Oracle® Retail Import Management Cloud Service

Obligation User Guide

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Oracle Retail Import Management Cloud Service Obligation User Guide, Release 16.0.030

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Preface

This document describes the Oracle Retail Import Management Cloud Service user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is for users and administrators of Oracle Retail Import Management Cloud Service. This includes merchandisers, buyers, business analysts, and administrative personnel.

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Related Documents

For more information, see the following documents in the Oracle Other Product One Release 16.0.030 documentation set:

- *Oracle Retail Import Management Cloud Service Release Notes*
- *Oracle Retail Import Management Cloud Service Actual Landed Cost User Guide*
- *Oracle Retail Import Management Cloud Service Customs Entry User Guide*
- *Oracle Retail Import Management Cloud Service Do the Basics User Guide*
- *Oracle Retail Import Management Cloud Service Foundation Data User Guide*
- *Oracle Retail Import Management Cloud Service Letters of Credit User Guide*
- *Oracle Retail Import Management Cloud Service Transportation User Guide*

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https://support.oracle.com

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 13.1) or a later patch release (for example, 13.1.2). If you are installing the base release and additional patch releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

Improved Process for Oracle Retail Documentation Corrections

To more quickly address critical corrections to Oracle Retail documentation content, Oracle Retail documentation may be republished whenever a critical correction is needed. For critical corrections, the republication of an Oracle Retail document may at times not be attached to a numbered software release; instead, the Oracle Retail document will simply be replaced on the Oracle Technology Network Web site, or, in the case of Data Models, to the applicable My Oracle Support Documentation container where they reside.

This process will prevent delays in making critical corrections available to customers. For the customer, it means that before you begin installation, you must verify that you have the most recent version of the Oracle Retail documentation set. Oracle Retail documentation is available on the Oracle Technology Network at the following URL:

http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of a document with part number E123456-01.

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http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html

(Data Model documents are not available through Oracle Technology Network. You can obtain these documents through My Oracle Support.)

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Obligation Overview

In the Obligation window you can create, edit and view obligations. An obligation can be received from a partner or supplier, and contains the expenses typically incurred for the movement and handling of goods. An obligation does not include the cost of the goods.

You can choose which expenses should be included in the actual landed cost calculation. For obligations entered at the Purchase Order header or Purchase Order/Item level, you can allocate each cost component to one or more locations. After entering the details of the obligation, you can set the status of the obligation to Approved.

If Trade Management is being used to import costs, it is assumed that all locations have the same cost value for an item. However, if the cost of the items that are being imported do vary by location, Trade Management will convert the cost values to an identical weighted average cost.

As commercial invoices are received from trading partners and suppliers, they can be recorded in the obligations module. The expenses can be recorded at a variety of levels. The levels are:

Trans Container
Applies to a unique shipment and container combination.

Trans Container PO
Applies to a unique shipment, container and purchase order combination.

Trans Container PO/Item
Applies to a unique shipment, container, purchase order, and item combination.

Trans BL/AWB
Applies to a unique shipment and bill of lading or air waybill combination.

Trans BL/AWB PO
Applies to a unique shipment, bill of lading or air waybill and purchase order combination.

Trans BL/AWB PO/Item
Applies to a unique shipment, bill of lading or air waybill, purchase order, and item combination.

Trans Vessel/Voyage/ETD
Applies to a unique shipment.

Trans Vessel/Voyage/ETD PO
Applies to a unique shipment and purchase order combination.

Trans Vessel/Voyage/ETD PO/Item
Applies to a unique shipment, purchase order, and item combination.

Purchase Order Header
Applies to a unique purchase order.

Purchase Order/Item
Applies to a unique purchase order and item combination.

PO Trans Vessel/Voyage/ETD
Applies to all transportation records associated with a unique purchase order.

Customs Entry Header
Applies to a unique customs entry.

ASN Shipment
Applies to an ASN.

ASN Purchase Order
Applies to a unique ASN and purchase order combination.

ASN Container
Applies to a unique ASN and carton combination.

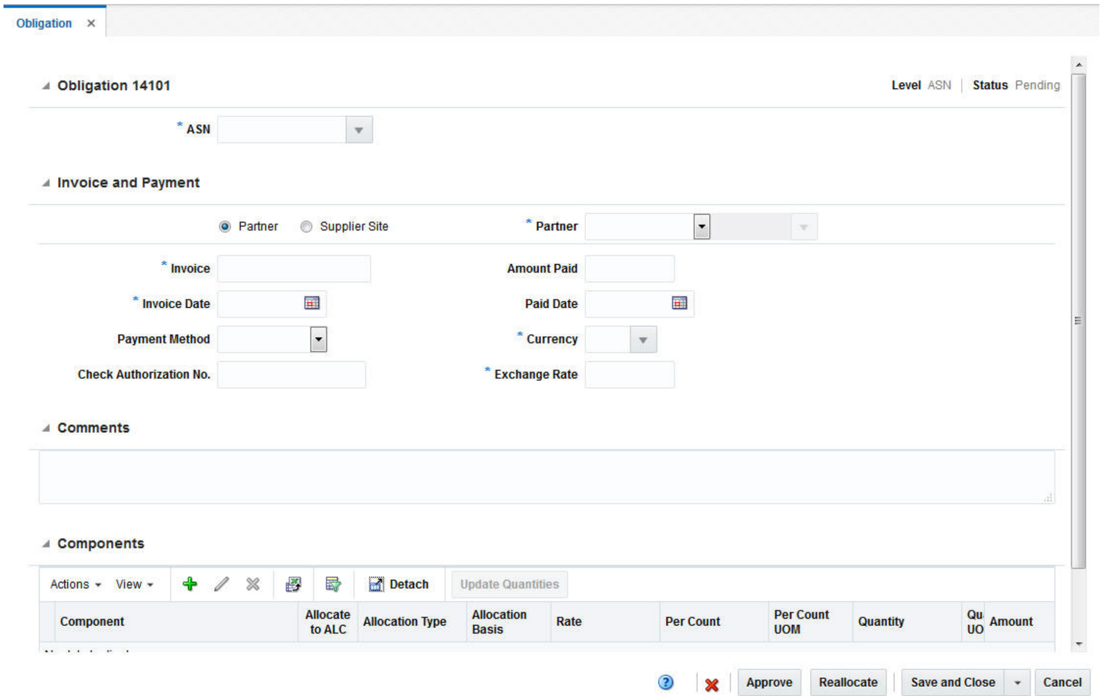
Each shipment is designated by a unique combination of vessel, voyage, and estimated departure date. For obligations at the purchase order header and purchase order/item level, you can allocate costs to one or more locations.

When the obligation is complete, you can approve the costs. The costs are transmitted to the actual landed cost module. If you have access to the Oracle Retail Invoice Matching product, non-merchandise invoices are created automatically from approved obligations.

The Obligation window contains the following sections.

- Obligation (see Define/Enter an Obligation)
- Invoice and Payment
- Comments
- Components
- Locations
- Obligations Toolbar

Figure 1–1 Obligation Window



2

Create an Obligation

To create a new obligation follow the steps below.

1. From the Tasks menu, select **Import Management** > **Create Obligation**. The Create Obligation window appears.
2. In the **Level** field, select the level of the obligation from the list. For example, select ASN.
   - Click **OK** to create the obligation. The Obligation window appears.
   - Click **Cancel** to exit the Obligation window.
3. In the Obligation window fill out the sections as necessary. For more information about the Obligation window, see the Define/Enter an Obligation section.
4. After you have entered all necessary information, choose one of the following options.
   - Click **Save and Close**, to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to save the current obligation and create further entries.

Define/Enter an Obligation

The header of the Obligation section displays the obligation ID and the level and the status of the obligation. For example, the level of the ASN and the status Pending are displayed in the top right corner of the section.

The fields of the Obligation section vary depending on the selected level of the obligation. Only fields necessary for the specific level are displayed. The table below lists the possible fields.

Table 2–1 Obligation - Fields and Description

Fields	Description
Vessel	Enter, select or search for the vessel.
Voyage/Flight	Enter, select or search for the voyage/flight number.
Estimated Departure Date	Enter, select or search for the estimated departure date.
Container	Enter, select or search for the container.

Table 2–1 (Cont.) Obligation - Fields and Description

Fields	Description
Order No.	Enter, select or search for the order number.
Item	Enter the item number or use the Search icon to search for an item.
BOL/AWB	Enter the bill of lading or airway bill.
Entry No.	Enter, select or search for the entry number.
ASN	Enter, select or search for the Advanced Shipping Notice (ASN).
Carton	Enter, select or search for the carton.

Invoice and Payment

In the Invoice and Payment container you can identify the partner or supplier site the obligation is being received from.

If Partner is selected, a choice list will be enabled, which will enable the user to select a Partner Type. Once a Partner Type is selected, the LOV will enable and will allow the user to select partners for the selected partner type. If Supplier Site is selected, the Partner Type choice list will not be enabled, and the LOV will contain Supplier Site values.

It will also contain fields for Invoice, Invoice Date, Payment Method, Check Authorization No., Amount Paid, Paid Date, Currency and Exchange Rate. The Exchange Rate field will be auto-populated upon selecting a Currency Code value, but will remain editable.

Table 2–2 Invoice and Payment - Fields and Description

Fields	Description
Partner checkbox	If you check the **Partner** checkbox, the Partner Type field is enabled. After have selected a partner type, you can enter, select or search for the partner.
Supplier Site checkbox	If you check the **Supplier Site** checkbox, the Supplier field is enabled. Enter, select or search for the Supplier.
Invoice	Enter the invoice number.
Invoice Date	Enter the invoice date or use the Calendar icon to select the date.
Payment Method	Enter, select or search for the payment method.
Check Authorization No.	Enter the authorization number.
Amount Paid	Enter the amount paid.
Paid Date	Enter the paid date or use the Calendar icon to select the date.
Currency	Enter, select or search for the currency.
Exchange Rate	This field is populated automatically, after you have selected the currency. For more information about how to edit the exchange rate, see “Editing the Exchange Rate” in the *Oracle Retail Import Management Cloud Service Letters of Credit User Guide*.

Comments

The Comments section holds the comments field. Enter any comments for the obligation, if necessary.

Components

In the Components section you can add, edit or delete components from the obligation. The section contains the following columns by default.

- Component
- Allocation Type and Basis
- Rate
- Per Count and Per Count UOM
- Quantity and Quantity UOM
- Amount
- Allocate to ALC checkbox

Components Table - Actions Menu, Icons and Button

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below.

Table 2–3 Components Table - Actions Menu/Icons/Button and Description

Actions Menu/Icon/Button	Description
Add and Add icon	You can add components to an obligation by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add components to an obligation, see the Add a Component to an Obligation section.
Edit and Edit icon	You can edit components of an obligation by selecting **Actions > Edit** or by using the Edit icon. For more information about how to edit components of an obligation, see the Edit a Component of an Obligation section.
Delete and Delete icon	You can delete components from an obligation by selecting **Actions > Delete** or by using the Delete icon. For more information about how to delete components from an obligation, see the Delete a Component from an Obligation section.
Update Quantities and **Update Quantities** button	You can update the quantities of the table by selecting **Actions > Update Quantities** or by clicking the **Update Quantities** button.
Export to Excel and Export to Excel icon	You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.

Locations

In the Locations section you can add and delete locations from a component of the obligation. The section is only available, if the level of the obligation is Purchase Order Header or Purchase Order/Item. The Location table contains the location type, location and location name as well as quantity and amount columns by default.

Obligations Toolbar

The Toolbar displays the icons and buttons for actions that can be performed for the obligation. The Obligations Toolbar contains the following icons and buttons as well as actions described in “Screen Level Action - Icons and Buttons” in the *Oracle Retail Import Management Cloud Service Do the Basics User Guide*.

Table 2–4 Obligations Toolbar - Icons/Buttons and Description

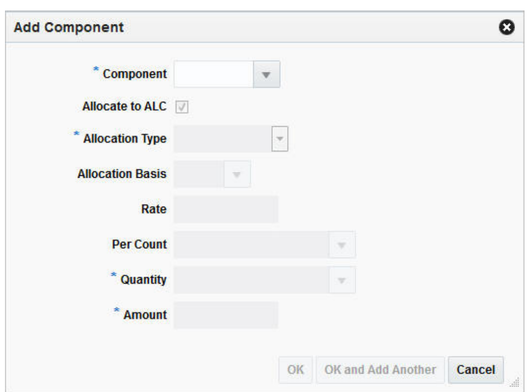
Action Icons/Buttons	Description
Approve	Changes the status of the obligation to Approved.
Reallocate	Reallocates the cost components.

Add a Component to an Obligation

To add a component to an obligation follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Component section, select **Actions > Add** or use the Add icon. The Add Component window appears.

Figure 2–1 Add Component Window



   a. In the **Component** field, enter, select or search for the corresponding component. This field is a required field.

   b. The **Allocate to ALC** checkbox is selected by default. Deselect the checkbox, if the components should not be included in the actual landed cost calculation.

   c. The **Allocation Type** field is populated with the allocation type, depending on the component you selected. Possible allocation types are Unit of Measure and Amount. Change the allocation type, if necessary. This field is a required field.

      * If you select Amount as the allocation type, only the **Quantity** and **Amount** fields are enabled. Change the values of these fields, if necessary.

      * If you select Unit of Measure as the allocation type, the **Allocation Basis**, the **Rate**, the **Per Count**, and the **Quantity** as well as the **Amount** field are enabled. Change the values of these fields, if necessary.

   d. Then choose one of the following options.

* Click **OK** to add the component to the obligation and close the Add Component window.
* Click **OK and Add Another** to add additional entries.
* Click **Cancel** to reject all entries and close the Add Component window.

7. After you have added all necessary components to the obligation, choose one of the following options.
   - Click **Save and Close** to save changes to the obligation and close the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     - Click **Save** to save your entries.
     - Click **Save and Create Another** to create additional entries.

Edit a Component of an Obligation

To edit a component of an obligation, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Component section, select a record in the table.
7. Then select **Actions > Edit** or use the Edit icon. The Edit Component window appears.
   a. The **Component** field is populated with the component you selected. The field is disabled, you cannot change the component.
   b. The **Allocate to ALC** checkbox is selected or deselected, depending the previous entry of the component. Change the entry, if necessary.
   c. The **Allocation Type** field is populated with the allocation type, depending on the component. Possible allocation types are Unit of Measure and Amount. Change the allocation type, if necessary. This field is a required field.
      * If the selected allocation type is Amount, only the **Quantity** and **Amount** fields are enabled. The fields are populated with the current values of the component. Change the values of these fields, if necessary.
      * If the selected allocation type is Unit of Measure, the **Allocation Basis**, the **Rate**, the **Per Count**, and the **Quantity** as well as the **Amount** field are enabled. The fields are populated with the current values of the component. Change the values of these fields, if necessary.
   d. Then choose one of the following options.
      * Click **OK** to save the changes and exit the Edit Component window.

* Click **Cancel** to reject all entries and exit the Edit Component window.

8. After you have made all necessary changes to the obligation, choose one of the following options.
   - Click **Save and Close** to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to create additional entries.

Delete a Component from an Obligation

To delete a component from an obligation, follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Component section, select a record in the table.
7. Then select **Actions > Delete** or use the Delete icon.
8. You are prompted to delete the component. Confirm the prompt with **Yes**.
9. After you have deleted all necessary components from the obligation, choose one of the following options.
   - Click **Save and Close** to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to create additional entries.

Add a Location to a Component

To add a location to a component follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.

5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Location section, select **Actions > Add** or use the Add icon. The Add Location window appears.
   a. In the **Location Type** field, enter, select or search for the corresponding location.
   b. After you have entered the location type, the **Location** field is enabled. Enter, select or search for the appropriate location.
   c. In the Quantity field, enter the quantity.
   d. In the Amount field, enter the amount.
   e. Then choose one of the following options.
      * Click **OK** to add the location to the component and close the Add Location window.
      * Click **OK and Add Another** to add additional entries.
      * Click **Cancel** to reject all entries and close the Add Location window.
7. After you have added all necessary locations to the component, choose one of the following options.
   - Click **Save and Close** to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to save the current obligation and create further entries.

Delete a Location from a Component

To delete a location from a component, follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Locations section, select a record in the table.
7. Then select **Actions > Delete** or use the Delete icon.
8. You are prompted to delete the location. Confirm the prompt with **Yes**.
9. After you have deleted all necessary locations from the component, choose one of the following options.

- Click **Save and Close** to save changes to the obligation and exit the Obligation window.
- Click the arrow on the right side of the button to display the additional save options.
  - Click **Save** to save your entries.
  - Click **Save and Create Another** to save the current obligation and create further entries.

Delete an Obligation

To delete an obligation follow the steps below.

1. From the Tasks menu, select **Import Management** > **Manage Obligation**. The Obligation window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Obligation column, click on the obligation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Obligation window appears. The data of the selected obligation is shown.
6. In the Obligation Toolbar, select the Delete icon.
7. You are prompted to delete the obligation. Confirm the prompt with **Yes**.
8. Then choose one of the following options.
   - Click **Save and Close** to save changes to the obligation and exit the Obligation window.
   - Click the arrow on the right side of the button to display the additional save options.
     - Click **Save** to save your entries.
     - Click **Save and Create Another** to save the current obligation and create further entries.

3

Manage Obligations

The Manage Obligations option opens the Obligation Search window. In the Obligation window you can search, create, maintain and view obligations.

You can access the Obligation Search window from the Task menu, select **Import Management > Manage Obligations**. The Obligation Search window appears.

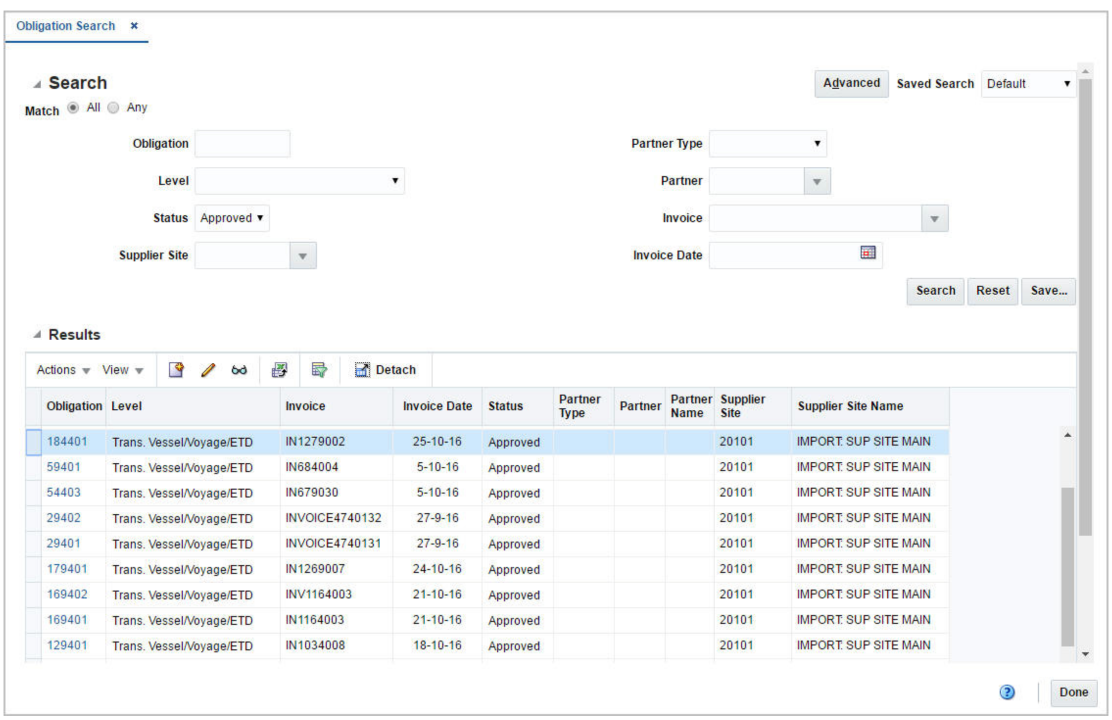
The Obligation Search window contains the following two sections.

- Search

  For more information about how to search for obligations, see the Search for an Obligation section.

- Results

Figure 3–1 Obligation Search Window



Search for an Obligation

To search for an obligation:

1. From the Task menu, select **Import Management > Manage Obligations**. The Obligation Search window appears.
2. You can search for an obligation by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

Search for an Obligation Through the Basic Search Criteria

To search for an obligation using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

Table 3–1 Obligation Search - Basic Search Criteria and Description

Fields	Description
Match option	Check the radio button All or Any. All - only obligations matching all entered search criteria are shown. Any - obligations matching any of the entered search criteria are shown.
Obligation	Enter the obligation.
Level	Select the level of the obligation from the list. For example, select ASN.
Status	Select the status of the obligation. Possible statuses are: ■ Pending ■ Approved
Supplier Site	Enter, select or search for the supplier site.
Partner Type	Select the partner type from the list.
Partner	Enter, select or search for the partner ID.
Invoice	Enter, select or search for the invoice ID.
Invoice Date	Enter the invoice date or use the Calendar icon to select a date.

2. Click **Search**. The obligations that match the search criteria are displayed in the Results section.
3. Click **Reset** to clear the search section and results.
4. Click **Done** to close the window.

Search for an Obligation Through Advanced Search Criteria

To search for an obligation using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.
2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click **Search**. The obligations that match the search criteria are displayed in the Results section.

4. Click **Reset** to clear the search section and results.
5. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
6. Click **Done** to close the window.

Results

The Results section lists the retrieved obligations. The Results table shows the following columns by default.

- Obligation
- Level
- Invoice
- Invoice Date
- Status
- Partner Type
- Partner
- Partner Name
- Supplier Site
- Supplier Site Name