

Oracle® Retail Trade Management Obligation User Guide



Release 23.1.301.0

F84055-01

July 2023

ORACLE®

Copyright © 2023, Oracle and/or its affiliates.

Primary Author:

Contributing Authors:

Contributors:

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, and MySQL are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Send Us Your Comments

Preface

Audience	vi
Documentation Accessibility	vi
Customer Support	vi
Improved Process for Oracle Retail Documentation Corrections	vii
Oracle Help Center (docs.oracle.com)	vii
Conventions	vii

1 Obligation Overview

2 Create an Obligation

Define/Enter an Obligation	2-1
Invoice and Payment	2-2
Comments	2-2
Components	2-3
Components Table - Actions Menu, Icons and Button	2-3
Locations	2-3
Obligations Toolbar	2-4
Add a Component to an Obligation	2-4
Edit a Component of an Obligation	2-6
Delete a Component from an Obligation	2-7
Add a Location to a Component	2-7
Delete a Location from a Component	2-8
Delete an Obligation	2-9

3 Manage Obligations

Search for an Obligation	3-1
--------------------------	-----

Search for an Obligation Through the Basic Search Criteria	3-2
Search for an Obligation Through Advanced Search Criteria	3-2
Results	3-3

Send Us Your Comments

Oracle® Retail Trade Management Obligation User Guide, Release 23.1.301.0

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document.

Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).



Note:

Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the Online Documentation available on the Oracle Technology Network Web site. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: retail-doc_us@oracle.com

Please give your name, address, electronic mail address, and telephone number (optional).

If you need assistance with Oracle software, then please contact your support representative or Oracle Support Services.

If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at <http://www.oracle.com>.

Preface

This document describes the Oracle Retail Trade Management 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 Trade Management. This includes merchandisers, buyers, business analysts, and administrative personnel.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

<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

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.

Oracle Retail product documentation is available on the following web site:

<https://docs.oracle.com/en/industries/retail/index.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.

If a more recent version of a document is available, that version supersedes all previous versions.

Oracle Help Center (docs.oracle.com)

Oracle Retail product documentation is available on the following web site:

<https://docs.oracle.com/en/industries/retail/index.html>

(Data Model documents can be obtained 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.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	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

Obligation x

▲ Obligation 14101 Level ASN | Status Pending

* ASN

▲ Invoice and Payment

☒ Partner ☐ Supplier Site * Partner

* Invoice Amount Paid

* Invoice Date Paid Date

Payment Method * Currency

Check Authorization No. * Exchange Rate

▲ Comments

▲ Components

Actions View       Detach Update Quantities

Component	Allocate to ALC	Allocation Type	Allocation Basis	Rate	Per Count	Per Count UOM	Quantity	Qu UO	Amount
...	...	...	...	...	...	...	...	...	...

  Approve Reallocate Save and Close Cancel

2

Create an Obligation

To create a new obligation follow the steps below.

1. From the Tasks menu, select **Trade Management > Import Financials > 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, 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.
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).

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

Fields	Description
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	Enter the exchange rate used to convert from the currency on the obligation to the currency of the import locations that the shipment is intended for. This target currency is displayed as a suffix to the exchange rate field. For more information about how to edit the exchange rate, see "Editing the Exchange Rate" in the <i>Oracle Retail Trade Management Letters of Credit User Guide</i> .

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 Trade Management 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 **Trade 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 **Trade 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 **Trade 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 **Trade 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 **Trade 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 **Trade 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 **Trade Management > Import Financials > 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

The screenshot shows the 'Obligation Search' window. It has a 'Search' section with filters for Match (All/Any), Obligation, Level, Status (Approved), Supplier Site, Partner Type, Partner, Invoice, and Invoice Date. There are 'Search', 'Reset', and 'Save...' buttons. Below is a 'Results' section with a table of obligations.

Obligation	Level	Invoice	Invoice Date	Status	Partner Type	Partner	Partner Name	Supplier Site	Supplier Site Name
184401	Trans. Vessel/Voyage/ETD	IN1279002	25-10-16	Approved				20101	IMPORT: SUP SITE MAIN
59401	Trans. Vessel/Voyage/ETD	IN684004	5-10-16	Approved				20101	IMPORT: SUP SITE MAIN
54403	Trans. Vessel/Voyage/ETD	IN679030	5-10-16	Approved				20101	IMPORT: SUP SITE MAIN
29402	Trans. Vessel/Voyage/ETD	INVOICE4740132	27-9-16	Approved				20101	IMPORT: SUP SITE MAIN
29401	Trans. Vessel/Voyage/ETD	INVOICE4740131	27-9-16	Approved				20101	IMPORT: SUP SITE MAIN
179401	Trans. Vessel/Voyage/ETD	IN1269007	24-10-16	Approved				20101	IMPORT: SUP SITE MAIN
169402	Trans. Vessel/Voyage/ETD	INV1164003	21-10-16	Approved				20101	IMPORT: SUP SITE MAIN
169401	Trans. Vessel/Voyage/ETD	IN1164003	21-10-16	Approved				20101	IMPORT: SUP SITE MAIN
129401	Trans. Vessel/Voyage/ETD	IN1034008	18-10-16	Approved				20101	IMPORT: SUP SITE MAIN

Search for an Obligation

To search for an obligation:

1. From the Task menu, select **Trade Management > Import Financials > 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