Oracle® Process Manufacturing

Purchase Management User's Guide

Release 11*i*

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Oracle Process Manufacturing Purchase Management User's Guide, Release 11*i*

Part No. A77465-06

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Oracle Process Manufacturing Purchase Management User's Guide, Release 11*i*

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Preface

Audience for This Guide

Welcome to Release 11*i* of the *Oracle Process Manufacturing Purchase Management* User's Guide.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.

- *Oracle Process Manufacturing*

  If you have never used *Oracle Process Manufacturing*, Oracle suggests you attend one or more of the *Oracle Process Manufacturing* training classes available through Oracle University.

- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

This guide contains the information you need to understand and use *Purchase Management*.

- Chapter 1 describes an overview of Common Purchasing, which integrates OPM Purchase Management and Oracle Purchasing.

- Chapter 2 describes the setup requirement in Purchase Management and other related applications.

- Chapter 3 describes the process of entering purchase orders in Oracle Purchasing and processing purchase orders in Oracle Process Manufacturing.

- Chapter 4 describes the OPM Receiving functionality.

- Chapter 5 describes the return functionality.

- Chapater 6 describes the available reports.

- Appendix A describes how to navigate to each window and the profile options to set.

- Appendix B describes the subledger error messages, what causes the error, and what action you can take to resolve the errors.

- A Glossary provides definitions of terms that are used in this guide.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at http://www.oracle.com/accessibility/.

Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of *Oracle Process Manufacturing*.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **Online Help** - The new features section in the HTML help describes new features in 11i. This information is updated for each new release of *Oracle Process Manufacturing*. The new features section also includes information about any features that were not yet available when this guide was printed. For example, if your administrator has installed software from a mini-packs an upgrade, this document describes the new features. Online help patches are available on MetaLink.

- **11i Features Matrix** - This document lists new features available by patch and identifies any associated new documentation. The new features matrix document is available on MetaLink.

- **Readme File** - Refer to the readme file for patches that you have installed to learn about new documentation or documentation patches that you can download.

Related User's Guides

Oracle Process Manufacturing shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user's guides when you set up and use *Oracle Process Manufacturing*.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle Store at http://oraclestore.oracle.com.

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of *Oracle Process Manufacturing* (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing"Getting Started with Oracle Applications" from any Oracle Applications help file.

User Guides Related to This Product

Accounting Setup User's Guide

The OPM Accounting Setup application is where users set up global accounting attributes about the way financial data will be collected by OPM. These attributes include such things as account keys, financial calendars, and account segments. Since OPM is closely integrated with Oracle General Ledger (GL), much of the attributes are defined in the Oracle GL instead of OPM, and therefore, the windows are display only within OPM. The *Oracle Process Manufacturing Accounting Setup User's Guide* describes how to setup and use this application.

Cost Management User's Guide

The OPM Cost Management application is used by cost accountants to capture and review the manufacturing costs incurred in their process manufacturing businesses. The *Oracle Process Manufacturing Cost Management User's Guide* describes how to setup and use this application.

Manufacturing Accounting Controller User's Guide

The Manufacturing Accounting Controller application is where users define the impact of manufacturing events on financials. For example, event RCPT (Inventory Receipts) results in a debit to inventory, a credit to accrued accounts payable, a debit or a credit to purchase price variance, etc. These impacts are predefined in the Manufacturing Accounting Controller application so users may begin using OPM to collect financial data out-of-the-box, however, they may also be adjusted per your business needs. The *Oracle Process Manufacturing Manufacturing Accounting Controller User's Guide* describes how to setup and use this application.

Oracle Financials Integration User's Guide

Since OPM is closely integrated with Oracle General Ledger, financial data that is collected about the manufacturing processes must be transferred to the Oracle Financials applications. The OPM Oracle Financials Integration application is where users define how that data is transferred. For example, users define whether data is transferred real time or batched and transferred at intervals. The *Oracle Process Manufacturing Oracle Financials Integration User's Guide* describes how to setup and use this application.

Inventory Management User's Guide

The OPM Inventory Management application is where data about the items purchased for, consumed during, and created as a result of the manufacturing process are tracked. The *Oracle Process Manufacturing Inventory Management User's Guide* includes information to help you effectively work with the Oracle Process Manufacturing Inventory application.

Physical Inventory User's Guide

Performing physical inventory count is the most accurate way to get an accounting of all material quantities purchased, manufactured, and sold, and update your onhand quantities accordingly. The OPM Physical Inventory application automates and enables the physical inventory process. The *Oracle Process Manufacturing Physical Inventory User's Guide* describes how to setup and use this application.

Order Fulfillment User's Guide

The OPM Order Fulfillment application automates sales order entry to reduce order cycle time. Order Fulfillment enables order entry personnel to inform customers of scheduled delivery dates and pricing. The *Oracle Process Manufacturing Order Fulfillment User's Guide* describes how to setup and use this application.

Purchase Management User's Guide

OPM Purchase Management and Oracle Purchasing combine to provide an integrated solution for Process Manufacturing. Purchase orders are entered in Oracle Purchasing and received in OPM. Then, the receipts entered in OPM are sent to Oracle Purchasing. The *Oracle Process Manufacturing Purchase Management User's Guide* describes how to setup and use this integrated solution.

Using Oracle Order Management with Process Inventory Guide

Oracle Process Manufacturing and Oracle Order Management combine to provide an integrated solution for process manufacturers. The manufacturing process is tracked and handled within Oracle Process Manufacturing, while sales orders are taken and tracked in Oracle Order Management. Process attributes, such as dual UOM and lot control, are enabled depending on the inventory organization for the item on the sales order. Order Management accepts orders entered through Oracle Customer Relationship Management (CRM). Within CRM, orders can originate from TeleSales, Sales Online, and iStore, and are booked in Order Management, making the CRM suite of products available to Process customers, through Order Management. The *Oracle Order Management User's Guide* and *Using Oracle Order Management with Process Inventory Guide* describes how to setup and use this integrated solution.

Process Execution User's Guide

The OPM Process Execution application lets you track firm planned orders and production batches from incoming materials through finished goods. Seamlessly integrated to the Product Development application, Process Execution lets you convert firm planned orders to single or multiple production batches, allocate ingredients, record actual ingredient usage, and then complete and close production batches. Production inquiries and preformatted reports help you optimize   inventory costs while maintaining a high level of customer satisfaction with on-time delivery of high quality products. The *OPM Process Execution User's Guide* presents overviews of the tasks and responsibilities for the Production Supervisor and the Production Operator. It provides prerequisite setup in other applications, and details the windows, features, and functionality of the OPM Process Execution application.

Integration with Advanced Planning and Scheduling User's Guide

Oracle Process Manufacturing and Oracle Advanced Planning and Scheduling (APS) combine to provide an integrated solution for process manufacturers that can help increase planning efficiency. The integration provides for constraint-based planning, performance management, materials management by exception, mixed mode manufacturing that enables you to choose the best method to produce each of your products, and combine all of these methods within the same plant/company. The *Oracle Process Manufacturing Integration with Advanced Planning and Scheduling User's Guide* describes how to setup and use this application.

MPS/MRP and Forecasting User's Guide

The Oracle Process Manufacturing Material Requirements Planning (MRP) application provides long-term "views" of material demands and projected supply actions to satisfy those demands. The Master Production Scheduling (MPS) application lets you shorten that view to a much narrower and immediate time horizon, and see the immediate effects of demand and supply actions. The *Oracle Process Manufacturing MPS/MRP and Forecasting User's Guide* describes how to setup and use this application.

Capacity Planning User's Guide

The OPM Capacity Planning User's Guide describes the setup required to use OPM with the Oracle Applications Advanced Supply Chain Planning solutions. In addition, Resource setup, used by the OPM Production Execution and New Product Development applications, is also described.

Product Development User's Guide

The Oracle Process Manufacturing Product Development application provides features to manage formula and laboratory work within the process manufacturing operation. It lets you manage multiple laboratory organizations and support varying product lines throughout the organization. You can characterize and simulate the technical properties of ingredients and their effects on formulas. You can optimize formulations before beginning expensive laboratory test batches. Product Development coordinates each development function and enables a rapid, enterprise-wide implementation of new products in your plants. The *Oracle Process Manufacturing Product Development User's Guide* describes how to setup and use this application.

Quality Management User's Guide

The Oracle Process Manufacturing Quality Management application helps track the quality of ingredients and products throughout the process manufacturing cycle. Assays, also known as tests or ingredient attributes, and specifications are defined as requirements for acceptable item quality. Samples can be taken against which results are recorded for the required assays. Results can be reported through a Certificate of Analysis. The *Oracle Process Manufacturing Quality Management User's Guide* describes how to setup and use this application.

Regulatory Management User's Guide

The Oracle Process Manufacturing Regulatory Management application generates the Material Safety Data Sheets (MSDSs) required by authorities to accompany hazardous materials during shipping. You can create MSDSs from OPM Formula Management with Regulatory or Production effectivities. The *Oracle Process Manufacturing Regulatory Management User's Guide* describes how to setup and use this application.

Implementation Guide

The *Oracle Process Manufacturing Implementation Guide* offers information on setup. That is, those tasks you must complete following the initial installation of the Oracle Process Manufacturing software. Any tasks that must be completed in order to use the system out-of-the-box are included in this manual.

System Administration User's Guide

Much of the System Administration duties are performed at the Oracle Applications level, and are therefore described in the *Oracle Applications System Administrator's Guide.* The *Oracle Process Manufacturing System Administration User's Guide* provides information on the few tasks that are specific to OPM. It offers information on performing OPM file purge and archive, and maintaining such things as responsibilities, units of measure, and organizations.

API User's Guides

Public Application Programming Interfaces (APIs) are available for use with different areas of the Oracle Process Manufacturing application. APIs make it possible to pass information into and out of the application, bypassing the user interface. Use of these APIs is documented in individual manuals such as the *Oracle Process Manufacturing Inventory API User's Guide, Oracle Process Manufacturing Production Management and Process Operations Control APIs User's Guide, Oracle Process Manufacturing Formula API User's Guide,* and the *Oracle Process*

Manufacturing Cost Management API User's Guide. Additional API User's Guides are periodically added as additional public APIs are made available.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer 6*i* forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing *Oracle Process Manufacturing*. This manual details additional steps and setup considerations for implementing *Oracle Process Manufacturing* with this feature.

Multiple Organizations in Oracle Applications

This guide describes how to set up and use *Oracle Process Manufacturing* with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of *Oracle Process Manufacturing*.

Oracle Workflow Guide

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes.You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the *Oracle Process Manufacturing* implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Metalink

Oracle Manufacturing APIs and Open Interfaces Manual

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes API's and open interfaces found in Oracle Manufacturing.

Oracle Order Management Suite APIs and Open Interfaces Manual

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes API's and open interfaces found in Oracle Order Management Suite.

Oracle Applications Message Reference Manual

This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11i.

Training and Support

Training

Oracle offers a complete set of training courses to help you and your staff master *Oracle Process Manufacturing* and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep *Oracle Process Manufacturing* working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle8*i* server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources and customer relationship management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 145 countries around the world.

Your Feedback

Thank you for using *Oracle Process Manufacturing* and this user's guide.

Oracle values your comments and feedback. At the end of this guide is a Reader's Comment Form you can use to explain what you like or dislike about *Oracle Process Manufacturing* or this user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send electronic mail to **appsdoc_us@oracle.com**.

1

Common Purchasing

This topic explains the Common Purchasing in detail.

The following topics are covered:

- Common Purchasing Overview
- Common Purchasing Business Process
- Common Purchasing Management Workflow
- Common Purchasing between Oracle and OPM
- Payment on Receipt
- Common Purchasing Blanket Purchase Agreements
- Common Purchasing Blanket Purchase Agreements Diagram
- Common Purchasing Flow Diagram

Common Purchasing Overview

Common Purchasing integrates OPM Purchase Management and Oracle Purchasing to provide an integrated solution for Process Manufacturing. Purchase orders are entered in Oracle Purchasing and received in OPM. Then, the receipts entered in OPM are sent to Oracle Purchasing. Standard receipts, quick receipts, stock receipts, and returns are entered in OPM Purchase Management. When standard receipts, quick receipts, and returns are saved, automatic concurrent processes update the purchase order quantities in Oracle Purchasing.

Once purchase orders are entered in Oracle Purchasing and approved, the data is automatically synchronized to OPM Purchase Management via concurrent processes. The only time that you would manually run a synchronization is to correct data in a purchase order that has failed synchronization or to update receiving information on the purchase order. See the "Reports and Requests" chapter in this user's guide for detailed information on resubmitting purchase order and receipt information.

Purchasing general ledger accounts default on the purchase order in Oracle Purchasing; they are only used for matching in Accounts Payable. General ledger entries are made using the account mapping in OPM. These accounts are created on the purchase order synchronized to OPM Purchase Management when purchase orders are approved. Items are mapped to inventory accounts and acquisition costs are mapped to expense or inventory accounts.

In OPM, you must set up OPM Purchase Management and OPM and Oracle Financials Integration before using Common Purchasing (except Accounts Receivable), and other OPM applications.

In Oracle Applications, you must set up Oracle Purchasing and Oracle Receiving.

Look for System Updates regarding Oracle Products on MetaLink. You can access MetaLink from the Oracle Support home page at http://www.oracle.com/support.

Common Purchasing Business Process

Purchase Management operates on a Purchase-to-Pay basis. Purchase-to-Pay is the process of managing and coordinating with your suppliers to efficiently provide raw materials. This is done by maintaining procurement and vendor source information, supporting vendor contracts, discount information and managing vendor performance. If Purchasing quotes and purchase orders are issued, materials are shipped and received, invoices are matched, and payments are made in Accounts Payable.

Oracle Purchase Management provides the tools needed for continuous replenishment. Coordinating purchasing, receiving, and payables reduces time and costs by eliminating the need for manual effort.

The Purchase-to-Pay process provides the following benefits:

- Accurate quotations, purchase orders, and payments

- Vendor selection and performance measurement

- Strategic sourcing

- Electronic and Internet purchasing

Common Purchasing Management Workflow

The Oracle Purchasing application is used for:

- requisitioning expense, production, and MRO items.

- purchasing for expense, production and MRO items.

- receiving and returns for expense and MRO items.

The OPM Purchase Management application is used for:

- receiving and returns of production items.

- creating and viewing of MRP action messages.

- creating requisitions from approved MRP action messages.

Purchase Order information is automatically sent to OPM from Oracle Purchasing for the purpose of receiving after:

- a purchase order is created and approved for the first time.

- lines and shipments are added (and upon reapproval).

- the buyer, payment terms, ship via, FOB or freight terms are changed on the purchase order header (and upon reapproval).

- the shipment number, ship-to, quantity, promise date, need-by date, last accept date, shipment price, or taxable flag are changed on the shipment line (and upon reapproval).

The following OPM Purchase Management features are extensions to Oracle Purchasing:

- Specifying QC grades on a purchase order line.

- Displaying purchase quantities in a unit of measure for an item and in the dual unit of measure on a purchase order line if the item is dual unit of measure controlled.

- Entering acquisition costs for a purchase order shipment line.

Common Purchasing between Oracle and OPM

When a document is approved in Oracle Purchasing, the OPM Common Purchasing Synchronization process automatically runs to transfer the information to OPM Purchase Management. If your document fails to get transferred to OPM, review the errors generated by the Common Purchasing Synchronization process in the OPM Common Purchasing Synchronization log. Only documents containing production items are transferred to OPM Purchase Management.

OPM Receiving functionality, including returns and voids, is used to manage production item receiving. The same process that transfers purchasing documents to OPM (the OPM Common Purchasing Synchronization process) also transfers Receiving transactions to Oracle Purchasing. Receipt information is sent to Oracle Purchasing when receipts are initially saved in OPM, receipt information can also be manually submitted on its own when there are subsequent receipt changes. The Common Purchasing Synchronization process can also be run on a periodic schedule.

Payment on Receipt

If you have installed Oracle Purchasing, you can choose to generate payments to suppliers based on receipt transactions. You must setup your suppliers to be paid either on receipt or delivery, and choose the invoice consolidation level; packing slip, receipt, or supplier pay site. Once receipt or delivery transactions are created, you can submit the Pay on Receipt AutoInvoice Program. This program automatically creates standard, unapproved invoices for payment of goods in Payables and matches them to corresponding purchase orders. Invoices are created from receipt and purchase order information ensuring accurate and timely data processing. You can then approve and pay these purchase order matched invoices using the standard Payables payment processing functionality. See Payment on Receipts, *Oracle Purchasing User's Guide* and *Oracle Payables user's Guide.*

Payment on Receipt is also known by alternative names such as Evaluated Receipt Settlement (ERS) and Self billing.

The Pay on Receipt functionality has been enhanced to post receiving transactions in Oracle for OPM receipt adjustments such as:

- adjustments to receipts

- returns and adjustments to returns

- voiding of receipts and returns

For the given transactions, appropriate delivery transactions are posted in Oracle. You must run the new request set "OPM Receiving Transaction Processor - Request Set" every time a transaction takes place in OPM so that it is synchronized to Oracle.

A new request set "OPM Receiving Transaction Processor - Request Set" is added under the Oracle Purchasing Manager responsibility. Instead of running the Receiving Transaction Processor, you must now run the "OPM Receiving Transaction Processor - Request Set". The new request set performs the following functionality:

- Updates the failed receipt status to unprocessed in the interface tables so that these receipts are picked up by the Receiving Transaction Processor.

- Runs the Receiving Transaction Processor.

- Processes Adjustment errors if any.

- Runs the Receiving Transaction Processor.

To run a request set from the Oracle Purchasing Manager responsibility, navigate to **Reports** > **Run**. A window displays where you select a request type. Click the Request Set and continue.

Graphical Process Navigator for Purchase to Pay

A Graphical Process Navigator (GPN) is available for Purchase to Pay (also referred to as Pay on Receipt functionality). The Graphical Process Navigator offers an alternative to the traditional menu structure. For more information please refer to the *Oracle Applications User's Guide*.

You can access the Graphical Process Navigator from the Processes tab on Navigator - OPM Logistics with Graphical Process Navigator.

- Click an icon to display its related process.

- Double click an icon to navigate to the window described under Process in the following table.

The following table describes the steps involved in setting up Purchase to Pay functionality using the Graphical Process Navigator.

Step	Action	Process
1.	Create BPO or PPO or Create and Approve Contract Purchase Order	Invoke Create Purchase Order Window	Choose the type of purchase order (either BPO or PPO). Enter other purchase order information, using information that exists in both Oracle Purchasing and OPM such as suppliers, items, and so on. The Ship-to and Bill-to Locations must be valid locations in Oracle Applications and Warehouses in OPM. The Purchase Order must have Shipment and Distribution lines before it can be approved.
2.	Release BPO/PPO	Invoke Create Release Window	Choose the BPO/PPO in the PO number field. Enter the quantities at line level. Save and approve.
3.	Create and Approve Purchase Order	Invoke Create Purchase Order Window	PO Type defaults to Standard. Enter other information, using information that exists in both Oracle Purchasing and OPM such as suppliers, items, and so on. The Ship-to and Bill-to Locations must be valid locations in Oracle Applications and Warehouses in OPM. The Purchase Order must have Shipment and Distribution lines before it can be approved. If a contract exist, associate it with a PO.
4.	Check Purchase Order Synchronize Status	Invoke Standard Request Window	Log file shows if the Purchase Order is synchronized with OPM or lists if there are any errors. If there are any errors then submit request using the OPM Common Purchasing PO Resubmission.
5.	Receive Purchase Order	Invoke Receiving Window	Enter the PO number and the receiving details such as the amounts to be received for each line and lot/sublot information depending on the item. Save the receipt.
6.	Receive Purchase Order using Quick Receipt	Invoke Quick Receipt Window	Enter the purchase order number and quantities, lots, and so on (if the item is lot controlled). Save the receipt.

Step		Action	Process
7.	Synchronize Receiving Transactions	Invoke Standard Request Window	Synchronize the receiving transactions by running the Receipt transactions processor. The receipts are sent to Oracle Purchasing and the corresponding PO in Oracle Purchasing is updated with the receipt information.
8.	Create and Approve Invoices	Invoke Invoice Window	Choose PO Default type for the invoice type and enter a po number and an Invoice Date. If you enter a date in a future period, Payables puts the invoice on Future Period hold during Approval. Approval for the invoice uses process Payables Approval through the Submit Request window. If a supplier site has the Pay on Receipt flag enabled, a matched invoice is generated when the Pay On Receipt Auto Invoice program is run from the Standard Request window. In that case, explicit creation of invoice is not required.
9.	Pay Supplier	Invoke Payment Window	Oracle Payables creates payments based on the invoices entered and approved. You can pay invoices in a payment batch or as a Quick Payment from the Payments window. Send payment to your supplier using any one of the methods available in Oracle Payables.
10.	Transfer info to GL	Invoke Standard Request Window	Submit the Payables Transfer to General Ledger program to transfer invoice and payment accounting information to the general ledger interface table. You can then use your general ledger to create and post journal entries.

Common Purchasing Blanket Purchase Agreements

Oracle Purchasing Blanket Purchase Agreements are not transferred to OPM Purchase Management; they are not used by OPM MRP in making purchase recommendations. OPM MRP only references OPM Blanket Purchase Orders when an associated release schedule exists.

Oracle Blanket Purchase Orders do not have a release schedule. However, Oracle Planned Purchase Orders can be used in place of Oracle Blanket Purchase Orders and are synchronized to OPM when they are approved. Oracle Planned Purchase

Orders let you establish a schedule that is similar to a release schedule allowing OPM MRP to plan for unreleased Planned Purchase Orders.
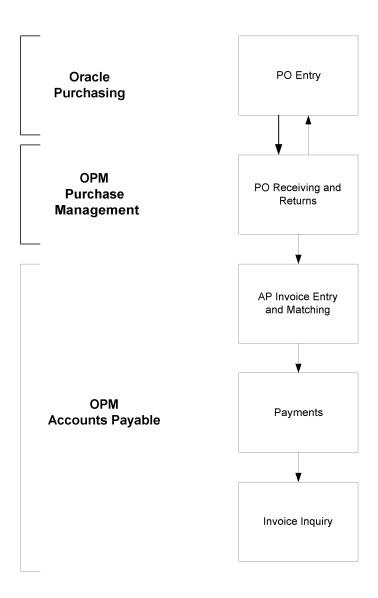
Common Purchasing Blanket Purchase Agreements Diagram

The following table lists the types of purchase orders used in Oracle Purchasing and their equivalent in OPM Purchase Management.

Oracle Purchasing Document	OPM Purchase Management Equivalent
standard purchase order	purchase order
planned purchase order	blanket purchase order with release schedule
planned purchase order release	purchase order
blanket purchase agreement release	purchase order
blanket purchase order	not sent to OPM Purchase Management
contracts	not sent to OPM Purchase Management

Common Purchasing Flow Diagram

The following Common Purchasing flow diagram shows the typical data flow process from purchase order entry in Oracle Purchasing, to Receiving and Returns in OPM, to invoicing in Oracle Accounts Payable.

Oracle Purchasing

PO Entry

OPM Purchase Management

PO Receiving and Returns

OPM Accounts Payable

AP Invoice Entry and Matching

Payments

Invoice Inquiry

2

Purchase Management Setup in OPM

This topic explains the setup requirement in Purchase Management and other related applications.

The following topics are covered:

- Required Setup in Related Applications

- Required Setup in Purchase Management

- Defining Purchase Acquisition Costs in OPM Purchase Management

- Entering Acquisition Costs in Oracle Purchasing

- Common Purchasing Synchronization

- Data Synchronization Through Triggers

Required Setup in Related Applications

You must set up information related to other OPM applications before you can use the Purchase Management application. For example, set up units of measure which is System-related, items which are Inventory-related, and currency which is Accounting-related. The prerequisites for Purchase Management are listed by application relationship.

Note: For required setup in Oracle Applications, see the Required Purchase Management Integration Setup in the Oracle Applications topic.

System-related Setup

Define unit of measure types, units of measure, organizations, document ordering, and reason codes in the OPM System Administration application before you can use Purchase Management. For more information about each of the functions described below, see the *Oracle Process Manufacturing Implementation Guide* or the online help for the appropriate windows.

Unit of Measure Types

Define categories of units of measure such as mass, volume, or count.

Note: If you are using Oracle Process Manufacturing Family Pack E or later, setup unit of measure types and units of measure in Oracle Inventory.

Units of Measure

Define units of measure. When you define a new unit of measure, specify the UOM type that it belongs to and the conversion factor to use when converting the new unit of measure to the reference unit of measure (the first unit of measure defined for that UOM type).

System Profile Values

The following system profile values are used in Common Purchasing. Ensure that you have set them up as described below. See: *Oracle Process Manufacturing Implementation Guide* for detailed information on system profile values.

System Profile Value	Setting
GMF:Vendor Delimiter	Default separator for the supplier and supplier site name combination is - (hyphen). You can change the value as long as the separator has not already been used in synchronization.
GMI:Default Location	Enter a default location code.
GML:Ship Weight Unit of Measure	LB
GML:Perform Account Mapping	0
GML:Minimum Percentage Received to Close PO (If you are using OPM Family Pack H or later, this profile option is not applicable.)	1.0
GML:Reorder Preference for Returns (If you are using OPM Family Pack H or later, this profile option is not applicable.)	0
GMA:Default Organization	Enter a default organization.
GMF:OF UOM Trimmed Char	Default is 3. Enter any number from 1-4 to trim the 4-character UOM name to 3 characters to fit Oracle Applications UOM codes. 1-4 indicates which character of the 4 digit OPM codes are trimmed.

Organizations

Define the organizations that purchase goods.

Document Ordering

Note: If you are using Oracle Process Manufacturing Family Pack H or later, this functionality is not applicable.

Define whether purchase orders, blanket purchase orders (called planned purchase orders in Oracle Purchasing), receipts, and returns are numbered automatically (sequentially) or manually.

Document ordering for purchase orders (PORD type documents) and blanket purchase orders (PBPO type documents) must be set to manual in OPM. Purchase orders and planned purchase orders are numbered when they are created in Oracle Purchasing. Setting purchase order and planned purchase order document numbering to manual in OPM retains their original numbering when they are synchronized with OPM Purchase Management.

If you choose automatic document ordering for receipts and returns, specify the length of the document numbers, the starting number and whether the numbers have leading zeroes.

You must define document ordering for the following document types before they can be used in Purchase Management:

- PORD - Purchase Orders (manual only)

- PBPO - Blanket Purchase Orders (manual only) (called planned purchase orders in Oracle Purchasing)

- RECV - Receipts (manual or automatic). Represents both stock receipts and PO receiving at OPM side

- RTRN - Returns (manual or automatic)

Reason Codes

Define codes to indicate why actions were taken. For example, in Purchase Management reason codes can identify why purchase orders or lines were canceled.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, this functionality is not applicable.

Inventory-related Setup

Set up the following Inventory-related information before using Purchase Management: inventory calendar, items, item/lot unit of measure conversions, item decisions, and warehouses. For more information about the Inventory Management application, see the *Oracle Process Manufacturing Inventory Management User's Guide* or the online help for the appropriate windows.

Inventory Calendar

Set up inventory calendars for all of your companies before you can process any transactions in Purchase Management. You can only process purchase orders, receipts, and returns that are validated against the appropriate open inventory periods. Transactions cannot be written to closed periods. The inventory calendar affects Purchase Management in the following ways:

- You can create purchase orders only if the agreed or promised delivery date falls within an open inventory period.

- You can create, void, or adjust receipts (in OPM prior to Family Pack H) and create and adjust receipts (in Oracle Applications for OPM Family Pack H or later) if the date received on the original inventory transactions falls within an open period. If the receiving date on the original transaction falls within an open period, then that date is used. If not, the current date is written to the date received on the inventory transaction.

- You can only process returns if the return date falls within an open inventory period.

Items

Define the characteristics of the items that will be purchased, such as:

- Whether the item uses single or dual unit of measure controlled

- The item's primary unit of measure

- The item's secondary unit of measure if dual unit of measure controlled

- Whether the item is lot controlled

- Whether the item is sublot controlled

- Whether the item is location controlled

Item/Lot Unit of Measure Conversions

Define unit of measure conversions to purchase or receive items in different unit of measure types from their primary unit of measure types or to apply dual unit of measure control with different unit of measure types.

Although unit of measure conversions within UOM types are set up globally in the System application, conversions across UOM types must be set up at the item, lot, or sublot level. For example, the conversion from pounds to gallons (mass to volume) is different for water than for ethanol because they have different densities.

See the *Oracle Process Manufacturing Implementation Guide* for detailed information about UOM entry and conversion.

UOM Types

Define type codes that are consistent with the units of measure that you are adding. For example, if you add DZ (dozen) as the unit, enter the type code for count; not a type code for volume.

The first association of type with a unit of measure code establishes the standard unit of measure for that type. For example, if you first associate eaches with the type code for count, eaches will be the standard unit of measure for the count type.

Specify a factor for converting the new unit of measure to the standard unit for this unit of measure type. Whenever you manage an item by separate unit of measure types, you must set up a standard conversion on the Item Lot/Sublot Standard Conversion window.

Lot/Sublot Control

Use lot control for items that differ from lot to lot in properties that are important to measure such as items that require grade or lot status control. In addition, use lot control to track which lots of an ingredient were used to make a product, or which products a certain lot was used in.

If you use lot control, you can further divide lots by using sublot control.

When you enter a receipt for an item that is lot controlled, you must indicate which lots were received to allocate them properly.

Location Control

Define your items and warehouses as location controlled to control your items by location within a warehouse.

When you enter a receipt for an item that is location controlled, you must indicate which locations were received to allocate them properly.

Optional Setup in Related Applications

If you want to use the following Costing and Physical Inventory-related codes, set them up before using Purchase Management. See: *Oracle Process Manufacturing Cost Management User's Guide, Oracle Process Manufacturing Inventory Management User's Guide,* and the online help topics for the appropriate windows.

- Item Purchasing Class - Identifies a class of items with similar purchasing characteristics.

- Costing Setup - Define component classes and analysis codes in OPM Costing. You can then enter these component classes and analysis codes on acquisition costs for costing purposes.

- Currency Codes Setup: Define the currencies that you use to price the items that you purchase. You must set up currency codes in the Oracle General Ledger application. For more information about this application, see the *Oracle General Ledger User's Guide* and the online help topics for the appropriate windows.

Required Setup in Purchase Management

Define vendor class codes, vendor general ledger class codes, and vendor trade class codes in Purchase Management Setup.

Defining Vendor Classes

Use the Vendor Classes window to define the class codes that you use to group vendors with similar characteristics and requirements.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, this functionality is not applicable.

Defining Vendor Classes Procedure

To enter vendor classes:

1. Navigate to the **Vendor Classes** window.
2. Complete the fields as described.
3. Save the window.

Vendor Classes Field Reference

The fields on this window are:

Class

Enter the vendor class code. A vendor class is a category of vendors that share similar requirements. Required.

Description

Enter the description for the vendor class. Required.

Defining Vendor General Ledger Classes

Use the Vendor General Ledger (GL) Classes window to define vendor general ledger class codes that you use to group vendors that share the same account mapping requirements.

Defining Vendor General Ledger Classes Procedure

To enter vendor general ledger (GL) classes:

1. Navigate to the **Vendor General Ledger (GL) Classes** window.

2. Complete the fields as described.

3. Save the window.

Vendor General Ledger Classes Field Reference

The fields on this window are:

Vendor Class

Enter a vendor general ledger class. A vendor general ledger class is a category of vendors with the same account mapping requirements.

Description

Enter the description for the vendor general ledger class.

Defining Vendor Trade Classes

Use the Vendor Trade Classes window to define vendor trade class codes that you use to group vendors that share the same trade requirements.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, this functionality is not applicable.

Defining Vendor Trade Classes Procedure

To enter vendor trade classes:

1. Navigate to the **Vendor Trade Classes** window.

2. Complete the fields as described.

3. Save the window.

Vendor Classes Field Reference

The fields on this window are:

Class

Enter a vendor trade class. A vendor trade class is a category of vendors with the same trade requirements.

Description

Enter the description for the trade class.

Defining Purchase Acquisition Costs in OPM Purchase Management

Use the Purchase Acquisition Costs window to define codes for additional costs associated with a purchase order shipment such as taxes, duty, and freight in OPM Purchase Management.

> **Note:** If you are using Oracle Process Manufacturing Family Pack H or later, this functionality is not applicable.

Defining Purchase Acquisition Costs in OPM Procedure

To define purchase acquisition costs:

1. Navigate to the **Purchase Acquisition Costs** window.

2. Complete the fields as described.

3. Save the window.

Purchase Acquisition Costs in OPM Field Reference

The fields on this window are:

Cost Code
Enter the code for the type of acquisition cost you are entering.

Description
Enter the cost description for the cost code.

Component Class
Enter the code for the component class for this cost.

Analysis Code
Enter the cost analysis code associated with this cost. Analysis codes are used to group cost categories.

Acquisition Cost Indicator
- Select Included to charge the acquisition costs to an inventory account.
- Select Not Included to charge the acquisition costs to an expense account.

Entering Acquisition Costs in Oracle Purchasing

Use the Acquisition Cost Entry window to apply additional costs associated with a purchase order shipment such as taxes, duty, and freight in Oracle Purchasing.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, this functionality is not applicable.

Entering Purchasing Acquisition Costs in Oracle Purchasing Procedure

To enter acquisition costs:

1. On Oracle Purchasing Shipments window, choose **Zoom** on the **Actions** menu. The Acquisition Cost Entry window is displayed.

2. Complete the fields as described.

3. Save the window.

Acquisition Cost Entry in Oracle Purchasing Field Reference

The fields on this window are:

PO Number
Displays the purchase order number. You cannot edit this field.

Line Number
Displays the purchase order line. You cannot edit this field.

Shipment Number
Displays the purchase order shipment. You cannot edit this field.

Item
Displays the item number for the purchase order line. You cannot edit this field.

UOM
Displays the primary unit of measure for the item. You cannot edit this field.

Total Cost

Displays the total acquisition cost for the shipment based on the acquisition cost amounts that you enter.

Cost Code

Enter the code for the type of acquisition cost you are entering.

Description

The cost description displays automatically. You cannot edit this field.

Amount

Enter the amount of the acquisition cost, in the currency specified on the purchase order.

Included

- Select if the acquisition cost of the item on this line should be charged to an inventory account.

- Do not select if the acquisition cost of the item on this line should not be charged to an expense account.

Common Purchasing Synchronization

Concurrent programs are installed with the installation scripts. The Document Approval Manager must be installed and running for the synchronization between Oracle Purchasing and OPM Purchase Management to occur successfully.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, this functionality is not applicable.

During the synchronization process, OPM validates the following fields on the purchase order sent from Oracle Purchasing:

- Organization Code
- To Warehouse
- Pay Vendor
- Ship Vendor
- Item
- Billing Currency
- Order Unit of Measure 1
- Order Unit of Measure 2
- Item Unit of Measure
- Price Unit of Measure
- Shipper Code
- Freight Bill Method
- Terms Code
- Grade

Data Synchronization Through Triggers

The following data are synchronized to OPM through triggers:

- Vendors
- Vendor Associations
- AP FOB Codes
- AP Terms Codes
- Currencies
- Exchange Rate
- Exchange Rate Type

3

Entering Purchase Orders

This topic explains entering purchase orders in Oracle Purchasing.

The following topics are covered:

- Entering Purchase Orders
- Viewing the OPM Common Purchasing Synchronization Log
- Troubleshooting Purchasing Synchronization Error Messages

Entering Purchase Orders

Purchase orders are requests to purchase items from a vendor. Refer to the Purchase Orders and Approval, Security, and Control topic in the *Oracle Purchasing User's Guide*, for detailed information on creating and approving purchase orders. Refer to "Receiving" for detailed information about receiving a purchase order.

OPM purchase order tables are populated during the synchronization process. Once the purchase order is approved in Oracle Purchasing and it passes OPM validation, the purchase order header and detail tables are populated in OPM; dual units of measure are converted; pending inventory transactions are created; and the GL mapping is created for the purchase order and its associated acquisition costs. Once the purchase order is saved and approved, it is synchronized to OPM Purchase Management.

Creating Purchase Orders in Oracle Applications Procedure

Refer to the *Oracle Purchasing User's Guide* for a detailed description on creating and approving purchase orders.

To create a purchase order:

- Enter or verify the OPM-specific information in a flexfield on the PO header. The flexfield is seeded as part of Common Purchasing in Oracle Purchasing and does not require additional setup. The field is Organization.

- The PO line flexfield is converted to actual fields on the PO details. Enter or verify the process information such as the Secondary Quantity, Secondary Unit of Measure, and Grade in PO Details on the Purchase Order window. The base quantity and the base unit of measure fields are display only.

- Enter shipment lines. Shipment lines can have different ship to locations. Shipment lines can be in different OPM organizations from the PO header; however, they must be in the same set of books.

- Confirm that the OPM warehouses that your suppliers ship to are locations in Oracle Purchasing.

- Enter distributions.

- Save the purchase order.

- Approve the purchase order.

- View the OPM Common Purchasing Synchronization log to see information about any errors that occur during synchronization.

- Receive the purchase order as a standard or quick receipt in OPM.

- Verify the receipt.

- The vendors, AP FOB codes, and AP Terms codes are synchronized through triggers when they are created or changed.

Viewing the OPM Common Purchasing Synchronization Log

View the OPM Common Purchasing Synchronization log to see information about any errors that occur during synchronization between Oracle Purchasing and OPM Purchase Management. See Running the Synchronization Request topic in the Reports and Requests for detailed information on viewing the error log.

See also Running the PO Resubmission Request and the Running the Receipts Resubmission Request topics in the Reports and Requests for detailed information on manually resubmitting purchase order and receipt information that has been changed.

OPM Common Purchasing Synchronization Error Log Files Field Reference

The fields on this window are:

PO
Displays the PO number.

Line
Displays the line number on the PO.

Shipment
Displays the shipment number on the PO.

Revision
Displays the revision number.

Time
Displays the date and time the report was run.

Error Message
Displays the error message and description.

Troubleshooting Purchasing Synchronization Error Messages

The following table describes error messages displayed in the log when a PO synchronization fails. Follow the action to prevent or correct the error.

Refer to the Running the PO Resubmission Request and Running the Receipts Resubmission Request in the Reports and Requests topic for detailed information on manually resubmitting purchase order and receipt information that have been changed.

Verify that the UTL_FILE_DIR entry in the init.ora file is set to a directory with write permissions. Otherwise, you cannot create the synchronization log.

Failed Synchronization Error Message	Action
Organization code *X* is invalid.	To avoid the error: ■ Make sure that the OPM organization code has been entered in the PO Header flexfield. To correct the error and resynchronize the PO: ■ Correct the organization in OPM or Oracle Purchasing, or both, and run the PO Resubmission Request.
To warehouse *X* is not found in OPM.	To avoid the error: ■ Select only ship to sites that are warehouses in OPM. The LOV can contain Ship to locations that are not warehouses in OPM. To correct the error and resynchronize the PO: ■ Correct the to warehouse in OPM or Oracle Purchasing, or both, and re-approve the PO in Oracle Purchasing.
Pay vendor site *X* is not found in OPM.	To avoid the error: ■ Enter vendors that are valid in OPM. Run the OPM Financials Integration GL SYNCH for vendors before creating POs with new vendors. To correct the error and resynchronize the PO: ■ Correct the pay vendor in OPM or Oracle Purchasing, or both, and run the PO Resubmission Request.

Failed Synchronization Error Message	Action
Ship vendor site *X* is not found in OPM.	To avoid the error: ■ Enter vendors that are valid in OPM. Run the OPM Financials Integration GL SYNCH for vendors before creating POs with new vendors. To correct the error and resynchronize the PO: ■ Correct the ship vendor in OPM or Oracle Purchasing, or both, and run the PO Resubmission Request.
Item no *X* is not found in OPM.	To avoid the error: ■ Confirm that the items on your PO or release have been successfully transferred to Oracle Purchasing by entering them in OPM. To correct the error and resynchronize the PO: ■ Correct the item in OPM or Oracle Purchasing, or both, and run the PO Resubmission Request.
Billing currency *X* is not found in OPM.	To avoid the error: ■ Resave currencies, exchange rate types, and exchange rates, and make sure that the documents in OPM are attached to the correct exchange rate types before creating POs with non-base currencies. To correct the error and resynchronize the PO: ■ Correct the billing currency in OPM or Oracle Purchasing, or both, and run the PO Resubmission Request.
Order UM1 *X* is not found in OPM.	To avoid the error: ■ Make sure that the UOM used is present in OPM. To correct the error and resynchronize the PO: ■ Correct the UM1 in OPM or Oracle Purchasing, or both, and re-approve the PO in Oracle Purchasing.
Order UM2 *X* is not found in OPM.	To avoid the error: ■ Make sure that the UOM used is present in OPM. To correct the error and resynchronize the PO: ■ Correct the UM2 in OPM or Oracle Purchasing, or both, re-approve the PO in Oracle Purchasing.

Failed Synchronization Error Message	Action
Item UM *X* is not found in OPM.	To avoid the error: ■ Make sure that the UOM used is present in OPM. To correct the error and resynchronize the PO: ■ Correct the item UM in OPM or Oracle Purchasing, or both and re-approve the PO in Oracle Purchasing.
Price UM *X* is not found in OPM.	To avoid the error: ■ Make sure that the UOM used is present in OPM. To correct the error and resynchronize the PO: ■ Correct the price UM in OPM or Oracle Purchasing, or both and re-approve the PO in Oracle Purchasing.
Shipper code *X* is not found in OPM.	To avoid the error: ■ Make sure that the shipper (freight carrier) entered on the PO or copied from the vendor is a shipper code in OPM. Make sure that all of your vendor's freight carriers are shipper codes in OPM. To correct the error and resynchronize the PO: ■ Correct the shipper code in OPM or Oracle Purchasing, or both and run the PO Resubmission Request.
Frtbill method *X* is not found in OPM.	To avoid the error: ■ Make sure that the freight terms value entered on the PO exists as a freight bill method in OPM. Make sure that all of your vendor's freight terms exist as freight bill methods in OPM. To correct the error and resynchronize the PO: ■ Correct the freight bill method in OPM or Oracle Purchasing, or both and run the PO Resubmission Request.

Failed Synchronization Error Message	Action
Terms Code *X* is not found in OPM.	To avoid the error: ■ Enter terms codes for vendors that are valid in OPM. Run OPM Financials Integration GL SYNCH for terms codes before creating POs with new terms codes. To correct the error and resynchronize the PO: ■ Correct the terms code in OPM or Oracle Purchasing, or both, and run the PO Resubmission Request.
QC grade value *X* is unavailable.	To avoid the error: ■ Make sure that the QC Grade code has been entered in the PO details. To correct the error and resynchronize the PO: ■ Correct the QC Grade in OPM or Oracle Purchasing, or both, and re-approve the PO in Oracle Purchasing.

4

Receiving

This topic explains the OPM Receiving functionality.

The following topics are covered:

- Receiving Overview
- Entering Quick Receipts
- Entering Standard Purchase Order Receipts
- Finding Standard Receipts
- Editing Standard Receipts
- Viewing Purchase Order Lines to Receive
- Selecting Purchase Order Lines to Receive
- Entering Receiving Line Details
- Entering Lot/Location Control Information
- Entering Stock Receipts
- Editing Stock Receipts
- Entering Line Items Received without POs
- Entering Acquisition Line Costs
- Entering Line Details for Items Received without POs
- Entering Lot/Location Control Information

Receiving Overview

You can enter receipts for goods on any of three different windows depending on your requirements:

- Quick Receipts window

- Purchase Order Receiving window

- Stock Receipts window

After you receive against a purchase order line, the quantity received is displayed in Oracle Purchasing. You can enter partial receipts and receive multiple times against a purchase order line.

Note: The "GML: Minimum Percentage Received to Close PO" profile value can be set to any value between 0 and 1. This profile value can be used to close a PO line by receiving a percentage of the order quantity.

Quick Receipts Window

Use the Quick Receipts window to receive against a single purchase order. Quick Receipts is the fastest way to receive goods because it involves completing one window that includes limited, required information about the receipt.

Purchase Order Receiving Window

Use the Purchase Order Receiving window to receive multiple purchase orders at once or to enter more detailed information than you can enter on a quick receipt. For example, you can enter a receiving location that differs from the receiving warehouse's default receiving location.

Stock Receipts Window

Use the Stock Receipts window to record goods received that were not ordered with a purchase order.

Oracle Purchasing for Process Inventory (for OPM Family Pack H or later)

The Oracle Purchasing for Process Inventory replaces the Receiving functionality in OPM. If you are using Oracle Process Manufacturing Family Pack H and Oracle Purchasing Family Pack G, enter receipts and returns in Oracle Purchasing.

The Purchase Order Receipts and Stock Receipts functions in OPM Receiving are query only so you can view the historical data. The Quick Receipts function in OPM Receiving is not available.

Entering Quick Receipts

Use the Quick Receipts window to receive a single purchase order. When you enter a quick receipt, you must receive the goods into a single warehouse and a single receiving location.

To receive into multiple warehouses or locations, enter one receipt for the goods going into one warehouse and location, and another for goods going into another warehouse and location.

Once you save a quick receipt, you can only edit it on the standard Purchase Order Receiving window.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, this functionality is not applicable.

Entering Quick Receipts Procedure

To enter a Quick Receipt:

1. Navigate to the **Quick Receipts** window.

2. Complete the fields as described.

3. Save the window.

Quick Receipts Header

The fields describe the Quick Receipts header in detail.

Note: A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

Purchase Order
Enter the purchase order number for which you want to enter a receipt. Required.

Ship Vendor
The ship vendor defaults from the purchase order. You cannot edit this field.

Receipt

- If you use automatic document numbering for receipts, the "GMA:New" profile value default that you set displays in this field. For example, NEW is the default value. When you save the receipt, a receipt number is then assigned and displayed. You cannot edit this field.

- If you use manual document numbering for receipts, enter the new receipt number.

Note: The receipt number is preceded by the default organization code. The combined organization code and receipt number uniquely identify receipts.

Date Received

Enter the date when you received the goods. The current system date is the default. Required.

Carrier Code

Enter the code for the carrier that shipped the goods; the carrier name displays automatically.

To Warehouse

Enter the code for the warehouse where you are receiving the goods. The warehouse name displays automatically. Required.

To Location

Enter the code for the location within the warehouse where the goods are received. The location name displays automatically.

Quick Receipts Region

Waybill Number

Enter the waybill (shipment identification) number.

Reason Code

Enter the reason code to explain why the received goods should be held; the reason text displays automatically. For example, the goods should be held in quarantine or placed in a holding area. Optional.

Receive Comment

Enter any necessary comment about the receipt.

Quick Receipts Region

Purchase Order Line

Enter the purchase order line number that you want to receive goods for. Required.

Lines Open

Displays the number of open lines on the purchase order. You cannot edit this field.

Item

Displays the code and name for the item on the purchase order line. You cannot edit these fields.

Quantity Ordered

Displays the quantity ordered on the purchase order line. If the item is dual unit of measure controlled, the quantity is also displayed in the secondary unit of measure. You cannot edit this field.

Quantity Open

Displays the quantity that has not yet been received. If the item is dual unit of measure controlled, the quantity is also displayed in the secondary unit of measure. You cannot edit this field.

Quantity Received

- If the item you are receiving is not lot-controlled, enter the quantity received. If the item is dual unit of measure controlled, you can also enter the quantity in the secondary unit of measure.

- If the item you are receiving is lot-controlled, enter the quantities of each lot in the lower part of the screen. These quantities are added together and displayed in this field. If the item is dual unit of measure controlled and a default value has been assigned for the secondary unit of measure, the quantity is also displayed in the secondary unit of measure. If no default value is assigned, enter the quantity in the secondary unit of measure.

Order Line Details for Lot Controlled Items

These fields are displayed only if the item is lot/sublot controlled.

Line

Displays the purchase order line number that you are receiving goods for.

Lot

Enter the lot number for the item received. Required.

Sublot

Enter the sublot number for the item received. This field is available if the item is sublot controlled. Required.

Vendor Lot

Enter the vendor's lot number if the item is vendor lot controlled.

Quantity 1

Enter the quantity received of the lot.

Quantity 2

If the item received is dual unit of measure controlled and a default value is assigned for the secondary unit of measure, the quantity is also displayed in the secondary unit of measure. If no default value is assigned, enter the quantity in the secondary unit of measure.

Entering Standard Purchase Order Receipts

Use the standard Purchase Order Receiving window to enter detailed receipts for multiple purchase orders. For example, you can enter a receiving location that differs from the receiving warehouse's default receiving location.

You can also use the standard Purchase Order Receiving window to edit quick receipts or standard receipts. Use the Find Receipts window to find the receipts that you want to edit.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, the fields on this window are query only.

Entering Standard Purchase Order Receipts Procedure

Note: You can enter information, such as the receiving warehouse, on the Purchase Order Receiving window header and its tabbed regions before accessing the Receipt Selection dialog window to use the information as the default for all receipt lines. Otherwise, enter the necessary information by item detail line.

To enter a standard purchase order receipt:

1. Navigate to the **Purchase Order Receiving** window.

2. If you are using automatic document numbering, press Tab or Enter to start a new receipt.

   OR

   If you are using manual document numbering, enter the receipt number.

3. Click **Lines** or press Enter. The **Receipt Selection** window is displayed.

4. Complete any appropriate fields on the Receipt Selection window as described and click **OK**. The Receiving Lines Selection window is displayed.

5. To remove a line, click that line and choose **Clear Record** from the **Edit** menu. Repeat for as many lines as necessary.

6. To enter line details, click the line that you want to enter details for, and then click **Line Details**. The **Receiving Line Details** window is displayed.

7. If necessary, complete the receiving warehouse for each item, and adjust the received quantity for items that are not lot or location controlled as described in the Entering Receiving Line Details - Fields topic. Click OK. The Receiving Line Details window is redisplayed.

8. Repeat steps 5, 6, and 7 as necessary.

9. Click the lot and/or location controlled item and choose **Transactions** from the **Actions** menu. The Pending Transactions window is displayed.

10. Complete the Document Quantity, Qty2, and the lot and location codes. fields as described in the Entering Lot and Location Control Information for Received Items - Fields topic and save it.

11. Save the window. The Receiving Line Details window is redisplayed.

12. Repeat steps 9, 10, and 11 as necessary.

13. Save the window.

Purchase Order Receiving Field Reference

The fields on this window are:

Header Information

> **Note:** A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

> **Note:** You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Receipt

If you use automatic document numbering for receipts, the "GMA: New" profile value default that you set displays in this field. For example, NEW is the default value. When you save the receipt, a receipt number is then assigned and displayed. You cannot edit this field.

If you use manual document numbering for receipts, enter the new receipt number.

To edit an existing receipt, enter the receipt number.

Note: The receipt number is preceded by the default organization code. The combined organization code and receipt number uniquely identify receipts.

Ship Vendor

Displays the ship vendor from the purchase order. If the receipt is for more than one ship vendor, the word Multiple displays. You cannot edit this field.

Purchase Order

Displays the purchase order number on the receipt.

Lines Selected

Displays the number of purchase order lines on the receipt. You cannot edit this field.

Destination Information Region

To Warehouse

Enter the code for the warehouse where you are receiving the goods. The warehouse name displays automatically. The warehouse that you enter is the default warehouse for all line items. Required.

To Location

Enter the code for the location within the warehouse where the goods are received. The location name displays automatically.

Received By

Displays the user code for the person who received the items on the receipt. Your user code is the default. You cannot edit this field.

Date Received

Enter the date when you received the goods. The current system date is the default. Required.

Receipt Information Region

Net Weight

Displays the weight of all items in the shipment. You can edit this field.

Tare Weight

Displays the weight of all packages or containers in the shipment. You can edit this field.

Gross Weight

Displays the total weight of the shipment.

Ship Weight UOM

Enter or edit the shipping unit of measure (UOM) for the receipt. The UOM for each item is converted to the UOM entered in this field to calculate the net weight for the receipt. Each item must have a UOM conversion set up for the unit of measure entered in this field.

Note: The default unit of measure is specified in the "GML: Ship Weight Unit of Measure" profile value. Contact your System Administrator for information on profile values.

Reason Code

Enter the reason code and description.

Receipt Comment

Enter any necessary comment about the receipt.

Shipping Information Region

Embark Port

Enter the embarkation port where the shipment was loaded onto a ship or plane (also referred to as the port of discharge).

Debark Port

Enter or edit the debarkation port where the shipment was unloaded from a ship or plane (also referred to as the port of entry).

Arrival Date
Enter the date and time when the shipment arrived at your site.

Departure Date
Enter the date and time when the vehicle that transported the shipment left your site. Use the departure date with the arrival date to calculate demurrage charges.

Waybill Number
Enter the shipment identification number.

Trailer Number
Enter the carrier's truck number or lock tag ID number.

Carrier Code
Enter the code for the carrier that transported the shipment. Defaults from the purchase order.

Shipping Method
Enter a shipping method code to indicate the shipping method used for the shipment. The shipping method that you enter is the default for all line items.

Purchase Order Receiving Window - Actions Menu Options

The following options are available on the Actions menu for the Purchase Order Receiving window:

Receipt Selection
Lets you specify the criteria that you want to use to display purchase order lines for a receipt. For example, to enter a receipt for one purchase order, enter the purchase order number on the Receipt Selection window.

Adjust Receipt
Accesses the Receiving Lines Selection window. Select Adjust Receipt to edit any field on a saved receipt except the information on the Receiving window. For example, select Adjust Receipt to edit receipt quantities.

Void Receipt
Voids the receipt.

Editing Standard Receipts

To edit standard purchase order receipts, first query the receipts that meet your criteria, and then change the information in any fields necessary on those receipts.

Editing Standard Receipts Procedure

To edit a standard purchase order receipt:

1. Once you have queried and found receipts, the first receipt that meets your criteria is displayed on the Purchase Order Receiving window.

2. For multiple records, press the down arrow to locate the record that you want to edit.

3. Enter or change the information in any fields that are necessary as described.

4. To change the receipt quantity for any non-lot or location controlled items, enter the new quantity.

   OR

   To change the receipt quantity for lot or location controlled items, choose Transactions from the Actions menu and change the quantity on the Pending Transactions window.

5. Save the window.

Viewing Purchase Order Lines to Receive

Use the Receipt Selection window to specify the criteria that you want to use to display purchase order lines for a receipt. For example, to enter a receipt for one purchase order, enter the purchase order number on the Receipt Selection window. Or, to enter a receipt that includes lines from a range of agreed delivery dates, enter the range of dates to display the purchase order lines that fall within those dates.

If you receive against purchase orders from one ship vendor, enter that vendor code in addition to any other criteria to limit your search. Then, only purchase order lines from that vendor that also meet your other criteria will be displayed on the receipt.

If you enter different quantities on the Pending Transactions window and the Receiving Lines Selection window, the Receiving Lines Selection window is updated with the new quantity.

> **Note:** If you are using Oracle Process Manufacturing Family Pack H or later, the fields on this window are query only.

Viewing Purchase Order Lines to Receive Procedure

To view lines to receive:

1. Select Lines on a new **Purchase Order Receiving** window. The Receipt Selection window is displayed.

2. Complete the fields as described. The Receiving Lines Selection window is displayed showing the lines that meet your selection results.

   See the Selecting Purchase Order Lines to Receive topic.

Receipt Selection Field Reference

The Fields describe the Receipt Selection window in detail.

From Warehouse

Enter the first warehouse in the range that you want to include purchase order lines for on the receipt.

To Warehouse

Enter the last warehouse in the range that you want to include purchase order lines for on the receipt.

Ship Vendor

Enter the vendor code for the purchase order lines that you want to include on the receipt. The ship vendor is validated against the default company for the operator's session.

Start Date

Enter the first agreed delivery date that you want to include purchase order lines for on the receipt.

End Date

Enter the last agreed delivery date that you want to include purchase order lines for on the receipt.

Organization

Enter the organization code that you want to include purchase order lines for on the receipt. The organization code assigned in your profile values is the default.

Purchase Order

For lines from a specific purchase order, enter that purchase order number.

Carrier Code

For lines from a specific shipping carrier, enter that carrier code.

Shipping Method

For lines shipped using a specific shipping method, enter that shipping method.

To Location

For lines shipped to a specific receiving warehouse location, enter that warehouse location code.

Selecting Purchase Order Lines to Receive

If you are entering a new receipt, the Receiving Lines Selection window displays all purchase order lines that meet the criteria that you entered on the Receipt Selection window. The lines displayed will be included on your receipt. See the Viewing Purchase Order Lines to Receive topic.

To remove any of the lines displayed from the receipt, select the line and choose Clear Record from the Edit menu. The line is removed from the receipt (not from the purchase order).

When you adjust an existing receipt, the Receiving Line Selection window displays all of the lines on the selected receipt.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, the fields on this window are query only.

Selecting Purchase Order Lines to Receive Procedure

To access the Receiving Lines Selection window:

1. For a new receipt, click **OK** on the Receipt Selection window to display the Receiving Line Selection window.

   OR

   For an existing receipt, choose **Adjust Receipt** from the **Actions** menu on the Receiving window.

Receiving Lines Selection Field Reference

The fields on this window are:

Note: A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

Note: You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Receipt
Displays the current receipt number.

Line

Displays the receipt line numbers.

Received Qty

- For items that are not lot or location controlled, enter the received quantity. the default is the ordered quantity minus any quantity previously received.

- For items that are lot and/or location controlled, you cannot edit this field directly. To enter the received quantity choose Transactions from the Actions menu and enter the appropriate quantities on the Transactions window.

UOM

Enter a valid unit of measure for the received quantity.

Warehouse

Enter the receiving warehouse for this line item. The default is the warehouse entered on the header.

Item

Displays the item code for the line. You cannot edit this field.

Description

Displays the item description automatically when you enter the item code.

Generic/Vendor Item

The generic or vendor item code is not supported. This field is blank.

Purchase Order

Displays the purchase order number.

Purchase Order Line

Displays the purchase order line number.

Order Quantity 1

Displays the quantity ordered on the purchase order.

The unit of measure that the quantity is expressed in displays in the unlabeled field to the right.

Order Quantity 2

If the item is dual unit of measure controlled, the quantity ordered on the purchase order in the secondary quantity displays.

The unit of measure that the secondary quantity is expressed in displays in the unlabeled field to the right.

Receiving Lines Selection Window - Actions Menu Options

The following options are available on the Actions menu for the Receiving Line Selection window:

Void Line

Voids the selected receipt line.

Item Details

Accesses the Receiving Lines Details window.

Transactions

Accesses the Pending Transactions window if you are entering a new receipt, or the Completed Transactions window if you are editing an existing receipt. Use these forms to enter received quantities and specify lots and locations for lot and/or location controlled items.

Inventory Summary

Accesses the Inventory Summary window that provides information about available and committed quantities. See the *Oracle Process Manufacturing Inventory Management User's Guide* for more information about this window.

Entering Receiving Line Details

The Receiving Line Details window contains detailed information about a receipt line item. At the top of the window, the information defaults from the purchase order and cannot be changed. At the bottom of the window, the data that defaults from the Receiving and Receiving Line Selection forms and can be changed.

See the Entering Standard Purchase Order Receipts - Procedure topic for detailed steps on how to create a standard purchase order receipt.

> **Note:** If you are using Oracle Process Manufacturing Family Pack H or later, the fields on this window are query only.

Entering Receiving Line Details Procedure

To entering receiving line details:

1. Select Line Details on the Receiving Lines Selection window. The Receiving Line Details window is displayed.

2. Complete the fields as described and click **OK**. The Receiving Lines Selection window is redisplayed.

Receiving Line Details Field Reference

The fields on this window are:

Receipt
Displays the current receipt number.

Receipt Line
Displays the receipt line number.

Ship Vendor
Displays the code for the ship vendor.

Item
Displays the item code and description for the on the receipt.

Purchase Order
Displays the purchase order number for the item.

Line

Displays the purchase order line number for the item.

Freight Bill Method

Displays the freight bill method code entered on the purchase order.

Project

OPM project codes are not supported in this release. This field is blank.

From Whse

The warehouse code for intra-company transfers is not currently supported. This field is blank.

Order Quantity

Displays the purchase order quantity in the purchase order unit of measure. If the item is dual unit of measure controlled, the quantity is also expressed in the item's secondary unit of measure.

Order Receipt Quantity

Displays the quantity that has been received in the purchase order unit of measure. If the item is dual unit of measure controlled, the quantity is also expressed in the item's secondary unit of measure.

Request Delivery Date

Displays the requested delivery date from the Need -By date on the purchase order.

Agreed Delivery Date

Displays the agreed delivery date from the Promised date on the purchase order.

Scheduled Ship Date

Displays the date the item was scheduled to be shipped from the Promised date on the purchase order.

Required Delivery Date

Displays the date that delivery was required from the Last Accept Date on the Receiving Controls window for the purchase order.

Receiving Qty

Enter the received quantity. The quantity entered on the Receiving Lines Selection window is the default. If the item is dual unit of measure controlled, the quantity also will be expressed in the secondary unit of measure.

Receiving Date

Enter the date and time the item was received.

To Warehouse

Enter the receiving warehouse for the receipt line.

To Location

Enter the code for the location within the warehouse where the goods are received for the receipt line.

Carrier Code

Enter the code for the carrier that transported the shipment.

Shipping Method

Enter a shipping method code to indicate the shipping method used for the shipment.

Comment

Enter any necessary comment about the receipt.

Entering Lot/Location Control Information

If you are entering or editing a receipt, use the Pending Transactions window to enter the quantities received of each lot for lot controlled items, and the receiving location for location controlled items. If you are entering information for multiple lots, when you complete a row of lot information, press Enter to insert information for the next lot.

The allocated quantities displayed on the Pending Transactions window are the sum of the quantities on each transaction line.

If you enter different quantities on the Pending Transactions window and the Receiving Lines Selection window, the Receiving Lines Selection window is updated with the new quantity.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, the fields on this window are query only.

Entering Lot/Location Control Information Procedure

To enter lot and location control information for received items:

1. Navigate to the **Pending Transactions** window by selecting **Transactions** from the **Actions** menu on the Receiving Line Selection window.

2. Complete the fields as described.

3. Press Enter to insert information for another lot. Repeat as necessary.

4. Save the window. The Receiving Lines Selection window is redisplayed with the Received Quantity updated.

Pending Transactions Field Reference

The fields on this window are:

Item
Displays the item code and description for the item that you are receiving.

Planned Document Qty
The quantity ordered on the PO minus the quantity already received on any other receipts in the unit of measure on the receipt.

Planned Inventory Qty2

If the item is dual unit of measure controlled, the quantity ordered on the purchase order, minus the quantity already received on any other receipts, in the item's secondary unit of measure.

Planned Inventory Qty

The quantity ordered on the purchase order, minus the quantity already received on any other receipts in the item's primary unit of measure.

Allocation Document Qty

The item quantity ordered on the PO in the unit of measure on the receipt.

Allocation Inventory Qty2

If the item is dual unit of measure controlled, the quantity of the item entered on the receipt in the item's secondary unit of measure.

Allocation Inventory Qty

The item quantity entered on the receipt, in the item's primary unit of measure.

Unallocated Document Qty

The difference between the planned quantity and the allocated quantity ordered on the PO in the unit of measure on the receipt.

Unallocated Inventory Qty2

If the item is dual unit of measure controlled, the difference between the planned quantity and the allocated quantity, in the item's secondary unit of measure.

Unallocated Inventory Qty

The difference between the planned quantity and the allocated quantity in the item's primary unit of measure.

Transaction Date

Displays the transaction date and time.

Lot

Enter the lot that was received if the item is lot controlled. Required.

Sub Lot

Enter the sub lot that was received if the item is sub lot controlled. Required.

Warehouse

Enter the warehouse where the item was received.

Location

Displays the warehouse location where the item was received.

Document Qty

Enter the quantity of the lot/location that was received in the unit of measure on the receipt. The unit of measure displays automatically.

Qty2

If the item is dual unit of measure controlled, enter the quantity of the lot/location that was received in the item's secondary unit of measure. The secondary unit of measure displays automatically.

Reason Code

Enter the reason code that identifies the reason for the transaction.

Lot Status

Enter the status of the lot that was received.

Inventory Qty

The inventory quantity being received for the current lot in the item's primary unit of measure.

Entering Stock Receipts

Use the Stock Receipts window to record the receipt of goods that were not purchased by purchase order. Use the Find Receipts window to find the receipts that you want to edit.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, the fields on this window are query only.

Entering Stock Receipts Procedure

To enter a stock receipt:

1. Navigate to the **Stock Receipts** window.

2. Complete the fields as described.

3. Click **Lines**. The Stock Receipts Line Items window is displayed.

4. Complete the fields as described in the Entering Line Items Received without Purchase Orders - Fields topic.

5. Click the lot and/or location controlled item and choose **Transactions** from the **Actions** menu. The Completed Transactions window is displayed.

6. Complete the fields as described in the Entering Lot and Location Control Information for Items Received without Purchase Orders- Fields topic.

7. Save the window. The Stock Receipts Line Items window is redisplayed.

8. Repeat steps 5, 6, and 7 as necessary.

9. Save the window.

Stock Receipts Field Reference

The fields on this window are:

Header Information

> **Note:** A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

> **Note:** You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Receipt

- If you use automatic document numbering for receipts, the "GMA:New" profile value default that you set displays in this field. For example, NEW is the default value. When you save the receipt, a receipt number is then assigned and displayed. You cannot edit this field.

- If you use manual document numbering for receipts, enter the new receipt number.

- To edit an existing receipt, query on the number or other Destination, Receipt, or Shipping information fields provided to find the receipt that you want.

> **Note:** The receipt number is preceded by the default organization code. The combined organization code and receipt number uniquely identify receipts.

Ship Vendor

Enter the number of the vendor who shipped the goods. The ship vendor is validated against the default company code for the operator session. Required.

Pay Vendor

Enter the number of the vendor that you pay for the goods. The pay vendor is validated against the default company code for the operator session. Required.

Receipt Status

Displays whether the receipt is open or closed. You cannot edit this field.

Destination Region

To Warehouse

Enter the code for the warehouse where you are receiving the goods. This code is used as the default warehouse for each line item on the receipt.

To Location

Enter the warehouse location where the goods are received. This warehouse location is used as the default for each line item on the receipt.

Received By

Displays the user code for the person who received the items. The default is the user code of the person who logged onto the system. You cannot edit this field.

Date Received

Enter the date and time the receipt was entered. The default is the current system date and time. Required.

Receipt Region

Net Weight

Displays the weight of all items in the shipment.

Tare Weight

Displays the weight of all packages or containers in the shipment.

Gross Weight

Displays the total weight of the shipment.

Ship Weight UOM

Enter or edit the shipping unit of measure (UOM) for the receipt. The UOM for each item is converted to the UOM entered in this field to calculate the net weight for the receipt. Each item must have a UOM conversion set up for the unit of measure entered in this field.

Note: The default unit of measure is specified in the "GML:Ship Weight Unit of Measure" profile value. Contact your System Administrator for information on profile values.

Billing Currency

Enter the billing currency for the receipt. Required.

Exchange Rate

Enter the exchange rate between the billing currency and your system's base currency.

Reason Code

Enter the reason code and description.

Receipt Comment

Enter any necessary comment about the stock receipt.

Shipping Region

Embark Port

Enter the name of the port where the shipment was loaded onto a ship or plane (also referred to as the port of discharge).

Debark Port

Enter the name of the port where the shipment was unloaded from a ship or plane (also referred to as the port of entry).

Arrival Date

Enter the date and time the shipment arrived at your site.

Departure Date

Enter the date and time the vehicle that transported the shipment left your vendor's site.

Waybill Number

Enter the shipment identification number for the stock receipt.

Trailer Number

Enter the carrier's truck number or lock tag ID number.

Carrier Code

Enter the code that identifies the carrier who transported the received goods.

Shipping Method

Enter the code for the method used to ship the goods.

Stock Receipts Window - Actions Menu Options

The following options are available on the Actions menu for the Stock Receipts window:

Line Items

Accesses the Stock Receipts Line Details window.

Void Receipt

Voids the receipt.

Editing Stock Receipts

To edit stock receipts, first query the receipts that meet you criteria, and then change the information in any fields necessary on those receipts.

Editing Stock Receipts Procedure

To edit a stock receipt:

1. Once you have queried and found receipts, the first receipt that meets your criteria is displayed on the Stock Receipts window.

2. For multiple records, press the down arrow to locate the record that you want to edit.

3. Enter or change the information in any fields that are necessary.

4. To edit any of the lot or location controlled items, select Transactions from the Actions menu. The Completed Transactions window is displayed.

5. Change the receipt quantity on the Completed Transactions window and save it.

6. Save the window.

Entering Line Items Received without POs

Use the Stock Receipts Line Items window to enter the items that you receive without a purchase order. See the Entering Stock Receipts - Procedure topic for detailed steps on how to create a stock receipt.

Note: A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

Note: You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Entering Line Items Received without POs Procedure

To enter line items:

1. Select **Lines** on the **Stock Receipts** window. The Stock Receipts Line Items window is displayed.

2. Complete the fields as described.

3. Save the window. The Receiving Lines Selection window is redisplayed.

Stock Receipts Line Items Field Reference

The fields describe the Stock Receipts Line Items window in detail.

Receipt
Displays the current receipt number.

Line
Displays the receipt line number.

Item
Enter the code for the item that you are receiving. Required.

Received Qty
Enter the quantity of the item received.

UOM

Enter the unit of measure that the quantity is expressed in. Required.

Warehouse

Enter the warehouse where you are receiving this item. Required.

Price UOM

Displays the unit of measure that the item's price will be expressed in.

Price

Enter the unit price for the item received.

Description

Displays the item description.

Extended Price

Displays the extended price for the currently selected line.

Total Cost

Displays the total price for all line items on the receipt.

Stock Receipts Line Items Window - Actions Menu Options

The following options are available on the Actions menu for the Stock Receipts window:

Line Detail

Accesses the Stock Receipts Line Details window.

Acquisition Line Cost

Accesses the Acquisition Line Cost Entry window, where you specify information about additional costs at the stock receipt line level such as freight, tax, or duty.

Transactions

Accesses the Completed Transactions window. Use this window to enter received quantities and specify lots and locations for lot and/or location controlled items.

Void Line

Voids the line.

Entering Acquisition Line Costs

Accesses the Acquisition Line Cost Entry window, where you specify information about additional costs at the stock receipt line level such as freight, tax, or duty.

> **Note:** If you are using Oracle Process Manufacturing Family Pack H or later, this functionality is not applicable.

Entering Acquisition Line Costs Procedure

To enter acquisition line costs:

1. Select the **Line** on the **Stock Receipts Line Items** window that you want enter acquisition line costs for.

2. Choose **Acquisition Line Cost** from the **Actions** menu. The Acquisition Line Cost Entries window is displayed.

3. Complete the fields as described in the Acquisition Line Cost Entry Window - Fields topic.

4. Save the window. The Stock Receipts Line Items window is redisplayed.

Acquisition Line Cost Entry Field Reference

The fields on this window are:

Receipt
Displays the number of the stock receipt. You cannot edit this field.

Line
Displays the stock receipt line number. You cannot edit this field.

Item
Displays the item number for the receipt line. You cannot edit this field.

Cost Code
Enter the code for the type of acquisition cost you are entering.

Description
Displays the description of the cost. You cannot edit this field.

Amount

Enter the amount of the acquisition cost, in the currency specified on the Stock Receipts window.

Include

- Select to charge the acquisition cost of the item to an inventory account.

- Do not select to charge the acquisition cost of the item to an expense account.

Entering Line Details for Items Received without POs

Use the Stock Receipts Line Details window to enter additional information about a line on a stock receipt. See the Entering Stock Receipts - Procedure topic for detailed steps on how to create a stock receipt.

Entering Receiving Line Details Procedure

To enter receiving line details:

1. Select **Details** on the **Stock Receipts Line Items** window. The Stock Receipts Line Details window is displayed.

2. Complete the fields as described and click **OK**. The Stock Receipts Line Items window is redisplayed.

Stock Receipts Line Details Field Reference

Destination Region

Receipt
Displays the receipt number.

Line
Displays the receipt line number.

Item
Displays the item code for the receipt line.

Unit Price
Enter the unit price for the item.

From Warehouse
The warehouse code for intra-company transfers is not currently supported. This field is blank.

To Warehouse
Enter the warehouse where the item is being received.

Received Quantity

- Enter the quantity of the item received.

- Enter the unit of measure that the quantity is expressed in, in the next, unlabeled field.

- If the item is dual unit of measure controlled, enter the quantity in the secondary unit of measure in the fields to the right.

Receiving Location

Enter the warehouse location where the item is received.

Date Received

Enter the date and time the item was received. The date entered on the Stock Receipt window is the default.

Ship Vendor

Enter the code for the vendor that shipped the item.

Vend Sales Order

Enter the reference number that identifies the stock receipt line. The receipt reference number can identify a bill of lading number, pack slip number, or your vendor's sales order number.

Receive Comment

Enter a comment about the item received.

Shipping Region

Carrier Code

Enter the code that identifies the carrier who transported the received goods.

Shipping Method

Enter the code for the method used to ship the goods.

Freight Bill Method

Enter the code for the freight bill method used for the received item.

FOB Code

Enter the code that represents the free on board point where the title to or responsibility for shipped goods passes from the seller to the buyer.

Ship Vendor

Enter the code for the vendor that shipped the item.

Vendor Sales Order

Enter the reference number that identifies the stock receipt line. The receipt reference number can identify a bill of lading number, pack slip number, or your vendor's sales order number.

Receive Comment

Enter a comment about the item received.

Entering Lot/Location Control Information

If you are entering or editing a receipt, use the Completed Transactions window to enter the quantities received of each lot for lot controlled items, and the receiving location for location controlled items. If you are entering information for multiple lots, when you complete a row of lot information, press Enter to insert information for the next lot.

The allocated quantities displayed on the Completed Transactions window are the sum of the quantities on each transaction line.

Entering Lot/Location Control Information Procedure

To enter lot and location control information for received items:

1. Navigate to the **Completed Transactions** window by selecting **Transactions** from the **Actions** menu on the **Stock Receipts Line Items** window.

2. Complete the fields as described.

3. Press Enter to insert information for another lot. Repeat as necessary.

4. Save the window. The Receiving Lines Selection window is redisplayed with the Received Quantity updated.

Completed Transactions Field Reference

The Fields describe the Completed Transactions window in detail.

Item

Displays the item code and description for the item that you are receiving.

Planned Document Qty

The quantity entered on the receipt line in the unit of measure on the receipt.

Planned Inventory Qty2

If the item is dual unit of measure controlled, the quantity entered in the item's secondary unit of measure.

Planned Inventory Qty

The quantity entered on the receipt line in the item's primary unit of measure.

Allocation Document Qty

The item quantity entered on the receipt in the unit of measure on the receipt.

Allocation Inventory Qty2

If the item is dual unit of measure controlled, the quantity of the item entered on the receipt in the item's secondary unit of measure.

Allocation Inventory Qty

The item quantity entered on the receipt in the item's primary unit of measure.

Unallocated Document Qty

The difference between the planned quantity and the allocated quantity entered on the in the unit of measure on the receipt.

Unallocated Inventory Qty2

If the item is dual unit of measure controlled, the difference between the planned quantity and the allocated quantity, in the item's secondary unit of measure.

Unallocated Inventory Qty

The difference between the planned quantity and the allocated quantity in the item's primary unit of measure.

Transaction Date

Displays the transaction date and time.

Lot

Enter the lot that was received if the item is lot controlled. Required.

Sublot

Enter the sublot that was received if the item is sublot controlled. Required.

Warehouse

Enter the warehouse where the item was received.

Location

Displays the warehouse location where the item was received.

Document Qty

Enter the quantity of the lot/location that was received in the unit of measure on the receipt. The unit of measure displays automatically.

Document Qty2

If the item is dual unit of measure controlled, enter the quantity of the lot/location that was received in the item's secondary unit of measure. The secondary unit of measure displays automatically.

Reason Code

Enter the reason code that identifies the reason for the transaction.

Lot Status

Enter the status for the lot that was received.

Inventory Transaction Qty

The inventory quantity being received for the current lot in the item's primary unit of measure.

5

Returns

This topic explains the return functionality.

The following topics are covered:

- Entering Returns
- Editing Returns

Entering Returns

Use the Returns window to enter information about goods that you plan to return to a vendor. Use the Returns window for returns against standard purchase order receipts, quick receipts, or stock receipts.

Note: If you are using Oracle Process Manufacturing Family Pack H or later, the fields on this window are query only.

Returns do not need to have a one-to-one correspondence to receipts. While, each line on the return must correspond to a line on a receipt, you can create one return for multiple receipts as long as all the goods are being returned to the same vendor.

The information entered on the Returns window decreases inventory on hand levels and updates the balance to be received on open purchase order lines in Oracle Purchasing. In addition, closed purchase order lines are reopened when returns are made against them.

The Returns window is divided into two panels:

- Header, receipt, and purchase order information on the main panel.
- Quantity information about individual lots, warehouses, and locations on the Quantities panel.

Entering Returns Procedure

To enter a return:

1. Navigate to the **Returns** window.
2. Complete the fields as described.
3. Save the window.

Returns Field Reference

Header Information

The fields describe the Returns window header in detail.

> **Note:** A double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming. See the *Oracle Applications Flexfields Guide* for detailed information.

> **Note:** You can use Attachments with this window. See Oracle Applications for detailed information on attachments and folders.

Return

- If you use automatic document numbering for returns, the "GMA:New" profile value default that you set displays in this field. For example, NEW is the default value. When you save the return, a return number is then assigned and displayed. You cannot edit this field.

- If you are entering a new return and you are using manual document numbering for returns, or if you want to display or edit an existing return, enter the document number of the return.

Return Vendor

Enter the code for the vendor where the material you are returning was purchased. The return vendor is also the vendor that the material will be returned to. The return vendor is validated against the default company for the operator session. Required.

Return Date

Enter the date and time of the return. The current system date and time is the default. Required.

Carrier Code

Enter the code for the shipping company that will transport the goods back to the vendor. Its name is then displayed automatically.

Return Line

If you are entering a new return, 1 displays initially. To enter or edit another line, select New Record from the Edit Menu, and the next return line number displays. Select Clear Record to go to the previous return line.

Receipt

Enter the PO receipt or stock receipt number that you are returning goods against. Required.

Line

Enter the line number from the receipt that you are returning goods against. Required.

Quantity 1

Displays the receipt quantity in the item's primary unit of measure.

Quantity 2

Displays the receipt quantity in the item's secondary unit of measure. Quantity 2 displays if the item is dual unit of measure controlled.

Purchase Order

Displays the purchase order number for the item being returned.

Quantity 1

Displays the quantity ordered on the purchase order in the item's primary unit of measure.

Quantity 2

Displays the quantity ordered on the purchase order in the item's secondary unit of measure if the item is dual unit of measure controlled.

Item

displays the code and description of the item being returned.

RMA

Enter the Returned Material Authorization number from the vendor. This number identifies the return to the vendor. Required.

Return Reason

Enter the code that identifies the reason the goods are being returned. Only reason codes that allow a decrease to inventory can be entered. Required.

Qty Returned

Displays the quantity of goods being returned on the specified return line. This is the sum of the quantities entered for each lot, sublot, warehouse, and location on the lot deassignment. This is usually shown in the unit of measure associated with the receipt. If all deassignment lines are entered in another unit of measure, this quantity displays in that unit of measure. If the item returned is dual unit of measure-controlled, the quantity displays in both units of measure.

Reorder

Select if you want to reorder the returned goods.

If you select reorder, then if the purchase order line for these goods is still open, the system will update the balance to be received.

If the purchase order line for these goods has been closed, the system will prompt you to indicate whether or not to open the purchase order line. Required.

Quantities Region

Lot

Enter the lot number that is being returned. Displayed if the item is lot controlled, and it is then required.

Sublot

Enter the sublot number that is being returned. Displayed if the item is sublot controlled, and it is then required.

Warehouse

Enter the code for the warehouse that the goods are being returned from. Required.

Location

Enter the warehouse location that the goods are being returned from if the item and warehouse are location controlled, and it is then required.

Status

If the item is status controlled, the lot status of the specified lot in the specified location displays.

Qty On-Hand1

Displays the quantity on-hand in the specified warehouse and location in the item's primary unit of measure.

UOM

Displays the item's primary unit of measure.

Qty On-Hand2

Displays the quantity on-hand in the specified warehouse and location in the item's secondary unit of measure.

UOM

If the item is dual unit of measure controlled, the item's secondary unit of measure displays.

Qty Returned1

Enter the quantity from the specified lot, sublot, warehouse, and location to be returned. For inventory items, this must be less than or equal to the on-hand quantity and the received quantity. If the lot is indivisible, the quantity returned must equal the on-hand quantity. Required.

UOM

Displays the item's primary unit of measure.

Qty Returned2

If the item is dual unit of measure controlled, enter the quantity in the item's secondary unit of measure.

UOM

If the item is dual unit of measure controlled, the item's secondary unit of measure displays.

Returns window - Actions Menu Options

The following option is available on the Actions menu for the Returns window:

Address Edit

Lets you change the address information for the vendor that this return is being shipped to.

Void Return

Voids the return.

Editing Returns

To edit standard purchase order receipts, first query the receipts that meet you criteria, and then change the information in any fields necessary on those receipts.

Editing Returns - Procedure

To edit a return:

1. Once you have queried and found the return, the first return line that meets your criteria is displayed on the Returns window.

2. For multiple records, choose **New Record** from the **Edit Menu**, and the next return line number is displayed. Choose **Clear Record** to go to the previous return line.

3. Enter or change the information in any fields necessary as describe.

4. Save the window.

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Reports and Requests

The Purchase Management Reports topic describes the available reports. Reports are available through the Application's Standard Report Submission form and Detailed Subledger form.

The following topics are covered:

- Running the Costed Receiving Report
- Running the Items Received Report
- Running the PO Resubmission Request
- Running the Synchronization Request
- Running the Purchasing Integration Audit Report
- Running the PO/Stock Return History Report
- Running the PPV Summary Report
- Running the OPM Applications Receipt Number Report

Note: If you using Oracle Process Manufacturing Family Pack H or later, the reports display only the historical data.

Running the Costed Receiving Report

Use the Costed Receiving Report to print a cost comparison for each item for a specified period of time. The variance between the receiving cost of the item and its accounting cost at the warehouse is calculated and reported. This report is intended to aid in future purchasing decisions.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the Costed Receiving Report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **Costed Receiving Report**. The Parameters window is displayed.

3. Complete the fields as described and click **OK**. The Submit Request window is displayed.

4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters on this report are:

From Date

Enter the first date in the range that you want to report on.

To Date

Enter the last date in the range that you want to report on.

From Warehouse

Enter the first warehouse in the range that you want to report on.

To Warehouse

Enter the last warehouse in the range that you want to report on.

From Item

Enter the first item in the range that you want to report on.

To Item No

Enter the last item in the range that you want to report on.

Sort By

Select how you want to sort the report:

1. Organization, Receipt No, Item No

2. Receipt Date, Organization, Receipt No, Item No

3. Whse, Item No, Receipt Date, Organization, Receipt No

4. Item No, Whse, Receipt Date, Organization, Receipt No

Var/Toler

Enter the variance tolerance percentage that you want to display items for. For example, enter 2.5 to display items with a receiving cost that differs 2.5% or greater from the accounting cost.

Selected Report Fields

The following fields are displayed on the Costed Receiving Report.

Receipt

Displays the receipt number.

Item No

Displays the list of item numbers in the range that you specified.

Whse

Displays the warehouse that the item was shipped from.

Qty Received

Displays the quantity that was received.

UOM

Displays the unit of measure that the received quantity is expressed in.

Accounting Cost

Displays the item's inventory value.

Landed Cost

Displays the item's receiving cost.

Purchase Price Variance

Displays the total purchase price variance percentage between the inventory value and the receiving cost.

Running the Items Received Report

Use the Items Received report to print information about items that were received based on the warehouses and dates that you specify.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the Items Received Report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **Items Received Report**. The Parameters window is displayed.

3. Complete the fields as described and click **OK**. The Submit Request window is displayed.

4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters on this report are:

From Warehouse

Enter the first receiving warehouse in the range.

To Warehouse

Enter the last receiving warehouse in the range.

From Recv Date

Enter the first item receipt date in the range.

To Recv Date

Enter the last item receipt date in the range.

From Item

Enter the first item received in the range.

To Item

Enter the last item received in the range.

Sort By

Select whether you want to sort the report by:

1. Item

2. PO number

3. Ship vendor

Selected Report Fields

The following fields are displayed on the Items Received Report.

Item Number

Displays the list of item numbers in the range that you specified. If you sorted by item, items will be listed in ascending order by item number.

Description

Displays the item descriptions.

Lot

Displays the lot number that was received for the item.

Quantity Received

Displays the quantity that was received.

UOM

Displays the unit of measure that the received quantity is expressed in.

Ship Vendor

Displays the vendor that shipped the item. If you sorted by ship vendor items will be listed in ascending order by ship vendor code.

Orgn Code

Displays the code for the organization that owns the receipt.

Receipt Number

Displays the receipt number.

Date Received

Displays the date the item was received.

Lot Status

Displays the lot status that was received if the item is lot-status controlled.

Purchase Order

Displays the purchase order number related to the receipt. If you sorted by purchase order number items will be listed in ascending order by purchase order number.

Running the PO Resubmission Request

Run the OPM Common Purchasing Resubmission request when any of the following attributes of PO Lines has been changed: QC grade, payment, freight, carrier, and FOB. The PO must already be approved before you can try to resubmit it.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the OPM Common Purchasing PO Resubmission request:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **OPM Common Purchasing PO Resubmission request**. The Parameters window is displayed.

3. Complete the fields as described and click **OK**. The Submit Request window is displayed.

4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view the log file to ensure that the PO was resubmitted.

Selected Report Parameters

The parameters of this report are:

Submit PO from this date
Enter the earliest date in the range that you want the POs resubmitted from.

Submit PO to this date
Enter the last date in the range that you want the POs resubmitted from.

PO to be resubmitted
Enter the Purchase Order number that you want to submit.

Running the Synchronization Request

Select OPM Common Purchasing Synchronization to resynchronize items between OPM Purchase Management and Oracle Purchasing. OPM Common Purchasing Synchronization is not for everyday use, but for exceptional conditions when data is out of synch between OPM Purchase Management and Oracle Purchasing. Approved purchase orders, receipts, and returns are typically synchronized automatically.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Note: You can set this process to run on a periodic schedule, such as hourly, to pick up any unprocessed receipt transactions.

Submitting a Report

To run the OPM Common Purchasing Synchronization request:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **OPM Common Purchasing Synchronization request**.

3. Complete the fields on the **Submit Request** window and click Submit Request. You can then view the log file to ensure that the synchronization was submitted successfully.

Running the Purchasing Integration Audit Report

Use the OPM Purchasing Audit Report regularly to see which purchase orders need to be re-synchronized between Oracle Purchasing and OPM Purchase Management.

This report indicates whether the items on both the Oracle Purchasing and OPM Purchase Management POs match. If any of the following items fails to match, you must re-synchronize the purchase orders:

- The number of lines on both POs
- The line quantity multiplied by the price summed amounts for the quantity ordered, received, or open on each line
- The item numbers on each line

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the OPM Purchasing Integration Audit Report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **OPM Purchasing Integration Audit Report**. The Parameters window is displayed.

3. Complete the fields as described and click **OK**. The Submit Request window is displayed.

4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters of this report are:

Begin Approved Date
Enter the Purchase Order start date.

End Approved Date
Enter the Purchase Order end date.

Begin PO Number

Enter the first Purchase Order number in the range you want audited.

End PO Number

Enter the last Purchase Order number in the range you want audited.

Selected Report Fields

The following fields are displayed on the OPM Purchasing Integration Audit Report.

PO Date Start

Displays the purchase order start date.

PO Number

Displays the purchase order end date.

PO Number

Displays the purchase order number.

Line Number

Displays the line number if the quantity ordered, received, or open does not match.

Message

Displays a brief explanation of the exception.

OPM Internal ID

Displays the OPM internal ID for the purchase order.

Oracle Internal ID

Displays the Oracle Purchasing internal ID for the purchase order.

Total Purchase Orders in Error

Displays the number of purchase orders that have exceptions reported.

Total Purchase Order Lines in Error

Displays the number of purchase order lines that have exceptions reported.

Running the PO/Stock Return History Report

Use the PO/Stock Return History report to print information about returns based on the criteria that you specify.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the PO/Stock Return History Report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **PO/Stock Return History Report**. The Parameters window is displayed.

3. Complete the fields as described and click **OK**. The Submit Request window is displayed.

4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters of this report are:

Include PO Returns
- Enter Yes to include purchase order returns on the report.
- Enter No to eliminate purchase order returns from the report.

Include Stock Returns
- Enter Yes to include stock receipt returns on the report.
- Enter No to eliminate stock receipt returns from the report.

From Return No
Enter the first return number in the range.

To Return No
Enter the last return number in the range.

From Vendor
Enter the first return vendor in the range.

To Vendor
Enter the last return vendor in the range.

From Return Date
Enter the first return date in the range.

To Return Date
Enter the last return date in the range.

From Return Reason
Enter the first return reason in the range.

To Return Reason
Enter the last return reason in the range.

From Item
Enter the first return item in the range.

To Item
Enter the last return item in the range.

From Lot Number
Enter the first lot number received in the range.

To Lot Number
Enter the last lot number received in the range.

From Sublot Number
Enter the first sublot number received in the range.

To Sublot Number
Enter the last sublot number received in the range.

From Warehouse

Enter the first receiving warehouse in the range.

To Warehouse

Enter the last receiving warehouse in the range.

Selected Report Fields

The following fields are displayed on the PO/Stock Return History Report:

Return

Displays the organization code and return number.

Return Date

Displays the date the goods were returned.

Return Vendor

Displays the vendor that the goods were returned to.

Carrier

Displays the carrier that transported the returned goods.

Return Line

Displays the line on the return.

Receipt

Displays the number of the returned receipt. The receipt line number displays to the right.

Qty Received

Displays the quantity that was received on the receipt line and the unit of measure that the quantity is expressed in. If the returned item is dual unit of measure controlled, the quantity received is also displayed in the secondary unit of measure.

Purchase Order

Displays the purchase order number that the item was originally ordered on. The purchase order line number displays to the right.

Qty Purchased

Displays the quantity that was ordered on the purchase order line and the unit of measure that the quantity is expressed in. If the returned item is dual unit of measure controlled, the ordered quantity is also displayed in the secondary unit of measure.

Item

Displays the code for the item that was returned.

Qty Returned

Displays the quantity of the item that was returned and the unit of measure that the quantity is expressed in. If the returned item is dual unit of measure controlled, the returned quantity is also displayed in the secondary unit of measure.

RMA

Displays the Returned Material Authorization number. This is the number that identifies the return to the vendor.

Return Reason

Displays the code and description for the return reason.

Reorder

Displays whether the receipt quantity was updated for reorder by the return:

    0   The receipt quantity was not updated for reorder.

    1   The receipt quantity was updated for reorder.

Lot

Displays the lot that was returned for lot controlled items.

Sublot

Displays the sublot that was returned for sublot controlled items.

Whse

Displays the warehouse that the item was returned from.

Location

Displays the location that the item was returned from for location controlled items and warehouses.

Qty Returned

Displays the quantity returned for the indicated lot and sublot from the indicated warehouse and location. The unit of measure that the quantity is expressed in is also displayed. If the item is dual unit of measure controlled the quantity is also expressed in the item's secondary unit of measure.

Running the PPV Summary Report

Use the Purchase Price Variance Report to print variance information regarding the item's standard cost and actual costs based on the criteria that you specify.

See Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the PPV Summary Report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **PPV Summary Report**. The Parameters window is displayed.

3. Complete the fields as described and click **OK**. The Submit Request window is displayed.

4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters of this report are:

From Item
To report item costs for a range of items, enter the first item in the range.

To Item
To report item costs for a range of items, enter the last item in the range.

From Warehouse
To report item costs for a range of warehouses, enter the first warehouse in the range.

To Warehouse
To report item costs for a range of warehouses, enter the last warehouse in the range.

Date Range1 From

Enter the first date in the first date range to include activity starting then. You can then compare material purchase prices between date ranges one and two.

Date Range1 To

Enter the last date in the first date range to include activity ending then. You can then compare material purchase prices between date ranges one and two.

Date Range2 From

Enter the first date in the second date range to include activity starting then. You can then compare material purchase prices between date ranges one and two.

Date Range2 To

Enter the last date in the second date range to include activity ending then. You can then compare material purchase prices between date ranges one and two.

Include PO Receipts

- Enter Yes to include purchase order returns on the report.

- Enter No to eliminate purchase order returns from the report.

Include Stock Receipts

- Enter Yes to include stock receipt returns on the report.

- Enter No to eliminate stock receipt returns from the report.

PPV Summary Report - Fields

The following fields are displayed on the PPV Summary Report

Billing Currency

Displays the billing currency for the receipt item.

Item Number and Description

Displays the code and name for the item.

Quantity Inv Purchased and UOM

Displays the quantity of the item purchased and the unit of measure that it is expressed in.

Actual Cost

Displays the actual cost of the item.

Standard Cost

Displays the standard cost of the item.

Total Actual Cost

Displays the total actual cost of the item.

Total Standard Cost

Displays the total standard cost of the item.

Total PPV

Displays the total purchase price variance.

Var%

Displays the total purchase price variance percentage.

Running the OPM Applications Receipt Number Report

Use the OPM Applications Receipt Number report to get the corresponding Applications receipt number for the OPM receipts.

Refer to the Running Oracle Applications Reports and Programs and Monitoring Oracle Applications Reports and Programs in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Submitting a Report

To run the OPM Applications Receipt Number report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **OPM Apps Receipt Number Report**. The Parameters window displays.

3. Complete the fields as described and click **OK**. The Submit Request window displays.

4. Complete the fields on the **Submit Request** window and click **Submit Request**. You can then view or print the report.

Selected Report Parameters

The parameters of this report are:

Organization

Enter the organization name. To retrieve data for all the receipts of an organization, leave the remaining fields blank.

From Recv No

Enter the first receipt number to get the Applications receipt number for a range of OPM receipts.

To Recv No

Enter the last receipt number to get the Applications receipt number for a range of OPM receipts.

From Recv Date

Enter the first receipt creation date to match Applications and OPM receipts.

To Recv Date

Enter the last receipt creation date to match Applications and OPM receipts. All the receipts within the specified date range are matched.

From PO No

Enter the first purchase order number. All the receipts associated with all the purchase orders starting from the specified purchase order number are included in the range.

To PO No

Enter the last purchase order number. All the receipts associated with all the purchase orders up to the specified purchase order number are included in the range.

From Vend No

Enter the first vendor number to be included in the range.

To Vend No

Enter the last vendor number to be included in the range.

Selected Report Fields

The following fields are displayed on the OPM Applications Receipt Number report:

OPM Organization Code

Displays the organization name.

Apps Receipt No

Displays the corresponding Applications receipt number for the specified OPM receipt.

OPM Receipt No

Displays the OPM receipt number.

Recv Date

Displays the date the receipt was created.

PO No
Displays the associated purchase order numbers.

Line No
Displays the associated line numbers.

PO Orgn
Displays the purchase order organization name.

PO Date
Displays the date the purchase order was created.

Vend No
Displays the vendor code.

Vend Name
Displays the vendor name.

A

Appendixes

This topic provides the default navigation path for Purchase Management and PO profile options.

- Navigation Paths
- Profile Options

Navigation Paths

Although your System Administrator may have customized your Navigator, typical navigation paths are described in the following table. In some cases, there is more than one way to navigate to a window. This table provides the most typical default path.

Window name	Navigation Path
Acquisition Cost Entry	Purchase Management:Stock Receipts:Special:Acquisition Cost
Acquisition Line Cost Entry	Oracle Purchasing:Purchase Orders:Shipments:Zoom
Audit Trail Report	Purchase Management:Reports:Run
Completed Transactions	Purchase Management:Stock Receipts:Special:Transactions
Costed Receiving Report	Purchase Management:Reports:Run
Items Received Report	Purchase Management:Reports:Run
OPM Common Purchasing Receipts Resubmission Request	Purchase Management:Reports:Run
OPM Common Purchasing Resubmission Request	Purchase Management:Reports:Run
OPM Common Purchasing Synchronization Request	Purchase Management:Reports:Run
Pending Transactions	Purchase Management:PO Receipts:Special:Receipt Selection:Special:Transactions
PO/Stock Return History Report	Purchase Management:Reports:Run
Purchase Acquisition Costs	Purchase Management:Setup:Acquisition Costs
Purchase Order Receiving	Purchase Management:PO Receipts
Purchase Orders	OPM Logistics:Oracle Purchasing:Purchase Orders
Purchase Price Variance Report	Purchase Management:Reports:Run
Quick Receipts	Purchase Management:Quick Receipts

Window name	Navigation Path
Receipt Price Change	Purchase Management:PO Receipts:Special:Receipt Selection:Special:Price Change
Receipt Selection	Purchase Management:PO Receipts:Special:Receipt Selection
Receiving Line Details	Purchase Management:PO Receipts:Special:Receipt Selection:Special:Item Details
Receiving Lines Selection	Purchase Management:Special:Adjust Receipt
Returns	Purchase Management:Returns
Stock Receipts	Purchase Management:Stock Receipts
Stock Receipts Line Details	Purchase Management:Stock Receipts:Special:Line Details
Stock Receipts Line Items	Purchase Management:Stock Receipts:Special:Line Items
Vendor Classes	Purchase Management:Setup:Vendor Classes
Vendor General Ledger Classes	Purchase Management:Setup:Vendor General Ledger Classes
Vendor Trade Classes	Purchase Management:Setup:Vendor Trade Classes

Setting Purchase Management Profile Options

During your implementation, you set a value for selected profile options to specify how your Purchase Management application controls access to and processes data. Purchase Management uses the listed profile options:

- GML: Perform Account Mapping

- GML: Minimum Percentage Received to Close PO

- GML: Reorder Reference for Returns

- GML: Ship Weight Unit of Measure

You can set up these profile options when you set up other applications prior to your Purchase Management implementation. Refer to the other product user's guides for more details on how these products use these profile options.

Your System Administrator sets user profile options at one or more of the following levels: Site, Application, Responsibility, and User. Use the Personal Profile Options window to view or set your profile options at the user level. You can consult the *Oracle Process Manufacturing Implementation Guide* for a complete description of the profile options listed. Consult your *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

Glossary

Acquisition Cost

A cost associated with purchasing goods, other than the cost of the goods themselves, such as freight or taxes.

OPM

Oracle Process Manufacturing is an enterprise wide manufacturing planning system that combines leading edge, open systems technology with an international business and process manufacturing environment on a global basis.

Pending Transaction

A record that represents an anticipated or future change to inventory.

Purchase Order

A request to purchase goods or services from a vendor.

Purchase Order Receiving Form

Use the Purchase Order Receiving form to receive multiple purchase orders at once or to enter more detailed information than you can enter on a quick receipt. For example, you can enter a receiving location that differs from the receiving warehouse's default receiving location.

Quick Receipts Form

Use the Quick Receipts form to receive against a single purchase order. Quick Receipts is the fastest way to receive goods because it involves completing one form that includes limited, required information about the receipt.

Receipt

A document that shows that goods have been received and specifies the quantity received.

Stock Receipt

A receipt for goods without a purchase order.

Stock Receipts Form

Use the Stock Receipts form to record goods received that were not ordered with a purchase order.

Vendor

An entity that you purchase goods or services from.

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