. The landed cost rule determines purchasing costs that exceed the actual price of an item, such as broker fees, commissions, and so forth. You set up landed cost rules on Landed Cost Revisions.
Landed Cost Level	User defined code (table 40/CA) designating an add-on cost. This code also specifies the sequence of the cost add-ons for a particular item or group of items.
% of Cost	Percentage of the item's primary purchasing cost that the system add as a landed cost component to the base cost of the item as indicated on a purchase order.
Plus Amount	An amount to be added to the indicated cost to equal the total cost amount.
Rate Weight	The system multiplies the rate you add to this field by the unit weight you specify for an inventory item to calculate a landed cost component.
Volume	The system multiplies the rate you add to this field by the unit volume you specify for an inventory item to calculate a landed cost component.
Based on Level	User defined code (table 40/CA) designating the basis of cost for an item. If you use this code, you can roll costs based on a previous level total.

Field	Explanation
G/L Cat	A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows: 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, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI. . . . . *Form-specific information* . . . . Enter the value for the G/L account to which you want to add a particular landed cost. You use AAI tables 4385 and 4390 to specify landed cost accounts. You can assign different landed costs to different accounts. For example, you can enter brokerage fees separately from harbor fees.

Field	Explanation
Eff From Date	A date that indicates one of the following: • When a component part goes into effect on a bill of material • When a routing step goes into effect as a sequence on the routing for an item • When a rate schedule is in effect The default is the current system date. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter. . . . . *Form-specific information* . . . . A date you can enter to limit the information that displays. If you leave this field blank, the system displays information for all dates.
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.

Field	Explanation
Eff Thru Date	A date that indicates one of the following: • When a component part is no longer in effect on a bill of material • When a routing step is no longer in effect as a sequence on the routing for an item • When a rate schedule is no longer active The default is December 31 of the default year defined in the Data Dictionary for Century Change Year. You can enter future effective dates so that the system plans for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Control, and Capacity Requirements Planning. The Material Requirements Planning system determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates you enter.
Include in Unit Cost (Y/N)	Indicate whether you want the landed cost to be added to the item's unit cost. Valid values are: Y Add the landed cost to the unit cost N Do not add the landed cost to the unit cost
Supplier	The supplier from whom you are purchasing items or services. . . . . *Form-specific information* . . . . Enter a supplier address number when you know the supplier for the landed cost. You can override this value when you receive the item.

What You Should Know About

AAIs

The G/L Class Code field determines the general ledger accounts for which the system creates journal entries for landed costs. You use AAI tables 4385 and 4390 to specify landed cost accounts.

Set Up Non-Stock Items

Setting Up Non-Stock Items

From Non-Stock Procurement (G43B), enter 29

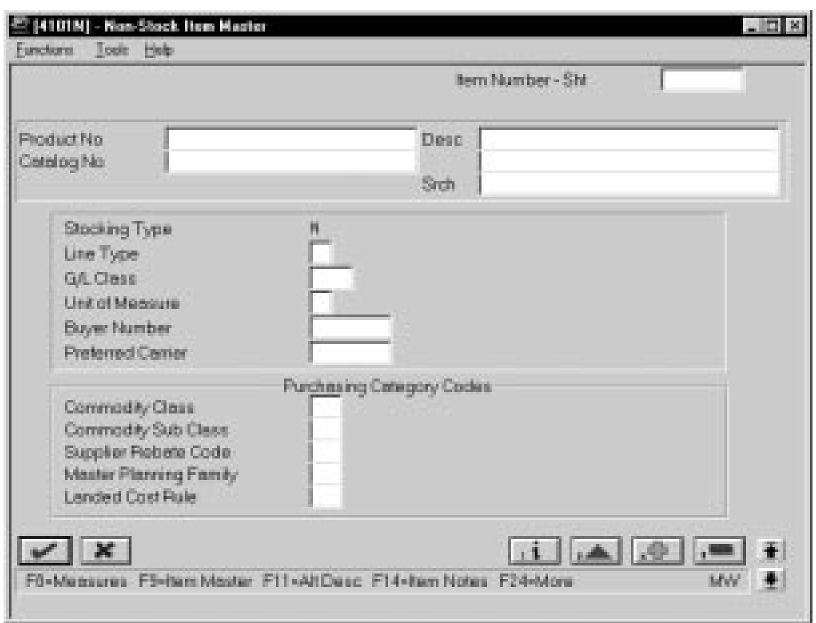
From Non-Stock Procurement System Setup (G43B41), choose Non-Stock Item Master

You can define information for items that you do not account for as part of your inventory. Non-stock Item Master Information is similar to Item Master Information. However, it contains only those fields that pertain to non-stock items.

For each non-stock item that you set up, the system creates a record in the Item Master table (F4101).

▶ To set up non-stock items

On Non-Stock Item Master



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
Product No	The system provides three separate item numbers plus an extensive cross-reference capability to alternate item numbers. These item numbers are: 1. Item Number (short) – An 8-digit, computer-assigned item number. 2. 2nd Item Number – The 25-digit, free–form, user defined, alphanumeric item number. 3. 3rd Item Number – Another 25-digit, free–form, user defined, alphanumeric item number. In addition to these three basic item numbers, an extensive cross-reference search capability has been provided (see XRT). Numerous cross-references to alternate part numbers can be user defined (for example, substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers).
Catalog No	The system provides three separate item numbers plus an extensive cross reference capability to alternate item numbers. These item numbers are as follows: 1. Item Number (short) – An 8-digit, computer-assigned item number. 2. 2nd Item Number – The 25-digit, free-form, user defined alphanumeric item number. 3. 3rd Item Number – Another 25-digit, free-form, user defined alphanumeric item number. In addition to these three basic item numbers, an extensive cross-reference search capability has been provided (see XRT). Numerous cross-references to alternate part numbers can be user defined, such as substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers.
Description	A brief description of an item, a remark, or an explanation.

Field	Explanation
Srch:	A field that specifies how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order in which you are likely to enter them. In single-byte environments, where computer storage space can contain only Latin-based language character sets, the system inserts the first 30 characters from the item's description if you do not enter search text. In double-byte environments where computer storage space can contain more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. This is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).
Stocking Type	A user defined code (41/I) that indicates how you stock an item(for example, as finished goods, or as raw materials). The following stocking types are hard-coded and you should not change them: B Bulk floor stock C Configured item F Feature K Kit parent item N Non-stock
G/L Class	A user defined code that identifies the G/L offset to use when the system is searching for the account to which it will post the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field. The table of Automatic Accounting Instructions (AAIs) allows you to predefine classes of automatic offset accounts for the Inventory, Purchase, and Sales Order Management systems. G/L categories might be assigned as follows: 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, the system uses only the last two characters of the Category and the last character of the Document Type to find the AAI.

What You Should Know About

Maintaining non-stock items	You cannot add or maintain non-stock items at the branch/plant level. You can maintain non-stock items only at the item level.
Adding additional information for non-stock items	You can access additional forms that allow you to define and maintain further information about a 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 – Revisions

```
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 Templates for Purchase Orders

Setting Up Templates for Purchase Orders

You can set up templates to streamline the order entry process. Templates contain items that you frequently order, and the quantity in which you usually order them. You can access templates during purchase order entry to select items to order.

Each template contains a specific group of items. You can create standard templates for general use, or you can specify the supplier or system user to whom a template applies. You use processing options to specify whether templates apply to suppliers or system users.

When you set up an order template, you enter the items and item quantities to include on the template. You can have the system enter items on a template based on existing purchase orders that you choose. You can also create or revise a template in batch mode using information from existing purchase orders.

Setting up order templates consists of the following tasks:

- ❑ Creating a purchase order template
- ❑ Creating a template using existing purchase orders
- ❑ Revising a template in batch mode

Before You Begin

- ❑ Set up names of order templates in user defined code table 40/OT

See Also

- *Entering Items Using Order Templates*

Creating a Purchase Order Template

From Stock Based Procurement (G43A), enter 27

From Procurement Advanced and Technical Ops (G43A31), choose Supplier Template Revisions

An order template is a group of items that you frequently order. You use order templates during purchase order entry to select items to order.

You can create templates that are specific to a certain supplier or system user. This is useful when you frequently order the same items from a certain supplier or when you have a system user that frequently orders the same items.

You can also create standard templates which are not specific to a supplier or user. Instead, they contain items that are frequently ordered from different suppliers or are ordered by numerous system users.

▶ To create a purchase order template

On Supplier Template Revisions

1. Complete one of the following fields, as needed.
   - Suppler Number
   - User Number

The system displays only one of the fields above depending on how you have set processing options. Leave the field blank if the order template you are creating is not specific to a supplier or user.

2. To specify the name of the template, complete the following field:
   - Order Template
3. Choose the items to include on the template by completing the following fields:
   - Item
   - Usual Quantity
   - UM (Unit of Measure)
   - Seq (Sequence Number)
   - Effective From

Field	Explanation
Order Template	A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, packaged goods and so forth.
Usual Quantity	The quantity that is usually ordered.
Effective From	The date on which a transaction, text message, contract, obligation, or preference becomes effective.

Creating a Template Using Existing Purchase Orders

From Stock Based Procurement (G43A), enter 27

From Procurement Advanced and Technical Ops (G43A31), choose Supplier Template Revisions

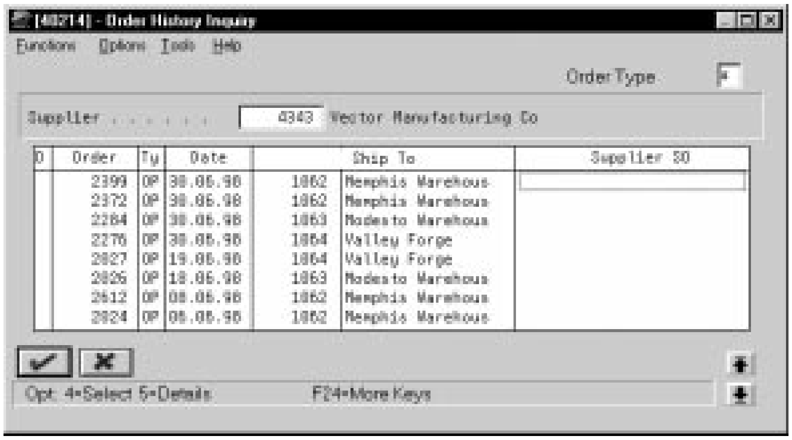
You can quickly create a supplier template or update an existing template based on items and item quantities on existing purchase orders. Based on the purchase orders you choose, the system adds items and item quantities to a template.

▶ To create a template using existing purchase orders

On Supplier Template Revisions

1. Choose the Order History option.

   The system displays Order History Inquiry.



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.

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 for the order you want to use for your template.

   The items and quantities for the order you chose will be copied to the template you are adding.

Revising a Template in Batch Mode

From Stock Based Procurement (G43A), enter 27

From Procurement Advanced and Technical Ops (G43A31), choose Supplier Template Rebuild

You can use Supplier Template Rebuild to create a new order template in batch mode. The system adds items to the new template based on existing orders. You use processing options to define the criteria the system uses to build a new template.

Supplier Template Rebuild creates templates by compiling and applying the supplier item history from the Purchase Order Detail table (F4311).

Processing Options 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 Procurement system
- To maximize your system efficiency and performance by increasing storage space and updating information

About Advanced and Technical Operations

Advanced and technical operations for the Procurement system include the following tasks:

- ❑ Reposting open purchase orders
- ❑ Purging data
- ❑ Updating supplier and item analysis records
- ❑ Converting purchase price levels
- ❑ Working with the subsystem

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

You can automate some processes, such as printing documents or running required procedures, by setting up a subsystem to run them.

Update Supplier and Item Analysis Records

Updating Supplier and Item Analysis Records

From Stock Based Procurement (G43A), enter 27

From Procurement Advanced and Technical Ops (G43A31), choose Supplier Analysis Regeneration

After you install a new release of the J.D. Edwards Procurement system, you must run the Supplier Analysis Regeneration program to update supplier and item analysis records. The procedure updates new fields in the Supplier/Item Relationships table (F43090) based on the receipt data in the Purchase Order Receiver table (F43121).

After you run the Supplier Analysis Regeneration program, you can have the system maintain supplier analysis information interactively when you enter purchase orders, receipts, and vouchers.

You should only run the Supplier Analysis Regeneration 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 procedure 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.
```

Glossary

Glossary

This glossary defines terms in the context of J.D. Edwards systems and the accompanying 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 that the system uses for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instructions. 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 General Ledger Post program to post a debit to a certain expense account and a 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). Formerly known as the *expedient method* and the *fast path method.* Contrast with *G/L method*.

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 A/R 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.

activity type. A code that represents an action that is to be taken when reviewing and working customer accounts for credit and collection management purposes. For example, credit review required and delinquency notice approval required.

adjustment. A payment and receipt application method that modifies an amount, such as a minor write-off or outstanding freight charges and disputed taxes.

algorithm. A predetermined set of instructions or method used to automatically apply receipts to invoices, such as balance forward.

alphabetic character. A letter or other symbol from the keyboard (such as *, &, and #) that represents data. Contrast with *alphanumeric character*, *numeric character*, and *special character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *, &, and #) that represents data. Contrast with *alphabetic character*, *numeric character*, and *special character*.

application. See *system*.

approver number. The user ID of the person who approves vouchers for payment.

as of report. A report that lists information from 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.

AZ ledger. The ledger type that the system uses for cash basis accounting.

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 funds transfer method 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. (1) An accumulation of data to be processed. (2) A group of records brought together to be processed or transmitted at the same time. (3) Pertaining to an activity that involves little or no user interaction.

batch control. A feature that verifies the number of transactions and the total amount in each batch that you enter 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. See batch.

batch number. A unique identifier that the system assigns to a batch for identification purposes.

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 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 to which system the associated transactions pertain. This code controls which records the system selects for processing. For example, the General Journal Post program selects only unposted transaction batches with a batch type of G (General Accounting) for posting.

Boolean logic. See *operand*.

broadcast message. 1. An email message that you send to a number of recipients. 2. A message that appears on a form instead of in your mailbox.

business unit. A division of your business organization that requires a balance sheet or profit and loss statement. Also known as a *cost center.*

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.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method that generates 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 instruct the computer to perform a defined activity.

consolidation. A method of grouping or combining information for several companies or business units. Consolidation is used for budgeting, inquiries, and reports.

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.

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 that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit.*

credit message. A code that indicates information about a customer's account status, such as Over Credit Limit.

credit note reimbursement. A form generated by the system that reclassifies 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 that designates the currency used by 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. An online help function that 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. A detailed transaction history for a customer that includes invoices, receipts, chargebacks, writeoffs, and so on. You use the customer ledger for indepth analysis of A/R information for your customer accounts.

customer payment. See *receipt*.

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.

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 the default for an input field default is N and you do not enter another value in that field, the system supplies an N.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

detail area. An area of a form that displays additional information associated with the records or data items displayed on the form.

display. To cause the computer to show information on a form.

display field. A field of information on a form that contains a code or parameter provided by the system 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 receipt, 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 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 by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

effective date. The date upon which an address, item, transaction, or table becomes effective. For example, the date a change of 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.

EFT. Electronic Funds Transfer. A method of transferring funds from one company's bank account to that of another company.

email. Electronic mail.

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.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the financials tables.

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.

file. See *table*.

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 of an unpaid invoice exceeding the grace period associated with the due date.

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. See *detail area*.

form. A specific set of fields and information displayed on your monitor. Also known as a *screen*.

function. A separate feature within a program that allows you to perform a specific task, for example, the field help function.

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 (G type) that the system applies directly to a G/L account without applying it to a specific invoice. These receipts are typically non-A/R receipts. For example, an insurance reimbursement.

G/L. General ledger.

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). Formerly known as the *tough/right method.* Contrast with *A/P Ledger method*.

G/L offset. A G/L account used by the post program to create automatic offsetting entries.

G/L posted code. A code that indicates the posting status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods Services and Taxes. A tax assessed in Canada.

hard copy. See *printout*.

hash total. A total produced by numbers with different units. For example, the total of amounts expressed in different currencies.

header. Information at the beginning of a table. This information identifies or provides control information for the group of records that follows.

help instructions. Online documentation or explanations of fields.

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 that allocates or distributes 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 where you type data, values, or characters. See *field*. Contrast with *display field*.

install system code. See *system code*.

integrity test. A process that supplements a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job that 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 for which payment was received after the specified due dates.

interest rate computation code. A code that designates the rates and effective dates used for calculating interest charges.

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 a specific invoice or group of invoices. A discount can be allowed or disallowed using invoice match.

job. A single identifiable set of processing actions you instruct 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 submitted for processing. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift the information that you enter in an input field to the right or left side of the field. Many of the programs within J.D. Edwards systems justify information. The system does this after you press Enter.

key field. A field that is 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 that specifies a language for the computer to use when displaying information.

leading zeros. A series of zeros that certain programs 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 system 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 might also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. 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 voucher. A voucher that is not applied to a specific supplier or invoice. Instead, it is applied to a G/L suspense account, where it is held until you redistribute it to the correct G/L account or accounts.

mail distribution list. A list of people to whom you send email 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. For example, a receipt is the matching document of an invoice.

menu. A form that displays selections. Each of these selections represents an application, report, batch process, or another menu.

menu levels. 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

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 sometimes 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 with which the journal entries, invoices, vouchers are associated, 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.

next numbers. A feature that 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).

NSF receipt. Non-sufficient funds receipt. A procedure that designates that a customer's bank account does not have sufficient funds available to pay the receipt. Designating a receipt as NSF reverses (deletes) the receipt and reopens the associated invoice.

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character*, *alphanumeric character*, and *special 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 form in a J.D. Edwards system, you are online. See *interactive processing*. Contrast with *offline*.

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. The Boolean logic operand instructs 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

option. A selection from a form that performs a particular function or task.

original document. The document that initiates a transaction in the system.

output. Information that the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. See *print queue*.

override. The process of entering a code or parameter other than the one provided by the system. Many forms have default field values that the system displays when it displays the form. 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. The system uses the password uses to identify you as a valid user.

pay item. A line item in a voucher or an invoice.

pay status. The current condition of the payment or receipt, such as paid or payment-in-process.

payment. The payment that you make to a supplier. 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 group. A system-generated group of payments with similar information, such as bank account. The system processes all payments in a payment group at the same time.

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 an 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. Also known as a *hard copy*.

print queue. A list of tables, such as reports, that you have submitted to be written to an output device, such as a printer. The computer spools the tables until it writes them. After the computer writes the table, the system removes the table's identifier from the list. Also known as an *output queue*.

processing options. A feature 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 formats, control the format in which information is printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that instructs the computer to perform a specific task or group of tasks.

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 can use both period average and period-end rates, distinguishing them by rate type.

realized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is realized when you pay the invoice or voucher. Contrast with *unrealized gain or loss.*

receipt. The payment you receive from a customer.

receipt logging. See *logged receipt*.

record. A collection of related, consecutive fields of data that 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 or invoice 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 journal entry. A procedure that allocates or distributes expenses, budgets, adjustments, and so on among business units, based on actual numbers.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process that creates the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process that updates a customer's credit and collection information, such as Credit Analysis Refresh.

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 process that creates an opposite entry when the original transaction is posted to the general ledger.

reverse image. Text on a form 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).

routing/transit number. A number that uniquely identifies U.S. banks. This number is assigned by the Federal Reserve Board. It consists of two parts: a routing number and a transit number.

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

screen. See *form*.

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. Selections represent programs or menus that you can access from a given menu.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. A code 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.

SIC. Standard Industry Classification. A U.S. government code that classifies U.S. companies according to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

soft coding. A group of features that allow 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 instruct the computer what tasks to perform and how to perform them.

special character. Symbols that are neither letters nor numbers. Some examples are *, &, and #. Contrast with *alphabetic character*, *alphanumeric character*, and *numeric character*.

special period/year. The date that determines the source balances for an allocation.

speed code. A user defined code that represents a G/L account number. You can use speed codes to simplify data entry by making G/L accounts easier to remember.

spool. The function by which the system stores generated output 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. (1) A payables and receipts application method that distributes and applies an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices. (2) A budgeting process that distributes amounts over a number of periods.

stop date. The date that an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system.

subfile. See *detail area*.

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 known as a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

suspense account. A G/L account that holds funds until they can be allocated to the correct account. Also known as a *transit account*.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of systems are Accounts Payable, Inventory, and Order Processing. Also known as an *application.*

system code. The code that identifies a J.D. Edwards system. For example, 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

table. A collection of related data records organized for a specific use and electronically stored by the computer. Also known as a *file*.

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 (type input) code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An email 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 the taxes you enter manually may vary from the tax calculated by the system.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. See *suspense account*.

translation adjustment account. An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

unapplied receipt. A receipt that is applied to a customer's account balance instead of being matched to an invoice or group of invoices.

unrealized gain or loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain or loss is unrealized until you pay the invoice or voucher. Contrast with *realized gain or loss.*

update payments. For example, to 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 that 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 user defined codes. For example, ST for the Search Type codes list in the Address Book system. J.D. Edwards provides a number of these lists for each system. You can create and define lists of your own.

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 verifies the information you enter against the list of valid codes.

variable numerator allocations. A procedure that allocates or distributes 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*.

vocabulary overrides. A feature that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A process that creates a reversing entry for the original transaction. Voiding a transaction leaves an audit trail.

voucher logging. See *logged voucher*.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. The contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A 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 program, 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 or avenue.

worked. A code that indicates 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 method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. 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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