General Items- SBU Flow

User Manual

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1. Introduction

General Item System captures the general items procurement flow and Service Order (SO) creation flow. Purchase Requisitions (PR) for General and Capex items can be raised by the Strategic Business Units (SBU) from the PR/SO interface. Through an approval process Central Procurement Division (CPD) will receive the requisitions. Purchase Order (PO) will be created in the Standard M3, once the CPD processes are completed. Receiving goods and invoice matching are carried out in standard M3.

In the SO flow, the Final outcome would be a SO document includes all the necessary details to proceed with the normal supplier payment process by the Brandix Mercury Asia (BMA) shared Services.

1.1. Purpose

The purpose of the User's Manual is to provide you with an overview of the General Item system. In this manual, you will find step by step instructions to use the system.

1.2. Document Version Control

Version	**Date**	**Description**	**Author**
1.0.0	30/05/2013	Initial Draft	Afra Muthalif
1.0.1	8/13/2013	Modified User Manual	Afra Muthalif

1.3. Definitions and Abbreviations

Term	**Description**
PR	Purchase Requisition
SO	Service Order
CAPEX	Capital Expenditure
PO/ POP	Purchase Order/ Purchase Order Planned
SBU	Strategic Business Units
CPD	Central Procurement Division
BMA	Brandix Mercury Asia

1.4. Overview- General/Capex PR Process

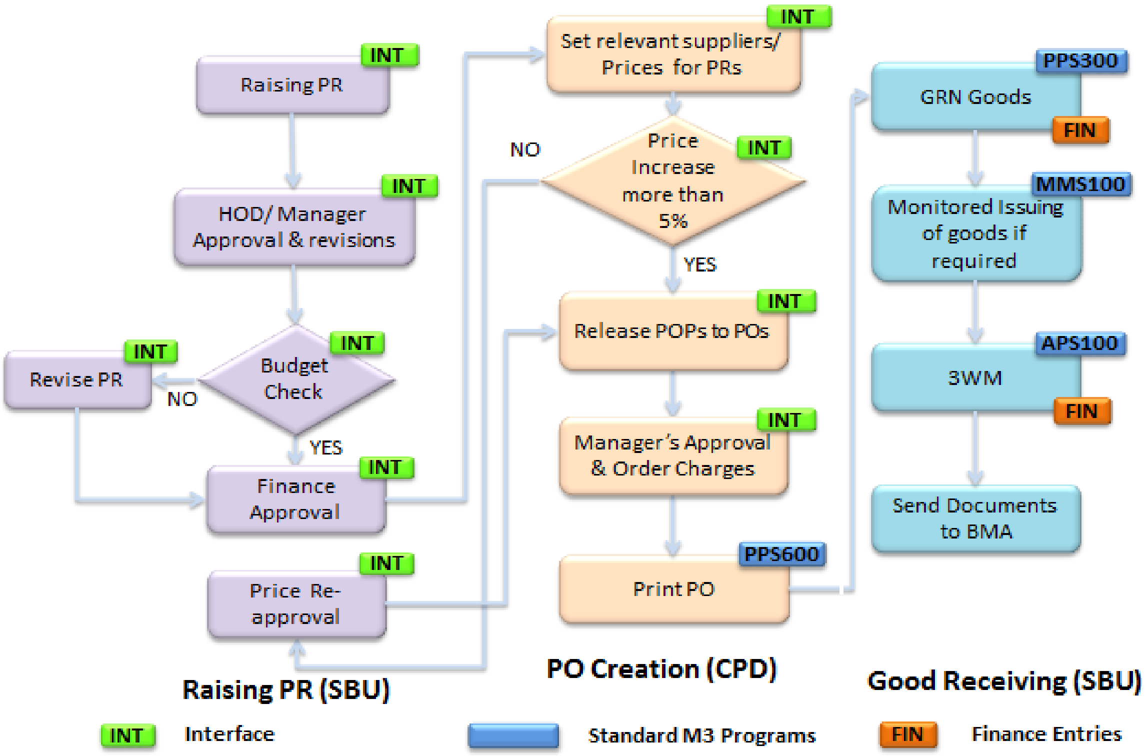


Figure 1: General/Capex PR Process

1.5. Overview- SO Process

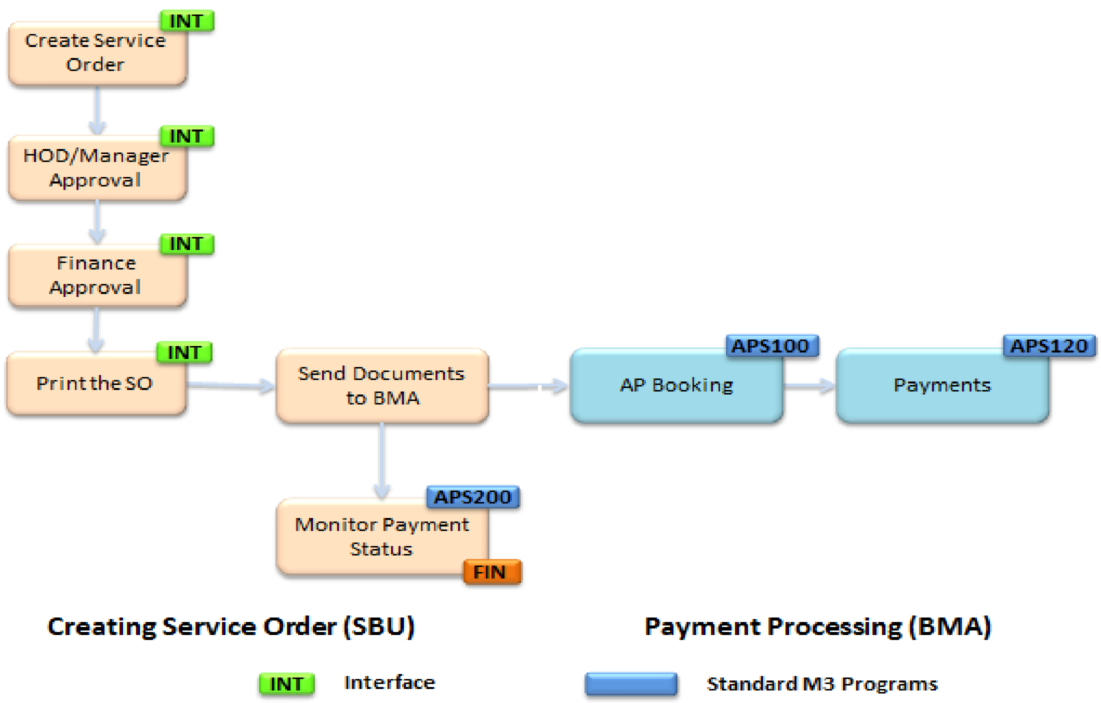


Figure 2: SO Process

2. User Guidelines

2.1. SBU User Task Profiles

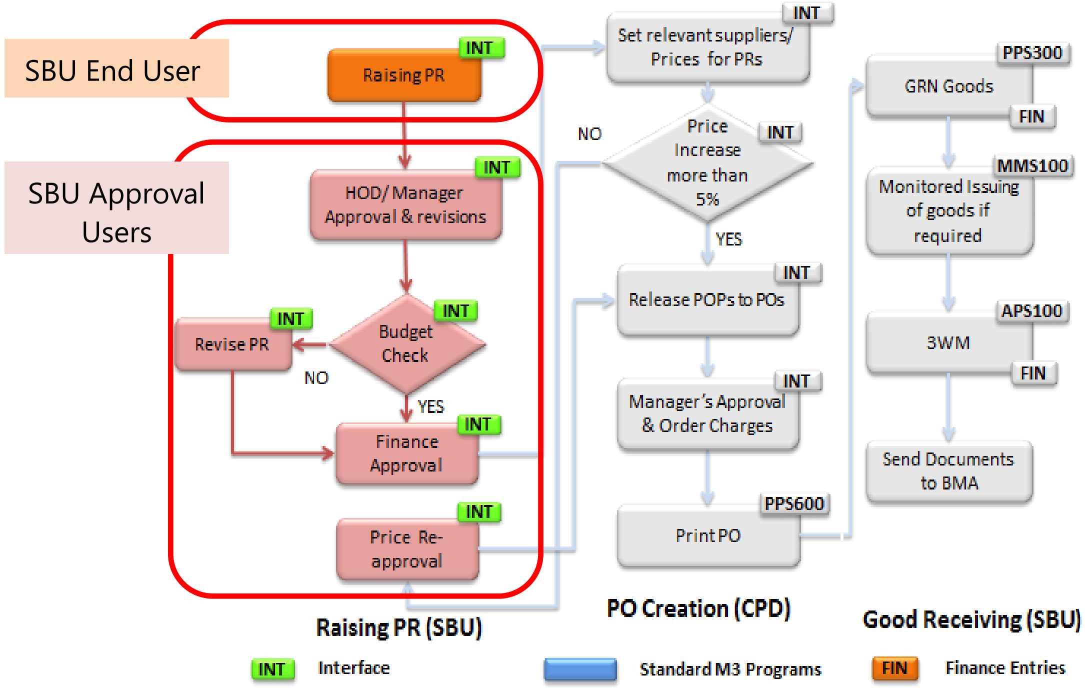


Figure 3: SBU User Task Profile

2.2. SBU End User – General PR Process

General PR interface is used to enter the General Item related Purchase Requisitions by the SBU end users. Data is entered via a separate interface where the authorized users initialize the requesting PR. Each line item contains Item, Required quantity as the input line level details while the SBU, Facility, Department, Cost Type and the Budget period as header level details. Other associated information such as last Supplier, Price etc. is populated from the M3.

2.2.1. Creating New General PR

Step 1:

The following figure shows the End User Dashboard of the General Item Interface. Click “Create New PR” button to create a new General Purchase Requisition.

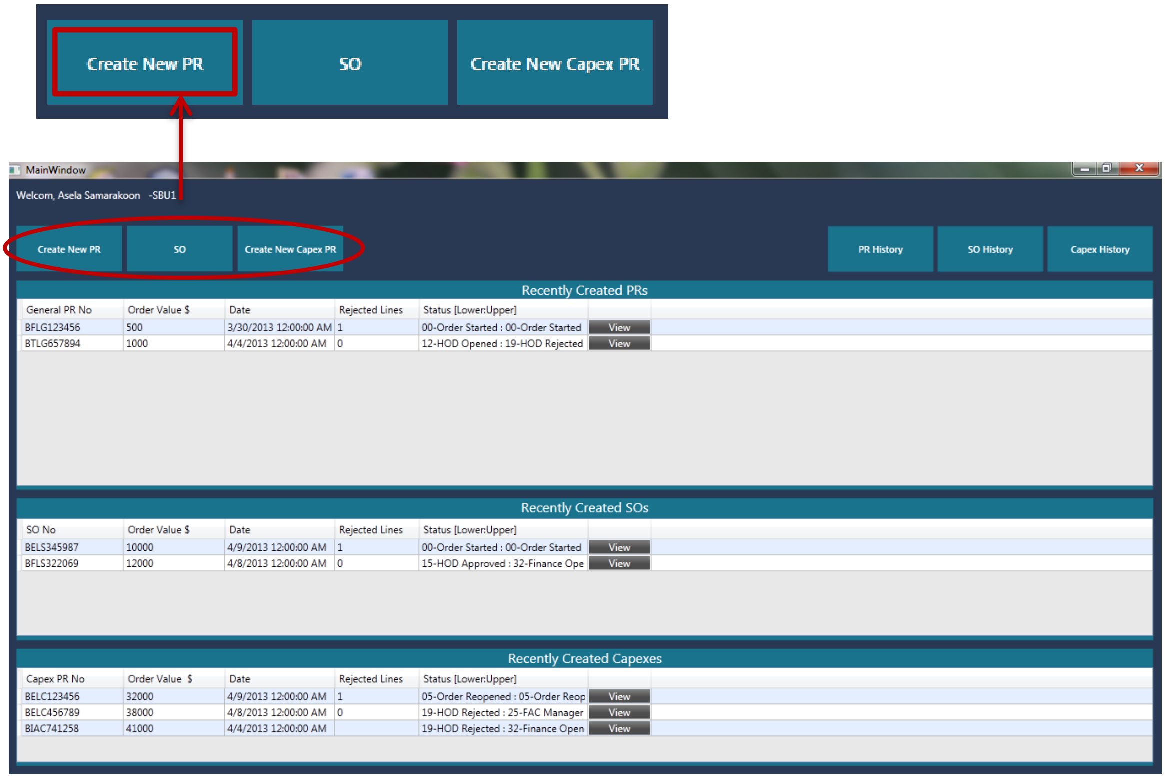


Figure 4: SBU End User Dashboard

Step 2:

The following screen will be displayed.

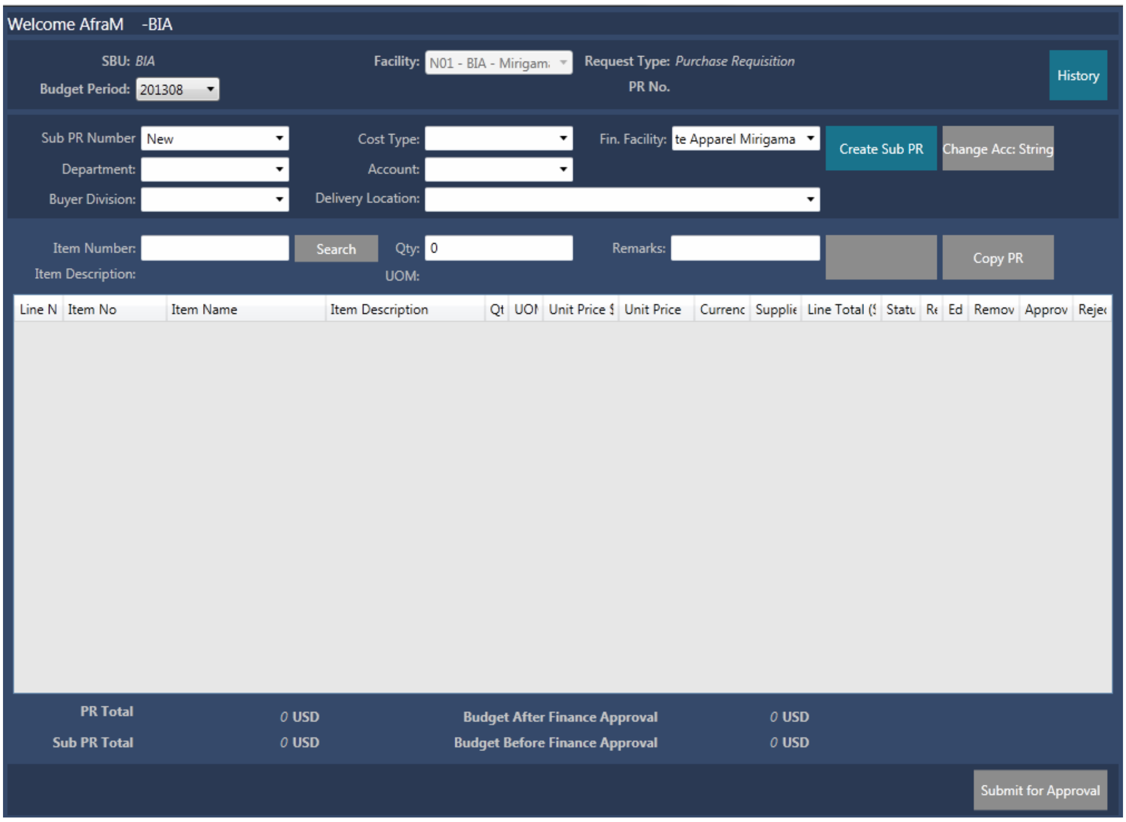


Figure 5: General PR - Creation Form

- Enter the details in PR Header

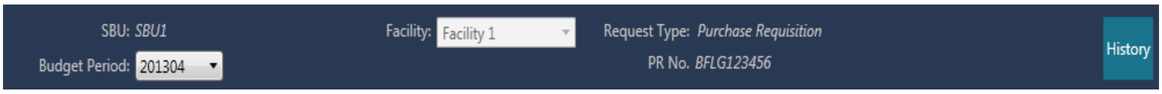


Figure 6: General PR - Header Details

SBU: Logged in user's SBU name

Facility: Logged in user's facility in M3

Request Type: Purchase Requisition (General PR)

Budget Period: Select month from list of previous, current and next months

PR No: New PR number (SBU name- G for General PR-Number Sequence)

History: Described in detail under section 2.2.2

Step 3:

Enter the details in Sub PR header and click "Create Sub PR

Figure 7: General PR – Sub PR Header Details

Sub PR Number: Select New from list of created sub PR numbers

Department: Select from the list of departments entitled to the logged in user

Buyer Division: Select from the list of buyer divisions entitled to the logged in user

Cost Type: Select from the list of Cost types available

Delivery Location: Select a Ware House for which goods to be delivered

Finance Facility: Select the Accounting Location which finance entries should apply

Account: Select the mapping general ledger account no for the selected cost type

Change Acc. String: Described in detail under section 2.2.3

Step 4:

- Enter item information in line details and click "Add".

Figure 8: General PR – Item Details

Item Number: Enter M3 item number or search the item number by pressing "Search"

Item Description: Displayed as per the item number selected

Qty: Enter quantity/amount required

UOM: Unit of Measure Displayed as per the item number selected number selected

Remarks: Required additional information or comments regarding the item

Search/ Copy PR: Described in detail under section 2.2.4 and 2.2.5 respectively

Step 5:

The added details will be displayed in the table as follows.

Line No	Item No	Item Name	Item Description	Qty	UOM	Unit Price $	Unit Price	Currency	Supplier	Line Total	Status	Remarks	Edit	Remove
1	TGCMNGPCMT0060	CONCRETE LUVER	CONCRETE LUVER	5	NOS	0.000827343	0.1059	USD		0.5295		Remarks	Edit	Remove
2	GEN-S2000000216	NEEDLES.-TQ X 7-SES-16	NEEDLES.-TQ X 7-SES-16	2	NOS	1.953125E-0!	0.0025	USD		0.005		Remarks	Edit	Remove
3	TGCMNGPCMT0061	FENCE CONCRETE COLUMN	FENCE CONCRETE COLUMN	2	NOS	0.000566406	0.0725	USD		0.145		Remarks	Edit	Remove

Figure 9: General PR – Sub PR Line Details

Line No: Entry number of the table

Item No: Entered Item Number

Item Name: M3 item name for the selected item number

Item Description: M3 item description for the selected item number

Qty: As described in section C

UOM: M3 item Unit of Measure for the selected item number

Unit Price $: M3 item unit price in USD for the selected item number

Currency: M3 item currency for the selected item number

Supplier: last M3 item supplier for the selected item number

Line Total: Unit price in USD multiplied by the given quantity (Unit Price $ * Qty)

Status: Empty till the Submit of PR, then will change accordingly through the flow.

Remarks: Comments added by user

Edit: Clicking this button loads line to Adding Line Detail Section. You can edit information and clicking "Update" button will replace the existing line in the table

Remove: Clicking this button removed line from the table

Step 6:

- You can add many item lines to the sub PR by following the same procedure.

Similarly you can create the next sub PR by selecting 'New' from the Sub PR Number dropdown list and following the same procedure.

Based on the added information PR Footed details will change as follows.

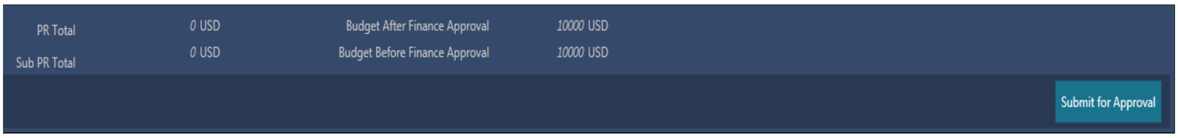


Figure 10: General PR - Footer Details

Sub PR Total: Total of Line Total for the selected sub PR

PR Total: Total of all the sub PR totals for this PR

Budget before Finance Approval : Amount after deducting total of line items of all sub PRs of this PR excluding the rejected line items, from budgeted cost for the account.

Budget after Finance Approval: Amount after deducting the approved sub PR total from the budgeted cost for the account

- Click "Submit" button after all the Sub PRs for that PR has been added. This will change the line status to "Approval pending" and particular PR will be sent to next approval level.

2.2.2. Change Accounting String

Department, Buyer Division, Cost Type and Accounting Location are called the Account String of a Sub PR, a unique combination.

Step 1:

Select the sub PR number from the Sub PR number Dropdown that requires to change Sub PR header details.

Step 2:

Click "Change Acc. String" Button.

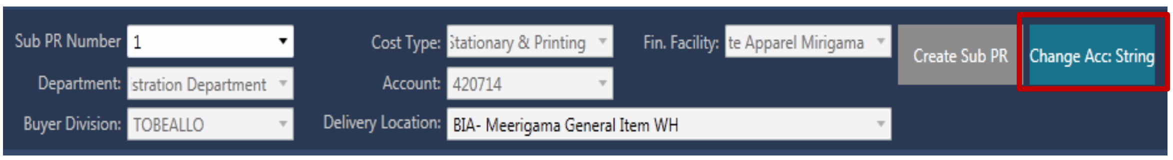


Figure 12: General PR – Changing Accounting String

Step 3:

Then change the required fields and click "Update Acc. String" Button.

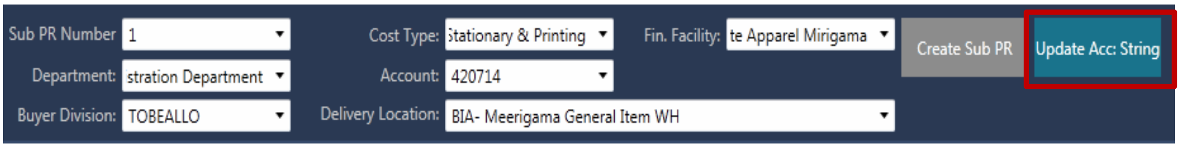


Figure 13: General PR – Updating Accounting String

- ➢ If there is no existing sub PR in this PR, with the same account string, this account string will be updated
- ➢ If there is an existing sub PR in this PR, with the same account string, there will be an error message prompt asking there's a duplicate account string with an OK button. Once OK is clicked the message box will be closed and the sub PR with that existing account string will be loaded.

2.2.3. Item Search

Step 1:

Click "Search" Button to find the item.

Figure 14: General PR – Item Search

Searching can be done by following ways.

- Search entering the exact item number
- Search entering the item hierarchy details

Step 2:

The following screen will pop up.

Figure 15: General PR – Item Search Form

Category: Select the item category form available main item categories

Subcategory: Select the sub item category from the available sub item categories for the selected main category

Description: [Optional] First few characters

Item Number: [Optional] First few characters

Step 3:

Click “Search” button.

The matching details will be displayed in the table as follows.

Figure 16: General PR – Item Search Detail

Item Number: M3 item number

Item Name: M3 item name

Item Description: M3 item description

Item Category: M3 item category

Item Sub Category: M3 item sub category

Last Supplier: Last M3 item supplier for the selected item number

Last Price: Last M3 item price for the selected item number

Double clicking a line in table will return the selected data to original window.

2.2.4. Copy PR

Items for a sub PR can also be copied from other finance approved PR’s sub PR.

Step 1:

Click “Copy PR” Button.

Figure 17: General PR – Copy PR

Step 2:

The following screen will pop up.

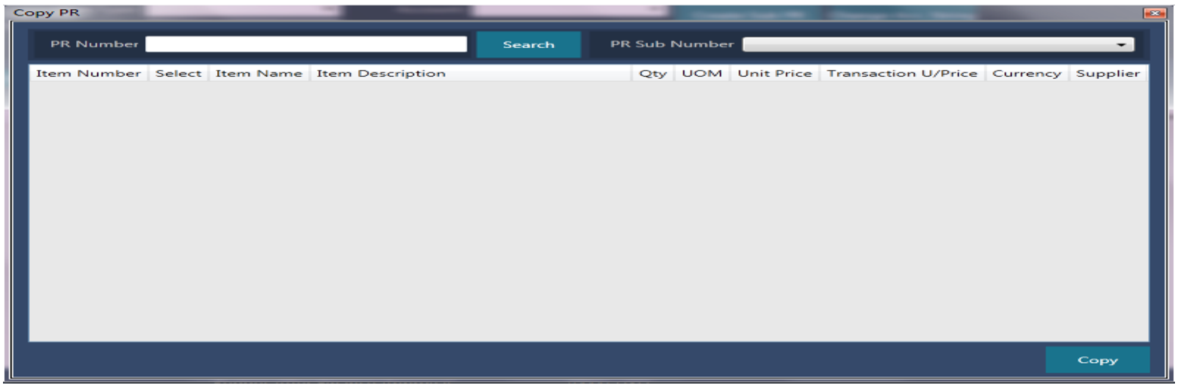


Figure 18: General PR – Copy PR Form

PR Number: Enter the PR number of the PR that items needs to be copied from

Step 3:

Press "Search" button.

Step 4:

Select sub PR number from the available sub PR for the entered PR.

Item Details available for that sub PR is listed in the table. Items can be selected by ticking the select column of those listed items as below.

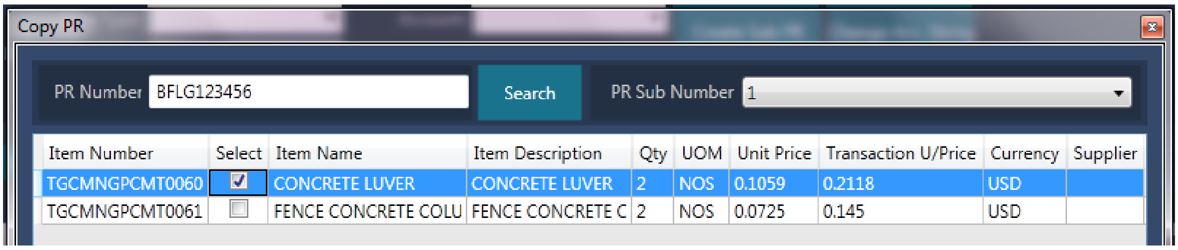


Figure 19: General PR – Copy PR Line Selection

Step 5:

Figure 20: General PR – Copy PR Lines

After selecting all the items needed, press "Copy" button.

The selected lines will be copied to current sub PR.

2.2.5. View/ Edit General PR

All the Recent PRs created by you will be listed in the dashboard as follows.

Step 1:

Click "View" Button.

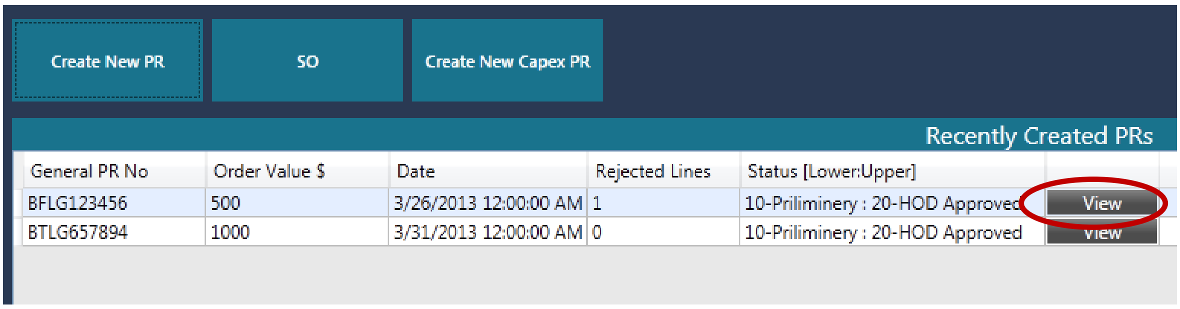


Figure 21: General PR - View/Edit

Step 2:

Following window will be opened.
Here if the PR has been approved by the next approval level user is not allowed to edit the PR. Else above mentioned all functionalities will be enabled.

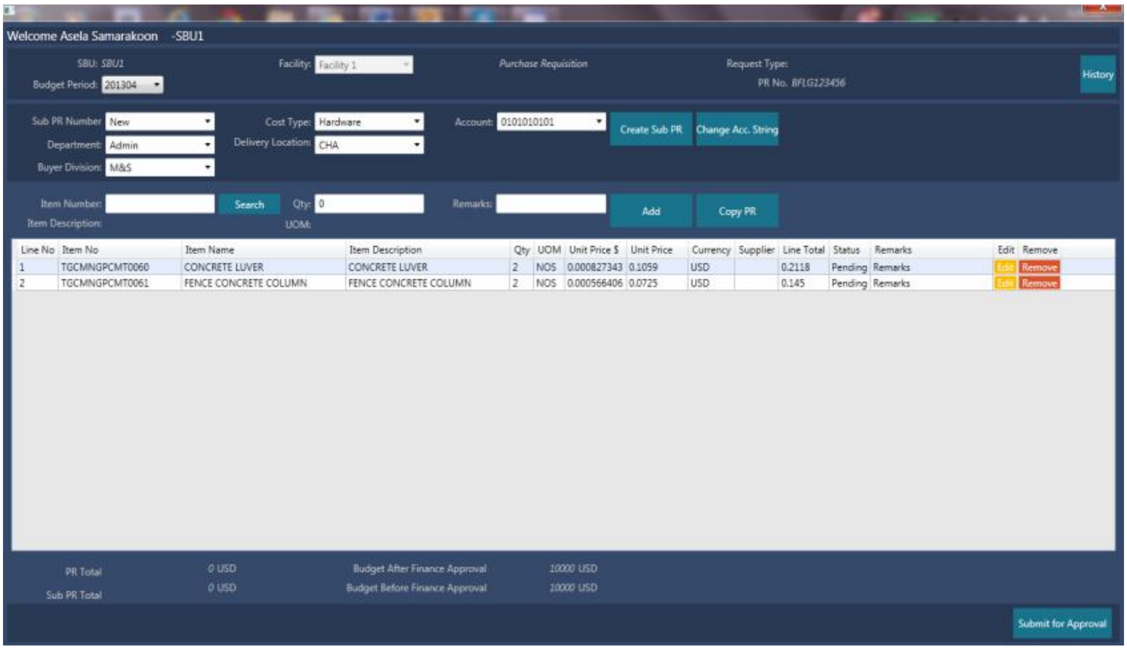


Figure 22: General PR - View Form

2.3. SBU End User – Capex PR Process

Capex PR interface is used to enter the Capex Item related Purchase Requisitions by the SBU end users. Data is entered via a separate interface where the authorized users initialize the requesting PR. Each line item contains Item, Required quantity as the input line level details while the SBU, Facility, Department, Cost Type and the Budget period as header level details and Capex Approved Number with the approved Capex Budget. Other associated information such as last Supplier, Price etc. is populated from the M3.

2.3.1. Creating New Capex PR

Step 1:

The following figure shows the End User Dashboard of the Capex Item Interface. Click “Create New Capex PR” button to create a new Capex Purchase Requisition.

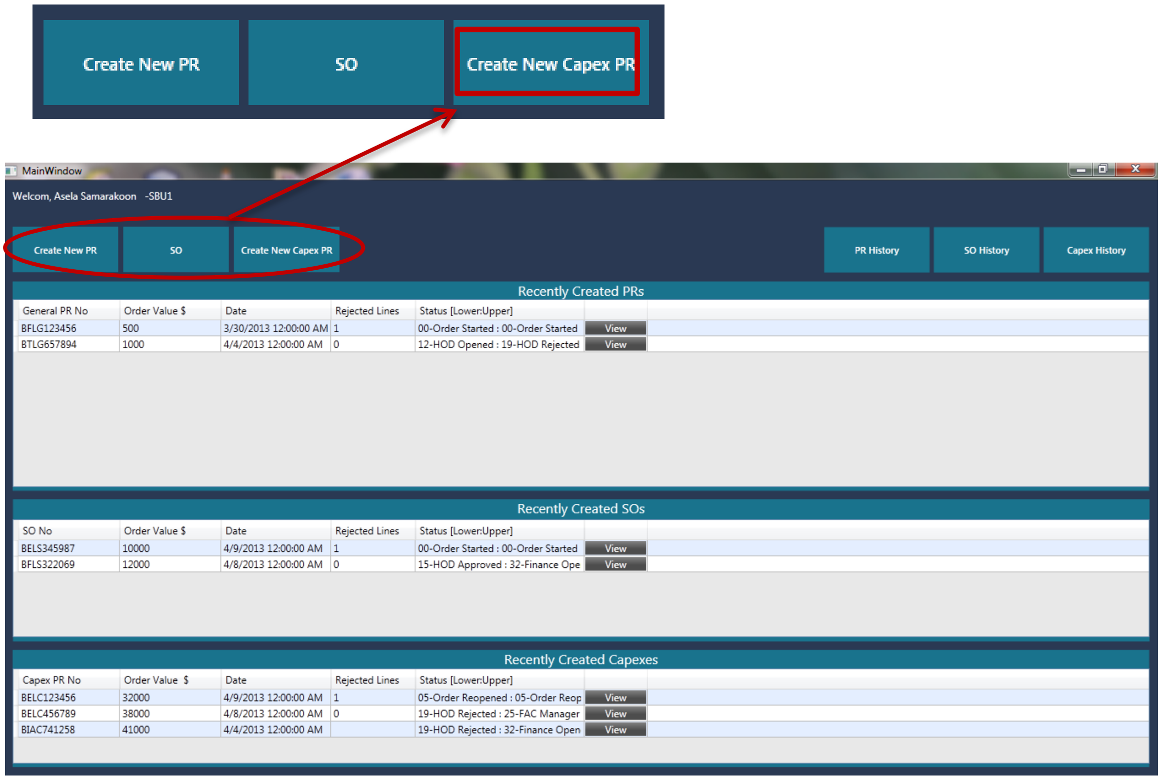


Figure 23: SBU End User Dashboard

Step 2:

The following screen will be displayed.

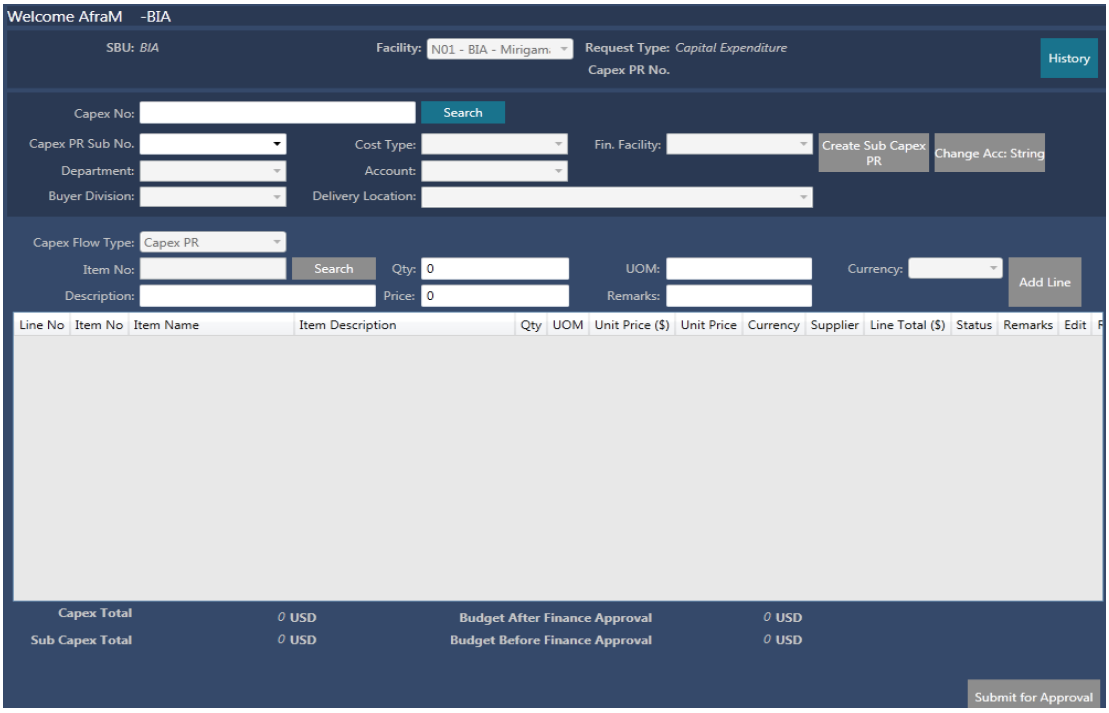


Figure 24: Capex PR - Creation Form

- Enter the details in Capex PR Header

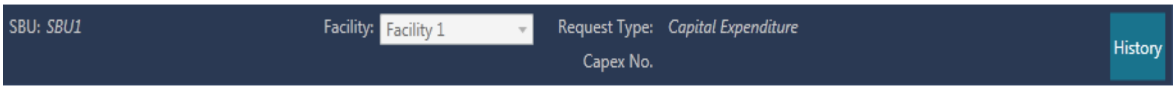


Figure 25: Capex PR - Header Details

SBU: Logged in user's SBU name

Facility: Logged in user's facility in M3

Delivery Location: Select a Ware House for which goods to be delivered

Accounting Facility: Select the Accounting Location which finance entries should apply

Request Type: Capital Expenditure (Capex PR)

Budget Period: Select month from list of previous, current and next months

PR No: New PR number (SBU name- C for Capex PR-Number Sequence)

History: Described in detail under section 2.3.2

Step 3:

Enter the details in Sub PR header and click "Create Sub Capex PR"

Figure 26: Capex PR – Sub PR Header Details

Capex No: Enter approved Capex number or search by pressing "Search"

Sub PR Number: Select New from list of created sub PR numbers

Department: Select from the list of departments entitled to the logged in user

Buyer Division: Select from the list of buyer divisions entitled to the logged in user

Cost Type: Select from the list of Cost types available

Account Facility: Select the Accounting Location which finance entries should apply

Account: Select the mapping general ledger account no for the selected cost type

Change Acc. String/Search: Described in detail under section 2.2.3 and 2.3.3

Step 4:

Select Capex Flow type [CAPEX PR or CAPEX SO]

Step 5:

If user select "Capex PR",

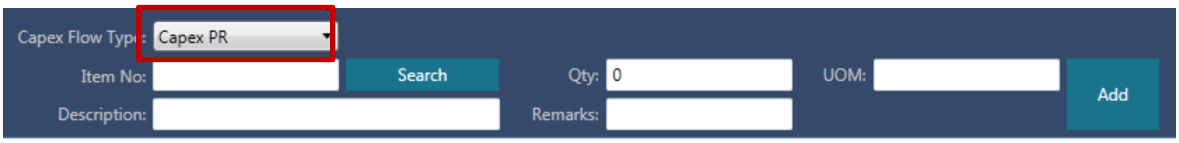


Figure 27: Capex PR – PR Item Details

Enter item information in line details and click "Add".

Item Number: Enter M3 item number or search the item number by pressing "Search"

Item Description: Displayed as per the item number selected

Qty: Enter quantity/amount required

UOM: Unit of Measure Displayed as per the item number selected number selected

Remarks: Required additional information or comments regarding the item

Search: Described in detail under section 2.2.4

Step 5:

If user select "Capex SO",

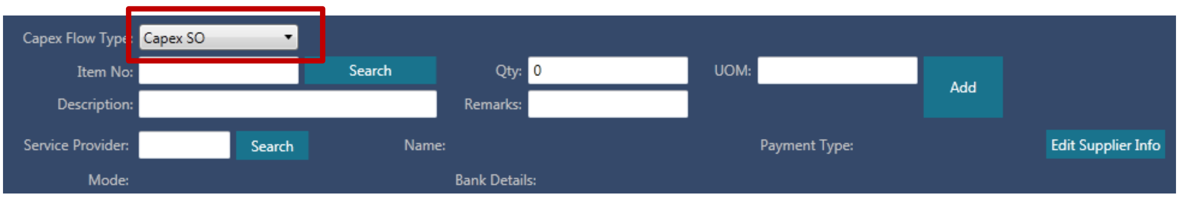


Figure 28: Capex PR – SO Item Details

Enter item and supplier information in line details and click "Add".

Item Number: Enter M3 item number or search the item number by pressing “Search”

Item Description: Displayed as per the item number selected

Qty: Enter quantity/amount required

UOM: Unit of Measure Displayed as per the item number selected number selected

Remarks: Required additional information or comments regarding the item

Service Provider: Enter M3 supplier or search the supplier number by pressing “Search”

Name: Displayed as per the supplier number selected

Payment Type: Displayed as per the supplier number selected

Mode: Displayed as per the supplier number selected

Bank Details: Displayed as per the supplier number selected

Edit Supplier Info: Supplier relation field will be editable to you

Item Search/Supplier Search: Described in detail under section 2.2.4 and 2.3.4

- The added details will be displayed in the table as follows.

Line No	Item No	Item Name	Item Description	Qty	UOM	Unit Price ($)	Unit Price	Currency	Supplier	Line Total	Status	Remarks	Edit	Remove

Figure 29: Capex PR – Sub PR Line Details

Line No: Entry number of the table

Item No: Entered Item Number

Item Name: M3 item name for the selected item number

Item Description: M3 item description for the selected item number

Qty: As described in section C

UOM: M3 item Unit of Measure for the selected item number

Unit Price $: M3 item unit price in USD for the selected item number

Currency: M3 item currency for the selected item number

Supplier: last M3 item supplier for the selected item number/or edited supplier

Line Total: Unit price in USD multiplied by the given quantity (Unit Price $ * Qty)

Status: Empty till the Submit of PR, then will change accordingly through the flow.

Remarks: Comments added by user

Edit: Clicking this button loads line to Adding Line Detail Section. You can edit information and clicking “Update” button will replace the existing line in the table

Remove: Clicking this button removed line from the table

Step 6:

You can add many item lines to the sub PR by following the same procedure.

Similarly you can create the next sub PR by selecting 'New' from the Sub Capex PR Number dropdown list and following the same procedure.

Based on the added information Capex PR Footed details will change as follows.

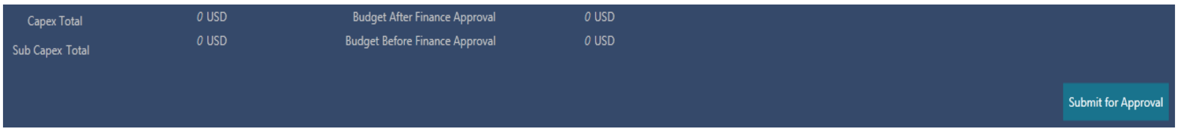


Figure 30: Capex PR - Footer Details

Sub Capex Total: Total of Line Total for the selected sub PR

Capex Total: Total of all the sub PR totals for this PR

Budget before Finance Approval: Amount after deducting total of line items of all sub PRs of this PR excluding the rejected line items, from budgeted cost for the account.

Budget after Finance Approval: Amount after deducting the approved sub PR total from the budgeted cost for the account

Click "Submit" button after all the Sub PRs for that Capex PR has been added. This will change the line status to "Approval pending" and particular Capex PR will be sent to next approval level.

2.3.2. Capex Number Search

Step 1:

Click "Search" Button to find the Capex number.

Figure 32: Capex PR – Capex No Search

Step 2:

Following screen will be displayed.

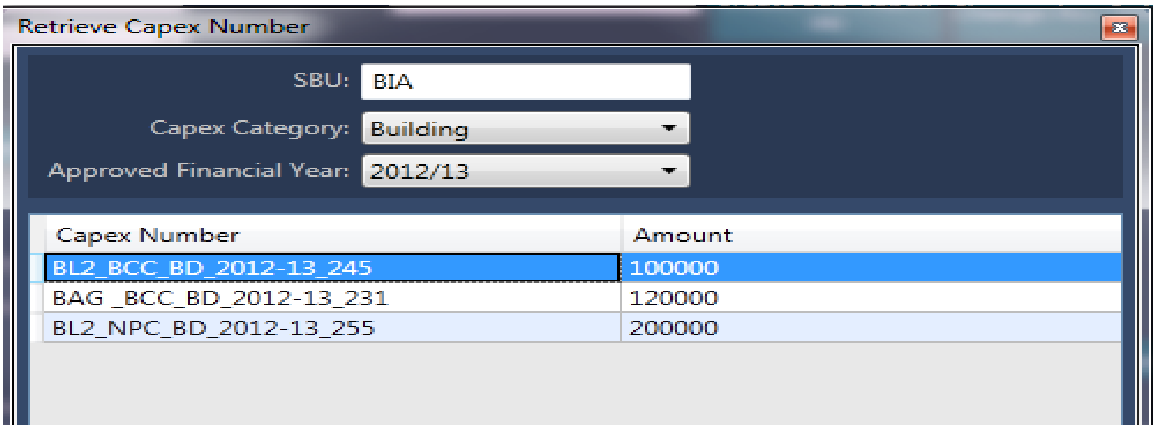


Figure 33: Capex PR – Capex No Search Form

SBU: Logged in user's SBU name
Capex Category: Select a fixed asset category for which Capex is raised
Approved Financial Year: Financial year
Double click a line (Capex Number and the approved Capex Amount)

2.3.3. Supplier Search

Step 1:

Click "Search" Button to find the Service Provider.

Figure 34: Capex PR – Supplier Search

Step 2:

Following screen will be displayed.

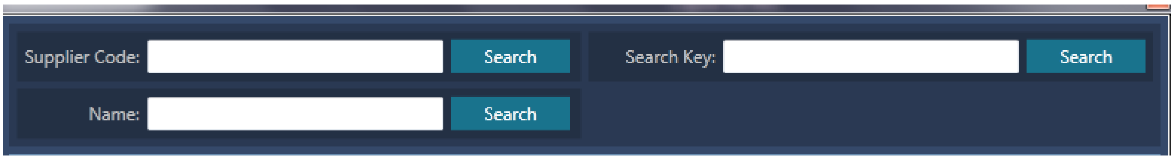


Figure 35: Capex PR – Supplier Search Criteria

User can search the supplier by either entering the M3 Supplier Code, M3 Supplier Search Key or Suppliers Name and pressing "Search" button.

Step 3:

Following data will be displayed in the grid.

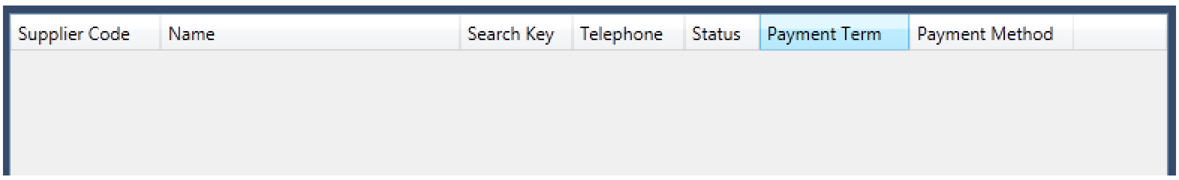


Figure 36: Capex PR – Supplier Information

Supplier Code: M3 Supplier Code

Name: Supplier’s name

Search Key: Supplier’s search key in M3

Telephone: Supplier’s telephone number in M3

Status: Supplier’s status in M3

Payment Term: Supplier’s payment term in M3

Payment Method: Supplier’s payment method in M3

Double clicking the line will add the supplier information to particular Capex PR.

2.3.4. View/ Edit Capex PR

All the Recent Capex PRs created by you will be listed in the dashboard as follows.

Step 1:

Click “View” Button.

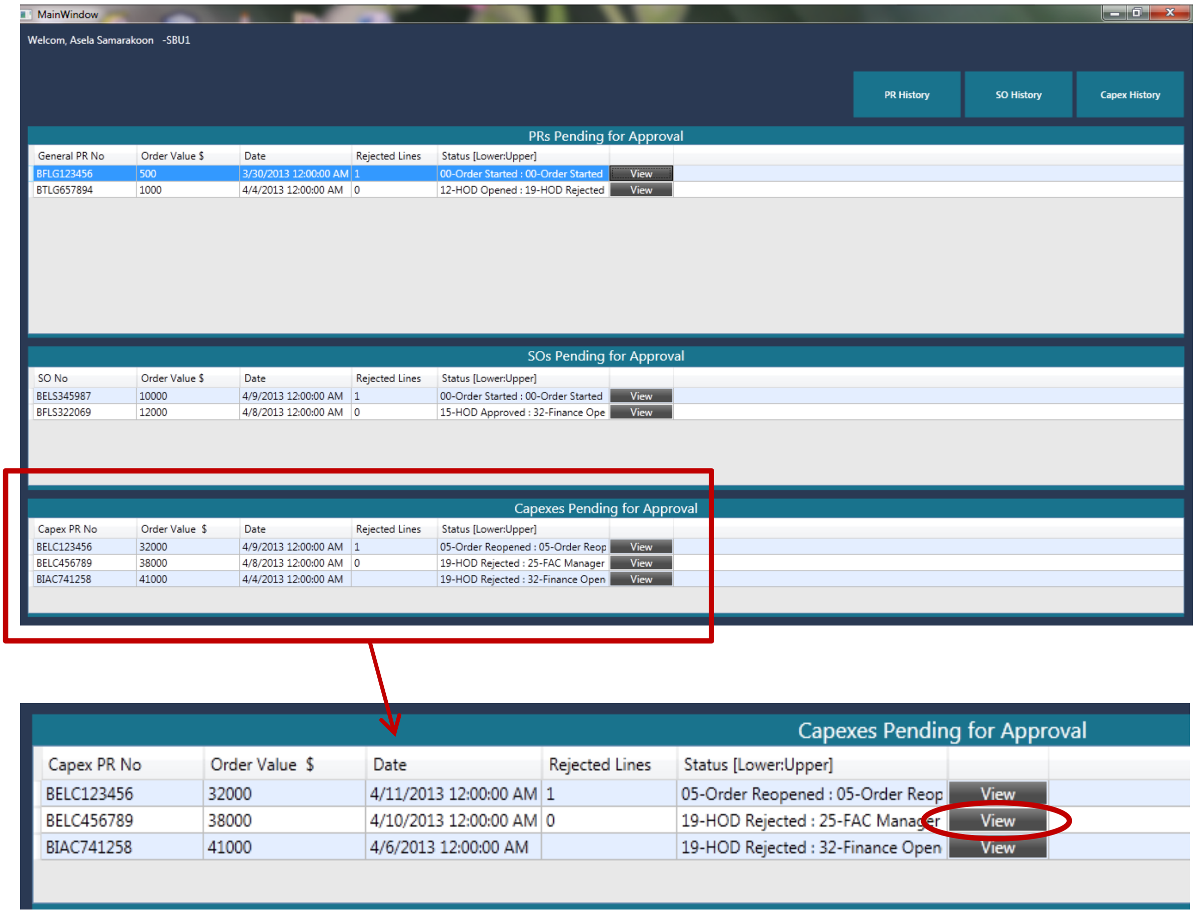


Figure 37: Capex PR – View/ Edit

Step 2:

Capex PR Creation Form will be opened.

Here if the Capex PR has been approved by the next approval level user is not allowed to edit the PR. Else above mentioned all functionalities will be enabled.

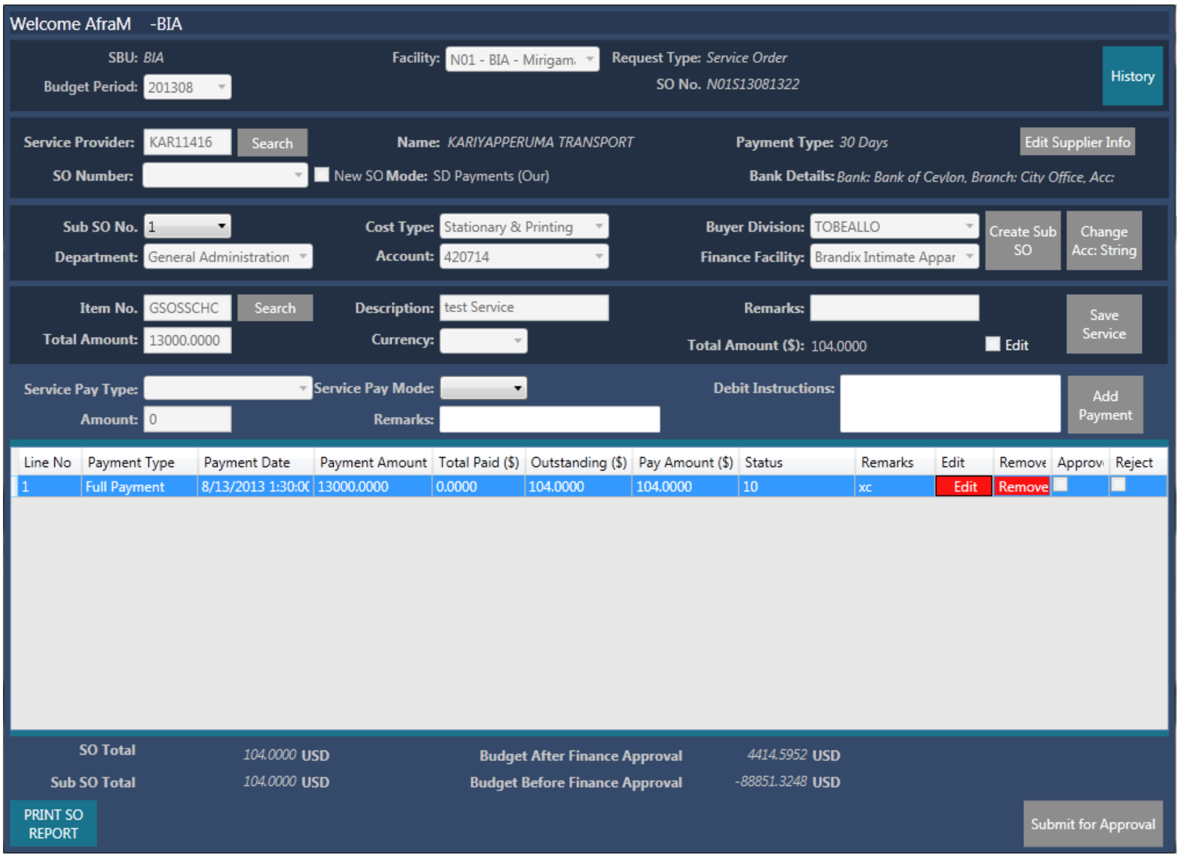


Figure 37: Capex PR – View/ Edit Form

2.4. SBU End User – SO Process

Service Order interface is used to enter the Service related Payment Requisitions by the SBU end users. Data is entered via a separate interface where the authorized users initialize the requesting SO. Each line item contains Payment type, pay amount, outstanding amount, etc. as the input line level details while the SBU, Facility, Department, Cost Type, Service Item, Supplier and the Budget period as header level details and approved Budget. Other associated information such as Supplier is populated from M3.

2.4.1. Creating New SO/New Payment

Step 1:

The following figure shows the End User Dashboard of the SO Item Interface. Click “SO” button.

Then you are able to create a new service order or you can make new payments for an existing Service order by selecting.

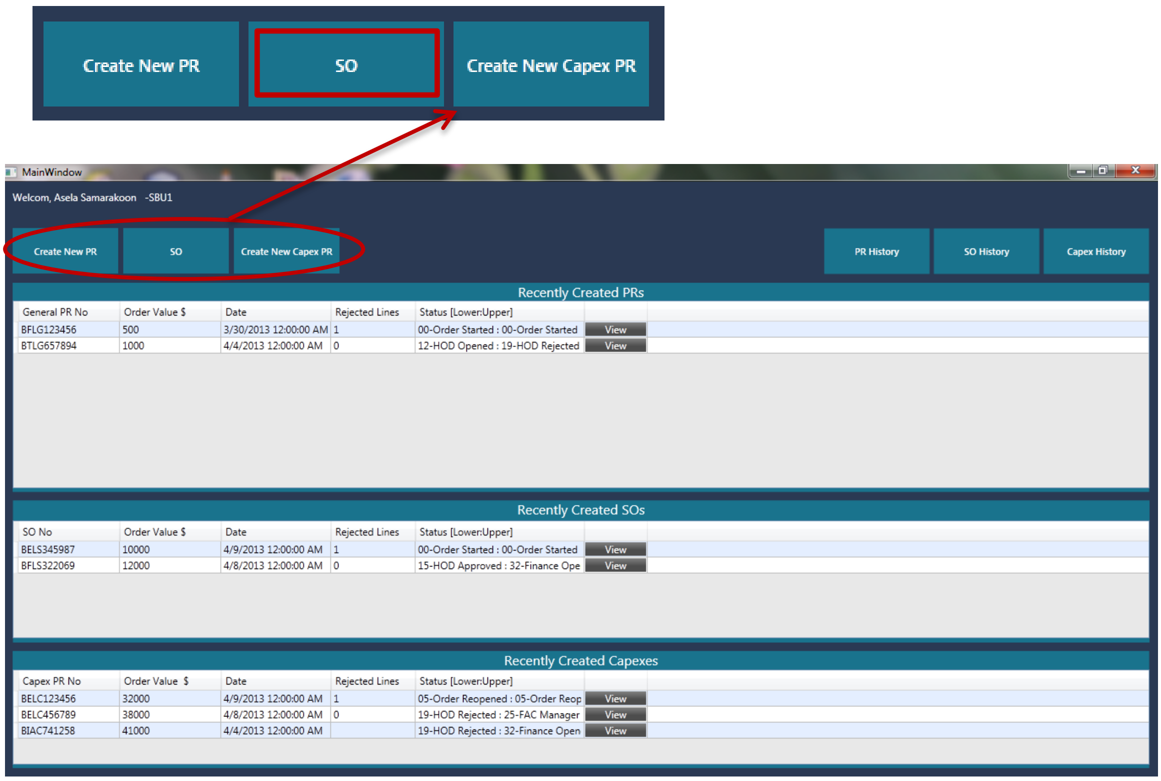


Figure 38: SBU End User Dashboard

Step 2:

The following screen will be displayed.

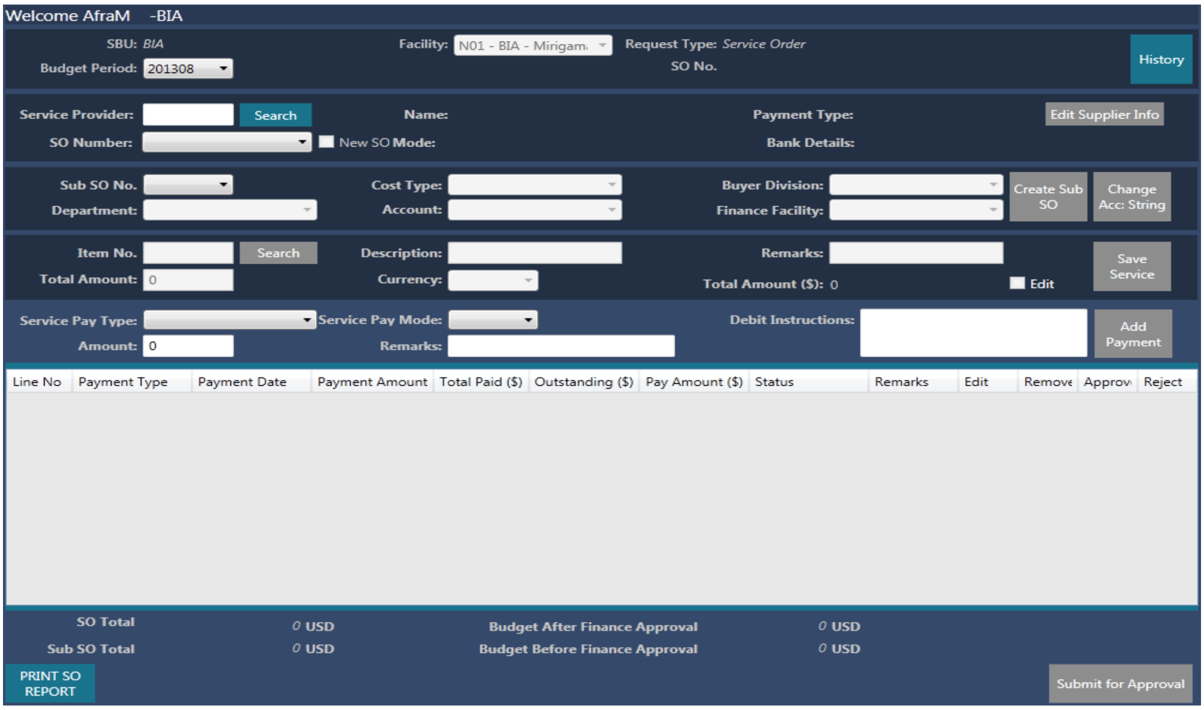


Figure 39: SO - Creation Form

➢ Enter the details in SO Header

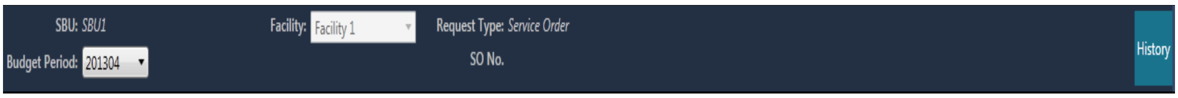


Figure 40: SO - Header Details

SBU: Logged in user's SBU name

Facility: Logged in user's facility in M3

Delivery Location: Select a Ware House for which goods to be delivered

Request Type: Service Order (SO)

Budget Period: Select month from list of previous, current and next months

SO No: New SO number (SBU name- S for SO-Number Sequence)

History: Described in detail under section 2.4.2

Step 3:

Enter Supplier information in the Header.

Figure 41: SO – Service Provider Details

Service Provider: Enter M3 supplier or search the supplier number by pressing "Search"

Name: Displayed as per the supplier number selected

Payment Type: Displayed as per the supplier number selected

Mode: Displayed as per the supplier number selected

Bank Details: Displayed as per the supplier number selected

Edit Supplier Info: Supplier related field will be editable to you

Supplier Search: Described in detail under section 2.2.4

SO number: Click the check box to create a new SO, else select the SO number that you wish to do payments.

Step 4:

Enter the details in Sub SO header and click "Create Sub SO"

Figure 42: SO – Sub SO Header Details

Sub SO Number: Select New from list of created new Sub SO or else select an existing sub SO that you need to make payments.

Department: Select from the list of departments entitled to the logged in user

Buyer Division: Select from the list of buyer divisions entitled to the logged in user

Finance Facility: Select the Accounting Location which finance entries should apply

Cost Type: Select from the list of Cost types available

Account: Select the mapping general ledger account no for the selected cost type

Change Acc. String: Described in detail under section 2.2.3

Step 5:

Enter service item details in Sub SO and click "Save Service".

Figure 43: SO –Item Details

Item Number: Enter M3 item number or search the item number by pressing "Search"

Item Description: Displayed as per the item number selected / you can edit it as required

Total Amount: Enter total amount to be paid

Currency: Select the currency for the amount to be paid.

Remarks: Required additional information or comments regarding the item

Search: Described in detail under section 2.2.4

Step 6:

Add payment details and press “Add Payment”.

Figure 44: SO – Payment Details

Service Pay Type: Select the service pay type from the dropdown list

Service Pay Mode: Select the service pay mode from the dropdown list

Amount: Enter the amount to be paid

Debit Instructions: Enter required debit instructions to do the payment

Remarks: Add any comments if required

- The added details will be displayed in the table as follows.

Line No	Payment Type	Payment Date	Payment Amount	Total Paid	Outstanding	Pay Amount ($)	Status	Remarks	
1		4/9/2013 12:00:00 AM	10	0	0	0.078125			Edit
2		4/9/2013 12:00:00 AM	10	0	0	0.078125			Edit
3		4/9/2013 12:00:00 AM	1000	0	0	7.8125			Edit

Figure 45: SO – Sub SO Line Details

Line No. – Entry number of the table

Payment Type – Full, Advance, Final, Final with Additional, or Final with Less Payment

Payment Date – Date today

Payment Amount – Amount paid today

Total Paid – The amount paid off out of the total amount

Outstanding – Balance amount to be paid

Pay Amount ($) – Amount paid today in USD

Status – This is empty till the Submit for Approval is clicked. Once Submit for Approval, status will change to “Approval Pending”

Remarks – Relevant information or comments regarding the item

Edit: Clicking this button loads line to Adding Line Detail Section. You can edit information and clicking “Update” button will replace the existing line in the table

Remove: Clicking this button removed line from the table

Step 7:

You can add many payment lines to the sub SO by following the same procedure.

Similarly you can create the next sub SO by selecting ‘New’ from the Sub SO Number dropdown list and following the same procedure.

Based on the added information SO Footed details will change as follows.

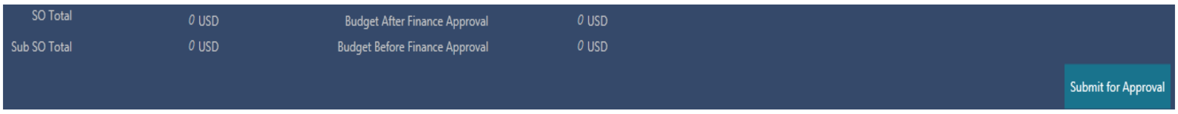


Figure 46: SO - Footer Details

SO Total: Total of Line payment total for the selected sub SO

Sub SO Total: Total of the entire sub SO totals for this SO

Budget before Finance Approval: Amount after deducting total of line items of all subs SOs of this SO excluding the rejected line items, from budgeted cost for the account.

Budget after Finance Approval: Amount after deducting the approved sub SO total from the budgeted cost for the account

Click “Submit” button after all the Sub SOs for that SO has been added. This will change the line status to “Approval pending” and particular SO will be sent to next approval level.

2.4.2. View/ Edit SO

All the Recent SOs created by you will be listed in the dashboard as follows.

Step 1:

Click “View” Button.

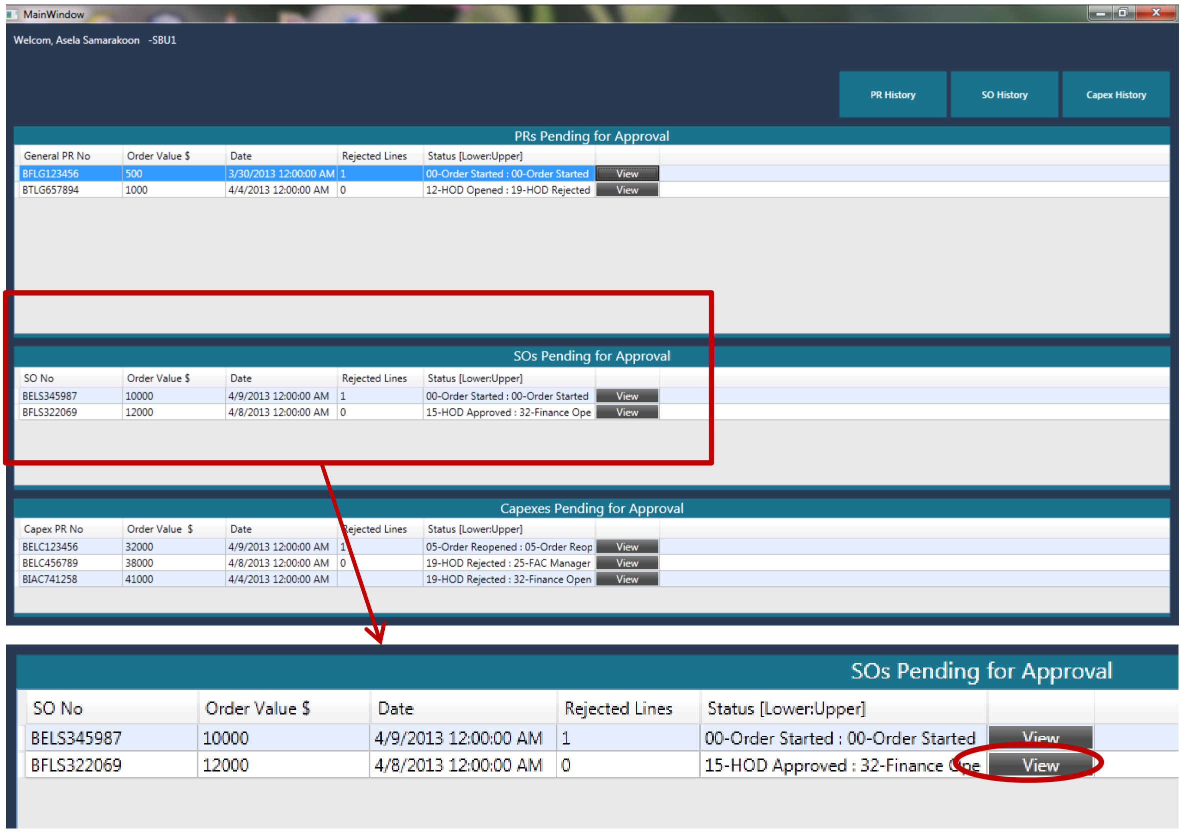


Figure 48: SO – View/ Edit

Step 2:

SO Creation Form will be opened.

Here if the SO has been approved by the next approval level user is not allowed to edit the approved lines. Else above mentioned all functionalities will be enabled. Users could also add new payments to existing sub SOs.

2.5. SBU Approval User – PR/SO Approval Process

After end user submits a General PR/Capex PR or SO, it should be forwarded to the next approval level which is the HOD approval or Factory Manager Approval or both and then to the Finance Manager Approval.

Purchase Requisitions can be raised by the SBUs from the interface which will trigger the 'PO interface' used in the Central Procurement Division (CPD) once Finance approval is given. In the SO flow, the final outcome is a SO document which triggers after the Financial Approval that includes all necessary details to proceed with the normal supplier payment process by the Brandix Mercury Asia (BMA) shared Services.

2.5.1. Approving General PR

All the Recent General PRs pending for approval from you will be listed in the dashboard as follows.

Step 1:

Click "View" Button.

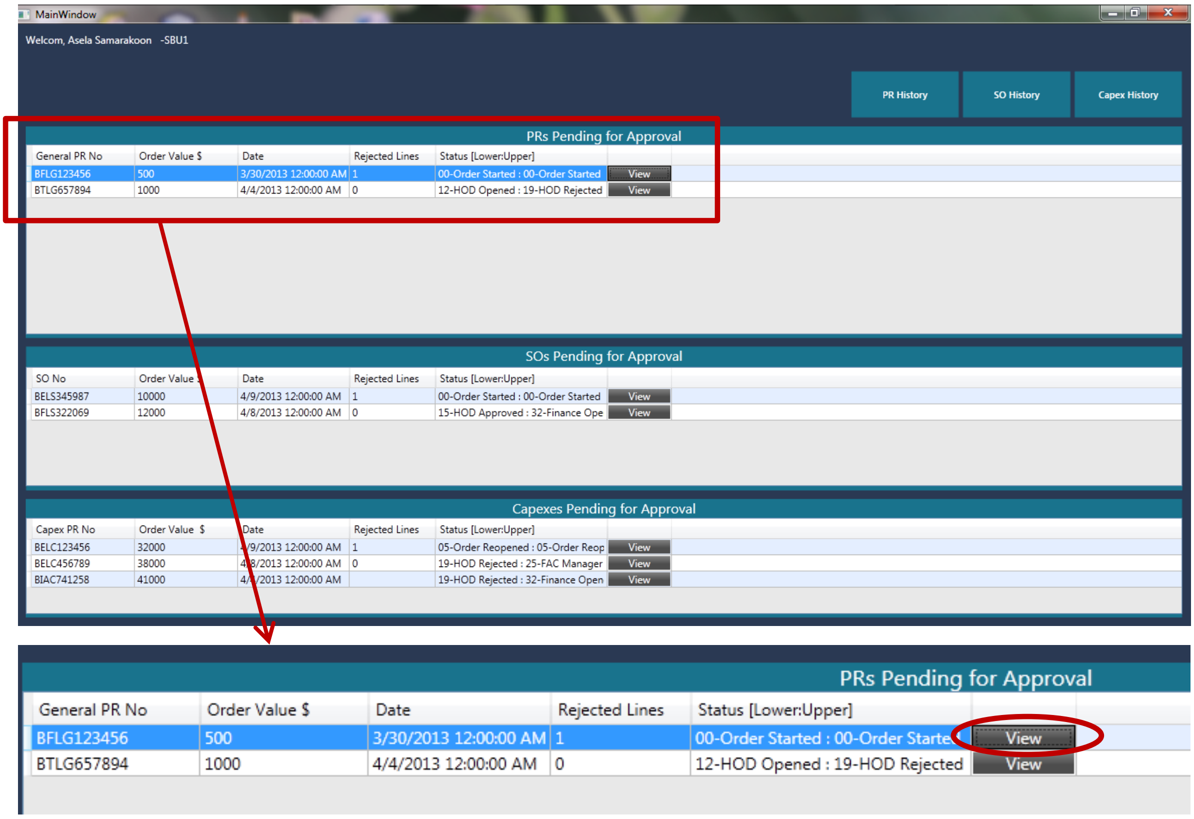


Figure 49: Approval User – Dashboard

Step 2:

Once the button is clicked, it will populate in a window as follows.

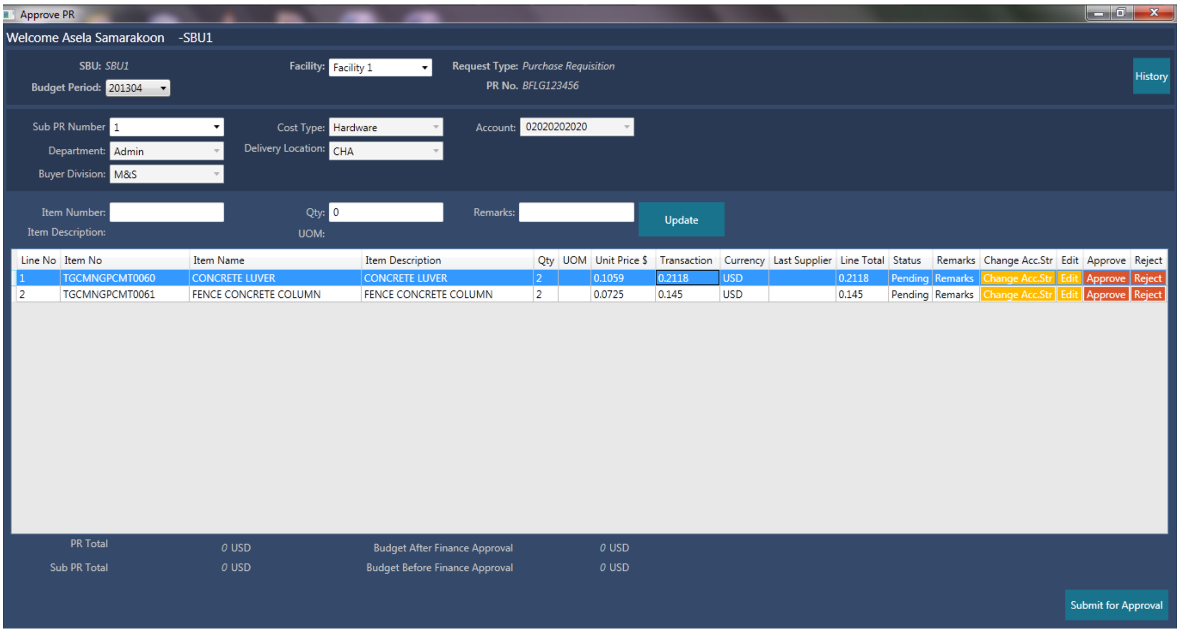


Figure 50: Approval User – General PR Approval Form

Step 3:

Item line details for the sub PR which has the lowest sub PR number will be selected and populated by default.

Figure 51: Approval User – Sub PR lines

Change Accounting String: Accounting string can be changed at line level for approval users. The lines will be added to a new sub PR if there is no existing sub PR with the same accounting string combination. Else it will be added to the matching sub PR.

This is described detail in section 2.5.4

Edit: Clicking Edit button to change values in the line items

Approve: Items can be approved by clicking Approve button

Reject: Items can be rejected by clicking Reject button. If a line item is rejected it will not be forwarded to next approval level.

Submit for Approval: By clicking this button, all approved line items of the PR is submitted for next approval level

2.5.2. Approving Capex PR

All the Recent Capex PRs pending for approval from you will be listed in the dashboard as follows.

Step 1:

Click “View” Button.

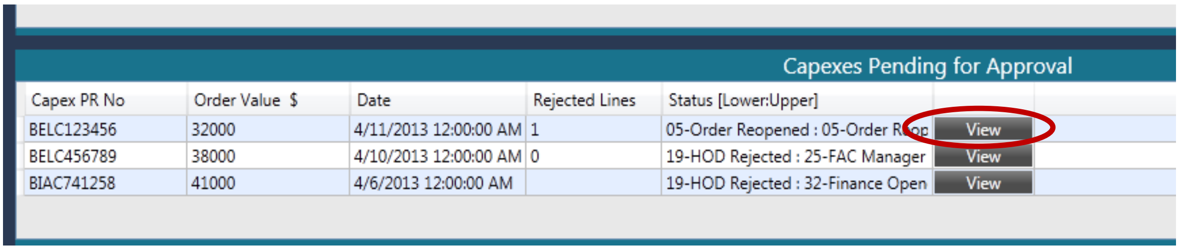


Figure 52: Approval User – Dashboard

Step 2:

Once the button is clicked, it will populate in a window as follows.

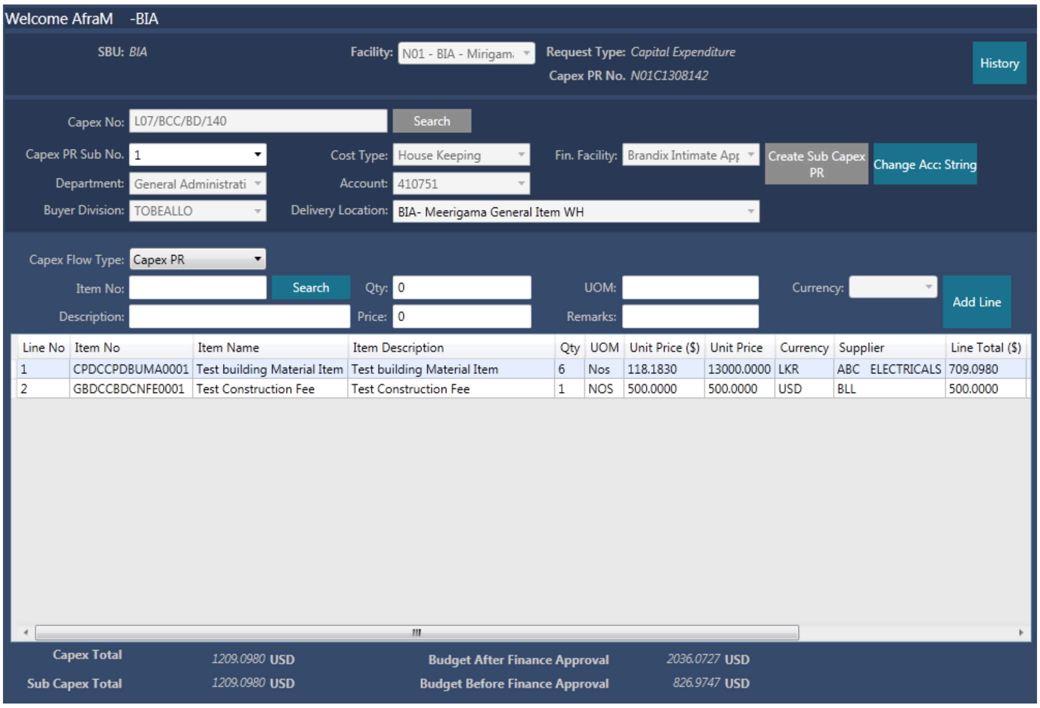


Figure 53: Approval User – Capex PR Approval Form

Step 3:

Item line details for the sub Capex PR which has the lowest sub Capex PR number will be selected and populated by default.

Line No	Item No	Item Name	Item Description	Qty	UOM	Unit Price ($)	Unit Price	Currency	Supplier	Line Total ($)	Status	Remarks	Edit	Remove	Approve	Reject
1	CPDCCPDBUMA0001	Test building Material Item	Test building Material Item	6	Nos	118.1830	13000.0000	LKR	ABC ELECTRICALS	709.0980	10	c	Edit	Remove		
2	GBDCCBDCNFE0001	Test Construction Fee	Test Construction Fee	1	NOS	500.0000	500.0000	USD	BLL	500.0000	10	fee	Edit	Remove		

Figure 54: Approval User – Sub Capex PR lines

Change Accounting String: Accounting string can be changed at line level for approval users. This is described detail in section 2.5.4

Edit: Clicking Edit button to change values in the line items

Approve: Items can be approved by clicking Approve button

Reject: Items can be rejected by clicking Reject button. If a line item is rejected it will not be forwarded to next approval level.

Submit for Approval: By clicking this button, all approved line items of the Capex PR is submitted for next approval level

2.5.3. Approving SO

All the Recent SOs pending for approval from you will be listed in the dashboard as follows.

Step 1:

Click “View” Button.

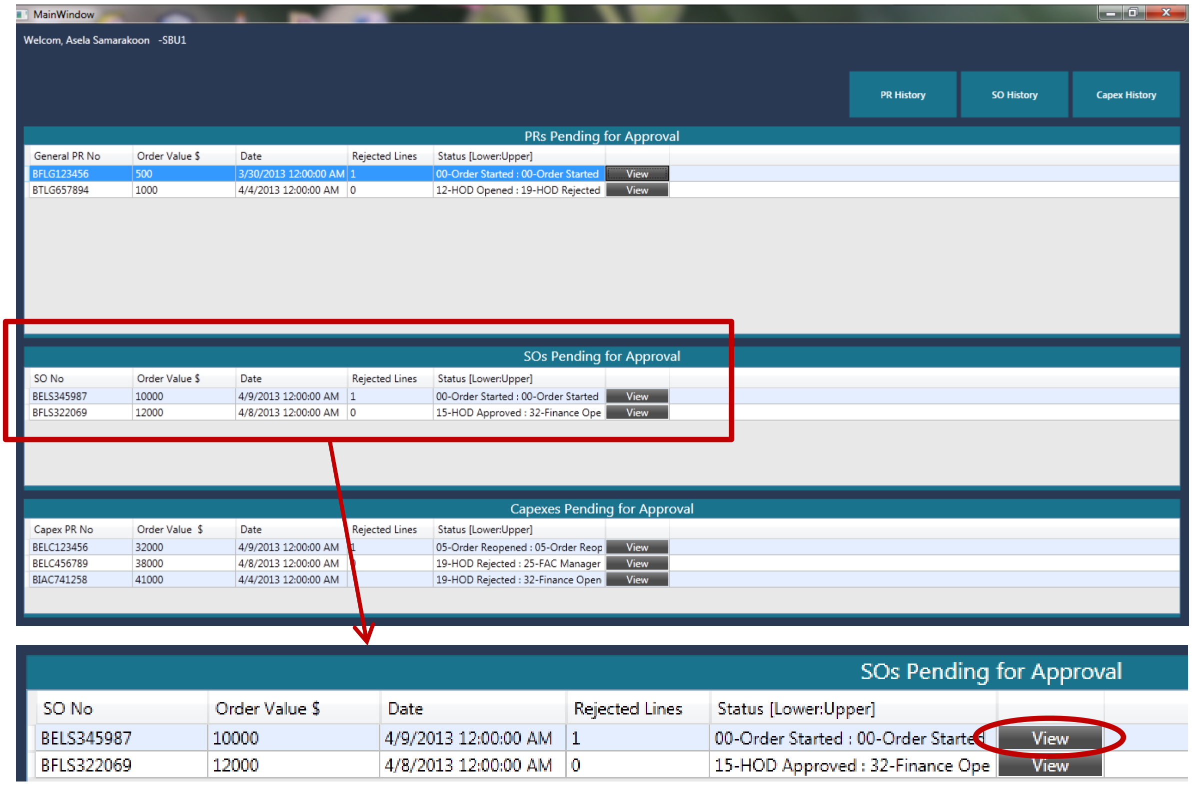


Figure 55: Approval User – Dashboard

Step 2:

Once the button is clicked, it will populate in a window as follows.

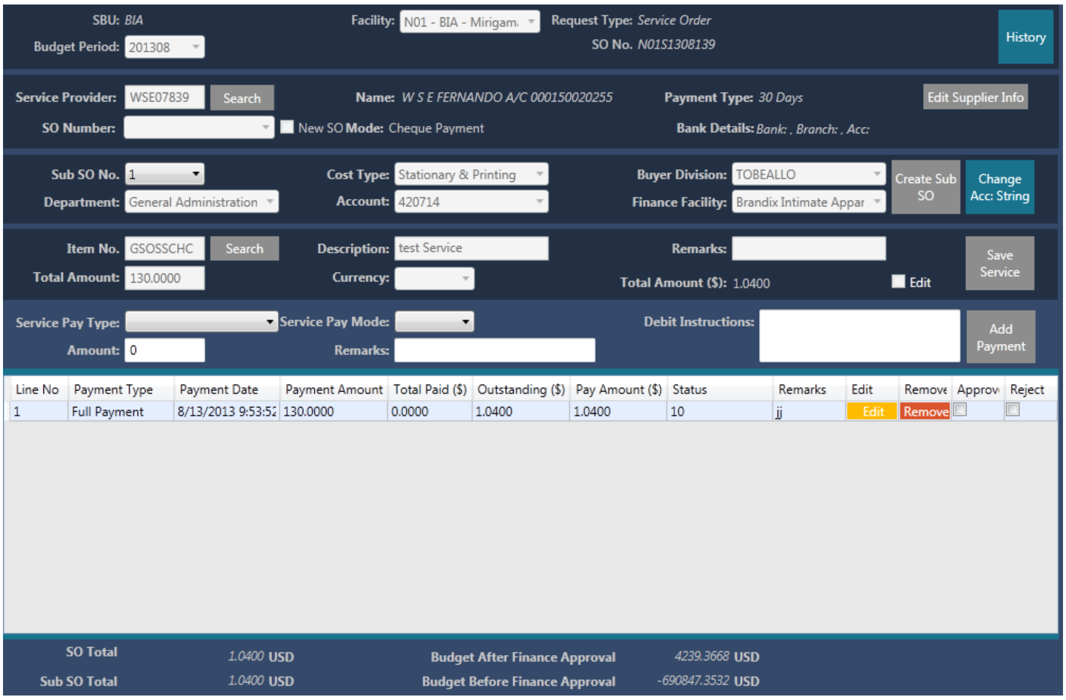
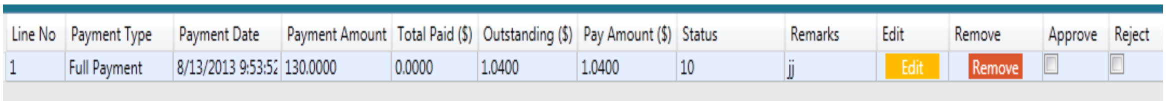


Figure 56: Approval User – SO Approval Form

Step 3:

Payment line details for the sub SO which has the lowest sub SO number will be selected and populated by default.



Line No	Payment Type	Payment Date	Payment Amount	Total Paid ($)	Outstanding ($)	Pay Amount ($)	Status	Remarks	Edit	Remove	Approve	Reject
1	Full Payment	8/13/2013 9:53:5	130.0000	0.0000	1.0400	1.0400	10	jj	Edit	Remove		

Figure 57: Approval User – Sub SO lines

Change Accounting String: Accounting string can be changed at line level for approval users. The lines will be added to a new sub SO if there is no existing sub SOs with the same accounting string combination. Else it will be added to the matching sub SO.

This is described detail in section 2.5.4

Edit: Clicking Edit button to change values in the line items

Approve: Items can be approved by clicking Approve button

Reject: Items can be rejected by clicking Reject button. If a line item is rejected it will not be forwarded to next approval level.

Submit for Approval: By clicking this button, all approved line items of the SO is submitted for next approval level

2.6. SBU Admin User – Administration Process

SBU Admin User of this application is the administrator related to SBU components and responsible for maintaining and configuring the application related to SBU users and SBU related workflow components.

2.6.1. User Configuration

Step 1:

The following figure shows the SBU Admin User dashboard of the General Item Interface. Click "User Configuration" button to add new users to the application or change user profiles.

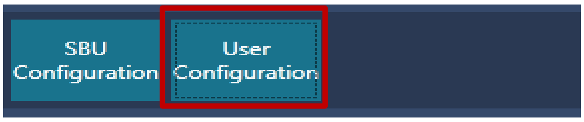


Figure 59: SBU Admin - Dashboard

Step 2:

Once the button is clicked, it will populate in a window as follows.

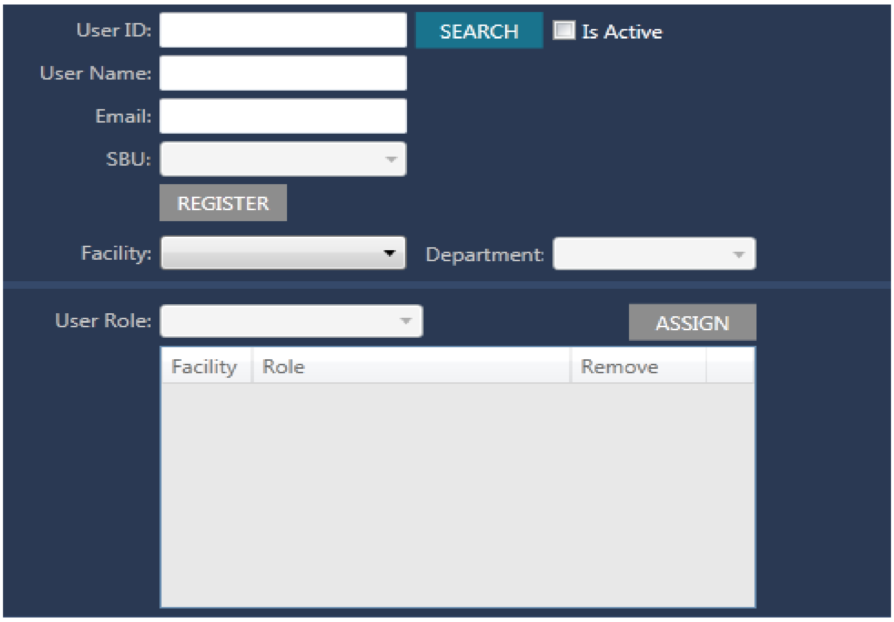


Figure 60: SBU Admin – User Configuration

Step 3:

Enter User ID and press "Search" button. Data will be displayed as follows.

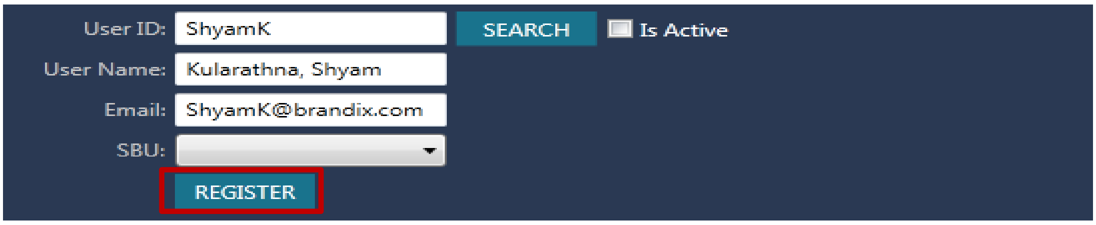


Figure 61: SBU Admin – User Registration

Then select the SBU for which user should be assigned and press "Register" button.

Now user will be registered to access this application.

Step 4:

Users can be then assigned to Facilities and their respective roles as follows.

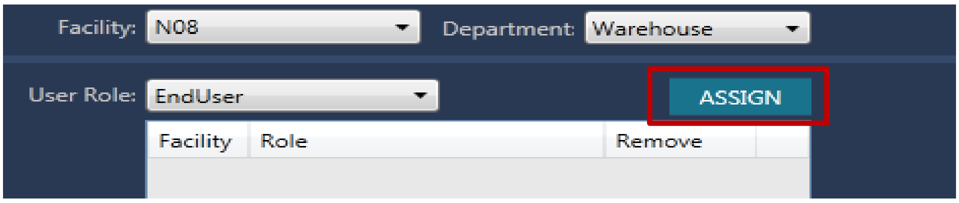


Figure 62: SBU Admin – User Role Assign

Facility: Select the plant of the user

Department: Select the department of the user

User Role: Select the user role to be assigned

Press "Assign" button to assign the user to the selected user role for that particular facility and department.

2.6.2. SBU Configuration

Step 1:

The following figure shows the SBU Admin User Dashboard of the General Item Interface. Click "SBU Configuration" button to add departments, buyer divisions and delivery locations to plants.

Figure 63: SBU Admin – Dashboard

Step 2:

Once the button is clicked, it will populate in a window as follows. SBU Configuration tab will be displayed in default.

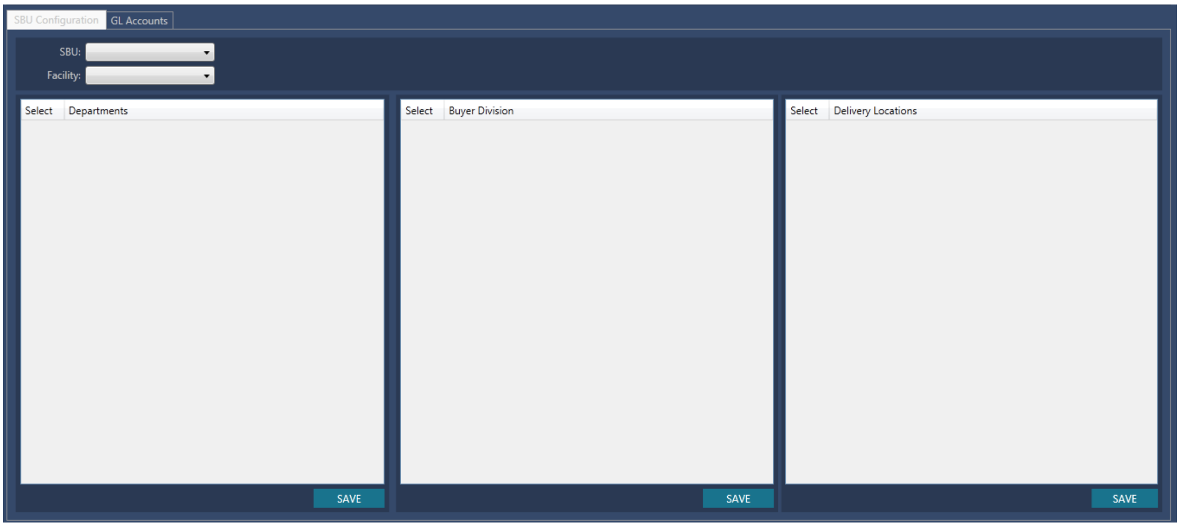


Figure 64: SBU Admin – SBU Configuration

Step 3:

Selecting the SBU and Facility will display all available Departments, Buyer Divisions and Delivery Locations

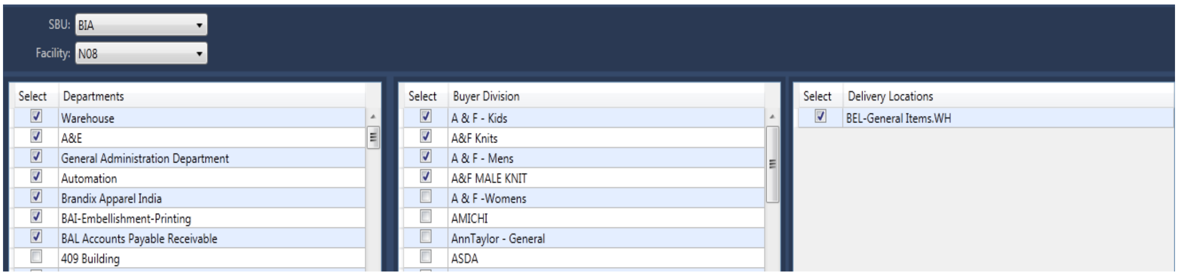


Figure 65: SBU Admin – Add Departments, Buyer Divisions and Delivery Locations

Select the fields that need to be added to facilities and press "Save" button.

2.6.3. GL Accounts

Step 1:

The following figure shows the SBU Admin User Dashboard of the General Item Interface. Click "SBU Configuration" button.

Figure 66: SBU Admin – Dashboard

Step 2:

Once the button is clicked, it will populate in a window as follows. SBU Configuration tab will be displayed in default. Select "GL Account" Tab to add cost types and account codes.

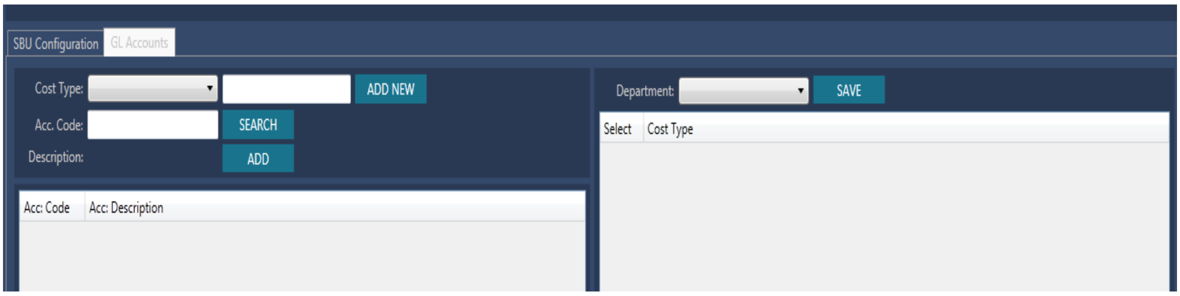


Figure 67: SBU Admin – GL Accounts

Step 1:

To add cost types, type the cost type and press “Add New”. Then add account code searching the M3.

Accounting strings to available cost types can be added by first selecting the cost type and repeating the same process.

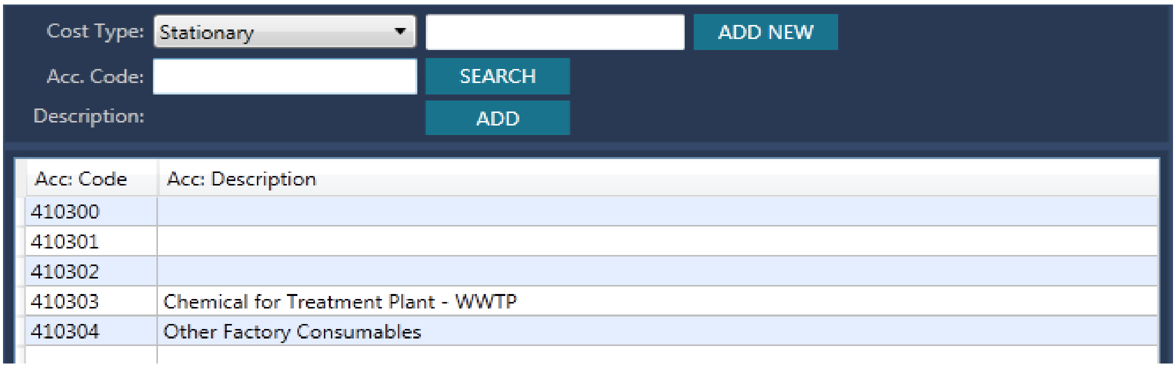


Figure 68: SBU Admin – Cost Types and Accounting Codes

Step 2:

To assign Cost types for a department select the department.

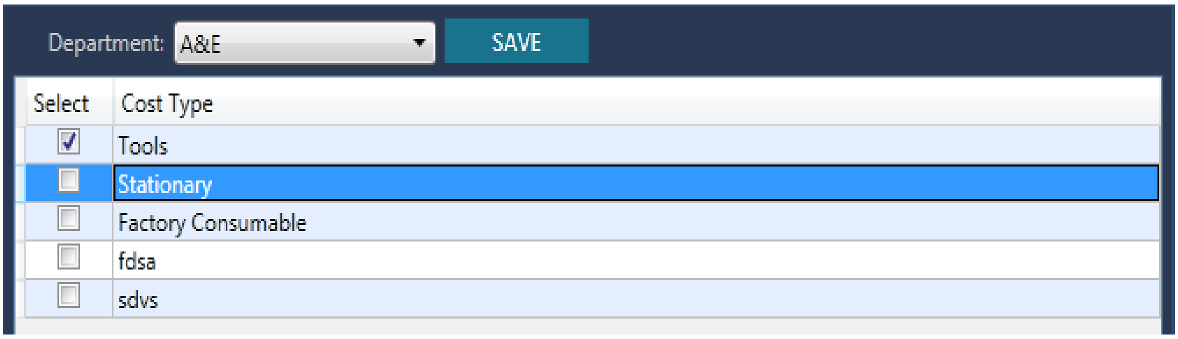


Figure 69: SBU Admin – Cost Types for Department

Select the cost types and press “Save” Button.