

Materials Control

Non Inventory Ordering

microS® | **FIDELIO**

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General Information:

In order to be able to read this document correctly please load the KEYCAPS font in your word-processing application. The necessary files can be found on the FTP server in the documentation directory.

This document will describe the setup and use of Non-Inventory Ordering.
This function is available since version 8.4.00 / 10.01

Introduction:

This function was implemented in order to handle orders for non-inventory articles and e.g. services in a better way. It offers the user also a complete history of the orders.

It will be necessary to use the following features as well in order to build a secure access structure:

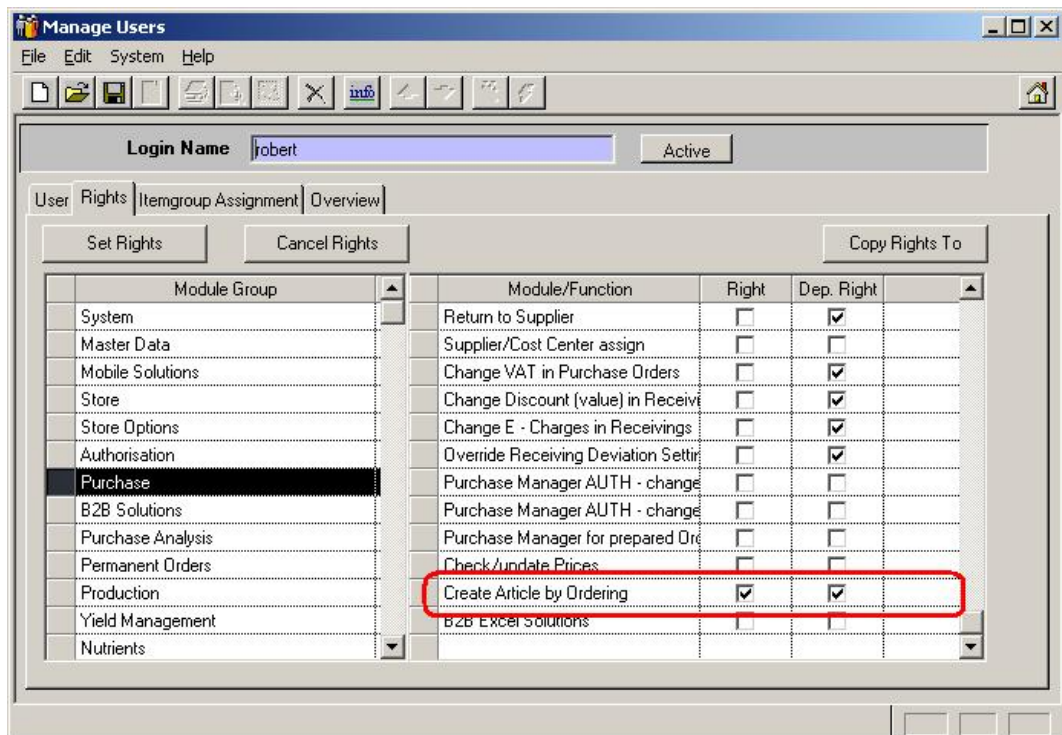
- User- / Item Group- Filter
- Supplier- / Cost Center- Assignment
- Cost Center Filter for Users
- Authorization by Value
- Accounts should be setup properly (Account Classes are recommended!)

I. CONFIGURATION:

1) SYSTEM > USERS

The user right for this function must be enabled

Goto System > Users > select the user > click on the tab "Rights" > select the section Purchase >



This will allow the user to access the function.

II. WORKFLOW:

2) PURCHASE > PURCHASE ORDERS

The new function will be accessed through the usual ordering module.

This is the reason why the cost center filters and item group assignment should be in place.

Goto Purchase > Purchase Orders > click on the “new” icon to create a new purchase order > click on “New Position”:

QTY/BU	Price/BU (+Di)	Price/BU	Article No.	Base Unit	Price/Unit	Price <FC>	Discou	2nd

Here the user can now:

- Select in the article box an existing article
- Click on the “New” icon to create a new article

Select an existing article:

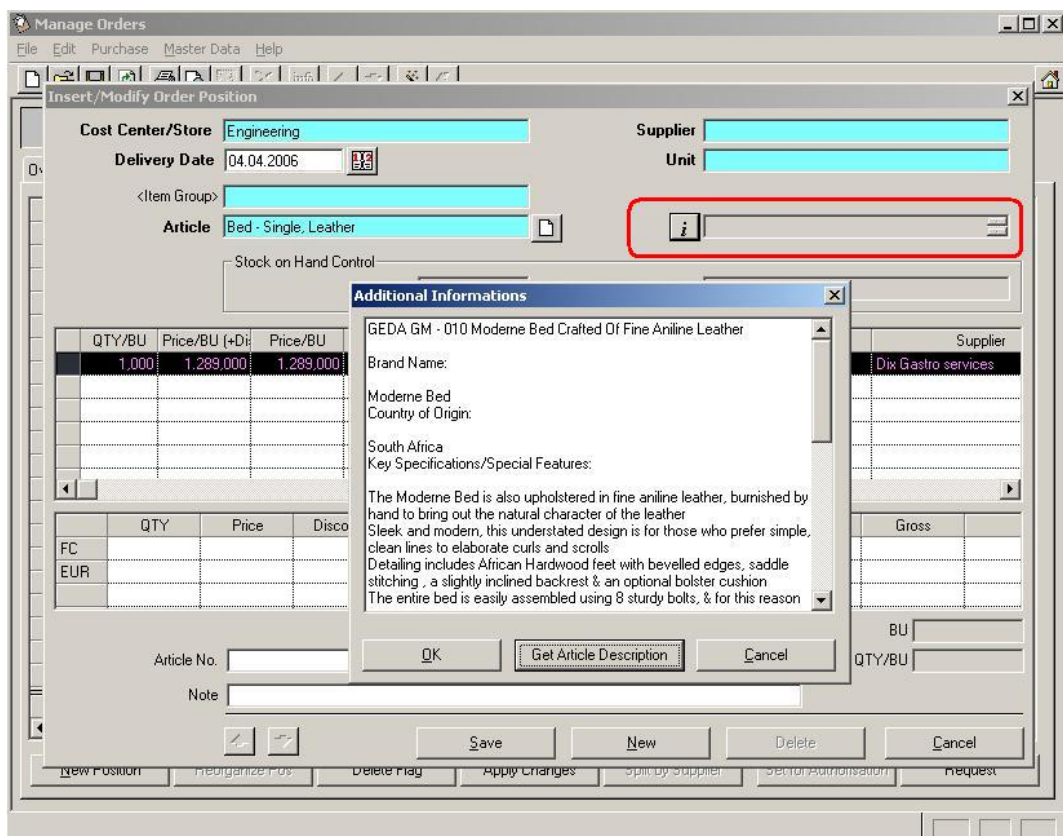
Here the system will display all articles which

- are assigned to item groups allowed for this user
- having DPQ's for suppliers which are assigned to this cost center

The item group filter will help here to restrict the access for e.g. the engineering department to F&B articles.

The cost center assignment (Suppliers) in conjunction with the user's cost center filter will help here to restrict the access for e.g. the engineering department to F&B suppliers.

If the user selects an existing expense article he can use the "Get Description" function behind the *i*-box to use the origin text for the new order.



Create a new Article:

Here the main new function is integrated.

The user does not need to have access to the usual article creation located in the master data module!

Here the user can create the new non-inventory article.

Screen Description:

Article:

- Here the user can type in the main article name or select from already existing expense articles.

Item Group:

- Here the user can select one of the existing item groups that he is allowed to access.

Inventory Account:

- Here the system displays the inventory account defined in the selected item group (for this cost center, if account classes are used)

Expense Account:

- Here the system displays the expense account defined in the selected item group (for this cost center, if account classes are used)

COS Account:

- Here the system displays the cos account defined in the selected item group (for this cost center, if account classes are used)

Base Unit:

- o Here the base unit will be defined.

Last Purchase Price:

- o Here the price per base unit can be entered

Additional Information:

- o This field can be used to enter the detailed article description. Up to 64000 characters can be entered here. The text entered here will be written into the article description when clicking "OK". This description can be changed in the master data module only once saved.

Note: The account fields are not editable. The accounts will be taken from the selected item group. This will ensure that existing accounts will be selected only.

Example:

The screenshot shows a 'New Article' dialog box with the following fields and values:

- Article:** Bed - Single, Leather
- Item Group:** Furniture
- Inventory Account:** 3103
- Expense Account:** 4103
- COS Account:** 5103
- Base Unit:** Each
- Last Purchase Price:** 1289,00

The 'Additional Information' field contains the following text:

GEDA GM - 010 Moderne Bed Crafted Of Fine Aniline Leather

Brand Name:

Moderne Bed

Country of Origin:

South Africa

Key Specifications/Special Features:

The Moderne Bed is also upholstered in fine aniline leather, burnished by hand to bring out the natural character of the leather. Sleek and modern, this understated design is for those who prefer simple, clean lines to elaborate curls and scrolls. Detailing includes African Hardwood feet with bevelled edges, saddle stitching, a slightly inclined backrest & an optional bolster cushion. The entire bed is easily assembled using 8 sturdy bolts, & for this reason

Buttons: OK, Cancel

Click on "OK" to save the entered information.

The system will now automatically create an expense article in the background as shown below:

The screenshot shows the 'Manage Articles' window with the article 'Bed - Single, Leather' selected. The 'Assigned to' section has 'Expenses' selected. The 'Price Behavior' section has 'Dynamic Price' selected. The 'Last Purchase Price' is 1,289,000 and the 'Sales Price' is 0,000. The 'ABC Indicator' has 'C' selected. The 'Article Description' tab is active in the second screenshot.

The screenshot shows the 'Article Description' tab for the article 'GEDA GM - 010 Moderne Bed Crafted Of Fine Aniline Leather'. The description includes the following text:

Brand Name:
Moderne Bed
Country of Origin:
South Africa
Key Specifications/Special Features:
The Moderne Bed is also upholstered in fine aniline leather, burnished by hand to bring out the natural character of the leather
Sleek and modern, this understated design is for those who prefer simple, clean lines to elaborate curls and scrolls
Detailing includes African Hardwood feet with bevelled edges, saddle stitching, a slightly inclined backrest & an optional bolster cushion
The entire bed is easily assembled using 8 sturdy bolts, & for this reason can fit through any door
The bed is available in various sizes & as the mattress is not supplied, please state the size of mattress required when ordering
The length of the mattress accommodated can be either 188 cm (6 foot 2 inches) or 200 cm (6 foot 6 inches)
Dakotah Classics - a timeless range of masterfully crafted settees, chairs and ottomans
We offer you the ultimate in understated elegance and unpretentious style
Oversized. Comfortable. Durable
Each piece is individually made by hand, using age-old techniques and the finest top grain leather
Authentically detailed with antique brass rivets and solid brass castors
Diamond button detailing
The rich, warm, soft, hand burnished leather

After clicking the “OK” button in the article creation screen the system will return automatically to the usual ordering screen:

Insert/Modify Order Position

Cost Center/Store: Engineering Supplier: Dix Gastro services
 Delivery Date: 04.04.2006 Unit: Each
 <Item Group>: Article: Bed - Single, Leather
 Stock on Hand Control: ACT SOH: 0,000 Store Unit: Each

QTY/BU	Price/BU (+Di)	Price/BU	Article No.	Base Unit	Price/Unit	Discou	2nd Dis	Unit	Supplier
10,000	1289								

QTY	Price	Discount	2nd Discount	Discount (valu	E - Charges	Net	VAT	Gross
EUR	10,000	1289	0,00%	0,00%	0,000	0,000	0,00%	12.890,000

Special Offer: BU: Each
 Article No.: Authorisation Level: 0 QTY/BU: 10
 Note:

Buttons: Save, New, Delete, Cancel

Here now the user can select the supplier for this order.

The Supplier- / Cost Center assignment will help here to filter the valid suppliers for this cost center.

The user can enter the quantity, price, discounts, taxes, etc.

By clicking the *i*-button he can review and edit the description for this order. This is description is now for this order only. Modifications will not be written into the master data record.

The note field can also be used to define information to the supplier.

Click on “Save” to return to the main ordering grid.

Manage Orders

Order No.: 06-01051

Overview | Edit Order | Request for Quotation | Purchase Manager | Open Purchase Orders

AL Pos	Article No.	Article	QTY	Unit	Date	Price/Unit	Discount	2nd Discou	VAT	Total	Description	Cost Cente
1		Bed - Single, Leather	10,00	Each	04.04.2006	1.289,000	0,00%	0,00%	0,00%	12.890,000	GEDA GM - 010 Moderne Bed Crafted Of Fine Aniline Leather	ingineer
TOTAL										12.890,000		

Buttons: New Position, Reorganize Pos, Delete Flag, Apply Changes, Spr by Supplier, Set for Authorisation, Request

The text entered in the *i*-box can be read here as well.

It is strongly recommended to use the value based authorization system, as this is the only way to control what is ordered.
This is also in use in the example above. Because of the value the order will be routed directly to the necessary authorization levels.

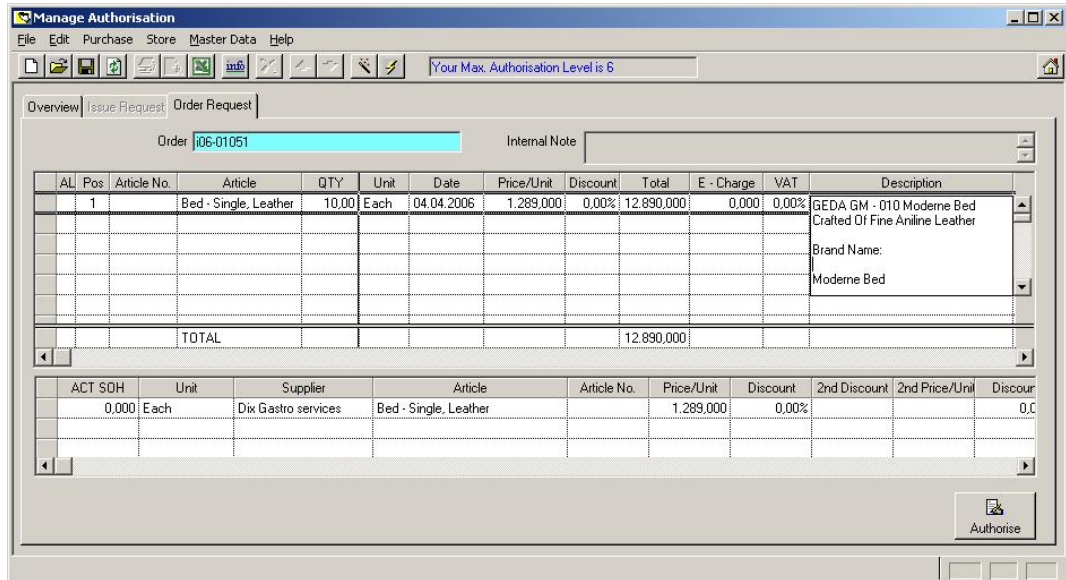
The screenshot shows the 'Manage Orders' application window. At the top, there is a menu bar with 'File', 'Edit', 'Purchase', 'Master Data', and 'Help'. Below the menu is a toolbar with various icons. A search field for 'Order No.' is present. Below that are tabs for 'Overview', 'Edit Order', 'Request for Quotation', 'Purchase Manager', and 'Open Purchase Orders'. The main area contains a table with the following columns: C/S, Order/Assortment, Number of, Status, Owner, Information, Reference Number, Changed by, At, Created by, and At. The table lists several order items, with the last row, '006-01051', highlighted by a red border. Below the table are buttons for 'Ask for C/S', 'Change Owner', 'Delete', and 'Merge Baskets'.

C/S	Order/Assortment	Number of	Status	Owner	Information	Reference Number	Changed by	At	Created by	At
<input type="checkbox"/>	Add Test	3	Assortment	(Free)			Admin	26.01.2004 21:08	Admin	26.01.2004 21:08
<input type="checkbox"/>	Automated Assortment	100	Assortment	(Free)			Admin	07.02.2006 12:20	Admin	07.02.2006 12:20
<input type="checkbox"/>	FOQ Definition	1	Assortment	(Free)			Admin	04.08.2005 13:11	Admin	04.08.2005 13:11
<input type="checkbox"/>	Freight Bamboo	2	Assortment	(Free)	Extra Charges assigned f		tein	19.04.2004 17:26	tein	19.04.2004 17:25
<input type="checkbox"/>	Freight DHL	2	Assortment	(Free)	Extra Charges assigned f		Admin	11.02.2004 19:08	Admin	11.02.2004 18:53
<input type="checkbox"/>	Freight FedEx	2	Assortment	(Free)	Extra Charges assigned f		Admin	11.02.2004 19:07	Admin	11.02.2004 18:58
<input type="checkbox"/>	Freight TNT	2	Assortment	(Free)	Extra Charges assigned f		Admin	11.02.2004 19:07	Admin	11.02.2004 18:59
<input type="checkbox"/>	Freight UPS	2	Assortment	(Free)	Extra Charges assigned f		Admin	11.02.2004 19:07	Admin	11.02.2004 18:55
<input type="checkbox"/>	Plaza Assortment	9	Assortment	(Free)			Admin	05.01.2006 17:34	Admin	05.01.2006 17:34
<input type="checkbox"/>	006-01051	1	For Authorisation	robert			robert	03.04.2006 15:54	robert	03.04.2006 15:48

3) AUTHORIZATION

Login as authorization user > goto Store > Authorization:

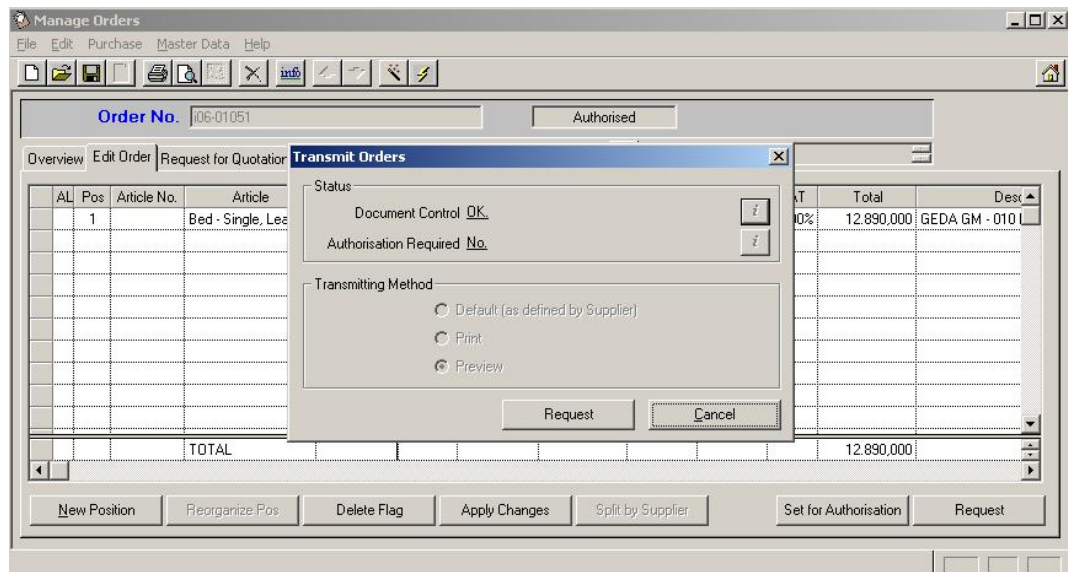
In the authorization module the user can see all details of the order as well:



After the authorization was done the document will be send back to the creator.

If he has no purchase manager assigned:
The order can be send out directly.

If he has a purchase manager assigned:
Using the button "Request" the document can be forwarded to the purchase manager.

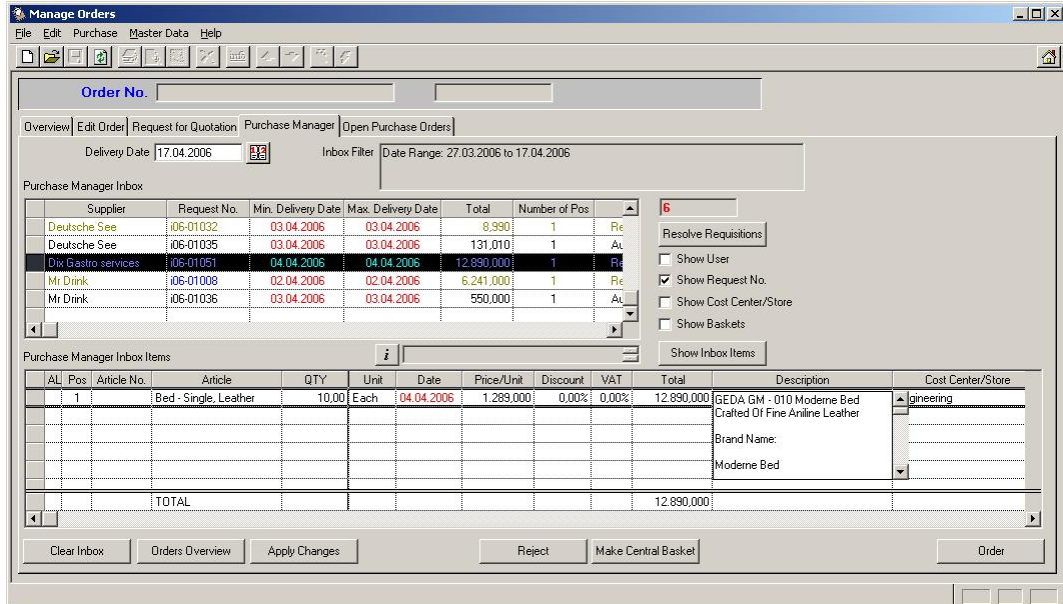


When printing the request the detailed information for the article will be printed as well.

4) PURCHASE MANAGER

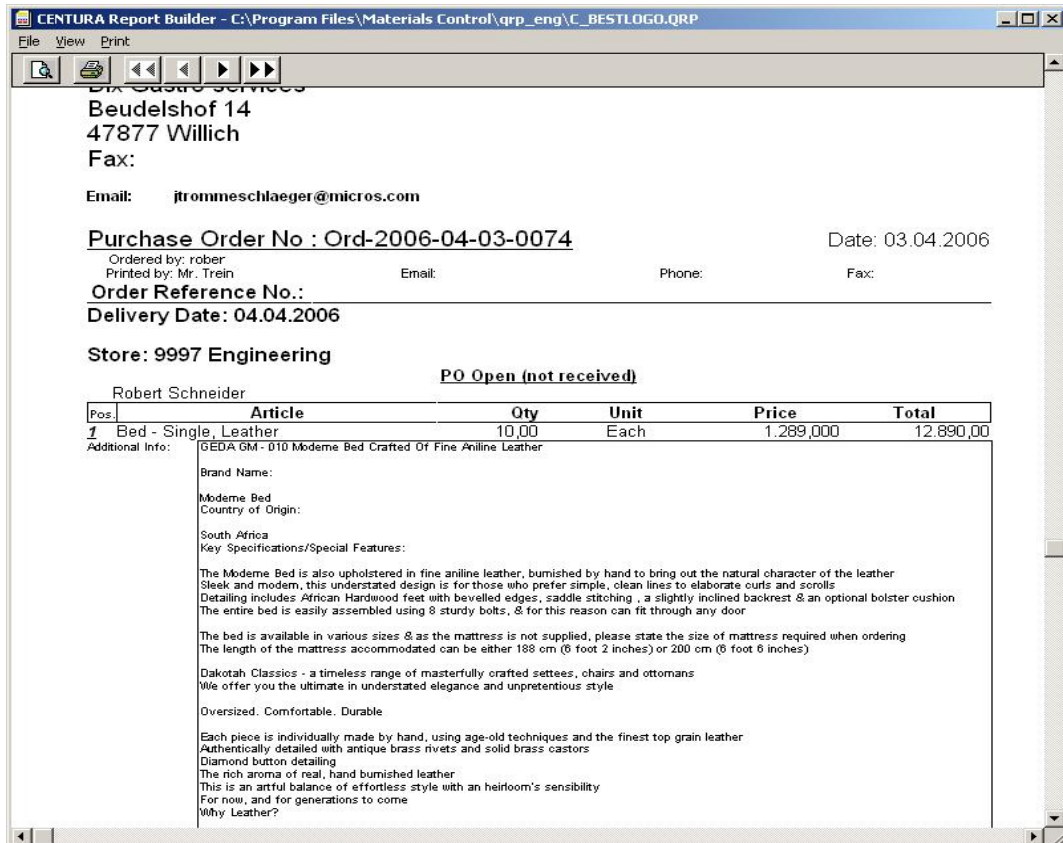
Login as Purchase Manager > goto Purchase > Purchase Orders > Purchase Manager:

The purchase manager can review all details after the request was send to him:



He can now send the order to the supplier.

Depending on the PO template definition all descriptions will be printed as well.



5) RECEIVING

Login as receiving user > goto Purchase > Receiving:

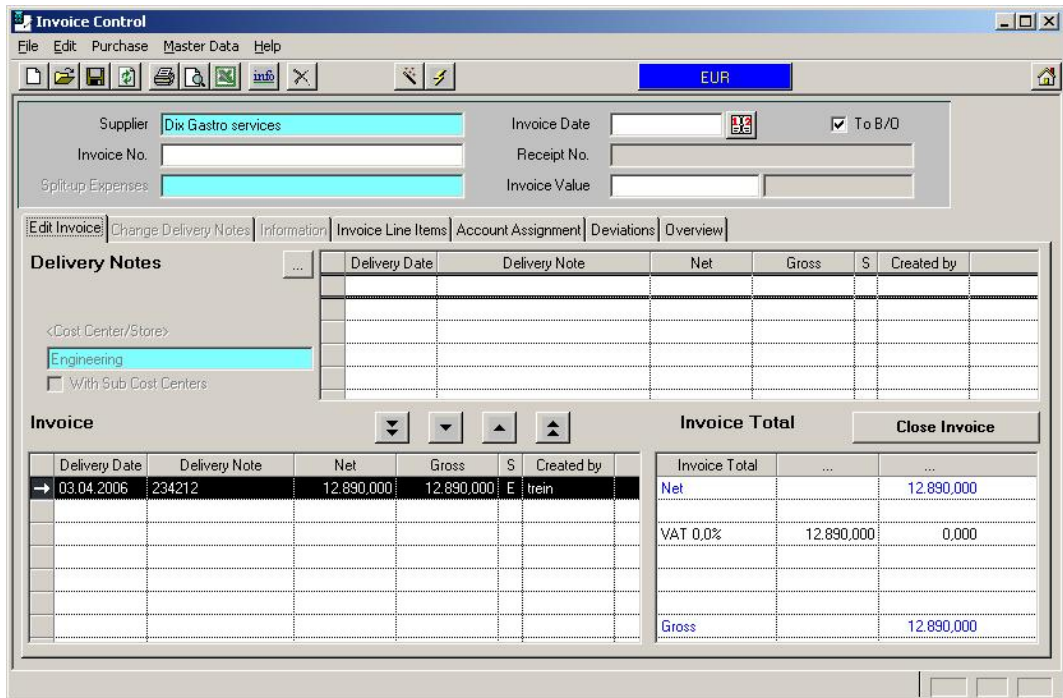
During the receiving process all details can be reviewed as well again.

The screenshot shows the 'Receiving' application window. At the top, there are menu options: File, Edit, Purchase, Master Data, Help. Below the menu is a toolbar with various icons. The main area is titled 'Edit Delivery Note' and includes fields for 'Delivery Date' (11.05.2006), 'Cost Center/Store' (All), and 'Article' (Dix Gastro services). A table lists several orders from the supplier 'Dix Gastro services' with columns for Name, Order Date, and Reference Number. Below this, there are fields for 'Supplier', 'Date' (03.04.2006), and a 'Summary' table showing 'Net/VAT/Gross' values. At the bottom, a detailed table lists items with columns for S, P, Pos, Article No., Article, Price/Unit, QTY/BU, Discount, Net, VAT, Gross, Description, and Cost Ce. The first item is 'Bed - Single, Leather' with a price of 1,289.000 and a quantity of 10,000. Below the table are buttons for 'New Position', 'Reorganize Pos', 'Change Status', 'Apply Changes', 'Change QTY/BU', 'Deposits', and 'Book'.

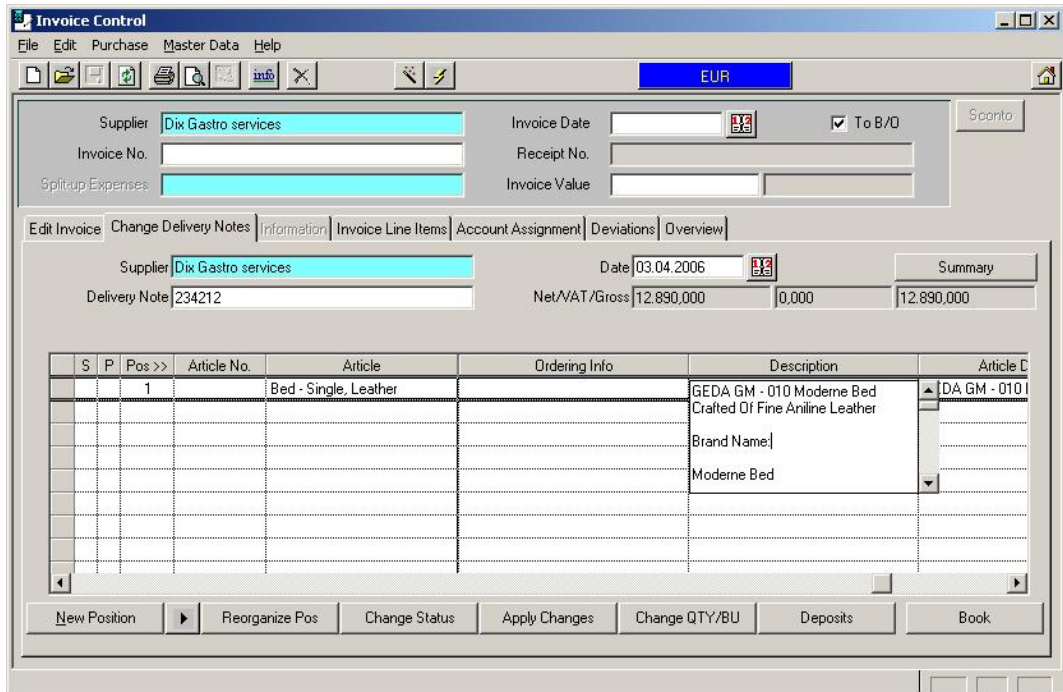
The screenshot shows the 'CENTURA Report Builder' window displaying a 'PURCHASE ORDER RECEIVING' report. The report header includes 'MICROS-FIDELIO DEMO (Jörg Trommeschläger)', 'Purchasing', and 'Mr. Trein'. It specifies 'Delivery Note - 234212' and 'Date : 03.04.2006 16:16'. The supplier information is 'Dix Gastro services, Beudelshof 14, 47877 Willich'. The order details are 'Order No.: Ord-2006-04-03-0074' and 'Deliv. Note No.: 234212 (Changed) GRN : 1594'. A table shows the delivery details for 'Bed - Single, Leather' with columns for SE, Art. No., Article, Ordered, Unit, Delivered, Price Sys. Cur., Disc., Disc. 2, Dis. Price, Net Amount, and VAT. The report also includes a detailed description of the 'Moderne Bed' and its features.

6) INVOICIE CONTROL

Login as invoicing user > goto Purchase > Invoice Control > select the supplier > select the delivery note (after entering all invoice details):



Doubleclick on the document to review the details:



Also here all details can be reviewed.

7) HISTORY

The main issue for non-inventory ordering is always the history.

Where did I order this article in the past?
What was the price?
Which details?

Since we handle these orders as usual orders we have access to all these details.

Goto Master Data > Article > select the article:

The screenshot shows the 'Manage Articles' window with the article 'Bed - Single, Leather' selected. The 'Last Purchase Price' is 1,289,000 and the 'Sales Price' is 0,000. The 'ABC Indicator' is set to 'C'.

Here the system shows directly the last price of this article.

The screenshot shows the 'Purchase Statistics' tab for the article 'Bed - Single, Leather'. The table displays the following data:

Supplier	QTY	Total	Average Price	MIN Price	MAX Price
Dix Gastro services	10,00	12.890,00	1.289,000	1.289,000	1.289,000
Transfer From					
Transfer To					
TOTAL	10,00	12.890,00			

Here the system shows the statistics for this article.

Goto Purchase > Purchase Analysis > Purchase Statistics per Article:

Item Group	Article	T	Supplier	Unit	QTY	AVE P. Price	Last Price	MIN Price	MAX Price	Net	VAT	Gross
Furniture	Bed - Single, Le	DEL	Dix Gastro services	Each	10,00	1.289,000	1.289,000	1.289,000	1.289,000	12.890,000	0,000	12.890,000

Here all details can be reviewed.

If the user needs to see the origin order, just goto Purchase > Purchase Orders > click on the yellow “open Folder” icon > select Placed Orders and use filters if available:

S	C	Order No.	Supplier	Order Information	Reference Number	Order Date
O		Ord-2006-03-29-0	Deutsche See			29.03.2006 15:18:47
O		Ord-2006-03-29-0	Deutsche See			29.03.2006 16:07:56
P		Ord-2006-03-30-0	Mr Drink	E-Mail: jtrommeschlaeger@micros.com		30.03.2006 11:49:38
O		Ord-2006-03-30-0	Dix Gastro services	E-Mail: jtrommeschlaeger@micros.com		30.03.2006 12:55:29
O		Ord-2006-03-30-0	Mr Drink	E-Mail: jtrommeschlaeger@micros.com		30.03.2006 12:55:51
R		Ord-2006-03-30-0	Mr Drink	E-Mail: jtrommeschlaeger@micros.com		30.03.2006 13:57:27
P		Ord-2006-03-30-0	Mr Drink	E-Mail: jtrommeschlaeger@micros.com		30.03.2006 14:22:02
O		Ord-2006-04-01-0	Mr Drink	E-Mail: jtrommeschlaeger@micros.com		01.04.2006 16:45:23
O		Ord-2006-04-01-0	Mr Drink	E-Mail: jtrommeschlaeger@micros.com		01.04.2006 16:52:15
R		Ord-2006-04-03-0	Dix Gastro services	E-Mail: jtrommeschlaeger@micros.com		03.04.2006 16:08:50

The system will show the document as received order. Use the preview / print icon to get the origin document:

CENTURA Report Builder - C:\Program Files\Materials Control\qrp_eng\C_BESTLOGO.QRP

File View Print

DIX Gastro services
Beudelshof 14
47877 Willich
Fax:
Email: jfrommeschlaeger@micros.com

Purchase Order No : Ord-2006-04-03-0074 Date: 03.04.2006
 Ordered by: rober
 Printed by: Systemadministrator Email: jfrommeschlaeger@micros.com Phone: +49 2131 1370 Fax: +49 2131 137702

Order Reference No.:
Delivery Date: 04.04.2006

Store: 9997 Engineering

Robert Schneider PO received

Pos.	Article	Qty	Unit	Price	Total
1	Bed - Single, Leather	0,00	Each	1.289,000	0,00

Additional Info: GEDR GM-010 Modeme Bed Crafted Of Fine Aniline Leather

Brand Name:
 Modeme Bed
 Country of Origin:
 South Africa
 Key Specifications/Special Features:
 The Modeme Bed is also upholstered in fine aniline leather, burnished by hand to bring out the natural character of the leather
 Sleek and modern, this understated design is for those who prefer simple, clean lines to elaborate curfs and scrolls
 Detailing includes African Hardwood feet with bevelled edges, saddle stitching, a slightly inclined backrest & an optional bolster cushion
 The entire bed is easily assembled using 8 sturdy bolts, & for this reason can fit through any door
 The bed is available in various sizes & as the mattress is not supplied, please state the size of mattress required when ordering
 The length of the mattress accommodated can be either 188 cm (6 foot 2 inches) or 200 cm (6 foot 6 inches)
 Dakota Classics - a timeless range of masterfully crafted settees, chairs and ottomans
 We offer you the ultimate in understated elegance and unpretentious style
 Oversized. Comfortable. Durable
 Each piece is individually made by hand, using age-old techniques and the finest top grain leather
 Authentically detailed with antique brass rivets and solid brass castors
 Diamond button detailing
 The rich aroma of real, hand burnished leather
 This is an artful balance of effortless style with an heirloom's sensibility
 For now, and for generations to come
 Why Leather?

It will be shown as received PO.