Infor Infinium MM/PR Purchase Management Guide to Setup and Processing

Volume 1

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About This Guide

This section focuses on the following information:

- Intended audience
- Purpose of this guide
- Conventions used in this guide
- Related Documentation

Intended Audience

This guide is for the Infinium Purchase Management users who are responsible for creating and maintaining the Infinium Purchase Management controls.

Purpose of This Guide

You should use this guide as a reference at your site and to complement the instructor's presentation during a portion of the Infinium Purchase Management Application course.

Organization of This Guide

This guide is divided into chapters. Each chapter contains overview and detail information. Appendices in this guide provide you with additional reference information.

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Font and wording
- Prompt and Selection Screens

- Infinium and Corresponding Abbreviated Names

Fonts and Wording

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Work With Controls* Use *Max Lnth* to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and warnings	**Caution**: You must ensure that all Infinium PM users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold typeface	Characters that you type and messages that are displayed	Type **A** to indicate that the position is alphanumeric and type **N** to indicate that the position is numeric. The following message is displayed: **Company not found**
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F19 to work with project and activity comments.
Select	Choose a record or field value after prompting.	Select **C** (capitalization), **E** (expense) or **B** (both) as the *Capitalization code* value.

Convention	Description	Example
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen (page) or dialog box, usually to return to the prior screen (page).	Press F12 to cancel your entries.
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium PM consist of the first letter of each word of the menu option name. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	▼ *Work with sets* [WWS]

Convention	Description	Example
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name abbreviations.	*Infinium Purchase Management Guide to Setup and Processing* is referred to as *Infinium* PM *Guide to Setup and Processing.*

Prompt and Selection Screens

A prompt screen, similar to Figure 1, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 12, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

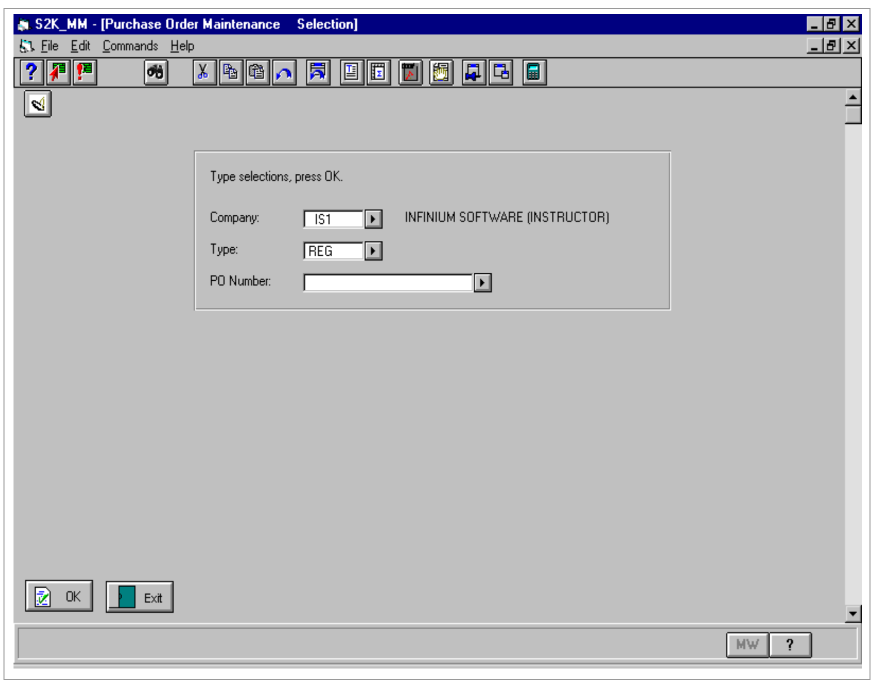

Figure 1: Purchase Order Maintenance Selection prompt screen

Infinium and Corresponding Abbreviated Names

You may notice references to software applications that are abbreviated. Each Infinium application has a corresponding ahort name.

The table below shows the Infinium name and its abbreviated name.

Infinium Name	Infinium Short Names
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Query Infinium Query Extended	Infinium QY Infinium QY/X
Infinium Materials Management Suite	**Infinium MM**
Infinium Purchase Management	Infinium PM
Infinium Inventory Control	Infinium IC
Infinium Order Processing	Infinium OP
Infinium Electronic Exchange	Infinium EX
Infinium Journal Processor	Infinium JP
Infinium Cross Applications	Infinium CA
Infinium Process Manufacturing Suite	**Infinium PR**
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM
Infinium Laboratory Management	Infinium LA

Related Documentation

For further information about the Infinium Purchase Management system, refer to the following relevant documents:

- *Infinium Cross Applications Guide to System Controls and Materials Maintenance*
- *Infinium Inventory Control Guide to Setup and Processing*
- *Infinium Purchase Management Release Implementation Workbook*

- *Infinium Purchase Management Installation Instructions*
- *Infinium Purchase Management Release Notes*
- On-line help text

Chapter 1 Infinium PM: An Overview

1

The chapter consists of the following topics:

Topic	Page
Infinium PM Processing Overview	1-2
Terminology and Concepts	1-3

Infinium PM Processing Overview

The following diagram illustrates the major processing areas in Infinium PM.

Create Requisitions	Requisitions are the first step in Infinium Purchase Management processing. You can create requisitions based on your requirements. You can also establish approval routings for certain requisitions.
Source Requisitions	By specifying sort criteria, you can group similar lines of requisitions to create purchase orders.
Create Purchase Orders	Purchase order processing can include regular, service, or blanket purchase orders. You can tailor purchase orders by indicating what information is required or allowed for a specific type of purchase order. You can also establish approval routings for certain purchase orders.
Receive against Purchase Orders	Receipt processing can be selective by line or complete by purchase order. Receipts are subject to tolerances or limits that you can set up.
Inspect Receipts	You can determine which items should be inspected and what type of inspection should be done. You can also set up quality tolerances for inspections.
Create Debit Memos and Process Returns	You can create debit memos for goods you want to return during receiving, inspections, or through a separate option. You use debit memos to process returns.

Figure 1-1: Infinium PM processing activities

Terminology and Concepts

This section contains Infinium Software and Infinium Purchase Management terminology you should understand before you continue to the detail topics. You will see these terms and concepts used throughout the course.

ABC

This is the actual cost of producing a product from a specific batch. The system stores the actual batch cost of an item in the Inventory file.

ABWAC

Actual batch weighted average costing uses the weighted average cost of raw materials and products to calculate the cost of items filled from a batch. This costing method is used primarily for manufactured products.

Base Currency

You define base currency in the Infinium Cross Applications, *Work with Company Controls* option on the Base Application Information attribute. This represents the currency in which the designated GL Integration Company maintains its primary accounting entries and inventory costs.

Bill of Materials

Bills of materials are groups of items assembled into a single item for inventory and sale. A bill of materials may contain individual items or a subassembly that is another bill of materials on file.

Code Tables

Code tables consist of code types and code values. Code types are system-defined categories of information or types of lists. Code values are items on the list. Some code tables have a complete list of system-defined values. However, you must add values in other code tables.

Commodity Code

A Commodity code is a way of grouping classes of goods. Each requisition and purchase order detail line in Infinium Purchase Management requires a Commodity code. You can use Commodity codes to default the normal cost or the vendor item cost into requisitions and purchase orders.

You can set up tolerances at the Commodity code level to override the tolerances you set up at the company level.

Company Controls

Company controls define information that is specific to a particular company. You define company controls that the Infinium Purchase Management and other Infinium Materials Management Suite applications share in Infinium Cross Applications.

When you determine how many companies you will use, keep in mind the following Infinium Purchase Management considerations:

- Because you define number structures such as purchase order and requisition numbers at the Purchasing Entity level, all companies use the same structure for each type of number.
- A company can be a component in your number structure.
- Vendors must be secured to a company or group of companies.
- Users must be secured to a company or group of companies.
- Each purchasing company points to only one accounts payable company.
- Multiple purchasing companies point to one accounts payable company.
- Each purchasing company points to only one general ledger company.
- Multiple purchasing companies can point to one general ledger company.

Company Groups

A company group is a list of companies. Company groups provide a way to secure users and vendors to more than one company. In Infinium Purchase Management, you must secure users and vendors to one of the following:

- A single company
- A company group

Entity Controls

Entity controls apply to the entire Infinium Purchase Management system. You define entity controls such as date format and purchase order number structures once, and they affect all of the companies in your system, regardless of how many companies you use. In addition to defining entity controls in Infinium Purchase Management, you must also set up entity controls in Infinium Cross Applications.

Files and Records

A file consists of a group of records. For example, the individual records you create for the products your company purchases or manufactures for sale are stored in the Product file.

Hierarchy of Entity, Company, Plant, and Warehouse

You set controls and parameters that tell the system how to perform certain functions at the entity, company, plant, and warehouse levels. Infinium Cross Applications uses the following hierarchy for retrieving information:

- If an entry exists at the warehouse level, the system uses that value.
- If no entry exists at the warehouse level, but an entry exists at the plant level, the system uses the value at the plant level, and so on.
- If no information exists at the warehouse, plant, or company level, the system uses entity level information. Thus, your lower-level entries override your higher-level entries.

Infinium Materials Management Suite

The Infinium Materials Management Suite includes the following applications: Infinium Cross Applications, Infinium Inventory Control, Infinium Purchase Management, Infinium Order Processing, and Infinium Journal Processor

Infinium Process Manufacturing Suite

The Infinium Process Manufacturing Suite includes the following applications: Infinium Formula Management, Infinium Advanced Planning, Infinium Regulatory Management, Infinium Manufacturing Control, and Infinium Laboratory Management. Both the Infinium MM and Infinium PR suites use Infinium Cross Applications.

Inventoried Item

An inventoried item is an item that exists in the Product or Raw Materials Master and you track in a warehouse. An inventoried item represents goods that your company sells or uses to manufacture goods that are sold.

Invoice

An invoice in Infinium Payables Ledger is the means by which the system tracks a vendor’s invoice. Each invoice has two elements: the invoice header and the invoice detail.

Item

An item must exist in the Product or Raw Material Master. You create items in Infinium Cross Applications. You can assign items to warehouses or ship-to locations. Items are not company specific. Each company shares the Product file in Infinium Cross Applications.

Item Warehouse

The item warehouse file establishes information that applies to your product and raw material items. You define item warehouse information at multiple levels for:

- All companies and associated warehouses.
- A specific company and all associated warehouses.
- A specific company and warehouse combination.

Infinium Purchase Management uses item warehouse information at only the company level. Item warehouse purchasing information provides requisition and purchase order defaults such as a Department code, unit of measure, Purchasing Tax code, primary vendor, and whether the item must be inspected.

You can also establish tolerance levels in Infinium Purchase Management at the item warehouse level. These tolerances override any tolerances at the Commodity code and/or company levels.

Non-inventory Material

A non-inventory material exists in the Product or Raw Material Master, but does not have to be assigned to a warehouse. You can use Ship-to codes for non-inventory materials rather than warehouses. When you process receipts, the system does not require you to use warehouse locations.

Do not confuse non-inventory materials with non-items. Non-items are items defined on-the-fly, and do not have a master record as non-inventory materials do.

Non-item

A non-item does not exist in the Product or Raw Material Master, but you can receive it to a warehouse or ship-to location. If you are creating requisitions or purchase orders for non-items, Infinium Purchase Management requires you to use descriptions and Commodity code as a means of identification.

Product Master/Raw Material Master

The product file stores information about your purchased products and finished goods. You can attach extended descriptions and item notes to each item. In Infinium Purchase Management, you have the option to display or print these extended descriptions and item notes.

The Raw Material file stores information about items that you use as ingredients in formulas or components of bills of material, or items that are intermediates produced by a formula.

Purchase Price Variance

A purchase price variance is a variance amount over or under the cost per unit on an invoice as compared to the cost per unit of either the item or purchase order.

Reciprocal Rate Substitution

When an Infinium MM/PR application calls the Infinium Currency Management API and sends XXX as the source currency and YYY as the target currency, Infinium CM looks for a valid exchange rate. If the system does not find a valid rate, it looks for YYY as the source currency and XXX as the target currency. If the system finds a valid rate and the *Allow Reciprocal Rate Substitution* field in exchange rate controls is `1`, allow reciprocals, the system returns the reciprocal rate to the interfacing application program.

Requisition and Purchase Order Type Controls

Requisition and purchase order type controls are templates you create that determine required information and processing characteristics.

You can create as many requisition and purchase order type controls as necessary, allowing you to vary the information that you require. A control can be valid for one company or all companies. You have a maximum of three characters to name each control. You must base requisition type controls on one of the following three types:

- Purchase - Purchase materials
- Issue - Issue from stock

- Transfer - Transfer from one warehouse to another
- Quotation Requests – solicit quotes or bids from vendors

You must base purchase order type controls on one of four types that are system-defined:

- **1** - Regular
- **2** - Contract/Service
- **3** - Blanket Parent
- **4** - Blanket Release

Ship-to Location

A ship-to location is a non-inventory location you set up in the Infinium Cross Applications *Work with Code Tables* option using the code type **SHP**.

Source Infinium Currency Management Currency (From)

This Infinium Currency Management term describes the first of two currencies that make up an exchange rate relationship. This exchange rate relationship requires a source currency, target currency, rate type, and date.

The interfacing application converts the source currency to the target currency using the exchange rate returned from Infinium Currency Management.

Sourcing

Sourcing is a method by which you create purchase order detail lines using an existing source's approved, open purchase requisitions.

In Infinium Purchase Management, you can source a requisition to a purchase order by two methods: interactive sourcing and automatic sourcing.

Storage Index

The storage index is a three-part field that identifies the location of an inventory item. You can use the storage index to indicate lot number, location, batch number, serial number, or other storage information. The system tracks a separate inventory balance for each item at each inventory type for each storage index. You name the headings of the storage index fields in the control files. You can establish storage index validation at the item warehouse, entity, company, and warehouse levels, and for individual inventory types.

Target Infinium Currency Management Currency (To)

This Infinium Currency Management term describes the second of two currencies that make up an exchange rate relationship. This exchange rate relationship requires a source currency, target currency, rate type, and date.

The interfacing application converts the source currency to the target currency using the exchange rate returned from Infinium Currency Management.

Tolerances

Tolerances enable you to identify areas within Infinium Purchase Management where you set limits to determine whether you accept or reject goods. You can define tolerances for the following:

- On-time
- Quantity
- Unit Price
- Extended Amount
- Invoice Price

The on-time and quantity tolerances affect receiving, while unit price, extended amount, and invoice price tolerances affect the invoice matching process. You can set up tolerances at many different levels. The hierarchy is as follows:

- Company
- Commodity

- Item warehouse

The tolerances that you establish at the item warehouse level apply to items for:

- All companies and their associated warehouses
- A specific company and its associated warehouses
- A specific company and warehouse combination

Transaction Currency

You enter transactions in this currency. In the Materials Management/Process Manufacturing Product suites, transaction currency represents the currency that your buyer and vendor negotiate for a purchase order in Infinium Purchase Management. In Infinium Order Processing and Infinium Inventory Control, transaction currency is the currency that you negotiate with your customers for a sales order or a warehouse transfer.

Unit of Measure

Units of measure are codes that define quantities, costs, and prices for items. You can set up conversions between units of measure so that the system reports and displays totals in common units.

User Fields

Infinium Purchase Management enables you to define your own fields to track information not currently tracked in the system. You can create the user fields in the following areas of the system:

- Requisition Header file
- Requisition Detail file
- Purchase Order Header file
- Purchase Order Detail file
- Receipt file

You can set up to seven user fields for each of these files:

- Four alphanumeric fields

- Two numeric fields
- One date field

Vendor

You create and maintain vendors in Infinium Payables Ledger. Infinium Payables Ledger and Infinium Purchase Management share vendor information

If your purchasing department maintains your vendors, you can add the Infinium Payables Ledger *Work with vendors* option to the menu of any Infinium Purchase Management user.

Vendors must be secured to a company or company group for use within Infinium Purchase Management.

Vendor Item Pricing

You can maintain vendor item price information to:

- Keep track of which vendors offer you the best price.
- Default the vendor item price into the unit cost field on requisitions and purchase orders you create.

Note: For information on establishing vendor item price information, refer to the “Defining and Working with Vendor Information” chapter and the “Uploading Vendor Item Price Information” appendix in this guide.

Warehouse

A warehouse is a physical location where you store inventory. You set up warehouses in the Infinium Cross Applications *Work with Warehouse controls* option.

You define on the purchase order type whether you use warehouses or ship-to locations. This assignment defaults to the purchase order, which you can override.

Warehouse Security

Warehouse security within Infinium PM restricts the warehouse locations that you do not have authority to access. The restrictions are maintained in the Infinium CA *Work with User/Whse Security* function. You can access these restrictions from Infinium PM by using the User warehouse security attribute in the *Work with User Profile* function. The system checks all entries in the warehouse fields throughout Infinium PM to ensure that the user is not restricted from that warehouse.

Notes

Chapter 2 Defining Purchasing Controls

2

The chapter consists of the following topics:

Topic	Page
Overview of Infinium PM Controls	2-2
Defining Entity Level Controls	2-3
Defining Sequence Numbering	2-13
Creating and Maintaining Code Values	2-18
Defining User Profile Default Information	2-27
Defining Purchasing Default Item Warehouse Information	2-30
Defining Company Groups	2-38

Overview of Infinium PM Controls

Infinium PM uses global entity controls that you define in Infinium Cross Applications and controls that pertain to only Infinium PM.

In this chapter, you learn about controls that you establish in Infinium PM. These controls define entity level controls, sequence number structures for requisitions, purchase orders, receiving, and inspections, user fields, and user profile defaults.

You must define these Infinium PM controls in addition to the system controls that you define in Infinium Cross Applications.

Caution: All of the functions covered in this chapter can affect the operation of Infinium PM for many users. For this reason, you should limit access to the menu options covered in this chapter to your system administrators and/or supervisors.

After you complete this chapter, you should be familiar with the following:

- Entity Level Controls
- Sequence Numbering
- Code Values
- User Profile Information
- Company Groups

Defining Entity Level Controls

Infinium PM entity controls include base information as well as user fields and vendor performance defaults.

Use the following menu path.

- Infinium PM
- *Control Files*
  - *Work with purchasing entity* [WWPE]

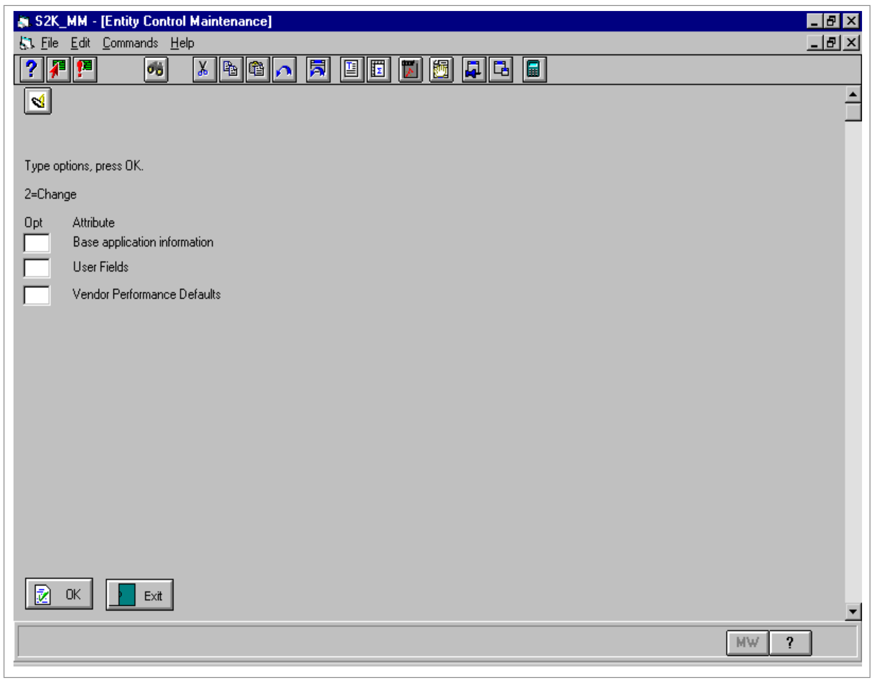

Figure 2-1: Entity Control Maintenance attribute selection screen

Type **2** in the *Opt* field to change an Infinium PM entity level control attribute.

Base Application Information

The system displays this screen when you type **2** next to the Base application information attribute on the Entity Control Maintenance attribute selection screen.

```
JUL/15/2003 13:07:52      Entity Control Maintenance       PMGECM     PMDECM

Base Data
  Description  . . . . INFINIUM PURCHASE MANAGEMENT

  Using requisitions . 1                 0.  Not in use at this time
                                         1.  Requisitions are being used

General information
  Message file   . . . PMMSG


Lot Tracking
  Automatically Assign Lot Number  . . . 1  1=Use vendor lot number
                                            2=Use next sequential lot number
  Lot Number User Exit Program . . . . . __________

Receipt Adjustments
  Adjust invoiced receipts . . . . .     1  1=Warn, 2=Halt
  Allow negative on-hand . . . . . .     1  0=No, 1=Yes

F3=Exit  F7=Backward  F10=QuikAccess  F12=Cancel  F24=More keys
```

Figure 2-2: Entity Control Maintenance Base Application Information screen

Using requisitions

This field defines whether you can process requisitions and quotation requests in Infinium PM. If you type **0** in this field, you cannot use the *Work with requisitions*, *Work with quotation requests*, and *Work with quotation awards* options.

You must set this field to **1** to perform reorder point processing (ROP) with Infinium Inventory Control.

Message file

The *Message file* field specifies the **PMMSG** message file, which contains all of the messages used by Infinium PM.

Lot Tracking

The system uses the lot tracking fields only if you have enabled lot control in entity controls in Infinium CA and you establish lot controls using the hierarchy defined in the “Establishing Lot Controls” chapter in *Infinium CA Guide to System Controls and Materials Maintenance.* If you have not enabled lot control in *Work with Entity Controls* in Infinium CA, you cannot enter values in the *Automatically Assign Lot Number* or *Lot Numbering User Exit Program* fields.

Automatically Assign Lot Number

To manually assign lot numbers, leave this field blank.

If you type **1** in this field, the system defaults the data from the *Vendor Lot #* field in receiving into the storage index field being used for the lot number.

If you type **2** in this field, the system assigns the next sequential lot number as the lot number in receiving. The sequential lot number counter displays in the *Last Assigned Lot Number* field, located in the Inventory Information attribute in the *Work with Entity Controls* option of Infinium Cross Applications.

Lot Number User Exit Program

Type the name of the external program from which the system obtains an inventory lot number. Leave blank if you entered a value in *Automatically Assign Lot Number.*

Receipt Adjustments

Use the fields below to specify the handling of receipt adjustments.

Adjust invoiced receipts

Use to indicate whether to send the user a warning when making an adjustment to an invoiced receipt or whether to prevent the user from making adjustments to invoiced receipts. You can override this value at the user profile level using the *Work with User Profile Defaults* function.

If you are using the FIFO/LIFO costing method, the system prevents inventory balances from going negative.

Allow negative on-hand

Use to indicate whether to allow or prevent on hand inventory balances from going negative through receipt adjustments.

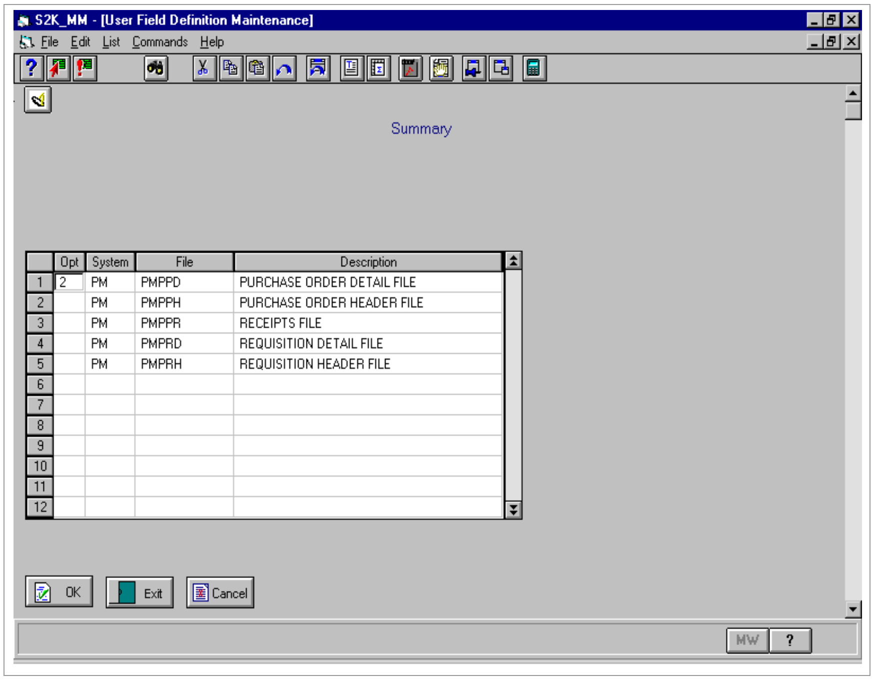

Figure 2-3: User Field Definition Maintenance file selection screen

User Fields Information

The system displays this screen when you type **2** next to the User Fields attribute on the Entity Control Maintenance attribute selection screen.

The files listed on this screen are those that contain user-defined fields for Infinium PM.

If you set up your purchase orders to require user fields, purchase orders that the system creates using automatic sourcing are assigned an Open (**01**) status rather than an In Progress (**00**) status and do not contain user field information. To enter the required user field information, you can access these purchase orders in the *Work with purchase orders* option.

At purchase order invoice time, Infinium PM passes all purchase order detail user field information to Infinium Payables Ledger. For more information, refer to the *Infinium Payables Ledger/Infinium PM Guide to Integration*.

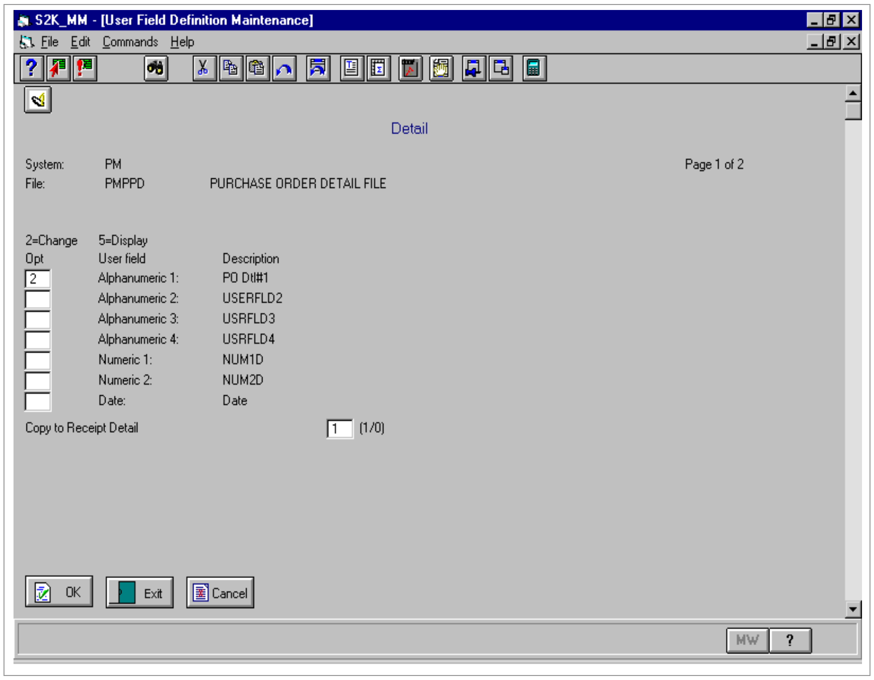

Figure 2-4: User Field Definition Maintenance Detail screen 1

Select files one at a time by typing **2** in the *Opt* field, and defining the appropriate user fields.

Copying User Fields

If the file with which you are working permits you to copy user fields to another file, the appropriate *Copy to* field(s) displays.

You can copy user fields to files for requisitions, purchase orders, and receipts as follows:

Define User Fields For	Copy User Fields To
Requisition Detail File	Purchase Order Detail File
Requisition Header File	Purchase Order Header File Requisition Detail File
Purchase Order Detail File	Receipt Detail File
Purchase Order Header File	Purchase Order Detail File

The following diagram shows the flow of user field information that you can copy.

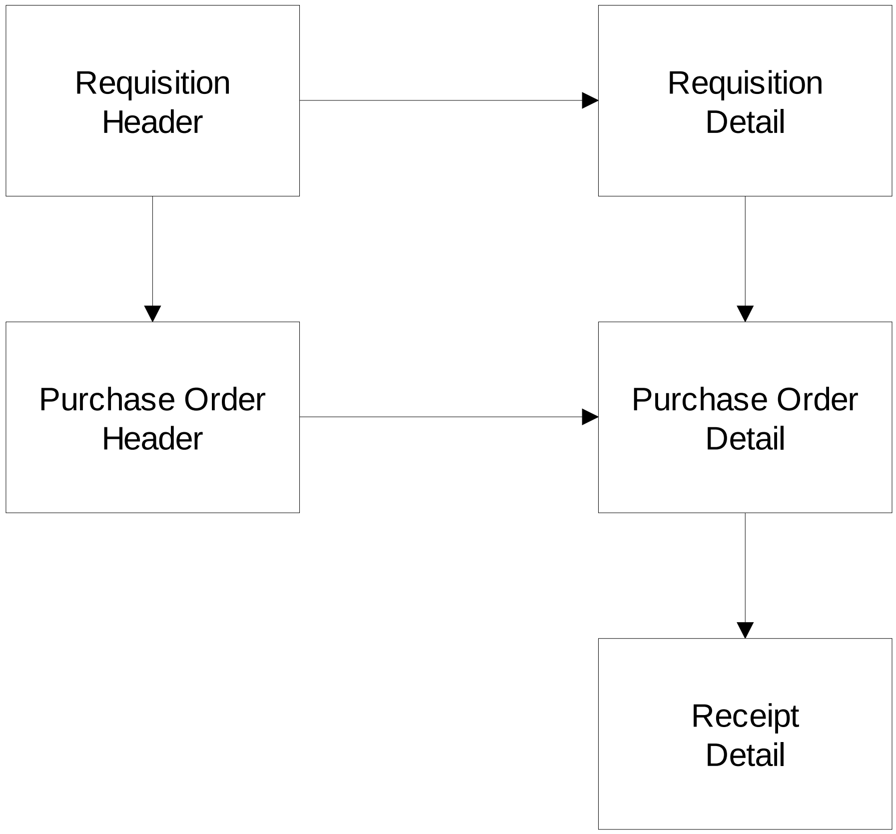

Figure 2-5: Copying User Field Information

The purchase order detail is the only file to which you can copy information from two sources: the purchase order header and the requisition detail.

Caution: To copy information from the requisition detail file or purchase order header file, select only one of these. If you select both, the information from the requisition detail always overwrites the information from the purchase order header.

Keep in mind the following when you use the *Copy to* fields:

- The system still copies user field information into a file, even if the user field is not required or active in the file to which you are copying.
- If multiple requisitions, each with a header containing user fields, are sourced to a purchase order, the purchase order header user fields are copied from the first requisition header only.
- If the user field window does not automatically display on your screen when you are processing requisitions, purchase orders, or receipts, press F5 to view or edit user field information.

Caution: Whenever you use a *Copy to* field, the file to which you are copying user fields must have the same file size and data type attributes. If the file to which you are copying user fields does not have the same attributes, the system displays the copied information either inaccurately or not at all.

Defining Detailed User Fields Information

You define detailed information about a user field in the User Field Definition Maintenance Detail screen 2.

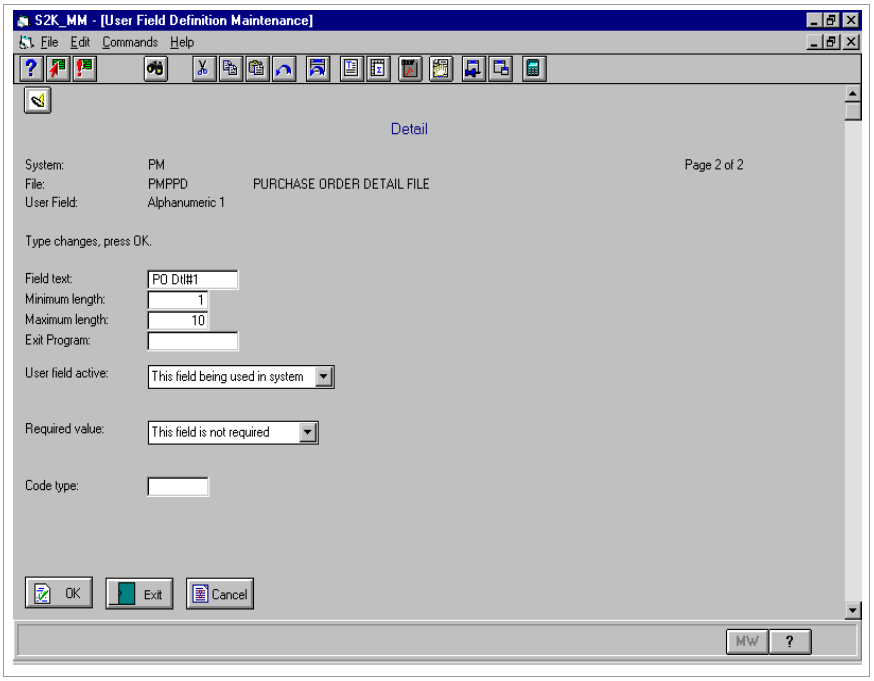

Figure 2-6: User Field Definition Maintenance Detail screen 2

You cannot require a user field unless it is active. If you type **1** in the *Required value* field, you must type **1** in the *User field active* field.

Field text

You should use the field label you define here for the corresponding user field in Infinium Payables Ledger. Infinium PM passes user field information in Infinium PM to Infinium Payables Ledger.

Code type

Enter a valid code type against which to validate this user field.

You cannot add information to user fields that are not active in the system.

The following table summarizes the combinations of active and required values for user fields and the results of making user fields active and/or required.

Active	Required	User Fields Displayed
No	No	No. Essentially does not exist
No	Yes	System does not allow this combination. Required fields must be active.
Yes	No	Yes. User field displays in a window if you press F5. If the previous file specified that user fields should be copied, user field information is passed and displayed. You can edit the information. If you edit a user field, the previous file retains the original value.
Yes	Yes	Yes. User field information displays in a window automatically. If the previous file uses *Copy to*, information is passed but the user field is not displayed because the requirement has been met. You can edit the information by pressing F5. If you edit a user field, the previous file retains the original value.

One file can copy information to a subsequent file, although the subsequent user fields are neither active nor required. If this is true:

- The system does not display the information.
- The system passes the information to the subsequent fields.

Therefore, if you set up your system so that user fields copy from the requisition header to the requisition detail, purchase order detail, and receipt detail, the system places the user field information in the inventory history file. You do not see this information.

Vendor Performance Information

The system displays this screen when you type **2** next to the Vendor Performance Defaults attribute on the Entity Control Maintenance attribute selection screen.

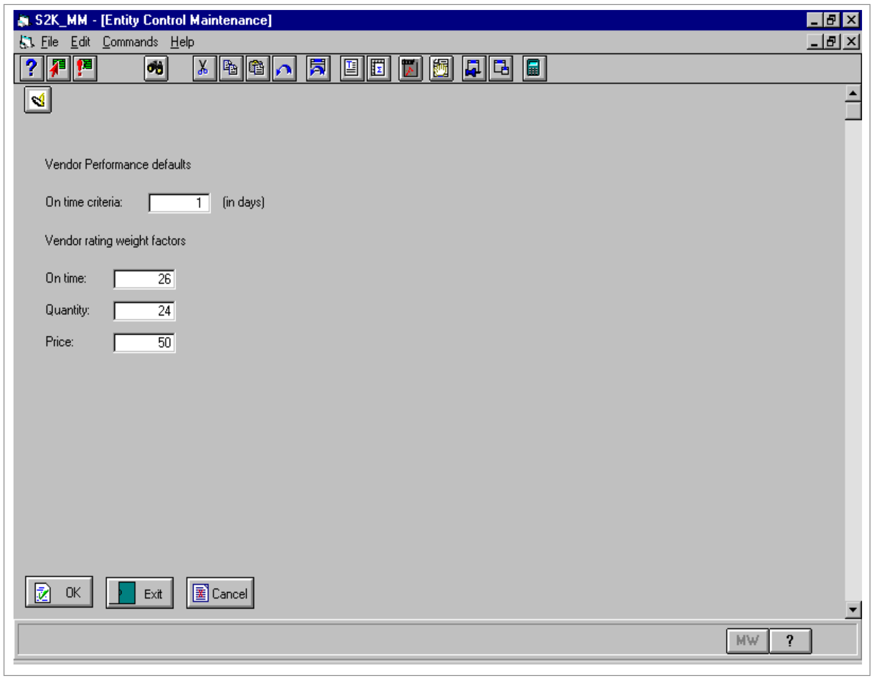

Figure 2-7: Vendor Performance Defaults screen

Vendor performance defaults enable you to define on time criteria days and on time, quantity, and price rating weight factor defaults. You can override the defaults you establish here in the *Work with vendor statistics* option in Infinium PM.

On time criteria

The *On time criteria* field defines how many days beyond the need date the system includes as on-time receipts.

Vendor rating weight factors

The vendor rating weight factor *On time*, *Quantity*, and *Price* fields identify the weight factor associated with the time, quantity, and price criteria the system uses to measure vendor performance.

The total of the ratings you define in the *On time*, *Quantity*, and *Price* fields must equal 100%.

Rating Weight Results

In this example, the system weighs price most heavily at 50%, while timeliness is weighed at 26%, and quantity is weighed at 24%. Therefore, a vendor with low quantity results who consistently provides you with the best price ranks higher than a vendor with higher quantity results who does not always provide the best price.

Defining Sequence Numbering

You use the *Work with sequence numbering* option to define your number structures for requisitions, purchase orders, receipts, and inspections. You define these number structures at the entity level and the company level.

The system uses an entity-level sequence number only if a sequence number definition does not exist for the specified company.

When you create a new requisition, quotation request, or purchase order, the requisition type, quotation request type, and purchase order type controls, respectively, determine if the system assigns a sequence number based on the sequence number structure you define here.

Use the following menu path.

- Infinium PM
- *Control Files*
  - *Work with sequence numbering* [WWSN]

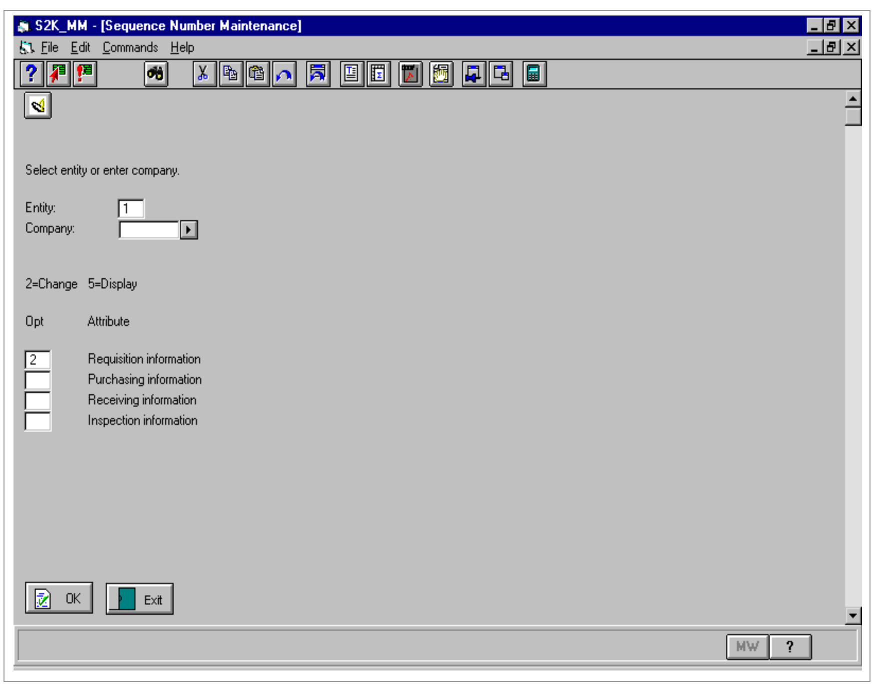

Figure 2-8: Sequence Number Maintenance selection screen

Entity

Type **1** in the *Entity* field to define these numbers for all companies. You must enter a sequence number at the entity level before you can enter sequence numbers at the company level.

Sequence Number Options

You have the following options when you define number structures:

- Each number can be a maximum of 20 characters. The system includes the break (separator) characters in the length of the number.
- Each number can contain up to four components.
- Each component can be numeric or alphanumeric.
- One component must be a sequential counter that must be at least five characters.
- You can specify a default value for constant components.
- You can specify a validation program for the number.

Purchase Order and Blanket Numbers

If you plan to use blanket purchase orders, you must structure your purchase order sequence number so that the sequential counter falls within the first 16 positions. The system uses the last four positions (one break character and three digits) for a release counter. If you use the full 20 positions, the system truncates the last four positions for blanket order numbers in order to attach the blanket release number.

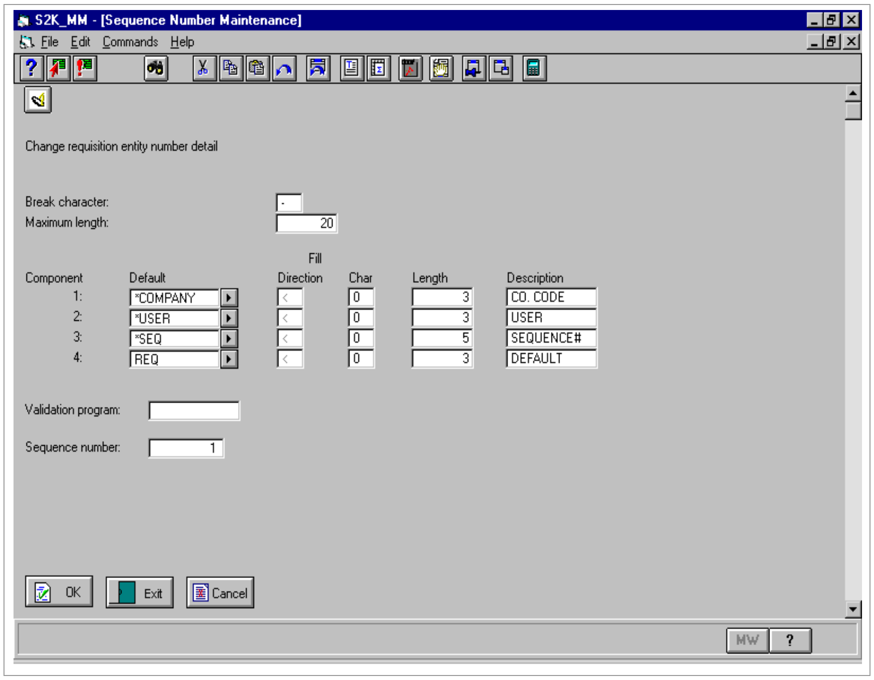

Figure 2-9: Sequence Number Maintenance screen

Sequence Number Components

The system displays this screen when you type **2** in the *Opt* field next to the Requisition information attribute on the Sequence Number Maintenance selection screen.

To define the number structure for requisitions, purchase orders, receipts, and inspections, select a maximum of four of the following components in the *Default* column:

- Default – Letter(s) or Number(s) that remains constant for every document number the system creates
- ***COMPANY** - Company Code
- ***DATE** - Date format
- ***GROUP** - Company Group
- ***SEQ** - Sequential Counter
- ***USER** - User Profile
- ***USERINIT** - User Initials

Fill Direction

This system-specified constant along with the value in the *Fill Char* field determines the fill that precedes a number segment, if necessary.

Fill Char

This field specifies the default fill character for a number segment. For example, if you specify **0** as the fill character, the system automatically fills any remaining characters of a sequence number with **0** (**00001**).

Sequence number

This field displays the next sequential number that the system will use when generating a sequence number for a new document of this type.

Important Points

Keep the following points in mind as you define sequence number structures:

- The sequential counter is a required component and must be at least five characters. The system automatically increments the sequence number after using a number for a new document.
- All component values, except for default components, are variable values.
- Infinium Software recommends using ***DATE** as one of the sequence number components for receipts.
- If you use the date as part of the sequence number, the date format is the same as the date format you define in the entity controls of Infinium Cross Applications.
- To ensure that sequence numbers display in ascending order, place the sequential counter before the date or user initials. Otherwise, the system does not display requisitions, purchase orders, receipts, and inspections in ascending sequence number order. The table on the following page illustrates this point.

Display of Purchase Orders (*SEQ before *USER)	Display of Purchase Orders (*USER before *SEQ)
INF-00001-RWL-PO	INF-AKS-00004-PO
INF-00002-RWL-PO	INF-AKS-00007-PO
INF-00003-DTL-PO	INF-AKS-00010-PO
INF-00004-AKS-PO	INF-DTL-00003-PO
INF-00005-RWL-PO	INF-DTL-00006-PO
INF-00006-DTL-PO	INF-DTL-00009-PO
INF-00007-AKS-PO	INF-RWL-00001-PO
INF-00008-RWL-PO	INF-RWL-00002-PO

Display of Purchase Orders (*SEQ before *USER)	Display of Purchase Orders (*USER before *SEQ)
INF-00009-DTL-PO	INF-RWL-00005-PO
INF-00010-AKS-PO	INF-RWL-00008-PO

Placing the ***SEQ** component before ***USER** results in a list of documents sorted by sequence number. Placing the ***USER** component before ***SEQ** results in a list of documents sorted alphabetically by user profile.

Creating and Maintaining Code Values

The system uses code value tables to validate information that you type in specific fields. Some code values are used by multiple Infinium Materials Management Suite applications; others are specific to an application, such as Infinium PM or Infinium Inventory Control.

Code tables are divided into code types and code values. You can use the *Work with Code Tables* option in Infinium Cross Applications to define both. However, if you plan to add code types, be sure to make the appropriate database changes and technical modifications to Infinium Software applications to support the new types.

- Code types define a category of information for which you can define input. For example, Inspection Code Type (**INC**) identifies the type of inspection necessary for your items.
- Code values refer to input that is acceptable in those fields. Code values describe attributes associated with a specific code type. For example, a valid code value for the code type **INC** would be visual inspection, or weight inspection.

All code types are system defined. Some code values are also system predefined. These include values such as approval routing, status codes, and requisition type.

Use the following menu path.

- Infinium Cross Applications
- *Code Files*
  - *Work with Code Tables* [WWCDT]

Code Type Information

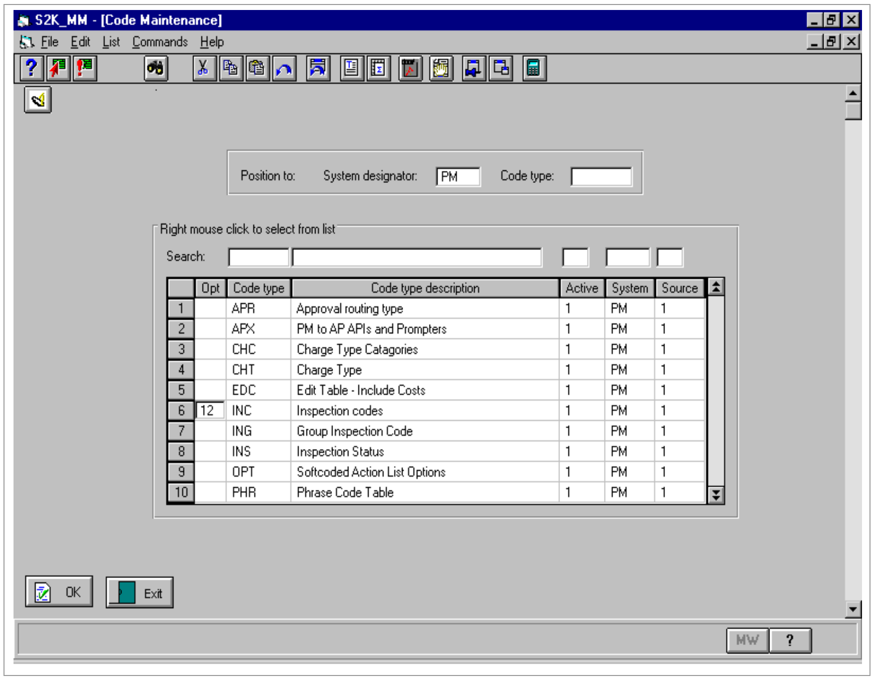

Figure 2-10: Code Maintenance selection screen

Type **12** next to the code type to define or update code values.

If the *Source* column contains **1**, the code type is system-defined. If the *Source* column contains **0**, the code type is user-defined.

Code Value Information

This screen displays all code values for the code type you selected.

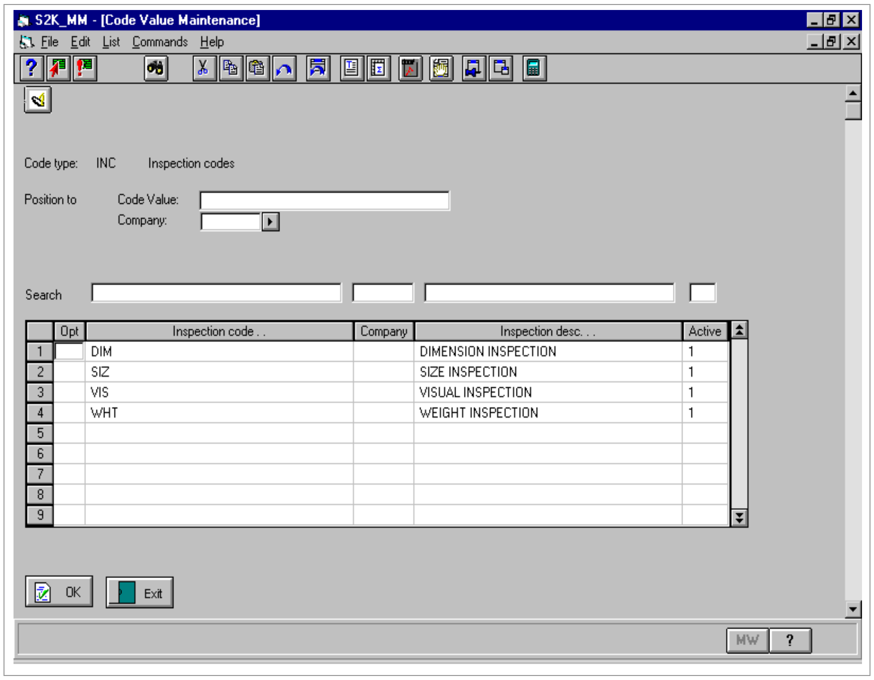

Figure 2-11: Code Value Maintenance selection screen

To add a new code value, press F6 and complete the *Code Value* field. You can make the code company-specific by completing the *Company* field.

You can also select an existing code value to update, delete, or view. Use caution when deleting codes. Do not delete codes that are currently in use anywhere in your system.

Remember that the code value is an entry that the system can validate for the field to which the code type refers.

Adding a Code Value

The system displays this screen when you press F6 from the Code Value Maintenance selection screen.

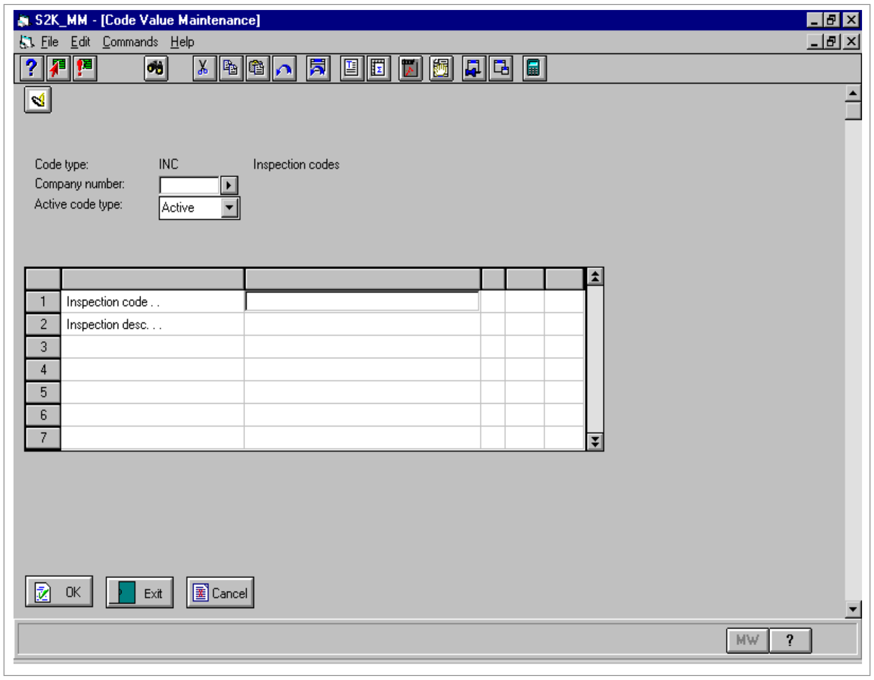

Figure 2-12: Code Value Maintenance Definition screen

Define the code value by making the following entries:

- Type a Company code in the *Company number* field if you want this code value to be valid for only one company. Otherwise, leave the field blank and the code value is valid for all companies. Depending on the code type you are working with, the system may require the *Company number* field.
- Indicate whether this code value is active. The system does not validate inactive codes.
- Type a code value.
- Type a description for the code value.

The following table lists Infinium PM code types and describes their use.

If you are creating a new code value, press Enter to save your entries. The system clears all fields on the screen and you can enter another code value. Press F5 upon returning to the Code Value Maintenance selection screen to refresh and display the new code value(s).

If you are updating an existing code value, press F3 to return to the Code Value Maintenance selection screen.

Code Types Used by Infinium PM

Code Type	Examples	Use
Approval Routing Type (**APR**)*	User Approval, Item Number Approval, Commodity Code Approval, Requisition Type Approval, Purchase Order Approval	To maintain approval routings
Buyer Sort Code (**BUY**)	Buyer's name	To group products and to assign at the item warehouse for use in reorder point processing (ROP)
Company Group (**CG**)	Retail	To enable the user to have authority to more than one company
Charge Type Categories (**CHC**)*	**0** - Other Miscellaneous Tax **1** - Taxes **2** - Freight **3** - Linked Tax	To determine the type of additional charge
Charge Type (**CHT**)	Freight Charge, Labor Charge, Handling Charge	To add additional charges to a purchase order As you create charge types, you can leave the *Include in Cost* field blank and decide if the charge is included in cost as you create the additional charge in the purchase order. This is not recommended for charge types selected with the *Auto generate chg type* field in the purchase order type.
Cost Source (Requisitions) (**CST**)*	**NM** – Normal Cost - Process **UE** – User Entered Cost **VI** – Vendor Item Cost	To determine the cost source for requisitions
Currency Code Table (**CUR**)	US Dollars, Italian Lira	To identify currency for vendors in Infinium Payables Ledger

* You should not create code values for these code types because they are system-defined values.

Code Types Used by Infinium PM

Code Type	Examples	Use
Department Code (**DEP**)	Purchasing, Finance, Accounting	To identify departments assigned to requisitions, quotation requests, and purchase orders
Edit Table - Include in Cost (**EDC**)*	**0** - No **1** - Yes, from Infinium PM **2** - Yes, from Infinium Payables Ledger	Enables you to include additional charges in the purchase order or invoice cost
MSDS Print Format (**FMT**)	ANSI format	To identify the MSDS print format
Freight Terms (**FRT**)	Prepaid, C.O.D.	To identify freight terms that default to the purchase order header
Inspection Codes (**INC**)	Dimensional Inspection, Visual Inspection, Weight Inspection	To identify the type of inspection
Group Inspection Code (**ING**)	Group 1 Group 2	To identify an inspection group
Inspection Status (**INS**)*	**32** (Ready to Inspect), **33** (Inspection in Progress), **34** (Inspection Complete), **35** (Debit Memo)	To identify where an item is in the inspection process
Lot Status (**LOT**)	**RC** – Recalled **IA** – Inactive **TD** – Inactive **RP** – Inactive	To indicate the status of a lot. You cannot change the values that are shipped; however, you can create your own code values.
Note Type (**NTE**)*	Approval Notes, Debit Memo Notes, Inspection Notes, Purchase Order Notes, Receiving Notes, and Notes (requisitions).	To control the display of print options in the appropriate Notes window. Type **1** next to a print option to display that print option in the Notes window.
Soft coded Action Lists Options (**OPT**)*	Purchase Order Inquiry, Display Approvals, Display Inspection Receipts	To control the requisitions and purchase order action list programs

Code Types Used by Infinium PM

Code Type	Examples	Use
Phrase Codes (**PHR**)	Fragile Handle w/Care, Rush Shipment, Quotation request handling instructions	To identify phrases to print on a requisition, quotation request, or purchase order
* You should not create code values for these code types because they are system-defined values.		
Purchase Order Type Code (**POT**)*	Regular Purchase Order, Contract/Service, Blanket Parent, Blanket Release	To identify the purchase order and processing characteristics
Project ID Table (**PRJ**)	Rebuild Lab, System Test Air handler	To assign a project ID to a requisition, quotation request, or purchase order
Price Source (Purchase orders) (**PS**)	**NM** – Normal Cost **UE** – User Entered Cost **VI** – Vendor Item Cost	To determine the cost source for purchase orders
Rejection Code (**RJC**)	Failed all Inspections, Failed Partial Inspections, Failed Size Inspection	Future use
Return Type (**RTC**)	Update Infinium Payables Ledger and/or Update Infinium Inventory Control	To indicate systems to update when you approve returns
Requisition Type Code (**RTP**)*	Issue requisition, Purchase requisition, Quotation request (RFQ), Transfer requisition	To identify the requisition type and processing characteristics
Ship-To Location (**SHP**)	Bldg. #1, Bldg. #2	To assign a ship-to location for requisitions, quotation requests, and purchase orders if you do not use warehouses

Code Types Used by Infinium PM

Code Type	Examples	Use
Status Code (**STS**)*	**00** (Work in Progress), **01** (Open), **02** (On Hold), **03** (Blanket Parent Header Open), **05** (Future Order Requisition), **06** (Backorder Requisition), **10** (Approval Pending), **11** (Approval Hold), **15** (Open Quotation Request), **50** (Partially Received Purchase Order Detail), **51** (Fully Received Purchase Order Detail), **91** (Manual Close), **92** (Automatic Close), **99** (Deleted)	To indicate the current status of a requisition, quotation request, or purchase order
Ship Via (**VIA**)	UPS, Yellow, best way	To indicate shipping method for order entry
Vendor Price Type (**VPT**)*	Base Price (**BAS**)	To assign the type of charge to a vendor item price

* You should not create code values for these code types because they are system-defined values.

The following table lists inactive Infinium PM code types. These code types remain in the system but are inactive because they are no longer used by the current version of Infinium PM.

Inactive Code Types for Infinium PM

Code Type	Examples	Use
PM to PL Prompt Programs (**PLX**)	**DST** (PLGMHD1) **PYT** (PLGTMD1) **VAD** (PLGVAD1) **V1D** (PLGEDM1)	To retrieve information from Infinium Payables Ledger Refer to the code tables for a complete list of code values for code type **PLX**.
Exit Programs Definition (**PMX**)	**APCO** (APGPMV) **APVE** (APGPOA) **APVN** (APGV1V)	To identify the exit programs available in Infinium PM Refer to the code tables for a complete list of code values for code type **PMX**.

Inactive Code Types for Infinium PM

Code Type	Examples	Use
Purchasing Tax Codes (**PTC**)	Non-Taxable or Taxable	To indicate whether an item is taxable

Defining User Profile Default Information

User profile defaults enable you to process requisitions, quotation requests, purchase orders, sourcing, and receipts more quickly by reducing the number of manual entries.

You can create user defaults using the following options:

- *Control Files, Work with user profile defaults*
- *Supervisor Functions, Work with user profile*
- *Requisitions, Work with requisition defaults*
- *Quotation Requests, Work with quotation defaults*
- *Purchase Orders, Work with purchase user defaults*
- *Purchase Orders, Work with sourcing user defaults*
- *Receiving, Work with receiving defaults*

Use the following menu path.

- Infinium PM
- *Control Files*
    - *Work with user profile defaults* [WWUPD]

Creating User Profile Default Values

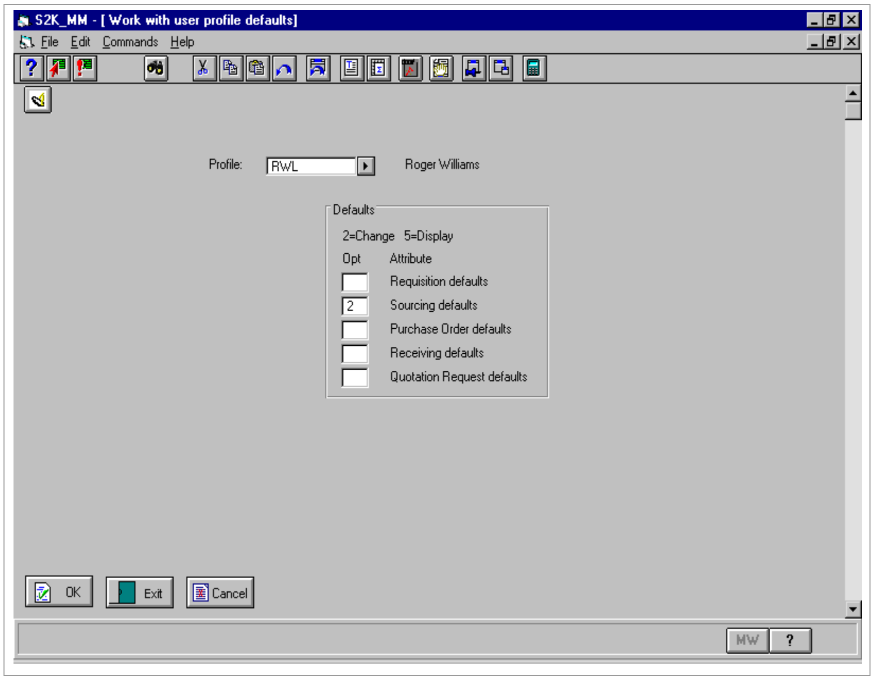

Figure 2-13: Work with User Profile Defaults selection screen

Type **2** in the *Opt* field to create user defaults at the entity level for requisitions, quotation requests, sourcing, purchase orders, and receiving.

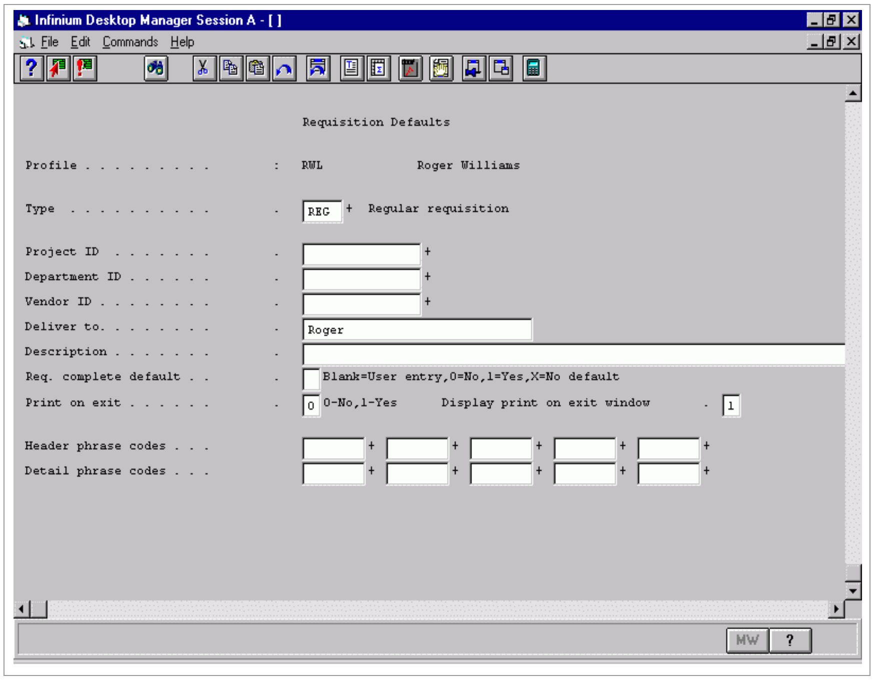

Figure 2-14: Requisition Defaults screen

The system displays this screen when you type **2** in the *Opt* field in the Work with User Profile Defaults selection screen next to Requisition defaults.

Type

You must have authorization to the requisition type you specify in the *Type* field.

Project ID, Department ID

The system validates the entries in the *Project ID* and *Department ID* fields against the code tables in Infinium Cross Applications.

Req. complete default, Print Req default

The values you specify in the *Req. complete default* and *Print Req default* fields override the values specified in the requisition type control.

For detailed information on each type of user default, refer to the applicable chapters in this guide.

Defining Purchasing Default Item Warehouse Information

The system uses item warehouse information (Item Warehouse file) specified in Infinium Cross Applications for functions such as:

- Requisition and purchase order defaults in Infinium PM
- ABC Analysis, Physical Inventory, and Reorder Point Processing in Infinium Inventory Control
- Material Requirements Planning and Master Production Scheduling in Infinium Advanced Planning

Through the Item Warehouse file, you can define how the system uses products and raw materials in warehouses at three levels:

- The entity level applies to the material for all companies and warehouses.
- The company level applies to the material for a specific company and all its warehouses.
- The warehouse level applies to the material for a specific company and warehouse.

When you create a new item warehouse record, you may want to define Inventory Information at the company level and then define exceptions at the warehouse level.

You can access the item warehouse screens from the following functions in Infinium Cross Applications:

- The *Work with Item Warehouse* option
- The Maintain Item/Warehouse Information attribute in the *Work with Products* option
- The Maintain Item/Warehouse Information attribute in the *Work with Raw Materials/Resource* option

You can use the *Work with Item Warehouse* option to perform the following functions:

- Create item warehouse records for raw materials and products that you entered through the *Work with Raw Materials/Resources* or *Work with Products* options

- Update information for existing item warehouse records you created using the Maintain Item Warehouse attribute in the *Work with Raw Materials/Resources* or *Work with Products* options

Remember that you can create records at different levels for the same item.

Use the following menu path.

- Infinium Cross Applications
- *Master Files*
  - *Work with Item Warehouse* [WWIW]

Creating an Item Warehouse Record

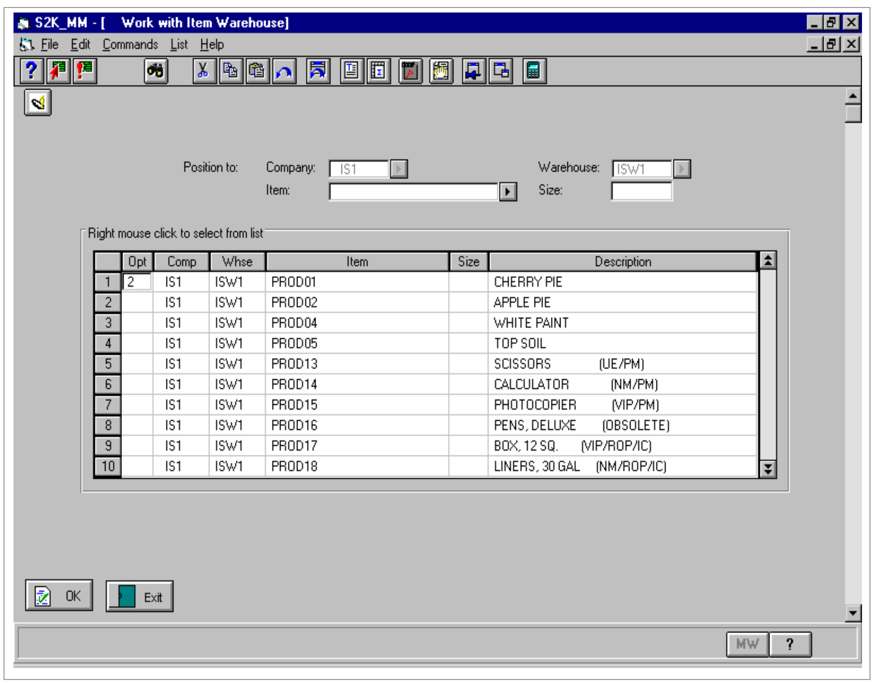

Figure 2-15: Work with Item Warehouse selection screen

Press F6 to create a record. The table below shows how to create records at three levels by making entries in the *Company*, *Warehouse* and *Item* fields.

Level	Company	Warehouse
Entity	Blank	Blank
Company	Type a valid company	Blank

Level	Company	Warehouse
Company/ Warehouse	Type a valid company	Type a valid warehouse

To change an Item Warehouse record, type **2** in the *Opt* field next to an Item Warehouse record and then press Enter to display the Work with Item Warehouse Attribute selection screen.

Item Warehouse File Attributes

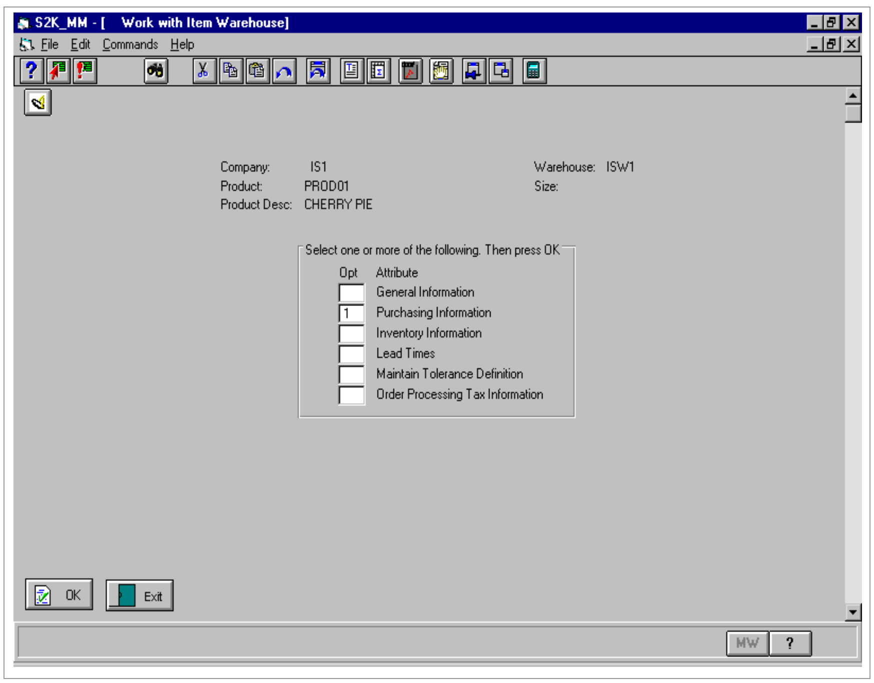

Figure 2-16: Item Warehouse attribute selection screen

The General Information, Inventory Information, and Lead Times attributes that display on this screen pertain to Infinium Inventory Control and Infinium PM. The Purchasing Information and Maintain Tolerance Definition attributes pertain to Infinium PM and Infinium Payables Ledger.

You determine the pre-selected attributes through the *Work with User Selection* option in Infinium Cross Applications. To create or update an attribute, select the appropriate attribute and then press Enter. You can also press F9 to access all of the attributes in the order they display on this screen.

Depending on how your system is set up, the system may require some options on the Work with Item Warehouse File Attribute selection screen. If you try to exit the option without completing those fields, the system returns you to this screen. The system highlights required attributes and fields.

Type **2** next to the Purchasing Information attribute to define defaults for requisitions and purchase orders.

Purchasing Information

This screen displays when you select the Purchasing Information attribute from the Work with Item Warehouse Attribute selection screen.

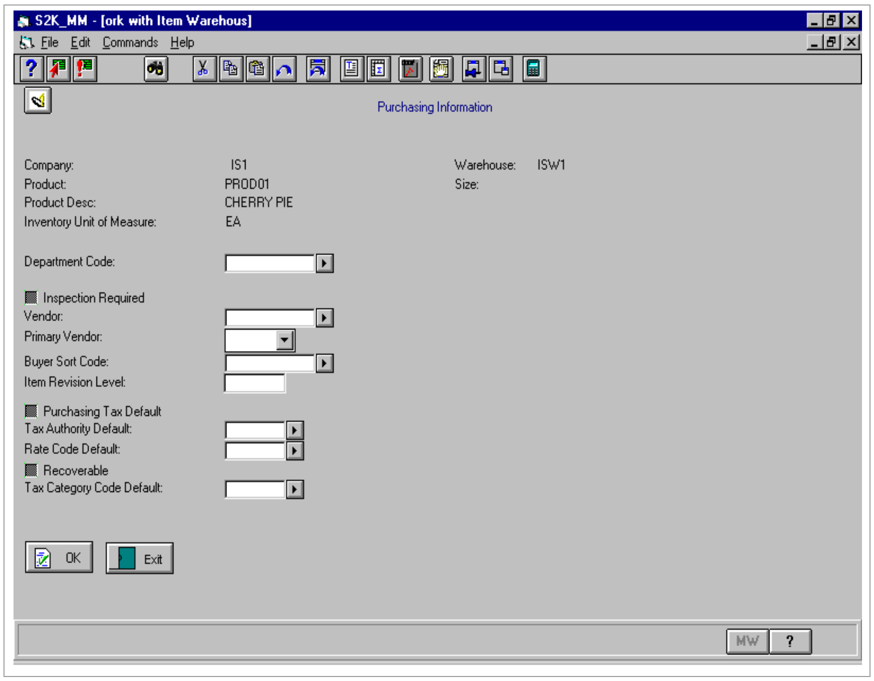

Figure 2-17: Purchasing Information screen

The purchasing information you define specifies the values that default when you create requisitions and purchase orders.

Inventory Unit of Measure

If you are working with a product, the default value for this field is from the *Inventory Unit of Measure* field on the Work with Item Warehouse Inventory Information screen in the *Work with Products* option. If you are working with a raw material/resource or non-inventory material, the default value for this field is from the *Material Unit of Measure* field on the Work with Item Warehouse General Information screen in the *Work with Raw Materials/Resource* or *Work with Non-inventory Material* option.

The inventory unit of measure defaults to the issue and transfer requisition detail in Infinium PM. If you leave the *Purchasing Unit of Measure* field blank (this field is input capable only at the company level), the inventory unit of measure defaults to the Purchase Requisition details screen.

Purchasing Unit of Measure

If you define a purchasing unit of measure here, it defaults to the *Unit of measure* field on the Purchase Order and Purchase Requisition detail screens in Infinium PM.

The *Purchasing Unit of Measure* field in the Item Warehouse file is input capable only at the company level because you can ship a purchase order detail line item to multiple warehouses and each detail line has only one unit of measure.

Department Code

The department you specify here defaults to the *Department ID* field on the purchase order and purchase requisition details. Infinium PM may require you to enter a Department code on the purchase order detail if you define your purchase order type to require this entry.

You define Department codes for the code type **DEP** in the *Work with Code Tables* option in the *Code Files* menu in Infinium Cross Applications.

Inspection Required

The entry in this field defaults to the purchase order and purchase requisition details in Infinium PM. You can override this in Infinium PM. If you type **Y** in this field and you do not override this value on the Purchase Order detail screen, you must process this item through inspections after you receive this item in Infinium PM. You must take inspections through the *Inspections* menu in Infinium PM.

Vendor

The vendor you specify in this field defaults to any purchase order or requisition detail line in Infinium PM that you create for this company and this item.

The vendor you type here must be a valid vendor defined in Infinium Payables Ledger.

If you type a value in the *Primary Vendor* field, the system requires an entry in the *Vendor* field.

Primary Vendor

If you specify a vendor in the *Vendor* field, you may also specify whether the vendor is the primary or sole vendor from whom you purchase this item within this company. If you define a vendor as the sole source vendor, the system defaults this to the requisition detail and you cannot override it. If you define a vendor as the primary vendor, you can override the vendor on the requisition detail line.

Buyer Sort Code

The system can use your entry in this field to sort criteria for various reports and to request item warehouse records for copying. The system also uses Buyer codes to group items for Reorder Point Processing for purchased items. The Buyer Sort code that you create for this company and item will default to the requisition detail line in Infinium PM.

You create Buyer codes using the **BUY** code in the *Work with Code Tables* option in the *Code Files* menu in Infinium Cross Applications.

Item Revision Level

You can use this field to indicate the number of revisions an item has had, for example if it has been re-engineered. You must update this field manually. The system does not automatically track revisions for individual items.

If an item's form or fit changes, you should create a new item by assigning a new identifier either through the *Work with Products, Work with Raw Material/Resource*, or *Work with Non-inventory Materials* options within the Infinium Cross Applications *Master Files* menu.

Purchasing Tax Default

Use this field to define the default taxable status for Infinium PM. Type **Y** (Yes) to indicate a taxable status and **N** (No) to indicate an exempt status. If this field is No, the system does not create a tax additional charge record in Infinium PM unless you override the flag on the Purchase Order detail screen. If this field is **Yes**, the system creates a tax additional charge record, validates it, and generates an error message if needed tax information is invalid or missing in Infinium PM.

The *Purchasing Tax Default* field also resides in the Raw Material/Resource Master file, the Product file, all three levels of the Item Warehouse file, the Commodity Code Master file, the Code Values file (specifically the Ship-to, **SHP**, code value), the Company Controls in Infinium Cross Applications, the Vendor Master Tax Controls in Infinium Payables Ledger, and the Entity Controls in Infinium Cross Applications. The system searches for this value as a default for the Purchase Order Maintenance Detail screen.

The system performs the search in the following order:

- Company/warehouse level record on the Item Warehouse file
- Company level record on the Item Warehouse file
- Entity level record on the Item Warehouse file
- Product and Raw Material Master files
- Commodity Code Master file
- Warehouse or Ship-to (**SHP**) code in the Infinium Cross Applications Code Values file
- Infinium Cross Applications Company Control file
- Vendor Master Tax Controls in Infinium Payables Ledger
- Infinium Cross Applications Entity Control file

If the system completes this search and finds no value, the system defaults **N** (No) in the Purchase Order Maintenance Detail screen.

Tax Authority Default

Use this field to define the appropriate tax authority to default into the detail line item in Infinium PM. This field also resides at the same places the *Purchasing Tax Default* field resides. The system searches for a value for this field in the same way it searches for a value in the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system will leave this field blank.

You can prompt on this field to select a valid tax authority. You create tax authorities in Infinium Global Taxation.

The system uses the Tax Authority code, together with the Rate code to obtain tax distribution accounts for the invoice. The tax authority specifies the organization to which the tax is ultimately being paid.

Rate Code Default

Use this field to define the appropriate Tax Rate code to default into the detail line item in Infinium PM. You define Tax Rate codes in Infinium Global Taxation. The system uses the Tax Rate code combined with the Tax Authority code to obtain percentages to use in calculating tax amounts.

This field also resides at the same places the *Purchasing Tax Default* field resides. The system searches for a value for this field in the same way it searches for a value in the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system leaves this field blank.

Recoverable

Type **Y** (Yes) in this field to instruct the system to go to Infinium Global Taxation to find the defined recoverable percentages for VAT taxes. If you type **N** (No) in this field, the system does not perform the check and the system considers the entire amount non-recoverable. This value defaults onto the Additional Charge Maintenance screen in Infinium PM.

This field also resides at the same places the *Purchasing Tax Default* field resides. The system searches for a value for this field in the same way it searches for a value in the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system uses a value of **1** for this field.

Tax Category Code Default

Use this field to define the appropriate Tax Category code for tax purposes to default onto the Additional Charge Maintenance screen in Infinium PM. The system uses Tax Category codes to report tax history details from within Infinium Global Taxation. You define Tax Category codes in Infinium Global Taxation.

This field also resides at the same places the *Purchasing Tax Default* field resides. The system searches for a value for this field in the same way it searches for a value in the *Purchasing Tax Default* field. If the system completes this search and finds no value, the system leaves this field blank.

For more information on defining item warehouse information, refer to the “Maintaining the Item Warehouse File” appendix in this guide.

Defining Company Groups

You can assign one or more companies to a company group in Infinium PM. One reason for grouping companies is security purposes. You can assign a company group to a user profile so a user has access to only those companies within the company group.

Use the following menu path.

- Infinium PM
- *Control Files*
  - *Work with purchase company group* [WWPCG]

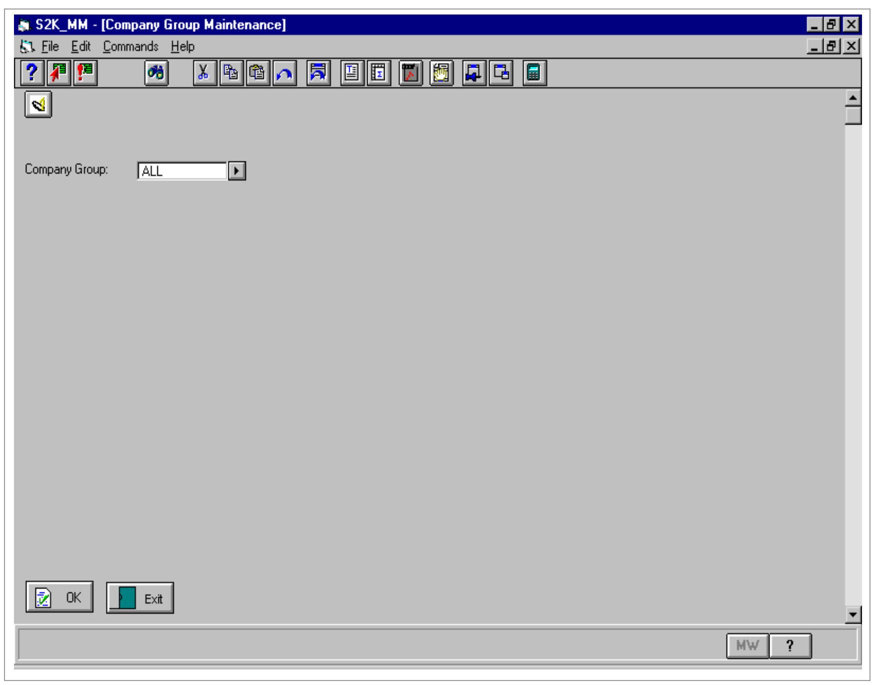

Figure 2-18: Company Group Maintenance prompt screen

To create a company group, type a name for the company group and press F6.

Additional Company Group Information

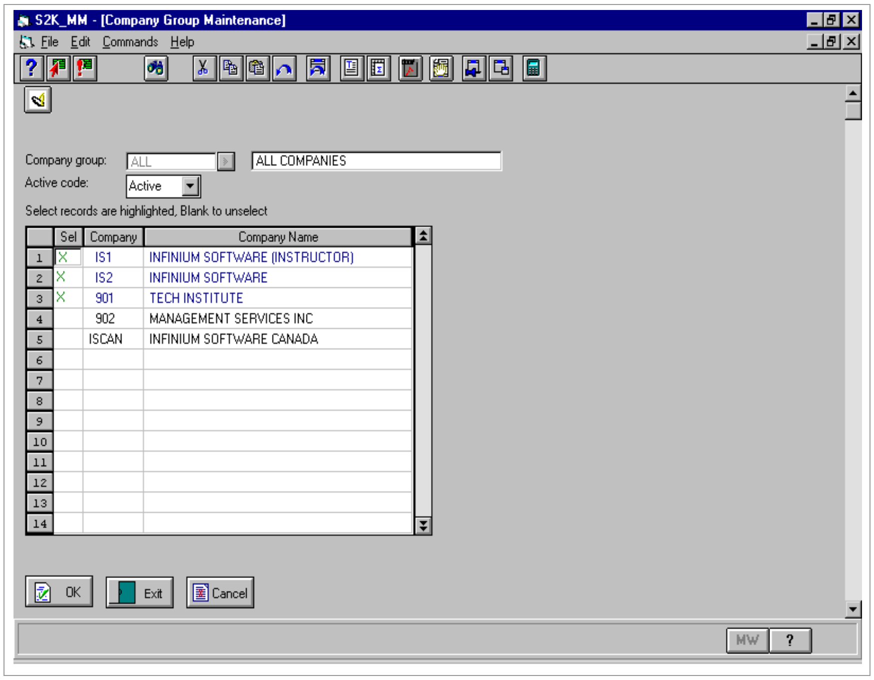

Figure 2-19: Company Group Maintenance screen

You must type a company group description and a value in the *Active code* field.

Type **X** in the *Sel* field to add a company to the company group you are creating or maintaining.

Once you exit and save your changes, the system displays the company belonging to the company group in reverse image.

Notes

Chapter 3 Working with Supervisor Controls for User Setup

3

The chapter consists of the following topics:

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Defining General User Profile Information	3-6
Defining Access Level Authority	3-11
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Overview of Supervisor Controls for User Setup

Infinium Purchase Management provides you with additional security beyond Infinium Application Manager. This security enables you to have specific control over a user's access to purchasing functions. This chapter explains the different Infinium Purchase Management user access security options.

Caution: All of the functions covered in this chapter can affect the operation of Infinium Purchase Management for many users. For this reason, you should limit access to the menu options covered in this chapter to your system administrators and/or supervisors.

After you complete this chapter, you should be familiar with the following:

- Establishing user profiles
- Defining Access Level and Option Level Authority
- Restricting Access to Requisitions, Purchase Orders, and Vendors
- Creating User Defaults for Requisitions, Quotation Requests, Sourcing, Purchase Orders, and Receiving
- Copying User Profiles
- Deleting User Profiles

Defining User Profiles

Each user of Infinium Purchase Management must have a specific user profile. You can establish system processing authorities and restrictions for each user profile.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

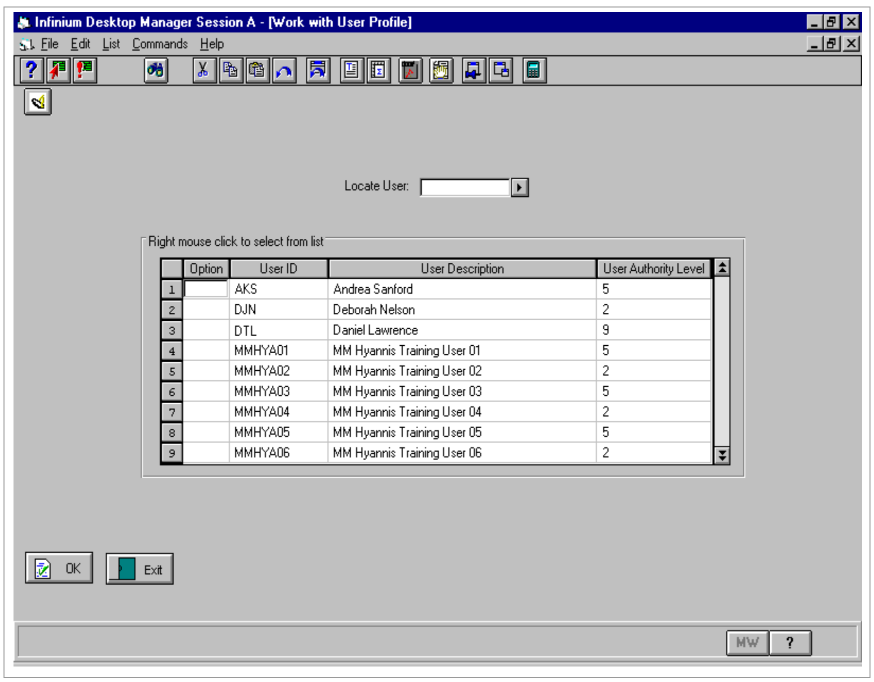


Figure 3-1: Work with User Profile screen

You can add, copy, delete, and work with Infinium Purchase Management user profiles from this screen. The system displays only those user profiles with a user authority level equal to or less than your user authority level.

Your Infinium Purchase Management user profile determines if you can use the copy, delete, and work with options in the Work with User Profile screen.

Press F6 to add a new user profile to Infinium Purchase Management. The system displays the Work with User Profile General Information screen.

Refer to the “Defining General User Profile Information” section in this chapter for more information.

You can also create a new user profile by copying an existing user profile. Refer to “Copying User Profiles” in this chapter for more information.

To update a user profile, type **5** in the *Opt* field and press Enter. The system displays the Work with User Profile attribute selection screen.

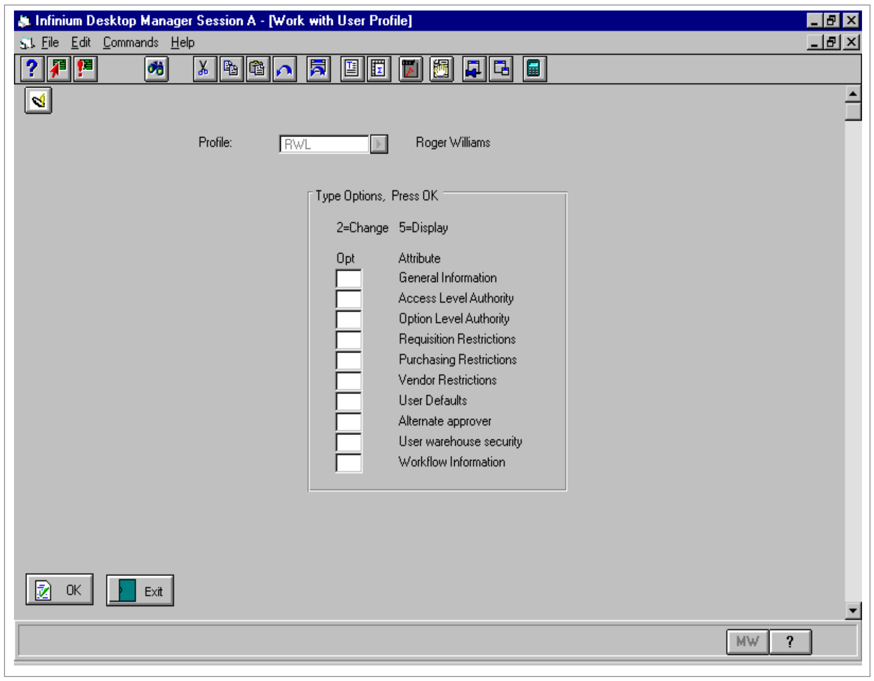


Figure 3-2: Work with User Profile attribute selection screen

To fully establish the user profile, you should complete each of the user profile attributes.

Profile

The system displays the selected user profile in this field.

Opt

Type **2** next to an attribute to work with the user profile attribute information. Type **5** to display existing attribute information.

To work with more than one attribute at a time, type **2** next to the applicable attributes and press Enter, or press F9 to select all attributes.

User Profile Attributes

The following table describes each of the user profile attributes.

Attribute	Description
General Information	Defines information about the user, such as effective dates and whether the user is a supervisor
Access Level Authority	Defines access levels for the user, such as updating other user profiles
Option Level Authority	Defines option levels for the user, such as manually closing purchase orders in receiving, and using additional charges
Requisition Restrictions	Defines user requisition restrictions
Purchasing Restrictions	Defines user purchase order restrictions
Vendor Restrictions	Defines vendors the user cannot use
User Defaults	Defines user defaults in requisitions, purchase orders, receiving, quotation requests, and sourcing
Alternate Approver	Defines alternate approvers for the user. For more information, refer to the “Defining Approval Controls” chapter in this guide.
User Warehouse Security	Defines warehouse security for the user
Workflow Information	Defines whether electronic messaging is activated for the user for the Purchasing Approvals e-business extension application

Defining General User Profile Information

For each user profile, you can further implement security by defining user profile defaults and restrictions.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

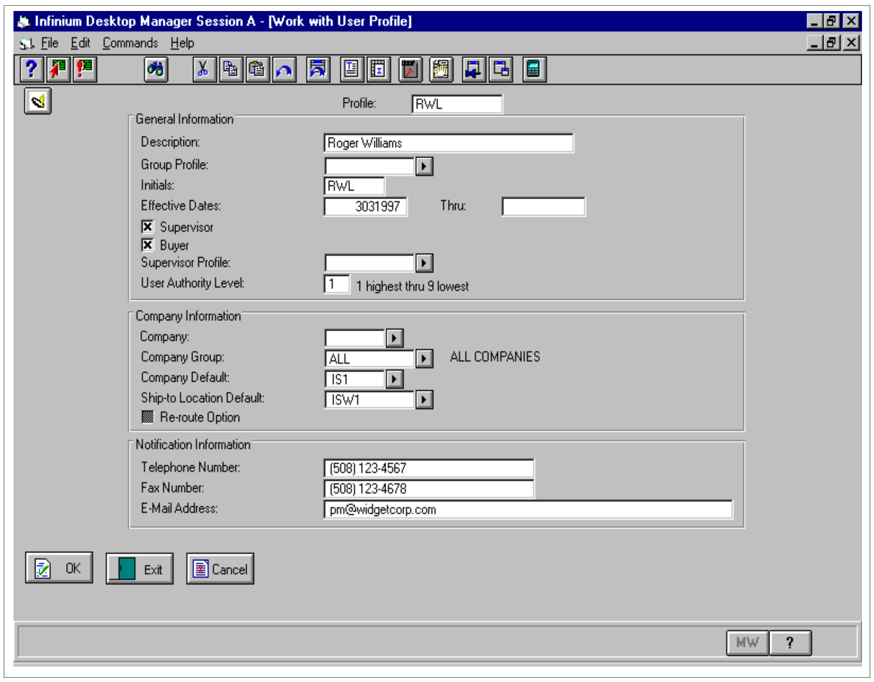


Figure 3-3: Work with User Profile General Information screen

The system displays this screen when you type **2** in the *Opt* field to work with the General Information attribute.

You must complete the following fields on this screen:

- *Description*
- *Initials*
- *Supervisor*
- *Buyer*

- *User Authority level*
- *Company* or *Company group*

Group Profile

This field is for future use.

Initials

Use this field to identify the initials for this user. The user's initials become the ***USERINIT** component of system-generated sequence numbers for requisitions, purchase orders, receipts, and inspections. You define sequence numbers with the *Work with sequence numbering* option.

Supervisor

Type **1** in this field if this user is a supervisor. If this user is not a supervisor, you must identify this user's supervisor in the *Supervisor profile* field.

User Authority Level

Use this field to define the authority level for this user, which determines the user profiles this user can edit. A user can modify user profiles that have a lower authority level (higher number) than his or her own user profile.

The *User Profile Change* field in the Option Level Authority attribute ultimately determines if the user can modify other user profiles.

Company

Use this field to restrict the user to a specific company.

If you specify a company, you cannot specify a company group in the *Company Group* field.

Company Group

Use this field to restrict the user to a group of companies.

The company or company group you define dictates the requisition or purchase order restrictions the user can establish.

For example, user **RWL** is assigned to company group **ALL**, which consists of eight companies. When requisition and/or purchase order restrictions are setup for those companies, the system restricts user **RWL** to the companies within company group **ALL**.

Company Default

Use this field to specify the user's default company. This company must be assigned to the company group specified in the *Company Group* field.

The system uses the following hierarchy when searching for a default company.

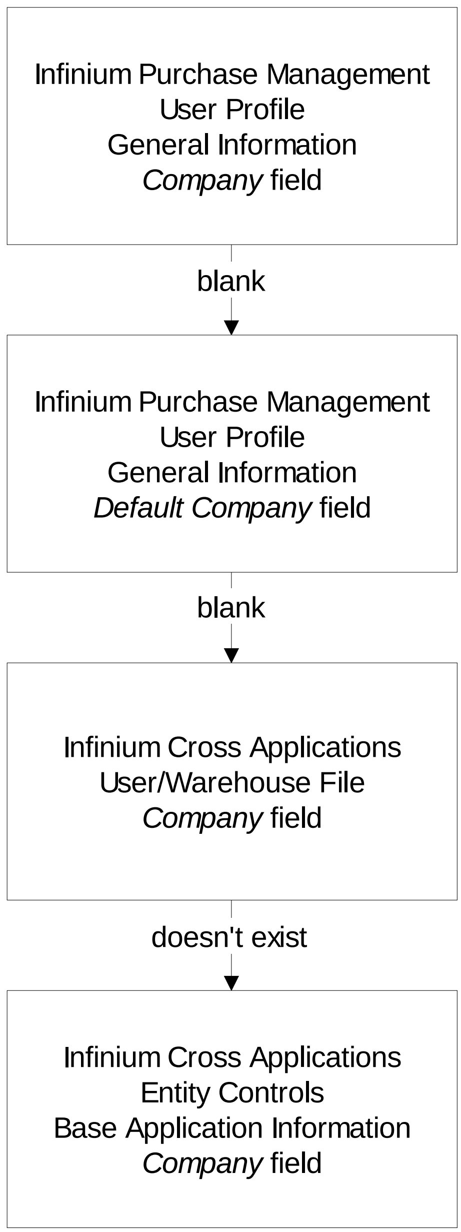


Figure 3-4: Company Hierarchy

Ship-to Location Default

Use this field to specify the default warehouse or ship-to location used in requisitions and purchase orders for this user.

If you specify a ship-to location default, you must also specify a default company in the *Company Default* field in the User Profile Attributes screen.

The system uses the following hierarchy when searching for a default ship-to location.

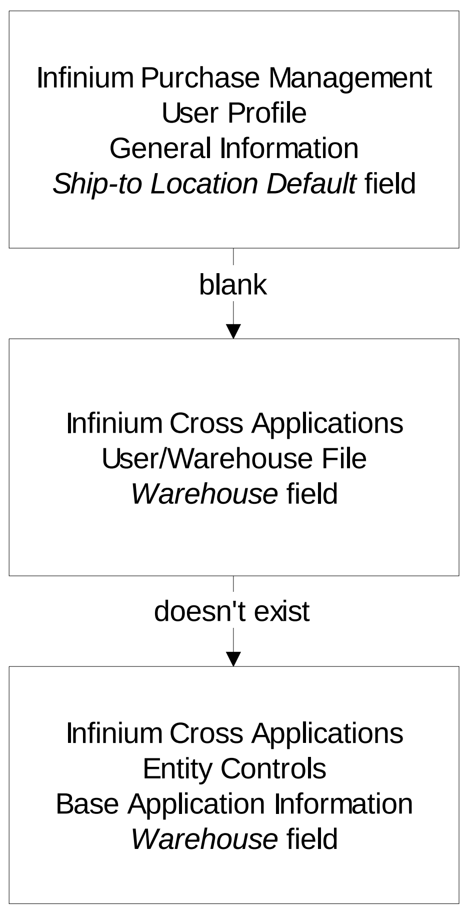


Figure 3-5: Ship-to Location Hierarchy

The system uses the above hierarchy when searching for the default value for the *Ship-to Location* fields in the requisition detail and purchase order header, as well as the requisition fast entry (press F11 from the requisition header) and requisition user defaults (press F16 from the requisition header).

The system defaults the ship-to location specified at the purchase order header to the *Ship-to Location* field at the purchase order detail.

Re-route Option

The system uses this field to determine whether to re-route an edited purchasing documents awaiting approval through the entire approval routing.

Type **1** in this field to re-route an edited purchasing document, which requires approval, through the entire approval routing.

Type **0** in this field to continue with the established approval routing after editing the purchasing document.

The system begins re-route processing if you edit one of the following fields in a purchase order awaiting approval:

- *Item Code*
- *Commodity Code*
- *Extended Cost*
- *Item Size Code*
- *Quantity*
- *Buyer ID*

If you modify certain fields in a purchase order awaiting approval, the system first checks the *Re-route Option* field in the buyer ID's user profile for an entry. If that field is blank, the system looks at the *Re-route allowed* field in the purchase order type for handling of the purchasing document.

Telephone Number, Fax Number

The system uses the information in these fields to print on the quotation request cover sheets.

E-Mail Address

The system uses the information in this field to print on the quotation request cover sheet and for e-mail notification with the Purchasing Approvals e-business extensions application.

If electronic messaging is activated for the Purchasing Approvals e-business extensions application, the *E-Mail Address* field must specify an existing alias in Lotus Notes or the document cannot be routed.

Defining Access Level Authority

The system enables you to establish access level authority for a user. You can establish user access level authority for requisitions, purchase orders, receiving, and inspections. In addition, you can define whether the user can update other user profiles.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

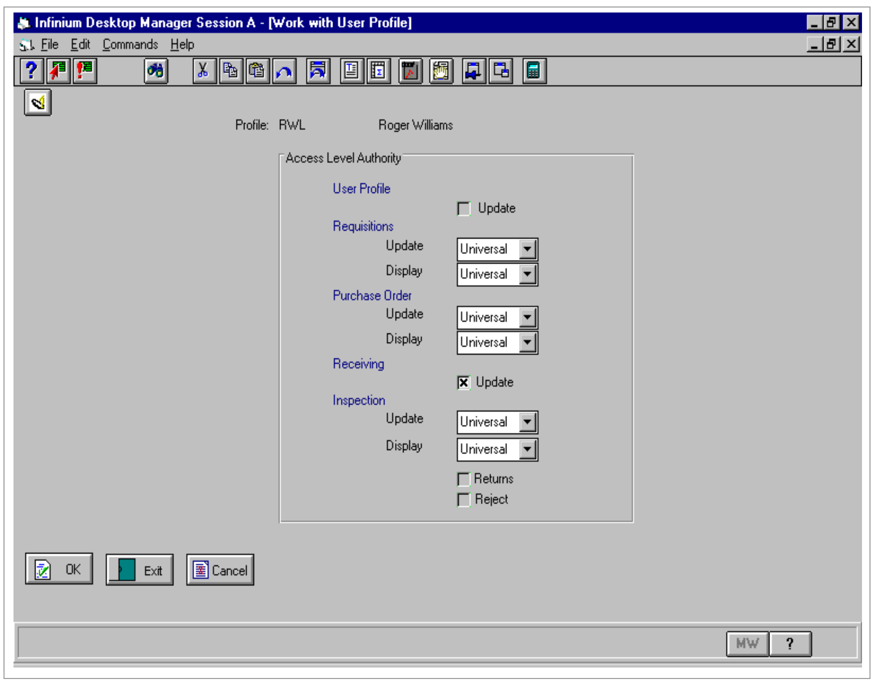


Figure 3-6: Work with User Profile Access Level Authority screen

The system displays this screen when you type **2** in the *Opt* field to work with the Access Level Authority attribute.

The system requires that you complete all fields on this screen. The default entry for the fields on this screen is **0**.

Refer to the following table for field input information for the requisition, purchase order, and inspections fields.

Value	Attribute	Description
0	None	The user cannot perform the function.
1	Personal	The user can perform the function only to objects he or she created.
3	Universal	The user can perform the function to all objects in the authorized companies.

User Profile Access Level Authority

The following field defines a user's authority to use the *Work with user profile* option.

Update

Type **0** in the *Update* field to restrict the user from using the *Work with user profile* option. Type **1** to enable the user to use the *Work with user profile* option.

Refer to the Option Level Authority attribute for additional options for user profile authority.

Requisition Access Level Authority

The following fields define a user's authority to update and display requisitions.

Update

Type **0** in the *Update* field to restrict the user from updating any requisition or quotation request. Type **1** to restrict the user to updating only those requisitions or quotation requests that he or she created. Type **3** to enable the user to update any requisition or quotation request.

Display

Type **0** in the *Display* field to restrict the user from displaying any requisition or quotation request. Type **1** to restrict the user to displaying only those requisitions or quotation requests that he or she created. Type **3** to enable the user to display any requisition or quotation request.

If you set the *Display* field to **1** (personal), that user cannot copy requisitions or quotation requests created by other users.

Purchase Order Access Level Authority

The following fields define a user's authority to update and display purchase orders.

Update

Type **0** in the *Update* field to restrict the user from updating any purchase order. Type **1** to restrict the user to updating only those purchase orders that he or she created. Type **3** to enable the user to update any purchase order.

Display

Type **0** in the *Display* field to restrict the user from displaying any purchase order. Type **1** to restrict the user to displaying only those purchase orders that he or she created. Type **3** to enable the user to display any purchase order.

Receiving Access Level Authority

The following field defines a user's authority to update receipts.

Update

Type **0** in the *Update* field to restrict the user from updating receipts. Type **1** to enable the user to update receipts.

Inspection Access Level Authority

The following fields define a user's authority to update and display inspections, create returns, and reject goods.

Update

Type **0** in the *Update* field to restrict the user from updating any inspection. Type **1** to restrict the user to updating only those inspections that he or she created. Type **3** to enable the user to update any inspection.

Returns

Type **0** in the *Returns* field to restrict the user from creating returns. Type **1** to enable the user to create returns.

Display

Type **0** in the *Display* field to restrict the user from displaying any inspection. Type **1** to restrict the user to displaying only those inspections that he or she created. Type **3** to enable the user to display any inspection.

Reject

Type **0** in the *Reject* field to restrict the user from using the *Qty rejected* field in the Inspection File Maintenance Detail screen. Type **1** to enable the user to use the *Qty rejected* field in the Inspection File Maintenance Detail screen.

Defining Option Level Authority

The system enables you to set option level authority for a user. You can establish user option level authority relating to user profile, receiving, additional charges, and simulate vendor price.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

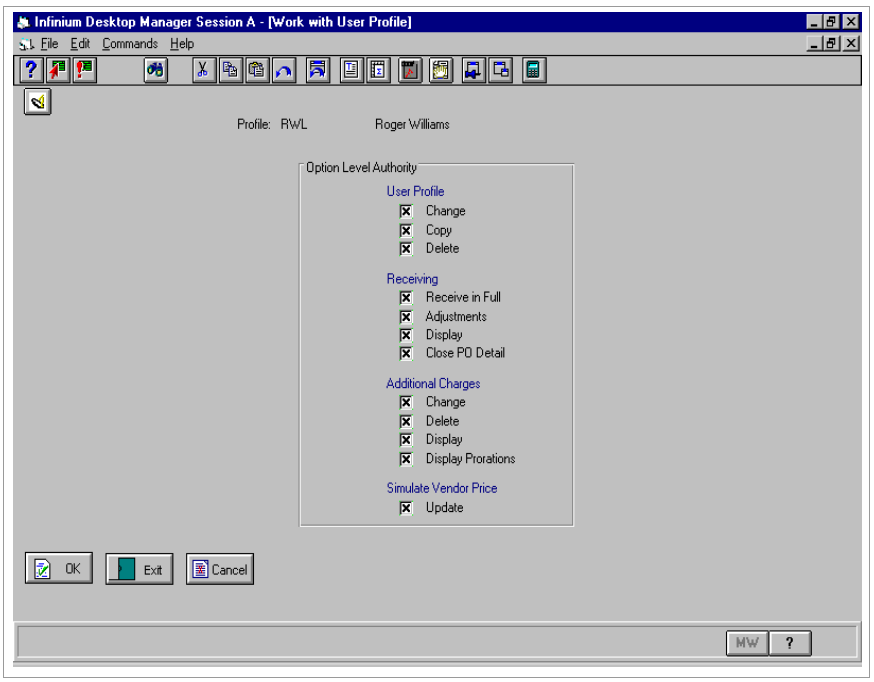


Figure 3-7: Work with User Profile Option Level Authority for Receiving screen

The system displays this screen when you type **2** in the *Opt* field to work with the Option Level Authority attribute.

User Profile Option Level Authority

The following fields define a user's authority to change, copy, and delete Infinium Purchase Management user profiles.

Change

Type **0** in this field to restrict a user from using option **5** (Work with) in the *Opt* field of the Work with User Profile screen. Type **1** to enable the user to work with user profiles.

The *User Profile Update* field in the Access Level Authority attribute determines if the user can use the *Work with user profile* option.

Copy

Type **0** in this field to restrict a user from using option **3** (Copy) in the *Opt* field of the Work with User Profile screen. Type **1** to enable the user to copy user profiles.

Delete

Type **0** in this field to restrict a user from using option **4** (Delete) in the *Opt* field of the Work with User Profile screen. Type **1** to enable the user to delete user profiles.

Receiving Option Level Authority

The *Receive in Full*, *Adjustments*, and *Close PO Detail* fields define a user's authority to processing options that perform these functions in the Receiver Processing Detail screen. The *Display* field defines a user's authority to use the *Display receipts* option.

Receive in Full

Type **0** in this field to restrict a user from using option **2** (Receive in full) in the *Opt* field of the Receiver Processing Detail screen. Type **1** to enable the user to use the receive in full option.

Adjustments

Type **0** in this field to restrict a user from using option **4** (Receipt Adjustments) in the *Opt* field of the Receiver Processing Detail screen. Type **1** to enable the user to use the receipt adjustments option.

Display

Type **0** in this field to restrict a user from using the *Display receipts* option. Type **1** to enable the user to use the *Display receipts* option.

Close PO Detail

Type **0** in this field to restrict a user from using option **5** (Close PO detail) in the *Opt* field of the Receiver Processing Detail screen. Type **1** to allow the user to use the close purchase order option.

Additional Charges Option Level Authority

The following fields define a user's authority to processing options with purchase order additional charges.

Change

Type **0** in this field to restrict a user from changing additional charge information in a purchase order. Type **1** to enable the user to change additional charges.

Delete

Type **0** in this field to restrict a user from deleting additional charge information in a purchase order. Type **1** to enable the user to delete additional charges.

Display

Type **0** in this field to restrict a user from displaying additional charge information in a purchase order. Type **1** to enable the user to display additional charges.

Display Prorations

Type **0** in this field to restrict a user from displaying prorated additional charge information for a purchase order. Type **1** to enable the user to display prorated additional charge information for a purchase order.

Simulate Vendor Price Option Level Authority

The following field defines a user's authority to update vendor item price information.

Update

Type **0** in this field to restrict a user from using option **2** (Update) to update vendor item price records in the *Simulate vendor pricing* option. Type **1** to enable the user to use option **2** (Update) in the *Simulate vendor pricing* option.

Restricting Access to Requisitions

The system enables you to establish requisition restrictions for each user of Infinium Purchase Management.

You can establish quotation request restrictions with this option.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

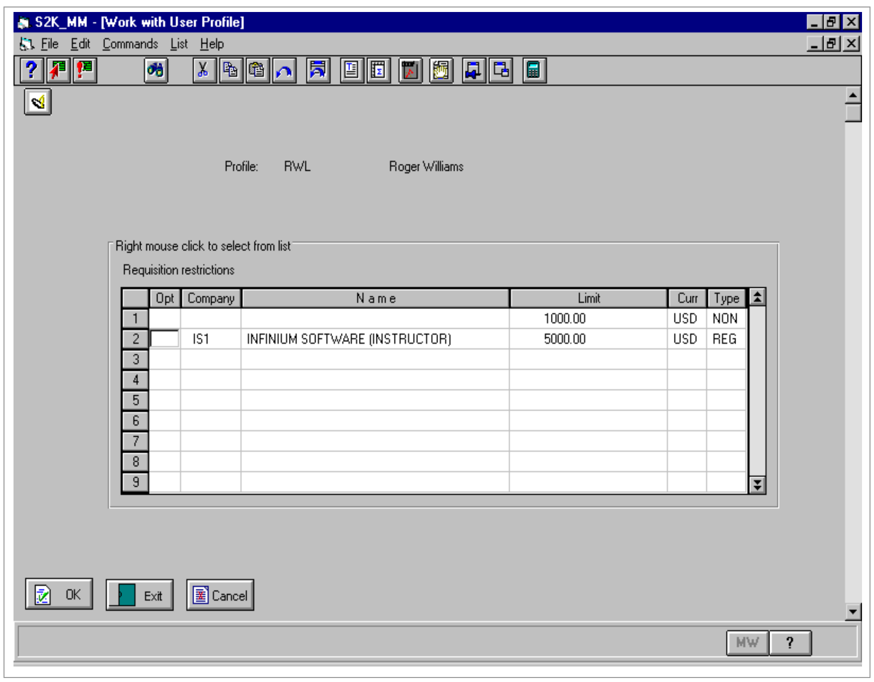


Figure 3-8: Requisition Restrictions selection screen

The system displays this screen when you type **2** in the *Opt* field to work with the Requisition Restrictions attribute. If requisition restrictions exist, the system displays them on this screen. Press F6 to add a requisition or quotation request restriction.

Adding a Requisition Restriction

The system displays this screen when you press F6 from Requisition Restrictions selection screen.

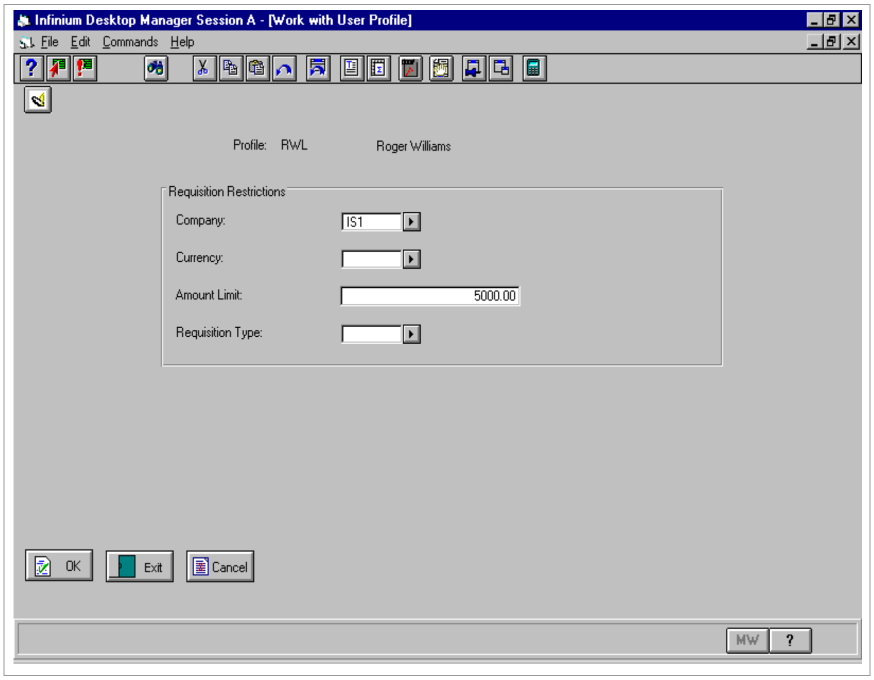


Figure 3-9: Requisition Restrictions screen

Company

Use this field to specify a company the user must use when creating requisitions.

Currency

Use this field to specify the base currency for the limit amount.

If you specify a company, the company base currency defaults into the *Currency* field and cannot be changed. If you do not specify a company, you must specify a currency.

For information on multiple currency processing, refer to the “Using Multiple Currency Processing in Infinium Purchase Management” appendix in this guide.

Amount Limit

Use this field to type the limit, in base currency, to which this company/requisition type is restricted for this user.

Requisition Type

Use this field to specify the requisition type or quotation request type for which this restriction is valid.

Restricting Access to Purchase Orders

The system enables you to establish purchase order restrictions for each user of Infinium Purchase Management.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

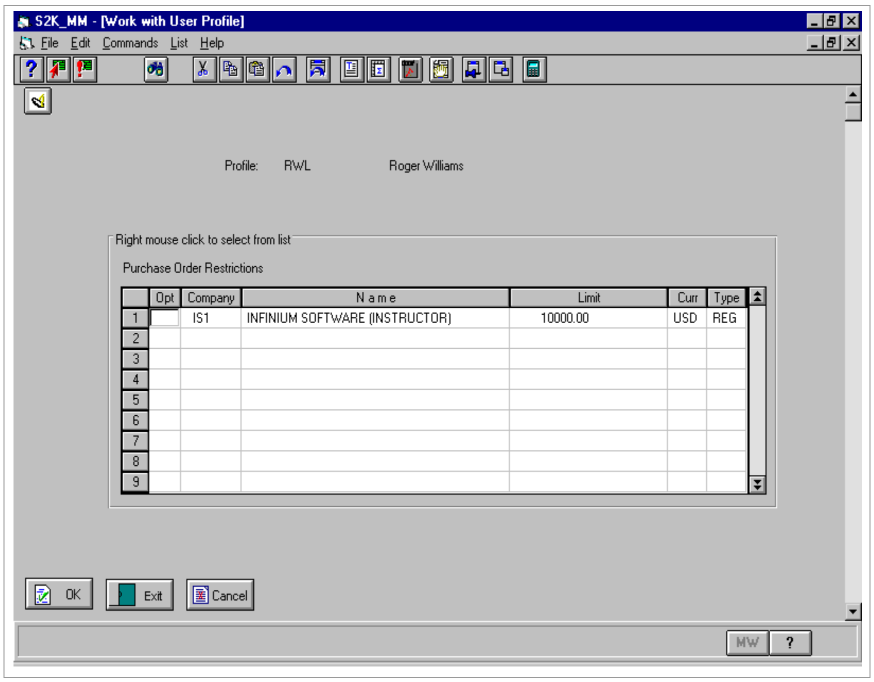


Figure 3-10: Purchase Order Restrictions selection screen

The system displays this screen when you type **2** in the *Opt* field to work with the Purchasing Restrictions attribute. If there are existing purchase order restrictions, the system displays them on this screen. Press F6 to add a purchase order restriction.

Adding a Purchase Order Restriction

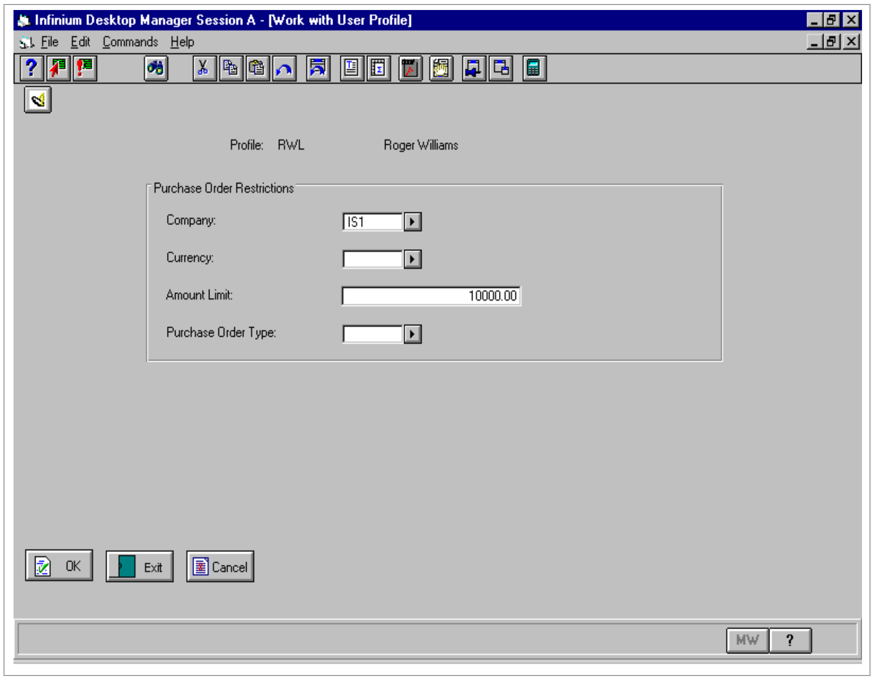


Figure 3-11: Purchase Order Restrictions screen

The following information applies to the Purchase Order Restrictions screen.

Company

Use this field to specify a company the user must use when creating purchase orders.

Currency

Use this field to specify the base currency for the limit amount.

If you specify a company, the system locks down the *Currency* field and cannot be changed. If you do not specify a company, you must specify a currency.

Amount Limit

Use this field to type the limit (not including additional charges), in base currency, to which this company/purchase order type is restricted.

Purchase Order Type

Use this field to restrict the user to the selected purchase order type.

Restricting Access to Vendors

The system enables you to restrict a user from using specific vendors in Infinium Purchase Management.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

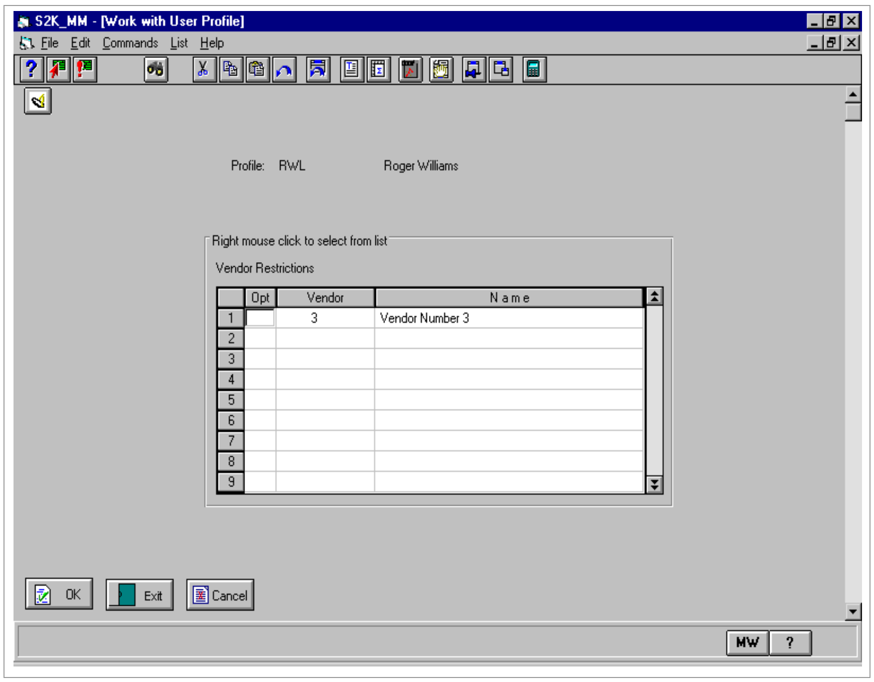


Figure 3-12: Work with User Profile Vendor Restrictions selection screen

The system displays this screen when you type **2** in the *Opt* field to work with the Vendor Restrictions attribute.

If there are existing restrictions, the system displays them on this screen. Press F6 to add a vendor restriction for this user.

Adding a Vendor Restriction

The system displays this screen when you press F6 from the Work with User Profile Vendor Restrictions selection screen.

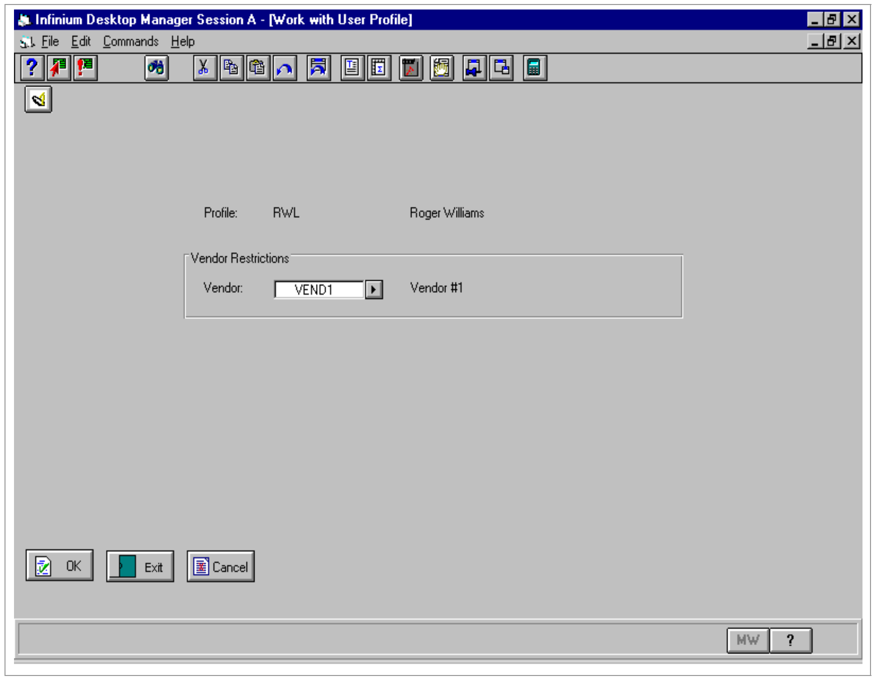


Figure 3-13: Work with User Profile Vendor Restrictions screen

Vendor

The vendor you specify in this field is a vendor that this user cannot use in Infinium Purchase Management.

Creating User Defaults

The system enables you to establish user defaults for requisitions, quotation requests, purchase orders, receiving, and sourcing.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

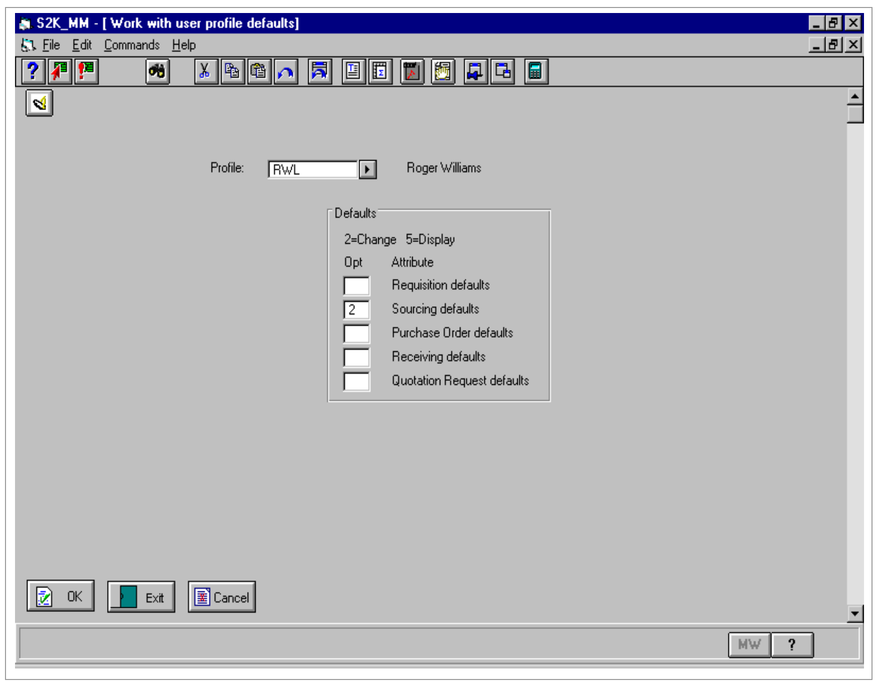


Figure 3-14: Work with User Profile User Defaults attribute selection screen

The system displays this screen when you type **2** in the *Opt* field to work with the User Defaults attribute.

Example Requisition Default Settings

The system displays this screen when you type **2** in the *Opt* field of the Requisition Defaults attribute.

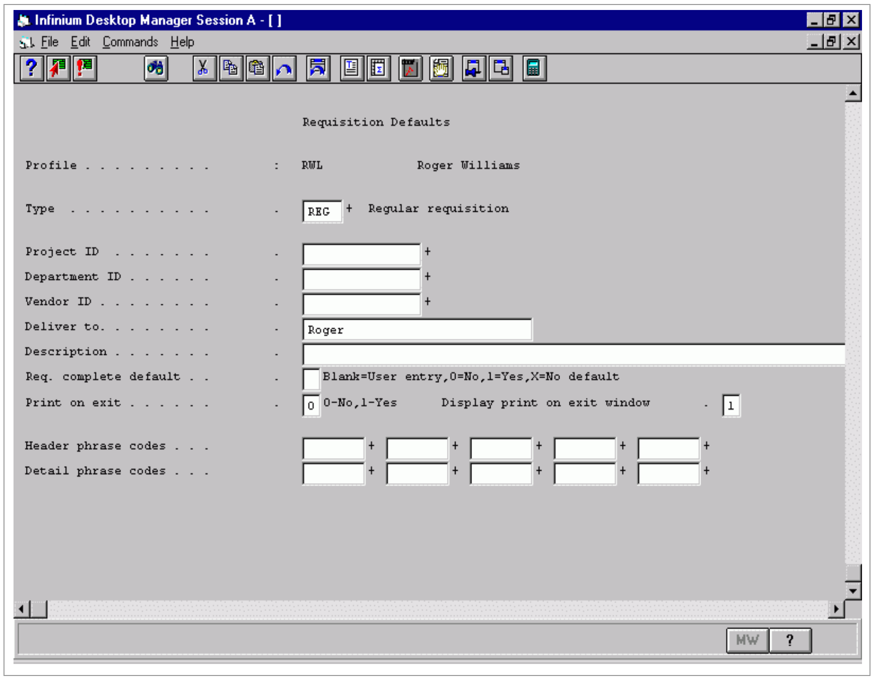


Figure 3-15: Work with User Profile Requisition Defaults screen

In this example, each time user **RWL** creates a requisition, the system:

- Defaults **REG** in the *Type* field
- Defaults **8** (National Supply Company) in the *Vendor ID* field
- Defaults **1** in the Requisition Complete window upon exit, if it displays
- Defaults **0** in the Print Requisition window upon exit, if it displays

Refer to the appropriate section in this guide for additional information on user defaults, as follows:

- *Processing Requisitions*
- *Working with Quotation Requests*
- *Creating Standard Purchase Orders*
- *Processing Receipts*
- *Using Sourcing and Automatic Sourcing*

Defining User Warehouse Security

You can establish whether a user has access to each warehouse within a company for Infinium Purchase Management and Infinium Inventory Control.

You must use the *Work with User/Warehouse File* option in Infinium Cross Applications to establish your company warehouse default and whether you have access to more than the default.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

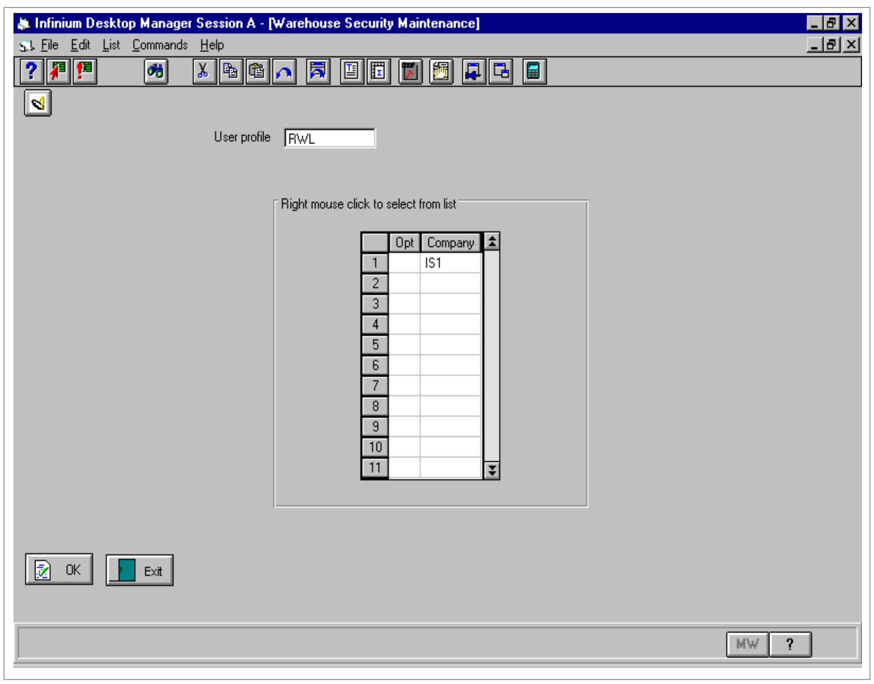


Figure 3-16: Warehouse Security Maintenance prompt screen

This screen provides access to the user's current warehouse security by company. Only companies with at least one user warehouse restriction display on this screen.

You can type **5** in the *Opt* field to work with an existing user warehouse security assignment.

To add another user warehouse security assignment by company, press F6 and then type the company in the *Company* field that displays.

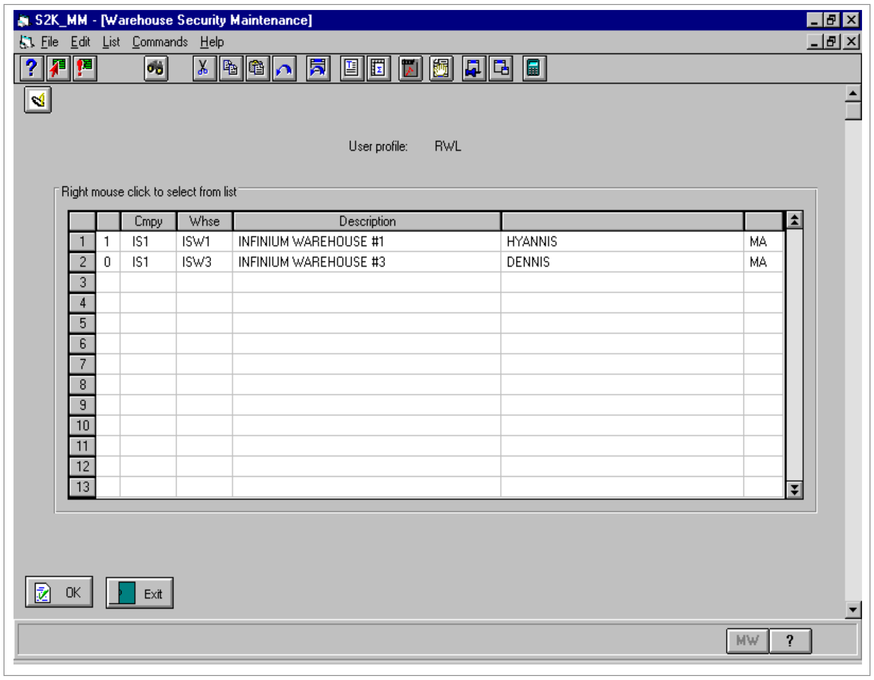


Figure 3-17: Warehouse Security Maintenance screen

The system displays this screen when you type **5** in the *Opt* field to work with a company's warehouses from the User Warehouse Security attribute screen.

The Warehouse Security Maintenance screen initially displays all company and warehouse combinations with a **1** in the left column, which indicates that the user can access all warehouses. To restrict the user from access to a warehouse, type **0** in the field to the left of the *Cmpy* field.

Removing User Warehouse Restrictions

You can delete all user warehouse restrictions for a company by typing **1** in each of the company and warehouse combinations in the Warehouse Security Maintenance screen and pressing Enter. You then must press F3 to exit.

Security Considerations

Warehouse security restricts users from a warehouse. If you add a new warehouse to the system, all users automatically have access to the new warehouse. Therefore, you should establish warehouse restrictions only where they apply.

To minimize errors for a user, verify that the user’s default ship-to location is not a restricted warehouse. You can establish this with the *Ship-to Location Default* field in the General Information attribute of the *Work with User Profile* option.

Defining Workflow Information

Messaging Options

You define the electronic messaging options in e-business Extensions for the users of Infinium Purchase Management.

For specific information on the Infinium e-business Extension applications, refer to the documentation for each application.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

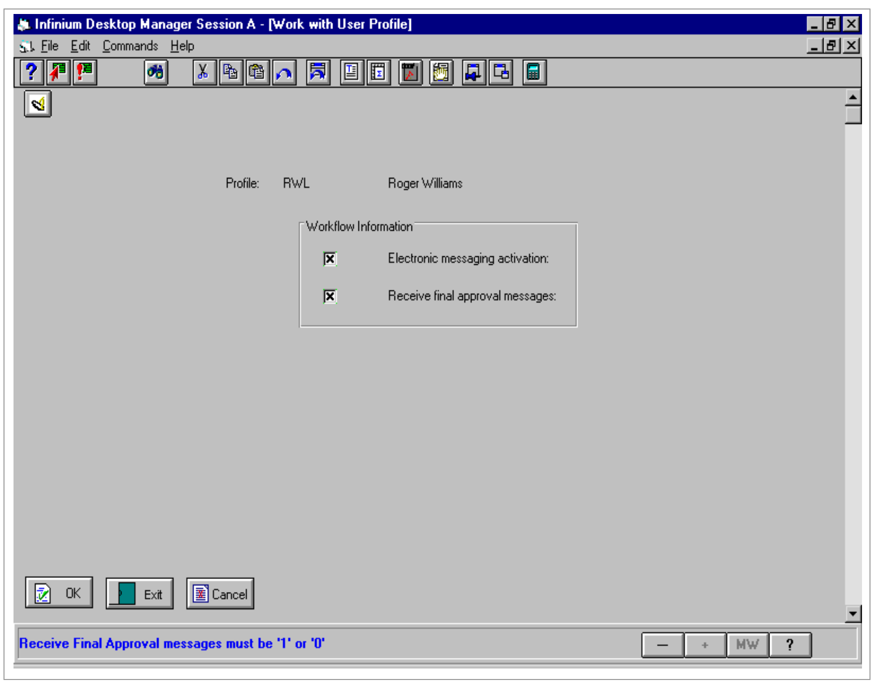


Figure 3-18: Workflow Information screen

The system displays this screen when you type **2** in the *Opt* field to work with the Workflow Information attribute.

You use this screen to activate electronic messaging and final approval messaging through Infinium e-business Extensions. If you do not want the user included in the approval routing of purchasing documents, you do not have to define these parameters.

For information on approval processing in Infinium Purchase Management, refer to the “Defining Approval Controls” chapter and the “Approving Purchasing Documents” chapter in this guide.

Electronic messaging activation

You use this field to define whether this user will receive e-mail notifications of pending approvals.

Receive final approval Messaging

You use this field to define whether this user will receive e-mail notification when a purchasing document passes final approval.

Copying User Profiles

Infinium Purchase Management enables you to create a new user profile by copying an existing user profile.

The *User Profile Copy* field in the Option Level Authority attribute of your user profile determines if you can copy Infinium Purchase Management user profiles.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

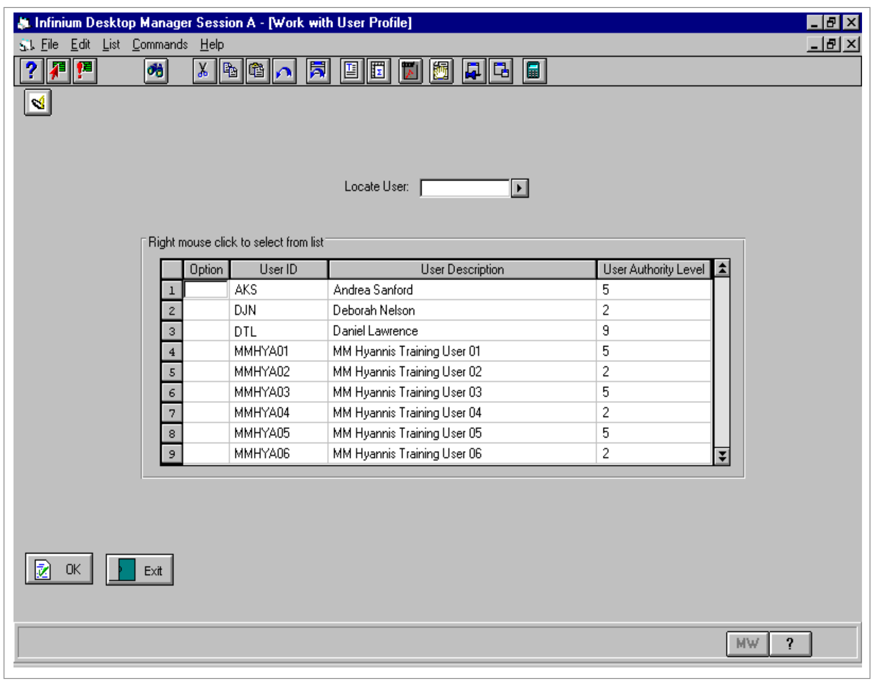


Figure 3-19: Work with User Profile screen

When you copy a user profile, the system copies all information to the new user profile except for the following fields:

- *User profile*
- *Description*
- *Initials*

- *Effective from*
- *Effective to*
- *Telephone Number*
- *Fax number*
- *E-Mail Address*

As you copy a user profile, you must proceed through each screen to validate the information. For this reason, the F12 (Cancel) key is not applicable. You can press F3 during the copy procedure to exit without saving changes or press Enter to continue.

Proceed through each screen in the new user profile and modify user profile information for the new user as needed.

User/Warehouse Considerations

If a new user profile is not established in Infinium Cross Applications with user/warehouse security, the system skips the User warehouse security attribute during the copy procedure and displays the following message:

Invalid user profile

If this occurs, perform the following steps:

1. Establish the new user with the *Work with User/Warehouse File* option in Infinium Cross Applications.

2. Establish warehouse restrictions for the new user with the *Work with User/Whse Security* option in Infinium Cross Applications. Performing this step is equivalent to establishing the User warehouse security attribute in the user profile in Infinium Purchase Management.

Deleting User Profiles

Infinium Purchase Management enables you to delete user profiles from the system.

The *User Profile Delete* field in the Option Level Authority attribute of your user profile determines if you can delete other user profiles.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Work with user profile* [WWUP]

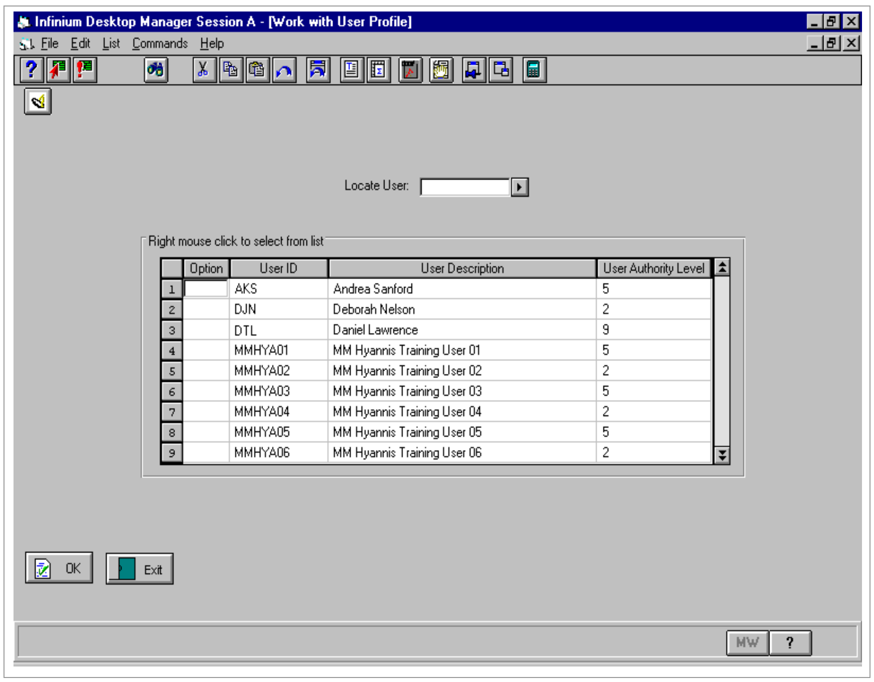


Figure 3-20: Work with User Profile screen

To delete a user profile, type **4** in the *Option* field and press Enter. The system displays the Confirm Delete of User Profile screen.

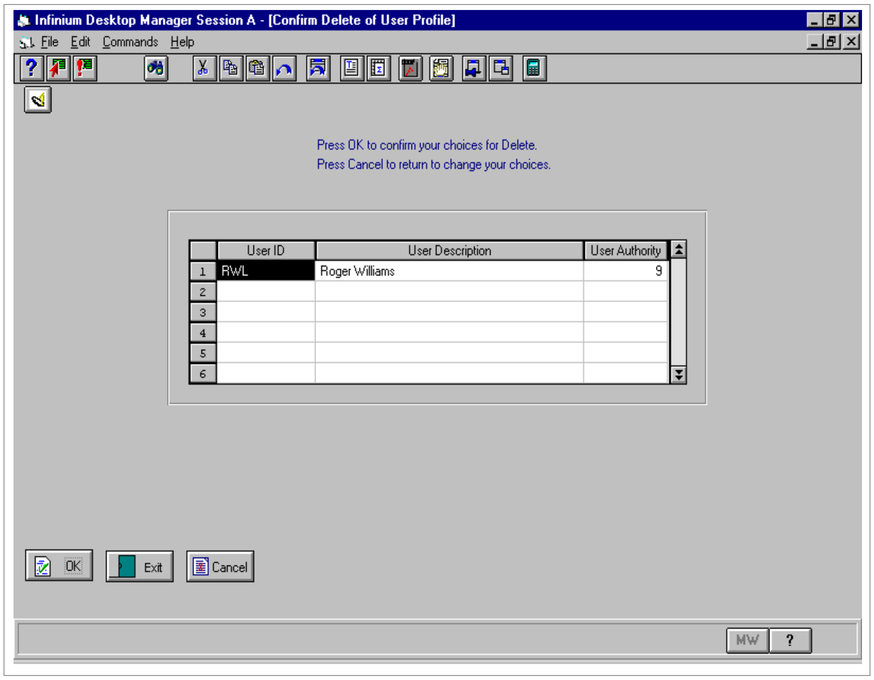


Figure 3-21: Confirm Delete of User Profile screen

If the user profile you are deleting is an approver in Infinium Purchase Management, you should assign an alternate approver to this user profile before continuing with the deletion. You establish alternate approvers using the user profile's Alternate approver attribute or by using the *Work with alternate approver* option.

Press Enter to confirm the deletion of the selected user profile. Press F12 to cancel the deletion procedure.

Deleted User Profiles and In-Process Approvals

If you delete a user profile for which approvals are still in process, you should add the user profile back into Infinium Purchase Management and then assign an alternate approver to that user profile. This enables the alternate approver to handle in-process approvals so that the processing of these purchasing documents is not delayed.

After in-process approvals finish approval routing, you should either remove or replace the originally deleted user profile from all approval routings and approval groups. Making this change affects all documents processed after the change is made. For more information, refer to the "Defining Approval Controls" chapter in this guide.

Other Considerations when Deleting User Profiles

Keep the following points in mind as you delete user profiles in Infinium Purchase Management:

- If you need to retain a user profile because of in-process approvals, you should also ensure that the user profile's *Electronic messaging activation* field is set to **0** (No) in the Workflow Information attribute.
- Inactivate the user in Infinium Application Manager to prevent access to the System i. Infinium Purchase Management user profiles do not validate against Infinium Application Manager user profiles.
- Notify the Lotus Notes administrator to reclassify the user's Notes access authority.

Notes

Chapter 4 Defining Approval Controls

4

The chapter consists of the following topics:

Topic	Page
Overview of Approval Controls	4-2
Defining Approval Groups	4-3
Defining Approval Routings	4-10
Defining Alternate Approvers	4-32

Overview of Approval Controls

In this chapter you learn how to create approval groups, define the criteria that determine if a purchasing document (requisition, quotation request, or purchase order) requires approval, and define alternate approvers.

For information on processing approvals, refer to the “Approving Purchasing Documents" chapter in this guide.

After you complete this chapter, you should be familiar with the following:

- Defining Approval Groups
- Defining Approval Routings
- Defining Alternate Approvers

Defining Approval Groups

An approval group is a list of one of more users that the system uses to approve purchasing documents. The following diagram presents an overview of the approval process in Infinium PM.

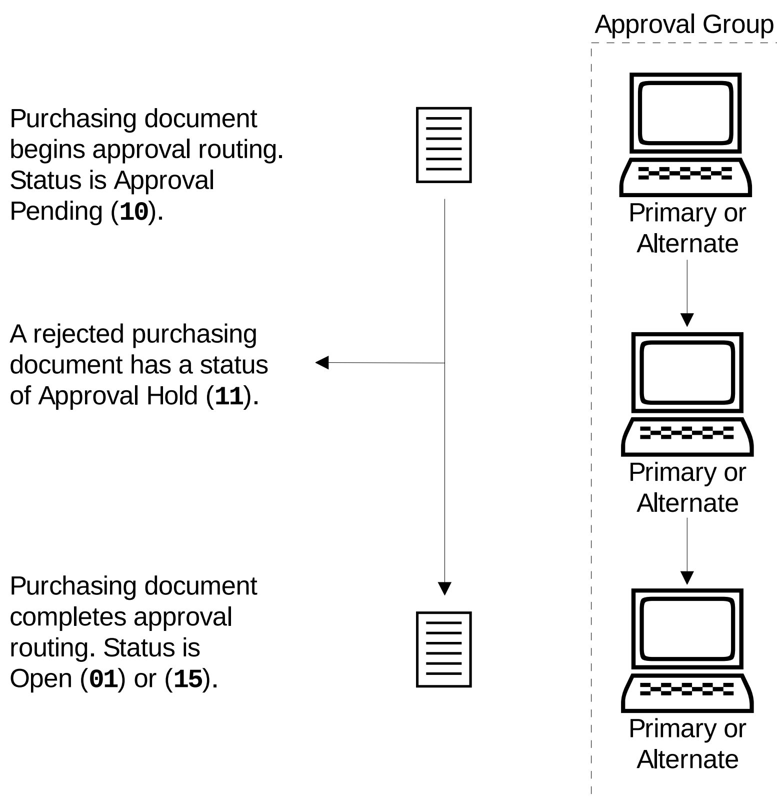


Figure 4-1: Approval Process in Infinium PM

Approval Group Hierarchy

Approval groups work in a top-down hierarchy. The system routes a purchasing document requiring approval to the first active user and alternate approver in the approval group. If that user or alternate approver approves the purchasing document, the system routes the document to the next active approver and alternate approver.

If an approver rejects a purchasing document, the system does not route the document to the remaining active approvers. The system sets the status of a rejected purchasing document to Approval Hold (**11**).

Edits to Purchasing Documents During and After Approvals

Once a purchasing document enters approval routing, changes to certain fields will trigger an approval re-routing situation. A re-route means that the purchasing document either continues forward or re-starts the established approval routing.

The following diagram illustrates re-route processing.

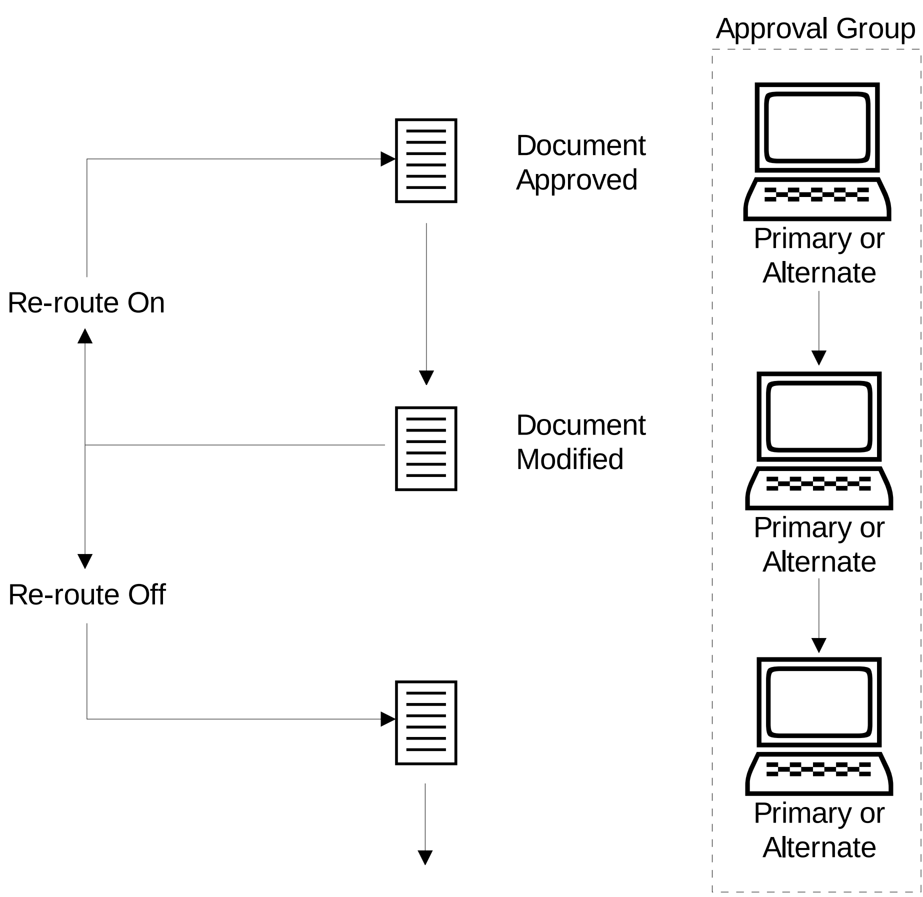


Figure 4-2: Approval Re-Route Processing

The system begins re-route processing if you edit one of the following fields in a purchase order awaiting approval:

- *Item Code*
- *Item Size Code*
- *Commodity Code*
- *Extended Cost*
- *Quantity*
- *Buyer ID*

After a purchasing order completes approval routing, any changes to these same fields trigger a subsequent approval routing.

Understanding the Re-Route Option and Hierarchy

If a re-route situation occurs, the system accesses the *Re-route Option* field of the creator's (the *Requester ID* field or the *Buyer ID* field) user profile to determine handling. If this field is **0**, the system continues approval routing. If the *Re-route Option* field is **1**, the system begins the entire approval routing again. If the *Re-route Option* field in the user profile is blank, the system looks to the *Re-route allowed* field in the requisition type, quotation request type, or purchase type.

If you edit a fully received purchase order, the system does not route the document through the approval process.

The following flowchart illustrates the hierarchy of the *Re-route* fields.

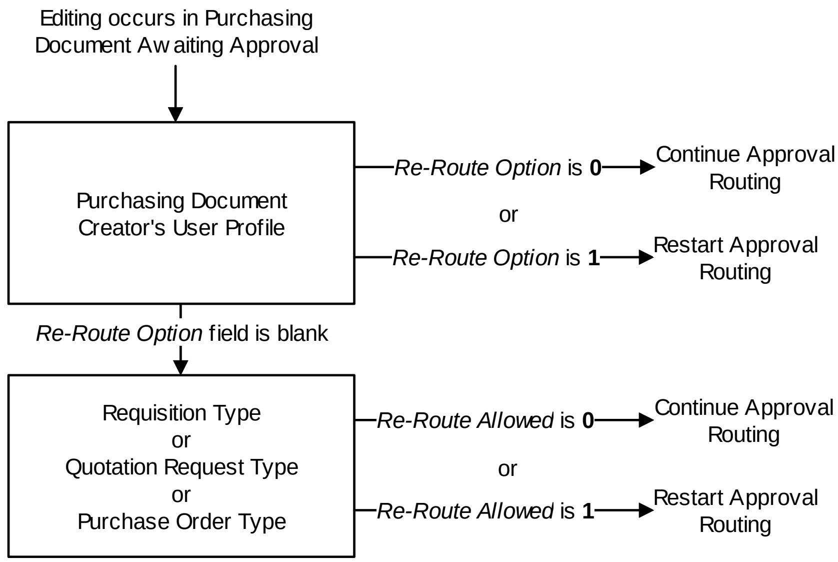


Figure 4-3: The Re-Route Hierarchy in Infinium PM

If you reject a purchasing document during approval routing, the system ignores the *Re-route* fields and automatically restarts approval routing following editing of the document.

Use the following menu path.

- Infinium PM
- *Approvals*
  - *Work with approval groups* [WWAG]

Adding an Approval Group

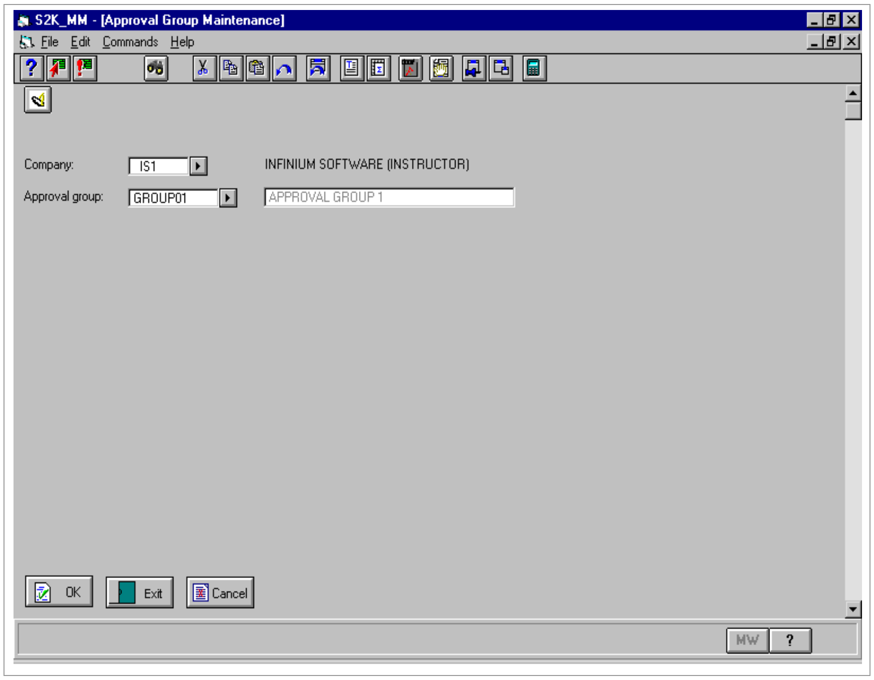


Figure 4-4: Approval Group Maintenance prompt screen

You must type a company and a name for the approval group on this screen.

To add an approval group, type a unique name for the approval group and description, and then press Enter.

Defining Approval Groups

The system displays this screen when you add or edit an approval group.

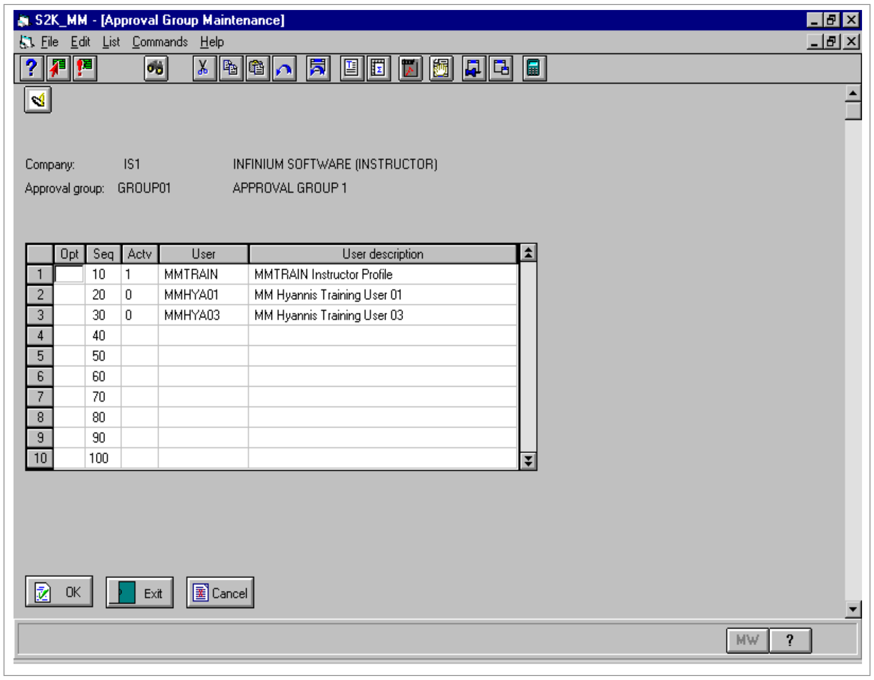


Figure 4-5: Approval Group Maintenance screen

To add a user to the approval group, type the user profile and indicate whether that user is active on the list. The approval routing bypasses inactive approvers.

Changes to an approval group do not affect in-process approvals.

Opt

Type **4** in this field to remove a user from the approval group.

You cannot delete an approver with pending approvals.

Seq

You use this field to specify the approver’s sequence in the approval group routing. The system bypasses inactive users (*Actv* field is **0**).

Actv

You use this field to specify if the approver is active (**1**) or inactive (**0**).

User

You use this field to specify the approver’s user profile.

Handling Terminated Approvers

You must assign an alternate approver to the user profile of a terminated approver. This enables the alternate approver to handle in-process approvals so that the processing of these purchasing documents is not delayed.

You should also remove or replace the originally deleted user profile from all approval groups and approval routings. Making this change affects all documents after the change is made.

Considerations for e-Business Extensions

For terminated approvers using e-Business Extensions, there are two ways that you can handle in-process documents:

1. The Lotus® Notes Super User can approve all in-process documents for the terminated approver. This routes the document back to your System i to continue approval routing.

2. Assign an alternate approver to the user profile and then have the Lotus® Notes Super User purge all in-process documents for the terminated approver. This enables the alternate approver to handle in-process approvals on the System i so that the processing of these purchasing documents is not delayed.

Defining Approval Routings

Infinium PM enables you to establish approval routings for purchasing documents based on different criteria. You define approval routings at the company level.

The following table describes each of the approval routing options available in Infinium PM.

Approval Routing	Description
User Restriction	Enables you to establish user-specific approval criteria based on Item code, Commodity code, requisition type, purchase order type, maximum cost, and maximum quantity
Item Code	Enables you to establish Item code-specific approval criteria based on user, maximum cost, and maximum quantity
Commodity Code	Enables you to establish Commodity code-specific approval criteria based on user, maximum cost, and maximum quantity
Requisition Type	Enables you to establish requisition type-specific approval criteria based on requester ID, maximum cost, and maximum quantity
Purchase Order Type	Enables you to establish purchase order type-specific approval criteria based on buyer, maximum cost, and maximum quantity

For more information on multiple approval routings, refer to the topic “Example of Multiple Approval Levels” in this chapter.

Use the following menu path.

- Infinium PM
- *Approvals*
  - *Work with approval routing* [WWAR]

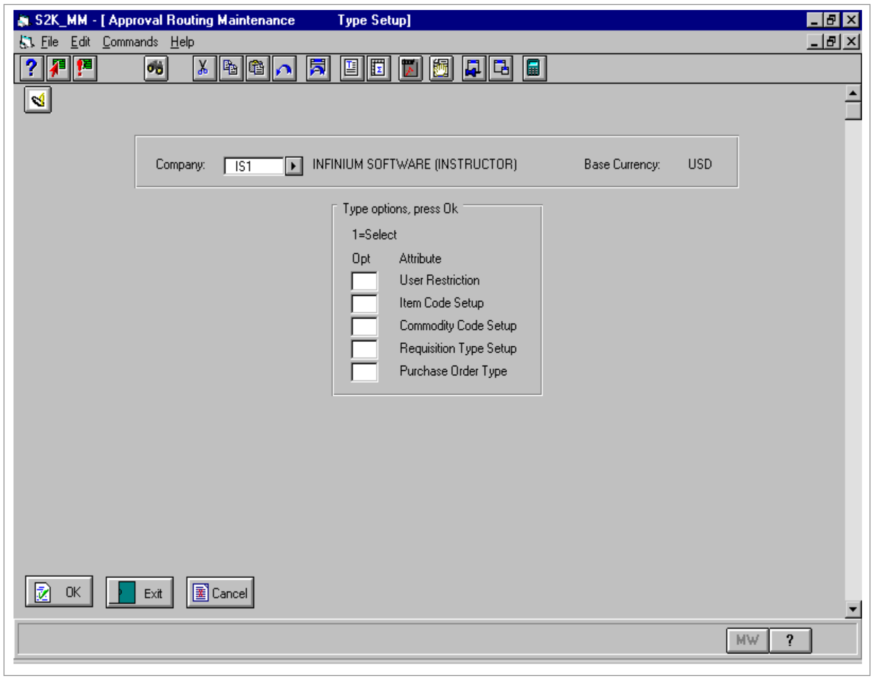


Figure 4-6: Approval Routing Maintenance Type Setup selection screen

Use this screen to establish approval routing criteria for a purchasing document based on one or more of the following attributes: user, Item code, Commodity code, requisition type, and purchase order type.

You must type an entry in the *Company* field of the Approval Routing Maintenance Type Setup selection screen.

The system routes a purchasing document to a specified approver or approval group when it meets the approval criteria. If multiple routings within a routing type apply, the system routes the document alphabetically.

The screen on the following page illustrates this point.

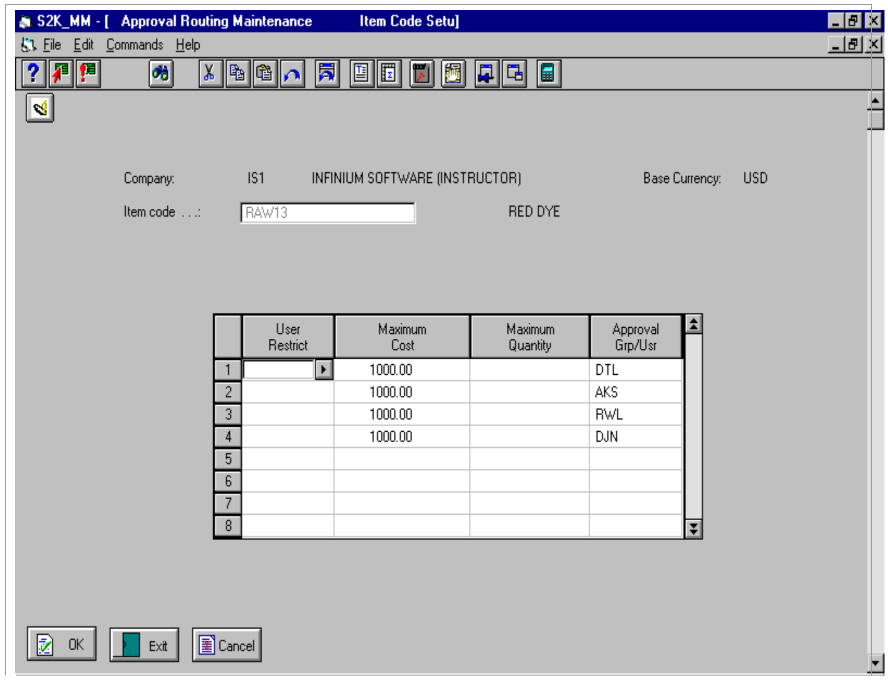


Figure 4-7: Approval Routing Maintenance Item Code Setup selection screen

The system routes purchasing documents to multiple approval routings of the same type in alphabetical order, not the order listed in the setup screen. The following diagram illustrates this point.

<u>As Listed on Routing Setup screen</u>: <u>The purchasing document is routed as follows</u>:

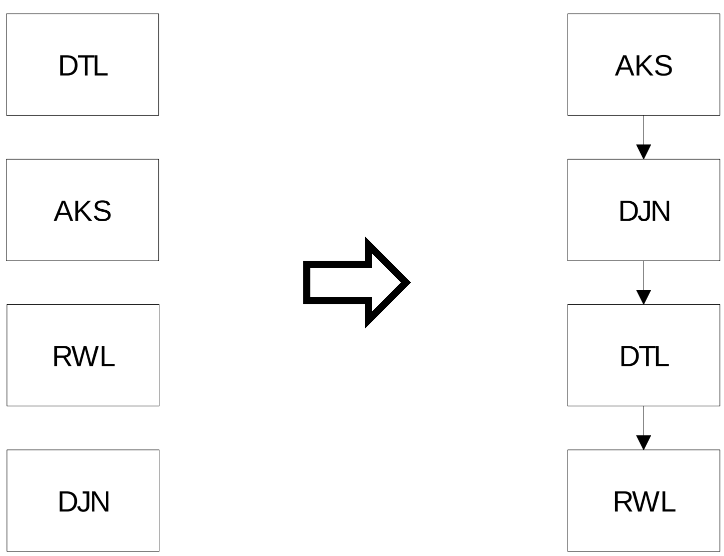


Figure 4-8: Handling of Multiple Approval Routings of the same Type

The screens displayed on the following pages illustrate approval routings based on Item code, Commodity code, requisition type, and purchase order type. Here the user restriction attribute, which is the highest level in the approval routing type hierarchy, is defined last to offer an example of how you can combine approval routings.

Item Code Approval Routing

The system enables you to establish item-specific approval routings.

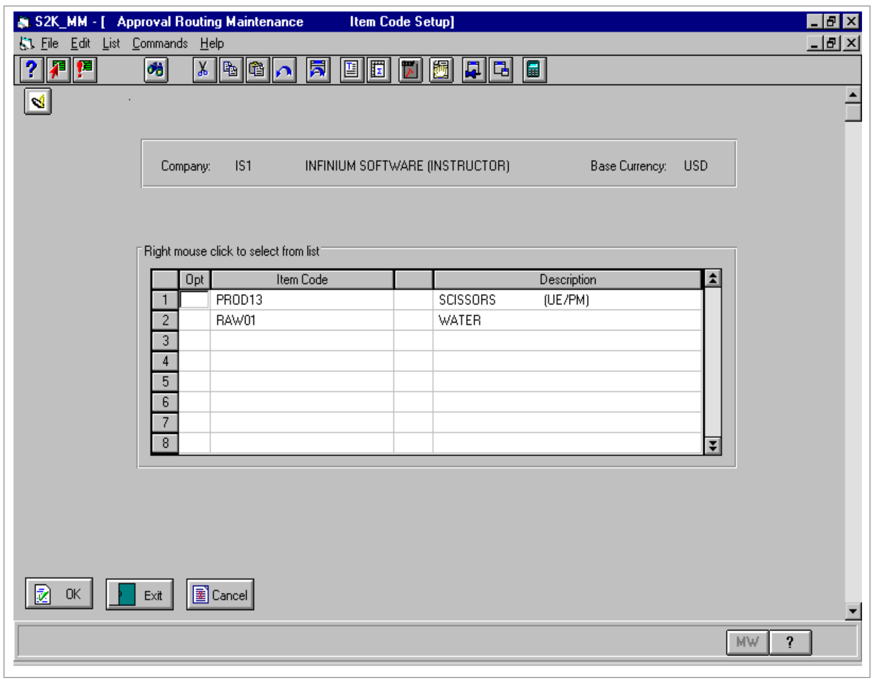


Figure 4-9: Approval Routing Maintenance Item Code Setup screen

The system displays this screen when you type **1** in the Item Code attribute of the Approval Routing Maintenance Type Setup selection screen.

Opt

Type one of the following values in the *Opt* field:

2	Use this option to edit the Item code approval routing.
3	Use this option to copy the Item code approval routing.
4	Use this option to delete the Item code approval routing.
5	Use this option to display the Item code approval routing.

6 Use this option to print the Item code approval routing.

The following function keys are available from the Approval Routing Maintenance Item Code Setup screen:

Function Key	Description
F6	Use this key to add an Item code approval routing.
F7	Use this key to print a summary report of the Item code approval routing. For more information, refer to the “Printing the Approval Routing Summary Report” topic in this chapter.

Adding an Item Code Approval Routing

The system displays this screen when you press F6 from the Approval Routing Maintenance Item Code Setup screen.

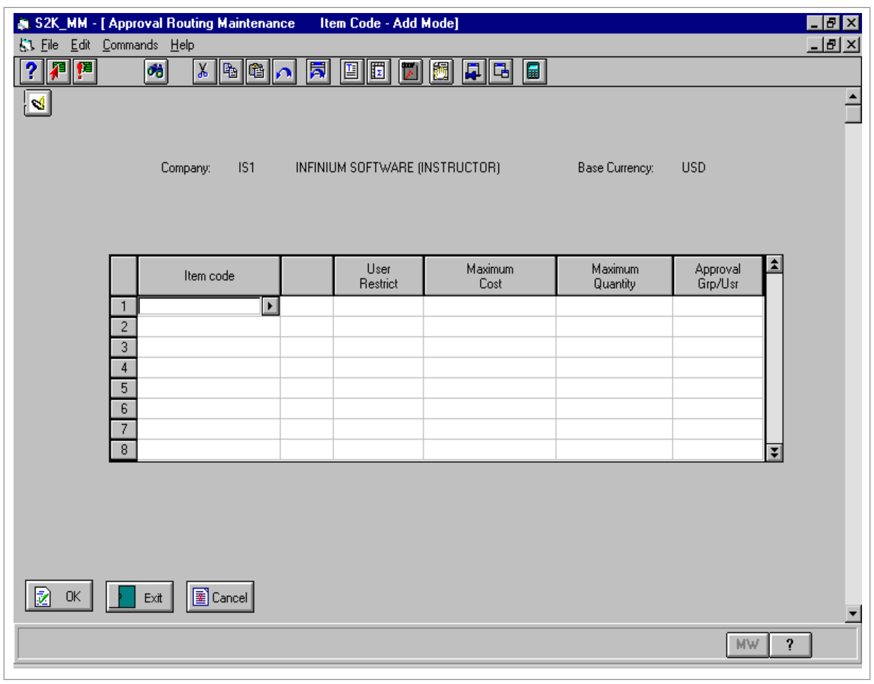


Figure 4-10: Approval Routing Maintenance Item Code Add Mode screen

This screen enables you to add one or more Item code approvals. Type all items that you want to set up approvals for in the *Item code* column.

To apply the approval for an item to all users in your company, leave the *User Restrict* field blank.

If you define approval routings for more than one item, the system displays these approval routings separately in the Approval Routing Maintenance Item Code Setup screen.

Maximum CostIf a purchasing document exceeds this maximum cost for all occurrences of that item, excluding additional charges or taxes, the purchasing document requires approval. This cost is based on your company's base currency.

Maximum Quantity

This field sets a maximum quantity, in the inventory unit of measure, for the item. If the purchasing document exceeds this maximum quantity for all occurrences of the item, the purchasing document requires approval.

You cannot establish both a maximum cost and maximum quantity for an item.

Approval Grp/User

The approval user or all users in the approval group that you type in this field must approve the purchasing document before processing can continue.

Press F4 to select from a list of approval groups; press F11 from this window to select from a list of individual approvers.

If you specify a user in the *User Restrict* field, that user cannot be the approver or a member of the selected approval group.

To delete an existing approval routing, place your cursor on the detail line and press F22. The system places ***DELETE** on the line where the approval routing existed. Press F3 to exit and save your changes.

If you try to delete the approval routing by pressing FieldExit over the detail line and pressing F3, the system does not delete the detail line.

Commodity Code Approval Routing

The system enables you to establish commodity-specific approval routings.

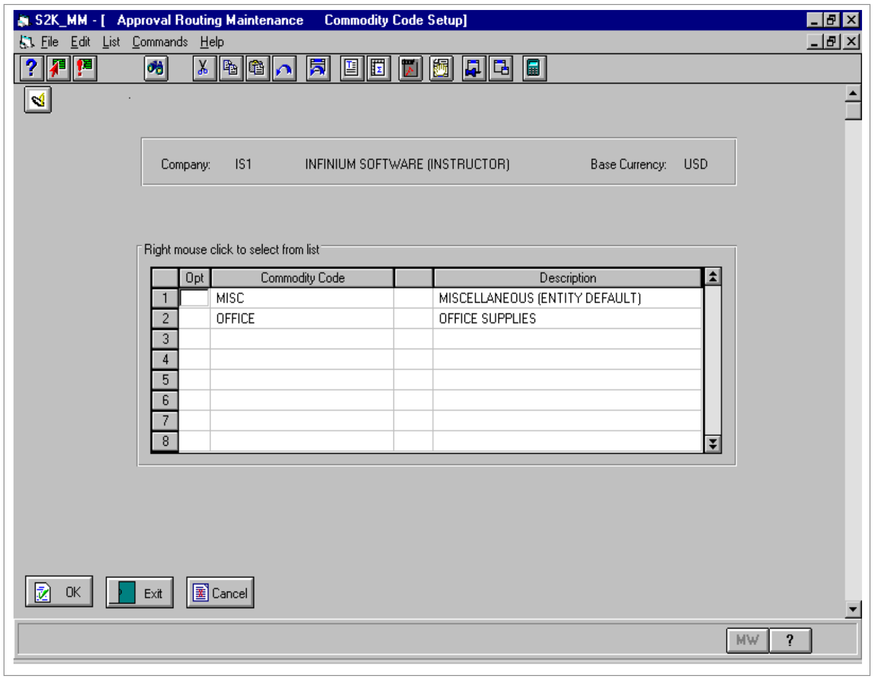


Figure 4-11: Approval Routing Maintenance Commodity Code Setup screen

The system displays this screen when you type **1** in the Commodity Code attribute of the Approval Routing Maintenance Type Setup selection screen.

Opt

Type one of the following values in the *Opt* field:

2	Use this option to edit the commodity aapproval routing.
3	Use this option to copy the commodity aapproval routing.
4	Use this option to delete the commodity aapproval routing.
5	Use this option to display the commodity aapproval routing.
6	Use this option to print the commodity aapproval routing.

The following function keys are available from the Approval Routing Maintenance Commodity Code Setup screen:

Function Key	Description
F6	Use this key to add a Commodity code approval routing.

Function Key	Description
F7	Use this key to print a summary report of the Commodity code approval routing. For more information, refer to the “Printing the Approval Routing Summary Report” topic in this chapter.

Adding a Commodity Code Approval Routing

The system displays this screen when you press F6 from the Approval Routing Maintenance Commodity Code Setup screen.

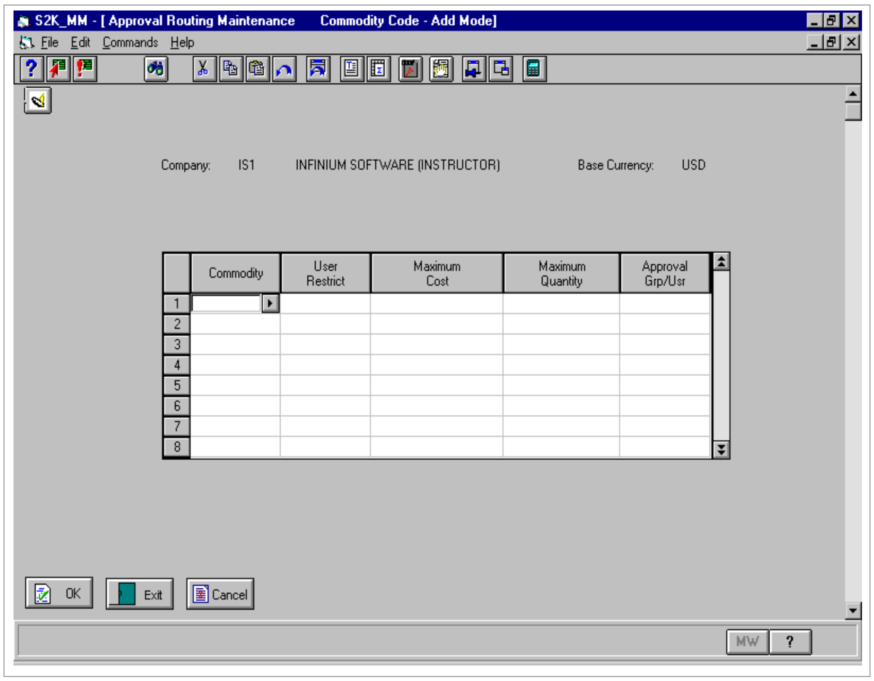


Figure 4-12: Approval Routing Maintenance Commodity Add Mode screen

This screen enables you to add one or more Commodity code approvals. Type all Commodity codes for which you are setting approvals in the *Commodity* column.

To apply the approval for a Commodity code to all users in your company, leave the *User Restrict* field blank.

If you define approval routings for more than one Commodity code, the system displays these approval routings separately in the Approval Routing Maintenance Commodity Code Setup screen.

Maximum Cost

If a purchasing document exceeds this maximum cost for all occurrences of that commodity, excluding additional charges or taxes, the purchasing document requires approval. This cost is based on your company's base currency.

Maximum Quantity

This field sets a maximum quantity, in the inventory unit of measure, for the Commodity code. If the purchasing document exceeds this maximum quantity for all occurrences of the Commodity code, the purchasing document requires approval.

You cannot establish both a maximum cost and maximum quantity for a Commodity code.

Approval Grp/User

The approval user or all users in the approval group that you type in this field must approve the purchasing document before processing can continue.

Press F4 to select from a list of approval groups; press F11 from this window to select from a list of individual approvers.

Note: If you specify a user in the *User Restrict* field, that user cannot be the approver or a member of the selected approval group.

To delete an existing approval routing, place your cursor on the detail line and press F22. The system places ***DELETE** on the line where the approval routing existed. Press F3 to exit and save your changes.

If you try to delete the approval routing by pressing FieldExit over the detail line and pressing F3, the system does not delete the detail line.

Requisition Type Approval Routing

The system enables you to establish requisition type-specific approval routings.

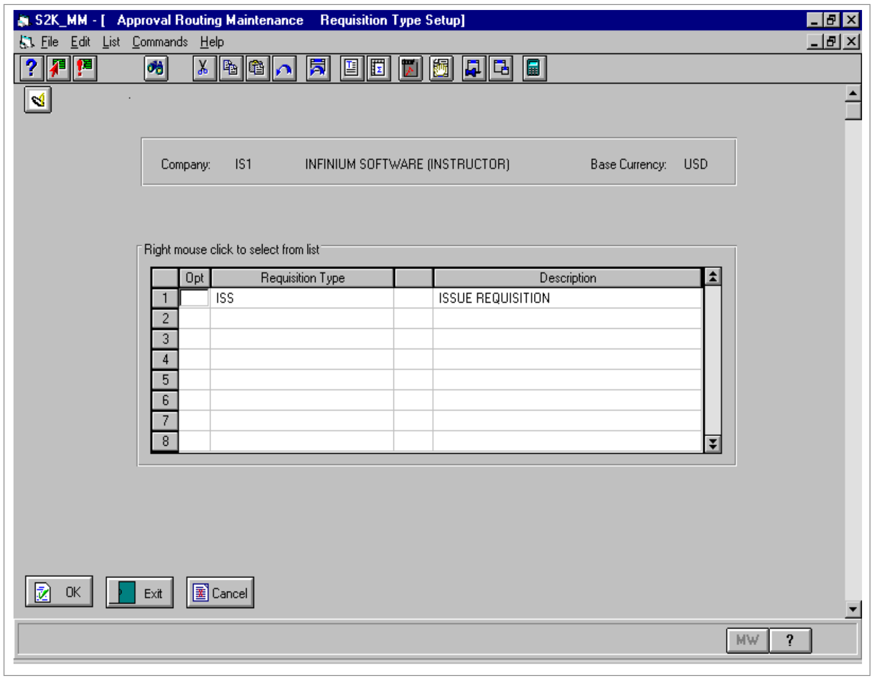


Figure 4-13: Approval Routing Maintenance Requisition Type Setup screen

The system displays this screen when you type **1** in the Requisition Type attribute of the Approval Routing Maintenance Type Setup prompt screen.

Opt

Type one of the following values in the *Opt* field:

2	Use this option to edit the requisition type approval routing.
3	Use this option to copy the requisition type approval routing.
4	Use this option to delete the requisition type approval routing.
5	Use this option to display the requisition type approval routing.
6	Use this option to print the requisition type approval routing.

The following function keys are available from the Approval Routing Maintenance Requisition Type Setup screen:

Function Key	Description
F6	Use this key to add a requisition type approval routing.
F7	Use this key to print a summary report of the requisition type approval routing. For more information, refer to the “Printing the Approval Routing Summary Report” topic in this chapter.

Adding a Requisition Type Approval Routing

The system displays this screen when you press F6 from the Approval Routing Maintenance Requisition Type Setup screen.

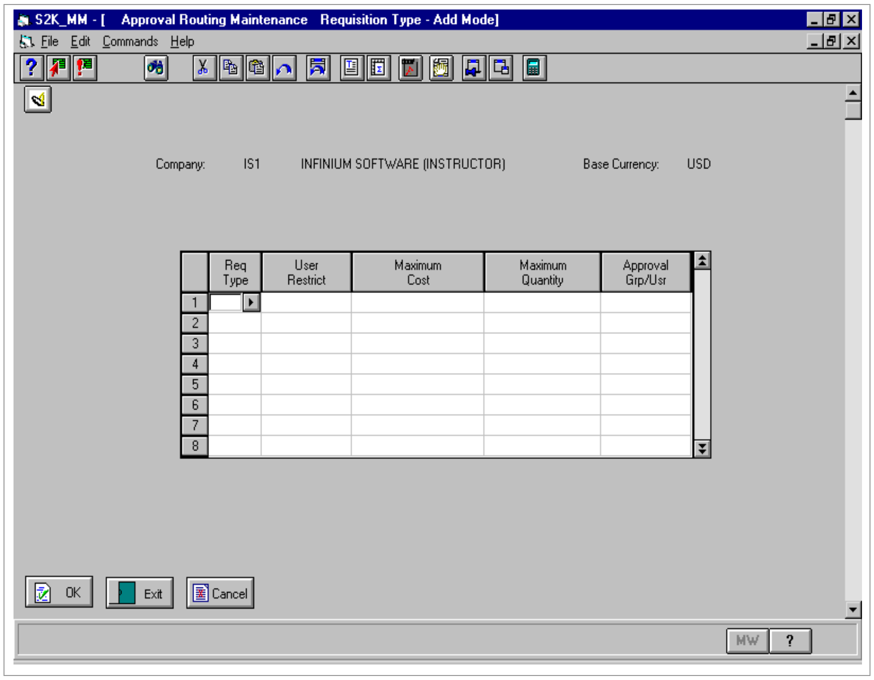


Figure 4-14: Approval Routing Maintenance Requisition Type Add Mode screen

This screen enables you to add one or more requisition type approvals. Type all requisition types for which you are establishing approvals in the *Req Type* column.

To apply the approval for a requisition type to all users in your company, leave the *User Restrict* field blank.

If you define approval routings for more than one requisition type, the system displays these approval routings separately in the Setup Requisition Type Approval Routing screen.

Maximum Cost

If a requisition, which includes quotation requests, exceeds this maximum cost, excluding additional charges or taxes, the requisition requires approval. This cost is based on your company’s base currency.

Maximum Quantity

If the requisition exceeds this maximum quantity, in the inventory unit of measure, the requisition requires approval.

You cannot establish both a maximum cost and maximum quantity for a requisition type.

Approval Grp/User

The approval user or all users in the approval group that you type in this field must approve the requisition before processing can continue.

Press F4 to select from a list of approval groups; press F11 from this window to select from a list of individual approvers.

If you specify a user in the *User Restrict* field, that user cannot be the approver or a member of the selected approval group.

To delete an existing approval routing, place your cursor on the detail line and press F22. The system places ***DELETE** on the line where the approval routing existed. Press F3 to exit and save your changes.

If you try to delete the approval routing by pressing FieldExit over the detail line and pressing F3, the system does not delete the detail line.

Purchase Order Type Approval Routing

The system enables you to establish purchase order type-specific approval routings. To be eligible for approval routing, a purchase order must include at least one detail line.

The system bases user-specific approvals on the buyer identified in the *Buyer ID* field at the purchase order header. For this reason, you should establish purchase order type user approvals only for buyers. You define a user as a buyer using the *Work with user profile* option.

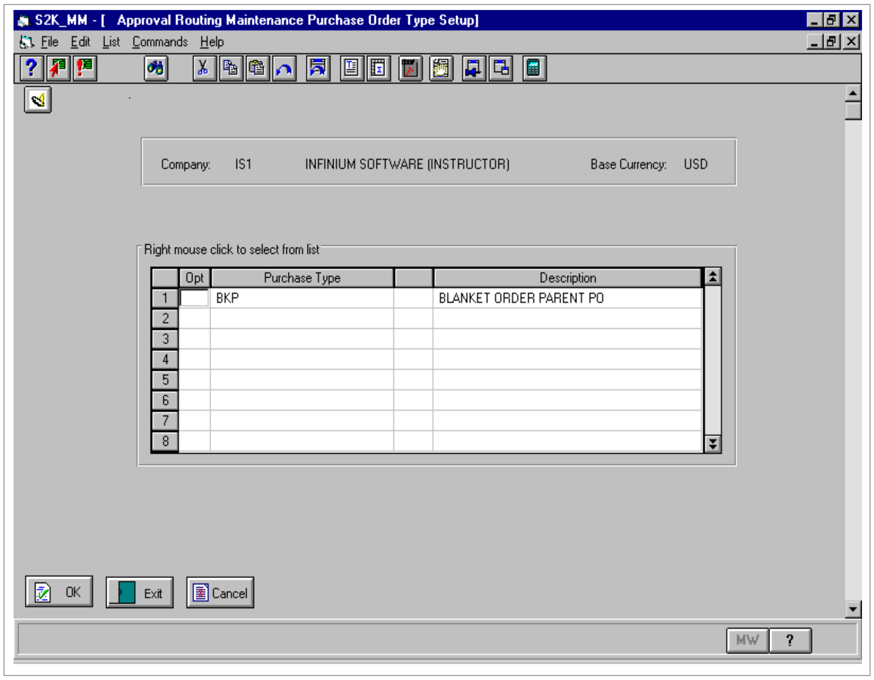


Figure 4-15: Approval Routing Maintenance Purchase Order Type Setup screen

The system displays this screen when you type **1** in the Purchase Order Type attribute of the Approval Routing Maintenance Type Setup prompt screen.

Opt

Type one of the following values in the *Opt* field:

2	Use this option to edit the purchase order type approval routing.
3	Use this option to copy the purchase order type approval routing.
4	Use this option to delete the purchase order type approval routing.
5	Use this option to display the purchase order type approval routing.
6	Use this option to print the purchase order type approval routing.

The following function keys are available from the Approval Routing Maintenance Purchase Order Type Setup screen:

Function Key	Description
F6	Use this key to add a purchase order type approval routing.
F7	Use this key to print a summary report of the purchase order type approval routing. For more information, refer to the “Printing the Approval Routing Summary Report” topic in this chapter.

Adding a Purchase Order Type Approval Routing

The system displays this screen when you press F6 from the Approval Routing Maintenance Purchase Order Type Setup screen.

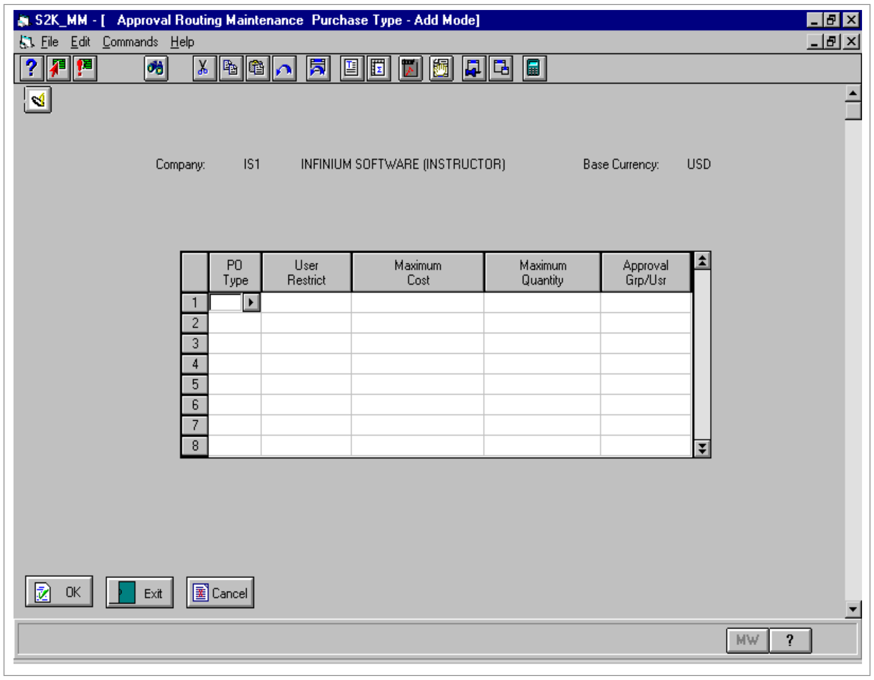


Figure 4-16: Approval Routing Maintenance Purchase Type Add Mode screen

This screen enables you to add one or more purchase order type approvals. Type all purchase order types for which you are establishing approvals in the *PO Type* column.

To apply the approval for a purchase order type to all users in your company, leave the *User Restrict* field blank for that item.

If you define approval routings for more than one purchase order type, the system displays these approval routings separately in the Approval Routing Maintenance Purchase Order Type Setup screen.

User Restrict

Use this field to select a buyer.

Maximum Cost

If a purchase order exceeds this maximum cost, excluding additional charges or taxes, the purchase order requires approval. This cost is based on your company's base currency.

Maximum Quantity

If the purchase order exceeds this maximum quantity, in the inventory unit of measure, the purchase order requires approval.

You cannot establish both a maximum cost and maximum quantity for a purchase order type.

Approval Grp/User

The approval user or all users in the approval group that you type in this field must approve the purchase order before processing can continue.

Press F4 to select from a list of approval groups; press F11 from this window to select from a list of individual approvers.

If you specify a user in the *User Restrict* field, that user cannot be the approver or a member of the selected approval group.

To delete an existing approval routing, place your cursor on the detail line and press F22. The system places ***DELETE** on the line where the approval routing existed. Press F3 to exit and save your changes.

If you try to delete the approval routing by pressing FieldExit over the detail line and pressing F3, the system does not delete the detail line.

User Restriction Approval Routing

The system enables you to establish user-specific approval routings.

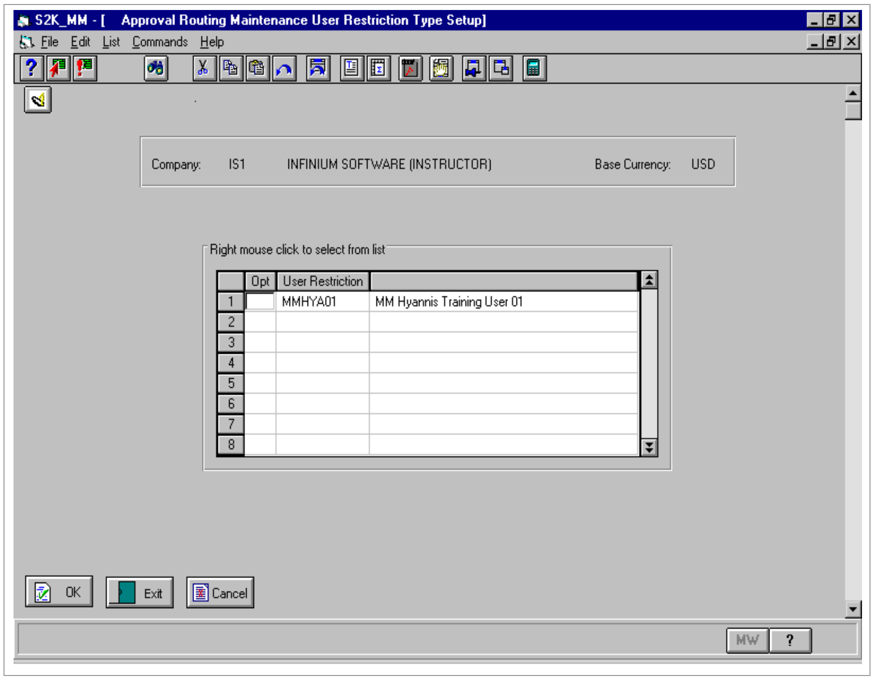


Figure 4-17: Approval Routing Maintenance User Restriction Type Setup screen

The system displays this screen when you type **1** in the User Restriction attribute of the Approval Routing Maintenance Type Setup prompt screen.

Opt

Type one of the following values in the *Opt* field:

2	Use this option to edit the user restriction type approval routing.
3	Use this option to copy the user restriction type approval routing.
4	Use this option to delete the user restriction type approval routing.
5	Use this option to display the user restriction type approval routing.
6	Use this option to print the user restriction type approval routing.

The following function keys are available from the Approval Routing Maintenance User Restriction Type Setup screen:

Function Key	Description
F6	Use this key to add a user restriction type approval routing.
F7	Use this key to print a summary report of the user restriction type approval routing. For more information, refer to the “Printing the Approval Routing Summary Report” topic in this chapter.

Adding a User Restriction Type Approval Routing

The system displays this screen when you press F6 from the Approval Routing Maintenance User Restriction Type Setup screen.

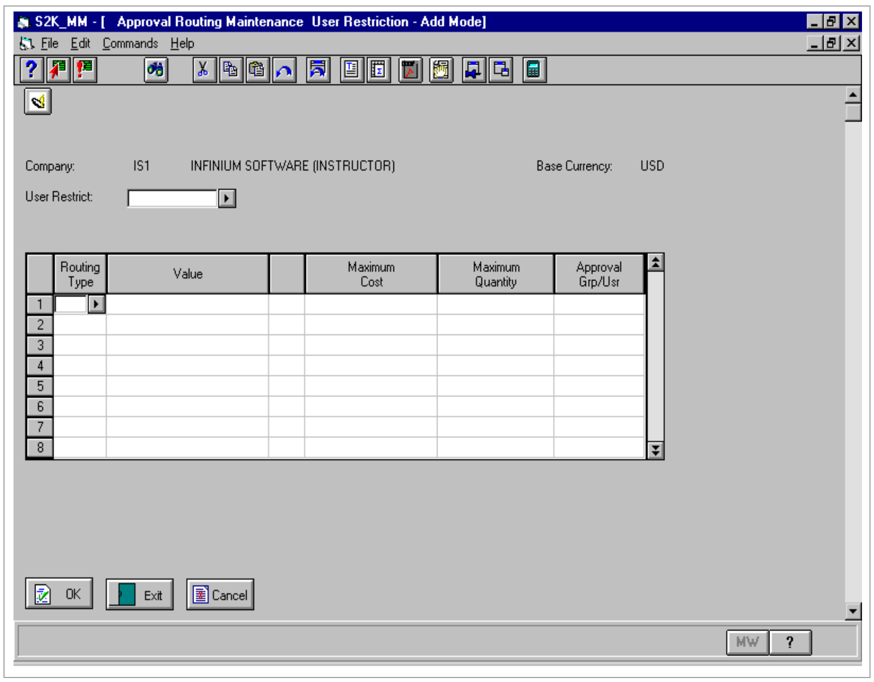


Figure 4-18: Approval Routing Maintenance User Restriction Add Mode screen

This screen enables you to add one or more user restriction type approvals.

User Restrict

Use this field to identify the user to which you are assigning the approval routing.

Press F4 to select from a list of users.

Routing Type

Type one of the following values in the *Routing Type* field:

1	Use this option to create a user restriction type approval routing.
2	Use this option to create an Item code approval routing specific to this user.
3	Use this option to create a Commodity code approval routing specific to this user.
4	Use this option to create a requisition type approval routing specific to this user.
5	Use this option to create a purchase order type approval routing specific to this user. The user you select for a purchase order type approval routing should be a buyer, as specified in the *Work with user profile* option.

Value

This field works in conjunction with the *Routing Type* field. If you type **2** (items) in the *Routing Type* field, the value you type in this field must exist in the Product or Raw Material master. If you type **3** in the *Routing Type* field, you must type a Commodity code in the *Value* field.

The system validates the code you type in the *Value* field when you press Enter.

Maximum Cost

If the total cost of the object identified in the *Value* field exceeds this maximum cost for this user, excluding additional charges or taxes, the purchasing document requires approval. This cost is based on your company’s base currency.

Maximum Quantity

The purchasing document requires approval if the object identified in the *Value* field exceeds this maximum quantity, in inventory unit of measure, for this user.

You cannot establish both a maximum cost and maximum quantity for a user restriction type approval routing.

Approval Grp/User

The approval user or all users in the approval group that you type in this field must approve the purchasing document before processing can continue.

If you specify a user in the *User Restrict* field, that user cannot be the approver or a member of the selected approval group.

Press F4 to select from a list of approval groups; press F11 from this window to select from a list of individual approvers.

The user identified in the *User Restrict* field cannot be the assigned approver or a member of the approval group.

To delete an existing approval routing, place your cursor on the detail line and press F22. The system places ***DELETE** on the line where the approval routing existed. Press F3 to exit and save your changes.

If you try to delete the approval routing by pressing FieldExit over the detail line and pressing F3, the system does not delete the detail line.

Example of Multiple Approval Levels

The system displays this screen when you type **2** in the *Opt* field in the Approval Routing Maintenance User Restriction Type Setup screen.

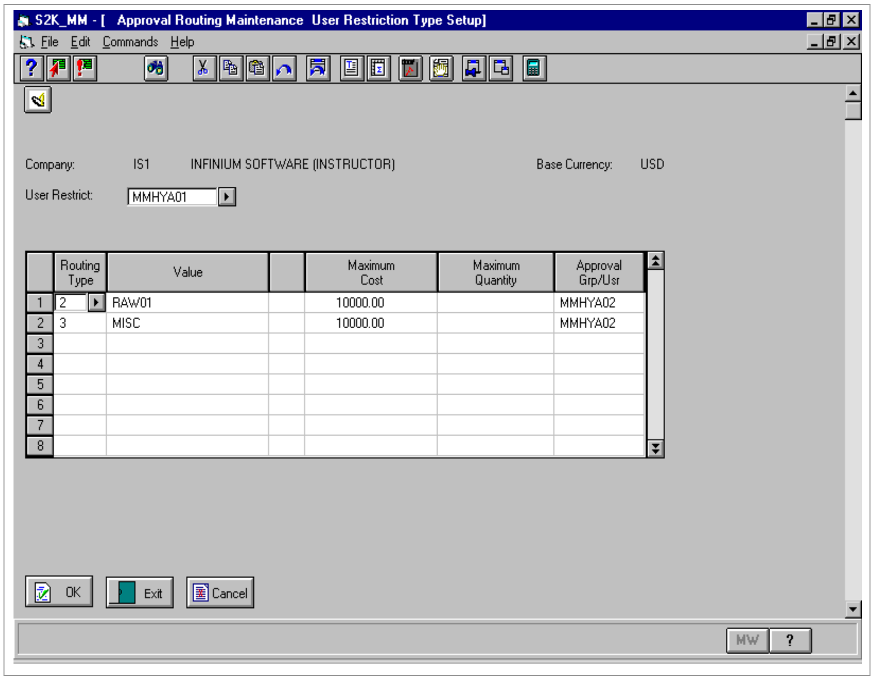


Figure 4-19: Approval Routing Maintenance User Restriction Type Setup screen

Use this screen to maintain a user restriction type approval routing.

The above screen shows an example of setting up multiple user restriction approval routing types. If user MMHYA01 creates or edits a purchasing document with the Item code RAW01 (*Routing Type* is **2**) that exceeds $10,000, the system routes the purchasing document to approval group MMHYA02.

Likewise, if this user creates or edits a purchasing document with the Commodity code MISC (*Routing Type* is **3**) that exceeds $10,000, the system routes the document to approval group MMHYA02.

All user restriction type approval routings also appear as user-specific entries in the appropriate approval routing attribute. For example, the user restriction for Item code RAW02 shown above also displays in the Item Code approval routing attribute.

Approval Routing Summary Report

The Approval Routing Summary Report provides a list of approval routings for the approval type in which you are working.

Printing the Approval Routing Summary Report

You can press F7 from an Approval Routing Maintenance Type Setup screen to print a summary report of the established approval routing.

A sample of the Approval Routing Summary Report appears on the next page.

```
PMGAVR      PMTAVR                                  Approval Routing Maintenance                              Page :    1
  5/01/2000  9:00:00                                 Summary Report                                    ADMIN
Company . . . . . :   INF  INFINIUM SOFTWARE, INC.
Routing Type  . .  : USER APPROVAL
 ----------------------------------------------------------------------------------
 User Restriction            Description
 ----------------------------------------------------------------------------------
 AKS                         Andrea Stanford
 AMW                         Toni Williams
 DTL                         Daniel Lawson
 RWL                         Roger Williams
 SRM                         Susan Meyers
 SLP                         Sally Pembroke
 TMS                         Theodore Simmons

                                       ***** END OF REPORT *****
```

Defining Alternate Approvers

When you establish alternate approvers, someone other than the primary approver can process the approval. The system uses effective dates to determine alternate approver authority, provided the alternate approver is active.

You can also establish and maintain alternate approvers by using the *Work with user profile* option.

Use the following menu path.

- Infinium PM
- *Approvals*
  - *Work with alternate approver* [WWAA]

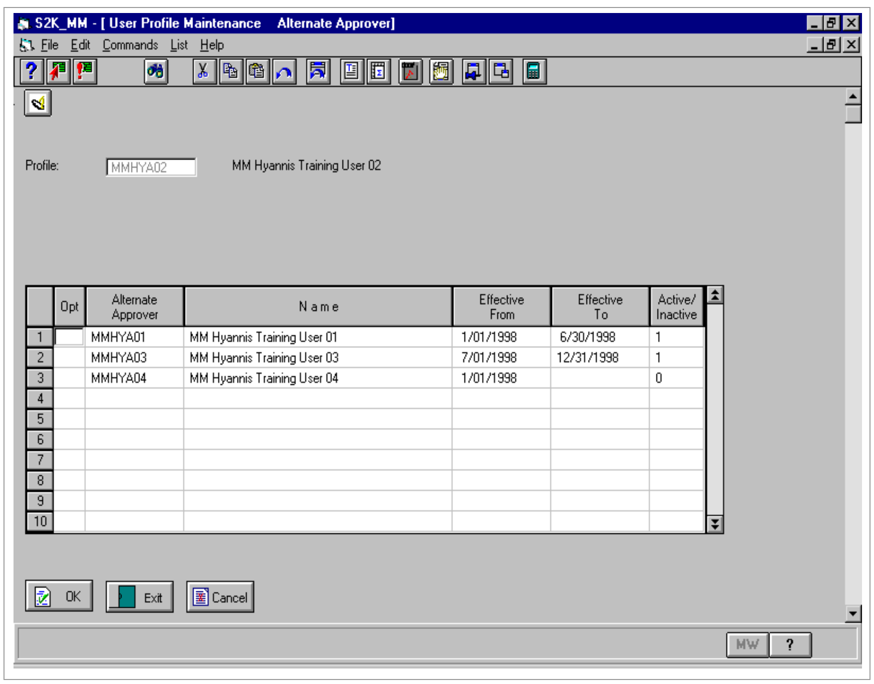


Figure 4-20: User Profile Maintenance Alternate Approver selection screen

The system displays current alternate approvers on this screen.

Opt

Type **2** to work with an existing alternate approver, **4** to delete an alternate approver, or **5** to display an alternate approver.

Press F6 to add an alternate approver for this user.

Adding Alternate Approvers

The system displays this screen when you press F6 from the User Profile Maintenance Alternate Approver selection screen.

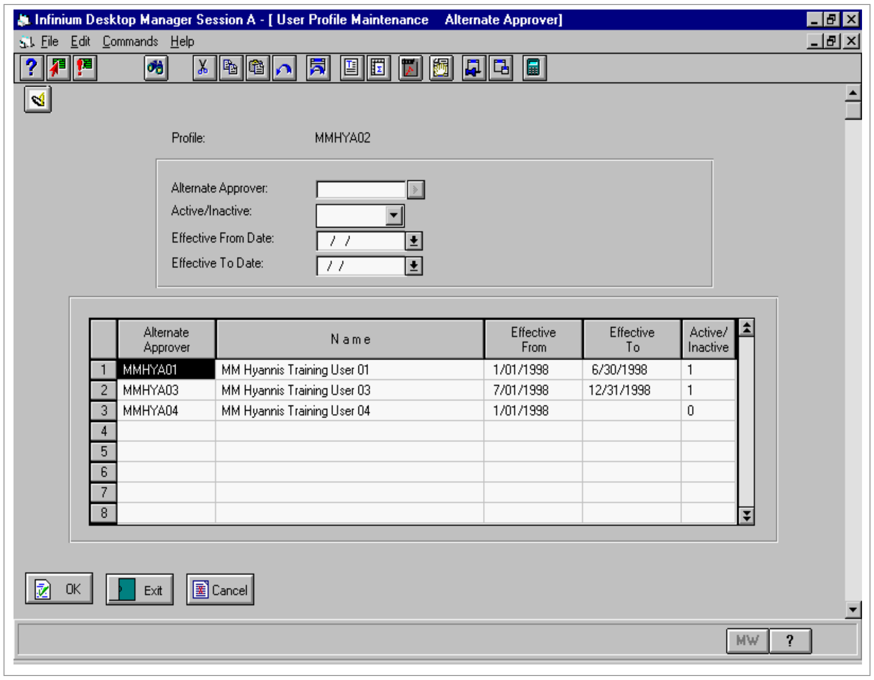


Figure 4-21: User Profile Maintenance Alternate Approver screen

To add alternate approvers for this user, specify the effective dates and activate the alternate approver.

Effective From Date, Effective To Date

These dates define the length of time the alternate approver’s approval authority exists with the primary approver’s authority. If you leave these fields blank, the system grants perpetual approval authority.

You can set up more than one active alternate approver as long as you specify effective dates that do not overlap. If you do not specify effective dates, only one alternate approver can be active at a time.

The following table is a sample of how you can set up alternate approvers.

Alt. Approver	Effective From	Effective To	Active (1 is Yes)
MMHYA01	1-01-98	3-31-98	**1**
MMHYA02	4-01-98	6-30-98	**1**
MMHYA03	7-01-98	12-31-98	**1**
MMHYA04	1-01-99		**0**

Chapter 5 Working with Supervisor File Maintenance Controls

5

The chapter consists of the following topics:

Topic	Page
Overview of Supervisor File Maintenance Controls	5-2
Clearing Application Files	5-3
Resetting Sourcing Batch Errors	5-5
Resetting Purchasing Information	5-8
Purging Transaction Files	5-12

Overview of Supervisor File Maintenance Controls

Typical supervisor functions include file maintenance operations.

Refer to the “Updating the Picket Ticket Flag” topic in the “Processing Stock Allocations” chapter in this guide for information on the *Work with Pick Ticket Flag* option.

In this chapter you learn how to use the following supervisor file maintenance utilities:

- Clearing Application Files
- Resetting Sourcing Batch Errors
- Resetting Purchasing Information
- Purging Transaction Files

Caution: Each of these utilities are powerful functions that should be performed only when necessary and with caution. These options should display only on the menus of your system supervisors.

Clearing Application Files

You should use this option only when you go live from a test environment to a production environment. This option enables you to clear all files in the Infinium PM default library. Other Infinium Materials Management Suite systems have an option for clearing application files. Before you go live, you must clear application files for each system that you have installed.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Clear application files* [PMGCF]

Obtaining Your Password

Figure 5-1: Clear Purchase Management Data screen

You must contact Infinium Customer Support to obtain the Password before you can perform this function.

Default Library

Use this field to specify the Infinium PM database library to clear. Generally, the suggested library name is: **PMDBFA**.

When you press F22, the system clears all members in the files that reside in the specified library except for the critical files listed in the following table.

File	File Name
DMPCG	Company Group File
PMPCC	Change Orders Control File
PMPCM	Control Number Master
PMPEC	Entity Control File
PMPEN	Entity Number File
PMPOT	Purchase Order Type File
PMPRT	Requisition Type File
PMPSQ	Company/Entity Sequence Control
PMPTAGF	Infinium Query Tax File
PMPTAGFL	Infinium Query Tax File
PMPTX	Tax Master
PMPUF	User Field Definitions
PMPUP	User Profile File
PMPUV	User Restrictions

Resetting Sourcing Batch Errors

This option enables you to reset errors following the failure of an automatic sourcing batch job. This option releases locked requisition detail lines and clears them from the sourcing selection file.

If you attempt to access a locked requisition detail (due to an automatic sourcing batch job failure), the system displays the following message:

Requisition detail is in use. Sourcing already in progress for this detail.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Reset sourcing batch errors* [RSBE]

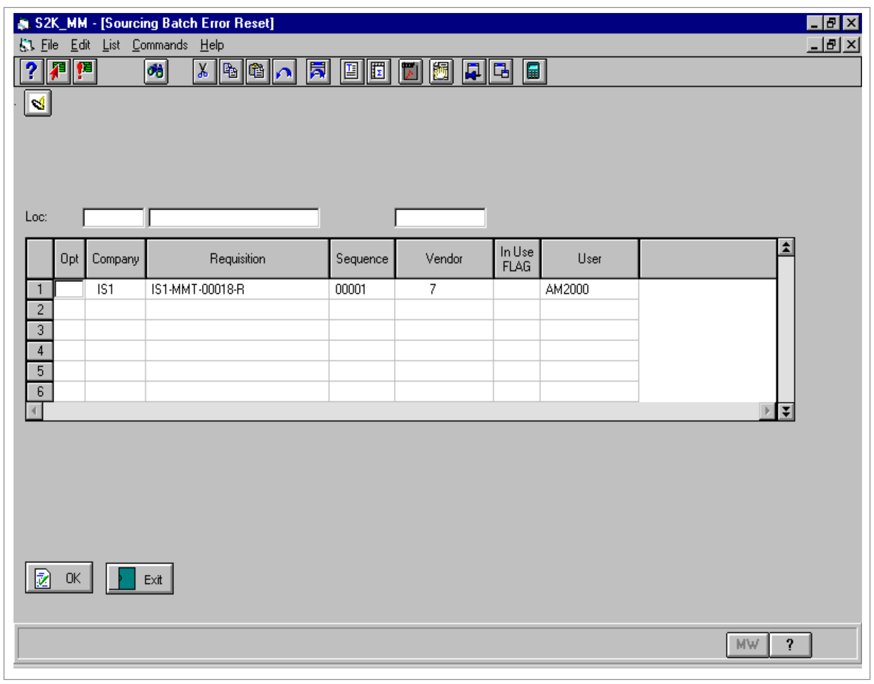


Figure 5-2: Sourcing Batch Error Reset selection screen

You use this screen to reset locked requisition detail lines. Requisition detail lines may become locked due to a sourcing error or system failure (for example, a power outage).

The *In Use Flag* field in the Sourcing Batch Error Reset screen displays @ if a requisition detail line is locked by the system. The following conditions place a lock on a requisition detail line, which prevents it from being accessed by other users:

- Multiple users attempt to access the same requisition detail line in interactive sourcing.
- The system is performing but has not completed an automatic sourcing batch job using the requisition detail line.
- A power outage or system failure occurred while one or more users were in interactive sourcing.

Opt

Type **2** in this field to reset the requisition detail line. When you type **2** and press Enter, the system highlights the selected requisition detail line and removes @ from a detail line's *In Use Flag* field.

Type **5** in this field to display the requisition detail line.

The following function keys are available from the Sourcing Batch Error Reset screen:

Function Key	Description
F5	Use this key to refresh the list of sourcing errors in the Sourcing Batch Error Reset screen, which removes reset requisition detail lines.
F11	Use this key to display an alternate view of the Sourcing Batch Error Reset screen, which displays the Item code, Size code, and item description for each requisition detail line.
F17	Use this key to narrow the list of requisition detail lines in the Sourcing Batch Error Reset screen. You use this option to reset requisition detail lines by company, user ID, or vendor.

Subset Selection

Press F17 to reset requisition detail lines by company, user, or vendor.

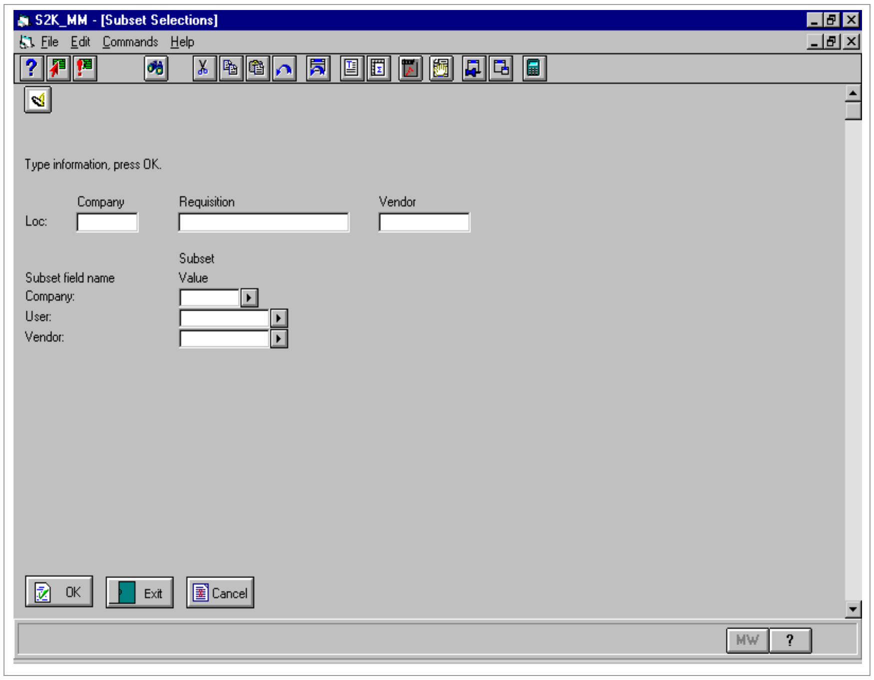


Figure 5-3: Sourcing Batch Error Reset Subset Selections screen

The system displays this screen when you press F17 from the Sourcing Batch Error Reset selection screen. You use this screen to narrow the list of requisition detail lines on the Sourcing Batch Error Reset selection screen. You can narrow the list by company, user ID, or vendor.

If you use any of the locate fields and press Enter, the system positions the list of requisition detail lines beginning with the entry you type.

If you use any of the subset fields and press Enter, the system displays only those requisition detail lines that match the subset entries you type.

Resetting Purchasing Information

This option enables you to synchronize the available to promise (ATP) and master production scheduling (MPS) balances in Infinium Advanced Planning based on Open (**01**) purchase requisitions and Open (**01**) or Partially Received (**50**) purchase orders. In addition, this option resets the requisition and purchase order inventory balances as well as on-order balances in Infinium Inventory Control.

You can reset purchasing information by company, company/warehouse, company/Item code, and company/warehouse/Item code.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Reset purchasing information* [RPI]

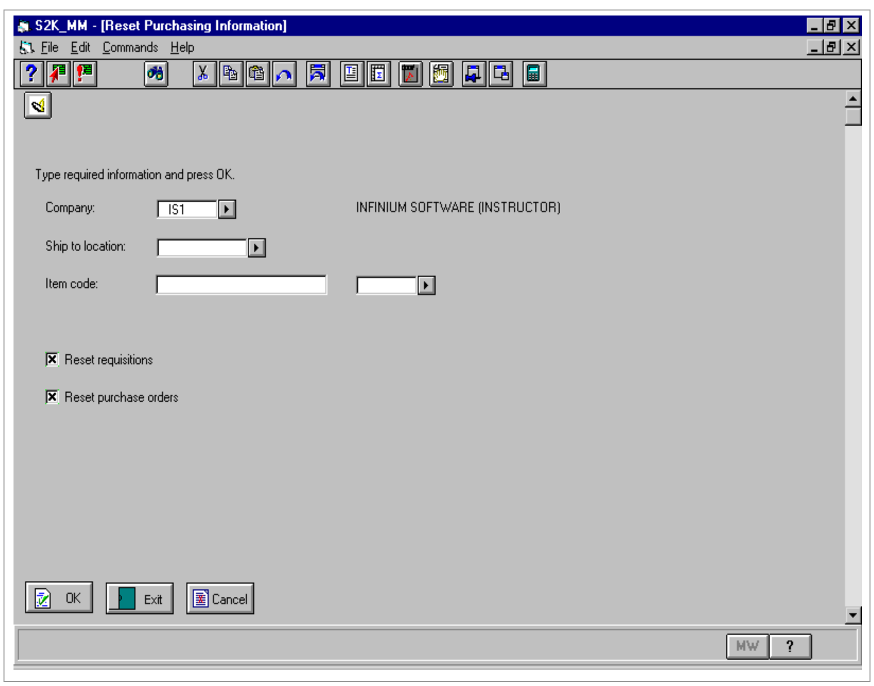


Figure 5-4: Reset Purchasing Information screen

Use this screen to select the company/warehouse/Item code combination to reset the ATP quantity in Infinium Advanced Planning as well as the requisition and purchase order inventory balances and on-order balances in Infinium Inventory Control.

Reset requisitions

Type **1** in this field to reset the inventory balance and ATP quantity in Infinium Advanced Planning based on Open (**01**) purchase requisitions.

Reset purchase orders

Type **1** in this field to reset the inventory balance and ATP quantity in Infinium Advanced Planning based on Open (**01**) purchase order detail lines and Partially Received (**50**) purchase order detail lines.

Press Enter after completing the appropriate fields on this screen.

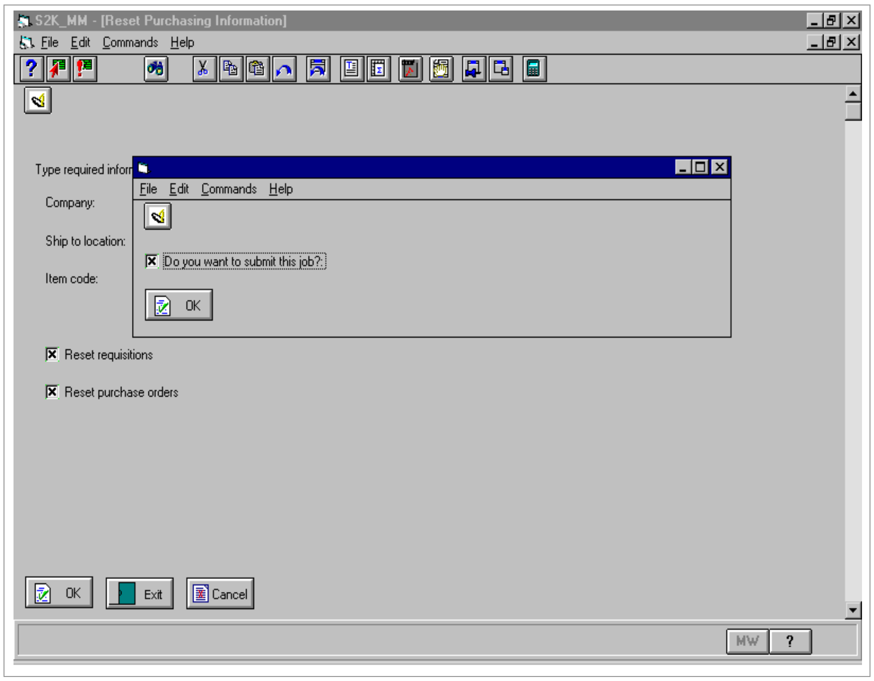


Figure 5-5: Reset Purchasing Information Submit Job window

The system displays this window after you complete the appropriate fields on the Reset Purchasing Information screen and press Enter.

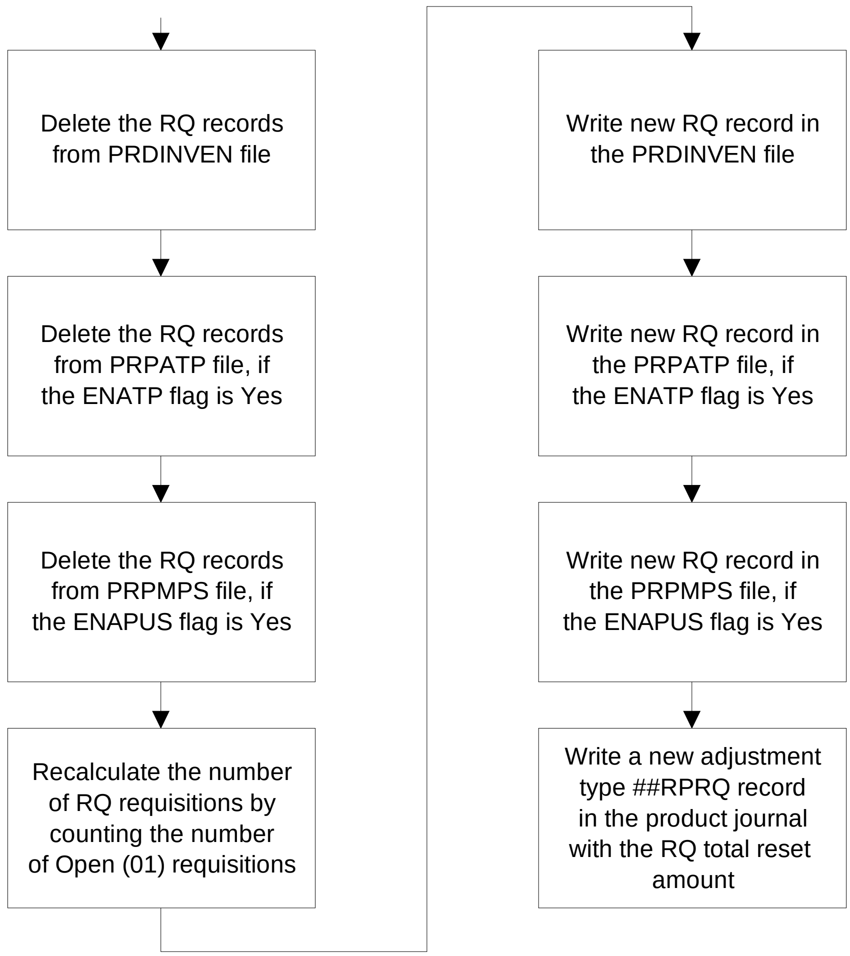
If you type **1** and press Enter, the system submits a batch job for the update of the ATP and inventory balances based on your selections. When the batch job completes, the system displays the following message:

> **Job xxx/user/ATP_UPDATE completed normally on MM/DD/YY at HH:MM:SS.**

The **xxx** is the system-assigned job number; the **user** is the user ID of the person submitting the job; the **MM/DD/YY** is the date stamp of the job's completion; and the **HH:MM:SS** is the time stamp of the job's completion.

Reset Requisition Processing

The following flowchart illustrates the processing that occurs when you reset requisitions.



RQ = Purchase Requistion Inventory Type

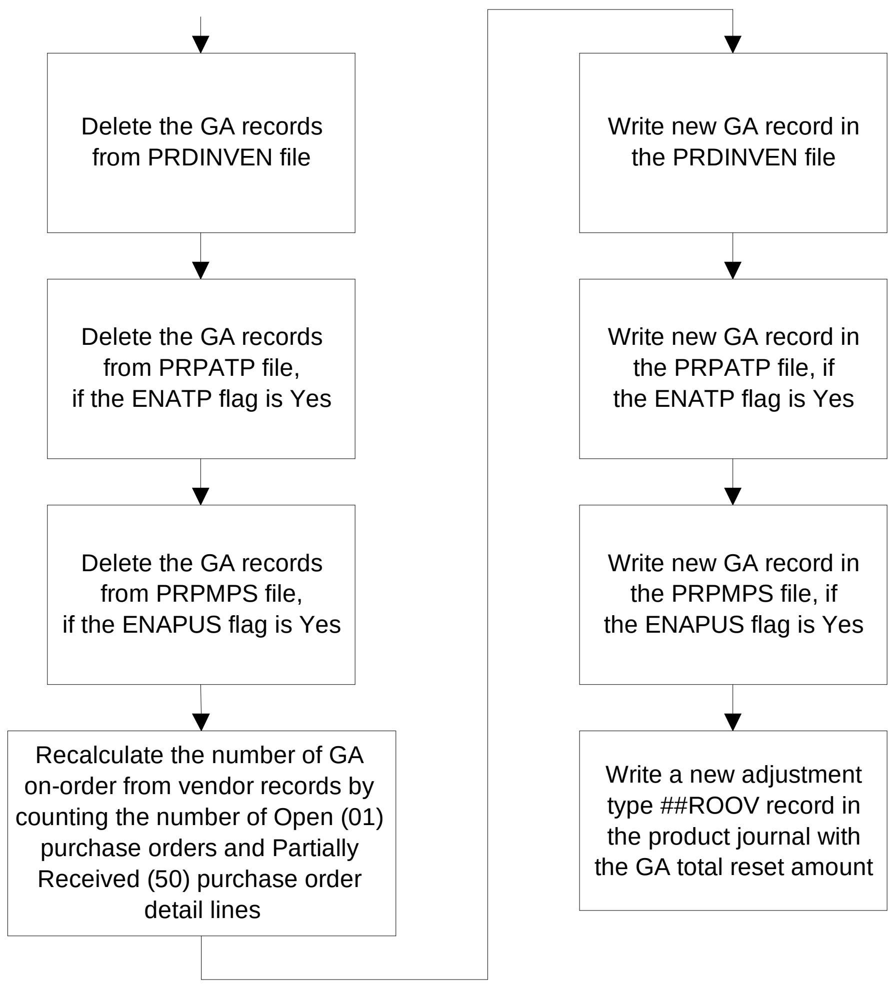
The ENATP flag is the *Available to Promise* field in the Entity/Company/Warehouse hierarchy in Infinium CA.

The ENAPUS flag is the *Use Advanced Planning* field in the Entity/Company/Warehouse hierarchy in Infinium CA.

Figure 5-6: Reset Requisition Processing

Reset Purchase Order Processing

The following flowchart illustrates the processing that occurs when you reset purchase orders.



RQ = Purchase Requistion Inventory Type

GA = On Order from Vendor/Purchase Inventory Type

The ENATP flag is the *Available to Promise* field in the Entity/Company/Warehouse hierarchy in Infinium CA.

The ENAPUS flag is the *Use Advanced Planning* field in the Entity/Company/Warehouse hierarchy in Infinium CA.

Figure 5-7: Reset Purchase Order Processing

Purging Transaction Files

You can use the *Purge transaction history* option to delete selected Infinium PM transactions from the system. You can restrict the purge to a specified company or company group and a date or date range.

Caution: Be sure that you have a current backup of the appropriate Infinium PM database library before you run the purge option.

After you run the *Purge transaction history* option, you should run the *Reorganize transaction files* option to reclaim disk space.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Purge transaction history* [PTH]

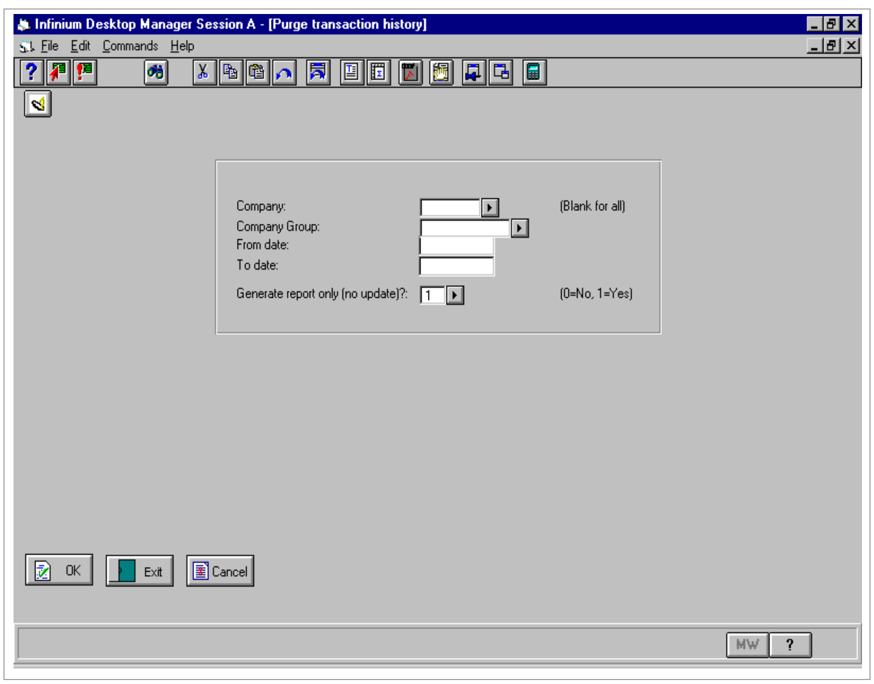


Figure 5-8: Purge transaction history screen

You use this screen to establish the operational limits for the purge. You must select a company or company group and a date range for the purge.

Other than the audit log (PMPAL), which does not have a status flag, the system purges only purchasing documents with a header status of one of the following:

- Manual Close (**91**)
- Automatic Close (**92**)
- Deleted (**99**)

Company, Company Group

Use these mutually exclusive fields to select a company or company group by which to purge the transaction files. You can leave the *Company* and *Company Group* fields blank to select all companies and company groups.

A company specified in the *Company* field must be a valid Infinium Cross Applications company. A company group specified in the *Company Group* field must be a valid Infinium PM company group.

From date, To date

Use these fields to establish a range of dates by which to purge the transaction files. You can leave the *From date* and *To date* fields blank to specify all dates.

Generate report only (no update)?

Type **1** in this field to generate reports of which files will be purged based on your selection criteria. Type **0** in this field to generate reports and a purge batch job based on your selection criteria.

After specifying the conditions for the purge, press Enter to continue. The system displays the Purge transaction selection screen.

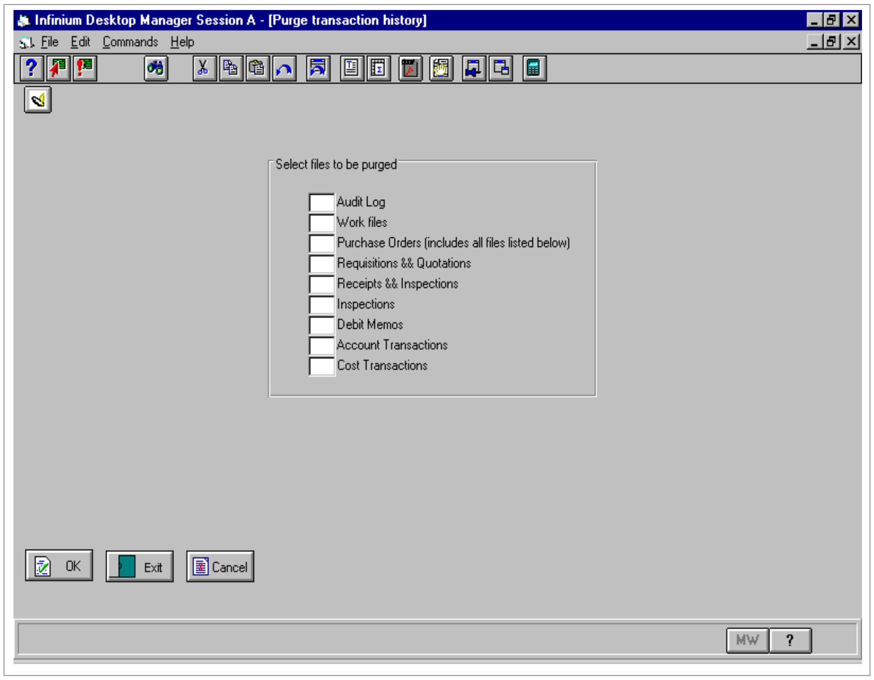


Figure 5-9: Purge transaction selection screen

The system displays this screen after you select the operational limits for the purge. You use this screen to select the transaction files to purge from Infinium PM for the selected company or company group and date range.

If you purge purchase orders, the system purges all files except associated requisitions and quotation requests that have been manually closed or deleted. To purge those documents, you must also purge requisitions and quotation requests.

After you select one or more files and press Enter, the system displays a purge confirmation message. Press Enter to continue or F12 to cancel.

If you press Enter to continue, the system generates a purge batch job and holds that job on the JOBQ until it is released.

After the completion of the purge batch job, you should run the *Reorganize transaction files* option to reclaim disk space. For more information, refer to the "Reorganize Transaction Files" topic in this chapter.

File Purge Information

The following table details the files affected by the purge option and the conditions by which each file is purged.

File Selection Reference:

1 - Audit Log	5 - Requisitions/RFQs	9 - Account Transactions
2 - Error/Exception	6 - Receipts/Inspections	10 - Cost Transactions
3 - Task Coupling	7 - Inspections	
4 - Purchase Orders	8 - Debit Memos	

File	Description	Purged by Selection	Condition Required for Purge
PMPAC	Approval Cycle	4, 5	
PMPAD	Addresses	4	
PMPAL	Audit Log	1	Within selected date range
PMPAT	Account Transactions	4, 9	
PMPBP	Blanket Purchase Order Contract Price	4	
PMPBA	Blanket Purchase Order Authority	4	
PMPBC	Blanket Controls	4	
PMPCT	Costing Transactions	4, 10	
PMPDM	Debit Memo Master	4, 8	
PMPDMSW	Debit Memo Selection Picks and Ship Tickets	4, 8	
PMPEE	Exception/Error	Future	Reserved for future release
PMPID	Inspection Detail	4, 6, 7	
PMPIH	Inspection Header	4, 6, 7	
PMPKC	Manual Generation Number Check	4, 5	
PMPLK	Task Coupling Header	Future	Reserved for future release

File	Description	Purged by Selection	Condition Required for Purge
PMPPA	Purchase Order Multiple Account	4	
PMPPD	Purchase Order Detail	4	
PMPPG	Purchase Order Additional Charges	4	
PMPPH	Purchase Order Header	4	
PMPPR	Purchase Order Receipts	4, 6	
PMPPS	Purchase Order Multiple Ship	4	
PMPRA	Requisition Multiple Account	4, 5	
PMPRD	Requisition Detail	4, 5	
PMPRH	Requisition Header	4, 5	
PMPRS	Requisition Multiple Ship	4, 5	
PMPSD	Sourcing Support Detail	4, 5	
PMPSH	Sourcing Support Header	4, 5	
PMPVA	Vendor Quote Address	4, 5	
PMPVR	Vendor Quote Response	4, 5	
PMPVS	Vendor Performance Statistics	None	
DMPND (Infinium CA)	Generic Notes Detail	4, 5, 6, 7	
DMPNH (Infinium CA)	Generic Notes Header	4, 5, 6, 7	

Associated Purchase Order File Purges

The system purges these transactions only if the associated purchase order is closed:

- Cost transactions (PMPCT)
- Account transactions (PMPAT)
- Debit memo selection file – Pickup and Ship Tickets (PMPDMSW)
- Debit memo master (PMPDM)
- Generic header notes file in Infinium Cross Applications (DMPNH)
- Generic detail notes file in Infinium Cross Applications (DMPND)
- Inspection header (PMPIH)
- Inspection detail (PMPID)
- Purchase order receipts (PMPPR)

Conditional Purges Due to Sourcing

The system purges transactions based on the following conditions:

1. The requisition header (PMPRH) is closed and the requisition/quotation request has not been sourced to a purchase order (PMPSH).

2. The requisition header (PMPRH) or quotation request has been sourced (PMPSH) and the associated purchase order (PMPPH) is closed.

3. The requisition (PMPRH) has been sourced (PMPSH) to a quotation request and the requisition has been closed, based on the *Quote handling* field on the quotation request type.

Upon meeting these conditions, the system purges the following transactions:

- Approval cycle (PMPAC)
- Sourcing support header (PMPSH) and sourcing support detail (PMPSD)
- Requisition multi-account (PMPRA)
- Requisition multi-ship (PMPRS)
- Requisition header (PMPRH) and requisition detail (PMPRD)
- Vendor quote address file (PMPVA)
- Vendor quote response file (PMPVR)

- Generic header notes file in Infinium Cross Applications (DMPNH)
- Generic detail notes file in Infinium Cross Applications (DMPND)

Transaction Purge Reports

The system generates four reports during the purge process. These reports are:

- Purged transaction file names and sizes (PMTPRG), which lists each file, file record count, and file record size (in bytes) selected for purge
- Purged purchase order information (PMTPRG4), which lists each purchase order selected for purge
- Purged requisition information (PMTPRG5), which lists each requisition selected for purge
- Purged audit log file information (PMTPRG1), which lists each audit log file, associated user profile, job, and system information selected for purge

The following pages include a sample of each of these reports.

```
PMTPRG     PMTPRG                    Purchase Management Transaction file purge audit report.                      PAGE          1
 7/22/00    7:54:43
    Company . . . :       All     Company group  . .         All
    From date . . . . . .       All              To date . . . . . . . All
File name                               Record Counts                            Deletion size in bytes
------------------------------------------------------------------------------------------------------------------------------------
PMPAC
PMPAD                                            4,346                                        1,021,310
PMPAL                                           27,753                                        2,525,523
PMPAT                                               55                                           47,355
PMPBP
PMPBA                                                2                                              166
PMPBC                                                8                                            2,312
PMPCT
PMPDM                                                1                                              974
PMPDMSW
PMPID
PMPIH
PMPPA
PMPPD                                              351                                          365,391
PMPPG                                               73                                           39,347
PMPPH                                              130                                          128,310
PMPPR                                               42                                           35,070
PMPPS                                                4                                            1,156
PMPRA                                               12                                            2,160
PMPRD                                              448                                          396,480
PMPRH                                              137                                           75,213
PMPRS                                              303                                           58,479
PMPSD
PMPSH
PMPVA                                                1                                              271
PMPVR
PMPVS                                               62                                           31,434
DMPND                                                9                                            1,107
DMPNH                                                9                                            1,404
Report Total                                    33,746                                        4,733,462
                                       **********   E N D   O F   R E P O R T  **********
```

```
PMGPRG     PMTPRG4          Purchase Management Transaction file purge audit report.                               PAGE          1
 7/22/00    7:54:43                                 Purchase Orders
    Company . . . :       All     Company group  . .         All
    From date . . . . . .       All              To date . . . . . . . All
STS   Company    Division   PURCHASE ORDER      Description                              Requestor     Vendor ID   Issue date
-----------------------------------------------------------------------------------------------------------------------------------
       Seq     item               Description                     Order Quantity          Unit Cost          Extended Cost
-----------------------------------------------------------------------------------------------------------------------------------
91      IS1                 IS1-00057-AKS-PO    Kitplane #122                                AKS                  VEND2      5-12-2000
          1   AIRFRAME            General airframe components             1.0000                     $1,200.00          $1,200.00
91      IS1                 IS1-00070-ROL-PO    Fuel                                         RWL                  VEND1      6/04/2000
          1   AV100               AV 100 Fuel                            15.0000                         $1.21             $18.29
99      IS1                 IS1-00076-ROL-PO-001Airframe Parts                               RWL                  VEND1      6/16/2000
          1   AV100               AV 100 Fuel                            15.0000                         $1.21             $18.29
91      IS1                 IS1-00195-ROL-PO    Toolkit #25.                                 RWL                  VEND3      9/12/2000
          1   TOOL KIT #25        Tool kit for kitplane #25.             50.0000                        $81.99          $4,099.50
99      IS1                 IS1-00210-ROL-PO-001Parts                                        RWL                  VEND3     10/31/2000
          1   AV100               AV 100 Fuel                            10.0000                         $2.00             $20.00
99      IS1                 IS1-00157-ROL-PO    Toolkit #4097.                               RWL                  VEND2     11/28/2000
          1   AIRFRAME            General airframe components           100.0000                        $95.00          $9,500.00
91      IS1                 IS1-00180-DTL-PO    Office                                       DTL                  VEND1      6-10-2000
          1   C-BNDR#1            1.5" Binders                           50.0000                         $1.99             $99.50
91      IS1                 IS1-00192-RWL-PO    Grapes                                       RWL                  VEND1      6-10-2000
          1   GRAPES              Grapes                                150.0000                         $1.00            $150.00
99      IS1                 IS1-00210-DTL-PO    receiving hours are 8-330 pm                 DTL                  VEND3      2/12/2000
          1   Z001                Bags                                   10.0000                         $1.00             $10.00
99      IS1                 IS1-00180-DTL-PO    Maintenance                                  RWL                  VEND3     10/31/2000
          1   J-PC                Network card                            1.0000                       $222.00            $222.00
 TOTAL PURCHASE ORDERS                        10
                                       **********   E N D   O F   R E P O R T  **********
```

```
PMTPRG5    PMTPRG5          Purchase Management Transaction file purge audit report.                              PAGE          1
 7/22/00    7:54:44                                  Requisitions
    Company . . . :       All     Company group  . .         All
    From date . . . . . .       All              To date . . . . . . . All
STS   Company    Division   Requisition ID              Description                         Requestor        Cost         Date
------------------------------------------------------------------------------------------------------------------------------------
       Seq     item               Description                    Order Quantity           Unit Cost          Extended Cost
------------------------------------------------------------------------------------------------------------------------------------
92       IS1                IS1-0000287-RWL-R           TEST                                RWL                      $1.00 12/10/2000
           1   ACETONE            acetone process exempt matl                .0000                     $.37                   $.37
92       IS1                IS1-0000294-RWL-R           TEST REQUSITION                     RWL                       $.00  6/18/2000
           1   SHEATH             SHEATHS                                 500.0000                    $2.00              $1,000.00
92       IS1                IS1-0000316-RWL-R           TEST REQUSITION                     RWL                    $353.96  6/09/2000
           1   BINDERS                                                      1.0000                  $1.2500                  $1.25
           2   FOLDERS                                                     12.0000                     $.85                 $10.20
 Total Requisitions                                3
                                       **********   E N D   O F   R E P O R T   **********
```

```
PMGPRG     PMTPRG1          Purchase Management Transaction file purge audit report.                                PAGE          1
 7/20/00   13:18:55                                      Audit Log
    Company . . . :         IS1   Company group  . .
    From date . . . . . .                         To date . . . . . . .  7/22/2000
Date        User Profile             Job Information                Sys/rls/mod/ver  . :
-----------------------------------------------------------------------------------------------------------------------------------
 7/22/2000  RWL                      SNA01S2     262819             PM  000  07  0
 7/22/2000  RWL                      SNA01S2     262819             PM  000  07  0
 7/22/2000  RWL                      SNA01S2     262819             PM  000  07  0
 7/22/2000  RWL                      SNA01S2     262819             PM  000  07  0
 7/22/2000  RWL                      SNA01S2     262819             PM  000  07  0
 Total Audit file records removed                      5
                                       **********   E N D   O F   R E P O R T  **********
```

Reorganize Transaction Files

Following a purge, you should run the *Reorganize transaction files* option. Reorganizing the transaction files reclaims free disk space and enables Infinium PM to run more efficiently.

Use the following menu path.

- Infinium PM
- *Supervisor Functions*
  - *Reorganize transaction files* [RTF]

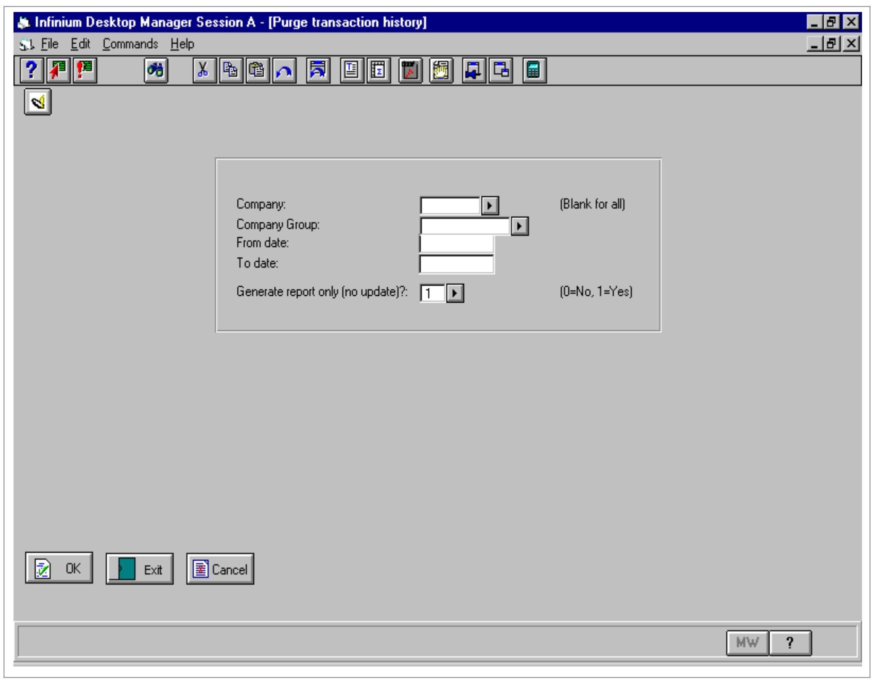


Figure 5-10: Reorganize Physical Files screen

You use this screen to select the transaction files to reorganize.

Depending on the number of deleted records, this process can take a considerable amount of time to complete.

After you select one or more files and press Enter, the system displays a reorganize confirmation message. Press Enter to continue or F12 to cancel.

If you press Enter to continue, the system generates jobs and places them on the JOBQ until released. You must release these jobs to begin processing.

Notes

Chapter 6 Defining and Working with Vendor Information

6

The chapter consists of the following topics:

Topic	Page
Overview of Vendor Information	6-2
Defining Vendors in Infinium PL	6-3
Creating Vendor Item Pricing	6-10
Simulating Vendor Pricing	6-20

Overview of Vendor Information

You define vendor information using the *Work with vendors* option in Infinium Payables Ledger. Both the Infinium Payables Ledger and Infinium PM systems share this vendor information.

After you complete this chapter, you should be familiar with the following:

- Defining Vendors in Infinium Payables Ledger
- Creating Vendor Item Price Information
- Simulating Vendor Pricing

Defining Vendors in Infinium PL

Infinium PM retrieves some vendor information from Infinium Payables Ledger. This section details this vendor information. For specific information on creating a vendor in Infinium Payables Ledger, refer to the *Infinium PL Guide to Setup and Processing*.

Use the following menu path.

- Infinium PL
- *Controls*
  - *Work with vendors* [WWV]

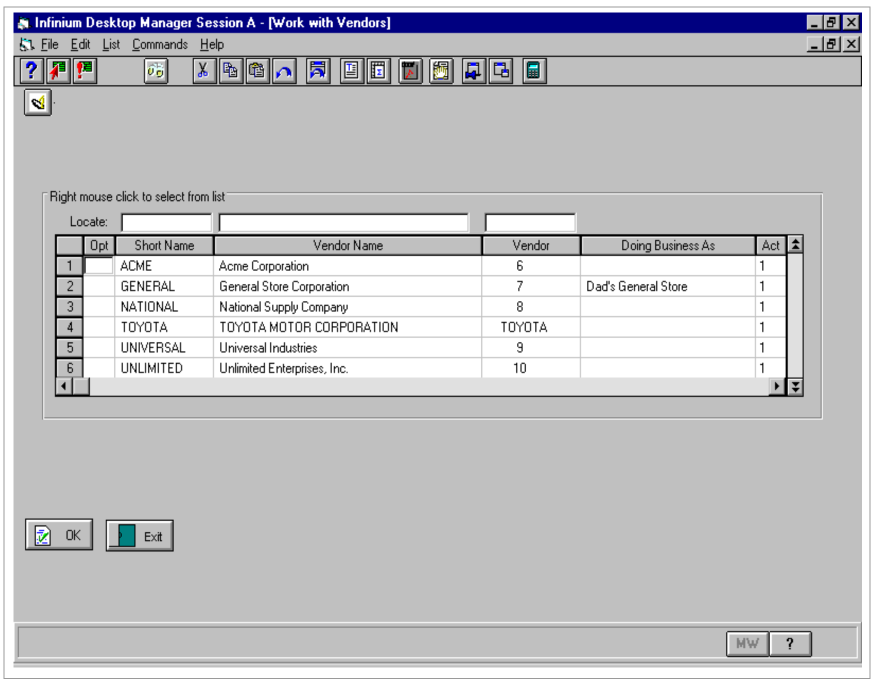


Figure 6-1: Work with Vendors selection screen

The system displays this screen when you select the *Work with vendors* option in Infinium Payables Ledger.

Opt

Type **2** in the *Opt* field to select a vendor. The system displays the Work with Vendors attribute screen.

You can press F6 to create a new vendor.

Selecting Vendor Segments

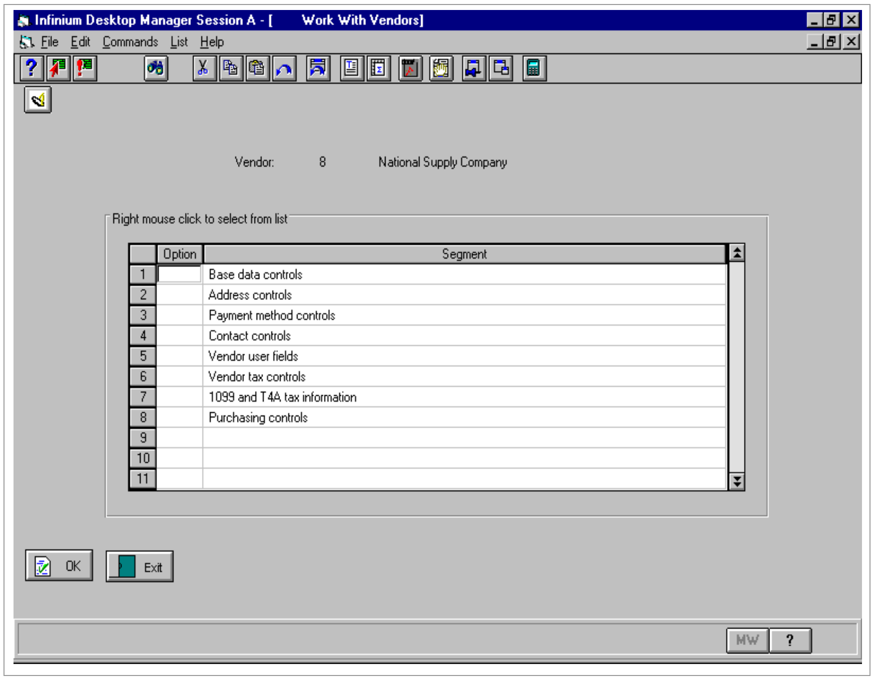


Figure 6-2: Work with Vendors attribute screen

Option

Type **2** next to the appropriate segment to maintain information for the vendor with which you are working. To work with all of the segments, press F9.

Infinium Payables Ledger shares vendor information with Infinium PM relevant to the Base data controls, Address controls, and Purchasing controls segments.

Vendor Base Data Controls Segment

The system displays this screen when you type **2** in the *Option* field to work with the Base data controls attribute.

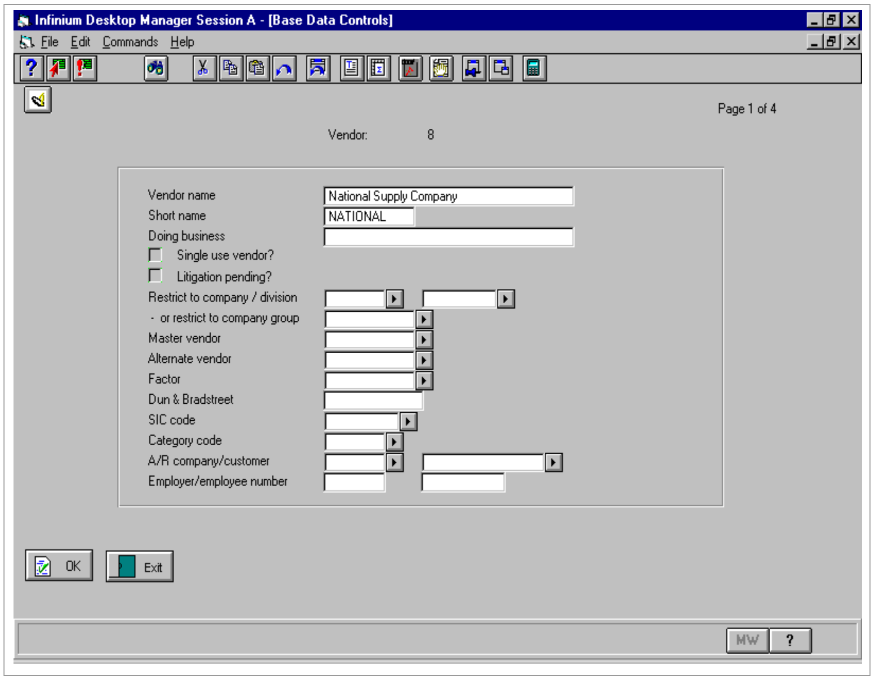


Figure 6-3: Base Data Control screen 1

Vendor name

The vendor name prints on all payment forms produced during payment processing.

The system uses the vendor name you specify here to identify a vendor in the Vendor Item Price Simulation screen. If you do not assign a vendor name in this field, the system does not display a vendor name in the Vendor Item Price Simulation screen.

Short name

The system uses the vendor short name as a locate and sort option on some reports.

If you leave the short name field blank, the vendor's name defaults into this field.

Vendor Address Controls Segment

The system displays this screen when you type **2** in the *Option* field to work with the Address controls attribute.

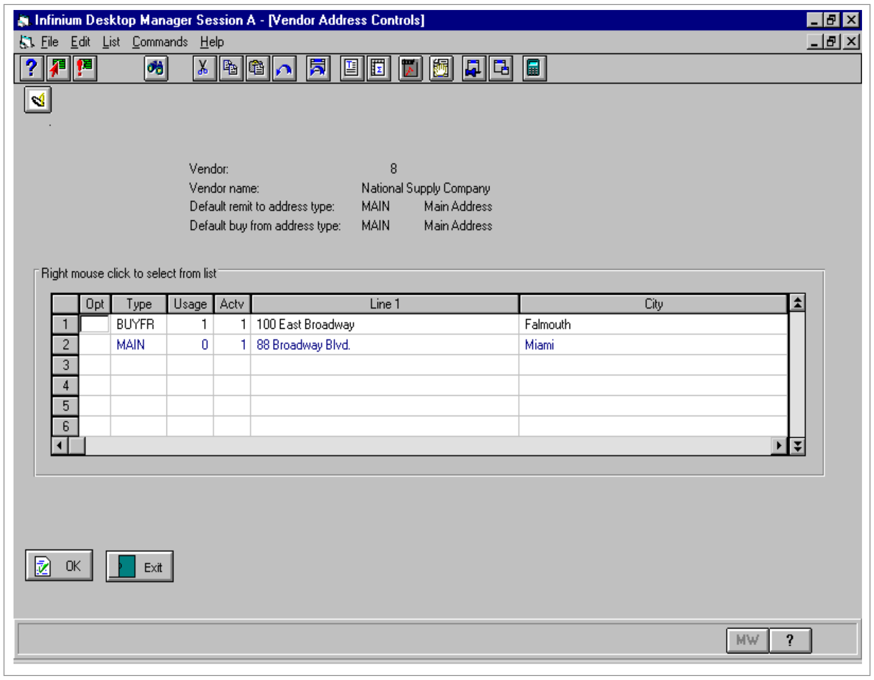


Figure 6-4: Vendor Address Controls selection screen

To change vendor address information, type **2** in the *Opt* field.

To add address lines for the vendor, press F6.

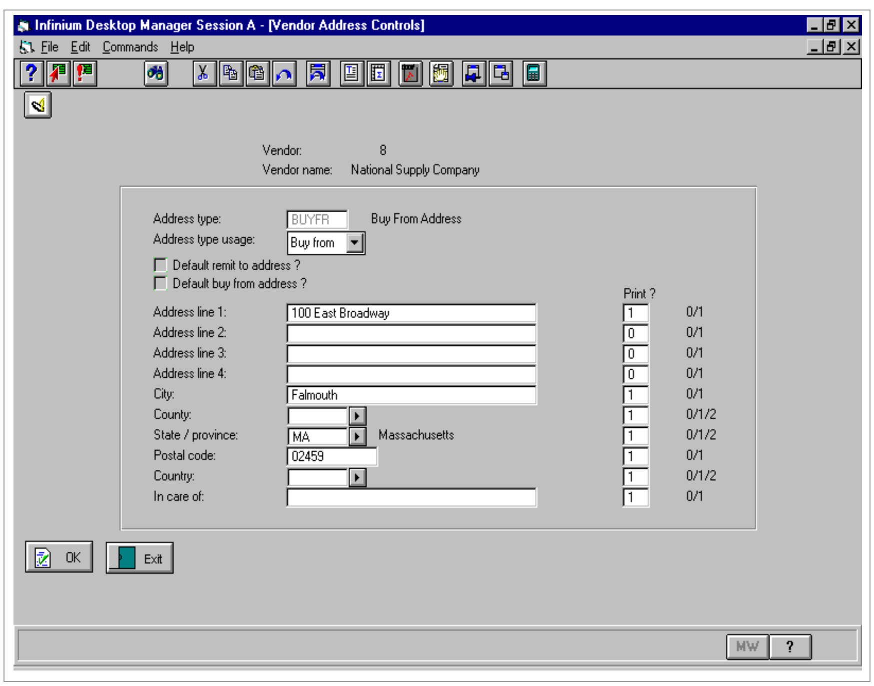


Figure 6-5: Vendor Address Controls screen

If you select a buy-from address type for the vendor, the system displays additional vendor address controls after you press Enter. These fields define controls specifically for Infinium PM.

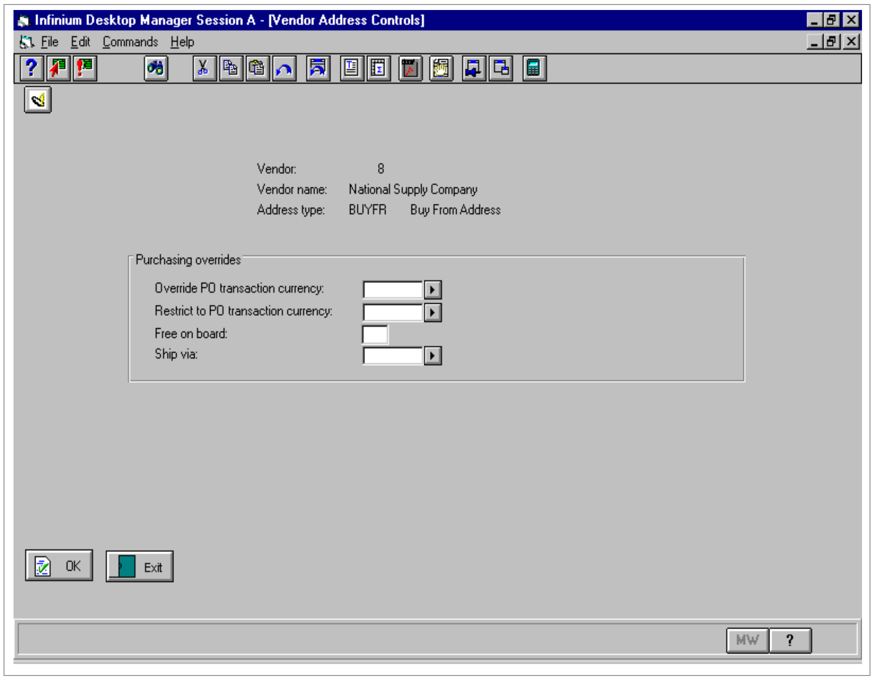


Figure 6-6: Vendor Address Purchasing Controls screen

The system displays this screen when you press Enter from the Vendor Address Controls screen with a buy-from address type. You use the Vendor Address Controls screen to specify address information for the vendor.

Override PO transaction currency

Use this field to specify a default purchase order transaction currency for this vendor location, which overrides the currency in the Purchasing controls segment.

Restrict to PO transaction currency

Use this field to restrict this vendor location to a specific purchase order transaction currency.

The *Override PO transaction currency* and *Restrict to PO transaction currency* fields are mutually exclusive. You can specify a currency in either the *Override PO transaction currency* or *Restrict to PO transaction currency* field.

Purchasing Overrides Free on board

Use this field to specify the free on board for this vendor location, which overrides the free on board specified in the Purchasing controls segment.

Purchasing Overrides Ship via

Use this field to specify the ship via for this vendor location, which overrides the ship via specified in the Purchasing controls segment.

Vendor Purchasing Controls Segment

The system displays this screen when you type **2** in the *Option* field to work with the Purchasing controls attribute.

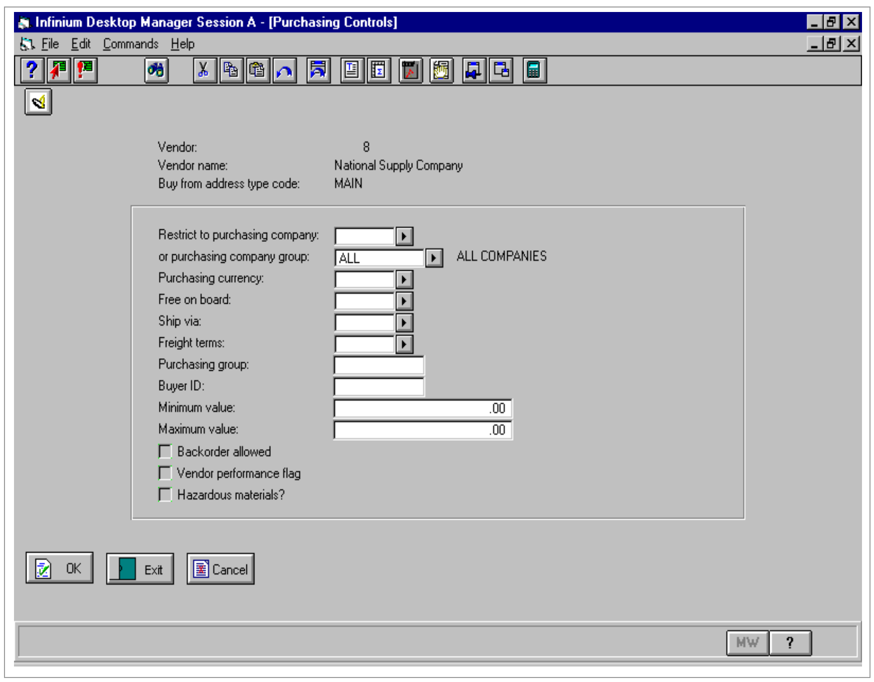


Figure 6-7: Purchasing Controls screen

The values you type in the *PO transaction currency*, *Free on board*, *Freight terms*, and *Ship via* fields default to the Purchase Order Maintenance Header screen when you create a purchase order using this vendor. The value you type in the *Buy from address type code* field is the default vendor address at the purchase order.

The following fields are for future use:

- *Purchasing group*

- *Buyer ID*
- *Minimum value*
- *Maximum value*
- *Backorder allowed*
- *Vendor performance flag*
- *Hazardous materials?*

Creating Vendor Item Pricing

You can create vendor item pricing (VIP) for products, raw materials, and non-inventory materials. After you create vendor item prices, you can access them in requisitions and purchase orders.

For information on uploading vendor item price data from external sources, refer to the “Uploading Vendor Item Price Information” appendix in this guide.

Use the following menu path.

- Infinium PM
- *Control Files*
  - *Work with vendor price [WWVP]*

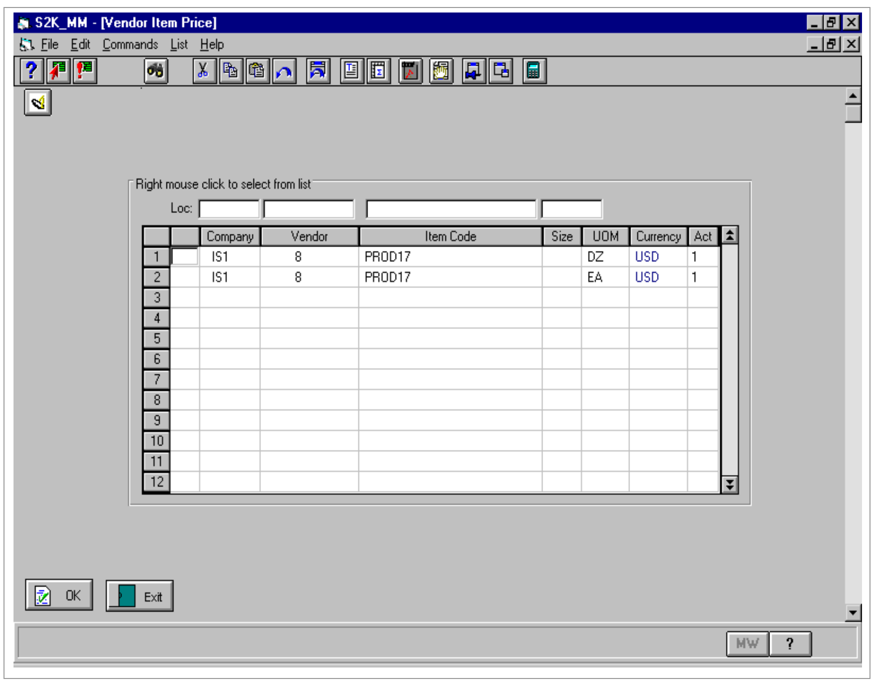


Figure 6-8: Vendor Item Price selection screen

The system displays the existing vendor item price records on this screen. This screen enables you to work with vendor item price records and access vendor performance.

Opt

2	Use this option to change the existing vendor item price header record.
3	Use this option to copy header and detail information from an existing vendor item price record to a new record.
4	Use this option to delete vendor item price header and detail information.
5	Use this option to work with the existing vendor item price detail record.
6	Use this option to print vendor item price header and detail information
8	Use this option to display vendor item price header and detail information.
9	Use this option to activate or inactivate a vendor item price record.

When you type **3** in the *Opt* field, the system copies the value in the *Price* field to a new record only if you do not change the unit of measure and currency.

For example, if you copy a record, change the unit of measure on the new record and press Enter, the system copies the dates and converts the quantity values based on the unit of measure conversion established in Infinium Cross Applications. You must select each detail line using option **2** (change), and then type the correct price in the *Price* field for the new unit of measure.

If a unit of measure conversion does not exist, you must press F14 to establish the required unit of measure conversion. Then type the correct quantity in the *Quantity* field on the detail for the new unit of measure. Press Enter after updating each detail line.

For information on the implications of multiple currency processing and copying vendor item price records, refer to the “Using Multiple Currency Processing in Infinium PM” appendix in this guide.

The following function keys are available from the Vendor Item Price selection screen:

Function Key	Description
F5	Use this key after changing vendor item records to refresh the Vendor Item Price selection screen.
F6	Use this key to add a new vendor item price record.
F7	Use this key to work with vendor performance.
F11	Use this key to display an alternate view of the vendor item price records.
F19	Use this key to print the Vendor Item Summary report. For more information on the Vendor Item Summary report, refer to the “Vendor Item Summary Report” topic in this chapter.

Adding Vendor Item Header Information

The system displays the Vendor Item Header Maintenance screen when you press F6 from the Vendor Item Price selection screen.

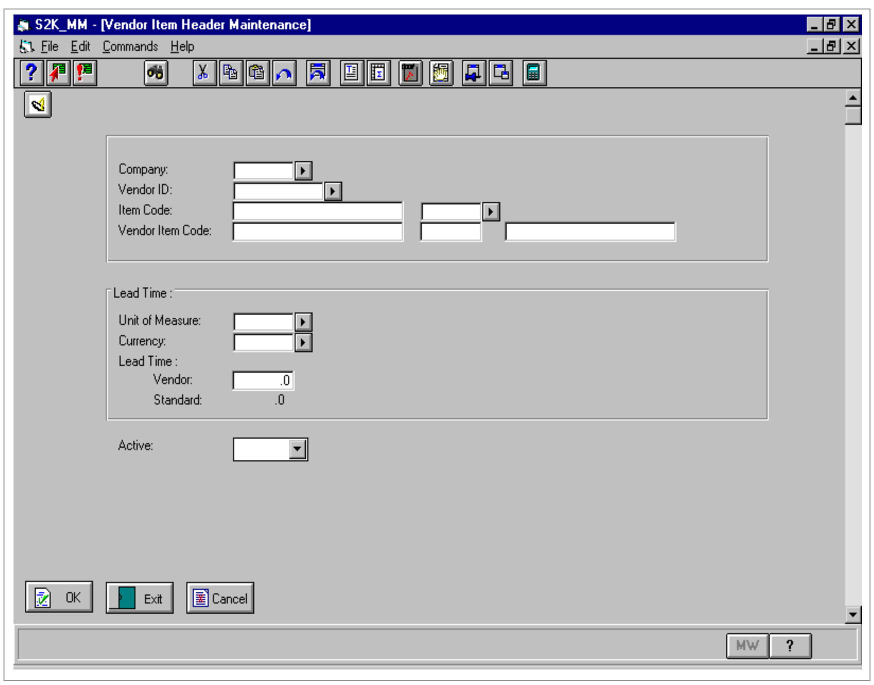


Figure 6-9: Vendor Item Header Maintenance screen

This screen enables you to establish general vendor and Item code information.

Company

Use this field to associate a company with the vendor item price record.

You must have authorization to the company selected in the *Company* field.

Vendor ID

Use this field to assign a vendor to the vendor item price record.

The system retrieves vendor item price information from requisitions and purchase orders by vendor ID only not by Vendor ID and address. You cannot specify a different vendor item price record for each address of a multiple location vendor.

Vendor Item Code

Use this required field to identify the item using the Vendor Item code or name. The value you type in this field defaults to the requisition or purchase order detail.

Vendor Item Description

Use the right-most section of the *Vendor Item Code* field for the vendor's item description. The system prints the vendor item description on both the requisition and purchase order detail.

Unit of Measure

You can type a different purchasing unit of measure for this vendor item combination to override the default unit of measure. The system must be able to convert the unit of measure you select to the inventory unit of measure.

Unit of Measure Default

If you do not specify a unit of measure, the system defaults the unit of measure from Infinium Cross Applications, as detailed in the following table.

Type of Material	VIP Unit of Measure Defaults From
Product	*Inventory Unit of Measure* field General Information attribute *Work with Products* option
Raw Material	*Material Unit of Measure* field General Information attribute *Work with Raw Material/Resource* option

Type of Material	VIP Unit of Measure Defaults From
Non-Inventory Material	*Material Unit of Measure* field General Information attribute *Work with Noninventory Materials* option

Establishing Unit of Measure Conversions

To establish a conversion for the new unit of measure, press F14. The Unit of Measure Conversion window displays, and you can create the appropriate conversion.

If you press F14, the system adds the unit of measure conversion to the appropriate level. For example, if you press F14 before you specify a company and item, the system accesses entity level unit of measure conversions provided you are authorized in the Infinium Cross Applications User/Warehouse file to access entity level controls. If you specify only a company and press F14, the system accesses company level unit of measure conversions, and so on.

The system defaults the purchasing unit of measure you type here into requisitions and purchase orders that you create for this vendor and item combination.

Currency

The system defaults the base currency of the specified company into this field. If you use multiple currency processing, you can specify another currency in this field.

For information on the implications of multiple currency processing with vendor item price, refer to the “Using Multiple Currency Processing in Infinium PM” appendix in this guide.

Lead Time Vendor

The company-level vendor lead time you specify at the Lead Times screen in the *Work with Item Warehouse* option in Infinium Cross Applications is the default for the *Lead Time Standard* field. Standard lead time is a general lead time required by vendors to supply this item.

You can override the lead time default using the *Lead Time Vendor* field. This field defines a lead time specific to the vendor and item.

Adding Vendor Item Detail Information

If vendor item price detail information does not exist, the system displays this screen when you press Enter from the Vendor Item Header Maintenance screen.

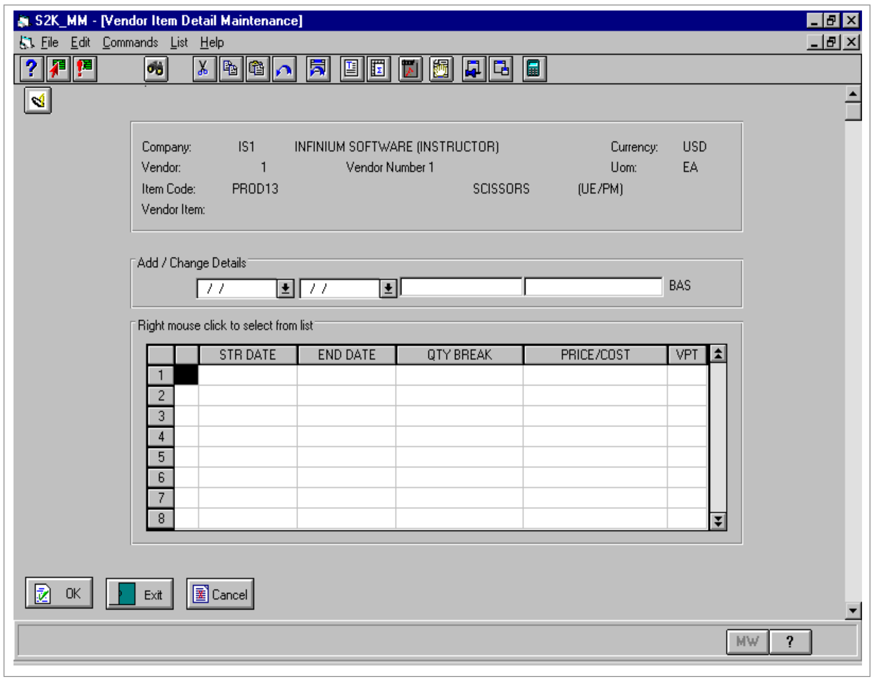


Figure 6-10: Vendor Item Detail Maintenance screen

The system displays this screen when you press Enter from the Vendor Item Header Maintenance screen.

You define the following at the vendor item detail:

- Effective date(s)
- Quantity break(s)
- Price per unit (required)

At this time, the *VPT* field can contain only the value **BAS**.

Effective Date Information

Use the *Str Date* and *End Date* fields to specify an effective date range for an item quantity and price combination. You can leave the effective end date blank for the price to be valid for an unlimited period of time. When retrieving vendor item price information, the system uses the requisition *Need Date* field or purchase order *Issue Date* field.

Each vendor item price detail line must be unique. Two or more detail lines may have overlapping effective dates provided the quantity or price per unit differs.

Price/Cost

This is a required field that specifies the cost per unit at the given quantity and date range.

You can have the system default the vendor item price into the *Price/Cost* field when you create requisitions and purchase orders. You set this control with the *Vendor Item Cost* field in the Purchasing Information attribute of the *Work with Commodity Code* option in Infinium Cross Applications.

You can use the F9 key to repeat your option for all vendor item price detail lines below your cursor position. To use the repeat feature, type your entry in an option field and then press F9.

Press F3 to exit and save the vendor item price information.

Examples of Vendor Item Pricing

Once you establish vendor item price records, you can use this information in requisitions and purchase orders. The following screen illustrates vendor item price information for an item.

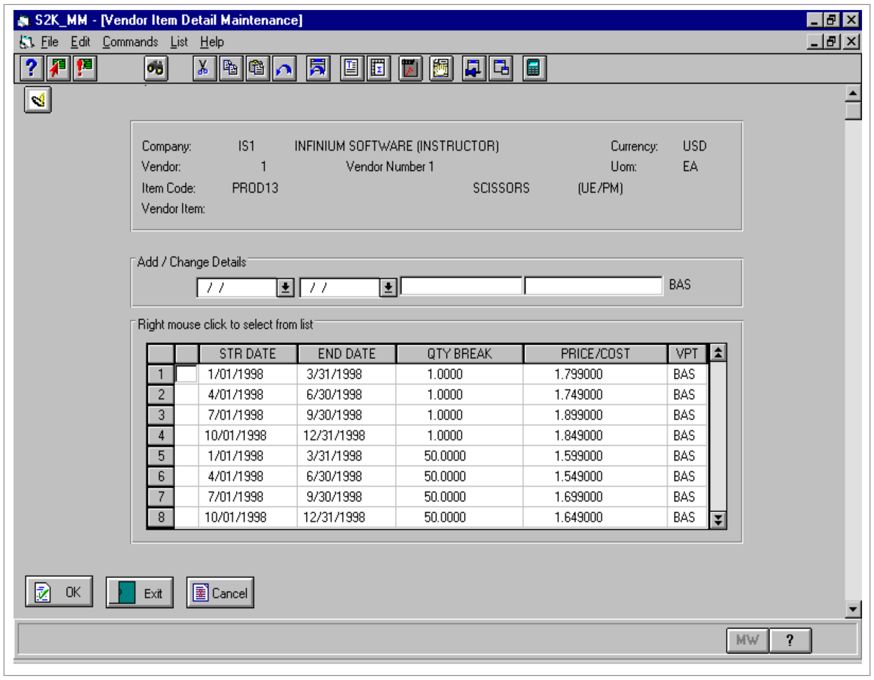


Figure 6-11: Vendor Item Detail Maintenance screen

The following table illustrates how the system retrieves vendor item price information based on the information in the above screen for different purchase order quantities and issue dates.

Example Purchase Orders using Vendor Item Price

Issue Date	Detail Line(s)	Quantity	Retrieved Price
3/31/1998	Line 1: PROD13	1	1.799 USD
6/15/1998	Line 1: PROD13	5	1.749 USD
8/31/1998	Line 1: PROD13	50	1.699 USD
12/30/1998	Line 1: PROD13	75	1.649 USD
1/01/1999	Line 1: PROD13	100	None

Vendor Item Summary Report

The Vendor Item Summary Report provides a list of all (active and inactive) vendor item price records, sorted by company.

Printing the Vendor Item Summary Report

You can press F19 from the Vendor Item Price selection screen to print the Vendor Item Summary Report.

A sample of the Vendor Item Summary Report appears on the next page.

V E N D O R   I T E M   S U M M A R Y   R E P O R T   PAGE 1

9:00:00

Company	Vendor Id	Item Code	Size	Vendor Item	Size	UOM	Currency	Active
1	FOPS	APPLE JUICE	GL			QT	CAD	1
1	FOPS	APPLE JUICE	GL			QT	USD	1
1	FOPS	APPLE JUICE	GL			GL	CAD	1
1	FOPS	APPLE JUICE	GL			GL	USD	1
01	FOPS	APPLE BUTTER		APPLB		ML	CAD	1
01	FOPS	APPLE BUTTER		APPLB		ML	USD	1
01	FOPS	APPLE BUTTER		APPLB		LITR	CAD	1
01	FOPS	APPLE BUTTER		APPLB		LITR	USD	1
01	FOPS	BANANAS	EA			EA	CAD	1
01	FOPS	BANANAS	EA			EA	USD	1
01	FOPS	CELERY				LB	CAD	1
01	FOPS	CELERY				LB	USD	1
01	FOPS	CELERY				CRT	USD	1
01	FOPS	COCONUT				QT	USD	1
01	FOPS	COCONUT				GL	USD	1
01	FOPS	FRENCH FRIES				EA	USD	1
01	FOPS	FRENCH FRIES				DZ	USD	1
01	FOPS	GARLIC				BX24	USD	1
01	FOPS	GARLIC				DZ	USD	0
01	FOPS	GARLIC				EA	USD	1
01	FOPS	GARLIC JUICE				ML	USD	1
01	FOPS	GARLIC JUICE				LITR	USD	1
01	FOPS	GARLIC JUICE				GL	USD	1
01	FOPS	ONIONS				LB	CAD	1
01	FOPS	ONIONS				LB	USD	1
01	FOPS	ONIONS				CRT	USD	1
01	FOPS	POTATOES		PSSM		LB	USD	1
01	FOPS	POTATOES		PSSM		LB	CAD	1
01	FOPS	POTATOES		PSSM		CRT	USD	1
01	FOPS	POTATOES		PSSM		TON	USD	0
01	FOPS	TURNIPS				LB	CAD	1
01	FOPS	TURNIPS				LB	USD	1
01	FOPS	TURNIPS				CRT	USD	1

**** E N D   O F   R E P O R T ****

Simulating Vendor Pricing

Vendor price simulation enables you to compare all of your vendors' prices for an item. You can access this option from the *Control Files* menu in Infinium PM or by pressing F14 from the Requisition Maintenance Detail screen.

Use the following menu path.

- Infinium PM
- *Control Files*
  - *Simulate vendor pricing* [SVP]

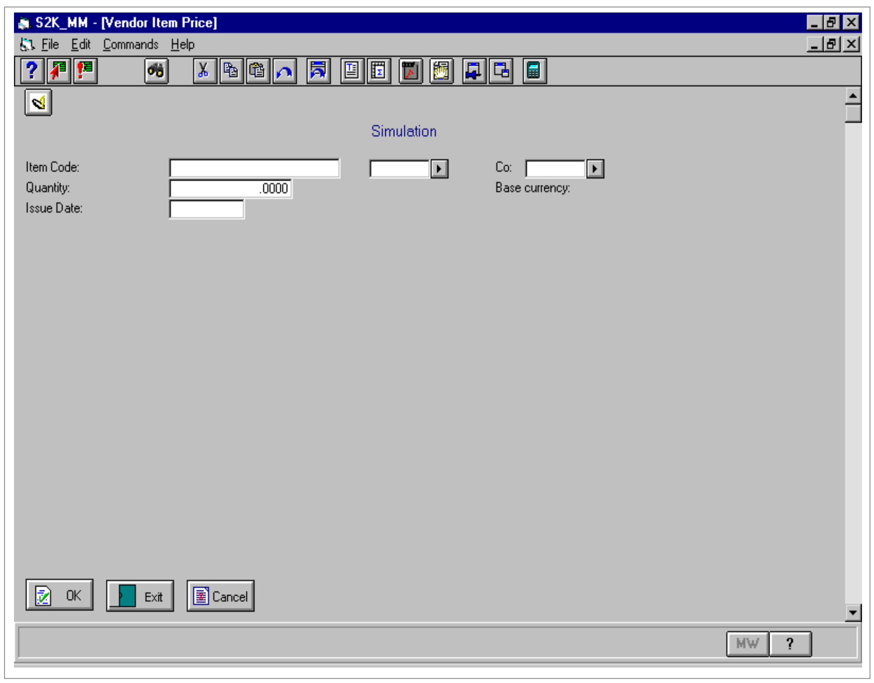


Figure 6-12: Vendor Item Price Simulation prompt screen

You must complete the *Item Code*, *Co*, and *Issue Date* fields on this screen to simulate a price for an item.

If you press F14 to access vendor item price simulation from the requisition detail, the system fills the fields in the Vendor Item Price Simulation prompt screen from information in the requisition detail line.

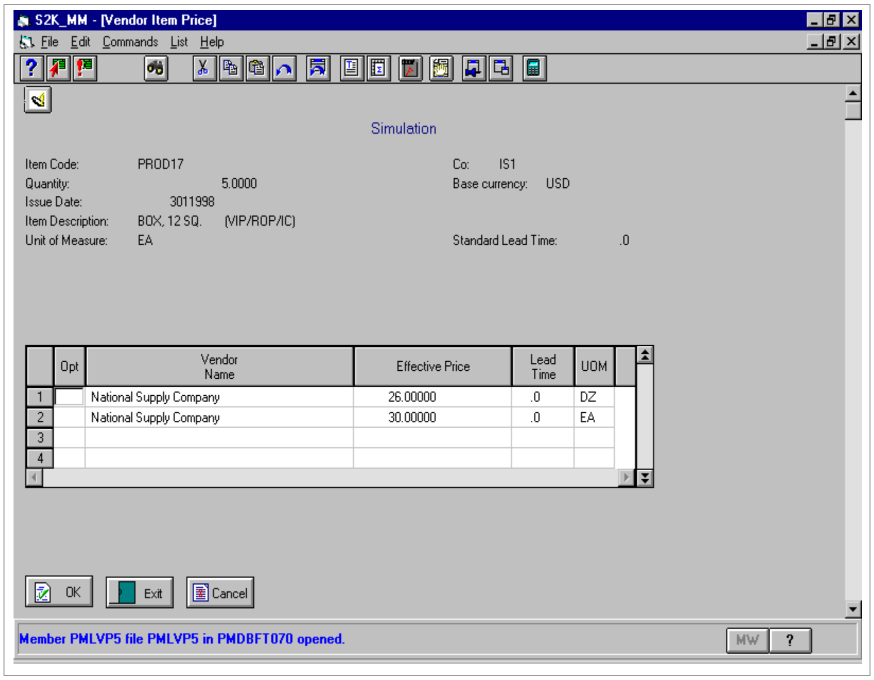


Figure 6-13: Vendor Item Price Simulation screen

From the information you type in the Vendor Item Price Simulation prompt screen, the system displays item prices in the company's base currency for all vendors with vendor item information.

The system returns all vendor price data based on your criteria, regardless of whether it is an active or inactive vendor item price record.

The *Vendor Name* field defaults from the *Vendor name* field located in the Base data controls segment of the *Work with vendors* option in Infinium Payables Ledger. The system displays a blank *Vendor Name* field if this field is blank in Infinium Payables Ledger.

Unit of Measure

This field displays the purchasing unit of measure for the item.

Standard Lead Time

This field displays the standard lead time for the item. You establish standard lead time using the *Vendor Lead Time* field in the Lead Times attribute of the *Work with Item Warehouse* option in Infinium Cross Applications.

Opt

Type **2** to update vendor item pricing information. The system displays the Vendor Item Detail screen.

You can use option **2** if your user profile specifies that you are authorized to update vendor item price information in the Simulate Vendor Item Price Option Level Authority.

Displaying Prices for all Vendors for an Item

Type **5** to display all vendor item price information in the Vendor Item Price Inquiry screen, based on your criteria in the Vendor Item Price Simulation prompt screen.

The Vendor Item Price Inquiry screen may display several vendor item price records from the same vendor, based on different units of measure and currency for that item.

Press F6 to expand/collapse the information in the Vendor Item Price Simulation screen. Expanded information includes the vendor item currency and item price in that currency.

For information on vendor item price simulation with multiple currency processing, refer to the “Using Multiple Currency Processing in Infinium PM” appendix in this guide.

Chapter 7 Processing Requisitions

7

The chapter consists of the following topics:

Topic	Page
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Defining Requisition Type Controls	7-4
Defining Reorder Point Requisition Type Controls	7-13
Entering Requisition User Defaults	7-15
Creating a Requisition	7-18
Tracking Requisition Status	7-54
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Overview of Requisitions

Creating requisitions is an important process in purchasing. When you create requisitions, you specify header and detail line information for each requisition that you can then use to create purchase orders.

There are three basic requisition types. They are:

- Purchase (regular)
- Issue (items from stock)
- Transfer (items from one stocking location to another)

You create requisition type controls based on the above requisition types. When you establish a new requisition type control, you specify the fields required when you create a requisition of that type.

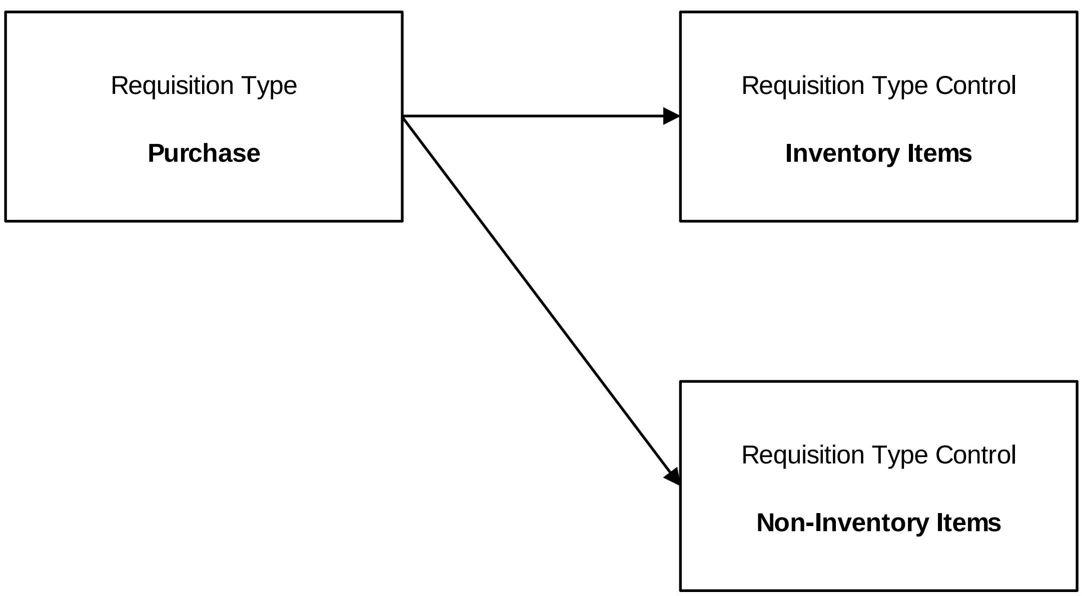

Figure 7-1: Requisition Type Controls

You can use the following components to make up each requisition:

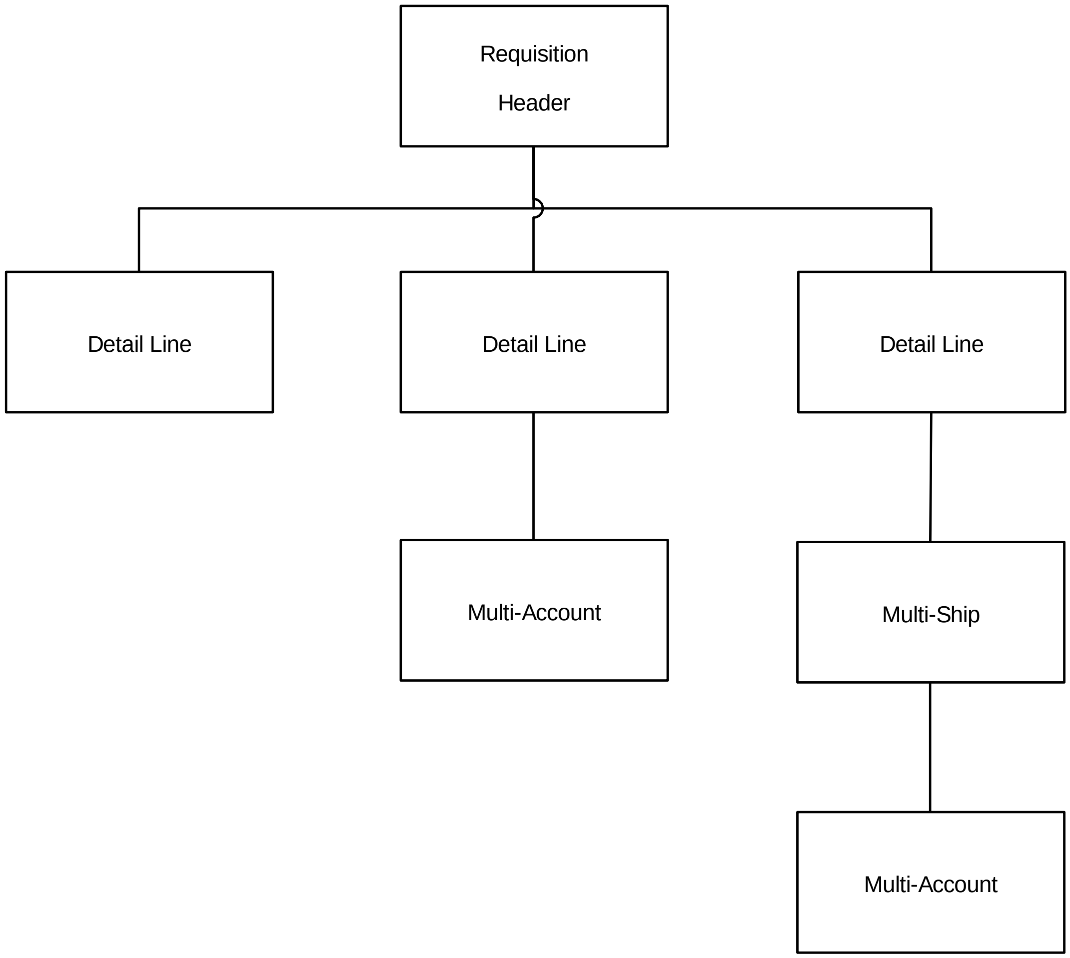

Figure 7-2: Requisition Components

Defining Requisition Type Controls

Requisition type controls enable you to indicate what information you require when you create a requisition. You can set up as many requisition type controls as you need to vary the information required on different kinds of requisitions.

You can use three Requisition Type code values to create a requisition type control as follows:

- **P** – Purchase items (regular)
- **I** – Issue items from stock
- **T** – Transfer materials from one warehouse to another

A fourth requisition type, using the Requisition Type code **Q**, enables the system to process quotation requests. For more information on quotation requests, refer to the “Working with Quotation Requests” chapter in this guide.

Issue and transfer types are for internal movement of items. You cannot source them to create a purchase order from a requisition.

Requisition Update to Infinium Advanced Planning

When you create a new purchase, issue, or transfer type requisition, the system automatically updates the Master Production Schedule (MPS) Summary and Available to Promise (ATP) files in Infinium Advanced Planning. Through this process, you can include purchase requisitions in the MPS, Materials Requirement Planning (MRP), and ATP display option. Infinium Advanced Planning also includes purchase requisitions with a status of Open (**01**) in the receipts calculation.

Use the following menu path.

- Infinium PM
- *Control Files*
  - *Work with requisition type* [WWREQT]

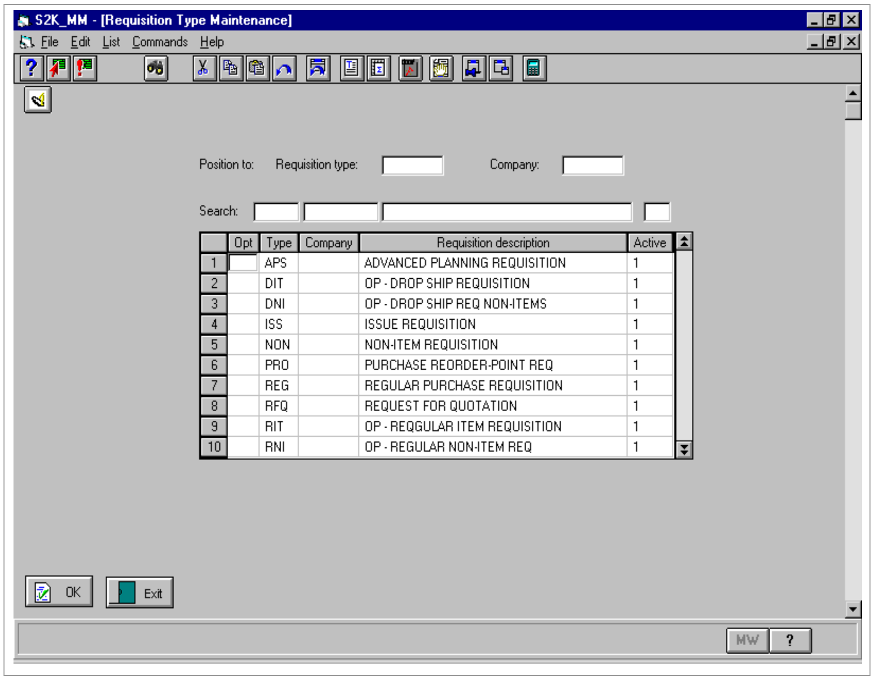

Figure 7-3: Requisition Type Maintenance selection screen

The system displays all existing requisition type controls on this screen.

To add another requisition type control, press F6. You can change, delete, or display existing requisition type controls by typing the appropriate value in the *Opt* field next to a requisition type.

Requisition Type Header Information

The system displays this screen when you press F6 from the Requisition Type Maintenance selection screen.

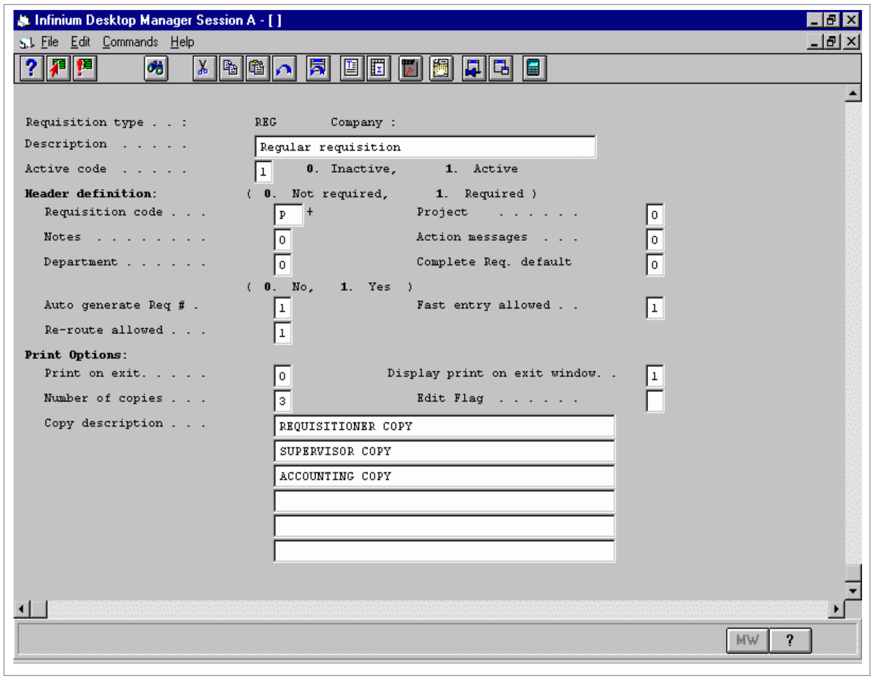

Figure 7-4: Requisition Type Maintenance Header Definition screen

You use this screen to define header information for requisitions based on this requisition type.

Company

If you specify a company for a requisition type, the system enables only those users authorized to that company to create or maintain requisitions based on the requisition type.

Requisition code

You use this field to select the type of requisition for which you are defining controls. The system displays different fields on the Requisition Type Maintenance Detail screen based on your selection.

The following are valid entries for this field:

I	To define controls for issue requisitions
P	To define controls for purchase requisitions
Q	To define controls for quotation requests
	For information on quotation request types, refer to the “Working with Quotation Requests” chapter in this guide.

T To define controls for transfer requisitions

Complete Req. default

This field determines whether the system displays the Requisition Complete window during exit and the default value for that window.

The following are valid entries for the *Complete Req. default* field:

0 The system displays the Requisition Complete window, but does not contain a default entry. You must place an entry in the window.

0 The system displays the Requisition Complete window with a default entry of **0**, indicating the requisition is not complete when you exit.

1 The system displays the Requisition Complete window with a default entry of **1**, indicating the requisition is complete when you exit.

X Exclude the Requisition Complete window. The system completes the requisition when you exit.

The value in the *Complete Req. Default* field at the user profile level overrides this value.

Auto generate Req #

This field determines whether the system automatically assigns requisition numbers, or if you manually assign them when you create requisitions.

Re-route Allowed

The system uses this field to determine whether to re-route an edited requisition, which is awaiting approval, through approval routing.

Type **1** in this field to re-route a modified requisition through the entire approval routing. Type **0** in this field to continue with the established approval routing.

Print on exit

This field establishes whether the system automatically prints the requisition on exit. If you display the Print on exit window, this field establishes the default entry for the *Print this Requisition?* field.

Display print on exit window

This field establishes whether the system displays the Print on exit window during exit. If you type **0** in this field, the system does not display the Print on exit window. If you type **1** in this field, the system displays the Print on exit window when you exit and defaults the value for the *Print this Requisition?* field based on your entry in the *Print on exit* field.

The settings in the *Print on exit* and *Display print on exit window* fields in the requisition user defaults override these entries.

Effect of Print on Exit and Display Print on Exit Window Field Settings

The *Print on exit* and *Display print on exit window* fields determine how the system handles the printing of a requisition when you exit and save. The following table details this relationship.

***Print on exit* field value**	***Display print on exit window* field value**	**Result**
0	**0**	The Print on Exit window does not display and the requisition does not print.
0	**1**	The Print on Exit window displays with a default value of **0** in the *Print this Requisition?* field.
1	**0**	The Print on Exit window does not display and the requisition automatically prints.
1	**1**	The Print on Exit window displays with a default value of **1** in the *Print this Requisition?* field.

Number of copies

The value you type in this field should equal the number of copy description lines you type.

Copy description

The copy descriptions print on the bottom of each copy of the requisition. For example, referring to the Requisition Type Maintenance Header Definition screen, the copy description REQUISITIONER COPY prints on the bottom of the first copy, SUPERVISOR COPY prints on the bottom of the second copy, and ACCOUNTING COPY prints on the bottom of the third copy.

Edit Flag

This field defines when the system validates requisition detail lines and all components associated with them, such as multiple accounts and multiple ship-to locations.

The following are valid entries for the *Edit Flag* field:

Blank	The system validates only new or changed detail lines during entry and exit of the requisition.
S	The system validates all detail lines upon loading the requisition.

If the requisition status is In Progress (**00**), the system validates all detail lines upon loading and exiting of the requisition regardless of the setting in this field.

Your selection in the *Edit Flag* field affects system performance. For example, it takes the system less time to validate only new or changed detail lines than to validate all detail lines.

Requisition Header User Fields

You can require user fields at the requisition header for all requisition types in the *Work with purchasing entity* option. If you require one or more user fields, the user must complete these fields before continuing when creating a requisition.

For more information on defining requisition header user fields, refer to the “Defining Purchasing Controls” chapter in this guide.

Requisition Type Detail Information

The system displays this screen when you press Enter from the Requisition Type Maintenance Header Definition screen.

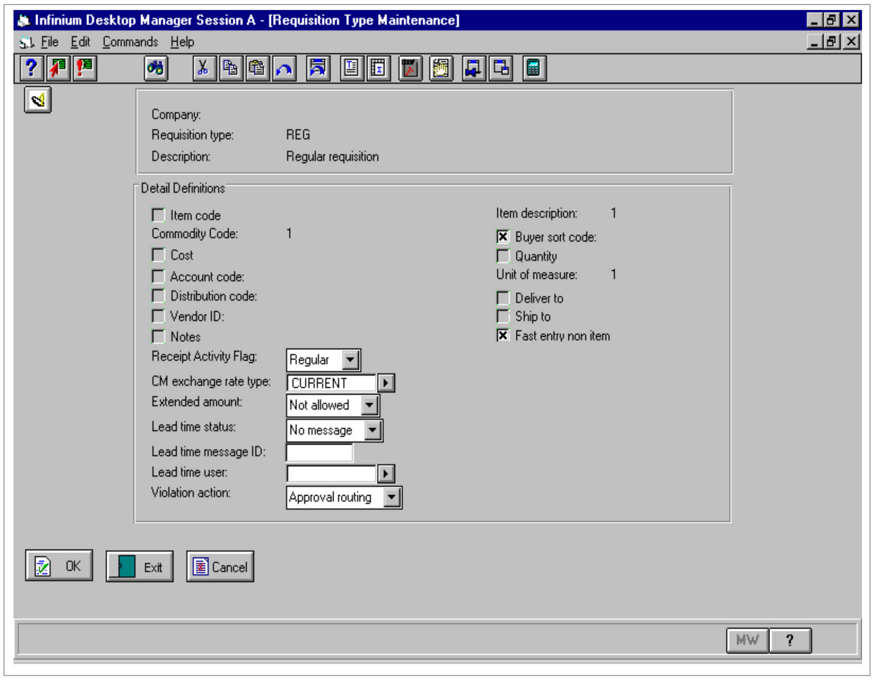

Figure 7-5: Requisition Type Maintenance Detail Definition screen

You can press F7 to retain your entries in this screen and return to Requisition Type Maintenance Header Definition screen.

To create an inventory requisition type control, type **1** in the *Item code* field.

You can require either an account code or distribution code when you create a requisition, but not both.

Receipt Activity Flag

The system defaults **1** (Regular) in this field. You must type a value in this field if this is an inventory requisition type control.

To create a non-inventory requisition type control (for purchase requisition types only), you must type **0** (not required) in the *Item code* field. Press Enter. The system displays two additional fields, *Commodity Code* and *Item description*. Type **1** in both of these fields.

When you create an issue or transfer requisition type, some of these fields contain default values that you cannot change. These defaults ensure that you define the appropriate requirements for issue and transfer requisition processing.

The lead time information on the bottom portion of this screen is for future use.

For transfer requisition types, you cannot change the following defaults:

1	Item code
1	Quantity
1	Unit of measure
1	Ship to
0	Fast entry non item
0	Vendor ID
1	Receipt Activity Flag

For issue requisition types, you cannot change the following defaults:

1	Item code
1	Quantity
1	Unit of measure
0	Ship to
0	Fast entry non item
0	Vendor ID
1	Receipt Activity Flag

Requisition Detail User Fields

You can use the *Work with purchasing entity* option to require user fields at the requisition detail. If you require one or more user fields, the user must complete these fields before continuing when creating a requisition. The system enables you to use up to seven user fields at the requisition detail (four alphanumeric user fields, two numeric user fields, and one date user field).

When using the *Fast Entry* function from the header screen, the detail user field will automatically display if a requisition detail user field is set to active and not required.

For more information on defining requisition user fields, refer to the “Defining Purchasing Controls” chapter in this guide.

Defining Reorder Point Requisition Type Controls

If you use reorder point processing, Infinium Inventory Control creates two types of reorder point requisitions in Infinium PM. They are:

- Purchase reorder point requisitions
- Transfer reorder point requisitions

You must create two special requisition types to enable Infinium Inventory Control to create reorder point requisitions: one for purchase requisitions (**PRO**) and one for transfer requisitions (**XRO**).

For purchase reorder point requisitions, you set up the requisition type as follows:

- Type **PRO** in the *Requisition type* field.
- Type **P** in the *Requisition code* field.
- Type **1** in the *Auto generate Req #* field.
- Type **3** in the *Lead time status* field.
- Fill in the remaining fields, as appropriate.

For transfer reorder point requisitions, you set up the requisition type as follows:

- Type **XRO** in the *Requisition type* field.
- Type **T** in the *Requisition code* field.
- Type **3** in the *Lead time status* field.
- Type **1** in the *Auto generate Req #*.
- Fill in the remaining fields, as appropriate.

Use the following menu path.

- Infinium PM
- *Control Files*
  - *Work with requisition type* [WWRT]

Adding Reorder Point Requisition Types

The system displays this screen when you a transfer reorder point requisition type from the Requisition Type Maintenance selection screen.

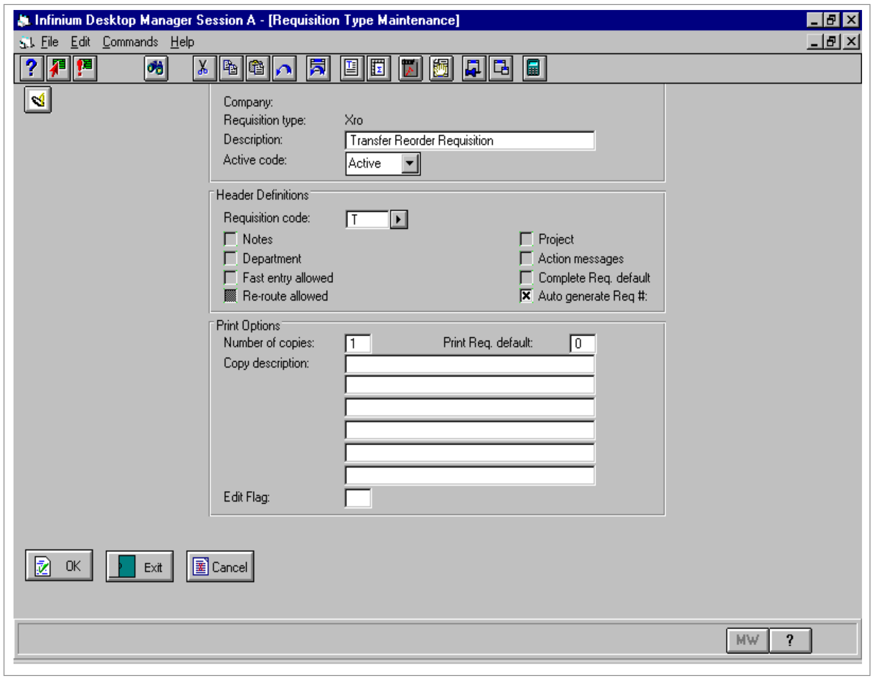

Figure 7-6: Requisition Type Maintenance Header Definition screen

Refer to the previous page for requirements on setting up purchase and transfer reorder point requisition types.

Requisition code

Type one of the following values in the *Requisition code* field:

P	Purchase requisition
T	Transfer requisition

Auto generate Req #

You must type **1** in the *Auto generate Req #* field when you add a requisition type control for use with reorder point processing.

Entering Requisition User Defaults

You can create user defaults for requisitions by using the *Work with user profile* or the *Work with requisition defaults* option.

Use the following menu path.

- Infinium PM
- *Requisitions*
  - *Work with requisition defaults* [WWREQD]

Requisition User Default Information

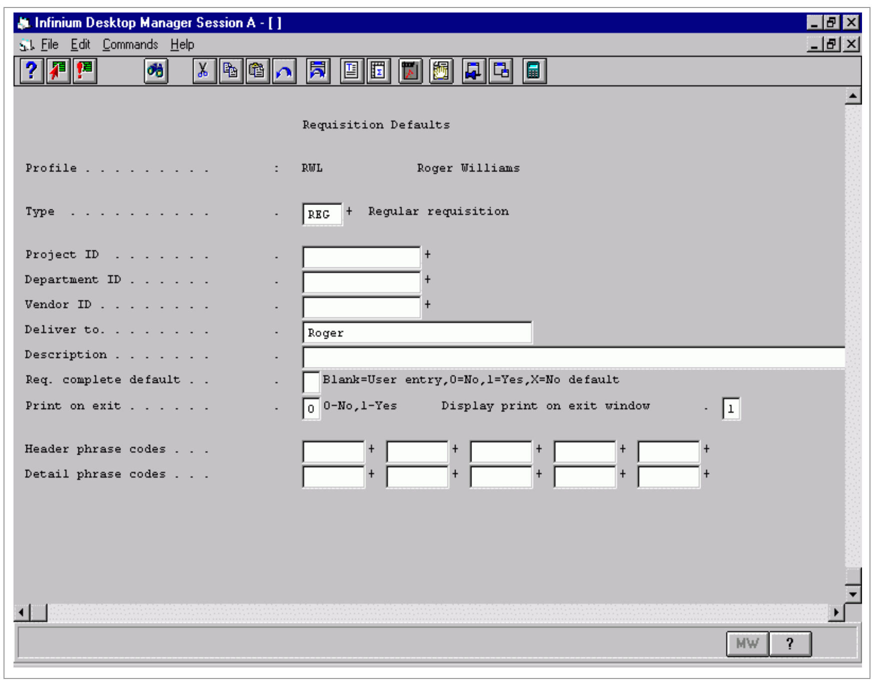

Figure 7-7: Work with Requisition Defaults screen

You use this screen to define requisition header and detail user defaults.

If you type information in the *Description*, *Project ID*, and *Department ID* fields, they default to the Requisition Maintenance Header screen when you create a new requisition.

If you type information in the *Type*, *Vendor ID*, and *Deliver to* fields, they default to the Requisition Maintenance Detail screen when you create a new requisition.

If you select a multiple address vendor in the *Vendor ID* field, the system defaults the vendor's default buy-from address in the requisition, regardless of your vendor user default.

If you type information in the *Print on exit* field or *Display print on exit* window field, the information defaults to the requisition during exit and save.

Requisition User Defaults Window

You can press F16 from the Requisition Maintenance Header screen to display the User Defaults window.

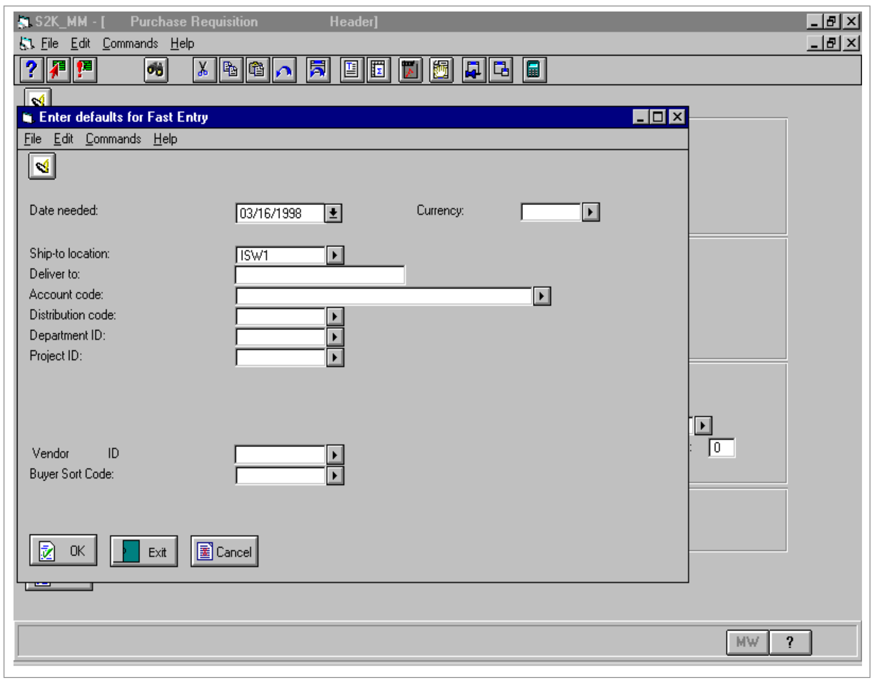

Figure 7-8: User Defaults window

These fields default to new requisition detail lines and override defaults from the Item Warehouse and the *Work with requisition defaults* option.

The system displays the *Currency* field only if you use multiple currency processing.

The initial values in the User Defaults window come from your requisition user defaults and existing requisition header information. The system uses these defaults for the current editing session. The system also uses these defaults for the requisition fast entry defaults.

Creating a Requisition

The *Work with requisitions* option enables you to perform the following:

- Create a new requisition
- Copy an existing requisition
- Change an existing requisition
- Use the following menu path.

▸ Infinium PM

▸ *Requisitions*

▾ *Work with requisitions* [WWREQ]

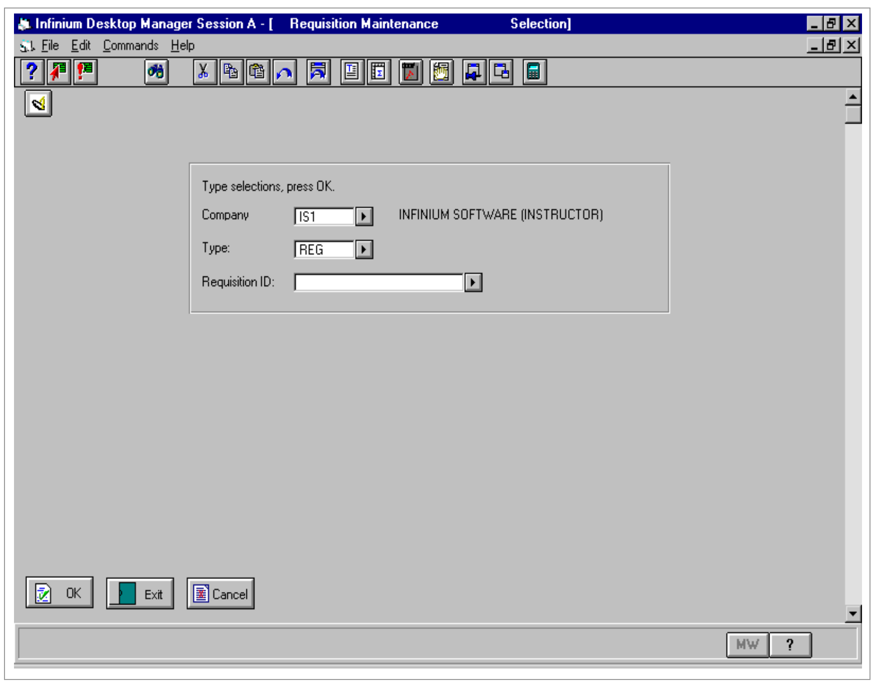

Figure 7-9: Requisition Maintenance Selection prompt screen

The system defaults the company into the *Company* field based on the company default hierarchy.

Type

You must use an existing requisition type on which to base the new requisition. This field is not required if you are maintaining an existing requisition.

The company assigned to a company-specific requisition type must match the company specified in the *Company* field. If these companies do not match, the system displays the following message:

Requisition type is not valid.

Requisition ID

If you are creating a new requisition and the selected requisition type specifies automatic sequence numbering, leave this field blank. The system assigns a requisition number based on the sequence number structure you establish using the *Work with sequence numbering* option.

When assigning a sequence number, the system uses the sequence numbering structure for the specified company. If this company does not have a sequence numbering definition, the system uses entity-level sequence numbering.

Assigning a Requisition Number

If the requisition type specifies a manual requisition number, you must type a unique requisition number in the *Requisition ID* field.

If you type a requisition ID and the requisition is either in use or locked by sourcing, the system generates the message:

Requisition detail is in use. Sourcing in progress for this requisition.

If sourcing retains a lock on a requisition, you must use the *Reset sourcing batch errors* option. For more, refer to the “Working with Supervisor File Maintenance Controls” chapter in this guide.

Understanding Requisition Header Information

After you complete the required fields on the Requisition Maintenance Selection prompt screen and press F6 or Enter, the system displays the Requisition Maintenance Header screen.

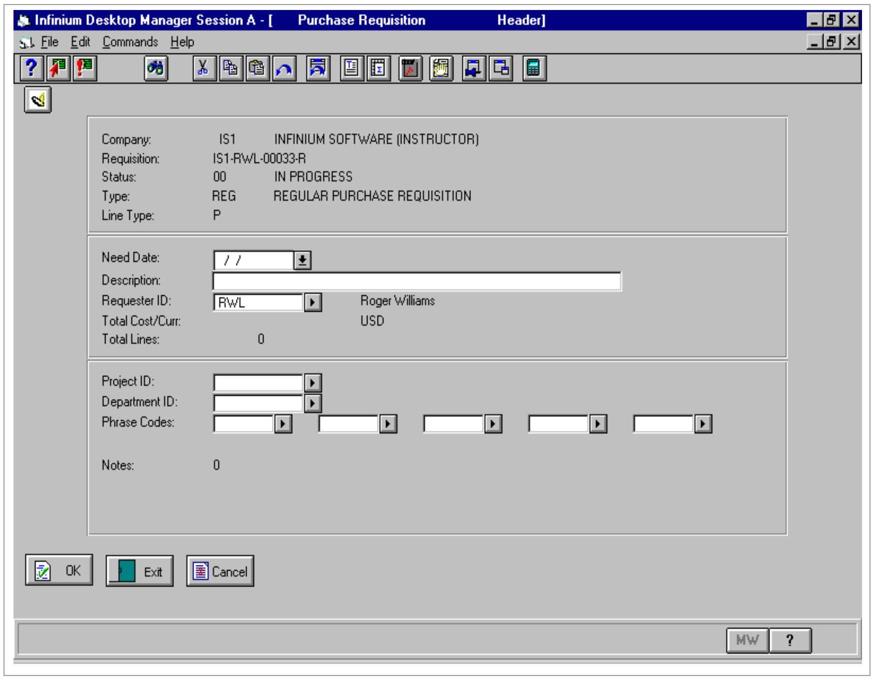

Figure 7-10: Requisition Maintenance Header screen

The *Description* field is required. The *Project ID*, *Department ID* and Notes F9 can be required based on the requisition type.

You can delete a requisition by pressing F22 from this screen. When you press F22, the system displays the exit and save window. Type **1** to delete the requisition and de-allocate the inventory.

Need Date

Use this field to specify the need date for this requisition.

If you type notes at the header, the system does not pass them to the purchase order if you source this requisition to a purchase order.

Department ID

The following flowchart illustrates how the system retrieves a value in the *Department ID* field.

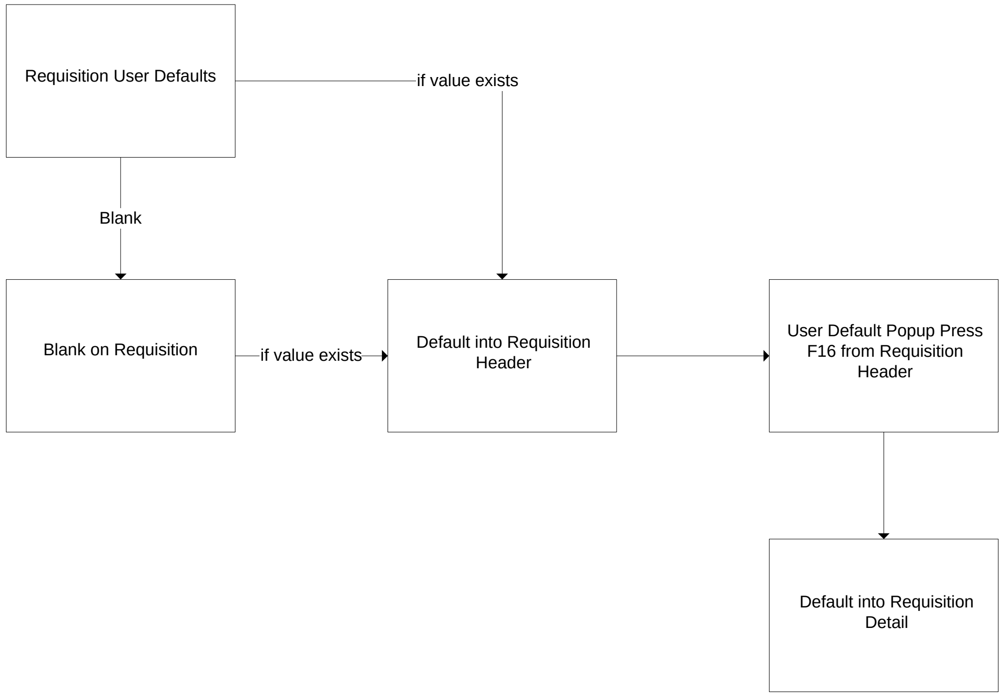

Figure 7-11: Department ID Default Hierarchy

Requisition Header User Fields

After you complete required requisition header information, the system displays the User Fields window if you require requisition header user fields. You must enter user field information to continue.

The following function keys are available from the Requisition Maintenance Header screen:

Function Key	Description
F5	Use this key to display or add requisition header user field information.
F8	Use this key to display approver's notes associated with the requisition.
F9	Use this key to display or add requisition header notes.
F11	Use this key to enter fast entry defaults and begin requisition fast entry mode (if allowed by the requisition type).

Function Key	Description
F13	This key is reserved for use with quotation requests. For more information, refer to the “Working with Quotation Requests” chapter in this guide.
F16	Use this key to enter or modify your requisition user defaults for this editing session.
F22	Use this key to delete the requisition.

Saving Requisitions without Detail Lines

If you press F3 to exit the requisition header before you create detail lines, the system displays the following message:

> **WARNING: Item detail data has not been entered. Press F21 to continue.**

If you press F21, the system sets the status of the requisition header to In Progress (**00**) regardless of your entry in the Requisition Complete window.

Understanding Requisition Detail Information

After you complete the required fields on the Requisition Maintenance Header screen and press Enter, the system displays the Requisition Maintenance Detail screen 1. The information you enter on the Requisition Header screen is the default information for the new requisition detail lines.

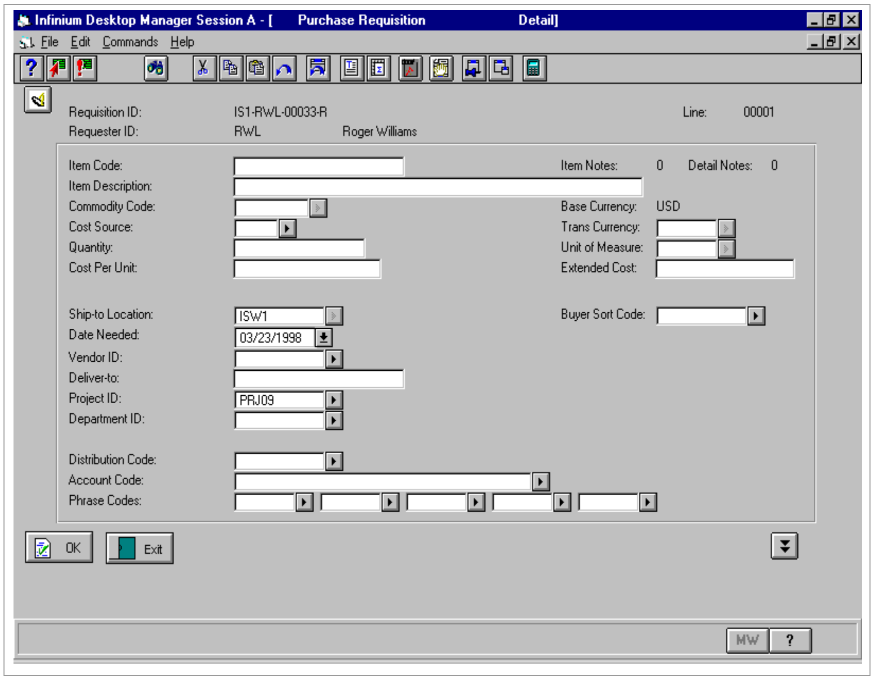

Figure 7-12: Requisition Maintenance Detail screen 1

The requisition type determines the required fields for this screen. However, the system always requires the *Date Needed* field.

If you define a need date on the Requisition Maintenance Header screen, it defaults to the *Date Needed* field in the requisition detail.

Item Code

This is a required field based on the requisition type.

If you type an item in the *Item Code* field, that item must exist in the Product or Raw Materials Master. The system defaults in values for the *Commodity Code*, *Item Description*, and item notes (press F11) from the Product or Raw Materials Master.

To type a non-item, omit the Item code and type an item description and select a Commodity code.

Cost Per Unit

If the Commodity code specifies cost source defaults, and you have set up either normal cost or vendor item price for the item, the system defaults the vendor item cost into this field.

The system defaults the inventory cost of the item into this field if the following conditions are met:

- This is an issue or transfer requisition.
- The Commodity code for this item specifies an inventory cost source default.
- You type a warehouse in the *Ship-to Location* field.

You can override the cost that the system defaults by typing **UE** in the *Cost Source* field and typing the new cost in the *Cost per Unit* field.

Refer to the topic “Establishing Commodity Codes” in the *Infinium Cross Applications Guide to System Controls and Materials Maintenance* for more information on cost source defaults.

When you create issue and transfer requisitions, you must use the inventory unit of measure when you type a quantity.

Ship-to Location

The system defaults a ship-to location based on the ship-to location hierarchy, as defined in the “Working with Supervisor Controls for User Setup” chapter in this guide.

Press F4 to select from a list of warehouses from the Search Warehouse Master window. Press F11 from this window to select from a list of ship-to locations.

The *Ship-to Location* field must specify either a valid warehouse or a valid Ship-to code value. You create Ship-to codes with code type **SHP** in the *Work with Code Tables* option.

If you add multiple ship-to locations, the system displays ***MULTI** in the *Ship-to Location* field.

Date Needed

If you specified a need date in the *Need Date* field of the requisition header, that date defaults to this field. You can override this default.

The date you specify must be a working day in the calendar for the requisition’s assigned company and warehouse, if specified. If you are using multiple shipments and you get an error message indicating that the date is not in the calendar, make sure you have created a current company-level calendar.

Vendor ID

Use this field to select a vendor for this requisition detail line.

If you type a vendor in the *Vendor ID* field, the system does not re-retrieve vendor item price information. You must prompt on the *Vendor ID* field and select a vendor to re-retrieve vendor item price information.

If the item warehouse hierarchy specifies a sole source vendor for the company/item/warehouse combination, the system displays the following message:

> **Vendor XXX was not valid. Vendor YYY is sole source for this item/warehouse. Vendor changed.**

The **XXX** refers to the vendor you selected at the requisition detail line; the **YYY** refers to the sole source vendor.

The following flowchart illustrates how the system retrieves the default value for the *Vendor ID* field.

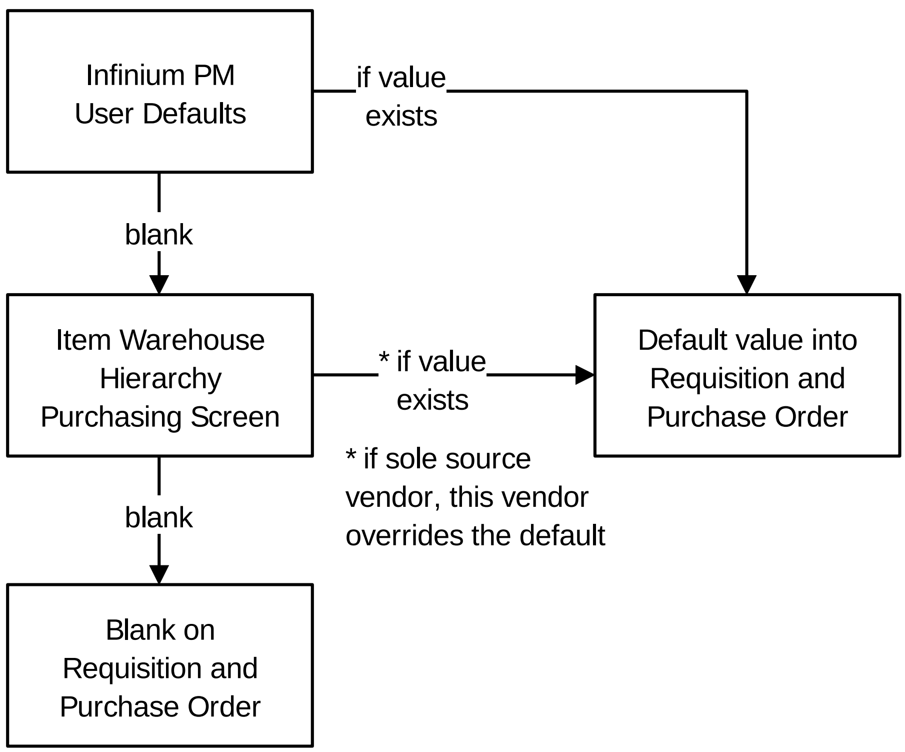

Figure 7-13: Vendor ID Default Hierarchy

Selecting a Different Address for a Multiple Address Vendor

When you press F16 in the Requisition Maintenance Detail screen, the system displays the selected vendor's address. To select a different vendor address for a multiple address vendor, press F4 in the *Vendor ID* field. Then use option **5** (Display vendor address) in the Display Vendor screen to display a vendor address. Use option **1** in the Vendor Address Prompt screen to select a new vendor address.

The address you select must define either a buy-from and remit-to usage (*Address type usage* field is **0**) or a buy-from usage (*Address type usage* field is **1**).

Account Code

If you do not type an inventory or expense account in this field and you set up Infinium Journal Processor for the requisition interface point (optional), Infinium Journal Processor defaults the account code into this field. If you blank out the account number the system generates in this field and press F8, the system regenerates the account.

Phrase Codes

The *Phrase Code* fields default from the requisition user defaults for all new requisition detail lines.

Press PageDown to display the Requisition Maintenance Detail screen 2. This screen contains the remainder of the fields for the requisition detail.

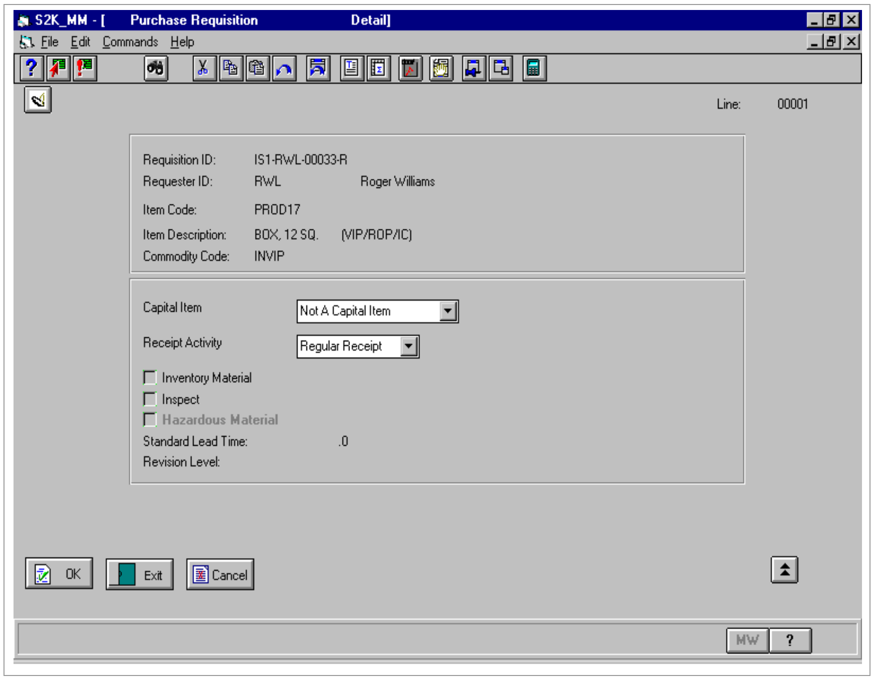

Figure 7-14: Requisition Maintenance Detail screen 2

The system displays this screen when you press PageDown from the Requisition Maintenance Detail screen 1. Press PageUp to return to screen 1 or F12 to cancel changes and return to screen 1.

Receipt Activity

Use this field to indicate the receipt activity for this item. The requisition type determines the default value for this field.

Valid options for the *Receipt Activity* field are:

0	Direct ship (never received)
1	Regular receipt
2	Prepaid
3	Receipt required

Standard Lead Time

The system defaults the value in this field if you establish a vendor lead time using one of the following options:

- The *Work with vendor price* option in the Control Files menu in Infinium PM

- The Lead Times attribute in the *Work with Item Warehouse* option in Infinium Cross Applications

If you use a **VI** cost source (vendor item pricing), the system also retrieves the vendor lead time specified in the vendor item price file. If the vendor item price file does not specify a vendor lead time, the system retrieves the lead time from the item warehouse file in Infinium Cross Applications.

The system may display an error message regarding lead times when you create a requisition. To correct this error, you must change the need date taking into consideration the lead times previously established.

The *Lead Time Status* field in the Requisition Type Maintenance screen indicates the type of message the system displays if you specify a need date that is less than the vendor lead time. For example, if you select option **2** (Error) in the *Lead Time Status* field and the specified need date is earlier than the vendor lead time permits, you see the following message and cannot proceed:

Date is not within lead time, date must be MM/DD/YY or greater

The **MM/DD/YY** is the current date plus the vendor lead time.

Inventory Material

The system places a **1** in this field if the item is an inventoried item.

When adding new detail lines, type all required information and press Enter. The system clears the screen for you to type another detail line. To return to the Requisition Summary screen, press F7 or press F12 to cancel and return.

Requisition Detail User Fields

After completing the required requisition detail information, the system displays the User Fields window if you have required requisition detail user fields. You must enter required user field information to continue.

The following function keys are available from the Requisition Maintenance Detail screen:

Function Key	Description
F5	Use this key to display or add user field information.
F7	Use this key to return to the summary screen.

Function Key	Description
F8	Use this key to re-generate the account code.
F9	Use this key to create, display, or print requisition detail notes.
F11	Use this key to display item notes. You create item notes in Infinium Cross Applications using the *Work with Raw Material/Resource* or *Work with Products* options.
F13	Use this key to de-allocate inventory for issue or transfer requisitions.
F14	Use this key to access vendor item price simulation. **Note:** The system fills the fields in the Vendor Item Price Simulation prompt screen from the requisition detail line in which you press F14.
F16	Use this key to display the address of the selected vendor. **Note:** To select a different address for a multiple address vendor, press F4 on the *Vendor ID* field. Then use option **5** (Display vendor address) in the Display Vendor screen to select a vendor address.
F17	Use this key to display the Vendor Item Price selection window. Use this selection window to select a vendor item price record. For more information, refer to the "Retrieving Vendor Item Price Information" topic in this chapter.
F18	Use this key to view any error/system messages.
F19	Use this key to create multiple ship-to deliveries.
F20	Use this key to create multiple accounts.
F23	Use this key to view extended item descriptions.

Retrieving Vendor Item Price Information

If you maintain vendor item price records, you can greatly expedite the creation of requisitions. You can retrieve vendor item pricing for a requisition by leaving the *Cost Source* field blank and allowing the system to search the vendor item price records. If the system retrieves a vendor item price, the system displays **VI** in the *Cost Source* field.

The following must exist to retrieve vendor item price information:

- The item's associated Commodity code specifies a vendor item cost source. You establish vendor item cost in the Purchasing Information attribute of the *Work with Commodity Code* option in Infinium Cross Applications.
- There must be vendor item price information for the specified company, vendor ID, Item code, need date, and quantity.

If you select a multiple location vendor, the system retrieves vendor item pricing by vendor ID only, not by vendor ID and address.

The diagram on the following page shows the fields used in vendor item price retrieval.

If you type a vendor in the *Vendor ID* field, the system does not re-retrieve vendor item price information. You must prompt and select a vendor with the *Vendor ID* field to re-retrieve vendor item pricing.

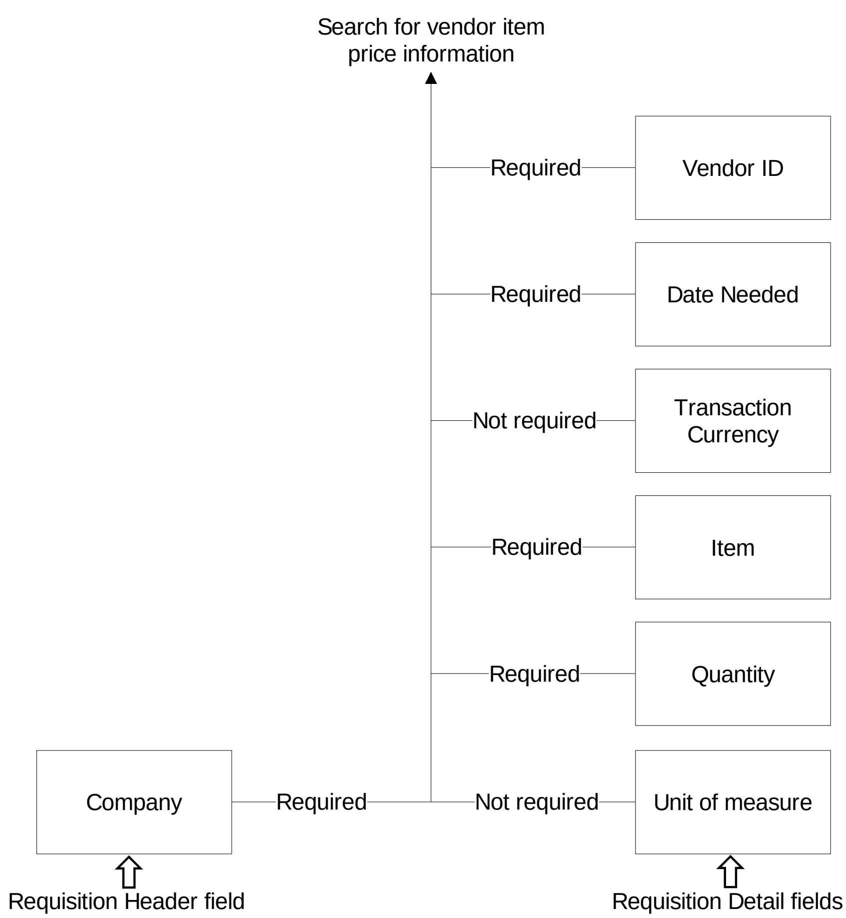

Figure 7-15: Vendor Item Price Retrieval from the Requisition

Effect of Unit of Measure When Retrieving Vendor Item Price

When you enter an item at the requisition detail and press Enter, the system defaults either the item's purchasing unit of measure or inventory unit of measure in the *Unit of measure* field. If the item's Commodity code specifies vendor item cost sourcing, the system searches for a vendor item price record match using that unit of measure.

If you type a unit of measure at the requisition detail, the system returns the vendor item price that matches the specified unit of measure.

The system verifies the unit of measure you type against the unit of measure hierarchy (company and item, item, company, entity).

If you type a unit of measure and the system finds a vendor item price record with a single, different unit of measure, the system returns that unit of measure with the converted quantity.

A unit of measure conversion between the selected unit of measure and the inventory unit of measure must exist.

If you specify a unit of measure and the system finds vendor item price records with different units of measure, a selection window displays for you to select the appropriate vendor item price record.

You can also press F17 from the Purchase Order Maintenance Detail screen to display the Vendor Item Price Record selection window. Use this selection window to select a vendor item price record.

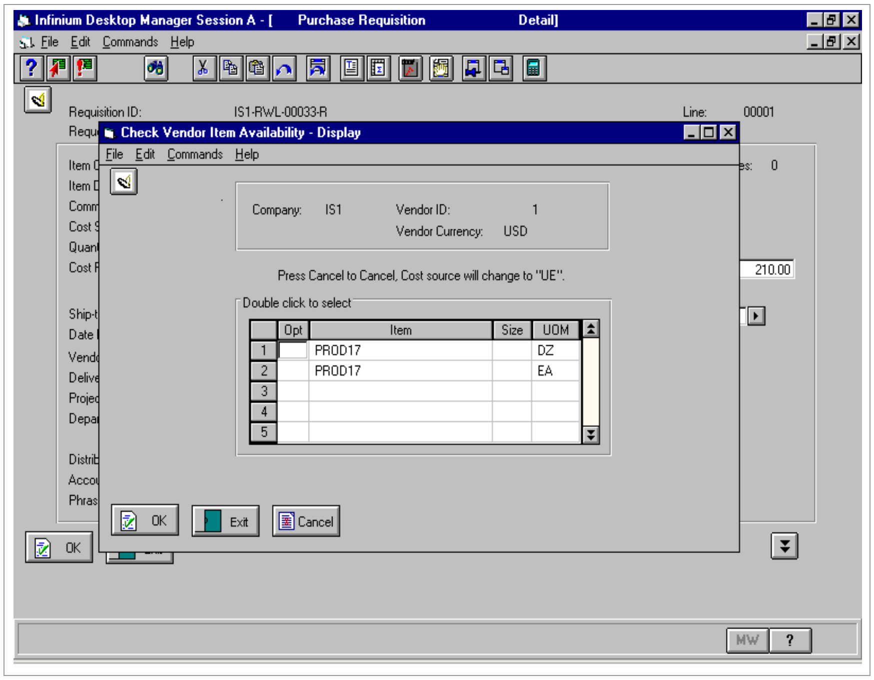

Figure 7-16: Vendor Item Price Record selection window

The system displays this screen when you press F17 from the Requisition Maintenance Detail screen 1. When you select a vendor item price record from the Vendor Item Price Record selection window, the system brings in the appropriate unit of measure and cost per unit.

Understanding Requisition Summary Information

The system displays the Requisition Maintenance Summary selection screen when you:

- Create a requisition with detail lines and press F7 from the Requisition Maintenance Detail screen 1.
- Maintain a requisition with existing detail lines and press Enter from the Requisition Maintenance Header screen.

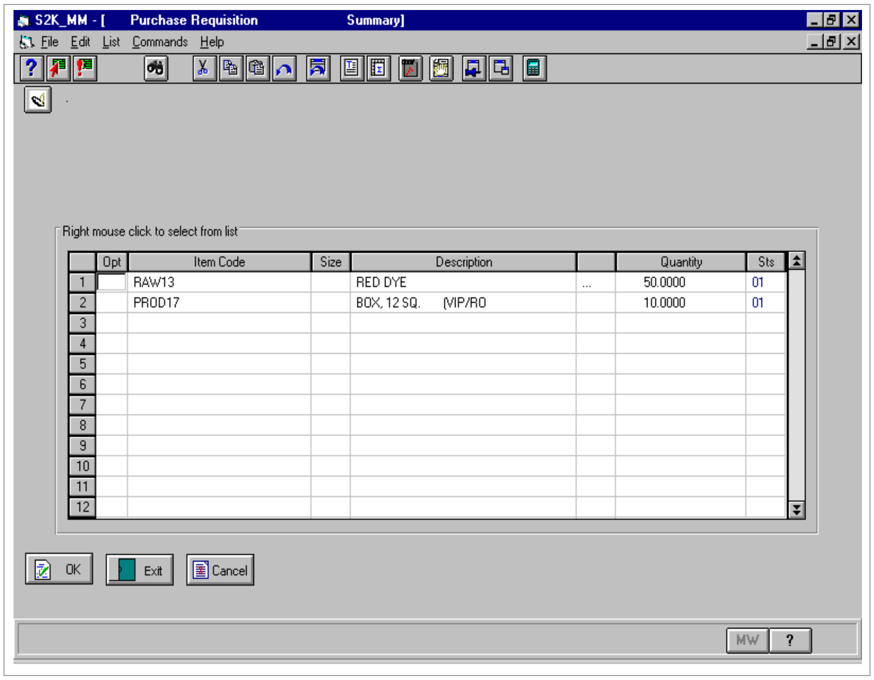

Figure 7-17: Requisition Maintenance Summary selection screen

From the Requisition Maintenance Summary selection screen you can:

- Select a line item to change
- Press F6 to add a new detail line
- Copy an existing detail line
- Delete a detail line from this requisition

  If you delete all detail lines for a requisition, the system retains the requisition and sets its header status to In Progress (**00**). You can then delete the requisition header.

- Add notes to a detail line

Understanding Multiple Shipment Information

You can divide the quantity requisitioned for each detail line into multiple ship-to deliveries. In addition, you can determine the distribution of the multiple shipments by quantity or percentage.

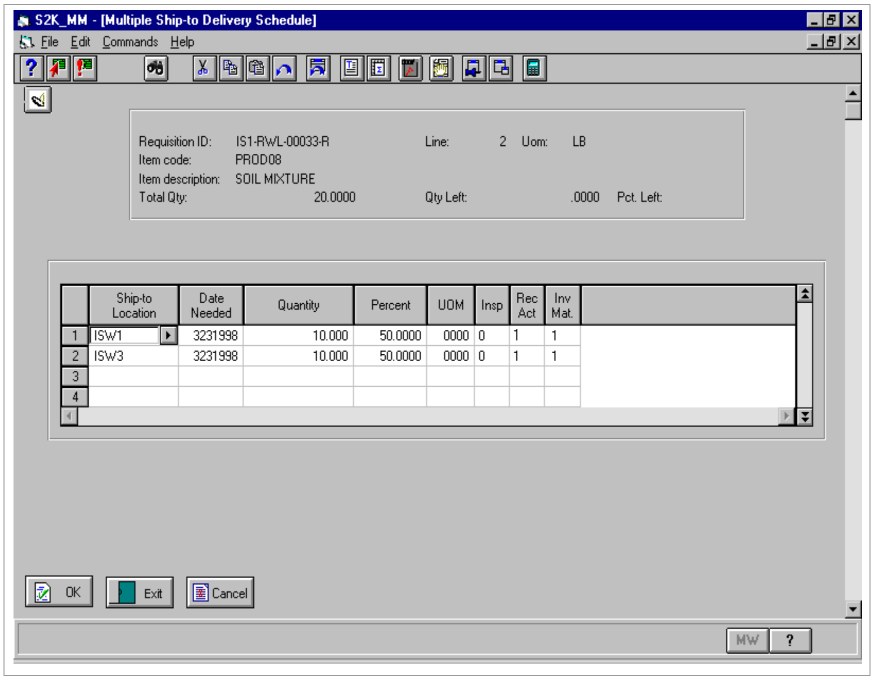

Figure 7-18: Multiple Ship-to Delivery Schedule screen

You can access this screen by pressing F19 from the Requisition Maintenance Detail screen 1. You can divide the quantity requisitioned for each detail line into multiple ship-to deliveries. You must distribute the total quantity. You can determine the distribution of the multiple shipments by quantity or percentage.

Press F7 to use the automated delivery scheduler. For more information on automated delivery schedules, refer to the “Automated Delivery Information” topic in this chapter.

You can use the scheduler only when you do not type any quantities in the *Quantity* fields.

To specify account codes on this screen, you can:

- Press F6 to display the Multiple Ship-to Expand/Collapse screen and type the account information in the *Account* field
- Press F8 to re-generate the account number
- Distribute each shipment to multiple accounts. Place the cursor on the appropriate ship-to line and press F20.

When you return to the Requisition Maintenance Detail screen 1 after you type account information in the *Account* field of the Multiple Ship-to Delivery Schedule screen, the *Account Code* field contains ***MULTI** and is input inhibited.

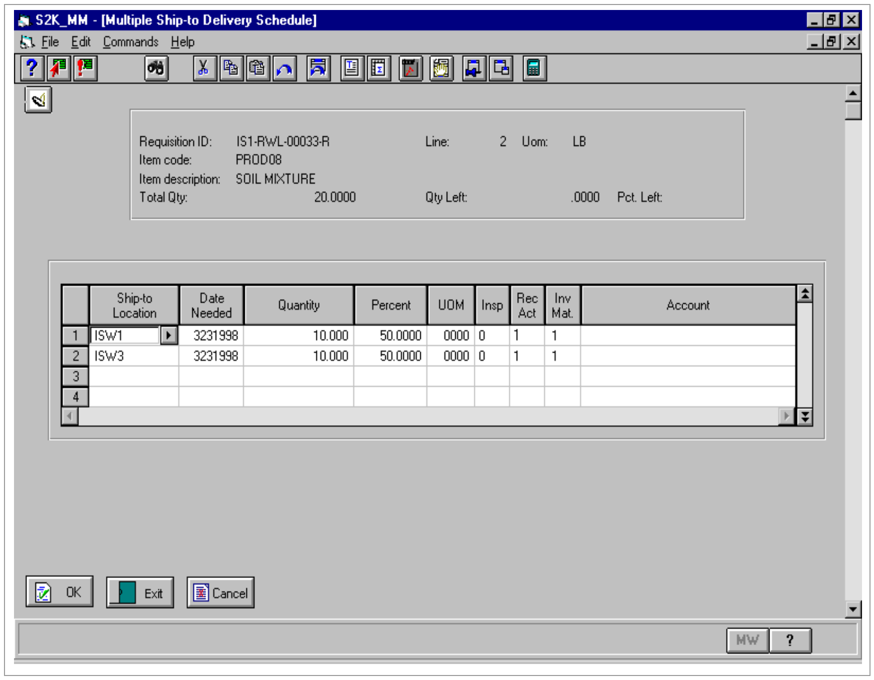

Figure 7-19: Multiple Ship-to Delivery Schedule Expanded View screen

Expanded Multiple Ship-to Delivery Schedule View

You can press F6 to toggle between collapsed and expanded views. The expanded view displays the *Account*, *Project*, and *Department* fields.

Date Needed

The first *Date Needed* field defaults from the requisition detail. To default this same need date for multiple ship-to location lines, leave the *Date Needed* field blank.

Percent

If you type the percentages for each ship-to location and press Enter, the system calculates the appropriate quantities.

If you enter fractional percentages beyond the accuracy of the *Quantity* field, the system may not correctly round the calculated quantities.

Insp

The value for this field defaults from the item warehouse information in Infinium Cross Applications.

The system places **1** in this field if inspection is required for this item when it is received. If you are entering a non-item, the system defaults **0** in this field. You can change the value on this screen.

Rec Act

The value for this field defaults from the requisition detail line. Use this field to indicate the receipt activity for this item.

Valid entries for this field are:

0	Direct ship (never received)
1	Regular receipt
2	Prepaid
3	Receipt required

Inv Mat

The system places a **1** in this field if the item is an inventoried item.

Automated Delivery Information

You can access the Automated Delivery Schedule window by pressing F7 from the Multiple Ship-to Delivery Schedule screen.

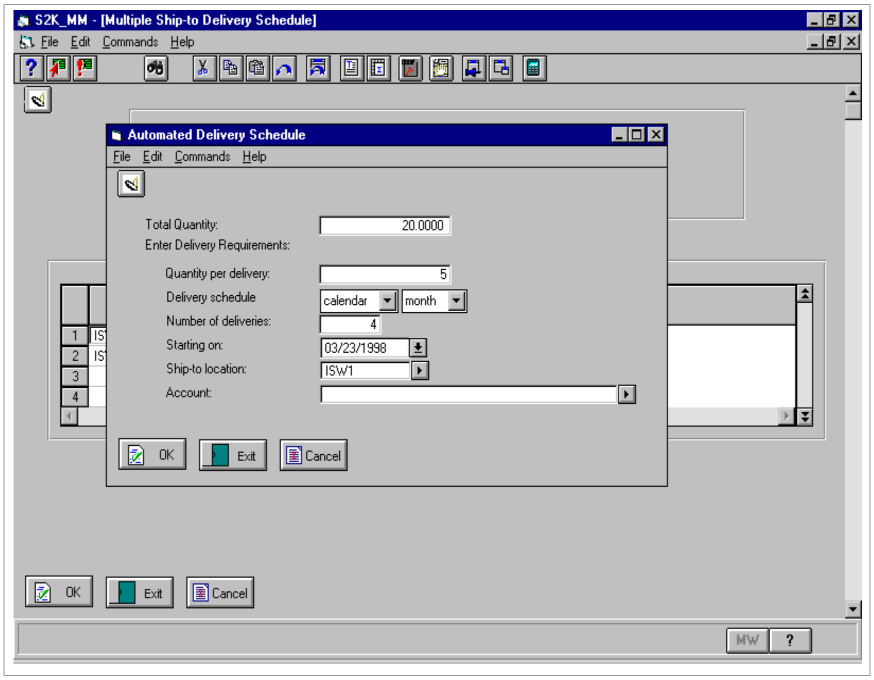

Figure 7-20: Automated Delivery Schedule window

When you press F7 to access the scheduler, all multiple ship-to fields must be blank. You must have a company-level calendar set up in order for the scheduler to accept working day entries.

The scheduler enables you to type multiple ship-to deliveries using a delivery schedule. You can specify:

- How much to deliver
- How often to deliver
- When to begin delivery

Delivery schedule

You use this field to indicate two types of information about your delivery schedule: how you set up your calendar for deliveries and the frequency of the deliveries.

If you type **C** in the first *Delivery schedule* field, the system uses all seven days of the week. If you type **W** in the first *Delivery schedule* field, the system uses only those days that you indicated as working days in the warehouse calendar.

In the second *Delivery schedule* field, you indicate when you want the deliveries made (by day, week, month, or year).

Delivery Schedule Information

The system displays this screen once you complete the required fields in the Automated Delivery Schedule window and press Enter.

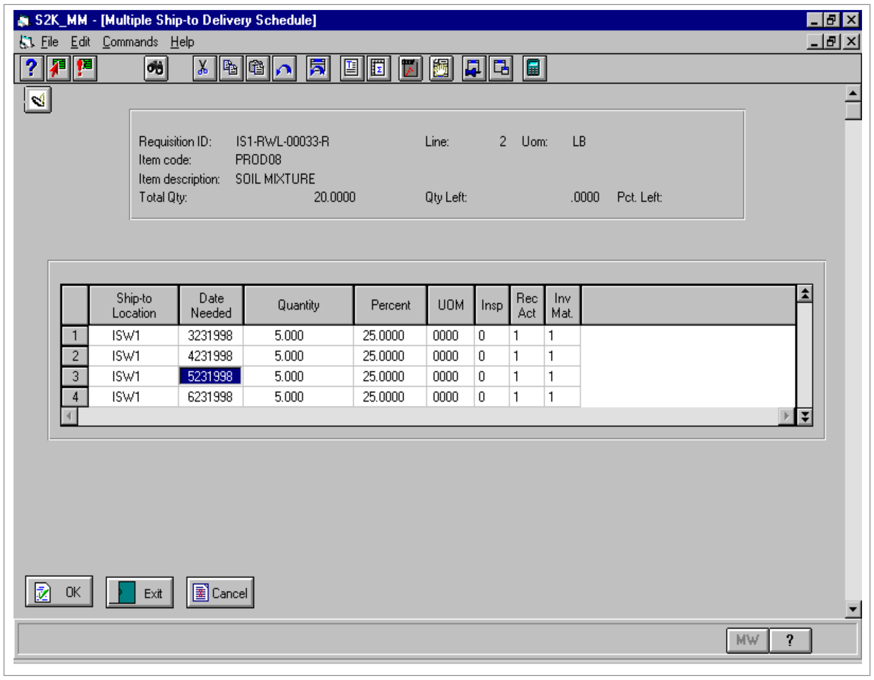

Figure 7-21: Multiple Ship-to Delivery Schedule screen

The system calculates the dates in the *Date Needed* fields based on your entries in the Automated Delivery Schedule window and your calendar setup in Infinium Cross Applications.

In the above example, there are no values in the *Qty Left* and *Pct Left* fields. In addition, the system highlighted a non-working day that resulted from a per calendar month delivery schedule.

Understanding Multiple Account Information

You can divide the monetary amount requisitioned for each detail line into multiple accounts and distribute these accounts by monetary amount, percentage, or quantity.

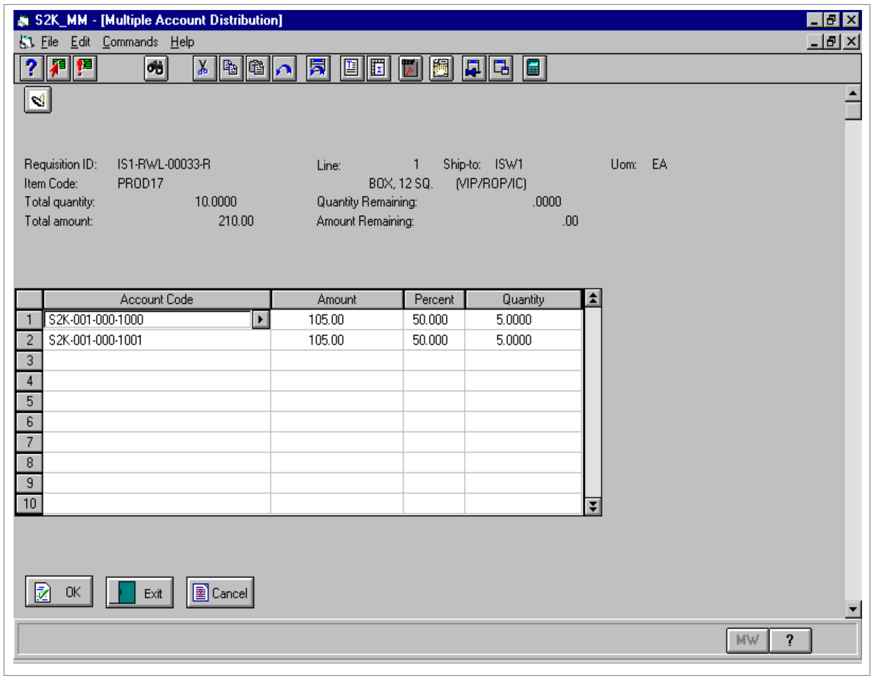

Figure 7-22: Multiple Account Distribution screen

The system displays this screen when you press F20 from the Requisition Maintenance Detail screen 1. You use this screen to distribute the monetary amount for this detail line or ship-to location to multiple accounts.

If you access this screen from the Multiple Ship-to Delivery screen, the accounts apply only to the ship-to line from which you pressed F20.

If you use Infinium General Ledger, the account codes must be a valid Infinium General Ledger accounts.

Infinium PM calculates multiple account amounts based on the indicated percentages. Infinium PM passes only multiple account percentages, not multiple account amounts, to Infinium Payables Ledger.

To delete an account distribution, place your cursor in the line and press F22.

After you specify multiple accounts, the *Account Code* field in the Requisition Maintenance Detail screen 1 contains ***MULTI** and is input inhibited. In addition, the system locks down the *Distribution Code* field from entry.

Entering Requisition Notes

You can type notes on both the requisition header and requisition detail. Requisition notes may consist of personal notes that do not print anywhere and external notes that print on the requisition, purchase order, and receipt.

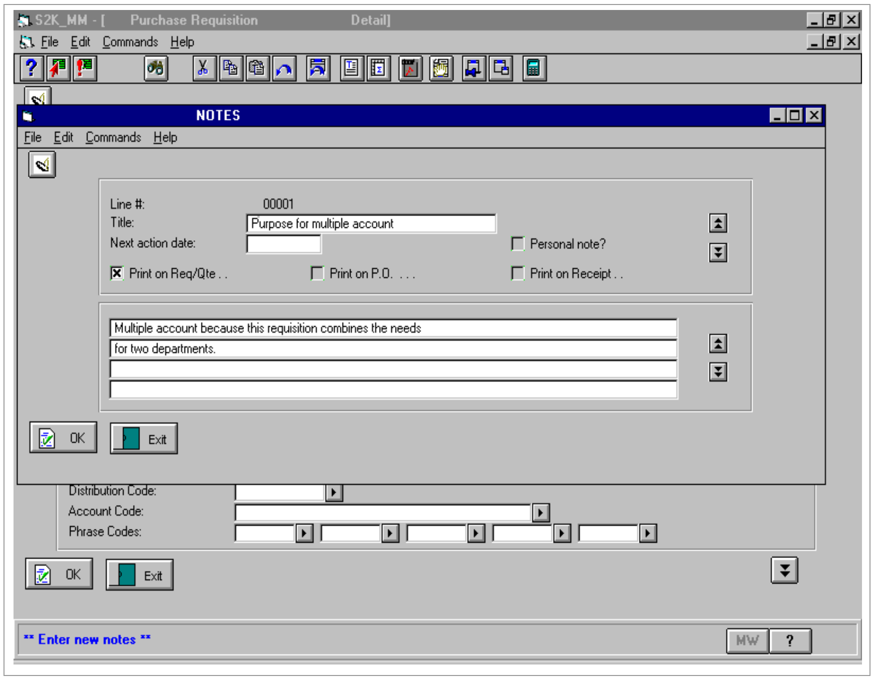

Figure 7-23: Requisition Detail Notes window

The system displays this screen when you press F9 from the Requisition Maintenance Detail screen 1.

The Print options that display in the Requisition Notes window are controlled by predefined code values in the code type **NTE**. Infinium Software recommends that you do not change these code values.

Personal note?

Type **1** in this field to assign a “personal” status to the requisition note. The system does not print personal requisition notes. In addition, only the person who writes a personal requisition note can display it.

Press F3 when you complete the note. Then press F3 again to exit and save the note and return to either the Requisition Maintenance Header screen or Requisition Maintenance Detail screen 1.

Viewing Item Notes

The system displays this screen when you press F11 from the Requisition Maintenance Detail screen 1.

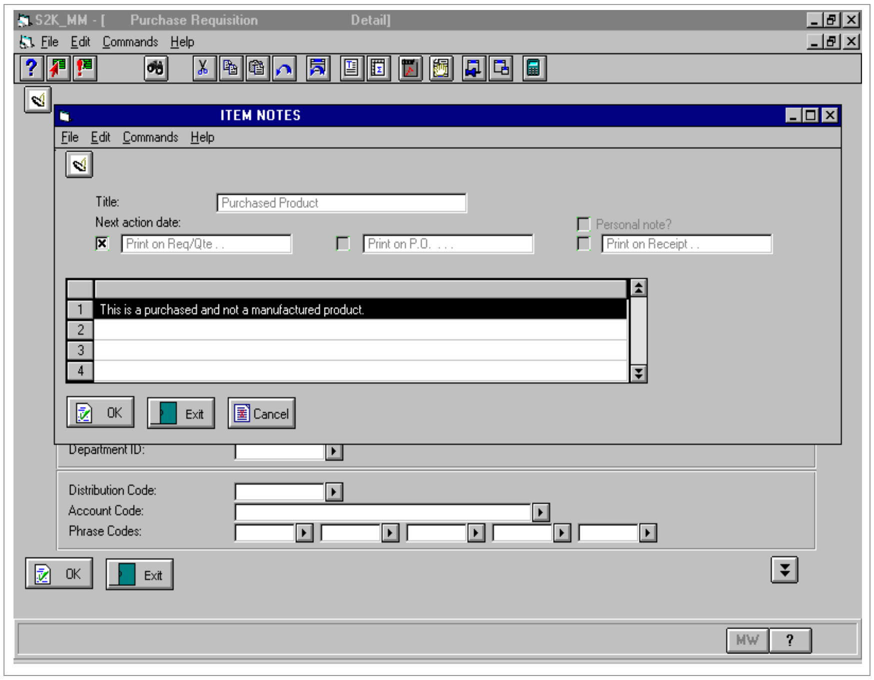

Figure 7-24: Item Notes window

You can only display notes from the Product or Raw Materials Master for each line item in the requisition. If you want to change the item notes, you must use the *Work with Raw Material/Resource* or *Work with Products* options in Infinium Cross Applications.

If one note exists for the item, the system displays the text of the item note in the Item Notes window. If more than one note exists for the item, the system displays the title of each item note. To display the item note, type **5** in the *Opt* field next to the item note title.

The Print options that display in the Item Notes window are controlled by predefined code values in the code type **NTE**. Infinium Software recommends that you do not change these code values.

Using Fast Entry

Fast entry enables you to enter a requisition quickly. By typing default information for each line item once, you are able to enter all detail lines for the requisition on one screen.

Fast Entry Defaults Information

The system displays this window when you press F11 from the Requisition Maintenance Header screen.

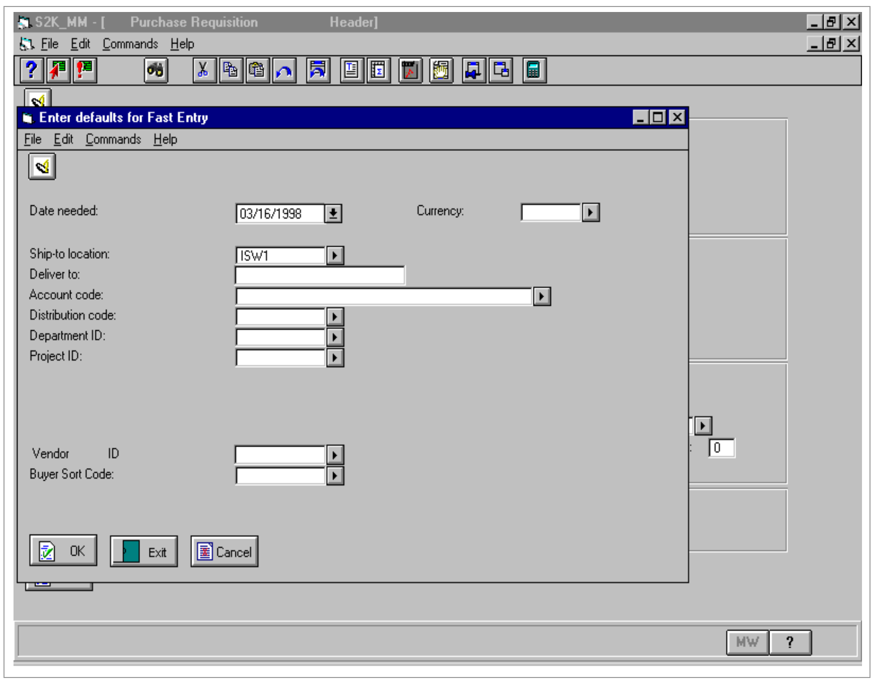

Figure 7-25: Fast Entry Defaults window

The system uses the values that you type in this window as defaults for each requisition detail line that you create using fast entry.

The system verifies the fields in this window against the requisition type to determine if they are required.

Account Code

If you do not type an inventory or expense account in this field and you set up Infinium JP for the requisition action definition (optional), Infinium JP defaults the account code into the detail line account field.

The system does not require you to fill the *Account code* field in the Fast Entry Defaults window, even if defined as a required field in the requisition type.

You can use fast entry for issue, transfer, and purchase requisition types.

The *Vendor ID* field does not display for issue and transfer requisitions.

After completing the required fields in the Fast Entry Defaults window, press Enter to begin requisition fast entry.

If the requisition type permits non-item fast entry, the system displays the Non-Item Fast Entry screen by default.

As you type information into the fast entry fields, the system verifies these values and identifies errors when you exit fast entry and return to the summary screen.

Non-item Fast Entry

If the requisition type permits non-item fast entry, the system displays this screen after you complete the required fields in the Fast Entry Defaults window and press Enter. Otherwise, you can access this screen by pressing F6 from the Item Code Fast Entry screen.

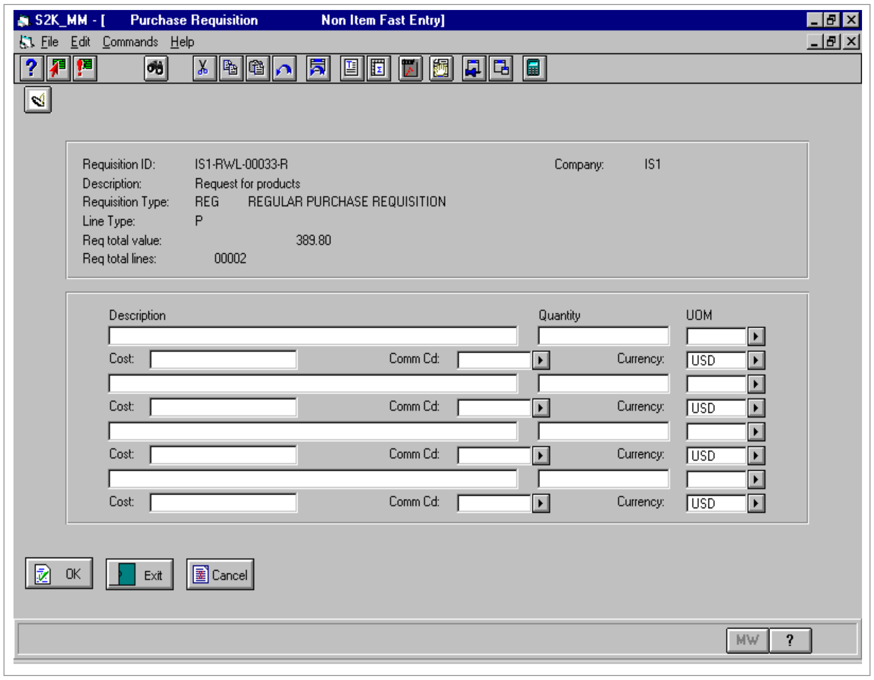

Figure 7-26: Non-Item Fast Entry screen

This screen enables you to create fast entry non-item requisitions. Be sure to include a valid Commodity code when you add non-items. The system generates an error message and does not permit you to complete the requisition if any errors exist on requisition detail lines.

Press F3 to exit and save when you finish typing non-items. The system returns you to the Requisition Maintenance Summary selection screen.

Item Fast Entry

The system displays this screen after you complete the required fields in the Fast Entry Defaults window and press Enter. Otherwise, you can access this screen by pressing F6 from the Non-Item Code Fast Entry screen.

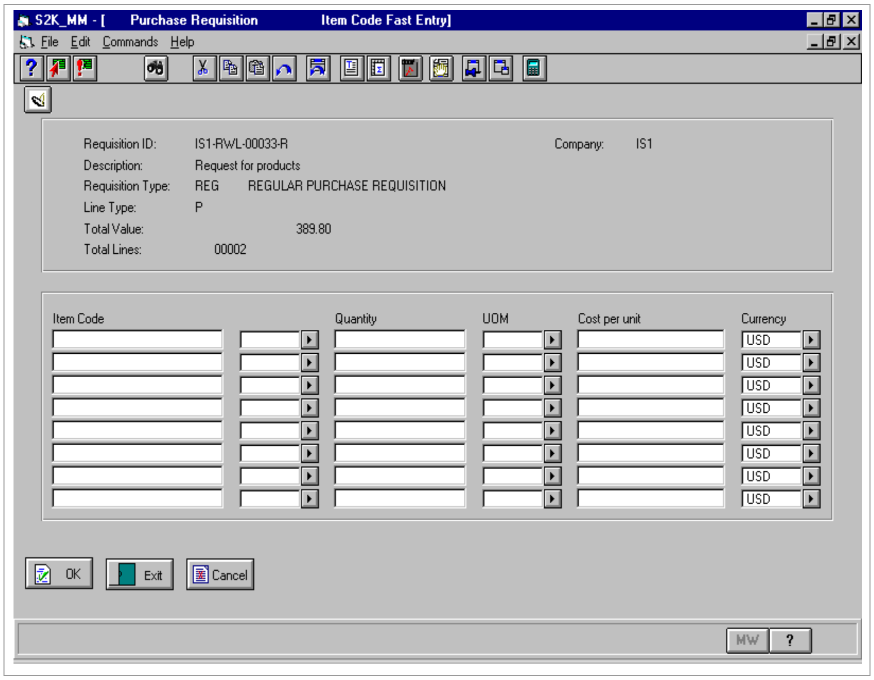

Figure 7-27: Item Code Fast Entry screen

If the requisition type permits non-item fast entry, the system displays the Non-Item Fast Entry screen by default.

Each line of the Item Code Fast Entry screen represents one detail line for the requisition.

You can individually edit each detail line, if necessary, by selecting the line with option **2** from the Requisition Maintenance Summary selection screen.

The *Cost per unit* field for each detail line defaults based on the established cost source of the item you enter. You should not type any information in the *Cost per unit* field unless the cost source is **UE**.

The *UOM* field defaults with the inventory unit of measure, as specified in Infinium Cross Applications using the *Work with Products* or *Work with Raw Materials/Resource* options.

Press F3 to exit when you finish typing items. The system returns you to the Requisition Maintenance Summary selection screen.

Copying a Requisition

You can copy an existing requisition to a new one by using the *Work with requisitions* option.

When you copy of a requisition, the system copies all requisition header and detail information to the new requisition except for the *Requisition ID*, *Requester ID*, approval notes, header notes, and detail notes. The system checks for requisition restrictions in the new requisition based on the user performing the copy function.

Use the following menu path.

- Infinium PM
- *Requisitions*
  - *Work with requisitions* [WWRQ]

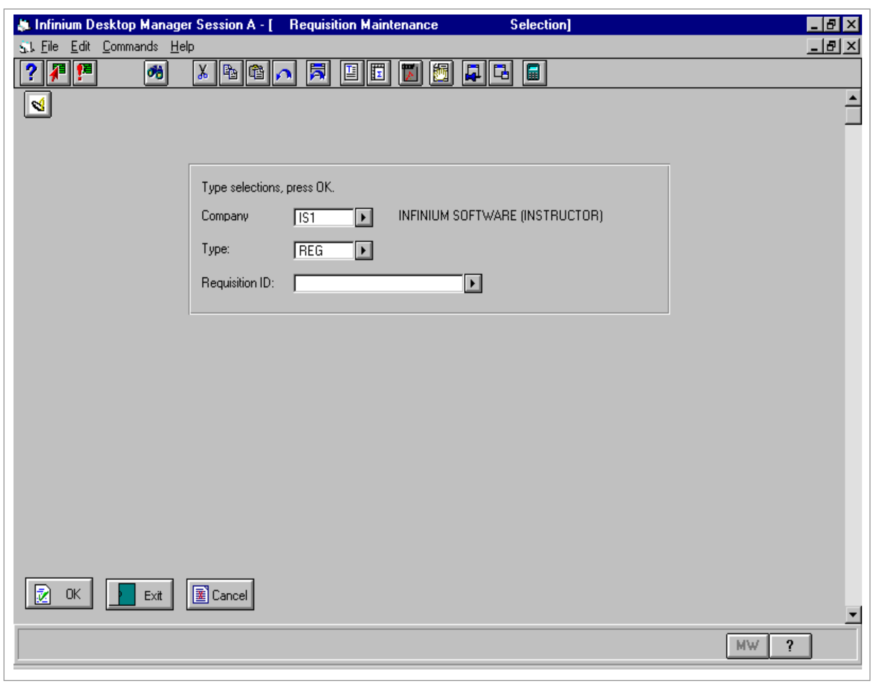

Figure 7-28: Requisition Maintenance Selection prompt screen

To copy an existing requisition into a new requisition, select a requisition using the *Requisition ID* field and press F2.

If your user profile specifies personal access level authority for the *Requisitions Display* field, you cannot copy a requisition created by another user.

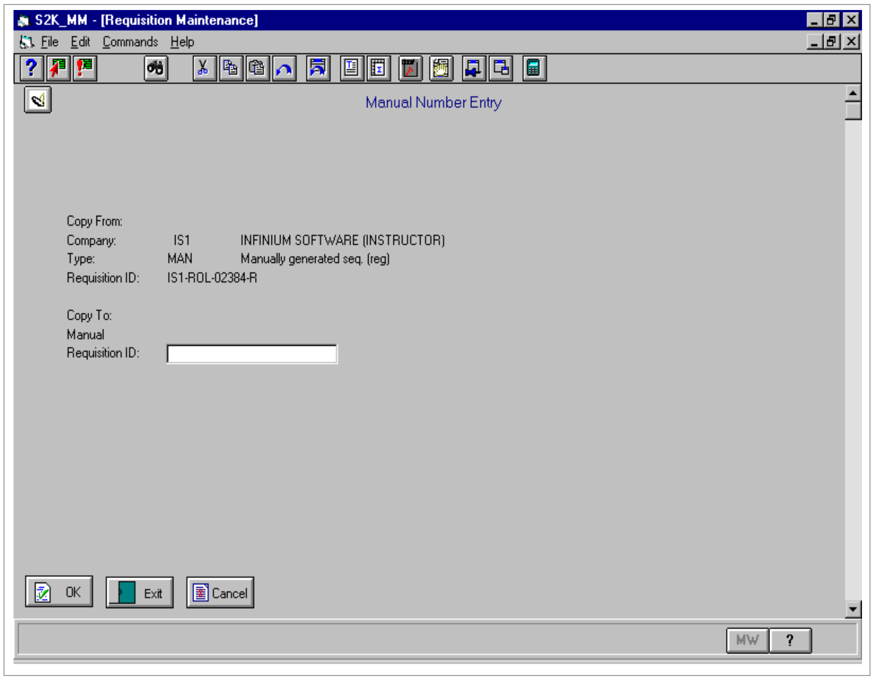

Figure 7-29: Requisition Maintenance Manual Number Entry screen

The system displays this screen when you press F2 from the Requisition Maintenance Selection prompt screen, provided the following conditions exist:

- You have specified a requisition to copy from in the *Requisition ID* field in the Requisition Maintenance Selection prompt screen
- The requisition type for the requisition from which you are copying specifies manual generation of the requisition ID
- If the requisition type of the selected requisition specifies automatic generation of the requisition number, the system creates the new requisition immediately and does not prompt for a requisition ID.

Manual Requisition ID

Use this field to specify the requisition ID for the new requisition.

Press Enter to continue the copy process.

Exiting a Requisition

When you exit and save a requisition, you must decide if the requisition is complete. Your selection affects the status of the requisition.

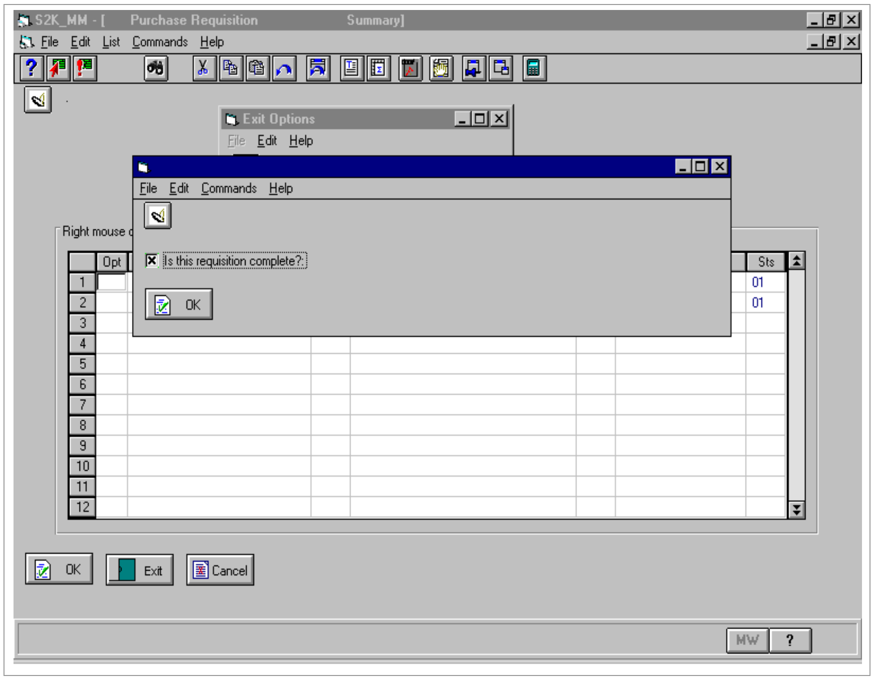

Figure 7-30: Requisition Complete window

When you press F3 to exit and save a requisition, the system may display the Requisition Complete window based on the requisition type. If you specify that the requisition is not complete, you cannot source the requisition into a purchase order.

An incomplete requisition has a status of In Progress (**00**). A complete requisition has a status of Open (**01**) or Approval Pending (**10**).

If you create a requisition without detail lines, the system sets the status of the requisition header to In Progress (**00**) regardless of your entry in the Requisition Complete window.

When Infinium Inventory Control creates a reorder point requisition, the system assigns it a status of Open (**01**) if everything is complete and it does not need approval or Approval Pending (**10**) if everything is complete and it needs approval. However, if the reorder point requisition has errors because required fields are blank, the system assigns it a status of In Progress (**00**).

When you complete a purchase requisition and the status is Open (**01**), and you are using Infinium Advanced Planning, the system updates the receipts inventory category accordingly.

Printing a Requisition

You can print a requisition in two ways:

- When you exit the requisition using the Print on Exit window, if appropriate for your user defaults or the requisition type
- You can use the *Print selective requisitions* option

The following information applies to printing a requisition during exit.

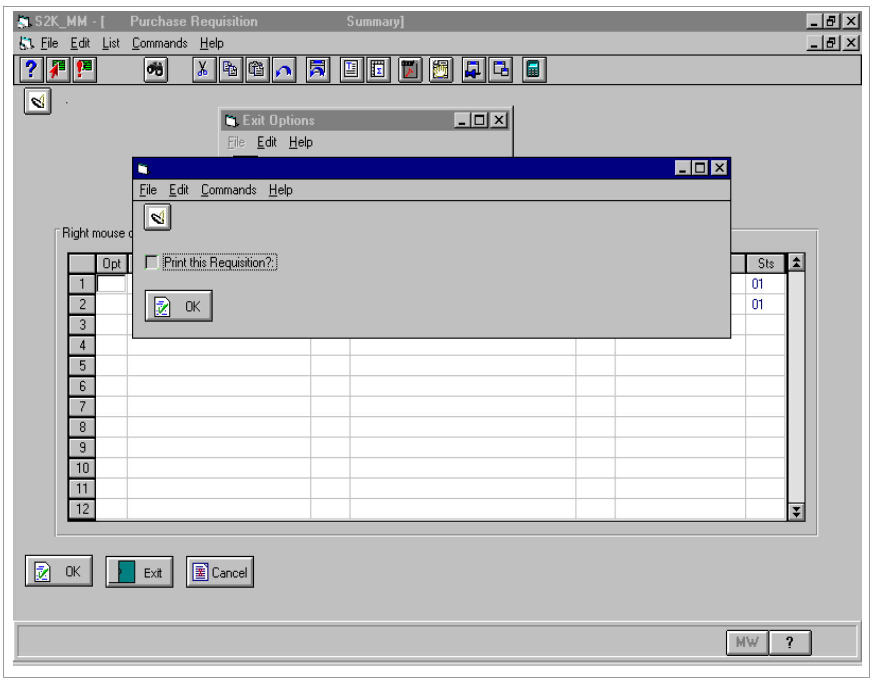

Figure 7-31: Print on Exit window

When you press F3 to exit and save a requisition, the system may display the Print Requisition window based on your user defaults or the requisition type.

To print the requisition, type **1** and press Enter. The system submits a batch job to print the requisition.

If you choose not to print the requisition, type **0** and press Enter.

The system prints the full address of the ship-to location for a detail line only if it differs from the preceding ship-to location.

The following page presents a sample of a printed requisition.

```
| Requisition ID:INF-ROL-968145-R          Print Number:   1   |                                          Page

|                                                               |
| Requester ID:  RWL                                            |
| Description: Request for aviation fuel.                       |
| Requisition Type: AIR                                         |

                         25 COMMUNICATIONS WAY
                         HYANNIS, MA    02601
```

Line #	Item Code	Size	Rev	Description	Need Date	Quantity	UOM	Cost Per Unit	Extended Cost	Curr
1	AV100	GL		AV 100 Fuel					119.00	USD
				PHRASE CODE #1						
				Deliver to:Roger						
				Vendor ID: AVFUEL						
				Ship to: HYANNIS WAREHOUSE	2/20/1998	50.0000	GL	1.190000	59.50	USD
				ONE PARK CENTER						
				HYANNIS, MA 02601						
				Ship to: LOUISVILLE WAREHOUSE	2/20/1998	50.0000	GL	1.190000	59.50	USD
				4350 BROWNSBORO ROAD						
				SUITE 200						
				LOUISVILLE, KY 40207						
				Acct Code: INF-000-000-1015						

```
|      Total                119.00   USD |

|                                        |
| Requester  ___________________________ |
|                                        |
| Approval   ___________________________ |
|                                        |
| Approval   ___________________________ |

|   KIT PARTS FOR AIRFRAMES     |
```

Requisitions Created by Other Infinium Systems

You can set up Infinium Inventory Control and Infinium Order Processing to create requisitions in Infinium PM.

Infinium Inventory Control

If you set up Infinium Inventory Control to create purchase or transfer reorder point requisitions in Infinium PM, the system performs the following actions.

Requisition Header

The system completes the following fields in the requisition header:

- *Description* field with **ROP Run #** followed by the run number created when you use the *Create Reorder Point Requirement* option in Infinium Inventory Control
- *Requester ID* field with the user profile of the person who created the requisition by running the *Create Reorder Point Requirement* option
- *Department ID* based on the default from Item Warehouse file
- *Status* field with one of the following values:

00	In Progress
01	Open
10	Approval Pending

If errors exist on the requisition, the system sets its status to In Progress (**00**). If no errors exist, the system sets the status to Open (**01**). If approvals apply and no errors exist, the requisition goes to a status of Approval Pending (**10**).

Requisition Detail

The system completes the following fields in the requisition detail:

- *Cost Per Unit* field based on the Commodity code value
- *Inventory Material* field based on the default from the Raw Materials Master File in Infinium Cross Applications
- *Receipt Activity* field based on the requisition type (**PRO**)
- *Capital Item* field based on the default from the Product Master File or **0** for raw materials

- *Inspect* and *Vendor ID* fields based on the default from the Item Warehouse file in Infinium Cross Applications
- *Quantity* field based on the reorder point processing calculation
- The automatic sourcing capable setting based on the default from the Product or Raw Materials Master File

Infinium Order Processing

If you set up Infinium Order Processing to create purchase or transfer requisitions through order entry, the system performs the following actions.

Requisition Header

The system completes the following fields in the requisition header:

- *Description* field from the order entry program **order #XXX...**
- *Requester ID* field with the user profile of the person who created the order in the *Work with Orders* option
- *Status* field with one of the following values:

00	In Progress
01	Open
10	Approval Pending

  If errors exist on the requisition, the requisition goes to a status of In Progress (**00**). You must correct the errors in order to source the requisition to a purchase order. If no errors exist, the requisition goes to a status of Open (**01**). If approvals apply and no errors exist, the requisition goes to a status of Approval Pending (**10**).

Requisition Detail

The system completes the following fields in the requisition detail:

- *Cost Per Unit* field based on the Commodity code value
- *Inventory Material* field based on the default from the Raw Materials Master File in Infinium Cross Applications
- *Receipt Activity* field based on the requisition type (**DNI**, **RNI**, **RIT**, or **DIT**)
- *Capital Item* field based on the default from the Product Master File or **0** for raw materials

- *Inspect*/V*endor ID*/*Department ID* based on the default from the item warehouse file in Infinium Cross Applications
- *Quantity* field based on the quantity entered on the order detail
- The automatic sourcing capable setting based on the default from the Product or Raw Materials Master File

Tracking Requisition Status

The *Work with status maintenance* option displays the current header status of a requisition. The following table details valid requisition statuses.

Status	Purchase	Issue	Transfer
In Progress (**00**)	The requisition is not complete.		
Open (**01**)	The requisition is complete.		
On Hold (**02**)	The requisition is on hold and is not available for processing.		
Future Order (**05**) (Not Allocated)	N/A	The requisition detail has not been allocated; the allocation due date has not yet arrived.	
Backorder (**06**) (Not Allocated)	N/A	The requisition detail has not been allocated; insufficient stock.	
Approval Pending (**10**)	The requisition is complete and waiting for approval.		
Approval Hold (**11**)	The requisition failed the approval process and is waiting for an action.		
Manual Close (**91**)	The requisition has been manually closed prior to the system automatically closing the requisition.		
Automatic Close (**92**)	The purchase requisition has been sourced to a purchase order.	The issue requisition has been pick verified.	The transfer requisition has been received at to-warehouse.
Deleted (**99**)	The requisition has been deleted. Deleted requisitions do not display on the screen. The status is on file only.		

Use the following menu path.

- Infinium PM
- *Requisitions*
  - *Work with status maintenance* [WWSM]

Requisition Status Information

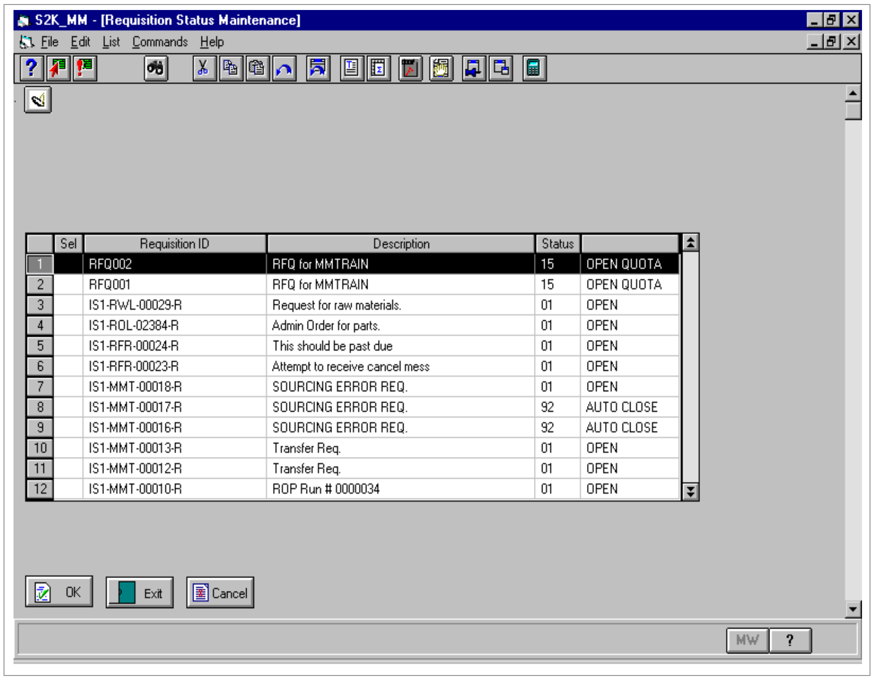

Figure 7-32: Requisition Status Maintenance selection screen

You can limit the requisitions that the system displays by pressing F7 and typing your selection criteria. The requisition authority defined for you in the *Work with user profile* option determines which requisitions you can select.

The system also displays the statuses for quotation requests in the Requisition Status Maintenance selection screen. For more information on quotation request status maintenance, refer to the “Working with Quotation Requests” chapter in this guide.

A partially sourced requisition has a status of Open (**01**). Once a requisition has a status of Automatic Close (**92**), you cannot change the status.

Sel

Type one of the following values in the *Sel* field:

2 Use this option to select a requisition or quotation request for maintenance.

3 Use this option to place the requisition or quotation request on hold.

6	Use this option to release a requisition or quotation request on hold.
7	Use this option to complete an In Progress (00) requisition or quotation request.
9	Use this option to manually close the requisition or quotation request.

The following function keys are available from the Requisition Status Maintenance selection screen:

Function Key	Description
F6	Use this key to create a requisition.
F7	Use this key to perform a query using the Requisition Status Maintenance Prompt screen. You can use this screen to limit the number of requisitions displayed in the Requisition Status Maintenance selection screen. Press F7 again to toggle back to the view of all requisitions and quotation requests.

The system highlights all lines that change in status.

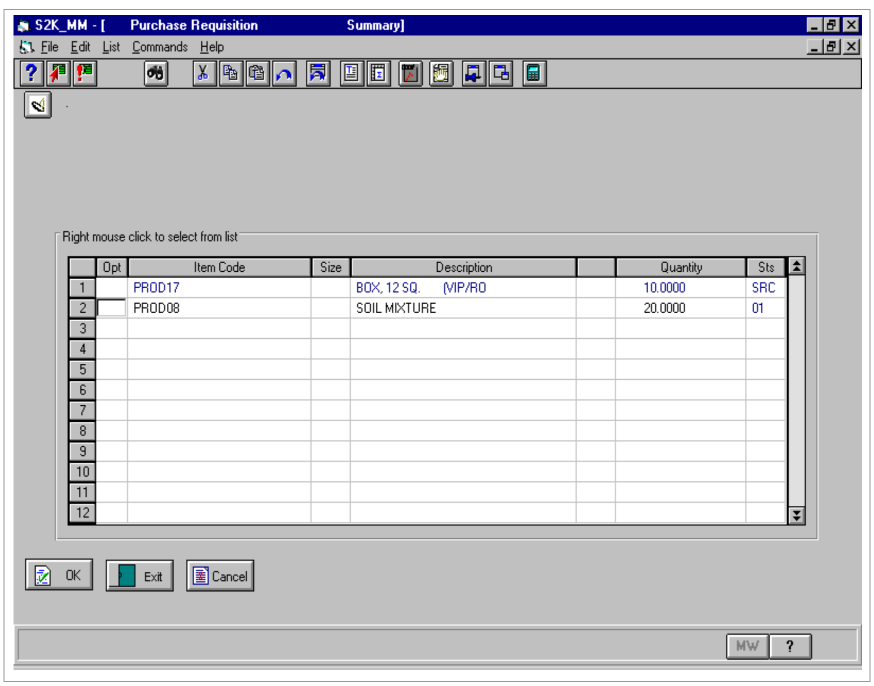

Figure 7-33: Requisition Summary Status Maintenance selection screen

The system displays this screen when you type **2** in the *Sel* field then press Enter twice. This screen displays the status of all associated requisition detail lines.

Text Requisition Status

The system may also display a requisition detail line status in the *Sts* column using one of the following text designations:

Status Text in *Sts* Column	Description
ADD	The requisition detail line has been added.
DEL	The requisition detail line has been deleted.
CHG	The requisition detail line has changed.
CPY	The requisition detail line has been copied.
SRC	The requisition detail line has been sourced.
COM	The requisition detail line is complete.
INT	The requisition detail line is in transit.

Displaying Requisitions

You can use this option to view information about a requisition during its various stages of processing.

Use the following menu path.

- Infinium PM
- *Requisitions*
  - *Display requisitions* [DREQ]

Selecting a Requisition

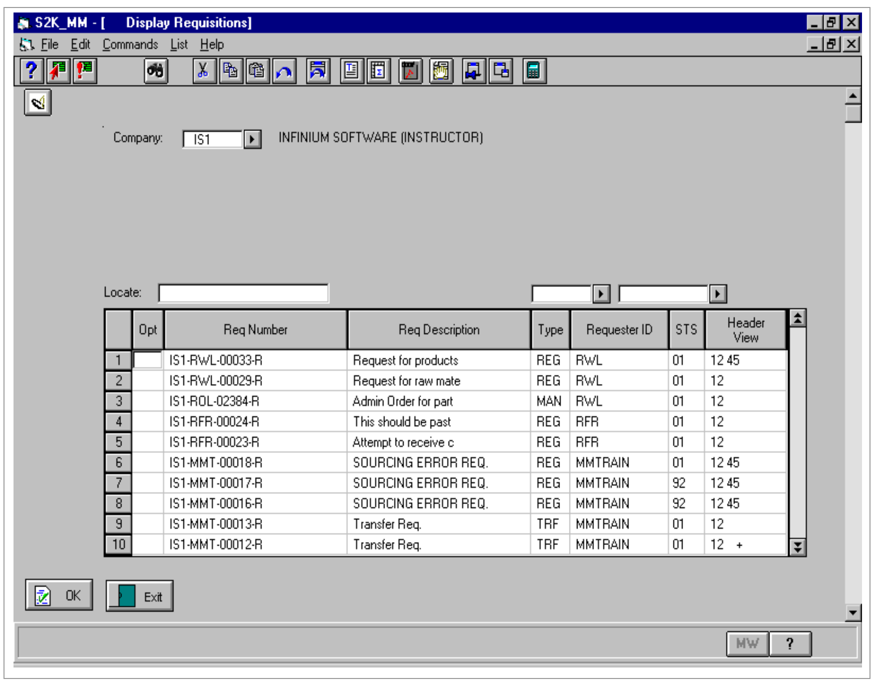

Figure 7-34: Display Requisitions selection screen

The system uses your default company in the *Company* field. To display requisitions for another authorized company, type the Company code in the *Company* field and press Enter.

The requisition authority defined for you in the *Work with user profile* option determines which requisitions you can select.

The system displays the values that you can use to select a requisition in the *View* column. For example, the optional views available for requisition number
IS1-MMT-00018-R are **1**, **2**, **4** and **5**.

The following function keys are available from the Display Requisitions selection screen:

Function Key	Description
F7	Use this key to sort by requisition ID.
F8	Use this key to sort by requester ID.
F9	Use this key to sort by requisition type.
F11	Use this key to display a detail line view of the requisitions. The system displays the view options for the first detail line. To display the options for all detail lines, press F13 and then type the requisition ID in the *Req. ID* field of the Requisition Selection Query screen and press Enter.
F13	Use this key to specify additional selection criteria for displaying requisitions.

Detail Requisition Information Alternate View

The system displays this alternate view when you press F11 from this screen.

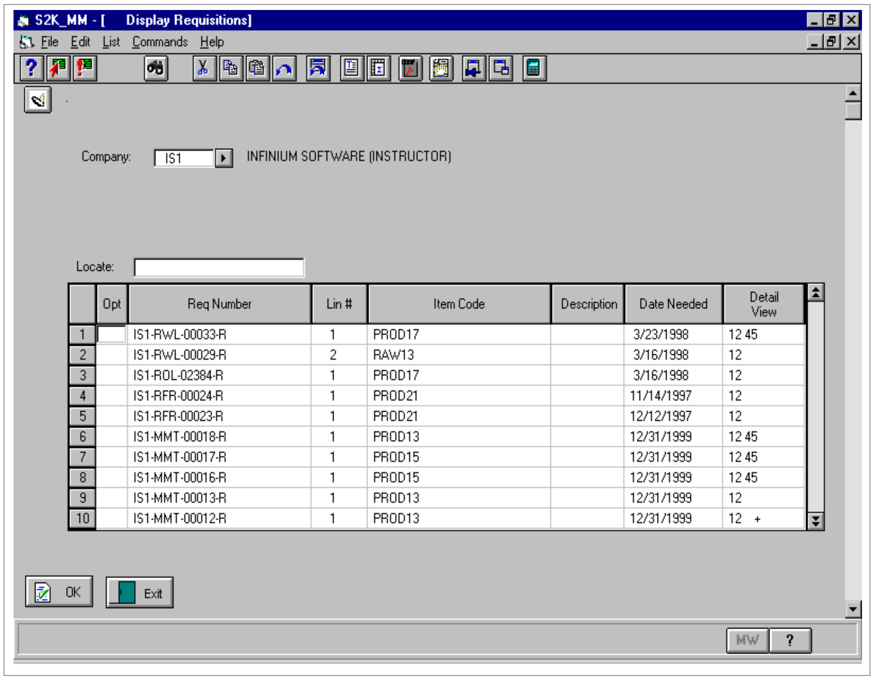

Figure 7-35: Display Requisitions Alternate View selection screen

The view shown above is a detail view of the requisitions.

Requisition Header Information

The system displays this screen when you select a requisition with option **1** to view the requisition header.

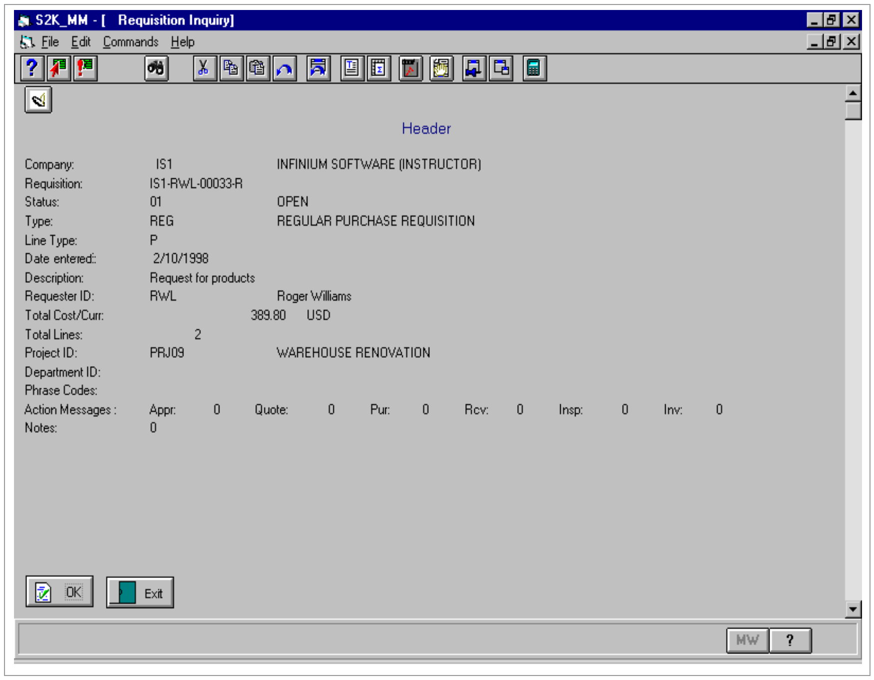

Figure 7-36: Requisition Inquiry Header screen

You can press F13 to view a vendor summary, but it is reserved for use with quotation requests.

Requisition Detail and Sourcing Information

The system displays this screen when you select a requisition with option **2** to view the requisition detail, and then select a detail line with option **5**, and then press PageDown to advance to the Requisition Inquiry Detail screen 2.

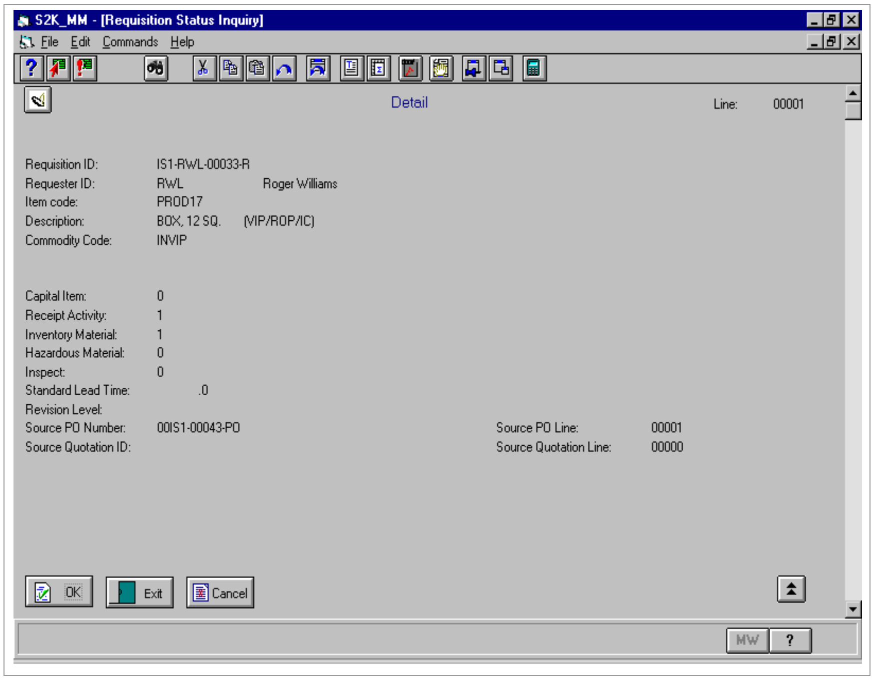

Figure 7-37: Requisition Inquiry Detail screen 2

This screen displays several requisition detail line fields as well as the sequence number and detail line number of the purchase order and/or quotation request into which this requisition was sourced.

You can press F16 to view the address of the vendor.

Requisition Creation and Update Information

The system displays this screen when you press F6 from the Requisition Inquiry Header screen.

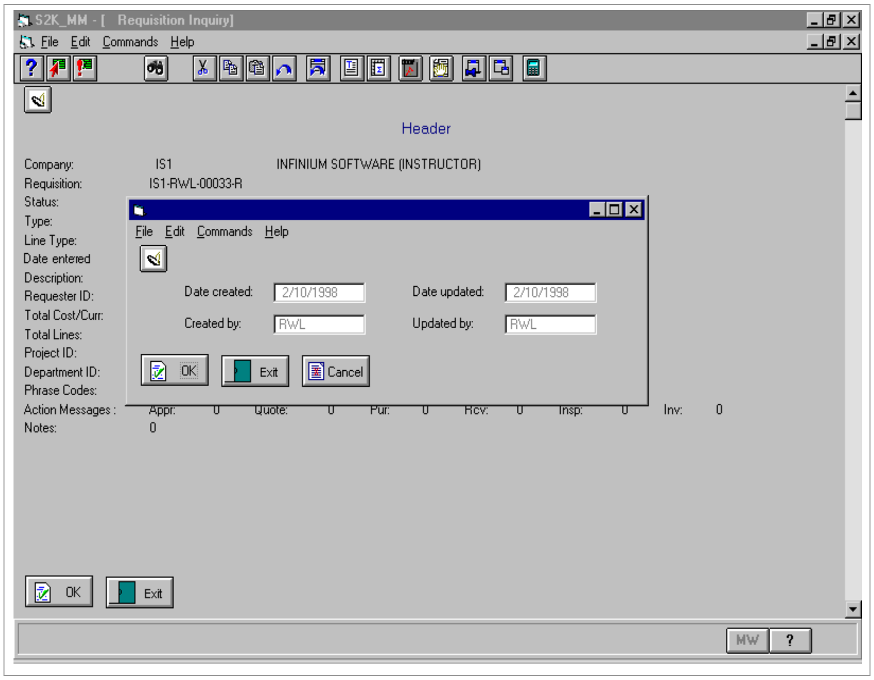

Figure 7-38: Requisition Creation and Update window

This window displays requisition information such as the created and last updated dates. It also includes initials of the user who created and last updated the requisition.

Notes

Chapter 8 Working with Quotation Requests

8

The chapter consists of the following topics:

Topic	Page
Overview of Quotation Requests	8-2
Defining Quotation Request Type Controls	8-6
Entering Quotation Request User Defaults	8-14
Creating Quotation Requests	8-16
Entering Responses to Quotation Requests	8-37
Performing Analysis, Awarding Quotes, and Creating Purchase Orders	8-42
Tracking Quotation Request Status	8-52
Displaying Quotation Requests	8-55

Overview of Quotation Requests

Quotation requests enable you to solicit for the pricing of goods and services from current and potential vendors. You can create a quotation request manually or through sourcing in Infinium PM.

In this chapter, you learn how to create and award quotation requests in Infinium PM.

After you complete this chapter, you should be familiar with the following:

- Defining quotation request type controls
- Creating quotation requests
- Approving quotation requests
- Printing quotation requests
- Entering vendor response to quotation requests
- Performing analysis of quotation requests
- Awarding quotation requests
- Creating purchase orders from quotation requests

Quotation Request Processing Flow

The following diagram illustrates the major steps in processing quotation requests in Infinium PM.

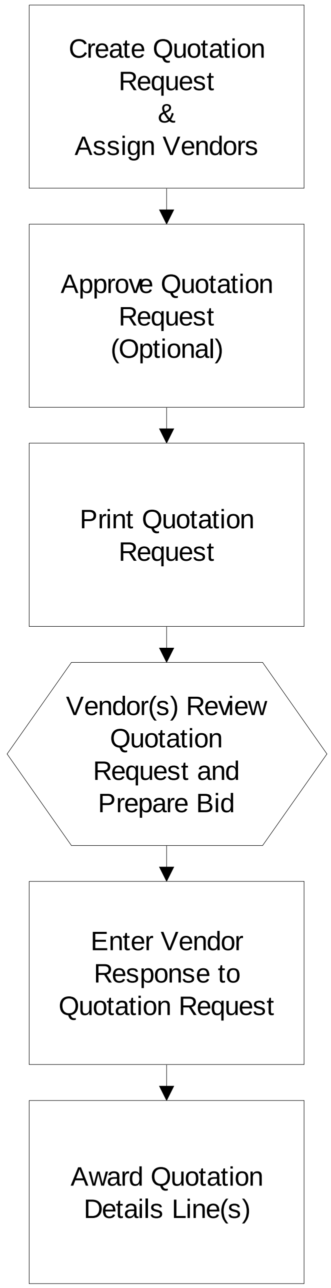

Figure 8-1: Quotation Request Process Flow

You can create quotation requests manually or by sourcing existing purchase requisitions into quotation requests. You send quotation requests to selected vendors to solicit for bids. Upon receipt of vendor bids, you can enter vendor response information and perform vendor analysis. Once you are ready to award a quotation request, you can select a single vendor or split a quotation request among multiple vendors.

Quotation Request Header Status

The following flowchart illustrates the status of the quotation request header throughout the quotation request process.

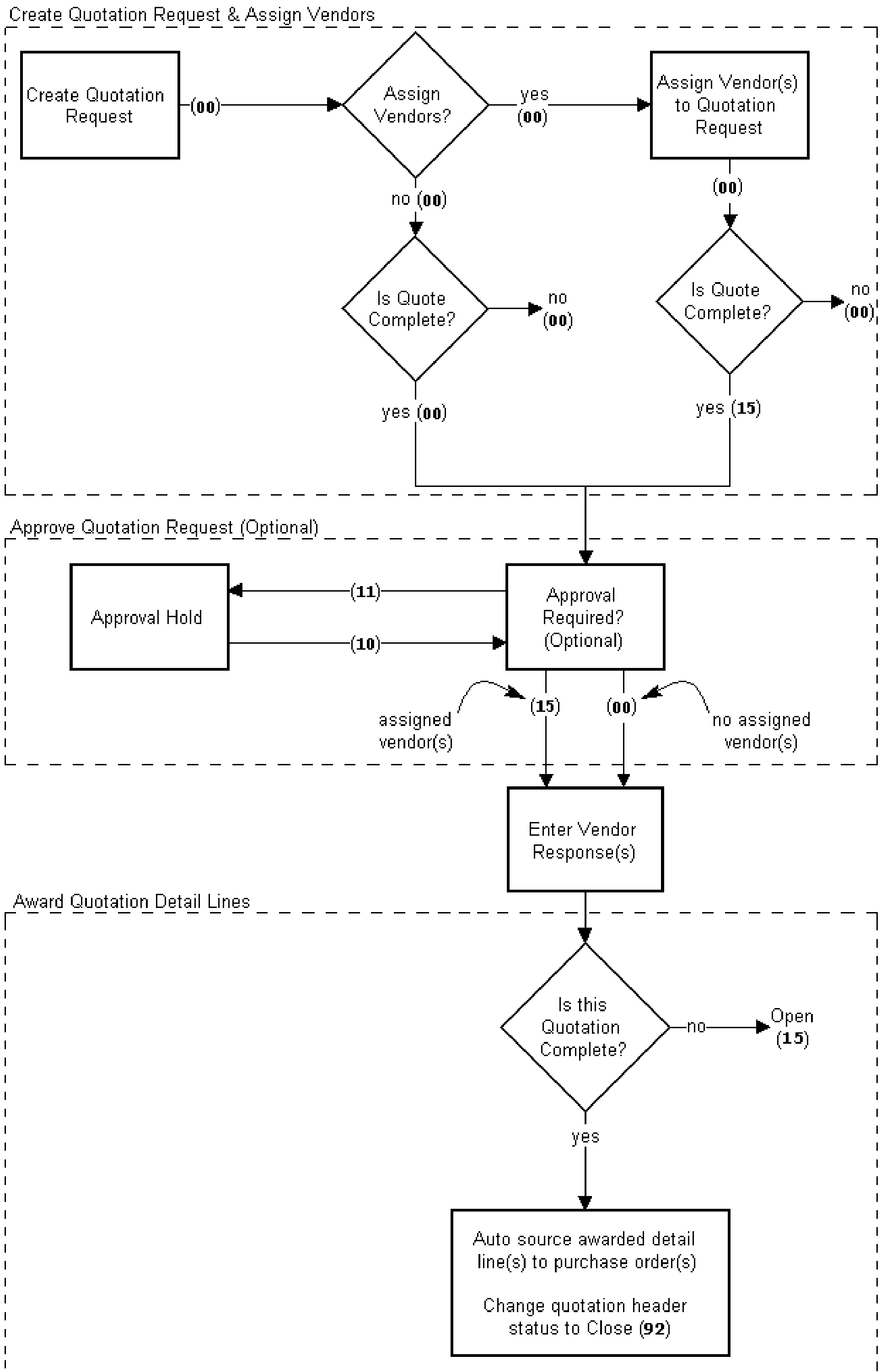

Figure 8-2: Quotation Request Header Status

Defining Quotation Request Type Controls

A requisition type control for quotation requests supplements the three basic requisition types, purchase, issue, and transfer, and enables the system to process quotation requests.

Use the following menu path.

- Infinium PM
- *Control Files*
  - *Work with requisition type* [WWRT]

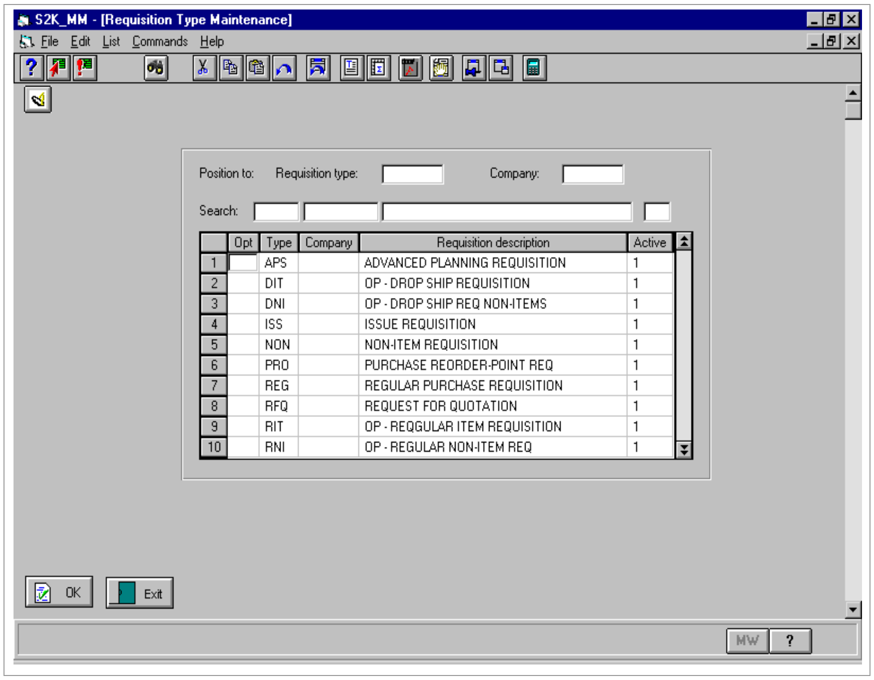

Figure 8-3: Requisition Type Maintenance selection screen

Within requisition type controls, you define a requisition type of **Q** (for quotation request) and specify the information required when you create a quotation request. You can set up as many quotation request types as you need to vary the information required for different quotation requests.

The system displays all existing requisition type controls in the Requisition Type Maintenance selection screen.

To add a quotation request type, press F6. You can change, delete, or display existing quotation request types by typing the appropriate value in the *Opt* field next to a quotation request type.

Quotation Request Type Header Information

The system displays this screen when you add or maintain a quotation request type. This screen establishes quotation request header information and quotation request exit options.

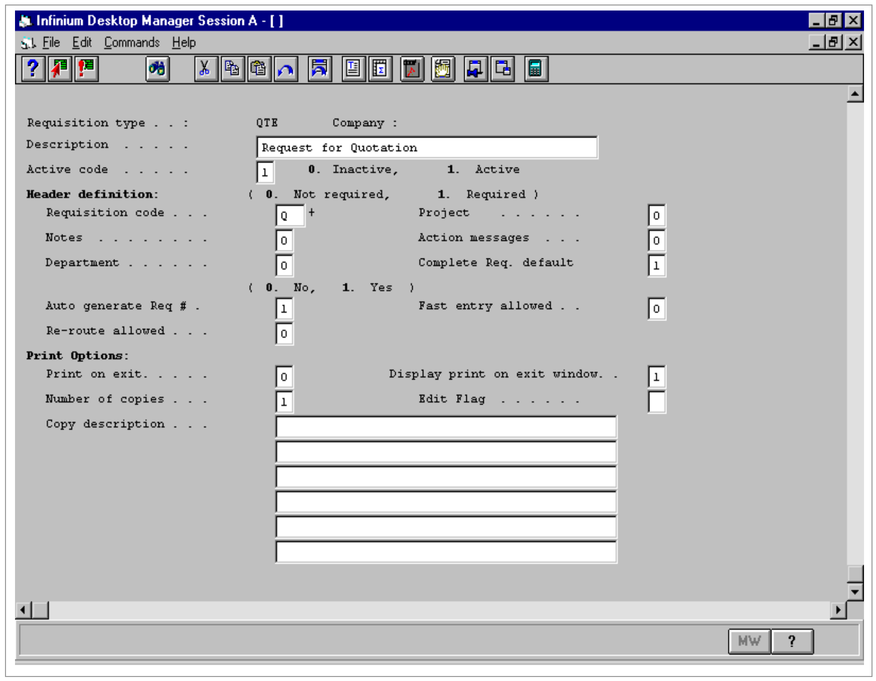

Figure 8-4: Quotation Request Type Maintenance screen 1

Requisition code

You must type **Q** in this field to create a quotation request type.

Auto generate Req #

This field determines whether the system automatically assigns quotation request sequence numbers, or if you manually assign them when you create quotation requests.

The system uses the same sequence number structure for quotation requests as for requisitions. For this reason, you should manually create quotation request sequence numbers so that you can distinguish them from requisitions.

Complete Req. default

This field determines the default entry that the system places in the Quote Complete window when you exit the quotation request.

The following are valid entries for the *Complete Req. default* field:

Blank The system displays the Quote Complete window, but does not contain a default entry. You must type an entry in the window.

0 The system displays the Quote Complete window with a default entry of **0** indicating the quotation request is not complete when you exit.

1 The system displays the Quote Complete window with a default entry of **1** indicating the quotation request is complete when you exit.

X The system does not display the Quote Complete window, and sets the quotation request to complete when you exit.

If you create a quotation request without detail lines, the system sets the status of the quotation request header to In Progress (**00**) regardless of your entry in the Quote Complete window.

Re-route allowed

This field determines whether a modified quotation request that is awaiting approval is re-routed to the beginning of the approval routing.

Type **1** in this field to re-route a modified quotation request, which requires approval, through approval routing.

The system begins re-route processing if you edit one of the following fields in a purchasing document awaiting approval:

- *Item Code*
- *Commodity Code*
- *Extended Cost*
- *Item Size Code*
- *Quantity*
- *Buyer ID/Requester ID*

The system first checks the user profile level for an entry in the *Re-route Option* field. If this field is blank, the system looks to the *Re-route allowed* field in the quotation request type for handling of the quotation request.

Print on exit

This field establishes whether the system automatically prints the quotation request on exit. If you display the Print on exit window, this field establishes the default entry for the *Print this Quotation?* field.

Display print on exit window

This field establishes whether the system displays the Print on exit window during exit. If you type **0** in this field, the system does not display the Print on exit window. If you type **1** in this field, the system displays the Print on exit window when you exit and defaults the value for the *Print this Quotation?* field based on your entry in the *Print on exit* field.

The settings in the *Print on exit* and *Display print on exit window* fields in the quotation request user defaults override these entries.

Effect of Print on Exit and Display Print on Exit Window Field Settings

The *Print on exit* and *Display print on exit window* fields determine how the system handles the printing of a quotation request when you exit and save. The following table details this relationship.

***Print on exit* field value**	***Display print on exit window* field value**	**Result**
0	**0**	The Print on Exit window does not display and the quotation request does not print.
0	**1**	The Print on Exit window displays with a default value of **0** in the *Print this Quotation?* field.
1	**0**	The Print on Exit window does not display and the quotation request automatically prints.
1	**1**	The Print on Exit window displays with a default value of **1** in the *Print this Quotation?* field.

Number of copies

Use this field to determine the number of copies printed for each quotation request upon completion. The system defaults **1** in this field.

If you choose to print a quotation request, the system automatically prints a complete copy of the quotation request for each assigned vendor and non-Infinium Payables Ledger (PL) vendor.

Copy description

The copy description prints on the bottom of each quotation request.

Edit Flag

This field determines when the system validates quotation request detail lines and all components associated with them, such as multiple accounts and multiple ship-to locations.

The following are valid entries for this field:

Blank	The system validates only new or changed detail lines during entry and exit of the quotation request.
S	The system validates all detail lines upon loading of the quotation request.

If the quotation request status is In Progress (**00**), the system validates all detail lines upon loading and exiting of the quotation request regardless of the setting in this field.

Your selection in the *Edit Flag* field affects system performance. For example, it takes the system less time to validate only new or changed detail lines than to validate all detail lines.

Quotation Request Type Detail Information

The system displays this screen when you press Enter from Quotation Request Type Maintenance screen 1.

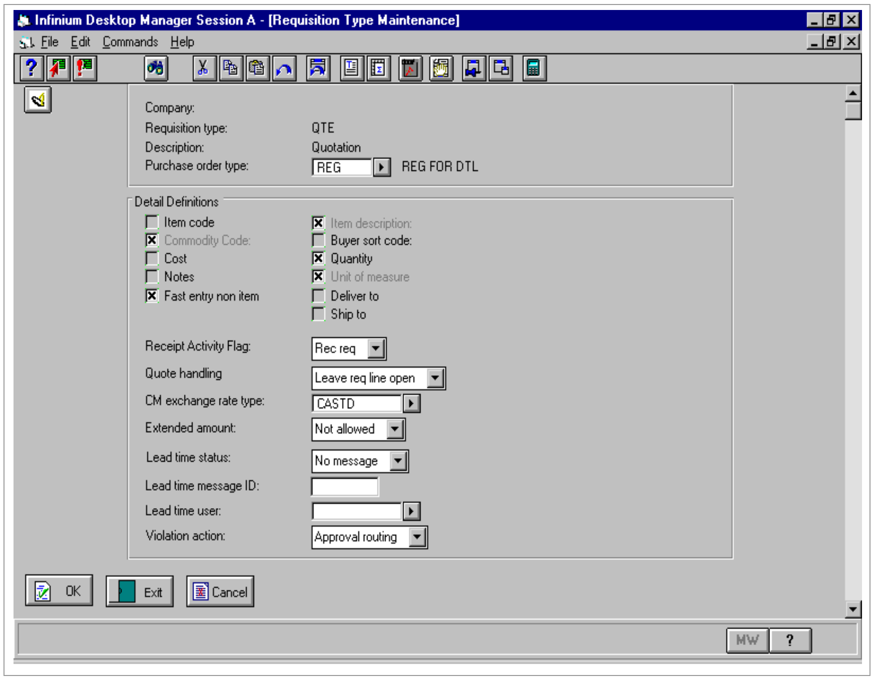

Figure 8-5: Quotation Request Type Maintenance screen 2

This screen defines quotation request detail line requirements and quotation request handling options.

Purchase order type

You use this required field to specify the type of purchase order to create when you award a quotation request based on this quotation request type.

The selected purchase order type must meet the following requirements:

- The purchase order type cannot be a blanket release.
- The purchase order type must specify automatic generation of the purchase order sequence number (*Auto generate PO#* is **1**).
- The purchase order type's *Item Code* field value must match this quotation request type's *Item Code* field value.
- The purchase order type must be auto-source capable (*Auto source capable* is **1**).

Item code

If you define this field as required, the system also requires the *Item Code* field in the sourced purchase order type. The *Purchase order type* field identifies the sourced purchase order type.

Buyer sort code

Type **1** to require a Buyer Sort code for each quotation request detail line.

Quote handling

This field determines the status of a requisition detail line after it is sourced to a quotation request.

Type **1** to set a requisition detail line to Open (**01**) when it is sourced to a quotation request. Retaining an Open status enables you to source the requisition detail line again at a later time.

Type **2** to set a requisition detail line to Automatic Closed (**92**) after it is sourced to a quotation request. Setting the status to Automatic Close (**92**) does not permit you to source the requisition detail line to a purchase order or other quotation request at a later time.

Quote Handling and Requisition Inventory Balance

The setting of the *Quote handling* field determines when the system reduces the requisition inventory balance in Infinium Inventory Control as a requisition detail line is sourced to a quotation request.

The following diagram illustrates the effect of the *Quote handling* field setting on inventory balance as a requisition is sourced to a quotation request.

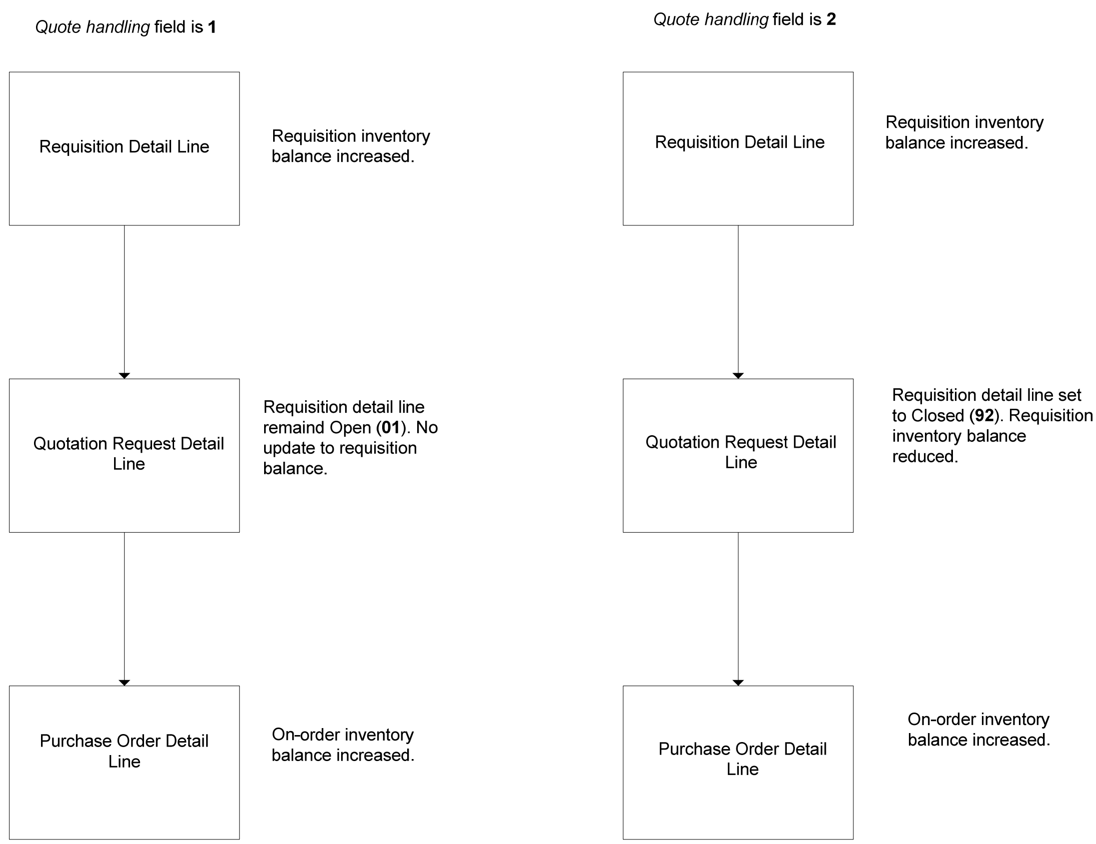

Figure 8-6: Effect of Quote Handling on Requisition Inventory Balance

Entering Quotation Request User Defaults

You can create user defaults for quotation requests by using the *Work with user profile* option or the *Work with quotation defaults* option.

Use the following menu path.

- Infinium PM
- *Quotation Requests*
  - *Work with quotation defaults* [WWQD]

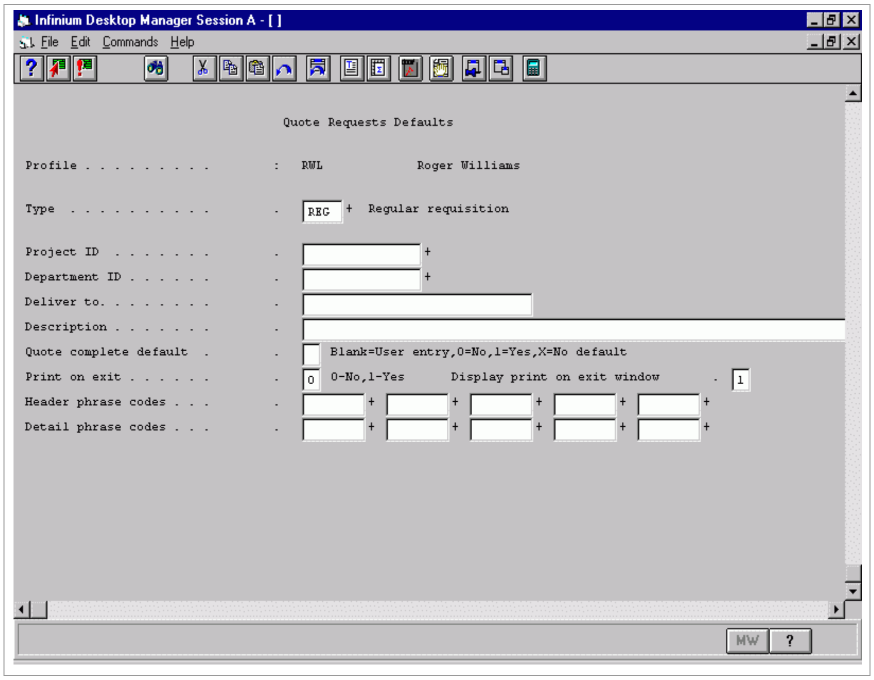

Figure 8-7: Work with User Profile Quotation Request Defaults screen

The system displays the defaults on the quotation request header or detail screen based on which fields you define.

The values you define on this screen override any user defaults that you may have set up at the quotation request type.

If you type information in the *Description* field, it defaults to the Quotation Request Maintenance Header screen.

If you type information in the *Type*, *Project ID*, *Department ID*, and *Deliver to* fields, it defaults to the Quotation Request Maintenance Detail screen.

Quotation Request User Defaults Window

The system displays the Quotation Request User Defaults window when you press F16 from the Quotation Request Header screen.

Use the following menu path.

- Infinium PM
- *Quotation Requests*
  - *Work with quotation requests* [WWQR]

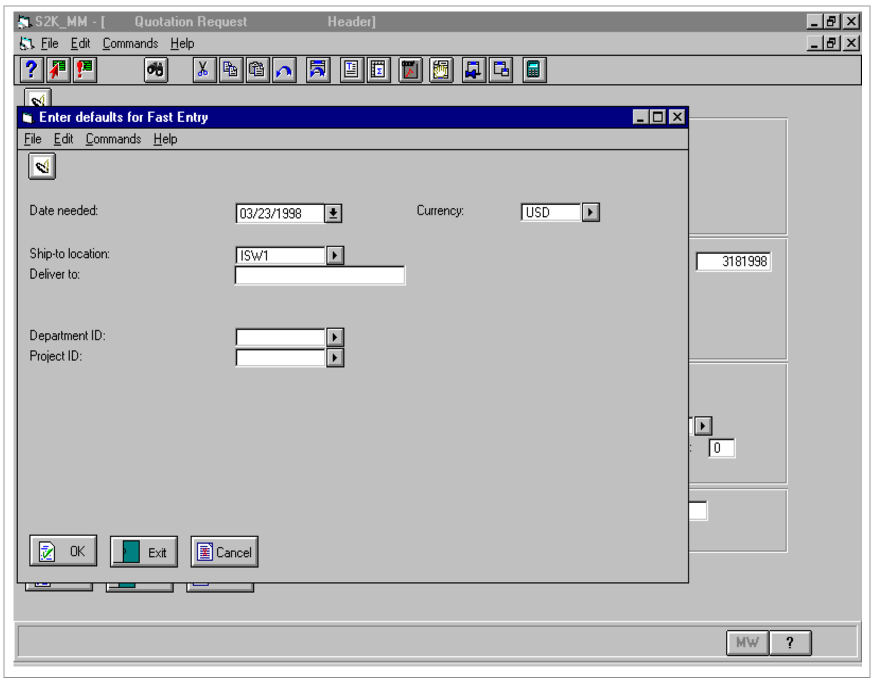

Figure 8-8: Quotation Request User Defaults window

The entries that you define on this screen default onto the Quotation Request Detail screen. These entries override any entries that default from the item warehouse and the *Work with quotation defaults* option.

The system displays the *Currency* field only if you use multiple currency processing. For more information on multiple currency processing, refer to the “Using Multiple Currency Processing in Infinium PM” appendix in this guide.

Creating Quotation Requests

You can create a quotation request by entering information through quotation request maintenance or by sourcing an existing purchase requisition to a quotation request.

When you manually create a quotation request, the system does not increase the requisition inventory balance in Infinium Inventory Control. The on-order inventory balance increases when you award the quotation request to a vendor.

Use the following menu path.

- Infinium PM
- *Quotation Requests*
  - *Work with quotation requests* [WWQR]

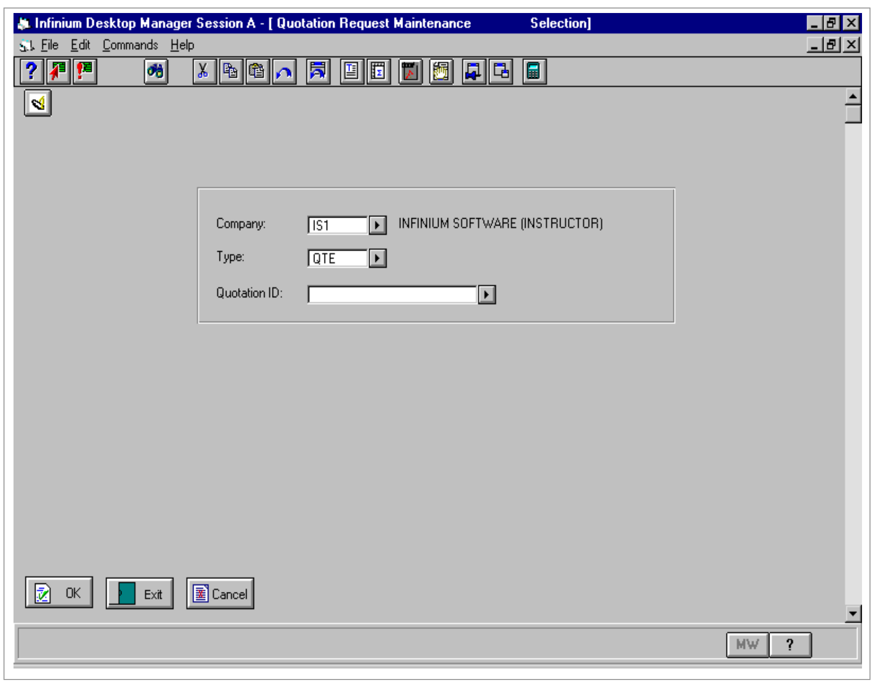

Figure 8-9: Quotation Request Maintenance Selection prompt screen

The system defaults the company into the *Company* field based on the company default hierarchy.

Type

You must use an existing quotation request type on which to base the new quotation request. This field is not required if you are maintaining a quotation request.

The company assigned to a company-specific quotation request type must match the company specified in the *Company* field. If these companies do not match, the system displays the following message:

Quotation type is not valid.

Quotation ID

If you are creating a new quotation request and the selected quotation request type specifies automatic sequence numbering, leave this field blank. The system assigns a quotation request number based on the sequence number structure you establish using the *Work with sequence numbering* option for requisitions.

The system uses the same sequence number structure for quotation requests as for requisitions. For this reason, you should manually create quotation request sequence numbers to distinguish them from requisitions.

Assigning a Quotation Request Number

If the quotation request type specifies a manual quotation request number, you must type a unique quotation request number in the *Quotation ID* field.

Understanding Quotation Request Header Information

After you complete the required fields on the Quotation Request Maintenance Selection prompt screen and press F6 or Enter, the system displays the Quotation Request Header screen.

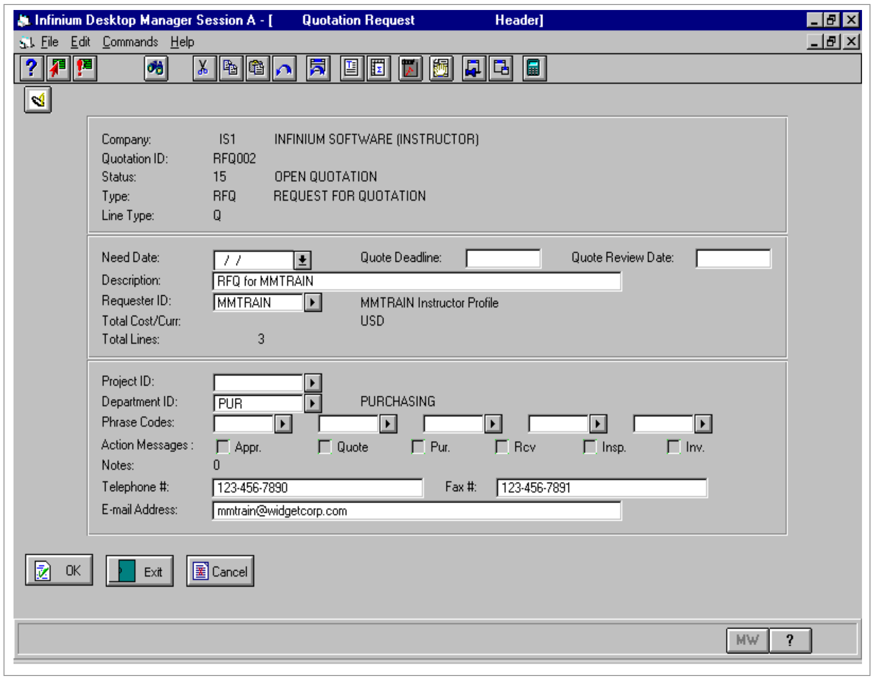

Figure 8-10: Quotation Request Header screen

The system displays this screen when you create or maintain a quotation request. This screen defines the quotation request header information.

Quote Deadline

This date is for information only to indicate the deadline for vendor responses to the quotation request. This date appears on the printed quotation request.

Quote Review Date

This date is for information only to indicate the review date for vendor responses to the quotation request. This date does not appear on the printed quotation request.

Phrase Codes

The system defaults Phrase codes from your user profile. These Phrase codes display at the top of the *Description* column in the printed quotation request.

Telephone #

This field specifies the telephone number of the originator of the quotation request, which defaults from your user profile. This telephone number appears on the printed quotation request.

Fax #

This field specifies the fax number of the originator of the quotation request, which defaults from your user profile. This fax number appears on the printed quotation request.

E-mail Address

This field specifies the e-mail address of the originator of the quotation request. This e-mail address appears on the printed quotation request.

Quotation Request Header User Fields

If you require user fields for the requisition header, the system also requires them in quotation request headers.

The following function keys are available from the Quotation Request Header screen:

Function Key	Description
F5	Use this key to display or add user field information.
F8	Use this key to display approver's notes for the quotation request.
F9	Use this key to display or add notes to the quotation request header.
F11	Use this key for fast entry of quotation request detail lines.
F16	Use this key to change default information such as *Date needed*, *Currency*, *Department ID*, *Deliver-to*, and *Project ID*. This information defaults to each detail line of the quotation request when you use fast entry.
F17	Use this key to assign vendors and non-PL vendors to the quotation request.

Saving Quotation Requests without Detail Lines

If you press F3 to exit the quotation request header before you create detail lines, the system displays the following message:

Warning: Item detail data has not been entered. Press F21 to continue.

If you press F21, the system sets the status of the requisition header to In Progress (**00**) regardless of whether you assign vendors and your entry in the Quote Complete window.

Understanding Quotation Request Detail Information

After you complete the required fields on the Quotation Request Header screen and press Enter, the system displays the Quotation Request Detail screen 1.

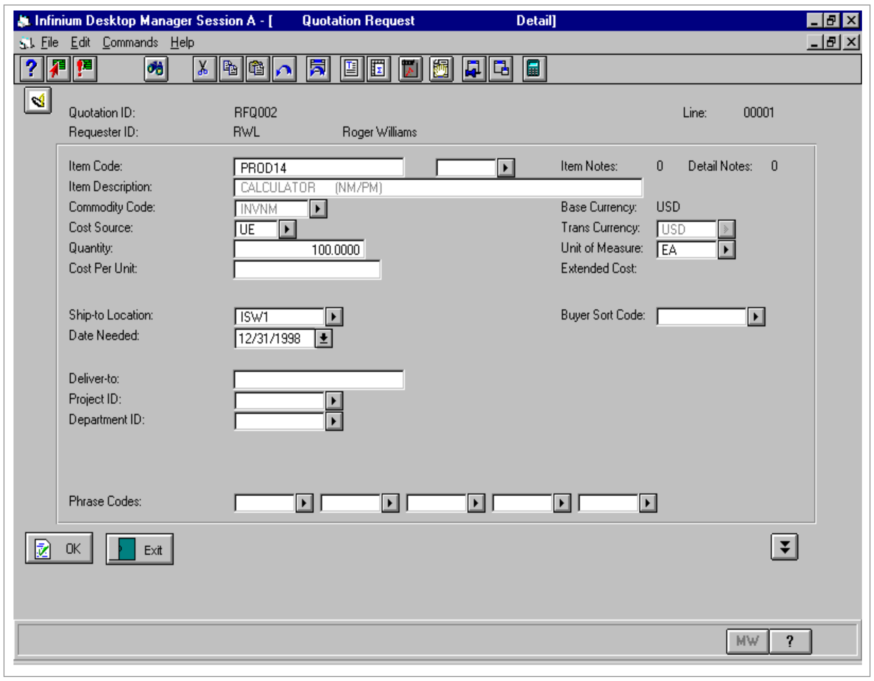

Figure 8-11: Quotation Request Detail screen 1

The system displays this screen after you complete the required fields in the Quotation Request Header screen and press Enter.

Item Code

If you type an item in the *Item Code* field, that item must exist in the Product or Raw Materials Master. The system defaults in values for the *Commodity Code*, *Item Description*, *Item Notes*, and *Unit of Measure* fields from the Product or Raw Materials Master.

To type a non-item, omit the Item code and type an item description and select a Commodity code.

The system does not require that items be "auto source capable material" to be sourced from an awarded quotation request detail line to a purchase order.

Phrase Codes

The system defaults Phrase codes from your user profile. These Phrase codes display within the *Description* column for this detail line in the printed quotation request.

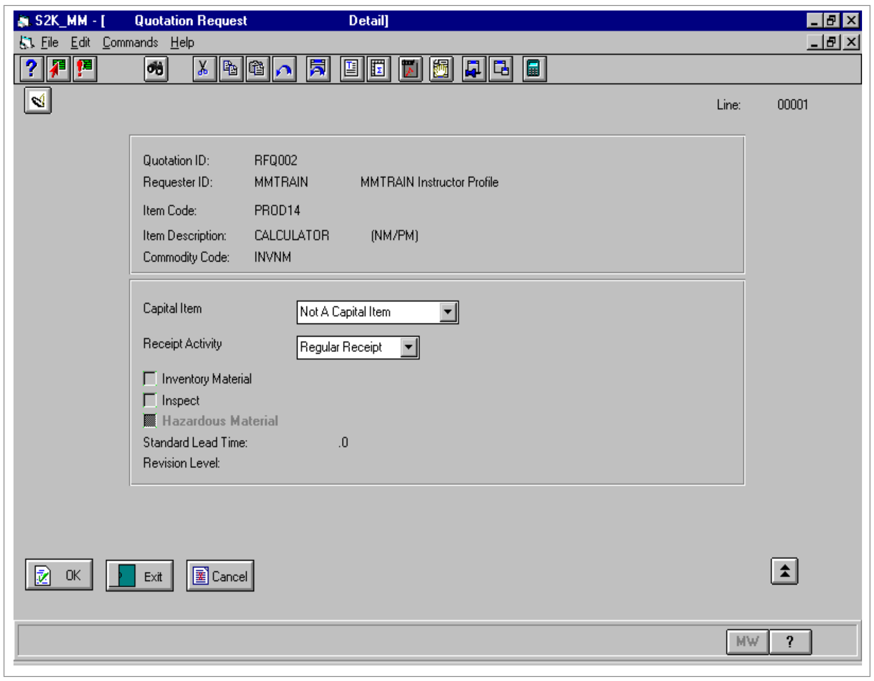

Figure 8-12: Quotation Request Detail screen 2

The system displays this screen when you press PageDown from the Quotation Request Detail screen 1. This screen contains the remaining quotation request detail line fields.

Quotation Request Detail User Fields

If you require user fields for the requisition detail, the system also requires them in quotation request detail lines.

The following function keys are available from the Quotation Request Detail screen 1:

Function Keys	Description
F5	Use this key to display or add user field information.

Function Keys	Description
F7	Use this key to display the Quotation Request Summary screen.
F9	Use this key to display or add detail line notes. You can define detail notes to display on a printed quotation request. **Note:** The system does not source requisition detail notes to a quotation request.
F11	Use this key to display item notes.
F19	Use this key to establish a multiple ship-to delivery schedule.
F23	Use this key to display extended item descriptions.

The following function keys from the Quotation Request Detail screen 1 do not pertain to quotation requests:

Function Keys	Description
F8	G/L Account
F13	Deallocate
F14	Price Simulation
F16	Display Address
F17	Vendor Price
F20	MultiAcct

Understanding Quotation Request Summary Information

The system displays the Quotation Request Summary selection screen when you:

- Create a quotation request with detail lines and press F7 from the Quotation Request Detail screen 1
- Maintain a quotation request with existing detail lines and press Enter from the Quotation Request Header screen

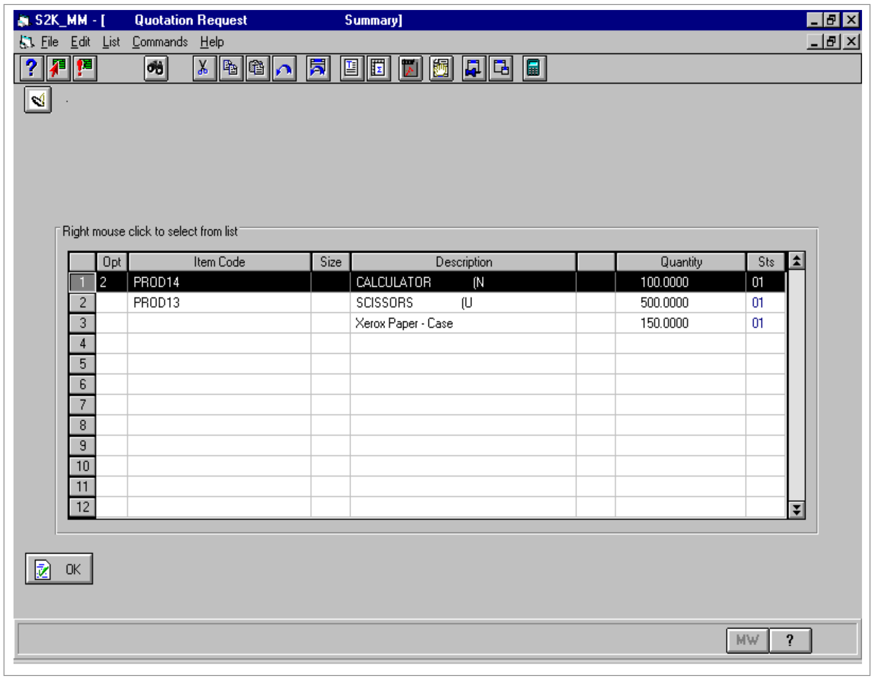

Figure 8-13: Quotation Request Summary selection screen

From the Quotation Request Summary selection screen, you can:

- Select a quotation request detail line to change
- Press F6 to add a new quotation request detail line
- Copy an existing quotation request detail line
- Delete a quotation request detail line
- Add notes to a quotation request detail line

Assigning Vendors to the Quotation Request

You can assign vendors to your quotation request in two ways:

- Press F17 from the Quotation Request Header screen
- If vendors have not been previously assigned to the quotation request, press F3 from either of the Quotation Request Detail screens to exit and save, and then type **1** in the Assign Quotation Vendors window

You can also assign vendors that are not in Infinium Payables Ledger (PL) to your quotation request. These are potential vendors that you want to consider in the quotation process.

You must establish a non-PL vendor as a vendor in Infinium Payables Ledger before you can award that vendor a quotation request.

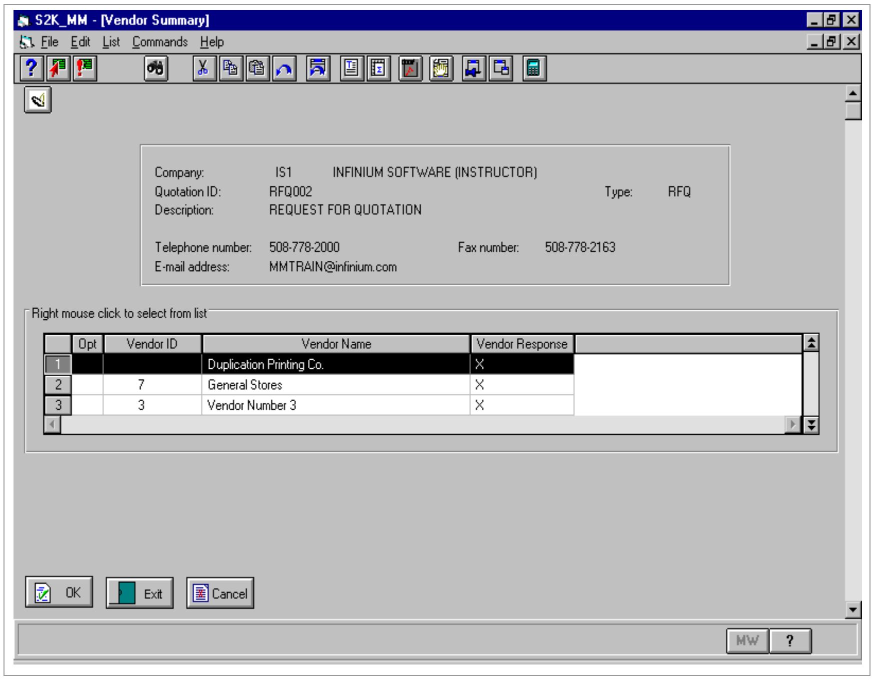

Figure 8-14: Vendor Summary selection screen

This screen displays both assigned vendors and non-PL vendors associated with this quotation request. Infinium Payables Ledger vendors display a vendor ID in the *Vendor ID* column.

Press F11 to display an alternate view of the Vendor Summary selection screen. Use this screen to view the address information for the quotation vendors and non-PL.

Press F6 to assign a vendor or non-PL vendor to the quotation request using the Vendor Address screen.

Adding a Vendor or Non-PL Vendor

The system displays this screen when you press F6 from the Vendor Summary selection screen.

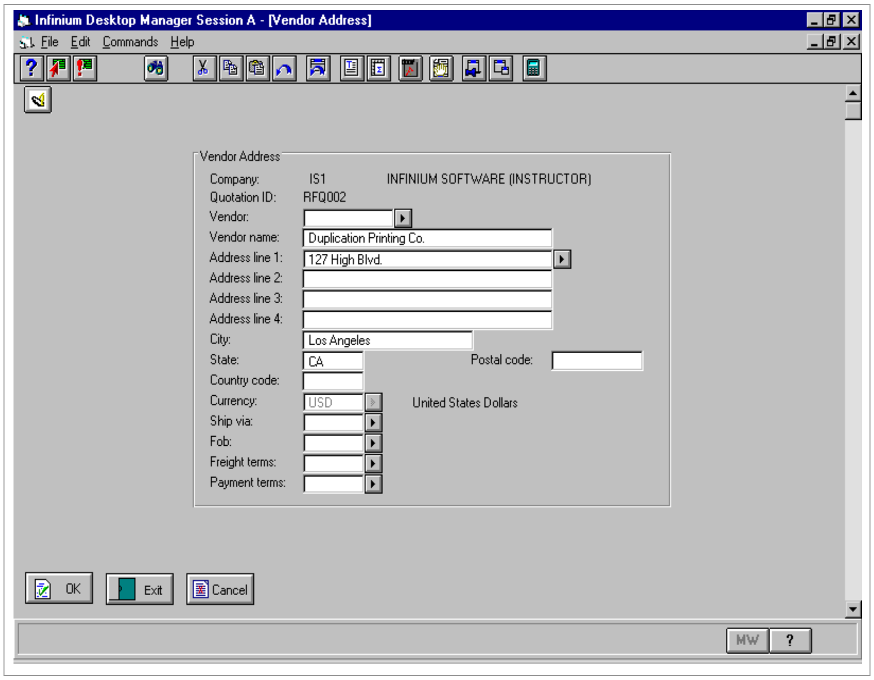

Figure 8-15: Vendor Address screen

Vendor

Use this field to assign an Infinium Payables Ledger vendor to the quotation request.

If you change PL vendor information (other than the *Address line 3*, *Address line 4*, and *Country code* fields), the system removes the vendor ID from the *Vendor* field and considers the vendor a non-PL vendor. The system does not retrieve vendor information again if you clear one or more fields and press Enter. Any vendor changes you make do not update Infinium Payables Ledger.

Vendor name

Use this field to assign a non-PL vendor to the quotation request. The system fills this field if you select a vendor from the *Vendor* field.

Address line 1

Press F4 to display a list of addresses for a vendor with multiple locations.

You cannot assign a vendor more than once to a quotation request, even if the vendor has multiple locations.

Currency

Use this field to select a currency for the vendor, if using multiple currency processing.

Press F3 from the Vendor Address screen to exit and save the vendor or non-PL vendor with the quotation request.

Vendor Summary Alternate View

The system displays this screen when you press F11 from the Vendor Summary screen.

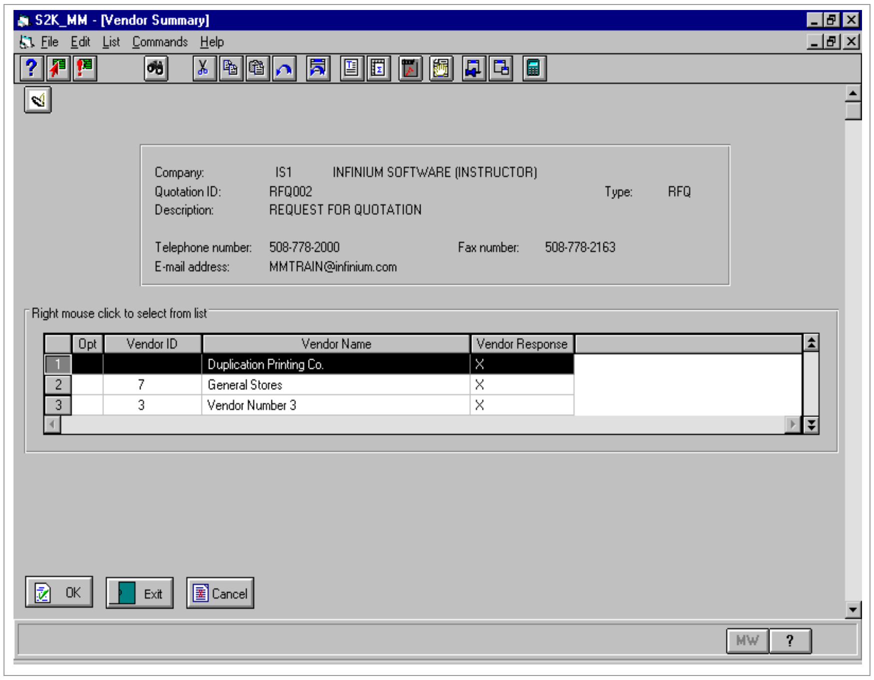

Figure 8-16: Vendor Summary selection screen

This screen displays the address information for the assigned vendors and non-PL vendors.

Opt

Type one of the following values in the *Opt* field:

2	Use this option to change an assigned vendor or non-PL vendor's address information. If you change a vendor to another vendor, the system associates all vendor responses for the original vendor with the new vendor.
4	Use this option to delete an assigned vendor or non-PL vendor from the quotation request. The system also deletes all associated vendor response information.
5	Use this option to display a vendor or non-PL vendor's address information.
7	Use this option to enter a response from a vendor or non-PL vendor. This option applies only to quotation requests with an assigned vendor(s). Vendors with a vendor response display an X in the *Vendor Response* column. You must exit and save a quotation request after assigning vendors before you can enter vendor response(s).

Creating a Quotation Request Using Sourcing

Regular interactive sourcing enables you to source individual requisition detail lines to a new quotation request. You cannot source a requisition detail line to an existing quotation request.

The setting of the *Quote handling* field determines when the system reduces the requisition inventory balance in Infinium Inventory Control when you create a quotation request through sourcing. Refer to the "Quote Handling and Requisition Inventory Balance" topic in this chapter for more information.

The Work with Sourcing Support selection screen displays all purchase requisitions for your company with a status of Open (**01**). Press F17 to define and display a subset of requisitions based on your criteria.

Press Enter to display requisitions based on your selection criteria.

Defining the Sourcing Method

After you identify the requisition detail line(s) for sourcing, you define the sourcing method using the Work with Sourcing Support selection screen.

To source multiple requisition detail lines into a single quotation request, type **2** beside each requisition detail line in the Sourcing Support screen and press Enter.

The system prompts you for the quotation request type and the quotation request ID, if the selected quotation request type specifies manual creation of the quotation request ID.

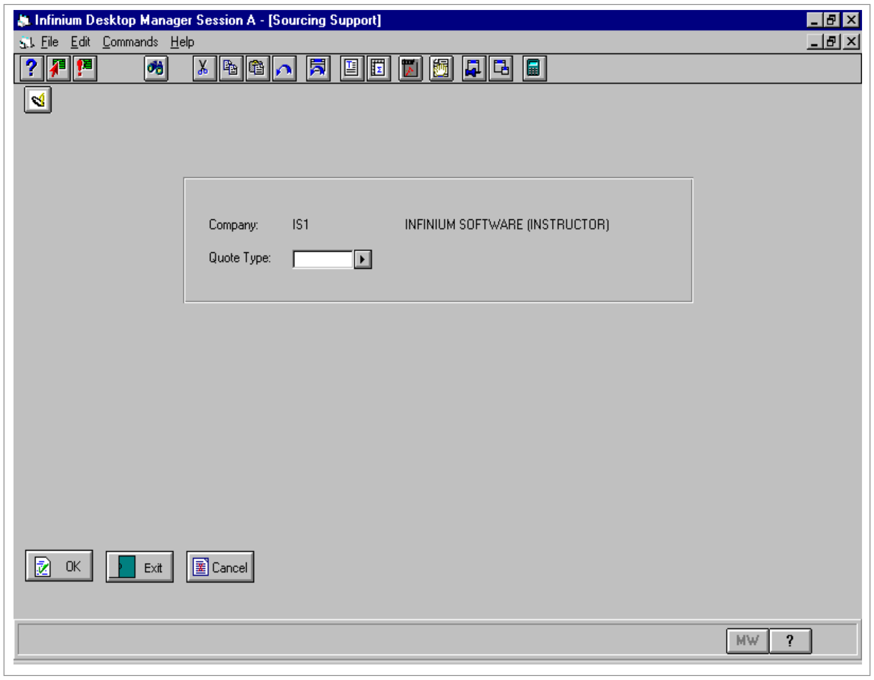

Figure 8-17: Sourcing Support Quotation Request Type Selection screen

The system displays this screen after you type **2** in the *Opt* field in the Work with Sourcing Support selection screen and press Enter.

Quote Type

This is a required field. Type an existing quotation request type.

If the selected quotation request type specifies automatic generation of the quotation ID, the system continues with the sourcing after you press Enter. If the selected quotation request type specifies manual generation of the quotation ID, the system displays the Sourcing Support Manual Number Entry prompt screen.

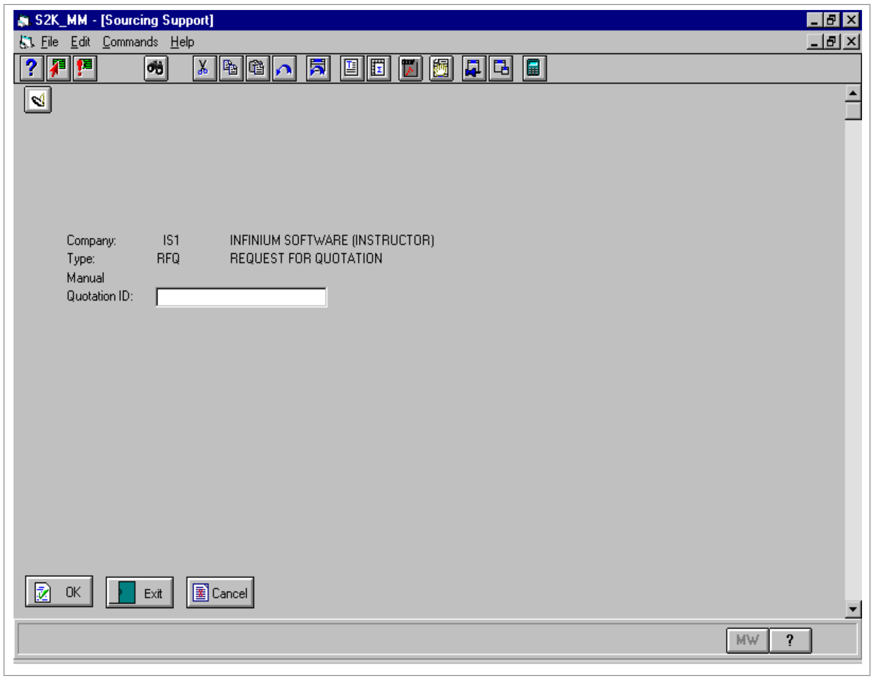

Figure 8-18: Sourcing Support Manual Entry prompt screen

The system displays this screen if your selected quotation request type specifies manual generation of the quotation ID. Use this screen to specify a new, unique quotation request sequence number with the *Manual Quotation ID* field.

You cannot source into an existing quotation request.

For information on sourcing with multiple currency processing, refer to the “Using Multiple Currency Processing in Infinium PM” appendix in this guide.

Press Enter when you complete this screen. The system then displays the Quotation Request Header screen for the newly created quotation request.

The system does not source requisition detail notes to a quotation request.

For more information on sourcing to quotation requests, refer to the “Using Sourcing and Automatic Sourcing” chapter in this guide.

Copying a Quotation Request

You can copy an existing quotation request to a new one by using the *Work with quotation requests* option.

Use the following menu path.

- Infinium PM
- *Quotation Requests*
  - *Work with quotation requests* [WWQR]

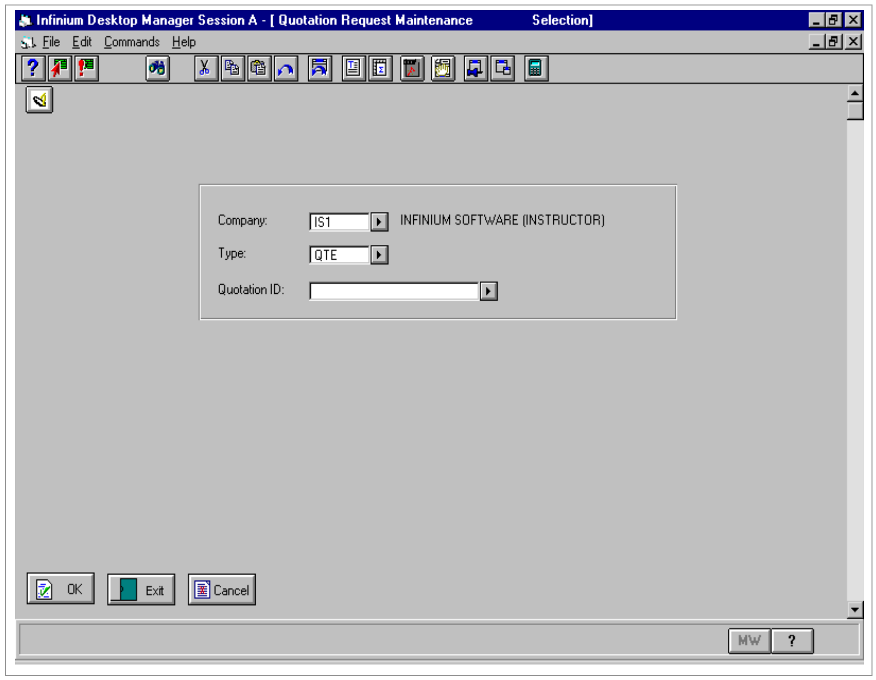

Figure 8-19: Quotation Request Maintenance Selection prompt screen

To copy an existing quotation request into a new quotation request, select a quotation request using the *Quotation ID* field and press F2.

If your user profile specifies personal access level authority for the *Requisitions Display* field, you cannot copy a quotation request created by another user.

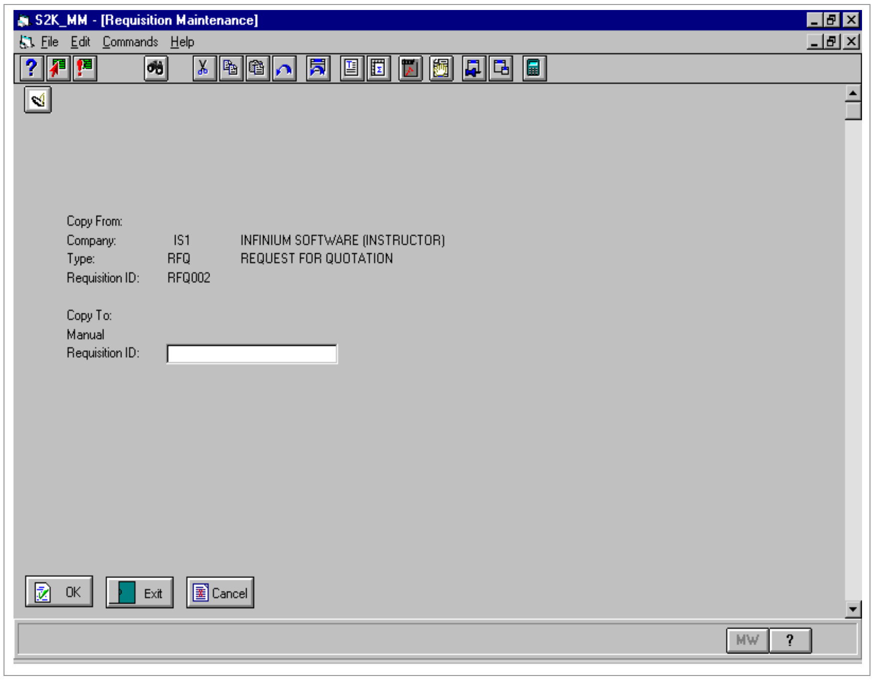

Figure 8-20: Quotation Maintenance Manual Number Entry prompt screen

The system displays this screen when you press F2 from the Quotation Request Maintenance Selection prompt screen, provided the following conditions exist:

- You specify a quotation request to copy from with the *Quotation ID* field in the Quotation Request Maintenance Selection prompt screen
- The quotation request type associated with the quotation request from which you are copying specifies manual generation of the quotation ID
- If the quotation request type of the selected quotation request specifies automatic generation of the quotation request number, the system creates the new quotation request immediately and does not prompt for a quotation ID.

Manual Requisition ID

Use this field to specify the quotation ID for the new quotation request.

The system copies all quotation request header and detail information to the new quotation request except for the *Quotation ID*, *Requester ID*, approval notes, header notes, and detail notes.

The system does not copy assigned vendors and vendor response(s) to the new quotation request.

Approving Quotation Requests

You approve quotation requests as you do other purchasing documents. The system routes a quotation request through the approval process, if applicable, and if the quotation request is complete.

Quotation requests awaiting approval have a header status of Approval Pending (**10**). Once approved by the final approver in the approval routing, the quotation request header status changes to Open (**15**) if the quotation request has assigned vendors; otherwise, the status changes to In Progress (**00**).

For more information on the approval process, refer to the “Processing Approvals” chapter in this guide.

Printing Quotation Requests

Use the following menu path.

- Infinium PM
- *Quotation Requests*
  - *Print quotation requests* [PQR]

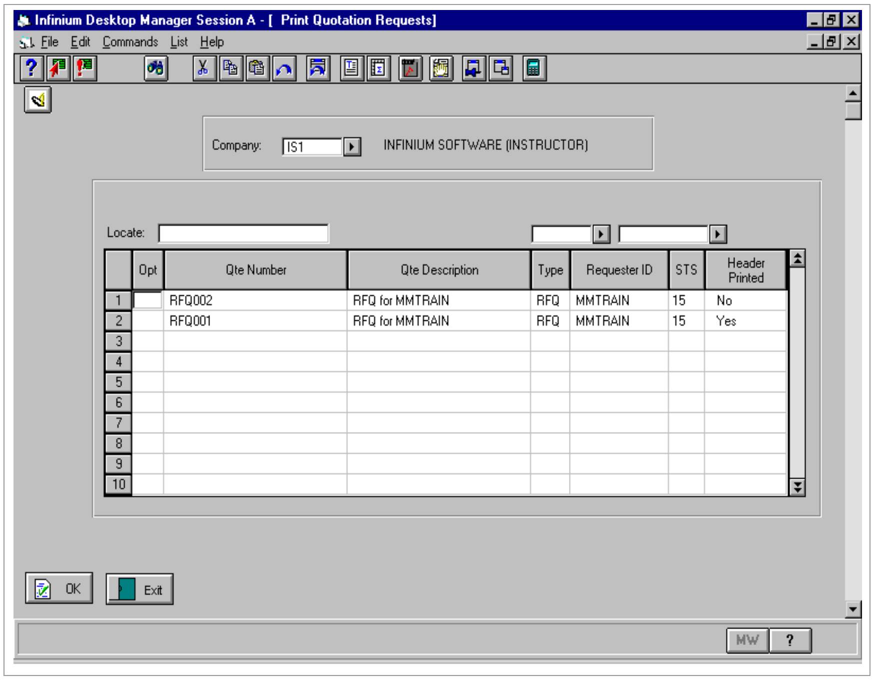

Figure 8-21: Print Quotation Requests selection screen

Type **6** in the *Opt* field and press Enter to print a quotation request.

The system prints a separate cover sheet and quotation request for each assigned vendor and non-PL vendor.

The following page presents a sample of a printed quotation request. This one-page sample would print as two separate pages.

```
                                                              Request for Quotation
                                                        Originator's Name : Roger Williams
                                                        Telephone number  : (502) 123-4567
                                                        Fax number  . . . : (502) 123-4568
  INFINIUM, INC.
  25 COMMUNICATIONS WAY
  HYANNIS, MA    02601
  Quotation number :  INF-RWL-000050-R
  Description  . . :  Quote for new tie-downs.
  Issue Date . . . :   4/22/1997
  Quote deadline . :   6/23/1997
  To               :  Fabrique Aeronautics
  Address  . . . . :  1298 West Portland
  City . . . . . . :  Seattle
  State  . . . . . :  WA
  Postal code  . . :  89434
  Country  . . . . :
                                   * * * * * * * * * * * *  THIS IS NOT AN ORDER  * * * * * * * * * * * *
  Ship Via  . . : ____________________
  F.O.B.  . . . : ____________________
  Freight Terms : ____________________
  Payment Terms : ____________________
  Authorizing signature : ___________________________________________
                                                              Request for Quotation
_________________________________________________________________
|                                                               |
| Quotation ID  :INF-RWL-000050-R                               |                                                   PAGE     1
_________________________________________________________________
|                                                               |
| Requester ID:  RWL                                            |
| Description: Quote for new tie-downs.                         |
| Requisition Type: AFM                                         |
_________________________________________________________________
                         25 COMMUNICATIONS WAY
                         HYANNIS, MA    02601
_______________________________________________________________________________________________________________________________________________________________________________
|Line#      Item Code             Rev           Description                             Delivery Required      Quantity     UOM      Cost Per Unit     Extended Cost       Curr |
_______________________________________________________________________________________________________________________________________________________________________________
|       |                    |    |   |              This text comes from the          |           |                 |    |                  |                    |    |
|       |                    |    |   |              phrase code(s) specified          |           |                 |    |                  |                    |    |
|       |                    |    |   |              at the quotation request          |           |                 |    |                  |                    |    |
|       |                    |    |   |              header.                           |           |                 |    |                  |                    |    |
|       |                    |    |   |                                                |           |                 |    |                  |                    |    |
|       |                    |    |   |                                                |           |                 |    |                  |                    |    |
|     1 |AIRPLANE ASSY       |    |   | Airplane assembly                              | 6/23/1997 |          1.0000 |EA  |                  |                    |    |
|       |                    |    |   |      NOTE:This is a detail note.               |           |                 |    |                  |                    |    |
|       |                    |    |   |              This text comes from the          |           |                 |    |                  |                    |    |
|       |                    |    |   |              phrase code(s) specified          |           |                 |    |                  |                    |    |
|       |                    |    |   |              at the quotation request          |           |                 |    |                  |                    |    |
```

```
|       |                    |    |   |             detail.                                 |           |                  |    |                  |                    |    |
|       |                    |    |   |                                                     |           |                  |    |                  |                    |    |
|       |                    |    |   |    Ship to:   HYANNIS WAREHOUSE                     |           |                  |    |                  |                    |    |
|       |                    |    |   |               ONE PARK CENTER                       |           |                  |    |                  |                    |    |
|       |                    |    |   |               HYANNIS, MA    02601                  |           |                  |    |                  |                    |    |
|       |                    |    |   |                                                     |           |                  |    |                  |                    |    |
|     2 |AIRFRAME            |    |   | General airframe components                         | 6/23/1997 |          1.0000  |EA  |                  |                    |    |
|       |                    |    |   |    Ship to:   HYANNIS WAREHOUSE                     |           |                  |    |                  |                    |    |
|       |                    |    |   |               ONE PARK CENTER                       |           |                  |    |                  |                    |    |
|       |                    |    |   |               HYANNIS, MA    02601                  |           |                  |    |                  |                    |    |
|       |                    |    |   |                                                     |           |                  |    |                  |                    |    |
|       |                    |    |   |                                                     |           |                  |    |                  |                    |    |
|       |                    |    |   |                                                     |           |                  |    |                  |                    |    |
```

Quotation Request Printout Information

Please note the following when printing quotation requests for vendors or non-PL vendors:

- The *Originator's Name* is from the Quotation Request Header screen *Requester ID* field.
- The *Telephone number* and *Fax number* are from the Quotation Request Header screen.
- The *Company* and *address* are from the Infinium Cross Applications company information.
- The *Quotation number*, *Description*, *Issue Date*, and *Quote deadline* are from the Quotation Request Header screen.
- The *To* information is the name of the vendor or non-PL vendor assigned to the quotation request. The system prints a separate cover page and copy of the quotation request for each assigned vendor and non-PL vendor.

General Information Supplied by the Vendor

The vendor or non-PL vendor supplies the following general information for the quotation request:

- *Ship Via* information
- *F.O.B.* information
- *Freight Terms* information
- *Payment Terms* information
- An *Authorizing signature*, which makes the quotation request a legal document

Detailed Information Supplied by the Vendor

The vendor or non-PL vendor supplies the following detailed information for each item specified in the quotation request:

- *Quantity* information
- Unit of Measure (*UOM*) information
- *Cost Per Unit* information
- *Extended Cost* information
- *Curr* (currency) information

Entering Responses to Quotation Requests

Quotation Request Response Entry

The system enables you to enter and compare vendor and non-PL vendor responses to quotation requests.

Use the following menu path.

- Infinium PM
- *Quotation Requests*
    - *Work with quotation requests* [WWQR]

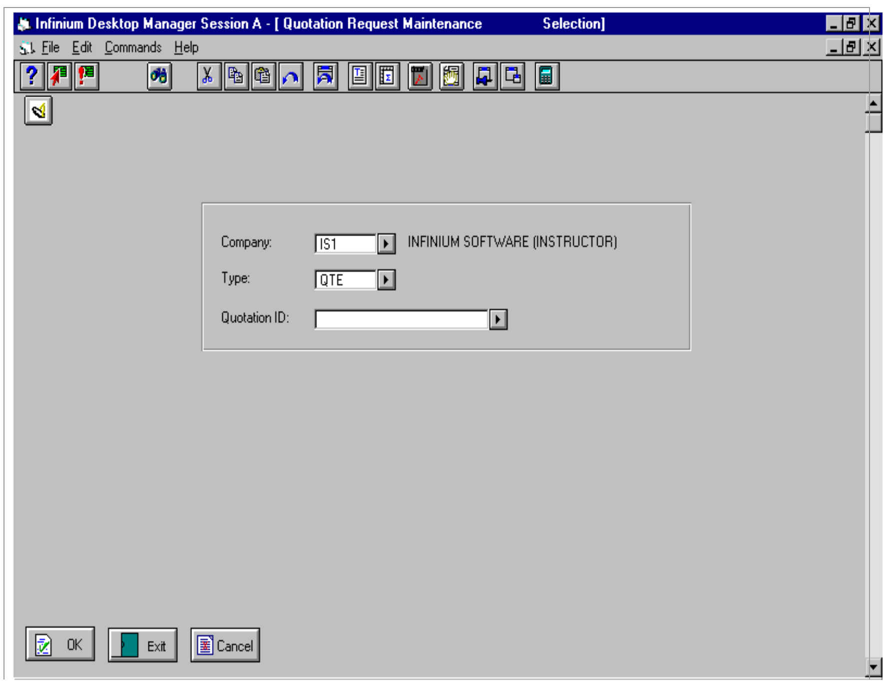

Figure 8-22: Quotation Request Maintenance Selection prompt screen

Type the quotation sequence number in the *Quotation ID* field and press Enter or press F4 to select from a list of quotation requests.

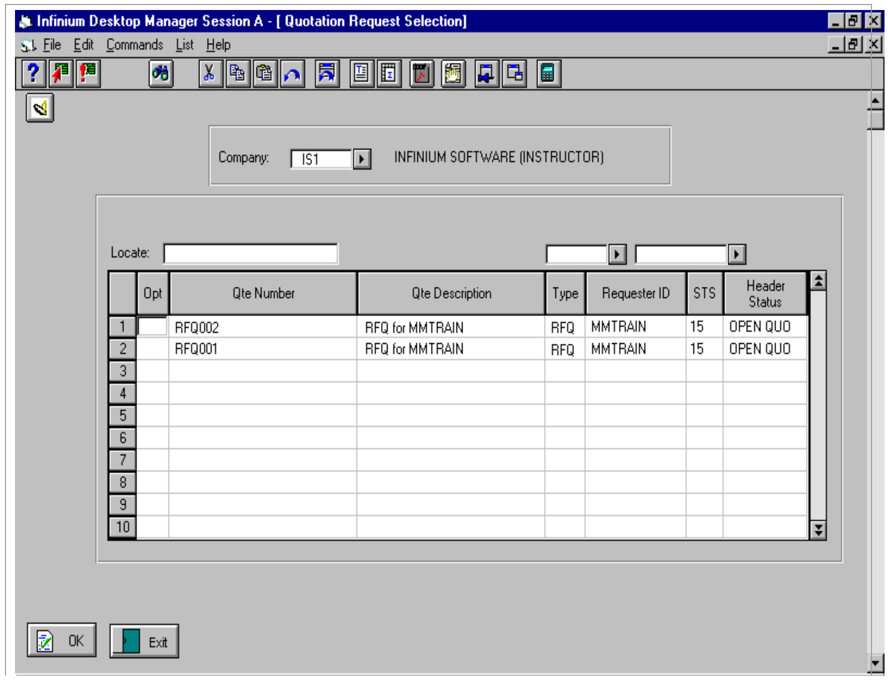

Figure 8-23: Quotation Request Selection screen

The system displays this screen when you press F4 in the *Quotation ID* field in the Quotation Request Maintenance Selection prompt screen. This screen displays all quotation requests for your company.

Type **1** in the *Opt* field next to a quotation request to access the quotation request header. Press F17 at the quotation request header to access the Vendor Summary screen.

Type **2** or **3** in the *Opt* field next to a quotation request to display the quotation request's header or detail information, respectively. You use these options to help you identify a quotation request.

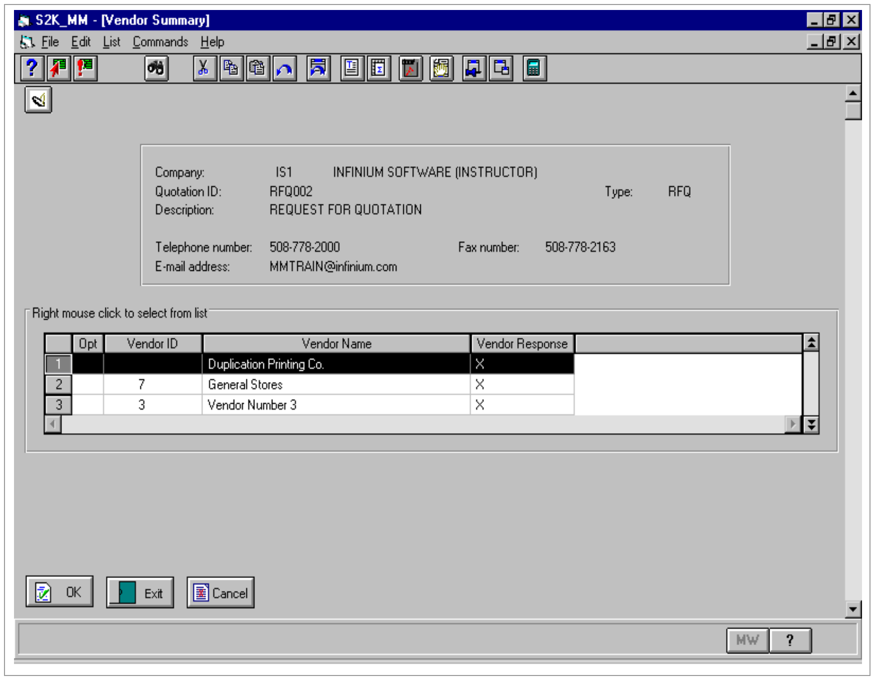

Figure 8-24: Vendor Summary selection screen

The system displays this screen when you press F17 from the Quotation Request Header screen.

Type **7** in the *Opt* field to enter a response to the quotation request from a vendor or non-PL vendor.

Vendors with vendor response information display an **X** in the *Vendor Response* column of the Vendor Summary screen.

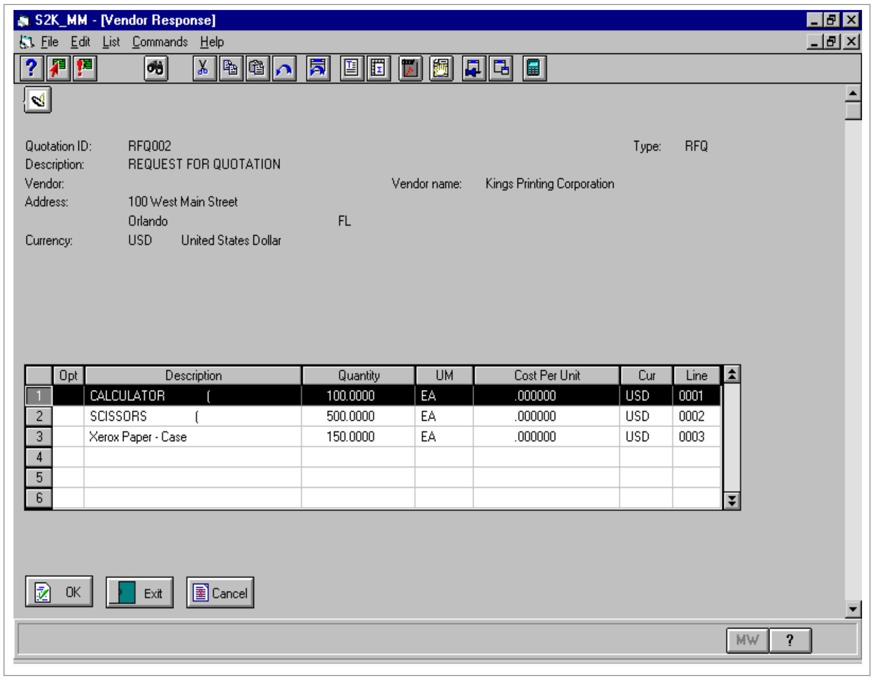

Figure 8-25: Vendor Response selection screen

The system displays this screen when you type **7** in the *Opt* field in the Vendor Summary selection screen. This screen enables you to enter vendor or non-PL vendor responses to each quotation request detail line.

If you use a raw material that does not have a description in Infinium Cross Applications, the system displays the raw material's name in the *Description* field

Opt

Type **1** to accept the displayed defaults as the vendor or non-PL vendor response information. You also use option **1** to process zero cost as a valid vendor response.

Quantity

Type the quantity quoted by the vendor or non-PL vendor only if it differs from the quantity originally specified in the quotation request.

UM

Type the unit of measure quoted by the vendor or non-PL vendor only if it differs from the unit of measure originally specified in the quotation request.

The unit of measure quoted in the vendor response must have a conversion to the original quotation request unit of measure. You create unit of measure conversions in the *Work with UM Conversion* option in Infinium Cross Applications.

Cost Per Unit

Use this field to type the cost per unit quoted by the vendor or non-PL vendor if it differs from the original cost per unit specified in the quotation request, if applicable.

Cur

Use this field to type the currency quoted by the vendor or non-PL vendor if it differs from the currency originally specified in the quotation request.

You can select any valid currency for which an exchange rate to the quotation request detail line currency exists; however, if the vendor has a restrict-to currency, you must use that currency.

Considerations When Entering Responses

Keep the following points in mind as you enter vendor response information:

- The system highlights any line with vendor response information for the vendor.
- The system does not select a line as a valid vendor response unless you type **1** to select the line or change the quantity, unit of measure, unit cost, or currency values.
- Changes to vendor response information do not send the quotation request to approval routing.

Performing Analysis, Awarding Quotes, and Creating Purchase Orders

You use this option to award quotation detail lines to a vendor with the best bid, based on vendor response comparison and analysis. After you award a quotation request, the system automatically sources awarded quotation detail lines to one or more purchase orders.

Performing Analysis

Analyzing vendor bids includes comparing all vendor responses to the quotation request and, when available, researching vendor performance.

For more information on vendor performance, refer to the “Working with Vendor Performance” chapter in this guide.

Awarding Quotation Requests

You use this option to award individual quotation request detail lines to a vendor based on vendor response information and vendor analysis. There are several things to remember when you award quotation requests:

- You can award only Open (**15**) quotation requests.
- You can award quotation requests to only valid Infinium Payables Ledger vendors.
- When you complete the award process, the system automatically sources the quotation request to one or more purchase orders.
- Purchase orders created from sourced quotation request detail lines reflect the original currency, unit cost, quantity, and unit of measure from vendor response information.

Use the following menu path.

- Infinium PM
- *Quotation Requests*
  - *Work with quotation awards* [WWQA]

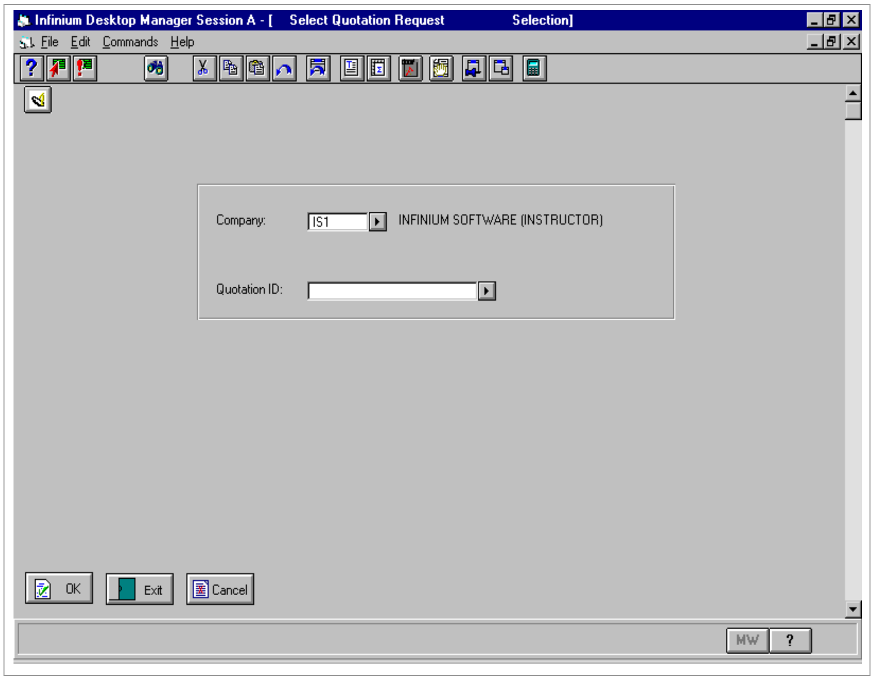

Figure 8-26: Select Quotation Request Header prompt screen

Company

The company defaults from your user profile.

Quotation ID

Type the sequence number of the quotation request or press F4 to select from Open (**15**) quotation requests.

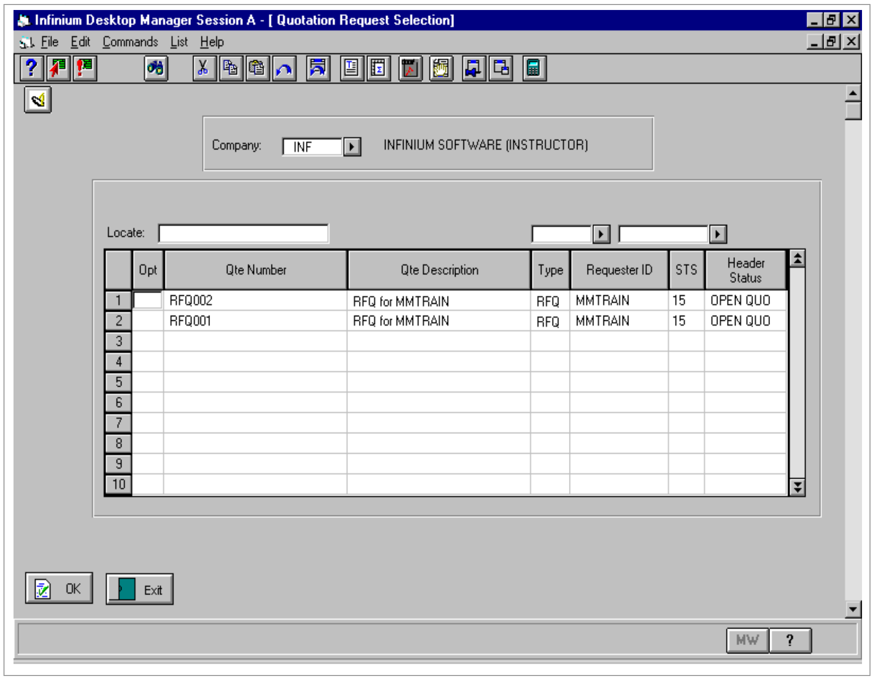

Figure 8-27: Quotation Request Selection screen

Type **1** in the *Opt* field next to a quotation request to continue the quotation award process.

Type **2** or **3** in the *Opt* field next to a quotation request to display the quotation request's header or detail information, respectively. You use these options to help identify a quotation request.

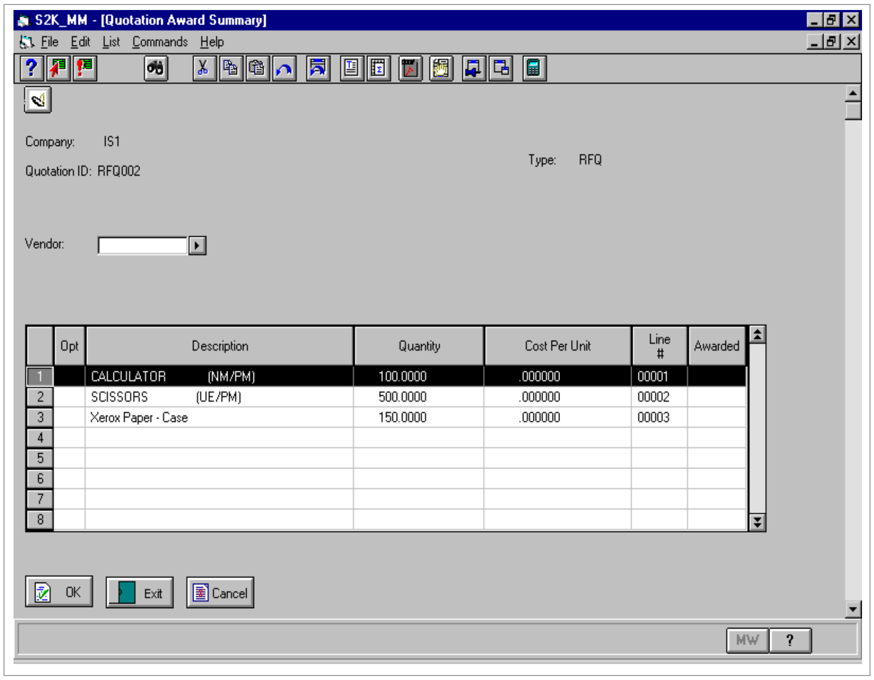

Figure 8-28: Quotation Award Summary selection screen

The Quotation Award Summary selection screen displays all detail lines for the selected quotation request. Unawarded detail lines display the quantity and cost information from the original quotation detail line, not vendor response information. Awarded detail lines display the vendor response quantity, unit of measure, and cost information.

If you use a raw material that does not have a description in Infinium Cross Applications, the system displays the raw material's name in the *Description* field

Vendor

Press F4 to display a list of all assigned vendors with vendor response information for this quotation request.

Non-PL vendors do not display in this list. Type **2** in the *Opt* field to see all assigned vendor response information for a detail line.

Opt

The following entries are valid in this field:

1	Use this option to award detail line(s) to the vendor specified in the *Vendor* field, if that vendor has a response record for the detail line(s). The system identifies awarded detail lines with an A in the *Awarded* column.
2	Use this option to access the Quotation Award Detail selection screen and display all vendor and non-PL vendor responses for the selected detail line in the original quotation request currency and unit of measure.
3	Use this option to set previously awarded detail lines back to an unawarded condition.
5	Use this option to display the selected quotation request detail line for viewing only.
7	Use this option to enter and attach notes to the selected quotation detail line. Any other quotation request detail line notes also display.
9	Use this option to access vendor performance, which enables you to analyze past vendor activity.

Use F6 to repeat an option you type in one *Opt* field to the other *Opt* fields below your cursor.

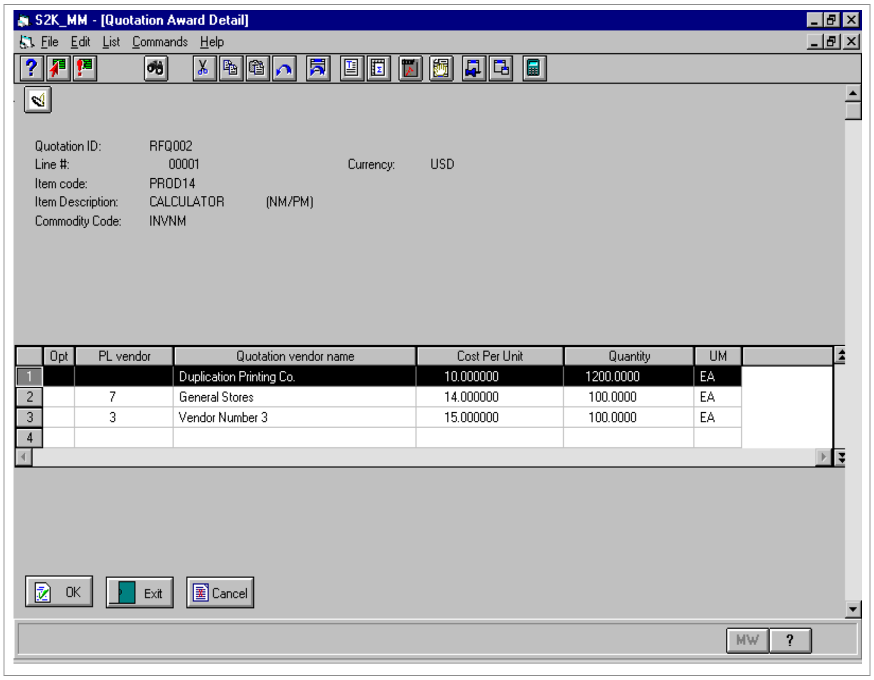

Figure 8-29: Quotation Award Detail selection screen

The system displays this screen when you type **2** in the *Opt* field of the Quotation Award Summary selection screen and press Enter. The system identifies previously awarded detail lines by highlighting the *PL vendor* and *Quotation vendor name* columns.

The system converts vendor responses to the original quotation request currency (using the quotation request rate type and the current date) and unit of measure to facilitate comparison at award time.

Opt

1 Use this option to award a quotation to an Infinium Payables Ledger vendor. See the topic “Awarding a Quotation to a Non-PL Vendor.”

5 Use this option to display detail line information.

6 Use this option to assist in awarding a quotation to a non-PL vendor. After establishing the non-PL vendor in Infinium Payables Ledger, you use this option to assign the quotation detail line to the new Infinium Payables Ledger vendor.

7 Use this option to display quotation detail notes.

9 Use this option to access vendor performance.

Awarding a Quotation Request to a Non-PL Vendor

To award a quotation request to a non-PL vendor, you must do the following:

- Create the vendor in Infinium Payables Ledger, using the *Work with vendors* option
- Use option **6** in the Quotation Award Detail selection screen to assign the newly created Infinium Payables Ledger vendor to non-PL vendor information

Quotation Request Status Through the Award Process

The following flowchart illustrates the status of an awarded quotation during the exit process.

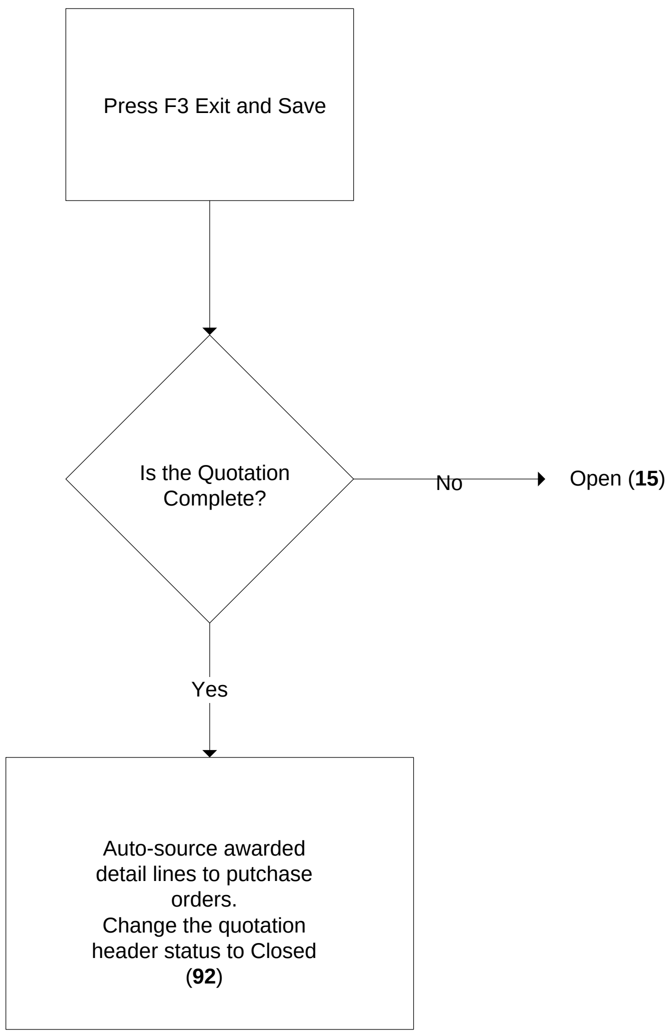

Figure 8-30: Quotation Status during the Award Process

The system creates one or more purchase orders from a quotation request only after a quotation request is complete and has at least one awarded quotation detail line.

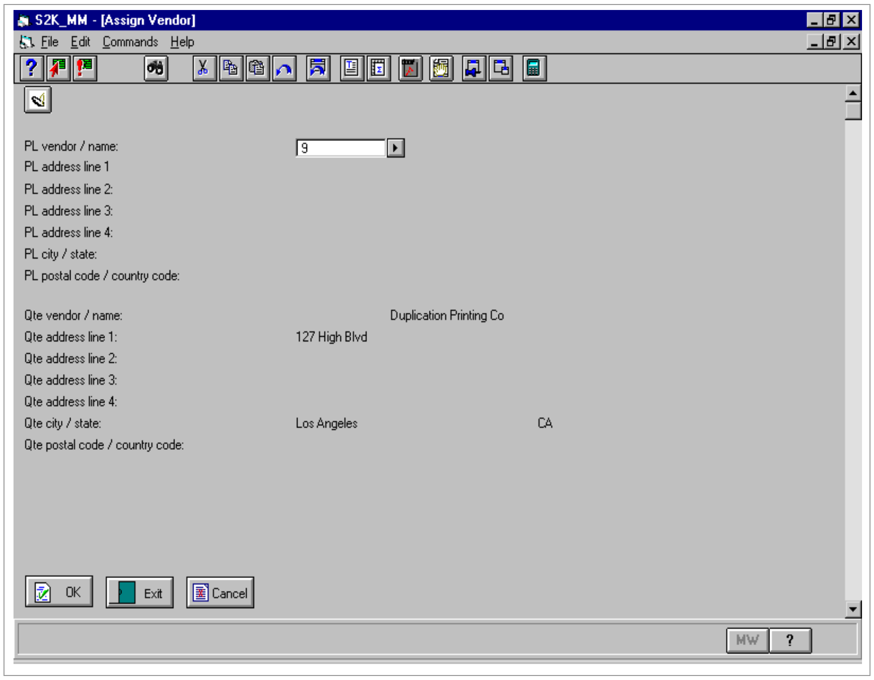

Figure 8-31: Assign Vendor screen

The system displays this screen when you type **6** in the *Opt* field in the Quotation Award Detail selection screen and press Enter.

PL vendor / name

Use this field to assign a valid Infinium Payables Ledger vendor to the non-PL vendor displayed in the *Qte vendor / name* field. This assignment enables you to use the new vendor in a quotation award.

You can use the Assign Vendor screen to change from one valid Infinium Payables Ledger vendor to another. The vendor identified in the *PL vendor / name* field becomes the new assigned vendor. However, the system retains the original vendor name and address information with the new assignment.

PL address line 1

Use this field to assign a secondary address to the vendor displayed in the *PL vendor / name* field.

You can use the Assign Vendor screen to assign a different address for multiple-location vendors. The address identified in the *PL address line 1* field becomes the new vendor assignment. However, you cannot assign a vendor more than once to a quotation request, even if the vendor has multiple locations.

Creating Purchase Orders

The system automatically sources a quotation request detail line to a purchase order under the following conditions:

- You award the detail line to a valid Infinium Payables Ledger vendor
- You specify the quotation request as “complete” upon exiting

Sourcing automatically creates multiple purchase orders if a quotation request contains multiple vendor/vendor address or multiple currency detail lines. A quotation request can contain different vendors and currencies, but each purchase order must have a unique vendor/vendor address and currency.

Following the award and sourcing of a quotation request to one or more purchase orders, the system closes the quotation request including unawarded quotation request detail lines.

Resulting purchase orders incorporate vendor response cost, unit of measure, and currency, even if these values differ from the original quotation request detail line.

The system calculates the quantity for the resulting purchase orders based on the vendor response unit of measure, if it differs from the original quotation request unit of measure.

Resulting purchase orders have a status of Open (**01**), unless they contain errors, in which case they have a status of In Progress (**00**).

Identifying Purchase Orders Following Quotation Award

There are two ways that you can identify the purchase order(s) created following quotation award:

- Use the *Display quotation requests* option to locate the quotation request. If the quotation request has one detail line, options **4** and **5** display after the system creates the purchase order. These options enable you to view the new purchase order. If the quotation request has more than one detail line, use the additional selections option (press F13) and search using the *Quote ID* field. This displays options available for each quotation request detail line separately.

- Access the automatic sourcing reports generated by Infinium PM. For more information on automatic sourcing reports, refer to the “Using Sourcing and Automatic Sourcing” chapter in this guide.

Tracking Quotation Request Status

The *Work with status maintenance* option displays the current header status of quotation requests. Valid statuses for quotation requests are:

Status	Description
In Progress (00)	The quotation request is not complete.
On Hold (02)	The quotation request is on hold and is not available for processing.
Approval Pending (10)	The quotation request is complete and waiting for approval.
Approval Hold (11)	The quotation request failed the approval process and is awaiting action.
Open (15)	The quotation request is complete.
Manual Close (91)	The quotation request has been manually closed.
Automatic Close (92)	The quotation request has been awarded and sourced to a purchase order.
Deleted (99)	The quotation request has been deleted.

Use the following menu path.

- Infinium PM
- *Requisitions*
  - *Work with status maintenance* [WWSM]

Quotation Request Status Information

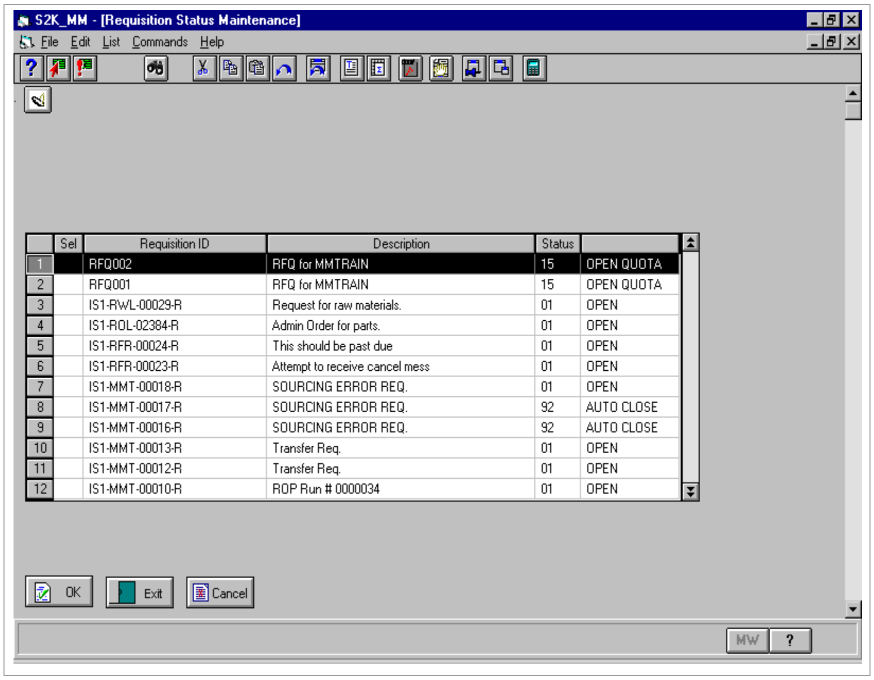

Figure 8-32: Requisition Status Maintenance selection screen

You can limit the documents that the system displays by pressing F7 and typing selection criteria. The requisition authority defined for you in the *Work with user profile* option determines which quotation requests you can select.

The system also displays the statuses for requisitions in the Requisition Status Maintenance selection screen. For more information on requisition status maintenance, refer to the “Processing Requisitions” chapter in this guide.

Sel

Type one of the following values in the *Sel* field:

2 Use this option to select a quotation request for maintenance.

3 Use this option to place the quotation request on hold.

6 Use this option to release a quotation request on hold.

7 Use this option to complete an In Progress (00) quotation request.

9	Use this option to manually close the quotation request.

The system highlights any detail lines that change in status.

The following function keys are available from the Requisition Status Maintenance selection screen:

Function Key	Description
F6	Use this key to create a requisition.
F7	Use this key to perform a query using the Requisition Status Maintenance Prompt screen. You can use this screen to limit the number of quotation requests displayed in the Requisition Status Maintenance selection screen. Press F7 again to toggle back to the view of all quotation requests and requisitions.

Displaying Quotation Requests

You can use this option to view quotation requests during their various stages of processing.

Use the following menu path.

- Infinium PM
- *Quotation Requests*
  - *Display quotation requests* [DQR]

Selecting a Quotation Request

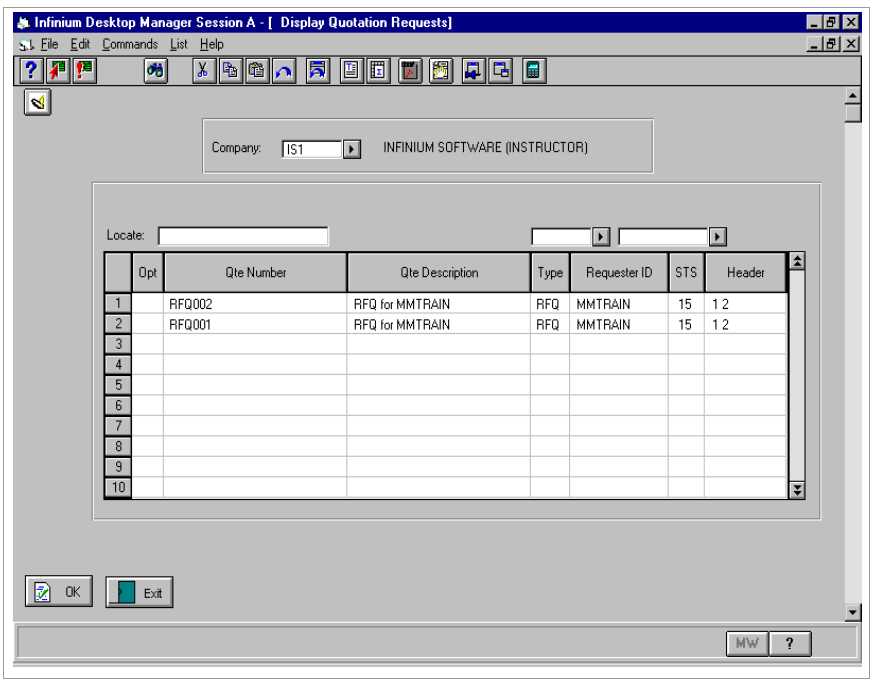

Figure 8-33: Display Quotation Requests selection screen

The system uses your default company in the *Company* field. To display quotation requests for another authorized company, type the Company code in the *Company* field and press Enter.

The requisition authority defined for you in the *Work with user profile* option determines which quotation requests you can select.

To display more information about a quotation request, select it with one of the options shown on the screen.

The system displays the values that you can use to select a quotation request in the *View* column. For example, the views available for quotation request **RFQ002** are **1** and **2**. You can display the quotation request header and quotation request detail line(s).

The following function keys are available from the Display Quotation Requests selection screen:

Function Key	Description
F7	Use this key to sort by quotation request ID.
F8	Use this key to sort by requester ID.
F9	Use this key to sort by quotation request type.
F11	Use this key to display a detail line view of the quotation requests. The system displays the view options for the first detail line. To display the options for all detail lines, press F13 and then type the quotation request ID in the *Quote ID* field of the Quotation Selection Query screen and press Enter.
F13	Use this key to specify additional selection criteria for displaying quotation requests.

Detail Quotation Request Information Alternate View

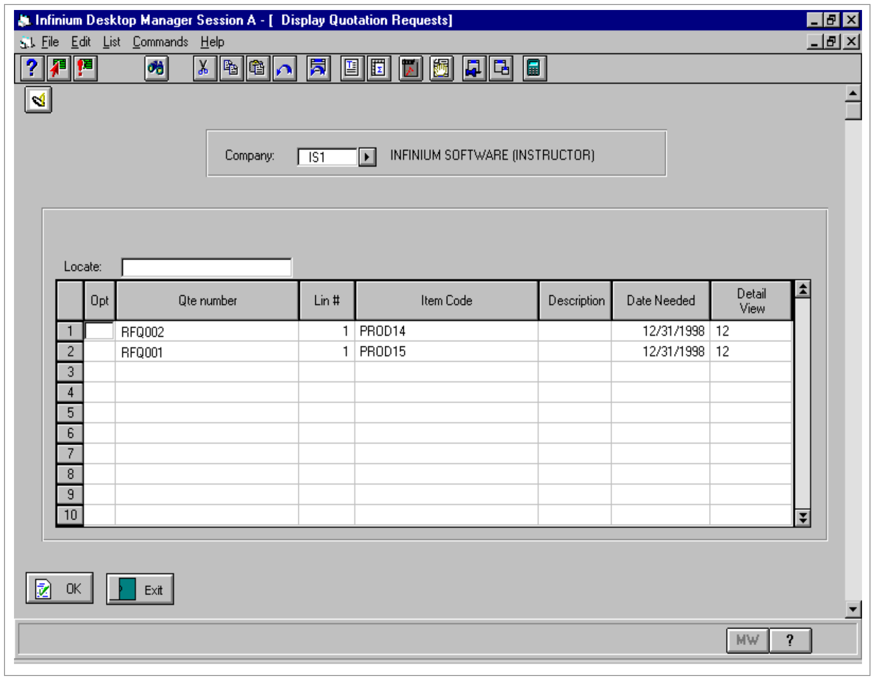

Figure 8-34: Display Quotation Requests selection screen

The system displays this alternate view when you press F11 from this screen. The view shown above is a detail line view of the quotation request information.

Viewing Quotation Request Information

The system displays this screen when you select a quotation request with option **1** to view the quotation request header.

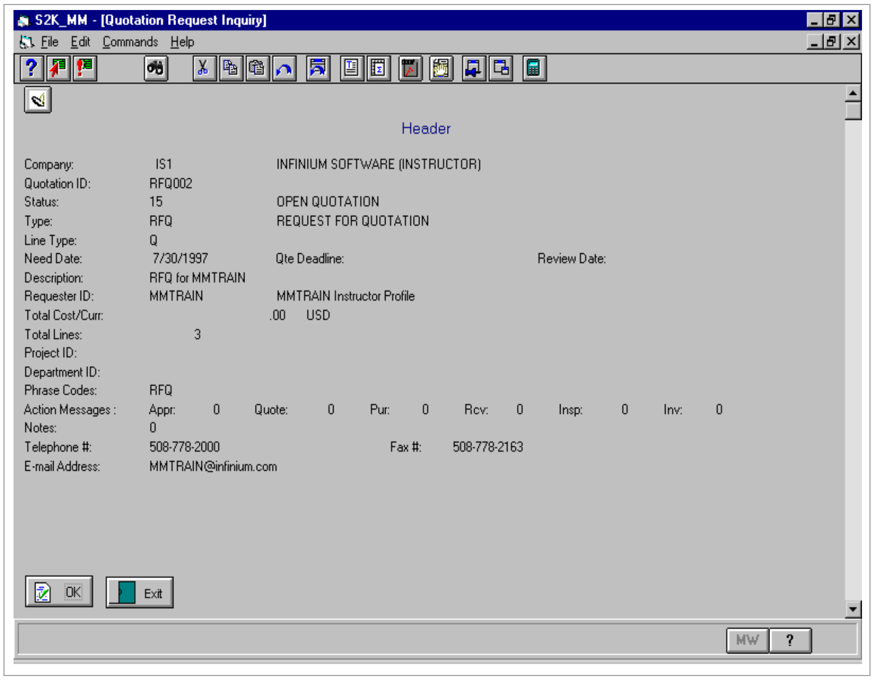

Figure 8-35: Quotation Request Inquiry Header screen

Sourced Purchase Order Information

The system displays this screen when you select a quotation request with option **2** to view the quotation request detail, and then select a detail line and press PageDown.

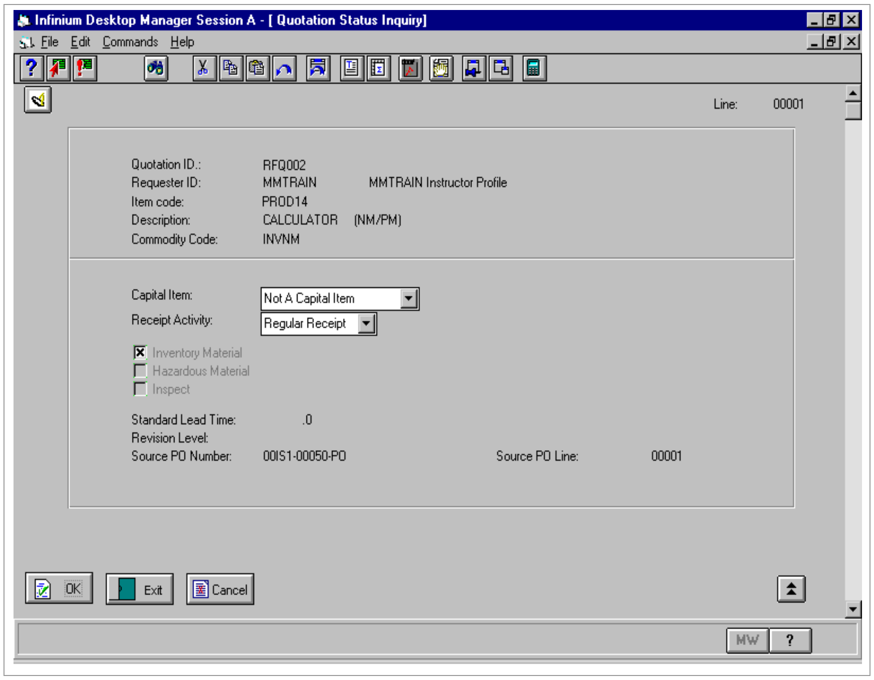

Figure 8-36: Quotation Status Inquiry Detail screen

This screen displays a portion of the quotation request detail line and, if the quotation request detail was sourced to a purchase order, the purchase order sequence number and detail line number.

Quotation Request Inquiry Header Information

The system displays this screen when you press F6 from the Quotation Request Inquiry Header screen.

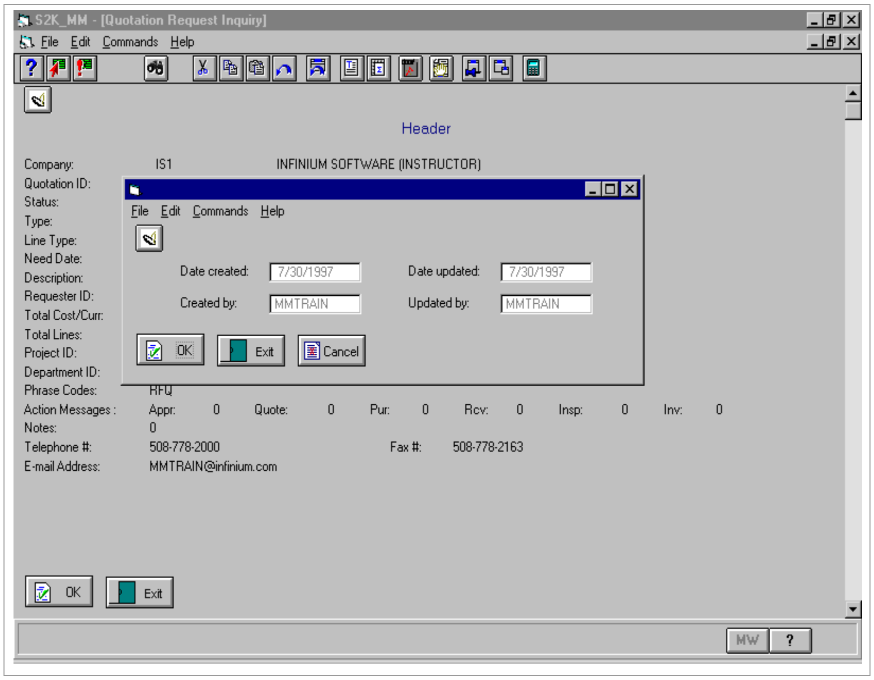

Figure 8-37: Quotation Request Creation and Update window

This window displays when the quotation request was creation and last updated. It also displays who created and last updated the quotation request.

Displaying Quotation Requests from other Display Views

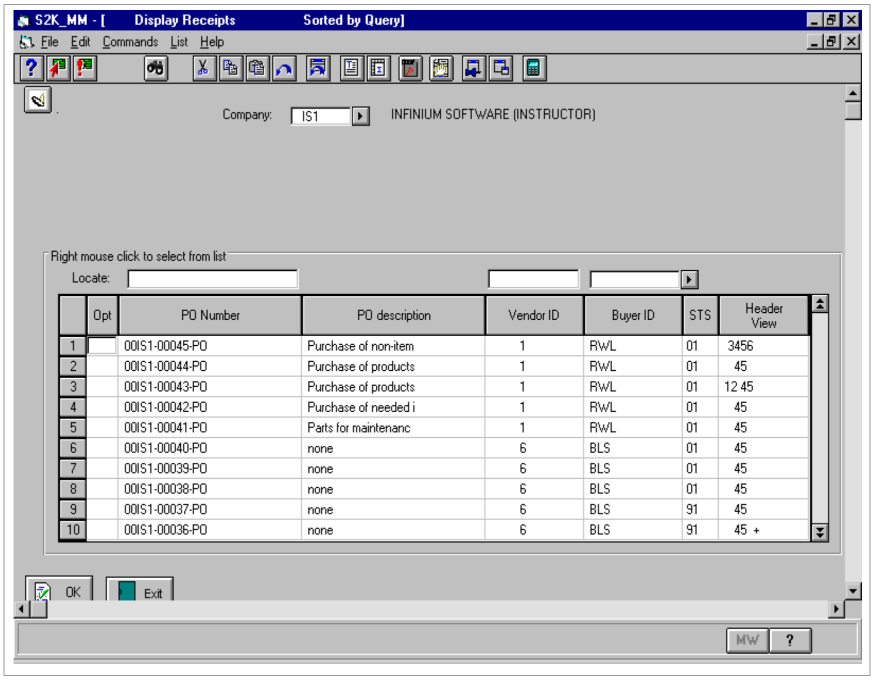

Figure 8-38: Display Receipts selection screen

The *Display purchase orders* and *Display receipts* options provide another display-only view of the originating quotation request.

If the *View* column displays option **3** in the Display Purchase Orders selection screen or Display Receipts selection screen, you can display the quotation request header. Press F11 from the Quotation Request Inquiry Header screen to display the Quotation Request Inquiry Summary selection screen, from which you select any of the quotation request detail lines for display.

Notes

Chapter 9 Using Tax Processing

9

The chapter consists of the following topics:

Topic	Page
Overview of Tax Processing	9-2
Assigning an Infinium Payables Ledger Company and Division	9-3
Creating Tax Information	9-5
Attaching Purchasing Tax Information to the Infinium CA Hierarchy	9-16

Overview of Tax Processing

When you create an invoice in Infinium Payables Ledger for a purchase order, the system uses tax records created by Infinium PM.

The system calculates tax amounts based on controls that you define in Infinium Cross Applications, Infinium Global Taxation, and Infinium PM.

Before you begin to use tax processing, the following information must exist:

- Infinium Global Taxation tax information
- Infinium Payables Ledger company and division, established in Infinium Cross Applications

Although default tax information attached to the appropriate fields in the tax hierarchy in Infinium Cross Applications is not a required setup for tax processing, if you create this default information, you can complete tax processing with fewer keystrokes. When you create purchase orders, the system automatically retrieves the tax information and calculates the appropriate tax amount.

After you complete this chapter, you should be familiar with the following:

- Assigning an Infinium Payables Ledger company and division to your Infinium Cross Applications company
- Creating tax information in Infinium Global Taxation
- Applying Infinium Global Taxation ax Authority codes and Tax Rate codes to the Infinium Cross Applications tax hierarchy

Refer to the *Infinium Global Taxation Guide to Setup and Processing* for more setup information such as Tax Authority codes and Tax Rate codes.

Refer to the *Infinium Cross Applications Guide to System Controls and Materials Maintenance* for more setup information on the tax information hierarchy.

Assigning an Infinium Payables Ledger Company and Division

If you have not assigned an Infinium Payables Ledger company and division to an Infinium Cross Applications company, complete the following process.

Use the following menu path.

- Infinium Cross Applications
- *Control Files*
    - *Work with Company Controls* [WWCO]

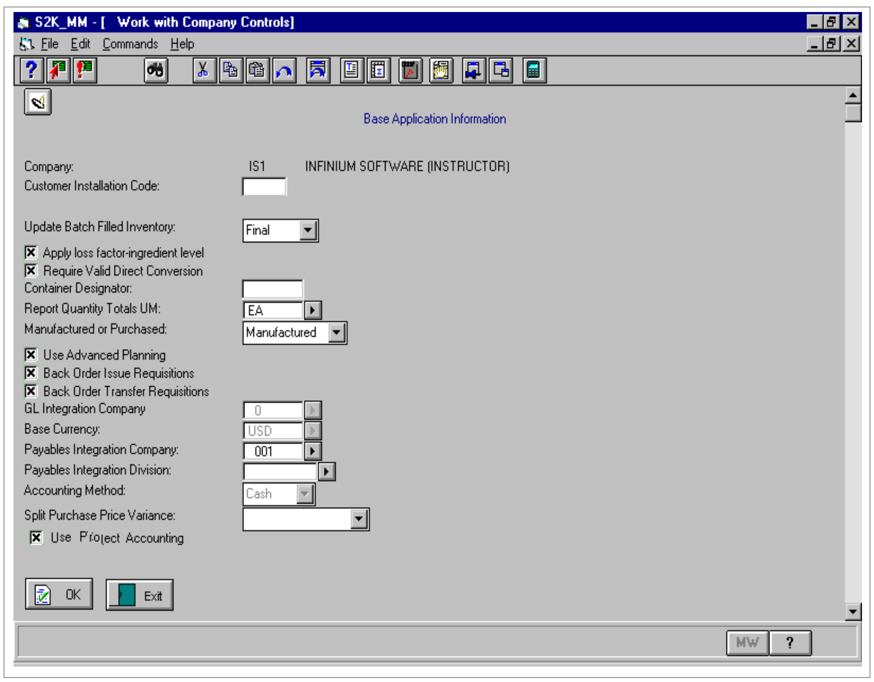

Figure 9-1: Work with Company Controls Base Application Information screen

The system displays this screen when you type **2** in the *Opt* field to work with the Base Application Information attribute from the Company Controls selection screen.

Payables Information

To assign an Infinium Payables Ledger company and division to an Infinium Cross Applications company, type an entry in the *Payables Integration Company* and *Payables Integration Division* fields.

If your country has Value Added Taxes (VAT), you must complete the *Payables Integration Division* field. This is a required field so that the system can verify that the applicable VAT tax account record exists in Infinium Global Taxation.

Creating Tax Information

If you have not already defined the appropriate tax information in Infinium Global Taxation, you must complete the following tasks.

The following information is a high-level description of the controls that you must define in Infinium Global Taxation. For complete details, refer to the *Infinium Global Taxation Guide to Setup and Processing*.

When you create tax information in Infinium Global Taxation, you set up Tax Authority codes, Tax Rate codes, account information, period controls, and tax authority links.

Tax Authorities

Use the *Work with Tax Authority* option in Infinium Global Taxation to identify your tax structure. You specify the tax authorities to which you submit tax returns, the type of tax, and how to perform any discount applications or rounding. You also define the registration numbers used when reporting to each tax authority and assign registration numbers to your Payables Company/Division combination.

Use the following menu path.

- Infinium Global Taxation
- *Control Files*
  - *Work with tax authority* [WWTA]

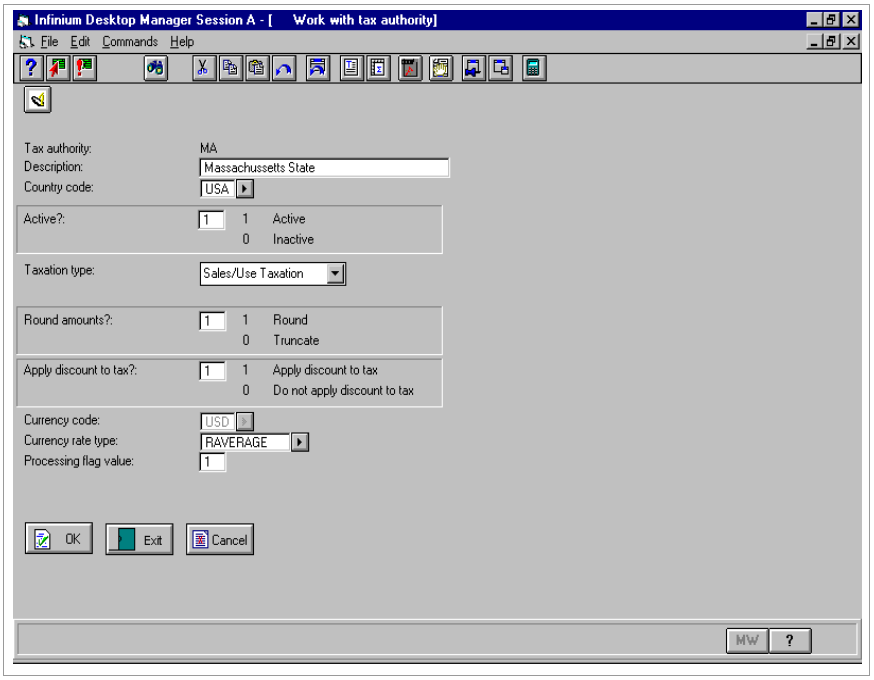

Figure 9-2: Work with tax authority screen

Creating a Tax Authority

The system displays this screen when you enter a valid tax authority on the Work with tax authority prompt screen and press Enter, and then type **5** in the *Option* field next to the Tax authority segment for a specific tax authority.

To create a new tax authority, complete the fields on the Work with tax authority screen.

You must type an entry in each field on this screen.

Taxation type

Use this field to identify whether the tax is a value added or sales/use tax. If you leave this field blank, **1** (Value Added Tax) is the default entry.

Round amounts?

This field specifies how the system handles a tax amount that is greater than two decimal positions; however, since both Infinium PM and Infinium Payables Ledger round the tax amount, this field is not currently used by these systems.

Apply Discount to tax?

Use this field to specify whether the tax authority permits an adjustment to the tax amount if a cash discount is taken. The value in this field defaults into each invoice tax analysis line, but you can override the value at the invoice level. This field entry affects only Infinium Payables Ledger and does not affect Infinium PM.

Currency code

If you use multiple currencies and you also link tax authorities, you must assign the same Currency codes to the linked tax authorities.

Press Enter to save your work.

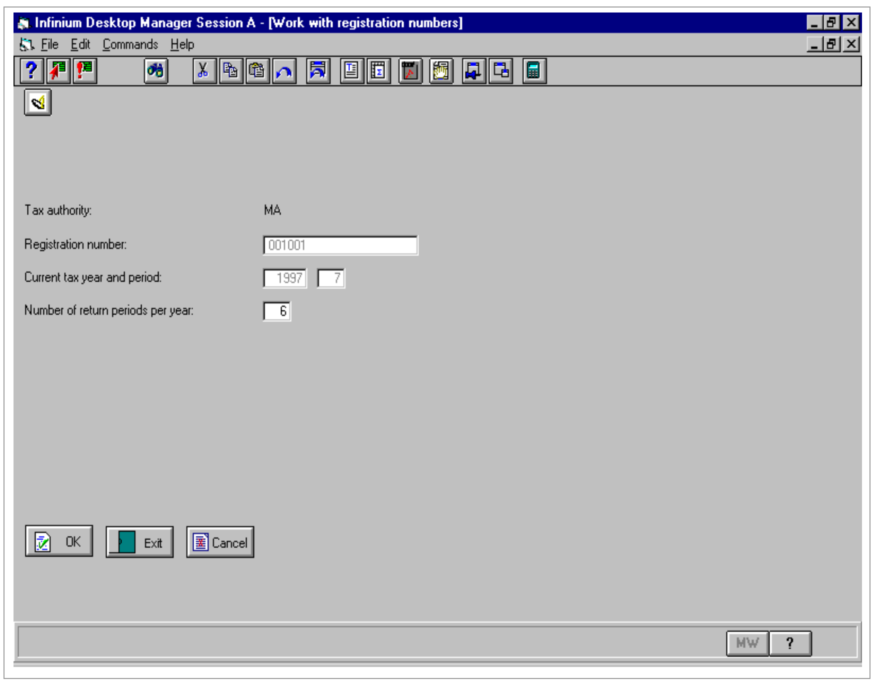

Figure 9-3: Work with registration numbers screen

Registration Numbers

You must also attach a tax registration number to the tax authority.

The system displays this screen when you type **5** in the *Option* field next to the Registration numbers segment for a specific tax authority, and then select a registration with which to work, or press F6 to create a new tax registration number.

Complete the fields on the Work with registration numbers screen and press Enter. Press F12 to return to the Work with tax authority selection screen.

Ledger Companies

You must also associate the tax authority registration number to the Infinium Payables Ledger Company/Division combination that processes the invoices that contain this tax.

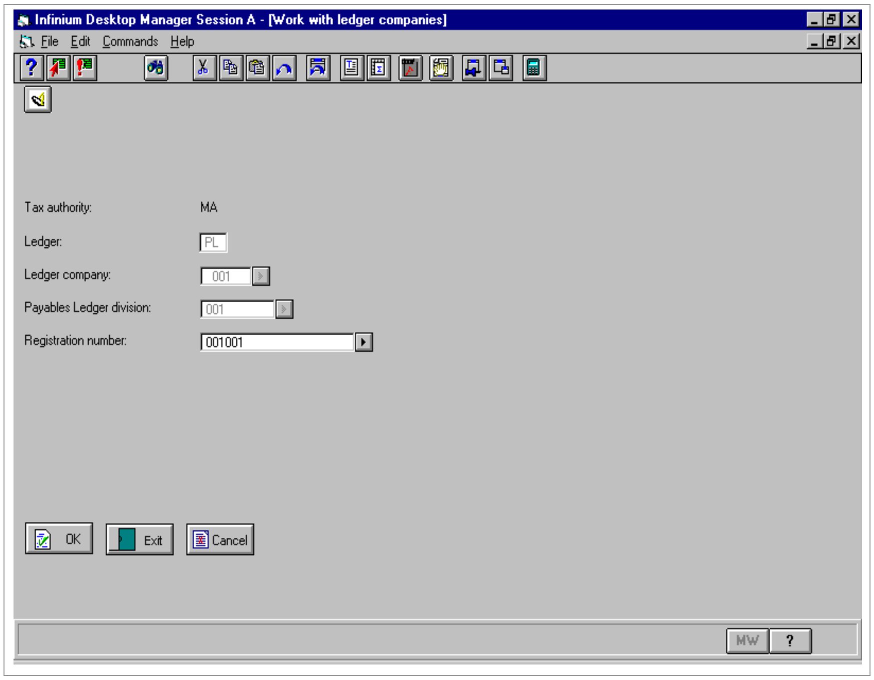

Figure 9-4: Work with ledger companies screen

Linking to the Infinium Payables Ledger Company/Division

The system displays this screen when you type **5** in the *Option* field next to the Ledger companies segment for a specific tax authority.

Select a Ledger company/division with which to work, or press F6 to create a new Ledger company/division.

Press Enter to save your work and then press F3 to exit.

Tax Rates

In addition to tax authorities, you must also define tax rates. Tax rates establish the percentage the system uses to calculate the tax amount.

Use the following menu path.

- Infinium Global Taxation
- *Control Files*
  - *Work with rates* [WWR]

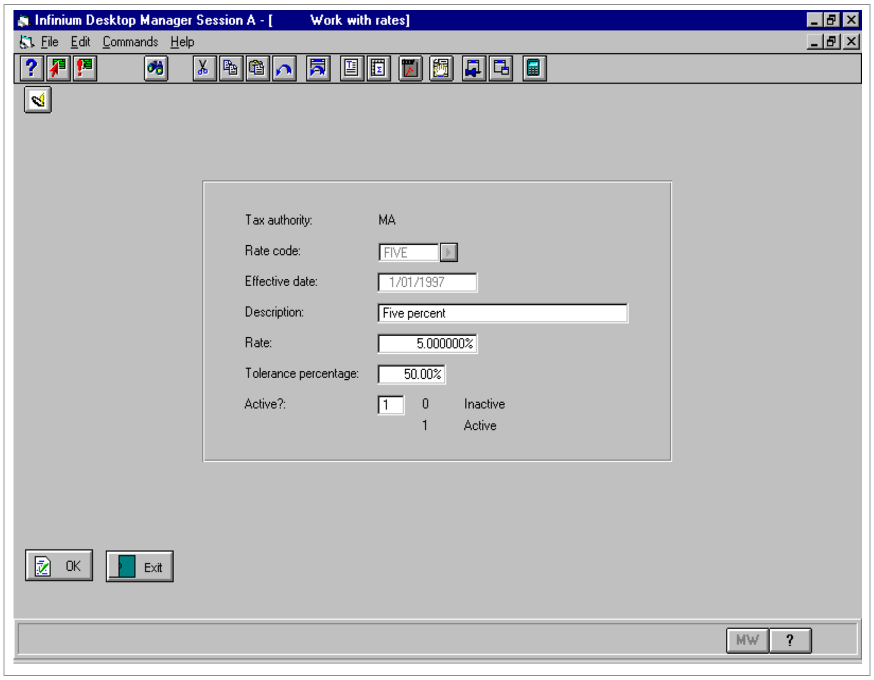

Figure 9-5: Work with rates screen

Creating Tax Rates

The system displays this screen when you type **5** to select an existing tax rate or you press F6 to create a new tax rate.

Use this screen to enter the effective date, description, rate, and tolerance percentage of a Tax Rate code.

Required Fields

Required fields on this screen are as follows:

- *Rate code*
- *Effective date*
- *Description*
- *Active?*

Effective date

The effective date determines whether a tax rate is valid for a specific date. To find the tax rate, the system compares the date of the transaction to the effective date that you define here for the tax rate. For example, the date of a transaction is 12/30/96. The system cannot apply the rate defined in the screen on the previous page because the transaction date is earlier than the effective date.

The transaction date is not necessarily the current date. For example, you can enter taxes with transaction dates of 5/97 after the date of 6/1/97 has arrived. In Infinium PM, the transaction date is the need date.

Tolerance percentage

Infinium Payables Ledger uses this field to compare the Infinium Global Taxation tax calculation to the tax on the invoice.

Tax Accounts

Use the *Work with Accounts* option to associate general ledger accounts with the various rates and types of taxes. The screen in the section that follows illustrates the account setup for the Sales/Use Tax (PST). If you define accounts such as Value Added Tax (VAT), the system displays a different screen. The end of this section contains an example of the VAT tax accounting screen. The system displays the appropriate screen based on the entry in the *Taxation Type* field in the *Work with Tax Authority* option.

Use the following menu path.

- Infinium Global Taxation
- *Control Files*
  - *Work with accounts* [WWA]

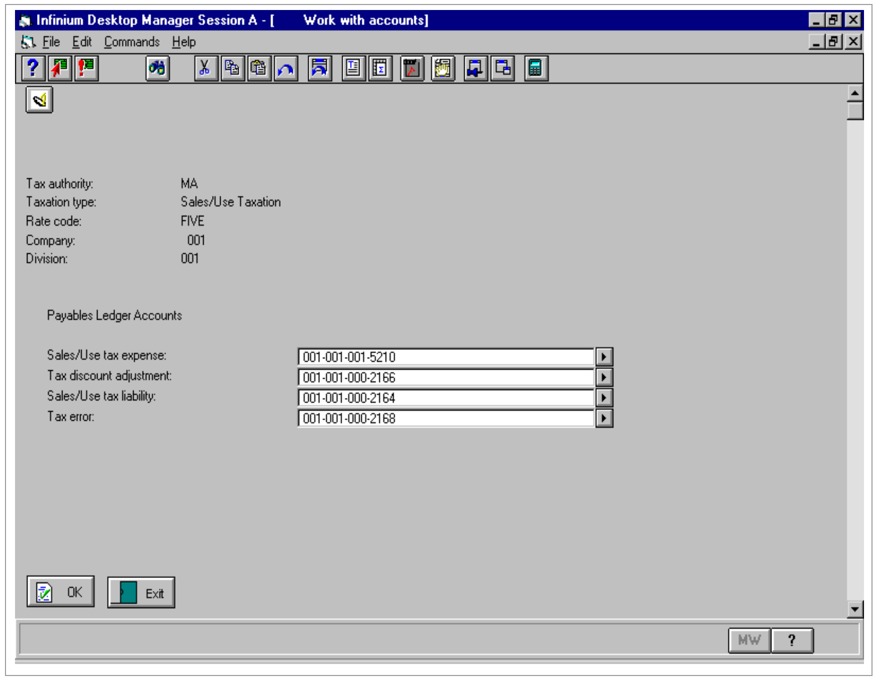

Figure 9-6: Work with Accounts screen - PST

Account Information for a Sales/Use Taxation Type Authority

The system displays a selection screen when you type a tax authority in the Work with accounts prompt screen and press Enter.

This screen illustrates the fields that display when you define accounts for a tax authority defined as a Sales/Use taxation type. The system displays this screen when you type **5** in the *Option* field on the Work with accounts selection screen to work with the Payables Ledger Accounts segment for an existing tax authority.

Payables Ledger Accounts

When you work with sales/use tax accounts, you specify the sales/use tax expense accounts. When you work with value added tax accounts, you specify the recoverable and non-recoverable accounts.

Account Information for a Value Added Taxation Type Authority

The next screen displays account information for a VAT tax authority.

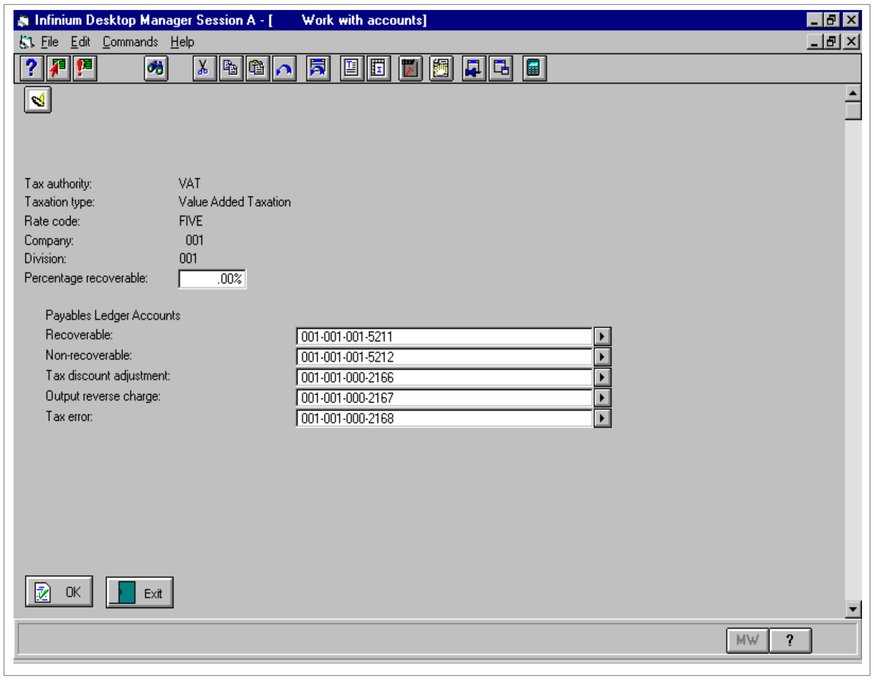

Figure 9-7: Work with accounts screen - GST

This screen illustrates the fields that display when you define accounts for a tax authority defined as a Value Added Taxation type (VAT). The system displays this screen when you type **5** in the *Option* field to work with the Payables Ledger Accounts segment for an existing tax authority.

If you are processing a Purchase Order Detail line that incorporates VAT tax, you must set up these accounts before you can process a purchase order.

Percentage recoverable

The entry in this field determines whether the *Non-recoverable* account field is required. If you leave this field blank and press Enter, the system defaults 100% as the entry in this field. If you define the percentage as 100% recoverable, the system does not require you to complete the *Non-recoverable* account field.

Payables Ledger Accounts

When you work with value added tax accounts, you specify the recoverable and non-recoverable accounts. When you work with sales/use tax accounts you specify the sales/use tax expense accounts.

Period Controls

Period controls identify and break down the accounting year into periods in which the system records and reports tax transactions. Infinium Payables Ledger requires periods in order to process taxes. This information does not affect Infinium PM.

Use the following menu path.

- Infinium Global Taxation
- *Control Files*
  - *Work with period controls* [WWPC]

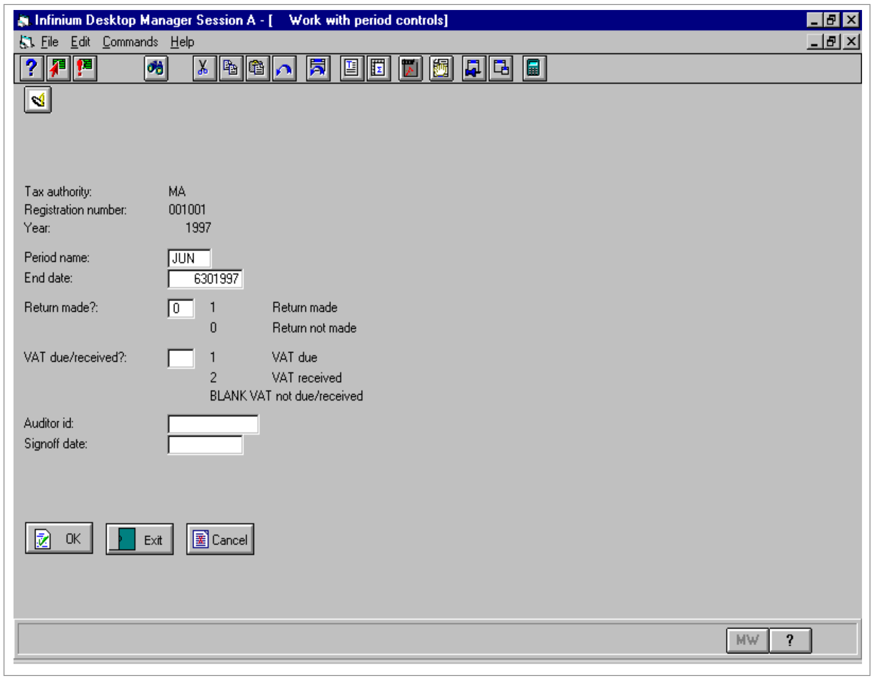

Figure 9-8: Work with period controls screen

The system displays this screen when you enter a tax authority, registration number, and year with which to work and press Enter.

Tax Authority Links

The *Work with Tax Authority Links* option enables you to link tax authorities. You can link up to twenty tax authorities. When you link taxes, the system retrieves the primary and all the associated tax authorities. You can link tax authorities and specify that the calculation be either a tax on tax or a non-tax on tax calculation. All tax on tax or all non-tax on tax authorities in the link must be the same.

Use the following menu path.

- Infinium Global Taxation
- *Control Files*
  - *Work with tax authority links* [WWTAL]

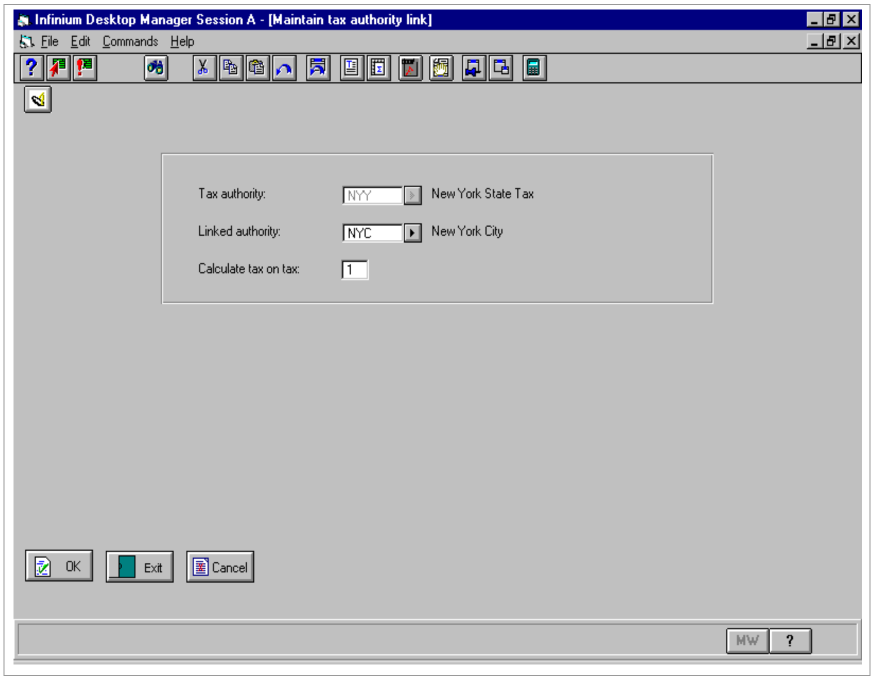

Figure 9-9: Maintain tax authority link screen

Linking Multiple Tax Authorities to the Same Linked Authority

You can enter the same linked authority for multiple tax authorities (for example, C ➔ A and B➔ A). However, you cannot create multiple records for the same tax authority.

For example, you can establish GSH as a linked authority for multiple tax authorities; however, you can link each tax authority to only one linked authority.

When you link Tax Authority codes, the Tax Rate codes associated with the tax authorities must be the same. For example, if QBH is linked to GSH, and QBH has a Tax Rate code of GOODS, the system requires a Tax Rate code for GSH of GOODS.

Required Fields

Tax authority

Type the tax authority for which the entry in the *Linked authority* field on this screen should always be applied.

Linked authority

Type the tax authority that should always be applied when the entry in the *Tax authority* field on this screen is used.

Calculate tax on tax

If you type **1** in this field, the tax amount associated with the linked authority is included in the tax basis associated with the entry in the *Tax authority* field.

Tax on Tax Example

For example, you have a tax on tax calculation in the Canadian province of Quebec. The system would calculate the PST for Quebec based on the purchase order or invoice detail line amount plus (+) the GST amount. For a non tax on tax calculation, the system would exclude the GST tax amount and use only the detail line amount to calculate the PST.

When you link tax on tax authorities, the entries you make in the *Tax authority* and *Linked authority* fields are very important. In the Quebec scenario, GST would be the linked authority and Quebec PST would be the tax authority, since the system calculates the linked authority's tax before the tax authority's tax.

Attaching Purchasing Tax Information to the Infinium CA Hierarchy

Purchasing Tax Information

To enable the system to automatically generate tax additional charge records, you must attach default tax information to the appropriate fields in the tax hierarchy in Infinium Cross Applications.

In this step, you assign the tax information in Infinium Global Taxation to any of the following controls within Infinium Cross Applications:

- Item Warehouse
- Raw Material Master/Product Master
- Commodity Code
- Warehouse/Ship-to Location
- Company Controls
- Vendor Master Tax Controls (within Infinium Payables Ledger)
- Entity Controls

The system retrieves information beginning with the item warehouse file and continues until it finds a value, or until you reach the entity level. This hierarchy enables you to establish your primary values at the highest level and enter the exceptions at lower levels.

For example, if you intend to only retrieve the Infinium PL vendor tax authority and rate codes, you must at least set the *Purchasing Tax Default* field to **Y** at the Infinium CA entity level. Otherwise, the tax retrieval process will not be used, since the *Purchasing Tax Default* field is not located at the Infinium PL vendor level. The only way the system knows the customer is taxable is if the *Purchasing Tax Default* field is set to **Y** in the Infinium CA control file hierarchy.

Unlike the implementation of Infinium Global Taxation in other Infinium Software applications, the system does not require that you establish the Tax Authority code and Tax Rate code at the same level. Each field that you defined when you created tax information in Infinium Global Taxation is independent, and you can store the information in any control file levels listed above. For example, you can define your Tax Authority codes on the warehouse or ship-to and your Tax Rate codes on the product, raw material, or commodity.

The example that follows shows the Purchasing Information screen at the Product Master level using the *Work with Products* option.

Use the following menu path.

- Infinium Cross Applications
- *Master Files*
  - *Work with Products* [WWP]

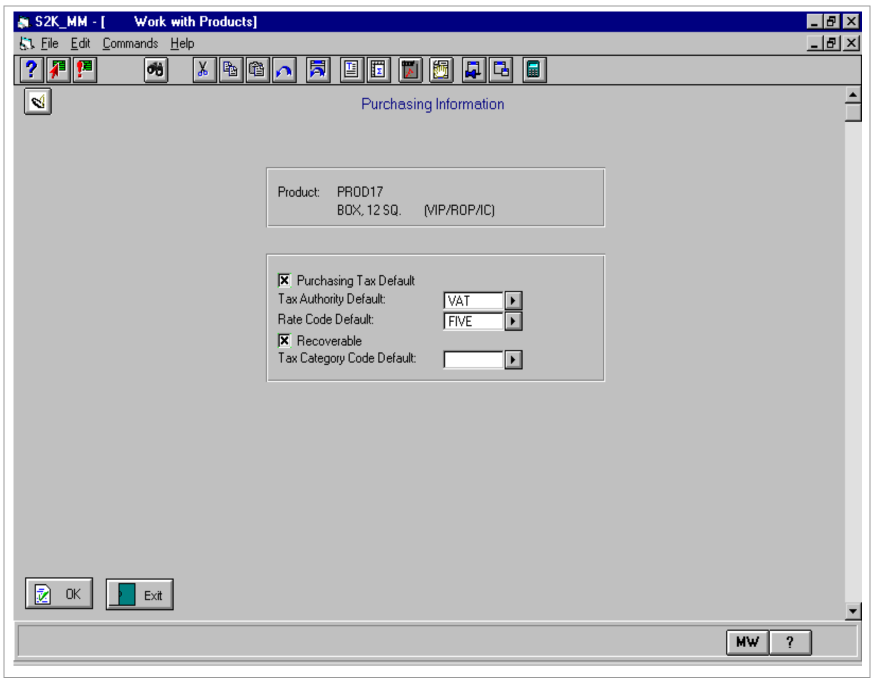

Figure 9-10: Work with Products Purchasing Information screen

Tax Information

The system displays this screen when you type **2** to work with the Purchasing Information Attribute on the Work with Products Selection screen.

Purchasing Tax Default

Use this field to indicate the default taxable status. Type **Y** to indicate a taxable status and **N** to indicate an exempt status.

In Infinium PM, when the system retrieves the tax hierarchy field values and this field contains **N**, the system does not generate taxes and does not create an additional charge record unless you override the flag on the Purchase Order Maintenance Detail screen. If this field contains **Y**, the system creates an additional charge record, validates it, and generates an error message if necessary tax information is invalid or missing in Infinium Cross Applications or any other Purchasing Tax default field in the tax hierarchy. If you do not establish a default, the system defaults **N** to the purchase order.

The system does not permit you to create a tax for a purchase order with an extended cost of zero.

The Infinium Payables Ledger vendor controls do not contain a *Purchasing Tax Default* field. Therefore, the system skips this level of the tax hierarchy when retrieving a value for this field.

Tax Authority Default

Use this field to define the appropriate tax authority to default into the purchase order detail line. You create tax authorities using the *Work with tax authority* option in Infinium Global Taxation.

The system uses the Tax Authority code with the Tax Rate code to obtain a tax rate. The tax authority is the organization to which the tax is ultimately being paid.

Rate Code Default

Use this field to define the appropriate Tax Rate code to default into the purchase order detail line. You create Tax Rate codes using the *Work with rates* option in Infinium Global Taxation. The Tax Rate code identifies the percentages to use in calculating tax amounts.

Recoverable

Type **Y** in this field to instruct the system to go to Infinium Global Taxation to find the recoverable percentages for value added taxes (VAT).

In Infinium PM, when the system retrieves the tax amount from the tax hierarchy process, the recoverable value defaults onto the Additional Charge Maintenance screen in Infinium PM. If the system does not retrieve a recoverable default value during the tax hierarchy process, it sets the value in this field to **Y**.

Tax Category Code Default

Use this field to define the appropriate Tax Category code for Infinium Global Taxation reporting purposes. You define Tax Category codes using the *Work with code values* option Infinium Global Taxation.

The system uses Tax Category codes to report tax history details for the vendor from within Infinium Global Taxation.

Notes

Chapter 10 Creating Standard Purchase Orders

10

The chapter consists of the following topics:

Topic	Page
Overview of Purchase Orders	10-2
Defining Purchase Order Type Controls	10-4
Entering Purchase Order User Defaults	10-20
Creating Standard Purchase Orders	10-23

Overview of Purchase Orders

Purchase orders are legally binding contracts you send to vendors for the procurement of goods or services.

Similar to requisitions, purchase orders contain header and detail information. You can add charges, called additional charges, at the header and/or detail level to accommodate charges such as freight. You can also add multiple account and multiple ship-to information at the detail level.

The following diagram illustrates the components that comprise a purchase order.

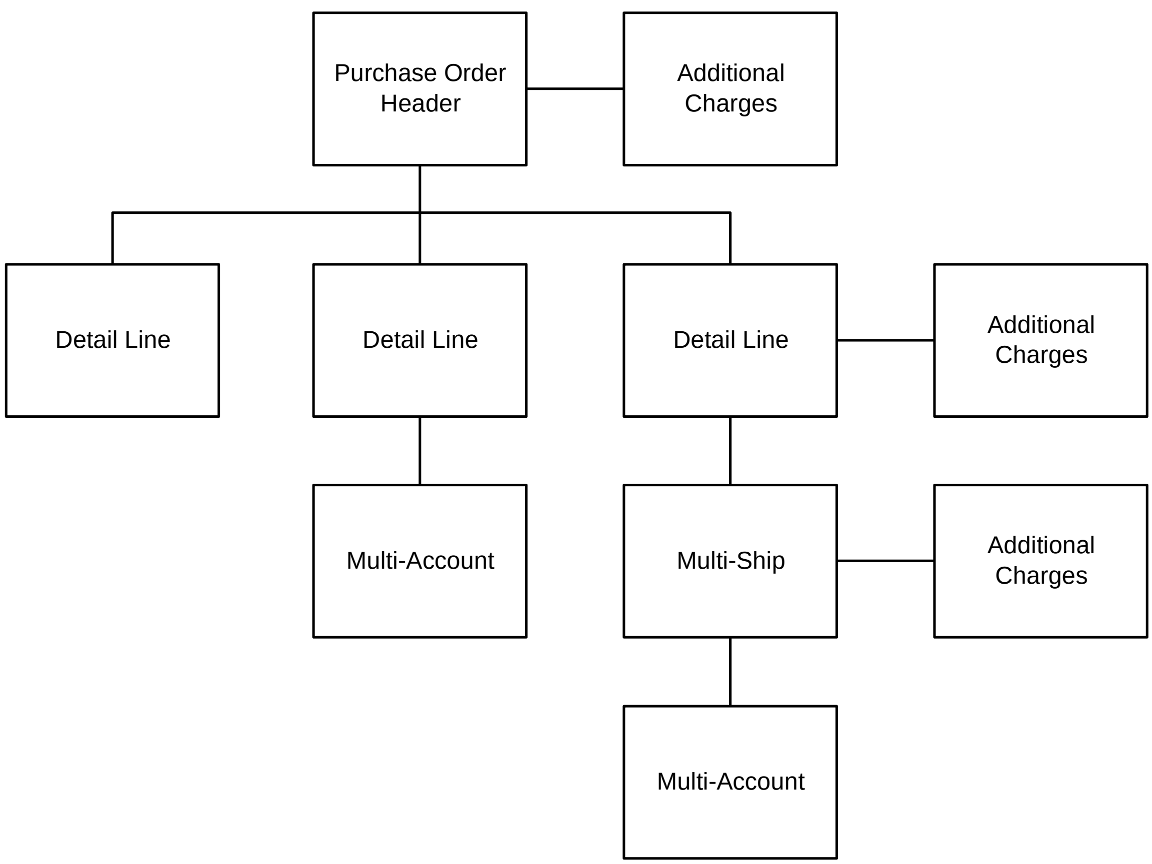

Figure 10-1: Purchase Order Components

You can create purchase orders in two ways:

- By creating them directly through the *Work with purchase orders* option

- By creating them from requisitions through the *Work with sourcing support* option

This chapter discusses the creation of purchase orders without using requisitions. Refer to the “Using Sourcing and Automatic Sourcing” chapter in this guide to use sourcing support for purchase order creation. Refer to the “Working with Existing Purchase Orders” chapter in this guide for additional information on purchase orders.

After you complete this chapter, you should be familiar with the following:

- Defining purchase order types
- Entering purchase order user defaults
- Entering standard purchase orders
- Understanding purchase order additional charges
- Understanding tax processing information
- Using purchase order fast entry

Defining Purchase Order Type Controls

Purchase order type controls enable you to indicate what information you require when you create a purchase order. You can set up as many purchase order type controls as necessary to vary the information required on different kinds of purchase orders.

To create a purchase order type control, you can use one of the following four Purchase Order Type code values:

- **1** – Regular
- **2** – Contract/Service
- **3** – Blanket Parent
- **4** – Blanket Release

When you use Infinium Advanced Planning, the system enables you to select purchase orders of a particular purchase order type to include in the Master Production Schedule (MPS) or Materials Requirement Plan (MRP).

In addition, when you create a new purchase order type and you use Infinium Advanced Planning, the system automatically updates the Order Type Selection Default (MPPTD) and MPS Order Type Selection Override (MPPTO) files in Infinium Advanced Planning.

The system displays the following message after you create a new purchase order type:

The MPPTD Advanced Planning file was updated...

Use the following menu path.

- Infinium PM
- *Control Files*
  - *Work with purchase type* [WWPT]

Selecting/Adding Purchase Order Types

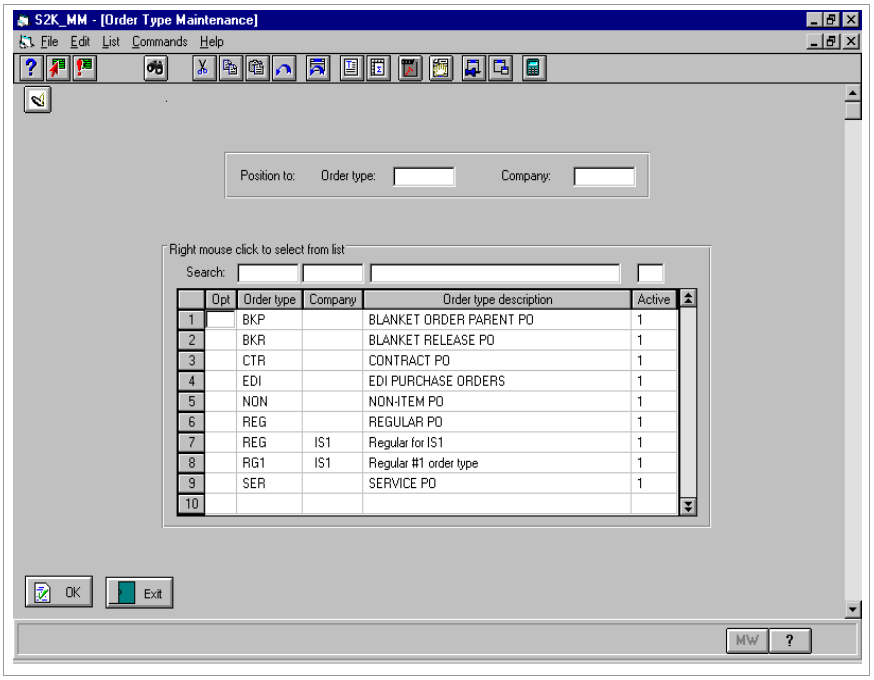

Figure 10-2: Order Type Maintenance selection screen

The system displays all existing purchase order type controls in this screen.

You can change, delete, or display existing purchase order type controls by typing the appropriate option in the *Opt* field.

You can press F6 to add a new purchase order type control.

Purchase Order Type Header Information

The system displays this screen when you press F6 from the Order Type Maintenance selection screen.

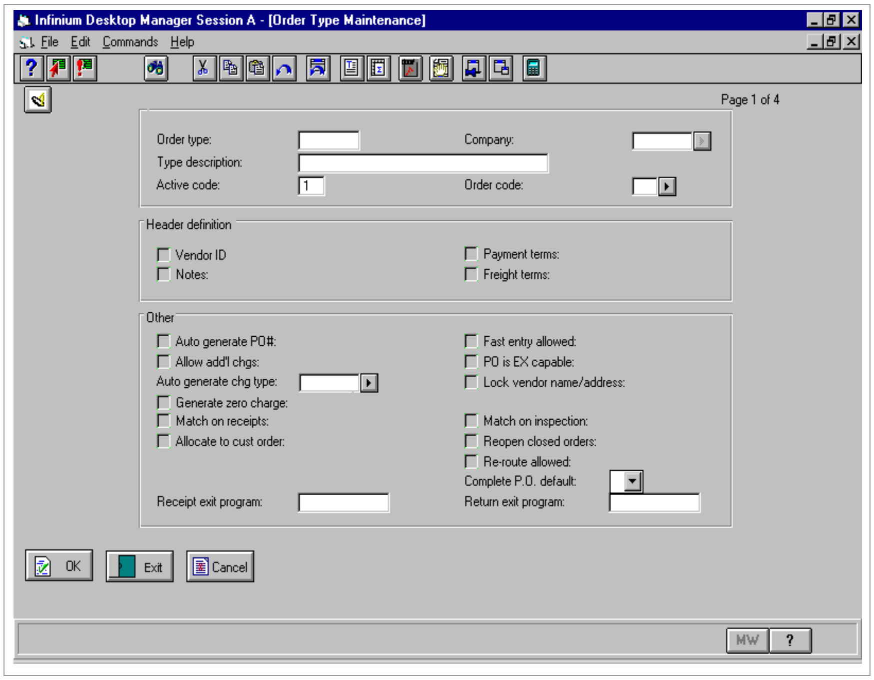

Figure 10-3: Order Type Maintenance screen 1

You use this screen to define header information for purchase orders based on this purchase order type.

Company

If you specify a company for a purchase order type, the system enables only those users authorized to that company to create or maintain purchase orders based on the purchase order type.

Order code

Type one of the four Purchase Order Type code values in the *Order code* field. This field tells the system what kind of purchase order type control you are creating; for example, regular purchase order or blanket parent purchase order.

Vendor ID

Type **1** in this field to require the entry of a vendor on the purchase order. Type **0** in this field to create a purchase order type control that does not require the entry of the vendor ID.

You cannot receive or invoice a purchase order that does not specify an Infinium Payables Ledger vendor.

Lock vendor name/address

If you type **1** in this field, the system locks the vendor name and address for this purchase order type and does not permit you to type information in the *Vendor Description* or *Address* fields on the purchase order header.

To change the vendor address on the purchase order header if the lock-down is enabled, you must press F4 on the *Vendor ID* field to prompt for and select a valid vendor address.

If you type **0** in this field, you can enter a vendor name and address not in the Vendor Master file in Infinium Payables Ledger when you create purchase order header information. Once you create the vendor in Infinium Payables Ledger, you must add the vendor ID to the purchase order header. You must set the *Vendor ID* field to **0** to enable this processing.

Auto generate PO#

Use this field to have the system automatically assign purchase order numbers or to manually assign purchase order numbers when you create purchase orders.

Purchase Order Type Additional Charge Fields

The following fields in the Order Type Maintenance screen 1 pertain to purchase order additional charges.

Auto generate chg type

If you type an entry in this field, such as **FRT** for freight, the system displays a *Freight Est. Chg.* field on the purchase order header the first time that you access the header. This field enables you to enter a purchase order header additional charge amount directly on the Purchase Order Maintenance Header screen without requiring you to access the Additional Charge screen via the F14 key.

Once you exit from the purchase order header, the *Freight estimated charge* field no longer displays. If you enter an additional charge, the system creates the appropriate additional charge record.

Generate zero charge

If the *Generate zero charg*e field displays **1**, the system automatically creates a zero charge amount purchase order header additional charge record. You can then change the zero charge on the purchase order header, or leave the zero charge in place and fill in the actual cost when you process the invoice in Infinium Payables Ledger.

For example, if you know that you have a freight additional charge but do not know the freight cost at the time you create the purchase order, you can use this field to create an additional charge record with a zero charge amount. Therefore, when the invoice is ready to process in Infinium Payables Ledger, you can enter the actual freight charge. This enables the system to update the item cost appropriately, without requiring you to go back into the purchase order and update the amount.

If you type **0** in this field and **1** in the *Auto generate chg type* field, and if you do not enter a monetary amount for the *Freight Est. Chg.* field on the purchase order header, the system does not create an additional charge record.

If you type **1** in this field, you must also type an entry in the *Auto generate chg type* field.

Other Purchase Order Type Fields

The following information details other relevant purchase order type fields.

Match on receipts

This field defines how the system matches against the received quantity during the invoice matching process.

If you type **1** in this field, the system matches against the received quantity during the invoice matching process. If you type **0** in this field, the system matches against the purchase order quantity during the invoice matching process.

Match on inspection

This field defines how the system matches against the final inspection accepted quantity during the invoice matching process.

If you type **1** in this field, the system matches against the final inspection accepted quantity during the invoice matching process. If you type **0** in this field, the system matches against the ordered quantity.

The values in the *Match on receipts* and *Match on inspection* fields determine the quantity to match against in the *Work with invoice entry* option in Infinium Payables Ledger. Refer to the *Infinium PL Guide to Setup and Processing* for more information.

PO is EX Capable

Type **1** in this field to identify purchase orders you create using this purchase order type as Infinium Electronic Exchange capable.

You must also type a valid entry in the *EX API program name* field to indicate you are using Infinium Electronic Exchange. This field resides in the Purchasing Information attribute in the *Work with Company Controls* option in Infinium Cross Applications.

Re-route allowed

The system uses this field to determine whether to re-route an edited purchase order, which is awaiting approval, through approval routing.

Type **1** in this field to re-route a modified purchase order through the entire approval routing. Type **0** in this field to continue with the established approval routing.

The system begins re-route processing if you edit one of the following fields in a purchasing document awaiting approval:

- *Item Code*
- *Commodity Code*
- *Extended Cost*
- *Item Size Code*
- *Quantity*
- *Buyer ID/Requester ID*

If you edit one of these fields in a purchase order awaiting approval, the system first checks the *Re-route Option* field in the buyer ID's user profile for an entry. If that field is blank, the system looks to the *Re-route allowed* field in the purchase order type for handling of the purchase order.

Complete P.O. default

This field determines the default entry the system places in the Purchase Order Complete window when you exit the purchase order. The system defaults **0** in this field for new purchase order types.

The following entries are valid for this field:

Blank	The system displays the Purchase Order Complete window, but does not contain a default entry.

0	The system displays the Purchase Order Complete window with a default entry of **0** indicating the purchase order is not complete when you exit.
1	The system displays the Purchase Order Complete window with a default entry of **1** indicating the purchase order is complete when you exit.
X	Exclude the Purchase Order Complete window. The system completes the purchase order when you exit.

The value in the *Complete P.O. Default* field at the User Profile level overrides the value here.

When you complete the header definition information, press Enter.

Future Use Fields

The following fields in the Order Type Maintenance screen 1 are for future use:

- *Allocate to cust order*
- *Reopen closed orders*
- *Receipt exit program*
- *Return exit program*

Purchase Order Header User Fields

You can also require user fields at the purchase order header for all purchase order types in the *Work with purchasing entity* option. If you require one or more user fields, the user must complete these fields before continuing when creating a purchase order.

For more information on defining purchase order header user fields, refer to the “Defining Purchasing Controls” chapter in this guide.

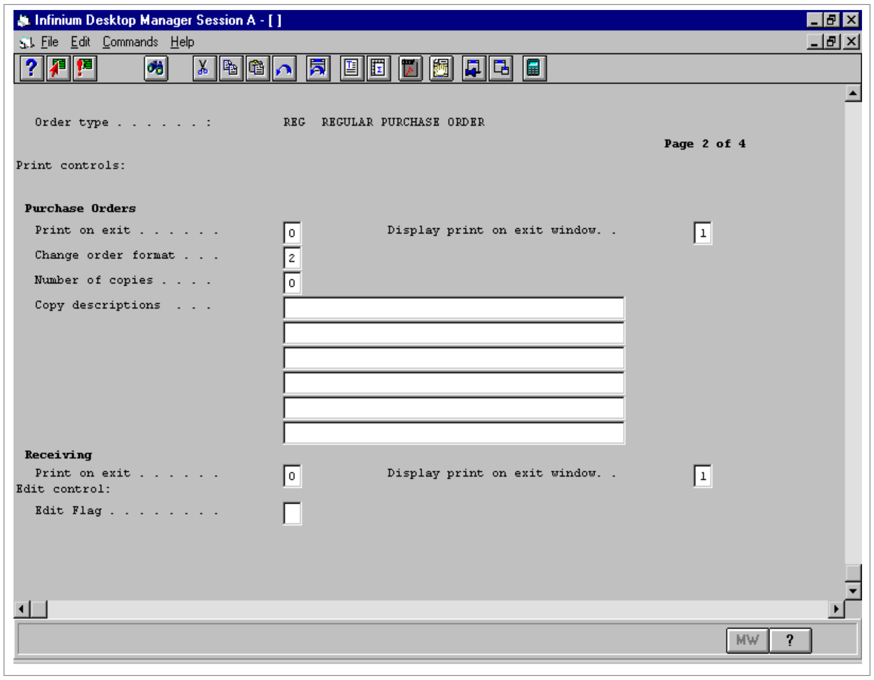

Figure 10-4: Order Type Maintenance screen 2

The system displays this screen when you press Enter from the Order Type Maintenance screen 1. You define purchase order edit and print controls with this screen.

You can press F7 to retain your entries in this screen and return to Order Type Maintenance screen 1.

Print on exit

This field establishes whether the system automatically prints the purchase order on exit. If you display the Print on exit window, this field establishes the default entry for the *Print this Purchase Order?* field.

The setting in the *Print on exit* field in the purchase order user defaults overrides this entry.

Display print on exit window

This field establishes whether the system displays the Print on exit window during exit. If you type **0** in this field, the system does not display the Print on exit window. If you type **1** in this field, the system displays the Print on exit window when you exit and defaults the value for the *Print this Purchase Order?* field based on your entry in the *Print on exit* field.

The setting in the *Display print on exit window* field in the purchase order user defaults overrides this entry.

Effect of Print on Exit and Display Print on Exit Window Field Settings

The *Print on exit* and *Display print on exit window* fields determine how the system handles the printing of a purchase order when you exit and save. The following table details this relationship.

***Print on exit* field value**	***Display print on exit window* field value**	**Result**
0	**0**	The Print on Exit window does not display and the purchase order does not print.
0	**1**	The Print on Exit window displays with a default value of **0** in the *Print this Purchase Order?* field.
1	**0**	The Print on Exit window does not display and the purchase order automatically prints.
1	**1**	The Print on Exit window displays with a default value of **1** in the *Print this Purchase Order?* field.

Change order format

This field determines the print format for change orders based on this purchase order type.

The following entries are valid for the *Change order format* field:

1	The system prints the full, revised purchase order (change order).
2	The system prints only a change order summary.
3	The system prints the full, revised purchase order and the change order summary.

The setting in the *Change order format* field in the purchase order user default overrides this entry.

This field affects only the printing of change orders. If you deliver purchase orders by Electronic Data Interchange (EDI) or facsimile transmission, the system always sends the full, revised purchase order (change order).

Number of copies

Type the number of purchase order copies the system prints when you exit a purchase order or when you use the *Process selected purchase orders* function and type **6** in the *Opt* field. The number of copies cannot be greater than the number of lines allowed for entry in the *Copy descriptions* field, which is 6. The number you type in the *Number of Copies* field must match the number of lines you enter in the *Copy descriptions* field.

Copy descriptions

The copy descriptions print on the bottom of each copy of the purchase order. The value you type in the *Number of copies* field should equal the number of copy description lines you enter.

Print on exit

This field establishes whether the system automatically prints the receipt on exit. If you display the Print on exit window, this field establishes the default entry for the *Print this Receipt?* field.

Display print on exit window

This field establishes whether the system displays the Print on exit window during exit. If you type **0** in this field, the system does not display the Print on exit window. If you type **1** in this field, the system displays the Print on exit window when you exit and defaults the value for the *Print this Receipt?* field based on your entry in the *Print on exit* field.

The settings in the *Print on exit* and *Display print on exit* fields in the receiving user defaults override these entries.

Edit Flag

This field determines when the system validates detail lines and all components associated with the detail lines, such as multiple accounts, multiple ship-to locations, and additional charges. The following entries are valid for this field:

Blank	The system validates only new or changed detail lines during entry and exit of the purchase order.
S	The system validates all detail lines upon loading of the purchase order.
E	The system validates all detail lines upon exiting of the purchase order.

B The system validates all detail lines upon loading and exiting of the purchase order.

The system validates all detail lines upon loading the purchase order, regardless of the setting in the *Edit Flag*, under the following conditions:

- The purchase order status is In Progress (**00**) or On Hold (**02**).
- The purchase order is a new copy from another purchase order.
- The purchase order is a new blanket release.
- The purchase order is new following interactive sourcing.

Your selection in the *Edit Flag* field affects system performance. For example, it takes the system less time to validate only new or changed detail lines than to validate all detail lines.

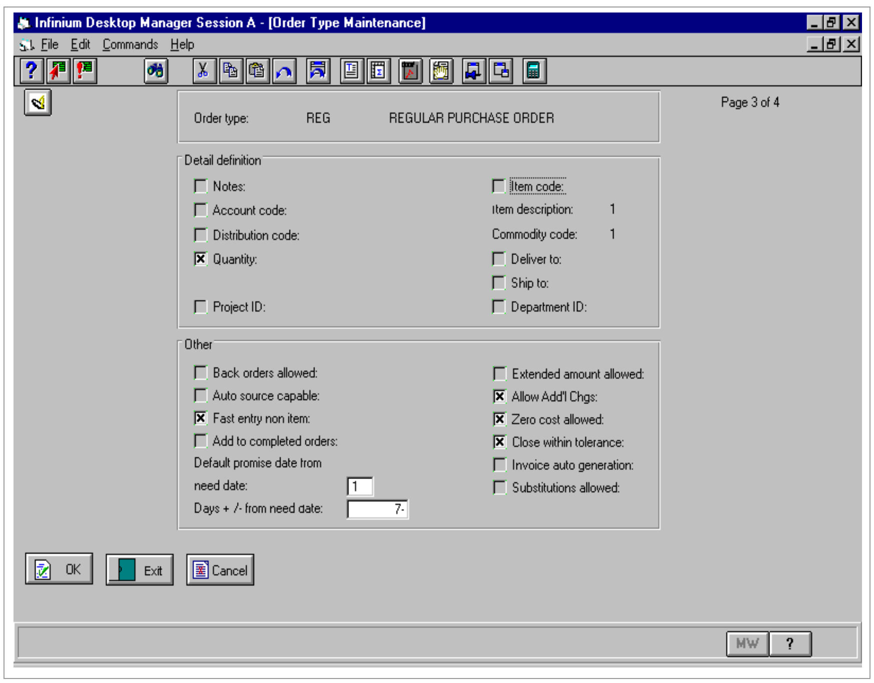

Figure 10-5: Order Type Maintenance screen 3

The system displays this screen when you press Enter from the Order Type Maintenance screen 2.

You can press F7 to retain your entries in this screen and return to Order Type Maintenance screen 2.

Creating Inventory Purchase Order Types

To create an inventory purchase order type control, type **1** in the *Item code* field. To create a non-inventory purchase order type control, type **0** in the *Item code* field. The system displays an informational message regarding the resulting defaults in the *Item description*, *Commodity code*, and *Fast entry non item* fields. You can require users to type either an account code or distribution code (not both) when you create a purchase order using any purchase order type control.

Auto source capable

Type **1** in this field to enable automatic sourcing for this purchase order type. Regardless of whether you are processing item or non-item purchase order types, you can use this field to indicate this purchase order type as auto-source capable.

If you are using automatic sourcing and the system does not generate purchase orders, verify that this field contains **1**.

Close within tolerance

Use this field to determine if the system changes the status of a purchase order detail line to Fully Received (**51**) when an item is received within the specified under-quantity or under-percentage tolerance. You define tolerances in Infinium Cross Applications at the item warehouse, commodity, and company levels.

Type **1** in this field to enable the close within tolerance capability for purchase orders based on this purchase order type.

Close within tolerance does not affect receipt required situations; however, the system verifies receipt activity when processing the invoice.

Zero cost allowed

If you type **0** in this field, the system requires the *Cost per unit* field in the purchase order detail line. If you type **1** in this field, the system enables you to create zero cost amount purchase order detail lines.

You can attach a non-tax additional charge (such as a freight charge) to a zero cost purchase order.

Future Use Fields

The following fields in the Order Type Maintenance screen 3 are for future use:

- *Add to completed orders*
- *Invoice auto generation*
- *Substitutions allowed*

Purchase Order Detail User Fields

You can also require user fields at the purchase order detail for all purchase order types in the *Work with purchasing entity* option. If you require one or more user fields, the user must complete these fields before continuing when creating a purchase order.

For more information on defining purchase order detail user fields, refer to the “Defining Purchasing Controls” chapter in this guide.

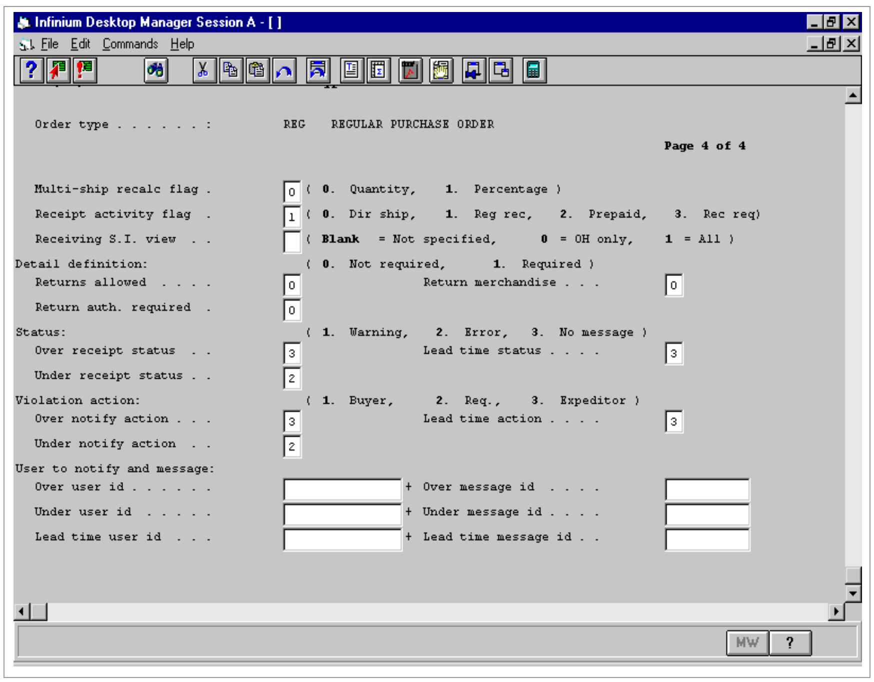

Figure 10-6: Order Type Maintenance screen 4

The system displays this screen when you press Enter twice from the Order Type Maintenance screen 3. All fields on this screen are for future use except for the *Multi-ship recalc flag*, *Receipt activity flag*, *Receiving S.I. view*, and *Status: Lead time status* fields.

If you are creating a new purchase order type, you must press F3 to exit from this screen and save your entries.

Multi-ship recalc flag

This field establishes the recalculation method for the multi-ship screen when you change the quantity following an exit and save.

Type **0** in this field to recalculate based on the quantities. For example, you establish a multi-ship schedule with the total quantity spread evenly over four lines (25%) and then exit and save. Then you change the total quantity on the detail screen and return to the multi-ship screen. The system recalculates the percentages based on the new quantity and enables you to allocate the new quantity over the four multi-ship lines.

Type **1** in this field to recalculate based on the percentages. For example, you establish a multi-ship schedule with the total quantity spread evenly over four lines (25%) and then exit and save. Then you change the total quantity on the detail screen and return to the multi-ship screen. The system retains the original percentages and automatically distributes the new quantity over the four multi-ship lines.

Receipt activity flag

The *Receipt activity flag* field indicates how you are processing receipts for this purchase order type. The value on the purchase order type defaults to the purchase order detail line. The value on the purchase order detail line defaults to associated multi-ship locations.

You can override this value on the purchase order detail line, if necessary. The system generates the appropriate Received Not Invoiced (RNI), Invoiced Not Received (INR), Inventory, or Expense Account(s) for invoice lines associated with this purchase order type based on your entry in this field.

The following entries are valid for the *Receipt activity flag* field:

0	Use this option to process direct shipment purchase orders. This applies to items that are drop shipped or not inventoried. This option also specifies that no accrual takes place for an accrual company.
1	Use this option for regular receipt purchase orders. This applies to items that are received but receipts are not required before you can process payment activity. The system enables you to process receipts and payments in any order. The system calculates the needed accrual entry regardless of the order in which you process receipts or payments.

2	Use this option for purchase orders that are prepaid. This applies to items that are received but are expected to be paid for in advance. The system enables you to process receipts and payments in any order. The system calculates the needed accrual entry regardless of the order in which you process receipts or payments. This option indicates that payment should take place before receipt.
3	Use this option for purchase orders that require you to receive goods. This applies to items in which receipt must take place before you can process payment activity. The system calculates the needed accrual value.

The system verifies receipt activity at the time of invoice. If a purchase order requires a receipt (*Receipt activity flag* is **3**) and the purchase order has closed within tolerance you cannot invoice for more than the received quantity.

Receiving S.I. view

Use this field to determine the default entry for the *Display S.I.* field in the Receipt Entry screen.

The setting in the *Display storage index* field in the receiving user defaults overrides this entry.

The following entries are valid for the *Receiving S.I. view* field:

Blank	This is the default entry for this field.
0	Only storage indexes containing a balance for this item display on the Receipt Entry detail screen.
1	All storage indexes for the item display on the Receipt Entry detail screen.

Status: Lead time status

You use this field to indicate the type of message you want the system to display when you type a need date that is less than the vendor lead time on purchase orders using this purchase order type.

The following entries are valid for this field:

1	The system displays a warning message but you can continue.
2	The system displays an error message and you cannot continue until you adjust the need date.
3	The system does not display a message.

Entering Purchase Order User Defaults

You can create user defaults for purchase orders by using the *Work with user profile* or the *Work with purchase user defaults* options.

Use the following menu path.

- Infinium PM
- *Purchase Orders*
  - *Work with purchase user defaults* [WWPUD]

Purchase Order User Default Information

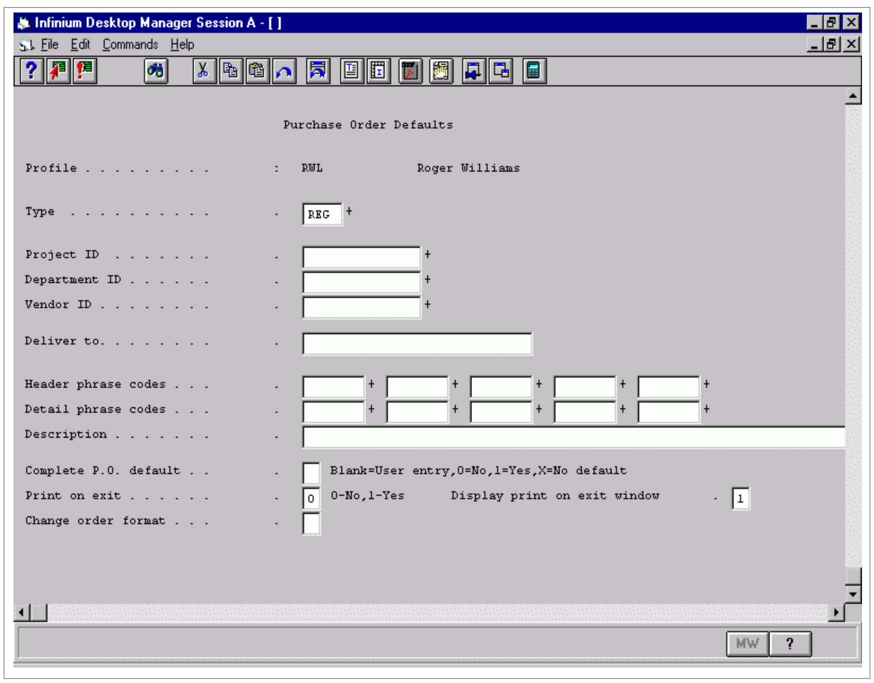

Figure 10-7: Purchase Order Defaults screen

Use this screen to define purchase order header and detail user defaults.

If you type information in the *Vendor ID*, *Header phrase codes*, and *Description* fields, the information defaults to the Purchase Order Maintenance Header screen when you create a new purchase order.

The system defaults the vendor's default buy-from address to the purchase order, regardless of the address you select for a multiple address vendor using the *Vendor ID* field.

If you type information in the *Project ID*, *Department ID*, *Deliver to*, and *Detail phrase codes* fields, the information defaults to the Purchase Order Maintenance Detail screen when you create a new purchase order.

If you type information in the *Print on exit* field or *Display print on exit* window field, the information defaults to the purchase order during exit and save.

Purchase Order User Defaults Window

The User Defaults window displays when you press F16 from the Purchase Order Maintenance Header screen.

Use the following menu path.

- Infinium PM
- *Purchase Orders*
  - *Work with purchase orders* [WWPO]

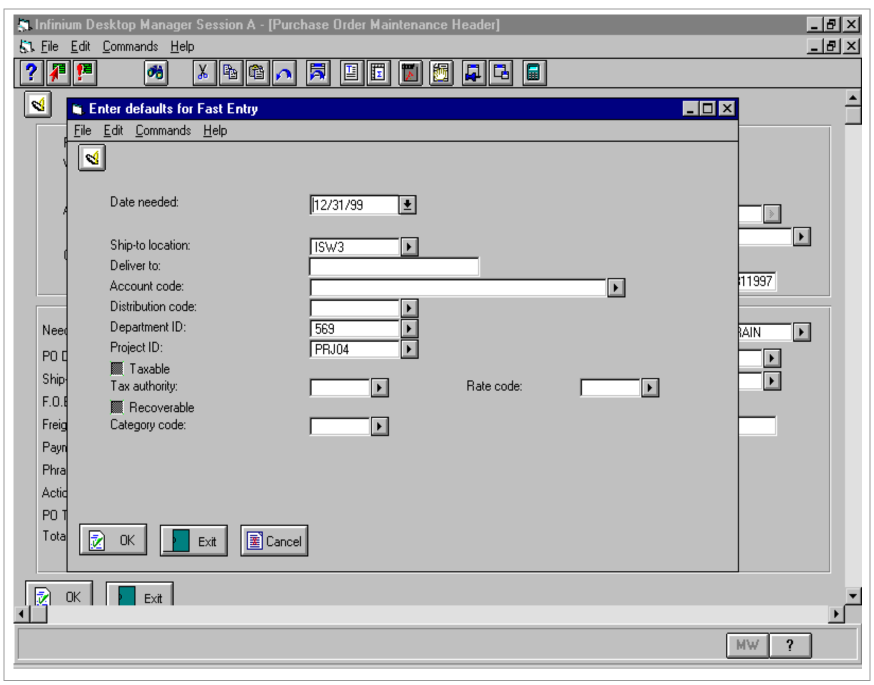

Figure 10-8: User Defaults window

These fields default to the Purchase Order Maintenance Detail screen and override the defaults from the Item Warehouse, the *Work with purchase user defaults* option, and the tax hierarchy.

The initial values in the User Defaults window come from your purchase order user defaults and purchase order header information. The system uses these defaults for the current editing session. The system also uses these defaults for the purchase order fast entry defaults.

Creating Standard Purchase Orders

You can create a standard purchase order from within Infinium Purchase Management in one the following ways:

- You can create a purchase order manually with the *Work with purchase orders* option.
- You can create a purchase order(s) automatically by sourcing an existing requisition(s). For more information, refer to the “Using Sourcing and Automatic Sourcing” chapter in this guide.
- You can create a purchase order automatically by awarding a quotation request. For more information, refer to the “Working with Quotation Requests” chapter in this guide.

You can perform the following functions through the *Work with purchase orders* option:

- Create a new purchase order
- Copy an existing purchase order
- Change an existing purchase order
- Reserve a purchase order

When you create or copy a purchase order, if you define the necessary controls, the system automatically creates tax information.

Use the following menu path.

- Infinium PM
- *Purchase Orders*
    - *Work with purchase orders* [WWPO]

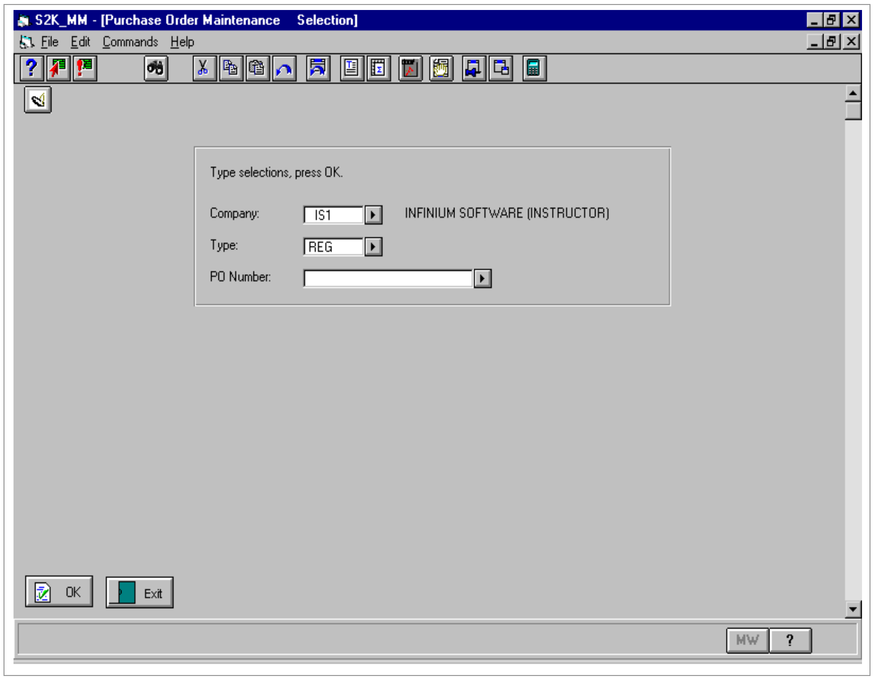

Figure 10-9: Purchase Order Maintenance Selection prompt screen

The system defaults the company into the Purchase Order Maintenance Selection prompt screen based on the default company hierarchy, as specified in the “Working with Supervisor Controls for User Setup” chapter in this guide.

Assigning a Purchase Order Number

If you are creating a new purchase order and the selected purchase order type specifies automatic sequence numbering, leave the *PO Number* field blank. The system assigns a purchase order number based on the sequence number structure you establish using the *Work with sequence numbering* option.

If there are multiple purchase order types with the same code but for different companies, such as REG, and you select one for a different company, the system automatically selects the REG type for your company. If there are no REG types for your company, the system uses the generic REG type.

You must leave the *PO Number* field blank when you press F6 to create a new purchase order, press F2 to copy an existing purchase order, or press F7 to reserve a purchase order.

The system uses the sequence numbering structure for the specified company. If this company does not have a sequence numbering definition, the system uses entity-level sequence numbering.

Reserving a Purchase Order Number

When you press F7 to reserve a purchase order, the system generates a purchase order number. The following information defaults to the purchase order header:

- The *PO Description* field contains ***RESERVED**.
- The *Buyer ID* contains your user profile.
- The purchase order header has a *Status* of In Progress (**00**).

When you reserve a purchase order, the system applies the description previously defined in user defaults to the purchase order description.

For example, if you type an entry in the *Description* field in purchase order user defaults, the system places that entry immediately after the word ***RESERVED** in the *PO Description* field.

Understanding Purchase Order Header Information

After you complete the required fields on the Purchase Order Maintenance Selection prompt screen and press F6 or Enter, the system displays the Purchase Order Maintenance Header screen.

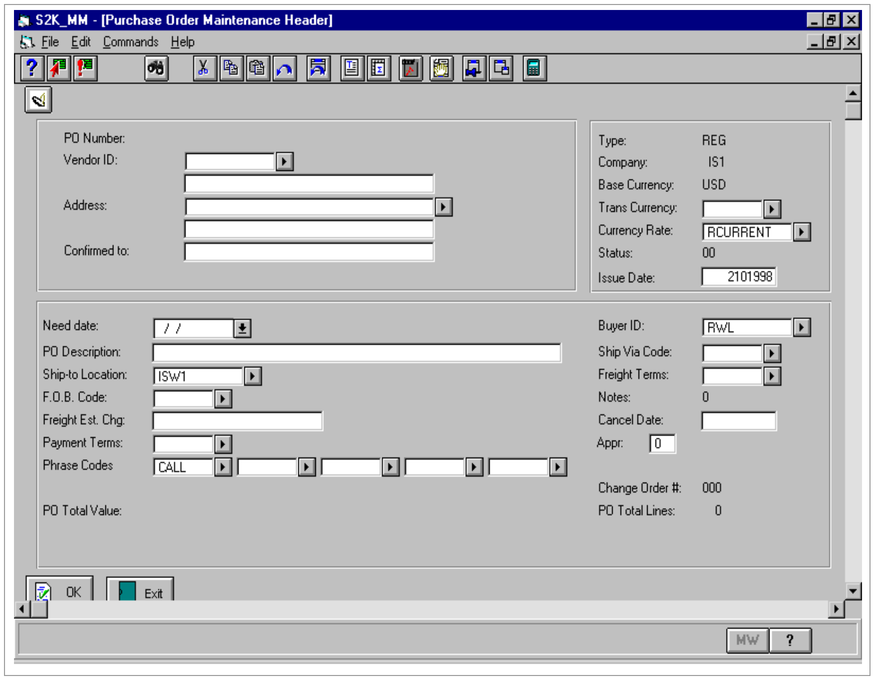

Figure 10-10: Purchase Order Maintenance Header screen

The *PO Description* field is required. The *Vendor ID*, *Payment Terms*, *Freight Terms*, and header notes (you press F9 to display header notes) may be required based on the purchase order type you specify on the previous screen. If notes exist for this purchase order, the system displays **1** in the *Notes* field. For more information on notes, refer to the “Processing Requisitions” chapter in this guide.

If you specify a value in the *Need date* and *Ship-to Location* fields at the purchase order header, these values default to new detail lines. The information you enter on the Purchase Order Maintenance Header screen is the default information for the new purchase order detail lines.

Currency Information

If you are not using multiple currency processing, the system defaults the company base currency into the *Trans. Currency* field and locks down the field so that you cannot change the transaction currency. For information on using purchase orders with multiple currency processing, refer to the “Using Multiple Currency Processing in Infinium Purchase Management” appendix in this guide.

Press F5 to access user fields for the purchase order header. Press F8 to display approval notes.

Vendor Information

Vendor ID

If you type a value in the *Vendor ID* field and press Enter, the system automatically defaults in the *Address*, *Trans Currency*, *Ship Via Code*, *F.O.B. Code*, and *Payment Terms* fields from the vendor. The *Confirmed to* field prints on the purchase order.

Sole Source Vendors

If the item warehouse hierarchy specifies a sole source vendor for the company/item/warehouse combination, the system displays the following message:

Item is not valid. Sole source vendor XXX is not the PO vendor.

The **XXX** refers to the vendor selected at the purchase order header.

If you type a vendor in the *Vendor ID* field, the system does not re-retrieve vendor item price information. You must prompt on the *Vendor ID* field and select a vendor to re-retrieve vendor item price information.

Additional Charge Information

The following fields on the Purchase Order Header Maintenance screen correspond to purchase order additional charges.

Freight Est. Chg

Type the amount that the vendor is charging you for freight, in transaction currency. Typing an entry into this field expedites additional charge entry by eliminating the need to select the Additional Charges screen.

The system displays this field only if the purchase order type specifies an entry in the *Auto generate chg type* field. Also, once you process detail lines for the purchase order, this field no longer displays when you return to the Purchase Order Maintenance Header screen.

Total Additional Charges

This field does not display if additional charge records do not exist on any of the purchase order’s detail lines.

The *Total Addl Chrgs* field displays zero when there are no additional charges on the purchase order detail and you did not enter an amount in the *Freight Est. Chg*. field on the purchase order header. This is also occurs when the *Generate zero charge* field on the purchase order type is **1**, which means that a purchase order header additional charge was generated for a zero charge.

A zero cost purchase order additional charge enables you to enter the actual amount at invoice without having to modify the purchase order to accommodate the invoice amount.

Additional Fields

The following information discusses other relevant fields on the Purchase Order Maintenance Header screen.

Buyer ID

This field defaults your user profile, which must be identified as a buyer.

Freight Terms

This field defaults from the vendor's *Freight terms* field located in the Purchasing controls segment of the *Work with vendors* option in Infinium Payables Ledger.

Phrase Codes

Phrase codes represent commonly used phrases that you can print on the purchase order. Phrases can be up to 32 characters. You create Phrase codes for code type **PHR** in the *Work with Code Tables* option in Infinium Cross Applications.

Change Order #

This field indicates the current change order number for this purchase order, if applicable. The system displays the most current information in the purchase order.

Purchase Order Header User Fields

After you complete required purchase order header information, the system displays the User Fields window if you require purchase order header user fields. You must enter required user field information to continue. The information you enter on the purchase order header screen is the default information for the new purchase order detail lines.

The following function keys are available from the Purchase Order Maintenance Header screen:

Function Key	Description
F5	Use this key to display or add purchase order header user field information.
F8	Use this key to display approver's notes associated with the purchase order.
F9	Use this key to display or add header notes.
F11	Use this key to enter fast entry defaults and begin purchase order fast entry (if allowed by the purchase order type).
F14	Use this key to display or add purchase order header additional charges. You can also display prorations from purchase order header additional charges, if applicable.
F16	Use this key to enter or modify your purchase order user defaults for this editing session.
F17	Use this key to display the purchase order address of the associated vendor.
F19	Use this key to toggle the display of the *PO Total Value* and *Total Addl Chrgs* fields between transaction currency, which is the default, and base currency. For more information on multiple currency processing, refer to the “Using Multiple Currency Processing in Infinium Purchase Management” appendix in this guide.
F22	Use this key to delete the purchase order. You cannot delete a purchase order with receiving or invoicing activity.

Saving Purchase Orders without Detail Lines

If you press F3 to exit the purchase order header before you create detail lines, the system displays the following message:

Warning: Item detail data has not been entered. Press F21 to continue.

If you press F21, the system sets the status of the purchase order header to In Progress (**00**) regardless of your entry in the Purchase Order Complete window.

Understanding Purchase Order Detail Information

After you complete the required fields on the Purchase Order Maintenance Header screen and press Enter, the system displays the Purchase Order Maintenance Detail screen.

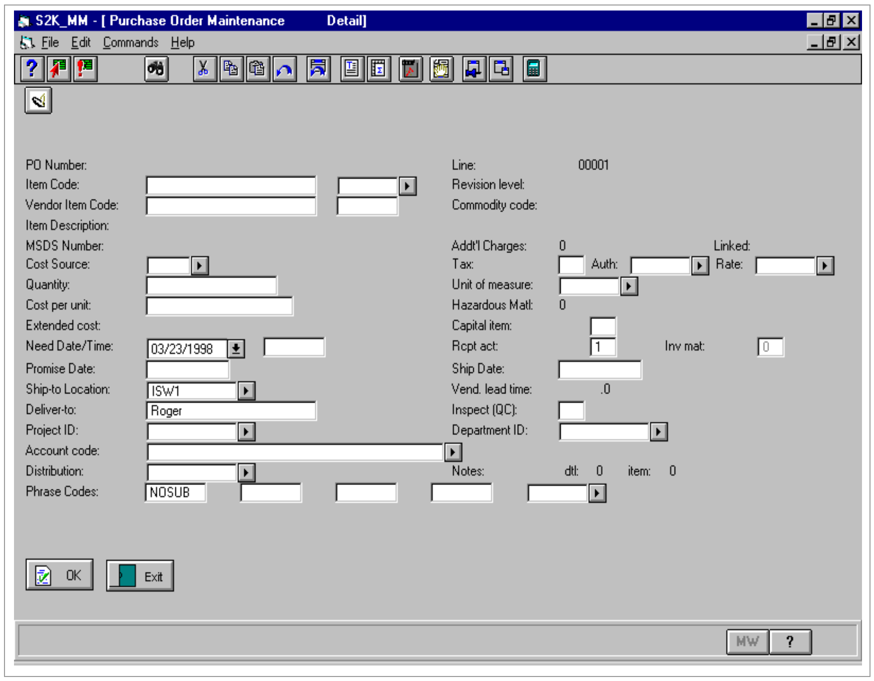

Figure 10-11: Purchase Order Maintenance Detail screen

The system displays this screen when you complete required purchase order header fields and press Enter from the Purchase Order Maintenance Header screen.

Other than user fields, the purchase order type defines which fields the system requires on this screen. The system always requires the *Need Date* field. If you type a need date on the purchase order header, the system defaults it onto this screen.

Adding New Items

When adding new items, type information for an item and press Enter. The system re-displays the screen with item defaults. You then can add another item onto the purchase order.

Updating Existing Items

To update existing detail lines, make your changes and press F7 to save the changes and return to the Purchase Order Maintenance Summary selection screen; or, press F3 to exit and save your changes. When you update a purchase order, the system locks certain fields from editing. For more information on this, refer to the “Understanding Field Lock Down Rules” topic in the “Processing Receipts” chapter in this guide.

Item Information

Item Code

If you type an item in the *Item Code* field, that item must exist in either the Product or Raw Material Master. The system defaults values for the *Commodity code*, *Item Description*, *Unit of measure*, *MSDS Number*, *Hazardous Matl*, *Capital item*, *Inv mat*, and *Notes: item* fields from the Product or Raw Material Master.

The *Item Code* field may be a required field based on the purchase order type.

Unit of Measure Defaults

The system defaults an item’s purchasing unit of measure to the purchase order. If the Item Warehouse file in Infinium Cross Applications does not specify a purchasing unit of measure for the item, the system defaults the item’s inventory unit of measure.

If you change the default unit of measure, the system converts the quantity and cost per unit to reflect the new unit of measure.

The system defaults values for the *Inspect* and *Department ID* fields from the Item Warehouse file in Infinium Cross Applications.

Non-Item Information

You can also create a detail line for a non-item, which is a product that does not exist in your Product or Raw Material Master in Infinium Cross Applications.

To enter a non-item, use the following guidelines:

- Do not use the *Item Code* field
- Identify the product using the *Commodity code*, *Item Description*, and *Unit of measure* fields. You can modify the *Item Description* field at any time when the purchase order status is In Progress (**00**).

If you intend to combine items and non-items on the same purchase order, you must use a purchase order type that permits the entry of non-items.

Tax Processing Information

The following purchase order detail fields deal with tax processing.

The system does not permit you to create a tax for a detail line with an extended cost of zero.

Tax

The system defaults the value that it retrieves from the *Purchasing Tax Default* field found in the tax hierarchy. The tax hierarchy is as follows:

- Item Warehouse
- Raw Material Master/Product Master
- Commodity Code
- Warehouse/Ship-to Location
- Company Controls
- Vendor Master Tax Controls (within Infinium Payables Ledger)
- Entity Controls

The system places a **0** in this field if it does not find a value for this field in the tax hierarchy. You can override the value in this field.

If you indicate that this detail line is taxable, the system creates an additional charge record for the Tax Authority code and Tax Rate code combination as well as any linked tax authorities.

To make a detail line non-taxable, type **0** in this field and press Enter. The system deletes the entries in the *Auth* and *Rate* fields as well as any associated tax additional charge records.

Linked Tax Authorities

The system indicates linked tax authorities with the *Linked* field.

Linked

The system displays **1** in this field if the Tax Authority code and Tax Rate code have another linked tax authority.

The following rules apply to linked tax authorities:

- The system applies the entries in the *Rate Code*, *Recoverable*, and *Category Code* fields for the primary tax authority to all linked tax authorities.
- If you delete the primary tax authority, the system also deletes all linked authority records.
- You cannot change linked tax authorities.
- If you change the Tax Rate code on the primary tax authority, the system deletes all the linked tax authority/tax rate records and retrieves new tax authority/tax rate records using the new Tax Rate code.
- If you change the *Recoverable*, *Category Code*, *Tax Basis Amount*, or *Include in Cost* fields for the primary tax authority, the system automatically changes these fields on the linked tax records.
- If Tax Authority A is linked to Tax Authority B and Tax Authority B is linked to Tax Authority C, and Tax Authority C is linked to Tax Authority D, the Tax Rate code entered on the primary tax authority/tax rate combination (Tax Authority A) must be present and valid on all downward linked authorities.
- For example, if Tax Authority B is missing a Tax Rate code and the primary Tax Authority is A, an error occurs to notify you that the Tax Rate code does not exist. If Tax Authority C in the previous example was the primary tax authority, no error would occur because you are accessing the linked tax authorities after the tax authority, which is missing the Tax Rate code.

Tax Authority and Rate Information

You define tax authority and tax rate using the *Auth* and *Rate* fields, respectively.

Auth, Rate

When the system initially displays the Purchase Order Maintenance Detail, if the *Auth* or *Rate* fields contain entries, these entries are from the User Defaults selection window that you access when you press F16 from the Purchase Order Maintenance Header screen). These defaults take precedence over the default values that the system retrieves from the tax hierarchy.

If the *Auth* or *Rate* fields do not contain entries, when you press Enter and the *Purchasing Tax Default* field retrieved from the tax hierarchy has a value of **Y** (yes), the Tax Authority code and Tax Rate code default into these fields from the tax hierarchy that you define in Infinium Cross Applications. You can override this information, if necessary.

Whenever the Item code, Commodity code, or ship-to locations change, the system re-retrieves the default tax information unless either the Tax Authority code or Tax Rate code was user entered (**USER** displays in the *Tax Flag* field on the Additional Charge Maintenance screen) or defaults from the User Defaults selection window (**DFAULT** displays in the *Tax Flag* field on the Additional Charge Maintenance screen).

User Fields

If you have created user-entered fields and you want the system to re-retrieve the tax hierarchy values, change the *Tax* field value to **0**. This deletes the additional charge tax record and then changes the *Tax* field back to **1**, which causes the system to re-retrieve the tax hierarchy field values.

The system looks for an accurate tax authority/tax rate combination whether the tax is a single or linked tax. If the tax authority and/or tax rate combination does not exist in Infinium Global Taxation, the system displays the following message:

Tax authority XX rate code YY does not exist

The **XX** is the Tax Authority code and the **YY** is the Tax Rate code.

If you use linked tax authorities, the system displays this message for only the last linked tax authority that applies.

If the Tax Rate code that you enter is inactive, the system displays the following message:

Tax authority XXX rate code YY inactive

The **XXX** is the Tax Authority code and the **YY** is the Tax Rate code.

Need Date

The system compares your entry in this field to the effective date that you define for the tax rate in Infinium Global Taxation, to determine whether the tax rate from the tax authority/tax rate combination is valid and should be applied to this detail line. If you enter a need date that is before the tax rate effective date, the system displays the following message:

Requested date is before first date for tax authority XXX rate code YY

The **XXX** is the Tax Authority code and the **YY** is the Tax Rate code.

Recalculating the Tax Amount

When you change the cost or quantity on the purchase order detail line, the system recalculates the tax amount unless the value in the *Tax basis amount* field is user entered. When you modify the *Tax basis amount* field, **USER** displays in the *Tax Flag* column across from the *Tax basis amount* field in the Additional Charge Maintenance screen.

Sourcing

If you source a requisition to create a purchase order, the same tax processing occurs.

Other Key Fields

The following information discusses other purchase order detail fields.

Cost per unit

If the Commodity code for this item is set up to use inventory cost defaults, the system defaults the normal cost of the item into this field. If the Commodity code for this item is set up to use a vendor item cost source and a vendor item price exists for this item, the system defaults the vendor item cost of the item into this field. For more information, refer to the ”Retrieving Vendor Item Price Information” topic in this chapter.

You can override the cost that the system defaults by typing **UE** in the *Cost Source* field and typing the new cost in the *Cost per unit* field.

Ship-to Location

The system defaults a ship-to location based on the ship-to location hierarchy, as defined in the “Working with Supervisor Controls for User Setup” chapter in this guide.

If the system does not default a ship-to location to the purchase order detail line, type a ship-to location or warehouse in this field.

Press F4 to select from a list of warehouses from the Search Warehouse Master window. Press F11 from this window to select from a list of ship-to locations.

If you specify a Ship-to code value rather than a warehouse, the system automatically changes the value of the *Inv mat* field to **0**.

Press F19 to divide the quantity for each detail line to multiple ship-to deliveries. If you type multiple ship-to locations, the system displays ***MULTI** in the *Ship-to location* field.

Project ID

Specify a valid project ID. If the item on the purchase order is a capital or inventoried item and you are using Infinium PA, a project ID is not allowed.

If you are using Infinium PA and you press F4, the Interface Prompting window is displayed allowing you to specify values for additional Infinium PA fields. If the item is a capital or inventoried item, you will be prevented from entering Infinium PA information.

If you are not using Infinium PA and you press F4, the Infinium CA Project ID Table window displays, allowing you to specify a valid project code.

Account code

If you do not type an inventory or expense account in this field and Infinium Journal Processor is set up correctly for the purchase order action point definition, Infinium Journal Processor defaults the account into this field.

Infinium Journal Processor resolves either an inventory or expense account based on the value in the *Inv mat* field. If the *Inv mat* field contains **1**, Infinium Journal Processor resolves the inventory account. If the *Inv mat* field contains **0**, Infinium Journal Processor resolves the expense account. In addition, Infinium Journal Processor resolves a fixed asset account based on the setting of the *Capital item* field.

If you clear the system generated account number, you can press F8 for the system to regenerate the account.

If you are an accrual company, Infinium Journal Processor creates a journal entry to accrue the expense when you receive goods for this purchase order in the *Receive purchase orders* option. If you do not type an account in this field, Infinium Journal Processor resolves the inventory/expense account and the received not invoiced account at the time of receipt.

If you are a cash company, Infinium Purchase Management passes the account number in the *Account code* field to the payables system when you create an invoice.

To distribute this line item to multiple accounts, you can either type a Distribution code or press F20 to access the Multiple Account Distribution screen, where you can type the accounts.

To attach multiple accounts to a multiple ship-to detail line, leave both the *Account code* and *Distribution* fields blank on the Purchase Order Maintenance Detail screen blank before you press F19.

Capital item

The system defaults the value in this field from the Product Master file in Infinium Cross Applications.

The following entries are valid for this field:

0	This item is not a capital item.
1	This is a capital item not to be accrued. Note: The system changes the *Inv mat* field to 0.
2	This is a capital item to be accrued. Note: The system changes the *Inv mat* field to 0.

If you type **2** in the *Capital item* field, you cannot type **0** in the *Receipt act* field. In addition, if you are creating a purchase order for a cash company, you cannot type **2** in this field.

Rcpt act

Use this field to define the receipt activity for this detail line.

The following entries are valid for the *Rcpt act* field:

0	This applies to items that are drop shipped (cash company) or do not accrue (accrual company). If you type 0 in this field, the system does not require you to receive. In addition, the system automatically sets the value of the *Inv mat* field to 0.
1	This applies to items that are received. You can process receipts and payments in any order. For an accrual company, the system calculates the accrual entry, regardless of the processing order of receipts or payments.
2	This applies to items that are received but are expected to be paid for in advance (prior to receipt). You can process receipts and payments in any order. For an accrual company, the system calculates the accrual entry, regardless of the processing order of receipts or payments.

3	This applies to items for which receipt must take place before you can process payment activity.

Inv mat

Type **0** in this field to specify that the item is not inventoried. Type **1** in this field to specify that the item is inventoried.

For raw materials, the system defaults the setting from the *Inventoried* field in the Raw Materials Master file in Infinium Cross Applications to the *Inv mat* field.

If the value from the Raw Material Master file defaults to **0**, you cannot change the value in the *Inv mat* field.

For items, the system assigns a value in the *Inv mat* field based on other field settings.

The following table illustrates the fields that affect the *Inv mat* field with items.

This *Inv mat* Field Default…	Occurs when…
Inv mat field is **0**	The item is a non-inventory item. The *Rcpt act* field is **0**. The *Ship-to Location* field at the detail level specifies a ship-to location. The *Capital item* field is **1** or **2**.
Inv mat field is **1**	The item is an inventory item. The *Rcpt act* field is **0**, **2**, or **3**. The *Ship-to Location* field at the detail level specifies a warehouse. The *Capital item* field is **0**.

You can change the value in the *Inv mat* field from **1** to **0** with the exception of inventory items that are hazardous (as defined in Infinium Cross Applications) and are being shipped to a warehouse.

Vend. Lead Time

The system defaults information in this field if you establish a vendor lead time using one of the following options:

- The *Work with vendor price* option in Infinium Purchase Management

- The Lead Times attribute in the *Work with Item Warehouse* option in Infinium Cross Applications

If you retrieve vendor item pricing, the system also retrieves the vendor lead time specified in the vendor item price file. If a vendor lead time is not specified in the vendor item price file, the system retrieves vendor lead time from the item warehouse file in Infinium Cross Applications.

If the system displays an error message regarding lead times when you create a purchase order, you must change the need date taking into consideration the lead times previously established.

The *Status: Lead Time Status* field in the Order Type Maintenance screen 4 defines the type of message the system displays if the purchase order's need date is earlier than the vendor lead time. For example, if you select option **2** (Error) in the *Status: Lead Time Status* field and the purchase order's need date is earlier than the vendor lead time, you see the following message and cannot proceed until you specify a new need date in the purchase order's *Need Date* field:

Date is not within lead time, date must be MM/DD/YY or greater

The **MM/DD/YY** is the current date plus the lead time.

Inspect (QC)

The following table illustrates how the system determines the entry in the *Inspect (QC)* field.

Item orNon-Item?	Entry in *Inspection Required* field? (Item Warehouse file)	Warehouse or Ship-to entry?	Entry in *Inv mat* field?	System default in *Inspect (QC)* field?	Allow change to *Inspect (QC)* field while in add mode?
Item	**Y**	Warehouse	**1**	**1**	No
Item	**Y**	Warehouse	**0**	**1**	Yes
Item	**Y**	Ship-to	**0**	**0**	Yes
Item	**N**	Either	Either	**0**	Yes
Non-Item	Not Applicable	Either	**0**	**0**	Yes

For more information on inspections, refer to the "Processing Inspections" chapter in this guide.

Purchase Order Detail User Fields

After completing the required purchase order detail information, the system displays the User Fields window if you have required purchase order detail user fields. You must enter required user field information to continue.

At the time of purchase order invoice, Infinium Purchase Management passes all purchase order detail user field information to Infinium Payables Ledger.

The following function keys are available from the Purchase Order Maintenance Detail screen:

Function Key	Description
F5	Use this key to display or add purchase order detail user field information.
F7	Use this key to display the Purchase Order Maintenance Summary screen.
F8	Use this key to resolve Infinium General Ledger accounts.
F9	Use this key to display or add detail notes.
F11	Use this key to display item notes, if applicable.
F14	Use this key to display or add purchase order detail additional charges.
F16	Use this key to enter or modify your purchase order user defaults for this editing session.
F17	Use this key to display the Vendor Item Price Record selection window.
F19	Use this key to add or modify multiple shipment information.
F20	Use this key to add or modify multiple account information.
F23	Use this key to display an item’s extended description.

Retrieving Vendor Item Price Information

If you maintain vendor item price records, you can greatly expedite the creation of purchase orders. You can retrieve vendor item pricing for a purchase order by leaving the *Cost Source* field blank and allowing the system to search the vendor item price records. If the system retrieves a vendor item price, the system displays **VI** in the *Cost Source* field.

The following must exist to retrieve vendor item price information:

- The item's associated Commodity code specifies a vendor item cost source. You establish vendor item cost as the cost source in the Purchasing Information attribute of the *Work with Commodity Code* option in Infinium Cross Applications.
- There must be vendor item price information for the specified company, vendor, item, date, transaction currency, and quantity.

If you select a multiple location vendor, the system retrieves vendor item pricing by vendor ID only, not by vendor ID and address.

The following diagram shows the fields used in vendor item price retrieval.

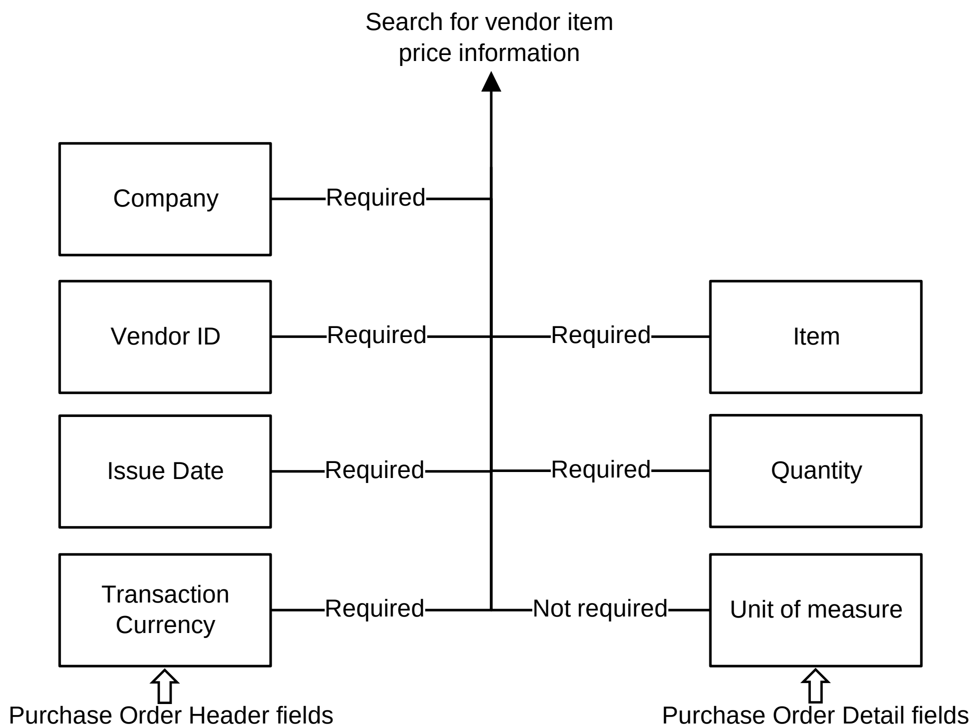

Figure 10-12: Vendor Item Price Retrieval from the Purchase Order

If you type a vendor in the *Vendor ID* field, the system does not re-retrieve vendor item price information. You must prompt on the *Vendor ID* field and select a vendor to re-retrieve vendor item price information.

Effect of Unit of Measure When Retrieving Vendor Item Price

When you enter an item at the purchase order detail and press Enter, the system defaults either the item's purchasing unit of measure or inventory unit of measure in the *Unit of measure* field. If the item's associated Commodity code specifies vendor item cost sourcing, the system searches for a vendor item price record match using that unit of measure.

If you type a unit of measure at the purchase order detail, the system returns the vendor item price that matches the specified unit of measure.

The system verifies the unit of measure you type against the unit of measure hierarchy (company/item, item, company, entity).

If you type a unit of measure and the system finds a vendor item price record with a single, different unit of measure, the system returns that unit of measure with the converted quantity.

A unit of measure conversion between the selected unit of measure and the inventory unit of measure must exist.

If you specify a unit of measure and the system finds vendor item price records with several different units of measure, a selection window displays for you to select a vendor item price record, as shown on the next page.

You can also press F17 from the Purchase Order Maintenance Detail screen to display the Vendor Item Price Record selection window. Use this selection window to select a vendor item price record.

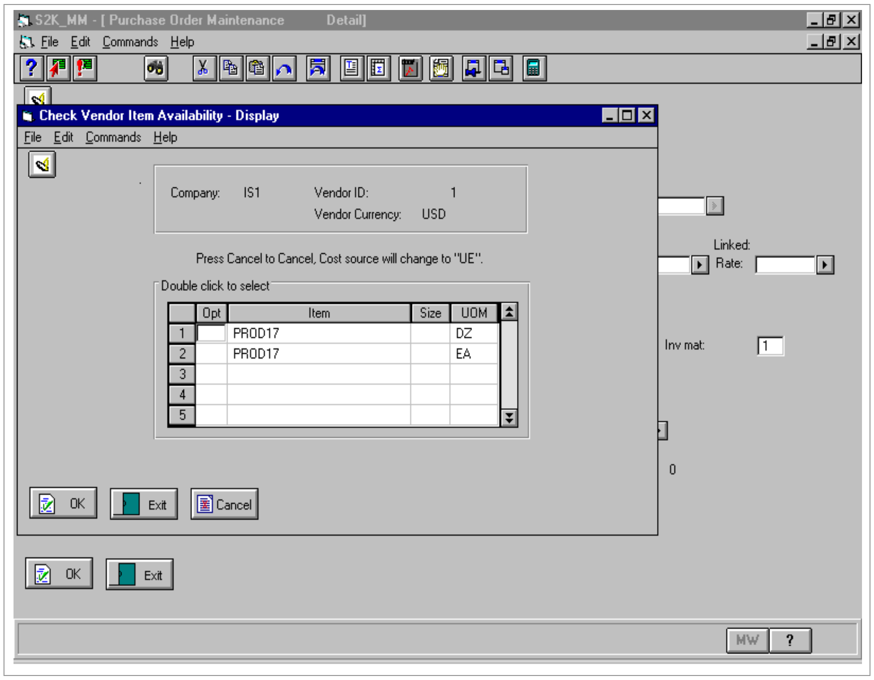

Figure 10-13: Vendor Item Price Record selection window

When you select a vendor item price record from the Vendor Item Price Record selection window, the system brings in the appropriate unit of measure and cost per unit to the purchase order.

Understanding Purchase Order Summary Information

The Purchase Order Maintenance Summary selection screen displays a summary of the entire purchase order, including display-only header information at the top of the screen and a list of all purchase order detail lines at the bottom of the screen.

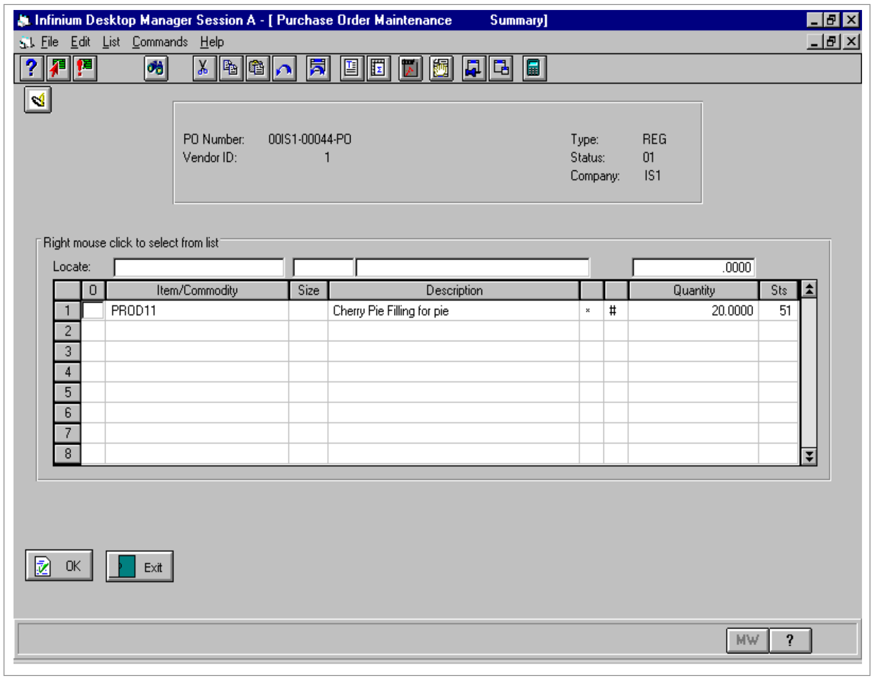

Figure 10-14: Purchase Order Maintenance Summary selection screen

The system displays this screen when you press F7 from the Purchase Order Maintenance Detail screen. If you are creating a new purchase order and have entered a detail line, press F7 from a blank Purchase Order Maintenance Detail screen and then press Enter.

From the Purchase Order Maintenance Summary selection screen you can:

- Find a detail line using the *Locate* fields. For more information on the *Locate* fields, refer to the “Rules for Using the *Locate* Fields” topic later in this chapter.
- Select a detail line to change
- Press F6 to add a new detail line
- Copy an existing detail line
- Select a detail line to delete
- You cannot delete a purchase order detail with receipt or invoice activity.
- Select a detail line to add, change, delete, or view detail notes
- Press F14 to display all purchase order additional charges, including prorations

Purchase Order Summary Indicators

The system uses the following indicators at the end of the *Description* field in the Purchase Order Maintenance Summary screen:

- An asterisk (*****), which indicates that an extended description exists
- A pound symbol (#), which indicates that detail notes exist

Rules for Using the *Locate* Fields

The following rules apply to the *Locate* fields in the Purchase Order Maintenance Summary selection screen:

- The *Locate* fields are case sensitive. For example, typing **WIDGET** in the *Locate Description* field will not locate **Widget**.
- The system only locates information that displays on the screen. For example, if a detail line displays **Widget #2287 for part numb *** in the *Description* field, typing **number** in the *Locate Description* field will not locate the detail line.
- The system locates only an exact match of what you type in a *Locate* field. For example, typing **#2345** in the *Locate Description* field finds the first detail with a description containing **#2345**, which may be Widget #2345 or Box #2345.
- To locate Box #2345 quickly, type **Box #2345** in the *Locate* field.
- The system locates only the first occurrence of what you type in a *Locate* field.
- The system moves by page when displaying the located information. The system does not reposition the detail line containing the located text to the top of the list.
- The system displays the message **No results found for the Locate selection**.

Opt

Type one of the following values in the *Opt* field:

2	Use this option to modify a purchase order detail line.
3	Use this option to copy an existing detail line.
4	Use this option to delete purchase order detail notes.
7	Use this option to add or modify notes associated with a purchase order detail line.

The system displays a non-item's associated Commodity code in the *Item/Commodity* field.

Understanding Multi-Ship, Multi-Account, and Additional Charge Information

In addition to the purchase order header and detail line information, you can also add multiple shipment, multiple account, and additional charge information.

Multiple Ship-to Delivery Information

The system displays the Multiple Ship-to Delivery Schedule screen when you select a detail line and press F19.

After you process a receipt or invoice for a purchase order with multiple ship-to locations, you cannot use F19 to access multi-ship information; you must use the *Display purchase orders* option.

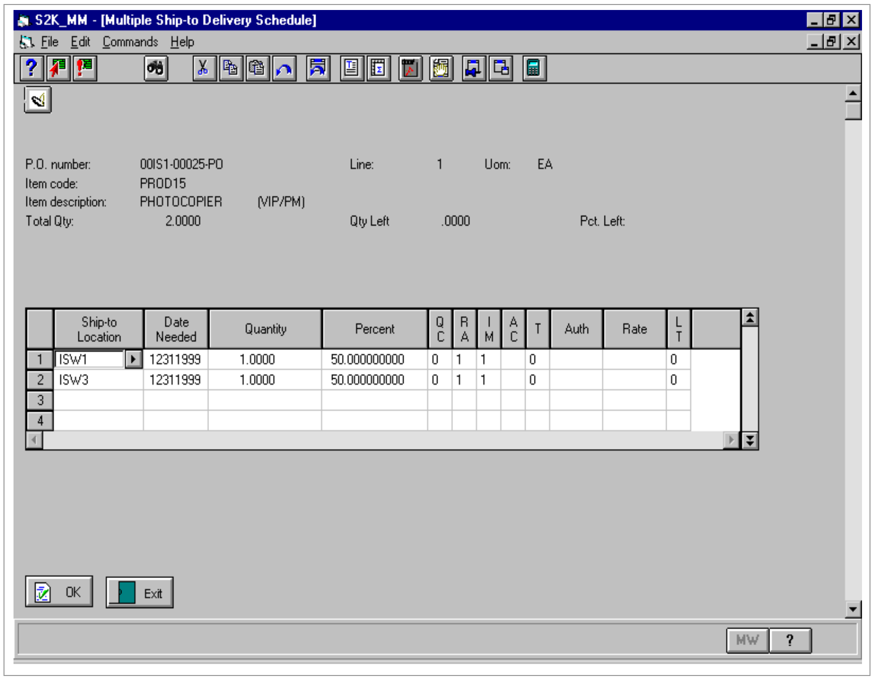

Figure 10-15: Multiple Ship-to Delivery Schedule screen

To access the Multiple Ship-to Delivery Schedule screen, purchase order detail lines cannot have taxes. You can type **0** in the *Tax* field on the Purchase Order Maintenance Detail screen to delete tax records.

To speed data entry, the system automatically fills the ship-to location line, from the information on the purchase order detail. If you enter multiple ship-to locations and press Enter, the system automatically fills the *Ship-to Location* and *Date Needed* fields with the information from the last line you enter.

Percent

If you type the percentages for each ship-to location and press Enter, the system calculates the appropriate quantities.

Tax Information Fields

The system automatically fills the *T* (tax), *Auth*, and *Rate* fields with the appropriate information that it retrieves from the tax hierarchy. As with the purchase order detail lines, the same editing rules apply if you change the tax information for a ship-to location.

For more information on multiple ship-to deliveries, refer to the “Processing Requisitions” chapter in this guide.

Multiple Ship-to Delivery Schedule Alternate View

The system displays the Multiple Ship-to Delivery Schedule Alternate View screen when you press F6 from the Multiple Ship-to Delivery Schedule screen.

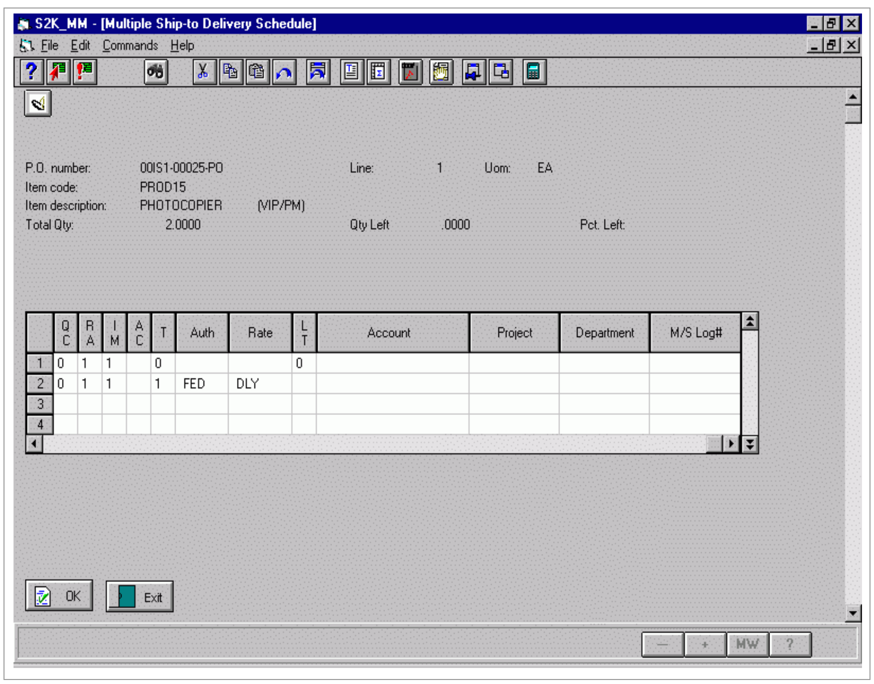

Figure 10-16: Multiple Ship-to Delivery Schedule Alternate View screen

This view displays additional fields such as *Account*, *Project*, and *Department* and *M/S Log#* (multi-ship log number).

If your company is set up to use Infinium PA, the *Project*, *Account* and *Inventoried Material* fields cannot be changed. The *Inventoried Material* field defaults from the purchase order detail line and is applied to all multi-shipment records. You will also not be able to access the F8 key for G/L Accounts or the F20 key for Multi Accounts.

Press F6 to return to the Multiple Ship-to Delivery Schedule screen.

Automated Delivery Information

You can use the automated delivery schedule feature to type multiple ship-to deliveries using a delivery scheduler window.

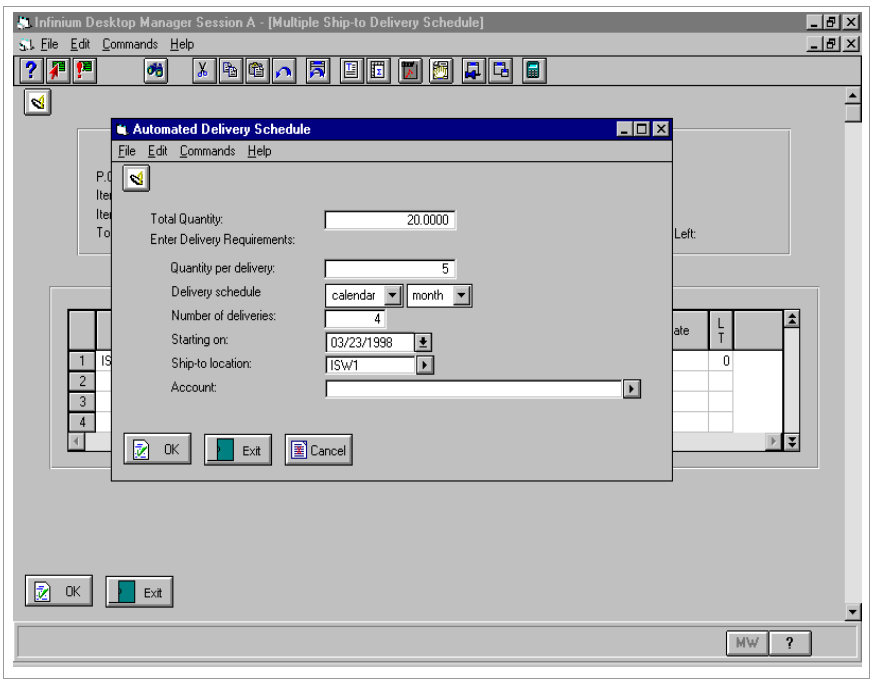

Figure 10-17: Automated Delivery Schedule window

The system displays the Automated Delivery Schedule window when you press F7 from the Multiple Ship-to Delivery Schedule screen.

When you press F7 to access the scheduler, the *Quantity* and *Percent* fields must be blank.

The scheduler enables you to type multiple ship-to deliveries using a delivery schedule. You can specify:

- How much to deliver

- How often to deliver
- When to begin delivery

Delivery schedule

You use this field to indicate two types of information about your delivery schedule: how you set up your calendar for deliveries and the frequency of the deliveries.

If you type **C** in the first *Delivery schedule* field, the system uses all seven days of the week. If you type **W** in the first *Delivery schedule* field, the system uses only those days that you indicated as working days in the warehouse calendar.

In the second *Delivery schedule* field, you indicate when you want the deliveries made (by day, week, month, or year).

When you exit and mark a purchase order established with future deliveries as complete, the system immediately increases the on-order from vendor quantity. Establishing a blanket parent purchase order for future deliveries does not immediately increase the on-order from vendor quantity. The on-order from vendor quantity increases when you create a blanket release.

Journal Processor Action Point

The system automatically resolves the account if you establish the appropriate Infinium Journal Processor action definition. For information on action points, refer to the *Infinium JP Guide to Setup and Processing*.

From the Multiple Ship-to Delivery Schedule screen, the system tracks whether you typed the account number manually or allowed Infinium Journal Processor to build the account. If Infinium Journal Processor built the account and you change a value associated with a ship-to location, Infinium Journal Processor rebuilds the account.

Returning to the Purchase Order Detail Screen

Press F3 to return to the Purchase Order Maintenance Detail screen.

When you return to the Purchase Order Maintenance Detail screen, the *Ship-to Location* field contains ***MULTI** to indicate multiple ship-to locations. In addition, the *Tax*, *Auth*, and *Rate* fields no longer display on the screen, because they are part of each multi-ship record and are no longer part of the purchase order detail information.

The *Addt'l Charges* field on the Purchase Order Maintenance Detail screen may contain a value other than **0** if you have a non-tax additional charge applied to the purchase order detail line. An example of this would be a one-time setup charge.

If this additional charge is included in the item cost, the system prorates the amount across each multi-ship line according to the proration method that you define for the additional charge. If you do not include the additional charge in the item cost, your Infinium Payables Ledger controls determine the allocation of the expense.

Multiple Account Distribution Information

The system displays the Multiple Account Distribution screen when you press F20 from the Purchase Order Maintenance Detail screen or the Multiple Ship-to Delivery Schedule screen.

The following screen represents a multiple account distribution for a multiple ship detail line.

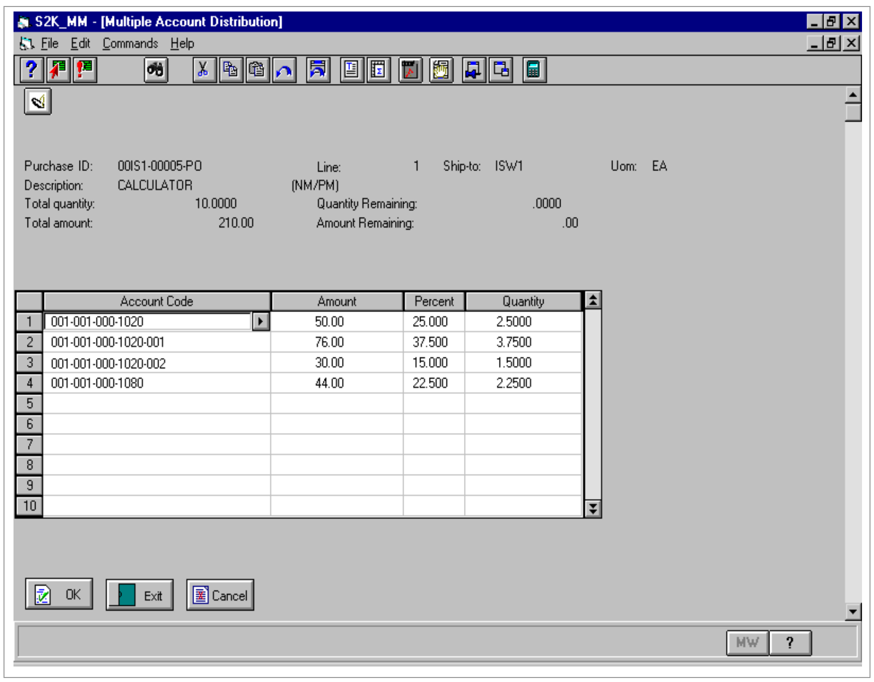

Figure 10-18: Multiple Account Distribution screen

You can divide the monetary amount for each detail line into multiple accounts and distribute these accounts by monetary amount, percentage, or quantity.

If you enter a value for either the *Distribution* or *Account code* field, the system protects these values and does not permit you to enter multiple account information from the Multiple Ship-to Delivery Schedule screen.

If you enter a percentage, the system calculates the values for the *Quantity* and *Amount* fields. If you enter an amount, the system calculates the value for the *Percentage* field and then, based on the calculated percentage, calculates the value for the *Quantity* field.

Infinium Purchase Management calculates multiple account amounts based on the indicated percentages. Infinium Purchase Management passes only multiple account percentages, not multiple account amounts, to Infinium Payables Ledger.

After you process a purchase order detail having a multi-account record and having accounting transactions (receipt or invoice), you cannot use F20 to access multi account information. You must use the *Display purchase orders* option.

Purchase Order Additional Charge Information

The system displays the Additional Charge Maintenance Detail Mode selection screen when you press F14 from the Purchase Order Maintenance Detail screen. This screen displays a summary of the additional charges applied to the selected purchase order detail line.

You can also press F14 from the Multiple Ship-to Delivery Schedule screen to display a summary of the additional charges applied to the ship-to line on which your cursor is positioned.

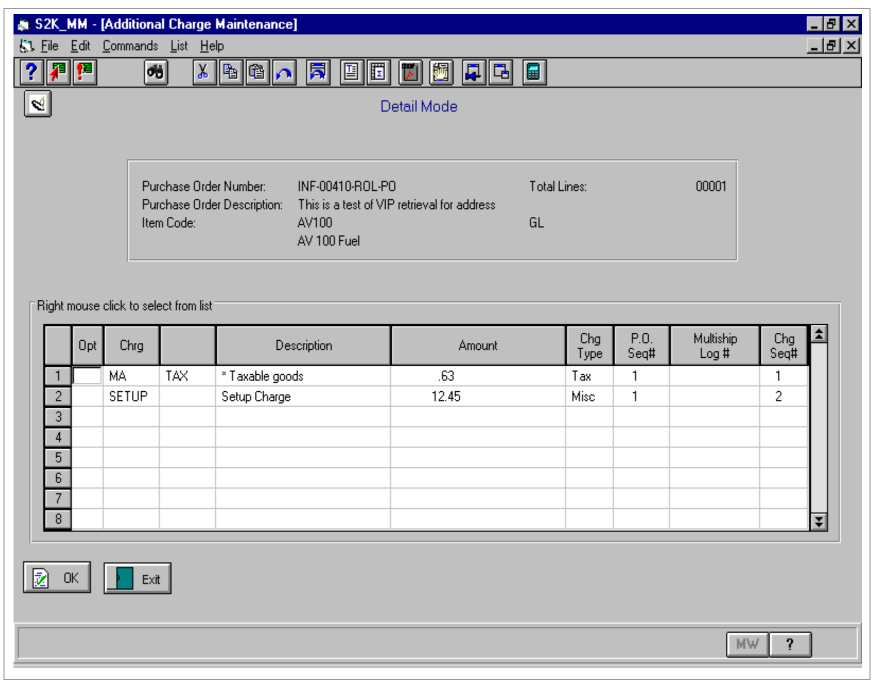

Figure 10-19: Additional Charge Maintenance Detail Mode selection screen

From this screen, you can select an additional charge to change, delete, or display, and you can add taxes and other additional charges. The system displays only the additional charges that apply to the detail line with which you are working.

You cannot display prorations in add mode. The system generates prorations after you exit and save the purchase order. The system prorates all include-in-cost additional charges on the header or include-in-cost additional charges for detail lines with multiple ship-to locations. The system identifies additional charges that are included in cost with an asterisk (*****) in front of the description.

Additional Charge Field Lock Down

When you invoice an additional charge record for a purchase order, the system locks down all additional charge fields. Refer to the note following the *Include in Cost* field description for additional information on lock down rules for this field.

Tax Processing Information

The system displays the Additional Charge Maintenance Add Tax Record screen when you add an additional charge tax record from the Additional Charge Maintenance Detail Mode selection screen.

You use this screen to assign specific tax controls to the tax record.

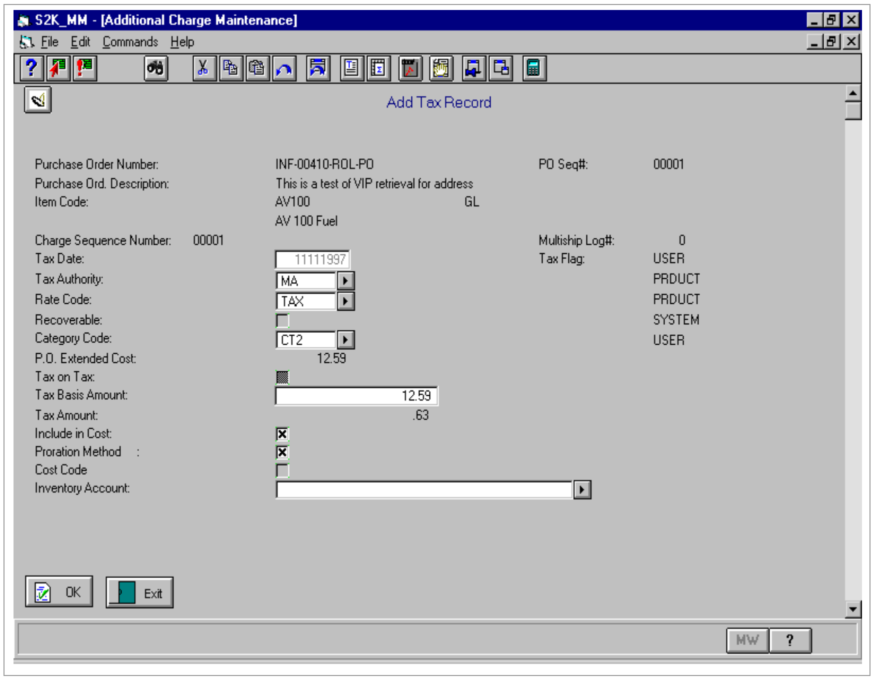

Figure 10-20: Additional Charge Maintenance Add Tax Record screen

The first time that you access the Additional Charge Maintenance Detail Mode selection screen, the system displays only the automatically generated taxes. You must manually add other taxes, as appropriate.

You cannot create a tax for a purchase order with an extended cost of zero.

Include in Cost, Proration Method Cost Code

The entries in the *Include in Cost*, *Proration Method*, and *Cost Code* fields default from the *Work with Company Controls* option in Infinium Cross Applications. These entries enable you to include the total tax amount or the non-recoverable tax amount in the inventoried item's cost.

For detail line additional charges, the system sets the *Include in Cost* field to **0** and locks it from further editing under the following conditions:

- The specified warehouse or company is standard cost
- The detail line specifies a non-inventoried item

Inventory Account

The system displays this field only if the *Include in Cost* field displays **1**. If the *Include in Cost* field is **0**, Infinium Payables Ledger retrieves the account from Infinium Global Taxation.

If you set up the appropriate action definitions, Infinium Journal Processor automatically generates the inventory account.

Identifying the Source of Tax Defaults

The *Tax Flag* fields identify the level at which the system defaults the tax value. In this example, the entry in the *Tax Authority* field and the entry in the *Rate Code* field came from the Infinium Cross Applications Product file while the entry in the *Recoverable* field was system generated. The following

Tax Flag	System and Menu Option Hierarchy Location
ENTITY	Infinium Cross Applications; *Work with Entity Controls* option
CO	Infinium Cross Applications; *Work with Company Controls* option
WHS	Infinium Cross Applications; *Work with Warehouse Controls* option
SHP-TO	Infinium Cross Applications; *Work with Code Tables* option (**SHP**)
CMMDTY	Infinium Cross Applications; *Work with Commodity Code* option
RAWMTL	Infinium Cross Applications; *Work with Raw Materials* option
PRDUCT	Infinium Cross Applications; *Work with Products* option
VENDOR	Infinium Payables Ledger; *Work with vendors* option
IW-ENT	Infinium Cross Applications; *Work with Item Warehouse* option (Entity)
IW-CO	Infinium Cross Applications; *Work with Item Warehouse* option (Company)
IW-WHS	Infinium Cross Applications; *Work with Item Warehouse* option (Whse)
blank	No default found
DFAULT	Infinium Purchase Management; Fast Entry User Defaults selection window
SYSTEM	System Generated
USER	User Entered

Non-Tax Additional Charge Information

The system displays the Additional Charge Maintenance Add Charge Record screen when you add an additional charge from the Additional Charge Maintenance Detail Mode selection screen. You use this screen to assign specific additional charge parameters.

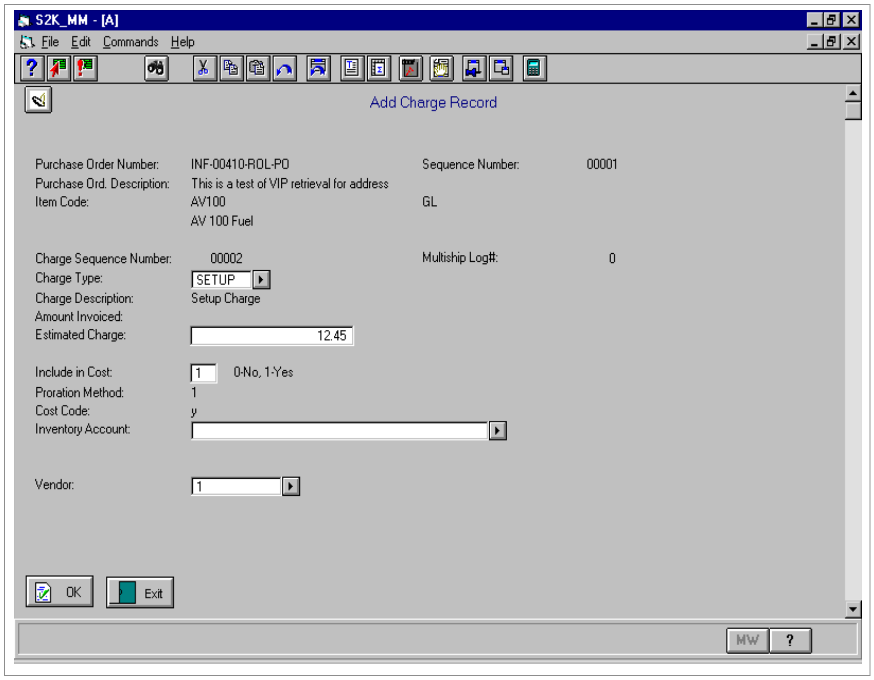

Figure 10-21: Additional Charge Maintenance Add Charge Record screen

You use the *Vendor* field to specify the vendor providing the service represented by the additional charge. This field is for informational purposes only.

Charge Type

You use this field to specify the charge type. You define Charge Type codes (**CHT**) in Infinium Cross Applications using the *Work with Code Types* option.

When you select a Charge Type code, the system defaults its settings to several fields in the Additional Charge Maintenance Add Charge Record screen. The system defaults the following fields based on the selected Charge Type code:

- *Charge Type*
- *Charge Description*
- *Include in Cost*
- *Cost Code*

- *Proration Method*

Additional Charge Maintenance Summary

You can press F14 from the Purchase Order Maintenance Summary selection screen to access the Additional Charge Maintenance Summary selection screen. This screen displays all additional charges for the purchase order.

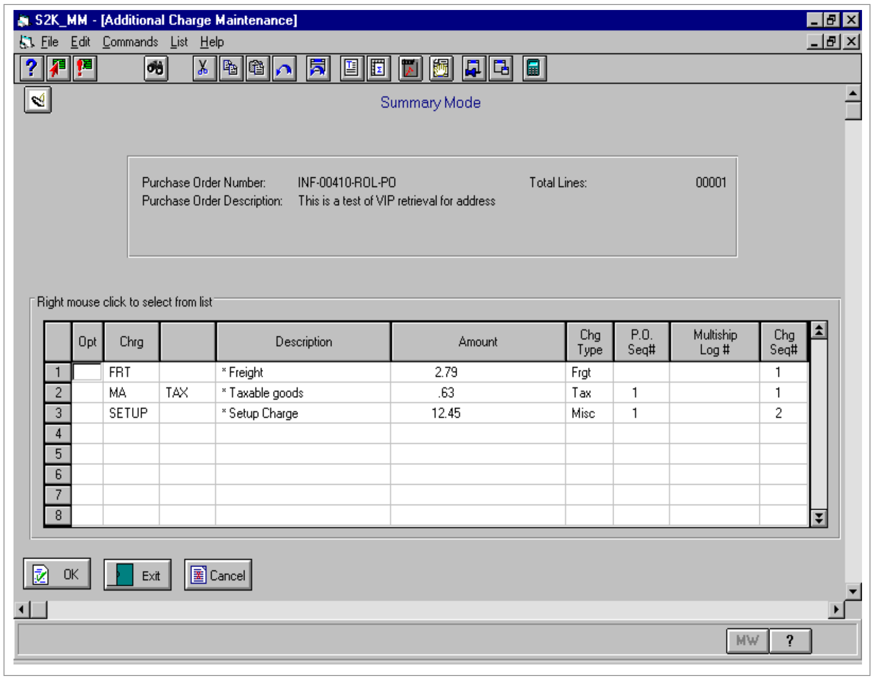

Figure 10-22: Additional Charge Maintenance Summary screen

This screen displays all additional charges that apply to the purchase order in one list, so that you can see each additional charge line.

The system displays * in the *Description* column if the additional charge is designated for include in cost.

The system establishes a unique *PO Seq#* and *Chg Seq#* combination for each additional charge. The system identifies purchase order header additional charges with a blank *PO Seq#* column.

If you create but then subsequently delete an additional charge for a multiple ship line, the system increments the *Chg Seq#* value for the remaining multiple ship line(s) by one.

To change or delete additional charges in multiple ship detail lines, you must do so at the multi-ship level.

If you attempt to use option **2** or **4** in the Additional Charge Maintenance Summary screen for a multiple ship detail line, the system displays the following message:

Multi-ship lines can not be changed or deleted at summary level.

From the Additional Charge Maintenance Summary screen, you can display proration information.

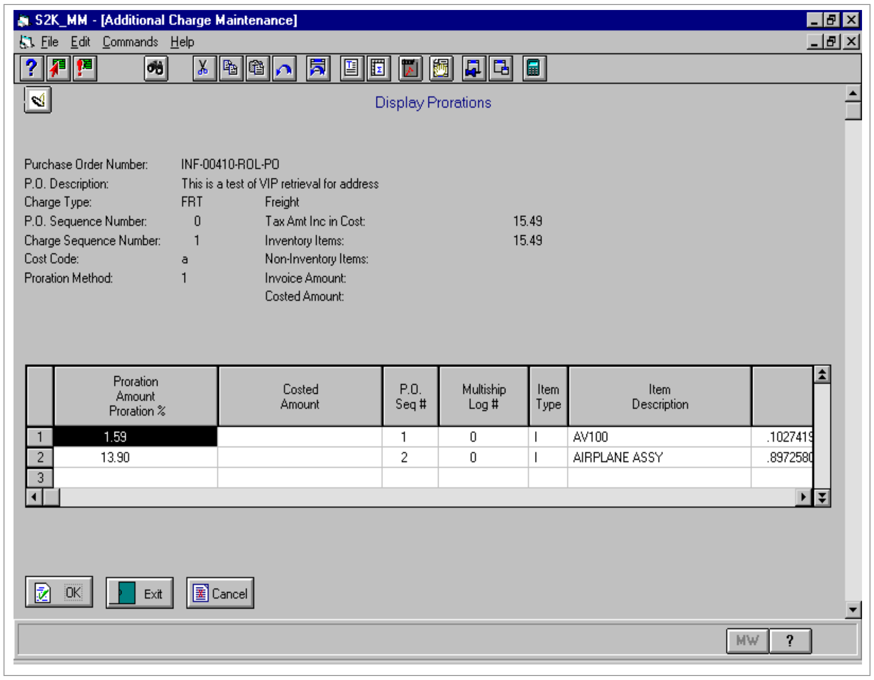

Figure 10-23: Additional Charge Maintenance Display Prorations screen

Proration Information

The system displays this screen when you display prorations (option **8**) in the Additional Charge Maintenance Summary selection screen for a prorated header-level additional charge. You can display proration information only from this screen.

This screen displays the proration method, proration amount, and proration percentage for each purchase order detail line.

The system creates or updates proration information when you exit and save the purchase order. Therefore, you do not see prorations in the Additional Charge Maintenance Display Prorations screen until after you exit and save and then re-select the purchase order.

If you display prorations for a tax additional charge, the system displays the *Tax Amt Inc in Cost* field in the Additional Charge Maintenance Display Prorations screen.

Zero Prorations

The system displays zero prorations in the Additional Charge Maintenance Display Prorations screen if the following conditions exist:

- The proration method is **1** (PO Dollar Amount), but the purchase order detail lines represent zero cost.
- The proration method is **3** (Weight), but the system does not find a gross weight per unit value at the raw material/product or Commodity code levels in Infinium Cross Applications.
- The proration method is **4** (Cube), but the system does not find a cube per unit value at the raw material/product or Commodity code levels in Infinium Cross Applications.

If you invoice the purchase order for a monetary amount greater than its total value, the system prorates this difference across all detail lines using the same proration method and percentages.

The system prorates costs for inventory and non-inventory items, even though the system does not update costs for non-inventory items.

Copying a Purchase Order

You can copy an existing purchase order to a new one by using the *Work with purchase orders* option.

Use the following menu path:

- Infinium PM
- *Purchase Orders*
  - *Work with purchase orders* [WWPO]

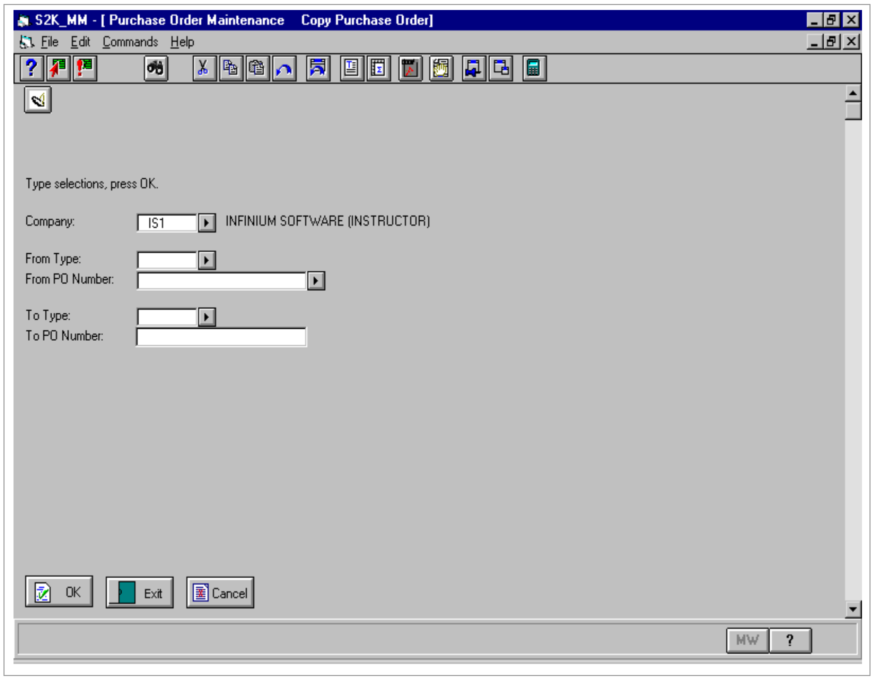

Figure 10-24: Purchase Order Maintenance Copy Purchase Order screen

The system displays this screen when you press F2 from the Purchase Order Maintenance Selection prompt screen.

The system clears all fields in the Purchase Order Maintenance Selection prompt screen when you press F2.

The system copies all purchase order header and detail information to the new purchase order except for the following:

- Quantities and amounts related to receipts, inspections, and invoices
- The *Issue Date* field, which defaults to the system date for the new purchase order
- Currency rate type
- Base currency amounts
- Header additional charge proration records. The system creates proration records after you exit and save the new purchase order.
- The system defaults the value for the *Ship-to Location* field at the new purchase order header from the *Ship-to Location Default* field in the user profile of the user performing the copy if that user's default company matches the company specified in the *Company* field of the Copy Purchase Order screen.

The system checks for purchase order restrictions in the new purchase order based on the user performing the copy function.

Currency Information

The system recalculates all base currency amounts using the exchange rate from Infinium Currency Management based on the new purchase order rate type and the current date.

The system defaults the exchange rate type you define at the purchase order type (specified in the *To Type* field) for the new purchase order.

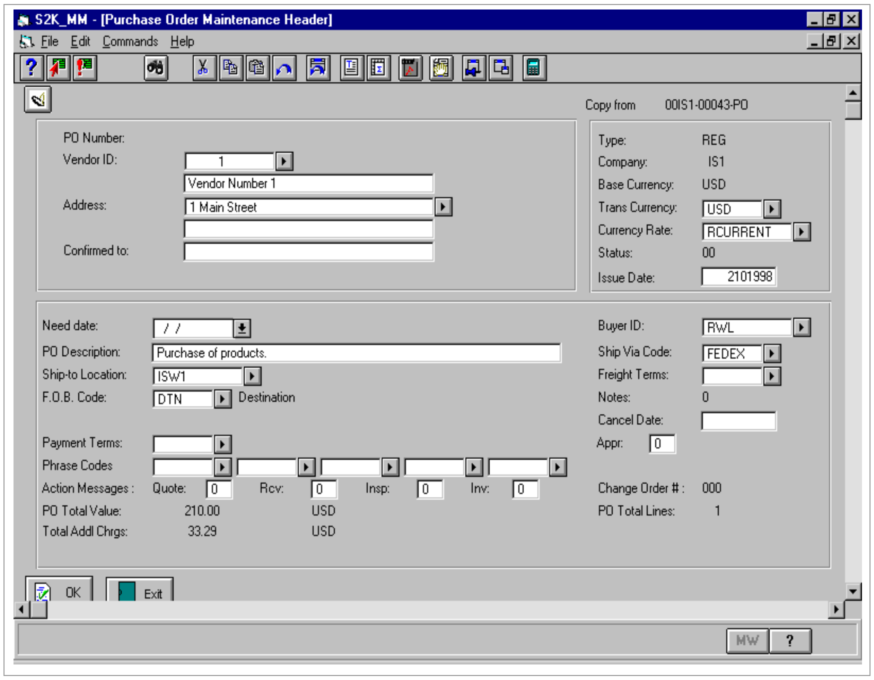

Figure 10-25: Purchase Order Maintenance Header screen

The system displays this screen after you press Enter from the Purchase Order Maintenance Copy Purchase Order screen. This new purchase order is a copy of the purchase order displayed in the *Copy from* field.

Keep the following in mind when you copy purchase orders:

- If the receipt activity flag of the purchase order you copy does not match the setting of the selected purchase order type for the new purchase order, the system displays the following message:

  Warning: Receipt activity flag is not equal to order type receipt activity

- The system also highlights detail lines in which this condition exists and displays this message when you access those lines. You can proceed without changing the receipt activity flag.
- If the system permits non-items in the original purchase order but not the new purchase order, the displays the following message when you access the detail lines of the new purchase order:

Item code is required.

- You must exit and save the new purchase order before you can display prorations.
- All **VI** cost source detail lines re-retrieve vendor item prices based on the new *Issue Date*.
- All additional charge tax records use the need date specified in the copied purchase order.

Completing the Purchase Order

When you press F3 to exit and save a purchase order, the system displays the following window, if you set up user defaults or the purchase order type to do so.

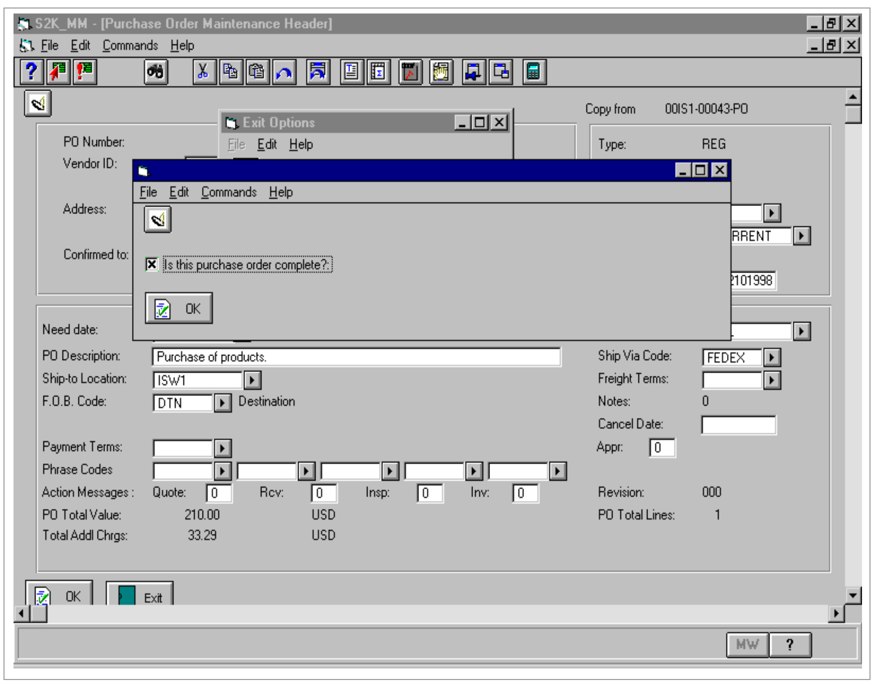

Figure 10-26: Purchase Order Complete window

If you specify that the purchase order is not complete, the system assigns it a status of In Progress (**00**). If you specify the purchase order is complete, the system assigns it a status of Open (**01**) or Approval Pending (**10**).

You cannot receive or invoice a purchase order unless it has a status of Open (**01**).

When you complete the purchase order and the status is Open (**01**), and you are using Infinium Advanced Planning, the system updates the receipts inventory category accordingly.

Printing a Purchase Order

If you are printing a purchase order that has many detail lines, you should create an override printer file in Infinium AM for PMTPOL.

You can print a purchase order in two ways:

- When you exit the purchase order using the Purchase Order Print window, if appropriate for your user defaults or the purchase order type
- You can use the *Process selected purchase orders* option. When you use this option, the system considers the purchase order to be sent to the vendor.

The following information applies to printing a purchase order during exit.

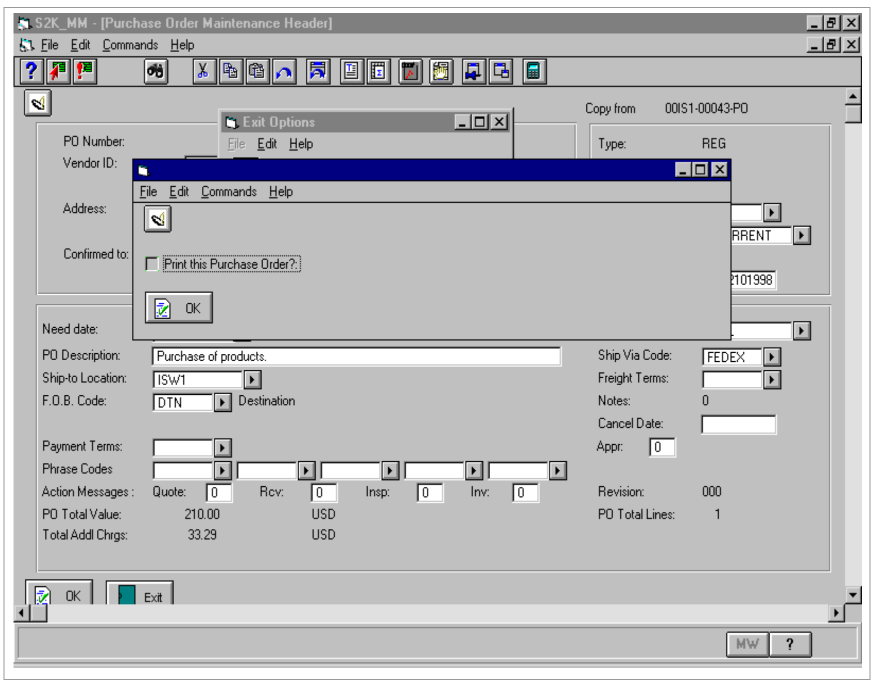

Figure 10-27: Purchase Order Print window

To print the purchase order, type **1** in the Purchase Order Print window and press Enter. The system submits a batch job to print the purchase order.

The system prints the ship-to location from the purchase order detail only if it differs from the ship-to location at the purchase order header.

The system prints the company's name and mailing address from the Mailing Information attribute in Infinium Cross Applications in the Bill-to section of the printed purchase order. If these fields are blank, the system uses information from the Company Information attribute.

The following page presents a sample of a printed requisition.

```
Purchase Order:INF-ROL-53157-PO        Print Number:  1        Payment Terms:                                               PAGE    1
                                                               FO:          Origin
                                                               Ship via:    United Parcel Service
Confirmed to:                                                  Freight Terms:
Description:Request for aviation fuel.                         Issue Date: 1/12/1998  Revision Number: 000 Currency: USD

     Vendor:  AVFUEL                          Ship to:                            Bill to:  Infinium
              CRANSTON AVE                                                                   3420 West Loop #1
              PLYMOUTH, MA                                                                   Hyannis, MA    02356
```

Line #	Item Code	Size	Rev	Description	Need Date	Quantity	UOM	Unit Cost	Extended Cost
1	AV100	GL		AV 100 Fuel					
				PHRASE CODE #1					
				Deliver to:Roger					
				Ship to: HYANNIS WAREHOUSE	2/20/1998	50.0000	GL	1.190000	59.50
				ONE PARK CENTER					
				HYANNIS, MA 02601					
				Ship to: LOUISVILLE WAREHOUSE	2/20/1998	50.0000	GL	1.190000	59.50
				4350 BROWNSBORO ROAD					
				SUITE 200					
				LOUISVILLE, KY 40207 USA					
				Acct Code: INF-000-000-1015					

	Tax	.00
	Total	119.00

Buyer	______________________________
Approval	______________________________

Understanding Purchase Order Fast Entry

Fast entry enables you to quickly create a purchase order's line items. By typing default information for each line item once, you can type multiple line items for the purchase order on a single screen.

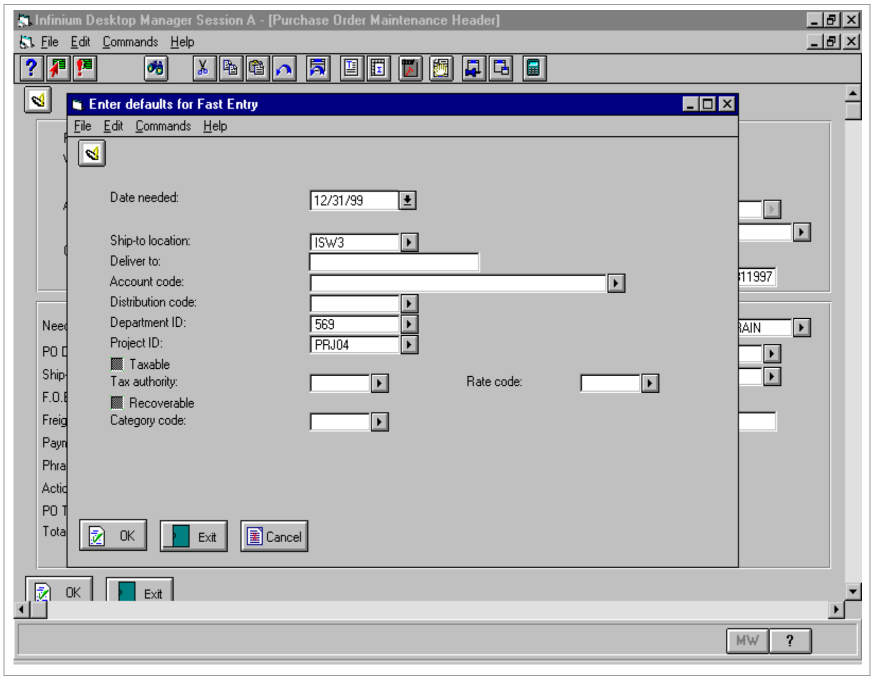

Figure 10-28: Purchase Order Fast Entry Defaults window

Purchase Order Maintenance Header

You request the fast entry method from the Purchase Order Maintenance Header screen. You first fill out the purchase order header as required by the purchase order type and then press F11 to work with the Purchase Order Fast Entry Defaults window.

The purchase order type determines if you can use fast entry.

Fast Entry Defaults Information

The information you type in this window defaults into each detail line of the purchase order detail.

The purchase order type determines the required fields for the Purchase Order Fast Entry Defaults window.

Account Code

If you do not type an inventory or expense account in this field and you set up Infinium JP for the purchase order action definition (optional), Infinium JP defaults the account code into the detail line account field.

The system does not require you to fill the *Account code* field in the Fast Entry Defaults window, even if defined as a required field in the purchase order type.

Entering Tax Information

The Purchase Order Fast Entry Defaults window enables you to enter tax information. If you use fast entry, the system still uses the same tax hierarchy to calculate taxes for each detail line item. The system uses the tax hierarchy when it creates fast entry purchase order detail lines, therefore the ability to enter tax values on the Purchase Order Fast Entry Defaults window is not required, but could be used to enter tax exceptions.

Tax information that you enter in the Purchase Order Fast Entry Defaults window takes precedence over the values that the system retrieves from the tax hierarchy.

If you have active user-defined fields, the system displays the User Fields window. Fill in the appropriate user field information and press Enter.

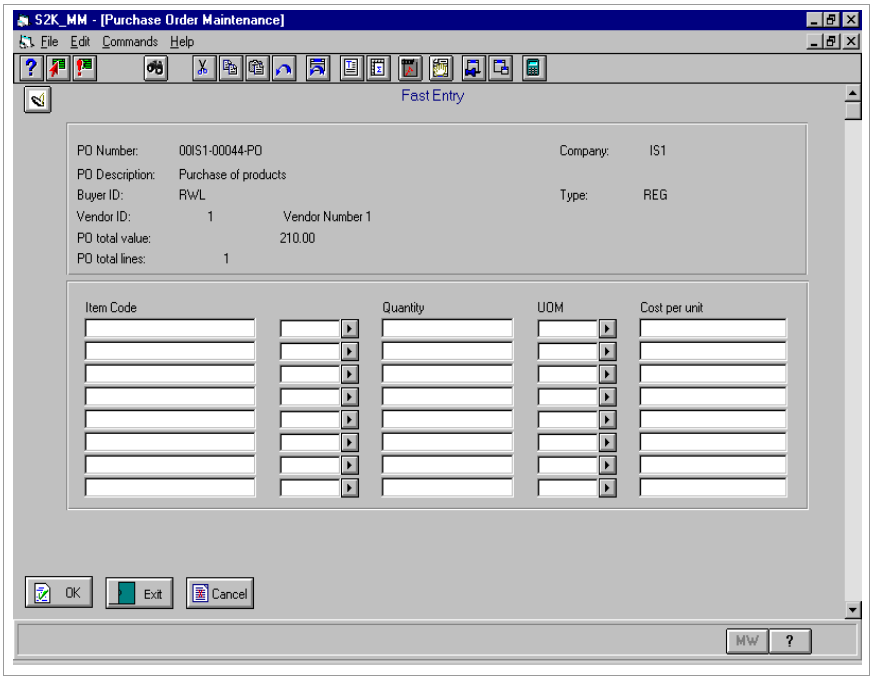

Figure 10-29: Purchase Order Maintenance Fast Entry screen

Purchase Order Maintenance Fast Entry

You use each line of the Purchase Order Maintenance Fast Entry screen to enter a line item for the purchase order.

Fill in the *Item Code* and *Quantity* fields and press Enter. The system automatically fills the *UOM* and *Cost per unit* fields with default values if they are defined in the Product or Raw Material Master (in the *Work with Products* option) or Vendor Price Maintenance (in the *Work with vendor price* option).

The purchase order type determines whether you can add non-items while using fast entry. To add non-items, press F6. The system displays the *Description* and *Comm cd* fields. Type the item description, Commodity code, unit of measure, and cost per unit, and then press Enter.

To enter more line items before proceeding to the Purchase Order Maintenance Summary selection screen, press Enter. The system does the following:

- Sends your entries to the Purchase Order Maintenance Summary selection screen
- Clears the lines on the screen for new entries

Be sure each field in each line has a value. The system highlights empty fields or invalid entries on the Purchase Order Maintenance Summary selection screen once you press F3 to exit fast entry mode.

As you type information into the fast entry fields, the system verifies these values and identifies errors when you exit fast entry and return to the summary screen.

Changing Purchase Order Fast Entry Defaults

To change the defaults from the Purchase Order Fast Entry Defaults window, press F11. Changes to the fast entry defaults take effect with the next purchase order detail line you add.

Press F3 to exit fast entry mode and return to the Purchase Order Maintenance Summary selection screen.

Chapter 11 Approving Purchasing Documents

11

The chapter consists of the following topics:

Topic	Page
Overview of Approvals	11-2
Processing Approvals	11-4
Displaying Approvals	11-14

Overview of Approvals

Infinium Purchase Management enables you to process approvals of purchasing documents (requisitions, quotation requests, and purchase orders). With this function you can display, approve, or reject purchasing documents awaiting approval. In addition, to assist you in the management of approvals, the system maintains an audit trail of purchasing documents in the approval process.

For information on establishing approval controls in Infinium Purchase Management, refer to the “Defining Approval Controls” chapter in this guide.

After you complete this chapter, you should be familiar with the following:

- Processing Approvals
- Displaying Approvals

Overview of the Approval Process

The following diagram illustrates the approval process for purchasing documents in Infinium Purchase Management.

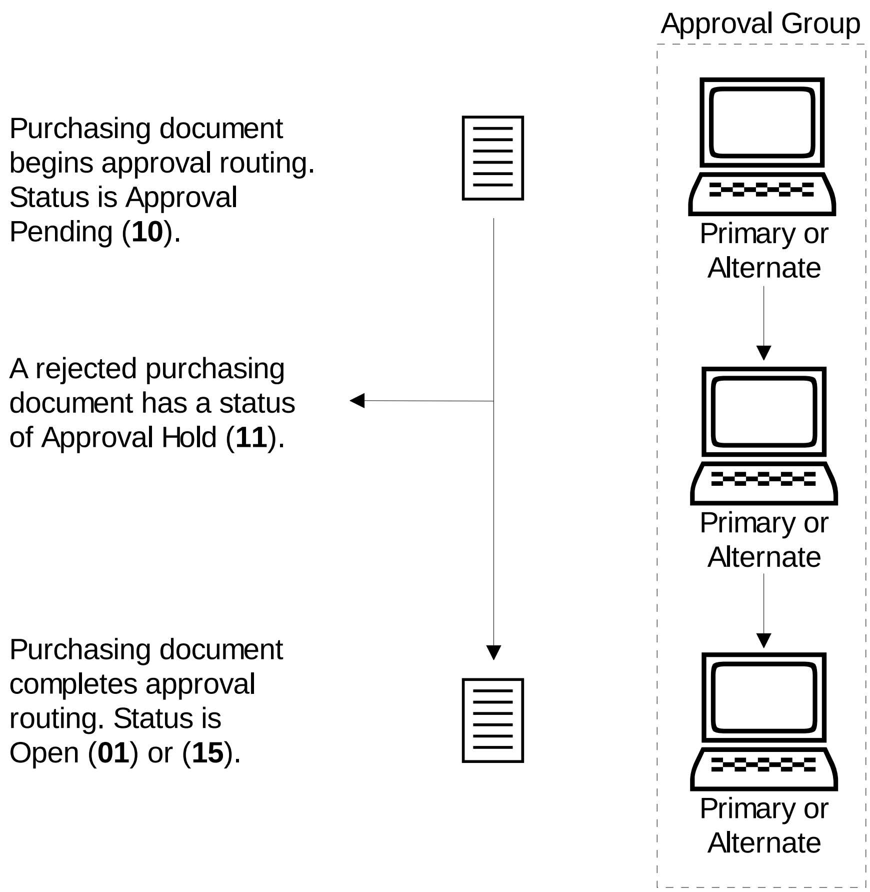

Figure 11-1: Overview of the Approval Process

Handling of Rejected Purchasing Documents

If you reject a purchasing document during approval routing, the system changes the status of the document to Approval Hold (**11**). After you edit and complete a rejected purchasing document, the system restarts the approval routing from the beginning.

The system ignores the *Re-route* fields associated with a rejected purchasing document and, when complete, always restarts the approval routing from the beginning.

Processing Approvals

Through this function you can display, approve, or reject purchasing documents awaiting approval. The system processes approvals at the company level.

Use the following menu path:

- Infinium PM
- *Approvals*
  - *Work with approval cycle* [WWAC]

Approval Cycle Inquiry Information

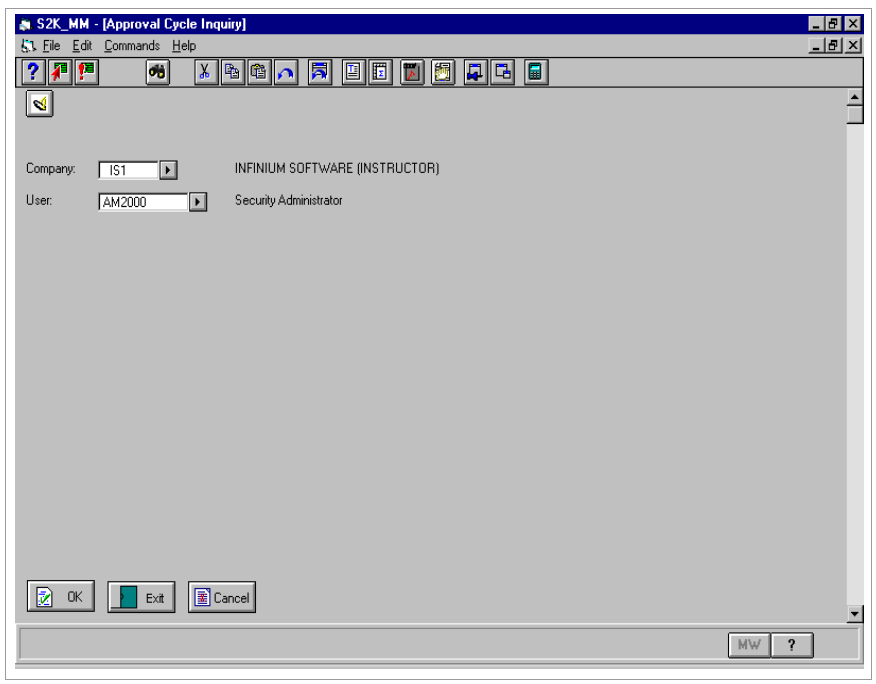

Figure 11-2: Approval Cycle Inquiry prompt screen

If your user profile permits authorization to a company group, you must specify a company on this screen.

The system permits you to type only your own user profile in the *User* field.

When you press Enter, the system displays the Approval Cycle Inquiry selection screen, showing all purchasing documents requiring your approval.

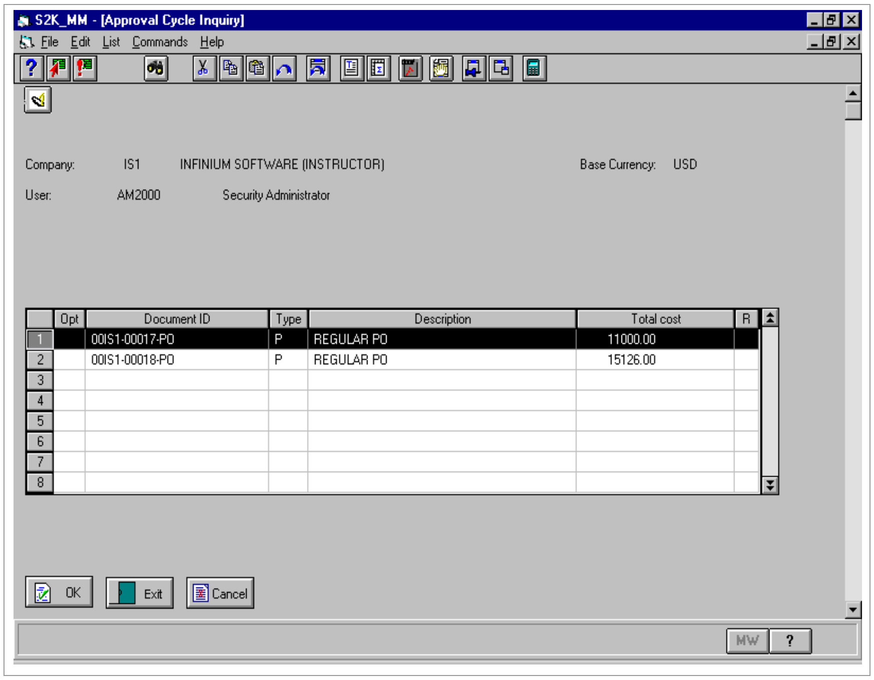

Figure 11-3: Approval Cycle Inquiry selection screen

The system displays a list of purchasing documents awaiting your approval, whether you are a primary or alternate approver.

The Approval Cycle Inquiry selection screen displays purchasing documents in ascending order by document ID. The system groups purchasing documents for which you are the primary approver together and on top of the list in the Approval Cycle Inquiry selection screen.

The *R* column in the Approval Cycle Inquiry selection screen indicates whether you retain approval authority over your alternate approver for a document. If this field displays **1**, your alternate approver cannot approve the document.

Opt

Type one of the following values in the *Opt* field:

1 Use this option to mark the purchasing document as approved. The system highlights the *Document ID* column for approved purchasing documents.

The system does not process the approval until you exit and save.

2 Use this option to display header and detail information for the purchasing document.

3 Use this option to retain approval authority for yourself and prevent your alternate approver from approving the purchasing document. When you retain approval authority for a document, the system displays 1 in the *R* column. The alternate approver can see the document in the Approval Cycle Inquiry screen, but receives the following message if he or she attempts to approve the document:

Authorization to approvals for user XXX is denied.

The XXX is the user profile of the alternate approver.

5 Use this option to display the purchasing document.

6 Use this option to flag the purchasing document as rejected. This changes the status of the purchasing document to Approval Hold (11). The system highlights the *Document ID* column for rejected purchasing documents. The system does not process the rejection until you exit and save.

7 Use this option to add or display approver's notes on the purchasing document. You can display approver's notes at the purchasing document header by pressing F8.

8 Use this option to print the purchasing document.

9 Use this option to reset a purchasing document selection and/or action.

10 Use this option to display approval routing information.

12 Use this option to view a list of approvers for which you are an active alternate approver.

15 Use this option to view a history of the purchasing document through the approval process.

When the final approver approves a purchasing document, it leaves the approval routing and does not display in the audit trail.

Type

The system displays either **R** or **P** in this field to identify whether the purchasing document is a requisition or purchase order.

Quotation requests also display with an **R** designation in the *Type* column.

Combined Display Information

The system displays this screen when you type **2** in the *Opt* field of the Approval Cycle Inquiry selection screen.

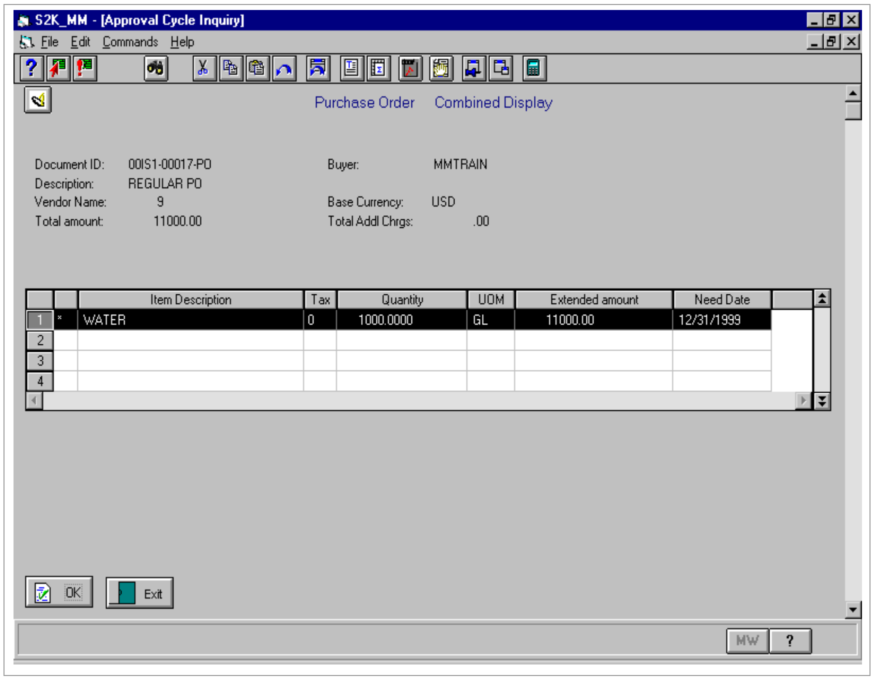

Figure 11-4: Approval Cycle Inquiry Combined Display screen

This screen displays purchasing document detail line summary information, if applicable.

The system displays an asterisk (*) beside a detail line if it meets or exceeds an established approval routing. If an approval routing by requisition type or purchase order type applies, the system displays an asterisk next to all detail lines.

The following function keys are available from the Approval Cycle Inquiry Combined Display screen:

Function Keys	Description
F7	Use this key to flag the purchasing document as approved. The system processes the approval when you exit and save.
F8	Use this key to flag the purchasing document as rejected. The system processes the rejection when you exit and save.
F9	Use this option to display header notes attached to the purchasing document.
F11	Use this key to display an alternate view, which includes cost per unit, account number, ship-to location, and project ID.

Approval Notes Information

The system displays this screen when you type **7** in the *Opt* field of the Approval Cycle Inquiry selection screen.

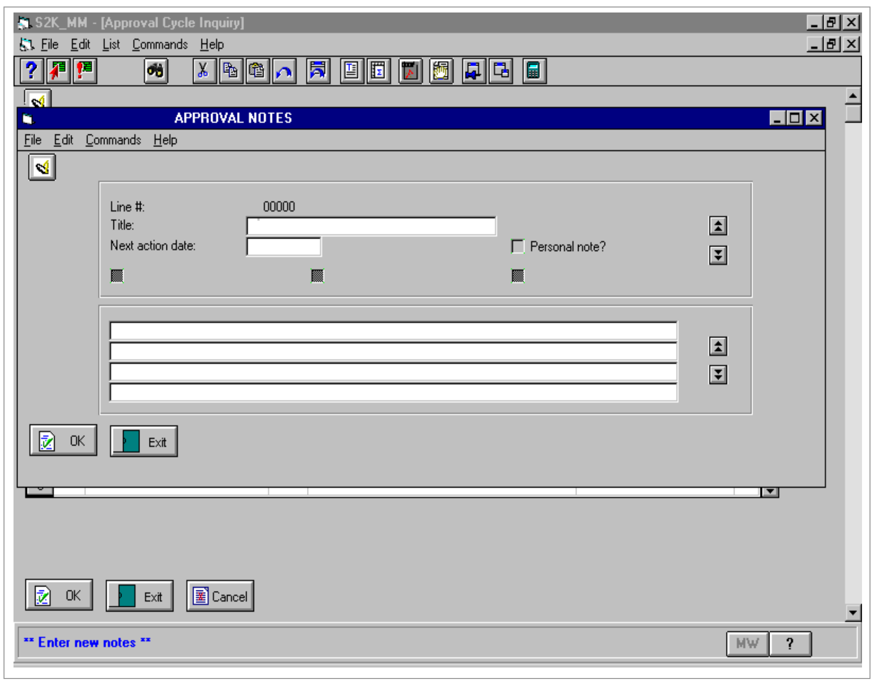

Figure 11-5: Approval Notes window

This screen enables you to attach approval notes to a purchasing document. If you attach an approval note and type **0** in the *Personal note?* field, other users can display the approval note in the header of the purchasing document by pressing F8. If you attach an approval note and type **1** in the

Personal note? field, the system enables only you to display the approval note.

The Print options that display in the Approval Notes window at the purchasing document are controlled by predefined code values in the code type **NTE**. Infinium Software recommends that you do not change these code values.

Routing Display Information

The system displays this screen when you type **10** in the *Opt* field of the Approval Cycle Inquiry selection screen.

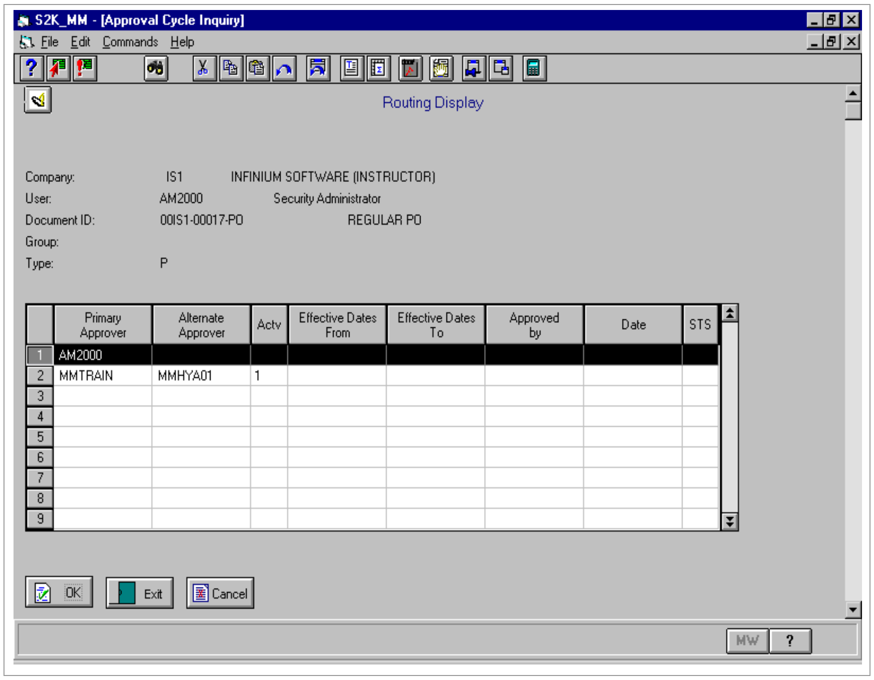

Figure 11-6: Approval Cycle Inquiry Routing Display screen

This screen displays the approval routing for this purchasing document, including users who have previously approved or rejected the document and users who are due to process the approval.

The system displays **A** in the *STS* column to indicate an approval status and indicates **R** in the *STS* column to indicate a rejection status.

Alternate Approver Cross Reference Information

The system displays this screen when you type **12** in the *Opt* field of the Approval Cycle Inquiry selection screen.

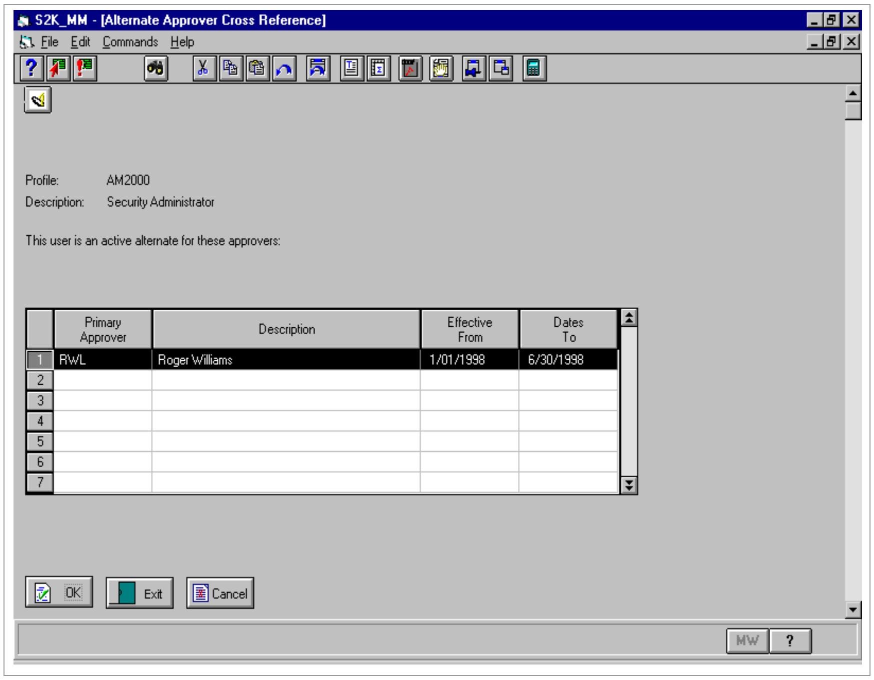

Figure 11-7: Alternate Approver Cross Reference screen

This screen displays a list of primary approvers for which you are an active alternate approver.

You can set up alternate approvers using the *Work with user profile* option or the *Work with alternate approvers* option.

Audit Trail Information

The system displays this screen when you type **15** in the *Opt* field of the Approval Cycle Inquiry selection screen.

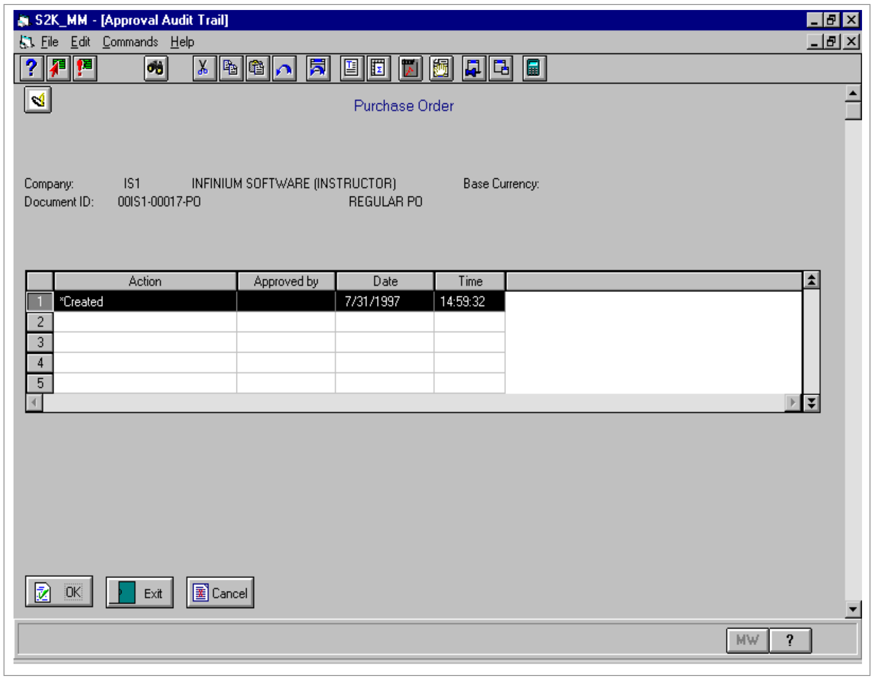

Figure 11-8: Approval Audit Trail screen

The audit trail displays approval routing actions taken on the purchasing document.

The audit trail displays information for purchasing documents currently in approval routing. Once a purchasing document completes its approval routing, it does not display in the audit trail.

The following table illustrates the actions that can display in the audit trail for a purchasing document.

Action	Description
***CREATED**	The purchasing document was created.
***APPROVED**	The purchasing document was approved.
***REJECTED**	The purchasing document was rejected.
***RE-ROUTED**	The purchasing document was either maintained by an approver and re-routed to the beginning of the approval routing (*Re-route* field is **1**) or the document was maintained before obtaining any approvals.

Action	Description
***BYPASSED**	The purchasing document was maintained and continued with the established approval routing (*Re-route* field is **0**).
***AUTO-REROUTED**	The system re-routed the purchasing document because it was rejected.
***CLOSED-HOLD**	The purchasing document was placed on hold through status maintenance and then released and completed.
***CLOSED-WAITING**	The purchasing document was maintained but not completed.

Press F7 to print the Approval Audit Trail Report. For more information, refer to the “Printing the Approval Audit Trail Report” topic in this chapter.

Press F11 to display an alternate view of the audit trail information, including total amount and total additional charges.

The system displays entries in the *Total amount* and *Total Additional Charges* fields only if you approve or reject the purchasing document.

Approval Audit Trail Report

You can print the Approval Audit Trail Report in two ways:

- Press F7 from the Approval Audit Trail screen.
- You can access the Approval Audit Trail screen with the *Work with approval cycle* option.
- Type option **8** in the Display Approvals selection screen for the appropriate purchasing document.
- You can access the Display Approvals selection screen with the *Display approvals* option.

The following page provides a sample of the Approval Audit Trail Report.

PMGAUR A p p r o v a l   A u d i t   T r a i l   R e p o r t PAGE 1
5/01/2000 9:00:00 Purchase Order RWL
Company . . . . . INF INFINIUM SOFTWARE, INC. Base Currency .:
Document ID . . . . INF-00148-ROL-PO AV100 Fuel (100 gallons).

Action	Approved by	Date	Time	Total Amount	Total Additional Charges
*Created		4/22/2000	10:01:55	.00	.00
*Approved	RWL	4/22/2000	10:32:55	121.00	6.05
*Rerouted		4/28/2000	16:07:42	.00	.00
*Approved	RWL	4/29/2000	11:22:13	121.00	6.05

Displaying Approvals

This option enables you to display purchasing documents awaiting approval for those approval groups in which you are a primary or alternate approver.

Use the following menu path:

- Infinium PM
- *Approvals*
  - *Display approvals* [DA]

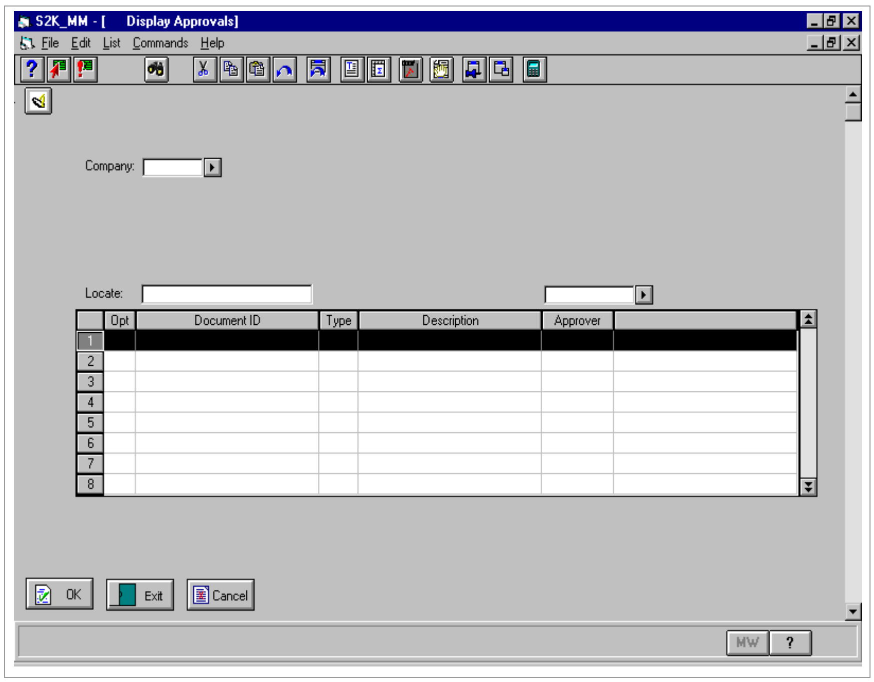

Figure 11-9: Display Approvals prompt screen

To display approval information, type a company in the *Company* field and press Enter.

Press F4 in the *Company* field to select from a list of companies.

The *Approver* column in the Display Approvals prompt screen displays each purchasing document’s current primary approver.

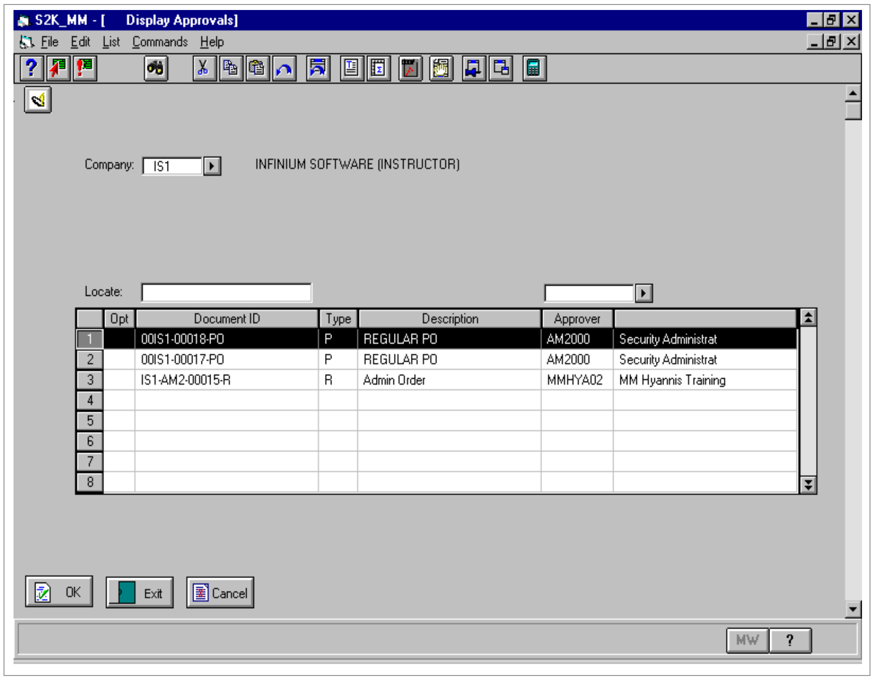

Figure 11-10: Display Approvals selection screen

The system displays purchasing documents for those approval groups in which you are a primary or alternate approver. The system displays the purchasing documents in descending document ID order.

Locate

Use these fields to locate purchasing documents by *Document ID* or *Approver*.

Opt

Type one of the following values in the *Opt* field:

3	Use this option to display the header information of the purchasing document.
4	Use this option to display the detail information of the purchasing document.
5	Use this option to display the approval audit trail information on the purchasing document.
6	Use this option to print the Approval Audit Trail Report. For more information, refer to the “Printing the Approval Audit Trail Report” topic in this chapter.

The audit trail displays information for purchasing documents still in approval routing. A purchasing document does not display in the audit trail once it completes final approval.

The following function keys are available from the Display Approvals selection screen:

Function Keys	Description
F13	Use this key to repeat a typed option to all other displayed records.
F17	Use this key to filter the display of purchasing documents by document type (requisition or purchase order), Item code, Commodity code, requisition or purchase order sequence number, and requisition or purchase order type. The requisition document type includes quotation requests.

Approval Subset Selection

The system displays this screen when you press F17 from the Display Approvals selection screen.

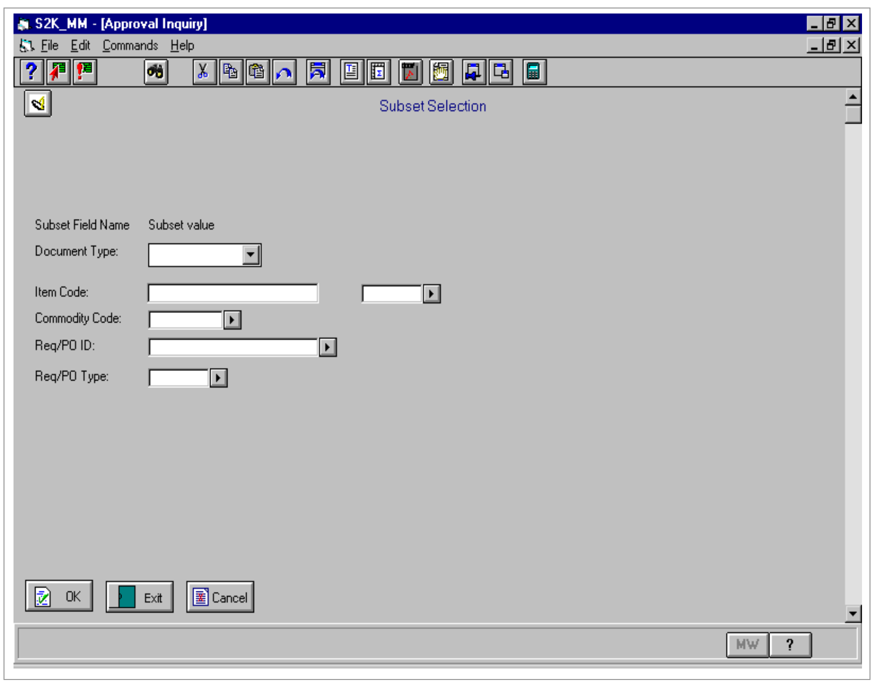

Figure 11-11: Approval Inquiry Subset Selection screen

Use this screen to restrict the list of purchasing documents awaiting approval.

Notes