

PeopleSoft®

EnterpriseOne Xe
Procurement
PeopleBook

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Overviews

The purchasing department is an integral part of processing purchase orders, credit orders, and returns. Procurement involves order entry through actual payment of the goods and services that you receive.

This section provides overview information about the procurement industry as well as information about how the J. D. Edwards Procurement system operates.

This section consists of the following:

- ☐ Industry overview
- ☐ Procurement system overview



Industry Overview

Procurement is the process of obtaining products and services from suppliers. It includes decisions about how much and when to purchase goods and services, the actual purchasing of goods and services, and the process of receiving the requested goods or services. The purchasing cycle ensures that the appropriate quantity and quality of equipment, material, supplies, or services are acquired at the best price and from the most appropriate source. Procurement involves and affects more departments than just the purchasing department. An integrated procurement system provides the purchasing professional with links to information across all of an organization's functions and departments. Some of the links include activities and information, including receiving transactions, order revision data, supplier profiles, accounts payable status, special order processing, and the tracking of incoming purchases through receipt routing.

The industry overview consists of the following topics:

- ☐ Industry environment and concepts for Procurement
- ☐ Idea to Action: The Competitive Advantage

Industry Environment and Concepts for Procurement

Ideally, the procurement process in any organization has processes and procedures that increase internal customer response and reduce nonvalue-added activities. An effective enterprise resource planning system that integrates all aspects of the organization, provides the buyer with up-to-date information, which reduces the administrative time spent finding information. This time can then be spent developing new sources of supply, building relationships with current suppliers, and researching new ways to improve the procurement process.

Order Generation

The procurement process begins when the need arises for items or services. This need is typically presented to the purchasing department in the form of a requisition. A requisition is a document that identifies to the buyer what is needed, when it is needed, and the approximate or actual cost associated with the item or service requested. The requisition can then be used to generate a quote for suppliers to bid on or to generate a purchase order. The purchase order that is created from the requisition is the written contract between the

buyer and the seller for the purchase of items or services at an agreed price and delivery date.

Purchasing Methods

Most purchasing organizations use the following methods:

- Inventory
- Non-inventory
- Subcontracting

Purchasing for inventory includes items intended for resale, raw materials, and manufactured items. These items require full integration between the Procurement system and the Inventory Management system. This kind of system integration validates that the item exists in inventory. Information included about the inventory item might include cost, description, supplier, and units of measure. An example of an inventory item for a manufacturer of computer hardware would be printed circuit boards.

Purchasing for non-inventory includes goods, materials, and services that are used internally or are subsequently charged to outside parties. Typically, these items and services are recorded in general ledger accounts. Examples of non-inventory items include office supplies, maintenance, repair, and operating supplies (MRO), and building services.

Subcontract purchasing is associated with outside operations performed by suppliers, or internal projects requiring a number of suppliers to charge their services to a common job number. One example would be a plating operation performed by an outside supplier on a steel part that was produced by your organization.

Receipt Processing

Once a supplier ships items to your warehouse based on the specifications outlined on a purchase order, the receiving department needs to receive those items. Items are received and services are performed daily in your organization. When a shipment is received, you typically route it to several operations that ensure that the shipment is:

- Unloaded and checked
- Verified for the quantity due against the quantity received
- Entered in the system with the quantity against the corresponding purchase order

To ensure a high level of customer satisfaction within the organization, the receiving department should notify the requisitioner or buyer or both that the goods requested have been received.

Special Order Processing

During the day-to-day activities within a purchasing department, special needs exist that require different types of documents. These documents include:

- Blanket purchase orders
- Quote orders
- Change orders

You use blanket orders when your organization repeatedly purchases an item or service. You create a blanket order based on a specified amount or quantity that has been projected to be used over a period of time, typically one year. As required, quantities are released from the blanket order and the system creates a purchase order. You use a blanket order to reduce the administrative costs associated with processing purchase orders and also to streamline the procurement process. An example of a blanket order is 1,200 cases of shop towels used by the maintenance department throughout the year. The buyer then releases quantities of approximately 100 cases per month.

You use quote orders when you want to solicit a competitive bid for an item from a number of suppliers. The Request for Quote (RFQ) includes the quantity, specifications, delivery date, and response date needed. After suppliers return the RFQ, the buyer evaluates the information and awards the purchase order to the supplier that best meets the specifications of cost, delivery, and quality outlined in the RFQ. Quote orders can be directly generated from requisitions and, in turn, purchase orders can be generated directly from quote orders.

Change orders enable a buyer to change the original purchase order or contract. Change orders are important because they provide an audit trail about changes to the original purchase order or contract.

Approval Processing

Approval processing refers to the steps that a requisition or purchase order goes through to gain the appropriate authorization to purchase the goods or services specified. The process of requiring approvals at the requisition level or purchase order level is becoming more common. Depending on the amount of the requisition or purchase order, different people in the organization need to approve the order at different levels.

Receipt Routing

Receipt routing allows you to track the location of purchased items after they leave the supplier's warehouse. Receipt routing allows you to know where products: whether they are on the way to the warehouse, in the receiving process, or in the warehouse. Receipt routing provides improved customer service levels to the purchasing department's internal customers. Receipt routing can also be used to record the disposition of items out of the receiving process if

they do not meet the specifications outlined on the purchase order. An example of the steps that an item might move through in a given receipt route include:

- In transit
- In customs
- In inspection
- Received into stock

Supplier Management

A key step in building a strong supply chain for your organization is developing ongoing partnerships with your suppliers. Some of the tools available to develop these relationships include:

- Performance analysis
- Supplier price comparison information
- Certified supplier status
- Agreed-upon terms
- Item catalog costing

To monitor your suppliers' performance, you should consider the following key areas:

- Cost
- Delivery
- Quality

You determine cost based on the supplier with the best value and not on the supplier with the lowest cost. Delivery analysis is based on the number of days late as well as the number of days early that are agreed upon. Quality analysis evaluates whether the supplier has met the specifications for the items included on the purchase order after they have been received.

Idea to Action: The Competitive Advantage

The following list identifies examples of typical procurement process problems, the idea to action that will resolve each problem, and the return on investment.

Multiple purchase orders from one supplier

The purchase order workbench streamlines the procurement process and channels it through one central point. The number of purchase orders created is reduced as well as the processing time associated with those orders. The system reduces processing costs and duplication of effort across all departments, including purchasing, receiving, and accounts payable.

Received quantities exceed purchase order quantities

Tolerance rules let you specify the actual quantity or percentage you allow to be received that is greater than the quantity specified on the purchase order. You can set the tolerance rule by item, item category code, or company. Tolerance rules reduce the time spent getting approvals from buyers that allow over-shipments to be received.

Manual processes for requesting quotes (RFQ)

The system allows RFQs to be submitted to multiple suppliers for multiple items. Once RFQs are returned, analyzed, and evaluated, they can be converted to purchase orders, eliminating the need to re-enter the information. The system also allows you to capture and maintain price breaks for different quantities. Quote processing enables you to track the pertinent information for each quote in one place. The quote can then be evaluated for multiple suppliers, items, and price breaks. The processing time is reduced, and customer service and response time are improved.

Inefficient requisition processing

The system provides you with the necessary tools to create a requisition, generate a quote from that requisition, and then generate a purchase order from the quote. The number of suppliers from whom you can solicit quotes is unlimited, the number of items quoted is unlimited, and the number of purchase orders that you can create is unlimited. Processing all of these tasks online improves efficiency, links all of the documents together, and provides an audit trail of the necessary information to create purchase order or quote orders.

Different units of measure for purchasing than for stock or sale

By using the transaction unit of measure in conjunction with the purchasing unit of measure, the buyer can purchase at the correct price negotiated for the purchasing unit of measure, and the receiving department can receive the item based on the transaction unit of measure stated on the purchase order. The system removes the step of manually calculating the correct quantities. Benefits include more efficient processing of receipts and more accurate accounting of received quantities.

Multiple approval routings needed

Approval routes for purchase orders and requisitions are defined by document type. By specifying a different document type for each department's purchase orders, the system allows you to set up unique approval routes. These routes are customized by the amount levels and the number of people included on each route. Customer satisfaction improves because purchase orders move through the system faster.

Manual item restriction system

Item restrictions allow you to gain control over specific items you purchase from specific suppliers. The Item Restrictions field in the purchasing instructions for each supplier enables you to include or exclude a list of items that can be purchased from that supplier. By automating this process, the system eliminates any chance of you purchasing items that should not be purchased from that supplier.

Inconsistent MRO tracking and record keeping

The Non-Stock Item Master form enables you to keep track of non-inventory items that are purchased repeatedly, such as MRO items. Information about each item can include item number, description, unit of measure, cost, line type, buyer number, and search text. This information can be summarized in reports that provide history about each item that is purchased. The benefits of using the Non-Stock Item Master form include:

- Documented cost basis
- Logical sequencing of item numbers
- Consistent searches of text words
- Defined units of measure
- Listing of items by responsible buyer

Lack of visibility as items move from receiving to final location

Receipt routing shows the visibility needed to track times from the suppliers' warehouses to the final stocking location in your warehouse. The system allows you to assign items to multiple receipt routes. The steps in the receipt route are user defined and might include inspection, dock, customs, transit, and stock. The system also allows you to record the disposition of items that do not meet specification at any step in the receipt route. For up-to-date item information, the system provides the availability of an item before it reaches its final location. Because OneWorld is an integrated enterprise resource planning system, this same information can be viewed by customer service representatives to determine the availability of items for sale.

Money committed against a budget or project is calculated only once a month

Commitment tracking shows the committed money on received and pending purchase orders. You use the general ledger to track the committed money against the budgeted money. Commitment tracking enables you to be proactive rather than reactive when purchasing against a budget or a project. Commitment tracking also gives management better control over managing the money that the purchasing department is responsible for tracking.

Nonautomated process for notifying a buyer that an urgent item was delivered

Through a processing option in the receipt process, the system sends a notice to the requestor or the buyer upon receipt of the items. The notice of receipt completes the feedback loop of information to the requestor or buyer and improves the level of customer service with other departments. This notice also reduces the processing time from order request to physical receipt.

Time-consuming supplier analysis

Through the Supplier Management feature, supplier analysis can be user defined to monitor cost, quality, and delivery information. The system allows you to set up your own analysis calculations and the format in which you want to view them. Supplier performance based on cost, quality, and delivery time leads to informed decision making when evaluating suppliers. The availability of supplier information across departments demonstrates the complete integration of information within the system.

Procurement System Overview

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

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

Procurement involves order entry through actual payment for 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. Setup issues include order types, line types, and order activity rules.

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

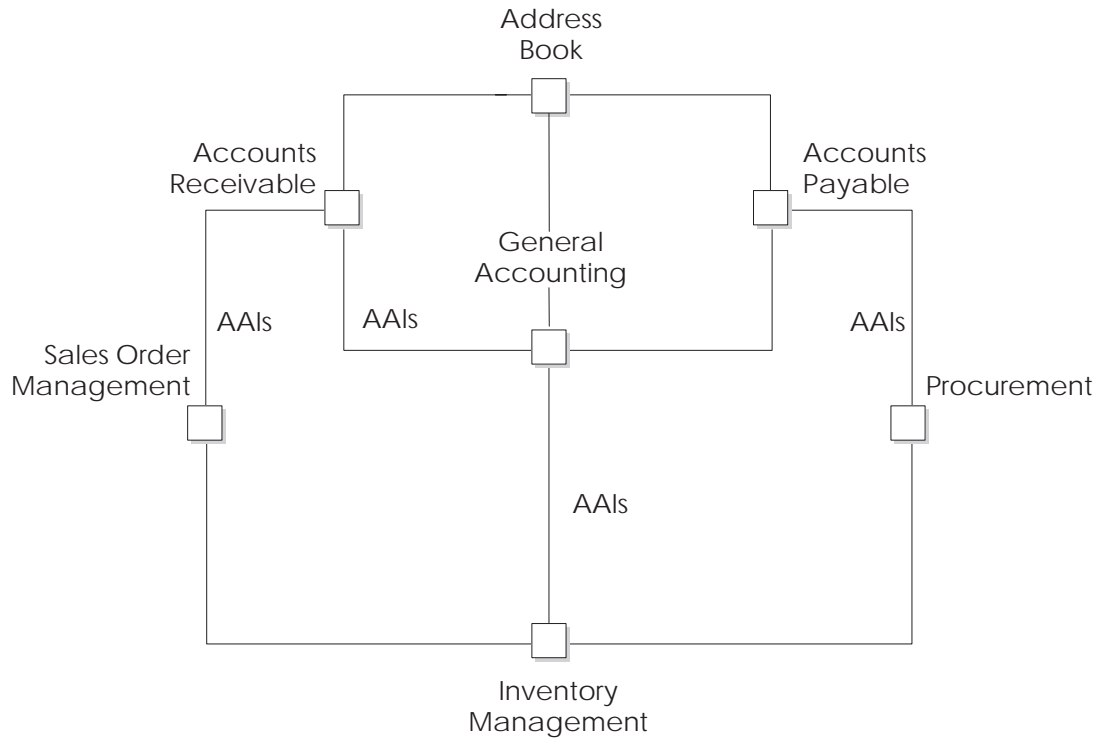
This overview consists of the following topics:

- ☐ System integration
- ☐ Features, terms, and concepts
- ☐ Order processing cycle
- ☐ Menu overviews

System Integration

The Procurement system works in conjunction with J.D. Edwards accounting, job cost, 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 coordinates 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 distribution/logistics systems with which the Procurement system integrates include:

- Advanced Warehouse Management
- Sales Order Management
- Enterprise-Wide Profitability Solution
- Forecasting
- Distribution Requirements Planning
- Advanced Pricing

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.

Job Costing

Your Procurement system can also interact with the J.D. Edwards Job Cost system to view subcontract commitments. Using job status inquiry you can view your job and project commitment details on an account-by-account basis.

Electronic Data Interchange (EDI)

EDI is the computer-to-computer exchange of business transactions, such as purchase orders, invoices, and shipping notices, in a standard format.

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

When you receive documents, your third-party translation software:

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

The inbound conversion program moves the translated data into the J.D. Edwards EDI interface tables. The J.D. Edwards Electronic Commerce system then moves the data into the appropriate application tables. When you send documents, the system performs the procedures in reverse order.

The EDI documents that J.D. Edwards currently supports for the purchasing system are listed in the following table. The table includes corresponding codes for ANSI and EDIFACT, which are EDI standard cross-industry terms.

TRANSACTION	ANSI	EDIFACT	Inbound To	Outbound From
Purchase Order	850	ORDERS	Sales	Procurement
Purchase Order Acknowledgement	855	ORDRSP	Procurement	Sales
Invoice	810	INVOIC	Accounts Payable (A/P), Procurement	Sales
Receiving Advice	861	RECADV	Procurement, Sales	Procurement
Purchase Order Change	860	ORDCHG	Sales	Procurement
Purchase Order Response Message	865	ORDRSP	Procurement	Sales

See Also

- *About EDI Purchase Order Documents* in the *Data Interface for Electronic Data Interchange Guide* for information about EDI purchase order transactions

E-Procurement Powered by Ariba

J.D. Edwards E-Procurement powered by Ariba allows you to manage expenditures for operating resources and helps you maximize the power of E-Business. E-Procurement lets you manage your internal business operations and take advantage of business-to-business e-commerce for rapid and efficient transactions with suppliers, reducing the time and costs for purchasing operating goods and services.

See Also

- *J.D. Edwards E-Procurement powered by Ariba* for complete information and instructions on the E-Procurement system

Features, Terms, and Concepts

Procurement Methods

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

- Purchasing for inventory
- Purchasing for non-inventory
- Subcontracting

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 such as item descriptions, units costs, and units of measure from the Inventory Management system

- Updates item information such as on-hand balances, and unit costs in the Inventory Management system

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 for Non-Inventory

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

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

You use the purchasing for non-inventory method to charge purchases against general ledger account numbers. Each account number can represent a job or project. This method accommodates non-stock, and services and expenditures based environments.

You can also use the purchasing for non-inventory 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 against general ledger account numbers, you can have the system track commitment or encumbrance amounts when you enter purchase orders.

Subcontracting

You use the subcontracting method to manage the daily and long term details of contracts, payments, and commitments that are associated with your jobs. In addition, you can do any of the following:

- Create and maintain contracts for the subcontractors on your jobs
- Establish payment guidelines and make payments against your contracts
- Track the costs you have paid against a job and the costs you are committed to in the future

- Make inquiries on contract information
- Input change orders for your contract commitments
- Generate status reports for your contracts and commitments

When you create a new contract, you enter subcontractor information, the work to be done, contract commitments, dates, log items, and so on. For existing contracts, you can enter commitment change orders and track the completion of submittals and transmittals.

You can also enter and release progress payments or hold progress payments. Progress payments are payments that you make to your subcontractors as their jobs progress.

Procurement Environments

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

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

The stock-based environment is designed to accommodate those who purchase for inventory. The non-stock and the services and expenditures based environments accommodate those who purchase against general ledger account numbers. The subcontract-based environment accommodates those who procure goods and services through subcontracts.

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 the services and expenditures based environments enable you to track commitments and encumbrances. The subcontract-based environment enables you to enter subcontracts and changes to the subcontract.

Many activities are common to all four environments. However, the menus and forms for each are set up differently to accommodate processes and procedures specific to each environment.

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

Order Processing Cycle

The purchase order processing cycle consists of three primary steps:

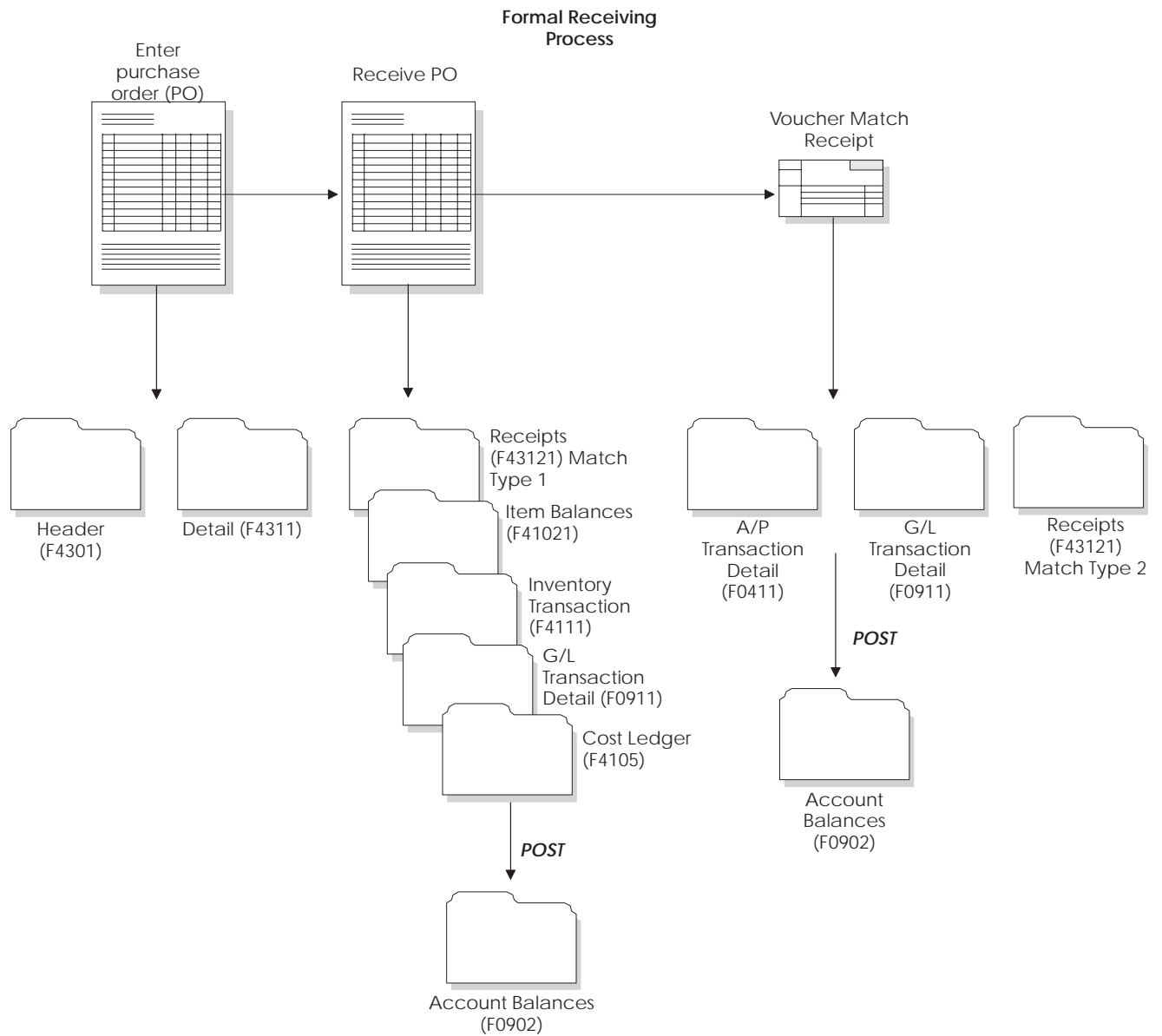
- Creating an order
- Receiving the goods or services
- Creating a voucher to pay for the goods or services

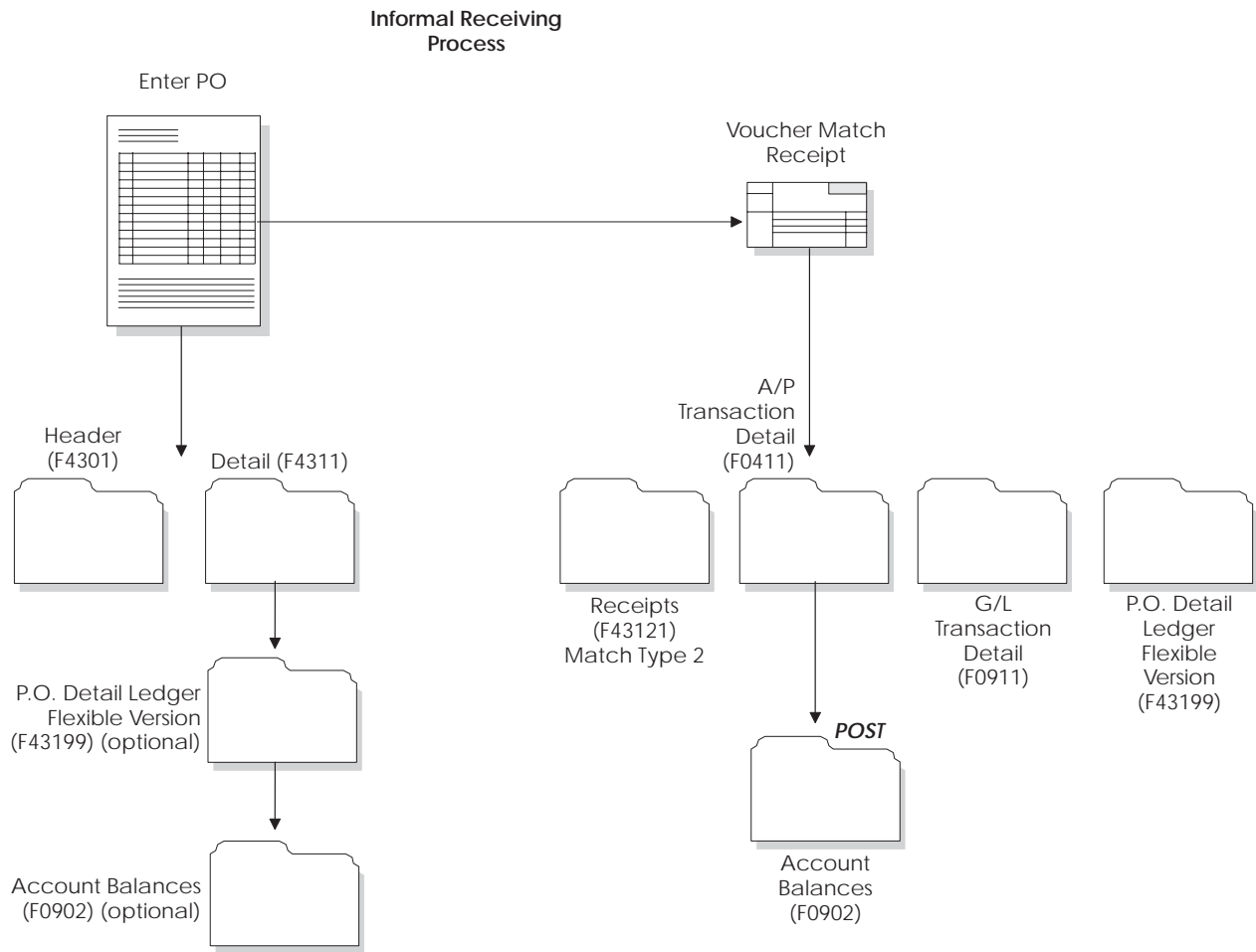
After you enter an order, you can enter receipt information on the system (formal receiving process) to receive the goods or services. If you follow informal receipt processing, you must compare invoice information to the original purchase order to create a voucher. If you purchase for inventory, you must use the formal receiving process. If you purchase against general ledger (G/L) account numbers, 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

The following graphics show the tables that are affected as an order flows through the formal or informal procurement 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 that describes the item or service, including the quantity and cost.

You must specify a line type for each detail line. 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 replenish 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 for each order type (purchase orders, requisitions, blanket orders, and so forth). For example, you can set up the processing cycle for inventory purchase orders as follows:

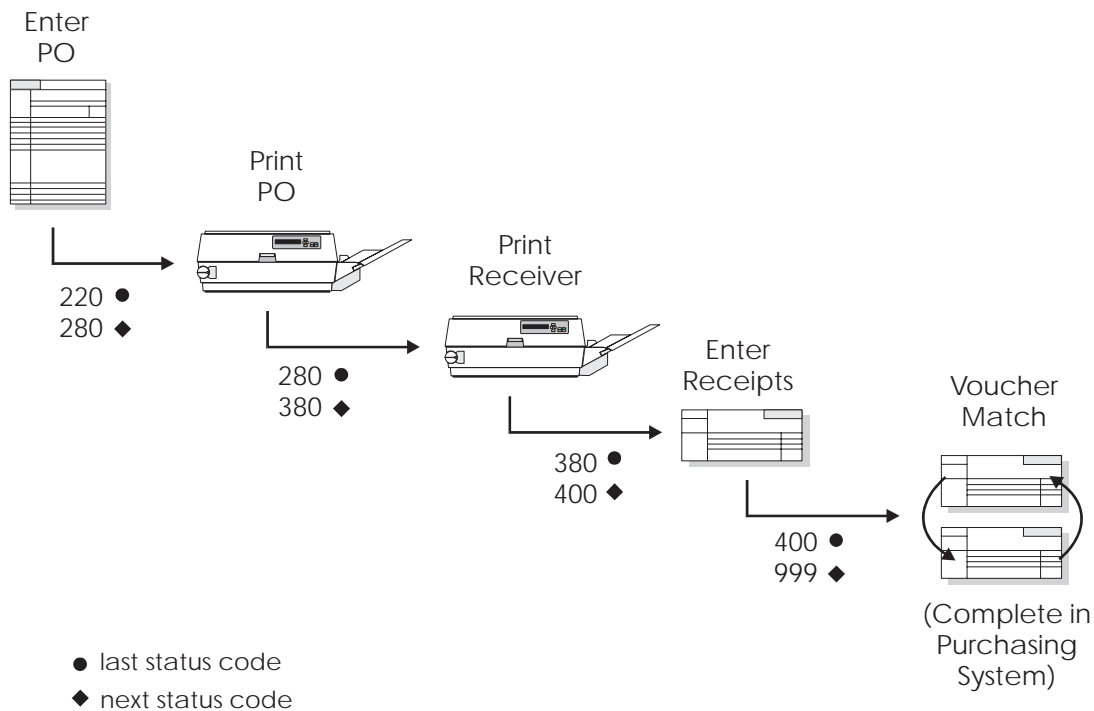
- Enter purchase order
- Print purchase order
- Print purchase receiver

- Receive goods or services
- Create voucher

You use order activity rules to define the operations the system performs for a processing cycle and to indicate the progression of the steps.

You must set up order activity rules for every combination of order type and line type. You use user defined status codes to set up the order activity rules. Each status code represents a step in the processing cycle, for example printing the order.

Each detail line of an order contains a pair of status codes. These codes identify the last status and the next status to which the system advances the line. The last status code represents the last operation performed on the order. The next status code represents the next step in the processing cycle.



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 orders simultaneously
- Ensuring that orders are approved before processing
- Creating special orders such as requisitions and blanket orders
- Obtaining and comparing price quotes for items and services
- Tracking revisions to orders
- Creating change orders
- Monitoring items from the moment they leave a supplier's warehouse
- Managing relationships between suppliers and items
- Checking budgets
- Processing approvals

Menu Overviews

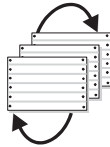
Menu Overview – Stock Based Purchasing

Purchase Order Management G43
Stock Based Purchasing G43A



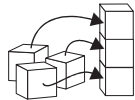
Daily Operations

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



Reports and Inquiries

- Purchasing Reports G43A111
- Purchasing Inquiries G43A112



System Setup

- Purchases Tax Definition G0021
- Purchasing User Defined Codes G43A411



Advanced and Technical Operations

- Data Files Purges G43A311
- Flexible File Definition G43A312

Menu Overview – Non-Stock Based Purchasing

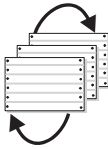
Purchase Order Management G43

Non-Stock Purchasing G43B



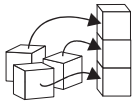
Daily Operations

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



Reports and Inquiries

- Purchasing Reports G43B111
- Purchasing Inquiries G43B112



System Setup

- Tax Processing – Reporting G0021
- Purchasing User Defined Codes G43A411
- Commitment Setup/Rebuilds G43B411
- Procurement Advanced – Technical Ops G43B31



Advanced and Technical Operations

- Data Files Purges G43A311

Menu Overview – Services/Expenditures Purchasing

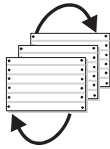
Purchase Management G43

Services/Expenditures Based Purchasing G43C



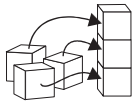
Daily Operations

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



Reports and Inquiries

- Purchasing Reports G43C111
- Purchasing Inquiries G43C112



System Setup

- Tax Processing – Reporting G0021
- Purchasing User Defined Codes G43A411
- Encumbrance Setup/Rebuilds G43C411
- Services/Expenditure PO System Setup G43C41

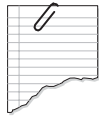


Advanced and Technical Operations

- Data Files Purges G43A311

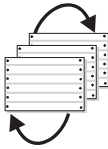
Menu Overview – Subcontract Based Purchasing

Purchase Order Management G43
Subcontract Based Purchasing G43D



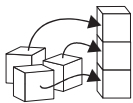
Daily Operations

- Subcontract Processing G43D11
- Requisition and Quote Management G43D12
- Order Generation/Approval/Release G43D13
- Electronic Commerce G4722
- End of Day Processing G43D14



Reports and Inquiries

- Procurement Reports G43D111
- Procurement Inquiries G43D112



System Setup

- Tax Processing – Reporting G0021
- Purchasing User Defined Codes G43A411
- Subcontract Setup/Rebuild G43D411
- Subcontract System Setup G43D41



Advanced and Technical Operations

- Data Files Purges G43A311
- Subcontracts Advanced – Technical Ops G43D31

Daily



Order Entry

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

A order consists of two parts:

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

You can enter header information and detail information separately. Depending on your volume of orders and the amount of header information you need to enter, you use processing options to choose one of the following methods to enter 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 orders. These tools allow you to generate multiple orders at the same time, locate item and supplier information, and so forth.

You can have the system check 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, log, and order hold information.

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

Order entry includes the following tasks:

- ☐ Entering order header information
- ☐ Entering order detail information
- ☐ Working with special order entry features
- ☐ Working with commitments and encumbrances

- ☐ Working with budgets
- ☐ Working with orders on hold
- ☐ Working with log information
- ☐ Printing orders
- ☐ Working with 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 are set up for each of your inventory items.
- ☐ Verify that branch/plant constants are set up for each of your business units or branches (required for only inventory management).
- ☐ 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.

Entering Order Header Information

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

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

- Supplier information determines the address to which the 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.

Using the processing options for Order Entry, you can display a header form before the detail form. Depending on how you set the processing options, certain fields can display on the header form. If you choose to bypass the header form, you must enter limited header information on the detail form. Based on the supplier and branch/plant that you enter, the system applies default values to the fields on the header form.

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

- Whether the supplier uses a foreign currency
- The type of currency that the supplier uses (which defaults from the Supplier Master Information form)
- The base currency for your company
- The exchange rate for the currency (one of the predefined rates from the Multi-Currency Processing system)

You also can enter Advanced Pricing information by entering an adjustment schedule on the Additional Information form, which you can access from the Supplier Master Revisions form. Before you enter Advanced Pricing information, verify that you have activated the pricing constants.

To use approval processing, which requires that orders be approved before continuing through the procurement cycle, you can set the approval processing options for Order Entry. If you use approval processing, the name of the approval route appears on the header form. Verify that the name of the approval route is correct when you set the processing options, because you cannot change the name after you enter an order.

To enter a special order, such as a requisition, blanket order, or quote order, you use a combination of processing options, order activity rules, and line types in the order entry program.

Entering header information involves the following tasks:

- ☐ Entering supplier information for an order
- ☐ Entering origination information for an order
- ☐ Entering dates for an order
- ☐ Entering tax information for an order
- ☐ Entering reference information for an order

See Also

- *Creating an Approval Route* for more information about approval processing
- *Setting Up Multi-Currency* and *Working with Exchange Rates for Detailed Currencies* in the *General Accounting Guide* for more information about working with multicurrency
- *Entering Requisitions*, *Entering Blanket Orders*, and *Working with Quote Orders* for more information about special orders
- *Setting Up Constants* for more information about how to set up pricing constants
- *Setting Up System Constants* in the *Advanced Pricing Guide* for more information about how to set up the Advanced Pricing system for Procurement

Entering Supplier Information for an Order

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

You can set up procurement instructions to specify the arrangements that you have with each of your suppliers. When you enter a supplier on an order, the system retrieves the instructions for that supplier. You can modify the instructions to suit a specific 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 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 order. Entering supplier information for an order includes:

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

► To enter supplier details

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

The Order Header form appears if you have set processing options to display header information before detail information.

The screenshot shows a software window titled "Enter Purchase Orders - [Order Header]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Discard", "Apply", "Links", "Display", "OLE", and "Internet". The form itself is divided into several sections: "Order Number" (00200) and "Branch/Plant" (M30); "Currency" (USD) and "Exchange Rate"; "Base" (USD) and a "Foreign" checkbox; "Address Numbers" (Supplier 4343, Ship To 4343, Buyer, Carrier, Pmt. Remark, Description); "Dates" (Order Date 7/25/00, Requested, Scheduled Pick, Cancel Date); "Tax Expi Code", "Tax Rate/Area", "Certificate", "Tax ID" (611483910), "Person/Corp. ID" (N); "Hold Code", "Retainage %", "Ordered By" (LB5943809), and "Order Taken By"; and a "Messages" section at the bottom.

2. On Order Header, complete the following fields:
 - Business Unit
 - Supplier
3. From the Form menu, choose Additional Info.

The screenshot shows a software window titled "Enter Purchase Orders - [Order Header - Additional Information]". It features a standard menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Abort", "Links", "Display", "OLE", and "Internet". The main area of the window is a form with two distinct sections. The top section includes fields for "Print Message", "Pricing Group" (with a default value of "Blank 40/PC"), "Freight Handling Code", "Cost Rule" (with a default value of "Blank - Landed Costs 41/P5"), "Send Method" (with a default value of "Print/Mail"), "Evaluated Receipt" (with a default value of "N"), and "AIA Document" (with a default value of "Y"). The bottom section includes fields for "Payment Terms" (with a default value of "Net 30 Days"), "Supplier SO", "Reference", "Delivery Instructions", and "Adjustment Schedule".

4. On Order Header - Additional Information, complete the following fields and click OK:
 - Print Message
 - Freight Handling Code
 - Cost Rule
 - Send Method
 - Evaluated Receipt
 - Payment Terms
 - Supplier SO
 - AIA Document

If you have set up purchasing instructions for a supplier on the A/P Supplier Master-Purchasing form, the system supplies default values for several fields above based on the supplier you enter for the order. You can access the A/P Supplier Master-Purchasing form through the Supplier Master form exit on the Order Header form.

Field	Explanation
Print Message	A user defined code that you assign to each print message. Examples of text used in 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.
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 or commissions. You set up landed cost rules on the Landed Cost Revisions form.
Evaluated Receipt	<p>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 (R43800) 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.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 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.

Field	Explanation
Payment Terms Code	<p>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 indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form.</p> <p>This code prints on customer invoices.</p> <p>The following are examples of valid values:</p> <p>blank Net 30 days (default)</p> <p>001 1/10 net 30</p> <p>002 Net 30 days (override)</p> <p>003 Prox days 1/10</p> <p>004 Due at first of month</p> <p>005 50/50 split payments</p> <p>006 Due upon receipt</p>
AIA Document	<p>A code that specifies whether, during the Accounts Payable payment processing cycle, the system prints an AIA (American Institute of Architects) format turnaround document, a Waiver of Lien document, or both. These documents print only when a contract payment is printed. If you choose to print progress payments for contracts on the standard A/P payment, you will not receive an AIA document or a Waiver of Lien document. Valid values for this field are:</p> <p>Blank or N — Do not print AIA or Waiver of Lien documents</p> <p>1 or Y — Print AIA document only</p> <p>2 or B — Print AIA document and Waiver of Lien document</p> <p>3 or W — Print Waiver of Lien document only</p>

► To enter supplier address information

Before You Begin

- ☐ Set the appropriate option under the Processing tab to allow for access to the Address Book
- 1. On Order Header, choose Address Book from the Form menu.
- 2. On Work With Addresses, click Add to open Address Book Revision.
- 3. On Address Book Revision, click the Address Book tab and complete the following fields:
 - Alpha Name
 - Search Type

4. Click the Mailing tab and complete the following fields:
 - Mailing Name
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - State
 - Country
 - Postal Code
 - Effective Date
5. Click the Additional tab and complete the following fields:
 - Payables Y/N/M
6. Click the Related Address tab and complete the following fields:
 - Parent Number
 - 1st Address Number
 - 2nd Address Number
 - 3rd Address Number
 - 4th Address Number
 - Factor/Special Payee
7. Click the Cat Code 1-10 tab and complete the following field:
 - Category Code 01
8. Click the Cat Code 11-30 tab and complete the following field and click OK:
 - Category Code 11
9. On Order Header, return the address book number you created to the following field:
 - Supplier
10. To set up the master information for the new supplier, choose Supplier Master from the Form menu, complete the steps to set up the supplier, and then click Ok.
11. On Order Header, complete the steps to enter supplier details.

See Also

- *Creating and Updating Address Book Records* in the Address Book Guide for complete instructions about the address book.
- *Setting Up Supplier and Item Information* if you need to set up the supplier information

To enter a temporary address for a supplier

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

1. On Order Header choose Additional Addresses from the Form Menu.
2. On Additional Addresses, complete any of the following fields:
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - State
 - Postal Code
 - City
 - Country
 - County
3. Depending on the address number that you want to be temporary, choose one of the following options and click OK:
 - Supplier #
 - Ship To #

Entering Origination Information for an Order

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

You must specify the branch/plant, business unit, project, or job for which you are placing an order. When you enter a branch/plant, the system retrieves the ship-to address from Branch/Plant Constants provided that the ship-to address exists in the address book. If you want to ship the order to a different shipping address, you can override the ship-to address number.

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 on A/P Supplier Master-Purchasing.

To enter origination information for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Header, complete the following fields:
 - Supplier
 - Business Unit
 - Ship To
3. From the Form menu, choose Additional Info.
4. On Order Header - Additional Information, complete the following field and click OK:
 - Delivery Instructions Line 1

Field	Explanation
Supplier	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Ship To	The address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.
Delivery Instructions Line 1	Text that describes the delivery instructions for this order.

Entering Dates for an Order

When you enter an 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.

When a direct ship sales order is created in Sales Order Management, the system automatically creates a corresponding direct ship purchase order. If you change the date that the supplier promises to deliver for the direct ship purchase order, the system automatically changes the delivery date on the corresponding sales order.

To enter dates for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work with Order Headers, click Add.
2. On Order Header, complete the following date fields as appropriate :
 - Order Date
 - Requested
 - Promised Delivery
 - Cancel Date

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

Field	Explanation
	The date that an order was entered into the system.
Requested	The date that you request an order or item to be delivered.
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.
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.

See Also

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

Entering Tax Information for an Order

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

The system provides default values for tax fields based on the master information that you have set up for the supplier. You can use the Order Entry processing options to specify that the system retrieve the default value for the tax rate area from the master information for the ship-to address.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with J.D. Edwards software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

Assuming that an order has more than one item, you can change tax information to accommodate each item or service. Then taxes are applicable for the item or service only if you have specified that the detail line is taxable.

► To enter tax information for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Header, complete the following fields:
 - Tax Expl Code 1
 - Tax Rate/Area
 - Certificate, Tax Exemption

Field	Explanation
Tax Expl Code	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p> <p>A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p>The Tax Explanation Code is used in conjunction with the Tax Rate Area and Tax Rules by Company to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code, including E, to exempt the pay item from calculating taxes.</p>

Field	Explanation
Tax Rate/Area	<p>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).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p>
Certificate	<p>A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.</p>

See Also

- *Entering Tax Information for a Detail Line* for more information about specifying that an item or service is taxable
- *Working with Vertex Quantum Sales and Use Tax* for information about how to set up the J.D. Edwards/Vertex interface and how to assign GeoCodes to address book records

Entering Reference Information for an Order

At some point, you might need to include additional information in an order. For example, you might want to include:

- The individual who placed the order
- The buyer responsible for procuring items and services on the order
- The company responsible for delivering the order
- A confirmation number, document number, or job number for the order
- Miscellaneous notes

You can enter reference information for an order when you enter header information. The reference information is primarily for informational purposes.

You can attach miscellaneous notes to an order as notes to be printed on the order.

► **To enter reference information for an order**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Header, complete the following fields:
 - Carrier
 - Buyer

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

3. From the Form menu, choose Additional Info.
4. On Order Header-Additional Information, complete the following field and click OK:
 - Reference 2
5. On Order Header, choose Attachments from the Form menu.
6. On Media Objects, choose Add Text from the File menu.
7. Enter the appropriate text.
8. Choose Save and Exit from the File menu.

Field	Explanation
Carrier	The address book number of the carrier, which is specified by the customer or by your organization. You might use this carrier because of route requirements or special handling requirements.
Buyer	The address book number that identifies who is responsible for setting up and maintaining the correct stocking levels for each inventory item.
Reference	A field available to record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number. This field is for informational purposes only.

Entering Order Detail Information

After you enter header information for an order, such as the supplier to fill the order and the branch/plant requesting the order, you must enter information about each item or service that you want to procure on the Order Detail form. For each item or service, you must enter a line of detail that describes:

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

Depending on your business objectives, you can use the following methods to enter 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 on a certain job or project, you can enter detail lines by account number, item number, or both.

If the supplier has an Internet home page set up with items that it offers, you can preview supplier information in the electronic catalog before entering the order detail information. On the Order Detail form, you can use a form exit to preview supplier information.

The system provides default values for detail lines based on the header information on an order. You can add and change the information for each detail line based on what 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 where the item is stored upon receipt, and the weight, volume, lot, and manufacturing information for the item. You also can attach notes, or narrative text, to each detail line.

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.

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

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

For an existing order, you can use the Order Detail form to review summary information such as items, account numbers, order quantities, prices, extended volumes and weights, total tax amount, and total dollar amount.

You might need to cancel a detail line if you no longer want to purchase the items or services that the line contains. When you cancel a line, the system closes the line and assigns it a last status of 980 (canceled order entry) and a next status of 999, which indicates that the purchasing process for the line is complete. If you want the closed line to appear when you are reviewing the order, you can set the processing options for Order Entry. If you want the closed line deleted from the system, you must run a purge.

The system provides four grid formats as tabs on the Order Detail form. Each tab displays the columns in the detail area of the form in a different order. In this guide, the stock based environment and forms are shown as examples.

To enter detail information, complete the following tasks:

- ☐ Enter detail lines by item number
- ☐ Enter detail lines by account number
- ☐ Enter shipment information
- ☐ Enter tax information for a detail line
- ☐ Enter discount terms for a detail line
- ☐ Enter reporting codes for a detail line
- ☐ Enter substitute or replacement items
- ☐ Enter kit orders
- ☐ Enter change orders
- ☐ Copy change orders

Before You Begin

- ☐ You must set the Order Entry 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*.

- ☐ You must set the Order Entry processing options to indicate the method by which the system updates detail lines with changes to header information. If you do not set the processing options to automatically update the header information, you must do so manually on the Order Header form by choosing Header to Detail/Define, which allows you to specify which fields to update, and then Header to Detail/Populate from the Form menu.

See Also

- *Reviewing Open Orders* for information about viewing pending orders

Entering Detail Lines by Item Number

If you work in an environment in which you stock items for resale, internal use, or manufacturing purposes, you enter 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, such as a storage location, a lot number, an asset identifier, manufacturing details, and landed cost rules.

When a direct ship sales order is created in Sales Order Management, the system automatically creates a corresponding direct ship purchase order. If you change the cost values for the direct ship purchase order, the system automatically changes the cost values on the corresponding sales order.

After you enter all detail lines on the purchase order, the system displays a warning message if the value of the order either exceeds the maximum order value or is below the minimum order value that is specified for the supplier in the purchasing instructions.

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. As another example, you can have the system retrieve the unit cost of the item you are ordering provided you assign a line type (such as Y, B, or D) to the detail line that tells the Procurement system to interface with the Inventory Management system. You must enter a line type for each detail line to indicate how the transaction works with other J.D. Edwards systems.

Another example of how the detail line information that you enter affects other systems is general ledger (G/L) information. The G/L class code that you enter for 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.

If you work in a non-inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non-stock items provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

► To enter detail lines by item number

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.

Change Order	Item Number	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pl. UoM	Ln Ty	
					0.00			

2. On Order Detail, enter header information on the Order Detail tab, as needed.
3. Choose the Line Defaults tab and enter information, as needed.
4. For each item complete a row with the following fields:
 - Item Number
 - Quantity Ordered
5. For each item complete the following fields, as required:
 - Unit Cost
 - Extended Cost
 - Line Type
 - Description
 - Tr. UoM
 - Pu. UoM
 - Last Status
 - Next Status
 - G/L Offset
6. From the Row menu, choose Tax/Terms.

7. On Order Detail - Page I, complete the following fields and click OK:
 - Location
 - Asset ID
 - Print Message
8. On Order Detail, choose Additional Information from the Row menu.

The screenshot shows a software window titled "Enter Purchase Orders - [Order Detail - Page II]". It has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Display...", "OLE...", and "Internet". The main area is divided into several sections:

- Report Codes:** A table with five rows. Each row has a "Report Code" field and a description.

Report Code 1	Blank - Commodity Class 41/P1
Report Code 2	Blank - Comm Sub Class 41/P2
Report Code 3	Blank - Supplier Rebate 41/P3
Report Code 4	Blank-Master Plan Family 41/P4
Cost Rule	Blank - Landed Costs 41/P5
- Send Method:** A dropdown menu.
- Freeze Code:** A dropdown menu with "N" selected.
- G/L Offset:** A text input field.
- Eval. Receipts:** A checkbox.
- Extended Weight:** A text input field.
- Extended Volume:** A text input field.
- Supplier SO:** A text input field.
- Reference:** A text input field.
- Original Order:** A section with "Number", "Type", "Company", and "Line No." fields.
- Related Order:** A section with "Number", "Type", "Company", and "Line No." fields.

9. On Order Detail - Page II, complete the following fields and click OK:
 - Report Code 1
 - Extended Weight
 - Extended Volume
 - Freeze Code

Field	Explanation
Quantity Ordered	A field that identifies either a transacted quantity or the units.
Extended Cost	A value that is equal to the number of units multiplied by the the unit price.

Field	Explanation
Ln Ty	<p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as 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 the following:</p> <ul style="list-style-type: none"> S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order
Description 1	<p>A description can be:</p> <ul style="list-style-type: none"> • Brief information about an item • A remark • An explanation
Tr 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).
Pu UoM	A user defined code (00/UM) that identifies the unit of measure in which you usually purchase the item.
Last Status	A user defined code (40/AT) that specifies the last step in the processing cycle that this order line successfully completed.
Next Status	A user defined code (40/AT) that indicates the next step in the order process.

Field	Explanation
G/L Offset	<p>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.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> • 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/P Class code – APC) <p>If you leave this field blank during data entry, the system uses the default value from the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401). The post program uses the G/L Offset class to create automatic offset entries.</p> <p>Note: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p>
Location	<p>The area in the warehouse where you receive inventory. The format of the location is user defined and you enter the location format for each branch/plant.</p>
Asset ID	<p>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 that you enter must be unique.</p>
Print Message	<p>A user defined code that you assign to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.</p>
Report Code 1	<p>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:</p> <ul style="list-style-type: none"> • Color • Country of origin • Primary content (for example, brass, wood, etc.) • Seasonality • Rebate group <p>J.D. Edwards has predefined reporting code 1 as a purchasing code for commodity class.</p>

Field	Explanation
Extended Weight	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.
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.
Freeze Code	A code that indicates if the order is frozen. MPS/MRP does not plan for frozen orders. Valid codes are: Y Yes, freeze the order. N No, do not freeze the order (default).

See Also

- *Setting Up Non-Stock Items* for more information about setting up non-stock master information
- *Setting Up Landed Costs* for more information about the different ways to assign landed costs and how the system applies landed costs
- *Entering Order Header Information* for more information about how to enter supplier information
- *Setting Up Order Line Types* for more information about line types

Entering Detail Lines by Account Number

If you work in an environment in which you purchase services or goods for internal use or for use in a certain job or project, 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 the general ledger to reflect expenses by job or project.

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.

If you work in a non-inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non-stock items provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

If you are making an account-based entry, you must enter an inventory interface of A or B.

If you are entering a lump sum for a detail line, you must enter an inventory interface of A or N.

A final example of how the detail line information that you enter affects other systems is general ledger information. The system tracks purchasing expenses in the general ledger based on the G/L class code that you enter for a detail line. The G/L class code determines the received not vouchered account to which the system applies a credit if you enter a formal receipt.



To enter detail lines by account number

From the Services/Expenditures Purchase Order Processing menu (G43C11), choose Enter Purchase Orders.

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Add.

If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.

2. On Order Detail, enter header information, as necessary.
3. Complete the following applicable fields:
 - Account Number
 - Branch/ Plant
 - Subsidiary
 - Object Account
4. Complete the following fields, as required, and click OK:
 - Quantity Ordered
 - Unit Cost
 - Extended Cost

- Line Type
- Description
- Description – Line 2
- G/L Date
- Item Number
- Tr. UoM
- Pu. UoM
- Last Status
- Next Status
- Subledger – G/L
- Subledger Type
- G/L Offset

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • 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 <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Subsidiary	<p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p>
Obj Acct	<p>The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, dividing labor into regular time, premium time, and burden.</p> <p>Note: If you are using a flexible chart of accounts and the object account 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 if you enter 456, the system enters three blank spaces to fill a 6-digit object.</p>

Field	Explanation						
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.						
Sub Type	<p>A user defined code (00/ST) that is used with the Subledger field to identify the subledger type and how the system performs 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:</p> <table> <tr> <td>A</td><td>Alphanumeric field, do not edit</td></tr> <tr> <td>N</td><td>Numeric field, right justify and zero fill</td></tr> <tr> <td>C</td><td>Alphanumeric field, right justify and blank fill</td></tr> </table>	A	Alphanumeric field, do not edit	N	Numeric field, right justify and zero fill	C	Alphanumeric field, right justify and blank fill
A	Alphanumeric field, do not edit						
N	Numeric field, right justify and zero fill						
C	Alphanumeric field, right justify and blank fill						

See Also

- *Entering Detail Lines by Item Number* for information about entering item information for detail lines
- *Working with Journal Entries for Receipt Transactions* and *Setting Up Automatic Accounting Instructions* for additional general ledger information

Entering Shipment Information

If you use Transportation Management, you can set up processing so that the system automatically creates shipment for a purchase order based on the order type and line type combination that you define in the user defined code tables (49/SD). The shipment is a request to transport goods from the supplier to the branch/plant. If you do not enter a carrier and mode of transport during order entry, the system retrieves default carrier and transport information from any of the following:

- Item Branch/Plant Information
- Customer Master Information
- Inventory Commitment preference

When you review routing options in Transportation Management, you can review and revise the carrier and mode of transport. If you do not specify a carrier in either of the master tables or during order entry, the system populates the carrier and mode of transport based on the Carrier transportation preference.

See Also

- *Planning Transportation* in the *Transportation Management Guide* for more information on entering shipment and load information

Entering Tax Information for a Detail Line

You can enter tax information that is specific to a detail line. This tax 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 order. If tax information for the detail line differs from that for the rest of the order, you can change the tax information to accommodate the detail line.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with J.D. Edwards software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

To enter tax information for a detail line

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
 - Branch/ Plant
 - Supplier
3. Select a detail line and choose Tax/Terms from the Row menu.
4. On Order Detail - Page I, complete the following fields and click OK:
 - Taxable
 - Expl Code
 - 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.
Expl Code	A user defined code (00/EX) that controls how tax is assessed on the order.

Field	Explanation
Rate/Area	<p>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).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p>

See Also

- *Working with Vertex Quantum Sales and Use Tax* for information about how to set up the J.D. Edwards/Vertex interface and how to assign GeoCodes to address book records

Entering Discount Terms for a Detail Line

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 offer a 10 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 0.90. 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. The system retrieves a default price rule for an item if:

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



To enter discount terms for a detail line

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

2. On Order Detail, complete the following fields:
 - Branch/ Plant
 - Supplier
3. Select a detail line and choose Tax/Terms from the Row menu.
4. On Order Detail - Page I, complete the following fields and click OK:
 - Discount Factor
 - Item Price Group
 - Pricing Cat. Level

Field	Explanation
Discount Factor	The factor that the system applies to the unit price of an inventory item to determine the net price. The system retrieves this value from the inventory pricing rules if you have assigned a rule to this item. The pricing rule setup determines if the system multiplies the unit price by this value or adds to or deducts from the unit price.
Item Price Group	<p>A user defined code (40/PI) that identifies an inventory price group for an item.</p> <p>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.</p> <p>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.</p>
Pricing Cat. 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.

See Also

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

Entering Reporting Codes for a Detail Line

You might want to group detail lines with similar characteristics so that you can generate reports based on the group. For example, you can group all detail lines for electrical items so that you can produce a report that lists open order information for electrical items. To group detail lines, you assign reporting codes to each line. The reporting codes are default codes that are associated with the classification codes for an item on the Item Branch/Plant Information form.

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

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
 - Branch/ Plant
 - Supplier
3. Select a detail line and choose Additional Information from the Row menu.
4. On Order Detail - Page II, complete the following fields:
 - Report Code 1
 - Report Code 2
 - Report Code 3
 - Report Code 4

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

Field	Explanation
Report Code 1	<p>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:</p> <ul style="list-style-type: none"> • Color • Country of origin • Primary content (for example, brass, wood, etc.) • Seasonality • Rebate group <p>J.D. Edwards has predefined reporting code 1 as a purchasing code for commodity class.</p>

See Also

- *Entering Item Classification Codes* in the *Inventory Management Guide* for more information on how to enter Procurement classification codes

Entering Substitute or Replacement Items

You might enter an 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.

The substitutes or replacements that the system displays are based on the cross-reference types from the Inventory Management system that you specify in the processing options for the Order Entry program and the Purchase Order Workbench program.

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

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, locate the order for which you want to enter a substitute or replacement item.
2. Click on the order, then choose Detail Revision from the Row menu.

3. On Order Detail, choose the row that contains the item that you want to replace.
4. From the Row menu, choose either Substitute Items or Obsolete Items.

5. On Substitute Items, review the following fields for each item:
 - Item Number
 - Description
 - Cost
 - Quantity Available
6. Choose the row that contains the appropriate substitute or replacement item and click OK.
7. Return to Order Detail and review that the system has replaced the original item information with that of the substitute or replacement item you chose.

Entering Kit Orders

Kits are comprised of component items that are associated to a parent item. Kits are useful if your company sells combinations of products. For example, if your company sells stereo systems, you can set up a kit with a parent name of stereo. The stereo kit can contain components such as speakers and a compact disc player, which you typically want to sell together. You can have an item number for the kit that you enter on a purchase order, but the parent item, stereo, is not stocked as an inventory item.

When you enter an item number for a kit, you can review the preselected components and the quantities that comprise the kit. You can also select any optional items that you want to include on the purchase order.

If you change quantity information for the kit, you must manually adjust the corresponding cost information. If you need to cancel component lines, you must cancel each line individually.

Before You Begin

- ☐ Verify that you have set the appropriate processing option in the Purchase Order Entry program that displays kit component lines.
- ☐ Verify that kit items have been set up. See *Entering Kit Information* in the *Inventory Management Guide*.



To enter kit orders

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
 - Supplier
 - Branch/ Plant
3. In the detail area, enter a kit parent item in the following field:
 - Item Number
4. Choose the row that contains the kit parent item.
5. From the Row menu, choose Kits.

Sel	O	+/-	Description	Qty Per	UM	L T	Request Date	Last Stat	Next Stat	
	F	+	Helmet Feature Parent Item		EA	S	7/25/00			2405
*	S		Water Bottle w/ Cage	1	EA	S	7/25/00	220	280	2420
	O		Gloves - Cloth	1	EA	S	7/25/00	220	280	2430
*	S		Tire Repair Kit	1	EA	S	7/25/00	220	280	2440

6. On Kit Selection, revise the following component information, as necessary:
 - O
 - Quantity
 - Request Date
7. To review features, double-click on the row with an F (Feature) in the O (Option) column.
8. To accept options, choose the row and click Select to display an asterisk in the following field:
 - Sel
9. Click OK.

Order Detail appears. If you would like to review the components or features that you selected for the kit order, click Cancel and inquire again on the kit order that you entered.

Processing Options: Order Entry

Defaults Tab

These processing options define the default information that the system uses during Purchase Order Entry (P4310).

1. Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) 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 prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_	Accounts Payable documents
R_	Accounts Receivable documents
T_	Payroll documents
I_	Inventory documents
O_	Purchase Order documents
J_	General Accounting/Joint Interest Billing documents
S_	Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form (P40205), are:

S	Stock item
J	Job cost, subcontracts, or purchasing to the General Ledger
B	G/L account and item number
N	Non-stock item
F	Freight
T	Text information
M	Miscellaneous charges and credits
W	Work order

3. Beginning Status

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

4. Override Next Status

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

5. Unit of Measure

Use this processing option to indicate the unit of measure that will default into the Transaction Unit of Measure field. The unit of measure that you enter overrides any value that is currently in the Transaction Unit of Measure field.

Note that if you choose an item from a catalog in Purchase Order Entry (P4310), the unit of measure in the catalog overrides is the default.

6. Line Number Increment

Use this processing option to automatically number the order lines by the increment that you choose. You should choose to increment by whole numbers, since other processes, such as kit entry, create decimal increments.

7. Default Tax Rate/Area

Use this processing option to specify where the system locates default tax rate/area information to use as the default during order entry.

- 1 The system uses the default tax rate/area from the address book number for the Ship To. The information that the system uses is located in the tax information section of the Supplier Master table (F0401).

Blank The system uses the tax rate/area that is associated with the address book number for the Supplier.

The system retrieves the tax explanation code from the Supplier address book number record in the Supplier Master table (F0401).

Note that if this is the version that is being called from the Order Release program, then the tax information comes from the Supplier Master table (F0401) and not from the original order

8. Transaction Unit of Measure

Use this processing option to specify where the system locates transaction unit of measure information to use as the default during order entry.

- 1 The system uses the primary unit of measure from the Item Master table (F4101) as the default for the transaction unit of measure.

Blank The system uses the purchasing unit of measure from the Item Master table (F4101). The transaction unit of measure directly relates to the

number that you have entered in the Quantity field on the Purchase Order Entry form.

If you choose an item from a catalog in Purchase Order Entry, the unit of measure in the catalog overrides that value that you enter in this field.

If you have entered a value in the Unit of Measure field, you should not enter a value in this field.

9. Landed Cost Rule

Use this processing option to specify the landed cost rule for the system to use on all orders that have been entered using this version.

If you leave this field blank, the system uses the landed cost rule from the Ship To information that is stored in the Address Book.

10. Header to Detail

Use this processing option to specify whether the system updates information in the detail lines when you change header information.

1 The system automatically loads header changes to the detail lines. Blank You must use the Populate form exit on the Order Header form to manually apply header to detail changes.

Use the Define form exit on the Order Header form to choose which fields on the Order Detail form you want to update with changes to header information.

After you make changes to the header information, the Order Detail form appears. Remember to click OK to record the changes that you have made on the Order Detail form. If you click Cancel, your changes will be lost.

11. Work Order Status

Use this processing option to specify the new work order status when the purchase order quantity or promise date changes.

This processing option pertains to purchase orders that have been created for outside operations by processing work orders with the Order Processing program (R31410). If you change the quantity or promise date after the system creates a purchase order, the system updates the work order status to the value that you have entered in this field.

If you leave this field blank, the system does not change the work order status.

12. Account Description

Use this processing option to specify where the system locates the account description to use as the default in order entry.

- 1 The system retrieves the account description from the account that consists of the business unit and the subsidiary. Typically, the account is a non-posting header account. Note that the object account will not be used when the system retrieves the account description.

Blank The system retrieves the account description from the account that consists of the business unit, object, and subsidiary.

13. Line Sequence

Use this processing option to specify how the system assigns line numbers on a change order.

- 1 The system starts the sequencing process over for each change order. If you enter 1, the system retains and increments the line number sequence within each individual change order, but for the next change order, the system starts over with the line number sequencing.

Blank The system assigns unique line numbers on a continuous, incremental basis. When there are multiple change orders, the system assigns line numbers on a continuous, incremental basis rather than starting over with line number sequencing for each change order.

Display Tab

These processing options control whether the system displays certain types of purchase order information, such as closed lines and kits, and whether you can change the information.

1. Suppress Closed Lines

Use this processing option to specify whether the system suppresses closed lines. Valid values are '1' and blank.

- 1 The system suppresses closed or cancelled lines. If you suppress closed or cancelled lines, any line with a status of 999 will not appear in the detail area. However, the record for the line still remains in the Purchase Order Detail table (F4311).

Blank The system does not suppress closed or cancelled lines.

2. Status Code Protection

Use this processing option to specify whether you can change status codes.

- 1 Status codes cannot be changed. You can review the codes, but you cannot change them. Regardless of the status code, the system protects the last and next status when you have activated status code protection.
Blank Status codes can be changed.

3. Order Type Protection

Use this processing option to specify whether you can change order types.

- 1 The order type (also known as the document type) cannot be changed. You can review the order type, but you cannot change it.
Blank You can change the order type.

4. Kit Display

Use this processing option to specify whether the system displays kit component lines or only the parent line.

- 1 The system displays kit component lines. You must first create the purchase order and then inquire upon the purchase order to display the kit component lines.
Blank The system displays only the parent line. However, both the parent line and all component lines are written to the Purchase Order Detail table (F4311).

5. Cost Protection

Use this processing option to specify whether you can change costs.

- 1 The costs fields appear on the form, but cannot be changed.
- 2 The system hides cost information. The Cost field does not appear, although the system still writes the cost information to the Purchase Order Detail Table (F4311). The system uses cost information from the costs tables as the default. Examples of the costs tables are the Item Cost table (F4105) and the Supplier Price/Catalog table (F41061). The cost table that the system uses for the default information depends on the way that your system is set up.
Blank The cost fields appear on the form and can be overridden.

6. Detail Line Protection

Use this processing option to specify the next status at which detail lines are protected from being changed. The entire detail line is protected when the next status is greater than or equal to this status. If you leave this field blank, the system does not protect detail lines from being changed.

7. Business Unit

Use this processing option to specify the text that describes the Business Unit field (alias MCU) on the Order Header form. This processing option affects only the Order Header form, not the detail area on the Order Detail form.

- 1 The field appears as Job.
- 2 The field appears as Project.
- 3 The field appears as Business Unit.
- Blank The field appears as Branch/Plant.

Interfaces Tab

These processing options control whether the system performs the following actions:

- Validating the business unit
- Displaying warnings for cutoff dates
- Updating quantity information
- Capturing supplier analysis information

1. Business Unit Validation

Use this processing option to specify how the system validates the branch/plant.

- 1 The system validates the branch/plant against the Inventory Constants table (F41001). If you are performing stock purchasing, enter 1 for this processing option. When you enter 1, the system uses the address book number in the Inventory Constants table (F41001) as the default for the Ship To address book number.
- Blank The system validates the branch/plant against the Business Unit Master table (F0006). Typically, you use this processing option when you are performing services expenditure purchasing. When you leave this processing option blank, the Ship To address book number defaults from the address book number in the Business Unit Master table (F0006). You can access the Business Unit Master table through the Revise Single Business Unit program.

2. PBCO Warning

Use this processing option to specify whether you want to receive a PBCO (Post Before Cutoff) warning.

- 1 Do not issue the PBCO warning. Typically, you use this value when you are performing services or expenditure-type purchasing.
- Blank The system compares the G/L date on the purchase order to the general accounting period for the company and business unit that are on the

purchase order. The PBCO warning ensures that you are not recording purchases in a prior general accounting period.

3. PACO Warning

Use this processing option to specify whether you want to receive a PACO (Post After Cutoff) warning.

1 Do not issue the PACO warning.

Blank The system compares the G/L date on the purchase order with the current period in the General Accounting Constants for the company and business unit that are on the purchase order. The PACO warning occurs when you try to create a purchase order with a G/L date that exceeds two periods beyond the current G/L period.

4. Quantity Update

Use this processing option to specify which quantity fields the system updates. Before you set this processing option, always check the way that you have defined availability in the Branch/Plant Constants program.

1 Update the Quantity On Other POs field (alias OT1A) in the Item Branch or Location tables. Use this value when you are entering requisitions, quotes, blanket orders, or other order types for which you do not want to affect your current on-purchase order quantity.

Blank The system updates the Quantity on PO field (alias PREQ).

5. Supplier Analysis

Use this processing option to indicate whether you want the system to capture supplier analysis information.

1 The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090). To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Receipts program (P4312) and the Voucher Match program (P4314) to capture the same information.

Blank The system does not capture supplier analysis information.

Processing Tab

These processing options control whether you have the following capabilities:

- Adding new supplier information
- Reviewing order templates
- Printing purchase orders using the subsystem

- Processing blanket releases
- Displaying header information before detail information
- Performing export processing
- Searching for agreements
- Preventing changes from being made to a base order
- Controlling whether the values for a branch/plant and the G/L account business unit need to be the same

1. New Supplier Information

Use this processing option to specify whether you can add new supplier information through the Address Book Revisions program (P0101).

- 1 Automatically access the Address Book Revisions program (P0101). You can add a supplier as you need to, rather than having to stop the task that you are performing to add a supplier. Consider your security restrictions for your Address Book records. You may not want to provide all users with the ability to enter supplier address book records.

Blank The system does not access the Address Book Revisions program (P0101).

2. Order Templates

Use this processing option to specify whether you want to review order templates.

- 1 Automatically display available order templates. If you set this processing option to automatically displays available order templates and you access the Order Header form, the system displays the order templates before displaying the Order Detail form. If you access the Order Detail form first, the system displays the order templates when you move your cursor to the detail area for the first time.

Blank Do not display available order templates.

3. Subsystem Printing

Use this processing option to specify whether you want to automatically print a purchase order by using the subsystem.

- 1 Automatically print the purchase order by using the subsystem. Note that you need to submit the version of the Purchase Order Print program (R43500) that is designated for subsystem processing.

Blank Do not print a purchase order by using the subsystem.

4. Blanket Releases

Use this processing option to specify whether you want the system to automatically process blanket releases.

- 1 Automatically process blanket releases. If there is more than one blanket order for the supplier/item combination, the system displays a check mark in the row header that is located in the detail area and an "X" in the Blanket Exists column. You must use a blanket order row exit to select a blanket order.

Blank Do not automatically process blanket releases.

5. Header Display

Use this processing option to specify whether the Order Header form appears before the Order Detail form.

- 1 Display the Order Header form before the Order Detail form.

Blank Display the Order Detail form.

6. Agreement Search

Use this processing option to indicate how the system searches for agreements. This processing option applies only if you are using the Procurement system in conjunction with the Agreement Management system.

- 1 Assign an agreement if there is only one agreement in the system. If the system finds multiple agreements, the system displays a check mark in the row header that is located in the detail area and an "X" in the Agreement Exists column. You must use a row exit to select an agreement.
- 2 Display all agreements.
- 3 Search for the agreement that has the earliest expiration date.

Blank Do not search for agreements.

7. Base Order Protection

Use this processing option to specify whether base order information can be changed. The base order is the original contract or order. The base order detail lines are identified as change order number 000. Typically, you use this processing option to prevent changes from being made to the original order.

- 1 The base order information cannot be changed.

Blank You can change the base order information.

8. Business Unit

Use this processing option to require that the values for the branch/plant and G/L account business unit are the same.

- 1 The values for the G/L account business unit and the header business unit (branch/plant, job, and so on) are the same.
- Blank The values for the G/L account business unit and the header business unit can be different.

Duplication Tab

These processing options determine the values that the system uses when an order is duplicated. These values override the values that are on the original order.

1. Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) 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 prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_	Accounts Payable documents
R_	Accounts Receivable documents
T_	Payroll documents
I_	Inventory documents
O_	Purchase Order documents
J_	General Accounting/Joint Interest Billing documents
S_	Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

2. Beginning Status Code

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

3. Next Status Code

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

4. Copy Selection

Use this processing option to specify the information that the system copies. You must activate this processing option if you want the system to copy line attachment text and order attachment text when generating quotes or requisitions into purchase orders.

- 1 Copy only line text.
- 2 Copy line text and order text.
- 3 Copy only order text.
- Blank Copy no information.

Cross-Reference Tab

These processing options control how the system processes cross-references to substitute and obsolete items.

1. Substitute Items

Use this processing option to specify the default cross-reference code that the system uses for retrieving substitute items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one substitute item, the system displays a check mark in the row header that is located in the detail area and an "X" in the Substitute Exists column.

2. Obsolete Items

Use this processing option to specify the cross-reference code for retrieving item replacements for obsolete items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one replacement item, the system displays a check mark in the row header that is located in the detail area and an "X" in the Replacement Exists column.

Order Inquiry Tab

These processing options apply only to the Open Order Inquiry program (P4310).

1. From Status Code

Use this processing option to specify the first code in the range of status codes for order detail lines.

Note that the system uses this status as the default on the Additional Selection form.

2. Thru Status Code

Use this processing option to specify the last code in the range of status codes for order detail lines.

Note that the system uses this status as the default on the Additional Selection form.

3. Last Status Code

Use this processing option to specify whether the system uses the last status or next status for the Open Order Inquiry program (P4310).

- 1 The system uses the last status code as the default for the from and thru status codes.
- Blank The system uses the next status code as the default for the from and thru status codes.

4. Date

Use this processing option to specify the date that the system checks to ensure that the date is within the date range.

- 1 The system checks the Transaction Date.
- 2 The system checks the Promised Date.
- 3 The system checks the Original Promise Date.
- 4 The system checks the Receipt Date.
- 5 The system checks the Cancel Date.
- 6 The system checks the G/L Date
- Blank The system checks the Requested Date.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Supply/Demand Inquiry (P4021)

Use this processing option to define the version that the system uses when you are using the Supply/Demand Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. Supplier Analysis (P43230)

Use this processing option to define the version that the system uses when you are using the Supplier Analysis program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. Supplier Master (P04011)

Use this processing option to define the version that the system uses when you are using the Supplier Master program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. PO Print on Demand (R43500)

Use this processing option to define the version that the system uses when you are using the Purchase Order Print On Demand program. The system uses the version that you choose to print an order when you access the appropriate row exit on a form.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Item Availability Summary (P41202)

Use this processing option to define the version that the system uses when you are using the Item Availability program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

6. Approval Review

Use this processing option to define the version that the system uses when you are using the Approval Review program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

7. Receipt Routing (P43250)

Use this processing option to define the version that the system uses when you are using the Receipt Routing program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

8. Open Receipts (P43214)

Use this processing option to define the version that the system uses when you are using the Open Receipts program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

9. Revision Audit Summary (P4319)

Use this processing option to define the version that the system uses when you are using the Revision Audit Summary program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

10. Purchase Ledger (P43041)

Use this processing option to define the version that the system uses when you are using the Purchase Ledger program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

11. Open Order Inquiry (P4310)

Use this processing option to define the version that the system uses when you are using the Open Order Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

12. Financial Status Inquiry (P44200)

Use this processing option to define the version that the system uses when you are using the Financial Status Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

13. Inbound Transportation

Use this processing option to define the version that the system uses when you are using the Inbound Transportation applications.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

Currency Tab

These processing options allow you to specify information about the tolerance percentage, currency code for As If amounts, and the As Of date for processing the exchange rate for As If amounts.

1. Tolerance

Use this processing option to specify a currency tolerance limit percentage, to ensure that the currency amount does not fluctuate by an amount greater than the tolerance percentage as compared with the Currency Exchange Rates table (F0015).

2. As If Currency

Use this processing option to specify the currency code for As If amounts. The system can display As If amounts in a currency other than the currency that they are recorded in.

If you leave this processing option blank, the system displays As If amounts in the currency that they are recorded in.

3. As Of Date

Use this processing option to specify the As Of date that the system uses to process the current exchange rate for the As If currency.

If you leave this processing option blank, the system uses the thru date.

If the thru date is blank, the system uses the system date.

Approvals Tab

These processing options control how the system applies approval processing to the purchase order entry process.

1. Route Code

Use this processing option to specify which code the system uses for approval processing.

The Approval Route Code of your choice.

- 1 Use the Originator's address as the default value.
- 2 Use the Originator's user profile as the default value.
- 3 Use the Branch/Plant route code as the default value.

- 4 Use the Default Locations route code as the default value.
Blank The system does not perform approval processing.

2. Awaiting Approval Status

Enter the next status for the system to use when the order enters the approval route.

3. Approved Status

Enter the next status for the system to use when the order is automatically approved.

Budgeting Tab

These processing options determine whether you can enter budgeting control information. If you enter a budget hold code, you are activating budget control processing.

See *Setting Up Ledger Type Rules* in the *General Accounting Guide*, for more information about budget ledger types and ledger type rules.

1. Budget Hold Code

Use this processing option to specify the code that the system uses for budget holds. The budget hold code activates budget control processing.

If a detail line exceeds the budget for an account, the system places the entire order on budget hold with the code that you specify for this processing option.

2. Budget Ledger Type

Use this processing option to specify the ledger type that contains your budgets.

If you specify a budget ledger type, the system retrieves only that budget ledger type. If you leave this processing option blank, the system retrieves all budget ledger types that were specified in the Ledger Type Master Setup program (P0025) and are contained in the Ledger Type Master table (F0025).

3. Level of Detail

Use this processing option to specify the value (3 through 9) for the level of detail that you want to use for budget checking.

If you leave this processing option blank, the system uses a value of 9.

4. Budgeting Total Method

Use this processing option to specify the method by which the system calculates your budget.

- 1 Use the Job Cost budget calculation method: the original budget + period amounts for the current year + prior year postings.
- 2 Use the standard financial budget calculation method: the sum of period amounts for the current year.
- 3 Use the standard financial spread calculation method: the original budget + period amounts for the current year.

5. Period Accumulation Method

Use this processing option to indicate the time period that the system uses when accumulating the budget.

- 1 Accumulate the budget through the current period.
- Blank Use the total annual budget to accumulate the budget.

6. Tolerance Percentage

Use this processing option to specify the percentage by which the detail line amount can exceed your budget before the system puts the order on budget hold.

7. Hold Code Warning

Use this processing option to specify whether the system issues a warning about detail line amounts that exceed the budget.

- 1 Issue a warning that a detail line amount will exceed the budget and place the order on hold.
- 2 Issue a warning that a detail line amount will exceed the budget and do not place the order on hold.

Blank Do not issue a warning.

Note that regardless of whether the system issues a warning, the system still places the order on hold.

8. Budget Accumulation

Use this processing option to specify how the system uses the value that is specified in the Level of Detail processing option, which also is located on the Budgeting Tab, to accumulate budget amounts.

- 1 Accumulate budget amounts from the level of detail for an account that has been specified in the Purchase Order Entry program (P4310) up to

the level of detail value that is specified in the Level of Detail processing option.

Blank Accumulate budget amounts from the level of detail value that is specified in the Level of Detail processing option.

For example, if you set the processing options in the budget accumulation and level of detail to 5, the budget would accumulate at all levels below 5. If you leave the budget accumulation blank and the level of detail is set at 5, the system only displays the budget at the level of detail 5.

9. Exclude Subledger/Type

Use this processing option to specify whether the system excludes the subledger and subledger type when validating the budget information.

1 Exclude the subledger and subledger type.
Blank Include the subledger and subledger type.

10. Job Cost Account Sequence

Use this processing option to specify the job cost account sequence for budgeting.

1 Use the job cost account sequence.
Blank Use the standard account sequence.

Interoperability Tab

These processing options control whether the system captures transaction information prior to changes to a transaction and whether the system performs export processing.

1. Before Image

Use this processing option to specify whether the system captures a record of a transaction before the transaction was changed or whether the system captures records of a transaction before and after a transaction was changed.

1 Capture two records; one record of the transaction before it was changed and one record after it was changed.
Blank Capture a record of a transaction after the transaction was changed.

2. Transaction Type

Use this processing option to enter a transaction type for the export transaction.

If you leave this field blank, the system does not perform export processing.

Order Revision Tab

These processing options control how the system processes order revision information.

1. Revision Tracking

Use this processing option to specify whether the system allows revisions to an order.

- 1 Allow revisions to existing orders only.
- 2 Allow both revisions to an existing order as well as the addition of new lines to the order.

Blank The system does not perform order revision tracking.

2. Next Status

Use this processing option to specify the next status code at which the system begins tracking order revision audit information. The system does not record revisions to detail lines if the lines' statuses precede the status code that you enter in this processing option.

The system stores revision information in the Purchasing Ledger table (F43199). You can access this table through the Order Revision Inquiry program (P4319).

3. Text Entry

Use this processing option to specify whether the system allows you to enter text when you are entering a revision.

- 1 Allow users to automatically enter text when entering a revision. The system displays a text entry window when the order is accepted.

Blank Do not allow users to enter text when they are entering a revision.

Self Service Tab

Use this processing option to activate Supplier Self-Service.

1. Supplier Self-Service

Use this processing option to activate Supplier Self-Service for use in a Java/HTML environment. This functionality allows suppliers to view their orders online.

Valid values are:

Blank Do not activate Supplier Self-Service.

- 1 Activate Supplier Self-Service.

Entering Change Orders

You can change commitment details after you enter them by creating a change order which updates the commitment information and creates a record of changes to the order. For example, to increase the committed amount for an order by 100, you enter a change order for 100.

You can set the Display and Process processing options for Order Entry to determine whether you can change original commitment information by line item or if you must enter a change order.

The system maintains a record after you make a change. After you enter change order information, you can enter descriptive text for each line item of the contract.

Note that if you are using the Advanced Pricing system for Procurement, change orders are not priced with adjustment schedules.

► To enter change orders

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Find to locate the order for which you want to add a change order.

Enter Subcontract Orders - [Work With Order Details]

File Edit Preferences Form Row Window Help

Select Find Add Copy Close Seg... New... Dis... Abo Links Added... OLE... Internet

Contract Number OS Project

Related Order

Original Order As If Currency ☐

Item Number

Account Number

Subledger ☐ Display Supplier Item

Contract Number	Quantity To Receive	UM	Amount To Receive	Ship To	Ct Ty	Order Co	Change Order	Supplier

Work With Order Details

2. Choose the order that you want to change.
3. Choose Change Orders and then Add Change Order from the Row menu.

4. On Order Detail, complete the following fields, as required, and click OK:

- Change Order
- Quantity Ordered
- Tr. UoM
- Unit Cost
- Extended Cost
- Pu. UoM
- Line Type
- Description
- Description – Line 2
- Account Number
- Subledger
- Subledger Type
- Branch/ Plant
- Last Status
- Next Status

Copying Change Orders

You can copy change orders and then modify it to suit your needs. This feature saves you time when you have similar change orders for many orders.

To copy a change order

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, locate the order for which you want to copy a change order.
2. Click on the order and choose Change Orders and then Copy Change Order from the Row menu.
3. On Order Detail, complete the following fields as required, and click OK:
 - Quantity Ordered
 - Unit Cost
 - Extended Cost

Note that if you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line to ensure that the system assigns the correct number to each detail line.

Field	Explanation
Quantity Ordered	A field that identifies either a transacted quantity or the units.
Unit Cost	The price charged for the unit of measure in the adjoining field. Use these fields, for example, if your primary unit of measure is EA (each), but you typically use a list price per box.
Extended Cost	A value that is equal to the number of units multiplied by the the unit price.

See Also

- *Setting Up Commitments* for more information about commitment details

Working with Special Order Entry Features

You can use several timesaving features to enter order information. For example, you can duplicate an order to create another order. You can also create orders for multiple suppliers simultaneously. Other features let you quickly locate item and supplier information and enter the information on purchase order detail lines.

Use special order entry features to complete the following tasks:

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

Duplicating an Order

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

You can also duplicate an order to create a certain type of order from the original order. You set the processing options for Order Entry to specify the order type code for the 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 every time 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 that are attached to the original order.



To duplicate an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Headers, click Find to locate the order you want to duplicate.
2. Select the order from the detail line and click Copy.
3. On Order Detail, change the order dates and other information, as necessary.

Note that if you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line to ensure that the system assigns the correct number to each detail line.

4. Click OK.

Entering Orders for Multiple Suppliers

You can enter orders for multiple suppliers simultaneously instead of having to enter a separate order for each supplier. You specify the items you want to purchase and the supplier from whom you want to purchase each item on the Purchase Order Workbench form.

If the supplier has an Internet home page set up with items that they offer, you can preview supplier and item information in the electronic catalog before entering the order.

You cannot order from a supplier who has a noncertified status. If the supplier has a partially certified status, the system displays a warning message before generating the order. If you need to change a supplier's certification status, you can do so on the Supplier/Item Relationships form.

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, and the information for each detail line defaults from master information for the item or procurement instructions for the supplier. You can review the orders that the system generates using the Purchase Order Entry form.



To enter orders for multiple suppliers

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, complete the following fields that are applicable for all items:
 - Branch/Plant
 - Ship To
 - Requested
2. Complete the following fields for each item that you want to order:
 - Item Number
 - Supplier
 - Quantity Ordered

To review or modify information before generating the orders, see *Creating Orders from Existing Detail Lines*.

3. Click OK for the system to automatically generate a separate purchase order for each supplier from whom you are ordering items.

If you do not want the system to automatically generate separate purchase orders, you must first cancel the orders before exiting Purchase Order Workbench.

See Also

- *Creating Supplier and Item Relationships* for more information on how to change a supplier's certification status
- Processing Options: Order Entry in *Entering Order Detail Information*.

Choosing a Supplier from whom to Purchase an Item

When you order an item, you must specify the supplier from whom you want to purchase the item. You can review all suppliers that provide a particular item and the price that each supplier charges for the item on the Supplier Price Comparison form. The system displays only those items for which:

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

After 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 the Purchase Order workbench.

► To choose a supplier from whom to purchase an item

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, choose Price Comparison from the Form menu.

Supplier	Supplier Name	Catalog	Unit Price	Dom Ext Amount	Currency Unit Price	Foreign Amount
----------	---------------	---------	------------	----------------	---------------------	----------------

2. On Supplier Price Comparison, to locate all suppliers who provide a particular item, complete the following field and click Find:
 - Item Number

3. To specify the quantity of the item you want to order, complete the following field:
 - Quantity
4. To specify additional information for the order, complete the following fields:
 - Branch/Plant
 - Requested
 - Purchasing UOM
5. To specify the supplier from whom to order the item, click on the appropriate row then click Select.
6. On Purchase Order Workbench, review the new order detail line.

When you click OK, the system automatically generates a separate purchase order for each supplier from whom you are ordering items. To review or modify information prior to generating the orders, see *Creating Orders from Existing Detail Lines*.

See Also

- *Assigning a Cost Level to an Item* in the *Inventory Management Guide* for more information about item cost levels

Entering Items Using Supplier Catalogs

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

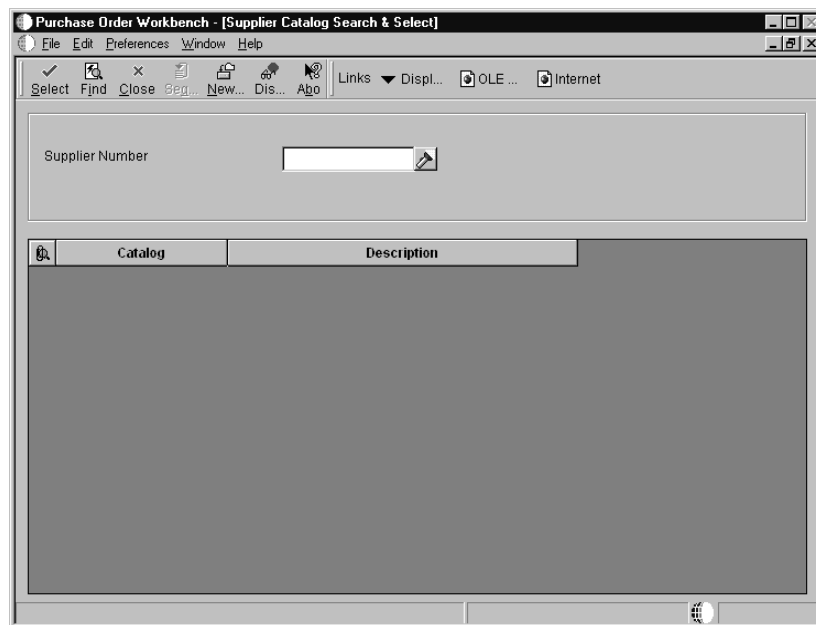
After you locate a catalog, you can choose the items that you want to order. The system enters each item that you choose on an order detail line, along with the unit price for the item as specified in the catalog. If the supplier has an Internet home page set up with items that it offers, you can preview item information in the electronic catalog. On the Catalogs-Item Selection form, you can use a form exit to preview item information.

Note that an item can have different prices, each based on the amount that you purchase. You can review all item prices for the items in a catalog on the Catalog Item Selection form. An item that has multiple prices appears several times, and each listing represents a different purchase quantity and the price that applies to that quantity.

► To enter items using supplier catalogs

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, complete the following field:
 - Branch/Plant
2. From the Form menu, choose Catalogs.



3. On Supplier Catalog Search & Select, complete the following field and click Find:
 - Supplier Number
4. Choose the catalog that contains the items you want to review and click Select.

Quantity Ordered	Supplier	Item Number	Description	Unit Price	UM	Quant Brea
	4343	9001	25 mm Cro-Moly Tubing	.0800	CM	
	4343	9002	50 mm Cro-Moly Tubing	.1200	CM	
	4343	9003	16 mm Cro-Moly	.1400	CM	
	4343	9004	50 mm Cro-Moly Bar	.3200	CM	
	4343	9005	60 mm Cro-Moly Plate	.3000	CM	
	4343	9006	Bolt - 6G	.0800	EA	
	4343	9006	Bolt - 6G	.0780	EA	
	4343	9007	Nut - 6	.0700	EA	
	4343	9007	Nut - 6	.0660	EA	
	4343	9008	Steel Rod	.2000	CM	

5. On Catalogs - Item Selection, complete the following field for each item that you want to order:
 - Quantity Ordered
6. Click OK.

Each item that you chose appears on a separate detail line on the purchase order.

See Also

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

Entering Items Using Order Templates

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

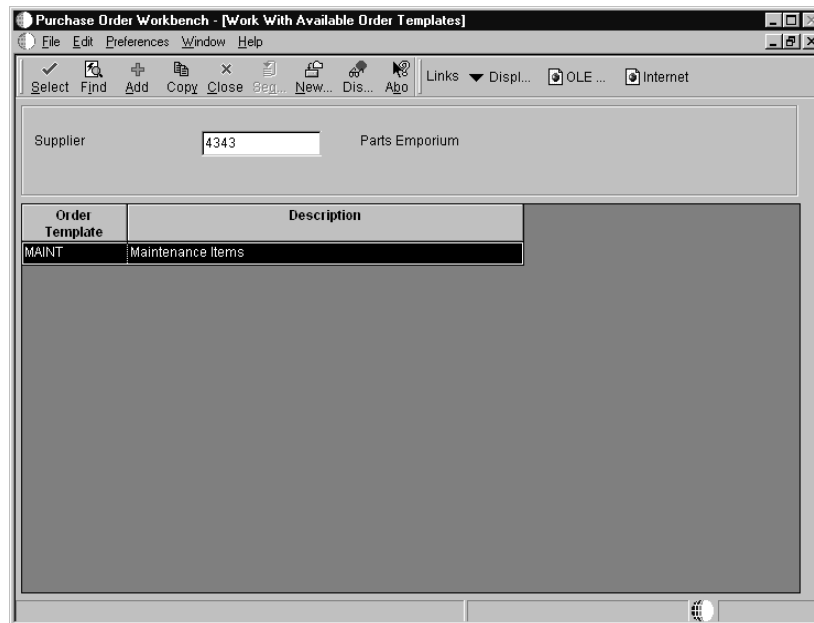
Each order template contains a specific group of items. When you enter a purchase order, you can choose to review a certain template. From the template, you choose the items you want to order, and the system returns the items to the purchase order.

The order templates can be specific to a supplier or they can be generic, in which case you do not usually purchase the items on the template from any specific supplier. If you access order templates before entering a supplier on the purchase order, you can review a list of generic templates.

► To enter items using order templates

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, complete the following field:
 - Branch/Plant
2. From the Form menu, choose Order Templates.



3. On Work With Available Order Templates, complete the following field and click Find:
 - Supplier

- Choose the template you want to review and click Select.

Quantity Ordered	UM	Item Number	Usual Quantity	Usual UM	Item Description
		2011	10	BX	Chain, Std
		2014	5	BX	Brake Kit
		2013	5	BX	Shift Kit
		2010	5	BX	Chain Rings

- On Order Templates, complete the following field for each item that you want to order:

- Quantity Ordered

You can order all items on the template in their usual quantities by choosing Preload with Usual from the Form menu.

- Click OK.

Each item in the appropriate quantity appears on a separate detail line on Order Detail.

See Also

- Setting Up Templates for Purchase Orders*

Creating Orders from Existing Detail Lines

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.

If there are multiple detail lines for a supplier, it is because each line 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 assign the order numbers manually.

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.

Creating purchase orders from existing detail lines is the final procedure for several different Procurement programs, including:

- Purchasing Workbench
- Generate Purchase Orders from Requisitions
- Generate Purchase Orders from Blanket Orders
- Generate Quotes from Requisitions
- Purchase Order Generator



To create orders from existing detail lines

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

Alternately, from the Order Gen/Approve/Release menu (G43A13), choose the appropriate release program or Purchase Order Generator.

1. On Purchase Order Workbench, choose Review Orders from the Form menu after you have entered a detail line for each item that you want to purchase.

If you are using an order release program or Purchase Order Generator, choose Review Orders from the Form menu after you have specified the quantities or amounts to release or the items to order.

Order Number	Or Ty	Order Co	Supplier	Supplier Name	Branch/Plant	Request Date
	OP	00001	4343	Parts Emporium	30	

2. On Suppliers Selected for Order, verify that the system has combined all releases into a separate line for each supplier and branch/plant.
3. To review information about the items to be included on a certain order, choose the order and choose Details from the Row menu.

Quantity Ordered	UOM	Unit Cost	Request Date	Order Date	G/L Date	2nd Item Number
1	EA	32.1000	7/25/00	7/25/00	7/25/00	1001

4. On Items Selected for Order, review and make changes to information about the individual items or accounts to be included on the order.

Note that you can cancel an order detail line, an item, or an account by deleting it. The system automatically updates original order detail lines with any cancellations or changes that you make to quantity, cost, unit of measure, or request date.

5. Return to Suppliers Selected for Order.
6. Return to Purchase Order Workbench.
7. Choose Generate Orders from the Form menu.

The system creates a purchase order for each line on Suppliers Selected for Order. The Generated Purchase Orders form appears so that you can review the new purchase order numbers.

See Also

- *Choosing Requisition Detail Lines for Orders* for more information about release quantities
- *Entering Orders for Multiple Suppliers* for information about the Purchasing Workbench program
- *Working with Requisitions* for information about the Generate Purchase Orders from Requisitions program
- *Working with Blanket Orders* for information about the Generate Purchase Orders from Blanket Orders program
- *Working with Quote Orders* for information about the Generate Quotes from Requisitions program
- *Generating Purchase Orders* for information about the Purchase Order Generator

Working with Commitments and Encumbrances

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

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

In addition, you can roll over a commitment or encumbrance to the next fiscal year.

For example, local governments and municipalities normally have the authority to expend funds for one fiscal year. As a result, purchase orders and subcontracts with open balances are often canceled at the end of the fiscal year. To prevent these purchase orders and subcontracts from being canceled and keep the recognition of these open balances, they must be rolled forward to the new fiscal year.

Working with commitments and encumbrances consists of the following tasks:

- ☐ Understanding encumbrances
- ☐ Verifying commitment integrity
- ☐ Reviewing commitment information for orders
- ☐ Working with encumbrance rollovers

Before You Begin

- ☐ You must set up the document types for pre-encumbrances and commitments in UDC table 40/CT. See *Setting Up Commitments* for more information and steps to complete this task.
- ☐ To relieve commitments, set the Commitment Relief value for the transaction company or company 0000 in Company Constants – Job Cost (F0026). See *Setting Up Commitment Relief* for more information and steps to complete this task.

Understanding Encumbrances

A commitment is created when a goods or services that are chargeable to a budgeted or appropriated expense are ordered or contracted. The commitment is relieved when the goods or services are received. This creates a liability either as Received Not Vouchered or an Accounts Payable record.

A functional server program called Update Commitment Ledger (X00COM) is used to create and relieve commitments and encumbrances. The system uses the Update Commitment Ledger (X00COM) to create the appropriate entries for commitments in the Purchasing system.

Understanding encumbrances includes reviewing the following topics:

- Creating an encumbrance or commitment
- Relieving an encumbrance or commitment
- Files used for encumbrances or commitments

Creating an Encumbrance or Commitment

You can create order detail lines through either of the following methods:

- Purchase Order Entry - Detail (P4311)
- Blanket Order Release (P43060)

When you create an order detail line, the system verifies that the document type exists in the UDC 40/CT verifies that the line type has an inventory interface of A or B, and automatically creates commitments and encumbrances.

If you create a purchase order from a requisition, you can also track pre-encumbrances in addition to encumbrances. A pre-encumbrance is the recognition of a future obligation from which you can commit budget amounts based on that request. When you generate the purchase order from the requisition, the system relieves the pre-encumbrance as you release quantities and closes the requisition. In addition, as you generate purchase orders, the system creates commitments for the resulting purchase order amounts.

Relieving an Encumbrance or Commitment

Use the Commitment Relief constant in Job Cost Constants to establish the criteria the system uses to automatically relieve open commitments when you run the G/L posting program for:

- Vouchers matched in a 2-way environment
- Purchase order receipts in a 3-way environment

Just receiving or vouchering an order does not relieve the commitment. The G/L Post (P09800) calls the Update Commitment Ledger (X00COM) that actually relieves the commitment. Committed dollars are relieved from the Purchase amounts (PA) ledger and are added to the Actual Amount (AA) ledger .

When vouchers or receipts are posted, the system:

- Relieves the commitment
- Creates an audit trail in the Purchasing Ledger file
- Recalculates the amounts in the Account Balance ledgers, if necessary
- Changes the exchange rate of selected purchase orders and restates the domestic commitment amounts, if necessary

When you inquire on commitments, the receipt G/L date, not the original purchase order G/L date, is used to relieve the commitment.

Files Used for Commitments and Encumbrances

In addition to the entries that are made to the purchasing tables during order entry, receipt processing, and voucher match, the system also maintains commitment information in the following tables:

- P.O. Detail Ledger (F43199)
- Account Balances table (F0902)

P.O. Detail Ledger (F43199)

The system creates multiple entries in the P.O. Detail Ledger (F43199). Based on change orders, order activity rules, and commitments, the system can maintain the following multiple ledgers to satisfy your business requirements:

- Purchasing Ledger
- Commitment Audit Trail (PA/PU Ledger)
- Change Order Ledger (CO Ledger)

If you are tracking commitments, a commitment audit trail transaction is created in the P.O. Detail Ledger (F43199). The committed amounts are maintained in the purchase amounts (PA) ledger and any committed units are maintained in the purchase units (PU) ledger. When you review the PA or PU ledger, you will notice that, unlike the purchasing ledger, the Last and Next status code fields are blank.

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

Account Balances (F0902)

During order entry, the system creates a commitment entry in the PA and PU ledgers in the Account Balances table (F0902). Based on the G/L date, the system creates an entry in the appropriate accounting period and adds the committed amount to the total budgeted amount.

If the Commitment Relief constant is set to Y, the system posts the receipt payment to the PA and PU ledgers in the Account Balances table (F0902). Based on the G/L date of the receipt (three-way match) or voucher batches (two-way match), the system relieves the commitment from the appropriate period as well as the total budgeted amount.

Verifying Commitment Integrity

From the Purchasing Reports menu (G43B112), choose Commitment Integrity Report.

You can review commitment information using the Encumbrance Inquiry form. In addition, you can generate a Commitment Integrity Report (R40910) to compare your open order amounts against your committed amounts and amount balances and to review any variances.

Use the Commitment Integrity Report to indicate variances among the following tables:

- Purchase Order Detail table (F4311)
- Commitment Audit Trail (P.O. Detail Ledger F43199)
- Account Balances table(F0902)

Two comparisons are made to identify out-of-balance conditions between files.

The Detail file and the Audit file are compared on a to-date basis, which means that all data in the files is summed regardless of date. The detail file is not date sensitive and does not contain information such as when you made changes to the open amount.

The system compares the Audit file and the Balances file on a through-period-end basis. The system uses the date you enter in the first

processing option to determine the period end date to use. This comparison is period sensitive because that is the lowest level of detail stored in the Balances file.

The columns under "Balance to Date" on the left side of the report are Purchase Order Detail (F4311), Commitment Audit Trail (F43199 PA), and Variance. The amounts reported by account number and subledger, respectively, are:

- Open amount in the Detail file
- Total of the Commitment Audit Trail transactions
- Difference between the two columns

The columns under "Balance as of xx/xx/xx" on the right side of the report are Commitment Audit Trail (F43199), Account Balances (F0902), and Variance. The amounts reported by account number and subledger are:

- Total of the Commitment Audit Trail transactions
- Account Balances total
- Difference between the two columns

Variances occur between the Purchase Order Detail table and the Commitment Audit Trail under the following conditions:

- Unposted receipt or voucher batches

To confirm all O and V batches are posted, run the Unposted Batches Report (R007011).

- Orders on budget hold

The system does not create an encumbrance until an order is released from budget hold.

If you find an inconsistency in your commitments that cannot be resolved, you can correct the information in the PA ledger. All entries in the PA and PU ledgers are based on the Purchase Order Detail table (F4311). You can rebuild this information from the Purchase Order Detail table (F4311) and correct any inconsistencies in the Account Balances table (F0902).

See Also

- ☐ *Working with Commitment Audit Trail* for more information about rebuilding the PA and PU ledger in the P.O. Detail Ledger table (F43199)
- ☐ *Posting Committed Cost to Jobs* for more information about rebuilding the PA and PU ledger in the Account Balances table (F0902)

Reviewing Commitment Information for Orders

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

After you receive goods, services, 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 project by the individual commitment amount. If you use a formal receiving process, the system performs commitment relief when you post journal entries for receipts or vouchers to the general ledger. If you use an informal receiving process, the system relieves open commitments when you post 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 system does not create commitments or encumbrances for the order until you release the hold.

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.

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, which contains committed purchase amounts in domestic currency, and the purchase units (PU) ledger, which contains committed purchase units.

You can review individual commitment transactions for:

- A branch/plant
- 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 orders

From the Purchasing Inquiries menu (G43B112), choose Commitment Inquiry.

Alternately, from Purchasing Inquiries menu (G43C112), choose Encumbrances Inquiry.

Alternately, from Subcontract Inquiries menu (G43D112), choose Commitment Inquiry.

Order Number	Or Ty	Order Co	Chg No	Line Number	Supplier	Description	Amount Committed	Amount Relieved	Units Committed
4523	OP	00001	000	1.000	3480	Materials	10,000.00		
4523	OP	00001	000	2.000	3480	Equipment	7,500.00		
4523	OP	00001	000	3.000	3480	Subcontracts	10,000.00		
Totals							27,500.00		

- On Work With Commitment Inquiry, complete the following fields and click Find to narrow the search:
 - Order No
 - Account
 - Subledger
 - Branch/Plant
 - G/L Date from
 - G/L Date

2. Review the following fields:
 - Order Number
 - Chg No.
 - Account Number
 - Supplier
 - Description
 - Amount – Committed
 - Amount – Relieved
 - Units – Committed
 - Units Relieved
 - Total Open Amount
 - Total Open Units
3. To review details for a certain transaction, choose the transaction and click Select.

The screenshot shows a software window titled "Commitment Inquiry - [Commitment Inquiry Detail]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "Can...", "Dis...", "Ago", "Links", "Displ...", "Previo...", "Next", "OLE...", and "Internet". The main area of the window is divided into several sections. The top section contains fields for "Order Number" (4523), "Branch/Plant" (30), "Change Order" (000), "G/L Date" (7/5/05), "Line Number" (1.000), "Document No", "Account No" (1.1344), "Supplier" (3480), "Digger Incorporated", "Subledger", "Description" (Materials), "Revision No" (0), "Units Committed", "Amount Committed" (10,000.00), "Tax" (00), "Total" (10,000.00), "User ID" (DEMO), "Program ID" (EP4310), "Work Station ID" (TN06DN08), "Date Updated" (4/17/97), and "Time of Day" (124201). The bottom section contains two buttons: "Work With Commitment Inquiry" and "Commitment Inquiry Detail".

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

Field	Explanation
Chg No.	<p>In the A/R and A/P systems, a code that corresponds to the pay item. In the Sales Order and Procurement systems, this code identifies multiple transactions for an original order.</p> <p>For purchase orders, the code is always 000.</p> <p>For sales orders with multiple partial receipts against an order, the first receiver used to record receipt has a suffix of 000, the next has a suffix of 001, the next 002, and so on.</p>
Amount Committed	The amount committed to an order line or contract line, including the tax amount.
Amount Relieved	The amount relieved from the amount committed to an order line or contract line, including the tax amount.
Units Committed	The units committed to the order line or contract line.
Units Relieved	The number of units that have been relieved from the number of units committed to an order line or contract line.
Total Open Units	The original quantity for the order detail line, plus or minus any changes to that quantity, minus all quantities shipped, received, and vouchered to date.
Total Open Amount	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance.

Processing Options for Commitment Inquiry

Default

Order Type _____

Display

Enter '1' for Change Orders else
Commitments _____

Versions

Order Entry (P4310) _____

Working with Encumbrance Rollovers

From the Procurement Advanced Technical Ops (G43A31) menu, choose Encumbrance Rollover.

When you run the encumbrances rollover, the system rolls forward the fiscal year end encumbrances and commitments. The rollover reduces the manual effort placed on users who work in environments with a high volume of transactions. The Encumbrance Rollover program (R4317) provides you the option to do one of the following:

- Relieve committed lines on a purchase order or subcontract from the prior year and recommit a new line with the current year's G/L date.
- Relieve committed lines on a purchase order or subcontract from the prior year and recommit a new line with the current year's G/L date. These lines are assigned to a new account that is created especially for this rollover. This account is controlled through distribution AAI 4430.
- Cancel committed lines on a purchase order or subcontract to ensure that no further payment processing can be made against those lines. For subcontracts, the purge code must be R. For purchase orders, the system updates the next status to 999 (closed).

Many industries use the term decommit to relieve commitments. When you relieve or decommit commitments and encumbrances, the system creates an RO ledger type record. You should not purge the RO records as they must be used to create or rebuild commitments.

See Also

- *Working with a Commitment Audit Trail* for information about creating the audit train of commitments

Processing Options for Encumbrance Rollover (R4317)

Defaults Tab

Use these processing options to specify the defaults that the system applies when you run an encumbrance rollover.

1. Rollover Method

Use this processing option to specify how the system processes year-end encumbrance amounts. The method that you use depends on your business requirements. Valid values are:

Blank Rollover is canceled with no further action. No amount is recommitted to a new G/L date or account.

- 1 Roll over the year-end encumbrance amount to the next year using a new G/L date.
- 2 Roll over the year-end encumbrance amount to the next year using a new G/L date and a new account number.

2. G/L Class Code

Use this processing option to specify the G/L class code that the system uses to retrieve the AAls. You can enter a G/L class code or leave the field blank to use the G/L class code from the purchase order detail line. If you are processing subcontracts with account reclassification, you must enter a G/L class code. If you are processing both purchase orders and subcontracts, the G/L class code that you enter will be used for both. This code determines the A/R account (class) that is offset when you post invoices. The code that you enter in this field can be alphanumeric or can match the object code of the G/L account number.

Note: Do not use code 9999. The system reserves this code for the post program and indicates that offsets will not be created.

3. Ledger Type

Use this processing option to specify the ledger type that the system uses for the history record in the P.O. Detail Ledger table (F43199). This is a user defined code (09/LT) that specifies the type of ledger, such as AA (actual amounts), BA (budget amount), or AU (actual units).

4. New G/L Date

Use this processing option to specify the G/L date for the current year's encumbrance rollover. This date identifies the financial period to which the transaction is posted. You set up the date range for each financial period in general accounting constants.

5. Decommit G/L Date

Use this processing option to specify the G/L date to decommit the encumbrance. This date identifies the financial period to which the transactions will be posted. You set-up the date range for each financial period in the general accounting constants.

Process Tab

Use this processing option to specify whether the rollover should be processed in proof or final mode

1. Process

Use this processing option to specify whether the system runs the encumbrance rollover in proof or final mode. When you run the encumbrance rollover in proof mode, the system does not update the status or any applicable tables. When you run the encumbrance rollover in final mode, the system updates the status and all applicable tables. Whether you run the encumbrance rollover in proof or final mode, you can print journal entries and errors. Valid values are:

- 1 Run the encumbrance rollover in final mode
- Blank Run the encumbrance rollover in proof mode

Working with Budgets

If you set up budgets for jobs, projects, departments, and so forth, you might want to verify that the purchase amounts you incur do not exceed these budgets. You can compare budget amounts to 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, project, department, and 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. You can set a budgeting processing option in the Purchase Order Entry program (P4310) to provide a warning message that a detail line amount exceeds the available budget amount, but the system will still place the order on hold. The system allows no further processing of the order until you remove the budget hold. You must set up budget hold codes for each business unit.

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

$$\text{Available Budget} = \text{Original Budget} +/\text{-- Changes} - \text{Actual amounts spent} - \text{Commitments} - \text{Encumbrances}$$

The system uses the following budget calculation for ledgers:

$$\text{Available Budget} = \text{BA or JA Ledger Amounts} - \text{AA Ledger Amounts} - \text{PA Ledger Amounts}$$

You use the processing options on the Budgeting tab from Order Entry to activate budget checking and to specify information such as:

- 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

Do not use the JA ledger type for budgeting. The system reserves this ledger type for Job Cost.

Search Scenarios for Level of Detail

When you create an account, you assign each account number a level of detail. The range for the level of detail is one through nine, with one being the highest and nine being the lowest.

You enter the level of detail in the processing option for the system to search for the available budget. This processing option also controls how the system accumulates the actual and committed and encumbered amounts for the account.

Budget Amount Accumulation

Two search scenarios exist.

1. If the account number that you enter on the order is the same as the budget account number, and the level of detail of this account is equal to the level of detail you enter in the processing option, the system does not roll up the budget. The system calculates the available budget on the account.

If the detail line exceeds the available budget then the system applies a budget hold to the line.

2. If the account number that you enter on the order does not have the same level of detail that you enter in the processing option, and the level of detail of the account is lower than the level of detail that you enter in the processing option, the system retrieves the budget from the account whose level of detail matches the level of detail that you enter in the processing option.

Actual and Committed Amount Accumulation

If you set the budget accumulation processing option to accumulate, then the system accumulates budgets starting from the level that you enter in

the level of detail processing option and continues to the lowest level of detail.

To accumulate the actual and committed and encumbered amounts for the account, the system first searches higher levels of detail in the chart of accounts. The system locates the first account number that has a level of detail that is equal to the level of detail that you enter in the processing option. This account number must be above the level of detail of the account number on the order.

The system then searches lower levels of detail in the chart of accounts to locate the first account number with a level of detail equal to the level of detail you specify in the processing option. This account number must be below the level of detail of the account number on the order.

The system then totals the actual and committed/encumbered account balances for the account range it identifies and subtracts the total from the budget ledger to determine the available budget. The system compares the available budget amount with the amount you enter on the order.

If the detail line exceeds the available budget, the system applies a budget hold to the line.

Budget Totaling

Use this processing option to specify how the system calculates the budget total.

The system uses the following fields in the Account Balances table (F0902) for budgeting:

- BORG - the original or beginning budget
- AN01 through AN12 - the net posting fields which contain changes in the current year
- AYPC - the balance forward field contains the sum of the prior year's changes, which the system rolls into the current year

Use 1 in this processing option for job cost accounting. The system adds the amounts in the above fields. The total of these fields is the budget amount the system uses for budget checking.

Note: The original budget cannot be spread when you enter a 1 in the processing option.

Use 2 in this processing option for Public Sector and Not-For-Profit entities. Use this method when the system spreads an original budget to the net posting fields. The system calculates the total budget from the net posting fields to use in budget checking.

Use 3 in this processing option for Profit entities. You enter changes to the budget in the net posting fields. The system adds the net posting fields and the original budget to determine the budget amount to use in budget checking. Use this method when an original budget is not spread to the net posting fields.

Calculating Available Budget to Date for the Fiscal Year

Use this processing option to specify how the system calculates the available budget.

When you enter a 1 in this processing option, the system reviews the fiscal date pattern for the company and determines the current general ledger period. The system then adds the sum of the period budget amounts from period one through the current period. The system uses this amount as the original budget for budget checking.

Enter 1 in this processing option only when you enter 2 in the budget totaling processing option.

See Also

- *Releasing Order Holds* for more information about removing budget holds
- *Working with Annual Budgets* in the *General Accounting Guide* for more information about setting up budgets
- *Working with Orders on Hold* for more information about budget hold codes for business units

Reviewing the Budget

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

- The budget amount
- The actual amount you have spent
- The total amount of commitments through a certain date
- The variance between the budget amount and the amount you have spent or are committed to spend in the future
- The transactions that have affected a certain account and the journal entries that relate to a particular transaction

► To review the budget

From the Purchasing Inquiries menu (G43B112), choose Budget Comparison.

Alternately, from the Purchasing Inquiries menu (G43C112), choose Budget Comparison.

Account Description	General Ledger Period Balance	Budget Amount Period Balance	Variance Period Balance	Period % Variance
Potomac Hotel				
Subcontracting	114,000.00		114,000.00	100.00
Subcontracting	5,000.00		5,000.00	100.00
Subcontracting	125,000.00		125,000.00	100.00
Additional Accrued Cos				
Projected Final Costs				
Contract Billings	225,000.00		225,000.00	100.00
Projected Final Revenue				
Gross Profit				
Recognized Revenue				
Gross Profit				
WIP Offset-Recognized				

- On Trial Balance/Ledger Comparison, complete the following field:
 - Skip to Account
- Complete the following fields to indicate the ledgers from which the system retrieves commitment and budget amounts:
 - Ledger Type 1
 - Ledger Type 2
- Complete the following fields to indicate the period for which the ledger amounts reflect:
 - Thru Date 1
 - Thru Date 2
- Complete the following field:
 - Level Of Detail
- Click Find.
- Review the following fields for each account:
 - Ledger Type 1
 - Ledger Type 2

- Variance Period Balance
- Ledger 1 Period Balance
- Business Unit
- Account ID
- Posting Edit Code

Field	Explanation														
Ledger Type 1	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.														
Thru Date 1	A date that identifies the financial period to which the transaction will be posted. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.														
Level Of Detail	<p>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 Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. When you are using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. Example:</p> <table> <tr> <td>3</td><td>Assets, Liabilities, Revenues, Expenses</td></tr> <tr> <td>4</td><td>Current Assets, Fixed Assets, Current Liabilities, and so on</td></tr> <tr> <td>5</td><td>Cash, Accounts Receivable, Inventories, Salaries, and so on</td></tr> <tr> <td>6</td><td>Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on</td></tr> <tr> <td>7</td><td>Petty Cash – Dallas, Petty Cash – Houston, and so on</td></tr> <tr> <td>8</td><td>More Detail</td></tr> <tr> <td>9</td><td>More Detail</td></tr> </table> <p>Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.</p>	3	Assets, Liabilities, Revenues, Expenses	4	Current Assets, Fixed Assets, Current Liabilities, and so on	5	Cash, Accounts Receivable, Inventories, Salaries, and so on	6	Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on	7	Petty Cash – Dallas, Petty Cash – Houston, and so on	8	More Detail	9	More Detail
3	Assets, Liabilities, Revenues, Expenses														
4	Current Assets, Fixed Assets, Current Liabilities, and so on														
5	Cash, Accounts Receivable, Inventories, Salaries, and so on														
6	Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on														
7	Petty Cash – Dallas, Petty Cash – Houston, and so on														
8	More Detail														
9	More Detail														
Variance Period Balance	A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols.														

Field	Explanation
Ledger 1 Period Balance	A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols.

Processing Options for Trial Balance / Ledger Comparison

Ledger Type

1. Enter the default Ledger Types. If Ledger Type 1 is left blank, "BA" will be defaulted. If Ledger Type 2 is left blank, "AA" will be defaulted.

Ledger Type 1 _____
 Ledger Type 2 _____

2. When exiting to another application, select the Ledger Type that the called application should use. Enter a "1" for Ledger Type 1, or a "2" for Ledger Type 2. If left blank, "1" will be defaulted.

Exit With Ledger Type _____

Balances

1. Enter a "Y" to suppress posting accounts with zero balances from being displayed. If left blank, "N" will be defaulted.

Suppress Zero Balances _____

2. Enter the Calculation Method to be used when calculating variances. "A" - Addition, "S" - Subtraction, "M" - Multiplication, "D" - Division. If left blank, "S" will be defaulted.

Calculation Method _____

Additional LT

1. Enter Additional Ledger Types to be used in calculating account balances for Ledger Types 1 and 2. If left blank, no Additional Ledger Types will be used.

Additional Ledger Type 1 _____
 Additional Ledger Type 2 _____

Subledger

1. Enter the Subledger and Subledger Type to be used for calculating account balances. If left blank, a blank Subledger and blank Subledger type will be defaulted.

Subledger
Subledger Type

Account LOD

1. Enter the Account Level Of Detail to be used (3-9). If left blank, "9" will be defaulted.

Account Level Of Detail

Currency Code

1. Enter the Currency Code to be used for calculating account balances. If left blank, all currencies will be defaulted.

Note: Use this processing option only if Multi-Currency is being used.

Currency Code

Date Effective

1. Enter a "Y" to allow the user to calculate Date Effective Balances, enter a "N" to use Period End Dates. If left blank, "N" will be defaulted.

Date Effective Balances

2. Enter a "Y" to show Thru Periods as a default display, enter a "N" to show Thru Dates. If left blank, "N" will be defaulted.

Default Thru Period Display

Working with Orders on Hold

You can place an order on hold to prevent it from being processed. You might place an order on hold for reasons such as the following:

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

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

Complete the following tasks:

- ☐ Enter order holds
- ☐ Release order holds

Entering Order Holds

When you place an order on hold you 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.

There are two types of order holds: budget holds and regular holds. Budget holds are for orders that exceed the budget. Regular holds are for all other holds.

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

- Assign a hold code to the order on the order entry form.
- Assign a hold code to a supplier on purchasing instructions 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 the processing options for the Enter Orders program. If budget checking is activated, the system assigns the hold code to orders when detail lines exceed budget.

See Also

- *Defining Supplier Purchasing Instructions* for more information about purchasing instructions

Before You Begin

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

Releasing Order Holds

To have the system process an order that has been put on hold, you must release the hold. You can review all holds on a certain order and choose the holds that you want to release.

For budget holds, you can review the budget before releasing budget hold orders by accessing Budget Comparison from the Release Held Orders (Budget) program. Note that you cannot use Release Held Orders (Budget) to release an order on budget hold if the order is assigned an approval route. In that case, you must use the Approval Review program to approve and release the order.

To release order holds

From the Order Generation/Approve/Release menu (G43A13), choose Release Held Orders.

Alternately, from the Order Generation/Approve/Release menu (G43B13), choose Release Held Orders (Budget).

Alternately, from the Order Generation/Approve/Release menu (G43D13), choose Release Held Orders.

Hd Cd	Order Number	Or Ty	Order Co	Chg Order	Line Number	Description	Supplier / Customer
B1	4788	OP	00200	000	1.000	Mountain Bike, Red	Parts Emporium
B1	4789	OP	00200	000	1.000	Mountain Bike, Red	Parts Emporium
B1	4805	OP	00200	000	1.000	Cyclometer	Parts Emporium
B1	4807	OP	00200	000	1.000	Video Cassette	Parts Emporium
B1	4808	OP	00200	000	1.000	Video Cassette	Parts Emporium

- On Work With Held Orders, complete the following fields and click Find to review orders on hold:
 - Order Number
 - Branch/Plant
 - Customer/Supplier
 - Hold Code
 - Person Responsible
- Choose the order detail line for which you want to release the hold and click Select.

3. On Password Confirmation, complete the following field and click OK:
- Password

Field	Explanation
Hold Code	A user defined code (42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).
Person Responsible	The address book number of the person who is responsible for reviewing and releasing orders placed on hold.

See Also

- *Working with Budgets* for more information about putting orders on budget hold

Processing Options for Held Order Release

Defaults

1. Order Type _____
2. Release Code _____

Display

1. Enter a '1' to display SO's, else display PO's _____
2. Enter 'Y' to display previously released orders _____

Versions

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

1. Sales Order Entry (P4210) _____
2. Purchase Order Entry (P4310) _____
3. Print Pick Slip (R42520) _____
4. Ship and Debit (R45100) _____

Process

Enter '1' for

1. Automatic printing of Pick Slip. _____
2. Enter the release status code of the work order _____
3. Ship and Debit Processing _____
- Blank = Do not call R45100
- 1 = Subsystem Mode
- 2 = Batch Mode

Warehouse

1. Enter the request processing mode _____
- ' ' = No pick request. '1' = Generate requests only. '2' = Generate requests and process using the subsystem.
2. If processing pick requests using the subsystem, enter the version. _____
 3. Override next status for sales order lines for which requests have been generated. _____

Prepayment

1. Release Authorization Hold and Advance Prepayment Status. _____
2. Release Settlement Hold and Advance Prepayment Status. _____

Working with Log Information

Log information is supplemental to the information contained in an order. It includes details such as submittals and transmittals. A submittal is information that you need to receive from a subcontractor or supplier, for example, proof of insurance. A transmittal is information that you need to send to a subcontractor or supplier, such as permission to proceed. Logs can also include information relevant to the order such as meeting dates, notes, and so forth.

You can assign dates to log information so that the system issues an outstanding submittal warning when you try to make payments before you receive all of the submittals. For example, if you require a subcontractor or supplier to submit insurance information to you before you make a payment against the order, you can specify for outstanding submittal warnings. The system then warns you if you try to make a payment before you receive the information.

You can enter new log information into a contract, or you can copy log information into an order from a model log. A model log is a set of standard log information that you can copy into your contracts and then modify for each contract.

After you enter log information, you can enter descriptive text for each line item within the log. You can also delete any of the log information for a contract.

Complete the following tasks:

- ☐ Enter log information
- ☐ Run the Log Report/Update
- ☐ Copy log information from a model log

Entering Log Information

To enter log information

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

Depending on the menu selection you choose, one of the following forms displays:

1. On Work With Order Headers or Work With Order Details, click Find to locate the order for which you want to enter log information.
2. Click on the order and choose Log Details from the Row menu.

Log Type	Description	Status Code	Explanation -Remark-	Job Number	Char Req
S	Performance Bond	Y	Submit Performance Bond		
S	Proof of Insurance	Y	Submit Insurance Certificate		
S	Signed Contract	Y	Submit Signed Contract		
T	Schedule	N	Review Project Schedule		
T	Transmittal #1	Y	Change Request: De-Water		
T	Transmittal #2	Y	Proceed with Change #001		

3. On Log Details, complete the following fields and click OK:
 - Status Code
 - Explanation -Remark-
 - Job Number
 - Change Request Number
 - Date - Issue
 - Date - Expired
 - Date - Required
 - Pay Effect
 - Category Code 1
 - Category Code 2
 - Category Code 3

- Submittal ID Code
- Supplier

Note: The outstanding log warning is set up in the Pay Effect field. For an outstanding log warning to occur, the status of the log must be N, the Pay Effect field must be set to Y, and the required and expired dates must be earlier than the system date. The system also checks for all log types in the Outstanding Log Types (43/OL) user defined code table.

Field	Explanation
Status Code	<p>A code that specifies whether the requirements for the log line have been satisfied. Valid values are:</p> <p>Y Yes, the requirements have been satisfied.</p> <p>N No, the requirements have not been satisfied.</p> <p>Blank The requirements have not been satisfied, the log line is not yet in effect, or no status is required.</p>
Explanation –Remark–	A name or remark that describes an element in the J.D. Edwards systems.
Job Number	<p>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, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, 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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Change Request	The number assigned to the change request for a particular job.
Issue Date	The date that the log entry was issued. For example, for a submittal requirement for an insurance certificate, the effective date for the insurance policy would be entered in the Issue Date field.

Field	Explanation				
Expired Date	The expiration date of the log entry. For example, in the case of a submittal requirement for an insurance certificate,, the termination date for the policy would be entered in the Expired Date field. The termination date would then be used by the Submittal Status Update program to update the status field. If the Expired Date is earlier than the date that you run the program, the system sets the status to N for the log entry.				
Required Date	The date that the log entry needs to be received. For example, consider a submittal requirement for an insurance certificate. The date that a copy of the policy or certified proof of coverage document is to be received would be entered in the Required Date field.				
Pay Effect	<p>A code that indicates whether the submittal requirement is of such importance that regular payments to the subcontractor can be suspended if the submittal requirement is not properly satisfied. This code is normally used in conjunction with submittal log entries. Valid values are:</p> <table><tr><td>Y</td><td>Issue warning messages if log requirements are not met.</td></tr><tr><td>N</td><td>Do not issue warning messages.</td></tr></table> <p>If Pay Effect is set to Y, various warning messages can appear during progress payment entry when outstanding log requirements exist.</p>	Y	Issue warning messages if log requirements are not met.	N	Do not issue warning messages.
Y	Issue warning messages if log requirements are not met.				
N	Do not issue warning messages.				

Running the Log Report/Update

From the Subcontract Reports menu (G43D111), choose Log Report/Update.

You can run the Log Report/Update to update the value of the Pay Effect field in the Log Details table (F4303). This report displays the following information:

- Log items and text that relate to a contract
- Submittal and transmittal status information

When you run the report, you can specify whether to update the status of expired logs to “not complete,” which creates an outstanding submittal warning. You can review the information on the report to determine whether to post payments against contracts that have expired logs.

Copying Log Information from a Model Log

You can copy log information into a contract from a model log. A model log is a set of standard log information that you can copy into your orders and then modify for each order. This feature saves you time when you have log information that is duplicated across many orders.

Before You Begin

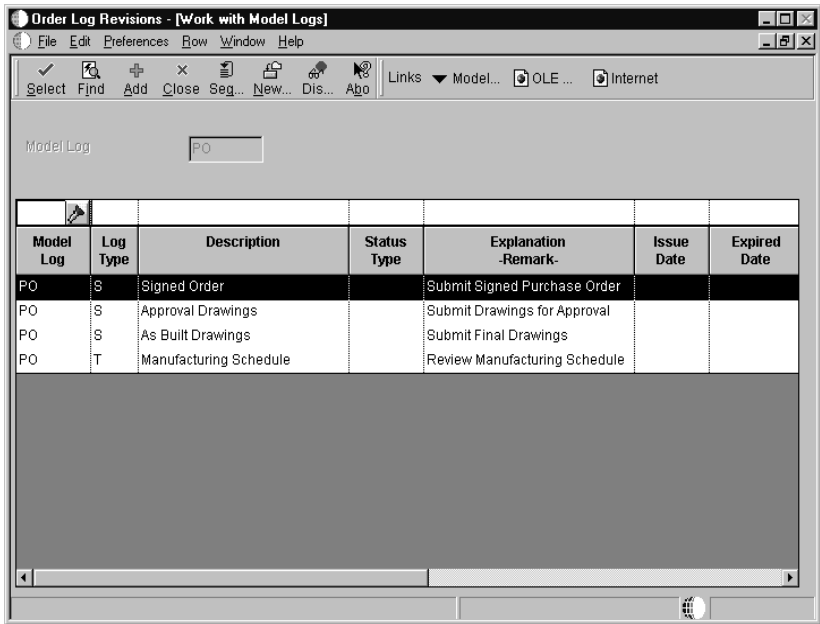
- ☐ Create model log information. See *Creating a Model Log*.

▶ To copy log information from a model log

From the Purchase Order Processing menu (G43A11), choose Order Log Revisions.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Processing. From the Subcontract Processing menu (G43D11), choose Order Log Revisions.

- On Log Details, choose Model Log from the Form menu.



- On Work With Model Logs, choose a model log and click Select.

The system copies the log information from the model log with the same contract type and company.

Printing Orders

After you enter orders, you can print them which allows you to review the orders and then send them to the appropriate suppliers. The system prints the orders in the language that is specified for the supplier in the Supplier Master table.

You can also print orders to a work file, which enables you to customize the report. Before you customize a report, you must retrieve the appropriate address information and attachments or notes.

You cannot print orders on hold.

You can use the following methods to print orders:

- ☐ Printing by batch
- ☐ Printing individually

Printing by Batch

From the Purchase Order Processing menu (G43A11), choose Print Purchase Orders.

You can print orders by batch so you can review the orders and then send them to the appropriate suppliers.

Use the processing options to specify which information prints on orders. 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

The system can automatically print adjustments on the report if you set the Price Picklist field to print prices and adjustments when you define the purchasing instructions.

See Also

- *Defining Supplier Purchasing Instructions* for more information on setting the Price Picklist field

Processing Options: Purchase Order Print

Status Codes Tab

These processing options allow you to specify the range of status codes you want the system to update purchase orders when you print them, as well as to specify whether to update the status.

1. Next Status Code From (optional)

Use this processing option to indicate the start of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

2. Next Status Code Thru (required)

Use this processing option to indicate the end of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

3. Next Status Code Override (optional)

Use this processing option to indicate the next status code that you want the system to update. The override status is another allowed step in updating status codes. You must enter a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

4. Status Update

Use this processing option to prevent the system from updating the status on an order. Status codes are user defined codes (40/AT) that you set up on the Order Activity Rules form for the order type and line type that you are using. Valid values are:

Blank Update to next status

1 Prevent updating to the next status

Tax Information Tab

This processing option allows you to specify the tax information that the system includes when printing a purchase order.

1. Print Tax

Use this processing option to specify the tax information that the system includes when printing a purchase order. Valid values are:

- 1 Tax information prints by group.
- 2 Tax information prints by area.
- 3 Tax information prints by authority.

Report Display Tab

These processing options allow you to select the information that the system includes in the report, such as quantities and amounts, exchange rates, global messages, notes, report headings and purchasing agents.

1. Quantity & Amount Display

Use this processing option to specify whether the system prints the original quantity and amount or the open quantity and amount. Valid values are:

- Blank Print original quantity and amount.
- 1 Print open quantity and amount.

2. Exchange Rate Display

Use this processing option to specify whether the system prints the exchange rate. Valid values are:

- Blank Do not print the exchange rate.
- 1 Print the exchange rate.

3. Global Message to be printed

Use this processing option to indicate the text messages that you want the system to print on each order. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.

Text messages are user-defined codes that are set up in 40/PM.

4. Purchase Order Note Display

Use this processing option to specify whether the system prints the purchase order note. Examples of notes are the name of the individual who placed the order, the buyer responsible for procuring the items and services on the order, the company responsible for delivering the order, confirmation numbers and job numbers. Valid values are:

Blank Do not print the purchase order note.

1 Print the purchase order note.

5. Report Heading Display

Use this processing option to suppress the printing of the report title and company name when you use preprinted forms. Valid values are:

Blank Print the default report title and company name.

1 Do not print the report title and company name.

6. Purchasing Agent Name Display

Use this processing option to specify whether the system prints the purchasing agent on the purchase order. Valid values are:

Blank Do not print the purchasing agent name on the purchase order.

1 Print the purchasing agent name on the purchase order.

Item No. Display Tab

These processing options allow you to specify how the system displays item numbers.

1. Item No. Display

Use this processing option to specify whether the system prints either your item number only or both your item number and the supplier's item number. Valid values are:

1 Print only your item number.

2 Print both your item number and the supplier's item number.

2. Enter Cross Reference Type

Use this processing option to specify the type of cross reference that the system uses when printing a supplier's item number. The system stores the cross reference information in the Order Processing Cross Reference table (F4013).

Cross reference information are user-defined codes that are set up in 41/DT.

Order Revision Tab

These processing options allow you to specify the order revisions that the system prints, as well as specify which order lines appear.

1. To print Order Revision

Use this processing option to specify whether the system prints a specific order revision, the entire purchase order, or the latest order revision. To print a specific order revision, enter the order revision number. Other valid values are:

Blank Print the entire purchase order.

* Print the latest order revision.

2. Lines for a Revision

Use this processing option to specify whether the system prints only revised order lines or all order lines. Valid values are:

Blank Print only revised lines for a revision.

1 Print all lines on the order for a revision.

Currency Tab

This processing option allows you to specify whether the system prints amounts in Domestic or Foreign currency.

1. Amount Display

Use this processing option to specify whether the system prints amounts in domestic or foreign currency. Valid values are:

Blank Print amounts in domestic currency.

1 Print amounts in foreign currency.

EDI Tab

These processing options allow you to specify what EDI information the system displays.

1. EDI Processing Selection

Use this processing option to specify whether the system prints a purchase order or uses EDI processing or both. Valid values are:

Blank Print purchase order only.

1 Print purchase order and create output to EDI.

2 Use EDI processing only.

2. EDI Transaction

Use this processing option to specify whether the system enters the EDI transaction as a purchase order or a quote order. Valid values are:

- 1 Enter the EDI transaction as a purchase order.
- 2 Enter the EDI transaction as a quote order.

3. EDI Document Type

Use this processing option to specify the EDI document type that the system creates in an EDI transaction.

In a non-EDI environment, the document type would be consistent with the order type (DCTO) assigned at order entry time, an invoice document type, a voucher document type, and so on.

4. EDI Transaction Set Number

Use this processing option to specify how the system categorizes the type of EDI transaction.

5. EDI Transaction Format

Use this processing option to specify a specific mapping structure used to process both inbound and outbound EDI transactions. This option does not apply to non-EDI transactions.

6. Trading Partner ID

Use this processing option to specify the party with whom you are trading documents in this EDI transaction.

7. Transaction Set Purpose

Use this processing option to specify the purpose of the transaction set. Transaction set purpose codes are user-defined codes that you set up in 47/PU when you send and receive EDI documents. The system uses the action code each time the Transaction Set Purpose field appears in a table.

8. EDI Shipping Schedule Message

Use this processing option to specify whether the system creates an EDI shipping schedule message. Valid values are:

- Blank Do not create an EDI shipping schedule message.
- 1 Create an EDI shipping schedule message.

9. Shipping Schedule Qualifier

Use this processing option to specify a shipping schedule qualifier. Shipping schedule qualifier codes identify the type of date used when defining a shipping or delivery time in a schedule or forecast. You can enter a valid qualifier value or leave the option blank. Valid qualifier values are:

AB Authorized Delivery Based
 AS Authorized Shipment Based
 BB Production Based
 DL Delivery Based
 JS Buyer Production Sequence Schedule
 KB Kanban Signal
 PD Planned Delivery
 PS Planned Shipment
 SH Shipment Based
 ZZ Mutually Defined
 Blank The system uses Kanban.

Versions Tab

These processing options allow you to customize your printed purchase orders.

1. Print Option

Use this processing option to direct the system to route the purchase order information to a workfile and launch a second UBE to read the workfile and print the purchase order. For example, use this option when you need to customize the layout of the Purchase Order Print program.

The Print Purchase Orders program (R43500) processes the orders and performs the necessary logic (such as calculating taxes). Valid values are:

Blank Launch the Purchase Order Print program (R43500).
 1 Launch a secondary UBE.

NOTE: If you leave this option blank, the system will not route the purchase order information to a workfile and will not launch a second UBE.

2. Name of 2nd UBE

This processing option works in conjunction with the Print Option processing option. Use this processing option to specify the name of the second UBE program to be launched. If you leave this option blank, the system launches the default Print Purchase Order Print program (R43501).

3. Second UBE Version

Use this processing option to define the version that the system uses when you use the Purchase Order Print program (R43501). Enter a valid version or leave this option blank. If you leave this option blank, the system uses the ZJDE0001 version.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

NOTE: If you set the Print Option processing option to 1 and leave the Name of 2nd UBE processing option blank, the system uses the default Print Purchase Orders program (R43501).

Printing Individually

You can print orders individually so you can review them before sending them to the appropriate suppliers. If you have set the processing options in Order Entry for the system to store purchase order information for Electronic Data Interchange (EDI), you can send the orders to your suppliers using the Electronic Commerce system.

You can have the system print three types of messages on an order:

- Print messages
- Attachments
- Global messages

You create print messages using the Print Messages Revisions form, where you also specify whether each message prints at the top or bottom of an 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 order entry.

You use processing options in Order Entry to specify whether attachments print. You can assign an attachment to an order or to detail lines during order entry.

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

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

You might want to print orders twice, once to review the orders and again to update status codes. You can access the following two versions of the print program through the processing options for Order Entry:

- 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.

If you print an order that is on hold, the system prints a blank page.

To print individually

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Depending on the menu selection you choose, either Work with Order Headers or Work with Order Details appears.

1. On Work With Order Headers or Work With Order Details, locate the order you want to print.
2. Select the order and choose Detail Revision from the Row menu.
3. On Order Detail, select the detail line and choose Print Order from the Form menu.

Alternately, on Work With Order Headers, select the detail line and choose Print Order from the Row menu.

Working with Order Information

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

- ☐ Review open orders
- ☐ Review change orders
- ☐ Review order summary information
- ☐ Review order detail information
- ☐ Review financial status information
- ☐ Print purchase order information by supplier or branch
- ☐ Print order detail information
- ☐ Print items on order from a supplier
- ☐ Print a history of order revisions

Reviewing Open Orders

Before you enter an 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 order number, supplier, item, account number, and so on for the open detail lines you want to review.

You also can review open quantities for purchase orders, requisitions, blanket orders, and so forth by choosing the type of order for which you want to review detail lines.

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.

Regardless of whether you enter an order in a domestic or foreign currency, you can review the order as if it were entered in another currency. For example, you can review amounts in French francs as if they were entered in

the euro. Likewise, you can review amounts in Japanese yen as if they were entered in U.S. dollars, and so on.

To review open orders in a domestic, foreign, and “as if” currency, complete the following tasks:

- Review open orders in a domestic or foreign currency
- Review open orders in an “as if” currency

► To review open orders in a domestic or foreign currency

From the Purchasing Inquiries menu (G43A112), choose Open Orders.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Inquiries. From the Subcontract Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, complete the following fields as required to locate open detail lines:
 - Order Number
 - Branch/Plant
 - Related Order
 - Original Order
 - Item Number
 - Account Number

2. To narrow the search, choose Added Selections from the Form menu.

3. On Additional Selection Criteria, complete the following fields:
 - Status Range
 - Thru
 - Date Range
 - Thru
4. Click one of the following options to determine whether the status range is based on the last or next status code for each detail line:
 - Next
 - Last
5. Click one of the following options to determine which order date the date range is based on:
 - Requested
 - Transaction
 - Promised Delivery
 - Original Promised
 - Receipt
 - Cancel
 - G/L Date
6. Click OK to return to Work With Order Details, then click Find.

The open detail lines that meet your search criteria appear.

7. To review additional information for an open detail line, choose the detail line and then choose Order Detail from the Row menu.

8. On Purchase Order Detail Inquiry, review additional fields.
9. To review address numbers, dates, or tax information for the open order, choose the appropriate option from the Form menu.

Field	Explanation
Related Order	A number that identifies a secondary purchase order, sales order, or work order associated with the original order. This is for information only.
Original Order	A number that identifies the original document. For example, if you have a blanket order or requisition for which you created a purchase order, the blanket order or requisition order is the original document.

► To review open orders in an “as if” currency

From the Purchasing Inquiries menu (G43A112), choose Open Orders.

To review amounts in an “as if” currency, you must enter a currency code and effective date in the processing options. This processing option activates the As If Currency field on the Work With Order Details form and retrieves the corresponding exchange rate that is needed to calculate the “as if” currency amount.

The “as if” currency amounts that you review are not written to a table but are, instead, stored in temporary memory which has no impact on disk space.

On Work With Order Details, follow the steps for reviewing open orders.

Reviewing Change Orders

After you enter a change order, you might need to review all of the changes. You can specify criteria such as the order number, supplier, item, and account number for the change order you want to review.

You can review additional information for each change order 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.

► To review change orders

From the Subcontract Inquiries menu (G43D112), choose Open Orders.

Contract Number	Quantity To Receive	UM	Amount To Receive	Ship To	Ct Ty	Order Co	Change Order	Supplier
6023		FC		5100	OS	00050	000	3480 Digge
6023	200	FC	6,000.00	5100	OS	00050	001	3480 Digge
6040		LS	25,000.00	6074	OS	00200	000	4344 Unive
6066	43262	LF	236,000.00	5100	OS	00050	000	4347 S&J C
6066	347	LF	1,662.13	5100	OS	00050	001	4347 S&J C

- On Work With Order Details, complete the following fields as required to locate open orders:
 - Order Number
 - Project
 - Business Unit
 - Related Order
 - Original Order
 - Item Number
 - Account Number
- Locate the order for which you want to review information.
- Click on the order and, from the Row menu, choose Change Orders, then View All Change Orders.
- On Order Detail, review the information and click cancel to return to Work With Order Details.

5. On Work With Order Details, choose Added Selections from the Form menu.

6. On Additional Selection Criteria, complete the following fields and click OK:
 - Status Range
 - Thru
 - Date Range
 - Thru
7. Click one of the following options to determine whether the status range is based on the last or next status code for each detail line:
 - Next
 - Last
8. Click one of the following options to determine which order date the date range is based on:
 - Requested
 - Transaction
 - Promised Delivery
 - Original Promised
 - Receipt
 - Cancel
 - G/L Date

9. Click OK to return to Work With Order Details, and click Find.

The open detail lines that meet your search criteria appear.

10. To review additional information for an open detail line, choose the detail line, and then choose Order Detail from the Row menu.
11. On Purchase Order Detail Inquiry, review additional fields.
12. To review address numbers, dates, or tax information for the open order, choose the appropriate option from the Form menu.

Reviewing Order Summary Information

You can review summary information for an 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 order.

► To review order summary information

From the Subcontract Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, locate the order for which you want to review information.
2. Click on the order and choose Order Summary from the Row menu.

Open Orders - [Order Entry - Summary Order Information]

File Edit Preferences Window Help

Select Find Close Beg... New... Dis... Abo Links ▼ Displ... OLE ... Internet

Contract Number 6023 OS 00050

Supplier 3480 Digger Incorporated

Ship To 5100 Potomac Hotel

☐ Display Supplier Item

Description	Quantity	Extended Volume	Extended Weight	Extended Price	Change Order	Lin Num
De-Water	500			15,000.00	001	

Total 15,000.00

Amount Taxable *N/A* @ *N/A* Taxes *N/A*

Order Total 15,000.00

Row:1

3. On Order Entry - Summary Order Information, review the order summary information.

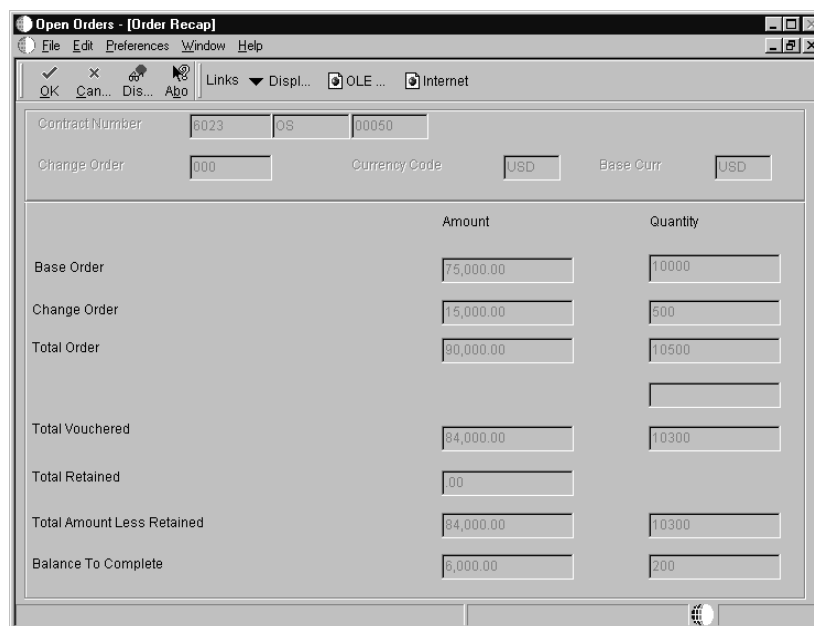
Reviewing Order Detail Information

You can review a detailed summary of information about an order or change order. For example, you can review information about vouchers, retainage, or changes made to an order.

► To review order detail information

From the Subcontract Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Detail, locate the order for which you want to review information.
2. Click on the order and choose Order Recap from the Row menu.



	Amount	Quantity
Base Order	75,000.00	10000
Change Order	15,000.00	500
Total Order	90,000.00	10500
Total Vouchered	84,000.00	10300
Total Retained	.00	
Total Amount Less Retained	84,000.00	10300
Balance To Complete	6,000.00	200

3. On Order Recap, review the order information.

Reviewing Financial Status Information

You can review up-to-the-minute details of the financial status information for any order. You can also review the financial details of any progress payment voucher that relates to an order.

Financial status information includes:

- Order details
- Amount units billed

- Amount paid
- Amount retained
- Amount units open

If you have multicurrency turned on, you can review financial information in foreign or domestic currency using the Foreign field on the Work with Financial Status Inquiry form. The system automatically converts the amounts based on the exchange rate that you specify.

► To review financial status information

From the Subcontract Inquiries menu (G43D112), choose Financial Status Inquiry.

1. On Work With Order Details, to locate an order, complete the following fields and click Find:
 - Order Number
 - Order Type
 - Order Co
 - Subledger
 - Subledger Type
2. Click on the order and choose Financial Status from the Row menu.

Change Order	Line Number	Description	Order Amount	Order Units	Billed Amount	Billed Units
000	1.000	Clearing and Grading	75,000.00	10000	7,500.00	
		Sub Total	75,000.00	10000	7,500.00	
001	1.000	De-Water	15,000.00	500		
		Sub Total	15,000.00	500		
		Grand Total	90,000.00	10500	7,500.00	

Row:1

3. On Work With Financial Status Inquiry, review the financial status information for the order.

4. To access voucher information, choose Supplier Ledger from the Form menu.

Financial Status Inquiry - [Supplier Ledger Inquiry]

File Edit Preferences Form Row Window Help

Select Find Add Copy Del... Close Seg... New... Dis... Ab... Links Paym... OLE ... Internet

Supplier Number Digger Incorporated

Date From Thru ☒ Invoice ☐ G/L

☐ Recurring ☐ Summarize ☐ Paid ☐ Open ☐ Withheld ☒ All

Batch Number

Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Pay Stat	Sup Nur
3060	PV	00050	6/12/05	6/30/05	7/12/05	60,750.00	60,750.00	#	
3060	PV	00050	6/12/05	6/30/05	7/12/05	8,100.00	8,100.00	#	
						68,850.00	68,850.00		

5. On Supplier Ledger Inquiry, enter the Supplier Number and click Find.
6. Review the following fields:
 - Document Number
 - Doc Type
 - Document Company
 - Invoice Date
 - G/L Date
 - Due Date
 - Gross Amount

Field	Explanation
Document Number	<p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are:</p> <ul style="list-style-type: none"> Automated/Manual Payment <ul style="list-style-type: none"> Original document - Voucher Matching document - Payment A/R Original Invoice <ul style="list-style-type: none"> Original document - Invoice Receipt Application <ul style="list-style-type: none"> Original document - Invoice Matching document - Receipt Credit Memo/Adjustment <ul style="list-style-type: none"> Original document - Invoice Matching document - Credit Memo Unapplied Receipt <ul style="list-style-type: none"> Original document - Receipt
Doc Co	<p>A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p> <p>If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p>
Doc Type	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>
Invoice Date	<p>The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer.</p>

Field	Explanation
G/L Date	A date that identifies the financial period to which the transaction will be posted. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.
Due Date	The date the net payment is due (accounts receivable). In accounts payable, this date is either the discount date or the net due date, depending on what you entered or how you set up your payment terms. If you leave this field blank during invoice entry or voucher entry, the system returns an error.
Gross Amount	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.

See Also

- *Setting Up Multi-Currency* in the *General Accounting Guide* for more information on how to turn on multicurrency
- *Reviewing Supplier Ledger Information* in the *Accounts Payable Guide* for information about viewing voucher amounts as if they were entered in a currency other than the domestic or foreign currency

Printing Purchase Order Information by Supplier or Branch

From the Purchasing Reports menu (G43A111), choose PO Summary.

You might want to review information about purchase orders for a specific supplier or branch/plant. The Summary by Supplier report prints purchase order information by supplier, then by business unit. 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.

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

Printing Order Detail Information

From the Subcontract Reports menu (G43D111), choose Print Subcontracts.

You can review detail information about logs and commitment distribution for any contract on the Subcontract Detail report. You can also review all of the multicurrency information that is associated with a contract if you have multicurrency turned on. You can print information about all jobs, a specific job, or an individual contract.

The Subcontract Detail report uses information from the Subcontract Management Heading table (F4301), Subcontract Management Detail table, Contract Log Detail table (F4303), and Contract Log Text table (F4304).

Printing Items on Order from a Supplier

From the Purchasing Reports menu (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.

Processing Options for Purchase Order by Request Date

Periods

Period 1: Open thru day #	_____
Period 2: End of Period 1 thru day	_____
Period 3: End of Period 2 thru day	_____
Period 4: End of Period 3 thru day	_____

Print

Enter '1' for descending order	_____
Enter '1' for Period 4 to include POs greater than range	_____

Printing a History of Order Revisions

From the Purchasing Reports menu (G43A111), choose Purchases Journal.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Reports. From the Subcontract Reports menu (G43D111), choose Purchase Journal.

You can review a history of changes to order detail lines when you print the 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 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.



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 informal or formal 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.

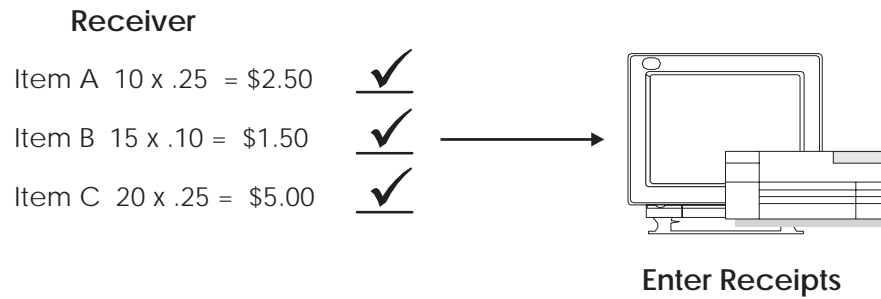
Formal Receiving Process

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.

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

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

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 into 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

Printing Purchase Receivers

A purchase receiver is a document you use to manually record the receipt of goods upon delivery. A purchase receiver provides you with:

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

You might need a purchase receiver to:

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

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

- Price information
- Order quantities
- Cross-reference numbers
- Foreign currency amounts

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, provided that you have set the processing options for Purchase Receiver Print to allow the system to update the status codes.

You can print purchase receivers using two different methods:

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

See Also

- *Setting Up Order Activity Rules* for more information on how to designate printing purchase receivers as a step in the purchase order process

- *R43510, Purchase Receiver Print* in the *Reports Guide* for a report sample

Printing Receivers in Batch Mode

From the Purchase Order Processing menu (G43A11), choose Print Purchase Receivers.

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 Receiver Print

Edits

1. Enter a '1' to prevent updating the Next Status Code.
2. Enter an override Next Status Code.

Print

1. Enter a '1' to inhibit printing of Cost Information.
2. Enter a '1' to inhibit printing of Quantity Information.
3. Enter a '1' to print the Supplier Item Number.
4. Enter the type of Cross Reference Number.
5. Enter a '1' to print associated text.
6. Enter a '1' to print routing operation codes.FUTURE

Currency

1. Enter a '1' to print amounts in Foreign Currency.

Printing Receivers for Individual Orders

From the Purchasing Reports menu (G43A111), choose Print Purchase 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 Print Purchase Receiver program.

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

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. For example, if landed costs, such as delivery charges or import taxes, apply to the item's purchase price, you enter these costs for the order during the receipt process.

When a direct ship order is created in Sales Order Management, the system automatically creates a corresponding purchase order. For a direct ship order, you must enter a receipt to update the corresponding sales order with the new status information. However, if you enter a partial receipt, the system splits the corresponding order detail lines on the direct ship sales order and updates only the order detail line that was received.

If you work in an inventory environment, you can specify the warehouse location in which to store items upon receipt. If a certain location is full, you can assign items to multiple locations. If you group items by lot, you can assign items to a single lot or to multiple lots. If necessary, you can specify serial numbers for these items.

Each time you receive an order, 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)

Each time you cancel or reverse a receipt, the system updates the same tables that were updated when you entered the original receipt.

To enter receipts, complete one or more of the following tasks:

- ☐ Enter receipt information
- ☐ Assign items to multiple locations and lots
- ☐ Assign serial numbers
- ☐ Reverse a receipt

Entering Receipt Information

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

If you are entering a receipt that has many purchase order detail lines, you might want to enter the information using the network. If you are entering a receipt for a kit, you can enter receipt information for the components only. You cannot enter a receipt for the parent item.

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. You can set the processing options for Purchase Order Receipts to display cost information and to determine whether you can change costs for the order detail lines.

You can review amounts in both foreign and domestic currencies using the Foreign field on the Purchase Order Receipts form. If you change costs for an order line, ensure that you do so in the appropriate currency mode.

You can use processing options for Purchase Order Receipts to specify how to use the exchange rate. You can:

- Use the exchange rate that applies on the G/L 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

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.

If you receive an order in different units of measure, you must perform a partial receipt for each unit of measure. For example, you might receive a portion of an order in crates and the remaining portion in boxes. You must perform a partial receipt for the crates and another receipt for the remaining boxes.

Before You Begin

- ☐ In the processing options for the Purchase Order Entry program, ensure that the processing option in the Defaults section for line sequencing is set to 0. If this processing option is set to 1, you will have difficulty receiving change orders.

▶ To enter receipt information

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

Order Number	Or Ty	Order Co	Ord Stff	Line Number	2nd Item Number	Supplier	Quantity Open	Trans UOM	Amount Open
2061	OP	00001	000	1.000	2011	4343	100	EA	550
4500	OP	00001	000	1.000	2010	4343	5	BX	
4500	OP	00001	000	2.000	2011	4343	10	BX	
4500	OP	00001	000	3.000	2013	4343	5	BX	
4500	OP	00001	000	4.000	2014	4343	5	BX	
4502	OP	00001	000	1.000		4344		EA	100,225
4502	OP	00001	000	2.000		4344		EA	135,265
4502	OP	00001	000	3.000		4344		EA	89,525
4503	OP	00001	000	1.000		4344		EA	256,840

1. On Work With Purchase Orders to Receive, complete the following fields, as necessary, to locate open purchase order details lines that correspond to a receipt and click Find:
 - Order Number
 - Branch/Plant
 - Item Number

- Account Number

Only those detail lines with a next status code equal to that which you specified in processing options appear.

2. Choose a detail line for which to enter a receipt and click Select.

Enter Receipts by PO - [Purchase Order Receipts]

File Edit Preferences Form Row Window Help

Links Order... OLE... Internet

Order Number: 2061 OP: 00001 G/L Date: 5/6/05

Supplier: 4343 Parts Emporium Receipt Date: 5/6/05

Batch Number: 5921 Receipt Document:

Currency: USD Exchange Rate: Base: USD ☐ Foreign

Rec Opt	2nd Item Number	Quantity	Trans UOM	Unit Cost	Purch UOM	Amount	Description
1	2011	100	EA	5.5000	EA	550.00	Chain, Std

If you enter receipts by order number, all detail lines that are on the same order as the detail line you selected appear. If you enter receipts by item, all detail lines that contain the item that is on the detail line you selected appear.

3. On Purchase Order Receipts, complete the following fields:
 - G/L Date
 - Receipt Date
4. Compare the receipt details to the detail line information and adjust the following fields, as necessary:
 - Units – Open To Receive
 - Trans UOM
 - Amount – Unit Cost Received
 - Amount – Open To Receive
5. Adjust remaining information for each detail line, as necessary.
6. Type 1 in the following field for each detail line you want to receive and click OK:
 - Rec Opt

The option you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option 7), or cancels the line entirely (option 9).

See Also

- *Entering Item Unit of Measure Information* in the *Inventory Management Guide* for information about how to set up the different units of measure in which you receive items

Assigning Items to Multiple Locations and Lots

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 the items to multiple locations. For example, if you receive 100 pens, you can assign 50 to one location and 50 to another location.

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



To assign items to multiple locations and lots

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

1. On Work With Purchase Orders to Receive, choose the detail line for which to enter a receipt and click Select.
2. On Purchase Order Receipts, choose the detail line that contains the shipment of items and choose Multiple Locations from the Row menu.

3. On Select Multiple Locations, complete the following fields for each location and lot to which you want to assign the items and click OK:

- Quantity
- Location
- Lot / Serial
- Branch/Plant
- Expiration Date
- Lot Status Cd

Field	Explanation
Location	The area in the warehouse where you receive inventory. The format of the location is user defined and you enter the location format for each branch/plant.
Lot / Serial	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

Field	Explanation
Expiration Date	<p>The date on which a lot of items expires.</p> <p>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.</p> <p>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.</p>
Lot Status Cd	<p>A user defined code (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.</p> <p>You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.</p>

See Also

- *Working with Item Locations* in the *Inventory Management Guide*
- *Entering Lot Information for Items* in the *Inventory Management Guide*

Assigning Serial Numbers

From the Stock Based Purchasing menu (G43A), choose Purchase Order Processing. From the Purchase Order Processing menu (G43A11), choose Enter Receipts by PO.

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

► To assign serial numbers

1. On Work With Purchase Orders to Receive, choose the detail line for which to enter a receipt and click Select.
2. On Purchase Order Receipts, choose the detail line that contains the shipment of items and choose Multiple Locations from the Row menu.

3. On Select Multiple Locations, complete the following fields for each serial number to which you want to assign the item and click OK:

- Quantity
- Location
- Lot / Serial
- Branch/Plant
- Expiration Date
- Lot Status Cd
- Memo Lot 1
- Memo Lot 2
- Supplier Lot

The quantities you enter cannot exceed the total quantity on the detail line. The system replaces the single detail line on Enter Receipts with a detail line for each quantity that you specified in Select Multiple Locations.

Field	Explanation
Location	The area in the warehouse where you receive inventory. The format of the location is user defined and you enter the location format for each branch/plant.
Lot / Serial	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.
Lot Description	A brief description of a specific lot.
Expiration Date	<p>The date on which a lot of items expires.</p> <p>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.</p> <p>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.</p>
Lot Status Cd	<p>A user defined code (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.</p> <p>You can assign a different status code to each location in which a lot resides on Item/Location Information or Location Lot Status Change.</p>
Supplier Lot Number	The supplier's lot number for the item.

Field	Explanation
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 serial number or lot processed items, maintained within the Lot Master (F4108).

Processing Options: Purchase Order Receipts (P4312)

Defaults Tab

These processing options define the default information that the system uses during Purchase Order Receipts (P4312).

1. Inquiry Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) 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 prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P	Accounts Payable documents
R	Accounts Receivable documents
T	Payroll documents
I	Inventory documents
O	Purchase Order documents
J	General Accounting/Joint Interest Billing documents
S	Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

2. Receipt Document Type

Use this processing option to identify the type of document. This user defined code (00/DT) 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 prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P	Accounts Payable documents
R	Accounts Receivable documents

T	Payroll documents
I	Inventory documents
O	Purchase Order documents
J	General Accounting/Joint Interest Billing documents
S	Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

Status Defaults Tab

These processing options control which status codes the system uses for receipts.

1. Acceptable Incoming Status Code 1

Use this processing option to specify a next status. Orders are eligible for receipt when they have the next status that you specify for this processing option.

Before you complete this processing option, review the order activity rules that you have set up.

2. Acceptable Incoming Status Code 2

Use this processing option to specify a next status. Orders are eligible for receipt when they have the next status that you specify for this processing option.

Before you complete this processing option, review the order activity rules that you have set up.

3. Acceptable Incoming Status Code 3

Use this processing option to specify a next status. Orders are eligible for receipt when they have the next status that you specify for this processing option.

Before you complete this processing option, review the order activity rules that you have set up.

4. Outgoing Status for Partial Receipts

Use this processing option to specify the next status that the order moves to after a partial receipt.

Before you complete this processing option, review the order activity rules that you have set up.

5. Outgoing Status for Closing

Use this processing option to specify the next status that the order moves to after the system closes or fully receives the detail line.

J.D. Edwards recommends that you use status code 999 for closed or fully received detail lines.

6. Outgoing Status for Canceling

Use this processing option to specify the next status that the order moves to after the system cancels a detail line.

J.D. Edwards recommends that you use status code 999 for cancelled detail lines.

Display Tab

These processing options control whether the following types of information appear in the Purchase Order Receipts program (P4312) and whether they can be changed:

- Sales order backorder information
- Lot information
- Cost protection
- Kit information
- Receiving mode

1. Sales Order Backorders

Use this processing option to specify how you want to release backordered sales orders.

1 Automatically display the Sales Order Backorder Release form.
Blank Do not release sales orders.

2. Lot Information

Use this processing option to specify whether you want the system to display lot information, such as the Lot field and the Expiration Date field. Valid values are:

Blank Do not display lot information.

- 1 Display the lot information fields.
- 2 Display and protect the lot information fields.

3. Cost Protection

Use this processing option to specify whether you can change costs.

- 1 The costs fields appear on the form, but cannot be changed.
- 2 The system hides cost information. The Cost field does not appear.
Blank The Cost field appears on the form and can be overridden.

4. Kits

Use this processing option to specify whether the system displays kit component lines or only the parent line.

- 1 The system displays kit parents (FUTURE).
- 2 The system displays kit components.

For the B73.3 version of the software, you can only receive kits at the component level.

5. Receiving Mode

Use this processing option to specify the mode that the system uses to receive detail lines. Valid values are:

- 1 Receive by purchase order
- 2 Receive by item
- 3 Receive by G/L account
- 4 Receive by shipment number

When you select only one detail line on the Work With Receipts menu, the system displays all the detail lines on the Receipt Revisions menu that meet the criteria of the mode that you have entered.

For example, if you enter 1 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the purchase order. If you enter 2 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the selected item. If you enter 3 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the G/L account. If you enter 4 for the receiving mode and select one detail line on the Work With Receipts form, the system displays all lines for the shipment number.

Process Tab

These processing options control whether you are able to perform procedures such as:

- Updating supplier information
- Specifying a lot number to use as a default value

- Automatically selecting all detail lines for receipt
- Entering serial number information
- Entering quantity information manually or automatically
- Reviewing or updating landed cost information
- Printing a receipt traveler document
- Recording supplier analysis information
- Sending a message to a receipt originator automatically
- Specifying a sales order status for direct ship receipt

1. Supplier Update Mode

Use this processing option to update the supplier number in the Item/Branch table (F4102).

- 1 Update the supplier number in the Item/Branch table (F4102) if the value for the supplier number is zero.
 - 2 Update the supplier number in the Item/Branch table (F4102) regardless of the value for the supplier number.
- Blank Do not update supplier number.

2. Lot Default

Use this processing option to specify whether the system uses default lot and location information in the Purchase Order Receipts program (P4312).

- 1 The system uses the location and lot number from the primary item balance location in the Item Location table (F41021).
- Blank Do not use default lot and location information.

3. Option Default

Use this processing option to specify whether you want the system to automatically select all detail lines for receipt, which prevents you from having to manually select each detail line.

- 1 Automatically select all detail lines for receipt.
- Blank Do not automatically select all detail lines for receipt.

4. Serial Numbers

Use this processing option to specify whether you want the system to allow you to enter serial number information. Note that before you enter serial number information, you should verify that you have entered Y (yes) in the Serial Number Required Y/N field on the Item Branch Revisions form (F4102).

- 1 You can enter serial number information in the Serial Number table (F4220).

Blank You cannot enter serial number information in the Serial Number table (F4220).

5. Quantity Entry

Use this processing option to indicate whether you want manual or automatic entry of quantity information.

- 1 Enter the quantity manually.

Blank The system uses the open quantity as the default value for this field.

6. Landed Costs

Use this processing option to indicate whether you want to manually apply landed costs or whether the system automatically applies landed costs. Note that you can manually apply landed costs after a receipt on the Receipts Inquiry form, which you access through the Standalone Landed Cost program (P43214).

- 1 Display the Landed Cost Selection form, where you can review or update the information.
- 2 Automatically apply the landed cost rule without displaying the Landed Cost Selection form.

Blank Do not apply any landed costs.

If you are applying landed costs to an item that is in the Receipt Routing process, you must specify a value of 2 for this processing option.

7. Receipt Traveler Document

Use this processing option to specify whether you want the system to print a receipt traveler document after each receipt.

- 1 Automatically print a receipt traveler document after each receipt. The system uses the version that you specified in the Versions tab.

Blank Do not print a receipt traveler document after each receipt.

8. Supplier Analysis

Use this processing option to indicate whether you want the system to capture supplier analysis information.

- 1 The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090). To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Entry program (P4310) and the Voucher Match program (P4314) to capture the same information.

Blank The system does not capture supplier analysis information.

9. Text Deletion

FUTURE.

10. Direct Ship Status

Use this processing option to specify the sales order status for direct ship receipt. The status that you enter in this field determines the next status of the sales order.

Before you complete this processing option, review your order activity rules.

11. Receipt Routing

Use this processing option to activate receipt routing.

- 1 Activate receipt routing.
- Blank Do not activate receipt routing.

12. Journal Entries

Use this processing option to summarize journal entries. If you are tracking commitments using the PA or PU ledgers, you cannot use this processing option.

- 1 Summarize journal entries.
- Blank Do not summarize journal entries.

Tolerance Tab

These processing options control the way that the system performs tolerance checking for detail lines.

1. Quantity and Amount

Use this processing option to indicate whether the system checks to determine if a detail line's quantity and amount exceed the tolerance percentage. To check your tolerance, you can access the Tolerance Setup program (P4322).

- 1 Display a warning when the detail line exceeds the tolerance.
- 2 Display an error message when the detail line exceeds the tolerance.
- Blank Do not check quantities and amounts to determine whether they exceed tolerance.

2. Date

Use this processing option to determine whether the system checks to determine if a detail line's date is outside of the tolerance date range. To check your tolerance date range, you can access the Supplier/Item Information program (P43090).

- 1 Display a warning when the receipt date in the detail line is outside of the tolerance date range.
- 2 Display an error message when the receipt date in the detail line is outside of the tolerance date range.

Blank Do not check receipt dates for detail lines to determine whether they exceed tolerance.

Warehouse Tab

These processing options control how the Purchase Order Receipts (P4312) interfaces with the Warehouse Management system.

1. Putaway Mode

Use this processing option to specify how the system processes putaway requests.

- 1 Create a putaway request only. You must create location suggestions and confirm location suggestions separately.
- 2 Create a putaway request and process the request using the subsystem.
- 3 Receive goods directly into the reserved locations, and do not create requests or suggestions.

Blank Do not create a putaway request. If you do not create putaway using the Purchase Order Receipts program (P4312), the items that you receive will remain in the receiving location. Then you can create putaway requests manually or create them by reversing the receipt of the purchase order, setting this processing option to create putaway requests by reversing the purchase order receipt, and receiving the purchase order again.

2. Putaway Requests (P46171)

Use this processing option when you are processing putaway requests using the subsystem and need to specify the version of Location Selection that you want to use.

If you leave this processing option blank, the system uses XJDE0001.

3. Online Reservations (P46130)

Use this processing option to specify the version of Online Reservations that the system uses.

If you leave this processing option blank, the system uses XJDE0001.

4. Warehouse Cross-Docking

Use this processing option to specify whether the system performs warehouse cross-docking on the purchase order receipts. This option only applies if the Sales Order Backorder Release form is displayed.

- 1 Perform warehouse cross-docking.
- Blank Do not perform warehouse cross-docking.

Currency Tab

These processing options control which date the system uses as the effective date and also whether the exchange rate can be changed.

1. Effective Date

Use this processing option to indicate which date the system uses as the effective date.

- 1 Use the G/L date as the effective date.
- Blank Use today's date as the effective date.

2. Protect Rate

Use this processing option to specify whether you can change the exchange rate.

- 1 You cannot change the exchange rate.
- Blank You can change the exchange rate.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Open Order Inquiry (P4310)

Use this processing option to define the version that the system uses when you are using the Open Order Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. Sales Order Backorder Release (P42117)

Use this processing option to define the version that the system uses when you are using the Sales Order Backorder Release program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. Receipt Traveler (P43512)

Use this processing option to define the version that the system uses when you are using the Receipt Traveler Release program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. Receipt Routing (P43250)

Use this processing option to define the version that the system uses when you are using the Receipt Routing program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Putaway Requests (P46171)

Use this processing option when you are processing putaway requests using the subsystem and need to specify the version of Location Selection that you want to use.

If you leave this processing option blank, the system uses XJDE0001.

6. Purchase Order Entry (P4310)

Use this processing option to define the version that the system uses when you are using the Purchase Order Entry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

7. G/L Journal Entries (P0900049)

Use this processing option to define the version that the system uses when you are using the G/L Journal Entries program. You can only review versions for this program in the interactive versions list.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

8. Landed Cost Selection (P43291)

Use this processing option to define the version that the system uses when you are using the Landed Cost Selection program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

9. Test Results Revisions (P3711)

Use this processing option to define the version that the system uses when you are using the Test Results Revision program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

Flexible Accounting Tab

This processing option controls whether you are working with flexible accounting.

1. Flexible Accounting

Use this processing option to specify whether flexible accounting is activated. Activate flexible accounting if you are using the Cost Management System, or if you are working with flexible sales accounting.

- 1 Activate flexible accounting.
- Blank Do not activate flexible accounting.

Bulk Tab

These processing options control how the system processes bulk transaction information.

1. Quantities

Use this processing option to specify how the system records bulk transaction quantities.

- 1 Record the difference between ambient and standard quantities received as a temperature gain or temperature loss.
- 2 Update the unit cost as the extended cost divided by the standard quantity.
- Blank Quantities are purchased and received in standard mode.

2. Transaction Volumes

Use this processing option to specify whether the system records bulk transaction volumes in standard or ambient mode.

- 1 Record transaction volumes in standard mode.
- Blank Record transaction volumes in ambient mode.

Interoperability Tab

This processing option controls whether the system performs outbound interoperability processing.

1. Transaction Type

Use this processing option to specify a transaction type for the interoperability transaction.

If you leave this processing option blank, the system will not perform outbound interoperability processing.

Workflow Tab

These processing options control how the system performs the notification process.

1. Receipt Notification

Use this processing option to specify the recipient of the e-mail that the system automatically sends when goods are received.

- 1 Send e-mail to the buyer.
- 2 Send e-mail to the person who originated the transaction.
- 3 Send e-mail to both the buyer and the person who originated the transaction.

2. Planner Notification

Use this processing option to specify the recipient of the e-mail that the system automatically sends when an item is received that is related to a work order .

- 1 Send e-mail to the planner.
- Blank Do not send e-mail.

Reversing a Receipt

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.

If you are reversing a receipt for an item that 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.

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 reverse a receipt

On the Receipts Matching and Posting menu (G43A15), choose Open Receipts by Supplier.

Open Receipts by Supplier - [Work With Purchase Receipts]

Doc. Number: * * * Branch/Plant: 30
 Order Number: * OP * Line Number: *
 Supplier: * G/L Date: 7/25/00 ☐ Vouchered
 Item Number: * ☐ Closed Lines
 Account: * ☐ Display Supplier Item Batch: *

Rev	Order Numbers	Or Ty	Order Co	Order Suffix	Line Number	2nd Item Number	Quantity Received	Quantit Not Vouch
	2060	OP	00001	000	1.000	2011	100	
	4410	OP	00001	000	1.000	9019	750	
	4420	OP	00001	000	1.000	9019	650	
	4430	OP	00001	000	1.000	9019	500	
	4430	OP	00001	000	1.000	9019	200	
	4440	OP	00001	000	1.000	9019	500	
	4440	OP	00001	000	1.000	9019	250	
	4450	OP	00001	000	1.000	9019	1000	

Work With Purchase Receipts

- On Work With Purchase Receipts, complete one or more of the following fields to locate the receipt to reverse and click Find:
 - Branch/Plant
 - Order Number
 - Supplier
 - Item Number
 - Account

2. Choose the receipt and choose Reverse Receipt from the Row menu.
3. Choose Close to exit the Work With Purchase Receipts form.
4. On Reversal Verification, click OK.

See Also

- *Working with Items in a Receipt Route* for information about receipt routing movement and disposition

Processing Options for Purchase Receipts Inquiry

Defaults

- | | |
|-------------------|-------|
| 1.- Order Type | _____ |
| 2.- Currency Code | _____ |

Versions

- | | |
|---------------------------------------|-------|
| 1.- PO Inquiry (P4310) | _____ |
| 2.- A/P Ledger Inquiry (P0411) | _____ |
| 3.- Receipt Reversal (P4312) | _____ |
| 4.- Receipt Routing Movement (P43250) | _____ |
| 5.- Landed Cost Selection (P43291) | _____ |

Process

- | | |
|---|-------|
| 1.- Enter '1' to allow reversals, '2' to apply landed cost: | _____ |
|---|-------|

Landed Cost

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

Self-Service

- | | |
|--|-------|
| 1.- Enter a '1' to activate Supplier Self-Service. If left blank, no activation. | _____ |
|--|-------|

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 (G/L).

Complete the following tasks:

- ☐ Review journal entries for receipts
- ☐ Post receipts

Reviewing Journal Entries for Receipts

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (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

The system retrieves account numbers for which to create journal entries from automatic accounting instructions (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 G/L category 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 category 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 category code to create the following journal entries:

Inventory	Received Not Vouchered
100	100

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.

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

Inventory	Received Not Vouchered	Purchase Price Variance
100	80	20

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.

See Also

- *Setting Up Automatic Accounting Instructions*
- *Reviewing and Posting Journal Entries for Voucher Transactions*
- *Working with Basic Journal Entries* in the *General Accounting Guide*

Posting Receipts

From the Receipts Matching and Posting menu (G43A15), choose 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 does the following:

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* in the *General Accounting Guide*

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

Printing Open Orders

From the Purchasing Reports menu (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 POs by Item report to review open order information for specific items or account numbers, or to review the dates you expect to receive items.

Printing the Status of Open Orders

From the Purchasing Reports menu (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

See Also

- *R43525, Open Purchase Order Status* in the *Reports Guide* for a report sample

Processing Options for Open Purchase Order Status

Print

1. Enter the "As Of" Date for the report. This date will determine the days overdue and will be used for thru-date processing.

Printing Receipt Information by Supplier

From the Purchasing Reports menu (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.



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 are met
- Specifies the amount to pay to the supplier
- Notifies the Accounts Payable system to cut a check

You can create a voucher based on an invoice. This method is called the three-way voucher match. 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 can use the two-way voucher match. You use this method to verify that invoice information corresponds to purchase order detail lines and then you create vouchers.

You can also 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 that 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.
- For withholding a portion of the gross payment as retainage. Retainage is a percentage of a committed amount that is held until a specified date after the order is complete. For example, if you create a voucher for 100.00 with retainage of 10 percent, the actual payment will be 90.00, with 10.00 held as retainage. You release retainage by entering a payment voucher for the amount that you want to release.
- To make progress payments on an order.
- For units if you are paying against a unit based order. In a unit based order, you specify payments based on the number of units completed. You should enter either the number of units for which you are paying or the gross payment. The system then calculates the other value based on the price per unit.

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 redistribute the amounts to the appropriate general ledger accounts.

Voucher processing includes the following tasks:

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

Before You Begin

- ☐ Set up A/P payment processing. For more information, see *Entering Supplier Records*, *Creating Payment Groups*, *Writing Payments*, and *Setting Up a Print Sequence for Payments* in the *Accounts Payable Guide*.

See Also

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

Reviewing Open Receipts

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

If you need to check an order to see whether any vouchers have already been created, you can use the Vouchered option on the Work with Purchase Receipts form to search for order detail lines for which a voucher has been created. The system displays the order detail lines with the quantity and amount that are entered on the voucher.

► To review open receipts

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

Rev	Order Numbers	Or Ty	Order Co	Order Suffix	Line Number	2nd Item Number	Quantity Received	Quantit Not Vouch
	2060	OP	00001	000	1.000	2011	100	
	4410	OP	00001	000	1.000	9019	750	
	4420	OP	00001	000	1.000	9019	650	
	4430	OP	00001	000	1.000	9019	500	
	4430	OP	00001	000	1.000	9019	200	
	4440	OP	00001	000	1.000	9019	500	
	4440	OP	00001	000	1.000	9019	250	
	4450	OP	00001	000	1.000	9019	1000	

1. On Work With Purchase Receipts, complete one or more of the following fields to locate open receipts and click Find:
 - Branch/Plant
 - Order Numbers

- Supplier
 - Item Number
 - Account
2. Review the following fields for each receipt:
 - Quantity Not Vouchered
 - Amount Not Vouchered
 3. To review detailed information for a receipt, select the row and choose the option from the Row menu that corresponds to the information that you want to review.

Field	Explanation
Quantity Not Vouchered	The original quantity for the order detail line, plus or minus any changes to that quantity, minus all quantities shipped, received, and vouchered to date.
Amount Not Vouchered	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.

Processing Options for Purchase Receipts Inquiry

Defaults

- 1.- Order Type _____
- 2.- Currency Code _____

Versions

- 1.- PO Inquiry (P4310) _____
- 2.- A/P Ledger Inquiry (P0411) _____
- 3.- Receipt Reversal (P4312) _____
- 4.- Receipt Routing Movement (P43250) _____
- 5.- Landed Cost Selection (P43291) _____

Process

- 1.- Enter '1' to allow reversals, '2' to apply landed cost: _____

Landed Cost

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

Self-Service

- 1.- Enter a '1' to activate Supplier Self-Service. If left blank, no activation. _____

Entering Landed Costs

When you purchase items, it is not uncommon to pay extra costs for harbor fees, broker fees, and so on. These costs are called “landed costs.” You can enter landed costs for items during the receipt 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 landed cost information is available to you when you receive items.

To enter landed costs during the receipt process, you must set the Landed Cost processing option in Purchase Order Receipts (P4312) to apply landed costs. After you enter a receipt, the system displays the landed costs that apply to the items so that you can review or change the costs.

You also can set the Landed Cost processing option in Purchase Order Receipts (P4312) to automatically apply the landed cost rule without displaying the Landed Cost Selection form.

Entering Landed Costs as a Stand-Alone Process

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

Stand-Alone Landed Cost and Open Receipt by Supplier are identical forms. You set processing options to use Stand-Alone Landed Cost to apply landed costs to open receipts.

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.

After you enter landed costs for items, the system might create a separate landed cost detail line for which you must create a voucher. Whether you must create this additional voucher depends on how you set up each landed cost. You can review landed cost detail lines on the Voucher Match form.

When you enter landed costs, you also can run the Copy Manufacturing Cost Components program (R41891), which copies simulated or frozen cost information from the Cost Component table (F30026) to the Item Cost Components table (F41291).

Before You Begin

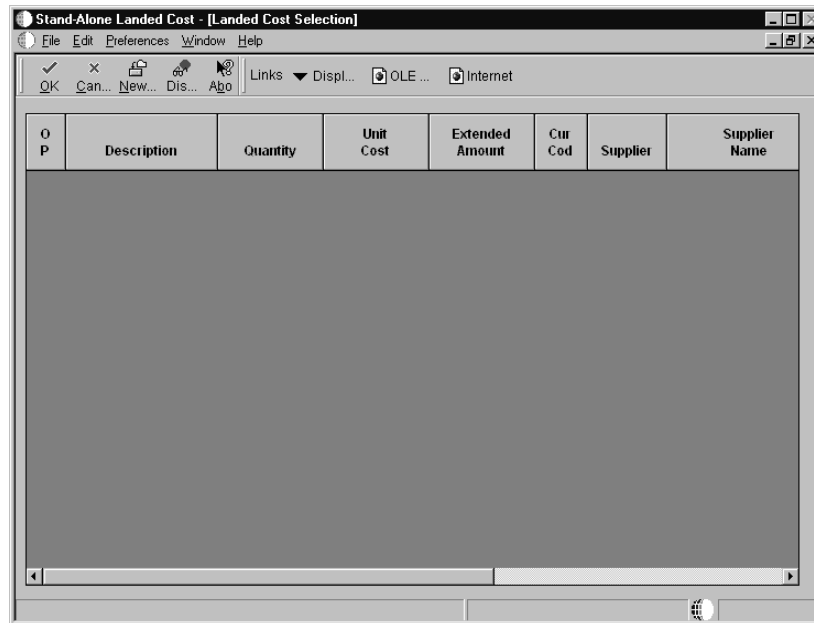
- ☐ Define landed costs and landed costs rules on Landed Cost Revisions.
- ☐ Assign landed cost rules to items, purchase orders, or detail lines, as necessary.
- ☐ Verify that processing options are set appropriately for the program in which you enter landed costs.

To enter landed costs

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

1. On Work With Purchase Receipts, locate the receipt record for which to enter landed costs.

2. Click on the receipt record and choose Apply Landed Cost from the Row menu.



3. On Landed Cost Selection, to change landed cost amounts, complete the following fields:
 - Amount – Unit Cost
 - Extended Amount
4. Click OK to accept the costs.

See Also

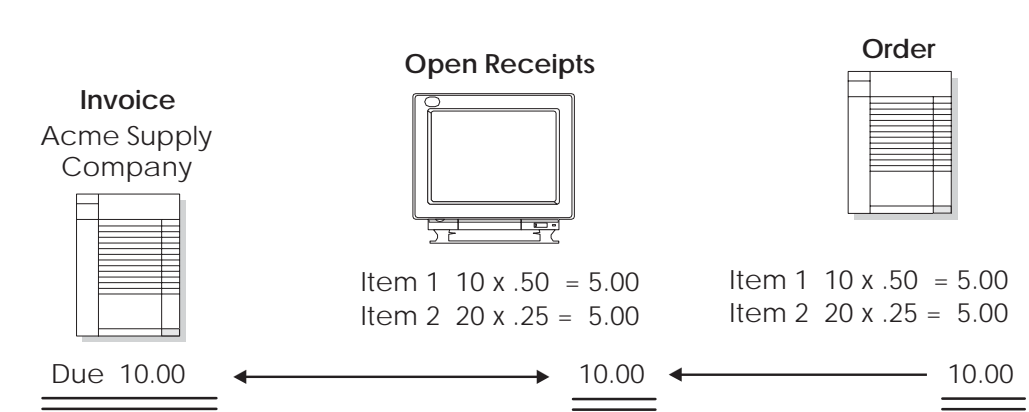
- *Setting Up Landed Costs* for more information about defining calculations for landed costs
- *Creating Vouchers* for more information about the Voucher Match form

Creating Vouchers

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. Three-way voucher match and two-way voucher match are the two methods of creating a voucher.

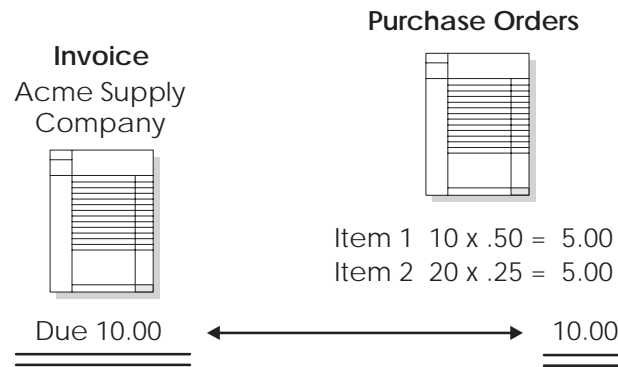
Three-Way Voucher Match

Using the three-way voucher match method, you verify that a billing amount is correct by matching it to your receipt records. For example, if a supplier bills you for 10.00 worth of items, you can check your receipt records to see that you received 10.00 worth of items.



Two-Way Voucher Match

Using the two-way voucher match method, you create a voucher from the order detail line. For example, you can make progress payments on a contract or an order.



You can create a voucher for units if you are paying against a unit based order. In a unit based order, you specify progress payments based on the number of units completed. You should enter either the number of units for which you are paying or the gross payment. The system then calculates the remaining value based on the price per unit.

For example, if you enter a voucher for 1000 square feet of drywall at a cost of 0.25 per square foot, the system calculates your gross payment as 250.00. Conversely, if you enter a voucher for 250.00 with a unit price of 0.25, the system calculates the number of units as 1000.

If you have multicurrency turned on, the system calculates the total values based on the currency that you select. For example, if you enter a voucher for 1000 units at 0.25 per unit, the system calculates the total payment in the currency you specify.

If you are entering a voucher for a kit, you can enter voucher information at the component level only.

You might need to reverse a voucher. For example, you might have to return the items for which you created the voucher.

You also might need to make a correction to an invoice adjustment that reflects a price change to an item or an error on a previous invoice. To make the change, you must create a new voucher that reflects the adjustment to the previous voucher.

To create vouchers, complete one of the following tasks:

- ☐ Choose receipt records to match to a voucher
- ☐ Choose order detail lines to match to a voucher
- ☐ Choose order detail lines for freight charges

- ☐ Recording cost changes to an invoice
- ☐ Managing invoices received in an alternate currency

Before You Begin

- ☐ Review all processing options for Standard Voucher Entry and Voucher Match and set the voucher match version.

See Also

- See *Entering Standard Vouchers* in the *Accounts Payable Guide* for more information on Standard Voucher Entry and the associated processing options

Choosing Receipt Records to Match to a Voucher

For the three way voucher match (formal receipt process), you 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. Note that you can choose multiple receipt records to match on a single voucher.

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.

If you match receipt records to invoices to create vouchers, you cannot cancel a receipt record. Instead, you must reverse the voucher in Match Voucher to Open Receipt and then reverse the receipt in Open Receipts by Supplier.

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

► To choose receipt records to match to a voucher

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

Alternately, from the Subcontract Processing menu (G43D11) choose Progress Payments.

If you use Supplier Ledger Inquiry, you must set processing options to perform voucher match processing.

1. On Supplier Ledger Inquiry, click Add.

The screenshot shows a software window titled "Match Voucher to Open Receipt - [Voucher Match]". It has a menu bar (File, Edit, Preferences, Form, Row, Window, Help) and a toolbar with icons for OK, Del..., Can..., New..., Dis..., and Abo. The main area contains several input fields:

- Order Number: [] OP [] *
- Voucher Num.: [] PV []
- Supplier: []
- Invoice Num.: [] Co. []
- Gross Amount: [] Tax: [] Taxable Amt.: []
- Invoice Date: 7/26/00 Discount Amt.: [] Retained Amt.: []
- G/L Date: 7/26/00 Remaining: []
- Currency: [] Exchange Rate: [] Base: [] ☒ Foreign
- Branch/ Plant: [] Batch: 5980

Below these fields is a tabbed interface with "Inventory" and "Expense/Services" tabs. The "Expense/Services" tab is active, showing a table with the following columns: O, P, Change Order, Item Number, Supplier, Quantity To Voucher, Tr. UoM, Foreign Amount To Voucher, and Ret. Amou. The table is currently empty.

2. On Voucher Match, complete the following fields to enter record information:
 - Branch/ Plant
 - Supplier
 - Invoice Num.
 - Invoice Date
 - G/L Date
 - Co.

You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you choose if you match to the invoice.

3. Choose Receipts to Match from the Form menu.

4. On Select Receipts to Match, complete the following optional fields and click Find:
 - Expense Account
 - Item Number
5. Choose the receipt records that correspond to the invoice and click OK.

The system returns the lines you selected to the Voucher Match form.

6. On Voucher Match, complete the following field:
 - O P
7. Complete the following optional fields for receipt records to reflect the invoice, as necessary:
 - Amount To Voucher
 - Quantity To Voucher
 - Retained Amount
 - Percentage Retained
 - Tax Y/N
 - Tax Area
 - Tax Expl
 - Amount – Sales Tax Tax Authority 1
 - Discount Amt.

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

8. Click OK.
9. To review the resulting voucher, return to Supplier Ledger Inquiry, choose the voucher, and click Select.

Choosing Order Detail Lines to Match to a Voucher

For the two-way voucher match (informal receipt process), you do not record receipt information. You must match order detail lines to invoices to create vouchers. For example, if a supplier sends you an invoice for 100.00, you must locate and match the order detail lines that contain the corresponding 100.00 worth of items. Note that you can choose multiple order detail lines to match on a single voucher.

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.

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 you to enter new purchase order detail lines to match an invoice. The processing options allow you to indicate whether the system adds new lines to an existing purchase order (you specify the order number, order company, order type, and order change number) or creates a new purchase order. The processing options also allow you to indicate the line type and status codes for new detail lines.

You must purchase against account numbers to enter new detail lines during the voucher match process. You cannot add stock-based order detail lines during the voucher match process.

When you try to create a voucher against an order that has a payment hold, any of the following might occur:

- You receive a soft warning, which indicates an outstanding log warning. You can enter and process payments as usual.
- Your new payments automatically have a pay status of “H,” which indicates that the contract hold code automatically holds payments against an order. You must manually change each voucher to an approved pay status.

- The system does not allow you to enter a payment voucher, which indicates that the vendor hold code for the supplier is set to not allow any payments.
- You cannot enter payment vouchers until the hold is removed.

You can also enter a specific tax amount for each receipt record on the Voucher Match form. If you enter a tax amount, you must also enter the tax rate/area and an explanation for the tax.

To account for variances in the exchange rate, you can set up automatic accounting instructions. 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.

If you match receipt records to invoices to create vouchers, you cannot cancel a receipt record. Instead, you must reverse the voucher in Match Voucher to Open Receipt and then reverse the receipt in Open Receipts by Supplier.

If you match receipt records to invoices to create vouchers, you cannot cancel a receipt record. Instead, you must reverse the quantity in the Enter Receipts program.

► **To choose order detail lines to match to a voucher**

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

Alternately, from the Subcontract Processing menu (G43D11) choose Progress Payments.

1. On Supplier Ledger Inquiry, click Add.

If you use Supplier Ledger Inquiry, you must set processing options to perform voucher match processing.

2. On Voucher Match, to enter record information, complete the following fields:
 - Branch/ Plant
 - Supplier
 - Invoice Num.
 - Invoice Date
 - G/L Date
 - Co.

You can have the system enter the gross amount and tax for you based on the detail lines you choose if you match to the invoice.

3. Choose Orders to Match from the Form menu.

4. On Select Orders To Match, complete the following optional fields and click Find:
 - Item Number
 - Expense Account
5. Choose the order detail lines and click OK.

The system returns the lines that you selected to the Voucher Match form.

6. On Voucher Match, complete the following field:
 - O P

The option that you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option 7), or cancels the line entirely (option 9).

7. Complete the following optional fields for order detail lines to reflect the invoice, as necessary:
 - Amount To Voucher
 - Quantity To Voucher
 - Percentage Retained
 - Tax Y/N

- Tax Area
 - Tax Expl
 - Tax
 - Discount Amt.
8. Click OK.
 9. To review the resulting voucher, return to Supplier Ledger Inquiry, choose the voucher, then click Select.

Field	Explanation
Amount – Retained	The total amount held back (referred to as holdback in some countries) on the contract amount. The amount retained cannot be less than zero or greater than the amount to voucher.
Percent – Retainage	The rate of retainage (referred to as holdback in some countries) that applies to the contract. This rate is a percentage of each payment. It is expressed as a decimal fraction. For example, a retainage rate of 10% is expressed as 10. The retainage rate cannot be greater than 99.9% (.999) or less than zero.
Tax	<p>Of the total taxes calculated for this document (invoice, voucher, etc.), the dollar value of the tax liability attributable to the first of five possible taxing authorities who may comprise the tax area.</p> <p>..... <i>Form-specific information</i></p> <p>The sum of the taxes for all of the order detail lines that you have selected for voucher match.</p>

See Also

- *Setting Up Landed Costs* for information about how to add landed costs to a receipt record
- *Setting Up Automatic Accounting Instructions* for information about how to set up AAIs that account for variances in the exchange rate
- *Setting Up Multi-Currency* in the *General Accounting Guide* for information about how to enter the exchange rate

Choosing Order Detail Lines for Freight Charges

You might need to manually match freight charges to a voucher. Freight charges are calculated by the Advanced Transportation Management system.

► To choose order detail lines for freight charges

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

1. On Supplier Ledger Inquiry, click Add.

If you use Supplier Ledger Inquiry, you must set processing options to perform voucher match processing.

2. On Voucher Match, to enter record information, complete the following fields:
 - Supplier
 - Branch/ Plant
 - Invoice Num.
 - Invoice Date
 - G/L Date
 - Co.
3. Choose Freight to Match from the Form menu.

Trip Depot	Load Number	Delivery Number	Shipment Number	Rte Stp	Rate Schedule	Manual Adjustment	Schedule Sequence No.

4. On Work with Freight Audit History, complete the following optional fields and click Find:
 - Depot – Trip
 - Load Number
 - Shipment Number
5. Choose the row that contains the order detail line that you want to match to a voucher and click Select.

Recording Cost Changes to an Invoice

You might receive an invoice adjustment that reflects a price change to an item or an error to a previous invoice. Typically, you make price changes for products such as gasoline or for other commodity items. For example, you receive an invoice for 100 items that cost 10.00 each and later 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 cost changes to an invoice

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

1. On Supplier Ledger Inquiry, click Add.
2. On Voucher Match, complete the following fields and click OK:
 - Supplier
 - Branch/ Plant
 - Invoice Num.
 - Invoice Date
 - G/L Date
 - Co.
3. From the Form menu, choose Recost Vouchers.

4. On Recost Vouchers, complete the following fields and click OK:

- Order Number
- Item Number
- Unit Price

The system creates a new voucher that reflects the difference in cost between the original voucher and the new cost.

Managing Invoices Received in an Alternate Currency

If you enter an order in a domestic or foreign currency and your supplier submits an invoice in an alternate currency, you cannot automatically match the domestic or foreign order to the invoice. Instead, you must manually convert the alternate currency invoice amount to the domestic or foreign currency and then enter the voucher with that (domestic or foreign currency) amount.

For example, if a French company enters an order in German marks (foreign currency) and the supplier submits an invoice in the euro, you must manually convert the euro invoice amount to DEM or FRF and then enter the voucher with that amount. Likewise, if a Canadian company enters an order in Japanese yen (JPY) and the supplier submits an invoice in U.S. dollars, you must manually convert the U.S. dollar invoice amount to JPY or CAD and then enter the voucher with that amount.

For future transactions, consider changing the currency code on the supplier master record so that orders, vouchers, and payments for the supplier are processed using the alternate currency.

Processing Options: Match Voucher to Open Receipt (P0411)

Display Tab

These processing options specify how the system groups and shows Supplier Ledger Inquiry data.

1. Recurring Vouchers

Use this processing option to specify recurring vouchers as the default voucher type.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only recurring vouchers.

When you enter 1, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

2. Summarized Vouchers

Use this processing option so that vouchers appear with multiple pay items in a summarized, single pay item format.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only summarized vouchers.

When you enter 1, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

Currency Tab

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system when you exit the Standard Voucher Entry program.

1. As If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As If currency. For example, an amount in USD can appear as if it is in FRF.

Valid values are:

Blank The As If currency grid column does not appear.

Or, enter the preferred code for As If currency.

NOTE: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system when you exit the Standard Voucher Entry program.

2. As Of Date

Use this processing option to specify an As Of date if you enter a currency code for the As If Currency processing option. This option processes the exchange rate as of a date you specify.

Valid values are:

Blank The system uses the Thru date.

Or, enter the As Of date.

NOTE: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As Of date.

Manual Payments Tab

These processing options control the manual creation of payments.

1. Manual Payment Creation

Use this processing option to specify whether to generate manual payments instead of automatic payments. This option applies only to manual payments without voucher match and is not available in multi-company and multi-voucher modes.

Valid values are:

Blank No payment information appears.

1 Generate manual payments (without voucher match).

Note: If you enter 1, click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

2. Duplicate Payments

Use this processing option to specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this option only if you enter 1 for Manual Payment Creation. The message indicates that you have used that payment number previously.

Valid values are:

Blank Error
1 Warning

3. Automatic Payment Number Assignment

Use this processing option to direct the program to automatically assign payment numbers to manual payments based on the bank account's next number.

Valid values are:

Blank You manually assign payment numbers (default).
1 The system assigns payment numbers based on the bank account's next number.

Purchasing Tab

These processing options define how the program processes vouchers that contain purchase order information.

1. Voucher Delete

Use this processing option to determine the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form.

Valid values are:

Blank Do not permit editing (default)
1 Warning
2 Error

If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in Voucher Message processing options.

Voucher Match Tab

These processing options allow you to process matched vouchers from the procurement system rather than standard vouchers.

1. Match Processing

Use this processing option to change the default voucher type from standard vouchers to matched vouchers. If you choose to run the voucher match program, you can choose either the three-way voucher match or the two-way voucher match.

Valid values are:

Blank Run Standard Voucher Entry (P0411)

1 Run Voucher Match (P4314) in the Procurement system

Alternatively, on the Non-Stock PO Processing menu (G43B11), choose one of the following:

- Receive & Voucher POs
- Match Voucher to Open Receipt

The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might want to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. 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.

NOTE: Do not delete a voucher in the Accounts Payable system if you created the voucher in the Procurement system. The voucher should be deleted in the Procurement system.

2. Voucher Match Version

Use this processing option to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in the Procurement system. You must complete this processing option if you enter 1 in the Match Processing processing option.

Valid values are:

Blank Use version number ZJDE0001.

Or, enter a specific version number.

Multi-Company Tab

These processing options allow you to process vouchers for multiple companies rather than standard vouchers.

1. Multiple Company Single Supplier

Use this processing option to specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different G/L and offset bank accounts, but to the same supplier.

Valid values are:

Blank Enter a standard voucher.

1 Enter a multi-company single supplier voucher.

Note: The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi-Vouchers Tab

These processing options allow you to enter multiple vouchers rather than standard vouchers.

1. Multiple Vouchers

Use this processing option to allow you to quickly enter multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process.

Valid values are:

Blank Enter a standard voucher.

- 1 Enter multiple vouchers with a single supplier.
- 2 Enter multiple vouchers with multiple suppliers.

Note: You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method. Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging Tab

These processing options allow you to enter logged vouchers rather than standard vouchers.

1. Voucher Logging

Use this processing option to specify whether to enter a voucher before you assign it a G/L account. At a later time, you can redistribute the voucher to the correct G/L accounts.

You can specify a default G/L account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), choose Company Names and Numbers.

Valid values are:

Blank Enter a standard voucher (default).

- 1 Enter a logged voucher.

When you enter 1 in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

NOTE: This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter 1 in both Voucher Logging processing options in

order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date

Use this processing option to specify whether to use the system date as the default G/L date for a logged voucher.

Valid values are:

Blank Enter date manually during the data entry process.

1 Use the system date as the default G/L date.

NOTE: If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

Prepayments Tab

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

1. G/L Offset Account

Use this processing option to set up automatic accounting instructions (AAI item PCxxxx) to predefine classes of automatic offset accounts for accounts.

For example, you can assign G/L offsets as follows:

- Blank or 4110 - Trade Accounts Payable
- RETN or 4120 - Retainage Payable
- OTHR or 4230 - Other Accounts Payable (see A/P class code - APC)
- PREP or 4111 - Prepayment A/P Trade Account

Enter the code for the G/L offset account that the system uses to create prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items. If you leave this field blank (default), the system uses the Standard Voucher Entry program.

NOTE: If WorldSoftware and OneWorld software coexist, do not use code 9999. In WorldSoftware this code is reserved for the post program and indicates that offset accounts should not be created.

2. G/L Distribution Account

Use this processing option to specify the G/L distribution account that the system uses for creating prepayment pay items.

You can use one of the following formats for account numbers:

- Structured account (business unit.object.subsidiary)
- 25-digit unstructured number
- 8-digit short account ID number
- Speed code

The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

3. Pay Status Code

Use this processing option to enter the default pay status code for prepayments. The pay status code is a user defined code (00/PS) that indicates the current payment status of a voucher.

Valid codes are:

- | | |
|---|--|
| P | The voucher is paid in full. |
| A | The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications. |
| H | The voucher is on hold pending approval. |
| R | Retainage. |
| % | Withholding applies to the voucher. |
| ? | Other codes. All other codes indicate reasons that payment is being withheld. |

NOTES:

- The Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list.
- Use this processing option only if you enter a valid value in the G/L Offset Account processing option.
- If WorldSoftware and OneWorld software coexists, and you leave this processing option blank, the prepayment status of H for negative prepayment pay items is the default value.

4. Number of Days

Use this processing option to enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if WorldSoftware and OneWorld software coexists.

5. Tax Area

Use this processing option to direct the program to show the Prepayment Tax form for prepayments. You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items.

Valid values are:

Blank Do not show the Prepayment Tax form.

1 Show the Prepayment Tax form.

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

6. Tax Values

Prepayment Tax Area Code

Use this processing option to enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. 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 tax.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

Prepayment Tax Explanation Code

Use this processing option to set up a default tax explanation code for transactions with a certain supplier. This tax explanation code is a user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

MBF Version Tab

This processing option overrides the default Master Business Function version.

1. Master Business Function Version

Use this processing option to specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

NOTE: Only persons responsible for system-wide setup should change this version number.

Process Tab

This processing option restricts changes to vouchers when you use Supplier Ledger Inquiry.

1. Voucher Entry Mode

Use this processing option to specify whether the system allows changes to vouchers after you select them from the Supplier Ledger Inquiry form. If you leave this field blank, the system allows you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form. If you enter 1 in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.

Valid values are:

Blank Allow changes to the selected voucher.

1 Do not allow changes to the selected voucher.

Processing Options: Voucher Match (P4314)

Defaults Tab

These processing options define the default information that the system uses during Voucher Match (P4314).

1. Inquiry Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) 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 prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_	Accounts Payable documents
R_	Accounts Receivable documents
T_	Payroll documents
I_	Inventory documents
O_	Purchase Order documents
J_	General Accounting/Joint Interest Billing documents
S_	Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

2. Voucher Document Type

Use this processing option to identify the type of document. This user defined code (00/DT) 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 prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_	Accounts Payable documents
R_	Accounts Receivable documents
T_	Payroll documents
I_	Inventory documents
O_	Purchase Order documents
J_	General Accounting/Joint Interest Billing documents
S_	Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

Display Tab

These processing options control whether the system displays certain types of voucher match information, such as the approver number and reporting code.

1. Approver Number

Use this processing option to specify whether to display the approver number code.

- 1 Display the approver number code.
- Blank Do not display the approver number code.

2. Reporting Code

Use this processing option to specify whether the column for Reporting Code 007 appears in the detail area on Voucher Match.

- 1 Display the column for Reporting Code 007.
- Blank Do not display the column for Reporting Code 007.

3. Account Number

Use this processing option to specify how the system displays the account number.

- 1 The account number is displayed in three individual fields (Business Unit, Object Account, and Subsidiary).
- Blank The account number is displayed as one field.

4. Business Unit

Use this processing option to specify the text that describes the Business Unit field (alias MCU). This processing option affects only the header area on Voucher Match, not the detail area.

- 1 The field appears as Job.
- 2 The field appears as Project.
- 3 The field appears as Business Unit.
- Blank The field appears as Branch/Plant.

Process Tab

These processing options control the values that the system uses for the following information and processes:

- From and Thru status codes
- Outgoing next status code

- Entry of the quantity/amount
- Tolerance checking
- Storage of supplier analysis information
- Quantity of vouchers allowed per order

1. From Status Code

Use this processing option to specify the Last Status code in the range of status codes for order detail lines.

2. Thru Status Code

Use this processing option to specify the Next Status code in the range of status codes for order detail lines.

3. Outgoing Receipt Next Status Code

Use this processing option to specify a code that represents the next status that the order will move to after a partial payment.

When a partial payment exists, the system updates the status in the Purchase Order Detail table for a two-way match and updates the status in the Receiver table (F43121) for a three-way match so that the statuses in those two tables match the status that you enter for this processing option.

4. Cancel Status Code

Use this processing option to specify the next status that the order moves to after the system cancels a voucher.

When a voucher is cancelled, the system updates the status in the Purchase Order Detail table for a two-way match and updates the status in the Purchase Order Receiver table (F43121) for a three-way match to ensure that the statuses match the status that you enter for this processing option.

5. Quantity/Amount

Use this processing option to indicate whether you want to manually enter the quantity information or whether the system automatically enters quantity information.

- 1 Manually enter the quantity/amount to a voucher.
Blank Automatically load the quantity/amount.

6. Tolerance

Use this processing option to indicate whether the system checks to determine if a detail line's quantity and amount exceed the tolerance percentage. To check your tolerance, you can access the Tolerance Setup program (P4322).

You can enter a valid pay status or any of the following values:

- 1 Display a warning when the detail line exceeds the tolerance.
 - 2 Display an error message when the detail line exceeds the tolerance.
- Blank Do not check quantities and amounts to determine whether they exceed tolerance.

7. Supplier Analysis

Use this processing option to indicate whether you want the system to capture supplier analysis information.

- 1 The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090). To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Entry program (P4310) and the Purchase Order Receipts program (P4312) to capture the same information.

Blank The system does not capture supplier analysis information.

8. Orders Per Voucher

Use this processing option to indicate whether the system allows multiple orders per voucher.

- 1 Allow only one order per voucher.
- Blank Allow multiple orders per voucher.

9. Branch/Plant Retrieval

Use this processing option to specify which business unit the system uses to generate the G/L bank account and the A/P trade account. Note that the system uses the business unit that you specify for the voucher.

- 1 Retrieve the business unit from the purchase order header record.
 - 2 Retrieve the business unit from the address book.
- Blank Retrieve the business unit for each detail line.

10. Direct Ship Integrity Cost

Use this processing option to allow cost updates to the sales order when the order is a direct ship order.

- 1 Update cost.
- Blank Do not update cost.

Summarization Tab

These processing options control whether the system summarizes accounts payable (A/P) and general ledger (G/L) information.

1. A/P

Use this processing option to specify whether to summarize A/P entries.

- 1 Summarize A/P entries.
- Blank Do not summarize A/P entries.

2. G/L

Use this processing option to specify whether to summarize G/L entries. If you are using commitments, leave this option blank and do not summarize G/L entries. Valid values are:

- Blank Do not summarize G/L entries.
- 1 Summarize G/L entries.

New Order Lines Tab

These processing options control how new order detail lines are added to a purchase order when you are creating a voucher.

1. Order Line Entry

Use this processing option to indicate whether you want the system to automatically create purchase order detail lines for lines that you add to a voucher.

- 1 Do not create corresponding purchase order detail lines when new lines are added to a voucher.
- 2 Create corresponding purchase order detail lines when new lines are added to a voucher.

Blank You cannot add lines to a voucher.

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values,

which have been defined on the Line Type Constants Revisions form (P40205), are:

J	Job cost, subcontracts, or purchasing to the General Ledger
B	G/L account and item number
N	Non-stock item
F	Freight
T	Text information
M	Miscellaneous charges and credits

This processing option applies only if you enter a value of 2 in the Order Line Entry processing option, which also is on the New Order Lines tab.

You can only use a line type that has an inventory interface of A, which validates the account number.

3. Last Status Code

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

4. Next Status Code

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

Retainage Tab

These processing options control whether the system uses the retainage percentage or the retainage amount as a default value in the Voucher Match program (P4314), and also whether the system applies taxes to the retained or vouchered amount.

1. Retainage Default

Use this processing option to specify whether to automatically load the retainage percentage or amount from the order header.

- 1 Automatically load the retainage percentage or amount from the order header.
- Blank Do not load the retainage percentage or amount from the order header.

2. Retainage Taxes

Use this processing option to specify whether to apply taxes to the retained amount that you are releasing only or to the vouchered amount.

- 1 Apply taxes to the retained amount that you are releasing. For example, if your voucher total is 100.00 and you are retaining 10.00, the system applies taxes to 90.00. When you release the retained amount, the system will apply taxes to 10.00.

Blank Apply taxes to the vouchered amount, including the retained portion. For example, if your voucher total is 100.00 and you are retaining 10.00, the system still applies taxes to 100.00.

Logs Tab

These processing options control whether the system displays a warning message when outstanding logs exist and also indicate which pay status code the system should use for a voucher when outstanding logs exist.

1. Logs Warning Message

Use this processing option to indicate whether the system displays an outstanding log detail warning message and when it displays the message.

- 1 Display the outstanding log detail warning message when the system verifies the status, pay effective date, and pay expiration date.
- 2 Display the outstanding log detail warning message when the system verifies the status, pay effective date, required date, and pay expiration date.

Blank Do not display the outstanding log detail warning message.

2. Logs Pay Status Code

Use this processing option to specify the pay status code that the system uses as a default value for the voucher when an outstanding log exists.

Typically, you use a pay status code that indicates that the pay item is on hold.

Currency Tab

These processing options control which date the system uses as the effective date and also whether the exchange rate can be changed.

1. Effective Date

Use this processing option to indicate which date the system uses as the effective date.

- 1 Use the G/L date as the effective date.
 - 2 Use the invoice date as the effective date.
- Blank Use today's date as the effective date.

2. Protect Rate

Use this processing option to specify whether you can change the exchange rate.

- 1 You cannot change the exchange rate.
- Blank You can change the exchange rate.

Flexible Accounting Tab

This processing option controls whether you are working with flexible accounting.

1. Flexible Accounting

Use this processing option to specify whether flexible accounting is activated. Activate flexible accounting if you are using the Cost Management System, or if you are working with flexible sales accounting.

- 1 Activate flexible accounting.
- Blank Do not activate flexible accounting.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Order Entry (P4310)

Use this processing option to define the version that the system uses when you are using the Order Entry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. A/P Version (P0400047)

Use this processing option to define the version that the system uses when you are using the Accounts Payable program. You can only review versions for this program in the interactive versions list.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. G/L Version (P0900049)

Use this processing option to define the version that the system uses when you are using the General Ledger program. You can only review versions for this program in the interactive versions list.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. Open Receipts Inquiry (P43214)

Use this processing option to define the version that the system uses when you are using the Open Receipts Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Stand-alone Landed Cost (P43214)

Use this processing option to define the version that the system uses when you are using the Stand-alone Landed Cost program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

Working with Retainage

You can create a voucher withholding a portion of the gross payment as retainage. Retainage is the percentage of a committed amount that is held until a specified date. For example, you pay the retained amount after the completion of the contract, service, or receipt of all items on an order. If you create a voucher for 100 with retainage of 10 percent, the actual payment will be 90, with 10 held as retainage. You release retainage by entering a payment voucher for the amount that you want to release.

Note that you cannot release retainage and create a voucher at the same time.

Complete the following tasks:

- ☐ Enter a voucher with retainage
- ☐ Enter a voucher to release retainage

Before You Begin

- ☐ Set processing options to apply taxes to retainage.

See Also

- *Creating Vouchers* for information about releasing retainage

Entering a Voucher with Retainage

You can create a voucher with retainage that is applied to the entire voucher, or you can apply retainage by line item of the voucher.

Use the tax with retainage processing option to defer tax on retainage. If you set the processing option for tax with retainage to on and you use a tax type of C or V, the system calculates amounts differently. It subtracts retainage from the original taxable amount and recalculates new amounts.



To enter a voucher with retainage

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

Alternately, from the Subcontract Processing menu (G43D11), choose Progress Payments.

1. On Supplier Ledger Inquiry, click Add.
2. On Voucher Match, complete the following fields to enter record information:
 - Supplier
 - Branch/ Plant
 - Invoice Num.
 - Gross Amount
 - Invoice Date
 - G/L Date

You can have the system enter the gross amount and tax for you based on the detail lines you choose.

3. Choose Orders Selected from the Form menu.
4. On Select Orders to Match, complete one of the following optional fields and click Find:
 - Item Number
 - Account Number
5. Choose the order detail lines and click OK.

The system returns the lines that you selected to the Voucher Match form.

6. On Voucher Match, change the following field for order detail lines, as necessary:
 - Amount Retained
7. Click OK.
8. To review the resulting voucher, return to Supplier Ledger Inquiry, choose the voucher, and click Select.

Entering a Voucher to Release Retainage

Retainage is an amount of the order that is held until a specified date. You release retainage by entering a payment voucher for the amount that you want to release. Retainage is also called a holdback.

A partial release of retainage indicates that there is still an unpaid amount of retainage. A final release of retainage indicates that there is no retainage left to be paid. You can release retainage for individual vouchers or for groups of vouchers.

► **To enter a voucher to release retainage**

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipts.

Alternately, from the Subcontract Processing menu (G43D11), choose Progress Payments.

1. On Supplier Ledger Inquiry, click Add.

You might use the Work With Vouchers (Match) form as a starting point instead of Supplier Ledger Inquiry. If you use Supplier Ledger Inquiry, you must set processing options to perform voucher match processing.

2. On Voucher Match, complete the following fields to enter record information and click OK:
 - Supplier
 - Branch/Plant
 - Invoice Num.
 - Invoice Date
 - G/L Date

You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you choose if you match to the invoice.

3. Choose Orders to Match from the Form menu.
4. On Orders to Match, complete the following fields and click Find:
 - Item Number
 - Account Number
5. To summarize retained amounts, click the Summary checkbox.

The system summarizes the retained amounts by item, account number, currency code, cost rule, transaction unit of measure, purchasing unit of measure, and lump sum.

6. Choose the receipt records that correspond to the invoice and click OK.

The system returns the lines you selected to the Voucher Match form.

7. On Voucher Match, change the following field for receipt records to reflect the invoice, as necessary:
 - Percentage Retained

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

8. Click OK.
9. To review the resulting voucher, return to Supplier Ledger Inquiry, choose the voucher, and then click Select.

Creating Multiple Vouchers from Receipt Records

From the Receipts Matching and Posting menu (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 (R43800) 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.

The system does not create vouchers for receipt items in a routing process until they are moved to an on-hand status. When the receipt items go through the 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.

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).

After the system creates the vouchers, you work with them as you would with any standard voucher.

Caution: 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.

The second report lists all receipts for which vouchers cannot be created due to errors.

See Also

- *Working with Standard Vouchers* in the *Accounts Payable Guide*
- *Working with Items in a Receipt Route* for information about receipt routing

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.

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

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

- ☐ Review and post journal entries for voucher transactions
- ☐ Verify that voucher amounts balance

Reviewing and Posting Journal Entries for Voucher Transactions

From the Receipts Matching and Posting menu (G43A15), choose Voucher Journal Review or G/L Voucher Post.

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

Received Not Vouchered	Accounts Payable
100	100

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

Expense	Accounts Payable
100	100

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

Received Not Vouchered	Accounts Payable	Variance
100	80	20

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

Expense	Accounts Payable	Variance
100	80	20

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.

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.

What You Should Know About

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

- *Receipt Processing* for more information about the informal and formal receipt processes
- *Setting Up Automatic Accounting Instructions*

Verifying that Voucher Amounts Balance

From the Receipts Matching and Posting menu (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.

See Also

- *Printing Voucher Journals* in the *Accounts Payable Guide*

Processing Options for Voucher Journal Report

Print Options

Select the Account Number to print:
Blank = Number entered during input;
'1' = Account Number; '2' = Short
Account ID; '3' = Unstructured
Account.

Tax Processing

Enter a '1' to use the Tax Workfile
(F0018) to print the VAT Receivable
amounts (for posted amounts). If
left blank, only the tax amounts
from the A/P Ledger file (F0411)
will be printed.

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

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.

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

From the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

1. On Supplier Ledger Inquiry, click Add.

Voucher Logging Entry - [Enter Voucher - Payment Information]

File Edit Preferences Form Row Window Help

OK Del... Can... New... Dis... Ago Links G/L D... OLE ... Internet

Document No/Typ/Co [] [] [] Batch No 5981 Prev Doc []

Company [] Supplier Number [] Invoice Number [] Invoice Date [] Currency []

Approver [] Business Unit [] Payment Terms [] Service/Tax Date []

G/L Date [] Discount % ☐ Exchange Rate [] Base [] Foreign ☐

Pay Item	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001						

Gross [] Disc [] Tax [] Taxable []

2. On Enter Voucher - Payment Information, complete the following fields and click OK:

- Company
- Supplier Number
- Supplier Invoice Number
- Invoice Date
- G/L Date
- Gross Amount
- Remark
- Tax Ex
- Tax Rate/Area

...Preliminary Distribution Account...

Amount

Account Number General Contra/Clearing Acct

Explanation - Remark

3. On Journal Entry Prompt, complete the following field and click OK:
 - Account Number

See Also

- *Working with Logged Vouchers* in the *Accounts Payable Guide*

Creating a Permanent Voucher from a Preliminary Voucher

You can create a permanent voucher from a preliminary voucher after you receive the goods and services on the corresponding invoice. Because the preliminary voucher already contains much of the necessary information, creating the permanent voucher is a simple process.

To create a permanent voucher, you must locate the preliminary voucher and choose the receipt records that match the invoice. After you do this, the system creates the permanent voucher.

► To create a permanent voucher from a preliminary voucher

From the Other Voucher Entry Methods menu (G04111), choose Voucher Journal Entry Redistribution.

Document Number	Doc Type	Doc Co	Supplier Number	Gross Amount	Foreign Amount	Batch Number	Batch Type	Pay Stat	Curr Code
1576	PL	00001	4344	1,500.00		1033	V	H	USD

1. On Work With Voucher JE Redistribution complete either of the following fields to locate the preliminary voucher from which to create a permanent voucher and click Find:
 - Invoice Number
 - Company
2. Click on the row and choose Redistribute PO from the Row menu.
3. On Voucher Match, choose the receipt records that correspond to the invoice for the preliminary voucher and click OK to create the permanent voucher.

See Also

- *Choosing Receipt Records to Match to an Invoice*

Printing Logged Invoice Information

From the Purchasing Reports menu (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.

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 the AIA Application for Payment
- ☐ Print the Waiver of Lien

Printing Voucher Information by Detail Line

From the Purchasing Reports menu (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.

Processing Options for Received/Vouchered Status Report

Display

Enter a '1' to print General Ledger cost center information. If left blank, Branch/Plant information will print.

1. Select G/L Cost Center or Branch/Plant _____

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

2. Select Foreign or Domestic Currency _____

Printing Open Voucher Information by Receipt

From the Purchasing Reports menu (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).

Printing Voucher Amounts for Suppliers

From the Purchasing Reports menu (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.

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.

See Also

- *R04602, Supplier Analysis* in the *Reports Guide* for a report sample

Printing the AIA Application for Payment

From the Subcontract Reports menu (G43D111), choose AIA Application for Payment.

You can run the AIA Application for Payment Report either from the Subcontract Reports menu (G43D111) or during the A/P check run. This report is similar to the American Institute of Architects (AIA) Document G702, titled *Application and Certificate for Payment*. The report lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained. Your subcontractors can use this report as a turnaround document. You send an updated report to a subcontractor as an individual item or with a pay request. The contractor then completes it, has it notarized, and returns it to you.

You normally send an update of the AIA Application for Payment report with each of your payments. The subcontractor then uses it for the next application. The subcontractor sends back the completed form as the invoice for payment. Completing this document does not necessarily mean that all work on the contract is complete. In most cases, it indicates only that the work that was scheduled between the last payment and the next scheduled payment is complete.

The system uses information from the Subcontract Management Detail table and the general ledger transactions.

See Also

- *R44440, AIA Application for Payment* in the *Reports Guide* for a report sample

Printing the Waiver of Lien

You can print the Waiver of Lien when you are running the A/P check run.

The Waiver of Lien is a form that you print and send to a subcontractor with the AIA Application for Payment. The Waiver of Lien states that the subcontractor has been paid and that there are no outstanding liens associated with the work on the contract. The subcontractor signs the waiver, enters the date, and returns it to you.



Special Orders Processing

A special order requires different handling than a regular order. In many instances, a special order is a prerequisite to an actual 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
- Order Revisions - orders for which the system tracks modifications to orders

You enter most special orders in the same way that you enter orders. You distinguish 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 order), 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 order revisions

See Also

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

Working with Requisitions

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

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

You duplicate a requisition to create an order when you must create recurring orders from the same requisition. For example, if you have a requisition for office supplies that you order every month, you can duplicate the same requisition to create each recurring order.

You choose individual requisition detail lines to create orders when you want 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 an order
- ☐ Choose requisition detail lines for orders

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

Entering Requisitions

From the Requisition & Quote Management menu (G43A12), choose Enter Requisitions.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Enter Requisitions.

Your company might require you to submit a requisition for the items and services that you want to procure. You usually enter a requisition to obtain approval for goods and services prior to creating an order.

You enter a requisition in the same way that you enter an order. For example, to order office supplies, you enter a detail line for each office supply that you want to order.

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.

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

You use the same procedures to print requisitions as you do to print orders, although you must specify the order type for requisitions.

See Also

- *Entering Order Header Information* for information about entering header information for a requisition
- *Entering Order Detail Information* for information about entering detail lines for a requisition
- *Assigning an Approval Route to an Order* for information about activating approval processing for requisitions
- *Reviewing Open Orders* for information about reviewing pending requisitions
- *Printing Orders* for information about how to print requisitions

Duplicating a Requisition to Create an Order

From the Requisition & Quote Management menu (G43A12), choose Enter Requisitions.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Enter Requisitions.

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

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

See Also

- *Duplicating an Order*

Choosing Requisition Detail Lines for Orders

You can choose requisition detail lines for which to create orders.

You can create an 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 you choose whether or not the balance remains open. The system closes a requisition detail line after the entire quantity is released for an order.

To specify whether unit costs display for each detail line and whether the costs can be changed, you can set the processing options for the Generate Purchase Orders from Requisitions program.

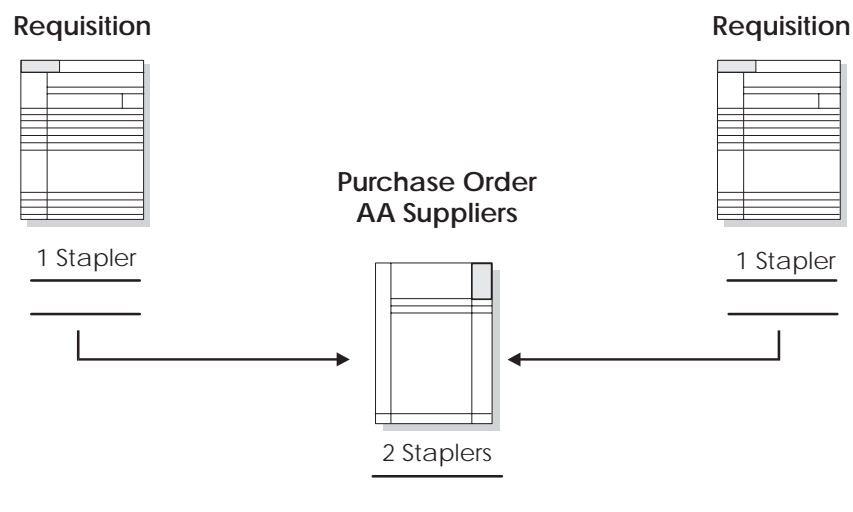
You can also set the processing options to specify whether the system performs a tolerance check before creating an order for a requisition.

You can create an 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 order
- Choose detail lines from a single requisition to create multiple orders

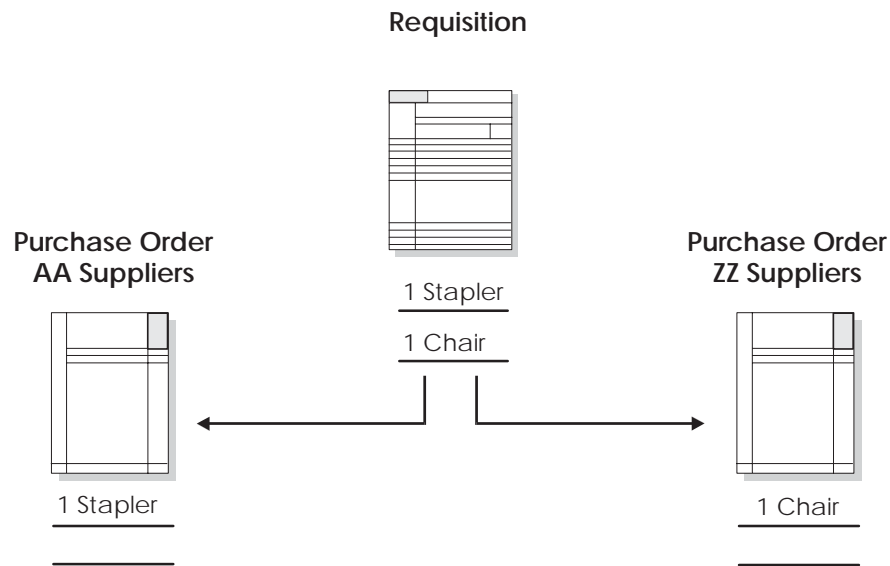
You can combine detail lines from multiple requisitions to create a single order. You use this method to combine items and services for the same supplier. For example, if you receive two separate requisitions for staplers, you can combine the requisition detail lines to create a single order.

The following graphic illustrates this process:



You can also separate detail lines on a requisition to create multiple 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 an order for the stapler and another for the chair.

The following graphic illustrates this process:



Before You Begin

- ☐ Set the processing option for versions, Purchase Order Entry (P4310), to create a purchase order.
- ☐ Create tolerance rules in Tolerance Rules (P4322) to have the system perform tolerance checking. See *Creating Tolerance Rules*.

► To choose requisition detail lines for orders

From the Requisition & Quote Management menu (G43A12), choose Generate POs from Reqs.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Generate Orders from Reqs.

1. On Work With Order Release, complete one or more of the following fields to locate requisition detail lines and click Find:

- Business Unit
- Supplier
- Order Number
- 2nd Item Number
- Account Number

Only those detail lines with status codes that you specified in processing options appear.

Detail lines with cancel dates prior to the current date do not appear.

2. Choose a detail line for which you want to create an order and click Select.

The screenshot shows the 'Generate POs from Reqs. - [Order Release]' window. The window has a menu bar (File, Edit, Preferences, Form, Window, Help) and a toolbar with buttons for OK, Cancel, Dis..., and a magnifying glass icon. Below the toolbar, there are several input fields organized into sections. The top section includes Order Number (596), Supplier (8444), Buyer, Ship To (6031), Currency (USD), and Branch/Plant (30). The middle section includes Release Qty (1500), Release Amt (120.00), Unit Cost (.0800), and Line Type (S). The bottom section includes Item Number (9001), Item Description (250 mm Cro-Moly Tubing), and various date fields (Requested, Promised Delivery, G/L Date, Cancel Date, Order Date). A 'Find' button is located in the top right corner.

3. On Order Release, change any of the following fields:

- Release Qty
- Account Number
- Supplier
- Buyer
- Ship To
- Unit Cost
- Lot/SN

- Location
 - Subledger
4. Choose one of the following options:
 - Release
 - Close
 - Cancel
 5. Click OK.

The system displays the next detail line.

6. Repeat steps 2 through 5 for each detail line for which you want to create an order.

You are now ready to create orders for the releases you have chosen. For information, see *Creating Orders from Existing Detail Lines*.

Field	Explanation
Release Qty	The original quantity for the order detail line, plus or minus any changes to that quantity, minus all quantities shipped, received, and vouchered to date.
Release Amt	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.

Processing Options: Generate POs from Requisitions/Blanket Order Release (P43060)

Defaults Tab

These processing options define the default information that the system uses during Generate Purchase Orders from Requisitions/Blanket Order Release (P43060).

1. Default Order Type

Use this processing option to specify the type of document you want to create. This code also indicates the original document type of the transaction. Document types are user defined codes that you set up in the User Defined

Code form 00/DT. J.D. Edwards has reserved specific document type codes for vouchers, invoices, receipts, and time sheets for which the system creates 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 documents
J	General Accounting and Joint Interest Billing documents
S	Sales Order documents

Enter a value or choose one from the User Defined Code form.

Display Tab

These processing options control whether the system displays certain types of information, such status codes and what fields the system protects, hides or displays.

1. Incoming Status Code 1

Use this processing option to specify one of the three acceptable statuses at which the order must be to appear in the grid. You must enter a user-defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type in use.

2. Incoming Status Code 2

Use this processing option to specify one of the three acceptable statuses at which the order must be to appear in the grid. You must enter a user-defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type in use.

3. Incoming Status Code 3

Use this processing option to specify one of the three acceptable statuses at which the order must be to appear in the grid. You must enter a user-defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type in use.

4. Price Field Display

Use this processing option to specify whether the system displays, protects, or hides the Unit Cost field. Valid values are:

Blank Display the Unit Cost field. You can edit the value in the field.

- 1 Protect the Unit Cost field. You cannot edit the value in the field.
- 2 Do not display the Unit Cost field.

5. Account Amount Display

Use this processing option to specify whether the system protects the Account Number field. Valid values are:

Blank Do not protect the Account Number field.

- 1 Protect the Account Number field.

6. Release Amount Display

Use this processing option to specify whether the system displays the Release Amount field. Valid values are:

Blank Do not display the Release Amount field.

- 1 Display the Release Amount field.

Process Tab

These processing options allow you to specify information such as if the system checks the tolerance percentage of orders and how the system consolidates lines when releasing multiple orders and lines.

1. Tolerance Checking

Use this processing option to specify whether the system checks to determine if a detail line's quantity and amount exceed the tolerance percentage or amount. To check the tolerance value, you can access the Tolerance Setup program (P4322). Valid values are:

Blank Do not perform tolerance checking.

- 1 Perform tolerance checking and display a warning message if the amount is above the tolerance level.
- 2 Perform tolerance checking and do not allow release of the purchase order if the amount is above the tolerance level.

2. Item Consolidation

Use this processing option to specify whether the system consolidates lines when releasing multiple orders and lines. Valid values are:

Blank Do not consolidate Items.

- 1 Consolidate lines by supplier, item, account, branch/plant, unit of measure, and requested date.

- 2 Consolidate lines by supplier, item, account, branch/plant, unit of measure, requested date, and unit cost.

For example, when you use a processing option value of 1 or 2, and you release two lines with the same supplier, item, branch/plant, unit of measure, and requested date, each for a quantity of 10, then the system creates one line with a quantity of 20 on the new order.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Purchase Order Entry (P4310)

Use this processing option to specify the version that the system uses when you access the Purchase Order Entry program.

When you specify a version, review its processing options ensure that it meets your needs.

2. Purchase Ledger Inquiry (P4304)

Use this processing option to specify the version that the system uses when you access the Purchasing Ledger Inquiry program.

When you specify a version, review its processing options ensure that it meets your needs.

3. Open Order Inquiry (P430301)

Use this processing option to specify the version that the system uses when you access the Open Order Inquiry program.

When you specify a version, review its processing options ensure that it meets your needs.

4. Supplier Master Inquiry (P0401)

Use this processing option to specify the version that the system uses when you access the Supplier Master Inquiry program.

When you specify a version, review its processing options ensure that it meets your needs.

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 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 order).

Entering Blanket Orders

From the Purchase Order Processing menu (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 and print a blanket order in the same way that you enter and print a purchase order. To enter a blanket order, you must enter a single detail line for the entire blanket order quantity or amount. To print a blanket order, you must specify the order type.

See Also

- *Entering Order Header Information* for information about entering header information for a blanket order
- *Entering Order Detail Information* for information about entering detail lines for a blanket order
- *Reviewing Open Orders* for information about reviewing pending blanket orders and the quantity or amount left to receive on a blanket order
- *Printing Orders* for information about how to print a blanket order

Creating Purchase Orders from Blanket Orders

When you are ready to receive a portion of the goods or services on a blanket order, you must release the quantity or amount for which you want to create a purchase order. For example, if you have a blanket order for 1200 widgets and you want to receive 100, you must locate the blanket order detail line and release 100 widgets.

► To create purchase orders from blanket orders

From the Order Gen/Approve/Release menu (G43A13), choose Generate POs from Blanket.

Order Number	Or Ty	Order Co	Chg Order	Line Number	2nd Item Number	Quantity Open	UOM	Amount Open
262	OB	00001	000	1.000	2410	800	EA	9,790.00
262	OB	00001	000	2.000	2415	900	EA	16,200.00

1. On Work With Order Release, complete one or more of the following fields or click Find to locate requisition detail lines:

- Branch Plant
- Supplier
- Order Number
- Item Number
- Account Number

Only those detail lines with status codes that you specified in processing options appear.

Detail lines with cancel dates prior to the current date do not appear.

2. Choose one or more detail lines for which you want to create a purchase order and click Select.

The screenshot shows a software window titled "Generate POs from Blanket - [Order Release]". It has a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with buttons for OK, Cancel, Dis..., and a magnifying glass icon. The main area is divided into several sections:

- Order Header:** Order Number (262), Supplier (4343), Buyer, Ship To (6031), Currency (USD), Exchange Rate, Base (USD), Branch/Plant (30), Attachments (Release, Close, Cancel), and Foreign checkbox.
- Release Summary:** Release Qty (800), Release Amt (9,790.00), Unit Cost (11.0000), Qty To Date (200), Amt To Date (1,210.00), Purchasing UOM (EA), Original Qty (1000), and Original Amt (11,000.00).
- Item Details:** Item Number (2410), Supplier Item Number, Account Number, Lot/SN, Location, Subledger, and Item Name (Helmet).
- Dates:** Requested (6/5/05), Promised Delivery (12/31/05), G/L Date (7/28/00), Cancel Date, and Order Date (6/5/05).

3. On Order Release, review the following fields:

- Qty To Date
- Original Qty
- Amt To Date
- Original Amt

4. Complete the following fields:

- Release Qty
- Release Amt

You determine whether the Release Amount field appears using processing options.

5. Choose one of the following options:

- Release
- Close
- Cancel

6. Click OK.

The system displays the next detail line.

7. Repeat steps 2 through 5 for each detail line for which you want to create a purchase order.

You are now ready to create purchase orders for the releases you have chosen. For 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.
Original Qty	The quantity of units affected by this transaction.
Amt To Date	The value of the goods received to date against the original order line.
Original Amt	The number of units multiplied by the unit cost.

Working with Quote Orders

Before you procure 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 or delivery date 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 requests for quote order
- ☐ Enter supplier price quotes
- ☐ Create orders from price quotes

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

Entering Items for Which to Request Quotes

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

You also might want to obtain price quotes after you get approval for the items and services on a requisition. You can create quote orders using detail lines from requisitions. The procedure for this is identical to that for creating orders from requisitions. On the Order Detail form, you can use the Original Orders function to review:

- A list of all requisitions from which the line was created
- Who requested the items
- The quantities requested

The system maintains the requisition information to create the detail lines on quote orders in the Multiple Requisitions table (F4332).

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

From the Requisition & Quote Management menu (G43A12), choose Enter Quote Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Enter Quote Orders.

1. On Work With Order Detail, click Add.
2. On Order Detail, complete the following fields for each item for which you want a price quote and click OK:
 - Branch/Plant
 - Supplier
 - Item Number
 - Quantity Ordered

► To request price quotes for multiple quantities

From Requisition & Quote Management menu (G43A12), choose Enter Quote Orders.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Enter Quote Orders.

1. On Work With Order Detail, click Add.
2. On Order Detail, complete the following fields for each item for which you want a price quote:
 - Branch/Plant
 - Supplier
 - Item Number
3. Choose the detail line and choose Quote Price Breaks from the Row menu.

4. On Quote Price Breaks, complete the following field for each item quantity for which you expect to receive a price break and click OK.
 - Quantity

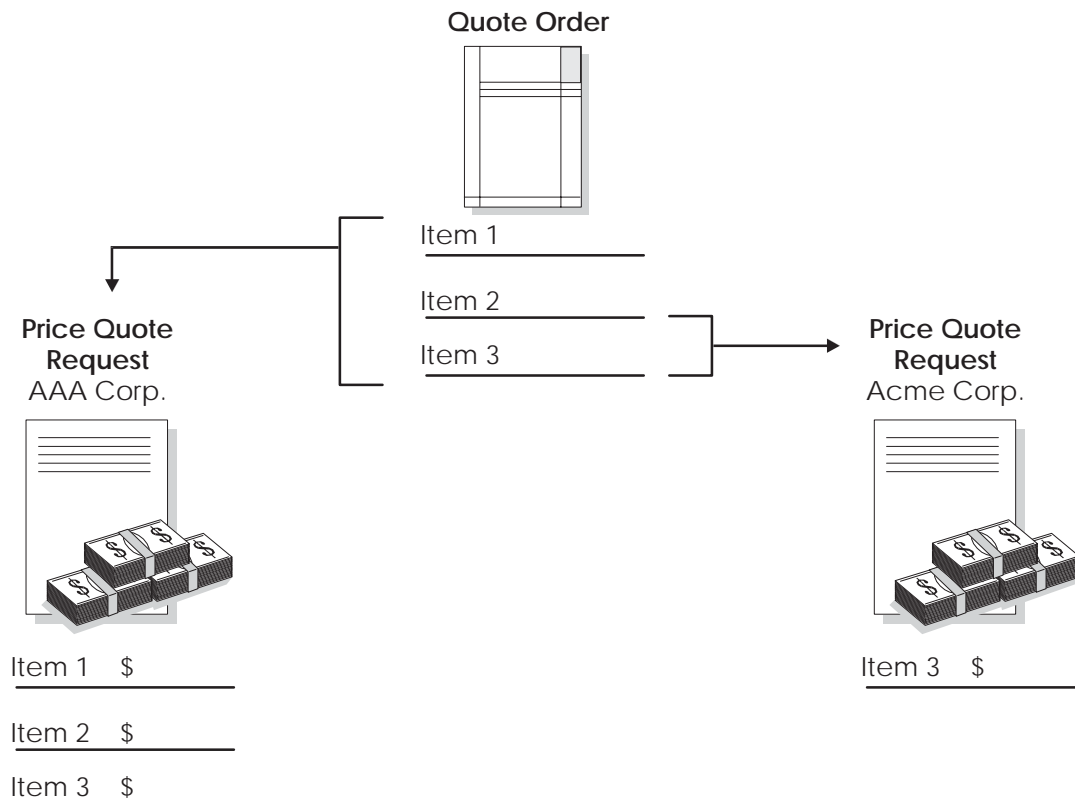
See Also

- *Entering Order Header Information* for information about entering header information for a quote order

- *Entering Order Detail Information* for information about entering detail lines for a quote order
- *Reviewing Open Orders* for information about reviewing open (pending) quote orders
- *Choosing Requisition Detail Lines for Orders* for information about detail lines and multiple requisitions

Entering Suppliers to Provide Quotes

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



► To enter suppliers to provide quotes

From the Requisition & Quote Management menu (G43A12), choose Enter Quote Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Enter Quote Orders.

1. On Work With Order Detail, click Add.
2. On Order Detail, do one of the following:
 - To enter suppliers for all items on the order, choose Quote Suppliers from the Form menu
 - To enter suppliers for a certain item on the order, choose a detail line and choose Quote Suppliers from the Row menu

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

Printing Requests for Quote Order

From the Requisition & Quote Management menu (G43A12), choose Print Quote Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Reqs & Quote Management. On the Requisition & Quote Management menu (G43D12), choose Print Quote Orders.

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.

See Also

- *R43530, Request for Quote* in the *Reports Guide* for a report sample

Entering Supplier Price Quotes

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

From the Requisition & Quote Management menu (G43A12), choose Enter Quote Response.

Supplier	Name	Order Number	Or Ty	Order Co	Promised Delivery	Respo Date
4343	Parts Emporium	362	OQ	00001	6/20/05	
4345	E&D World Wide Company	362	OQ	00001	6/20/05	

- On Work With Suppliers complete the following fields and click Find to locate the quote order and supplier for which to enter price quotes:
 - Order Number
 - Supplier

2. Choose the detail line that contains the order number and supplier and click Select.

Quantity Ordered	UM	Unit Price	Description	Item Number	Acc Num
1500	CM	.0800	250 mm Cro-Moly Tubing	9001	
1500	CM	.1200	500 mm Cro-Moly Tubing	9002	
1500	CM	.1400	160 mm Cro-Moly	9003	
1500	CM	.3200	500 mm Cro-Moly Bar	9004	
1500	CM	.3000	60 mm Cro-Moly Plate	9005	

3. On Quote Response Entry, complete the following fields:
 - Response Date
 - Promised Delivery
 - Expire Date

You can enter a promised date and an expiration date for all price quotes or you can enter dates for individual price quotes. All dates default to the detail lines.

4. Complete the following field for each item or service:
 - Unit 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 multiple item quantities, choose the detail line and choose Price Breaks from the Row menu.

Quantity	Price	Promised Delivery	Expire Date
500	.1000	6/20/05	7/15/05
1000	.0900	6/20/05	7/15/05
1500	.0800	6/20/05	7/15/05
2500	.0700	6/20/05	7/15/05
5000	.0500	6/20/05	7/15/05
	0.0000		

6. On Quote Price Breaks, complete the following fields for each quantity and click OK:
- Price
 - Promised Delivery
 - Expire Date
7. On Quote Response Entry, click OK.

Processing Options for Quote Response Entry

Default

Order Type _____

Self-Service

Supplier Self-Service _____
Blank = No
1 = Yes

Creating Orders from Price Quotes

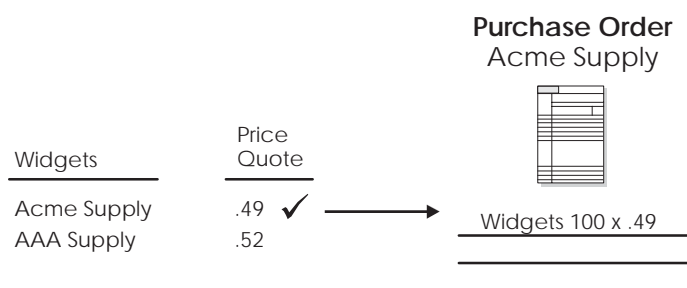
After you input supplier price quotes for an item or service, you can compare price quotes to identify the supplier with the best price and choose a price quote for which to create an order.

After you select a price quote for which to create an order, you can:

- Close the quote order detail line (if fully released), so that you can no longer create orders from the line.
- Leave the quote order detail line open, so you can create recurring 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.

The following graphic illustrates using price quotes 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 orders from price quotes

From the Requisition & Quote Management menu (G43A12), choose Generate POs from Quotes.

Alternately, from the Requisition & Quote Management menu (G43D12), choose Generate Orders from Quotes.

Release Quantity	Responded Price/ Amount	Curr Code	UM	Supplier Price/ Amount	Release Amount	Supplier
	.1200	USD	CM	.1200		4343 Pa
	.1400	USD	CM	.1400		4345 E8
1500	.1400			0.0000		8444 O'
	.1400	USD	CM	.1400		4343 Pa
	.1500		CM	.0000		4345 E8
1500	.3200			0.0000		8444 O'

- On Quote Order Release, complete one or more of the following fields to locate quote order detail lines and click Find:

- Branch/ Plant
- Order Number
- Item Number
- Account
- Supplier
- Buyer

The Supplier field pertains to the purchasing agent that is assigned to the quote order not to the suppliers responding with price quotes.

- To compare supplier price quotes for each detail line, review the following field:

- Responded Price/ Amount

If the supplier has provided price quotes for multiple quantities of an item, the system highlights the price quote.

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.

3. To review price breaks for an item, choose the appropriate row and choose Price Breaks from the Row menu.
4. On Quote Price Breaks, review the supplier's price quote for each quantity of the item and exit to Quote Order Release.
5. On Quote Order Release, choose the price quote for which to create an 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 order.

You are now ready to generate orders for the price quotes you have chosen. The system warns you if you attempt to exit from the form before you generate the orders or cancel your choices. For information about the order generation process, see *Creating Orders from Existing Detail Lines*.

Processing Options for Quote Order Release

Defaults

Order Type _____

Display

1. Next Acceptable Status Code 1 _____
2. Next Acceptable Status Code 2 _____
3. Next Acceptable Status Code 3 _____

Process

Enter a '1' to reduce the open quantity in the Quote Order by the released amount. If left blank, the quantity open for the quote will remain unchanged, allowing you to continuously release the full quote quantity/ amount. _____

Versions

1. Purchase Order Entry (P4310) _____
2. Purchasing Ledger Inquiry (P43041) _____
3. Open Order Inquiry (P430301) _____
4. Supplier Master Inquiry (P0401) _____
5. Supplier Analysis (P43230) _____

Working with Order Revisions

You can track changes to orders to review information about changes that have occurred. For example, if you entered an order for 5 gallons of paint and then decided to change the order to 10 gallons of paint, you could review the changed information that created the new order for paint.

When you work with order revisions, you can review information such as:

- The number of times an order was revised
- The number of times each detail line on an order has been revised
- The order revision to which each detail line change corresponds
- The information that was revised on a detail line, such as the item number, the costs, and so forth
- The reason for the revisions

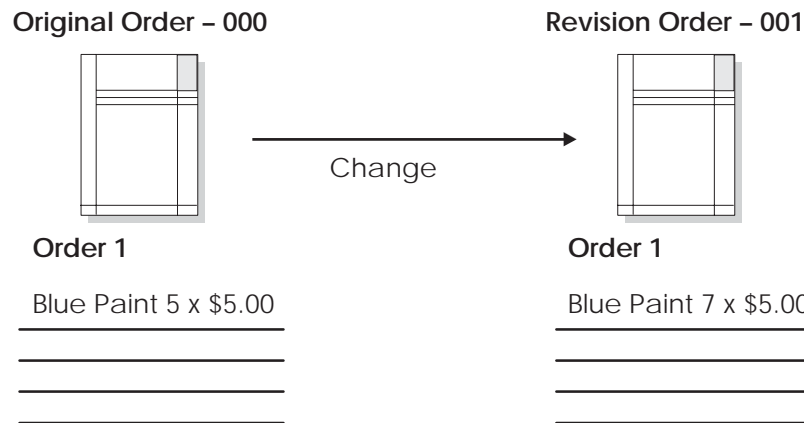
To work with order revisions, complete the following tasks:

- ☐ Create order revisions
- ☐ Review order revision information
- ☐ Print order revision information

Creating Order Revisions

You can have the system create an order revision each time you enter or modify an order. For example, if you enter an order for 5 gallons of blue paint, the system creates order revision 000. If you modify the order to 7 gallons of blue paint, the system creates order revision 001. You can locate order revision 000 to review the information on the original order. You can locate order revision 001 to review information on the current order, including the fields modified.

The following graphic illustrates this example:



When you review an order, the last order revision that was created appears. The number of revisions to each detail line also appears.

You use processing options to activate revision tracking. You can specify whether the system allows:

- Revisions to existing orders only
- The addition of new orders and revisions to existing orders
- No order revision processing

You can specify the status code at which revision tracking begins. You can also choose to enter notes each time you create an order revision.

The system creates order revisions only when you revise detail lines. It does not create order revisions when you revise header information.

The system maintains order revision information in the following tables:

Purchase Order Header (F4301)	The system maintains the number of times an order is revised.
Purchase Order Detail (F4311)	The system maintains current information for order detail lines, including the number of times each line was revised.

**Purchasing Ledger
(F43199)**

The system stores original order information as well as information about each order revision. You do not have to activate the Purchasing Ledger in order activity rules for revision tracking to occur. Order revision records have a ledger type of CO (change order).

► To create order revisions

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Header, locate a specific order.
2. Choose the order and choose Detail Revision from the Row menu.
3. On Order Detail, change one of the following fields on a detail line and click OK:
 - Item Number
 - Account Number
 - Quantity Ordered
 - Unit Cost
 - Extended Cost

Any change that you make changes both the order revision line number and the header number.

4. On Work With Order Headers, choose the order again and choose Detail Revision from the Row menu.
5. On Order Detail, review the following field for the order:
 - Order Revision Number
6. Review the following fields for the detail line that you changed:
 - Order Revision
 - Line Revision Number

The order revision value for the order indicates the number of times the order has changed. The order revision value for each detail line indicates the order revision number for the order that applied the last time that you changed the detail line.

Reviewing Order Revision Information

You can review information about the changes made to a certain order. For example, if an 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 order revision information

From the Purchasing Inquiries menu (G43A112), choose Order Revisions Inquiry.

Alternately, from the Procurement Inquiries menu (G43D112), choose Order Revisions Inquiry.

1. On Work With Order Revisions Summary, complete the following field to locate the order for which you want to review revisions:
 - Order Number

You choose whether to locate all order revisions or only the last order revision that applies to the order.

2. Choose an order revision and click Select.

Line Number	Order Revision	2nd Item Number	Quantity Ordered	UoM	Amount	Foreign Amount
1.000	0	2011	100	EA	550.00	.00

3. On Order Revisions Detail, do one of the following:

To review only the last detail line revised on the order, choose the following option:

- Last Revision

To review all detail lines on the order, choose the following option:

- All Revisions

For each detail line that appears, you can review information about the line based on the last revision that occurred.

4. To review all revisions that apply to a certain detail line, choose the detail line and click Select.

- On Order Revision History, review information for the detail line based on the revision.

Processing Options for PO / Change Order Summary

Defaults

Order Type _____

Versions

Purchase Order Entry (P4310) _____
 Change Order Print (P43535) _____
 Purchase Order Print (P43500) _____

Printing Order Revision Information

From the Purchasing Reports menu (G43A111), choose Print Order Revisions History.

Alternately, from the Procurement Reports menu (G43D111), choose Print Order Revisions History.

You can print the Order Revisions History report to review information about order revisions. 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

See Also

- *R43535, Order Revisions Summary History* in the *Reports Guide* for a report sample

Processing Options for Change Order History Report

Display

Enter a specific revision number, '*'
for last revision, or blank for
all.

1. Specify revision number

Enter '1' to print all lines that make
up a revision or blank for only
those lines that changed at the
specific number.

2. Specify lines to print

Enter '1' to print all history records
for each purchase order lines
printed.

3. Print line history



Approval Processing

Your company might require you to obtain approval for the items or services that you purchase. After you enter a purchase order, subcontract order, requisition, blanket order, or so on, you can require that the proper authorities approve the order before the system processes it. This approval 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, subcontract 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* for information about setting up approval processing for specific order types

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, and 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, subcontract orders, requisitions, and 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 the order activity rules for applicable order types.
- ☐ Assign the approval route to the branch/plant.

Creating an Approval Route

You must set up approval routes to specify the persons who are responsible for approving an order. After you assign an approval route to an order, the system does not process the order until the persons on the route approve the order which 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, 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

If you change the approval amount for a person, pending approvals are not affected.

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 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.

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. If an order is not on budget hold, it skips the budget approver and goes to the first person on the route.

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, subcontract orders, requisitions, blanket orders, and so on).

The system uses electronic mail messages to notify each applicable person an an approval route that an order is awaiting approval. Persons are notified in the order that their name appears on the route.

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.

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

From the Order Gen/Approve/Release menu (G43A13), choose Approval Level Revisions.

Alternately, from the Order Gen/Approve/Release menu (G43D13), choose Approval Level Revisions.

1. On Work With Approval Level Revisions, click Add.

From Amount	Person	Responsible
0		

2. On Approval Level Revisions, complete the following fields:
 - Approval Route Code
 - Order Type
 - Route Description

3. Complete the following field, if necessary:
 - Budget Approver
4. Complete the following fields for each person whom you want to add to the route and click OK:
 - From Amount
 - Person Responsible

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.
Budget Approver	The address book number of the supplier from whom you are purchasing items or services.
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.
Person	The address book number of the person who is responsible for reviewing and releasing orders placed on hold.

See Also

- *Working with Budgets* and *Working with Orders on Hold* for information about budget holds

Processing Options for Approval Level Revisions

Defaults

1. Order Type
-

Assigning an Approval Route to an Order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Order Processing menu (G43D11), choose Enter 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. You can specify the following locations:

- 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.

Approval routes are applicable at the order level, not at the detail level. For example, all items and services on an order must be approved before the system processes the order. After you enter an order, you cannot change its assigned approval route.

Transferring Approval Authority

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.

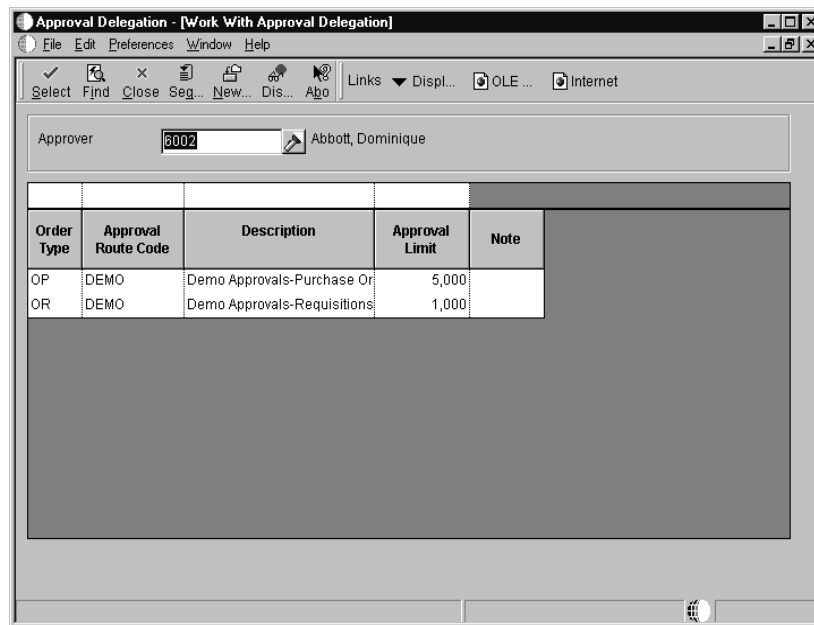
You can transfer approval authority from one person to another. You might do this if a person leaves the company or takes an extended vacation. When you transfer approval authority, the system permanently changes all approval routes on which the person currently exists.

You cannot transfer authority from one person on a route to another person already on the route. However, when you transfer authority from one person on a route to a person who has just been added to the route, the system redirects pending approvals to the new individual, but does not resend electronic mail messages.

► To transfer approval authority

From the Order Gen/Approve/Release menu (G43A13), choose Approval Delegation.

Alternately, from the Order Gen/Approve/Release menu (G43D13), choose Approval Delegation.



1. On Work With Approval Delegation, complete the following field and click Find:
 - Approver
2. Review all approval routes to which the person from whom you are transferring authority (approver) is currently assigned.
3. Choose a certain route or all routes on which you want to delegate authority and click Select.
4. On Approval Delegation, complete the following field to specify the person to whom you want to delegate authority and click OK:
 - Delegate To

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 the Order Gen/Approve/Release menu (G43A13), choose Review Approval Notification.

Alternately, from the Order Gen/Approve/Release menu (G43D13), 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:

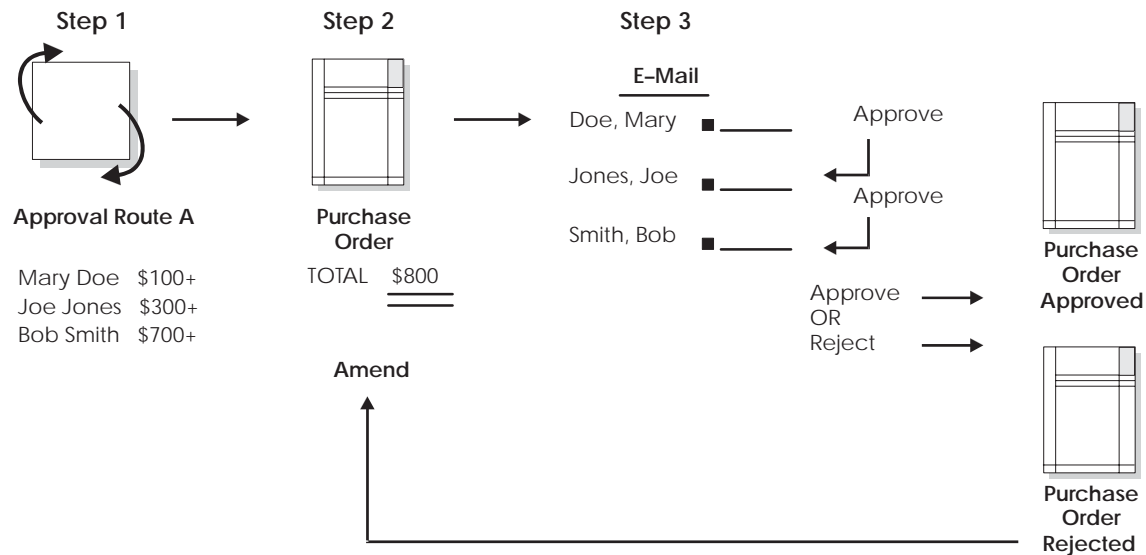
- Sends a message to the next person responsible for approving the order
- Updates the order to an approved status (if no other approvals are necessary) and sends an approval message to the order originator

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.

After a person approves or rejects an order, the system automatically deletes the electronic mail message about the order, provided that you have entered it through the electronic workbench.

The following is an example of the approval route process for a purchase order.

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 mailboxes appear on the form.

Processing Options for Agent Message Center - Approval Notification

Queue Mgmt

1. Search Type _____
 A specific Search Type
 Blank = None
2. Category Code - Address Book _____
 01
 A specific Category Code
 Blank = None
3. Category Code - Address Book _____
 02
 A specific Category Code
 Blank = None
4. Category Code - Address Book _____
 03
 A specific Category Code
 Blank = None
5. Category Code - Address Book _____
 04
 A specific Category Code
 Blank = None

WorkCenter

6. Mail Box _____
 A specific Mail Box
 Blank = 01
7. Address Number _____
 A specific Address Number
 Blank = Signed on user
8. Message Print _____
 A specific version
 Blank = ZJDE0001

Process

1. User Name _____
 1 = Signed on user
 Blank = Disabled
2. Message Type 1 - 2 _____
 1 = Enabled
 Blank = Disabled
3. Mail Box Designation _____
 1 = Enabled
 Blank = Disabled
4. E-Mail Category Code 1 _____
 1 = Enabled
 Blank = Disabled
5. E-Mail Category Code 2 _____

1 = Enabled
Blank = Disabled
6. E-mail Type Prompt _____

1 = Enabled
Blank = Disabled

Call Mgmt.

1. Call Management _____

1 = Enabled
Blank = Disabled

2. Call Entry Application Version _____

A specific version
Blank = ZJDE0001

3. Status - Assignee to Queue _____

4. Status - Queue to Assignee _____

Reviewing Orders Awaiting Approval

You can locate all orders that await your approval and select individual orders to review for approval or rejection. You can also locate all orders that you originated to review the status of each, such as approved, rejected, or pending.

You locate orders based on your address book number. You can also locate orders based on the age of the order to identify orders that require immediate attention. If you originate orders, you can specify that only approved or rejected orders appear.

You can access an order's status summary to identify who is responsible for approving the order and to review a history of the actions that have occurred to that order. 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 a status summary for an order on budget hold, you must specify the budget hold code in the processing options for the Orders Awaiting Approval program.



To review orders awaiting approval

From the Order Gen/Approve/Release menu (G43A13), choose Orders Awaiting Approval.

Alternately, from the Order Gen/Approve/Release menu (G43D13), choose Orders Awaiting Approval.

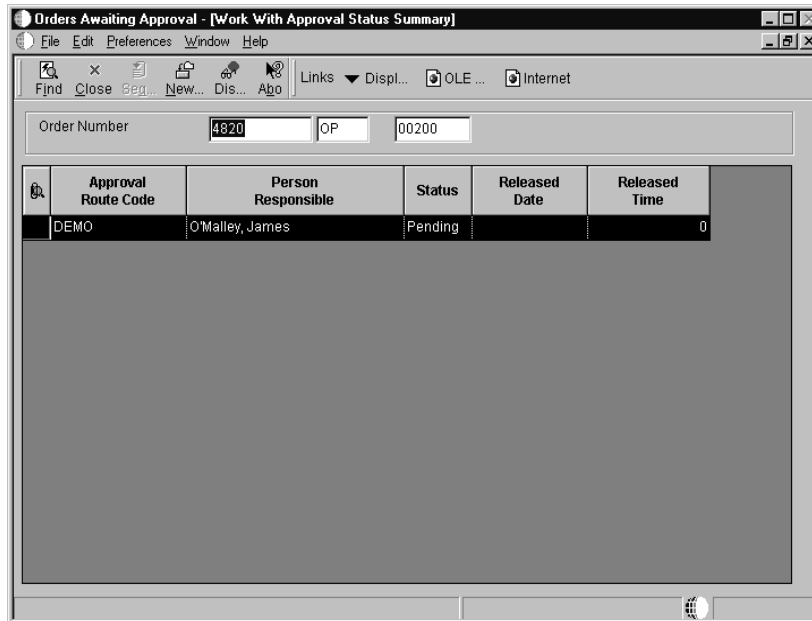
Hd CD	Order Number	Or Ty	Order Co	Order Date	Note	Person	Re
	4820	OP	00200	10/29/99		8444: O'Malley, Jar	

- On Work With Orders Awaiting Approval, complete the following fields, as necessary:
 - Approver
 - Branch/Plant
 - Order Type
- To display orders based on age, complete the following fields in the Limit Selection box:
 - Orders older than days
 - Waiting more than days
- Under Order Selection, choose an option based on whether you are an order approver or an order originator:

If you are an Approver - choose the following option and click Find:

- Queued for Approval
- If you are an originator, under Order Originator, choose one of the following options to determine the type of order that displays and click Find:
 - Waiting Approval
 - Approved
 - Rejected

5. To remove approved or rejected order information that you do not want to review, choose the applicable order and choose Remove Message from the Row menu.
6. To view the current status of a certain order, choose the order and choose Status Summary from the Row menu.



7. On Work With Approval Status Summary, review the persons on the approval route and their corresponding status.

Field	Explanation
Orders older than days	<p>A number that indicates the age of an order and limits the quantity of orders that the system displays.</p> <p>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.</p> <p>For example, assume today is May 15, 1998. The following orders exist:</p> <ul style="list-style-type: none"> May 15 – Order # 104 May 14 – Order # 103 May 13 – Order # 102 <p>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.</p>

Field	Explanation
Waiting more than days	<p>A number that indicates the quantity of days that an order has been awaiting approval and limits the quantity of orders that the system displays.</p> <p>If you enter a number in this field, the system displays only those orders that have been awaiting approval for at least the number of days that you specify.</p> <p>Approval action occurs when one of the following events takes place:</p> <ul style="list-style-type: none">• An order is entered (originated)• The order is approved• The order is rejected• The order is amended
Queued for Approval	<p>The approval action determines whether an order is:</p> <ul style="list-style-type: none">• Queued for approval – Display orders that require approval. This selection is used by an approver inquiring on orders that require approval.• Waiting approval – Display orders not yet approved. This selection is used for the originator of the order inquiring on its status.• Approved – Display orders that have been approved. This selection is used by the originator of the order its status.• Rejected – Display orders that have been rejected. This selection is used by the originator of the order inquiring on its status.

Processing Options for Orders Awaiting Approval

Process

- | | |
|-----------------------------|-------|
| 1. Awaiting Approval Status | _____ |
| 2. Approved Status | _____ |
| 3. Rejected Status | _____ |
| 4. Budget Hold Code | _____ |

Defaults

- | | |
|--|-------|
| 1. Order Type | _____ |
| 2. Enter '1' to protect address
number from input | _____ |

Versions

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

- | | |
|------------------------------------|-------|
| 1. Order Entry
(P4310) | _____ |
| 2. Budget Comparison
(P09210) | _____ |
| 3. Release Held Orders
(P43070) | _____ |
| 4. Open Order Inquiry
(P4310) | _____ |

Approving or Rejecting Orders

You must approve an order to authorize the purchase of items and services. After you approve all detail lines on an order, the system processes the order. You can reject detail lines on an order if you do not want the system to process the order. You can also provide explanations for 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 rejections. You can:

- Define up to eight different categories that represent a specific 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 that are on budget hold using the Approval Review program before the system can further process the orders.

Before You Begin

- ☐ Create definitions and column headings for the applicable user defined codes on Approval/Rejections Reasons.

► To approve or reject orders

From the Order Gen/Approve/Release menu (G43A13), choose Approval Review.

Alternately, from the Order Gen/Approve/Release menu (G43D13), choose Approval Review.

1. On Work With Orders Awaiting Approval, locate the orders awaiting your approval.
2. Choose the order that you want to review and choose Approval Review from the Row menu.

Line	Chg Ln	Item Number	Status	Request Date	Quantity Ordered
1.000	7253			11/8/99	1

3. On Purchase Order Requisition Approval, review the detail lines on the order and do one of the following:
 - To approve an order, choose Approve from the Form menu.
 - To reject a detail line on the order, choose the line and choose Reject from the Row menu.

4. To specify reasons for rejecting an order, choose Rejection Reasons from the Form menu.

Approval Review - [Approval/Rejection Reasons]

File Edit Preferences Form Row Window Help

OK Can... New... Dis... App

Links ▼ Order ... OLE ... Internet

Order Number: 4820 OP

Originator: 6013460 Carole Smith

Supplier: 4253 City Light & Power

Ship To: 6026 LM Service Company

Remark:

Currency Processing
☐ Foreign
Currency Code: USD

Order Gross Amt: 4,200.00

Line Number	Remark	Req Date	Qty	Unit Cost	Disc	Cost Cntr	Proj Code	Prod Grp	Cust Grp
1.000									7253

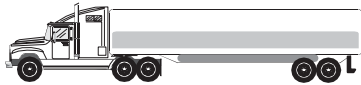
5. On Approval/Rejection Reasons, type X in the appropriate user defined categories for each detail line and enter explanations as necessary.

Receipt Routing

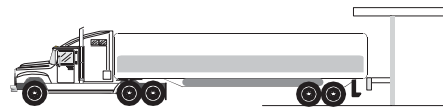
You might want to track items from the moment that they leave a supplier's warehouse until they arrive in stock. Depending on your operation, several stops might exist between the two points, such as your dock, the staging area, inspection, and so forth.

You use receipt routing to track and move items through a series of operations that make up a receipt route.

Receipt Route A



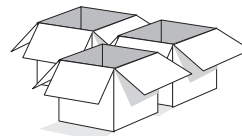
Operation 1: In Transit



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

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 occur as you transfer items to each operation. For example, you specify the operation at which items become on-hand inventory. When you enter items at the on-hand operation, the system creates journal entries to reflect the items in inventory, 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 for pay items 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

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—staging area and stock—and another receipt route that is made up of three operations—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 available to promise.
- Items are received for supplier performance purposes.
- Items are at an on-hand status.

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 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 access the Item Availability Definition form from the Branch/Plant Constants form 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.

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.

The last operation in a receipt route is the operation at which items are eligible for payment. You must direct the system to update items to an on-hand status at the last operation in a receipt route. When you transfer items to the last operation, the system creates journal entries to reflect a liability for the items and you can create a voucher to pay for the items. The system also updates the following:

- Item costs
- Landed costs
- Cost variances
- Item transaction histories (Cardex)

Before You Begin

- ☐ Set up receipt route codes in user defined code table 43/RC. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.

- ☐ Set up operation codes in user defined code table 43/OC. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.

► To define operations in a receipt route

From the Receipt Routing menu (G43A14), choose Receipt Routing Definition.

1. On Work With Receipts Routing Codes, click Add to access Receipt Routing Definition.

Seq	Oper Code	Description	Update Transit	Update Insp	Update Op 1	Update Op 2	Update O/H
0							

2. On Receipt Routing Definition, complete the following fields:
 - Route Code
 - Branch/Plant
3. Complete the following fields for each operation in the receipt route and click OK:
 - Seq
 - Oper Code
 - Update Transit
 - Sequence Number – Operations
 - Code – Operation
 - Update Transit Quantity
 - Update Insp

- Update Op 1
- Update Op 2
- Update O/H
- Receipt Acknowledgement (Y/N)

The system automatically updates the Pay (Payment Eligible) field for the same operation at which you update the on-hand balance. This must be the last operation in the route.

You can enter a sequence number if the order in which you want the operations to occur differs from the order in which you enter the operations.

Field	Explanation
Seq	The sequence in which the system performs the operations or steps of the route.
Oper Code	A user defined code (43/OC) that represents an operation or step within the receipt route.
Update Transit	A value that indicates whether to update the Quantity in Transit field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y only once in this column for a route code.
Update Insp	A value that indicates whether to update the Quantity in Inspection field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y only once in this column for each route.
Update Op 1	A value that indicates whether to update the Quantity in Operation 1 field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y in this column only once for each route code.
Update Op 2	A value that indicates whether to update the Quantity in Operation 2 field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y in this field only once for each route.
Update O/H	A value that indicates whether to update the Quantity on Hand field in the Item Location table (F41021) as soon as a quantity moves into this operation. NOTE: You can enter Y in the last operation only.

Field	Explanation
Rec	<p>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.</p> <p>NOTE: You can enter Y in this column only once for each route.</p>

See Also

- *Locating Detailed Quantity Information* in the *Inventory Management Guide* for more information about item availability
- *Reviewing Supplier Delivery Performance* for information about how the system uses receipt dates to determine supplier performance

Understanding Journal Entry Creation for Items in a Receipt Route

From the Receipt Routing menu (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 item is reflected in the general ledger (G/L). 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 G/L 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 four 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	
In-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	
In-Transit		100	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	
In-Transit			100									100
Dock												
Inspect				100			100					
Stock							100	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	
In-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	
In-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.

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

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.

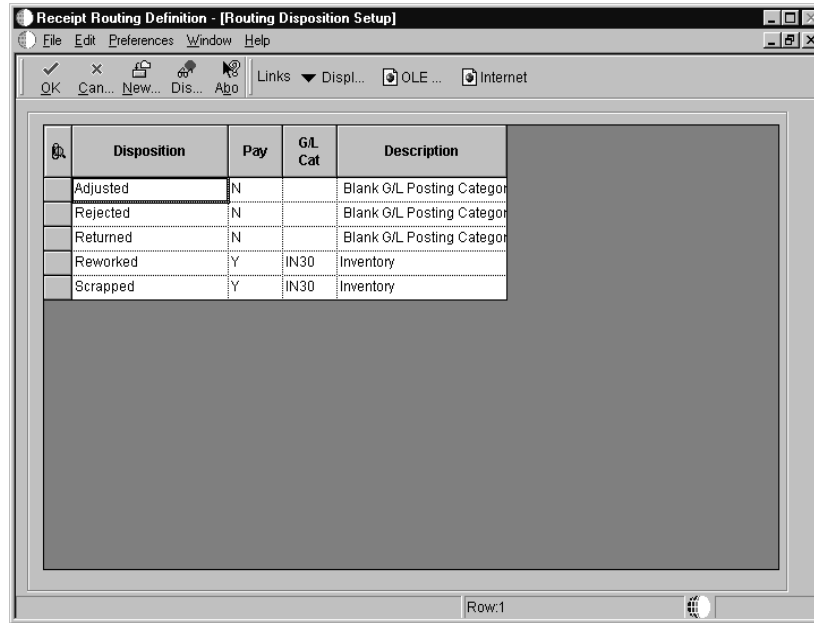
If items that you remove from a receipt route are payable, the system creates journal entries to reflect a liability for the items. The system credits a received not vouchered account and debits a disposition account based on the general ledger category you specify for the removal category.



To define payment eligibility for item removal

From the Receipt Routing menu (G43A14), choose Receipt Routing Definition.

1. On Work With Receipts Routing Codes, locate the receipt route for which you want to define payment eligibility.
2. Choose an operation in the route and click Select.
3. On Receipt Routing Definition, choose Disposition Setup from the Form menu.



4. On Routing Disposition Setup, complete the following fields for each item removal category and click OK:
 - Pay
 - G/L Cat

See Also

- *Setting Up Automatic Accounting Instructions* for more information about setting up accounts for general ledger categories

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 intermittently. 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

Assigning Receipt Routes to Items

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 intermittently.

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

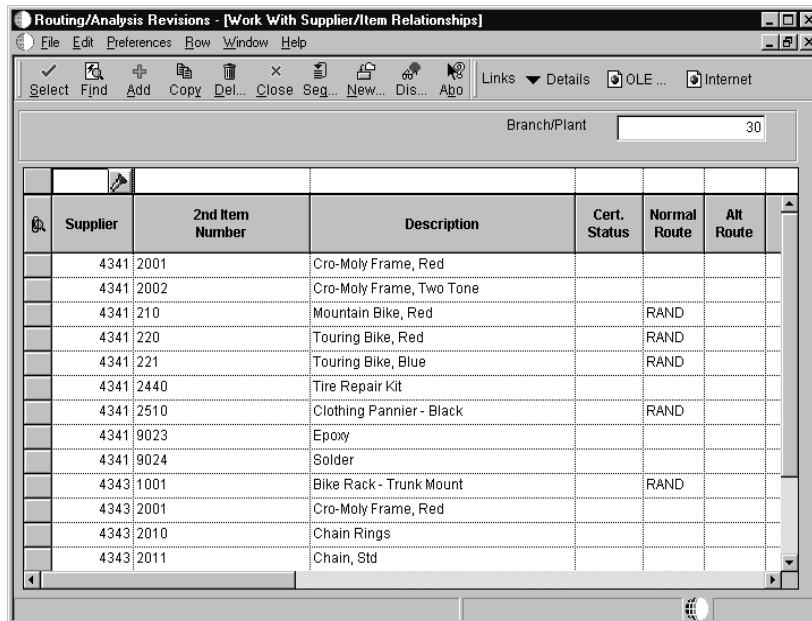
a number of receipts. For example, you can assign an alternate route to an item to have every fifth shipment of the item go through an inspection operation. You must assign receipt routes to an item based on the supplier who provides the item.

Before You Begin

- ☐ Create receipt routes. See *Creating Receipt Routes*.

► To assign receipts routes to items

From the Receipt Routing menu (G43A14), choose Routing/Analysis Revisions.



1. On Work With Supplier/Item Relationships, complete the following fields to locate items for a certain supplier and click Find:
 - Branch/Plant
 - Supplier

You can also locate all suppliers for a certain item by searching on the item.

If the item for which you want to enter receipt routing information does not appear, an item and supplier relationship does not exist. You must create a relationship to assign a receipt route.

2. Choose an item and click Select.

3. On Supplier/Item Relationships, complete the following fields for each item:

- Route – Normal Route Code
- Alt Route Code
- Frequency Days
- Frequency Number

Field	Explanation
Normal Route Code	A user defined code (43/RC) that identifies a receipt route. Each receipt route consists of a series of operations through which the system directs items upon receipt.
Alt Route Code	<p>A user defined code (43/RC) that identifies an alternate receipt route. Each receipt route consists of a series of operations through which the system directs items upon receipt.</p> <p>An item can have a normal receipt route and an alternate receipt route. The system directs an item through the alternate receipt route intermittently based on the number of days or number of receipts that you specify.</p>
Frequency Days	A number that determines how often the system directs an item to the alternate receipt route, based on days. For example, you enter 3 in this field. 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.

Field	Explanation
Frequency Number	A number that determines how often the system directs an item to the 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 receipt route.

See Also

- *Creating Supplier and Item Relationships*

Processing Options for Supplier/Item Relationships

Process

Cross Ref. Type for Supplier Item
(Default VN) _____

Enter a '1' to automatically display the applications listed below when adding a new item.

Standard Item Master _____
Non-Stock Item Master _____
Supplier Prices _____
Enter a '1' for Work Order _____
Completion Mode _____

Versions

Enter the version for each program that is called. If left blank, ZJDE0001 will be used.

Item Master Maintenance (P4101) _____

Defining Sample Requirements and Item Specifications

You might assign an alternate receipt route to an item to have the item inspected intermittently. 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

From the Receipt Routing menu (G43A14), choose Inspection/Sample Size Table.

1. On Work With Sample Size Tables, click Add.

From Quantity	Sample Quantity	Sample Percentage	Acceptance Quantity	Acceptance Percentage

2. On Inspection/Sample Size Table, complete the following fields to determine the alternate route to which the sample requirements apply:
 - Branch/Plant
 - Item Number
 - Supplier
3. Complete the following fields:
 - From Quantity
 - Sample Quantity
 - Sample Percentage
 - Acceptance Quantity
 - Acceptance Percentage
4. Choose Test Specifications from the Form menu.

5. Enter test specifications 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 Quantity	The quantity of items to inspect when the system processes a group of items through the alternate receipt route.
Sample Percentage	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 to be acceptable.
Acceptance Percentage	The percentage of items that must pass inspection for the entire group to be acceptable.

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.

To work with items in a receipt route, 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.

See Also

- *Creating Receipt Routes*
- *Activating Receipt Routing*

Reviewing the Current Operation for Items

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 being inspected.

► To review the current operation for items

From the Receipt Routing menu (G43A14), choose Status Inquiry.

Or Num	Or Ty	Or Co	Ord Sur	Line Num	Oper Seq	Oper Code	Qty At Op	UM	2nd Item Number	Supplier
4505	OP	00001	000	1.000	1	TRAN	700	EA	9019	4343 F
4505	OP	00001	000	2.000	1	TRAN	650	EA	9020	4343 F
4505	OP	00001	000	3.000	1	TRAN	800	EA	9021	4343 F
4505	OP	00001	000	4.000	1	TRAN	500	EA	9022	4343 F
4725	OP	00001	000	1.000	2	DOCK	50	EA	220	4343 F
4738	OP	00001	000	1.000	3	INSP	5	EA	2600	4370 M
4754	OP	00200	000	1.000	1	TRAN	400	EA	2520	4343 F
4757	OP	00200	000	1.000	1	TRAN	2500	EA	221	4344 U

- On Work With Routing Statuses complete the following fields, as necessary, to locate the items you want to review and click Find:
 - Order Number
 - Branch/Plant
 - Item Number
 - Operation Code
 - Container I.D
- To determine the current status of items, review the following fields:

- Oper Code
- Qty At Op

Field	Explanation
Qty At Op	The number of units currently at this operation.

Transferring Items to Operations

The receipt route you assign to an item determines the series of operations through which you process the item upon its 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 to staging)

When you transfer items to the last operation in a receipt route, the system updates the items to a received (on-hand) status.

To transfer items to operations

From the Receipt Routing menu (G43A14), choose Movement & Disposition.

1. On Work With Routing Statuses, locate the items you want to review.
2. Choose the line containing the item that you want to transfer and click Select.

Movement & Disposition - [Receipt Routing Movement]

File Edit Preferences Row Window Help

OK Can... New... Dis... Abo Links Select... OLE ... Internet

Order Number 4505 OP 00001 Branch/Plant 30

Item Number Container I.D. G/L Date 7/28/00

Line Number 1.000 Receipt Date 7/28/00

	O P	2nd Item Number	Oper Code	Quantity at Operation	UM	Move Oper	Move Quantity	Move UM	Supplier Number
		9019	TRAN	700	EA	DOCK	700	EA	4343

3. On Receipt Routing Movement, to move items to an operation other than the next operation in the route, complete the following field:
 - Move Oper
4. Enter the quantity you want to move in the following field:
 - Move Quantity
5. To assign serial numbers that will allow you to monitor the items, choose the line and choose Multiple Locations from the Row menu.

Movement & Disposition - [Select Multiple Locations]

File Edit Preferences Row Window Help

OK Find Can... New... Dis... Abo Links Updat... OLE ... Internet

Line Number 1.000 Branch/Plant 30

Item Number 9019 Capacitor

Total Selected 700

Quantity Under Units Ordered 700 EA

Location

Memo Lot 1 Default: Memo Lot 1

Memo Lot 2 Memo Lot 2

Supplier Lot

	Quantity	Location	Lot / Serial	Branch Plant	UM	Expiration Date	Lot Status Cd
	700	..	200552	30	EA	6/19/06	
		..		30	EA		
		..	20385	30	EA	12/15/05	
		..	20387	30	EA	1/5/06	
		..	20388	30	EA	1/30/06	
		..	20389	30	EA	2/6/06	

Row:1

6. On Select Multiple Locations, complete the following field for each quantity to which you want to assign a serial number and click OK:
 - Lot / Serial
7. On Receipt Routing Movement, choose Select Quantity to Move from the Row menu and click OK.

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.

Processing Options: Receipt Routing Movement and Disposition

Defaults Tab

These processing options define the default information that the system uses during Receipt Routing Movement and Disposition (P43250).

1. Inquiry Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) 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 prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P_	Accounts Payable documents
R_	Accounts Receivable documents
T_	Payroll documents
I_	Inventory documents
O_	Purchase Order documents
J_	General Accounting/Joint Interest Billing documents
S_	Sales Order Processing documents You must enter a value that has been set up in user defined code table 00/DT.

If you enter a document type, the system displays only the orders with the document type that you specify. If you leave this field blank, the system displays all orders.

You can create different versions that correspond to the different document types that you use.

2. Operation Code (Optional)

Use this processing option to identify the From operation code. The system displays only the orders that contain the From operation code that you specify. This user defined code (43/OC) represents an operation or step within the receipt route.

Display Tab

These processing options control whether the system displays information such as operations that move quantity to inventory.

1. Quantity to Inventory

Use this processing option to specify whether you want the program to display operations that move quantity to inventory. Valid values are:

- 1 Display operations that move quantity to inventory.
- Blank Do not display operations that move quantity to inventory.

The system retrieves information about the operations that move quantity to inventory from the Receipt Routing Definition table (P43091). Review the operations that move quantity to inventory on the Receipt Routing Definition form. Operations that move quantity to inventory are designated by a check in the Stock column.

Process Tab

These processing options control which values the system uses for operations in the receipt route.

1. To Operation Control

Use this processing option to control which operation in the receipt route is used as the To operation. Valid values are:

- 1 Allow only the next operation in the receipt route to be selected.
- 2 Allow the current operation or any next operation in the receipt route to be selected.
- 3 Allow any operation in the receipt route to be selected.
- Blank The system uses a value of 1.

Completing this processing option limits the operations that a user can select. For example, if you enter 1, the user can select only the next operation. If you enter 2, the user can select the current operation or skip to any next operation. If you enter 3, the user can select any of the previous operations in the receipt route.

2. Last Status Code

Use this processing option to specify a last status code for replacement processing. If you are adding a new order line for a replacement item on the purchase order, you can enter a last status code for the new order line. Before you complete this processing option, review the order activity rules that you have set up, and also be sure that you have activated replacement processing.

To make sure that replacement processing is activated, review the Receipt Routing and Disposition form and make sure that the Replacement option is selected. If the Replacement option is not selected, the system will not create a purchase order for the replacement item.

3. Next Status Code

Use this processing option to specify a next status code for replacement processing. If you are adding a new order line for a replacement item on the purchase order, you can enter a next status code for the new order line. Before you complete this processing option, review the order activity rules that you have set up, and also be sure that you have activated replacement processing.

To make sure that replacement processing is activated, review the Receipt Routing and Disposition form and make sure that the Replacement option is selected. If the Replacement option is not selected, the system will not create a purchase order for the replacement item.

4. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

- S- Stock item
- J- Job cost, subcontracts, or purchasing to the General Ledger
- B- G/L account and item number
- N- Non-stock item
- F- Freight
- T- Text information
- M- Miscellaneous charges and credits
- W- Work order

The system uses the line type that you specify for the new order line that represents the replacement item. You cannot use this processing option unless replacement processing is activated.

To make sure that replacement processing is activated, review the Receipt Routing and Disposition form and make sure that the Replacement option is

selected. If the Replacement option is not selected, the system does not create a purchase order for the replacement item.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Receipts by Purchase Order Version

Use this processing option to define the version that the system uses when you access the Receipts by Purchase Order program. You use the Receipts by Purchase Order program when you are moving items to an operation that is set up to move quantities into inventory.

Review the version's processing options to ensure that the version meets your needs.

2. Work Order Completions Version

Use this processing option to define the version that the system uses when you access the Work Order Completions program.

Review the version's processing options to ensure that the version meets your needs.

3. Open Receipts Version

Use this processing option to define the version that the system uses when you choose the row exit to the Open Receipts program (P4310).

Review the version's processing options to ensure that the version meets your needs.

4. Open Orders Version

Use this processing option to define the version that the system uses when you choose the row exit to the Open Orders program (P4310).

Review the version's processing options to ensure that the version meets your needs.

5. Purchase Orders Version

Use this processing option to define the version that the system uses when you choose the row exit to the Purchase Orders program (P4310).

Review the version's processing options to ensure that the version meets your needs.

6. Test Results Revisions Version

Use this processing option to define the version that the system uses when you choose the row exit for the Test Results Revisions program. Before you define the version, be sure that you have already set up the Inspection/Sample Size table.

Review the version's processing options to ensure that the version meets your needs.

Workflow Tab

These processing options control information such as whether the system sends an e-mail when the disposition of an item has occurred or for Work Order Completions and to whom the e-mail is sent.

1. E-mail (Disposition)

Use this processing option to specify the recipient of the e-mail that the system automatically sends when each disposition of an item has occurred. Valid values are:

- 1 Send e-mail to the buyer.
- 2 Send e-mail to the supplier.
- 3 Send e-mail to both the buyer and supplier.
- Blank Do not send e-mail.

The system retrieves the buyer information from the Item Branch table (F4102) and retrieves the supplier information from the purchase order.

2. E-mail (Work Order Completions)

Use this processing option to specify the recipient of the e-mail that the system sends for Work Order Completions. Valid values are:

- 1 Send e-mail to the planner's work center.
- Blank Do not send e-mail.

The system retrieves the planner information from the Item Branch table (F4102).

Interoperability Tab

This processing option controls information such as the transaction type for an interoperability transaction.

1. Interop Transaction Type

Use this processing option to specify a transaction type for the interoperability transaction. For example, J.D. Edwards has defined the transaction type JDERR to represent the receipt routing transaction.

If you leave this processing option blank, the system does not perform outbound interoperability processing.

Removing Items from a Receipt Route

You might need to remove (disposition) items from a receipt route. For example, you can return items to the supplier or reject items that do not pass inspection. You must use one of the following categories to indicate the quantity of items that you want to remove from the receipt route:

- Returns
- Reworks
- Scrap
- Rejects
- Adjustments

You can enter text about the removal of items for any of the categories.

Before you remove items from a receipt route, you might want to review the sample requirements that are set up for a receipt route. You can also choose to review item specifications that are set up for a receipt route.

After you remove items from a receipt route, the system subtracts the quantities you enter from the quantity at the current operation. If you need to reverse the removal, you must use the Ledger Inquiry program. 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.

The system creates journal entries for the items that you remove if you have specified that the removal category is payable. For example, if you specified that the scrap category is payable, the system creates journal entries for items that you remove due to scrap.

If you decide to return an item, the system automatically credits the original purchase order. You can generate a new purchase order line to replace the returned items. The system adds the line to the original purchase order.

► **To remove items from a receipt route**

From the Receipt Routing menu (G43A14), choose Movement & Disposition.

1. On Work With Routing Statuses, choose the detail line from which to remove items.
2. Choose Disposition from the Row menu.

Movement & Disposition - [Routing Disposition]

File Edit Preferences Form Window Help

OK Cancel Dis... Abort Links Results OLE... Internet

Line Information

Test Specifications Exist Branch/Plant 30

G/L Date 7/28/00

Order Number 4505 Line Number 1.000

Item Number 9019 Capacitor

Container I.D.

Supplier 4343 Parts Emporium

Movement

Currently 700 EA At Operation TRAN Notified In Transit

Move EA To Operation

Disposition

Qty Returned	EA	Reason	<input type="checkbox"/> Replacement
Qty Reworked	EA	Reason	
Qty Scrapped	EA	Reason	
Qty Rejected	EA	Reason	
Qty Adjusted	EA	Reason	

3. On Routing Disposition, complete the following fields to remove items:
 - Qty Returned
 - Qty Reworked
 - Qty Scrapped
 - Qty Rejected
 - Qty Adjusted
 - Reason
 - Replacement

4. If you entered a return quantity, click on the Replacement box to create a new purchase order detail line for the returned items, and click OK.

5. On Replacement Information, change information for the new purchase order detail line, as necessary, and click OK.

Field	Explanation
Qty Returned	The number of units that you are returning to the supplier during receipt routing. You can return goods for credit or for replacement.
Qty Reworked	The number of units that will be reworked during receipt routing.
Qty Scrapped	The number of units that you scrapped during receipt routing.
Qty Rejected	The number of units that you rejected during receipt routing.
Qty Adjusted	The number of units that you are removing from the receipt route for adjustment.
Reason	A user defined code (42/RC) that explains the purpose for a transaction. For example, you can indicate the reason that you are returning items.

Field	Explanation
Replacement	<p>A code that indicates whether you want to replace the items that you are returning. Valid values are:</p> <p>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 appears after you disposition the items so that you can enter information for the new order detail line.</p> <p>Blank Do not replace the items. The system credits the purchase order for the items you are returning.</p>

See Also

- *Defining Payment Eligibility for Item Removal*
- *Reviewing the History of Items in a Receipt Route* for more information about reversing removals
- *Defining Sample Requirements and Item Specifications*

Entering Reversals for Items in a Receipt Route

You might inadvertently enter a receipt for an item. You can reverse the receipt for an item that the system processes through a receipt route.

When you move an item to the last operation in its receipt route, the system updates the item to an on-hand status. If you inadvertently move the item to the last operation, you can reverse the on-hand status by moving the item back to a previous operation in the receipt route.

You must set processing options for the Movement and Disposition program to allow item movement to any operation in order to perform reversals. You must also set processing options for items that have completed their route to appear.

If you did not intend for an item to enter receipt routing, you must reverse the initial receipt using the Open 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, and so forth, you must reverse the item removals before you can reverse the receipt.

See Also

- *Reversing a Receipt* for information about reversing the initial receipt

Reviewing the History of Items in a Receipt Route

You can review information about the transfer of items from one operation to another in a receipt route. For example, you can review when a group of items was moved from inspection to stock, as well as who moved the items and on what date. You can also determine how long the items were 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.

You can specify whether you want to review transfer or removal transactions. You can indicate the operations for which you want to review transfers. For example, you can review only those transfers for which items at the dock were moved to staging.

► To review the history of items in a receipt route

From the Receipt Routing menu (G43A14), choose Ledger Inquiry.

From Oper	To Oper	Rev	Remark	Qty	UM	Date	Time	User	Rpl Y/N	Program ID	
DOCK	STK	N	Moved	750	EA	5/8/97	124104	DEMO		EP43250	TN
TRAN	DOCK	N	Moved	750	EA	5/8/97	124043	DEMO		EP43250	TN
DOCK	TRAN	N	Moved	750	EA	5/8/97	123640	DEMO		EP43250	TN
STK	DOCK	N	Moved	750	EA	5/8/97	123608	DEMO		EP43250	TN
DOCK	STK	N	Moved	750	EA	5/8/97	114112	DEMO		EP43250	TN
TRAN	DOCK	N	Moved	750	EA	5/8/97	113211	DEMO		EP43250	TN
---	TRAN	N	Moved	750	EA	5/8/97	104828	DEMO	N	EP4312	TN
DOCK	STK	N	Moved	650	EA	5/8/97	140601	DEMO		EP43250	TN
TRAN	DOCK	N	Moved	650	EA	5/8/97	140530	DEMO		EP43250	TN
---	TRAN	N	Moved	650	EA	5/8/97	104827	DEMO	N	EP4312	TN

- On Work With Receipt Routing Ledger, complete the following fields, as necessary, to locate the transactions you want to review and click Find:
 - Branch/Plant
 - Order Number
 - Line

- Item Number
- Supplier
- G/L Date

2. Review the following fields for each transaction:

- Code – From Operation
- Code – To Operation
- Code – Reversal
- Move Code
- Container I.D.

Field	Explanation
From Oper	A user defined code (43/OC) that identifies the routing operation or step from which items were moved.
To Oper	A user defined code (43/OC) that identifies the routing operation or step to which items were moved.
Rev	<p>A code that indicates whether the transaction is eligible for reversal or has already been reversed.</p> <p>Valid values are:</p> <p>Blank Transaction is eligible to be reversed.</p> <p>N Transaction is not eligible to be reversed.</p> <p>Y Transaction has been reversed.</p> <p>R Transaction is a reversal audit record.</p>
Move Code	A user defined code (43/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.
Container I.D.	A code 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.



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

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 purchasing instructions for a supplier so that each time you enter an order, the system retrieves default values for that supplier.

You can specify the items that you purchase from a supplier to create supplier and item relationships. For each item, you can enter information such as whether the supplier is certified to sell the item. If a supplier is not certified to sell an item, the system does not let you enter the item on a purchase order for the supplier.

You can review information about the quality of a supplier's services, including delivery performance and the condition of items upon receipt. To ensure that this information is accurate, you must set up guidelines so that the system can recognize on-time deliveries and items in acceptable condition.

You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define performance factors which might include the number of returned items, last-in costs, average leadtimes, and so on.

Complete the following tasks:

- ☐ Define supplier purchasing instructions
- ☐ Create supplier and item relationships
- ☐ Set up guidelines for delivery performance
- ☐ Set up guidelines for acceptable items
- ☐ Define a summary of supplier performance information

Defining Supplier Purchasing Instructions

The system processes an order based on the items that you purchase and the supplier from whom you make the purchases. You can define purchasing instructions for a supplier so that each time you enter an order 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 purchasing 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 define purchasing instructions for a ship-to address as well as a supplier. The system retrieves the carrier for a purchase order, as well as delivery instructions, based on purchasing instructions that are set up for the ship-to address.

You also can enter Advanced Pricing information by entering an adjustment schedule when you are defining purchasing instructions. Before you enter Advanced Pricing information, verify that you have activated the pricing constants.

You can activate the Advanced Pricing system for a supplier when you are defining purchasing instructions.

You also can specify limitations for a supplier, such as minimum and maximum order amounts for a supplier. You can also specify whether you can create vouchers based on receipt information.

You also can specify whether the system prints only prices on a purchase order or both prices and adjustments.

Changes you make to purchasing instructions do not affect orders that you already created.



To define supplier purchasing instructions

From the Supplier Management menu (G43A16), choose Purchasing Instructions.

1. On Work With Supplier Master, complete the following fields to locate a certain supplier and click Find:
 - Alpha Name
 - Search Type
2. Choose the supplier and click Select.

3. On Supplier Master Revision, choose the Purchasing 1 tab and complete the following fields:
 - Carrier Number
 - Supplier Price Group
 - Landed Cost Rule
 - Freight Handling Code
 - Hold Orders Code
 - Order Template
 - Print Message
 - Adjustment Schedule

The screenshot shows a software window titled "Purchasing Instructions - [Supplier Master Revision]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with buttons for "OK", "Cancel", "Dis...", "Ago", "Links", "Bank...", "Previo...", "Next", "OLE...", and "Internet". The main area of the window contains a form with the following fields:

- Supplier Number: 4343
- Parts Emporium
- Long Number: (empty)
- Tabbed interface with the following tabs: Vouchers, Purchasing 1, **Purchasing 2**, G/L Distribution, Tax Information, EDI Inform.
- Invoice Copies: (empty)
- Item Restrictions: (empty) No Restrictions
- Max Order Value: (empty)
- Min Order Value: (empty)
- Volume Display U/M: (empty)
- Weight Display U/M: (empty)
- Delivery Instructions: (empty)
- Price Pick List: Y
- Evaluated Receipt: N
- Rebate Level: (empty)
- Rebate Active: 1

At the bottom of the window, there are two buttons: "Work With Supplier Master" and "Supplier Master Revision".

4. On Supplier Master Revision, choose the Purchasing 2 tab and complete the following fields:
 - Invoice Copies
 - Item Restrictions
 - Max Order Value
 - Min Order Value
 - Volume Display U/M
 - Weight Display U/M
 - Delivery Instructions Line 1
 - Price Pick List

- Evaluated Receipt
 - Rebate Level
 - Rebate Active
5. To enter additional information about item restrictions for a supplier, choose Item Restrictions from the Form menu.

6. On Item Restriction Revisions, complete the following field for each item that you want to include or exclude for the supplier, and click OK:
- Item Number

Field	Explanation
Carrier Number	The address book number of the carrier who is to deliver the order. You might select a carrier based on a route requirement or special handling requirement.
Supplier Price Group	A user defined code (40/PC) that identifies a group of suppliers that provides the same types of discounts on items.
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 or commissions. You set up landed cost rules on the Landed Cost Revisions form.
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.

Field	Explanation
Hold Orders Code	A user defined code (42/HC) that identifies why an order is on hold.
Order Template	A list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, and packaged goods.
Print Message	A user defined code that you assign to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.
Adjustment Schedule	<p>A user defined code (40/AS) that identifies a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level.</p> <p>For Agreement Management, this is the Agreement Penalty Schedule. The information in the Agreement Penalty Schedule provides the system with the criteria for an agreement to have penalty conditions.</p>
Invoice Copies	The number of purchase order copies required by the supplier. When you print a purchase order for the supplier, the system prints the number of copies that you specified in this field. The system always prints at least one purchase order.
Item Restrictions	<p>A code that designates whether restrictions exist for the purchase of items from this supplier.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 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.
Max Order Value	<p>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.</p> <p>This field is maintained as an integer without decimals.</p>
Min Order Value	<p>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.</p> <p>This field is maintained as an integer without decimals.</p>

Field	Explanation												
Volume Display U/M	A user defined code (00/UM) that identifies the unit of measure in which the system displays the volume of an order, for example, liters or gallons.												
Weight Display U/M	A user defined code (00/UM) that identifies the unit of measure, for example, ounces, pounds, or tons.												
Delivery Instructions Line 1	Text that describes the delivery instructions for this order.												
Price Pick List (Y/N)	<p>A code that indicates whether price information will appear on the customer's pick list, purchase order, or sales order.</p> <p>In WorldSoftware, valid values are:</p> <table> <tr> <td>Y</td><td>Yes, which is the default</td></tr> <tr> <td>N</td><td>No.</td></tr> </table> <p>In OneWorld software, a checkmark indicates that price information will appear on the customer's pick list, or the purchase order.</p>	Y	Yes, which is the default	N	No.								
Y	Yes, which is the default												
N	No.												
Evaluated Receipt	<p>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 (R43800) 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.</p> <p>Valid values are:</p> <table> <tr> <td>N</td><td>Not eligible for evaluated receipt settlement processing.</td></tr> <tr> <td>Y</td><td>Eligible for evaluated receipt settlement processing.</td></tr> <tr> <td>I</td><td>Receipt transaction is in process.</td></tr> <tr> <td>T</td><td>Eligible for evaluated receipt settlement processing. However, a tolerance error occurred during the receipt process.</td></tr> <tr> <td>R</td><td>Eligible for evaluated receipt settlement processing. However, the receipt is currently in the receipt routing process.</td></tr> <tr> <td>V</td><td>A voucher has been created for the receipt transaction using the evaluated receipt settlement process.</td></tr> </table>	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.
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.												
Rebate Level	This field indicates whether the system processes rebate information for the supplier or for the parent of the supplier.												
Rebate Active	A code that indicates whether rebates are active.												

See Also

- *Entering Supplier Information for an Order*
- *Entering Landed Costs*
- *Creating Price Discount Rules for Purchasing*
- *Entering Items Using Order Templates*
- *Printing Orders*
- *Setting Up System Constants in A/P* in the *Advanced Pricing Guide* for more information about how to activate the Advanced Pricing system in the Procurement system
- *Converting Supplier Limit Amounts* for information about converting minimum and maximum order amounts to a different currency
- *Setting Up EDI Information for a Supplier* in the *Data Interface for Electronic Data Interchange Guide* if you exchange data with your suppliers via EDI transactions

Creating Supplier and Item Relationships

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.

You also 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.

You also can create relationships for items for which master information does not yet exist. You can set a processing option for the Supplier/Item Relationships program to specify whether you want the system to prompt you to enter standard item master information or non-stock item master information.

The system stores information for item and supplier relationships in the Supplier/Item Relationships table (F43090). You must run the Supplier Analysis Regeneration program (P43900) to initially update the fields in this table.

► To create supplier and item relationships

From the Supplier Management menu (G43A16), choose Supplier/Item Information.

1. On Work With Supplier/Item Relationships, click Add.

2. On Supplier/Item Relationships, complete the following fields:
 - Branch/Plant
 - Supplier
3. Complete the following optional fields and click OK:
 - Item Number
 - Status – Certification
 - Date – Effective
 - Date – Expiration

If you are working with non-stock items, the Branch/Plant field is not applicable.

Field	Explanation						
Certification Status	<p>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.</p> <p>Valid values are:</p> <p>Please see UDC 43/CR</p> <p>Special handling codes are:</p> <table><tr><td>1</td><td>The system prohibits you from purchasing this item from the supplier.</td></tr><tr><td>2</td><td>The system displays a warning message if you enter an order for the item from the supplier.</td></tr><tr><td>Blank</td><td>You can place orders for the item from the supplier.</td></tr></table>	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.
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.						

See Also

- *Assigning Receipt Routes to Items*
- *Entering Supplier Prices*
- *Updating Supplier and Item Analysis Records* for information about updating fields in the Supplier/Item Relationships table (F43090)

Processing Options for Supplier/Item Relationships

Process

Cross Ref. Type for Supplier Item
(Default VN) _____

Enter a '1' to automatically display the applications listed below when adding a new item.

Standard Item Master _____
Non-Stock Item Master _____
Supplier Prices _____
Enter a '1' for Work Order _____
Completion Mode _____

Versions

Enter the version for each program that is called. If left blank, ZJDE0001 will be used.

Item Master Maintenance (P4101) _____

Setting Up Guidelines for Delivery Performance

You can determine if a supplier has a history of delivering a specific item on time by reviewing delivery performance information. To ensure that this information is accurate, you must define how you want the system to calculate on-time deliveries.

An order is on time if you receive it the same day that the supplier promised to deliver it. You can allow a certain number of days before or after the promised date that the order can still be on time. For example, you can allow two late days and two early days. If the promised date for an order is 3/15, the order is not late unless you receive it after 3/17, and it is not early unless you receive it before 3/13.

You can also specify the percentage of an order that must be delivered for the system to determine the receipt date. For example, you can specify that you must receive 90 percent of an order for the system to use the receipt date to determine whether the delivery is on time, early, or late.

To set up guidelines for delivery performance

From the Supplier Management menu (G43A16), choose Supplier/Item Information.

1. On Work With Supplier/Item Relationships, complete the following fields to locate a certain item and supplier, and click Find:
 - Branch/Plant
 - Supplier
 - 2nd Item Number
2. Choose the item and supplier and click Select.
3. On Supplier/Item Relationships, complete the following fields:
 - Percentage – Leadtime Quantity
 - Days – Allowed Early
 - Days – Allowed Late

Field	Explanation
Leadtime Quantity %	<p>The percentage of an order that you must receive for the system to calculate leadtime. Leadtime is the number of days between the date that you enter an order detail line and the date that you receive the order.</p> <p>For items in a receipt route, the system determines the receipt date based on the date at which the items arrive at the operation flagged for receipt acknowledgement.</p>
Days Allowed Early	<p>The number of days prior to the promised date for 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.</p>
Days Allowed Late	<p>The number of days after the promised date for 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.</p>

See Also

- *Reviewing Supplier Delivery Performance*

Setting Up Guidelines for Acceptable Items

You can determine if a supplier has a history of delivering a specific item in good condition by reviewing quality performance information. To ensure that this information is accurate, you must indicate how you want the system to identify acceptable and unacceptable items.

Quality performance information includes the percentages of an item that were acceptable and unacceptable in a fiscal period. The system calculates 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, if you specify that the scrap category is unacceptable, 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**

From the Supplier Management menu (G43A16), choose Quality Analysis.

Quality Analysis - [Quality Analysis]

File Edit Preferences Form Row View Window Help

Select Find Close Beg... New... Dis... Abo Links Qualit... OLE ... Internet

Supplier 4343 Parts Emporium Branch/Plant 30

Item Number 1001 Date From * Date Thru * U/M EA

Bike Rack - Trunk Mount

Month/Year	Quantity Dispositioned	Quantity Accepted	Quantity Non-Accepted	Percent Accepted	Percent Non-Accepted
7/2005	200	200		100.0	
6/2005	150	150		100.0	

Row:1

1. On Quality Analysis, choose Quality Definition from the Form menu.

Quality Analysis - [Quality Classification]

File Edit Preferences Window Help

OK Can... New... Dis... Abo Links Displ... OLE ... Internet

Quantity	A/N	Quality Classification
Adjusted	A	Accepted Quantity
Rejected	N	Non-Accepted Quantity
Returned	N	Non-Accepted Quantity
Reworked	A	Accepted Quantity
Scrapped	N	Non-Accepted Quantity
Stocked	A	Accepted Quantity

Row:1

2. On Quality Classification, complete the following field for each category:
 - A/N

Field	Explanation
A/N	A user defined name or remark.

See Also

- *Reviewing Supplier Quality Performance*
- *Removing Items from a Receipt Route*

Defining a Summary of Supplier Performance Information

You can review a summary of performance information to compare suppliers' costs and services for a certain item. Before you can review this information, you must define the performance factors that 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, values and calculations. You can also specify the decimal placement and number format, and you can assign help text.

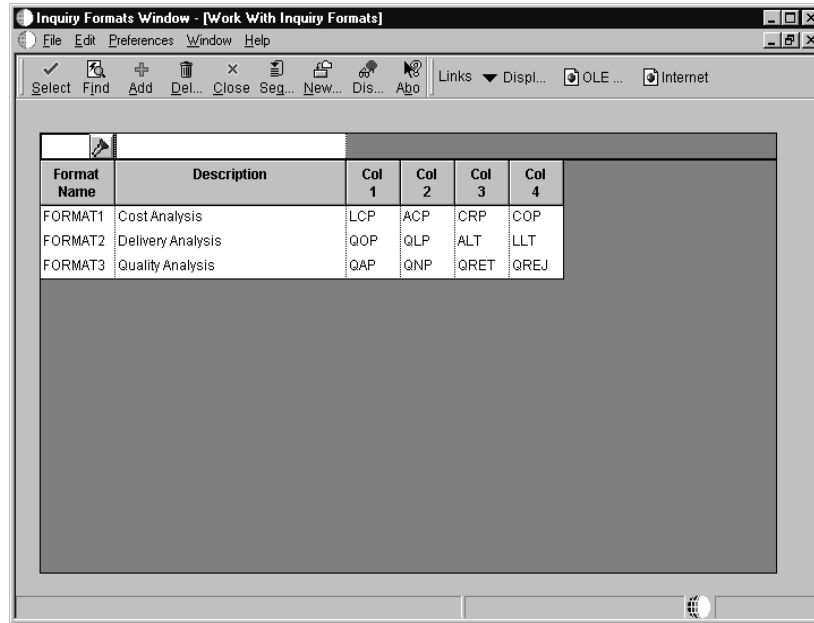
You can create formats to review multiple performance factors (columns). You can assign up to four columns to a format. You can also create paths so that you can scroll through multiple formats. After you set up columns, formats, and paths, you can assign them to the Supplier Analysis Summary form.

To define a summary of supplier performance information

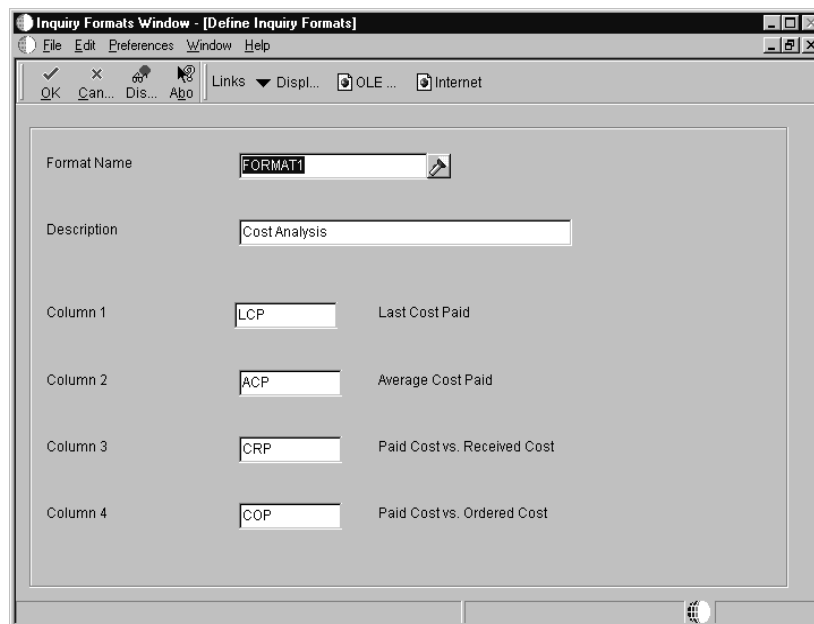
From the Supplier Management menu (G43A16), choose Define Inquiry Columns.

1. On Work With Inquiry Columns, click Add.

2. On Define Inquiry Columns, complete the following fields to name and describe a column:
 - Column Name
 - Description
 - Column Heading 1
 - Column Heading 2
3. To indicate how the system should calculate figures for the column, complete the following field:
 - Formula
4. To specify details about the column, complete the following fields:
 - Decimal Positions
 - Edit Code
 - Multiplier
 - Glossary Item
 - Sequence
5. When you have completed all the information, click OK and return to the Supplier Management menu.
6. Choose Inquiry Formats Window.



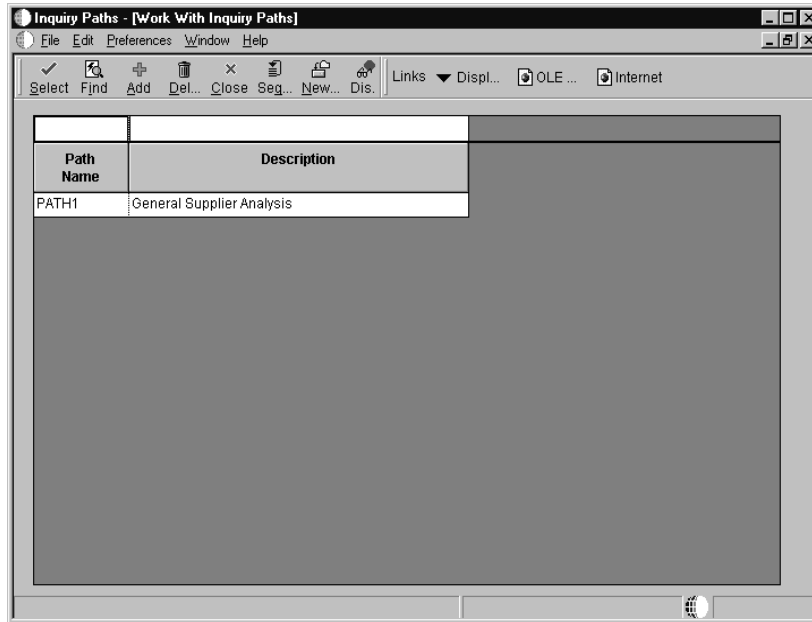
7. On Work With Inquiry Formats, click Add.



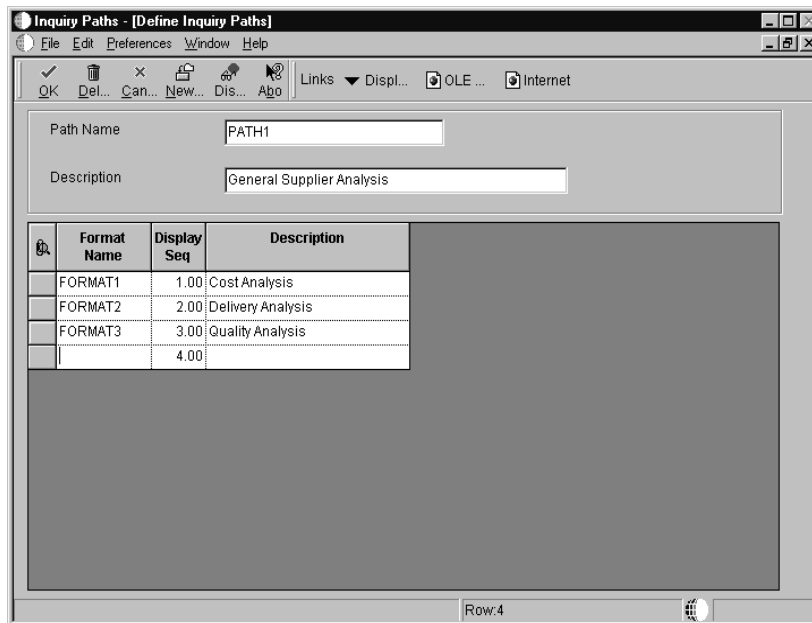
8. On Define Inquiry Formats, complete the following fields and click OK:

- Format Name
- Description
- Column 1
- Column 2

- Column 3
 - Column 4
9. Return to the Supplier Management menu.
 10. Choose Inquiry Paths.



11. On Work With Inquiry Paths, click Add.



12. On Define Inquiry Paths, complete the following fields and click OK:
 - Path Name

- Description
- Format Name – Inquiry
- Display Seq

Field	Explanation
Column Name	An alphanumeric code that identifies a column. A column represents a performance factor, such as the average unit cost for an item and the last cost that you paid for an item. For example, you can review performance factors to compare suppliers' costs and services for a certain item.
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.
Formula	<p>A calculation that the system uses to determine an amount or quantity for 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:</p> <ul style="list-style-type: none"> + Add - Subtract * Multiply / Divide () Left and right parentheses for nesting <p>For example, you can enter the following formula to have the system calculate on-time percentages:</p> $20/(20+21+22)$ <p>The formula above equals on-time percentages because:</p> <ul style="list-style-type: none"> • 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 appear 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 (98/EC) determines the format of numeric data. By entering different codes, you can change the appearance of the values that appear or print.

Field	Explanation
Multiplier	<p>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.</p> <p>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.</p>
Glossary Item	<p>The item in the Data Dictionary table (F9201) that describes the information that a column represents. Typically, a column contains information about a supplier's performance to allow you to compare suppliers' costs and services for a certain item.</p> <p>The related glossary description is displayed when you access field help for the column.</p>
Sequence	This field is used to determine if you wish to display information in ascending or descending order.
Format Name	An alphanumeric code that identifies a format, which is a sequence of up to four columns for reviewing supplier performance information.
Path Name	An alphanumeric code that identifies a path, which is a sequence of formats for reviewing supplier performance information.
Display Seq	A number that the system uses to sequence information.

See Also

- *Reviewing a Summary of Supplier Performance Information* for information about reviewing the supplier performance factors that you define

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 percent 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

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.

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.

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.

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.

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.

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. See *Customizing User Defined Codes* in the *OneWorld Foundation* Guide for more information about setting up user defined codes.



To enter supplier prices

From the Price Management menu (G43A17), choose Supplier Catalog Maintenance.

1. On Work With Supplier Catalogs, click Add.

2. On Supplier Catalog Revisions, complete the following fields to specify the catalog for which you are adding items:
 - Supplier
 - Catalog
3. Complete the following fields for each item and click OK:
 - Item Number
 - Unit Price
 - UOM
 - Quantity Break
 - Effective From
 - Effective Thru
 - Business Unit

If you do not enter effective dates, the system enters the current date through the last day of the century.

Field	Explanation
Catalog	A group of items that a certain supplier provides and the price for each item.
Quantity Break	The quantity of units affected by this transaction.

See Also

- *Entering Items Using Supplier Catalogs*
- *Generating New Supplier Prices in a Different Currency*

Processing Options for Supplier Catalog Revisions

Defaults

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 with no error or warning. If Left blank, an Item Master record will be prohibited from being created.

Item Master Creation Processing

ITEM MASTER DEFAULT VALUES:

Stocking Type
(Default = 'N')
Line Type
(Default = 'B')
G/L Class Code
(REQUIRED)

Creating Price Discount Rules for Purchasing

You might receive a discount on an item based on the quantity that you purchase. For example, if the price for an item is 5.00, you might receive a 20 percent discount if you purchase 100 items and a 30 percent 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 quantity 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 percent discount for the purchase of up to 100 items
- Level two - 30 percent 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.

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.

Before You Begin

- ☐ Set up names of price rules on user defined code table 40/PI. See *Creating User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.

► To create price discount rules for purchasing

From the Price Management menu (G43A17), choose Inventory Pricing Rules.

1. On Work With Pricing Rules, click Add.

2. On Inventory Pricing Rules, complete the following field:
 - Pricing Rule
3. For this discount to apply to Procurement, you must enter P in the following field:
 - Price Method
4. Complete the following fields:
 - Pricing Category Level
 - Up To Quantity
 - Basis – For Cost or Price
 - Factor Value
 - Factor Value – Type
 - Override Price
 - Effective Date
 - Expiration Date
 - Description

You must enter a value in the Level field for each discount applicable to the rule.

Field	Explanation
Pricing Rule	<p>A user defined code (40/PI) that determines the calculations that the system uses to apply a discount to an order. After you define a price rule, you must assign it to the supplier and item (or order detail line) to which it applies. When you enter an order, the system applies the discount to the unit cost of the item.</p> <p>To set up a price rule for a contract, the name of the price rule must be the short number for the item under contract.</p>
Price Method	<p>A user defined code (42/CT) that indicates the basis for the price rule. Valid values are:</p> <ul style="list-style-type: none"> P Purchase order discounts O Order repricing R Line repricing (basket repricing) <p>You must enter a P in this field if the price rule applies to the Procurement system.</p>
Level	<p>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.</p>
Up To Quantity	<p>The volume or quantity to which the pricing logic on this line applies. If the quantity shown on the first level of a rule is 5, then the pricing logic on the line applies only to purchases of five or fewer items. If the quantity shown for the next level is 10, then the pricing logic applies to purchases of 6 through 10 items. 99,999,999 indicates all quantities.</p>

Field	Explanation
Basis	<p>A costing method on which the system bases the net price of the order.</p> <p>For pricing and repricing, valid values are:</p> <ul style="list-style-type: none"> 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 <p>The system uses the method that you enter here to determine the order's net price.</p> <p>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.</p>
Factor Value	<p>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.</p>
Type	<p>A code that indicates whether the factor value is a multiplier (%) or an additional/deductible cash amount (\$) when applied to an order's price.</p>
Override Price	<p>Any price you enter here overrides all other rules or prices.</p>
Effective Date	<p>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.</p>
Expiration Date	<p>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.</p>

Attaching Price Discount Rules to Items and Suppliers

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 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. Before you attach a price rule to a supplier, you can review any price levels that currently apply to a supplier on Work with Pricing Rules. For example, you might have attached a price rule in the item branch/plant information that you entered.

Before you attach a new price rule to a supplier, you might want to remove the existing price rule by choosing Remove Level from the Row menu.

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. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.

► To attach price discount rules to items and suppliers

From the Price Management menu (G43A17), choose Supplier Pricing Rules.

1. On Work With Pricing Rules, choose Customer Rules from the Form menu.

Pricing Rule	Level	Up To Quantity	Basis	Factor Value	\$ %	Override Price	Effective Date	Expiration Date	Base UOM	Contract Quantity
BICYCLE	1	99	P	1.0000	%		4/17/97	12/31/10	1	
BICYCLE	2	499	P	.9000	%		4/17/97	12/31/10	1	
BICYCLE	3	99,999,999	P	.8500	%		4/17/97	12/31/10	1	

2. On Customer Pricing Rules, to locate certain price rules, complete the following fields, as needed, and click Find:
 - Inventory Pricing Rule
 - Price Method
3. To indicate the suppliers to whom you want to attach the rule, complete one of the following fields:
 - Customer Price Group
 - OR Customer Number
4. Choose the rule you want to attach and choose Apply Level from the Row menu.

If a price rule has multiple levels, you must choose the highest level of the rule to make all lower levels apply. To choose a specific level, you must specify Applied Levels Only, in which case only the level you select applies.

Field	Explanation
Customer Price Group	A user defined code (40/PC) that identifies a group of suppliers that provides the same types of discounts on items.

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
- ☐ Review the Detailed Status Report by Supplier
- ☐ Review the Contract Analysis Report

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.

The system retrieves supplier performance information from the Supplier/Item Relationships table (F43090) and the Purchase Order Receiver table (F43121).

Reviewing Supplier Delivery Performance

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 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

From the Supplier Management menu (G43A16), choose Delivery Analysis.

Month/Year	Quantity On-time	Quantity Early	Quantity Late	Amount On-time	Amount Early	Amount Late
7/2005			200			6420
6/2005	150			4815.00		

- On Delivery Analysis, complete the following fields and click Find:
 - Supplier
 - Item Number
- Review the following fields:

- Month/Year
 - Quantity On-time
 - Quantity Early
 - Quantity Late
 - Amount – On-time
 - Amount Early
 - Amount Late
 - Receipts On-time
 - Receipts Early
 - Receipts Late
 - Percent On-time
 - Percent Early
 - Percent Late
3. To review a fiscal period, complete the following fields:
 - Date From
 - Date Thru
 4. Choose a detail line and then choose Delivery Details from the Row menu.

Delivery Analysis - [Delivery Analysis Details]

File Edit Preferences Row View Window Help

Select Find Close New Dis ... Links ▼ Recei... OLE ... Internet

From Date 7/6/05

Thru Date 7/6/05

Ord Suf	Order Number	Or Ty	Order Co	Line Number	UM	Order Date	Request	Original Promised	P
000	4737	OP	00001	2.000	EA	7/11/05	7/3/05	7/3/05	

5. On Delivery Analysis Details, to review delivery information only, choose Delivery Details from the View menu.
6. Review the following fields for each receipt entered in the fiscal period:

- Promised Delivery
- Receipt
- Quantity Received
- Delivery

7. Choose a receipt and choose Receipt Details from the Row menu.

Delivery Analysis - [Receipt Detail Information]

File Edit Preferences Window Help

OK Cancel Dis... Abort Links Displ... OLE ... Internet

Order Number: 4737 OP 2.000 Branch/Plant: 30

Item Number: 1001 Bike Rack - Trunk Mount

Supplier: 4343 Parts Emporium

Quantity

Ordered: 200 EA

Received: 200

Stocked: 200

Returned:

Reworked:

Scrapped:

Rejected:

Adjusted:

Cost

Inventory: 31.7714 EA

Ordered: 32.1000

Received: 32.1000

Paid: 0000

Date

Ordered: 7/1/05

Requested: 7/3/05

Promised Delivery: 7/3/05

Received: 7/6/05

8. On Receipt Detail Information, review additional details for the receipt.

Field	Explanation
Quantity On-time	<p>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 there is a difference between the two, the system uses the number of days allowed early or late to determine if the receipt is on time. You set up the number of days that is an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationship form.</p> <p>For example, suppose you have an order set up as follows:</p> <p>Promised Date – 12/05/98 Receipt Date – 12/07/98 Days Allowed Late – 3 days</p> <p>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.</p>

Field	Explanation
Quantity Early	<p>Number of items that you received early from this supplier during this fiscal period. The system considers a receipt early if you received the items outside the days allowed early range and before the promised date. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed early or late) on the Supplier/Item Relationships form.</p> <p>For example, suppose you have an order set up as follows:</p> <p style="padding-left: 40px;">Promised Date – 12/05/98 Receipt Date – 12/01/98 Days Allowed Early – 3 days</p> <p>The order is early if received three days before 12/05/98, or before 12/02/98. Since you received this order on 12/01/98, it is early.</p>
Quantity Late	<p>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 form.</p> <p>For example, suppose you have an order set up as follows:</p> <p style="padding-left: 40px;">Promised Date – 12/05/98 Receipt Date – 12/12/98 Days Allowed Late – 3 days</p> <p>The order is late if received after 12/08/98. In this example, the order is late.</p>
Amount On-time	<p>Total value of the 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 there is a difference between the two, the system 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 form.</p> <p>For example, suppose you have an order set up as follows:</p> <p style="padding-left: 40px;">Promised Date – 12/05/98 Receipt Date – 12/07/98 Days Allowed Late – 3 days</p> <p>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.</p>

Field	Explanation
Amount Early	<p>Total value of the items that you received early from this supplier during this fiscal period. The system considers a receipt early if you received the items outside the days allowed early range and before the promised date. You set up the number of days that you consider to be an acceptable time window for delivery performance (days allowed or late) on the Supplier/Item Relationships form.</p> <p>For example, suppose you have an order set up as follows:</p> <p style="padding-left: 40px;">Promised Date – 12/05/98 Receipt Date – 12/01/98 Days Allowed Early – 3 days</p> <p>The order is early if received three days before 12/05/98, or before 12/02/98. Since you received this order on 12/01/98, it is early.</p>
Amount Late	<p>Total value of the 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 form.</p> <p>For example, suppose you have an order set up as follows:</p> <p style="padding-left: 40px;">Promised Date – 12/05/98 Receipt Date – 12/12/98 Days Allowed Late – 3 days</p> <p>The order is late if received after 12/08/98. In this example, the order is late.</p>
Receipts On-time	The number of receipts that were delivered on the date that was promised by the supplier.
Percent On-time	The percentage of the total number of items ordered that were delivered on the date promised by the supplier.
Percent Early	The percentage of the total items on the order that were delivered before the date promised by the supplier.
Percent Late	The percentage of the total items on the order that were delivered after the date promised by the supplier.

See Also

- *Setting Up Guidelines for Delivery Performance* to understand how the system calculates on time, early, and late deliveries

Processing Options for Supplier Analysis

Display

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 display Quality Information; '2' for Delivery Information; or a '3' for Cost Information. If left blank, '1' will be used.
3. Enter the specific costing method (01 - 08) to be displayed as the Inventory Cost.
4. 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.
5. Enter the default inquiry FORMAT to be displayed OR
6. Enter the default inquiry PATH you wish to be on.

Reviewing Supplier Quality Performance

Before you order an item from a supplier, you might determine if the supplier has a history of delivering the item in good condition. You can review the percentage of acceptable items from a supplier in each fiscal period (usually a month) to determine if the supplier is likely to provide acceptable items in the future.

You can review the quantity of an item that was acceptable in each fiscal period, as well as the percentage. For example, you can review that you acquired 100 bicycles in June from AAA Bicycle Company, of which 95 were acceptable and 5 were unacceptable.

You can also review the acceptable quantity for each receipt that you entered in a fiscal period. For example, you might have entered 5 receipts of 20 bicycles to acquire 100 bicycles in June. You can review acceptable and unacceptable quantities for each of the 5 receipts.

The system can only track item acceptability for those items that are processed through a receipt route.



To review supplier quality performance

From the Supplier Management menu (G43A16), choose Quality Analysis.

1. On Quality Analysis, complete the following fields and click Find:

- Supplier
- Item Number

Month/Year	Quantity Dispositioned	Quantity Accepted	Quantity Non-Accepted	Percent Accepted	Percent Non-Accepted
7/2005	200	200		100.0	
6/2005	150	150		100.0	

2. On Quality Analyses, review the following fields:

- Month/Year
- Quantity Dispositioned
- Quantity Accepted
- Quantity Non-Accepted
- Percent Accepted
- Percent Non-Accepted

3. To review a fiscal period, complete the following fields:

- Date From
- Date Thru

- Choose a detail line and then choose Quality Details from the Row menu.

Ord Suf	Order Number	Or Ty	Order Co	Line Number	UM	Quantity Dispositioned	Quantity Accepted	Quantity Non-Accepted
000	4737	OP	00001	2,000	EA	200	200	

- On Quality Analysis Details, to review quality information only, choose Quality Details from the View menu.
- Review the following fields for each receipt entered in the fiscal period:
 - Quantity Dispositioned
 - Units – Accepted
 - Units – Non-Accepted
- Choose a receipt and then choose Receipt Details from the Row menu.
- On Receipt Detail Information, review additional details for the receipt.

Field	Explanation
Quantity Dispositioned	Original quantity of the order line, plus or minus any changes to that quantity, less all quantities shipped, received and/or vouchered to date. This field may also represent the actual quantity received.
Quantity Accepted	Number of items that you accepted out of the total received.
Quantity Non-Accepted	Number of items that you did not accept of the total received.
Percent Accepted	Percentage of the total that you accepted when you received the goods.
Percent Non-Accepted	Percentage of the total that you rejected while inspecting the goods received.

See Also

- *Setting Up Guidelines for Acceptable Items* to understand how the system calculates acceptable item quantities and percentages.

Reviewing Supplier Cost Performance

You might want to review the average unit cost you paid to a supplier for an item in each fiscal period (usually a month). You can compare this cost to the average cost for the item on purchase orders and 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 percent 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

From the Supplier Management menu (G43A16), choose Cost Analysis.

1. On Cost Analysis, complete the following fields and click Find:
 - Supplier
 - Item Number

Month/Year	Inventory Unit Cost	Ordered Unit Cost	Received Unit Cost	Paid Unit Cost	Percent Cost Variance
7/2005	32.1000	32.1000	32.1000		
8/2005	32.1000	32.1000	32.1000		

2. On Cost Analysis, review the following fields:
 - Month/Year
 - Inventory Unit Cost
 - Ordered Unit Cost
 - Received – Unit Cost
 - Paid Unit Cost
 - Percent – Cost Variance
3. To review a fiscal period, complete the following fields:
 - Date From
 - Date Thru

4. Choose a detail line and then choose Cost Details from the Row menu.

5. On Cost Analysis Details, to review cost information only, choose Cost Details from the View menu.
6. Review the costs for each receipt in the fiscal period.
7. Choose a receipt and then choose Receipt Details from the Row menu.
8. On Receipt Detail Information, review additional details for the receipt.

Field	Explanation
Inventory Unit Cost	The amount per unit, derived by dividing the total cost by the unit quantity.
Ordered Unit Cost	The unit cost of one item, as purchased from the supplier, excluding freight, taxes, discounts, and other factors.
Received Unit Cost	The unit cost of the item at the time of receipt.
Paid Unit Cost	The unit cost entered while generating a Purchase Order. The cost is updated in the Purchase Order work file.
Received Unit Cost	The unit cost of the item at the time of receipt.
Percent Cost Variance	This field represents the percentage variance between the cost paid, and either the inventory cost, ordered cost, or the received cost.

Reviewing a Summary of Supplier Performance Information

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

From the Supplier Management menu (G43A16), choose Summary.

St	Description	Last Cost Paid	Average Cost Paid	Paid/Rcpt Cost Var %	Paid/Order Cost Var %	Branch/Plant
	Sport Drink, Lime			100.00-		27
	Bike Rack - Trunk M			100.00-	100.00-	30
	Mountain Bike, Red			100.00-	100.00-	30
	Youth Sport Bike				100.00-	30
	Touring Bike, Red			100.00-	100.00-	30
	Cro-Moly Frame, Red				100.00-	30
	Chain Rings					30
	Chain, Std			100.00-	100.00-	30

1. On Work With Supplier Analysis Summary, complete the following field and click Find:
 - Supplier
2. Review performance factors for each supplier who provides the item.

See Also

- *Defining a Summary of Supplier Performance Information* for information about setting up the columns, formats, and paths that display on the Summary form

Reviewing the Detailed Status Report by Supplier

From the Subcontract Reports menu (G43D111), choose Status Report by Supplier.

You can review detailed contract status information based on the subcontractor and the job on the Detailed Status Report by Supplier. This report displays the amounts that have been vouchered, paid, retained, and due for a contract.

You also can review the commitment distribution information for your contracts based on the job. This report uses information from the Subcontract Management Detail table. It includes:

- Order identifying information
- Budget amounts for selected accounts
- Change order information

- Amount billed
- Retainage Information
- Amount released but not paid
- Amount due on the selected “as of” date

You can print this report at any time to review the current status of selected contracts.

Processing Options for Status Report by Supplier

Report Display

1. 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.
2. Enter '1' to print the associated job budget for contract cost codes.
3. Enter '1' to suppress the printing of a Budget total line.
4. Enter a '1' to print subledger and subledger type. Leave blank for no subledger and type.
5. Enter a Budget Ledger Type.
6. Enter a '1' to print AP Detail information. Leave blank to print Summary.

Reviewing the Contract Analysis Report

From the Subcontract Reports menu (G43D111), choose Contract Analysis.

You can review a summary of contract commitment information for selected suppliers and jobs on the Contract Analysis report. This report uses information from the Order Detail table and the Account Balances table.

You can review the following order information:

- Budget amount
- Contract amount
- Invoice amount
- Amount paid
- Amount retained
- Remaining balance
- Extended amount

- Percent invoiced
- Percent retained

See Also

- *R434201, Contract Analysis* in the *Reports Guide* for a report sample



Rebate Processing

Some of your suppliers might offer you cash rebates if you purchase a certain quantity or amount of their items and services. You can set up the Procurement system to track rebates.

To track rebates, you must enter information about each rebate agreement. When you enter, change, or cancel an order, the system applies the appropriate purchases toward the rebate agreement.

You can view the current status of each rebate agreement, including:

- The purchases necessary to obtain the rebate
- The purchases you have made that apply to the rebate
- The amount of each rebate

With this information, you can identify rebates that your business is likely to obtain. You can also identify rebates that are unobtainable, which might change your price negotiations in the future.

You can have the message center alert you when you are within a range of meeting the purchase requirements for a rebate.

To process rebates, complete the following tasks:

- ☐ Set up rebate agreements
- ☐ Work with rebate status information
- ☐ Update rebate information

See Also

- *Working with Ship and Debit Claims* in the *Advanced Pricing Guide* if you are a distributor in the electronics industry and participate in rebate or ship and debit programs with your suppliers

Setting Up Rebate Agreements

For the system to track rebates, you must provide information about the agreements you have with your suppliers. This information includes:

- Basic information about each agreement, such as the supplier providing the rebate and the effective dates of the rebate
- The items you must purchase or the account numbers you must purchase against to obtain the rebate
- The quantity or amount you must purchase for the rebate
- The amount of the rebate or the percentage of purchases that determines the rebate amount

If several of your suppliers have the same parent company, you might want to track rebate information at the parent level instead of at the supplier level. You can set up procurement instructions for each supplier to specify the level at which to track rebate information.

When you enter orders, the system applies purchase quantities and amounts toward rebates. You must specify the order types from which the system applies purchases to rebates. For example, you can have the system apply quantities and amounts from purchase orders, blanket orders or both.

Caution: Ensure that you specify the correct order types from which the system applies purchases to rebates. For example, if you use blanket orders to purchase items, you must specify the blanket order type. If blanket orders are prerequisites to purchase orders, you specify only the purchase order type. Otherwise, the system applies the same quantity and amount from both the blanket order and the purchase order.

To set up rebate processing, complete the following tasks:

- ☐ Enter basic rebate agreement information
- ☐ Define conditions for obtaining a rebate
- ☐ Define purchase limits for rebate amounts

Before You Begin

- ☐ Set up the order types from which the system applies purchases to rebates on user defined code table (43/RB). See *Customizing User Defined Codes* in the *OneWorld Foundation* Guide for more information about setting up user defined codes.

Entering Basic Rebate Agreement Information

When a supplier offers you a rebate for purchasing certain goods and services, you set up a rebate agreement. You can have an unlimited number of rebate agreements for each supplier. For each agreement, you specify basic information such as:

- The agreement number
- The supplier offering the rebate
- The effective dates of the agreement
- The status of the agreement, whether active or pending
- The person to whom the system directs messages when a rebate is due

You can also specify whether the rebate is based on purchase quantities or amounts and whether the rebate is an amount or a percentage of the purchase amount.

If you specify that a rebate agreement is based on purchase quantities, you must enter a unit of measure for the rebate agreement.

You can have the system assign a number to each of your rebate agreements or you can enter your own number. If you have the system assign a number, it increases the last rebate agreement number for the supplier by one. If it is the first rebate agreement for the supplier, the system assigns the number one.

You can also specify a currency for a rebate agreement, and you must enter the thresholds, or purchase limits, for the agreement in that currency. When you enter purchase orders for rebate items in another currency, the system converts the purchase order currency to the rebate currency.

You can enter a memo about a rebate agreement. When a memo exists, the system displays a paper clip next to the rebate agreement in the detail area on the Work With Purchase Agreements form.

If the terms of the agreement are not yet final, you can set up a pending rebate agreement for a supplier. You can also specify that all rebate agreements for a certain supplier are pending. If you use procurement instructions to specify that all rebate agreements for a supplier are pending (inactive), the system changes the status to active when you enter a new active rebate agreement for the supplier.

The system stores rebate agreement information in the Purchase Rebate Master table (F4340).

► **To enter basic rebate agreement information**

From the Price Management menu (G43A17), choose Purchase Rebate Agreement.

1. On Work With Purchase Agreements, click Add.

The screenshot shows a software window titled "Purchase Rebate Agreement - [Purchase Rebate Agreement Revisions]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Discard", and "Apply", along with buttons for "Links", "Display...", "OLE...", and "Internet". The main area of the window is divided into several sections, each with a label and input fields:

- Supplier:** A text input field with a selection icon.
- Agreement Seq Number:** A text input field with the value "0".
- Agreement Description:** A text input field.
- Effective From:** A date input field.
- Expired Thru:** A date input field.
- Rebate Status:** A checkbox.
- Threshold Type:** A checkbox.
- Rebate Type:** A checkbox.
- Unit of Measure:** A text input field.
- Currency Code:** A text input field.
- Administrator:** A text input field.
- Stop Messages:** A checkbox.
- Accrual G/L Offset:** A text input field.
- Last Journal Entry:** A text input field.

2. On Purchase Rebate Agreement Revisions, complete the following fields and click OK:
 - Supplier
 - Agreement Description
 - Effective From
 - Expired Thru
 - Rebate Status
 - Threshold Type
 - Rebate Type
 - Unit of Measure
 - Administrator

Field	Explanation
Supplier	The address book number of the supplier from whom you are purchasing items or services.
Agreement Description	A user defined name or remark.
Effective From	The date when a transaction, text message, contract, obligation, preference, or policy rule becomes effective.
Expired Thru	The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.
Rebate Status	A user defined code that defines the status of the rebate agreement. The status can be pending or active. The value 1 (active) is hard coded to indicate that the rebate information will be updated.
Threshold Type	A code that indicates that the threshold is in either number of units or amount. Depending on the type that you indicate, the threshold field is titled either Threshold Units or Threshold Amount.
Rebate Type	A code (43/RT) that indicates whether the rebate is a percentage of the quantity purchased or a fixed currency amount.
Unit of Measure	A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).
Administrator	The address book number of a manager or planner. Note: A processing option for some forms allows you to enter a default value for this field based on values for category codes 1 (Phase), 2, and 3. You set up the default values on the Default Managers and Supervisors form. After you set up the default values and the processing option, the default information displays automatically on any work orders that you create if the category code criterion is met. You can either accept or override the default value.

Defining Conditions for Obtaining a Rebate

After you enter basic information about a rebate agreement, you must specify inclusion rules that indicate what you must purchase to obtain the rebate. The system applies purchases toward a rebate agreement based on one of the following:

- Item number
- Account number against which you are purchasing
- Items to which you assigned a particular category code value

You can enter item numbers or account numbers when there are specific items or services that you must purchase to obtain the rebate. You can enter stock or non-stock items for a rebate agreement.

You can enter a category code value to specify a group of items from which you can make purchases. The system applies purchases to the rebate agreement each time you purchase an item that is assigned the category code value.

The system applies purchase order transactions to a rebate agreement by comparing the items or services purchased to the inclusion rules set up for each rebate agreement. The system begins searching on the agreement with the lowest sequence number.

For the system to apply purchases to a rebate agreement:

- The agreement must have an active status.
- The purchase transaction date must fall within the effective dates specified for the agreement.
- The supplier rebate code on Procurement Instructions must be set to active.

A single purchasing transaction cannot apply to more than one purchasing agreement.

Each time you enter an order detail line, you must specify a line type. The Inventory interface for the line type, which you specify in Order Line Types, determines the order in which the system searches through inclusion rules for a rebate agreement to find a match:

- A represents the Account Number and Category Code
- B represents the Account Number and Item Number
- D represents the Item Number and Category Code
- N represents the Category Code
- Y represents the Item Number and Category Code

The system stores information about the items, account numbers, and purchasing code values that are applicable to a rebate agreement in the Purchase Rebates Inclusion Rules table (F4342).

Before You Begin

- ☐ Specify the purchasing category (P1–P5) you will use to enter category code values for rebates. You specify this value in System Constants. If you do not specify a purchasing category, the system uses purchasing category code 1 (P1) as the default.

► To define conditions for obtaining a rebate

From the Price Management menu (G43A17), choose Rebate Inclusion Rules.

1. On Work With Purchase Agreements, complete the following field and click Find:
 - Supplier
2. Choose the row that contains the supplier from whom you purchase the items for which you obtain a rebate.
3. From the Row menu, choose Inclusion Rules.

Item Number	Business Unit	Obj Acct	Sub	Purch Report Code 3
230				

4. On Inclusion Rules Maintenance, complete the following fields and click OK:
 - Item Number
 - Branch/Plant
 - Object Account
 - Sub

Field	Explanation
Obj Acct	<p>The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, dividing labor into regular time, premium time, and burden.</p> <p>Note: If you are using a flexible chart of accounts and the object account 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 if you enter 456, the system enters three blank spaces to fill a 6-digit object.</p>
Sub	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.

See Also

- *Setting Up Constants* for information about specifying the purchase rebate category code
- *Entering Item Classification Codes* in the *Inventory Management Guide* for information about assigning category code values to items

Processing Options for Rebate Agreement Maintenance

Display

1. Enter a '1' to enable entry of quantity and amount in the Rebate Adjustment window. If left blank, the window will be display only.

Defining Purchase Limits for Rebate Amounts

After you define the conditions for obtaining a rebate, you must enter the quantity of items or the financial amount that you must purchase before you can receive a rebate. For example, you enter either 500 widgets or 500.00 worth of widgets. Each quantity or financial amount is referred to as a threshold. When you enter multiple thresholds, you must enter threshold quantities or amounts in ascending order.

Next, you enter information about the type of rebate that you are to receive. The rebate type indicates whether the rebate is a specific predetermined financial amount or a percentage of the total purchase amount. For example, if you purchase 100 widgets, the supplier gives you a 50.00 rebate. However, if you purchase 500 widgets, the supplier gives you a 15 percent rebate on the total purchase amount of the widgets.

You must enter the entire financial amount or percentage you are to receive for each threshold, regardless of other thresholds for which you might have already received a rebate. For example, you should receive 100.00 for purchasing 100 widgets, and 500.00 for purchasing 500 widgets. When you purchase 500 widgets, you are entitled to a total rebate of 500.00, regardless of the 100.00 you might already have received.

If you are entitled to a rebate regardless of the quantity or amount that you purchase, you can enter a threshold quantity of zero.

Caution: You must base threshold quantities on the unit of measure you specify for the purchase rebate agreement. When you enter purchase orders for rebate items, the system converts the purchasing unit of measure to the rebate unit of measure, if necessary.

The system stores information about the thresholds and rebates that are applicable to a rebate agreement in the Purchase Rebate Threshold table (F4341).



To define purchase limits for rebate amounts

From the Price Management menu (G43A17), choose Purchase Rebate Agreement.

1. On Work With Purchase Agreements, complete the following field and click Find:
 - Supplier
2. Choose the row that contains the supplier from whom you purchase the items for which you obtain a rebate.
3. Choose Thresholds from the Row menu.

Purchase Rebate Agreement - [Threshold Maintenance]

File Edit Preferences Form Window Help

OK Del... Can... New... Dis... Abo Links ▼ Displ... OLE ... Internet

Supplier 4343 Parts Emporium

Agreement Seq Number 1

U/M

Currency Code USD

Threshold Amount	Rebate Percentage
5000.00	.01
10000.00	.02
20000.00	.03
0.00	

Row:1

4. On Threshold Maintenance, complete one of the following fields, depending on the threshold type that you specified in the rebate agreement:
 - Threshold Quantity
 - Threshold Amount
5. Complete one of the following fields, depending on the rebate type that you specified in the rebate agreement:
 - Rebate Percentage
 - Amount – Rebate

Field	Explanation
Threshold Quantity	The total quantity of an item to be reworked or scrapped, as the result of a disposition on an ECO.
Threshold Amount	The amount, expressed in either monetary value or quantity, that must be reached to qualify for a rebate. Multiple threshold values can exist for a single rebate agreement.
Rebate Percentage	<p>The percentage of actual purchases that the supplier pays when the associated rebate threshold is reached.</p> <p>You must express a percentage as a whole number, for example, enter 10 to express 10 percent.</p> <p>NOTE: The supplier will pay a rebate amount if the rebate type specifies a fixed amount.</p>

Field	Explanation
Rebate Amount	The rebate amount that the supplier pays when the associated threshold has been reached. NOTE: The supplier will pay a rebate percent if the rebate type specifies percent.

Working with Rebate Status Information

Before you purchase from a supplier, you might want to determine if the purchases apply to a rebate. You can review summary information for each rebate agreement you have with a particular supplier, including:

- The threshold that you must reach to obtain the rebate
- The total purchases you have made toward the agreement to date
- The amount of the rebate you receive if you reach the next threshold
- The last threshold you reached if multiple thresholds exist for the agreement
- The rebate amounts you have received to date

You can also select an agreement that allows you to view individual purchasing transactions.

If you find that the total purchase quantity or purchase amount that the system has accumulated and applied towards a rebate agreement is incorrect, you can change the quantity or amount.

The system retrieves purchases to date and rebate amounts received for an agreement from the Purchase Rebate Master table (F4340). It retrieves transaction details for rebate agreements from the Purchase Rebate History Details table (F4343).

To work with rebate information, you can:

- ☐ Review summary information for rebate agreements
- ☐ Review purchasing transactions for a rebate
- ☐ Change the quantity or amount applied to a rebate

Reviewing Summary Information for Rebate Agreements

You might want to determine if you are eligible to receive a rebate or if you are close to obtaining a specific rebate. For each agreement, you can review:

- The purchases required for the rebate
- The quantity or amount of purchases you have made to date
- The rebate amount you can receive

You can also view agreement information such as effective dates, the last rebate threshold reached, the rebate amount you have received to date, and so on.

To review summary information for rebate agreements

From the Price Management menu (G43A17), choose Rebate History Summary Inquiry.

1. On Work With Rebate History Inquiry, complete the following fields and click Find:
 - Supplier Number
 - Rebate Status
2. Choose the row that contains the customer whose rebate agreement you want to review and click Select.
3. On Rebate History Details, review the following field:
 - Total Purchased To Date

Reviewing Purchasing Transactions for a Rebate

You might want to review information about the individual purchasing transactions that the system has applied toward a rebate. You can display order detail line transactions that pertain to an agreement and the purchase orders on which the transactions were entered.

To review purchasing transactions for a rebate

From the Price Management menu (G43A17), choose Rebate History Detail Inquiry.

1. On Work With Rebate History Inquiry, complete the following fields and click Find:
 - Supplier Number
 - Rebate Status
2. Choose the row that contains the customer whose rebate agreement you want to review and click Select.
3. On Rebate History Details, review the following fields for each purchasing transaction:
 - Or Ty
 - Order Number
 - Line Number
 - Quantity Ordered
 - Extended Price
 - Foreign Extended Price

Changing the Quantity or Amount Applied to a Rebate

The purchase quantity or amount that the system has accumulated and applied toward a rebate agreement might be incorrect. For example, you might have returned some of the rebate items that you purchased. You can override the current calculations by entering a new purchase quantity or amount.

When you change a quantity or amount, you can also add a memo that explains why you are making the adjustment.



To change the quantity or amount applied to a rebate

From the Price Management menu (G43A17), choose Purchase Rebate Agreement.

1. On Work With Purchase Agreements, complete the following field and click Find:
 - Supplier
2. Choose the row that contains the supplier from whom you purchase the items for which you obtain a rebate.
3. From the Row menu, choose Rebate Adjustments.
4. On Rebates Adjustment Revision, complete the following fields:
 - Amount Purchased
 - Quantity Purchased

Field	Explanation
Amount Purchased	The amount purchased to date. The system updates this accumulator if you have set the threshold type to indicate that the rebate agreement is based on a purchase amount.
Quantity Purchased	The quantity (total number of units) purchased to date. This accumulator will only be updated if the threshold type of the rebate agreement is set to quantity.

Updating Rebate Information

From the Receipts Matching and Posting menu (G43A15), choose Rebate Batch Update.

You must run the Rebate Batch Update program to:

- Have the system determine whether you are due a rebate
- Send an electronic mail message to the rebate administrator

The system tracks the quantity and amount of purchases you have made that apply to a rebate agreement. You must run the Rebate Batch Update program to have the system compare this quantity or amount to that which is required to obtain the rebate.

You can have the system send a message to the rebate administrator when you meet the purchasing requirements for a rebate agreement or when you are within a certain range of meeting the requirements. For example, if you must purchase 100 items to obtain a rebate, you might want the rebate administrator to receive a message when you have purchased 90 items.

You must run the Rebate Batch Update program to have the system send a message. You use processing options to specify whether the system sends a message and to define a range. For example, if you want the system to send a message when you have purchased 90 of the 100 items required to obtain a rebate, you enter a range of 10 percent.

The following information appears in the message to the rebate administrator:

- Supplier number
- Agreement sequence number
- Threshold amount
- Actual purchases
- Effective through date

You can specify a rebate administrator for each rebate agreement.



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 example, 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

Updating Status Codes

The system processes detail lines through the purchase order processing cycle based on the last and next status codes assigned to each line. After a detail line completes a step in the processing cycle, the system updates the status codes.

You can manually update the next status code for detail lines to bypass a particular step, if needed.

You cannot update detail lines to a closed status. To update detail lines to a closed status, you must use the Purchase Order Entry program.

► To update status codes

From the Order Gen/Approve/Release menu (G43A13), choose Status Code Update.

Order Number	Or Ty	Order Co	Line Number	2nd Item Number	Last Sts	Next Sts	Ln Ty	O S
2061	OP	00001	1.000	2011	220	280	S	000
4500	OP	00001	1.000	2010	220	280	S	000
4500	OP	00001	2.000	2011	220	280	S	000
4500	OP	00001	3.000	2013	220	280	S	000
4500	OP	00001	4.000	2014	220	280	S	000
4502	OP	00001	2.000		220	230	J	000
4502	OP	00001	1.000		220	230	J	000

1. On Work With PO Speed Status Update, complete one or more of the following fields to locate detail lines to update and then click Find:
 - Branch/Plant
 - Order Number

- Last Status
 - Next Status
2. Complete the following field:
 - Next Status – Update To
 3. Choose the detail lines that you want to update and click Select.

Field	Explanation
Next Status – Update To	User defined code (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 form.

See Also

- *Setting Up Order Activity Rules* for more information about status codes

Revising Purchase Dates

The requested date or promised date for an order might change after you have entered the order in the system. You can follow manual procedures and simultaneously revise these dates for multiple orders.

After you change a requested or promised date, the system records the new date in the Purchase Order Detail table (F4311). If you have already taken receipt of items, the dates in the Purchase Order Receiver table (F43121) are not affected.

► To revise purchase dates

From the Order Gen/Approve/Release menu (G43A13), choose Purchasing Date Revisions.

Order Number	Or Ty	Item Description	Quantity Ordered	UM	Quantity Received	Requested Date	Promised Delivery
362	OQ	250 mm Cro-Moly Tubing	1500	CM		6/20/05	6/20/05
596	OR	250 mm Cro-Moly Tubing	1500	CM		6/20/05	6/20/05
4510	OP	250 mm Cro-Moly Tubing	1750	CM		6/15/05	6/15/05
4843	OP	250 mm Cro-Moly Tubing	10	CM		6/1/05	6/1/05

1. On Purchasing Date Revisions, complete one or more of the following fields to locate the order lines that you want to change and click Find:
 - Branch/Plant
 - Item Number
 - Order Number
2. Complete the following fields for each order line, as necessary:

- Requested Date
- Promised Delivery

Processing Options for Purchasing Date Revisions

Defaults

Override Next Status Code for Lines that
have Promised Date changed

Status Code - Next

Self-Service

Enable Workflow on Promised Date
changed.

Blank = No e-mail.

1 = E-mail buyer or originator for
approval.

Generating Purchase Orders

You can have the system generate purchase orders for stock and non-stock items. You can have the system suggest the items and quantities to order. The system bases ordering suggestions on current demand (sales backorders) or historical demand (sales history). You can review the suggestions to determine if you want to generate the purchase order for the item and quantity. You can also change the suggestions before generating the order.

The system will not allow you to generate purchase orders if certain combinations of data exist. 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

The system displays an error message if the data combination is invalid.

Calculations for Order Quantities

The system bases calculations for the Suggested Order Quantity (SOQ) on the Order Policy Code field. If the Order Policy Code is:

- Blank, 0, or 3, the system uses the following calculation:
$$\text{SOQ} = \text{Economic Order Quantity} + \text{Reorder Point} - \text{Quantity Available}$$
- 1, the system uses the following calculation:
$$\text{SOQ} = \text{Reorder Point} - \text{Quantity Available}$$
- 2, the system uses the amount in the Value Order Policy field on Manufacturing Data

If the SOQ is:

- Greater than the Maximum Reorder Quantity field on Item Branch Quantities, the system uses the Maximum Reorder Quantity amount
- Less than the Minimum Reorder Quantity field on Item Branch Quantities, the system uses the Minimum Reorder Quantity amount

Before You Begin

- ☐ On Branch/Plant Constants, verify the following fields are set up: Number of Days in Year, Purchase Order Issue Cost, and Inventory Carrying Cost (%). For more information, see *Setting Up Constants*.
- ☐ On Supplier/Item Relationships, verify the Average Leadtime field is set up for each item/supplier combination. For more information, see *Setting Up Supplier and Item Information*.
- ☐ On Item Branch Revisions, verify the Supplier is set up. For more information, see *Entering Branch/Plant Information* in the *Inventory Management Guide*.
- ☐ On Cost Revisions, verify the average cost is set up in the Cost Method field in the detail area. For more information, see *Assigning a Cost Method to an Item* in the *Inventory Management Guide*.
- ☐ On Item Branch/Plant Quantities, verify the information. For more information, see *Entering Item Reorder Quantities* in the *Inventory Management Guide*.
- ☐ On Plant Manufacturing Data, verify the Order Policy Code is set up. For more information, see *Entering Item Manufacturing Information* in the *Inventory Management Guide*.

To generate purchase orders

From the Order Gen/Approve/Release menu (G43A13), choose Purchase Order Generator.

Purchase Order Generator - [Work With Stocked Item Reorder Point]

File Edit Preferences Form Row Window Help

Select Find Close Seg... New... Dis... Abo Links Gener... OLE ... Internet

☒ Reorder Point
☐ All Items

Supplier: 4343 Parts Emporium
 Buyer Number:

Branch/Plant: *
 Category Codes:
 Stocking Type:
 Order Date: 7/28/00
☐ Display Supplier Item

Suggested Order Quantity	UOM	2nd Item Number	Unit Cost	Supplier Number	Requested Date
500	EA	9021	.0800	4343	7/28/00

1. On Work With Stocked Item Reorder Point, complete one or more of the following fields to locate the items for which you want to generate purchase orders:
 - Supplier
 - Buyer Number
 - Category Codes
2. To narrow the search, complete the following fields:
 - Branch/Plant
 - Stocking Type
 - Order Date
3. To further narrow the search, choose the following option and click Find:
 - Reorder Point
4. Choose the item for which you want to generate a purchase order and choose Details from the Row menu.

Purchase Order Generator - [Select Item for Purchase]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Supplier... OLE... Internet

Branch/Plant: 30

Suggested Order Quantity: 500

Supplier: 4343 Parts Emporium

Unit Cost: .0800

Date Requested: 7/28/00

Item Number: 9021

Description: Resistor 2 ohm

Supplier Item Number:

Trans UOM: EA

Purch UOM: EA

Quantity Available:

Average Leadtime: 0.00

Customer:

Reorder Point: 50

Economic Order Qty: 1000

Month's Supply: 0

5. On Select Item for Purchase, complete the following fields, as necessary, and click OK:
 - Suggested Order Quantity
 - Supplier
 - Unit Cost
 - Date Requested
 - Trans UOM

The system returns you to Work With Stocked Item Reorder Point. Note that the row header for the item you just selected is now marked with a check.

6. Repeat steps 2 through 5 for each detail line for which you want to create a purchase order.
7. From the Form menu, choose Generate Orders.
8. On Generated Purchase Orders, click Close.

Field	Explanation
Suggested Order Quantity	<p>A value that is calculated by the P.O. Generator, Buyer's Inquiry, and Buying Guide Report with the following variables:</p> <p>AVAL Available inventory, as calculated from on-hand quantity less committed quantity plus quantity on PO including quantity in receipt routing.</p> <p>ROP Reorder point, taken from ROP entered in the branch inventory record of the primary storage location, if not blank; or the ROP as calculated (see the definition of ROPC for more information). The system calculates Reorder Point as follows: $\text{ROP} = (((\text{Annual Sales} \times \text{Lead Time Days}) / \text{Number of Days in Year}) + \text{Safety Stock})$ If Safety Stock is not stated on the Quantities form, then the system will use the following formula: $\text{ROP} = ((\text{Annual Sales} \times \text{Lead Time Days}) / \text{Number of Days in Year}) + \text{square root of } ((\text{Annual Sales} \times \text{Lead Time Days}) / \text{Number of Days in Year})$</p> <p>EOQ Economic order quantity (or re-order quantity ROQ), taken from the ROQ entered in the branch inventory record of the primary storage location, if not blank; or the calculated EOQ (see the definition of EOQ for more information). The system calculates Economic Order Quantity as follows: $\text{EOQ} = \text{Square root of } ((2 \times \text{Purchase Order Issue Cost} \times \text{Annual Sales}) / (\text{Inventory Carrying Cost} \times \text{Average Cost}))$</p> <p>Calculation is either:</p> <ol style="list-style-type: none"> 1- If AVAL > ROP, then SOQ = Zero 2- If AVAL = ROP, then SOQ = EOQ 3- If AVAL < ROP, then SOQ = EOQ + (ROP - AVAL)

Processing Options: Reorder Point Purchase Order Generation

Display Tab

These processing options control whether the system displays certain types of information, such as category codes, stocking type, and costs, and whether you can change the cost information.

1. Category Code 1

Use this processing option to enter a user defined code (41/P1) indicating the commodity class for which you want to review information. An asterisk (*)

indicates all codes. The system retrieves category code information from the Item Branch table (F4102).

This code (41/P1) represents an item property type or classification, such as commodity type or planning family. The system uses this code to sort and process similar items.

This field is one of six classification categories available primarily for purchasing purposes.

2. Category Code 2

Use this processing option to enter a user defined code (41/P1) indicating the commodity class for which you want to review information. An asterisk (*) indicates all codes. The system retrieves category code information from the Item Branch table (F4102).

This code (41/P1) represents an item property type or classification, such as commodity type or planning family. The system uses this code to sort and process similar items.

This field is one of six classification categories available primarily for purchasing purposes.

3. Cost Protection

Use this processing option to specify whether you can change costs. Valid values are:

- 1 Display Costs fields and do not allow changes to the values.
 - 2 Do not display the Cost fields.
- Blank Display Cost fields and allow changes.

The system retrieves cost information from either the Cost table (F4105) or, if you are working with supplier/item relationships, the Supplier Item Relationship table (F41061). The system also determines the table from which to retrieve cost information by checking the value in the Purchase Price Level field in the Item Master table (F4101). If the Purchase Price Level field contains a value of 1 or 2, the system retrieves cost information from the Supplier Item Relationship table (F40161) and then from the Cost table (F4105). If the Purchase Price Level field contains a value of 3, the system retrieves cost information from only the Cost table (F4105).

4. Stocking Type

Use this processing option to specify which stocking type you want the system to display. The system retrieves information about stocking types from the Item Branch table (F4102).

This user defined code (41/I) 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:

0	Phantom
B	Bulk floor stock
C	Configured item
E	Emergency/Corrective Maintenance
F	Feature
K	Kit or parent item
N	Nonstock item

The first character of Description 2 indicates whether the item is purchased (P) or manufactured (M).

Process Tab

These processing options allow you to specify information such as the unit of measure, line types for stock and non-stock items, the blanket order type, and how the system calculates the requested date.

1. Unit of Measure

Use this processing option to indicate the unit of measure that the system uses as the default for the Transaction Unit of Measure field. This unit of measure is associated with the quantity that is being purchased. Valid values are:

- 1 Use the Primary Unit of Measure from the Item Master table (F4101).
- Blank Use the Purchasing Unit of Measure.

To review the values for the Primary Unit of Measure and the Purchasing Unit of Measure, click the Weights and Measures tab on the Item Master Information form.

2. Line Type (Stocked)

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

S	Stock item
J	Job cost, subcontracts, or purchasing to the General Ledger
B	G/L account and item number
N	Non-stock item
F	Freight
T	Text information

- M Miscellaneous charges and credits
- W Work order

If you specify a line type for this processing option, the system uses the line type for purchase orders that the system creates for all items that are processed using this version.

Do not specify a line type for both this processing option and the next processing option (Line Type for Non-Stock) on the Process tab. If you do specify a line type for stock items and non-stock items, the system only uses the line type that you specify for this processing option (stock).

3. Line Type (Non-Stocked)

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

- S Stock item
- J Job cost, subcontracts, or purchasing to the General Ledger
- B G/L account and item number
- N Non-stock item
- F Freight
- T Text information
- M Miscellaneous charges and credits
- W Work order

If you specify a line type for this processing option, the system uses the line type for purchase orders that the system creates for all items that are processed using this version.

Do not specify a line type for both this processing option and the previous processing option (Line Type for Stock) on the Process tab. If you do specify a line type for both stock items and non-stock items, the system only uses the line type that you specify for stock items.

4. Blanket Order Type for Release

Use this processing option to specify the Order Type associated with blanket purchase order processing. If you leave this processing option blank, the system does not perform automatic blanket order release processing.

5. Requested Date

Use this processing option to specify how the system calculates the requested date. Valid values are:

- 1 Add lead time to the order date to produce the requested date. If the requested date is blank, the system uses today's date.
Blank Do not add lead time to the order date.

The system retrieves lead time information from the Supplier/Item Relationship form (F43090) in the Inventory Management system.

Cross-Reference Tab

These processing options control how the system processes cross-references to substitute and obsolete items.

1. Substitute Items

Use this processing option to specify the default cross-reference code that the system uses to retrieve substitute items. The value that you enter is used as the default on the Substitute Item Search and Select form. The code that you enter must be a valid value in the user defined code table for cross-reference codes (41/DT).

To retrieve the substitute item, the system retrieves an item's cross-reference code from the Item Cross-Reference table (F4104).

If there is more than one substitute item, the system displays a check mark in the row header that is located in the detail area and in the Substitute Exists column.

2. Obsolete Items

Use this processing option to specify the cross-reference code that the system uses to retrieve item replacements for obsolete items. The value that you enter is used as the default on the Substitute Item Search and Select form.

The system activates the replacement process if the following conditions are met:

- The item being replaced has a stocking type of O (obsolete) in the Item Master
- You have specified a cross-reference code for this processing option

Sales Select Tab

These processing options control how the system displays and processes information for open orders.

1. Maximum Status Code

Use this processing option to specify the status that open sales order lines should not exceed when you review open orders.

If you specify a status for this processing option, the system displays only the orders whose status is equal to or less than the status that you enter when you use the row exit for open orders.

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form, are:

S	Stock item
J	Job cost, subcontracts, or purchasing to the General Ledger
B	G/L account and item number
N	Non-stock item
F	Freight
T	Text information
M	Miscellaneous charges and credits

If you complete this processing option, the system displays only the orders with a line type that is equal to the line type that you enter when you use the row exit for open orders.

3. Backorders

Use this processing option to specify whether you want the system to display backorders. Valid values are:

- 1 Display backorders. The system displays backorders when you use the row exit for open orders.
- Blank Do not display backorders.

Versions Tab

These processing options allow you to enter the version for each application. If you leave any of the following processing options blank, the system uses the ZJDE0001 version.

1. Purchase Order Entry Version

Use this processing option to define the version that the system uses when you access the Purchase Order Entry program (P4310).

Review the version's processing options to ensure that the version meets your needs.

2. Blanket Order Release Version

Use this processing option to define the version that the system uses when you access the Blanket Order Release program (P43060).

Review the version's processing options to ensure that the version meets your needs.

3. Open Sales Order Version

Use this processing option to define the version that the system uses when you access the Open Sales Order program (P4210).

Review the version's processing options to ensure that the version meets your needs.

4. Supplier Analysis Version

Use this processing option to define the version that the system uses when you access the Supplier Analysis program (P43230).

Review the version's processing options to ensure that the version meets your needs.

5. Supplier Master Version

Use this processing option to define the version that the system uses when you access the Supplier Master program (P0401I).

Review the version's processing options to ensure that the version meets your needs.



Commitment Setup

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

You can monitor individual commitments for a job or project to verify the types of purchases being made. You can review the total commitment amount for a job or project 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 project.

You can also have the system:

- Create an audit trail in the Purchasing Ledger table (F43199)
- Recalculate amounts in the account balance ledgers

Complete the following tasks:

- ☐ Set up commitment tracking
- ☐ Work with a commitment audit trail
- ☐ Post committed costs to jobs

See Also

- *Working with Commitments and Encumbrances*

Setting Up Commitment Tracking

You can monitor commitments for a certain job or project by setting up commitment tracking. Each time you enter an order detail line, the system recognizes the amount as a commitment and applies it to a job or project.

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 or project.

Complete the following tasks:

- ☐ Set up commitments
- ☐ Set up commitment relief

Setting Up Commitments

You can set up commitment tracking to monitor purchasing obligations for a specific job or project. Each time you enter an 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 or project.

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 project 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 orders and requisitions, you must specify these order types. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.

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.

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 unit (PU) ledger.

The PA ledger contains committed purchase amounts. The PU ledger contains committed purchase units.

► To set up commitments

From the Procurement Setup/Rebuilds menu (G43B411), choose Commitment Document Types.

Alternately, from the Encumbrance Setup/Rebuilds menu (G43C411), choose Encumbrance Document Types.

Alternately, from the Subcontract Setup/Rebuilds menu (G43D411), choose Commitment Document Types.

On Work with User Defined Codes, enter the document types for which the system is to track commitments and encumbrances.

Codes	Description 01	Description 02	Special Handling	Hard Coded
OB	Blanket Orders			N
OP	Purchase Orders			N
OS	Subcontracts			N

See Also

- *Reviewing Commitment Information for Orders*
- *Setting Up Order Line Types* for more information about the Inventory Interface code for line types

Setting Up 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 project.

You set up commitment relief to determine whether the system relieves commitments automatically. When you specify automatic commitment relief and you are using a formal receiving process, the system relieves commitments when you post either receipts or vouchers to the general ledger. If you use an informal receiving process, the system relieves open commitments when you post vouchers to the general ledger.

Caution: 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.”

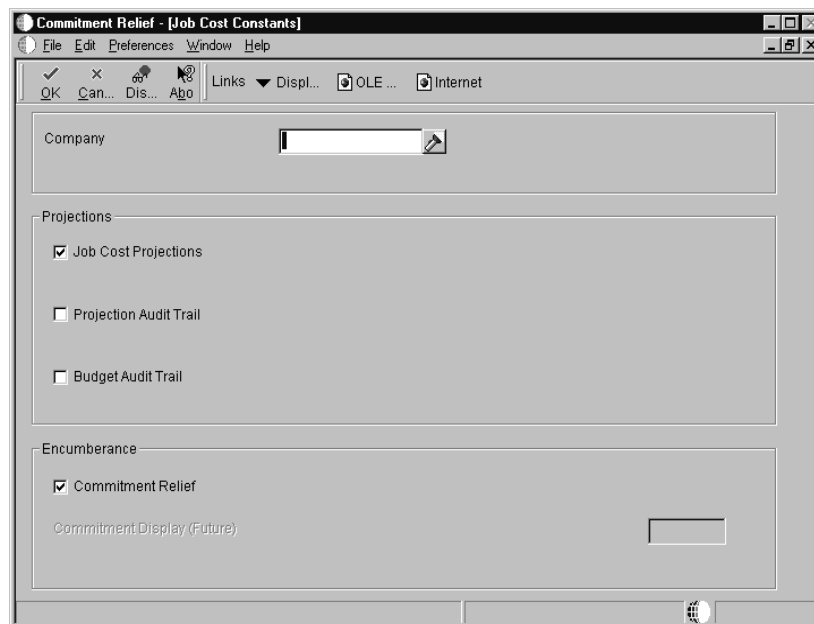
► To set up commitment relief

From the Procurement Setup/Rebuilds menu (G43B411), choose Commitment Relief.

Alternately, from the Encumbrance Setup/Rebuilds menu (G43C411), choose Encumbrance Relief.

Alternately, from the Subcontract Setup/Rebuilds menu (G43D411), choose Commitment Relief.

1. On Work With Job Cost Constants, click Add.



2. On Job Cost Constants, complete the following fields:
 - Company
 - Commitment Display
3. Complete the following option and click OK:
 - Commitment Relief

Field	Explanation
Commitment Display (Future)	<p>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). This code 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, and affects any form that shows commitments. Valid values are:</p> <ul style="list-style-type: none"> 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 <p>The commitment feature tracks the following values:</p> <ul style="list-style-type: none"> • Total contracts (the sum of all contracts and purchase orders) • Open commitments (total contracts minus the payments against specific lines of the commitment) • Total commitments (the open commitments plus actual payments) <p>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 (40/CT).</p>

Field	Explanation
Commitment Relief	<p>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.</p> <p>Valid values are:</p> <p>Y Automatically relieve open commitments.</p> <p>N Do not automatically relieve open commitments.</p> <p>..... <i>Form-specific information</i></p> <p>Consider setting this constant to Y to relieve commitments automatically when you post progress payment vouchers.</p>

See Also

- *Reviewing Commitment Information for Orders*
- *Working with Journal Entries for Receipt Transactions*
- *Working with Journal Entries for Voucher Transactions*
- *About Receipt Processing* for information about the formal and informal receiving processes

Working with a Commitment Audit Trail

A commitment audit trail is a history of commitment balances. For example, you might want to create a commitment audit trail to track amounts on purchase orders and changes to those purchase orders.

If you locate data inconsistencies among any of the following tables, you can correct the commitment audit trail.

- Purchase Order Detail table (F4311)
- P. O. Detail Ledger table (F43199)
- Account Balances table (F0902)

Complete the following tasks:

- ☐ Creating a commitment audit trail
- ☐ Correcting a commitment audit trail

Before You Begin

- ☐ You must purge the commitment information that currently exists in the PO Detail Ledger. Verify that you are only deleting information from the PA ledger.

See *Purging Data* for more information about removing data from the PO Detail Ledger table (F43199).

Creating a Commitment Audit Trail

From the Commitment Setup/Rebuilds menu (G43B411), choose Create Commitment Audit Trail.

Alternately, from the Encumbrance Setup/Rebuilds menu (G43C411), choose Create Encumbrance Audit Trail.

If your business needs change after you install the J.D. Edwards Procurement system, you might find it necessary to create a commitment audit trail for your orders. You can run the Create Commitment Audit Trail program to create a history of commitment balances.

When you run the Create Commitment Audit Trail program (R00993), the system creates an audit trail record of commitments against an order with an account number. When you create an audit trail, the system reads the Purchase Order Detail table and writes the audit trail data, one line at a time, to the P. O. Detail Ledger table. Purchase orders that have audit trails have a purchase amount (PA) ledger type in the P. O. Detail Ledger table.

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). Additionally, the system does not create a commitment audit trail for records in which an audit trail already exists. Therefore, to recreate a commitment, you must first purge existing records.

Correcting a Commitment Audit Trail

From the Commitment Setup/Rebuilds menu (G43B411), choose Create Commitment Audit Trail.

Alternately, from the Encumbrance Setup/Rebuilds menu (G43C411), choose Create Encumbrance Audit Trail.

If you locate data inconsistencies between any of the following tables, you can correct the commitment audit trail.

- Purchase Order Detail table
- P. O. Detail Ledger table
- Account Balances table

To correct the commitment audit trail you must purge the current commitment audit trail to prevent duplicating the commitment amounts in the new commitment audit trail. Purge only records in the P. O. Detail Ledger table with a ledger type of PA and the next status and last status are blank. Choose the following data dictionary alias:

- Ledger Type (LT)
- Next Status (NXTR)
- Last Status (LTTR)

Caution: Use caution when selecting records to purge. The P. O. Detail Ledger table contains records for the purchasing ledger (blank ledger type), change order ledger (CO ledger type), rollovers (RO ledger type), and commitment records (PA/PU ledger type). If you purge purchasing ledger, change order, and rollover ledger records, you cannot recover the records.

Note: You can use selection criteria to narrow the scope of information the system purges and uses to create the new audit trail. For example, you can use account numbers, contract numbers, or order numbers. The selection criteria you use to purge the audit trail must be the same criteria you use to create the new audit trail. Failing to do so can cause unpredictable results.

After you purge the P. O. Detail Ledger table, you must create a new commitment audit trail. The system creates the new commitment audit trail from records in the Purchase Order Detail table (F4311) for both open and closed orders. Open orders have records in the audit trail for the original commitment amount and any amounts that have been partially relieved. All partially relieved records for each order are summarized into one relief record. Closed orders have two records posted in the commitment audit trail: one record for the original commitment amount and another for the commitment relief.

After you create the new commitment audit trail, run Post Committed Costs to Job to repost the PA ledger records in the Account Balances table. The system adds the new information in the audit trail and posts these amounts to the Account Balances table.

Before You Begin

- ☐ Verify that the data inconsistencies are in the P. O. Detail Ledger table and not in the Account Balances table. If the data inconsistencies are in only the Account Balances table, you can correct the inconsistencies by running Post Committed Costs to Job to repost the Account Balances table.
- ☐ Back up the Purchase Order Detail table, the P. O. Detail Ledger table, and the Account Balances table.

Posting Committed Costs to Jobs

From the Commitment Setup/Rebuilds menu (G43B411), choose Post Committed Costs to Jobs.

Alternately, from the Encumbrance Setup/Rebuilds menu (G43C411), choose Post Encumbered Costs to Accounts.

Alternately, from the Commitment Setup/Rebuilds menu (G43D411), choose Post Committed Costs to Job.

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 (PA) and purchase unit (PU) ledgers. The system also recalculates monthly amounts in the Account Balances table based on information in the Purchasing Ledger table (F43199).

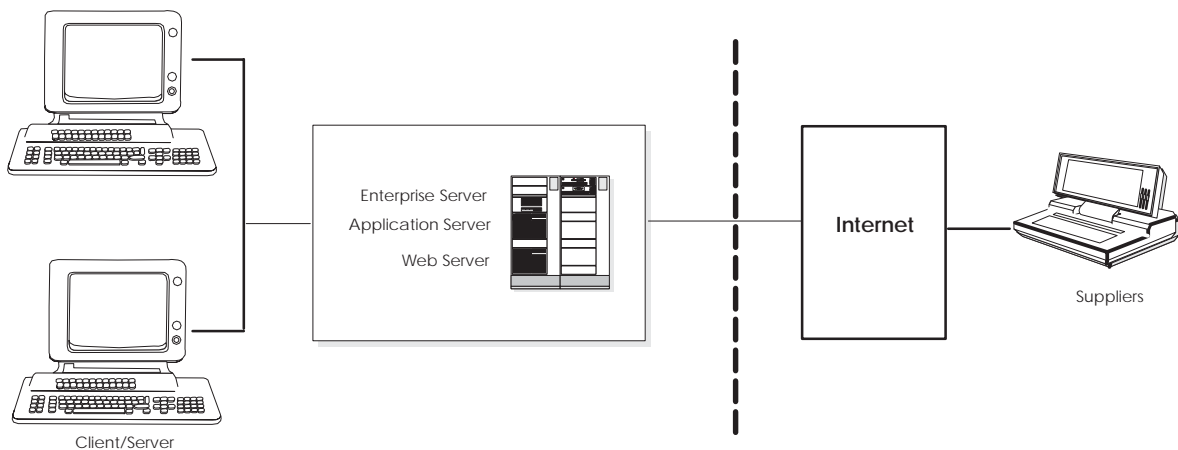
Supplier Self-Service

Internet Commerce, the exchange of goods and services on the Internet, specifically the Web, is becoming an essential medium for conducting business with other businesses or with suppliers. Internet technology is inexpensive, increasingly secure, platform independent, and built on standards which make communicating with suppliers and partners a simple task. Businesses can use the Internet for time-critical transactions such as purchasing, invoicing, electronic funds transfer, cargo tracking, and sales force automation.

In any efficient organization, relationships with suppliers are critical. For any organization to maintain predictable delivery of goods or services, it has to know definitively what it will be able to deliver and when. Clear, concise, and accurate information is key to an efficient relationship.

By allowing suppliers the ability to view certain information in your system, you make it possible for them to get real-time information on orders, receipts, and payment information and to respond to requests for quotes.

Note: The following graphic illustrates the architecture for web-based transactions. The Enterprise Server, Application Server, and Web Server can be on separate machines or they may reside on the same machine.



Using Supplier Self Service involves activating some or all of the Supplier Self Service processing options on the Supplier Self Service menu (G43S11). After you have activated the processing options, your supplier can perform any or all of the following tasks:

- ☐ Setting up Supplier Self-Service
- ☐ Reviewing orders on the Web
- ☐ Responding to requests for quotes

Before You Begin

- ☐ Suppliers must be set up in Address Book and Supplier Master before using your Web site.
- ☐ Verify that you have set up supplier and item information. For more information about creating supplier and item relationships see, *Setting Up Supplier and Item Information*.

Setting Up Supplier Self-Service

Before your suppliers can access order information on the Web, you must create ways in which they can access item information, review account information, and inquire on existing orders. During standard order entry, your personnel can access master tables, such as Address Book, Supplier Master, and Item Master, and can edit information according to your supplier's needs. Suppliers are not able to add or modify address book or supplier master information.

Setting up Supplier Self-Service includes the following tasks:

- ☐ Addressing security issues
- ☐ Setting up default branch/plants by user ID
- ☐ Activating Supplier Self-Service

Before You Begin

- ☐ Verify that you have set up Address Book and Supplier Master Records for your suppliers.

Addressing Security Issues

After you set up address book and supplier records, you must set up a user profile that limits your supplier's access to the OneWorld system. Your suppliers will not be able to log in without a profile.

In the User Profile, you can indicate your supplier's user ID, password, and preferences, such as language and localization information. With the user profile, you must specify the Supplier Self-Service menu (G43S11) so that your suppliers can access only the programs that have been modified for Web-based transactions.

When you enter Supplier Self-Service on the Web, you can move freely throughout the menu applications. The system stores product selections and supplier information in a memory cache. In this way, your users move among applications, and the system maintains the current contents of the supplier's order in the cache file.

See Also

- *About Supplier Information* in the *Accounts Payable Guide*
- *User Profiles* in the *System Administration Guide* for more information about security and user profiles

Setting Up Default Branch/Plants by User ID

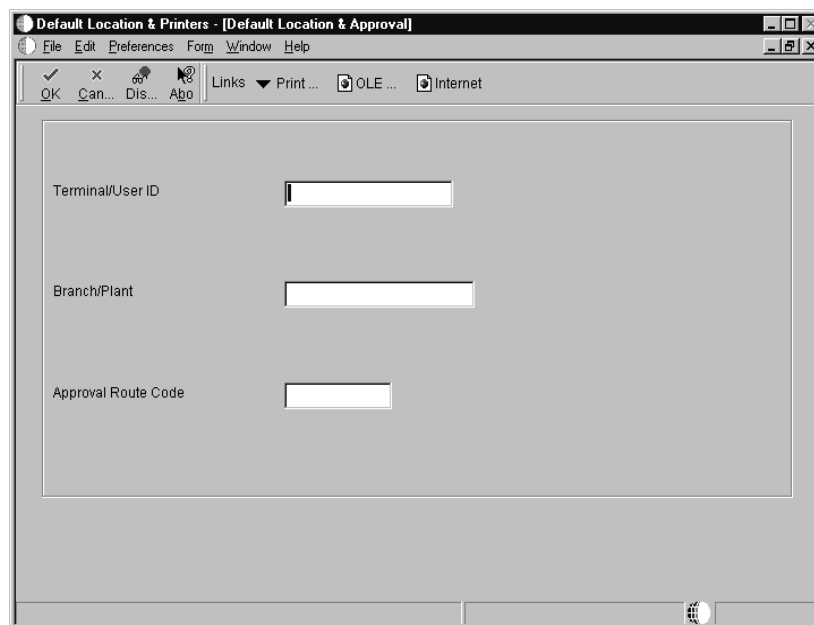
By setting up default location information, you assign a branch/plant to your supplier every time they log on to your Web site.

When your suppliers inquire on orders, receipts, quotes, and inventory, the system retrieves the information based on the branch/plant from the default branch/plant that you must assign to the user ID.

► To set up default branch/plants by user ID

From the Purchasing System Setup menu (G43A41), choose Default Locations and Printers.

1. On Work With Default Locations and Printers, click Add.



2. On Default Location & Approval, complete the following fields and click OK:
 - Terminal/User ID
 - Branch/Plant
 - Approval Route Code

Field	Explanation
Terminal/User ID	The workstation ID number.
Approval Route Code	A code that determines to whom an order is routed for approval.

Activating Supplier Self-Service

When you create a Java or HTML Web environment with the OneWorld application, you must activate the Supplier Self-Service processing options for the following programs:

- Name, Address, and Telephone Changes (P01012)
- Purchase Agreements Inquiry (P4310)
- Purchase Orders Inquiry (P4310)
- Purchase Receipts Inquiry (P43214)
- Respond to Request for Quote (P4334)
- Current Inventory Level Inquiry (P41201)
- Outbound Carrier Schedule (P4915)
- Supplier Schedule Inquiry (P34301)
- Payment Information Inquiry (P0411)
- Outbound Carrier Load (P4960)
- Promised Date Changed - Workflow (P43100)

When you activate the processing options for Supplier Self-Service functionality, the system displays only those fields that are useful to your suppliers and hides those fields that are not useful or are confidential.

Reviewing Orders on the Web

Orders convey much of the information needed by suppliers to fulfill your organization's orders. However, after the order is shipped it is often difficult for suppliers to get any more information from customers regarding not only that particular order, but also what the next order might be and when it might be needed.

To review orders or agreements in a standard environment, your suppliers are usually assisted by personnel in your organization who are familiar with the system as well as the process requirements. When you create a supplier self-service environment on the web, you allow your suppliers access to specific information pertaining to orders you have placed with them.

From the Supplier Self-Service menu (G43S11), activate the Self-Service processing option.

Your suppliers use their item number or can enter the order number to review information for an order such as original quantity, units relieved, amount relieved, and original amount, purchase agreements, and promised date.

Reviewing Receipts on the Web

Your suppliers use their item number or can enter the order number to review order information, such as original quantity, units relieved, amount relieved, and original amount.

Before You Begin

- ☐ You must set the processing options for Purchase Receipts Inquiry (P4310) in order for your suppliers to review receipt information.

► To review receipts on the Web

From the Supplier Self-Service menu (G43S11), choose Purchase Receipts Inquiry.

Order Numbers	Or Ty	Order Co	Order Suffix	Line Number	2nd Item Number	Quantity Received	Quantity Not Vouchered
---------------	-------	----------	--------------	-------------	-----------------	-------------------	------------------------

1. On Purchase Receipts Inquiry, complete one of the following fields and click Find.
 - Document Number
 - Order Number
 - Branch/ Plant

- Line Number
- Item Number
- Expense Account

Field	Explanation
Account	<p>Third G/L number (maximum of 25 digits)Standard account number (business unit.object.subsidiary or flexible format)A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none">• 8-digit short account ID number• Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>

See Also

- *Entering Receipts* for the processing options for Purchase Receipts Inquiry

Responding to Requests for Quotes

Self-service functionality allows suppliers to input directly into the procurement system, which can be very beneficial in areas such as responding to a request for quote. Authorized suppliers can access the designated Web site and enter their response directly into the system which reduces transcription errors and possible confusion that can occur in other methods of communication from the supplier.

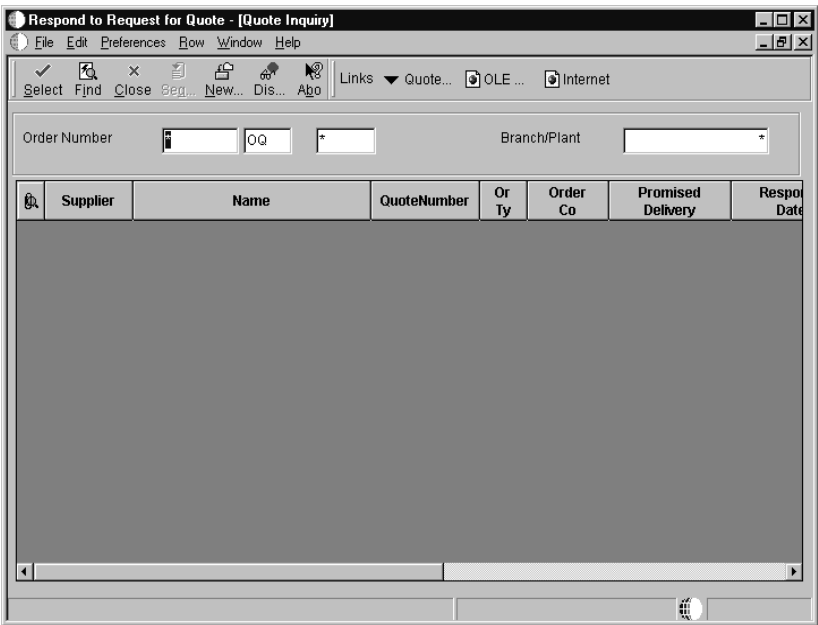
Your suppliers use their item number or can enter the order number to review information for an order, such as original quantity, units relieved, amount relieved, and original amount.

Before You Begin

- ☐ You must set the processing options for Respond to Request for Quote (P4334) in order for your suppliers to review quote information.

► To respond to requests for quotes

From the Supplier Self-Service menu (G43S11), choose Respond to Request for Quote.



1. On Work With Purchase Receipts, complete any of the fields and click Find.
2. Choose the record that you want and click Select.

Processing Options for Quote Response Entry

Default

Order Type

Self-Service

Supplier Self-Service

Blank = No

1 = Yes

Setup

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 order hold information
- ☐ Set up landed costs
- ☐ Set up non-stock items
- ☐ Set up templates for purchase orders
- ☐ Create a model log

You set up the following information 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 in the purchasing cycle through which the system processes each order.

Constants	<p>You must define constants for the following types of default information:</p> <ul style="list-style-type: none">• Branch/plant constants control daily 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)	<p>You must set up AAIs to determine the general ledger accounts for which the system creates journal entries for purchasing transactions.</p>
Tolerance rules	<p>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.</p>
Order hold information	<p>You can set up information that the system uses to place orders on hold.</p>
Landed costs	<p>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.</p>
Non-stock items	<p>You can set up information for items that you do not account for as part of your inventory.</p>
Purchase order templates	<p>You can set up templates for use during purchase order entry. Templates contain items that you frequently order from a supplier.</p>
Model Logs	<p>You can set up model logs for use during log creation. Model logs contain items that you frequently use in a log.</p>

You set up the following information in other systems, including Inventory Management and General Accounting:

Messages	You can predefine messages to attach to 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	<p>You must set up tax processing information for your system.</p> <p>See the <i>Tax Reference Guide</i> for more information.</p>
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 the *Inventory Management Guide*
- *Setting Up Default Location Information* in the *Inventory Management Guide*
- *Setting Up Next Numbers* in the *General Accounting Guide*
- *Setting Up Item Cross-References* in the *Inventory Management Guide*

Setting Up 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

From the Purchasing System Setup menu (G43A41), choose Order Line Types.

1. On Work With Line Types, click Add.

2. On Line Type Constants Revisions, complete the following fields:

- Line Type
- G/L Interface
- A/R Interface
- A/P Interface
- CSMS Interface
- Text Line
- Reverse Sign
- Apply Freight
- Apply Retainage
- Generate Workorder
- Include in Cash Discount Calculation
- Include Sales/COGS for Gross Profit
- Voucher Match Variance Account
- Edit Item Master for Non-Stock Item

- Protect Price on Sales Order
- Generate Purchase Order
- Inv. Interface
- G/L Offset
- Include in Tax 1
- Sales Journal Col

Field	Explanation														
Line Type	<p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as 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 the following:</p> <table> <tr> <td>S</td><td>Stock item</td></tr> <tr> <td>J</td><td>Job cost</td></tr> <tr> <td>N</td><td>Nonstock item</td></tr> <tr> <td>F</td><td>Freight</td></tr> <tr> <td>T</td><td>Text information</td></tr> <tr> <td>M</td><td>Miscellaneous charges and credits</td></tr> <tr> <td>W</td><td>Work order</td></tr> </table>	S	Stock item	J	Job cost	N	Nonstock item	F	Freight	T	Text information	M	Miscellaneous charges and credits	W	Work order
S	Stock item														
J	Job cost														
N	Nonstock item														
F	Freight														
T	Text information														
M	Miscellaneous charges and credits														
W	Work order														
G/L Interface	<p>A code that indicates whether the system reflects the monetary amount or unit value of any activity containing this order line type in the general ledger.</p> <p>For World, valid values are:</p> <table> <tr> <td>Y</td><td>The system reflects the monetary amount or unit value in the general ledger.</td></tr> <tr> <td>N</td><td>The system does not reflect the monetary amount or unit value in the general ledger.</td></tr> </table> <p>For OneWorld, a checkmark indicates that the system reflects the monetary amount or unit value of any activity containing this order line type in the general ledger.</p>	Y	The system reflects the monetary amount or unit value in the general ledger.	N	The system does not reflect the monetary amount or unit value in the general ledger.										
Y	The system reflects the monetary amount or unit value in the general ledger.														
N	The system does not reflect the monetary amount or unit value in the general ledger.														

Field	Explanation
A/R Interface	<p>A code that indicates whether the system will reflect the monetary amount or unit value of any activity containing this order line type in Accounts Receivable.</p> <p>In World software, valid values are:</p> <ul style="list-style-type: none"> Y The system reflects the monetary amount or unit value in the Accounts Receivable system. N The system does not reflect the monetary amount or unit value in the Accounts Receivable system. <p>For OneWorld, a checkmark indicates that the system reflects the monetary amount or unit value of any activity containing this order line type in the Accounts Receivable system.</p>
A/P Interface	<p>A code that indicates whether the system reflects the dollar or unit value of any activity containing this order line type in Accounts Payable. In World software, valid values are:</p> <ul style="list-style-type: none"> Y Reflect the dollar or unit value of any activity containing this order type in Accounts Payable. N Do not reflect the dollar or unit value of any activity containing this order type in Accounts Payable. <p>In OneWorld, a checkmark indicates that the system reflects the dollar or unit value of any activity containing this order type in Accounts Payable.</p>
CSMS Interface	<p>A code that indicates whether this order line appears on the second document in a series of four documents that relate to this order. For example, it might be necessary to include receiving information in a purchase order that provides instructions about the desired disposition of goods. Although this information is vital to the proper handling of the order, it should not appear on the purchase order that is delivered to the supplier.</p>
Text Line	<p>A code that indicates whether the information with this order line type contains only text information.</p> <p>In World software, valid values are:</p> <ul style="list-style-type: none"> Y This line contains only text information. N This line contains more than text information. <p>In OneWorld, a checkmark indicates that the information with this order line type contains only text information.</p>

Field	Explanation
Reverse Sign	<p>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.</p> <p>In World software, valid values are:</p> <ul style="list-style-type: none"> Y Reverse the sign of the quantity. N Do not reverse the sign of the quantity. This is the default. <p>In OneWorld, a checkmark indicates that the system reverses the sign of the quantity in the line.</p>
Apply Freight	<p>A code indicating whether the system performs freight calculations during processing.</p> <p>In World software, valid values are:</p> <ul style="list-style-type: none"> Y Perform calculations. This is the default. N Do not perform calculations. <p>For OneWorld, a checkmark indicates that the system should perform freight calculations during processing.</p>
Apply Retainage	<p>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 Procurement system and Accounts Payable system is active.</p> <p>In World software, valid values are:</p> <ul style="list-style-type: none"> 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. This is the default. <p>In OneWorld, a checkmark indicates that the system includes the item's values in the accounts payable retainage calculation.</p>
Generate Workorder	<p>A code indicating whether the system automatically generates an internal work order for this order detail line.</p> <p>In World software, valid values are:</p> <ul style="list-style-type: none"> Y Generate an internal work order. N Do not generate an internal work order. <p>In OneWorld, a checkmark indicates that the system generates an internal work order for this order detail line.</p>

Field	Explanation
Include in Cash Discount	<p>A code indicating whether the system includes the extended monetary amount of the transaction in the cash discount or payment terms discount calculation.</p> <p>In World software, valid values are:</p> <ul style="list-style-type: none"> Y Include the extended monetary amount of the transaction in the discount calculation. N Do not include the extended monetary amount of the transaction in the discount calculation. This is the default. <p>In OneWorld, a checkmark indicates that the system includes the extended monetary amount of the transaction in the cash discount calculation.</p>
Include Sales/COGS for Gross Profit	<p>A code that indicates that the system includes sales and cost of goods sold in gross profit calculations.</p> <p>In World software, valid values are:</p> <ul style="list-style-type: none"> Y Include the sales and costs of goods sold in gross profit calculations. N Do not include the sales and costs of goods sold in gross profit calculations. <p>In OneWorld, a checkmark indicates that the system includes the sales and costs of goods sold in gross profit calculations.</p>
Voucher Match Variance Account	<p>A code that indicates the account to which the system books a variance. In World software, valid values are:</p> <ul style="list-style-type: none"> Y A variance that is generated during voucher match should be booked to the variance account. N Book any variance back to the expense account for the order detail line. <p>In OneWorld, a checkmark indicates that a variance that is generated during voucher match should be booked to the variance account.</p> <p>NOTE: This field is used in conjunction with an inventory interface of A or B in the Procurement system only.</p>
Edit Item Master for Non-Stock Item	<p>A OneWorld code that indicates whether the system validates the sales order line's item against the Item Master table. Use this flag in conjunction with the nonstock inventory interface only.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 0 The system will not validate the line item against the Item Master table. 1 The system will validate the line item against the Item Master table and will display an error if the item is invalid.

Field	Explanation
Protect Price on Sales Order	<p>In World software, a code that indicates whether this order line appears on the first document in a series of four documents that relate to this order. For example, it might be necessary to include receiving information in a purchase order that provides instructions about the desired disposition of goods. Although this information is vital to the proper handling of the order, it should not appear on the purchase order that is delivered to the supplier.</p> <p>In OneWorld, a checkmark indicates that this order line appears on the first document in a series of four documents that relate to this order.</p>
Generate Purchase Order	<p>A code that indicates whether the system should include in the total value of the order any monetary value associated with the order line. If you enter N (No), you can print information, such as original estimate amounts, on the order next to the actual amount billed without adding the estimate amounts to the total order. This code controls whether the system includes the monetary value in the first of four documents in the processing cycle.</p>
Inv. Interface	<p>A code that identifies the type of interface to the Inventory Management system. Valid values are:</p> <ul style="list-style-type: none"> Y The dollar or unit value of any activity containing this line type will be reflected in inventory. The system also edits the item that you enter to ensure that it is a valid item. Y is the default. A The system recognizes the number that you enter as a G/L account number. The system uses this code in purchasing only. B The system performs edits when using format 4 in purchase order entry. The system retrieves price data from the inventory tables, but does not update the quantity on the purchase order. This code is valid only when you have set the G/L Interface field to Y (yes). Budget checking is fully functional when you use this interface code. D The item in this line is an inventory item that will not affect availability or quantities. N The item is not an inventory item. <p>To verify whether the item exists in the Item Master file, use Inventory Interface N in conjunction with the flag, Edit the Item Master for Non-Stock Items.</p>

Field	Explanation
G/L Offset	<p>A user defined code (41/9) that identifies the G/L offset that system uses when it searches for the account to which it posts the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.</p> <p>You can use automatic accounting instructions (AAIs) to predefine classes of automatic offset accounts for the Inventory, Procurement, and Sales Order Management systems. You might assign G/L class codes as follows:</p> <p>IN20 Direct Ship Orders IN60 Transfer Orders IN80 Stock Sales</p> <p>The system can generate accounting entries based upon a single transaction. For example, a single sale of a stock item can trigger the generation of accounting entries similar to the following:</p> <p>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</p> <p>The system uses the class code and the document type to find the AAI.</p>
Include in Tax 1	<p>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:</p> <p>Y The line is subject to applicable taxes. N 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).</p>
Sales Journal Col	<p>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. Valid values are:</p> <p>1 Column 1 receives the sales value (if any). 2 Column 2 receives the sales value (if any). 3 Column 3 receives the sales value (if any). 4 Column 4 receives the sales value (if any).</p>

See Also

- *Setting Up Order Activity Rules* for information about how the system processes order detail lines

Setting Up 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).

To save time, you can copy an existing order activity rule by accessing a current combination of an order type and a line type and making the necessary changes.

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:

<u>Last</u>	<u>Next</u>	
220	230	(Enter Order)
230	280	(Approval Process)
280	400	(Print Purchase 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 Purchase Order step for orders that you send electronically. To do this, you must assign an alternate next status code (400) to the Approval Process 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.

You cannot delete an order activity rule if there are records in the system whose status match any of the statuses that are assigned to the order activity rule.

Before You Begin

- ☐ Verify that you have set up status codes in user defined code table 40/AT. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.
- ☐ Verify that you have set up order types in user defined code table 00/DT. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.
- ☐ Verify that you have set up order line types.

► To set up order activity rules

From the Purchasing System Setup menu (G43A41), choose Order Activity Rules.

1. On Work With Order Activity Rules, click Add.

2. On Order Activity Rules - Revisions, complete the following fields and click OK:
 - Order Type

- Line Type
- Order Type Next Number
- Last Status
- Next Status
- Other 1
- Other 2
- Other 3
- Other 4
- Other 5
- Ledger Y/N

Field	Explanation																				
Order Type	<p>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.)</p> <p>The following document types are defined by J.D. Edwards and should not be changed:</p> <table> <tr> <td>P</td><td>Accounts Payable documents</td></tr> <tr> <td>R</td><td>Accounts Receivable documents</td></tr> <tr> <td>T</td><td>Payroll documents</td></tr> <tr> <td>I</td><td>Inventory documents</td></tr> <tr> <td>O</td><td>Purchase Order Processing documents</td></tr> <tr> <td>J</td><td>General Accounting/Joint Interest Billing documents</td></tr> <tr> <td>S</td><td>Sales Order Processing documents</td></tr> <tr> <td>OS</td><td>Subcontract</td></tr> <tr> <td>OP</td><td>Purchase Order</td></tr> <tr> <td>R2</td><td>Contract Billing</td></tr> </table>	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	OS	Subcontract	OP	Purchase Order	R2	Contract Billing
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																				
OS	Subcontract																				
OP	Purchase Order																				
R2	Contract Billing																				

Field	Explanation
Line Type	<p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as 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 the following:</p> <ul style="list-style-type: none"> S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order
Order Type Next Number	<p>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.</p> <p>This field addresses the following:</p> <ul style="list-style-type: none"> • 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
Last Status	A user defined code (40/AT) that indicates the status of the line.
Next Status	A user defined code (40/AT) that indicates the next step in the order process.
Other 1	<p>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.”</p>
Ledger Y/N	<p>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:</p> <ul style="list-style-type: none"> Y Write a record for selected fields to the history table N Do not write a record to the history table

Setting Up Constants

A constant is 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.

To set up constants, complete the following tasks:

- ☐ Define branch/plant constants
- ☐ Define pricing constants
- ☐ Define item availability
- ☐ Define system constants
- ☐ Define application 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.

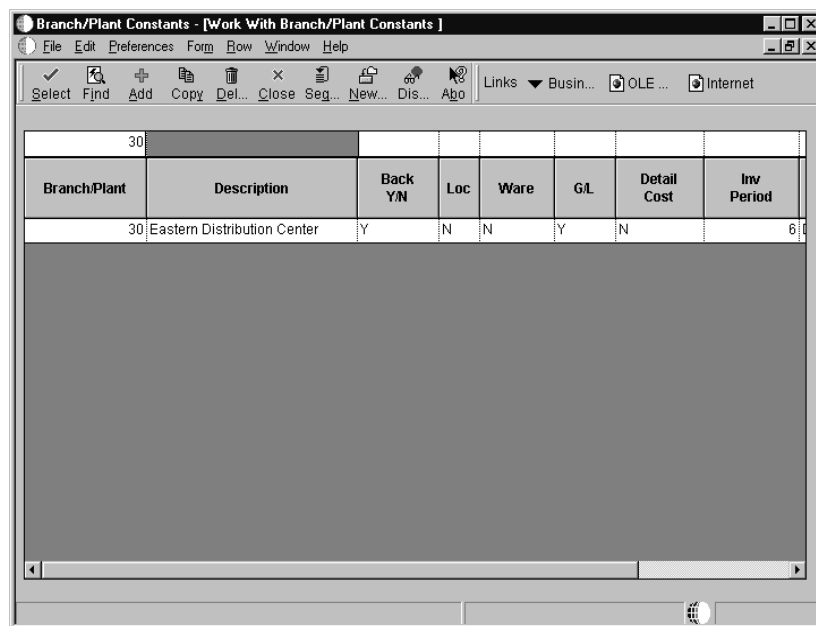
Defining Branch/Plant Constants

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

From the Purchasing System Setup menu (G43A41), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, enter a branch and click Find.



2. Choose the row that contains the branch/plant for which you want to define constants and click Select.

3. On Branch/Plant Constants, complete the following fields:

- Address Number
- Short Item Number Identifier
- Second Item Number Identifier
- Third Item Number Identifier
- Symbol Customer/Supplier
- Symbol to Identify Segmented Item
- Segment Separator Character
- Commitment Method
- Specific Commitment (Days)
- Number of Days in Year
- Supplier Cross Ref. Code
- Purchasing Costing Method
- Sales/Inventory Costing Method
- Current Inventory Period
- Purchase Order Issue Cost
- Inventory Carrying Cost (%)
- General Ledger Explanation
- Approval Route Code

4. To finish defining branch/plant constants, complete the following fields and click OK:

- Backorders Allowed (Y/N)
- Interface G/L (Y/N)
- Write Units to Journal Entries
- Location Control (Y/N)
- Warehouse Control (Y/N)
- Quality Control (Y/N)
- Use Product Cost Detail (Y/N)
- Foreign Depot
- Inventory Lot Creation (Y/N)
- Location Segment Control (Y/N)

Field	Explanation
Address Number	The address book number of the supplier from whom you are purchasing items or services.
Short Item Number Identifier	<p>A symbol that identifies the 8-character short item number when you do not want to use it as the primary number.</p> <p>A blank in this field indicates that you want to use this item number as the primary number. That is, you use it most often to enter or review information. If this is not the primary number, you must enter a special symbol to identify it. Use a symbol that is not significant for any other purposes of entry such as /, *, or &. Do not use a period or a comma as a symbol. When you enter this item number on any other form, you must include this symbol as the first character.</p> <p>NOTE: Only one of the fields for item number symbols (SYM1, SYM2, SYM3, or SYM6) can be blank to identify it as the primary number. All others must include a unique symbol.</p>

Field	Explanation
Second Item Number Identifier	<p>A symbol that identifies the 25-character second item number when you do not want to use it as the primary number.</p> <p>A blank in this field indicates that you want to use this item number as the primary number. That is, you use it most often to enter or review information. If this is not the primary number, you must enter a special symbol to identify it. Use a symbol that is not significant for any other purposes of entry such as /, *, or &. Do not use a period or a comma as a symbol. When you enter this item number on any other form, you must include this symbol as the first character.</p> <p>NOTE: Only one of the fields for item number symbols (SYM1, SYM2, SYM3, or SYM6) can be blank to identify it as the primary number. All others must include a unique symbol.</p>
Third Item Number Identifier	<p>A symbol that identifies the 25-character third item number when you do not want to use it as the primary number.</p> <p>A blank in this field indicates that you want to use this item number as the primary number. That is, you use it most often to enter or review information. If this is not the primary number, you must enter a special symbol to identify it. Use a symbol that is not significant for any other purposes of entry such as /, *, or &. Do not use a period or a comma as a symbol. When you enter this item number on any other form, you must include this symbol as the first character.</p> <p>Note: Only one of the fields for item number symbols (SYM1, SYM2, SYM3, or SYM6) can be blank to identify it as the primary number. All others must include a unique symbol.</p>
Symbol Customer/Supplier	<p>A character that identifies the customer's or supplier's number in your system. When you enter a number preceded by this character, the system recognizes the number as the customer's or supplier's number. The system then use the cross-reference table to match the number to your item number. You must complete this field if you want the system to perform cross-referencing.</p>

Field	Explanation
Commitment Method	<p>A code that indicates the method that the system uses to commit lot items from inventory. Valid codes are:</p> <ol style="list-style-type: none"> 1 The normal commitment method for inventory. The system commits inventory from the primary location and then from secondary locations. The system commits inventory from the locations with the most inventory before committing inventory from locations with the least. The system commits backorders to the primary location. 2 The inventory commitment method by lot number. The system commits inventory by lot number, starting with the lowest lot number and committing orders to available lots. 3 The inventory commitment method by lot expiration date. The system commits inventory from the locations with the earliest expiration date first. The system considers only locations with expiration dates greater than or equal to the sales order or parts list requested date.
Specific Commitment (Days)	A number that the system uses to determine when to commit inventory to an order in sales order processing. This value in days is added to current date and compared with the promised ship date for the order line. If the promised date is greater than the calculated date, then the order line will be future committed in the Item Location record (F41021). Enter 999 to eliminate future commits.
Number of Days in Year	The number of days in a year that your company is open for business. This field is required. You must specify a number from 252 to 365. The Procurement system uses this number to calculate the Economic Order Quantity (EOQ).
Supplier Cross Ref. Code	<p>A user defined code (41/DT) that identifies the type of cross-reference set up for this supplier. Examples of cross-reference types include:</p> <ol style="list-style-type: none"> 1. Substitutes 2. Replacements 3. Bar Codes 4. Customer Numbers 5. Supplier Numbers
Purchasing Costing Method	A user defined code (40/CM) that indicates the cost method that the system uses to determine the cost of the item for purchase orders. Cost methods 01-19 are reserved for J.D. Edwards use.
Sales/Inventory Costing Method	A user defined code (40/CM) that indicates the cost method that the system uses to calculate the cost of goods sold for the item. Cost methods 01-19 are reserved for J.D. Edwards use.

Field	Explanation
Current Inventory Period	A number (from 1 to 14) that identifies the current accounting period . The system uses this number to generate error messages, such as PBCO (posted before cut off) and PACO (posted after cut off).
Purchase Order Issue Cost	<p>The amount that the Procurement 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.</p> <p>The following example shows how EOQ is determined using the Purchase Order Issue Cost method:</p> <p>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</p> <p>EOQ = the square root of $((2S/I) \times (Y/C))$ The square root of $[(2)(15) \text{ divided by } 0.09] \times 3,000 \text{ divided by } 10.0 = 316.23$</p>
Inventory Carrying Cost (%)	<p>The percentage of inventory investment that the Procurement system uses to calculate Economic Order Quantity (EOQ). The default is .00. Enter the percentage as a decimal value.</p> <p>The following example shows how EOQ is determined using the Inventory Carrying Cost Percentage:</p> <p>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</p> <p>EOQ = Square root of $((2S/I) \times (Y/C))$ = the square root of $(2(15) \text{ divided by } .09) \times (3000 \text{ divided by } 10) = 316.23$</p> <p>NOTE: Access field help for the Economic Order Quantity field for more information about the EOQ formula.</p>
General Ledger Explanation	<p>A code that the Inventory Management system uses to select the default description that appears on the second line of a journal entry in the general ledger.</p> <p>Valid values are:</p> <p>1 Item master description (the default). 2 Primary item number.</p>
Approval Route Code	A code that determines to whom an order is routed for approval.

Field	Explanation
Backorders Allowed (Y/N)	<p>A code that indicates whether you allow backorders for this item. You can allow backorders by item (through Item Master or Item Branch/Plant), by customer (through Billing Instructions), or by branch/plant (through Branch/Plant Constants).</p> <p>For WorldSoftware, valid values are:</p> <ul style="list-style-type: none"> Y Yes, allow backorders for this item. N No, do not allow backorders for this item, regardless of the backorders code assigned to the customer. <p>For OneWorld, a checkmark indicates that backorders are allowed.</p>
Interface G/L (Y/N)	<p>A code that indicates whether inventory transactions that are processed through this branch/plant create general ledger entries.</p> <p>In WorldSoftware, valid values are:</p> <ul style="list-style-type: none"> Y Yes, the system creates general ledger entries for inventory transactions for this branch/plant. N No, the system does not create general ledger entries for inventory transactions for this branch/plant. <p>In OneWorld, a checkmark indicates that the system creates general ledger entries for inventory transactions for this branch/plant.</p>
Quality Control (Y/N)	<p>A code that indicates whether to turn on the Quality Management system (system 37) for the branch/plant.</p> <p>For WorldSoftware, valid values are:</p> <ul style="list-style-type: none"> Y Yes, turn on Quality Management for this branch/plant. N No, do not turn on Quality Management for this branch/plant. <p>For OneWorld, a checkmark indicates that Quality Management is turned on for the branch/plant.</p>
Use Product Cost Detail (Y/N)	<p>A code that specifies whether distribution programs use total cost or detailed product costs.</p>

Field	Explanation
Foreign Depot	<p>A code indicates whether another company owns the branch/plant. The Bulk and Packed Load Confirmation programs use this code to determine if the depot from which product is being loaded is a foreign depot. If it is a foreign depot, you must enter a valid borrow agreement during load confirmation.</p> <p>For WorldSoftware, valid values are:</p> <p>Y Yes, another company owns the branch/plant.</p> <p>N No, the branch/plant is not a foreign depot.</p> <p>For OneWorld, a checkmark indicates that another company owns the branch/plant.</p>
Inventory Lot Creation (Y/N)	<p>A code that indicates whether the inventory transaction programs can create new lot or serial numbers in the system.</p> <p>If you leave this option blank, the system will not allow the inventory transaction programs to create new lot numbers in the system.</p> <p>If you check this option, the system allows the inventory transaction programs to create new lot numbers in the system.</p>

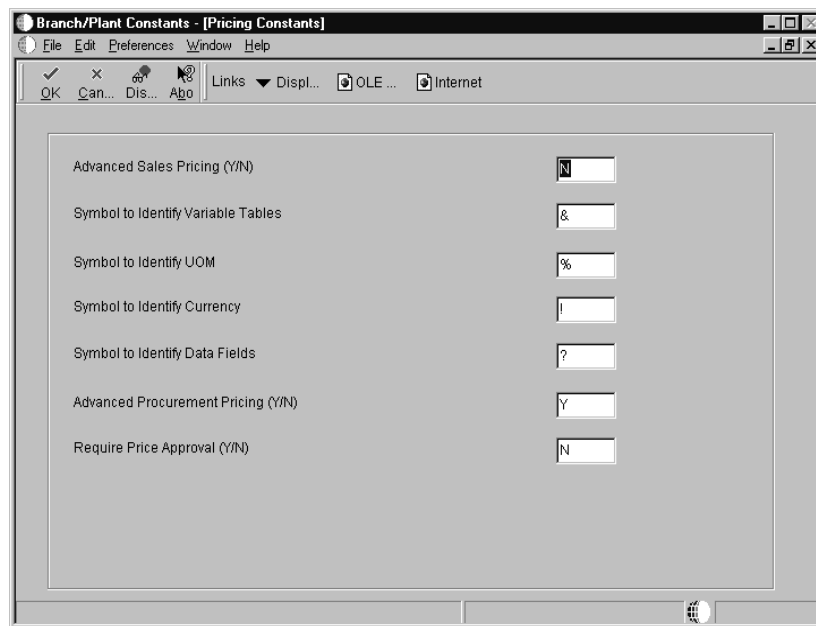
Defining Pricing Constants

You can define pricing constants to enable you to enter Advanced Pricing information in Procurement and Sales Order Management.

To define pricing constants

On Work With Branch/Plant Constants, enter a branch and click Find.

1. From the Form menu, choose Price Constants.



2. On Pricing Constants, complete the following fields:

- Advanced Sales Pricing (Y/N)
- Advanced Procurement Pricing (Y/N)
- Require Price Approval (Y/N)

Field	Explanation
Advanced Sales Pricing (Y/N)	Indicates how the system determines the price of items within your system. If your system includes the advanced pricing module, you may use this feature. Y The system will use advanced pricing. N The system will NOT use advanced pricing.
Advanced Procurement Pricing (Y/N)	Use this field to specify whether to apply advanced pricing to the purchase price. Valid values are: Y Apply advanced pricing to the purchase price. N Apply standard price adjustments to the purchase price.
Require Price Approval (Y/N)	A value that specifies whether the user wants all price changes provided through price approval workflow. Y Apply price approval workflow. N Do not apply price approval workflow.

Defining Item Availability

You must define how you want the system to calculate item availability for each branch/plant. This calculation affects how the system calculates on-hand items.

► To define item availability

From the Purchasing System Setup menu (G43A41), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, enter a branch/plant and click Find.
2. Choose the row that contains the branch/plant for which you want to define item availability.
3. From the Row menu, choose Availability.

Item Availability Definition appears.

4. Under the Subtract and Add headings, choose from the options and then click OK.

See Also

- *Reviewing Supplier Performance Information* for more information about quantities

Defining System 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

From the Purchasing System Setup menu (G43A41), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, choose System Constants from the Form menu.

2. On System Constants, choose from the following options and click OK:
 - Unit of Measure Conversion by Branch
 - Update Average Cost On-Line
 - Purchase Price Retrieval UOM

Field	Explanation
Unit of Measure Conversion by Branch	<p>A code that indicates how the system uses the branch/plant within the Item Specific Unit of Measure Conversion tables. Valid values are:</p> <p>Y The system displays the item-specific conversion table when you add an item to a specific branch/plant.</p> <p>N The system displays the item-specific conversion table for all branch/plants from the Item Master table.</p>
Update Average Cost On-Line	<p>A code that indicates when the system calculates the new average cost for an item. Valid values are:</p> <p>Y The system calculates a new average cost immediately after any transaction occurs that affects the average cost of an item.</p> <p>N All processes that affect average cost create transactions to the Average Cost Work table (F41051). The system calculates a new average cost when you run the Average Cost Update program.</p>
Purchase Price Retrieval UOM	<p>A code that represents the unit of measure that the system retrieves for the purchase base price (F41061) during purchase order processing.</p> <p>If you specify the unit of measure for transaction or pricing and the system does not find a record in that unit of measure, the system repeats the process using the primary unit of measure of the item.</p>

Defining Application Control Constants

Defining application 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.

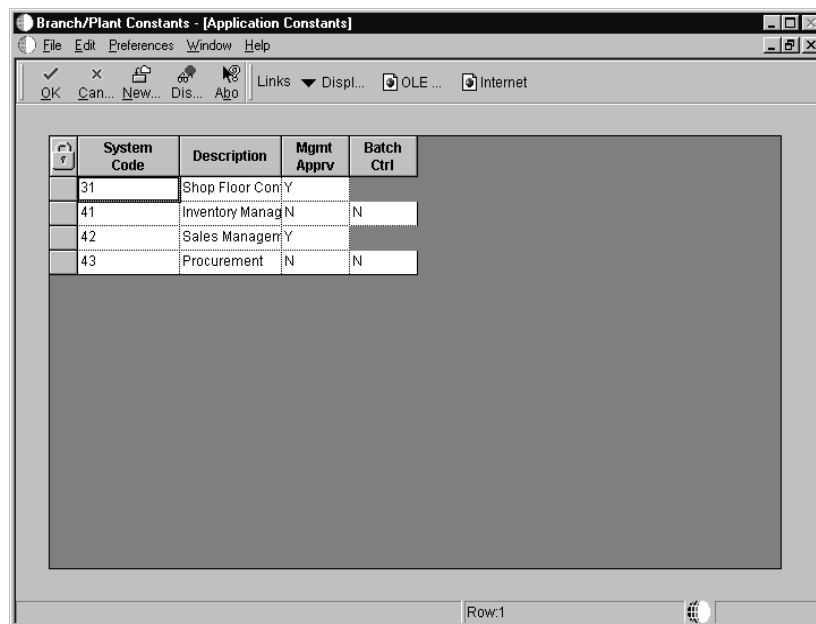
You must define management approval and batch control separately for each distribution and manufacturing system that you use.



To define application control constants

From the Purchasing System Setup menu (G43A41), choose Branch/Plant Constants.

1. On Work With Branch/Plant Constants, choose Application Constants from the Form menu.



2. On Application Constants, complete the following fields, if available, and then click OK:
- Mgmt Apprv
 - Batch Ctrl

Field	Explanation
Mgmt Apprv	<p>A code that indicates whether you want to require approval of batches before they can be posted to the general ledger. Valid values are:</p> <p>Y Yes, assign a status of Pending to each batch that you create within the listed systems.</p> <p>N No, assign a status of Approved to each batch.</p>

Field	Explanation				
Batch Ctrl	<p>A code that indicates whether to require entry of batch control information. For each batch, the system displays a batch control form on which 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. In Inventory Management, Y indicates that the system displays a batch control form before you issue, adjust, or transfer inventory. In Purchase Order Management, Y indicates that the system displays a batch control form before you enter receipts. Valid values are:</p> <table><tr><td>Y</td><td>Yes, require entry of batch control information.</td></tr><tr><td>N</td><td>No, do not require entry of batch control information.</td></tr></table>	Y	Yes, require entry of batch control information.	N	No, do not require entry of batch control information.
Y	Yes, require entry of batch control information.				
N	No, do not require entry of batch control information.				

Setting Up Automatic Accounting Instructions

You set up automatic accounting instructions (AAIs) to determine the accounts to which the system distributes general ledger entries.

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. You also can enter memo text for each AAI.

In the Subcontract Management system, automatic accounting instructions define the links among the Subcontract Management, Job Cost, and General Accounting systems.

See Also

- *Working with AAIs in the General Accounting Guide*

AAI Tables for the Procurement System

The Procurement system uses multiple AAI tables, each of which applies to a certain type of transaction. In each table, you specify a general ledger (G/L) 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).

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

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 the Purchasing Receipts program creates. |
| 4315 | Journal entry debit to a non-stock inventory account that the Purchasing Receipts program creates 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 the Purchasing Receipts program and Voucher Match program creates |

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

This AAI table determines which accounts are debited and credited when you process items through 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. |

AAI Tables for the Financial System

Six categories of AAIs relate to Subcontract Management. Each of these categories has a unique prefix that defines the way it is used in the system.

- Retainage payables (PCRETN)

Use this AAI to determine which retention payable account to use when you create contracts that include retainage.
- Deferred VAT tax payables (PCVATP)

Use this AAI to determine the account for deferred VAT payables. This AAI applies only when the VAT tax processing option is on and you use a tax type of C or V.
- Deferred VAT tax recoverables (PTVATD)

Use this AAI to determine the account for deferred VAT recoverables. This AAI applies only when the VAT tax processing option is on and you use a tax type of C or V.
- Default cost types (objects) (CD)

Use this AAI to specify the default cost type (object) for purchase order detail lines that are left blank.

- Specific contract cost types (CT)

Use this AAI to determine the cost types (objects) that are allowed for your contracts.

- Range of contract cost types (CR)

Use this AAI to determine a range of valid cost types for your contracts.

AAIs for Retainage Payables (PCRETN)

Use this AAI to determine which retention payable account to use when you are creating contracts that include retainage.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most commonly used by companies on your system. Then you only need to set up distinct PCRETN AAIs for companies with different accounts.

Retainage records that are created by the Progress Payments form require the object account associated with the PCRETN AAI to hold retained balances. You must define the PCRETN AAI before Progress Payments can create retainage vouchers.

AAIs for VAT Payables (PCVATP)

Use this AAI to determine the account for deferred VAT payables. If you do not set up this AAI, the G/L post ignores the deferred VAT when both of the following are true:

- The processing option for VAT with retainage is on.
- You use a tax type of C or V.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most commonly used by companies on your system. Then you only need to set up distinct PCVATP AAIs for companies with different accounts.

When you release retainage, this AAI reverses debits and credits with the PTVATD AAI.

AAIs for VAT Recoverables (PTVATD)

Use this AAI to determine the account for deferred VAT recoverables. If you do not set up this AAI, the G/L post ignores the deferred VAT when both of the following are true:

- The processing option for VAT tax with retainage is on.
- You use a tax type of C or V.

You must follow these guidelines on the Automatic Accounting Instructions form when you set up your PTVATD AAI:

- You must specify a business unit and an object account.
- You can specify a company.

If you do not specify a company, the system uses the default company number (00000). You should set the default company account as the account most commonly used by companies on your system. Then you only need to set up distinct PTVATD AAI for companies with different accounts.

When you release retainage, this AAI reverses debits and credits with the PCVATP AAI.

AAIs for Default Cost Types (CD)

Use this AAI to determine the default cost types (objects) for your contracts.

You must follow these guidelines when you set up CD AAI:

- The first two characters must be CD.
- The second two characters indicate the contract type, such as OS and OP. You must create a separate CD AAI for each contract type. You must also define the contract types in the user defined code table (00/DT) for document types. See *Customizing User Defined Codes* in the *OneWorld Foundation* Guide for more information about setting up user defined codes.
- Do not assign company, business unit, or subsidiary to the CD AAI.

If you define a CD AAI for a contract type, the system automatically supplies the cost type associated with the CD AAI.

AAIs for Specific Contract Cost Types (CT)

Use this AAI to determine the allowable cost types (objects) for your contracts.

You must follow these guidelines when you set up CT AAI:

- The first two characters must be CT.

- The second two characters indicate the contract type, such as OS and OP. You must create a separate CT AAI for each contract type. You must also define the contract types in the user defined code table (00/DT) for document types. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.
- The last two characters must be a numeric value from 01 to 99. This value uniquely identifies each valid cost type within the contract type.
- Do not assign company, business unit, or subsidiary to the CT AAIs.

If you define more than one CT AAI for a contract type, the system does not supply a cost type. You must enter a cost type for each commitment. The system compares the cost type that you enter against the CT AAIs for the contract type to ensure that the cost type is valid.

AAIs for a Range of Contract Cost Types (CR)

Use this AAI to determine a range of valid cost types for your contracts.

You must follow these guidelines when you set up CR AAIs:

- The first two characters must be CR.
- The second two characters indicate the contract type, such as OS and OP. You must also define the contract types in the user defined code table (00/DT) for document types. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.

If you use base agreements, you must set up a range of CR AAIs for your base agreement contract types. For example, if your base agreement contract type is defined as BC, you must set up a CRBCxx range of AAIs.

- The last two characters must be a numeric value from 01 to 99. These values must always occur in sequential pairs that represent ranges. For example, CROP01 is associated with CROP02, CROS97 is associated with CROS98, and so on.
- Do not assign company, business unit, or subsidiary to the CR AAIs.

When you enter a cost type for your contracts, the system first compares it to the CT AAIs and then compares it to the CR AAIs to ensure that the cost type is valid.



To set up automatic accounting instructions

From the Purchasing System Setup menu (G43A41), choose Automatic Accounting Instructions.

Alternatively, from the Subcontract System Setup menu (G43D41), choose Automatic Accounting Instructions.

AAI Number	Description	Description - 2
4300	Purchase Order Processing	Purchasing Activity
4305	Receipts and Voucher Match	
4310	Inventory	- OPI
4311	DR - Accommodations	
4312	Temperature Gain/Loss	
4315	Non-Inventory	- OPN
4320	Received Not Vouchered	- OPR
4321	CR - Rec'd Not Vouchered	
4325	Variances	
4330	Received Vouchered	- OPV
4332	Cost of Sales	
4335	Standard Cost	- OPP

1. On Work With AAIs, choose the row that contains the AAI table that you want to set up.
2. From the Row menu, choose Details.

Co	Do Ty	Description	G/L Cat	Description G/L	Branch Plant	Obj Acct	Sub
0000	OK	Purchase Intercomp	IN30	Inventory		1411	
00000	OZ	EDI Purchase Order	****		1	1411	
00001	OP	Purchase Order	****		1	1411	
00200	OM	Purchase Order RM	IN30	Inventory	S30	1411	
00200	OP	Purchase Order	IN30	Inventory	200	1411	
00200	OP	Purchase Order	IN99	Inventory	M10	1510	A1
07600	HP	Purchase Order	IN30	Inventory	7600	1411	A

3. On Account Revisions, scroll down to the bottom of the form, complete the following fields, and click OK:
 - Company

- Document Type
- Category – G/L
- Branch Plant
- Object Account
- Subsidiary

Field	Explanation										
Co	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p>										
Do Ty	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <table> <tr> <td>P</td><td>Accounts payable documents</td></tr> <tr> <td>R</td><td>Accounts receivable documents</td></tr> <tr> <td>T</td><td>Time and Pay documents</td></tr> <tr> <td>I</td><td>Inventory documents</td></tr> <tr> <td>O</td><td>Ordering document types</td></tr> </table> <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>	P	Accounts payable documents	R	Accounts receivable documents	T	Time and Pay documents	I	Inventory documents	O	Ordering document types
P	Accounts payable documents										
R	Accounts receivable documents										
T	Time and Pay documents										
I	Inventory documents										
O	Ordering document types										

Field	Explanation
G/L Cat	<p>A user defined code (41/9) that identifies the G/L offset that system uses when it searches for the account to which it posts the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.</p> <p>You can use automatic accounting instructions (AAIs) to predefine classes of automatic offset accounts for the Inventory, Procurement, and Sales Order Management systems. You might assign G/L class codes as follows:</p> <p>IN20 Direct Ship Orders IN60 Transfer Orders IN80 Stock Sales</p> <p>The system can generate accounting entries based upon a single transaction. For example, a single sale of a stock item can trigger the generation of accounting entries similar to the following:</p> <p>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</p> <p>The system uses the class code and the document type to find the AAI.</p>
Branch Plant	<p>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, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, 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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p> <p>..... <i>Form-specific information</i></p> <p>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.</p>

Field	Explanation
Obj Acct	<p>The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, dividing labor into regular time, premium time, and burden.</p> <p>Note: If you are using a flexible chart of accounts and the object account 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 if you enter 456, the system enters three blank spaces to fill a 6-digit object.</p>
Sub	<p>A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account.</p> <p>..... <i>Form-specific information</i></p> <p>If you leave this field blank, the system uses the value you entered on the work order in the Cost Code field.</p>

Creating 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. The system performs tolerance checking only for transactions that exceed the tolerance rule range.

You can prevent the system from allowing any tolerance by specifying a zero tolerance. When you choose the option to enter a zero tolerance for a percentage or amount, you cannot receive, voucher, or release over the amount on the original purchase order line.



To create tolerance rules

From the Purchasing System Setup menu (G43A41), choose Tolerance Rules.

1. On Work With Purchasing Tolerance Rules, click Add.

2. On Purchasing Tolerance Rules Revisions, specify the type of process for which you are creating a tolerance rule by completing the following field:
 - Function(Program)
3. Specify what the tolerance rule is applicable to by completing one of the following fields:
 - Item Numbered
 - Commodity Class
 - Company
4. Specify the tolerance percentage or tolerance amount that is acceptable by completing the following fields, as needed, and click OK:
 - Item Number
 - Tolerance Percentage
 - Tolerance Units
 - Tolerance Percentage
 - Tolerance Amount
 - Tolerance Percentage
 - Tolerance Amount

Field	Explanation
Function(Program)	A user defined code (system 43/type FT) identifying the function for which the tolerance rule is defined.

Field	Explanation
Commodity Class	<p>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.</p> <p>This field is one of six classification categories available primarily for purchasing purposes.</p>
Tolerance Percentage	<p>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.</p> <p>Enter this percentage in whole numbers. For example, enter 10% as 10.</p>
Tolerance Units	<p>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.</p>
Tolerance Percentage	<p>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.</p> <p>Enter the percentage as a whole number. For example, enter 10% as 10.</p>
Tolerance Amount	<p>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.</p>
Tolerance Percentage	<p>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.</p> <p>Enter the percentage as a whole number. For example, enter 10% as 10.</p>
Tolerance Amount	<p>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.</p>

Setting Up 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 orders that exceed budget. You might set up another hold code to identify orders that exceed the maximum order amount.

There are also predefined system-assigned hold codes. The system will automatically assign budget holds to orders if you set processing options for the Purchase Order Entry program accordingly. The system will also assign a hold code to an order if you have entered a hold code for the supplier.

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. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.



To set up order hold information

From the Purchasing System Setup menu (G43A41), choose Order Hold Information.

Alternately, from the Subcontract System Setup menu (G43D41), choose Order Hold Information.

1. On Work With Order Hold Constants, click Add.

2. On Order Hold Information, complete the following fields for each hold code:
 - Hold Code
 - Branch/Plant
 - Person Responsible
 - Password

Field	Explanation
Hold Code	A user defined code (42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).
Person Responsible	The address book number of the person who 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.

See Also

- *Entering Order Holds*
- *Releasing Order Holds*

Setting Up Landed Costs

Landed costs are costs that exceed the purchase price of an item. They are generally associated with the expected delivery charges of an order, but might also be for broker fees, commissions, and so on.

You can assign landed 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 track 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 weight or volume of the item

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

The general ledger class code 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.

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. Landed costs that are assigned to the item/branch on Landed Cost Revisions
2. A cost rule assigned to the detail line
3. A cost rule assigned to the purchase order
4. A cost rule assigned to the item and branch/plant on Branch Plant Information
5. A cost rule assigned to the item on Item Master Information

You determine at which point the system adds landed costs to a detail line. For example, you can add landed costs during the receipt process, the voucher match process, or as a stand-alone process.

Before You Begin

- ☐ Set up the landed cost rules in user defined code table 41/P5. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.
- ☐ Set up the landed cost level in user defined code table 40/CA. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.

To set up landed costs

From the Purchasing System Setup menu (G43A41), choose Landed Cost Revisions.

1. On Work With Landed Cost, click Add.

The screenshot shows the 'Landed Cost Revisions' window. It contains the following fields and table:

- Landed Cost Rule:** A text input field.
- Unit Weight:** A text input field.
- Unit Volume:** A text input field.
- OR Item Number:** A text input field.
- Branch/Plant:** A text input field.
- Table:** A table with 9 columns: Cost Level, Description, G/L Cat, Percent of Cost, Plus Amount, Weight Rate, Volume Rate, Based on Level, and Supplier. The table is currently empty.

2. On Landed Cost Revisions, complete the following field to specify a rule for the landed costs:
 - Landed Cost Rule
3. To specify an item to which the landed costs apply, complete the following fields:
 - Item Number
 - Branch/Plant
4. To specify calculations for each landed cost, complete the following fields:
 - Cost Level
 - Percent of Cost
 - Plus Amount
 - Weight Rate
 - Volume Rate
5. To specify more details for each landed cost, complete the following fields and click OK:
 - G/L Cat
 - Based on Level
 - Supplier
 - Effective From
 - Effective Thru

- Include in Cost (Y/N)
- Voucher Y/N

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 or commissions. You set up landed cost rules on the Landed Cost Revisions form.
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.
Percent 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.
Weight Rate	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 Rate	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.
Include in 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

Field	Explanation
Voucher Y/N	<p data-bbox="745 258 1419 346">Code indicating whether the landed cost is to be displayed during Voucher Match or not. The possible values are as follows:</p> <p data-bbox="777 352 1419 504">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.</p> <p data-bbox="777 510 1419 699">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.</p> <p data-bbox="745 716 1419 835">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.</p>

Setting Up Non-Stock Items

You can define information for items that you do not account for as part of your inventory. You add and maintain non-stock item information only at the item level, not at the branch/plant level. The Non-stock Item Master Information form is similar to the Item Master Information form. However, it contains only those fields that pertain to non-stock items.

Operating Resources are the non-stock goods and services and other internal business processes a company manages that are necessary for the day-to-day operations of an enterprise. Examples of operating resources include:

Goods

- Maintenance, repair, and operating supplies
- Capital equipment
- Vehicle fleet
- Computer equipment and software
- Office equipment and supplies
- Magazines and books
- Marketing and promotional materials
- Real estate

Services

- Maintenance
- Advertising
- Capital services
- Contracts
- Printing
- Recruiting and outplacement

You can access additional forms that allow you to define and maintain further information about a non-stock item, including:

- Default units of measure
- Multiple language descriptions
- Text messages

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

From the Non-Stock Purchasing System Setup menu (G43B41), choose Non-Stock Item Master.

1. On Work With Non-Stock Items, click Add.

2. On Non-Stock Item Revisions, complete the following fields:

- Product Number
- Catalog Number
- Description
- Description 2
- G/L Class
- Unit of Measure
- Line Type

For non-stock items, the stocking type is always N (non-stock).

3. Complete the following fields and click OK:

- Buyer Number
- Preferred Carrier
- Commodity Class
- Commodity Sub Class

- Master Planning Family
- Landed Cost Rule

Field	Explanation
Product Number	<p>A number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternate item numbers. These item numbers are:</p> <ol style="list-style-type: none"> 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. <p>In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. Numerous cross-references to alternate part numbers can be user defined (for example, substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers).</p>
Catalog Number	<p>The system provides three separate item numbers plus an extensive cross reference capability to alternate item numbers. These item numbers are as follows:</p> <ol style="list-style-type: none"> 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 brief description of a remark, or a brief description of an explanation.
Description 2	A second, 30-character description, remark, or explanation.
Unit of Measure	A user defined code (00/UM) that identifies the unit of measure that the system uses to express the quantity of an item, for example, EA (each) or KG (kilogram).

Field	Explanation
Line Type	<p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as 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 the following:</p> <ul style="list-style-type: none"> S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order
Buyer Number	The address book number of the person responsible for setting up and maintaining the correct stocking levels for the item.
Preferred Carrier	The address book number for the preferred carrier of the item. The supplier or your organization might prefer a certain carrier because of route or special handling requirements.
Commodity Class	<p>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.</p> <p>This field is one of six classification categories available primarily for purchasing purposes.</p>
Commodity Sub Class	<p>A code (table 41/P2) 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.</p> <p>This field is one of six classification categories available primarily for purchasing purposes.</p>
Master Planning Family	<p>A user defined code (41/P4) that represents an item property type or classification, such as commodity type or planning family. The system uses this code to sort and process like items.</p> <p>This field is one of six classification categories available primarily for purchasing purposes.</p>
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 or commissions. You set up landed cost rules on the Landed Cost Revisions form.

See Also

- *Entering Item Master Information* in the *Inventory Management Guide*

Processing Options for Non Stock Item Master

Defaults

- | | |
|-------------------------------|-------|
| 1. Primary UOM (Default = EA) | _____ |
| 2. Weight UOM (Default = LB) | _____ |

Process

Enter a '1' to transfer changes made to the 2nd (LITM) and the 3rd (AITM) item numbers to the Item Branch (F4102) item record OR (FUTURE) enter a '2' to transfer changes to records in the selected files (see UDC 40/IC).

- | | |
|------------------------------|-------|
| 1. Transfer Changes to F4102 | _____ |
|------------------------------|-------|

Versions

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

- | | |
|----------------|-------|
| 1. Item Master | _____ |
|----------------|-------|

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 to whom a template applies.

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 *User Defined Codes* in the *OneWorld Foundation* Guide for more information about setting up user defined codes.

See Also

- *Entering Items Using Order Templates*

Creating a Purchase Order Template

An order template is a group of items that you order frequently. You use order templates during purchase order entry to select items to order.

You can create templates that are specific to a certain supplier. This kind of template is useful when you frequently order the same items from a supplier. You can also create standard templates that are not specific to a supplier. Instead, they contain items that are ordered frequently from different suppliers.

Before You Begin

- ☐ Set the processing option for Supplier Template Revisions (P4015) so that the system can retrieve historical purchase order information to the purchase order template.

► To create a purchase order template

From the Purchasing Advanced and Technical Operations menu (G43A31), choose Supplier Template Revisions.

1. On Work With Available Order Templates, click Add.

Item Number	Usual Quantity	UM	Seq No.	Effective From	Effective Thru	Item Description
2011	10	BX	5	4/1/97	12/31/10	Chain, Std
2014	5	BX	10	4/1/97	12/31/10	Brake Kit
2013	5	BX	15	4/1/97	12/31/10	Shift Kit
2010	5	BX	20	4/1/97	12/31/10	Chain Rings
			25			

2. On Order Template Revisions, complete the following field, as needed.

- Supplier

Leave the field blank if the order template you are creating is not specific to a supplier.

3. To specify the name of the template, complete the following field:

- Order Template

4. Choose the items to include on the template by completing the following fields:

- Item Number
- Usual Quantity
- UM
- Seq No.
- Effective From
- Effective Thru

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, and packaged goods.
Usual Quantity	The quantity that is usually ordered.

Creating a Template Using Existing Purchase Orders

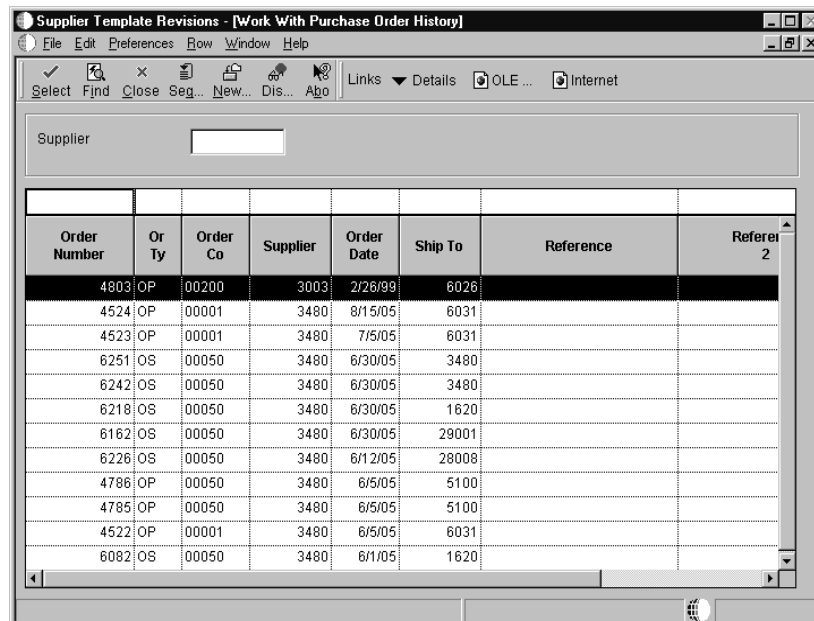
You can quickly create a supplier template or update an existing template based on items and item quantities on existing purchase orders. Based on the purchase orders you choose, the system adds items and item quantities to a template.

To create a template using existing purchase orders

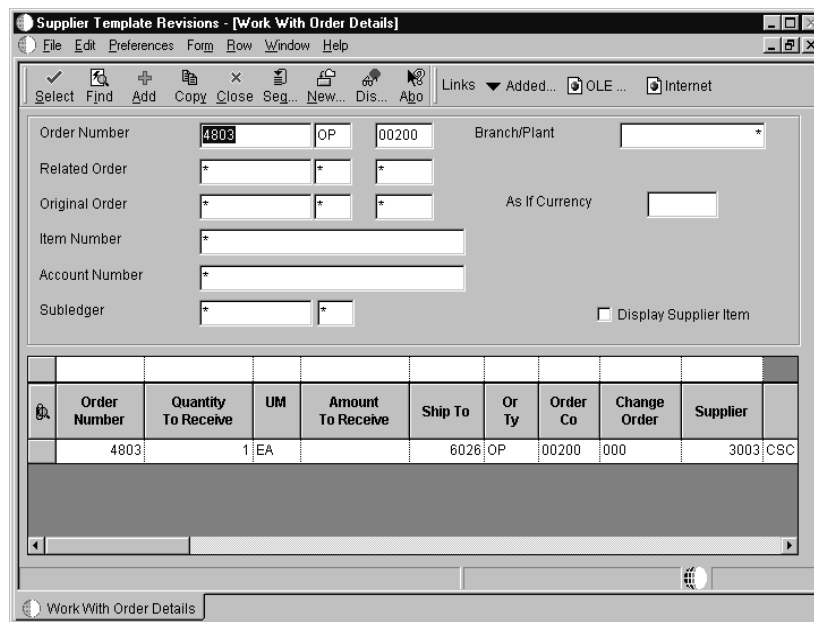
From the Purchasing Advanced and Technical Operations menu (G43A31), choose Supplier Template Revisions.

1. On Work With Available Order Templates, click Add.
2. On Order Template Revisions, complete the following fields:
 - Supplier
 - Order Template

- Choose Order History from the Form menu.



- On Work With Purchase Order History, enter the appropriate search criteria and click Find to locate the order from which to update the template.
- To review the items and item quantities on the order, choose the order and choose Details from the Row menu.



- On Work With Order Details, click Close to return to Work With Purchase Order History.

7. On Work With Purchase Order History, choose the order and click Select.

The system copies the items and quantities on the order to the template you are adding.

Processing Options for Order Template Revisions

Display

Order templates can be entered in the following formats: 1=Sold To
2=Ship To 3=Suppliers 4=User

1. Enter the desired format

The following are valid values for the Customer Self-Service Mode:
Blank = Standard Processing
1 = Customer Self-Service mode for Java/HTML
2 = Customer Self-Service mode for Windows

2. Customer Self-Service Mode

Versions

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

1. Customer Service Inquiry (P4210)
2. Open Purchase Orders (P4310)

Revising a Template in Batch Mode

From the Purchasing Advanced and Technical Operations menu (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 Supplier History Template Rebuild

Default

1.- Enter the Order Template to be created _____

Enter Effective Dates

2.- Effective From Date _____

3.- Effective Thru Date _____

Process

1.- Enter a '1' for Supplier '2' _____

Buyer '3' Ship-To '4' _____

Transaction Originator _____

2.- Enter '1' to Calc Ave Qty for Usual Qty _____

3.- Enter '1' for Dream Write Data Seq or '2' Most Frequently Ordered _____

4.- Enter Max No of lines in Template _____

5.- Enter Min times an item must be ordered to be included on the template. _____

6.- Enter '1' to include Supp/Item Relationship _____

Creating a Model Log

A model log is a set of standard submittal and transmittal information or other information that you can copy into an order. A submittal is information that you need to receive from a subcontractor or supplier, such as proof of insurance, and so on. A transmittal is information that you need to send to a subcontractor, such as permission to proceed, and so on. You create a model log if you have many orders that use the same standard log information.

Before You Begin

- ☐ Verify that you have set up model logs in user defined code table 43/ML. See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.

To create a model log

From the Purchasing System Setup menu (G43A41), choose Order Model Log Revisions.

Alternately, from the Subcontract System Setup menu (G43D41), choose Order Model Log Revisions.

1. On Work With Model Logs, click Add.

Log Type	Description	Status Type	Explanation -Remark-	Issue Date	Expired Date
S	Signed Order		Submit Signed Purchase Order		
S	Approval Drawings		Submit Drawings for Approval		
S	As Built Drawings		Submit Final Drawings		
T	Manufacturing Schedule		Review Manufacturing Schedule		

2. On Model Logs, complete the following fields and click OK:

- Model Log
- Log Type
- Status Type
- Explanation -Remark-
- Issue Date
- Expired Date
- P E
- Cat Cde1
- Cat Cde2
- Cat Cde3
- ID Code
- Address Number

Field	Explanation
Model Log	A ten digit user defined code (43/ML) that represents one model and distinguishes the model from other models. The model logs are accessible under this name.
Log Type	A user defined code (00/LG) that specifies the type of information in a log entry. The log type is used to group similar types of entries.

Field	Explanation
Status Type	<p>A code that specifies whether the requirements for the log line have been satisfied. Valid values are:</p> <p>Y Yes, the requirements have been satisfied.</p> <p>N No, the requirements have not been satisfied.</p> <p>Blank The requirements have not been satisfied, the log line is not yet in effect, or no status is required.</p>
Explanation –Remark–	A name or remark that describes an element in the J.D. Edwards systems.
Issue Date	The date that the log entry was issued. For example, for a submittal requirement for an insurance certificate, the effective date for the insurance policy would be entered in the Issue Date field.
Expired Date	The expiration date of the log entry. For example, in the case of a submittal requirement for an insurance certificate,, the termination date for the policy would be entered in the Expired Date field. The termination date would then be used by the Submittal Status Update program to update the status field. If the Expired Date is earlier than the date that you run the program, the system sets the status to N for the log entry.
P E	<p>A code that indicates whether the submittal requirement is of such importance that regular payments to the subcontractor can be suspended if the submittal requirement is not properly satisfied. This code is normally used in conjunction with submittal log entries. Valid values are:</p> <p>Y Issue warning messages if log requirements are not met.</p> <p>N Do not issue warning messages.</p> <p>If Pay Effect is set to Y, various warning messages can appear during progress payment entry when outstanding log requirements exist.</p>
Cat Cde1	A user defined category code associated with log information.
Cat Cde2	A user defined category code associated with log information.
Cat Cde3	A user defined category code associated with log information.
ID Code	An identification code associated with the log entry. The field may be used for abbreviated report identification.
Address Number	The address book number of the supplier from whom you are purchasing items or services.

Advanced & Technical



Advanced and Technical Operations

Advanced and technical operations for the Procurement system include the following tasks:

- ☐ Updating supplier and item analysis records
- ☐ Converting supplier limit amounts
- ☐ Generating new supplier prices in a different currency
- ☐ Purging data

Updating Supplier and Item Analysis Records

From the Procurement Advanced and Technical Operations menu (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).

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.

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.

Caution: 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.

Processing Options for Supplier/Item Relationships Rebuild

This processing options default option allows entry of the route code to be assigned when a new supplier/itm records are added. If left blank, the route code will not be assigned.

Route - Normal Route Code

Converting Supplier Limit Amounts

From the System Administration Tools menu (GH9011), choose Batch Versions. On Batch Versions, enter R890401E in the Batch Application field to access Euro Address Book Conversion - F0401.

To convert limit amounts for multiple suppliers from one currency to another, you can run the Euro Address Book Conversion - F0401 program. This conversion program was originally designed for Economic and Monetary Union (EMU) companies to use during the euro transition period, however, it can be used by companies outside of the EMU as well. For example, companies can use the conversion program to convert the currency code and address book amounts for multiple suppliers from French francs to the euro, as well as from U.S. dollars to Canadian dollars.

The Euro Address Book Conversion - F0401 program converts supplier currency codes and address book amounts. In the Procurement system, the address book amounts are the supplier limit amounts for minimum and maximum order values. This document describes how the conversion program converts and rounds limit amounts for minimum and maximum order values. For additional information about the Euro Address Book Conversion program, see *Converting Supplier Currency Codes and Amounts* in the *Accounts Payable Guide*.

When you enter minimum and maximum order values for a supplier, you typically enter them as rounded numbers, which are stored without decimals in the Supplier Master table (F0401). When you convert minimum and maximum order values to a different currency, you must specify a rounding factor amount in the processing options. For example, to round converted minimum and maximum order amounts to the nearest 50, you specify a rounding factor of 50. To round converted amounts to the nearest 100, you specify a rounding factor of 100, and so on.

Example: How Converted Limit Amounts Are Rounded

The Euro Address Book Conversion - F0401 program rounds converted limit amounts when converting from Canadian dollars (CAD) to U.S. dollars (USD). For this example, the exchange rate is 1 CAD = .67092 USD and the rounding factor in the processing option is 50.

The conversion program rounds converted limit amounts up or down, as described in the following examples:

Round Up

The conversion program converts 12,000 CAD to 17,886 USD. It rounds 17,886 up to 17,900 based on the following calculation:

Converted Amount / Rounding Factor = Q with a remainder of R. If R is greater than or equal to one-half of the rounding factor, then subtract R from the rounding factor and add that amount to the converted amount.

In this example, $17,886 \text{ USD} / 50 = 357$ with a remainder of 36, which is greater than one-half of 50 (25). Subtract 36 from 50 ($50 - 36 = 14$) and add 14 to 17,886 to get a rounded value of 17,900.

Round Down

The conversion program converts 8,000 CAD to 11,924 USD. It rounds 11,924 USD down, based on the following calculation:

Converted Amount / Rounding Factor = Q with a remainder of R. If R is less than one-half of the rounding factor, then subtract R from the converted amount.

In this example, $11,924 \text{ USD} / 50 = 238$ with a remainder 24, which is less than one-half of 50 (25). Subtract 24 from 11,924 to get a rounded value of 11,900.

Generating New Supplier Prices in a Different Currency

From the Procurement Advanced and Technical Operations menu (G43A31), choose Generate Purchase Price by Currency.

You can generate new supplier prices in a different currency and amount for multiple records at one time. The Generate Purchase Price by Currency program creates new prices based on existing records. To create a new price for an individual record, you can manually update the existing record on the Supplier Catalog Maintenance form. You do not have to run this program.

The Generate Purchase Price by Currency program does the following:

- Copies the original currency supplier price
- Calculates a new price based on the currency code and exchange rate you specify
- Creates a new supplier price with the new currency amount

When you generate new supplier prices in a different currency, you control the currency and exchange rate in which to create new prices by specifying the following in the processing options:

- Date when you want the new prices to go into effect
- Currency of the existing prices
- Currency in which you want to create new prices
- Exchange rate to use to calculate the new prices
- Method (divide or multiply) to use for the exchange rate calculation

The Generate Purchase Price by Currency program creates only one new price for each unit of measure. It does not create one price for each currency. If a price already exists for a certain currency, the generation program does not create another price in that currency because both records would have the same key. The exception to this rule is when currency codes associated with a supplier, item, or branch/plant have different effective through dates. Depending on the dates, the generation program might create more than one new price.

You can run the Generate Purchase Price by Currency program in the following modes:

- **Proof.** Run the program in proof mode and review the audit report to ensure that the records generated by the program are the records in which you want new prices. If the audit report is not accurate, change the processing option and data selection values accordingly and rerun the program in proof mode.
- **Final.** When you are satisfied with the audit report, run the program in final mode. Review the newly created prices on the audit report and the Supplier Catalog Maintenance form. Notice that the new record is sequenced alphabetically along with the existing records on the form and that amounts are rounded according to the decimal places set up in the data dictionary. If necessary, adjust new prices manually on the Supplier Catalog Maintenance. For example, if the program creates a new price for 50,000 JPY as 675.1155 CAD, you might adjust the new amount to 675 CAD.

Data Selection

Typically, companies will generate new supplier prices for all suppliers within a specific branch/plant. If your company has multiple branch/plants with different currencies, you can run the generation program multiple times. You can also generate new supplier prices by item number or any other value in the data selection.

If your company has items that are at purchase price level 1 and you want to make sure you generate new prices for those items, designate *blanks for branch/plant in the data selection if you are not using *all for branch/plant.

Processing Options for Generate Purchase Price by Currency

PROCESS

1. Enter '1' to run this program in final mode. If left blank, the program will run in proof mode. Final mode will update the file and generate an audit report. Proof mode will generate the audit report only.
2. Enter the date used to determine which purchase price records will be generated. If the expiration date of a purchase price is greater than or equal to the date entered, a new purchase price record will be generated. Leave blank (default) to use the system date.

CURRENCY

1. Enter the Currency Code to convert TO (Required).
2. Enter the Currency Code to convert FROM (Required).
3. Enter the Exchange Rate to use (Required).
4. Enter '1' to multiply the current purchase price by the exchange rate entered. Leave blank (default) to divide the current purchase price by the exchange rate entered.

Purging Data

From the Data File Purges menu (G43A311), choose an option.

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from files.

OneWorld provides purges for removing data from files where the selection criteria needs to be specific. Purges are programs that have predefined criteria that the system checks before removing any data so that you avoid removing associated data that is located in other files.

Caution: You must know the proper procedures and consequences of purging data to avoid serious damage to your system and data. Purging data is typically performed by a system administrator or operations personnel. It is important that only those employees who understand the purging process and its results are allowed access to this procedure.

You can run the following purge programs in Procurement:

- PO Detail (F4311)
- PO Receiver Detail (F43121)
- PO Ledger (F43199)
- PO Headers (F4301)
- PO Text Lines (F4311)

Considerations

- When you run the PO Headers purge, the system purges records only if there are no active detail lines. Therefore, before you run the PO Headers purge, you should run the PO Detail purge.
- Unlike the other purge programs, the PO Text Lines purge does not delete data. The program moves text lines to a status of 999 for an order that is closed.

To run the PO Text Lines purge, you submit a batch job using the Work with Versions form. You run the PO Text Lines purge the same way that you run reports or any other type of batch job in OneWorld.

Before You Begin

- ☐ J.D. Edwards recommends that you create your own purge environment, which allows you to save purged records and prevents the records from being overwritten when you upgrade the software.
- ☐ Back up the files that will be affected.
- ☐ Determine the data that you want to purge.
- ☐ Verify that no users are working with the data that you want to purge.

To purge data

Use the following procedure to run any of the purge programs in Procurement (with the exception of the PO Text Lines purge).

1. Choose the appropriate purge program from the Data File Purges menu (G43A311).
2. Choose a version and click Select.
3. On Table Conversion Prompting, choose the Properties option.
4. On the Properties window, choose the Select Environments tab.
5. Choose the From and To environments, which allow you to select the environment to purge data from and the environment in which to store purged data.
6. Choose the Data Selection tab and specify the information to purge.

The system automatically displays processing options for the purge program.

7. Complete the processing options according to the following guidelines:
 - For the first processing option, enter 1 to save purged records. You cannot save purged records unless you have created your own purge environment.

If you leave this processing option blank, the system deletes all purged records.

- For the second processing option, enter a new name for the environment that stores purged records. By renaming the environment before you run a purge program, you can store the records from each purge separately. Otherwise, the system overwrites the data each time that you run the purge program.

Before completing this processing option, ensure that you have specified that you want the system to save purged records.

After completing this processing option, you must complete the third processing option, which allows you to enter the data source name.

- For the third processing option, enter the name of the data source for the purged records.

Before completing this processing option, ensure that you have specified that you want the system to save purged records and that you have entered a new environment name.

8. To run the purge program, click OK. To exit without running the purge program, click Cancel.

Interoperability

To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers.

Interoperability among products is key to successfully implementing an enterprise solution. Full interoperability among systems results in a flow of data among the different products that is transparent to the user. OneWorld provides interoperability functions to facilitate the exchange of data with systems that are external to OneWorld.

Inbound Transactions

In an inbound transaction, you accept data from another system into OneWorld. Interoperability for inbound transactions consists of the following tasks:

1. The external system sends data to the OneWorld interface tables, which hold the data before it is copied to the application tables. The external system is responsible for conforming to the format and other requirements for the interface tables. If the external system cannot write the information in the required format, it can write the data to a flat file, and you can use the OneWorld Inbound Flat File Conversion program to convert the data to the required format.
2. You run a transaction process (a batch program) that validates the data, updates valid data from the interface tables to the OneWorld application tables, and sends action messages to the Employee Work Center about invalid data.
3. You use an inquiry function to interactively review and revise the incorrect data, and then run the transaction process again. You repeat this step as often as needed to correct errors.

Outbound Transactions

In an outbound transaction, you send data from OneWorld to an external system. Interoperability for outbound transactions requires that you set a processing option specifying the transaction type. Using the master business function for the type of transaction, the system creates a copy of the transaction and places it in the interface table where external systems can access it.

Interoperability consists of the following tasks:

- ☐ Setting up for interoperability transactions
- ☐ Receiving transactions into OneWorld



- ☐ Reviewing and revising interoperability transactions
- ☐ Sending transactions from OneWorld
- ☐ Purging interoperability transaction records

See Also

- *EDI Document Processing* in the *Data Interface for Electronic Data Interchange* for more information about electronic commerce
- *Interoperability Technologies* in the *Interoperability Guide* for a comparison of interoperability functionality

Setting Up for Interoperability Transactions

External systems can use a variety of methods to send data to the interoperability interface tables. One method is to write the data to a flat file. If you use this method, the system converts the flat file to the interface table. For the system to convert data from the flat file to the interface table, you must identify the transaction, which includes the following information:

- Transaction type, which is a unique description to identify the transaction
- Whether this transaction is inbound or outbound
- Record type, the data that is imported or exported
- The application, the source or destination of the transaction

You can set a processing option to start the transaction process automatically when the conversion completes successfully. The transaction process copies the data from the interface tables to the application tables, from which OneWorld applications can access the data.

Converting flat files consists of the following tasks:

- ☐ Reviewing record types
- ☐ Setting up transaction types
- ☐ Setting up data export controls
- ☐ Setting up the flat file cross-reference
- ☐ Running the conversion program

Before You Begin

- ☐ Ensure that the flat file is a comma-delimited ASCII text (flat) file to which the workstation has read and write access.
- ☐ Ensure that the data conforms to the required format. See *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for requirements.

Reviewing Record Types

When you set up flat file cross-reference information, you must specify the record types. Record types indicate the sort of information that is being exchanged between OneWorld and external systems such as addresses, header or detail transactions, text, or additional information.

You can review hard-coded record types in the user defined code table (00/RD). The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents

Setting Up Transaction Types

You can add codes to the user defined code table (00/TT) to identify the transactions that the system uses in the flat file cross-reference. After you set up the transaction type, you use the transaction type to identify whether the information exchange is inbound or outbound and to identify the corresponding applications and versions. You must set up transaction types before defining data export controls and flat file cross-reference information.

For every transaction type, you must set up data export controls. If you cannot transfer or receive information with an external system, then you use the transaction type when you set up flat file cross-reference information.

See Also

See *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes.

Setting Up Data Export Controls

You define the export information for outbound transactions only. To set up data export controls properly, you must indicate the transaction, document type, batch application or function, and version from which the external system retrieves information from the interface tables.

You can define export controls based on either of the following:

Function name and library

You can specify a vendor-specific function name and library to identify the external custom program that accesses the OneWorld interface tables.

UBE or batch processor

You can specify a vendor-specific outbound batch processor that accesses the OneWorld interface tables.

See Also

- *Detailed Tasks for Custom Programming* in the *Interoperability Guide* for information about vendor-specific applications and functions

► To set up data export controls

From the Purchasing Interoperability menu (G43A313), choose Data Export Controls.

1. On Work With Data Export Controls, click Add.

Seq	UBE Name	Version	Function Name
1.00			

2. On Data Export Control Revisions, enter the appropriate transaction, such as receipts, in the following field:
 - Transaction
3. Enter the appropriate order type in the following field:
 - Order Type
4. Enter a UBE name and function name in the following fields:
 - UBE Name
 - Function Name

You can define data export control for either a vendor-specific batch process or function. If you enter information in fields for vendor-specific batch processors or functions, the system uses the batch process.

5. If you identified a vendor-specific batch process, enter a version in the following field:
 - Version History
6. If you identified a vendor-specific function, enter a function library in the following field:
 - Function Library
7. Enter 1 or 0 in the following fields:
 - Execute For Add
 - Execute For Update
 - Execute For Delete
 - Export Mode – External Database
 - Launch Immediately
 - Execute For Inquiry
 - Export Mode – Flat File
 - Export Mode – External API
8. Click OK.

Field	Explanation																				
Transaction	A code that identifies a transaction by type.																				
Order Type	<p>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.)</p> <p>The following document types are defined by J.D. Edwards and should not be changed:</p> <table><tr><td>P</td><td>Accounts Payable documents</td></tr><tr><td>R</td><td>Accounts Receivable documents</td></tr><tr><td>T</td><td>Payroll documents</td></tr><tr><td>I</td><td>Inventory documents</td></tr><tr><td>O</td><td>Purchase Order Processing documents</td></tr><tr><td>J</td><td>General Accounting/Joint Interest Billing documents</td></tr><tr><td>S</td><td>Sales Order Processing documents</td></tr><tr><td>OS</td><td>Subcontract</td></tr><tr><td>OP</td><td>Purchase Order</td></tr><tr><td>R2</td><td>Contract Billing</td></tr></table>	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	OS	Subcontract	OP	Purchase Order	R2	Contract Billing
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																				
OS	Subcontract																				
OP	Purchase Order																				
R2	Contract Billing																				

Field	Explanation
UBE Name	<p>The OneWorld architecture is object-based. This means that discrete software objects are the building blocks for all applications, and that developers can reuse the objects in multiple applications. Each object is tracked by the Object Librarian. Examples of OneWorld objects include:</p> <ul style="list-style-type: none"> • Batch Applications (such as reports) • Interactive Applications • Business Views • Business Functions • Business Functions Data Structures • Event Rules • Media Object Data Structures
Function Name	The name of the function.
Version	<p>A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.</p>
Function Library	The library for the function. This includes the path for the directory where the library exists.
Execute For Add	<p>A code that determines whether the system uses the batch application to process an added transaction record.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Use batch application to process an added transaction record 0 Do not use batch application to process an added transaction record
Execute For Upd	<p>A code that determines whether the system uses the batch application to process an updated transaction record.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> 1 Use batch application to process an updated transaction record 0 Do not use batch application to process an updated transaction record
Execute For Del	<p>A code that determines whether the system uses the batch application to process a deleted transaction record.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> 1 Use batch application to process a deleted transaction record 0 Do not use batch application to process a deleted transaction record
Launch Immediately	<p>This field controls the immediate execution of a batch job. If the field is set to a 1, the job will execute immediately.</p>

Field	Explanation				
Flat File Exp Mode	<p>A code that determines whether the system exports the transaction record to a flat file.</p> <p>Valid codes are:</p> <table><tr><td>1</td><td>Export transaction record to a flat file</td></tr><tr><td>0</td><td>Do not export transaction record to a flat file</td></tr></table>	1	Export transaction record to a flat file	0	Do not export transaction record to a flat file
1	Export transaction record to a flat file				
0	Do not export transaction record to a flat file				
Ext API Exp Mode	<p>A code that determines whether the system exports the transaction record to an external API.</p> <p>Valid codes are:</p> <table><tr><td>1</td><td>Export transaction record to an external API</td></tr><tr><td>0</td><td>Do not export transaction record to an external API</td></tr></table>	1	Export transaction record to an external API	0	Do not export transaction record to an external API
1	Export transaction record to an external API				
0	Do not export transaction record to an external API				

Setting Up the Flat File Cross-Reference

When you exchange data between OneWorld and an external system, you use flat file cross-reference information for the following conditions:

- For inbound transactions, if the external system cannot write data to the interface tables in the required format for OneWorld, the external system can write the data to a specific flat file for each transaction and record type.
- For outbound transactions, if OneWorld cannot write data to the interface tables in the format required by the external system, OneWorld can write the data to a specific flat file for each transaction and record type.

See Also

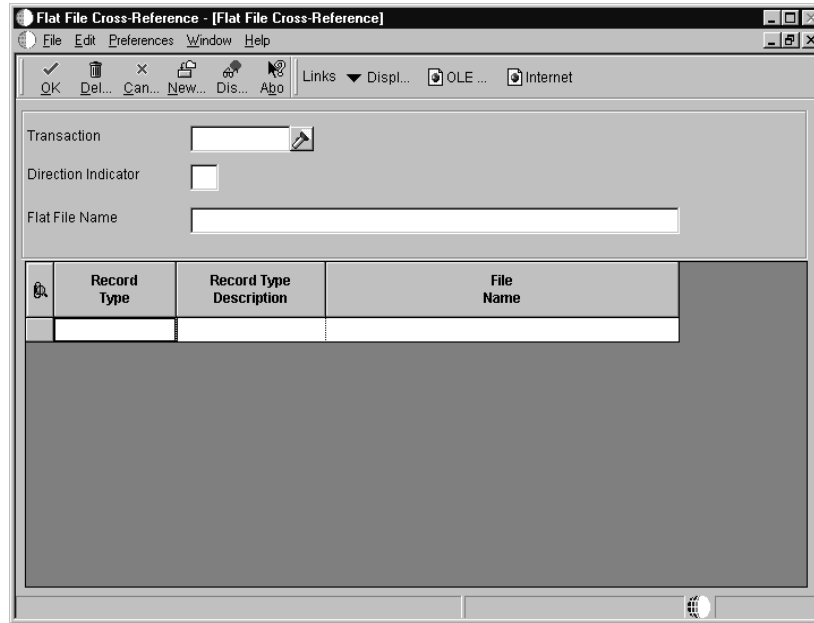
- *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for information about this process, which works the same for interoperability functions



To set up the flat file cross-references

From the Purchasing Interoperability menu (G43A313), choose Flat File Cross-Reference.

1. On Work With Flat File Cross-Reference, click Add.



2. On Flat File Cross-Reference, enter the transaction, such as receipts, in the following field:
 - Transaction
3. Enter 2 in the following field:
 - Direction Indicator
4. Enter 1 in the following field:
 - Type Record
5. Enter the file name in the following field and click OK:
 - File Name

The file name refers to the application table from which the system exchanges information, as defined by the record type.

Running the Conversion Program

From the Purchasing Interoperability menu (G43A313), choose Inbound Flat File Conversion.

The Inbound Flat File Conversion program converts the flat file to the interface table. If you set the appropriate processing option, the system starts the related transaction process following successful conversion.

See Also

- *Importing from Flat Files* in the *Interoperability Guide* for setup requirements for flat file conversion

Processing Options for Inbound Flat File Conversion

Transaction

1. Enter the transaction to process.

Separators

1. Enter the field delimiter.
2. Enter the text qualifier.

Process

1. Enter the inbound processor to run after successful completion of the conversion.
2. Enter the version for the inbound processor. If left blank, XJDE0001 will be used.

Reviewing and Revising Interoperability Transactions

Running a transaction process, such as Inbound Receipt Routing, often identifies one or more inbound transactions that contain invalid transactions. For example, if you are in receipt routing and you try to move inventory to a step that was not defined in the receipt route, the Inbound Receipt Routing process identifies the invalid transaction and sends an error message to the Employee Work Center. The error message indicates the transaction number for the transaction in error.

You can inquire on the following transactions to review and revise inbound transactions:

- Inbound Receiving Advice Inquiry
- Inbound Receipt Routing Inquiry
- Inbound Purchase Order Inquiry

Use the inquiry menu selections to add, change, or delete transactions containing errors. Then run the appropriate transaction process again. Continue to make corrections and rerun the transaction process until the program runs without errors.

As needed, complete the following tasks:

- ☐ Reviewing and revising inbound transactions
- ☐ Reviewing the processing log

See Also

- *About EDI Document Inquiry and Revision* in the *Data Interface for Electronic Data Interchange Guide* for more information
- *Use the Revisions Application* in the *Interoperability Guide* for more information about reviewing and revising interoperability transactions

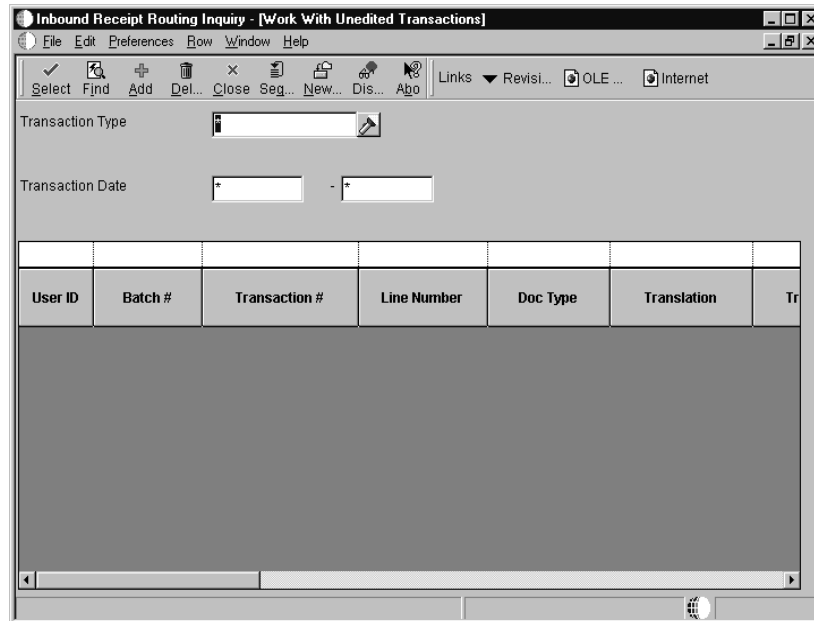
Line Number	2nd Item Number	Quantity Ordered	Unit Cost	UM	Branch/Plant	Order Co	Order Number
1.000			0.0000				

3. On Inbound EDI Receiving Advice Revisions, revise any of the fields as needed and click OK.
4. If applicable, choose Detail Revisions from the Row menu to review or change additional detail information and click OK when finished.

After you correct the errors identified by the Inbound Receiving Advice Inquiry process, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

► **To review and revise receipt routing transactions**

From the Purchasing Interoperability menu (G43A313), choose Inbound Receipt Routing Inquiry.



1. On Work With Unedited Transactions, complete the following fields to limit the search to specific transactions:
 - User ID
 - Batch Number
 - Transaction Number
2. Click Find.
3. Choose the transaction to review and revise, and click Select.

Inbound Receipt Routing Inquiry - [Unedited Transaction Revisions]

File Edit Preferences Window Help

OK Del... Can... New... Dis... Abo Links ▼ Displ... OLE ... Internet

User ID

Batch Number

Transaction Number

Line #	Doc Ty	Translation	Trans Date	No of Lines	S P	Trans Type	Dir Ind
1.000				0			

4. On Unedited Transaction Revisions, review and revise as needed, and click OK.
5. If applicable, choose Detail Revisions from the Row menu to review or change additional detail information, and click OK when finished.

After you correct the errors identified by the Inbound Receipt Routing Inquiry process, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

► To review and revise purchase order transactions

From the Purchasing Interoperability menu (G43A313), choose Inbound Purchase Order Inquiry.

User ID	Batch Number	Transaction Number	Line Number	Doc Ty	Translation Format	Tran Date	# Lines	S P
---------	--------------	--------------------	-------------	--------	--------------------	-----------	---------	-----

1. On Work with PO Unedited Transactions, complete the following fields to limit the search to specific transactions:
 - User ID
 - Batch Number
 - Transaction Number
2. Click Find.
3. Choose the transaction to review and revise, and click Select.

4. On Unedited Transaction Revisions, review and revise as needed, and click OK.
5. If applicable, choose Detail Revisions from the Row menu to review or change additional detail information, and click OK when finished.

After you correct the errors identified by the Inbound Purchase Order Inquiry process, run the transaction process again. If other errors are identified, correct them and run the transaction process again.

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
Transaction Number	The number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.

Reviewing the Processing Log

From the Purchasing Interoperability menu (G43A313), choose Processing Log.

You can use the processing log to review whether the system has processed inbound and outbound transactions. With the processing log, you can review whether a vendor-specific transaction has processed successfully. The processing log contains key information from the Data Export Control table about the interoperability transaction, such as the transaction type, order type, and sequence number, batch process or function and corresponding version. The system creates a record for every transaction that is processed in the outbound process.

The information in the processing log is for review only and cannot be changed in either the processing log or OneWorld applications.

See Also

- *Subscribing to Outbound Transactions* in the *Interoperability Guide* for more information about the data export control table and the processing log

Sending Transactions from OneWorld

From the Purchasing Interoperability menu (G43A313), choose Outbound Order Processor.

You might send transactions you create or change in the Procurement system to an external system. For example, you might need to send information about changes on a purchase order to an external system.

The default outbound transaction is a copy of a data transaction after you created or changed it (an *after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (a *before image*). Creating and sending before images requires additional processing time. To control the type of image, you set a processing option in the application programs that create transactions.

You can send transactions from OneWorld to an external system using any of the following interoperability methods:

Batch extraction processor

When you run an extraction process, the application retrieves data from the J.D. Edwards application tables for the transaction and copies the data to the interface tables. The system then generates an audit report that lists the processed documents.

Batch and subsystem process

All outbound master business functions used to create interoperability transactions have processing options that control the interoperability transaction. For batch and subsystem processing, you set up the processing options in the appropriate business function version for interoperability and then specify that application and version in the data export controls.

The system places a copy of the transaction in the interface table for that type of transaction. For example, for an outbound purchase order the system places a copy of the transaction in the Order Header table (F4301Z1) and the Order Detail table (F4311A1). The data is then available for an external system to use.

Before You Begin

- ☐ Define the data export controls for the type of outbound transaction. The system uses data export controls to determine the batch programs or business processes that third parties supply for use in processing transactions.

See Also

- *Detailed Tasks for OneWorld Operations* in the *Interoperability Guide* for more information about interoperability methods
- *OneWorld Interoperability Models* in the *Interoperability Guide* for more information about implementing asynchronous, synchronous, and batch transactions in OneWorld

Purging Interoperability Transaction Records

From the Purchasing Interoperability menu (G43A313), choose Inbound Purchase Order Purge or Order Outbound Purge.

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from interoperability files.

The Procurement system contains a purge option for both inbound and outbound transactions. Use the following purges to remove data from the corresponding interoperability tables:

- Inbound Receiving Advice
- Inbound Purchase Order
- Outbound Order

See Also

- *Purge Batch Process and Named Event Rules* in the *Interoperability Guide* for more information about purging interoperability information

Appendices



Appendix A: Vertex Quantum for Sales and Use Tax

If your company wants to apply sales taxes automatically, you can use the Vertex Quantum for Sales and Use Tax system (Quantum) with the following J.D. Edwards systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing
- Service Billing

Caution: If you are using the J.D. Edwards Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

Quantum software integrates with the J.D. Edwards OneWorld tax calculation software, which means that you can perform tax calculations using either the Quantum software, the J. D. Edwards tax calculation software, or both. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Working with Quantum consists of:

- ☐ Setting up the J.D. Edwards/Quantum interface
- ☐ Assigning GeoCodes to address book records
- ☐ Working with Quantum taxes
- ☐ Processing Quantum tax information

When tax laws change, the Quantum software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Quantum software:

- Reduces the setup required for multiple tax rate areas
- Reduces processing time and rate maintenance



- Creates tax compliant records
- Allows exceptions and overrides to the default tax rates

Quantum calculates tax based on the standard rates and rules for the U.S., its territories and possessions, and Canada. To perform all other foreign tax calculations, you have two options:

- Use the J.D. Edwards tax calculation software
- Use the Quantum system, but maintain tax rates for foreign locations using the Quantum Tax Decision Maker

Before You Begin

- ☐ Verify that you have access to the following Vertex documentation for Quantum for Sales and Use Tax for additional information:

- *Quantum for Sales and Use Tax Reference Manual*
- *Quantum for Sales and Use Tax GeoCoder Master List*
- *Quantum for Sales and Use Tax National Tax Rate Directory*
- *Quantum for Sales and Use Tax Tax Decision Maker Taxability Guide*
- *Quantum for Sales and Use Tax User's Guide*
- *Quantum for Sales and Use Tax Training Guide for Tax Professionals*
- *Quantum for Sales and Use Tax Returns User's Guide*

J.D. Edwards Components

The interface between J.D. Edwards systems and Quantum software transfers selected J.D. Edwards parameters to Quantum and then returns tax information to J.D. Edwards systems.

The standard J.D. Edwards tax calculation software components can be used with Quantum in the following ways:

Tax authorities	You use tax authorities within J.D. Edwards software to define the government agencies that assess and collect taxes. You define tax authorities in the J.D. Edwards tax processing system only for international tax authorities because those for the U.S. and Canada are stored by Quantum.
Tax rates and tax areas	For U.S. and Canadian taxes, you specify a GeoCode for each tax rate and tax area to allow Quantum to identify the correct taxing jurisdictions.
Automatic Accounting Instructions (AAIs)	<p>For U.S. and Canadian taxes, you use the AAI code PT __ __ __ for the company.</p> <p>For non-United States and non-Canadian taxes, you assign an AAI to each taxing authority within each tax rate/area.</p>
Tax rules by company	<p>You can define tax rules for the Accounts Receivable, Accounts Payable, Sales Order Management, Procurement, CSMS, General Accounting, Contract Billing, and Service Billing systems. When you enter transactions for these systems, taxes are calculated according to these rules. The system uses these tax rules to:</p> <ul style="list-style-type: none">• Calculate discounts on a gross amount that already includes tax.• Calculate tax on a gross amount that includes the discount amount.• Control when the system displays a warning message (or rejects a transaction altogether) when someone enters a tax that differs from the system-calculated tax. This does not apply to E, S, and U tax types. <p>This feature applies to taxes for all countries.</p>

Tax explanation codes

Tax explanation codes control how a tax is assessed and how it is distributed to the general ledger revenue and expense accounts. J.D. Edwards software provides a number of tax explanation codes. Tax codes E, S, and U are predefined for Quantum software. Because the tax explanation code is a user defined code (00/EX), you can set up additional codes to meet specific business needs; however, the Quantum interface recognizes only tax codes E, S, and U.

In Quantum software, you can use the tax explanation code to make a customer or a specific transaction tax exempt. For example, a customer with a tax explanation code of E is exempt. Any purchase or sales order; accounts receivable invoice; CSMS, contract or service billing invoice; and CSMS contract line item can be coded with E to make that specific transaction exempt. Currently, CSMS service order routings are taxable and cannot be overridden.

Other available codes are U (use) for use in the Procurement, Accounts Payable, and CSMS systems, and S (sales) for use in Sales Order Management, Accounts Receivable, CSMS, Contract Billing, and Service Billing systems.

Quantum Components

The Quantum for Sales and Use Tax system includes the following components:

Rate and GeoCode Data Modules

The data modules store tax rates and other pertinent jurisdictional tax data for all U.S. and Canadian tax authorities, which include over 66,000 locations. All states and counties are on file, as well as all cities with populations over 250. If a city has a population less than 250 and levies a tax, that city is also included in the data modules.

Vertex researches and maintains the data contained in the file by remaining in constant contact with all jurisdictions that levy a tax. Every month, Vertex updates its internal databases and issues new data module files to its subscribers.

Tax Decision Maker

You can customize the Quantum system for your special needs. You use the Tax Decision Maker Engine in conjunction with the Tax Decision Maker (TDM) to automate (separately or in combination) product, customers, or jurisdictional tax exceptions. TDM lets you set up and maintain tax exceptions and also override customer and product exemptions. You can access TDM from Quantum menus.

Tax Decision Maker Engine

The Tax Decision Maker Engine interfaces with J.D. Edwards Sales Order Management, Procurement, Accounts Receivable, Accounts Payable, CSMS, Contract Billing and Service Billing systems.

When a J.D. Edwards program calls the Tax Decision Maker Engine, the Tax Decision Maker Engine determines the following:

- Whether the transaction is interstate or intrastate
- The transaction's taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable
- Tax exceptions, if applicable

The Tax Decision Maker Engine then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

The module can also store tax history for an audit trail and for management reports and returns preparation (as an independent function outside the scope of J.D. Edwards generated reports). Because the Data Module isolates the state, county, city, and district rates, Quantum can calculate the four levels individually.

Quantum Tax Register file

From the Quantum Register file, the Tax Decision Maker Engine produces detail and summary sales tax register reports sequenced by state, county, and city for any billing period. You generate these reports from Quantum menus.

Returns Module

If you purchase the Returns Module in addition to the Quantum for Sales and Use Tax system, the Returns Module completes the sales tax cycle by automating state and local returns preparation. After calculating the amount to be paid to the appropriate tax authorities, the system automatically generates signature-ready sales and use tax forms and check requests.

Interface Considerations

Before you set up the J.D. Edwards/Quantum Sales Tax Interface to reflect your environment, carefully consider the specific conditions and requirements of the company, the product, the customer or supplier, and international tax obligations.

Company and Divisional Considerations

You should understand any special dispensations that the company has arranged with state or local jurisdictions for collecting sales and use taxes at a reduced rate. Then, consider whether tax returns are filed for just one company or for multiple companies.

Product Considerations

You should understand the business and how products fit into appropriate tax categories. For example, rebuilt machinery might be taxed differently than spare parts for the same machinery. Decide how the company intends to set up the taxing policies for J.D. Edwards and Quantum software.

Customer and Supplier Considerations

You must properly identify the tax category to which customers and suppliers belong. For example, a customer might be a provider of goods or services, a reseller, a charitable organization, or other tax group. Decide how you will set up customers and suppliers into both the J.D. Edwards and Quantum software modules.

International Tax Considerations

Be aware of international tax obligations. Know whether to use the J.D. Edwards Tax Calculation software or Quantum to manage and process non-U.S. and non-Canadian tax transactions.

**Coexistence
Considerations**

Although you can work with OneWorld and WorldSoftware in a coexistent environment, the Vertex Sales and Use Tax Compliance product for WorldSoftware and Quantum for Sales and Use Tax for OneWorld do not coexist with each other. Quantum, however, has utilities that allow you to copy and merge information from the Compliance product to Quantum.

If you are coexistent, you can:

- Manage and maintain the TDM in the legacy Compliance system. Then, you can copy the Compliance TDM to the Quantum TDM using Quantum utilities.
- Merge the register tables created in both the Compliance and Quantum products into the Quantum product with Quantum utilities.

Note: The Compliance product has no utilities to copy the Quantum TDM or merge the Quantum register tables into the legacy system.

Setting Up the J.D. Edwards/Quantum Interface

If your company wants to apply sales taxes automatically, you can use Quantum software along with the J.D. Edwards system. Quantum software can coexist with the J.D. Edwards tax calculator software, which means that you can perform tax calculations using either system or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Setting up Quantum consists of:

- ☐ Activating Quantum
- ☐ Testing the Quantum Connection
- ☐ Activating Quantum Logging
- ☐ Setting up automatic accounting instructions for Quantum
- ☐ Setting up user defined codes for Quantum
- ☐ Assigning non-stock product categories to order types
- ☐ Defining tax information for items

Before You Begin

- ☐ Review order line types. See *Setting Up Order Line Types* in the *Sales Order Management and Procurement Guides*.
- ☐ Review order activity rules. See *Setting Up Order Activity Rules in the Sales Order Management and Procurement Guides*.
- ☐ Verify that each customer address book record has a corresponding record in customer master information, and that all suppliers have a record in supplier master information.

What You Should Know About

Tax only calculations

For tax only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a Quantum GeoCode.

For records with ST and UT tax types, records are not to be written to the Quantum Tax Register file, even if Quantum is active.

Returns Module

If you plan to use the Quantum Sales Tax Returns Module, you should install it after performing all other setup steps.

Activating Quantum

You must activate the Quantum interface prior to using the Quantum system with J.D. Edwards OneWorld software.

Note: Constants settings load during software initialization. Therefore, in order for the constants settings to take effect, you must exit and restart OneWorld.

Before You Begin

- ☐ You must set up database connections to establish communication to the Quantum databases, both Quantum for Sales and Use Tax and Quantum for Payroll.

See *Setting Up Database Connections* in the *OneWorld Installation Guide* for more information.

To activate Quantum

From the Vertex Quantum Sales and Use Tax menu (G731), choose Constants.

1. On Work with Quantum Constants Revision, complete the following fields:
 - Quantum Active
 - U.S. Country Code
 - Canada Country Code
2. Complete the following fields for sales tax category codes:
 - Division Code
 - Customer Class Code
 - Product Category/ID
3. Complete the following fields for use tax category codes and click OK:
 - Division Code
 - Customer Class Code
 - Product Category/ID

Field	Explanation
Quantum Active	This value determines whether the system uses Quantum Sales and Use Tax for tax calculations.
Y	Use Quantum system to calculate taxes.
N	Do not use Quantum system to calculate taxes. Instead, use JDE tax calculations.

Field	Explanation
U.S. Country Code	The code that indicates the United States in the Quantum Sales and Use Tax system. This code must match the value in the Country field on the Mailing tab on the Address Book Revision form. For U.S. domestic customers, this field is typically blank.
Canada Country Code	The code that indicates Canada in the Vertex Sales and Use Tax System. This value must be CA, and must match the value in the Country field on the Mailing tab on the Address Book Revisions form.
Division Code	The Address Book Category Code that the Quantum Tax Interface uses for Division/Store Code for Sales Tax. The Address Book Category Code is passed to Quantum and matched to the Division/Store Code in the Quantum Tax Decision Maker module.
Customer Class Code	The Address Book Category Code that the Quantum Tax Interface uses for Customer Class Code for Sales Tax. The Customer Class Code is passed to Quantum and matched to the Customer Class Code in the Quantum Tax Decision Maker module.
Product Category/ID	The Item Branch/Plant Category Code that the Quantum Tax Interface uses for Product Category/ID for Sales Tax. The Item Branch/Plant Category Code is passed to Quantum and matched to the Product Category/ID field in the Quantum Tax Decision Maker module.
Division Code	The Address Book Category Code that the Quantum Tax Interface uses for Division/Store Code for Use Tax. The Address Book Category Code is passed to Quantum and matched to the Division/Store Code in the Quantum Tax Decision Maker module.
Customer Class Code	The Address Book Category Code that the Quantum Tax Interface uses for Customer Class Code for Use Tax. The Customer Class Code is passed to Quantum and matched to the Customer Class Code in the Quantum Tax Decision Maker module.
Product Category/ID	The Item Branch/Plant Category Code that the Quantum Tax Interface uses for Product Category/ID for Use Tax. The Item Branch/Plant Category Code is passed to Quantum and matched to the Product Category/ID field in the Quantum Tax Decision Maker module.

Testing the Quantum Connection

After you activate Quantum and set the country codes, J.D. Edwards recommends that you conduct a test to determine whether you have successfully connected to the Quantum system.

Before You Begin

- ☐ You must exit and restart OneWorld in order for the constants settings to take effect.

► To test the Quantum connection

1. Enter P73GEO in the fast path.

Geo Code	County	City	Begin Zip Code	End Zip Code

2. On Retrieve GeoCode, complete the following fields as follows:
 - Type CO in the State field
 - Type Denver in the City field
3. Click Find.
 - If you are properly connected to the Quantum system, 060310140 appears in the GeoCode column.
 - If nothing appears in the GeoCode column, a setup or configuration error might have occurred. Check the following:
 - The Quantum Active field must be set to Y, and the Canada Country Code set to CA, on Work With Quantum Constants Revision.
 - The constants values are initialized by exiting and restarting OneWorld.
 - The Data Source, Server, User ID, and Password must be set up properly in the Database Connections table. See *Setting Up Database Connections* in the *OneWorld Installation Guide*.

- All of the required business functions must be mapped to the server where the Quantum software is located. See OCM Mapping in the *OneWorld Installation Guide*.

Activating Quantum Logging

You might want to review the values you send to the Quantum interface, and then review the values generated by Quantum after processing. The Quantum Logging feature provides you with the ability to review these Before and After values.

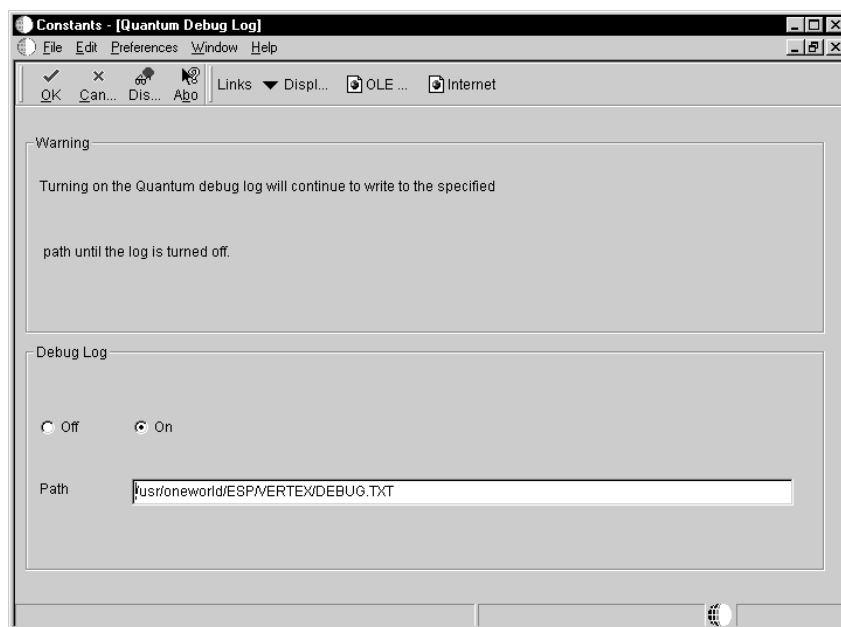
The Quantum Logging feature creates a two-page text file with the Before values you send on the first page, and the After values Quantum generates on the second page.

Caution: Use this feature with caution, because two pages of data are printed for every transaction going through the Tax Calculator for all users. Keeping this feature turned on after initial testing and setup negatively impacts system performance.

► To activate Quantum logging

From the Vertex Quantum Sales and Use Tax menu (G731), choose Constants.

1. On Work With Quantum Constants Revision, choose Quantum Log from the Form menu.



2. On Quantum Debug Log, complete the following fields and click OK:

- Debug Log
- Path

Field	Explanation
Debug Log	An option that determines whether to enable the Quantum debug log. If you choose On, the Vertex Link Parm Area will be printed before and after calling the Vertex Tax Calculator Program. Use this feature with caution, because two pages of data are printed for every transaction going through the Tax Calculator for all users.
Path	The path and file name where the Quantum debug log will reside, such as C:\Debug\QuantumDebug.txt.

See Also

- *Quantum for Sales and Use Tax - Reference Manual* for more information about Quantum Logging

Setting Up Automatic Accounting Instructions for Quantum

You must create AAIs for each unique combination of company, transaction, document type, and G/L class (G/L offset account) that you want to use. Each AAI is associated with a specific G/L account that consists of a business unit, an object, and optionally, a subsidiary.

If you are required to collect taxes on customer invoices, you must distribute the tax amounts to the correct G/L accounts. When you set up AAIs for a specific type of tax, such as VAT or use tax, you designate the accounts to debit and credit for an invoice tax amount. The AAIs, PT_ _ _ _ (for payables) and RT_ _ _ _ (for receivables), are used only for taxes. The system is hard coded to look at the tax AAIs for the company. The system uses the state code prefix of the GeoCode as a subsidiary to search the Account Master (F0901) for the appropriate G/L account. If none is found, the system uses the business unit and object account in the company.

When you set up AAIs to use Quantum, you can set up G/L accounts by state. You must add the state code value as the subsidiary of the base account. During the post process, the system verifies the state code against the GeoCodes to search for the proper account.

Hierarchy for Quantum AAI Values

OneWorld identifies the proper G/L account according the following hierarchy:

1. The system retrieves the Business Unit and Object that the PT____ or RT____. AAI indicates based on the company on the invoice or voucher.
2. The system retrieves the value in the State portion of the GeoCode.
3. The system attaches the State value to the Business Unit and Object as the Subsidiary.
4. The system searches the Account Master for that Business Unit, Object, and Subsidiary combination. If found, the system uses this account combination as the G/L account.
5. If still not found, the system searches the Account Master using just the Business Unit and Object. If found, the system uses this account combination as the G/L account.
6. If still not found, it searches the Account Master using the Business Unit and Object for Company 00000 for that particular PT____ or RT____ AAI. If found, the system uses this account combination as the G/L account.

See Also

- *Understanding AAI for General Accounting* in the *General Accounting Guide*

Setting Up User Defined Codes for Quantum

The Quantum interface uses a user defined code (UDC) table (73/ST) that contains all of the address book Search Types that have GeoCodes assigned to them or that can have their GeoCodes revised. GeoCodes can be assigned only if the Search Type on the address book record is found in the GeoCode Assignment Search Type UDC table.

Typically, people who use Quantum set up the following Search Types:

- C - Customer
- V - Supplier
- E - Employee
- F - Facilities

Assigning Non-Stock Product Categories to Order Types

Quantum processes the taxing of both stock and non-stock items. Stock items are typically products that need to have records in the J.D. Edwards Inventory Master tables (F4101 and F4102). Non-stock items are not required to have records in these master tables, but still can exist on an order and have taxes

assigned to them. For both stock and non-stock items, Quantum looks for a value for the Product Category/ID and Transaction Type to be used in the TDM.

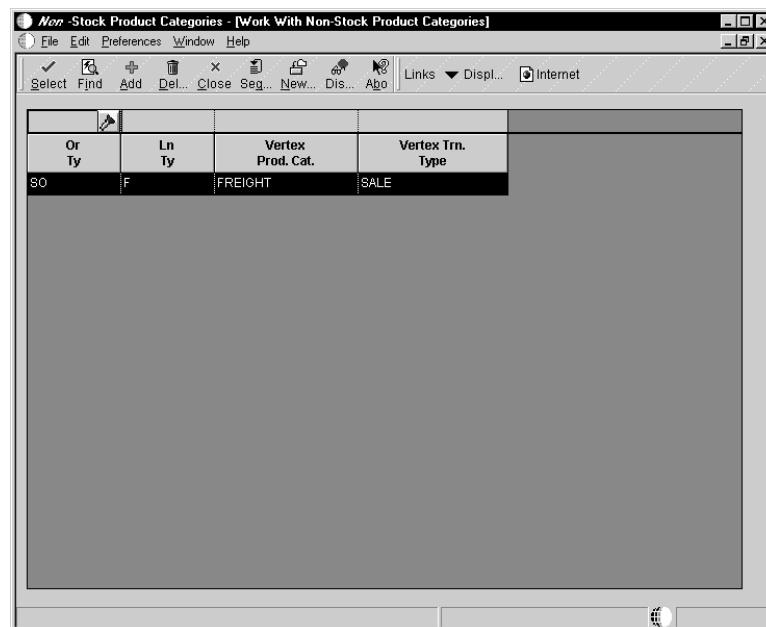
You can specify a Quantum product category or a Quantum transaction type for each order type and line type combination. The Quantum product category is used for product exceptions in TDM. The Quantum transaction type indicates to Quantum the type of transaction that is being processed (for example, sales, purchase, rental, or service) so Quantum can apply the appropriate tax type.

For stock items, the Product Category/ID is typically derived from the Category Code on the Item Branch/Plant record. The Transaction Type is usually derived from the System Code of the order. For Accounts Payable and Procurement, the Transaction Type is PURCH, and for Accounts Receivable and Sales Order Management, the Transaction Type is SALE.

For non-stock order lines (such as freight or lease charges), use the Non-Stock Product Categories program (P7307) to specify the Product Category/ID and Transaction Type.

► To assign non-stock product categories to order types

From Vertex Quantum Sales and Use Tax menu (G731), choose Non-Stock Product Categories.



1. On Work with Non-Stock Product Categories, click Add.

2. On Non-Stock Product Categories Revision, complete the following fields and click OK:
 - Order Type
 - Line Type
 - Vertex Product Category
 - Vertex Transaction Type

Hierarchy for Product Category/ID and Transaction Type Values

OneWorld derives the specific values to be passed to the Quantum Product Category/ID and Transaction Type in TDM according to the following hierarchy:

1. The system scans the value in the Item Balance Category field of the Quantum Constants.
 - If the field is blank, the system goes to step 2.
 - If the field is not blank, the system goes to step 3.
2. If the value in the Item Balance Category field of the Quantum Constants is blank:
 - The system goes to the Quantum Non-Stock Product Categories table (F7307) and uses the Document Type and Line Type of the order.
 - If a record exists in the F7307 table for that Document Type and Line Type combination, the system uses the Product Category/ID and Transaction Type corresponding to that record.

- If no record exists in the F7307 table for that Document Type and Line Type combination, the system uses a blank for the Product Category/ID, and the Transaction Type is determined by the System Code of the order.
- 3. If the value in the Item Balance Category field of the Quantum Constants is *not* blank, the system goes to the corresponding Category Code in the Item Branch/Plant record for that item on the order. Then:
 - If an Item Branch/Plant record does not exist, or if the respective Category Code on the Item Branch/Plant record is blank, the system goes to step 2 to determine *both* the Product Category/ID and the Transaction Type.
 - If the Item Branch/Plant record does exist, and if the respective Category Code on the Item Branch/Plant record is not blank:
 - The system uses the Category Code value for the Product Category/ID.
 - The system uses step 2 to determine the Transaction Type.

Defining Tax Information for Items

To apply tax to the sales or purchase of an item, you perform two tasks to specify that the item is taxable:

- Activate the tax fields for the item on Item Branch/Plant Information to yes.
- Assign the item to a tax category.

In Quantum, the tax category corresponds to product categories that you define in Tax Decision Maker (TDM) for any special tax exceptions or overrides. For example, when you sell a stock item, the J.D. Edwards Sales Order Management system passes the tax category code to the Quantum system.

Before Quantum calculates the tax, it compares the tax category code to TDM product categories. If it finds a match (for example, the TDM setting for the category) taxable, exempt, or otherwise, it dictates how Quantum specifies a tax. If it does not find a match, Quantum taxes the item at the standard rate for that jurisdiction.

Taxes are calculated for items only if the customer is also taxable. If the value in the taxable field is No, the system writes the transaction to the Quantum Tax Register as exempt.

To define tax information for items

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, locate the item whose tax information you want to define.
2. Complete the following fields:
 - Sales Taxable
 - Purchasing Taxable
3. Access Item Branch Class Codes.
4. On Item Branch Class Codes, complete fields as follows:
 - For sales tax, complete the field that corresponds to the value that you specified in the Item Balance Category field under Sales Tax Category Code on the Quantum Tax System Constants form.
 - For use tax, complete the field that corresponds to the value you specified in the Item Balance Category field under Use Tax Category Code on the Quantum Tax System Constants form.

Assigning GeoCodes to Address Book Records

After you activate the Vertex Quantum for Sales and Use Tax system, you must assign GeoCodes to existing address book records. That is, you must set up GeoCodes for every customer, supplier, Ship To, Ship From, warehouse, or branch/plant in the address book. The Tax Decision Maker Engine uses GeoCodes to calculate sales and use taxes for each customer and specific location.

A GeoCode is a nine-digit code that represents a taxing jurisdiction. All GeoCodes are defined and maintained by Vertex. Each GeoCode has the following format:

XXYYYYZZZZ

where

XX = State

YYY = County

ZZZZ = City

You can assign GeoCodes to address book records manually or by using a batch program. You should start with the batch program to complete as many address book records as possible. Then, after reviewing the resulting report, you can use the manual process to change GeoCodes, if necessary. You can also use the manual process to assign a GeoCode to a new address book record.

Complete the following tasks:

- ☐ Assigning GeoCodes globally to address book records
- ☐ Assigning GeoCodes manually to address book records
- ☐ Calculating taxes for related addresses

If you use Quantum for Sales and Use Tax, the Tax Rate/Area field in the J.D. Edwards master and transaction tables are used to store the assigned GeoCode. However, a client can choose to use the Quantum tax system as well as the J.D. Edwards tax system.

To distinguish GeoCodes from J.D. Edwards tax area codes, each GeoCode is prefixed with V, M, or O within J.D. Edwards systems:

V (Vertex GeoCode)	A V prefix to the nine-digit GeoCode identifies the code as a literal Vertex GeoCode.
M (Multi-County Situation)	The system assigns M as the prefix to the GeoCode when you run the batch assignment program and it finds postal codes that cross two or more county boundaries. When this occurs, you must review the records and manually assign the appropriate GeoCode based on the county.
O (Outside City Limits)	If an address that is specified in the address book record is not physically located within the city limits and therefore is not subject to city tax, you must manually change the first character of the GeoCode from V to O. This indicates to Quantum not to calculate the city tax for that GeoCode.

Note: Vertex has not defined GeoCodes for non-U.S. or non-Canadian jurisdictions and does not maintain tax rates for these jurisdictions. However, you can create GeoCodes, beginning each GeoCode with 77 (in the state field), which lets you create records in TDM for each non-U.S. or non-Canadian jurisdiction.

Additionally, you can set up the Quantum Override table to maintain tax rates for each non-U.S. or non-Canadian taxing authority.

Before You Begin

- ☐ Verify that you have set up the address book search types in the user defined code table (73/ST) for GeoCode assignments. When you update GeoCodes, the system determines which address book records to update with GeoCodes based on the search type.

Assigning GeoCodes Globally to Address Book Records

You can use the following batch processes to update GeoCode information in multiple address book records:

- Update Address Book GeoCodes (R730101)
- Effective Address Update (R01840)

Update Address Book GeoCodes

From the Vertex GeoCode Tax Processing menu (G731), choose Update Address Book GeoCodes.

Use the Update Address Book GeoCodes (R730101) program to add GeoCodes to existing address book records. The system stores the GeoCode in the Tax Rate/Area field of either the Customer Master Information (F03012) table or the Supplier Master Information (F0401) table.

When you perform a batch address book record update, the system populates the Tax Rate/Area field with the appropriate GeoCode. The system does not enter a value in the field if:

- An address book record crosses multiple tax jurisdictions.
- Not enough information is available on the address to find a GeoCode.
- The country code on the address does not match the codes set up in the Constants for the United States and Canada.
- The state code on the address is incorrect.

The system produces reports that specify the number of GeoCodes that were not updated. The GeoCodes are categorized by the type of issue that prevented them from being updated. Additionally, the system sends messages to the Work Center that identify unmatched records. Messages in the Work Center are sent to the person that is processing the batch report, based on the User ID. For example, when an address book record can have more than one GeoCode assigned to it, the system does not match the address book record with a GeoCode. Use these reports and messages to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

Effective Address Update

From the A/B Advanced Technical Operations menu (G0131), choose Effective Address Update.

When you run the Effective Address Update, the system verifies effective dates of addresses and updates corresponding supplier and customer records accordingly. The system stores the GeoCode in the Tax Rate/Area field of either

the Customer Master by Line of Business (F03012) or the Supplier Master (F0401) table.

When you perform a batch update based on effective dates, the system populates the Tax Rate/Area field with the appropriate GeoCode. The Effective Address Update does not update the Supplier Master and Customer Master records if the:

- Tax Explanation Code is missing the correct code of S, U, or E
- Tax Rate/Area field contains a value that is not a GeoCode or is blank
- Geocode cannot be assigned because of incomplete information or an address book record crossing multiple tax jurisdictions

The system produces reports that show both unmatched records and records that you might want to match. Additionally, the system sends messages to the Work Center that identify unmatched records. Messages in the Work Center are sent to the person that is processing the batch report, based on the User ID. For example, when an address book record can have more than one GeoCode assigned to it, the system does not match the address book record with a GeoCode. Use these reports to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

Assigning GeoCodes Manually to Address Book Records

The system assigns a GeoCode to the Business Unit Master, Supplier Master, and Customer Master records based on the following fields in the mailing address for the corresponding address book record:

- City
- State
- Postal Code
- County

You might have to manually change or assign GeoCodes for the following reasons:

- Records were not updated when you ran the Update Address Book GeoCodes and Effective Address Update processes due to data errors.
- A multi-county situation exists for an address book record.
- The address falls outside city limits.
- You have added a new address book record for a customer or supplier.
- An existing Address Book Record was changed.

When an address book record can have more than one GeoCode assigned to it, you use the Search and Select form to choose a GeoCode. The Quantum

GeoCode Select form lists all possible GeoCodes that correspond to county names and postal code ranges.

When you change an address, the system updates any existing GeoCodes. If the address change results in a different GeoCode, the system also updates the Tax Rate/Area field on the Customer Master Information (F03012) and Supplier Master Information (F0401) tables. If any of the following conditions exist, the Tax Rate/Area field is not updated:

- The proper Tax Explanation code is not assigned (S, U, or E).
- Errors occurred.
- The mailing address resides in multiple tax jurisdictions.
- The current value in the Tax Rate/Area field is blank or is an existing GeoCode.

Depending on the type of address book record, perform one of the following tasks to assign GeoCodes to business units, suppliers, and customers:

- Manually assigning GeoCodes to business units
- Manually assigning GeoCodes to suppliers
- Manually assigning GeoCodes to customers

Note: When you access the Search and Select Window from the visual assist for the Tax Rate/Area field on any form, the system verifies whether Quantum is active in the Quantum Constants. If so, the system first displays GeoCodes from which you can review and select appropriately. To review J.D. Edwards tax rates/areas, click Cancel on the GeoCode inquiry form. The system then displays J.D. Edwards tax rates.



To manually assign GeoCodes to business units

From the Organization and Account Setup menu (G09411), choose Revise Single Business Unit.

1. On Work with Business Units, locate the business unit and click Select.
2. On Revise Business Unit, click the More Detail tab.

3. Complete the following field and click OK:

- Tax Rate/Area

If you try to access GeoCode information using the Visual Assist in the Tax Rate/Area field, you must ensure that the business unit is assigned to an address book number.

Because there is no tax explanation code, if you are working with CSMS, the business unit tax explanation code is always a sales tax (S).

► To manually assign GeoCodes to suppliers

From the Daily Processing menu (G01), choose Address Book Revisions.

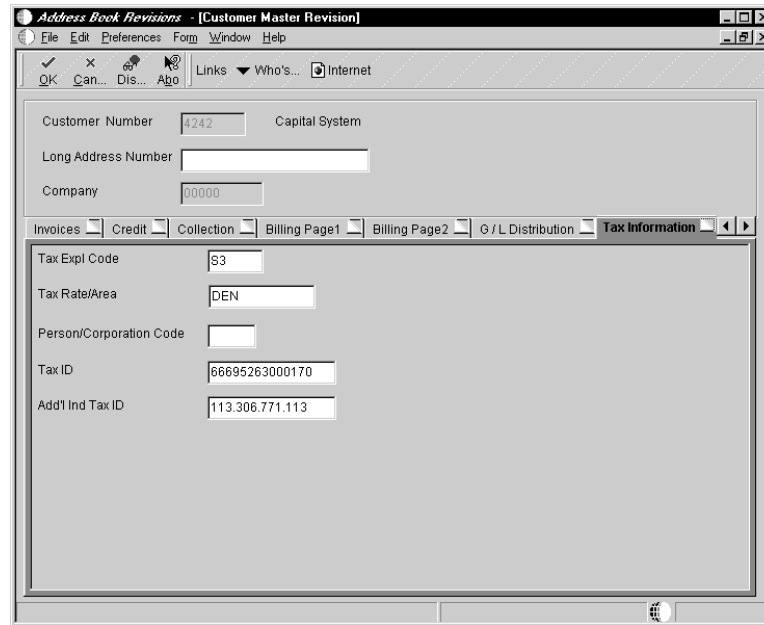
1. On Work with Addresses, locate the address book record whose GeoCode you want to change or add.
2. Choose A/P from the Row menu.

3. On Supplier Master Revision, click the Tax Information tab and complete the following fields:
 - Tax Expl (Explanation) Code 2
 - Tax Rate/Area

To manually assign GeoCodes to a customer

From the Daily Processing menu (G01), choose Address Book Revisions.

1. On Work with Addresses, locate the address book record whose GeoCode you want to change or add.
2. Choose A/R from the Row menu.



Address Book Revisions - [Customer Master Revision]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Who's... Internet

Customer Number 4242 Capital System

Long Address Number

Company 90000

Invoices Credit Collection Billing Page1 Billing Page2 G / L Distribution **Tax Information**

Tax Expl Code S3

Tax Rate/Area DEN

Person/Corporation Code

Tax ID 66695263000170

Add'l Ind Tax ID 113.306.771.113

3. On Customer Master Revision, click the Tax Information tab and complete the following fields:
 - Tax Expl (Explanation) Code
 - Tax Rate/Area

Calculating Taxes for Related Addresses

In order for Quantum to calculate taxes for various jurisdictions, laws and regulations, the GeoCodes might be based on one of the following three parameters:

Ship To

The Ship To location is generally the customer's location in a sales or purchase transaction. For example, your cost center, office, or plant location for the customer might be the Ship To. The system calculates Consumer's Use Tax if you are the customer for the purchase.

Ship From

The Ship From location is generally the seller's plant or warehouse that is delivering the product or service. It is crucial to a sales tax calculation, because different rules might apply for intrastate (Ship To and Ship From are in the same state) or interstate (Ship To and Ship From are in different states) transactions.

Order Acceptance

The Order Acceptance location is the place where the seller accepts, acknowledges, or receives the actual order. This is crucial for determining the correct tax on an interstate or intrastate transaction.

The GeoCode Hierarchy

When you enter an address book number to represent a customer (Sold To, Ship To), supplier or branch/plant (Ship From), the system uses different rules for each system.

Accounts Payable - Use or Exempt Tax

OneWorld uses the following hierarchy for accruing Use Tax:

Ship To

- GeoCode assigned to the Business Unit on the voucher. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the voucher. If no Address Number is assigned to the Business Unit, or if no GeoCode is assigned to the Supplier Master record, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Business Unit on the voucher.
- If no Address number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

Ship From

- GeoCode assigned to the Supplier Master record of the Supplier entered on the voucher.
- If no GeoCode is assigned to the Supplier Master record, the system returns an error.

Order Acceptance

Same as Ship To hierarchy.

Accounts Payable - Sales Tax

OneWorld uses the following hierarchy for verifying Sales Tax:

Ship To

- GeoCode assigned to the Business Unit on the voucher. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the voucher. If no Address Number is assigned to the Business Unit, or if no GeoCode is assigned to the Supplier Master record, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Business Unit on the voucher.
- If no Address number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

Ship From

- GeoCode assigned to the Supplier Master record of the Supplier entered on the voucher.
- If no GeoCode is assigned to the Supplier Master record, the system returns an error.

Order Acceptance

Same as Ship From hierarchy.

Accounts Receivable - Sales Tax

OneWorld uses the following hierarchy for accruing Sales Tax:

Ship To

- GeoCode assigned to the Customer Master record of the Address Number on the invoice for the Company entered on the invoice. If no GeoCode is assigned to the Customer Master record for that Company, then:
- GeoCode assigned to the Customer Master record for the Company 00000 of the Address Number on the invoice.
- If no GeoCode is assigned to the Customer Master record for Company 00000, the system returns an error.

Ship From

- GeoCode assigned to the Business Unit on the Invoice. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Customer Master record for the Company entered on the invoice for the Address Number of the Business Unit on the invoice. If no GeoCode is assigned to this Customer Master record, the hierarchy goes to the next step (step 3). if no Address Number is assigned to the Business Unit, the hierarchy goes to step 4:
- GeoCode assigned to the Customer Master record for Company 00000 for the Address Number of the Business Unit on the invoice. If no GeoCode is assigned to this Customer Master record, then:
- GeoCode assigned to the Customer Master record for the Company of the Business Unit on the invoice for the Address Number assigned to the Company of the Business Unit on the invoice.
- If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Customer Master record, the system returns an error.

Order Acceptance

Same as Ship From hierarchy.

Sales Order Management - Sales Tax

OneWorld uses the following hierarchy for accruing Sales Tax:

Ship To

- GeoCode assigned to the Customer Master record for the Address Number on the Order Detail Line.
- If no GeoCode is assigned to the Customer Master record, the system returns an error.

Ship From

- GeoCode assigned to the Branch/Plant on the Order Detail Line. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Customer Master record for the Address Number of the Branch/Plant on the Order Detail Line. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Customer Master record, then:
- GeoCode assigned to the Customer Master record for the Address Number of the Company of the Branch/Plant on the Order Detail Line.
- If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Customer Master record, the system returns an error.

Order Acceptance

- GeoCode assigned to the Branch/Plant on the Order Header. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Customer Master record for the Address Number of the Branch/Plant on the Order Header. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Customer Master record, then:
- GeoCode assigned to the Customer Master record for the Address Number of the Company of the Branch/Plant on the Order Header.
- If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Customer Master record, the system returns an error.

Procurement - Use Tax

OneWorld uses the following hierarchy for accruing Use Tax:

Ship To

- GeoCode assigned to the Branch/Plant on the Order Detail Line. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Branch/Plant on the Order Detail Line. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Supplier Master record, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Branch/Plant on the Order Detail Line.
- If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

Ship From

- GeoCode assigned to the Supplier Master record for the Address Number on the Order Header.
- If no GeoCode is assigned to the Supplier Master record, the system returns an error.

Order Acceptance

- GeoCode assigned to the Branch/Plant on the Order Header. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Branch/Plant on the Order Header. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Supplier Master record, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Branch/Plant on the Order Header.
- If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

CSMS - Service Contract Sales Tax

OneWorld uses the following hierarchy for accruing Service Contract Sales Tax:

Ship To

- GeoCode assigned to the Customer Master record of the Site Address Number on the Contract Detail Line.
- If no GeoCode is assigned to the Customer Master record, the system returns an error.

Ship From

- GeoCode assigned to the Business Unit on the Contract Detail Line. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the Contract Detail Line.
- If no Address Number is assigned to Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

Order Acceptance

- GeoCode assigned to the Business Unit on the Contract Header. If no GeoCode is assigned to the Responsible Business Unit, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the Contract Header.
- If no Address Number is assigned to Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

CSMS - Service Order Sales Tax

OneWorld uses the following hierarchy for accruing Service Order Sales Tax:

- | | |
|-------------------------|--|
| Ship To | <ul style="list-style-type: none">• GeoCode assigned to the Customer Master record of the Site Address Number on the Service Order.• If no GeoCode is assigned to the Customer Master record, the system returns an error. |
| Ship From | <ul style="list-style-type: none">• GeoCode assigned to the Responsible Business Unit on the Service Order. If no GeoCode is assigned to the Responsible Business Unit, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Responsible Business Unit on the Service Order.• If no Address Number is assigned to Responsible Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error. |
| Order Acceptance | Same as Ship From hierarchy. |

CSMS - Service Order Use Tax

OneWorld uses the following hierarchy for accruing Service Order Use Tax:

- | | |
|-------------------------|--|
| Ship To | <ul style="list-style-type: none">• GeoCode assigned to the Responsible Business Unit on the Service Order. If no GeoCode is assigned to the Responsible Business Unit, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Responsible Business Unit on the Service Order.• If no Address Number is assigned to Responsible Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error. |
| Ship From | <ul style="list-style-type: none">• GeoCode assigned to the Supplier Master record of the Site Address Number on the Service Order.• If no GeoCode is assigned to the Supplier Master record, the system returns an error. |
| Order Acceptance | Same as Ship To hierarchy. |

CSMS - Call Sales Tax

OneWorld uses the following hierarchy for accruing Call Sales Tax:

- | | |
|-------------------------|--|
| Ship To | <ul style="list-style-type: none">• GeoCode assigned to the Customer Master record of the Site Address Number on the Call.• If no GeoCode is assigned to the Customer Master record, the system returns an error. |
| Ship From | <ul style="list-style-type: none">• GeoCode assigned to the Responsible Business Unit on the Call. If no GeoCode is assigned to the Responsible Business Unit, then:• GeoCode assigned to the Supplier Master record for the Address Number of the Responsible Business Unit on the Call.• If no Address Number is assigned to Responsible Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error. |
| Order Acceptance | Same as Ship From hierarchy. |

Contract/Service Billing - Sales Tax

OneWorld uses the following hierarchy for accruing Sales Tax:

- | | |
|-------------------------|--|
| Ship To | <ul style="list-style-type: none">• GeoCode assigned to the Customer Master record of the Address Number on the Workfile Transaction. |
| Ship From | <ul style="list-style-type: none">• GeoCode assigned to the Business Unit of the Workfile Transaction. If no GeoCode is assigned to the Business Unit, then:• GeoCode assigned to the Customer Master record for the Address Number of the Business Unit on the Workfile Transaction. If no GeoCode is assigned to this Customer Master record or no Address Number is assigned to the Business Unit then:• GeoCode assigned to the Customer Master record for the Address Number assigned to the Company of the Business Unit on the invoice.• If no GeoCode is assigned to the Business Unit or Customer Master, the system returns an error. |
| Order Acceptance | Same as Ship From hierarchy. |

Working with Quantum Taxes

After you assign GeoCodes to address book records, you might need to override a GeoCode on an invoice, voucher, sales order, purchase order, service order, contract, or call.

Complete the following tasks:

- ☐ Overriding GeoCodes on an invoice
- ☐ Overriding GeoCodes on a voucher
- ☐ Overriding GeoCodes on a sales order
- ☐ Overriding GeoCodes on a purchase order
- ☐ Overriding GeoCodes on a service contract
- ☐ Overriding GeoCodes on a service order
- ☐ Overriding GeoCodes on a call
- ☐ Overriding GeoCodes on contract billing
- ☐ Overriding GeoCodes on service billing

When you enter a sales or purchase order, invoice, service order quote, voucher, or call, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information from the Tax Rate/Area field in the J.D. Edwards master and transaction tables, which are used to store the assigned GeoCode or J.D. Edwards tax code.

The Tax Decision Maker interfaces with the following programs in the J.D. Edwards systems:

Accounts Payable

- Supplier Master
- Multi-Company Voucher Entry (P041016)
- Multi-Voucher Entry (P041017)
- Standard Voucher Entry (P0411)
- Speed Voucher Entry (P0411SV)

Procurement	<ul style="list-style-type: none">• Purchase Order Entry (P4310)• Purchase Order Workbench (P43101)• Voucher Match (P4314)• Order Revision History (43205)• Release Open Quotes (P43360)
Accounts Receivable	<ul style="list-style-type: none">• Customer Master (P03013)• Standard Invoice Entry (P03B11)• Speed Invoice Entry (P03B11SI)• Speed Status Change (P03B114)
Sales Order Management	<ul style="list-style-type: none">• Sales Order Entry (P4210)• Online Invoice Inquiry (P42230)
Customer Service Management System (CSMS)	<ul style="list-style-type: none">• Contract Revisions (P1721)• Service Order Entry (P17714)• Service Order Quote (R17711)• Online Service Order Quote (P17717)• Call Entry (P17501)
Contract Billing	<ul style="list-style-type: none">• Contract Billing Line Details (P5202)• Work Order Entry (P48201)• Job Cost Master Revisions (P510006)• Revise Single Business Unit (P0006)
Service Billing	<ul style="list-style-type: none">• Tax Derivation Table (P48127)• Work Order Entry (P48201)• Job Cost Master Revisions (P510006)• Revise Single Business Unit (P0006)

When a J.D. Edwards program calls the Tax Decision Maker, the Tax Decision Maker Engine determines the following information:

- Whether the transaction is interstate or intrastate
- The transaction's taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable

The Tax Decision Maker then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

Note: In CSMS, the system does not calculate taxes until you run Service Contract Workfile Generation (R1732) or Service Order Workfile Generation (R1775) in final mode. However, the system does calculate taxes when you create a service order quote or enter a call.

See Also

- *Reviewing and Approving Vouchers* in the *Accounts Payable Guide* for more information about reviewing voucher information
- *Working with Invoices* in the *Accounts Receivable Guide* for more information about invoice information
- *Managing Service Contracts*, *Working with Service Orders*, and *Working With Calls* in the *Customer Service Management System Guide*
- *Reviewing Sales Order Information* in the *Sales Order Management Guide* for more information about reviewing sales orders
- *Working with Purchase Order Information* in the *Procurement Guide* for more information about reviewing purchase orders

Overriding GeoCodes on an Invoice

After you assign GeoCodes to your customers, the system uses the GeoCode to supply default tax information when you enter an invoice. If you want to override the tax information supplied by the system, you can do so when you enter the invoice.

The system makes accounting entries for sales taxes when you post the invoice based on the AAI item RT _ _ _ _ , which points to the sales tax account.

Note: You can also override tax information during Speed Invoice Entry and Multi-Invoice Entry.



To override a GeoCode on an invoice

From Customer and Invoice Entry (G03B11), choose Standard Invoice Entry.

1. On Work with Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter an invoice with taxes.

See *Entering an Invoice with Taxes (P03105)* in the *Accounts Receivable Guide*.

3. Complete the following fields to override tax information:
 - Tax Amount (optional)

- Tax Area
- Tax Expl (Explanation) Code (optional)

Field	Explanation
Tax Expl Code 1	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p> <p>A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p>The Tax Explanation Code is used in conjunction with the Tax Rate Area and Tax Rules by Company to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code, including E, to exempt the pay item from calculating taxes.</p>
Amount – Taxable	The amount on which taxes are assessed.

Overriding GeoCodes on a Voucher

After you assign GeoCodes to your suppliers, the system uses the GeoCode to supply default tax information when you enter a voucher. If you want to override the tax information supplied by the system, you can do so when you enter the voucher.

The system makes accounting entries for use taxes when you post the voucher. AAI item PT_ _ _ _ (no G/L offset) points to the use tax account.

Note: You can also override tax information during Multi-Company Voucher entry, Multi-Voucher Entry, and Speed Voucher Entry.

To override a GeoCode on a voucher

From Supplier and Voucher Entry (G0411), choose Standard Voucher Entry.

1. On Supplier Ledger Inquiry, click Add.
2. On Enter Voucher - Payment Information, follow the steps to enter basic information for a standard voucher.

See *Entering Standard Vouchers* in the *Accounts Payable Guide*.

3. Complete the following fields to override tax information:
 - Tax Ex (Explanation) Code (optional)

- Tax Rate/Area
- Tax Amount (optional)
- Taxable Amount

Field	Explanation
Tax Explanation 2	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p>
Amount – Taxable	The amount on which taxes are assessed.

Overriding GeoCodes on a Sales Order

When you enter a sales order, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information for the order from the Tax Rate/Area field in the J.D. Edwards master and transaction tables that are used to store the assigned GeoCode or J.D. Edwards tax code.

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.

To override GeoCodes on a sales order

From the Sales Order Processing menu (G4211), choose Sales Orders Detail.

1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Detail Revisions, complete the steps to enter an order.

To enter sales orders, see *Working with Detail Information* in the *Sales Order Management Guide*.

Sales Order Detail - [Sales Order Detail Revisions]

File Edit Preferences Form Row Window Help

OK Can... New... Dis... Abo Links ▾ A/B Inf... Internet

Detail Revisions Line Defaults

Order Number Branch/Plant

Sold To Order Date

Ship To Cust PO

Currency Exchange Rate Base ☒ Foreign

Quantity Ordered	UoM	Item Number	Ln Ty	Foreign Unit Price	Foreign Extended Price	Branch/Plant	Location
0.0000			S	0.0000	0.00		

- On Sales Order Detail Revisions, chose the order detail line and choose SOE – Additional from the Row menu.

Sales Order Detail - [SOE - Additional Information]

File Edit Preferences Window Help

OK Can... Dis... Abo Links ▾ Displ... Internet

Order Number Line Number

Additional Info1 Additional Info2

Addresses

Sold To Capital System

Ship To

Carrier

Dates

Requested

Scheduled Pick

Promised Delivery

Cancel

Ship

Freight Information

Apply Freight ☒

Shipping Commodity Blank-Shipping Com

Shipping Conditions Blank-Shipping Con

Rate Code Blank-Rate Code 4

Route Code Blank-Route Code

Stop Code Blank-Stop Code 4

Zone Number Blank-Shipping Zon

Mode of Trn blank

Extended Volume

Extended Weight

Commission and Tax

Apply Commission ☒

Salesperson 1

Rate 1

Salesperson 2

Rate 2

Sales Taxable

Tax Expl Code

Tax Rate/Area

- Click the Additional Info 2 tab and complete the following fields to override tax information:
 - Tax Expl Code
 - Tax Rate/Area

Overriding GeoCodes on a Purchase Order

When you enter a purchase order, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information for the order from the Tax Rate/Area field in the J.D. Edwards master and transaction tables that are used to store the assigned GeoCode or J.D. Edwards tax code.

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.

Note: You can review and change tax information on the Purchase Order Workbench and Voucher Match.

► To override GeoCodes on a purchase order

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

1. On Work With Order Headers, click Add.
2. On Order Headers, complete the steps to enter an order and click OK.

See *Entering Purchase Order Detail Information* in the *Procurement Guide*.

Item Number	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Ln Ty	Description
220	100	EA	495.4788	49,547.88	EA	S	Touring Bike, Red
221	10	EA	1.0000	10.00	EA	S	Touring Bike, Two
2200	10	EA	1.0000	10.00	EA	S	Tire Pump
				0.00			

3. On Order Detail, select the Order Detail tab and choose Tax/Terms from the Row menu.

The screenshot shows a software window titled "Enter Purchase Orders - [Order Detail - Page 1]". It features a standard menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dis..." (Dismiss), "Add", "Links", "Displ..." (Display), and "Internet". The main content area is divided into two columns. The left column contains fields for "Taxable" (a checkbox), "Expl Code", "Rate/Area", "Discount Factor" (with a value of "1.0000"), "Item Price Group", "Pricing Cat. Level", and "Print Message". The right column contains fields for "Line Branch" (with a value of "M30"), "Lot/Serial", "Location", "Asset ID", and "Adjustment Schedule".

4. On Order Detail – Page 1, complete the following fields to override tax information:
 - Expl (Explanation) Code
 - Tax Rate/Area

Overriding GeoCodes on a Service Contract

When you enter a service contract, you are accessing the starting point of the contract programs. When you enter service contracts, you can review and override detail information about the contract such as customer entitlements, service packages, item numbers, and billing information, as necessary.

You can override tax information on a contract when you create a contract using direct entry.

Note: In CSMS, the system does not calculate taxes until you run Service Contract Workfile Generation (R1732) in final mode.



To override GeoCodes on a service contract

From the Daily Service Contract Processing menu (G1714), choose Service Contract Detail.

1. On Work with Contracts, click Add.

Service Contract Detail - [Contract Revisions]

File Edit Preferences Form Row Window Help

OK Del... Can... New... Dis... Add...

Links Add/M... OLE ... Internet

Contract Version Business Unit
 Company

Description

Customer Start Date
 Site End Date

Currency Foreign ☒ Contract Total

Line No	Line Type	Description	Site Number	Customer PO Number	Serial Number
.001	EW				

2. On Contract Revisions, complete the steps to enter a service contract,

See *Entering Service Contracts* in the *Customer Service Management System Guide*.

3. Then, complete the following fields to override tax information:
 - Tax Explanation Code
 - Tax Rate/Area

Overriding GeoCodes on a Service Order

You can override tax information when you enter or modify a service order. You must enter a service order under the following circumstances:

- You need to bill for the parts required to fix a piece of equipment.
- You need to send a technician to the site to repair the problem.
- You use a service provider to resolve the problem and you need to create a voucher for payment.

You can retrieve numerous default values from a parent service order. For example, you can use values from a parent service order to retrieve the following information:

- Service type
- Start date
- Planned completion date

Note: In CSMS, the system calculates taxes when you create a service order quote. The system does not calculate final taxes until you run CSMS Service Order Workfile Generation (R1775) in final mode.

► To override a GeoCode on a service order

From the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work with Service Orders, click Add.

The screenshot shows the 'Service Order Entry - [Service Work Order Revisions]' window. The 'Accounting' tab is selected. The 'Service Order Number' is 451291, and the 'Service Type' is 'On-site Repair'. The 'Estimated Cost of Service Order' section includes fields for Labor Hours, Labor Amount, Material Amount, Other Amount, and Total Amount. The 'Actual Cost of Service Order' section includes fields for Labor Hours, Labor Amount, Material Amount, and Total Amount. The 'Service Contract' section includes fields for Contract Number/Type (1), Contract Company (00200), Contract Change Number (001), Contract Line Number (.002), and Entitlement Check (1). The 'Transaction Entit' field is also visible.

2. On Service Work Order Revisions, complete the steps to enter a service work order and click the Accounting tab.

To enter a service order, see *Working with Service Order Entry* in the *Customer Service Management System Guide*.

3. Complete the following fields to override tax information:
 - Tax Explanation Code
 - Tax Rate/Area

Overriding GeoCodes on a Call

When you receive a call from a customer, you enter, store and track a customer's question or problem. Depending on the issue, you might need to override tax information.

You can override this tax information at the time you directly enter the call.

Note: To calculate taxes on a call, you must turn on the Customer Call MBF Processing Options (P1700140).

► To override a GeoCode on a call

From the Daily Call Processing Menu (G1713), choose Call Entry.

1. On Work with Calls, click Add.

2. On Customer Call Entry, complete the steps to enter a call.

See *Entering Calls* in the *Customer Service Management System Guide*.

3. Choose Billing Information from the Form menu.

4. On Billing Information, click the Pricing Info tab.
5. Complete the following fields to override tax information:
 - Tax Expl (Explanation) Code
 - Tax Rate/Area

Overriding GeoCodes on Contract Billing

When you bill your customers, you might need to override or set up tax information to meet specific tax requirements associated with the work you perform for your customer. The Contract Billing system provides you with a hierarchy for entering tax information, depending on the contract. The system allows you to override information in the Customer Master and apply taxes at a line, work order, or business unit level.

To override tax information, the system uses the following tables, in the order listed, to search for and calculate tax information:

- Contract Billing Line Detail (F5202)
- Work Order Master File (F4801)
- Business Unit Master (F0006)

Depending on how you need to record taxable information for billing purposes, perform one of the following tasks to override GeoCodes for contract billing:

- Overriding a GeoCode using a contract billing line
- Overriding a GeoCode using a work order

- Overriding a GeoCode using a business unit

► **To override a GeoCode using a contract billing line**

From the Daily Processing menu (G5210), choose Contract Billing Line Details.

1. On Contract Billing Line Details, click Add.

2. On Contract Billing Line Detail Revisions, click the General tab and complete the following fields to override tax information:
 - Tx Ex (Explanation) Code
 - Tax Rate

► **To override a GeoCode using a work order**

From the Work Order Processing menu (G4811), choose Work Order Entry.

1. On Work With Work Orders, click Add.

Work Order Entry - [Enter Work Orders]

File Edit Preferences Form Window Help

OK Can... Dis... Abol Links Recor... OLE... Internet

Order Number

Description

General Dates/Assignments Classification

Status Comment <input type="text"/>	Parent Number <input type="text"/>
Search X-Ref <input type="text"/>	Charge to BU <input type="text"/>
W.O. Status <input type="checkbox"/>	Cost Code <input type="text"/>
Type <input type="checkbox"/>	Est. Hours <input type="text"/>
Priority <input type="checkbox"/>	Est. Amount <input type="text"/>
Std. Description <input type="text"/>	Tax Expl Code <input type="text"/>
Flash Message <input type="checkbox"/>	Tax Rate/Area <input type="text"/>
Subledger Inact <input type="checkbox"/>	

2. On Enter Work Orders, click the General tab, and complete the following fields to override tax information:
 - Tax Expl (Explanation) Code
 - Tax Rate/Area

► To override a GeoCode using a job

From the Job Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, click Add.

Job Cost Master Revisions - [Job Master Revisions]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Address Previous Next OLE Internet

Job Number 2002

Posting Edit

Level of Detail 2

Type Business Unit JB

Model Job

Project

Company 00050

Job Site Address

Owner Address 500

Contract Type P

State

Threshold % Complete

Subledger Inactive

Description

MTC Enterprises

Project Management Company

Gas StationA

Progress

2. On Job Master Revisions, complete the following fields:
 - Level of Detail
 - Type Business Unit
 - Project
 - Company
 - Job Site Address
 - Contract Type
 - Description
3. Choose Job Dates/Others from the Form menu.

4. On Job Dates & Other Information, complete the following fields to override tax information:
 - Tax Expl (Explanation) Code
 - Tax Rate/Area

Overriding GeoCodes on Service Billing

When you bill your customers, you might need to override or set up tax information to meet specific tax requirements associated with the service you perform for your customer. The Service Billing system provides you with a hierarchy for entering tax information, depending on the service. The system allows you to override information in the Customer Master and apply taxes using the Tax Derivation Information table (F48127) a work order, or a business unit.

To override tax information, the system uses the following tables, in the order listed, to search for and calculate tax information:

- Tax Derivation Information (F48127)
- Work Order Master File (F4801)
- Business Unit Master (F0006)

Depending on how you need to record taxable information for billing purposes, perform one of the following tasks to override GeoCodes for Service Billing:

- Overriding a GeoCode using the Tax Derivation Information table (F48127)

- Overriding a GeoCode using a work order
- Overriding a GeoCode using a business unit

► **To override a GeoCode using a tax derivation**

From the Table Information menu (G48S41), choose Tax Derivation Table.

1. On Work with Tax Derivation Table, click Add.

Object From	Object Thru	Subsidiary From	Subsidiary Thru	Tax Rate/Area	Tax Expl Code

2. On Tax Derivation Revisions, complete the following fields to override tax information:
 - Tax Rate/Area
 - Tax Expl (Explanation) Code

► **To override a GeoCode using a work order**

From the Work Order Processing menu (G4811), choose Work Order Entry.

1. On Work With Work Orders, click Add.

Work Order Entry - [Enter Work Orders]

File Edit Preferences Form Window Help

OK Can... Dis... Abol Links Recor... OLE... Internet

Order Number

Description

General Dates/Assignments Classification

Status Comment <input type="text"/>	Parent Number <input type="text"/>
Search X-Ref <input type="text"/>	Charge to BU <input type="text"/>
W.O. Status <input type="checkbox"/>	Cost Code <input type="text"/>
Type <input type="checkbox"/>	Est. Hours <input type="text"/>
Priority <input type="checkbox"/>	Est. Amount <input type="text"/>
Std. Description <input type="text"/>	Tax Expl Code <input type="text"/>
Flash Message <input type="checkbox"/>	Tax Rate/Area <input type="text"/>
Subledger Inact <input type="checkbox"/>	

2. On Enter Work Orders, click the General tab, and complete the following fields to override tax information:
 - Tax Expl (Explanation) Code
 - Tax Rate/Area

► To override a GeoCode using a job

From the Job Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, click Add.

Job Cost Master Revisions - [Job Master Revisions]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Address... Previous... Next OLE ... Internet

Job Number 2002

Posting Edit

Level of Detail 2

Type Business Unit JB

Model Job

Project

Company 00050

Job Site Address

Owner Address 500

Contract Type P

State

Threshold % Complete

Subledger Inactive

Description

MTC Enterprises

Project Management Company

Gas StationA

Progress

2. On Job Master Revisions, complete the following fields to override tax information:
 - Level of Detail
 - Type Business Unit
 - Project
 - Company
 - Job Site Address
 - Contract Type
 - Description
3. Choose Job Dates/Others from the Form menu.

Job Cost Master Revisions - [Job Dates & Other Information]

File Edit Preferences Window Help

OK Can... Dis... Abo Links Displ... OLE... Internet

Job Number: 2002 MTC Enterprises

Equipment Rate Code: []

Tax Entity-Property Tax: []

Tax Expl - Tax Rate/ Area: [] []

Job Dates

Planned Start Date: [] Actual Start Date: []

Planned End Date: [] Actual End Date: []

Other Date 5: [] Other Date 6: []

Job Payroll Information

Labor Load Factor: 1 EEO Code (Y/N): N

Flat Burden Factor: 1.0000 Tax Area-Payroll: []

Certified Job (Y/N): N

4. On Job Dates & Other Information, complete the following fields to override tax information:
- Tax Expl (Explanation) Code
 - Tax Rate/Area

Processing Quantum Tax Information

During transaction processing, you can choose to print tax information when you print documents for your customers. When you post accounts payable and accounts receivable information to the general ledger, the system posts Quantum tax information to the Quantum Tax Register and J.D. Edwards tax information to the J.D. Edwards tax table (F00018). You can specify the G/L accounts to which the system posts the taxes.

Complete the following tasks:

- ☐ Printing tax information
- ☐ Posting tax information

Printing Tax Information

You can print calculated taxes when you print a contract, sales order, purchase order, invoice, or voucher in the following J.D. Edwards programs:

Accounts Payable	<ul style="list-style-type: none">• Print Voucher Journal (R04305)
Procurement	<ul style="list-style-type: none">• Print Purchase Orders (R43500)• Print Order Detail (R4401P)
Accounts Receivable	<ul style="list-style-type: none">• Invoice Print (R03B505)
Sales Order Management	<ul style="list-style-type: none">• Print Invoice (R42565)• Open Orders by Item Report (R42632)• Open Orders by Customer Report (R42620)• Held Orders Report (R42640)
CSMS	<ul style="list-style-type: none">• Service Order Quote (R17711)• Invoice Print (R48504)
Contract/Service Billing	<ul style="list-style-type: none">• Invoice Print (R48504)

Posting Tax Information

In the standard J.D. Edwards tax processing system, the system calculates any taxes that have not been previously calculated and posts financial record information to the J.D. Edwards tax table (F0018).

In the Quantum for Sales and Use Tax system, the system taxes based on the GeoCode and records the pertinent information in the Quantum Tax Register.

OneWorld writes to the Quantum Tax Register at various times, depending on what program application is calculating taxes. Three different OneWorld product suites can create records in the Quantum Tax Register. They are the Financial, Distribution, and CSMS product suite applications.

Financial Processes

When OneWorld financial applications like the Accounts Receivable and Accounts Payable systems create financial records, the General Ledger Post Report program (R09801) writes A/R and A/P information to the Quantum Tax Register.

Distribution Processes

When financial records are created in a distribution application such as Sales Order Management or Procurement, those applications write the records to the Quantum Tax Register. OneWorld financial programs ignore these records and do not write to the Quantum Tax Register.

For example, when the Sales Update program (R42800) creates A/R records, the General Ledger Post Report program (R09801) ignores these A/R records and does not write to the Quantum Tax Register. When the Voucher Match program (P4314) creates A/P records, it also writes to the Quantum Tax Register. The General Ledger Post Report program (R09801) ignores the Voucher Match records.

CSMS Processes

With CSMS, the Service Billing system writes the tax information to the Quantum Tax Register. Again the A/R and A/P Post program ignores the CSMS tax records.

Contract and Service Billing Processes

If the financial records are created in the Contract or Service Billing systems, the system writes the tax information to the Quantum Tax Register when you create records in the Customer Ledger (F03B11) and Account Ledger (F0911) tables. This occurs at Billing Invoice A/R Journal Generation (R48199). Unlike tax

processing in the J.D. Edwards system, the system does not write the tax information when you post the resulting batches.

See Also

- *Voucher Processing* in the *Procurement Guide*
- *Updating Sales Information* in the *Sales Order Management Guide*
- *Billing Contracts* in the *Customer Service Management Guide*
- *Posting Journal Entries* in the *General Accounting Guide*
- *Posting Vouchers* in the *Accounts Payable Guide*
- *Posting Invoices* in the *Accounts Receivable Guide*
- *Setting Up Automatic Accounting Instructions for Quantum*

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