



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

Volume 2

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Chapter 12 Creating Blanket Purchase Orders

12

The chapter consists of the following topics:

Topic	Page
Overview of Blanket Purchase Orders	12-2
Creating a Blanket Parent	12-3
Creating a Blanket Release	12-14

Overview of Blanket Purchase Orders

Infinium PM provides blanket purchase orders, also known as “standing orders” and “master orders,” for purchasing items on a repetitive basis. There are two types of blanket purchase orders:

- Blanket Parent Purchase Orders
- Blanket Release Purchase Orders

Blanket parent purchase orders provide you with a type of purchase order template against which you create blanket release purchase orders.

Blanket parent controls enable you to define operational limits for each blanket parent. For example, you can establish an effective date range, minimum and maximum values per order, and the personnel authorized to release against the blanket parent purchase order.

When you create a blanket parent purchase order, the system does not increase the on-order quantity in Infinium Inventory Control. Conversely, the system does increase the on-order quantity in Infinium Inventory Control when you create a blanket release purchase order.

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

- Creating a blanket parent purchase order
 - Creating a blanket release purchase order
-

Creating a Blanket Parent

Through the *Work with purchase orders* option, you can choose one of the following options to work with blanket parent purchase orders:

- Create a new blanket parent purchase order
- Change an existing blanket parent purchase order
- Copy an existing blanket parent purchase order

For information on creating blanket parent purchase orders through sourcing, refer to the “Using Sourcing and Automatic Sourcing” chapter in this guide.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Work with purchase orders [WWPO]*

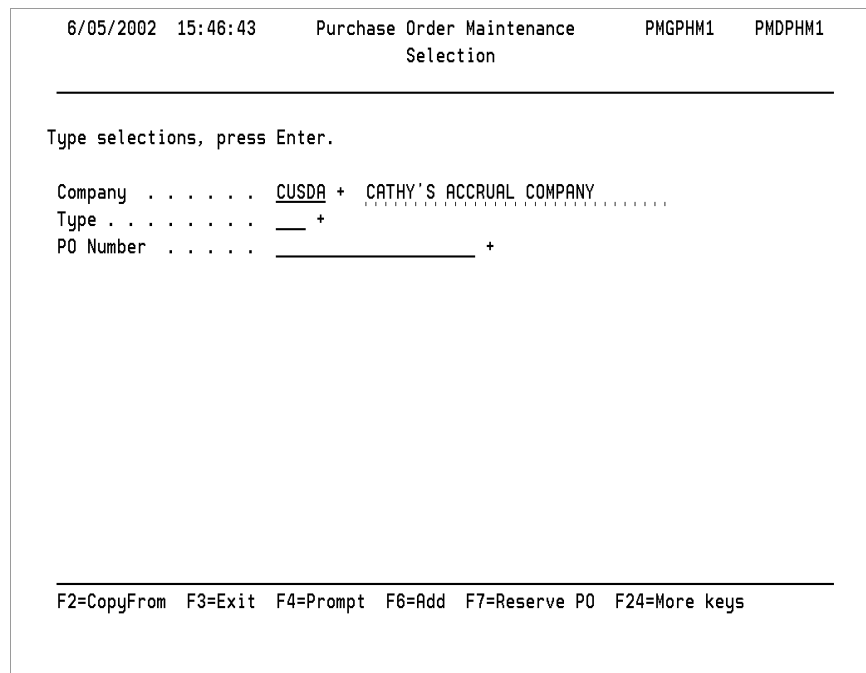


Figure 12-1: Purchase Order Maintenance Selection prompt screen

To create a blanket parent, type a purchase order type control that you created as a blanket parent purchase type in the *Work with purchase type*

option, and then press F6. Similar to creating a regular purchase order, the system requires fields on a blanket parent based on the purchase type.

The system assigns a release number for each blanket release against a blanket parent purchase order. When you perform a blanket release, the system uses the last four positions for the release number. If you use a blanket parent purchase order type in which you manually assign a number, do not use the last four positions of the sequence number. If you use the last four positions, the system may generate a blanket parent and a blanket release with identical numbers.

Blanket Parent Header Information

2000/08/14 12:40:22		Purchase Order Maintenance		PMGPHM	PMDPHM
Header					
PO Number	MLSTD-00072-AXS-P	Type	BKP		
Vendor ID	LAWTON +	Company	MLSTD		
	Lawton	Base Currency :	USD		
Address	Dave's Vendor	+ Trans Currency:	USD		
	add #2	Currency Rate .	_____ +		
Confirmed to . .	_____	Status	03		
		Issue Date . . .	19991011		
PO Description .	Aruna's Req				
Ship-to Location	_____ +	Buyer ID	AXS +		
F.O.B. Code . . .	OG + Origin	Ship Via Code .	FEDEX +		
		Freight Terms .	PP +		
Payment Terms . .	NET30 + Net 30 Days		Notes	0	
Phrase Codes . .	_____ +		Cancel Date . .	_____	
Action Messages :	Quote 0	Rcv 0	Insp 0	Inv 0	Appr 0
PO Total Value :	90.00		Change Order # :	000	
Total Addl Chrgs:	4.50		PO Total Lines :	1	
Total Available :					
F3=Exit F4=Prompt F5=UserFields F8=Approval Notes F24=More keys					
Warning: Blanket Controls do not exist or have expired.					

Figure 12-2: Blanket Parent Purchase Order Maintenance Header screen

With the exception of the added F13 key and the *Total Available* field, this screen is the same purchase order header screen that displays when you create a regular purchase order.

The *Total Available* field displays on both blanket parent orders and blanket releases. This field indicates the total available monetary amount you can release against the blanket parent, in the blanket parent's transaction currency.

Press F13 to create the optional blanket parent header controls. If you do not establish blanket controls, the following message appears when you create a

blanket release against the blanket parent or when you maintain the blanket parent purchase order:

Warning: Blanket Controls do not exist or have expired.

Blanket Parent Header Control Information

The system displays this screen when you press F13 on the Blanket Parent Purchase Order Maintenance Header screen.

```

2000/08/14 12:41:32      Blanket Header Controls      PMGPBM      PMLBA
-----
Purchase order number . . . . . : MLSTD-00072-AXS-P

Maximum number of releases . . . . . _____
Maximum value for all releases . . . . _____
Maximum value per release . . . . . _____
Minimum value per release . . . . . _____

-

Effective date . . . . . _____
Expiration date . . . . . _____
Review days prior . . . . . _____
Fixed Review Date . . . . . _____
Review % of total . . . . . _____
Authorized Personnel :
_____ + _____ + _____ +
_____ + _____ + _____ +

-----
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line
    
```

Figure 12-3: Blanket Header Controls screen

Blanket parent header controls define operational restrictions for both the blanket parent and all associated blanket releases.

The system does not allow you to add blanket parent header controls after creating a blanket release against the blanket parent. If you attempt to access header controls, by pressing F13, the system displays the following message:

Blanket releases already exist. Controls cannot be added.

Maximum number of releases

Use this field to determine the maximum number of releases that you can create against a blanket parent or the maximum lines per release. The system permits a maximum of 999 releases.

Maximum value for all releases

This field determines the combined amount for all releases against the blanket parent. When you create a release against a blanket parent, the system subtracts the total of the release, excluding additional charges, from the amount in the *Maximum value for all releases* field.

Maximum value per release

Use this field to determine the maximum value per release (order value) or the maximum value per release line (line value).

Minimum value per release

Use this field to determine minimum values per release (order value) or the minimum value per release line (line value).

Effective Date, Expiration Date

The *Effective Date* and *Expiration Date* fields define the valid date range for the blanket parent. The system compares the *Need Date* on the Blanket Release Purchase Order Maintenance Detail screen to these dates to ensure that the blanket release falls within this date range.

You can also define an *Effective Date* and *Expiration Date* for a detail line in a blanket release on the Blanket Detail Controls screen. The screen where you first define these controls determines the date ranges you can enter for the other screen.

Review days prior, Fixed Review Date, Review % of Total

The *Review days prior*, *Fixed Review Date* and *Review % of Total* fields display on both the Blanket Header Controls and Blanket Detail Controls screens. These fields are for information only. You can use them to generate a Query Report showing the blanket parents or detail lines needing review.

When a blanket parent reaches any of the limits defined by the following fields, it is no longer available for release.

Authorized Personnel

The *Authorized Personnel* fields specify the users authorized to change or release against the blanket parent.

If you type a user's initials in an authorization field, you must specify all users, including yourself, authorized to release against this blanket parent.

If the *Authorized Personnel* fields are blank, all users have the authority to change the blanket parent and release against it.

If you press F13 on the Purchase Order Maintenance Header screen for the blanket release and releases have been made against the blanket parent, the Blanket Header Controls To Date Blanket Release Statistics screen displays initially. Press Enter to display the Blanket Header Controls screen.

If you manually close a blanket release (the purchase order status is 91), and there are no receipts against the release, the total number of releases and the total value released are added back to blanket controls.

The fields on the Blanket Header Controls To Date Blanket Release Statistics screen show the statistics for the blanket release and are display only.

Total number of releases, Remaining releases

These fields display the total releases and the number of releases remaining for this blanket.

Total value released, Remaining value

These fields display the total value for all releases against this blanket parent and the remaining amount for this blanket parent.

Blanket Parent Detail Information

Except for the F13 key, this screen is the same purchase order detail screen that displays when you create a standard purchase order.

2000/08/14 13:22:38		Purchase Order Maintenance		PMGPHM	PMDPHM
Detail					
PO Number	MLSTD-00072-AXS-P	Line	00001		
Item Code	FERMATA	+ Revision level :			
Vendor Item Code .	FERM-ITM-CDE	Commodity code :	COMM1		
Item Description .	Fermata				
MSDS Number	-	Addt'l Charges :	0		
Cost Source	VI +				
Quantity	2.0000	Unit of measure	EA		
Cost per unit . . .	45.000000	Hazardous Matl :	0		
Extended cost . . .	90.00	Capital item . :	0		
		Rcpt act . 1	Inv mat . 1		
Promise Date . . .		Ship Date . . .			
Ship-to Location .	*MULTI	Vend. lead time:	.0		
Deliver-to		Inspect (QC) . .	0		
Project ID		Department ID .	+		
Account code . . .	*MULTI				
Distribution . . .		Notes: dtl 0 item 0			
Phrase Codes . . .			+		
F3=Exit F4=Prompt F5=UserFields F7=Summary F24=More keys					

Figure 12-4: Blanket Parent Purchase Order Maintenance Detail screen

When you select the items to include in the blanket parent, ensure that you use each Item code only once. This enables the system to associate the correct detail control to that item.

The information you type on the Blanket Parent Purchase Order Maintenance Detail screen defaults to all blanket releases you create from this blanket parent. For example, when you create a release for this blanket parent, the system defaults a quantity of **100** for item **PROD14**. You can create the release for any quantity as long as it is within the limits on the blanket header and detail controls.

Press F13 to create the blanket parent detail controls.

You do not specify a need date on a blanket parent purchase order. You must specify a *Need Date* field on each detail line of the blanket release purchase order.

You specify tax information at the blanket release purchase order at the time of release.

Blanket Parent Detail Control Information

The system displays this screen when you press F13 on the Blanket Parent Purchase Order Maintenance Detail screen.

```

2000/08/14  14:12:34      Blanket Detail Controls      PMGPBM      PMLBCW1
-----
Purchase order number . . . . . : MLSTD-00072-AXS-P      00001

Maximum number of releases . . . . . _____
Maximum value for all releases . . . . _____
  Maximum value per release . . . . . _____
  Minimum value per release . . . . . _____
Maximum quantity for all releases . . _____
Maximum quantity per release . . . . . _____
  Minimum quantity per release . . . . _____
  Minimum quantity first release . . . _____
Effective date . . . . . _____
Expiration date . . . . . _____
Review days prior . . . . . _____
Fixed Review Date . . . . . _____
Review % of total . . . . . _____

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
  
```

Figure 12-5: Blanket Detail Controls screen

Blanket parent detail controls define operational restrictions for both the blanket parent and associated blanket releases. You can establish separate controls for each detail line of the blanket parent.

The system does not allow you to add blanket parent detail controls after creating a blanket release against the blanket parent. If you attempt to access detail controls, by pressing F13, the system displays the following message:

Blanket releases already exist. Controls cannot be added.

If you type dates in the *Effective Date* and *Expiration Date* fields, the system verifies that these dates fall within the date range specified with the same fields in the Blanket Header Controls screen.

The remaining fields on the Blanket Detail Controls screen define amount and quantity limits that apply to the purchase order detail line. The quantity and value controls you define here default to the purchase order detail line.

When a detail line reaches any of the limits defined by the following fields, it is no longer available for release.

Maximum number of releases

Use this field to determine the maximum number of releases that you can create against a blanket parent or the maximum lines per release. The system permits a maximum of 999 releases.

Maximum value for all releases

Use this field to determine the combined amount for all releases against the blanket parent. When you create a release against a blanket parent, the system subtracts the total of the release, excluding additional charges, from the amount in the *Maximum value for all releases* field.

Maximum value per release

Use this field to determine the maximum value per release (order value) or the maximum value per release line (line value).

Minimum value per release

Use this field to determine minimum values per release (order value) or the minimum value per release line (line value).

Maximum quantity for all releases

Use this field to determine the maximum quantity for all releases against the blanket parent.

Maximum quantity per release

Use this field to determine the maximum quantity you can order for the detail line each time you select it in creating a release against the blanket parent.

Minimum quantity per release

Use this field to determine the minimum quantity you can order for the detail line each time you select it in creating a release against the blanket parent.

Minimum quantity first release

Use this field to determine the minimum quantity for each detail line on the first blanket release against this blanket parent.

If you press F13 on the Purchase Order Maintenance Detail screen and releases have been made against the blanket parent, the Blanket Detail Controls To Date Blanket Release Statistics screen displays initially. Press Enter to display the Blanket Detail Controls screen.

Blanket Detail Controls		PMGPBM	PMDPBM
To Date Blanket Release Statistics			
Purchase order number	0000003504-00TLE	00001	
Total number of releases	2		
Remaining releases	98		
Total value released	5050.00		
Remaining value	Not applicable-no maximum control setup		
Total quantity released	110.0000		
Remaining quantity	Not applicable-no maximum control setup		
F3=Exit F10=QuikAccess F12=Cancel F18=Message line			

Figure 12-6: Blanket Detail Controls To Date Blanket Release Statistics screen

The fields on this screen show the statistics for the blanket release and are display only.

If you do not set maximum values and quantities for the blanket parent in the controls on the parent, the system does not keep track of these values.

Total quantity released, Remaining quantity

These fields display the total quantity released and the remaining quantity for this blanket.

Copying a Blanket Parent

You can copy an existing blanket parent purchase order to a new one by using the *Work with purchase orders* option.

The system does not copy a blanket parent’s associated header and detail controls from one blanket parent to another.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*

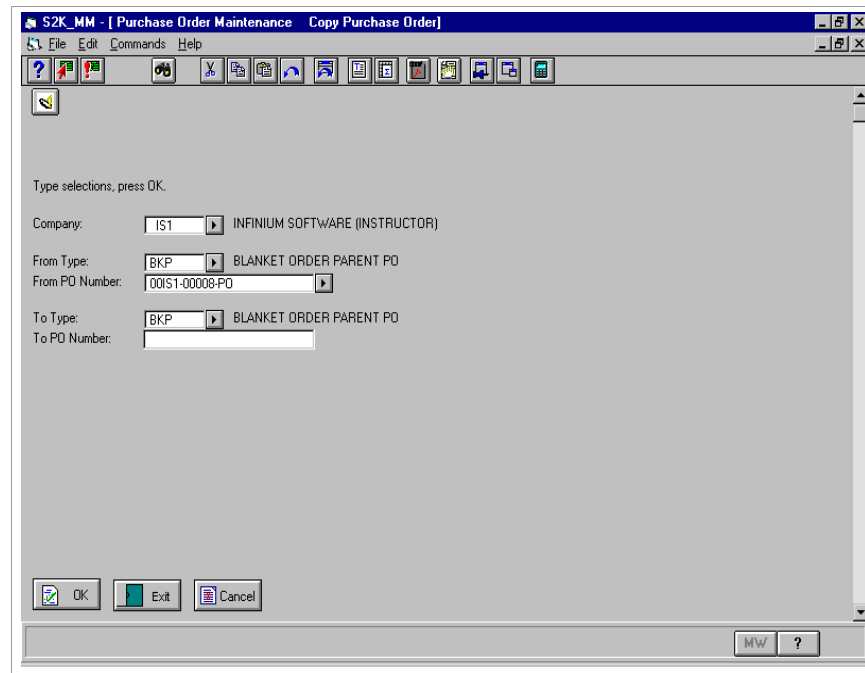
▼ *Work with purchase orders [WWPO]*

Figure 12-7: Purchase Order Maintenance Copy Purchase Order prompt screen

The system displays this screen when you press F2 from the Purchase Order Maintenance Selection prompt screen.

From Type

Use this field to specify the purchase order type from which to copy.

From PO Number

Use this field to specify the purchase order from which to copy.

To Type

Use this field to specify the purchase order type to which to copy.

To PO Number

If the purchase order type you select in the *To Type* field automatically generates purchase order numbers, you must leave this field blank. The system automatically assigns a purchase order number based on the structure established in the *Work with sequence numbering* option, unless the *Auto generate PO #* field for the purchase order type is 0 (which specifies to generate the purchase order number manually).

After you create the new blanket parent purchase order you should immediately establish blanket parent header controls and blanket parent detail controls as needed.

Creating a Blanket Release

You can create blanket releases by using sourcing support or by using the *Work with purchase orders* option.

The status of the blanket parent purchase order must be Blanket Parent Open (03) to create the release.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Work with purchase orders [WWPO]*

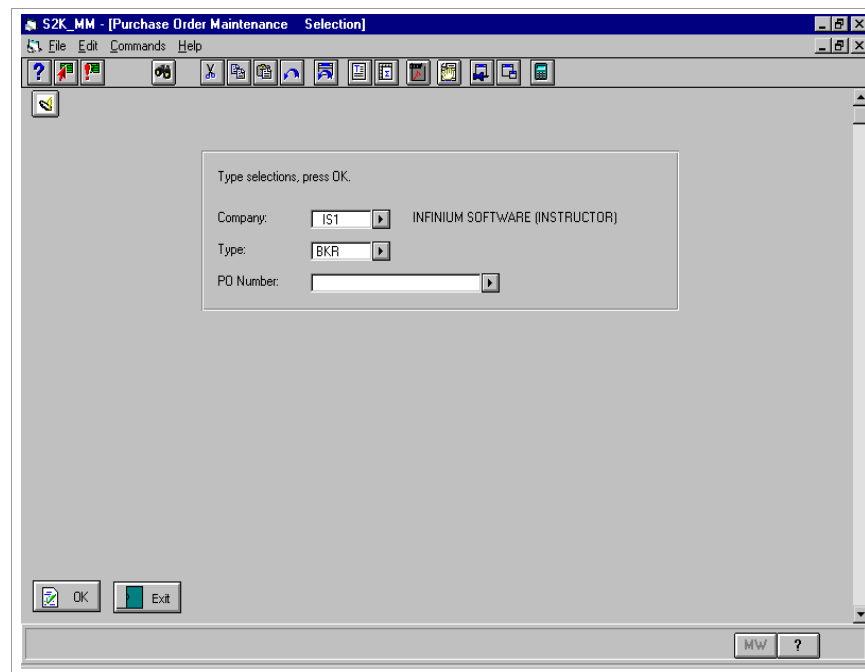


Figure 12-8: Purchase Order Maintenance Selection prompt screen

You can use any of the following methods to create a blanket release:

- Type a purchase order type control that you created as a blanket release purchase type in the *Work with purchase type* option and press F6. The system displays the Blanket Order Selection Prompt screen showing all available blanket parents.

- Type a purchase order type control that you created as a blanket release purchase type in the *Work with purchase type* option and type an existing blanket parent number and press F6. The system displays the Blanket Order Selection Prompt screen showing the selected blanket parent and its detail lines.
- Press F2 to copy an existing blanket release to a new blanket release. For more information, refer to the “Copying Blanket Release” topic in this chapter.

If you type a valid blanket release type in the *Type* field then press F4 in the *PO Number* field, the system displays a list of available blanket parent purchase orders against which you can create your blanket release.

Selecting a Blanket Parent

If you type a blanket release purchase order type on the previous screen and press F6, the system displays the available blanket parents.

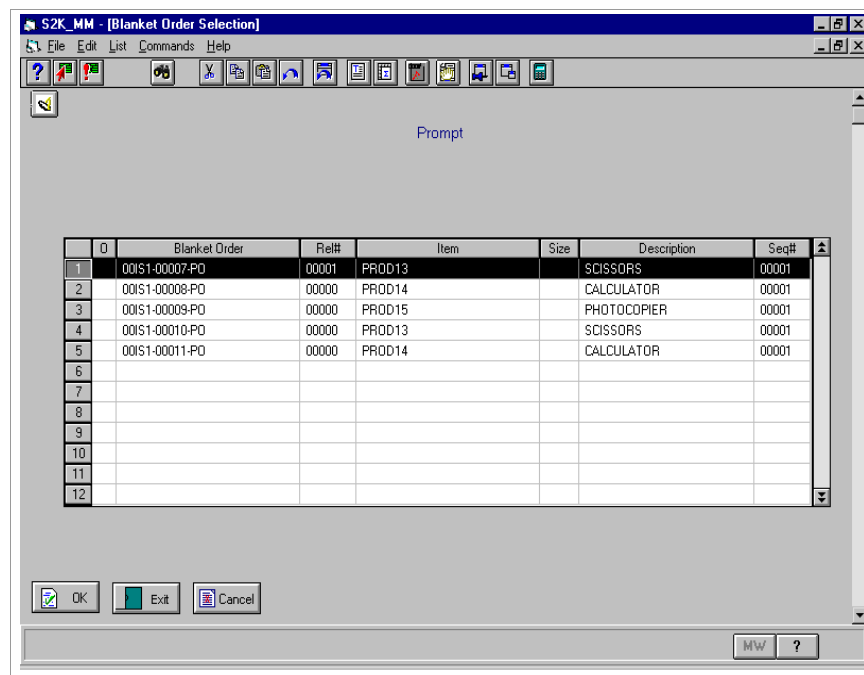


Figure 12-9: Blanket Order Selection Prompt screen

Select the appropriate blanket parent by typing 1 in the *Option* field and pressing Enter. The system displays the Blanket Release Purchase Order Maintenance Header screen.

Blanket Release Header Information

Figure 12-10: Blanket Release Purchase Order Maintenance Header screen

The system defaults the blanket parent purchase order's total remaining value into the *Total Available* field. When you create a blanket release, you can change only the following fields:

- *Address*
- *Currency Rate* (if using multiple currency processing)
- *Confirmed to*
- *Need date*
- *Ship-to Location*
- *Buyer ID*
- *F.O.B. Code*
- *Ship Via Code*
- *Freight Terms*
- *Phrase Codes*
- *Cancel Date*

You must complete the *Need Date* field on a blanket release purchase order header.

The system defaults the *Need date* at the blanket release header to all new blanket release detail lines you create.

Press Enter to display the Blanket Release Purchase Order Maintenance Summary selection screen.

Blanket Release Summary Information

The system displays this screen when you press Enter from the Blanket Release Purchase Order Maintenance Header screen.

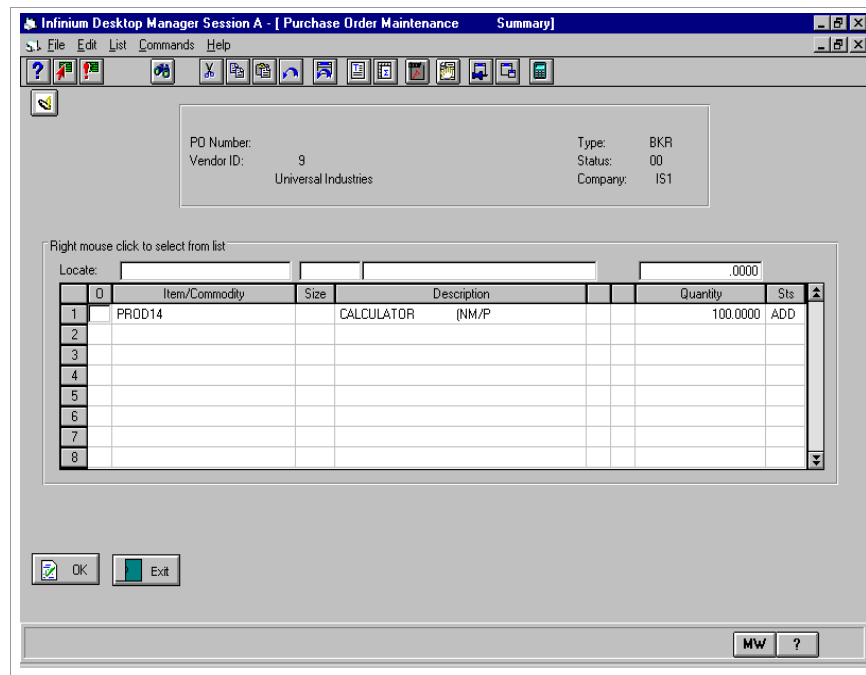


Figure 12-11: Blanket Release Purchase Order Maintenance Summary selection screen

This screen displays all line items assigned to the blanket release.

Blanket Release Detail Information

The system displays this screen if you select (option 2) a detail line from the Blanket Release Purchase Order Maintenance Summary selection screen and press Enter.

Figure 12-12: Blanket Release Purchase Order Maintenance Detail screen

The system defaults information in the *Quantity* and *Extended cost* fields for the item from the blanket parent.

The system carries over the blanket parent purchase order's cost source to the blanket release. If the blanket parent's cost source is vendor item price (VI), the system re-retrieves the vendor item pricing in the blanket release based on the issue date of the blanket release.

You must complete the *Need Date* field on a blanket release purchase order detail.

If you are releasing only a portion of the default quantity, type a value in the *Quantity* field. When you press Enter, the system recalculates the extended cost.

Any changes that you make to the quantity and amount must be within the release limits established on the blanket parent. If you exceed the total value allowed by the blanket parent, the system displays the following message and does not permit you to continue:

Release value of \$XX.XXXXXX exceeds control total of \$YY.YYYYYY.

The \$XX.XXXXXX corresponds to the total value of all releases against the blanket parent while the \$YY.YYYYYY refers to the total value established for the blanket parent.

If set up to do so, the system automatically calculates taxes for taxable items in each blanket release detail line.

Press F3 to exit and save the blanket release purchase order.

Copying a Blanket Release

You can copy an existing blanket release purchase order to a new one by using the *Work with purchase orders* option.

The system adheres to and automatically updates the blanket parent purchase order controls when you copy a blanket release.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Work with purchase orders [WWPO]*

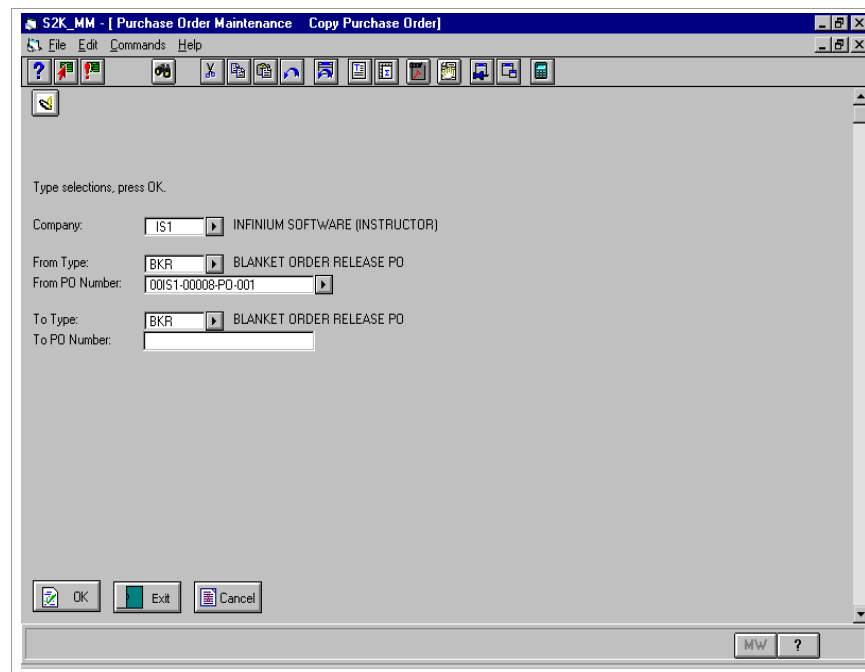


Figure 12-13: Purchase Order Maintenance Copy Purchase Order prompt screen

The system displays this screen when you press F2 from the Purchase Order Maintenance Selection prompt screen.

From Type

Use this field to specify the purchase order type from which to copy.

From PO Number

Use this field to specify the blanket release purchase order from which to copy.

To Type

Use this field to specify the blanket release purchase order type to which to copy.

To PO Number

If the purchase order type you select in the *To Type* field automatically generates purchase order numbers, leave this field blank. The system automatically assigns a purchase order number based on the number structure established in the *Work with sequence numbering* option, unless the *Auto generate PO #* field for the purchase order type is 0 (generate purchase order number manually).

Chapter 13 Using Sourcing and Automatic Sourcing

The chapter consists of the following topics:

Topic	Page
Overview of Sourcing	13-2
Entering Sourcing User Defaults	13-4
Using Interactive Sourcing	13-5
Using Automatic Sourcing	13-24

Overview of Sourcing

Sourcing support provides a way to create regular purchase orders, quotation requests, blanket parent purchase orders, and blanket release purchase orders using existing purchase requisitions. There are two types of sourcing available in Infinium PM. They are:

- Interactive sourcing
- Automatic sourcing

In this chapter, you learn how to use interactive and automatic sourcing in Infinium PM.

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

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

- Using sourcing to create purchase orders
- Using sourcing to create quotation requests
- Using sourcing to create blanket parent purchase orders
- Using sourcing to create blanket release purchase orders

Understanding the Sourcing Flow

The following diagram illustrates the sourcing flow in Infinium PM.

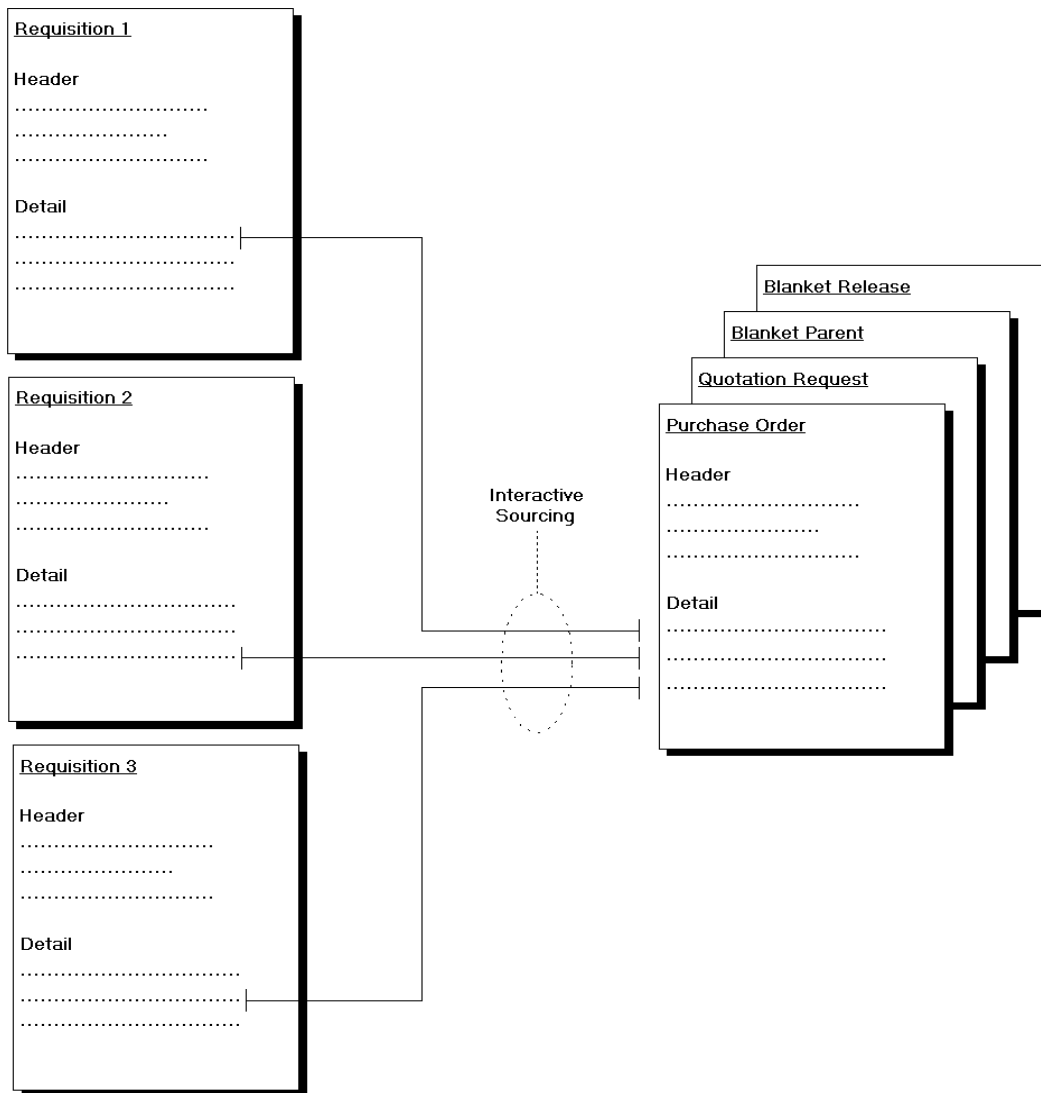


Figure 13-1: Interactive Sourcing Flow

When using interactive sourcing, you can source all detail lines from one requisition or individual detail lines from multiple requisitions. This diagram illustrates the sourcing of individual detail lines from multiple requisitions.

When you use automatic sourcing, you define whether you want the system to select requisitions by requisition type, vendor, or other selection criteria that you specify.

The diagram in the topic “Understanding the Automatic Sourcing Flow” in this chapter illustrates the automatic sourcing flow.

Entering Sourcing User Defaults

You can create user defaults for sourcing by using the *Work with user profile* or *Work with sourcing user defaults* option.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Work with sourcing user defaults [WWSUD]*

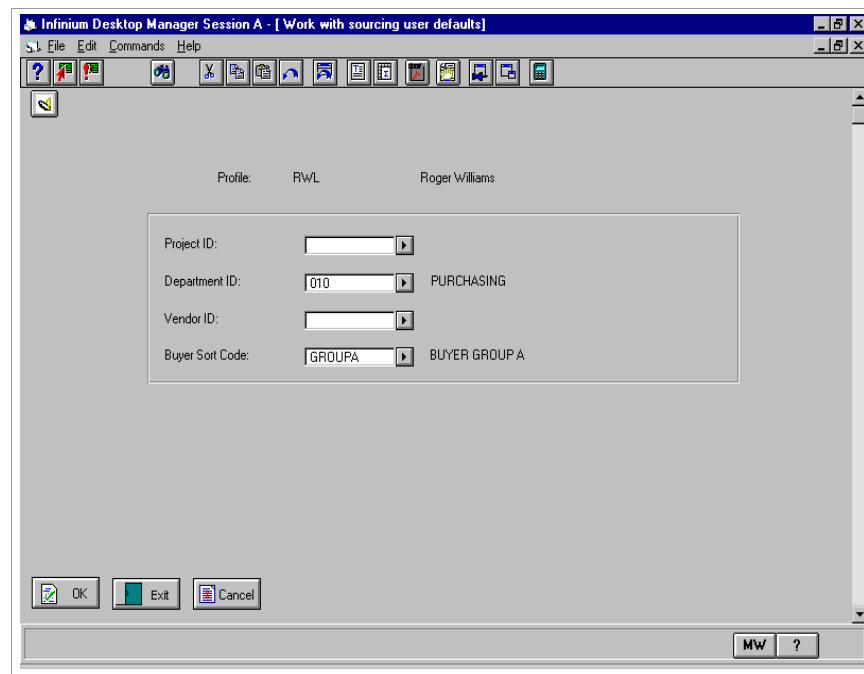


Figure 13-2: Work with sourcing user defaults screen

Use this screen to establish user defaults for sourcing.

The values you define on this screen are defaults only that you can change during the sourcing process.

The vendor specified in the *Vendor ID* field defaults into the Sourcing Support Order Type Selection screen.

The information specified in the *Project ID*, *Department ID*, and *Buyer Sort Code* fields default into the Sourcing Support Selection Criteria screen for use by automatic sourcing.

Using Interactive Sourcing

Interactive sourcing enables you to source individual requisition detail lines to a purchase order, quotation request, blanket parent purchase order, and blanket release purchase order.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Work with sourcing support [WWSS]*

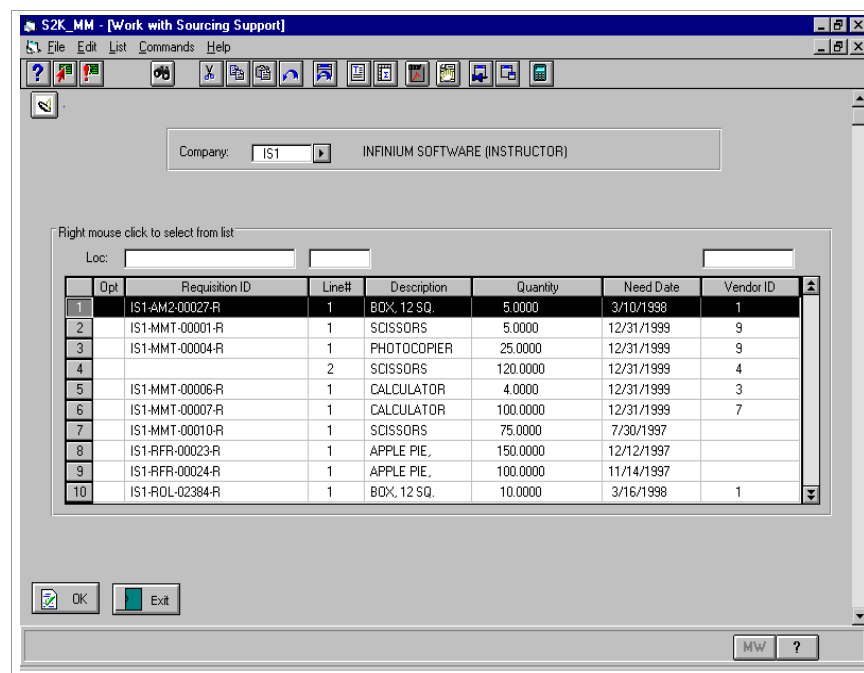


Figure 13-3: Work with Sourcing Support selection screen

The Work with Sourcing Support selection screen displays purchase requisition detail lines available for sourcing in ascending order by requisition ID. You use the Work with Sourcing Support selection screen to select the sourcing method for one or more requisition detail lines.

Opt

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

- 1 Use this option to source the selected requisition detail line(s) to a new or existing purchase order. For more information, refer to the “Sourcing to a Purchase Order” topic in this chapter.
- 2 Use this option to source the selected requisition detail line(s) to a new quotation request. For more information, refer to the “Sourcing to a Quotation Request” topic in this chapter.
- 4 Use this option after selecting a blanket parent purchase order by pressing F8 to source the selected requisition detail line(s) to a new blanket release purchase order. For more information, refer to the “Sourcing to a Blanket Release” topic in this chapter.
- 5 Use this option to source the selected requisition detail line(s) to a new or existing blanket parent purchase order. For more information, refer to the “Sourcing to a Blanket Parent” topic in this chapter.
- 6 Use this option to display the requisition detail line.
- 7 Use this option to display the new purchase order detail line from the sourced requisition detail line. This option applies only to highlighted requisition detail lines.

Following sourcing, the system returns to the Work with Sourcing Support selection screen and highlights all requisition detail lines that have been sourced. The system removes highlighted requisition detail lines following sourcing when you exit the Work with Sourcing Support selection screen or press F5.

The following function keys are available from the Work with Sourcing Support selection screen:

Function Key	Description
F5	Use this key to refresh the list of available requisition detail lines in the Work with Sourcing Support selection screen.
F7	Use this key to access automatic sourcing.
F8	Use this key to create a blanket release purchase order through sourcing.

Function Key	Description
F9	Use this key to repeat your entry in the <i>Opt</i> field for all requisition detail lines displayed on the screen. To use this feature, type your entry in an <i>Opt</i> field, place your cursor over your typed entry and press F9.
F11	Use this key to display an alternate view of the Work with Sourcing Support selection screen.
F17	Use this key to generate a subset list of requisition detail lines in the Work with Sourcing Support selection screen.

Understanding the Refresh Option

The refresh option F5 provides an important function in the Work with Sourcing Support selection screen. The F5 key performs the following:

- Refreshes the screen to display only requisition detail lines available for sourcing
- Refreshes the screen to remove any subset selection criteria you established using F17
- Refreshes the screen to remove any values you typed in the *Opt* fields

Using the Alternate View Option

The alternate view option F11 for the Work with Sourcing Support selection screen enables you to display available requisition detail lines by Item code, Size code, and Commodity code.

The alternate view option displays available requisition detail lines in ascending order by requisition ID.

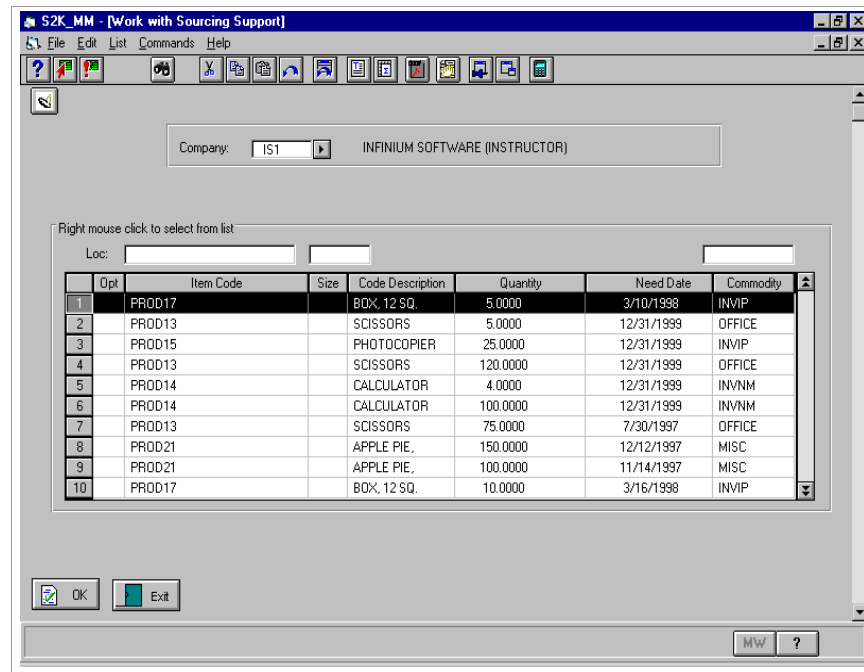


Figure 13-4: Work with Sourcing Support selection screen - alternate view

The system displays this screen when you press F11 from the Work with Sourcing Support selection screen. The alternate view enables you to identify requisition detail lines for sourcing.

Defining Subset Selection Criteria

The subset option F17 enables you to narrow your selection of requisition detail lines. For example, you can use this screen to display requisition detail lines by vendor or blank vendor, capital item, a range of extended cost, and a range of Item codes.

Figure 13-5: Subset Selections screen

The system displays this screen when you press F17 from the Work with Sourcing Support selection screen. You use this screen to narrow the list of available requisition detail lines for sourcing.

The *Vendor*, *Department ID*, *Project ID*, and *Buyer Sort Code* fields default from the sourcing user defaults. You establish sourcing user defaults using the *Work with sourcing user defaults* option.

Item Code

Type 1 to display all available requisition detail lines that contain items.

Non-Item

Type 1 to display all available requisition detail lines that contain non-items.

Vendor

Use this field to select requisition detail lines by vendor. You can type ***BLANK** in this field to select only requisition details lines that do not specify a vendor.

Item Code, to

Use these fields to define a specific Item code or a range of Item codes for sourcing.

You can type ***BLANK** in the *Item Code* or *Item Code to* field to select requisition detail lines by an alphabetic range of Item codes.

The following table provides examples for using the *Item Code* and *Item Code to* fields.

Available Items	<i>Item Code, to Entry</i>	Item(s) Selected
Binders	<i>Item Code:</i> BINDERS	Binders, Erasers
Erasers	<i>to:</i> PAPER	Highlighter, Paper
Highlighter	<i>Item Code:</i> *BLANK	Binders, Erasers
Paper	<i>to:</i> HIGHLIGHTER	Highlighter
Pencils	<i>Item Code:</i> RULERS	Rulers, Scissors
Rubber bands	<i>to:</i> *BLANK	Staplers, Tabs
Rulers	<i>Item Code:</i> *BLANK	None selected
Scissors	<i>to:</i> *BLANK	(non-items selected)
Staplers	<i>Item Code:</i> B	Not Allowed
Tabs	<i>to:</i> S	(invalid Item codes)

Extended Cost, to

Use these fields to define a specific extended cost or a range of costs for sourcing. For example, if you type **1** in the *Extended Cost* field and **2500** in the *Extended Cost to* field, the system selects requisition detail lines with an extended cost between and including **1** and **2500** in the requisition detail line transaction currency.

If you specify values in both the *Extended Cost* and *Extended Cost to* fields, the *Extended Cost* field must specify the lesser value.

Press Enter to display only the requisition detail lines matching your selection criteria. The Repeat (press F9) feature expedites your selection of the resulting requisition detail line for sourcing.

Press F5 to remove the subset criteria and re-display all available requisition detail lines.

Requisition Detail Line Status after Sourcing

Depending on the type of document you are sourcing to, the system may set the status of the sourced requisition detail line from Open (01) to Automatic Closed (92).

The following table details the status of a requisition detail line after sourcing.

Requisition Sourced to	Requisition Detail Line Status
Purchase Order	Automatic Closed (92)
Quotation Request	
<i>Quote Handling</i> field is 1	Open (01)
<i>Quote Handling</i> field is 2	Automatic Closed (92)
Blanket Parent	Open (01)
Blanket Release	Automatic Closed (92)

The quotation request type enables you to determine if the status of a requisition detail line following sourcing should remain Open (01) or be Automatic Closed (92). For more information on the *Quote Handling* field, refer to the “Defining Quotation Request Type Controls” topic in the “Work with Quotation Requests” chapter in this guide.

The system retains an Open (01) status for requisition detail lines following sourcing to a blanket parent because the system uses a blanket parent as a type of “template” purchase order. For more information on blanket parent purchase orders, refer to the “Creating Blanket Purchase Orders” chapter in this guide.

The system assigns an Open status to the sourced detail line(s) in a purchase order (01) or quotation request (15) or, if approval routing applies, to Approval Pending (10). If errors exist in the resulting purchase order or quotation request detail line(s), the system sets the status to In Progress (00).

Vendor ID

When sourcing a requisition that has a vendor ID to a purchase order that has a blank vendor ID, the vendor ID remains blank on the purchase order. This applies to standard purchase orders and blanket releases. Blanket releases are created with a blank vendor ID.

Sourcing to a Purchase Order

Regular interactive sourcing enables you to source individual requisition detail lines to a new or an existing purchase order.

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.

Type 1 in the *Opt* field to source the selected requisition detail line(s) to a new or an existing purchase order.

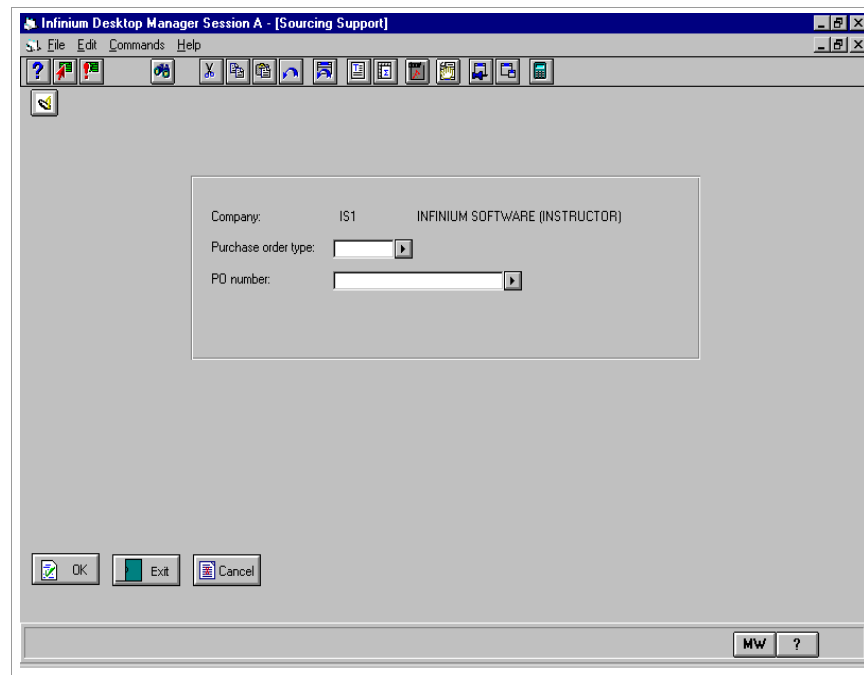


Figure 13-6: Sourcing Support Purchase Order Selection prompt screen

The system displays this screen after you type 1 in the *Opt* field in the Work with Sourcing Support selection screen and press Enter.

Purchase order type

The system uses the purchase order type you specify here to create a new purchase order, if you do not type an existing purchase order number in the *PO number* field.

PO number

The selected purchase order type determines if the system creates the new purchase order number automatically or if you must manually assign the purchase order number. To source to an existing purchase order, type a valid purchase order number.

Press Enter when you complete this screen. The system displays the Purchase Order Maintenance Header screen for the purchase order into which you are sourcing.

You can source into an existing purchase order only if the purchase order status is In Progress (00), Open (01), or Approval Pending (10).

For information on sourcing with multiple currency processing, refer to the "Using Multiple Currency Processing in Infinium PM" appendix in this guide.

Purchase Order User Defaults

When creating the new purchase order, the system uses requisition detail line information before using purchase order user defaults. If the system creates the purchase order from more than one requisition, the system uses header-level purchase order user defaults.

The following diagram illustrates this point.

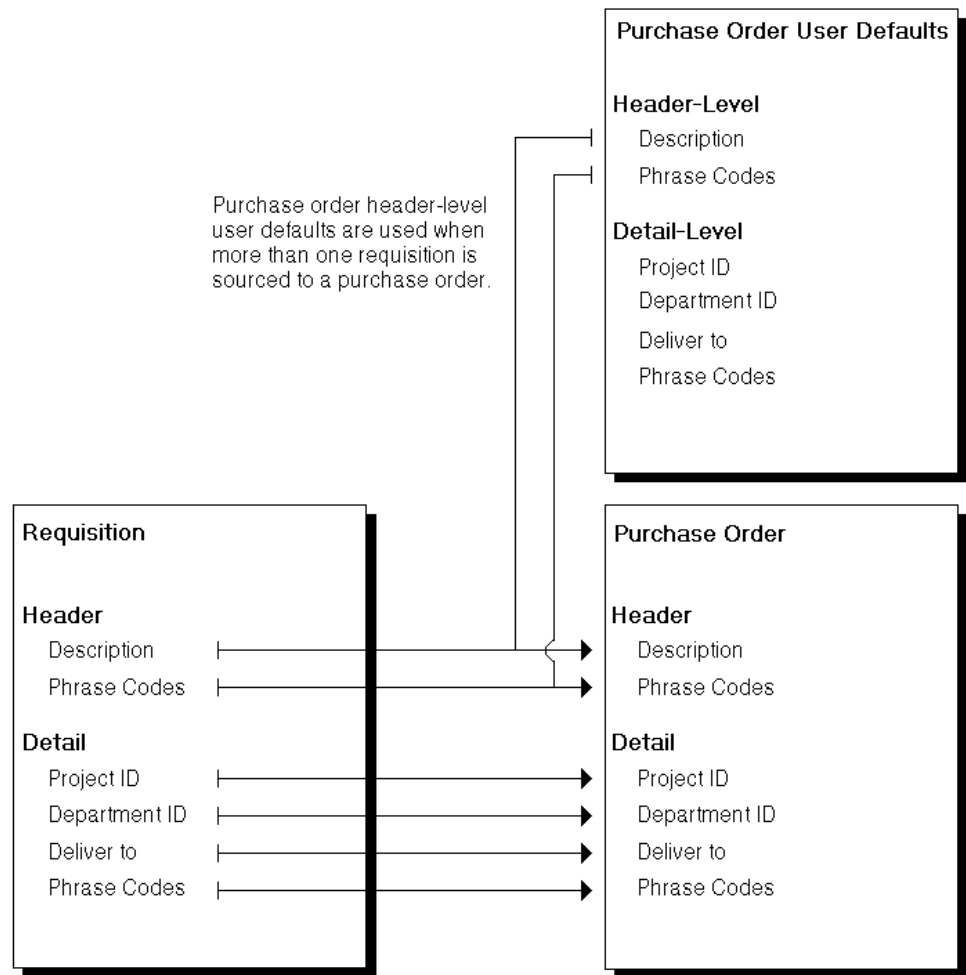


Figure 13-7: Purchase Order User Defaults with Sourcing

Multiple Vendors and Multiple Location Vendors

Because you can select multiple requisition detail lines for interactive sourcing, the system may encounter multiple vendors or a multiple-address vendor during sourcing. The system handles this by requiring you to select a vendor (for multiple vendors) or by automatically using a vendor's default buy-from address (for one vendor with multiple addresses).

The following table illustrates this relationship.

Requisition Detail Line(s) and Associated Vendor(s)	Resulting Purchase Order
One Requisition/One Vendor Requisition A: Line 1: Vendor #1	The system uses Vendor #1, using the vendor from the requisition detail selected.
One Requisition/One Multiple Address Vendor Requisition B: Line 1: Vendor #2 (address 1) Line 2: Vendor #2 (address 2) Line 3: Vendor #2 (address 3)	The system uses Vendor #2, using the vendor's default buy-from address, as defined in Infinium Payables Ledger.
Multiple Requisitions/One Multiple Address Vendor Requisition C: Line 3: Vendor #3 (address 1) Requisition D: Line 2: Vendor #3 (address 2) Requisition E: Line 2: Vendor #3 (address 3)	The system uses Vendor #3, using the vendor's default buy-from address, as defined in Infinium Payables Ledger.
Multiple Requisitions/Multiple Vendors Requisition F: Line 1: Vendor #4 Requisition G: Line 1: Vendor #5 Requisition H: Line 1: Vendor #6	You must select the vendor at the Purchase Order Maintenance Header screen after sourcing.

Sourcing to a Quotation Request

Sourcing support provides a way to create quotation requests by using existing purchase requisitions. You can create a quotation request through interactive sourcing only; you cannot create a quotation request through automatic sourcing.

A requisition must have a status of Open (01) to be eligible for interactive sourcing.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
 - ▼ *Work with sourcing support [WWSS]*

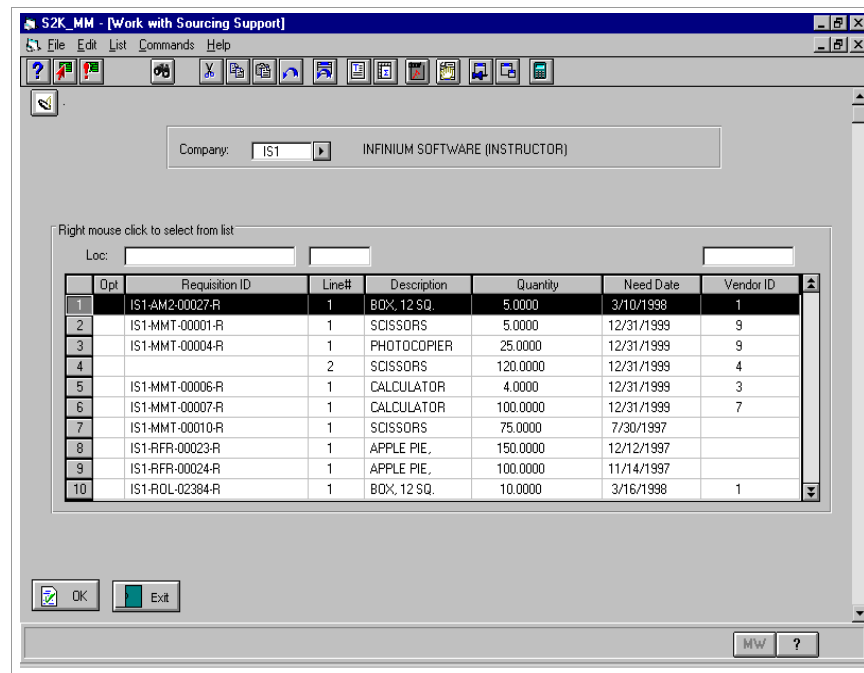


Figure 13-8: Sourcing Support Selection screen

The system displays purchase type requisitions you can source to quotation requests. Sourcing support enables you to source multiple requisition detail lines into a single quotation request.

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.

To source a single requisition detail line into a new quotation request multiple times, the selected quotation request type's *Quote Handling* field must be **1**. This enables you to source the requisition detail line again at a later time by retaining an Open (**01**) status.

The system prompts you for the quotation type and quotation request ID.

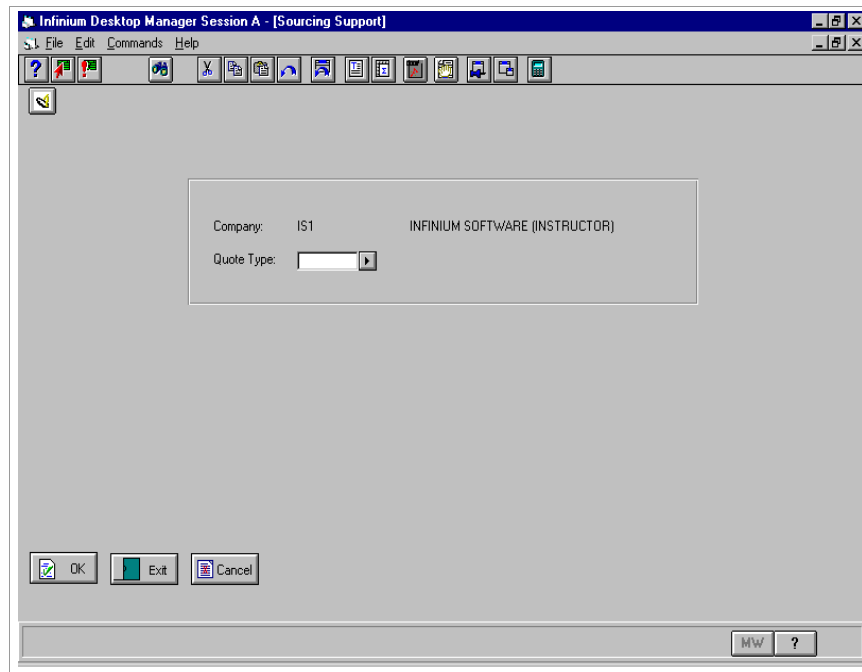


Figure 13-9: Sourcing Support Quotation Selection prompt screen

The system displays this screen after you choose to source one or more requisition detail lines to a quotation request.

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.

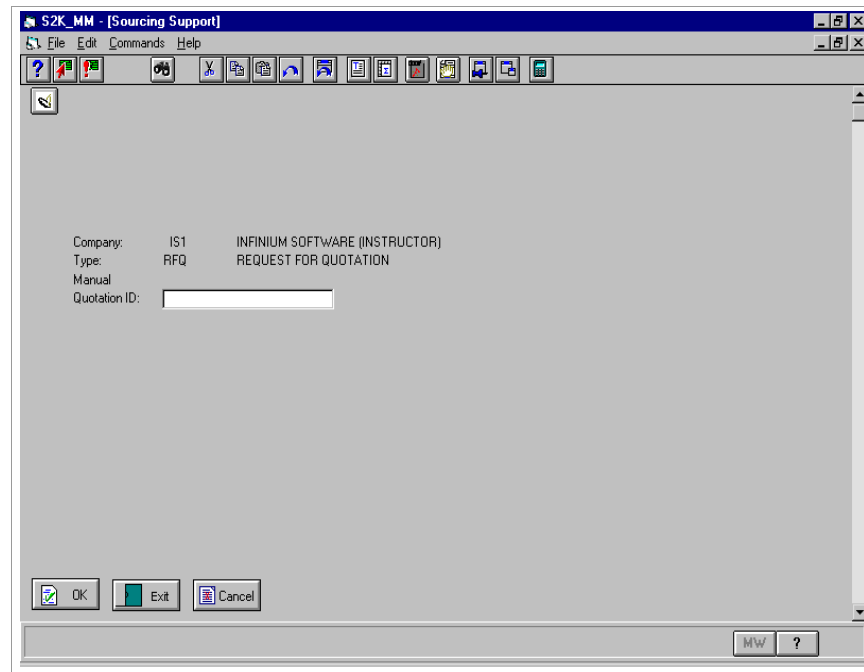


Figure 13-10: Sourcing Support Manual Entry prompt screen

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.

Effects of Quotation Request User Defaults

When creating the new quotation request, the system uses requisition detail line information before using quotation request user defaults. If the system creates the quotation request from more than one requisition, the system uses header-level quotation request user defaults.

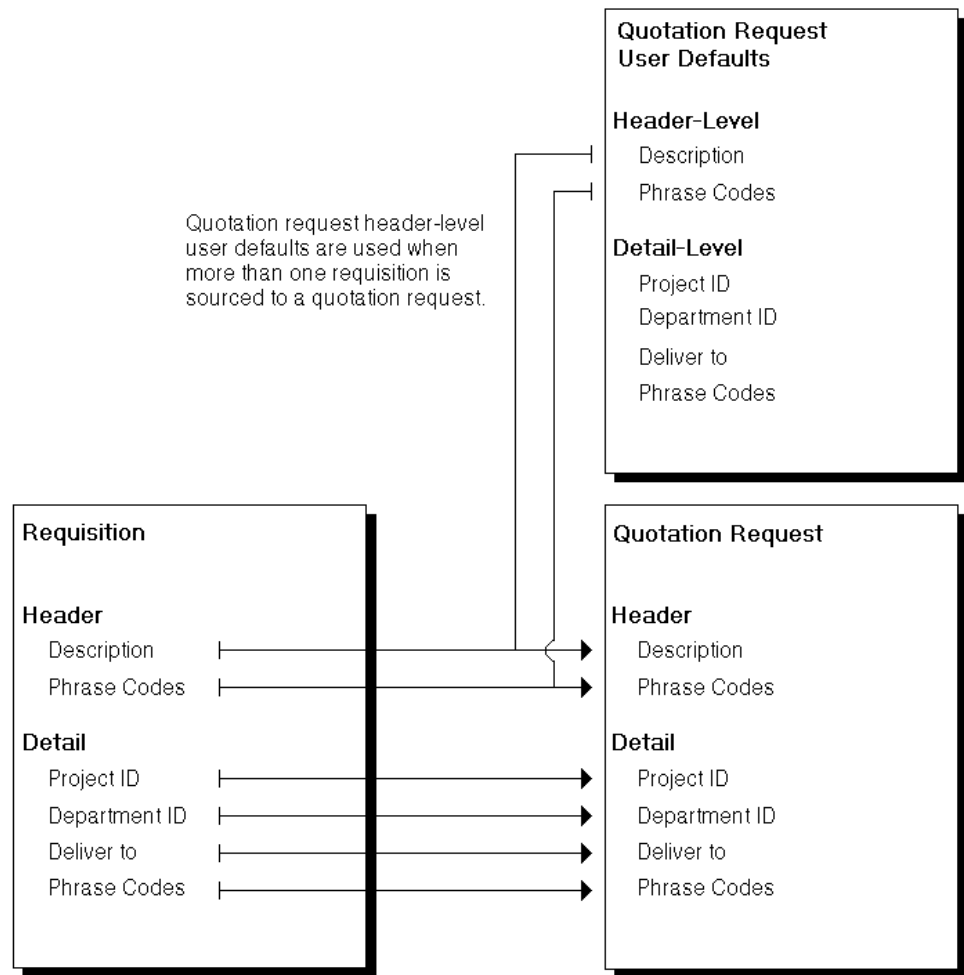


Figure 13-11: Effect of Quotation Request User Defaults with Sourcing

The system does not source requisition detail notes to a quotation request.

Sourcing to a Blanket Parent

Regular interactive sourcing enables you to source individual requisition detail lines to a new blanket parent purchase order. You cannot source to an existing blanket parent purchase order.

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.

The system retains an Open (**01**) status on requisition detail lines after sourcing them to a blanket parent purchase order.

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.

Type **5** in the *Opt* field to source the selected requisition detail line(s) to a new blanket parent purchase order.

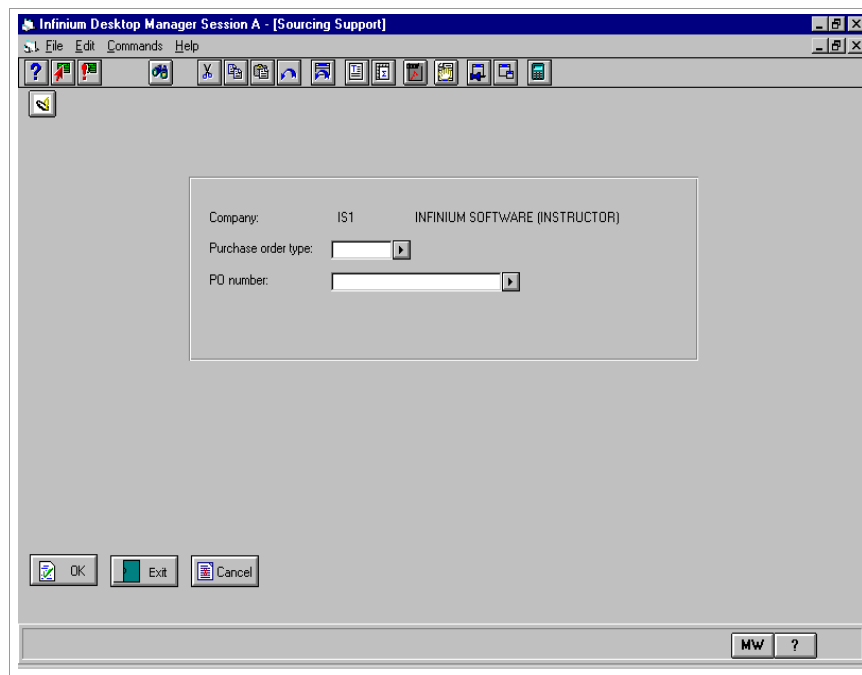


Figure 13-12: Sourcing Support Purchase Order Selection prompt screen

The system displays this screen after you type **5** in the *Opt* field in the Work with Sourcing Support selection screen and press Enter.

Purchase order type

The entry you type in this field must be a valid blanket parent purchase order type.

PO number

Leave this field blank and press Enter.

If the blanket parent purchase order type you selected uses automatic sequence numbering, sourcing creates the new blanket parent purchase order immediately.

If the blanket parent purchase order type you selected uses manual sequence numbering, the system displays the Sourcing Support Manual

Number Entry prompt screen before sourcing. Type a new blanket parent sequence number using the *P.O. Number* field, and then press Enter.

The system displays the Purchase Order Maintenance Header screen for the newly created blanket parent purchase order. The system displays the following message:

Warning: Blanket Controls do not exist or have expired.

Press F13 to establish blanket controls for either the blanket parent header or blanket parent detail.

Press Enter to display a summary of detail lines on the blanket parent.

Press F3 to save the newly created blanket parent purchase order.

For information on sourcing with multiple currency processing, refer to the "Using Multiple Currency Processing in Infinium PM" appendix in this guide.

Sourcing to a Blanket Release

Regular interactive sourcing enables you to source individual requisition detail lines to a new blanket release purchase order.

Items that exist on requisitions must exist on the blanket parent purchase order to be sourced into a blanket release. For non-items that exist on requisitions, their associated Commodity codes must exist on the blanket parent purchase order to be sourced into a blanket release.

Press F8 to begin the blanket release sourcing process. The system displays the Blanket Order Selection window.

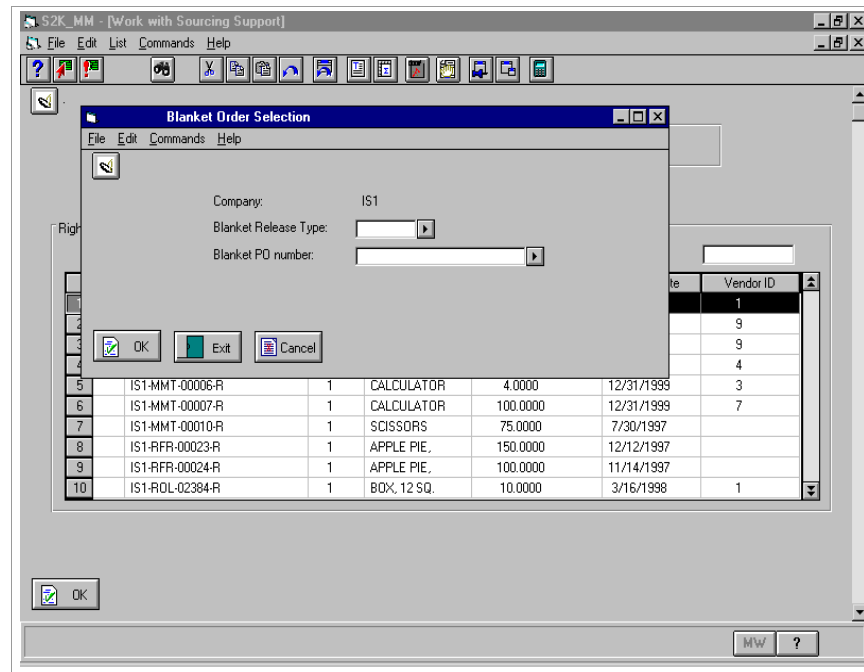


Figure 13-13: Blanket Order Selection window

The system displays this window when you press F8 from the Work with Sourcing Support selection screen. You use this window to specify a blanket release purchase order type and a blanket parent purchase order number.

Blanket Release Type

The entry you type in this field must be a valid blanket release purchase order type.

Blanket PO number

The entry you type in this field must be a valid blanket parent purchase order number. Press F4 to select from a list of blanket parent purchase orders.

Press Enter to continue sourcing to a blanket release. The system displays the Work with Sourcing Support selection screen, which displays the requisition detail lines that contain the same Item code(s) and/or Commodity code(s) as the selected blanket parent.

Type 4 in the *Opt* field to source the selected requisition detail line(s) to a new blanket release purchase order, and then press Enter. The system sources the selected requisition detail line(s) to a new blanket release purchase order and displays the Purchase Order Maintenance Header screen.

Sourcing Non-Items to a Blanket Release

When you source non-items to a blanket release purchase order, the system replaces the non-item's description with the non-item description from the selected blanket parent purchase order.

Additionally, when non-items are included on the blanket purchase order and the requisition, none of the fields from the requisition defaults to the blanket release.

User Field Defaults

The system defaults requisition user field information to the blanket release purchase order during sourcing. If requisition user fields do not exist, the system defaults the associated blanket parent purchase order user field information.

For information on sourcing with multiple currency processing, refer to the "Using Multiple Currency Processing in Infinium PM" appendix in this guide.

Using Automatic Sourcing

The system enables you to perform automatic sourcing in three ways:

- Automatic sourcing by requisition type
- Automatic sourcing by vendor
- Automatic sourcing with options

Automatic Sourcing Requirements

The following requirements must exist to automatically source requisition detail line(s) to a purchase order:

- Selected requisition detail lines must have a status of Open (**01**).
- Selected requisition detail lines must specify a vendor.
- An item must be automatic sourcing capable. You define an item as automatic sourcing capable in the General Information attribute in the *Work with Raw Material/Resource* or *Work with Products* options in Infinium Cross Applications.
- The selected purchase order type must be automatic sourcing capable. You define a purchase order type as automatic sourcing capable using the *Work with purchase type* option.
- A non-item is considered automatic sourcing capable if the purchase order type is automatic sourcing capable.
- The selected purchase order type must specify automatic generation of the sequence number. You define this using the *Work with purchase type* option.

Automatic Sourcing Considerations

Keep the following points in mind as you use automatic sourcing.

Purchase Order Description Field

When you automatically source one requisition to a purchase order, the system defaults the *Description* field from the requisition to the *Description* field of the new purchase order.

When you automatically source two or more requisitions to a purchase order, the system defaults the *Description* field from your purchase order user defaults. If your purchase order user default *Description* field is blank, the system fills the *Description* field of the new purchase order with the following:

Auto sourced PO on MM/DD/YYYY.

The **MM/DD/YYYY** refers to the month (**MM**), day (**DD**), and year (**YYYY**) that you performed the automatic sourcing.

The date format of this message matches the date format of your system.

Purchase Order Header Ship-to Location Field Default

If the user's default company matches the company specified in the *Company* field of the Sourcing Support Order Type Selection screen, the system defaults the value for the *Ship-to Location* field on the new purchase order header from the *Ship-to Location Default* field in the user profile of the user performing the automatic sourcing. For more information, refer to the ship-to location hierarchy in the "Working with Supervisor Controls for User Setup" chapter in this guide.

Purchase Order User Fields

If your purchase orders require user field(s), automatic sourcing assigns an Open (**01**) status to the purchase orders, but they 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.

Purchase Order Taxes at the Multi-Ship Level

If you use automatic sourcing to source a multiple ship requisition detail line, the system does not access the tax hierarchy during sourcing. Therefore, any multiple ship requisition detail line that is taxable does not have a tax record in the resulting purchase order multi-ship detail line (the system sets the *Tax* field to **0**) following sourcing.

Multi-Shipments

For an auto-sourced requisition that has no account but contains multi-ship lines, the system generates the account at the multi-ship level. If the requisition does not have multi-ship lines, the system generates the account at the detail level.

Distribution Codes

If a requisition contains a distribution code instead of an account, auto sourcing does not attempt to resolve the account. The distribution code is a replacement for an account.

Automatic Sourcing by Requisition Type

Automatic sourcing by requisition type enables you to automatically create purchase orders from one or more requisitions of a given requisition type.

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

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
 - ▼ *Work with auto-sourcing [WWAS]*

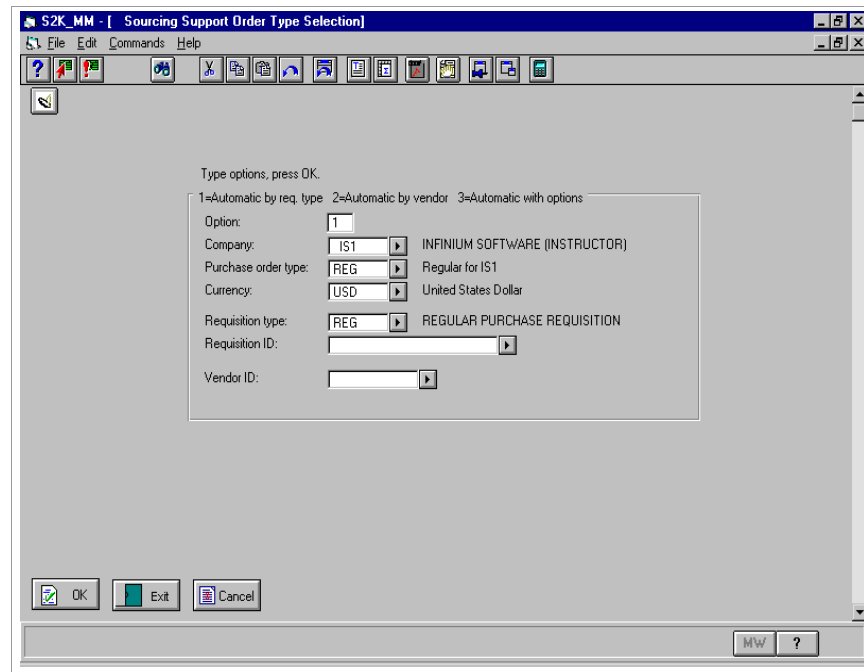


Figure 13-14: Sourcing Support Order Type Selection screen

You use this screen to specify which requisition type the system automatically sources to one or more purchase orders.

You can also access this screen by pressing F7 from the Work with Sourcing Support selection screen.

The system requires the following fields in the Sourcing Support Order Type Selection screen when performing automatic sourcing by requisition type:

- *Company*
- *Purchase order type*
- *Currency* (if using multiple currency processing)
- *Requisition type* or *Requisition ID*

You do not use the *Vendor ID* field when performing automatic sourcing by requisition type.

Option

Type 1 to perform automatic sourcing by requisition type.

Purchase order type

Use this field to specify a purchase order type for the new purchase orders. This purchase order type must be automatic sourcing capable.

Currency

This is a required field if you are using multiple currency processing. For more information, refer to the “Using Multiple Currency Processing in Infinium PM” appendix in this guide.

Requisition type

Use this field to specify a requisition type for automatic sourcing. The system searches all Open (01) requisition detail lines and automatically sources those of the specified requisition type.

Requisition ID

Use this field to specify a single requisition ID for automatic sourcing. If you specify a requisition ID using this field, the system fills the *Requisition type* field with the appropriate requisition type.

The requisition ID you specify in the *Requisition ID* field must have an Open (01) status.

Requisition Detail Lines with Blank Vendors

The system selects but cannot source a requisition detail line with a blank vendor that meets the automatic sourcing by requisition type criteria. The system lists these requisitions in the Auto Source Requisition Exception Report.

Selecting Requisitions for Automatic Sourcing

To select a requisition for automatic sourcing by certain criterion, such as project ID, you can prompt on the *Requisition ID* field and then press F13 to display the Requisition Selection Query screen.

```

MAR/08/2016 21:44:55      Requisition Selection Query      PMGRHD      PMDRHD
-----
Enter Sort Levels and Field Data.
01=Highest Sort  15=Lowest Sort

___ Company . . . . . 001 +
___ Type . . . . . ___ +
___ Req. ID . . . . . _____
___ Status . . . . . ___ +
___ Requester ID . . . . . _____ +
___ Item Code . . . . . _____ ___ +
___ Item Desc . . . . . _____
___ Commodity Code . . . . . _____ +
___ Ship-to Location . . . . . _____ +
___ Deliver to . . . . . _____
___ Date needed . . . . . _____ to _____
___ Description . . . . . _____
___ Project ID . . . . . _____ +
___ Trans Currency . . . . . ___ +
___ Vendor ID . . . . . _____ +
-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line

```

Figure 13-15: Requisition Selection Query screen

Selecting Requisitions by Specific Criteria

The system displays this screen when you press F13 from the Requisition Selection screen. You can use this screen to select requisitions that meet specific criteria.

Press Enter to display all requisitions that meet your criteria in the Requisition Selection screen. Type 1 in the *Opt* field next to the requisition you select for automatic sourcing, and then press Enter.

From the Sourcing Support Order Type Selection screen, press Enter to submit the automatic sourcing batch job for the selected requisition(s). This batch job creates one or more purchase orders based on your entries. Once the batch job is complete, the system may generate up to three reports. These reports are:

- Auto Source Requisition Exception Report (if errors exist)
- Auto Source Detail Listing (always created)
- Auto Source Error Listing (if errors exist)

For more information on automatic sourcing reports, refer to the “Understanding Automatic Sourcing Reports” topic in this chapter.

Automatic Sourcing by Vendor

Automatic sourcing by vendor enables you to automatically create purchase orders from requisition detail line(s) by vendor.

The system does not select requisition detail lines with a blank vendor that meet the automatic sourcing by vendor criteria.

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

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Work with auto-sourcing [WWAS]*

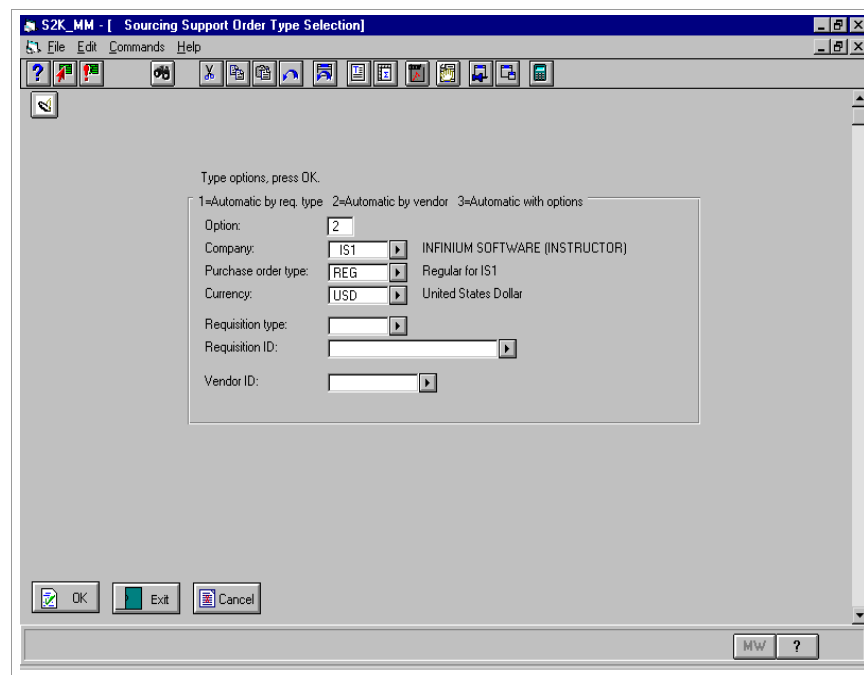


Figure 13-16: Sourcing Support Order Type Selection screen

The system requires the following fields in the Sourcing Support Order Type Selection screen when performing automatic sourcing by vendor:

- *Company*
- *Purchase order type*
- *Currency* (if using multiple currency processing)

Option

Type **2** to perform automatic sourcing by vendor.

Purchase order type

Use this field to specify a purchase order type for the new purchase orders. This purchase order type must be automatic sourcing capable.

Currency

This is a required field if you are using multiple currency processing. For more information, refer to the “Using Multiple Currency Processing in Infinium PM” appendix in this guide.

Requisition type

Use this field to specify a requisition type for automatic sourcing. The system searches all Open (**01**) requisition detail lines and automatically sources those of the specified requisition type and vendor.

Requisition ID

Use this field to specify a single requisition ID for automatic sourcing. If you specify a requisition ID using this field, the system fills the *Requisition type* field with the appropriate requisition type.

For information on selecting requisitions for automatic sourcing, refer to the topic “Selecting Requisitions by Specific Criteria” in this chapter.

The requisition ID you specify in the *Requisition ID* field must have an Open (**01**) status.

Vendor ID

If you leave this field blank, the system generates multiple purchase orders for different vendors. If you type an entry in this field, the system generates a purchase order using all open requisitions for that vendor.

The *Vendor ID* field defaults from the sourcing user defaults.

From the Sourcing Support Order Type Selection screen, press Enter to submit the automatic sourcing batch job for the selected requisition(s). This batch job creates one or more purchase orders based on your entries. Once the batch job is complete, the system may generate up to three reports. These reports are:

- Auto Source Requisition Exception Report (if errors exist)
 - Auto Source Detail Listing (always created)
-

- Auto Source Error Listing (if errors exist)

For more information on automatic sourcing reports, refer to the “Understanding Automatic Sourcing Reports” topic in this chapter.

Effect of Multiple Vendors and Multiple Location Vendors

Automatic sourcing by vendor creates a separate purchase order for each unique vendor-location matching your selection criteria.

Refer to the following table for examples.

Requisition Detail Line(s) and Vendor(s)	Sourced Purchase Order(s)
Single Location Vendor Requisition A: Line 1: Vendor #1 (address 1) Line 2: Vendor #1 (address 1) Line 3: Vendor #1 (address 1)	Automatic sourcing creates one new purchase order with three detail lines.
Multiple Location Vendor Requisition B: Line 1: Vendor #2 (address 1) Line 2: Vendor #2 (address 1) Line 3: Vendor #2 (address 2)	Automatic sourcing creates two new purchase orders: one with detail lines 1 and 2, and the other with detail line 3.
Multiple Vendors Requisition C: Line 1: Vendor #1 (address 1) Line 2: Vendor #2 (address 1) Line 3: Vendor #3 (address 1)	Automatic sourcing creates three new purchase orders, each with one detail line.

Automatic Sourcing by Selection Criteria

Automatic sourcing by vendor enables you to automatically create purchase orders from requisition detail line(s) based on your selection criteria.

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

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*

▼ *Work with auto-sourcing [WWAS]*

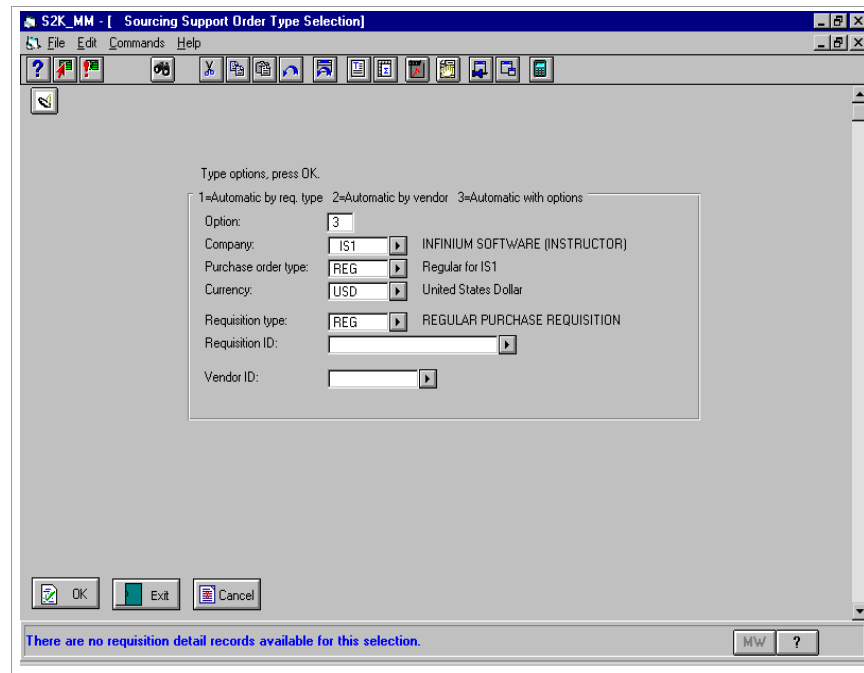


Figure 13-17: Sourcing Support Order Type Selection screen

The system requires the following fields in the Sourcing Support Order Type Selection screen when performing automatic sourcing by selection criteria:

- *Company*
- *Purchase order type*
- *Currency* (if using multiple currency processing)
- *Requisition type* or *Vendor ID*

The *Vendor ID* field defaults from your sourcing user defaults, if defined.

Option

Type **3** to perform automatic sourcing by selection criteria.

Purchase order type

Use this field to specify a purchase order type for the new purchase orders. This purchase order type must be automatic sourcing capable.

Currency

This is a required field if you are using multiple currency processing. For more information, refer to the “Using Multiple Currency Processing in Infinium PM” appendix in this guide.

Requisition type

Use this field to specify a requisition type for automatic sourcing. The system searches all Open (01) requisition detail lines and automatically sources those of the specified requisition type and vendor.

Requisition ID

Use this field to specify a single requisition ID for automatic sourcing. If you specify a requisition ID using this field, the system fills the *Requisition type* field with the appropriate requisition type.

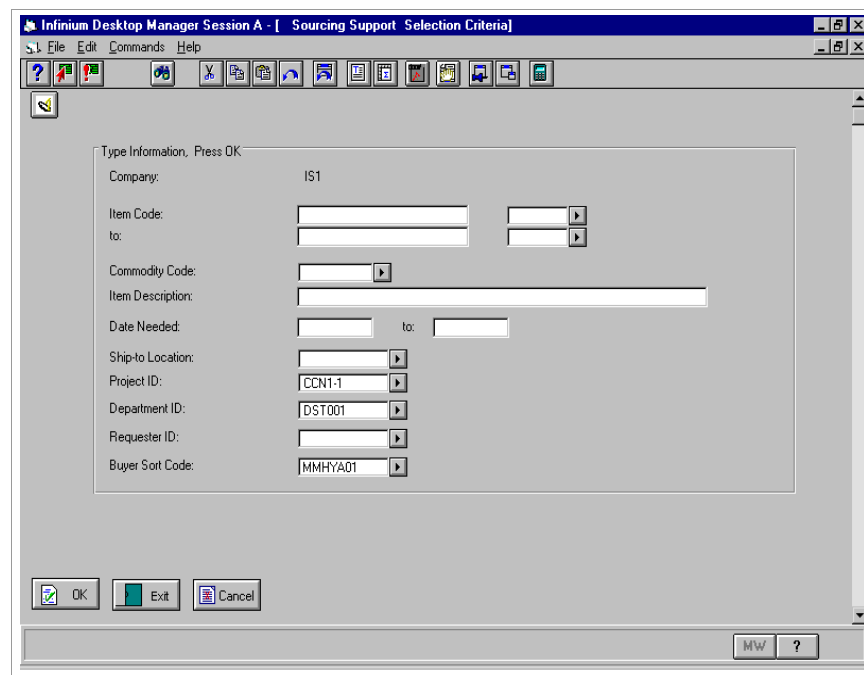
For information on selecting requisitions for automatic sourcing, refer to the topic “Selecting Requisitions by Specific Criteria” in this chapter.

The requisition ID you specify in the *Requisition ID* field must have an Open (01) status.

Requisition Detail Lines with Blank Vendors

The system selects but cannot source a requisition detail line with a blank vendor that meets the automatic sourcing by selection criteria. The system lists these requisitions in the Auto Source Requisition Exception Report.

Press Enter to display the Sourcing Support Selection Criteria screen.



The screenshot shows a window titled "Infinium Desktop Manager Session A - [Sourcing Support Selection Criteria]". The window contains a form with the following fields and values:

Type Information, Press OK	
Company:	IS1
Item Code:	<input type="text"/>
to:	<input type="text"/>
Commodity Code:	<input type="text"/>
Item Description:	<input type="text"/>
Date Needed:	<input type="text"/> to: <input type="text"/>
Ship-to Location:	<input type="text"/>
Project ID:	CCN1-1
Department ID:	DST001
Requester ID:	<input type="text"/>
Buyer Sort Code:	MMHYA01

At the bottom of the window, there are three buttons: "OK", "Exit", and "Cancel". In the bottom right corner, there are two small buttons: "MW" and "?".

Figure 13-18: Sourcing Support Selection Criteria screen

You can further limit the selection of requisitions for automatic sourcing by typing entries in the appropriate fields. For example, you can source requisitions that have a specific Item code or a range of Item codes. You can source requisitions for a specific Commodity code, and so on.

The *Project ID*, *Department ID*, and *Buyer Sort Code* fields default from the sourcing user defaults, if defined.

Item Code, to

Use these fields to define a specific Item code or an alphabetic range of Item codes for sourcing.

The Item codes specified in the *Item Code* and *to* fields must be in ascending alphabetic order.

The table provides examples for using the *Item Code, to* fields.

Available Items	<i>Item Code, to</i> Entry	Item(s) Selected
Binders	<i>Item Code:</i> Binders	Binders, Erasers
Erasers	<i>to:</i> Paper	Highlighter, Paper
Highlighter	<i>Item Code:</i> Pencils	Pencils, Rulers
Paper	<i>to:</i> Scissors	Scissors
Pencils	<i>Item Code:</i> Staplers	Not Allowed
Rulers	<i>to:</i> Binders	(invalid range)
Scissors	<i>Item Code:</i> B	Not Allowed
Staplers	<i>to:</i> S	(invalid Item codes)

Press Enter to submit the automatic sourcing batch job. This batch job creates purchase orders based on your entries. Once the batch job is complete, the system may generate up to three reports. They are:

- Auto Source Requisition Exception Report (if errors exist)
- Auto Source Detail Listing (always created)
- Auto Source Error Listing (if errors exist)

For more information on automatic sourcing reports, refer to the “Understanding Automatic Sourcing Reports” topic in this chapter.

Understanding Automatic Sourcing Reports

When you use automatic sourcing, the system generates the following reports at the completion of the sourcing batch job:

- Auto Source Requisition Exception Report (if errors exist)
- Auto Source Detail Listing (always created)
- Auto Source Error Listing (if errors exist)

Auto Source Requisition Exception Report

You use this report to identify requisition detail lines you selected for automatic sourcing that the system cannot automatic source. This report prints a list of invalid vendors, vendors you cannot use, and a list of line items that are not automatic source capable.

Auto Source Detail Listing Report

You use this report to verify the purchase orders created through automatic sourcing. The system generates this report each time you run automatic sourcing. This report contains information such as the purchase order number, vendor item code, and Commodity code.

Auto Source Error Listing Report

You use this report to identify errors that exist on sourced purchase orders. This report prints any purchase order header or detail errors that exist. For example, invalid field entries or entries that are missing for required fields.

Printing Automatic Sourcing Reports

Printing the automatic sourcing reports requires that you work with system batch jobs to identify and send the report to the printer. This can be a complex process that can vary from installation to installation. Therefore, you should contact your facility's IS department for specific instructions on printing hard-copy automatic sourcing reports for your facility.

The following pages include a sample Auto Source Requisition Exception Report, Auto Source Detail Listing Report, and Auto Source Error Listing Report.

PMGSSB2 PMTSSB2
5/01/2000 09:00:00

AUTO SOURCE REQUISITION EXCEPTION REPORT

PAGE 1

COMPANY: INF

REQUISITION ID	SEQUENCE NUMBER	VENDOR	ITEM CODE	SIZE CODE	COMMODITY CODE	UNIT OF MEASURE
----------------	--------------------	--------	-----------	--------------	-------------------	--------------------

INF-RWL-000009-R 00001 AIRFRAME COMM1 EA

This requisition detail cannot be sourced because the vendor is blank.

INF-RWL-000019-R 00001 AIRFRAME COMM1 EA

This requisition detail cannot be sourced because the vendor is blank.

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

```

PMGSSB      PMTSSB
5/01/2000 09:00:00
COMPANY PURCHASE ORDER SEQUENCE VENDOR ADDRESS ITEM CODE SIZE COMMODITY UNIT OF REQUISITION ID REQUISITION
NUMBER                                         TYPE                                CODE  CODE    MEASURE REQUISITION ID SEQUENCE
-----
INF  INF-00099-ROL-PO  00001  VEND2  BOTH  AIRPLANE ASSY          COMM1  EA  INF-RWL-000007-R  00001
INF  INF-00100-ROL-PO  00001  VEND1  BOTH  AIRPLANE ASSY          COMM1  EA  INF-RWL-000008-R  00001
***** E N D   O F   R E P O R T *****

```

PMGSSB PMTSSB1
5/01/2000 09:00:00

AUTO SOURCE ERROR LISTING

PAGE 1

COMPANY: INF INFINIUM SOFTWARE, INC.

PURCHASE ORDER SEQUENCE	VENDOR ITEM CODE	SIZE CODE	COMMODITY CODE	UNIT OF MEASURE	REQUISITION ID	REQUISITION SEQUENCE
----------------------------	---------------------	--------------	-------------------	--------------------	----------------	-------------------------

INF-00099-ROL-PO VEND2
 # Freight Terms is required.
 00001 AIRPLANE ASSY COMM1 EA INF-RWL-000007-R 00001
 # Cost per unit is required.
INF-00100-ROL-PO VEND1
 # Freight Terms is required.
 00001 AIRPLANE ASSY COMM1 EA INF-RWL-000008-R 00001
 # Cost per unit is required.

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

Understanding Automatic Sourcing Error Messages

The system reports errors encountered during automatic sourcing in the Auto Source Requisition Exception Report and the Auto Source Error Listing. This topic lists error messages that you may encounter in Auto Source Requisition Exception Report as well as the most likely cause of these errors.

Error Messages in the Auto Source Requisition Exception Report

The following error messages can display in the Auto Source Requisition Exception Report (PMTSSB2):

Auto sourcing is not allowed for this requisition detail line.

The system displays this message if the material on the requisition detail is not automatic source capable.

This requisition detail cannot be sourced because the vendor is blank.

The system displays this message if the requisition detail line does not specify a vendor.

Item code is required for the selected purchase order type xxx.

The xxx refers to the selected purchase order type. The system displays this message if the purchase order type you select requires an Item code and the requisition detail line(s) does not specify an Item code.

Vendor yyy is either inactive, invalid, or is not a purchasing vendor.

The xxx refers to vendor ID. The system displays this message when the vendor is inactive, invalid, or is not a purchasing vendor.

User xxx is not authorized to vendor number yyy.

The xxx refers to the user ID while the yyy refers to the vendor ID. The system displays this message if you attempt to automatic source using a vendor to which you do not have authorization.

Resetting Sourcing Batch Errors

This option enables you to reset system errors that exist due to any abnormal termination of the batch job for automatic sourcing. This utility unlocks requisition detail lines and clears the requisition detail line from the sourcing selection file.

When you select a requisition detail line for automatic sourcing, the system locks the detail line from further processing. If you attempt to access a locked requisition detail line through the Requisition Maintenance Selection screen or sourcing, the system displays the following error 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]*

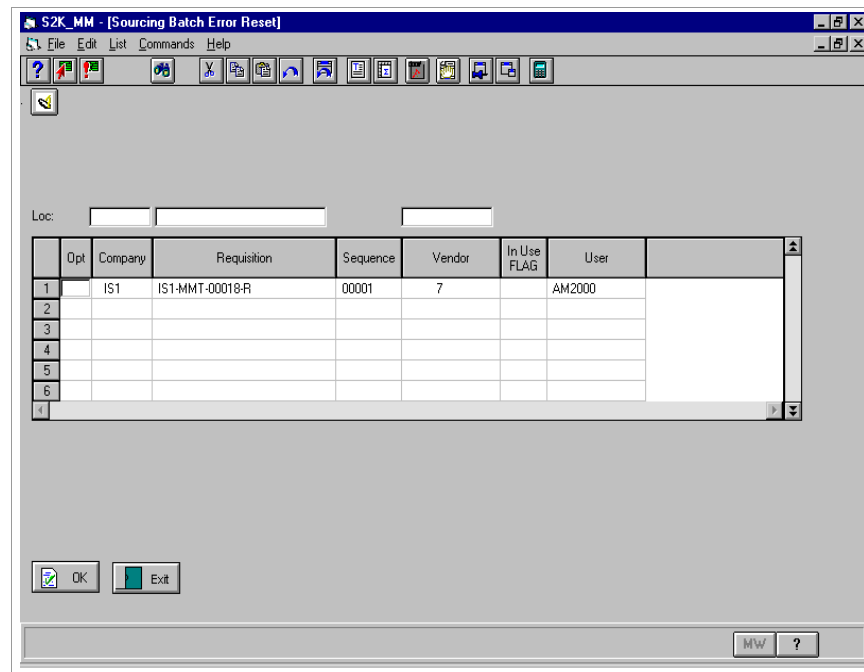


Figure 13-19: Sourcing Batch Error Reset screen

You use this screen to unlock requisition detail lines following a sourcing error or system failure (for example, a power outage).

For information on resetting sourcing batch errors, refer to the “Working with Supervisor File Maintenance Controls” chapter in this guide.

Notes

Chapter 14 Working with Existing Purchase Orders

14

The chapter consists of the following topics:

Topic	Page
Overview of Working with Existing Purchase Orders	14-2
Viewing Purchase Order Status	14-3
Displaying Purchase Orders	14-7
Processing Purchase Orders	14-15
Working with Change Orders	14-18

Overview of Working with Existing Purchase Orders

Infinium PM enables you to create change orders, display purchase orders, and change the status of purchase orders once you create them.

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

- Working with change orders
 - Performing purchase order status processing
 - Displaying purchase orders
 - Processing purchase orders through Infinium Electronic Exchange
-

Viewing Purchase Order Status

You can view the status of purchase orders through the system by accessing the *Work with purchase order status* option.

Purchase Order Header Status

The following table illustrates valid purchase order header statuses.

Header Status	Description
In Progress (00)	The purchase order is not complete.
Open (01)	The purchase order is complete and ready for receiving.
On Hold (02)	The purchase order is complete and not available for processing.
Blanket Parent Open (03)	The blanket parent is complete.
Approval Pending (10)	The purchase order is complete and waiting for approval.
Approval Hold (11)	The purchase order was rejected in the approval process and is on approval hold.
Budget Hold (12)	The purchase order failed the Infinium Project Accounting budget check and is awaiting further action.
Manual Close (91)	The purchase order was manually closed.
Automatic Close (92)	The purchase order was closed by the system.
Canceled (96)	The purchase order was deleted and is given this status because it was sent to a vendor.
Deleted (99)	The purchase order was deleted and is given this status because it was not sent to a vendor.

Purchase Order Detail Status

The following table illustrates additional valid purchase order detail statuses.

Detail Status	Description
Partially Received (50)	The purchase order detail line is partially received.
Fully Received (51)	The purchase order detail line is fully received.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Work with purchase order status [WWPOS]*

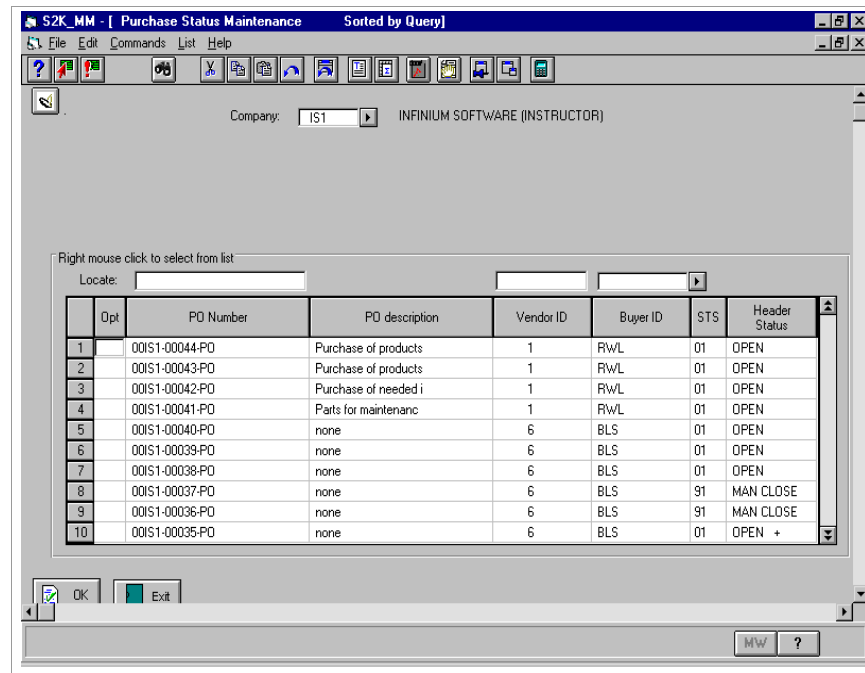


Figure 14-1: Purchase Status Maintenance selection screen

You can limit the number of purchase orders the system displays by pressing F13 and entering selection criteria.

The system highlights the column by which the purchase orders are sorted.

Opt

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

- 2** Use this option to work with a purchase order.

- 3 Use this option to place a purchase order on hold.
- 6 Use this option to release a purchase order.
- 7 Use this option to complete a purchase order.
- 9 Use this option to manually close a purchase order.

You cannot use any of the above options in the *Opt* field for a purchase order that exceeds your purchase order restrictions. You define purchase order restrictions using the *Work with user profile* option.

The following function keys are available from the Purchase Status Maintenance selection screen:

Function Key	Description
F7	Use this key to sort by purchase order ID.
F8	Use this key to sort by vendor ID.
F9	Use this key to sort by buyer ID.
F11	Use this key to display a detail line view of the purchase orders. Note: The system displays the detail status of the first detail line. To display the statuses for all detail lines, press F13. Then type the purchase order ID in the <i>P.O. ID</i> field of the Purchase Order Selection Query screen and press Enter.
F13	Use this key to specify additional selection criteria for displaying purchase orders.

Additional Information

Keep the following points in mind as you use the *Work with purchase order status* option:

- You cannot change the ordered quantity of a purchase order detail line with a status of Fully Received (51).
- If a purchase order header status is changed from Open (01) and then later completed, the status of a Fully Received (51) detail line is changed to Partially Received (50) if the received quantity is less than the ordered quantity.

Automatic Closing Requirements

The system sets the purchase order header status to Automatic Close (92) when each purchase order detail line meets at least one of the following conditions:

- The receipt activity flag is 0 and the extended amount of the purchase order detail line is fully invoiced.
- The purchase order detail line is Fully Received (51) and the quantity received is fully invoiced.

Approvals and Purchase Order Status Maintenance

If you place a purchase order awaiting approval on hold (option 3) and then subsequently release it (option 6), the system sends the purchase order through the entire approval routing, regardless of the *Re-route* fields.

The system does not check purchase order detail lines with a status of Fully Received (51) for approval eligibility.

Tolerances and Purchase Order Status Maintenance

If you change the purchase order header status using the *Work with purchase order status* option, the system does not check tolerances. The system changes the receipt status of purchase order detail lines from Fully Received (51) to Partially Received (50) if the ordered quantity is greater than the received quantity, even if the purchase order type specifies to close within tolerance. This provides you with the ability to reopen purchase orders that have closed within tolerance and to make them available for maintenance, receiving, or invoicing.

Displaying Purchase Orders

You can use this option to view information about a purchase order during its various stages of processing.

Use the following menu path:

- ▶ Infinium PM
- ▶ Purchase Orders
 - ▼ Display purchase orders [DPO]

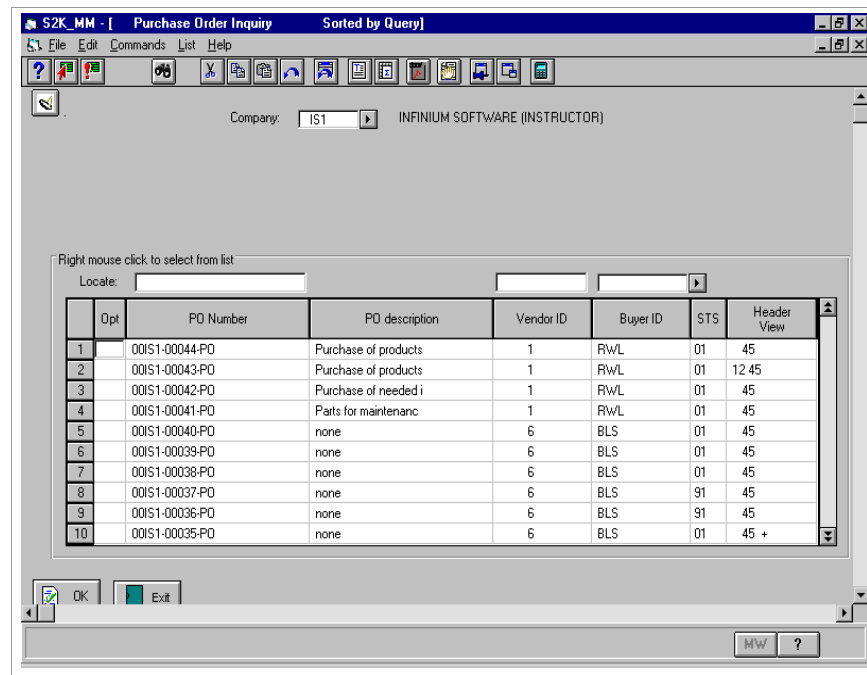


Figure 14-2: Purchase Order Inquiry selection screen

If you do not have a default company, type the Company code in the *Company* field and press Enter.

To display more information about a purchase order, or about a document associated with the purchase order, select it with one of the options shown on the screen.

The system highlights the column by which the purchase orders are sorted.

The values the system displays in the *View* column indicate the values you can use to select a purchase order. For example, the available views for purchase order number **00IS1-00043-PO** are **1, 2, 4, and 5**.

The following function keys are available from the Purchase Order Inquiry selection screen:

Function Key	Description
F7	Use this key to sort by purchase order ID.
F8	Use this key to sort by vendor ID.
F9	Use this key to sort by buyer ID.
F11	Use this key to display a detail line view of the purchase orders. 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 purchase order ID in the <i>P.O. ID</i> field of the Purchase Order Selection Query screen and press Enter.
F13	Use this key to specify additional selection criteria for displaying purchase orders.

Purchase Order Header Information

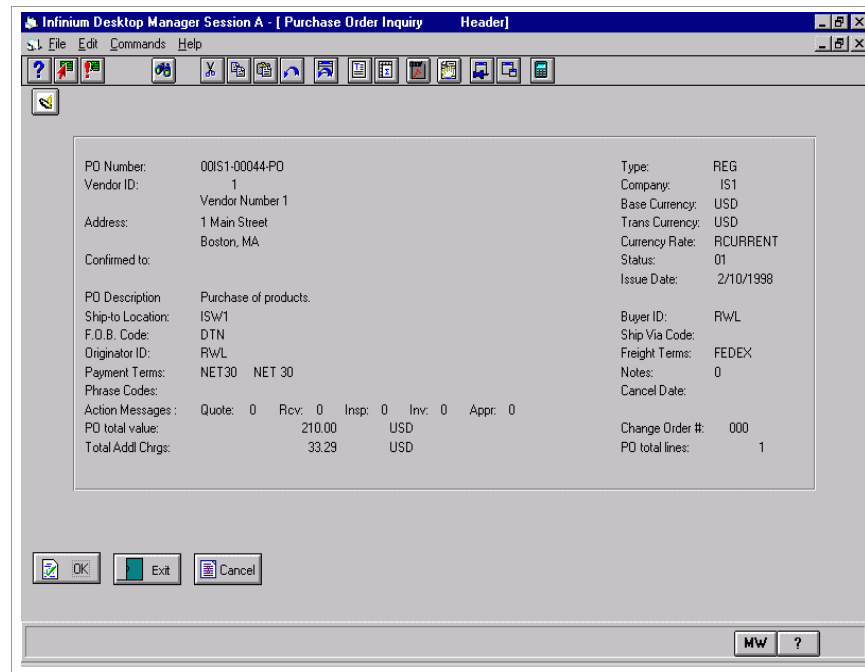


Figure 14-3: Purchase Order Inquiry Header screen

In addition to the *Buyer ID*, the system displays the *Originator ID* so that you can identify both the buyer for the purchase order and the creator of the purchase order.

When you create a purchase order, your user ID defaults to the purchase order header as the buyer ID and originator ID. The system displays the *Buyer ID* field on the Purchase Order Header screen, which you can change. The *Originator ID* displays only in purchase order inquiry as an informational field.

You can press F21 to display purchase order audit history information specific to the purchase order header.

From the Purchase Order Inquiry Header screen, you can display user fields, approval audit information, approval notes, purchase order notes, detail line information, additional charges, audit history, and purchase order address information.

If you select a blanket parent purchase order, the system also displays the *Total Available* field. This field specifies the available remaining monetary amount for the blanket parent. You can also use the *Display blanket purchase orders* option to display blanket parent purchase orders and blanket release purchase orders.

Purchase Order Summary Information

The system displays purchase order summary information when you select the purchase order detail from the Purchase Order Inquiry prompt screen.

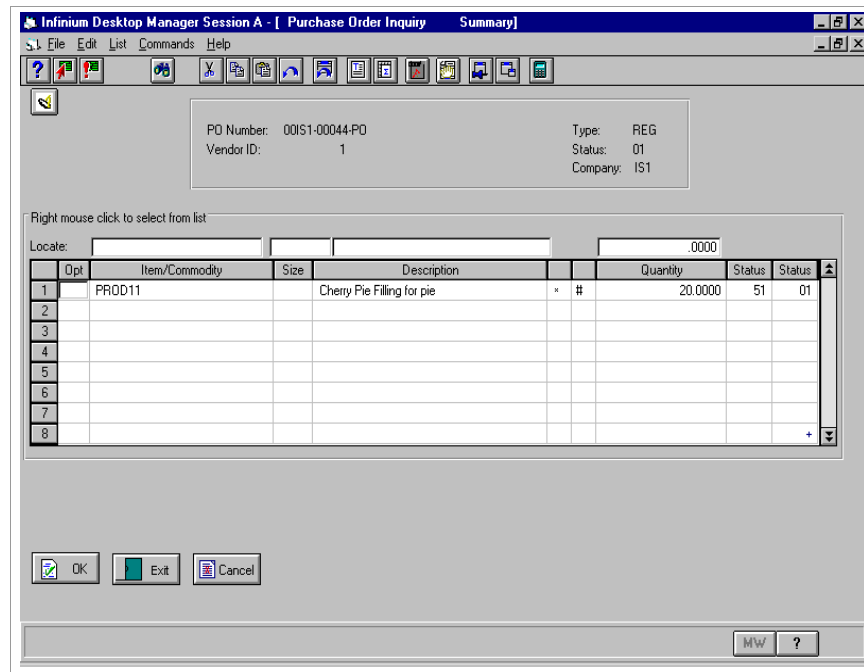


Figure 14-4: Purchase Order Inquiry Summary screen

The system displays this screen when you select to display a purchase order detail from the Purchase Order Inquiry prompt screen. You can use the *Locate* fields to find a detail line by item code, description, or quantity. The system displays both the purchase order detail status and invoice status.

The system displays the Commodity code in the *Item code* field for non-items.

You can press F21 to display purchase order audit history information specific to the purchase order header.

Purchase Order Inquiry Summary Indicators

The system uses the following indicators at the end of the *Description* field in the Purchase Order Inquiry 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 Inquiry 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.

Purchase Order Detail Statuses

The Purchase Order Inquiry Summary screen displays two statuses for each detail line. The status on the left is the detail line status while the status on the right is the invoice status. For information on detail statuses, refer to the “Purchase Order Detail Status” topic in this chapter. The following table describes the invoice statuses.

Invoice Status	Description
01	Not Invoiced
50	Partially Invoiced
51	Fully Invoiced

The purchase order line status changes to Fully Received (**51**) if you receive a purchase order detail line within the under quantity or under percentage tolerance and the purchase order type specifies to close within tolerance. For more information on close within tolerances, refer to the “Close Purchase

Order within Tolerances” topic in the “Processing Receipts” chapter in this guide.

Opt

Type one of the following values in the *Opt* field in the Purchase Order Inquiry Summary screen:

- 5** Use this option to display a purchase order detail line.
- 7** Use this option to display purchase order detail notes.
- 8** Use this option to display purchase order detail statistics. For more information, refer to the “Displaying Purchase Order Detail Line Statistics” topic in this chapter.
- 9** Use this option to display purchase order detail line audit history. For more information, refer to the “Displaying Purchase Order Audit History” topic later in this chapter.

Displaying Purchase Order Detail Line Statistics

You can display more information for a purchase order detail line by using option 8 (Display Detail Statistics) from the Purchase Order Inquiry Summary screen.

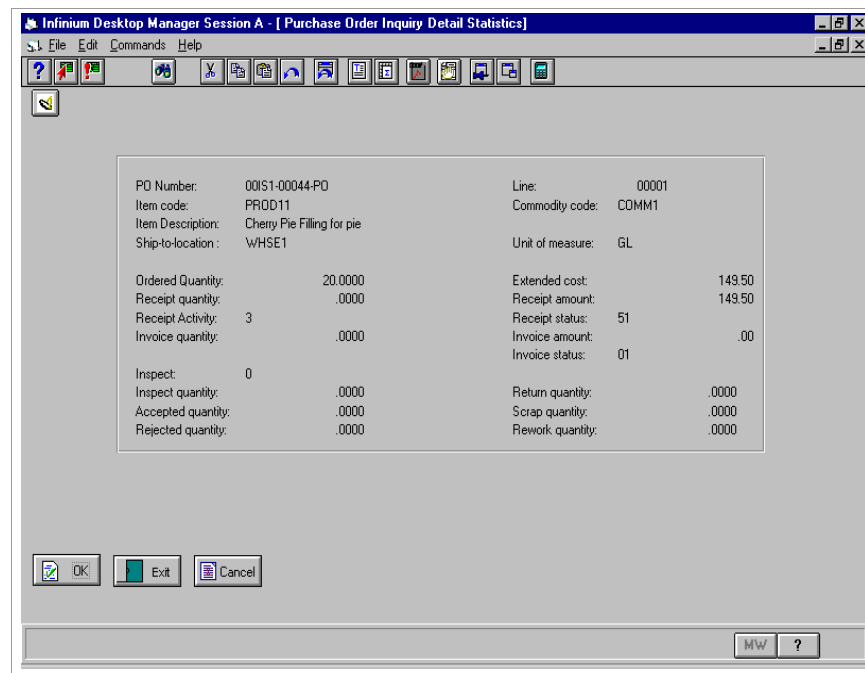


Figure 14-5: Purchase Order Detail Statistics screen

The system displays this screen when you type **8** in the *Opt* field of the Purchase Order Inquiry Summary screen. This screen displays additional receiving, invoice, and inspection information for the detail line.

Displaying Purchase Order Audit History

You can display audit history information for a purchase order detail line by using option **9** (Audit History) from the Purchase Order Inquiry Summary screen.

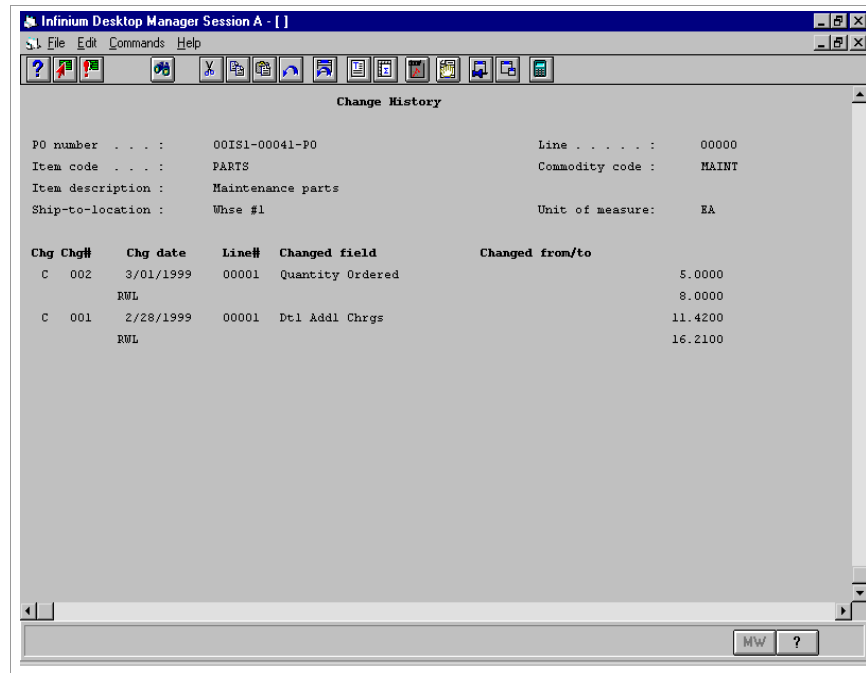


Figure 14-6: Change History screen

The system displays this screen when you type **9** in the *Opt* field of the Purchase Order Inquiry Summary screen. This screen displays audit history information for the detail line.

You can use the *Print purchase audit history* option to print the audit history for the entire purchase order.

The *Chg#* field refers to the change order number for the purchase order.

The system captures purchase order audit information beginning with Infinium PM Release 8.0. Purchase orders created before this release will not display audit information.

You can press F21 from the Purchase Order Inquiry Header screen to display audit history information specific to the purchase order header. Likewise, you

can press F21 from the Purchase Order Inquiry Summary screen to display audit history information for the entire purchase order.

Processing Purchase Orders

The *Process selected purchase orders* option enables you to send purchase orders to vendors in multiple ways, such as:

- Print and mail selected purchase orders without Infinium Electronic Exchange (EX)
- Process selected purchase orders through Infinium Electronic Exchange by fax and/or through Electronic Data Interchange (EDI)

To process purchase orders through Infinium Electronic Exchange, you must complete the following steps:

- 1 Define your translation software controls.
- 2 Define your Infinium PM company or companies for electronic processing.
- 3 Define your Infinium Payables Ledger vendors for electronic processing.
- 4 Define purchase order types for electronic processing.

For additional information on setting up purchase order processing controls and using Infinium Electronic Exchange, refer to the *Infinium EX Guide to Setup and Processing*.

Sent to Vendor Rules

The system considers a purchase order sent to a vendor when you perform either of the following:

- You print or process a complete purchase order using the *Process selected purchase orders* option, or
- You print a complete purchase order using the print on exit option

Thereafter, if you edit certain fields in these purchase orders, the system creates a change order. For more information on change orders, refer to the “Working with Change Orders” topic in this chapter.

Use the following menu path:

- ▶ Infinium PM
-

► *Purchase Orders*

▼ *Process selected purchase orders [PSPO]*

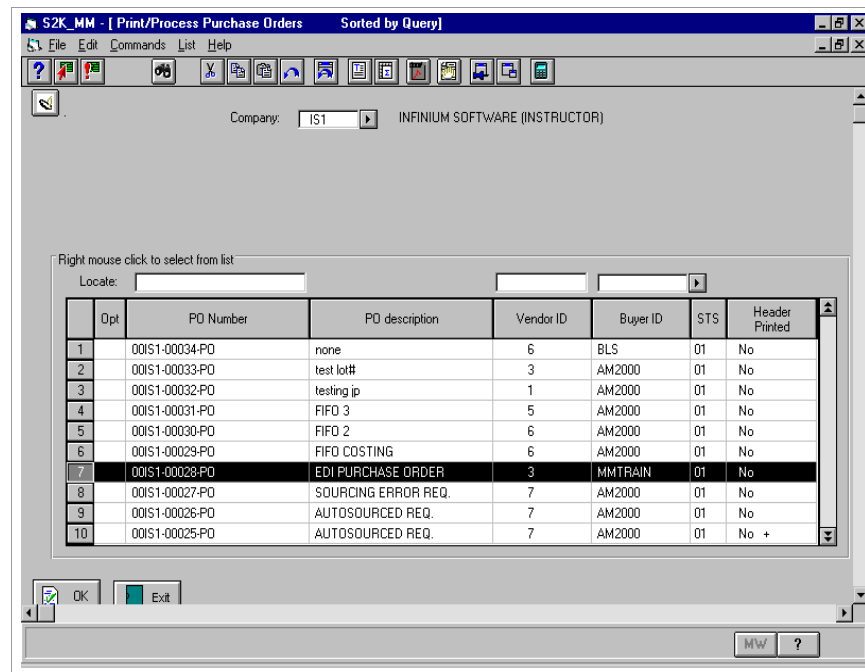


Figure 14-7: Print/Process Purchase Orders selection screen

The system displays this screen when you type a company in the *Company* field and press Enter. If your user profile specifies a default company, the system defaults that company to this screen.

You can use this screen to display purchase order header or detail information, print a purchase order that is not electronic exchange capable, or process a purchase order through electronic exchange. You can also toggle the electronic exchange flag on electronic exchange capable purchase orders.

Header Printed

This field displays **Yes** if the purchase order status was complete (status 01) when you printed the purchase order. This applies to any print method, whether you print when you exit and save the purchase order or you use the *Process selected purchase orders* option.

Opt

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

- 4 Use this option to display the selected purchase order header.

- 5 Use this option to display the selected purchase order detail.
- 6 Use this option to print the selected non-EX-capable purchase order or process the selected EX-capable purchase order through Infinium Electronic Exchange.

Note: The purchase order authority defined for you in the *Work with user profile* option determines which purchase orders you can select with this option.

- 7 Use this option to toggle the electronic exchange settings of EX-capable purchase orders.

The purchase order authority defined for you in the *Work with user profile* option determines which purchase orders you can select with this option.

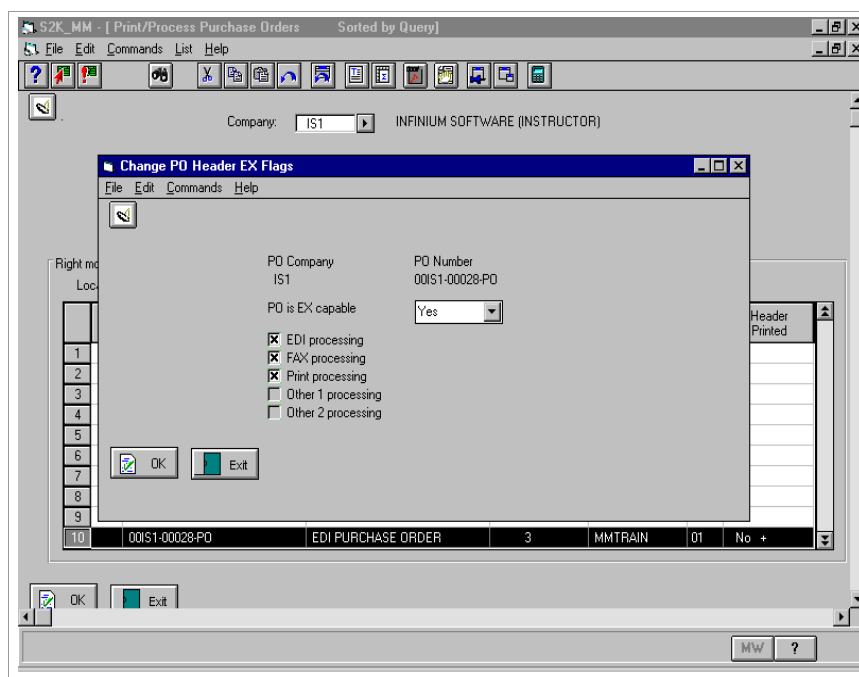


Figure 14-8: Change PO Header EX Flags window

The system displays this window when you select a purchase order with option 7 from the Print/Process Purchase Orders selection screen. You can use this window to display and change the current Infinium Electronic Exchange settings for a purchase order.

Working with Change Orders

A change order is a means of notifying a vendor of a change to an executed purchase order. Infinium PM creates a change order when a purchase order meets all of the following conditions:

- You print or process a completed purchase order. Infinium PM creates a “P” (print) record in the purchase order audit file. This indicates to Infinium PM that you have sent the purchase order to a vendor.
- You change a field or other information in the purchase order, which results in a change order. Refer to the “Relevant Purchase Order Fields and Information” topic for additional information.

When you print a change order, you can send just the changed information, the entire changed purchase order, or both to the vendor.

If you use fax or EDI transmission, the system always sends the entire changed purchase order to the vendor.

Relevant Purchase Order Fields

Changes to the following purchase order fields trigger a change order in Infinium PM.

Purchase Order Header Fields

<i>Total Addl Chrgs</i>	<i>Payment Terms</i>
<i>F.O.B. Code</i>	<i>Ship Via Code</i>
<i>Freight Terms</i>	<i>Trans Currency</i>

Purchase Order Detail Fields

<i>Commodity code</i>	<i>Item Size Code</i>
<i>Cost per unit</i>	<i>Need Date/Need Time</i>
<i>Extended cost</i>	<i>Quantity</i>
<i>Item Code</i>	<i>Ship-to Location</i>
<i>Item Description</i>	<i>Unit of measure</i>

Purchase Order Multi-Ship Fields

<i>Need Date</i>	<i>Quantity</i>
<i>Ship-to Location</i>	

Exit and Save Processing

The following flowchart details the processing that occurs when you edit, and then exit and save a previously completed and printed purchase order.

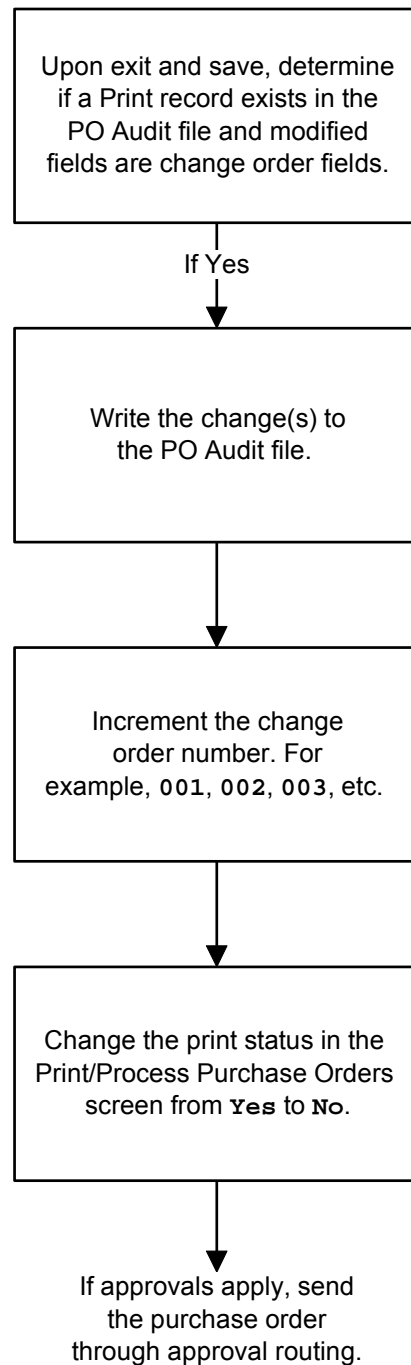


Figure 14-9: Exit and Save Processing

When you generate a change order, the system increments the *Change Order #* field on the purchase order header and displays the following message at the Purchase Order Selection screen:

Change order nnn was created, where **nnn** refers to the change order number such as **001**, **002**, etc.

If you print a purchase order with a status of In Progress (**00**), On Hold (**02**), Approval Pending (**10**), or Approval Hold (**11**), the system considers it a draft and it does not go through this processing.

Printing/Processing Change Orders

When you print a changed purchase order, the system prints a change order summary, the entire purchase order, or both. The system uses the setting of the *Change order format* field in your purchase order user defaults or the purchase order type to determine which format to print.

The system does not access the *Change order format* fields if you use the EDI or fax distribution method. The system accesses these fields only upon printing a change order.

If the system finds a value in the *Change order format* field in your purchase order user defaults, it uses this value. If this field is blank, the system looks at the *Change order format* field in the purchase order type.

The following flowchart illustrates this hierarchy.

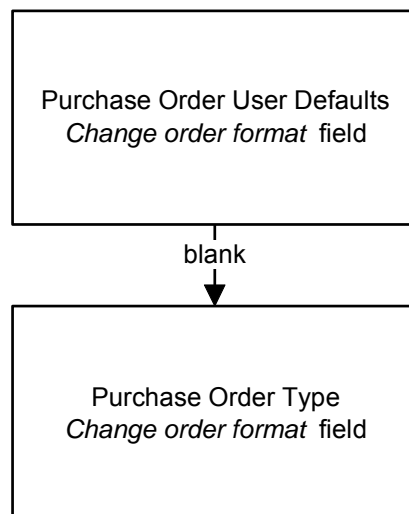


Figure 14-10: Exit and Save Processing

Printing Multiple Changes to a Processed Purchase Order

If you make multiple changes to a processed purchase order before printing the purchase order again, the system performs one of the following:

- If the *Change order format* value is 1 (print full purchase order), the system prints the most recent version of the purchase order.
- If the *Change order format* value is 2 (print change order summary), the system prints the most recent version of the change order.
- If the *Change order format* value is 3 (print full purchase order and change order summary), the system prints the most recent version of the purchase order and as many change order summaries as those not printed.

Change Order Messages

The following table details the Infinium PM messages that print on the left side of the last page of the printed purchase order.

Purchase Order Header Status	Previously Printed?	System Message
Open (01)	No	No message
Open (01)	Yes	CHANGE ORDER nnn THIS CHANGE ORDER SUPERCEDES PREVIOUS PURCHASE ORDERS
Blanket Parent Open (03)	No	OFFER FOR CONTRACT ONLY-RELEASE PURCHASE ORDERS WILL BE SENT FOR SPECIFIC SHIPMENTS
Blanket Parent Open (03)	Yes	CHANGE ORDER nnn RELEASE PURCHASE ORDERS WILL BE SENT FOR SPECIFIC SHIPMENTS
Manual Close (91)	N/A	CHANGE ORDER nnn THIS PURCHASE ORDER HAS BEEN CLOSED
Automatic Close (92)	N/A	THIS PURCHASE ORDER HAS BEEN FULFILLED AND CLOSED
Canceled (96)	N/A	CHANGE ORDER nnn THIS PURCHASE ORDER HAS BEEN CANCELED
Deleted (99)	N/A	No message
In Progress (00)	N/A	DRAFT ONLY

Purchase Order Header Status	Previously Printed?	System Message
On Hold (02)		
Approval Pending (10)		
Approval Hold (11)		

EDI or Fax Distribution Methods

If you use the EDI or fax distribution method, the system always sends the entire change purchase order to the vendor.

If you attempt to process a purchase order for EDI or fax that does not have an Open (01) status, the system generates a print job because the purchase order is considered a draft copy for internal use only.

Example Changed Purchase Order and Change Order Summary

The following page presents an example of a changed purchase order and a change order summary.

Purchase Order Number: 00IS1-00041-PO
Change Order Number: 001
Date of Change: 2/23/1999

Buyer: RWL
Phone:

Vendor: Vendor #1
1000 Claremont Drive
Calgary, BC

Detail Line Changes:

Chg	Chg#	Line#	Item Code/Size	Item Description	Changed field	Changed from/to
C	001	00001	BAKING POWDER	Baking Powder	Quantity Ordered	10.0000 100.0000
C	001				Extended cost	7.90 79.00

Establishing Change Order Controls

You establish change order controls in both purchase order user defaults and the purchase order type control. Infinium PM uses values from the purchase order type control only if you have not specified change order controls in your purchase order user defaults.

Purchase Order User Defaults

You use the *Change order format* field in the Purchase Order Defaults screen to establish whether to send a change order summary or the entire change order back to the vendor.

The option to send a change order summary to the vendor applies only when you use the print distribution method.

Purchase Order Type Controls

You use the *Change order format* field in the Order Type Maintenance screen to establish whether to send a change order summary or the entire change order back to the vendor. The system accesses this field only if a default has not been specified in your purchase order user defaults.

The option to send a change order summary to the vendor applies only when you use the print distribution method.

Purchase Order Audit History Information

Infinium PM also tracks changes made to purchase order fields not relating to change orders after you send the purchase order to a vendor. The following table details the purchase order fields written to the purchase order audit file. Refer to the “Relevant Purchase Order Fields” topic earlier in this chapter for a list of purchase order fields that trigger change orders.

Purchase Order Header Fields

<i>Buyer ID</i>	<i>Status</i>
-----------------	---------------

Purchase Order Detail Fields

<i>Detail status</i>	<i>Inv mat</i>
<i>Account code</i>	<i>Project ID</i>
<i>Capital item</i>	<i>Promise Date</i>
<i>Cost Source</i>	<i>Rcpt act</i>

Purchase Order Detail Fields

<i>Deliver-to</i>	<i>Tax Auth</i>
<i>Department ID</i>	<i>Tax Rate</i>
<i>Distribution</i>	

Purchase Order Multi-Ship Fields

<i>Account code</i>	<i>Rcpt act</i>
<i>Department ID</i>	<i>Tax Auth</i>
<i>Inv mat</i>	<i>Tax Rate</i>
<i>Project ID</i>	

Purchase Order Multi-Account Fields

<i>Account code</i>

Displaying Purchase Order Audit History Information

You can display audit trail information for a purchase order detail line by using option **9** (Display Audit History) from the Purchase Order Inquiry Summary screen. For more information on displaying audit history information, refer to the “Displaying Purchase Orders” topic in this chapter.

You can also press F21 at the purchase order header, detail, and summary screens to display audit history. If you press F21 at the purchase order summary, the system displays audit history for the entire purchase order.

Printing Purchase Order Audit History

You can use the *Print purchase audit history* option to print audit history information for a purchase order.

You use the *Print purchase audit history* option for internal auditing purposes only.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Print purchase audit history* [PPAH]

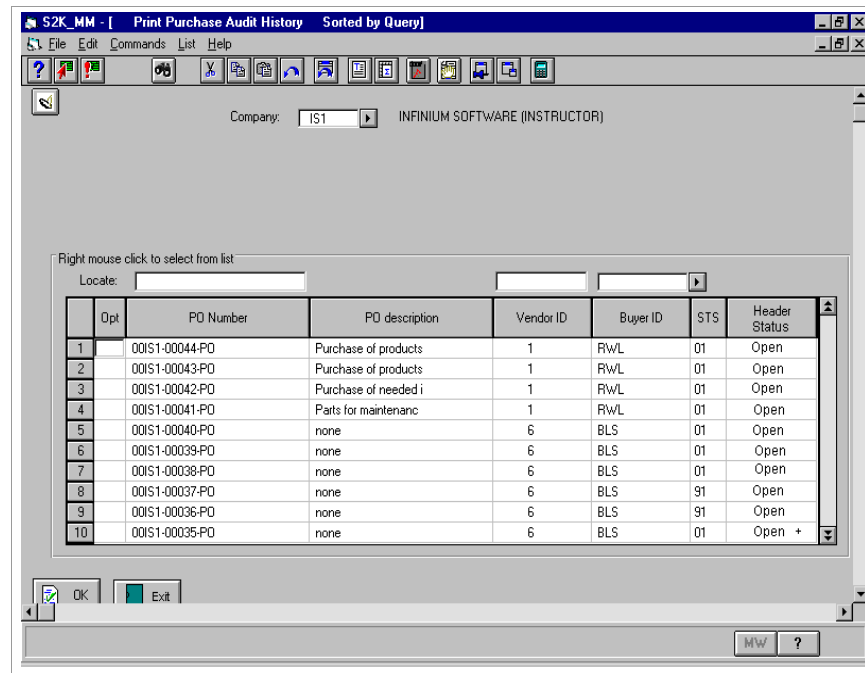


Figure 14-11: Purchase Order Audit History screen

This screen displays only purchase orders for the selected company with existing audit history.

Header Status

This field displays the status of the purchase order at the time you print the purchase order. This applies to any print method, whether you print when you exit and save the purchase order or you use the *Process selected purchase orders* option.

Type **6** in the *Opt* field and press Enter to print the audit history for a purchase order.

Refer to the “Generating Infinium PM Reports” appendix later in this guide for a sample Purchase Order Audit History Report.

Other Considerations with Change Orders

Change orders affect other processing areas in Infinium PM. The following information summarizes these areas.

Approval Processing

The system sends a modified purchase order back through approval routing, if established, if you modify one of the following fields:

- *Buyer ID*
- *Item Code*
- *Item Size Code*
- *Commodity code*
- *Quantity*
- *Extended cost*

Purchase Order Deletions

If you delete a purchase order detail line or the entire purchase order after you send it to a vendor, the system considers this a canceled (96) purchase order. Normal change order processing applies.

You cannot delete any component of a purchase order detail line if it has associated accounting transactions.

Notes

The chapter consists of the following topics:

Topic	Page
Overview of Processing Receipts	15-2
Establishing Tolerances	15-3
Entering Receiving User Defaults	15-10
Overview of Processing Receipts	15-12
Processing Inventory Item Receipts	15-14
Processing Non-Inventory Receipts	15-28
Processing Multiple Ship Receipts	15-31
Processing Receipt Adjustments	15-35
Understanding Field Lock Down Rules	15-41
Displaying Receipt Information	15-44
Printing Receipt Information	15-52

Overview of Processing Receipts

Infinium Purchase Management enables you to process items (products and raw materials), non-inventory materials, and non-items completely through the purchasing cycle. When you receive items, non-inventory materials, and non-items, the system accepts or rejects a receipt based on quantity and on-time tolerances you establish in Infinium Cross Applications. Once you receive an item, you can use the inspection process to specify quantities to accept or reject.

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

- Establishing tolerances
 - Entering receiving user defaults
 - Processing receipts for items, non-items, non-inventory materials, and multiple shipments
 - Processing receipt adjustments
 - Displaying and printing receipts
-

Establishing Tolerances

Receiving Tolerances

You can accept or reject a receipt based on quantity and on-time tolerances you establish for items (products and raw materials), non-inventory materials, and non-items.

Tolerance Hierarchy

When you process a receipt, the system searches the tolerance hierarchy for quantity and on-time tolerances.

Item Tolerances

As illustrated in the diagram for items on the following page, the system first searches the Item Warehouse file for tolerances. If no tolerances exist there, the system proceeds to the Commodity code level. If no tolerances exist there, the system proceeds to the company level. The system validates the tolerances found in the hierarchy at the receiving detail line level.

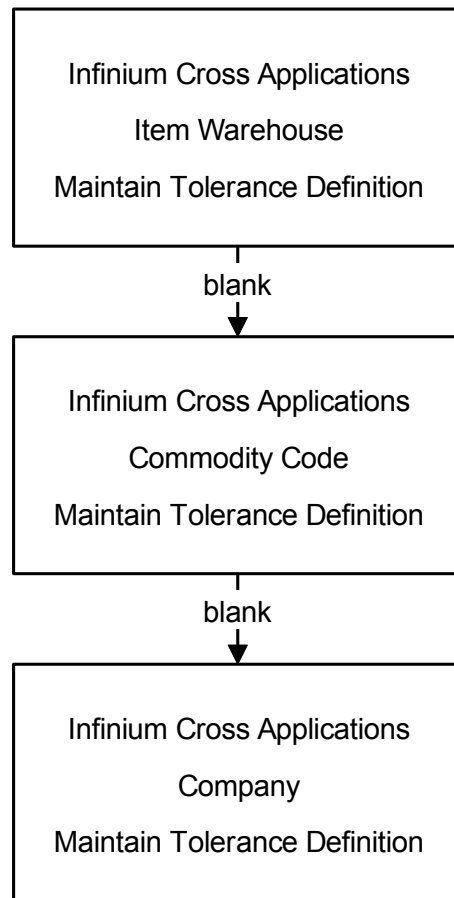


Figure 15-1: Tolerance Hierarchy for Items

Non-Inventory Material Tolerances

For non-inventory materials, the system first searches the non-inventory material item/warehouse attribute. If no tolerances exist there, the system proceeds to the Commodity code level. If no tolerances exist there, the system proceeds to the company level.

Non-Item Tolerances

For non-items, the system first searches at the selected Commodity code level. If no tolerances exist there, the system proceeds to the company level.

Use the following menu path:

- ▶ *Infinium Cross Applications*
 - ▶ *Master Files*
-

▼ Work with Item Warehouse [WWIW]

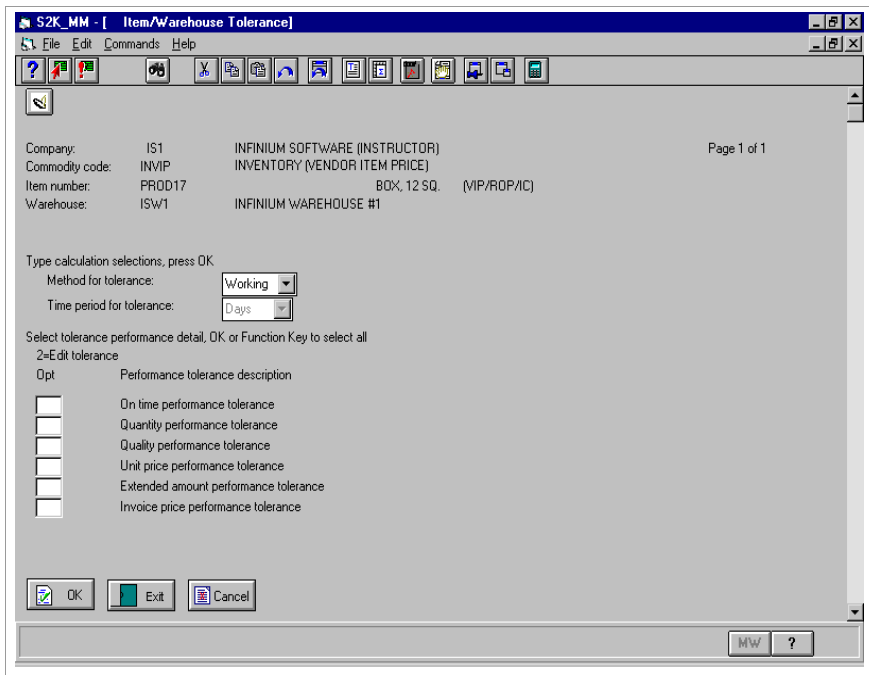


Figure 15-2: Item/Warehouse Tolerance selection screen

Selecting a Tolerance

The system displays this screen when you select the Maintain Tolerance Definition attribute with the *Work with Item Warehouse* option.

You can use this screen to access the on-time performance tolerance and quantity performance tolerance screens for products and raw materials. Type **2** in the *Opt* field of the appropriate performance tolerance and press Enter.

Figure 15-3: Item/Warehouse Tolerance screen

The system displays this screen when you type **2** in the *Opt* field next to the Quantity performance tolerance attribute in the Item/Warehouse selection screen and press Enter.

You use the quantity performance tolerances to define the acceptable variation between the ordered quantity and received quantity during receiving in Infinium Purchase Management.

Over percentage

If the received quantity exceeds the ordered quantity by the percentage specified in the *Over percentage* field, the system responds with the action specified in the *Over action* field.

Not to exceed (qty) (over)

If the received quantity exceeds the ordered quantity by the quantity specified in the *Not to exceed (qty)* field, the system responds with the action specified in the *Over action* field.

Under percentage

If the received quantity falls below the ordered quantity by the percentage specified in the *Under percentage* field, the system responds with the action specified in the *Under action* field.

Not to exceed (qty) (under)

If the received quantity falls below the ordered quantity by the quantity specified in the *Not to exceed (qty)* field, the system responds with the action specified in the *Under action* field.

Using Tolerance Messages

You can set up tolerances to generate either a warning (type 1 in the *Under action* or *Over action* field) or a fatal error message (type 2 in the *Under action* or *Over action* field) to notify you of an under or over tolerance situation. A warning message enables you to proceed with receipt of the detail line. A fatal message precludes any receiving activity against the detail line.

Sample Tolerance Warning Messages

Sample quantity tolerance and on-time tolerance warning messages are:

Warning Tolerance error: Total received quantity is under acceptable limits.

Warning Tolerance error: Receipt Date is earlier than acceptable limits.

Sample Tolerance Error Messages

Sample quantity tolerance and on-time tolerance error messages are:

Tolerance error: Total received quantity is under acceptable limits.

Tolerance error: Receipt Date is earlier than acceptable limits.

Close Purchase Order within Tolerances

You can also use the *Under percentage* and/or *Not to exceed (qty)* fields to establish a close within tolerance percentage and/or close within tolerance quantity for receiving. If you receive a purchase order detail line within the under quantity or under percentage tolerance and the purchase order type specifies to close within tolerance, the purchase order line status changes to Fully Received (51).

Purchase Order Automatic Close Requirements

The system sets a purchase order header status to Automatic Close (92) when each purchase order line meets at least one of the following conditions:

- The receipt activity flag is 0 and the extended amount of the purchase order line is fully invoiced.
- The purchase order detail line or multiple ship line is Fully Received (51) and the quantity received is fully invoiced.

If the purchase order detail line contains an inventoried item, the system reduces the remaining on-order balance for the purchase order detail line from inventory when a purchase order line is Fully Received (51).

Under percentage

You can use the *Under percentage* fields in the tolerance hierarchy to establish a close within tolerance percentage. If the received quantity falls within this percentage of the ordered quantity, the system sets the purchase order line to Fully Received (51) if the purchase order type specifies to close within tolerance.

For example, if you type 20 in the *Under percentage* field and the purchase order type specifies to close within tolerance, the system sets the purchase order line status to Fully Received (51) when the received quantity falls within 20% of the ordered quantity.

Not to exceed (qty) (under)

You can use the *Not to exceed (qty)* field in the tolerance hierarchy to establish a close within tolerance percentage. If the received quantity falls within this quantity of the ordered quantity, the system sets the purchase order line to Fully Received (51) if the purchase order type specifies to close within tolerance.

For example, if you type 20 in the *Not to exceed (qty)* field and the purchase order type specifies to close within tolerance, the system sets the purchase order line status to Fully Received (51) when the received quantity falls within 20 items of the ordered quantity.

Close Within Tolerance and Receipt On-Order Adjustments

You can use the *Display Product Transaction Jrnl* option in Infinium Inventory Control to display the inventory transactions that occur with close within tolerance situations. For example, if you receive 42 items within quantity tolerance for a one-line purchase order with an ordered quantity of 50 items, the system sets the purchase order detail line status to Fully Received (51).

If you inventory the item, the inventory is reduced by 42 items based on the received quantity and is further reduced by an additional 8 items due to the under quantity tolerance. When you invoice the received quantity of 42 items, the system sets the purchase order header status to Automatic Close (92).

Entering Receiving User Defaults

You can create user defaults for receiving by using the *Work with user profile* or *Work with receiving defaults* options.

You can use the *Work with user profile* option to define both receiving authorities and user warehouse security.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Receiving*
- ▼ *Work with receiving defaults [WWRD]*

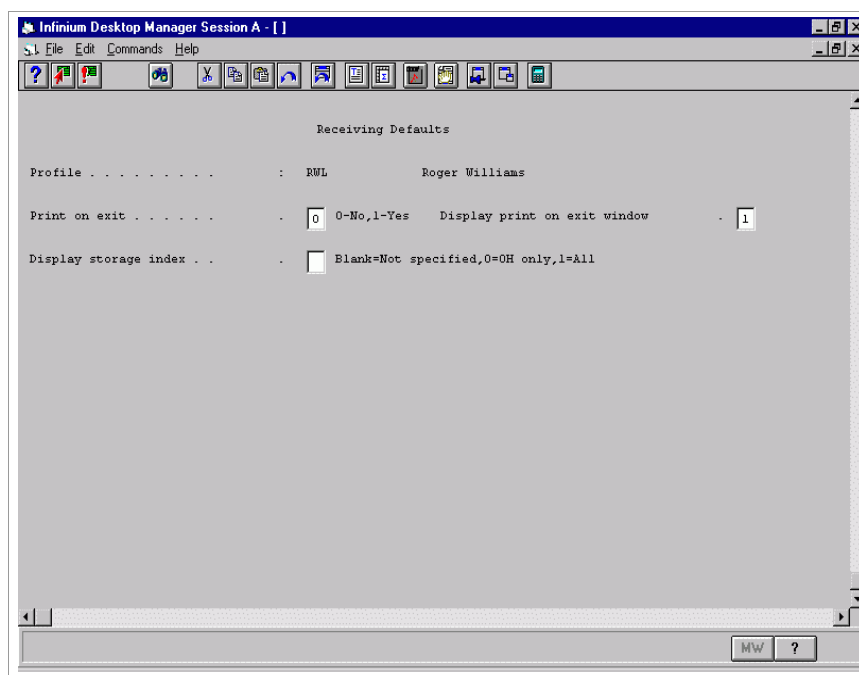


Figure 15-4: Work with Receiving Defaults screen

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 entry in the *Print on exit* and *Display print on exit window* fields override the settings in the *Print on exit* field and the *Display print on exit* field in the applicable purchase order type.

Display storage index

Use this field to determine the default entry for the *Display S.I.* field in the Receipt Entry screen. For further implications of this field, refer to the “Negative Inventory and FIFO/LIFO Costing” topic in this chapter.

The entry in this field overrides the setting in the *Receiving S.I. view* field in the applicable purchase order type.

The following are valid entries for the *Display storage index* field:

- | | |
|--------------|--|
| Blank | This is the default entry for this field.

If the setting in the <i>Receiving S.I. view</i> field in the applicable purchase order type is also blank, the system defaults 1 to the <i>Display S.I.</i> field. |
| 0 | Only storage indexes containing a balance for this item display on the Receipt Entry detail screen. |
| 1 | All storage indexes display on the Receipt Entry detail screen. |
-

Overview of Processing Receipts

Receipt processing enables you to create receipts for your purchase orders. You can receive purchase order detail lines with different characteristics. For example, you can receive purchase order detail lines for inventoried or non-inventoried items. You can also receive detail lines that have multiple ship-to locations. In addition, you can perform receipt adjustments for the receipts that you process.

Purchase Order Receiving Requirements

A purchase order must meet the following requirements to be eligible for receiving:

- The purchase order must specify a valid Infinium Payables Ledger vendor.
- The purchase order must specify a valid warehouse or ship-to location.
- The purchase order header must have a status of Open (01).
- The purchase order detail line must have a status of Open (01), Partially Received (50), or Fully Received (51).

Additional requirements exist when using multiple currency processing. For additional information, refer to the “Using Multiple Currency Processing in Infinium Purchase Management” appendix in this guide.

As you receive items for accrual companies, Infinium Journal Processor automatically creates the journal entries to the Expense or Inventory account(s), the Received Not Invoiced account and the Variance account, if appropriate.

Receiving and Purchase Order Status Processing

Receipt processing can affect both the purchase order header and purchase order detail status.

Purchase Order Header Status

The system sets the purchase order header status to Automatic Close (92) when each purchase order line meets one of the following conditions:

- The receipt activity flag is 0 and the extended amount of the purchase order line is fully invoiced.
- The purchase order line is Fully Received (51) and the quantity received is fully invoiced.

A purchase order line is available for receipt processing until the header status is set to Manual Close (91) or Automatic Close (92).

Purchase Order Detail Status

The system sets a purchase order line status to Fully Received (51) during receipt processing under the following conditions:

- When the received quantity equals or exceeds the ordered quantity
- When the received quantity is less than the ordered quantity but meets the established close within tolerance quantity or percentage
- For information on establishing close within tolerances, refer to the “Establishing Close within Tolerances” topic in this chapter.
- When you manually close the purchase order line using option 5 (Close PO detail) in the Receiver Processing Detail screen or the Ship-to Delivery Schedule selection screen for multiple shipment detail lines

When the system sets a purchase order line to a status of Fully Received (51), the following also occurs:

- The system reviews and resets this status, if appropriate, with each receipt transaction generated for the purchase order.
 - The system locks down the *Quantity* field on the purchase order detail line.
 - For information on purchase order field lock down rules, refer to the “Understanding Field Lock Down Rules” topic in this chapter.
-

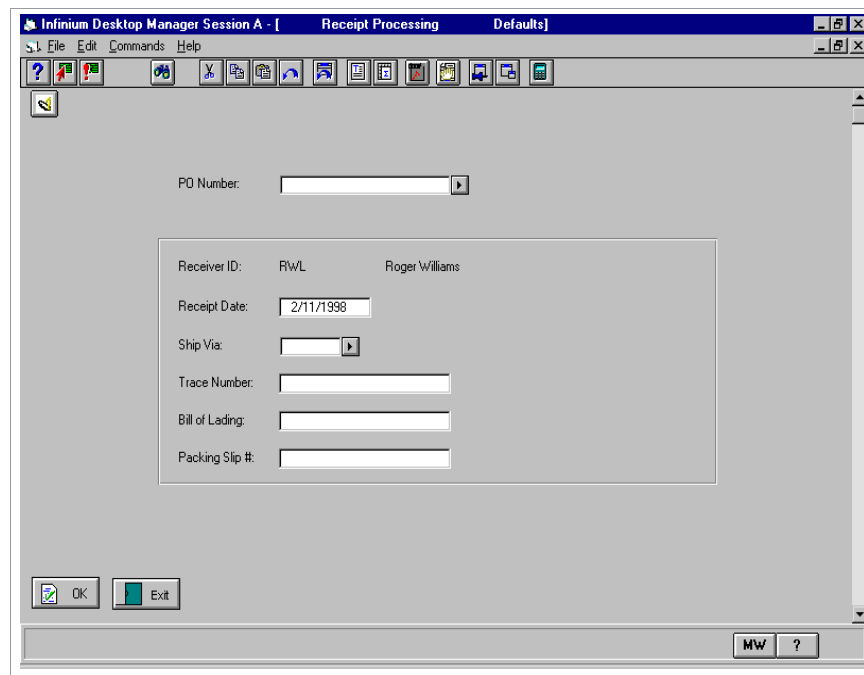
Processing Inventory Item Receipts

You can receive products and raw materials that you define as inventoried on a purchase order.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Receiving*
 - ▼ *Receive purchase orders [RPO]*

Identifying Purchase Orders to Receive



The screenshot shows a software window titled "Infinium Desktop Manager Session A - [Receipt Processing Defaults]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains a form with the following fields:

- PO Number: []
- Receiver ID: RWL Roger Williams
- Receipt Date: 2/11/1998
- Ship Via: []
- Trace Number: []
- Bill of Lading: []
- Packing Slip #: []

At the bottom of the window, there are "OK" and "Exit" buttons, and a status bar with "MW" and a question mark icon.

Figure 15-5: Receipt Processing Defaults screen

The *PO Number* field helps you to identify purchase orders for receiving.

PO Number

You can identify the purchase order(s) you are receiving by:

- Typing a purchase order number in the *PO Number* field

- Pressing F4 in the *PO Number* field and selecting a valid purchase order from the Purchase Order Selection screen

To select multiple purchase orders for receiving, press F6 and type 1 in the *Opt* field of the Receiver Processing Summary screen next to each valid purchase order to receive. This enables you to sequentially receive each selected purchase order without returning to the Receipt Processing Defaults screen.

Receiver ID

Your user profile is the default entry for the *Receiver ID* field.

Receipt Date

The system date displays in the *Receipt Date* field. You can override this date.

Receiver Processing Summary Information

The system displays this screen when you press F4 from the *PO Number* field of the Receipt Processing Defaults screen.

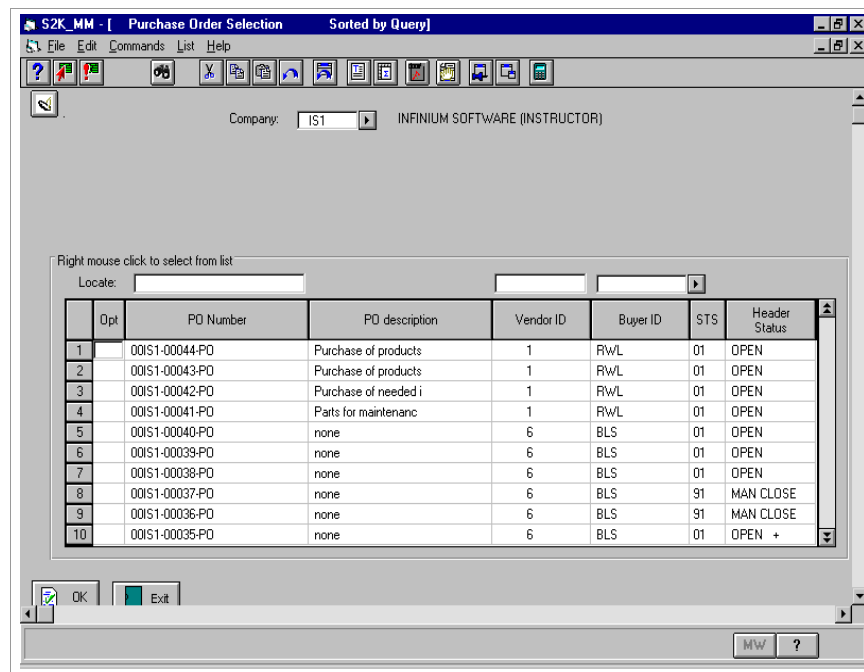


Figure 15-6: Purchase Order Selection screen

You use this screen to select a purchase order to receive.

Locate

You can locate purchase orders by typing a purchase order number, vendor ID, or buyer ID in the locate fields. After you type an entry and press Enter, the system searches and locates the information and displays it on top of the list. You then select a purchase order to receive by typing 1 in the *Sel* field and pressing Enter.

Press F13 to display the Purchase Order Selection Query screen. This enables you to run a query based on your specific selection criteria.

Receiving Query Selection Information

The system displays this screen when you press F13 from the Receiver Processing Summary selection screen.

Figure 15-7: Purchase Order Selection Query screen

This screen enables you to use additional selection criteria for receiving purchase orders.

You can sort the list of purchase orders to receive based on a specified hierarchy. Type 01 in the input field to the left of a selection field to display a list of purchase orders with that selection as the highest level. Type 02 in the input field for the next level of selection.

Press Enter to run the query based on the specified criteria. The system returns a list of all matching purchase orders in the Purchase Order Selection screen.

The system places the highlighted title Sorted by Query under the screen title to identify this purchase order list as filtered.

Receiver Processing Detail Information

The system displays this screen after you select a purchase order to receive and press Enter from the Receipt Processing Defaults screen.

Right mouse click to select from list:

Opt	Item Description	Line	UOM	Order Quantity	Prev Rec'd Qty	
1	SCISSORS (UE/PM)	00001	EA	250.0000		I
2						
3						
4						
5						
6						
7						

Figure 15-8: Receiver Processing Detail selection screen

The column to the far right in this screen indicates one of the following:

- I** The displayed item is inventoried.
- N** The displayed item is not inventoried.
- M** The displayed item has multiple ship-to locations.

An item displays an **N** (non-inventoried) designation if one or more of the following is true:

- You specify the item as non-inventoried or the system defines the item as non-inventoried in the purchase order.
- You specify a non-warehouse ship-to location in the purchase order detail.
- You specify a receipt activity of direct ship in the purchase order detail.
- You specify the item as a capital item in the purchase order detail.

Opt

Use this field to specify the receiving action for a purchase order detail line.

Type one of the following values in this field:

- 1** Use this option to receive inventoried items and specify a quantity and stock location.
- 2** Use this option to fully receive the ordered quantity. The system selects a storage index based on the put away sequence of storage index locations. You establish a put away sequence for storage index locations by using the *Work with Storage Index* option in Infinium Cross Applications.

Note: You can use option 2 only if your user profile specifies that you can use this option.

- 4** Use this option to perform receipt adjustments. For more information, refer to the “Processing Receipt Adjustments” topic in this chapter.

Note: You can use option 4 only if your user profile specifies that you can use this option.

- 5** Use this option to close the purchase order line. When you press F3 to exit and save, the system changes the purchase order line status to Fully Received (51), even if the received quantity is less than the ordered quantity. An additional on-order reduction occurs to relieve any on-order balance for the purchase order detail.

The following important points apply to option 5 (Close PO detail):

- You can use option 5 only if your user profile specifies that you can use this option.
 - You can use option 5 again for a line previously selected with this option to remove the request to close the line.
-

- You cannot use option 5 on a Fully Received (51) purchase order line.

Display S.I.

Type 1 in this field to display all storage index locations for the item. Type 0 in this field to display only storage index locations with a balance for the item.

The system defaults 1 in this field unless otherwise specified in receiving user defaults first and then in the applicable purchase order type.

Capacity Capabilities and Storage Indexes

You can use Infinium Cross Applications capacity capabilities with put away logic in storage indexes when you are receiving inventoried items with option 2 (Receive in full). The system automatically puts the entire ordered quantity into the first valid storage index with enough capacity left to store the full quantity.

If you press F4 on a storage index field, the system displays the storage index prompt. This shows only locations in the storage index file for which the item is valid. You define valid storage index locations in the *Work with storage index* option and the validations in the Storage Index Validation hierarchy within Infinium Cross Applications. For more information, refer to the “Storage Index Validation” appendix in this guide.

To receive items in full, you must establish either storage index validation or the store by product (in the item warehouse, company, entity) hierarchy in Infinium Cross Applications. If you do not establish these controls, the system displays the message:

No valid storage index locations found to receive in full on this line.

For example, you are receiving a quantity of 200. Storage Index #1 currently has a quantity of 55 stored and a capacity of 100. Storage Index #2 currently has a quantity of 100 stored and a capacity of 200. Storage Index #3 has a quantity of zero stored and a capacity of 500.

The system bypasses Storage Index #1, which is defined as the first put away location, and Storage Index #2, which is defined as the second put away location, because neither can store the entire quantity of 200. The system automatically stores the inventory in the next storage index that can accept the full quantity, which is Storage Index #3.

For more information on storage index validation, refer to the “Understanding Storage Index Validation” appendix in this guide.

The following function keys are available from the Receiver Processing Detail selection screen:

Function Keys	Description
F5	Use this key to refresh the screen and clear the entries from the <i>Opt</i> field for all lines.
F7	Use this key to add or modify receipt header notes.
F8	Use this key to view fully received purchase order lines. When you press F8 again, the system removes them from the screen.
F9	Use this key to repeat an entry that you type in one <i>Opt</i> field to the remaining <i>Opt</i> fields.
F11	Use this key to display an alternate view of the Receiver Processing Detail screen. This view displays the Item code, vendor item code, and note flags.
F13	Use this key to display the purchase order header notes.

Receipt Entry and the Inventory Alternate Views

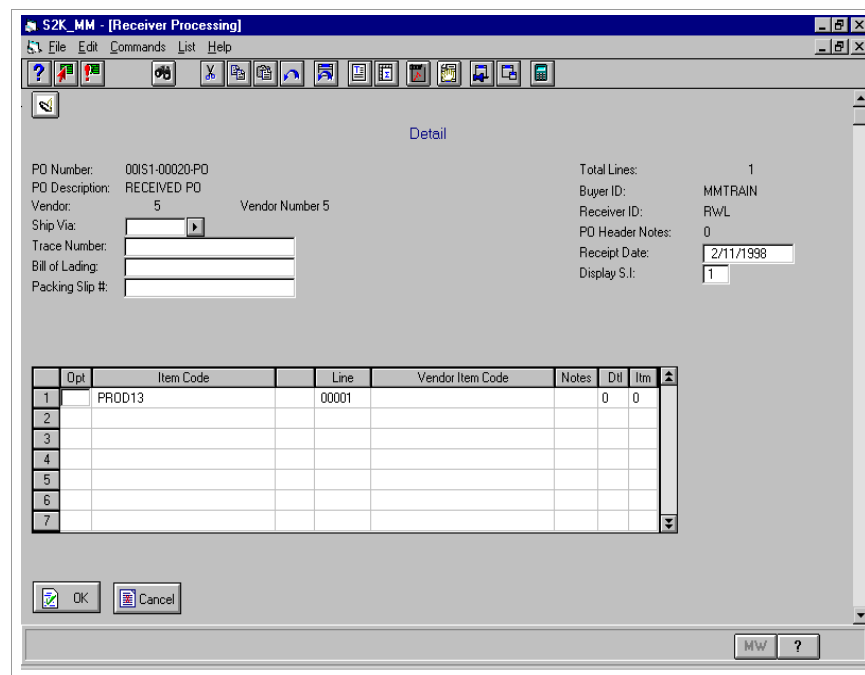


Figure 15-9: Receiver Processing Detail selection screen - alternate view

Depending on your entry in the *Default Receiver Item View* field in the Infinium CA *Work with Entity Controls* or *Work with Company Controls* functions, or the Infinium PM *Work with user profile defaults* function, pressing F11 displays one of three alternate views.

For items viewed by description, pressing F11 changes the view to item code/commodity, with the vendor item code replacing the *UOM and Order Quantity* fields as shown below. For items viewed by item code/commodity, pressing F11 changes the view to item description, with the vendor item code again displaying. For items viewed by vendor code, the view changes to item code/commodity, with item description replacing the *UOM and Order Quantity* fields.

```

2000/08/09 13:55:21      Receiver Processing      PMGPRM      PMDPRM
                        Detail
-----
PO Number . . . . . : 0000003128-00INF      Total Lines . . . . :    1
PO Description . . . : This is a test of EX
Vendor . . . . . :   CAVEND1 Cathy's 1st Vendor
Ship Via . . . . . :  CF___ +                Buyer ID . . . . . : AM2000
Trace Number . . . . : _____          Receiver ID . . . . : DGR
Bill of Lading . . . : _____          PO Header Notes . . : 0
Packing Slip # . . . : _____          Receipt Date . . . . : 2000/08/09
Type options, press Enter.                Display S.I. . . . . : 1
  1=Select  2=Receive in full  4=Receipt Adjustments  5=Close PO detail

Opt Item Code/Commodity      Line  Vendor Item Code      Notes: Dtl  Itm
_ AIRFRAME                   00001
-----
F3=Exit  F4=Prompt  F5=Refresh  F7=Header Notes  F24=More keys
    
```

Figure 15-10: Receiver Processing Detail screen

When you are working with this alternate view, the system indicates whether purchase order header, purchase-order detail, and item notes exist.

If purchase order header notes exist, the system displays 1 in the *PO Header Notes* field. To view the purchase order header notes, press F13 from this screen.

If purchase order detail or item notes exist, the system displays 1 in the *Notes: Dtl* or 1 in the *Notes: Itm* fields, respectively. To view the purchase order detail notes, you must select the line by typing 1 in the *Opt* field. Then press F13 from the Receipt Entry Inventory screen. To view the item notes, you must select the line by typing 1 in the *Opt* field, and then press F8 from the Receipt Entry Inventory screen.

You cannot use put away logic in receiving if storage index validation is on and you do not define storage indexes. To receive inventory into blank storage indexes, select the line with 1 and manually put the inventory into the blank storage indexes.

The system requires that you receive an item into a valid warehouse if you specify material/warehouse combination validation (with the *Material/Warehouse Combination* field) in the item warehouse, company or entity hierarchy in Infinium Cross Applications.

Receipt Entry and Inventory Information

The system displays this screen when you select an inventoried item with option 1 from the Receiver Processing Detail selection screen.

	Received Qty	UOM	AISLE	BIN	LOT#	On-Hand Quantity Inv UOM EA
1						
2						300.0000
3	200.0000	EA				
4						

Figure 15-11: Receipt Entry Inventory screen

If there is stock in a warehouse for an item and the system displays the storage index and quantity on the lower portion of this screen, you can type new receipts for the location in the *Received Qty* field.

If you press F4 to prompt on a storage index field, the system displays the storage index prompt. This shows only locations in the storage index file for which the item is valid.

When you prompt on a storage index on this screen, the system sequences storage indexes according to the put away number you define in the *Work with Storage Index* option in Infinium Cross Applications. For example, you define Storage Index #1 as the first put away location and Storage Index #2 as the second put away location.

Caution: The system does not require you to put inventory away in the storage index that you define as put away location #1.

If you establish a storage index validation warning and you type an invalid location, the system displays the following message:

Warning - The storage index is not valid. Press F21 to override and receive.

Lot Tracking Information

If lot control is enabled and you typed 1 in the *Automatically Assign Lot Number* 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 do not see the *Vendor Lot #* field, press F6. If the *Vendor Lot #* field is blank, the system displays a warning message; press F21 to override the message.

If lot control is enabled and you typed 2 in the *Automatically Assign Lot Number* 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.

If the item that is being received has a shelf life, the system calculates the lot expiration date based on the shelf life and date the item is received. This date is displayed on the PO Receipts screen from which you can change it.

When inventory is accepted into an existing lot from a receipt, the original expiration date is retained and is not recalculated.

Date Received

The system defaults the receipt date from the Receipt Processing Defaults selection screen into this field.

Unit of Measure Information

The following information pertains to units of measure and receiving.

UOM

If you type a quantity and leave this field blank, the system defaults the purchasing unit of measure in this field when you press Enter. You can override this value.

Unit of Measure Conversion

If you receive the item in the purchasing unit of measure, the system converts the quantity to the inventory unit of measure.

A valid unit of measure conversion must exist between the purchasing unit of measure and inventory unit of measure at receiving. In addition, a valid unit of measure conversion must exist between the inventory unit of measure and the item's cost unit of measure.

Inventory On-Hand Quantity Information

PO Number: 00151-00020-PO Line Number: 00001
 Vendor: 5 Vendor Number 5

Item Code: PROD13 Inspect: 0
 Item Description: SCISSORS (UE/PM)
 MSDS Number: Buyer ID: MMTRAIN
 Warehouse: ISW3 INFINIUM WAREHOUSE #3
 Deliver to: Purchasing UOM: EA
 Ordered Quantity: 250.0000 Storage Validation: Off

Date Received: 2/11/1998

	Received Qty	UOM	AISLE	BIN	LOT#	On-Hand Quantity Inv UOM EA
2						300.0000
3	200.0000	EA				
4						
5						

OK Exit

MW ?

Figure 15-12: Receipt Entry Inventory screen

After you type a received quantity and press Enter, the system displays the inventory on-hand quantity.

The following function keys are available from the Receipt Entry Inventory screen:

Function Key	Description
F5	Use this key to access user fields.
F6	Use this key to display (expand) or hide (collapse) the <i>Vendor Lot #</i> and <i>Expiration Date</i> fields.
F8	Use this key to display item notes.
F9	Use this key to enter receiver notes. The Print options that display in the Receiving Notes window are controlled by predefined code values in the code type NTE . Infinium Software recommends that you do not change these code values.
F13	Use this key to display purchase order detail notes.
F17	Use this key to display the beginning or end of the storage index details.
F21	Use this key to override a storage index validation warning.
F23	Use this key to display the item's extended description.

Expand/Collapse Information

The system displays this screen when you press F6 to expand the Receipt Entry Inventory screen.

PD Number: 00IS1-00020-PO Line Number: 00001
 Vendor: 5 Vendor Number 5

Item Code: PROD13 Inspect: 0
 Item Description: SCISSORS (UE/PM)
 MSDS Number: Buyer ID: MMTRAIN
 Warehouse: ISW3 INFINIUM WAREHOUSE #3
 Deliver to: Purchasing UOM: EA
 Ordered Quantity: 250.0000 Storage Validation: Off

Date Received: 2/11/1998

	BIN	LOT#	On-Hand Quantity Inv UOM EA	Vendor Lot#	Expiration Date
1					
2			100.0000		
3					
4					
5					

OK Exit MW ?

Figure 15-13: Receipt Entry Inventory screen - expanded view

Lot

If lot control is enabled and your controls are set up to use either the vendor lot number or the next sequential lot number, the system assigns the lot number and you cannot change it.

Vendor Lot

Use this field to type the inventory lot number from the vendor. The system requires this field if both of the following are true:

- The *Automatically Assign Lot Number* field in the *Work with purchasing entity* option displays 1 (Use vendor lot number)
- The item to receive is a lot controlled item
- You define the *Lot Controlled* field in the Inventory Information attribute in any of the following Infinium Cross Applications options: *Work with entity controls*, *Work with Company controls*, *Work with Warehouse controls*, and *Work with Item Warehouse*.

Expiration Date

If lot control is enabled, the system displays the expiration date. You can override this date.

If lot control is not enabled, you use this field to specify the inventory expiration date.

When you press Enter, the system returns you to the Receiver Processing Detail selection screen.

Processing Non-Inventory Receipts

You can process non-inventory item receipts to a warehouse location or a ship-to location.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Receiving*
 - ▼ *Receive purchase orders [RPO]*

Receiver Processing Detail Information

The system displays this screen when you press Enter from the Receipt Processing Defaults screen.

PO Number: 00IS1-00045-PO Total Lines: 1
 PO Description: Purchase of non-items
 Vendor: 1 Vendor Number 1

Shipping Information
 Ship Via: FEDEX
 Trace Number:
 Bill of Lading:
 Packing Slip #:

Buyer ID: RWL
 Receiver ID: RWL
 PO Header Notes: 0
 Receipt Date: 2/11/1998
 Display S.I.: 1

Right mouse click to select from list:

	Opt	Item Description	Line	UOM	Order Quantity	Prev Rec'd Qty	
1		Solvent to remove warehouse glu	00001	GL	25.0000		N
2							
3							
4							
5							
6							
7							

OK Exit

Figure 15-14: Receiver Processing Detail selection screen

You can select purchase order detail lines to receive.

The column to the far right in this screen indicates one of the following:

- I** The displayed item is inventoried.
- N** The displayed item is not inventoried.
- M** The displayed item has multiple ship-to locations.

An item displays with an **N** (non-inventoried) designation if one or more of the following is true:

- You specify the item as non-inventoried or the system defines the item as non-inventoried in the purchase order.
- You specify a non-warehouse ship-to location in the purchase order detail.
- You specify a receipt activity of direct ship in the purchase order detail.
- You specify the item as a capital item in the purchase order detail.

To receive non-inventoried items and specify a quantity, select the item by typing **1** in the *Opt* field. To receive the ordered quantity in full, type **2** in the *Opt* field.

You can use option **2** only if your user profile specifies that you can use this option. You define this setting using the Option Level Authority attribute in the *Work with user profile* option.

To close the purchase order detail line, type **5** in the *Opt* field. When you press F3 to exit and save your changes, the system changes the purchase order line status to Fully Received (**51**), even if the received quantity is less than the ordered quantity.

You can use option **5** only if your user profile specifies that you can use this option. You define this setting using the Option Level Authority attribute in the *Work with user profile* option.

You can press F5 to refresh this screen. The system clears the entries from the *Opt* field for all lines.

After you place your cursor in the *Opt* field and type an entry, you can press F6 to repeat the entry in the remaining *Opt* fields.

PO Number: 00IS1-00045-PO Vendor: 1 Vendor Number 1 Line Number: 00001

Item Information

Item Code: Inspect: 0

Item Description: Solvent to remove warehouse gl Buyer ID: RWL

MSDS Number:

Warehouse: ISW1 INFINIUM WAREHOUSE #1

Deliver to: Roger

Ordered Quantity: 25.0000 Purchasing UOM: GL

Received Quantity:

Date Received: 2/11/1998 Received in UOM: GL

OK Exit MW ?

Figure 15-15: Receipt Entry Non-Inventory screen

When you receive non-inventoried items, the storage index locations are not accessible for the warehouse with which you are working. In addition, the system does not increment the inventory for the item.

Press Enter after you type the received quantity using the *Received Quantity* field. The system re-displays your entry. When you press Enter, the system returns you to the Receiver Processing Detail selection screen where you can select another line item to receive.

If you press F12, the system cancels all receipt entries that you enter while on this screen.

The function keys that the system displays are the same as described on the Receipt Entry Inventory screen.

Processing Multiple Ship Receipts

You can process inventory item receipts with multiple ship-to locations.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Receiving*
 - ▼ *Receive purchase orders [RPO]*

Receiver Processing Detail Information

The system displays this screen when you press Enter from the Receipt Processing Defaults screen.

PO Number: 00IS1-00004-PO Total Lines: 2
 PO Description: 2 line PO w/Multiship and Scheduler
 Vendor: 8 National Supply Company

Shipping Information:
 Ship Via:
 Trace Number:
 Bill of Lading:
 Packing Slip #:

Buyer ID: AM2000
 Receiver ID: RWL
 PO Header Notes: 0
 Receipt Date:
 Display S.I.:

Right mouse click to select from list:

	Opt	Item Description	Line	UOM	Order Quantity	Prev Rec'd Qty	
1		PHOTOCOPIER (MP/PM)	00001	EA	5.0000		M
2		SCISSORS (UE/PM)	00003	EA	150.0000		M
3							
4							
5							
6							
7							

Buttons:

Figure 15-16: Receiver Processing Detail selection screen

Opt

To select a line with multiple ship-to locations, type 1 in this field and press Enter.

To receive multiple Ship-to records in full, you must select each detail line individually (option 1) and then receive them in full (option 2) using the Ship-to Delivery Schedule selection screen.

Selecting a Ship-to Location

The system displays the above screen when you type 1 in the *Opt* field from the Receiver Processing Detail selection screen and press Enter.

S2K_MM - [Ship-to Delivery Schedule]

File Edit Commands List Help

PD Number: 00151-00004-PO Line Number: 00001
 PD Description: 2 line PO w/Multiship and Scheduler
 Item Code: PROD15
 Item Description: PHOTOCOPIER (MP/PM)
 Ordered Quantity: 5.0000 Unit of Measure: EA
 Received Quantity:

	Ship-to	Description	Order Quantity	Prev Rec'd Qty
1	ISW1	INFINIUM WAREHOUSE #1	3.0000	I
2	ISW3	INFINIUM WAREHOUSE #3	2.0000	I
3				
4				
5				
6				
7				
8				
9				
10				

OK Exit MW ?

Figure 15-17: Ship-to Delivery Schedule selection screen

You use this screen to select a ship-to location for which you are receiving the inventory.

To view the need dates for the ship-to locations, press F11. The *Need Date* field replaces the *Description* field. Press F11 again to return to the description view.

If the ship-to locations are the same they are listed by need date, starting with the most recent. Otherwise, the ship-to locations are listed in alphabetical order by location.

You can remove your entries in the *Opt* field and select other ship-to locations by pressing F5.

To close the purchase order detail line, type **5** in the *Opt* field and press Enter.

You can use option **5** only if your user profile specifies that you can use this option. You define this setting using the Option Level Authority attribute in the *Work with user profile* option.

When you press F3 to exit and save your changes, the system changes the purchase order detail status to Fully Received (**51**), even if the received quantity is less than the ordered quantity. If the item is inventoried, an additional on-order reduction occurs to relieve any on-order balance for the purchase order detail.

You cannot use option **5** on a Fully Received (**51**) purchase order detail line.

Press Enter to display the Receipt Entry Inventory screen.

Placing Inventory

PO Number: 00151-00004-PO Line Number: 00001
 Vendor: 8 National Supply Company

Item Code: PROD15 Inspect: 0
 Item Description: PHOTOCOPIER (MIP/PM)
 MSDS Number: Buyer ID: AM2000
 Warehouse: ISW1 INFINIUM WAREHOUSE #1
 Deliver to: Purchasing UOM: EA
 Ordered Quantity: 3.0000 Storage Validation: Off

Date Received: 2/11/1998

	Received Qty	UOM	AISLE	BIN	LOT#	On-Hand Quantity Inv UOM EA
1						300000.0000
2						
3						
4						

OK Exit

MW ?

Figure 15-18: Receipt Entry Inventory screen

Use this screen to type the received quantity and location to which you are placing the inventory. If the received quantity falls within an established quantity tolerance, the system changes the multi-ship status to Fully Received (**51**).

The function keys that the system displays are the same as described on the Receipt Entry Inventory screen.

Purchase Order Detail Line Status

The system considers the status of a purchase order detail line with multiple Ship-to records Fully Received (51) only when each multi-ship record is Fully Received (51).

The following table illustrates how the system determines the detail line status of a multiple ship line.

Multiple Ship Line Status	Purchase Order Detail Line Status
Line 1: Not Received Line 2: Not Received	Open (01)
Line 1: Not Received Line 2: Fully Received	Partially Received (50)
Line 1: Partially Received Line 2: Fully Received	Partially Received (50)
Line 1: Fully Received Line 2: Fully Received	Fully Received (51)

Processing Receipt Adjustments

You can process receipt adjustments after you exit and save the original receipt. You can perform the following with receipt adjustments:

- Decrease or reverse the original received quantity
- Move stock from one location to another

Receipt Adjustment Considerations

The system performs the following when you adjust a receipt:

- Decreases either the on-hand quantity or inspect quantity depending on the inspect flag on the purchase order
- Increases the on-order quantity by the difference between all receipts for the line, including adjustments, and the ordered quantity
- Other than when you manually close a purchase order detail line (option 5), the system resets the purchase order detail line status to either Open (01), Partially Received (50), or Fully Received (51) following a receipt adjustment, as detailed in the following table.

Adjusted Received Qty/Ordered Qty	Detail Line Status
Adjusted Received Qty < Ordered Qty (Close within tolerance is not in effect)	Open (01) or Partially Received (50)
Adjusted Received Qty < Ordered Qty (Close within tolerance is in effect)	Fully Received (51)
Adjusted Received Qty = Ordered Qty	Fully Received (51)

The system closes within tolerance when the purchase order type displays 1 in the *Close within tolerance* field and the adjusted total received quantity falls within the under quantity or under percent tolerance established in Infinium Cross Applications.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Receiving*

▼ *Receive purchase orders [RPO]*

PO Number: 00IS1-00030-PO Total Lines: 1
 PO Description: FIFO 2
 Vendor: 6 Acme Corporation

Shipping Information
 Ship Via:
 Trace Number:
 Bill of Lading:
 Packing Slip #:

Buyer ID: AM2000
 Receiver ID: RWL
 PO Header Notes: 0
 Receipt Date: 2/11/1998
 Display S.I.: 1

Right mouse click to select from list

Opt	Item Description	Line	UOM	Order Quantity	Prev Rec'd Qty	
1	SCISSORS (UE/PM)	00001	EA	20.0000	20.0000	I
2						
3						
4						
5						
6						
7						

OK Exit MW ?

Figure 15-19: Receiver Processing Detail selection screen

The system displays this screen when you press Enter from the Receipt Processing Defaults screen.

Press F8 to display a fully received purchase order detail line(s).

To use the receipt adjustment option, type 4 in the *Opt* field and press Enter.

If you select an invoiced receipt, the system displays the following message:

WARNING: Receipts have been invoiced

This message is for information only. The system processes the appropriate accounting entries to maintain the correct received not invoiced (RNI) and invoiced not received (INR) relationships.

Just as you can process receipts for inventory items, non-inventory items, and non-items, you can do the same with receipt adjustments.

When you process receipt adjustments for non-inventory items, you must use the same unit of measure as the original receipt.

Selecting a Receipt for Adjustment

The system displays this screen when you type 4 (Receipt adjustments) next to a detail line on the Receiver Processing Detail selection screen and press Enter.

Opt	Receipt Number	Date	Receiver	Total Received	UOM
1	IS-00013-SA	9/26/1997	AM2000	20.0000	EA
2					
3					
4					
5					
6					
7					
8					
9					

Figure 15-20: Receipt Adjustment Selection screen

This screen displays receipts that you created for the purchase order line. To select a receipt number, type 1 in the *Opt* field next to the appropriate receipt and press Enter.

Date

The date that the system displays in this field is the original receipt date. The system uses this date as the transaction date and not the system date in the *Receipt Date* field that displayed on the previous screen.

Press F13 to view purchase order detail notes.

Adjusting Receipts

The system displays this screen when you type 1 next to an inventoried receipt on the Receipt Adjustment Selection screen and press Enter.

PD Number: 00IS1-00030-PO Line Number: 00001
 Vendor: 6 Acme Corporation

Item Code: PROD13 Inspect: 0
 Item Description: SCISSORS (UE/PM) Buyer ID: AM2000
 MSDS Number: Warehouse: ISW1 INFINIUM WAREHOUSE #1
 Deliver to: Ordered Quantity: 20.0000 Purchasing UOM: EA
 Receipt Number: IS-00013-SA Storage Validation: Off

Date Received: 9/26/1997

	Received Qty	UOM	AISLE	BIN	LOT#	On-Hand Quantity Inv UOM EA
1						
2	20.0000	EA				
3						500.0000
4			A	A	456654	4400.0000

OK Exit MW ?

Figure 15-21: Receipt Adjustment Inventory screen

You can adjust a receipt quantity equal to or less than the previously received quantity. To adjust a receipt, place your cursor on the *Received Qty* field displaying the previously received quantity and change the quantity to reflect the correct amount or press FieldExit to blank out and reverse the previously received quantity.

You cannot adjust an existing receipt to be a negative quantity.

To receive inventory items for a quantity greater than the previous received quantity, you must create a new receipt record for the purchase order. To receive non-inventory items for a quantity greater than the previous received quantity, you can increase the original receipt quantity.

When you process receipt adjustments, the system does not edit against the on-time tolerance.

Press F3 to exit and save the receipt adjustment.

Receipt Adjustments and User Fields

The system retains separate user field information for each receipt that you process. When you process a receipt adjustment, you can enter user field information specific to the adjustment. For example, if you are entering a Reason code for a reversal, you can press F5 and type the new information.

Receipt Adjustment Transactions

When you process receipts and adjustments, the system displays the transaction in the *Display Product Transaction Jrnl* option in Infinium Inventory Control. You can also view receipt information by selecting the *Display Receipts* option.

When you adjust a receipt, the system automatically adjusts on-hand and on-order quantities for an inventoried item.

Reversing Receipts

To reverse a received quantity, type **0** in the *Received Qty* field that displays the previously received quantity, and then press FieldExit and Enter. The system reverses the previously received quantity.

For example, the order quantity is 1000 and you previously received a quantity of 150. You need to reverse the receipt of 150. Type **0** in the *Received Qty* field, and then press FieldExit and Enter. The previously received quantity of 150 no longer displays in the *Received Qty* field.

Press F3 to exit and save the receipt reversal.

Moving Receipt Quantities

To move received quantity to another location, perform the following steps:

- 1 Type **0** in the *Received Qty* field showing the previously received quantity and press FieldExit and Enter to remove the original received quantity.
- 2 Type the quantity and the stock location to which you are moving the inventory using the *Received Qty* and storage index location fields.
- 3 Press Enter.

Lot Number Control

If you are using lot number control and you type the adjusted quantity, the system reassigns the original lot number assigned on the first receipt.

When you adjust receipts, the system fully reverses the former receipt record and writes a new receipt record. When the system reverses the former receipt record, it also generates the correct accounting transactions.

Negative Inventory Due to Receipt Adjustments

Infinium Purchase Management enables you to protect against negative inventory situations during receipt adjustments of on-hand or inspection inventory.

To enable this capability, you must ensure that the *Display S.I.* field on the Receiver Processing Detail screen is set to 1 (Yes). This field setting ensures that Infinium Purchase Management will calculate the on-hand quantity based on the current receipt information. The system first ensures that inventory is available within the original storage index used.

If a negative inventory situation occurs, due to inventory being issued out in the time frame between the original receipt and the receipt adjustment, the system displays the following message:

Proposed negative receipt exceeds available quantity.

If you do not use FIFO/LIFO costing, this message is a warning from which you can continue.

The system displays this message for each occurrence of negative inventory. For example, if the receipt selected for adjustment puts inventory into nine storage index locations and four of those locations do not currently have inventory, the system displays the above message four times and highlights each of the lines in error. The inventory amount displayed on the right side of the screen for highlighted lines represents the negative inventory created if the receipt adjustment continues.

It is likely that only the receiving supervisor (or the employee responsible for processing receipt adjustments) would need the system to calculate negative inventory situations for receipt adjustments. This employee(s) can set his/her *Display S.I.* receiving default to 1 (All) using the *Work with receiving defaults* option.

If you use FIFO/LIFO costing, the system also displays the following message and prevents you from continuing with the receipt adjustment:

Adjustment would cause a negative On Hand balance for this warehouse.

This error occurs when the storage index contains sufficient inventory but the total on-hand for the warehouse does not.

Understanding Field Lock Down Rules

When you create purchase orders, the system enables you to change fields that default from other parts of the system. Once you complete the purchase order, however, the system locks down (or prohibits you from changing) certain fields. Please keep the following considerations in mind when you attempt to modify purchase orders.

Regardless of the accounting method your company uses, the system locks down the *Item Code* field at the purchase order detail when you complete a purchase order.

You cannot change the value in the *Vendor Item Code* field when the value defaults from the vendor item file. In addition, if you do not define a vendor item code on the vendor item file, you can type it directly onto the Purchase Order Maintenance Detail screen. When you exit and save the purchase order, the system locks this entry and does not permit changes.

Once you process a receipt (regardless of your accounting method), the system locks down the *Unit of measure* field. In addition, you cannot change the quantity on the purchase order to a quantity below the received amount. Once you fully receive a purchase order detail line, you cannot change the quantity.

Once you process an invoice (regardless of the accounting method your company uses), the system locks down the *Unit of measure* field. In addition, you cannot change the quantity on the purchase order to a quantity below the invoiced amount. In addition, the system locks down all fields in the Additional Charge screens.

When you send a purchase order to a vendor for the first time via print, fax, or EDI, the system locks down the *Vendor ID* field.

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.

After you process a purchase order detail that has a multi-account record and accounting transactions (receipt or invoice), you cannot use F20 to access multi account information. You must use the *Display purchase orders* option.

Cash Company

If you process as a cash company, the system locks down the fields mentioned above. In addition, the system locks down other fields when you process receipts and invoices.

Once you process a receipt, the system locks down the *Ship-to Location* field.

Once you process an invoice, the system locks down the following fields:

- *Ship-to Location*
- *Account Code*
- *Rcpt act* (receipt activity)
- *Capital item*
- *Inv mat* (inventory material)

Accrual Company

If you process as an accrual company, the system locks down the fields mentioned above. In addition, the system locks down other fields when you process receipts and invoices.

When you process a receipt or invoice and the *Rcpt act* field is 1, 2, or 3, and the *Capital item* field is 0 or 2, the system locks down the following fields:

- *Ship-to Location*
- *Account Code*
- *Rcpt act* (receipt activity)
- *Capital item*
- *Inv mat* (inventory material)

Once you process a receipt and the *Rcpt act* field is 0 and the *Capital item* field is 1, the system locks down the following fields:

- *Ship-to Location*
 - *Rcpt act* (receipt activity)
 - *Capital item*
 - *Inv mat* (inventory material)
-

The system does not lock down the *Account Code* field at this time because the system has yet to process an accounting transaction. The system locks down the *Rcpt act* and *Capital item* fields because both fields indicate bypassing an accounting entry at receipt time.

Once you process an invoice, the system locks down the following fields:

- *Ship-to Location*
 - *Account Code*
 - *Rcpt act* (receipt activity)
 - *Capital item*
 - *Inv mat* (inventory material)
-

Displaying Receipt Information

You can use certain function keys within receipts to display user fields and notes associated with each receipt.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Receiving*
- ▼ *Display receipts [DR]*

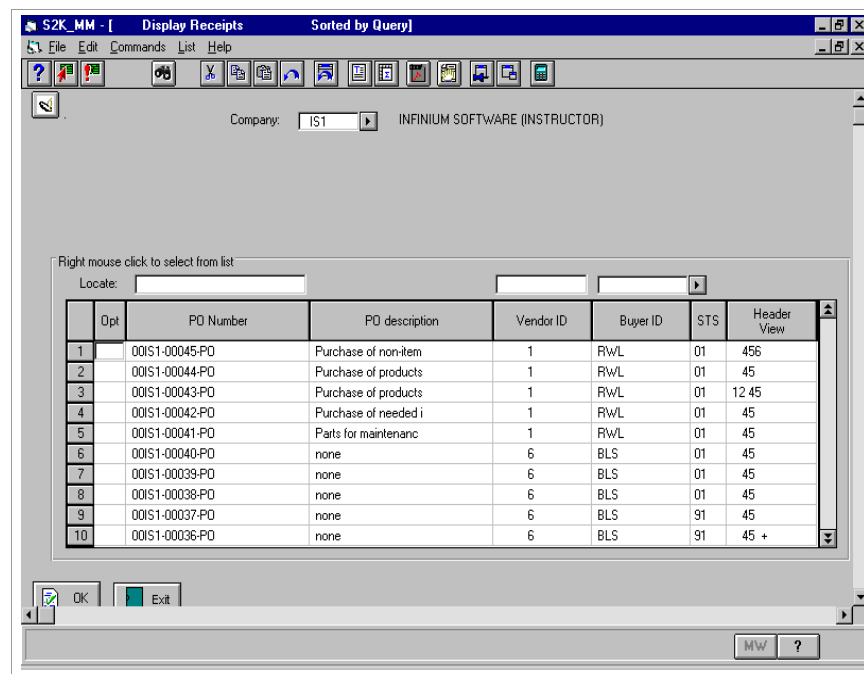


Figure 15-22: Display Receipts selection screen

To display receipts for your company, type the Company code in the *Company* field and press Enter.

The option that you type in the *Opt* field to the left of a purchase order determines which information the system displays.

The *Header View* column to the right of each purchase order indicates the type of purchase order information that is available to display.

The following function keys are available from the Display Receipts selection screen:

Function Key	Description
F7	Use this key to sort by purchase order ID.
F8	Use this key to sort by vendor ID.
F9	Use this key to sort by buyer ID.
F11	Use this key to display purchase orders using the <i>PO Number, Lin #, Item Code / Description, and Date Needed</i> fields.
F13	Use this key to specify additional selection criteria for displaying purchase orders.

You can display receipt information for purchase orders that display **6** in the *View* column. Type **6** in the *Opt* field next to each purchase order you are selecting.

Displaying Purchase Order Header Receipt Information

The system displays this screen when you select a purchase order with option **6** from the Display Receipts selection screen to display receipts.

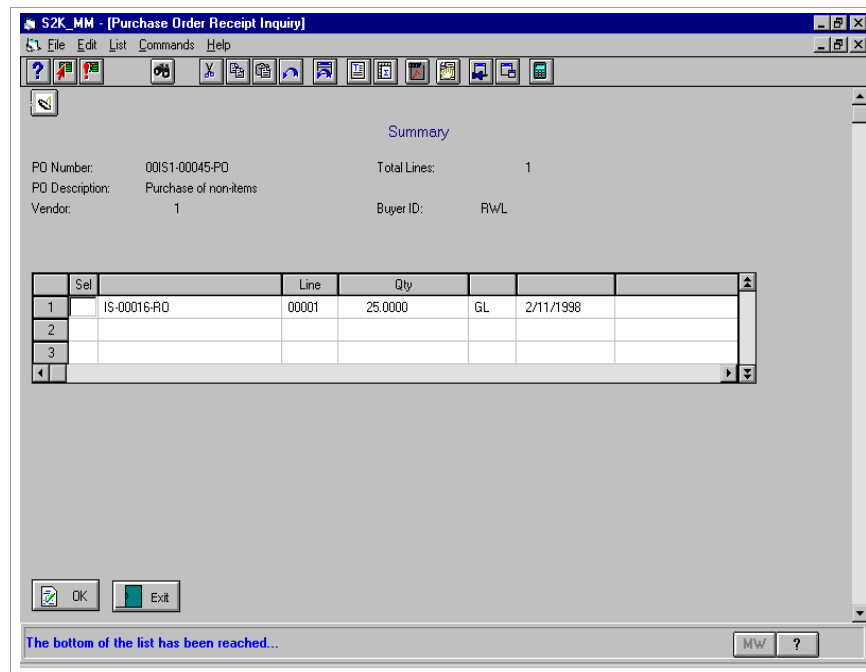


Figure 15-23: Purchase Order Receipt Inquiry Summary screen

This screen displays information that applies to all receipt lines associated with a purchase order.

You can display notes or user fields associated with a receipt line by positioning your cursor on the applicable line and using one of the following functions keys:

Function Key	Description
F6	Use this key to display user fields.
F9	Use this key to display receipt notes.

To view the Purchase Order Receipt Inquiry Detail screen, type 5 in the *Sel* field and press Enter.

Displaying Purchase Order Detail Receipt Information

The system displays this screen when you type 5 in the *Sel* field in the Purchase Order Receipt Inquiry Summary screen and press Enter.

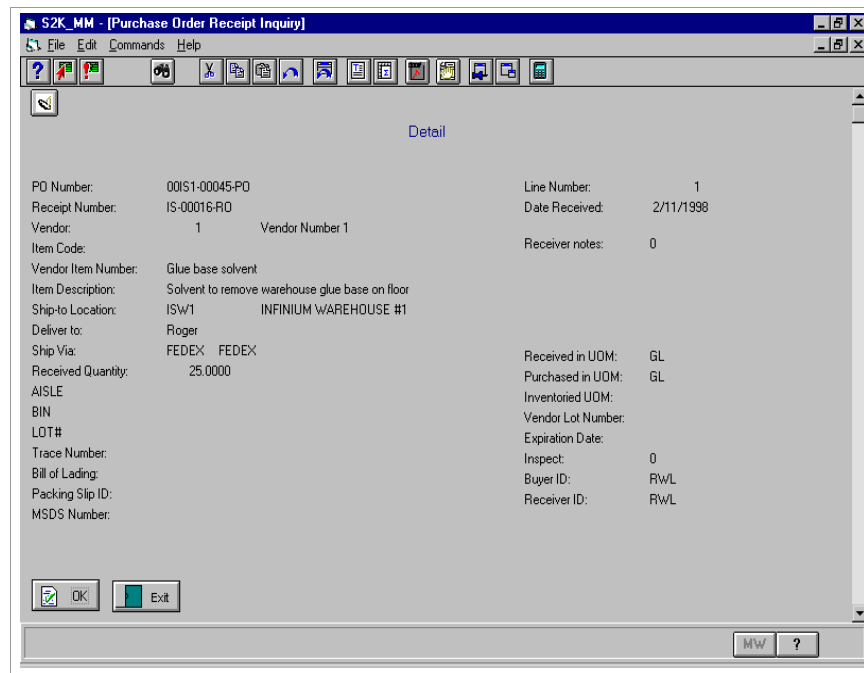


Figure 15-24: Purchase Order Receipt Inquiry Detail screen

This screen displays information specific to the received purchase order detail line.

Displaying Receipt Header Notes

The system displays this screen when you type **8** in the *SeI* field in the Purchase Order Receipt Inquiry Summary screen and press Enter.

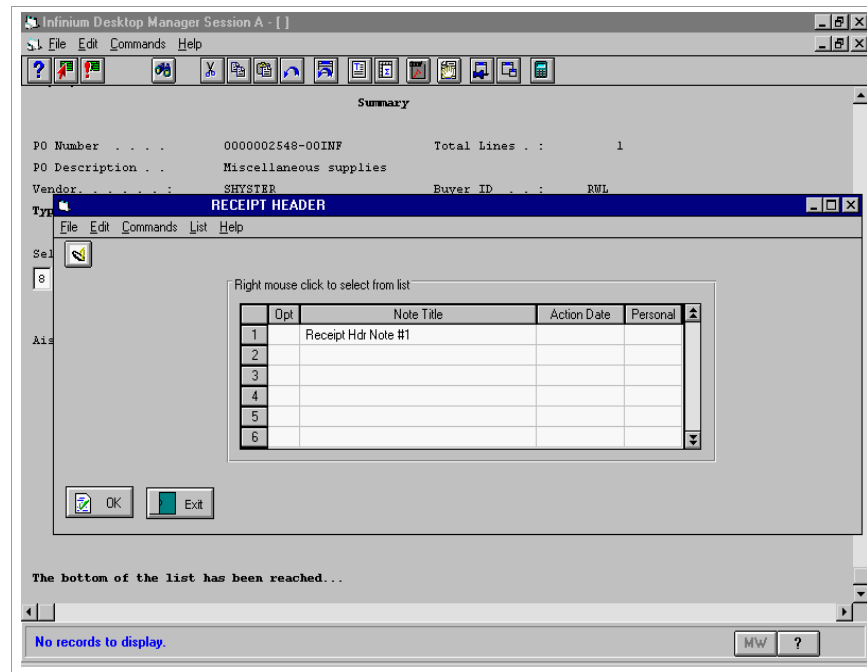


Figure 15-25: Receipt Header Notes screen

This screen displays receipt header notes associated with the purchase order.

To view the receipt header note text, type **5** in the *Opt* field in the Receipt Header Notes screen and press Enter.

Displaying User Field Information

The system displays the User Fields window when you press F6 from the Purchase Order Receipt Inquiry Detail screen.

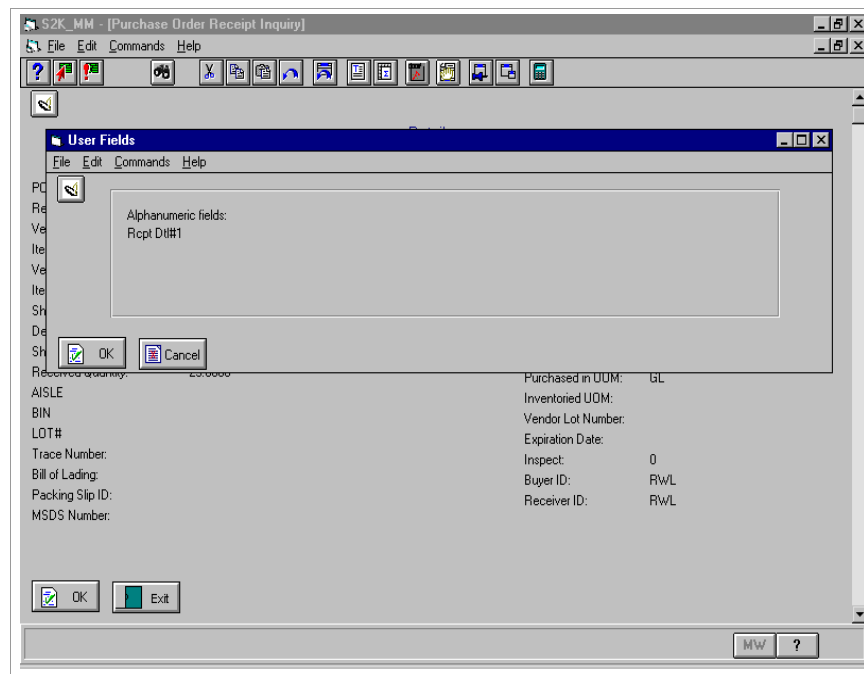


Figure 15-26: User Fields window

You cannot change user field information in display mode.

Displaying Receipt On-Order Adjustments

The Display Product Transaction Journal screen illustrates the inventory transactions that occur through close within tolerance and manual close situations.

For example, you receive 42 items (within quantity tolerance) for a one-line purchase order with an ordered quantity of 50 items. The system sets the purchase order detail line status to Fully Received (51).

If you inventory the item, the inventory is reduced by 42 items based on the received quantity, and is further reduced by an additional 8 items due to the under quantity tolerance. When the received quantity of 42 items is invoiced, the system sets the purchase order header status to Automatic Close (92).

You can access this screen from the *Display Product Transaction JrnI* option in Infinium Inventory Control.

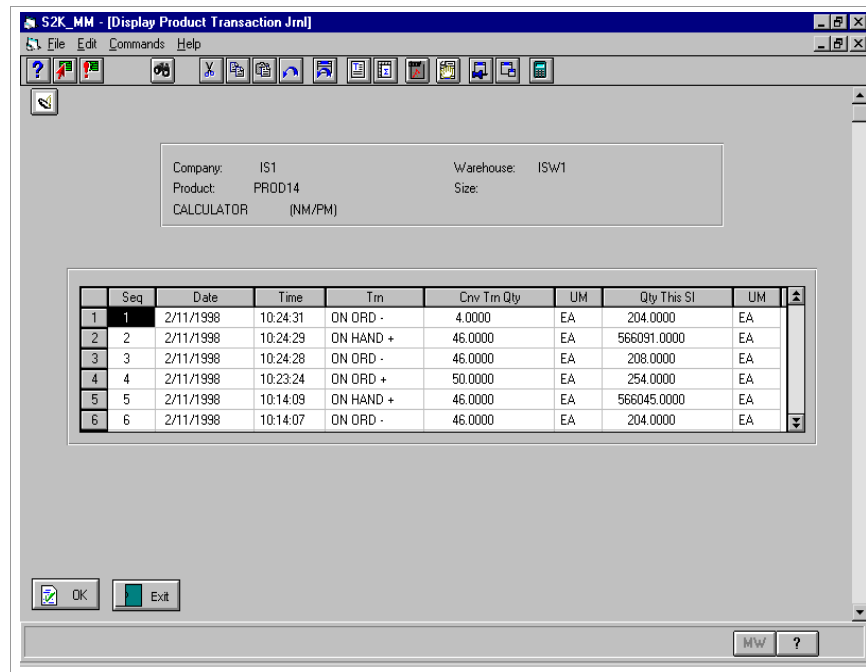


Figure 15-27: Display Product Transaction Journal screen

The system displays this screen when you select the *Display Product Transaction Jrn* option in Infinium Inventory Control.

Press F20 twice in the Display Product Transaction Journal screen to view the *Adj Ty* column.

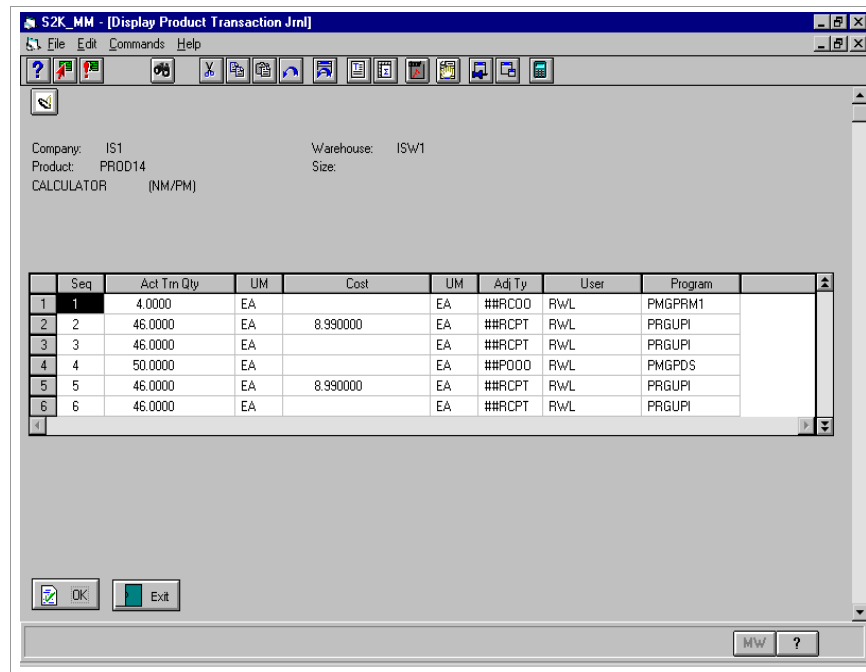


Figure 15-28: Display Product Transaction Journal screen

The system displays this screen when you press F20 twice in the Display Product Transaction Journal screen to view the *Adj Ty* column.

Note that the system identifies the receipt on-order adjustment with a receipt on-order adjustment type of **##RCOO**.

The following information pertains to adjustment types for inventory transactions that result from various actions in Infinium PM. The results of these actions appear, for example, when using the *Display Product Transaction Journal* function in Infinium IC.

The table demonstrates which inventory transaction (+ or -) an action in Infinium PM generates and which adjustment type defaults to the detail line items on the Product Transaction Journal.

Action	Inventory Transaction	Adjustment Type
Create a PO in <i>Work with purchase orders</i>	Increase on order (+)	##POOO
Receive a PO detail in <i>Receive purchase orders</i>	Decrease on order (-) and Increase on order (+)	##RCPT

Action	Inventory Transaction	Adjustment Type
Manual close PO detail in <i>Receive purchase orders</i>	Decrease on order (-)	##RCOO
Close within Tolerance PO detail in <i>Receive purchase orders</i>	Decrease on order (-)	##RCOO
Manual close PO header in <i>Work with purchase order status</i>	Decrease on order (-)	##POOO
Delete a PO detail in <i>Work with purchase orders</i> (not printed)	Decrease on order (-)	##POOO
Cancel a PO detail in <i>Work with purchase orders</i> (printed)	Decrease on order (-)	##POOO

Printing Receipt Information

Use this function to print a list of receipts processed through Infinium Purchase Management.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Receiving*
- ▼ *Print receipt list [PRL]*

Enter Sort Levels, Field Data and Report Format, press OK.
01=Highest Sort 12=Lowest Sort

Company:

Receiving ID:

Purchase Order #:

Item Code:

Item Description:

Ship-to/Warehouse:

W/H location:

Received date: to:

Vendor ID:

Vendor Item Code:

Ship Via:

Receiver ID:

Packing Slip #:

OK Exit

MW ?

Figure 15-29: Receiving Inquiry List Prompt screen

Receipt Report Information

You can select information to print on the Receipt Report by any of the criteria listed on the Receiving Inquiry List Prompt screen.

The system also prints any header and/or detail notes associated with the purchase order and receipt. The following page is a sample of the Receipt Report.

Ship-to/Warehouse

If you prompt on this field, a list of all available warehouses and their associated companies displays. You can specify that the receipts for an individual warehouse print on the Receipt Report by typing any character in the *Opt* field next to the warehouse. If you want to select all of a company's warehouses that share the same prefix, type the prefix in the *Ship-to/Warehouse* field.

For example, if warehouses ABC1, ABC2, ABC3 and ABC4 exist for a particular company, you can type **ABC** in the *Ship-to/Warehouse* field to print the receipts for all of these warehouses on the Receipt Report. You must enter the company with which these warehouses are associated in the *Company* field.

```

PMGPRL      PMTPRL      05/15/1998  12:00:00      PM / 4 0 0  R E C E I V E R  R E P O R T      PAGE      1
Receipt_Number_____P.O. Number_____Seq #_____Item_____Item_Description_____Warehouse__Loc1_____Loc2__
Loc3_____Date_Received_____Qty_Received_____UOM_____
Vendor ID_____Trace Number_____Packing Slip number_____Bill of Lading_____Receiver ID
Deliver to_____
Item/Header/Detail/Receiver
Notes_____
00011          00034          0          HEAD NOTE: 072131
00011          00034          1      MINI          Mini Pillow and Case          JUST1
05/02/1998    1.0000 EA
WINDSOR          DJN
REC
ITEM NOTE: This raw material "Mini" is not auto source capable.
DETL NOTE: 100% cotton
HEAD NOTE: 072131
00013          00034          0          MINI          Mini Pillow and Case          JUST1
00013          00034          1          Mini Pillow and Case          JUST1
05/03/1998    1.0000 EA
WINDSOR          DJN
REC
ITEM NOTE: This raw material "Mini" is not auto source capable.
DETL NOTE: 100% cotton
HEAD NOTE: 072131
00014          00034          0          MINI          Mini Pillow and Case          JUST1
00014          00034          1          Mini Pillow and Case          JUST1
05/05/1998    1.0000 EA
WINDSOR          DJN
REC
ITEM NOTE: This raw material "Mini" is not auto source capable.
DETL NOTE: 100% cotton
HEAD NOTE: 072131
00015          00034          0          MINI          Mini Pillow and Case          JUST1
00015          00034          1          Mini Pillow and Case          JUST1
05/06/1998    1.0000 EA
WINDSOR          DJN
REC
ITEM NOTE: This raw material "Mini" is not auto source capable.
DETL NOTE: 100% cotton
HEAD NOTE: 072131
00016          00017          1      CABLES          EA ATT-CABLES          JUST1
05/09/1998    1.0000 EA
STEVES          DJN
00017          00034          0          HEAD NOTE: 072131
00017          00034          1      MINI          Mini Pillow and Case          JUST1
05/11/1998    1.0000 EA
WINDSOR          DJN
REC
EXTD DESC: Ballet Pillowcase - color: Pink and Purple
ITEM NOTE: Ballet Pillowcase - qualities:
- machine washable, environmentally safe inks, cotton/poly percale
- colorfast, made in USA
DETL NOTE: 012633

```

00019	00034	0		HEAD NOTE: 072131	
00019	00034	1	MINI	Mini Pillow and Case	JUST1
05/14/1998	1.0000 EA				DJN
WINDSOR					
REC					
				ITEM NOTE: This raw material "Mini" is not auto source capable.	
				DETL NOTE: 100% cotton	
00021	00034	0		HEAD NOTE: 072131	
00021	00034	1	MINI	Mini Pillow and Case	JUST1
05/20/1998	1.0000 EA				DJN
WINDSOR					
REC					
				ITEM NOTE: This raw material "Mini" is not auto source capable.	
				DETL NOTE: 100% cotton	

10.0000

Number of Receipts: 10

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

Notes

The chapter consists of the following topics:

Topic	Page
Overview of Inspections	16-2
Maintaining Inspection Groups	16-3
Maintaining Inspection Routings	16-5
Inspecting a Receipt	16-7

Overview of Inspections

Infinium PM enables you to process inspections of items, non-items, and non-inventory items. If you receive an inventoried item that requires an inspection, you must process it through inspections.

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

- Maintaining inspection groups
 - Maintaining inspection routings
 - Inspecting receipts
 - Displaying inspection receipts
-

Maintaining Inspection Groups

An inspection group is a list of users who inspect received items. You can attach an inspection group to the inspection for any item or commodity in the *Work with inspection routing* option.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Inspections*
 - ▼ *Work with inspection groups [WWIG]*

Inspection Group Information

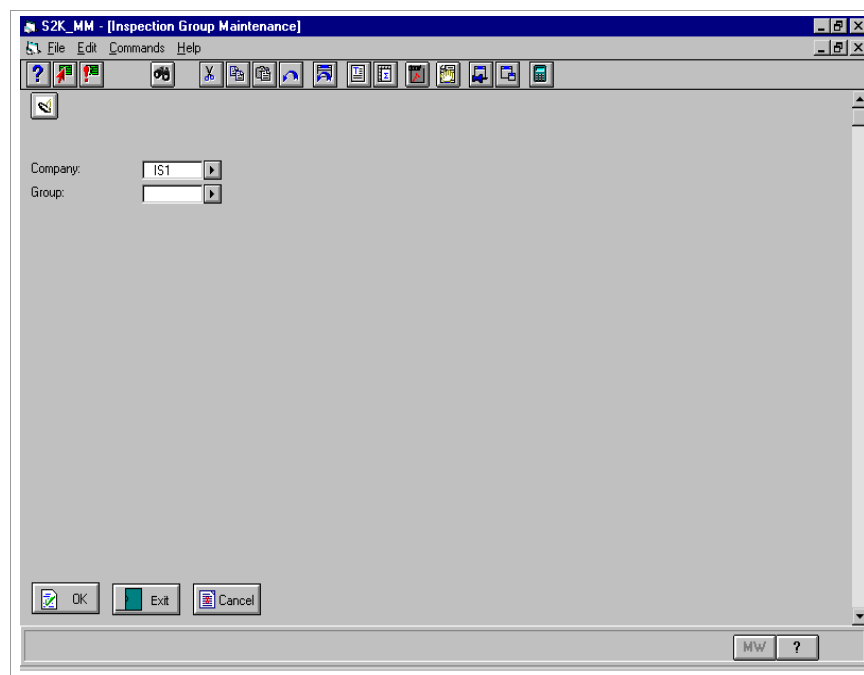


Figure 16-1: Inspection Group Maintenance prompt screen

To create a new inspection group, type a company and group name and press F6.

Adding an Inspection Group

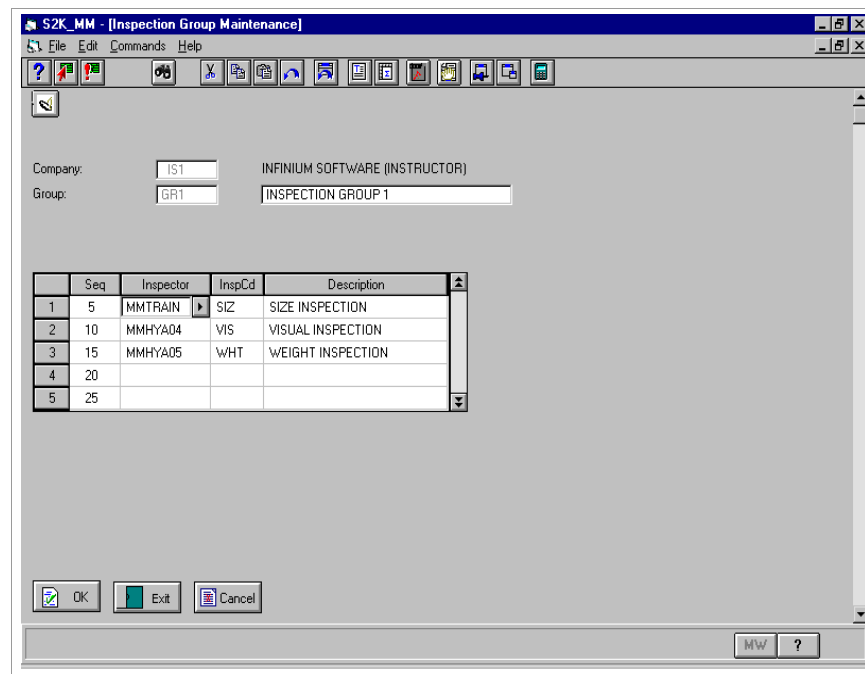


Figure 16-2: Inspection Group Maintenance selection screen

You can use this screen to specify the inspectors within an inspection group. To add an inspector to the list of inspectors, type the following information:

- The inspector's user profile
- The Inspection code
- Your entry in the *InspCd* field must be a valid Inspection code. You create Inspection code values for code type **INC** in the *Work with Code Tables* option in Infinium Cross Applications.

You can also press F2 to copy inspectors from a different inspection group.

When you press F2, the system displays the *Copy from Group* field beneath the *Group* field at the top of the screen. Type an inspection group and press Enter. The system adds the inspectors and inspection steps from the inspection group that you copy to the end of the current list.

Maintaining Inspection Routings

Inspection routings enable you to identify the inspectors for a particular item or commodity, and what type of inspection they will perform.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Inspections*
- ▼ *Work with inspection routing [WWIR]*

S2K_MM - [Inspection Routing Maintenance Detail]

File Edit Commands Help

Company: IS1 INFINIUM SOFTWARE (INSTRUCTOR)

Commodity: INVNM INVENTORY (NORMAL COST)

Item: PRODT4 CALCULATOR (NM/PM)

Seq	Inspector	InspCd	Desc
1	5	MMTRAIN	VIS VISUAL INSPECTION
2	10		
3	15		
4	20		
5	25		

OK Exit

WWIR ?

Figure 16-3: Inspection Routing Maintenance Detail screen

If you are creating a new inspection routing, type a company and either an item or commodity and press F6 to add.

You can use this screen to specify the inspection routing for an item or commodity. To add an inspection routing for an item or commodity, type:

- The inspector's user profile
- The Inspection code

Your entry in the *InspCd* field must be a valid Inspection code. You create Inspection code values for code type **INC** in the *Work with Code Tables* option in Infinium Cross Applications.

You can also press F2 to copy inspection routings and inspectors from an inspection group.

When you press F2, the system displays the *Group* field beneath the *Item* field at the top of the screen. Type an inspection group and press Enter. The system adds the inspector and inspection steps from the inspection group that you copy to the end of the current list.

Inspecting a Receipt

The system enables you to process inspections for items, non-items, and non-inventory items using the *Work with inspections* option. If you receive an inventoried item that requires an inspection, you must process it through inspections.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Inspections*
 - ▼ *Work with inspections*[WWI]

Inspection Selection Information

01=Highest Sort 13=Lowest Sort

Enter Sort Levels and Field Data:

Status: Open + Closed

Company: IS1

Warehouse:

Storage Index:

Item Code:

Item Description:

Date Received: // to //

Vendor ID:

Receiver ID:

Inspection Number:

Purchase Order:

Project ID:

Receipt Number:

MSDS code:

OK Exit MW ?

Figure 16-4: Inspection File Maintenance prompt screen

Use this screen to limit the inspections that the system displays.

STS

The following entries are valid in the *Status* field:

- 0** The system displays only items with an open inspection status.
- 1** The system displays items with an open and closed inspection status.
- 2** The system displays only items with a closed inspection status.

The default value for this field is **1** (Open & Closed).

Storage Index

This field refers to the storage index into which you received the item.

You can also create a debit memo by pressing F11 from this screen. For more information, refer to the “Creating Debit Memos and Returns” chapter in this guide.

Performing Inspections

The system displays this screen when you select an inspection for maintenance (option **2**) from the Inspection File Maintenance Summary screen and press Enter.

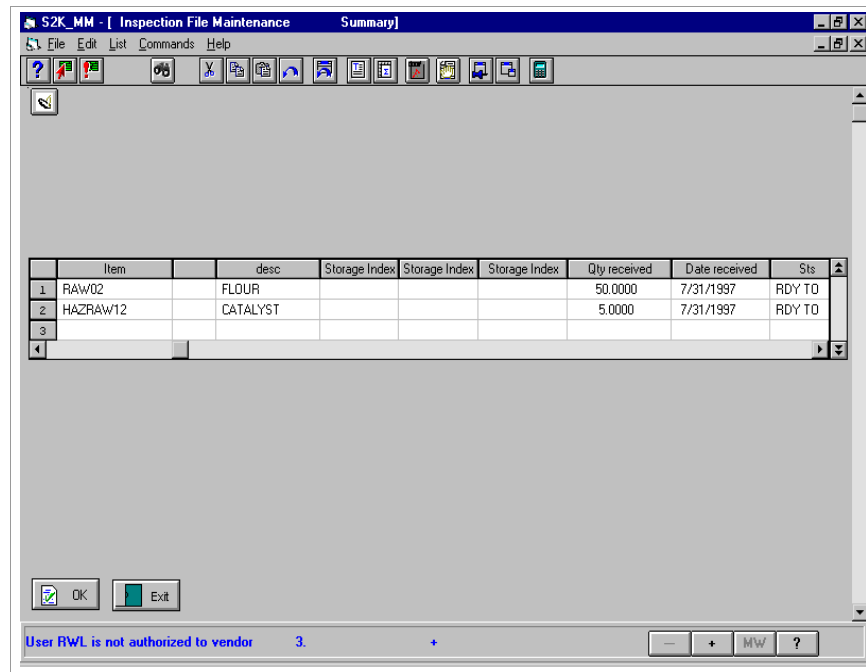


Figure 16-5: Inspection File Maintenance Summary screen

Type **2** in the *Opt* field next to an inspection to maintain the inspection. Type **5** next to an inspection to display the inspection.

Sts

The system displays the status of the inspection in this column.

Valid statuses are:

- RDY TO** The item is received and ready to inspect.
- IN PROG** Inspections for the item are currently in progress.
- INS COM** The final inspection is complete.
- DR MEMO** The inspection for this item has an associated debit memo.

You cannot select items that have this status with option 2. The system does not permit you to change or re-inspect these items once you attach a debit memo.

Inspection Routing Summary Information

The system displays this screen when you select an inspection for maintenance (option 2) from the Inspection File Maintenance Routing Summary selection screen and press Enter.

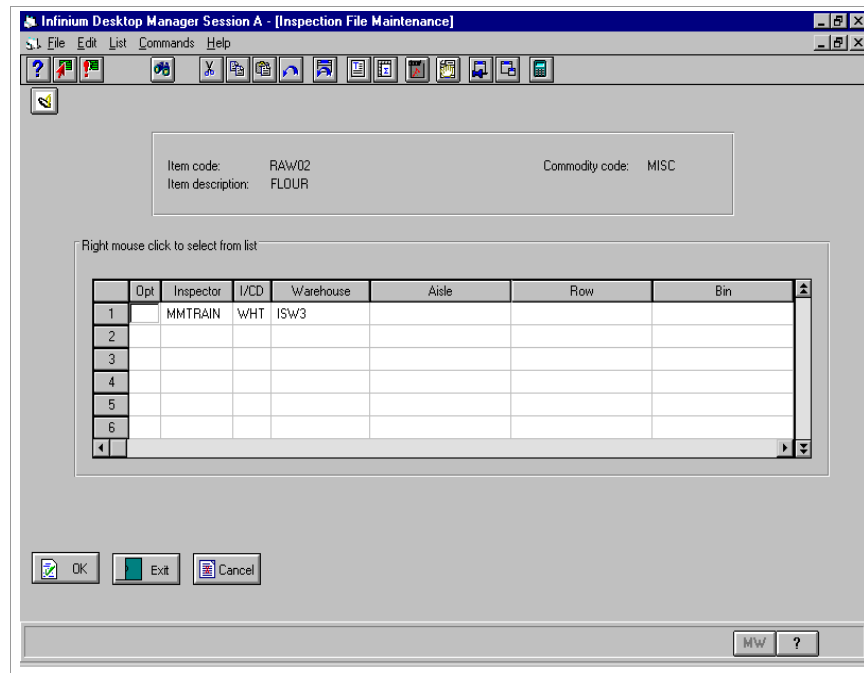


Figure 16-6: Inspection File Maintenance selection screen

You can perform the following from this screen:

- Type 2 in the *Opt* field to the left of a routing sequence to add or change inspection information
- Press F5 to bypass the routing sequence and perform a final inspection
- Performing a final inspection is a required step in the inspection process.
- Press F6 to add another inspection routing to the inspection
- Press F8 to view the inspection description information

The *Warehouse* and *STGX1*, *STGX2*, and *STGX3* (storage index) fields indicate where you received the item. If you are inspecting non-items, non-inventory items, and items assigned to a ship-to location, the system does not display storage index information.

Inspection Detail

The system displays this screen when you select an inspection routing with option 2 from the Inspection Routing Summary selection screen.

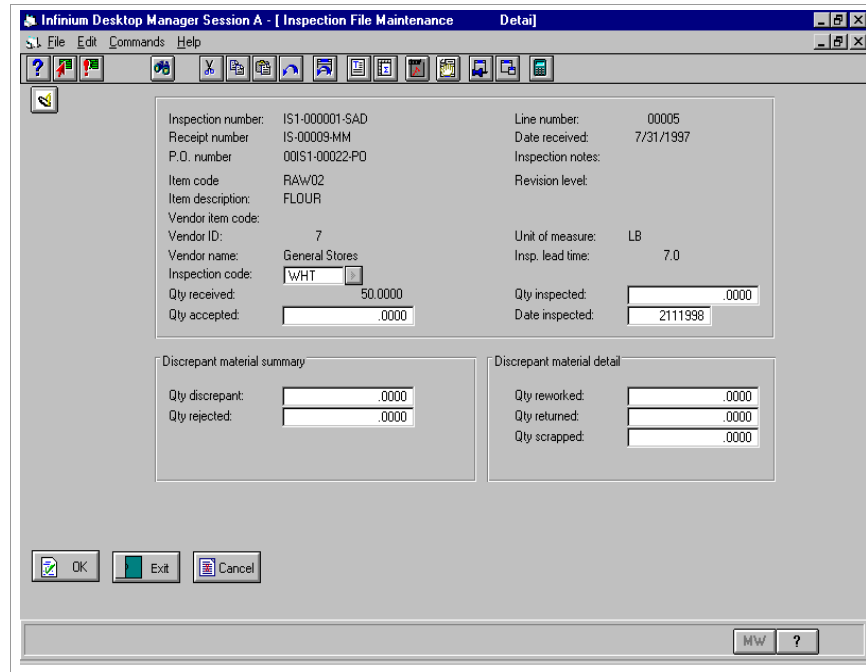


Figure 16-7: Inspection File Maintenance Detail screen

You can identify an item quantity as accepted, rejected, or discrepant. The system requires you to further classify the quantity in the other quantity fields, as follows:

Qty inspected	=	Qty accepted	+	Qty rejected	+	Qty discrepant
Qty rejected	=	Qty returned	+	Qty scrapped		
Qty discrepant	=	Qty reworked				

If you type a rejected quantity in the *Qty rejected* field, the system does not pass that quantity to the next inspector.

Press F8 to adjust your inspection values at any time.

Press F9 to create inspection notes.

The Print options that display in the Inspection Notes window are controlled by predefined code values in the code type **NTE**. Infinium recommends that you do not change these code values.

Final Inspection Information

The system displays this screen when you press F5 from the Inspection File Maintenance Routing Summary selection screen.

The screenshot shows a window titled "Infinium Desktop Manager Session A - [Inspection File Maintenance Final]". The window contains a form with the following fields:

Inspection number:	IS1-000001-SAD	Line number:	00005
Receipt number:	IS-00009-MM	Date received:	7/31/1997
P.O. number:	00IS1-00022-PD	Inspection notes:	
Item code:	RAW02	Revision level:	
Item description:	FLOUR		
Vendor item code:		Unit of measure:	LB
Vendor ID:	7	Insp. lead time:	7.0
Vendor name:	General Stores		
Inspection code:	FNL	Qty inspected:	.0000
Qty received:	50.0000	Date inspected:	2111998
Qty accepted:	.0000		

Below the main form are two sections:

- Discrepant material summary:**
 - Qty discrepant: .0000
 - Qty rejected: .0000
 - Rejection code: [dropdown]
- Discrepant material detail:**
 - Qty reworked: .0000
 - Qty returned: .0000
 - Qty scrapped: .0000

At the bottom left are "OK" and "Exit" buttons. At the bottom right is a "MW ?" button.

Figure 16-8: Inspection File Maintenance Final Inspection screen

You use this screen to perform a final inspection.

This screen displays the totals from all inspections that are complete for the item up to this point.

Lot Tracking Information

If lot control is enabled, the required lot number information defaults from the receipt transactions. You cannot modify this information.

Once you complete a final inspection for an item assigned to a warehouse, press F7 to indicate the location into which you are stocking the quantities.

If you are processing inspections for non-items, non-inventory items, and items assigned to ship-to locations, you do not have to press F7 to indicate warehouse locations.

Inventory Storage Information

The system displays this window when you press F7 from the Final Inspection screen.

Inspection number		Line number:	
IS1-000001-SAD		00005	
Receipt number		Date received:	
IS-00009-MM		7/31/1997	
P.O. number		Inspection notes:	
00151-00022-PO		0	
Item code:		Revision level:	
RAW02			
Item description:			
FLOUR			

	Current Qty	Storage Index		
Quantity Accepted:	.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quantity Inspected:	.0000			

Disposition Summary				
Quantity Discrepant:	.0000			
Quantity Rejected:	.0000			
Quantity Returned:	.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quantity Reworked:	.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quantity Scrapped:	.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: OK, MW, ?

Figure 16-9: Final Inspection Inventory Storage screen

Use this window to identify the locations into which you are stocking the inspection quantities.

When you perform a final inspection and use this window to move accepted, returned, reworked, or scrapped quantities into warehouse locations, the system updates inventory in Infinium Inventory Control accordingly.

If you perform a subsequent final inspection for the item after this one, the system reverses the quantities you type here out of inventory, prior to updating your new final inspection quantities.

Press F3 to exit and save the final inspection and update inventory.

Notes

Chapter 17 Working with Vendor Performance

17

The chapter consists of the following topics:

Topic	Page
Overview of Vendor Performance	17-2
Updating Vendor Performance Data	17-3
Working with Vendor Statistics	17-5

Overview of Vendor Performance

Vendor performance provides information to help you analyze how your vendors perform against criteria such as price, quantity, and on-time delivery.

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

- Update the Vendor Performance file so that vendor statistics reflect current information
 - Specify the criteria that determine how the system displays vendor performance statistics and ratings
-

Updating Vendor Performance Data

Use the *Update vendor performance data* option to ensure that the system's vendor performance statistics reflect current data.

When you use this option, the system updates the Vendor Performance (PMGVSM) file with data from the Receiving (PMPPR), Purchase Order Header (PMPPH), Purchase Order Detail (PMPPD), and Account Transaction (PMPAT) files.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Vendor Performance*
- ▼ *Update vendor performance data [UVPD]*

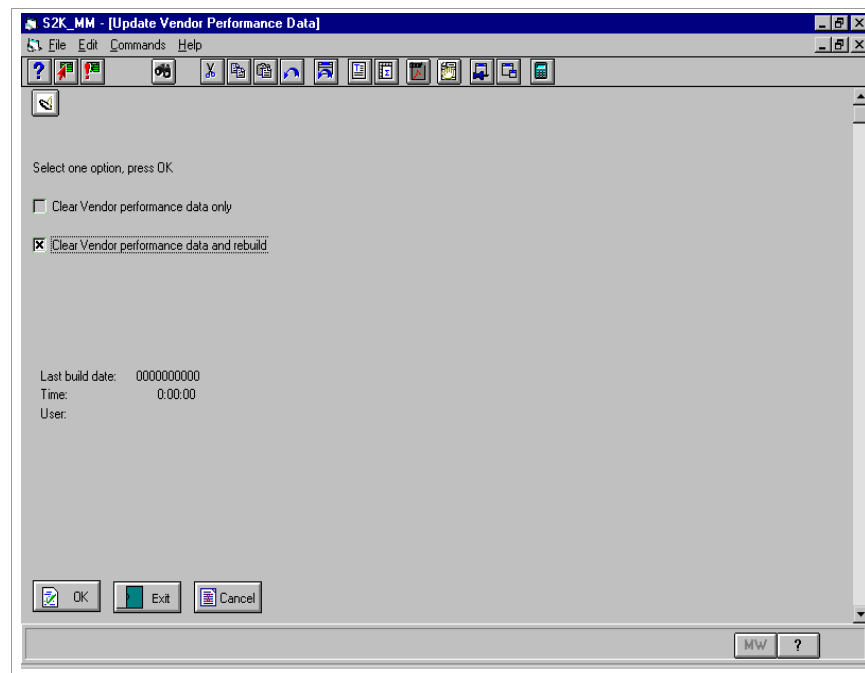


Figure 17-1: Update Vendor Performance Data screen

Type 1 to select an option for updating the Vendor file. The system performs the appropriate function(s) when you press Enter.

This option extracts purchase order receipt and account transaction information that all of the users in your system generate; therefore, you may choose to limit access to supervisors or system administrators.

You can select either of the following update options from this screen:

- The *Clear vendor performance data only* option, which clears all information from the Vendor file and does not extract any information
- The *Clear vendor performance data and rebuild* option, which clears the vendor file and extracts all pertinent information from the Purchase Order Receiving and Account Transaction files. The system submits a batch job to rebuild vendor data.

The *Last build* fields specify when the Vendor Performance file was last updated and who performed the update.

Working with Vendor Statistics

Use the *Work with vendor statistics* option to define various analysis criteria and view results that apply to your vendors' performance. For example, you can view:

- Summarized receipt and payables information that applies to your purchased items
- Statistics such as the purchase order and Infinium Payables Ledger invoice price per unit, price variances, and the quantity ordered versus the quantity received
- A list of vendors rated in descending order of the on-time, quantity, and price ratings based on the weight factors you define

Vendor Performance consists of a main selection screen on which you define the on-time criteria and rating weight factors to analyze vendor information. The system uses these criteria to calculate vendor statistics. From the Vendor Performance Selection screen, you can also limit the information the system displays to a specific category such as buyer, location, and/or Commodity code, and prioritize the level at which the system sorts information.

Once you define the criteria on which to base your vendor performance analysis, you access the Vendor Performance Summary, Detail, or Rating Analysis screens by pressing the applicable function key.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Vendor Performance*
 - ▼ *Work with vendor statistics* [WWVS]

Vendor Performance Selection Information

Figure 17-2: Vendor Performance Selection screen

Your entries in the fields on this screen determine the information that the system includes in vendor performance statistics.

You must have authorization to the company or company group you select.

On time criteria

You establish a default value for this field in the *Work with purchasing entity* option. You can override the default here if necessary. The system applies the entry in this field to early and late shipments to determine vendor on-time rating statistics. This field establishes how many days early or late items can arrive and still be considered on-time. If the purchase order does not have a promise date specified, the system uses the need date to determine whether a receipt is on time.

Vendor rating weight factors: On time, Quantity, Price

You establish default values for these fields in the *Work with purchasing entity* option. You can override the defaults here if necessary. The system uses the entries in these fields only on the Vendor Performance Rating Analysis selection screen. These fields determine how heavily the system weighs each category to rate a vendor's on time, quantity and price performance. The total of the ratings you define in these fields must equal 100%.

Build vendor ratings

Type **1** in the *Build vendor ratings* field to improve system performance if you are working with multiple screens in this option. If *Build vendor ratings* is **0**, the system must build and display ratings each time that you access the Vendor Performance Rating Analysis selection screen.

The following function keys are available from the Vendor Performance Selection screen:

Function Key	Description
F6	Use this key to display the Vendor Performance Summary Analysis screen. This screen contains receipt and Infinium Payables Ledger invoice information that applies to your purchased items.
F7	Use this key to display the Vendor Performance Detail Analysis screen. This screen displays the detailed view of the information on the Vendor Performance Summary Analysis screen, such as the purchase order and invoice price per unit, and price variances.
F8	Use this key to display the Vendor Performance Rating Analysis selection screen. This screen contains a list of vendors beginning with the top performers, according to the on-time, quantity and price rating weight factors you define.
F16	Use this key to select a display sequence for the information the system lists on the Vendor Performance Detail Analysis screen. Choosing a display sequence optimizes the speed with which the system displays detail information.
F17	Use this key to sort and display receipts on the Vendor Performance Detail Analysis screen using an open query.

Sorting Information and Optimizing Speed

You can prioritize and optimize how the system sorts vendor performance criteria from the Vendor Performance Selection screen.

Type a value from **01** to **06** to the left of the *Item code*, *Commodity code*, *Vendor*, *Buyer*, *Location*, and *Date range* fields and press F17 to prioritize the level at which the system sorts vendor performance criteria for the Vendor Performance Detail Analysis screen in this option.

Press F16 to select a sort that optimizes the speed with which the system sorts receipts for the Vendor Performance Detail Analysis screen.

Vendor Performance Receipt Sort Information

The system displays this screen when you press F16 from the Vendor Performance Selection screen.

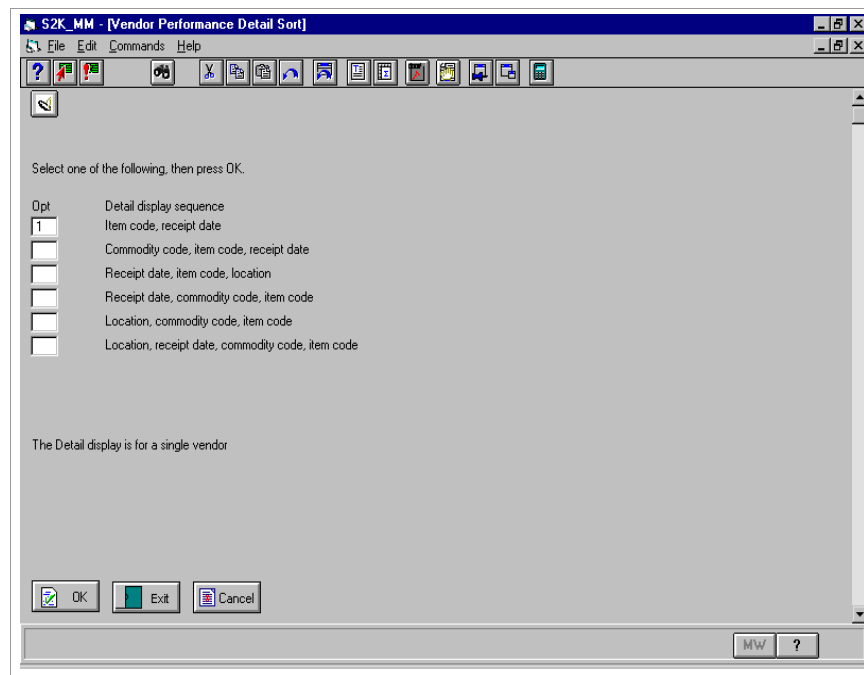


Figure 17-3: Vendor Performance Detail Sort selection screen

Selecting a specific sequence optimizes the speed with which the system selects and displays detail information.

Type any character to select a display sequence. When you press Enter, the system displays the Vendor Performance Detail Analysis screen, which lists detail information based on the sequence you select.

Displaying Summary Analysis Information

The Vendor Performance Summary Analysis screen provides statistics for purchase order, receipt, and Infinium Payables Ledger invoice information.

Vendor Performance Summary Analysis

The system displays this screen when you press F6 from the Vendor Performance Selection screen or almost all other screens in the *Work with vendor statistics* option.

Figure 17-4: Vendor Performance Summary Analysis screen 1

These summary statistics represent only purchase order, receipt, and invoice information that falls within the selection criteria that you define on the Vendor Performance Selection screen.

You can type new criteria in the fields at the top of the screen and press F9 to change the statistics to apply to a specific Item code, Commodity code, and so on.

times on time, # times early, # times late

These fields identify how many times you receive items on-time, early, and late. The system uses your entry in the *On time criteria* field to determine how many days early or late items can arrive and still be considered on-time. You can affect the statistics that display in these fields by returning to the Vendor Performance Selection screen and typing new entries in the *On time criteria* field.

The percentage (%) fields to the right of each *# times on time*, *# times early*, and *# times late* fields present a different view of each statistic, as a percentage of total receipts.

Last PO price

This field displays the price of the last purchase order you received.

Lowest PO price

This field displays the lowest purchase order price.

Price variance

This field displays the difference between your purchase order unit price and invoice unit price when the purchase order unit price is not equal to the invoice unit price.

Average PL price

This field indicates the average invoice price based on the Infinium Payables Ledger invoices that the system includes in your vendor statistics.

The system calculates the average PL price as the total invoice price divided by the total received quantity.

Press Enter to display the Vendor Performance Summary Analysis screen 2.

Vendor Performance Summary Analysis and Currency

Figure 17-5: Vendor Performance Summary Analysis screen 2

This screen displays additional summary statistics in base currency amounts.

PL vol @ PO price

This field displays the cost value of the quantity invoiced at the purchase order price.

PL vol @ PL price

This field displays the amount you invoiced at a price other than the purchase order price.

PL quantity

This field displays the total quantity for which you have created invoices.

Displaying Detail Analysis Information

The Vendor Performance Detail Analysis screen displays statistics concerning purchase order, receipt, and Infinium Payables Ledger invoice information.

The system displays the Vendor Performance Detail Analysis screen when you:

- Press F7 from the Vendor Performance Selection screen or most of the other screens in the *Work with vendor statistics* option
- Type 1 next to a vendor to select it from the Vendor Performance Rating Analysis selection screen
- Press Enter from the Vendor Performance Receipt Sort screen after selecting a sort sequence. The system displays the Vendor Performance Receipt Sort screen when you press F16 from the Vendor Performance Selection screen.
- Press F17 from the Vendor Performance Selection screen

	Item	Size	Commodity	Type	PO ID	Need	Receipt
1	PROD17		INVIP	REG	00IS1-00041-PO	3/16/1998	
2	PROD17		INVIP	REG	00IS1-00042-PO	3/16/1998	

Figure 17-6: Vendor Performance Detail Analysis screen

If you receive items from the same purchase order into multiple storage index locations or on multiple invoices, the system lists one line for each entry. For example, if you order a quantity of 100 and receive a quantity of 20 in each of 5 storage index locations, the system displays 5 lines on this screen with **100** in the *Ord qty* field and **20** in the *Recpt qty* field.

If you limit the information the system displays by changing or deleting the entries in the fields at the top of the screen, you must press F9 to recalculate the information.

Price variance (Prc var)

This field displays the variance between the *PO CPU* and the *AP CPU* fields. This variance is the difference between your purchase order prices and invoice prices.

Price Variance = [Purchase Order Price – Invoice Price]

Displaying Rating Analysis Information

The system displays the Vendor Performance Rating Analysis selection screen when you press F8 from the Vendor Performance Selection screen or almost all of the other screens in this option.

The Vendor Performance Rating Analysis selection screen lists vendors beginning with the top rated vendor. The system calculates vendor ratings based on vendor delivery and price performance and the importance with which you weigh the criteria based on your definitions on the Vendor Performance Selection screen.

The system calculates vendor ratings in the following categories:

- On Time reflects the frequency with which the vendor delivers on time, based on the importance that you assign this rating category.
 - Both early and late deliveries count against the vendor in this rating category.
 - Quantity reflects the frequency with which you received the quantity ordered, based on the weight that you assign this rating category.
 - Price reflects the frequency with which the vendors' invoices were for the purchase order price, based on the weight you assign this category.
 - Composite reflects the cumulative performance in all of the above categories.
-

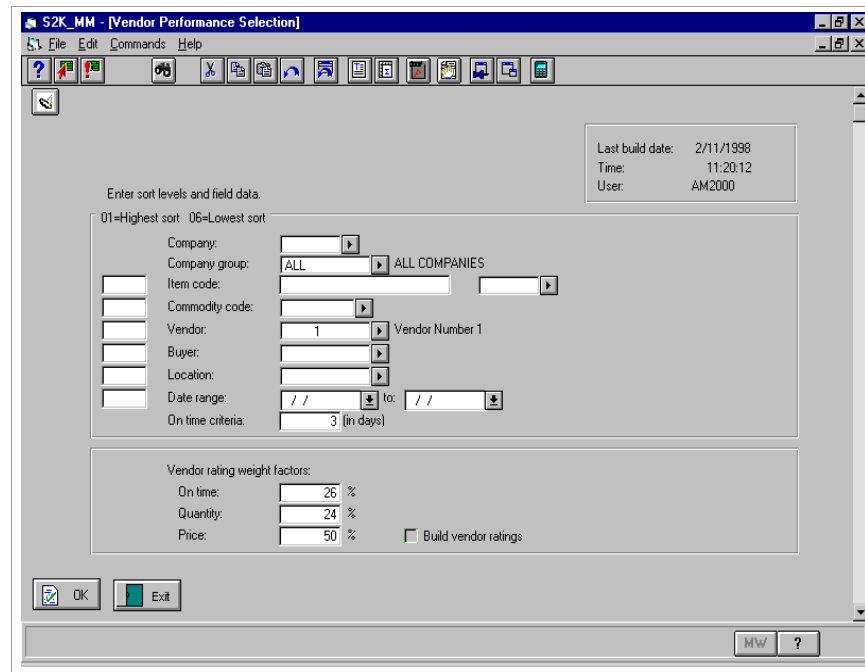


Figure 17-7: Vendor Performance Selection screen

Your entries in the rating weight factors fields on the Vendor Performance Selection screen and your entry in the *On time criteria* field on the Vendor Performance Selection screen affect the results when the system calculates the ratings for each vendor based on the vendor's on-time, order fulfillment, and price performance.

On-time, Quantity, Price, and Composite Ratings

The following examples illustrate the ratings that display in the *On time*, *Quantity*, *Price*, and *Composite* columns on the Vendor Performance Rating Analysis selection screen.

The information in these examples comes from the following criteria:

- *On time criteria* field: 3 (days)
 - *On time* weight factor: 30
 - *Quantity* weight factor: 20
 - *Price* weight factor: 50
- Based on the rating weight factors shown above:
- A vendor who ships 100% within the 3 day window earns an on-time rating of 30 (the on-time rating weight factor).

- A vendor who fulfills orders with 100% accuracy earns a quantity rating of 20 (the quantity rating weight factor).
- A vendor who invoices for the purchase order price 100% of the time earns a price rating of 50 (the price rating weight factor).

On-time Rating

The system displays vendors' on-time rating in the *On time* column on the Vendor Performance Rating Analysis selection screen. The system calculates the on-time rating as the percentage of receipts within on-time days multiplied by the on-time rating weight factor.

The following examples illustrate how the system calculates the vendor's on-time rating. The following page shows how the system displays this information on the Vendor Performance Rating screen.

Vendor One: Often ships late

# Days from Promise Date	Ordered Quantity	Quantity within On Time Criteria	Received Quantity
2 days early	200	200	200
60 days late	600	0	600
Total:		200	800

$$\begin{aligned}
 \text{On Time Rating weight factor} &= [\% \text{ of receipts within on-time days}] \times [\text{on-time rating weight factor}] \\
 &= [(200 \div 800 \times 100) = 25\%] \times [30] \\
 &= 7
 \end{aligned}$$

Vendor Two: Occasionally ships late

# Days from Promise Date	Ordered Quantity	Quantity within On Time Criteria	Received Quantity
4 days late	60	0	60
0 on time	600	600	600
Total:		600	660

Vendor Two: Occasionally ships late

# Days from Promise Date	Ordered Quantity	Quantity within On Time Criteria	Received Quantity
On Time Rating = [% of receipts within on-time days] × [on-time rating weight factor]			
		= [(600 ÷ 660 × 100) = 91%]	× [30]
			= 27

The screen below shows how the system displays the on-time rating information on the Vendor Performance Rating Analysis selection screen.

Vendor Performance Rating Analysis

Figure 17-8: Vendor Performance Rating Analysis selection screen - On-time rating

Type 1 in the *Opt* field to select a vendor and display the Vendor Performance Detail Analysis screen. Type an entry in the fields at the top of the screen and press F9 to obtain ratings for specific information such as an item or buyer.

Quantity Rating

The system displays a vendor's quantity rating in the Qty column. The system calculates the quantity rating as a percentage of accurately received ordered quantities multiplied by the quantity rating weight factor. The system uses the total ordered and received quantities in the purchasing unit of measure.

The system does not include unreceived quantities in the quantity rating calculation.

The examples on the next page illustrate how the system calculates the quantity rating based on the vendor's order fulfillment performance.

Vendor One: Always ships the ordered quantity

Ordered Quantity	Received Quantity	Difference	Ordered Quantity	Received Quantity	Difference
100	0	not calculated (system does not calculate unreceived quantities)	not included in total	not included in total	not included in total
100	100	0	100	100	0
25	25	0	25	25	0
Total:			125	125	0
Quantity Rating	$= [\% \text{ of accurately received ordered qty}] \times [\text{qty rating weight factor}]$ $= [100 - (0 \div 125 \times 100) = 100\%] \times [20]$ $= 20$				

Vendor Two: Occasionally over ships large orders

Ordered Quantity	Received Quantity	Difference	Ordered Quantity	Received Quantity	Difference
6,000	0	not calculated (system does not calculate unreceived quantities)	not included in total	not included in total	not included in total

Vendor Two: Occasionally over ships large orders

Ordered Quantity	Received Quantity	Difference	Ordered Quantity	Received Quantity	Difference
1,000	1,075	0	1,000	1,075	75
25	25	0	25	25	0
Total:			1,025	1,100	75

Quantity Rating = [% of accurately received ordered qty] × [qty rating weight factor]
 = [100 – (75 ÷ 1025 × 100) = 93%] × [20]
 = 19

This screen shows how the system displays the quantity rating information on the Vendor Performance Rating Analysis selection screen.

Vendor Performance Rating Analysis

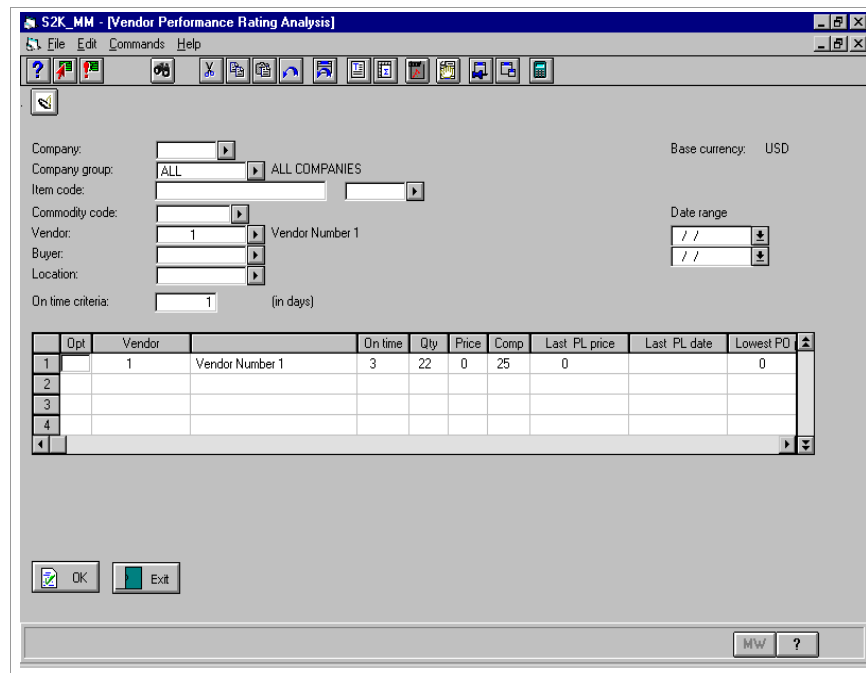


Figure 17-9: Vendor Performance Rating Analysis selection screen - Quantity rating

Type 1 in the *Opt* field to select a vendor and display the Vendor Performance Detail Analysis screen.

Price Rating

The system displays the vendors' price rating in the *Price* column. The system calculates the price rating as a percentage of orders invoiced at the purchase order price multiplied by the price rating weight factor. The system does not include purchase order quantities that have not been invoiced in the price rating calculation.

The system rates vendors who invoice for less than the purchase order price the same as vendors who invoice at the purchase order price.

The examples on the next page illustrate how the system calculates the price rating based on the vendor's price performance.

Vendor One: Occasionally charges less than the purchase order price

Ord Qty	PO Unit Price	PO Ext. Cost	Inv. Quant.	Inv. Amt	Purchase Ext. Amt. For Qty Invoiced	Inv. Amt.	Difference to be used in Calc.
500	\$10	\$5,000	0	N/A	not included in total	not included in total	not included in total
1000	\$10	\$10,000	1000	\$9,500	\$10,000	\$9,500	\$0
2,500	\$2	\$5,000	2,000	\$4,000	\$4,000	\$4,000	\$0
Total:					\$14,000	\$13,500	\$0

$$\begin{aligned}
 \text{Price Rating} &= [\text{percentage of orders invoiced at the P.O. price}] \times [\text{price rating weight factor}] \\
 &= [100 - (0 / 14,000 \times 100) = 100\%] \times [50] \\
 &= 50
 \end{aligned}$$

Vendor Two: Frequently overcharges

Ord Qty	PO Unit Price	PO Ext. Cost	Inv. Qty	Inv. Amt.	Purchase Ext. Amt. For Qty Invoiced	Inv. Amt.	Difference to be Used in Calc.
20	\$105	\$2,100	0	N/A	not included in total	not included in total	not included in total
175	\$5	\$875	100	\$525	\$500	\$525	\$25 +
80	\$45	\$3,600	100	\$5000	\$4,500	\$5,000	\$500 +
Total:					\$5,000	\$5,525	\$525 +

$$\begin{aligned}
 \text{Price Rating} &= [\text{percentage of orders invoiced at the P.O. price}] \times [\text{price rating weight factor}] \\
 &= [100 - (525 / 5,525 \times 100) = 90\%] \times [50] \\
 &= 45
 \end{aligned}$$

This screen shows how the system displays the price rating for the vendors in the previous example.

Vendor Performance Rating Analysis

Company: Base currency: USD

Company group: ALL ALL COMPANIES

Item code:

Commodity code:

Vendor: 1 Vendor Number 1

Buyer:

Location:

On time criteria: 1 (in days)

Date range:

Opt	Vendor	On time	Qty	Price	Comp	Last PL price	Last PL date	Lowest PO
1	1	Vendor Number 1	3	22	0	25	0	0
2								
3								
4								

OK Exit

MW ?

Figure 17-10: Vendor Performance Rating Analysis selection screen - Price rating

Type 1 in the *Opt* field to select a vendor and display the Vendor Performance Detail Analysis screen.

Composite Rating

The system displays a vendor's composite rating in the *Comp* column. The composite rating is the sum of the on-time, quantity, and price ratings. An example screen of the Composite rating is not included.

Notes

Chapter 18 Creating Debit Memos and Returns

18

This chapter focuses on how to create and work with debit memos and returns in

The chapter consists of the following topics:

Topic	Page
Overview	18-2
Defining Return Type Codes for Debit Memos	18-3
Creating a Debit Memo	18-7
Approving a Debit Memo	18-15
Processing a Return	18-18

Overview

Infinium PM enables you to create debit memos to scrap or return inventory to a vendor for goods that you have previously received.

To process debit memos, you must follow four steps:

- 1 Set up Return Type codes for debit memos
- 2 Create a debit memo
- 3 Approve a debit memo
- 4 Process a return

When you generate a debit memo in Infinium PM, the system does not automatically update Infinium Payables Ledger. However, you can offset the debit memo by creating a credit invoice in Infinium Payables Ledger.

Refer to the *Infinium Payables Ledger/Infinium PM Guide to Integration* for more information about offsetting debit memos.

Defining Return Type Codes for Debit Memos

Debit memo processing uses debit memo return types to determine whether to update inventory with the return information.

You attach a debit memo Return Type code to each debit memo you create. Therefore, before you can create a debit memo, you must verify that valid debit memo Return Type codes exist in Infinium Cross Applications.

Use the following menu path:

- ▶ Infinium CA
- ▶ Code Files
 - ▼ Work with Code Tables [WWCDT]

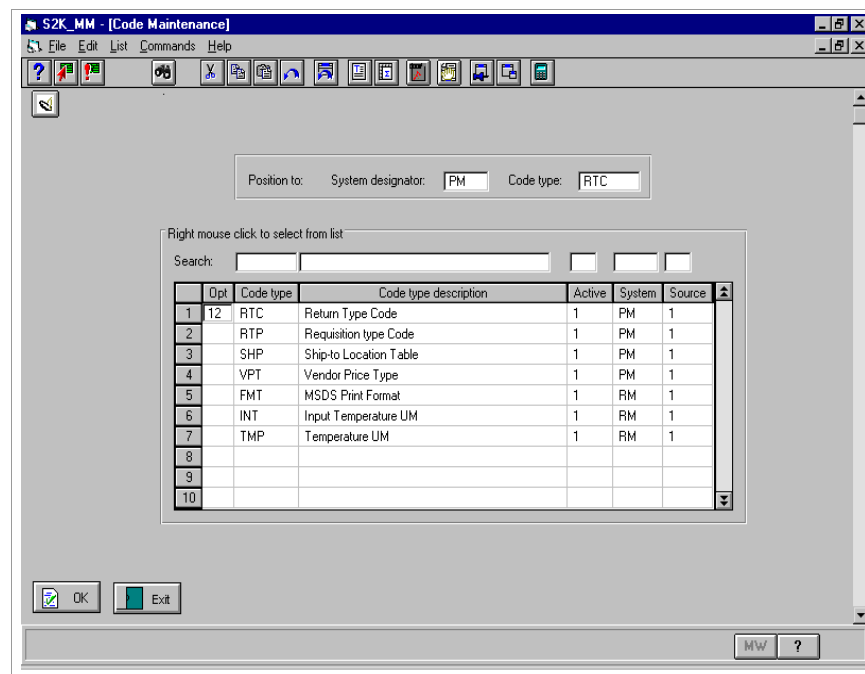


Figure 18-1: Code Maintenance selection screen

When you select code type **RTC** with **12** and press Enter, the system displays existing Return Type codes.

Code Value Information

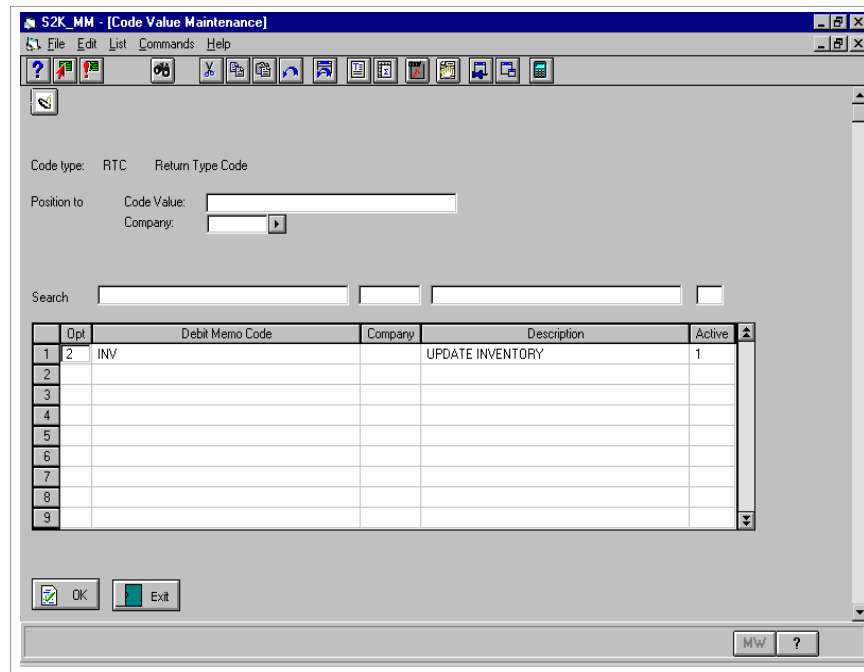


Figure 18-2: Code Value Maintenance selection screen

Select an existing code value by typing **2** in the *Opt* field or press F6 to create a new Return Type code.

Code Value Definition

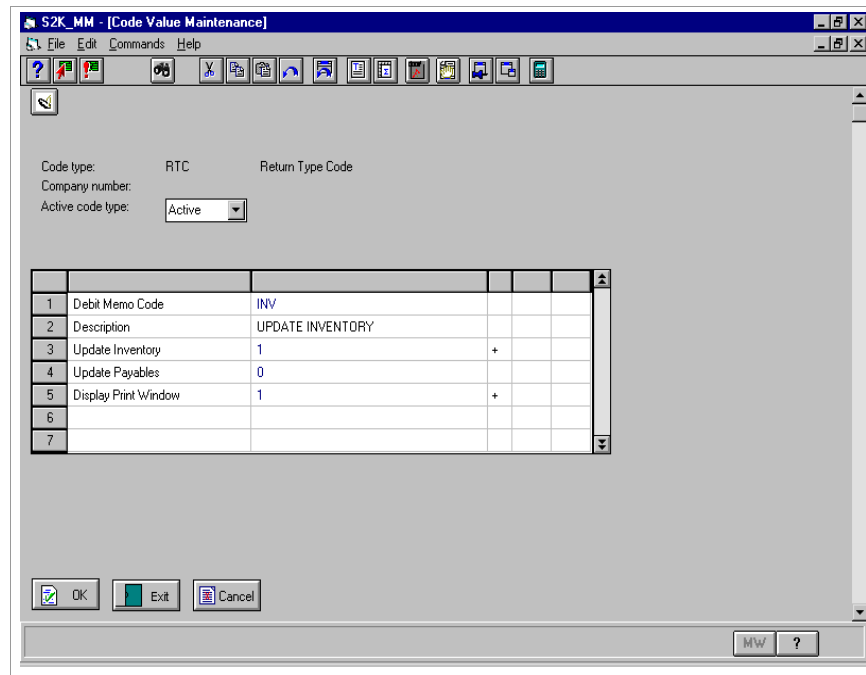


Figure 18-3: Code Value Maintenance screen

Use this screen to define which systems to update when you approve debit memos for this debit memo return type.

Update Inventory

The value in this field and the type of item you are processing determine what steps the system takes to process the debit memo.

The following table provides an overview of the entries and the expected results.

Entry in <i>Update inventory</i> field	Entry in <i>Inv mat</i> field on purchase order detail	Result
0	1 or 0	No inventory update occurs.
1	1	The system updates inventory and generates a pick list when you approve the debit memo.
1	0	No inventory update occurs.

If you type 1 in this field and you are processing an inventoried item, the system creates a separate pick record in Infinium Inventory Control for returned and scrapped quantities. This enables the system to determine whether to decrease the scrapped inventory quantity or treat the inventory as a vendor return when you pick the inventory.

To process the returned inventory, use the *Pick Verify* option in Infinium Inventory Control.

Update Payables, Display Print Window

These fields are for future use.

Creating a Debit Memo

Creating a debit memo is the next step you must perform to return items to a vendor after you receive them.

You can create a debit memo through the following options:

- Press F11 when you receive goods with the *Receive purchase orders* option
- Press F11 when you inspect goods with the *Work with inspections* option
- Use the *Work with debit memos* option

When you generate a debit memo in Infinium PM, the system does not automatically update Infinium Payables Ledger. However, you can offset the debit memo by creating a credit invoice in Infinium Payables Ledger. Refer to the *Infinium Payables Ledger/Infinium PM Guide to Integration* for more information about offsetting debit memos.

To facilitate the creation of the credit invoice in Infinium Payables Ledger, you can perform a screen print of the debit memo in Infinium PM.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Receiving*
 - ▼ *Work with debit memos [WWDM]*

Debit Memo Summary Information

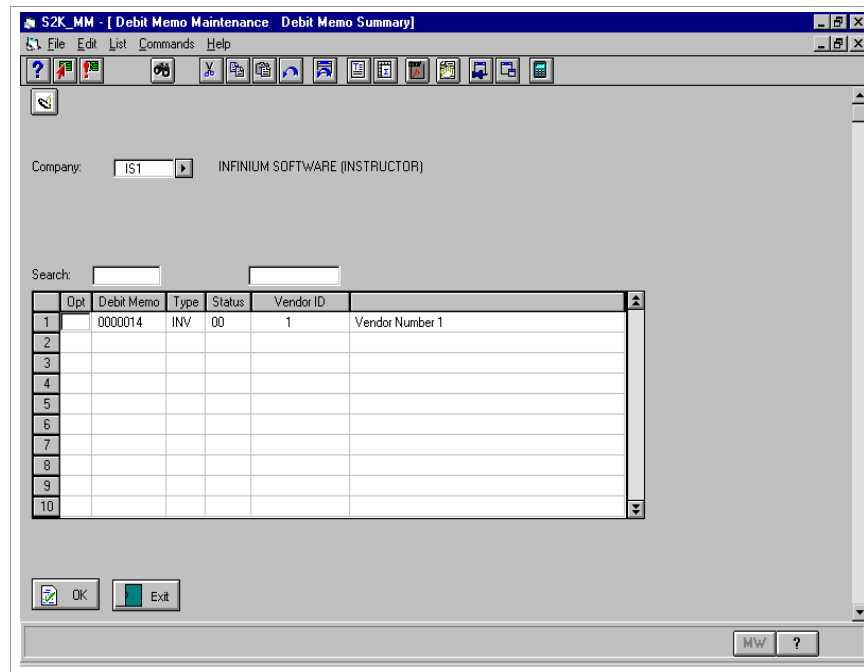


Figure 18-4: Debit Memo Maintenance Summary prompt screen

Type a company and press Enter. The system lists any existing debit memos for the company.

Type an entry in the *Opt* field to the left of an existing debit memo to change, delete, or process it further.

The *Status* field indicates the status of existing debit memos.

You can complete debit memos that have a status of In Progress (**00**) or make them ready for approval by typing **7** in the *Opt* field. This changes a debit memo's status to Approval Pending (**10**).

The system changes the status of the debit memo only; it does not affect the status of the purchase order.

You cannot approve a debit memo until it has a status of Approval Pending (**10**). You process debit memo approvals in the *Work with debit memo approval* option.

Press F6 to create a new debit memo.

Purchase Order Selection Information

The system displays this screen when you press F6 from the Debit Memo Maintenance Summary prompt screen.

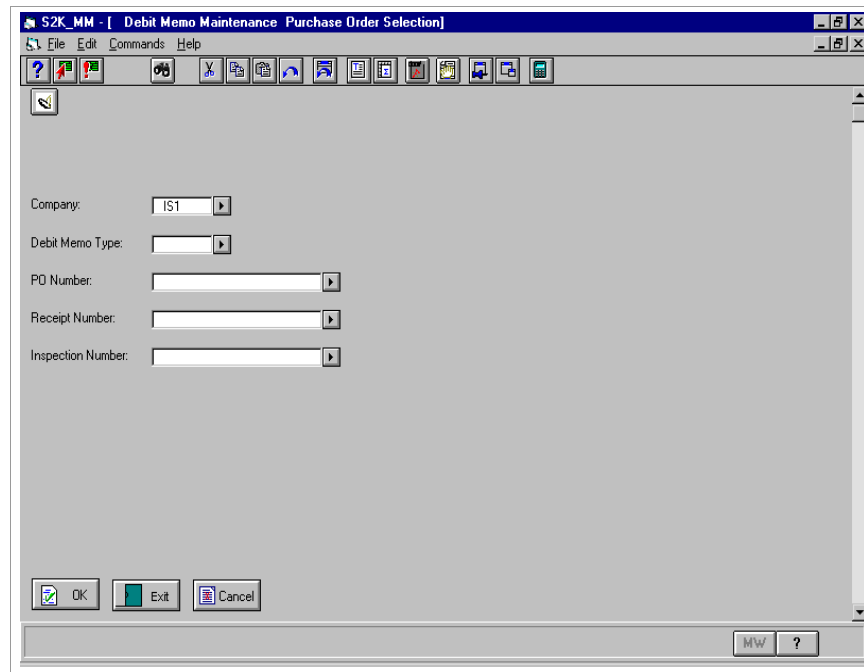
The screenshot shows a software window titled "S2K_MM - [Debit Memo Maintenance Purchase Order Selection]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains five input fields, each with a label and a dropdown arrow: "Company:" with "IS1" selected, "Debit Memo Type:", "PO Number:", "Receipt Number:", and "Inspection Number:". At the bottom of the window, there are three buttons: "OK", "Exit", and "Cancel". In the bottom right corner, there is a status bar with the text "MW" and a question mark icon.

Figure 18-5: Debit Memo Maintenance Purchase Order Selection screen

Debit Memo Type

This is a required field. You define valid entries for this field in the *Work with Code Tables* option (RTC code type) in Infinium Cross Applications. Your entry in this field determines whether the system updates inventory with the return information.

Infinium PM enables you to create one debit memo for both inventory and non-inventory items that are from the same purchase order.

You must complete the *PO Number*, *Receipt Number*, or *Inspection Number* field.

Receipt/Inspection Selection

Company: IS1 Debit Memo number: 0000000
 Debit Memo type: INV UPDATE INVENTORY
 Vendor ID: 1 Vendor Number 1
 PO Number: 00IS1-00047-PO

Opt	Receipts/Inspections Number	Date Received
1	IS-00018-PO	2/11/1998
2		
3		
4		
5		
6		
7		
8		

Buttons: OK, Exit, Cancel

Status bar: MW ?

Figure 18-6: Debit Memo Maintenance Receipt/Inspection Selection screen

If you type a purchase order on the Debit Memo Maintenance Purchase Order Selection screen, the system displays all receipts for the purchase order. If you type a receipt or inspection number on the previous screen, the system bypasses this screen and displays the Debit Memo Maintenance Item Selection screen.

Type 1 in the *Opt* field next to a receipt (or multiple receipts) to select it for the debit memo. You can attach multiple receipts to one debit memo.

If you type 1 in the *Inspect* field on the Purchase Order Maintenance Detail screen, the system requires you to complete the final inspection for an item with the status **RDY TO** (the item is received and ready to inspect) before you can create a debit memo for the item.

The system does not permit you to create a debit memo for an item with the status **IN PROG** (the item is currently being routed through inspections).

Item Selection

Company: IS1 Vendor ID: 1
 PO Number: 00IS1-00047-PO Debit Memo Type: INV
 Receipt Number: IS-00018-RO Inspection Number:

Search:

	Uom	Qty received	Qty Returned.. Scrap
1	EA	46.0000	25.0000
2			
3			
4			

OK Exit Cancel

MW ?

Figure 18-7: Debit Memo Maintenance Item Selection screen

Type **1** in the *Opt* field to select the item(s) that you are returning.

You can attach multiple items to a debit memo.

The system defaults the vendor address to the debit memo. You can press F17 to change or replace the address.

The *Qty Returned.. Scrap* field displays the total of the received quantity for this item that has been returned and/or scrapped.

Return Information

Figure 18-8: Debit Memo Maintenance Return Detail screen 1

If you are creating a new debit memo, you must complete the *Return quantity* and/or *Scrap quantity* fields.

If you are processing a debit memo for an inventoried item with an accepted inspection quantity, the system defaults the location into which you accepted the inspected quantity. The system defaults that location because it stores the inventory there once the inspection is complete.

You cannot issue a debit memo for a quantity greater than what was originally accepted.

Inventory account code, Return account code

Your entries in these fields identify the accounts affected by the debit memo for both return and scrapped inventory. The system does not require entries in these fields at this time. However, the system requires account information when you approve a debit memo.

If you leave these fields blank and you are using Infinium Journal Processor, the system resolves the appropriate accounts automatically. You can also press F14 for the system to input an entry in the *Inventory account code* field and press F15 for the system to input an entry in the *Return account code* field.

Press F8 to add shipping/return information. Press F9 to add debit memo notes.

The Print options that display in the Debit Memo Notes window are controlled by predefined code values in the code type **NTE**. Infinium Software recommends that you do not change these code values.

Shipping/Return Information

The system displays this screen when you press F8 from the previous screen.

The screenshot shows a software window titled "S2K_MM - [Debit Memo Maintenance Return Detail]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main content area displays the following information:

- Debit Memo number: 0000000
- Status: IN PROGRESS
- Notes:
- Buyer ID: RWL
- Deliver to: [text input field]
- Ship via: [dropdown menu]
- Trace number: [text input field]
- Bill of lading #: [text input field]
- Packing slip #: [text input field]
- Shipping cost: .00
- Shipping weight: .0000
- Weight code: [text input field]
- RGA number: [text input field]
- Return reason: [text input field]
- Restock charge: .00

At the bottom of the window, there are "OK" and "Exit" buttons. The status bar at the very bottom contains "MW" and "?" buttons.

Figure 18-9: Debit Memo Maintenance Return Detail screen 2

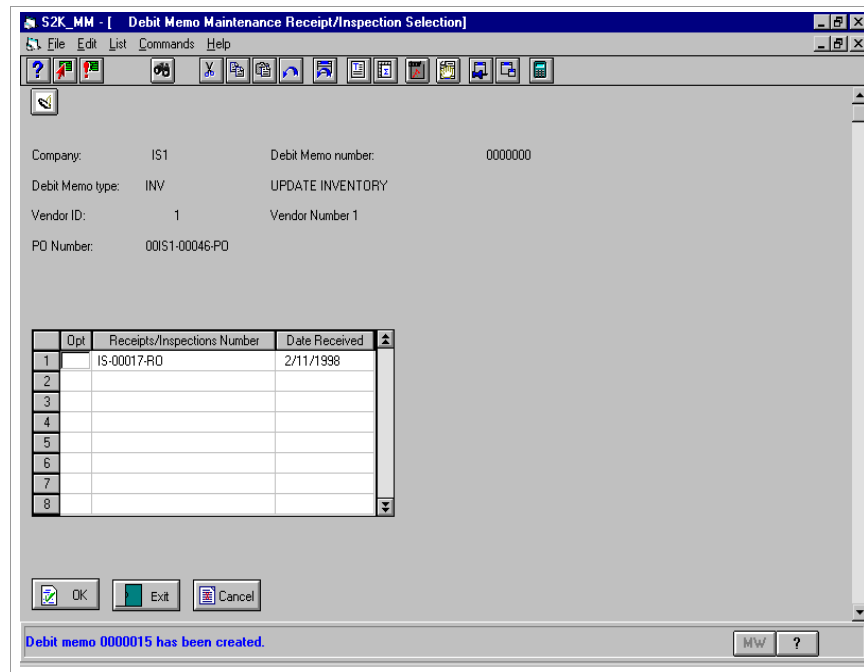
Use this screen to add shipping/return information.

The packing slip number you type in the field prints on the ship ticket.

When you press F3 to exit and save the debit memo, the system returns you to the Debit Memo Maintenance Item Selection screen. It displays the quantity received and returned for the item you selected.

Debit Memo Summary

The system displays this screen when you press F3 to exit and save from the Debit Memo Maintenance Item Selection screen.



Opt	Receipts/Inspections Number	Date Received
1	IS-00017-RO	2/11/1998
2		
3		
4		
5		
6		
7		
8		

Figure 18-10: Debit Memo Maintenance Receipt/Inspection Selection screen

Before you can approve the debit memo, you must complete it by typing **7** in the *Opt* field on the Debit Memo Maintenance Summary prompt screen.

Press F3 to return to the main menu.

Approving a Debit Memo

You complete a debit memo by typing 7 in the *Opt* field on the Debit Memo Summary screen. The next step is to approve the debit memo.

When you approve a debit memo, the system updates inventory based on the debit memo return type.

The system does not automatically reopen the existing purchase order or create a new purchase order for the goods that you return.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Approvals*
 - ▼ *Work with debit memo approval [WWDMA]*

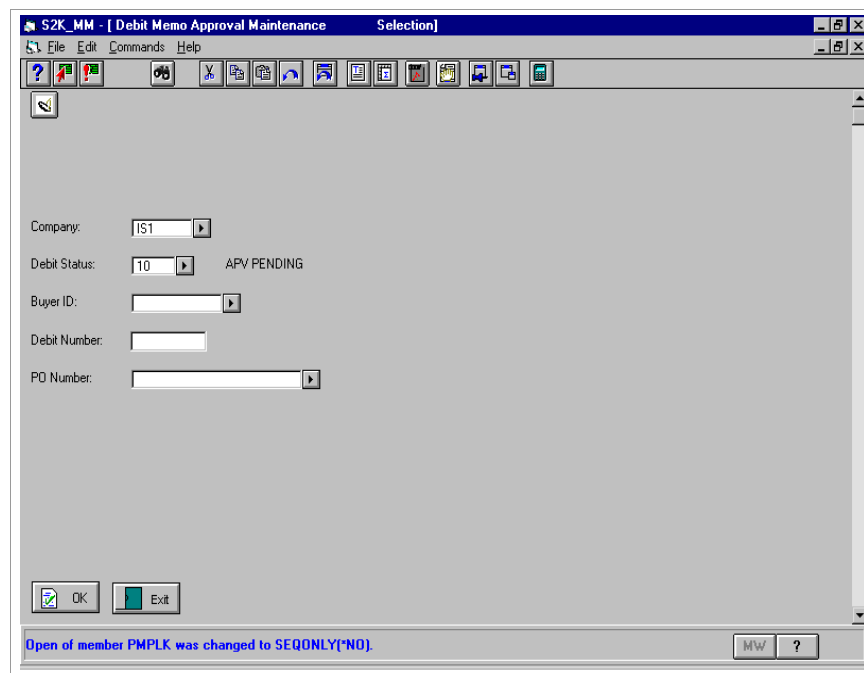


Figure 18-11: Debit Memo Approval Maintenance Selection prompt screen

Use this screen to identify the debit memo(s) to approve.

You must type a value in the *Company* and *Debit Status* fields.

Debit Status

The status of Approval Pending (**10**) is the default for the *Debit Status* field. You can complete any of the other selection criteria fields to limit the debit memos that the system displays on the next screen.

The system displays a list of all debit memos that are pending completion if you type **00** (In Progress) in the *Debit Status* field. Only completed debit memos are eligible for approval.

Press F6 to identify more selection criteria. The system displays the Debit Memo Approval Query Selection screen.

When you complete the applicable fields on the Debit Memo Approval Query Selection screen and press Enter, the system performs a query search to locate only those debit memos that meet the criteria that you define.

Debit Memo Processing Options

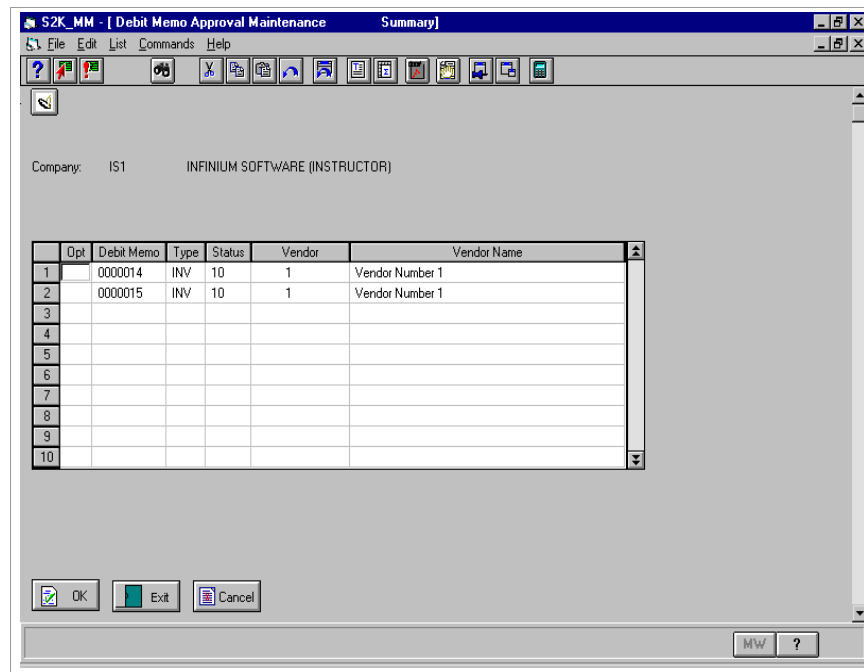


Figure 18-12: Debit Memo Approval Maintenance Summary selection screen

You can complete several processing options for debit memos from this screen.

Type **1** in the *Opt* field next to a debit memo you are approving. The system changes the status to Open (**01**). If you receive the item into inventory, the

system updates the return or scrapped amounts for the item. You can then process the return for the debit memo in the *Work with returns* option. Once you approve a debit memo, the system does not permit you to reopen or change it.

Type **0** in the *Opt* field next to a debit memo that you are rejecting. The system changes the status to Approval Hold (11).

Type **8** to reopen and adjust a debit memo with a status of Approval Pending (10).

If the system does not find all of the information necessary to update inventory, it displays an error message at the bottom of your screen.

If you are using a Return Type code that updates inventory, you must generate a pick list in Infinium Inventory Control before you can process a return.

Processing a Return

You can process a return only after the debit memo is approved. When you process a return, the system closes the debit memo.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Receiving*
 - ▼ *Work with returns [WWR]*

Debit Memo Processing Information

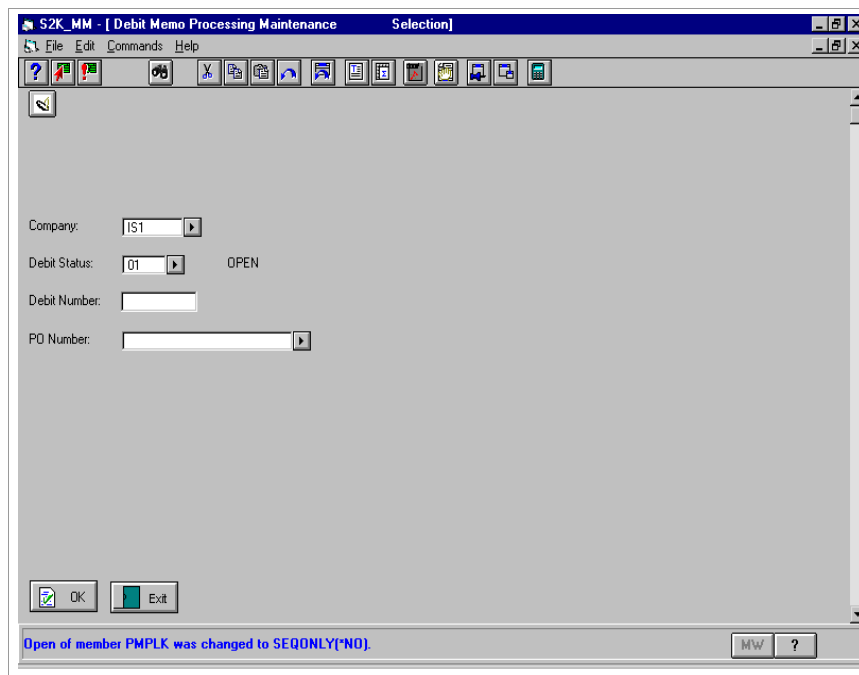


Figure 18-13: Debit Memo Processing Maintenance Selection prompt screen

The status Open (**01**) is the default entry for the *Debit Status* field.

If you type a debit status other than **01**, you can display the debit memos on the next screen; however, you cannot process them. You can also type other selection criteria to limit the debit that the system displays on the next screen.

Press F6 to identify more selection criteria. The system displays the Debit Memo Approval Query selection screen.

When you complete the applicable fields on the Debit Memo Approval Query selection screen and press Enter, the system performs a query search to locate only those debit memos that meet the criteria that you defined.

Debit Memo Return Information

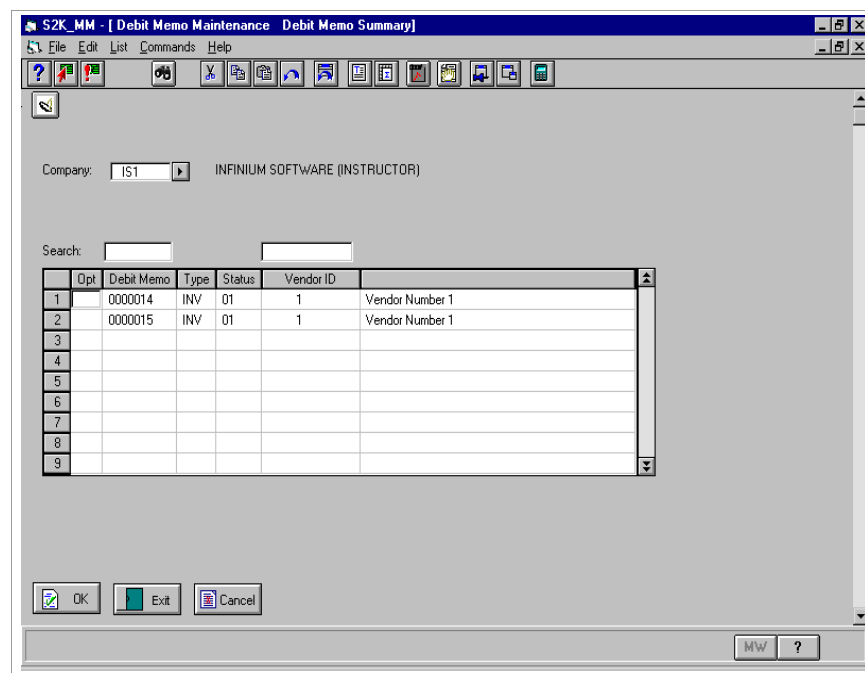


Figure 18-14: Debit Memo Maintenance Summary selection screen

Type 2 in the *Opt* field next to the debit memo for which you are processing a return.

When you process a return for a debit memo, the system changes the debit memo status to Automatic Close (92).

Once the system closes a debit memo, you cannot reopen it.

Debit Memo Item Information

Company: IS1 Vendor ID: 1
PD Number: 00IS1-00047-PO Debit Memo Type: INV
Receipt Number: IS-00018-RO Inspection Number:

Search:

	Opt	Item Code	Item Description	Quantity Received/ Quantity Returned
1		PROD14	CALCULATOR (NM/PM)	20.0000
2				
3				
4				
5				
6				
7				
8				

OK Exit Cancel

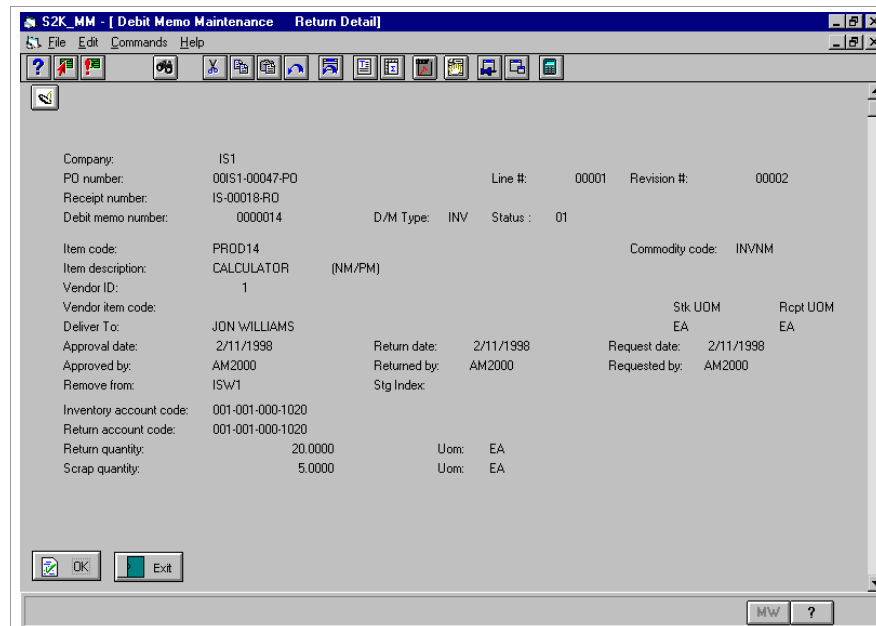
MW ?

Figure 18-15: Debit Memo Maintenance Item Selection screen

The system lists every line item associated with the debit memo on this screen.

Type **2** in the *Opt* field to the left of an item to return it.

Debit Memo Return Detail Information



The screenshot displays a software window titled "S2K_MM - [Debit Memo Maintenance Return Detail]". The window contains the following information:

Company:	IS1	Line #:	00001	Revision #:	00002
PO number:	00IS1-00047-PD				
Receipt number:	IS-00018-RD				
Debit memo number:	0000014	D/M Type:	INV	Status :	01
Item code:	PRDD14			Commodity code:	INVNM
Item description:	CALCULATOR	(NM/PM)			
Vendor ID:	1				
Vendor item code:				Stk UOM	Rcpt UOM
Deliver To:	JON WILLIAMS			EA	EA
Approval date:	2/11/1998	Return date:	2/11/1998	Request date:	2/11/1998
Approved by:	AM2000	Returned by:	AM2000	Requested by:	AM2000
Remove from:	ISW1	Stg Index:			
Inventory account code:	001-001-000-1020				
Return account code:	001-001-000-1020				
Return quantity:	20.0000	Uom:	EA		
Scrap quantity:	5.0000	Uom:	EA		

At the bottom of the window, there are buttons for "OK", "Exit", "MW", and "?".

Figure 18-16: Debit Memo Maintenance Return Detail screen

Press Enter to confirm your selection.

Shipping Detail

The system displays this screen when you press Enter or F8 from the Debit Memo Maintenance Return Detail screen.

S2K_MM - [Debit Memo Maintenance Detail Inquiry]

File Edit Commands Help

Debit Memo number: 0000014 Status: 01
Revision number: 00002

Notes:
Buyer: RWL
JON WILLIAMS

Ship via:
Trace number:
Bill of lading #:
Packing slip #:
Shipping cost:
Shipping weight:
Weight code:

OK Exit Cancel

MW ?

Figure 18-17: Debit Memo Maintenance Detail Inquiry screen

If you are returning the goods to a vendor, type the shipping information on this screen.

When you press Enter to exit and save your work, the system processes the return.

The system displays the Ship Ticket Print Options window after you type your exit option and press Enter.

Options 1 and 2 in the Ship Ticket Print Options window are for future use and do not print the ship ticket.

When you complete the transaction in Infinium Purchase Management, you must process the pick verify in Infinium Inventory Control.

The chapter consists of the following topics:

Topic	Page
Overview of Stock Allocations	19-2
Defining Stock Allocation Controls	19-3
Working with Stock Allocations	19-16
Using the Requisition Allocation Report	19-19
De-allocating Stock	19-21
Updating the Pick Ticket Flag	19-31
Understanding Allocations Error/System Messages	19-33

Overview of Stock Allocations

The stock allocations option enables you to allocate stock for issue and transfer requisitions. You establish stock allocation controls in Infinium Cross Applications. Stock allocation controls affect Infinium Purchase Management and Infinium Inventory Control.

Even if you are not using Infinium Inventory Control you still process stock allocations through Infinium Purchase Management.

Infinium Purchase Management provides the following options for allocating stock:

- The *Print allocations report* option
- The *Work with stock allocations* option
- The *Work with pick ticket flag* option

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

- Defining stock allocations controls
 - Processing stock allocations
 - Using the Requisition Allocation report
 - De-allocating stock
 - Updating the *Pick Ticket* field
 - Understanding allocations error messages
-

Defining Stock Allocation Controls

Along with system controls, you must define several controls in order to process stock allocations. This topic explains how the system determines stock allocation days and how to:

- Work with the Item Warehouse File
- Work with the requisition detail
- Use backorder controls
- Work with the Inventory Type File

Each time you complete an issue or transfer requisition with a header status of Open (01), the system processes allocations in the following Infinium Purchase Management options:

- The *Work with requisitions* option
- The *Work with status maintenance* option
- The *Work with approval cycle* option

When you complete an issue or transfer requisition, the system displays a message that tells you the status of each line within the requisition. For a complete list of error/system messages, refer to the topic “Understanding Allocations Error/System Messages” in this chapter.

Two requisition detail statuses, Future Order (05) and Backorder (06), identify issue and transfer requisition lines that are not completely allocated.

If you set the backorder controls to Y in Infinium Cross Applications, the system processes lines with a status of Open (01), Future Order (05), and Backorder (06) until the requisition reaches pick verification.

When the system completes requisition lines, the status of issues becomes Automatic Close (92).

To ensure that the system changes the backorder status correctly, process backorders by running the *Work with stock allocations* option first, and then running *Print Pick List*.

Determining Stock Allocation Days

The following table shows the detail line statuses that the system uses for allocations and explains what they mean to the allocations process.

Status	Meaning	Description
01	Open	The requisition detail has been completely allocated.
05	Future Order (not allocated)	<p>The requisition cannot be allocated. The allocation due date has not yet arrived.</p> <p>The system uses the following calculation to determine the Allocation Due Date:</p> $\begin{array}{r} \text{Need Date} \\ - \text{Days Prior to Allocate} \\ \hline \text{Allocation Due Date} \end{array}$
06	Backorder (not allocated)	<p>The requisition cannot be allocated because sufficient stock does not exist.</p> <p>This status indicates a detail line that has not received a stock allocation or has received only a partial stock allocation.</p>

The first step that the system performs when you allocate stock is to check each detail line on the requisition and determine whether the allocation due date has arrived.

If the allocation due date has not been reached, the system sets the detail status to Future Order (05).

If the allocation due date has been reached, the system checks available stock. If stock is available, it is allocated and the status of the detail line becomes Open (01). If stock is partially available or unavailable, the detail line status becomes Backorder (06).

The system uses the *Need Date* from the requisition detail, the warehouse workdays from the Calendar file, and the *Days Allocated Prior to Issue/Transfer* from the Item/Warehouse file to process the allocation due date.

Working with the Item Warehouse File

You must define information on the Item Warehouse file before you can process stock allocations.

Use the following menu path:

- ▶ Infinium CA
- ▶ *Master Files*
 - ▼ *Work with Item Warehouse [WWIW]*

Item Warehouse Inventory Information

The system displays this screen when you select the Inventory Information attribute in the Work with Item Warehouse screen.

The screenshot shows a software window titled "S2K_MM - [Work with Item Warehouse]". The main area is labeled "Inventory Information" and "Page 2 of 3". The data displayed is as follows:

Company:	IS1	Warehouse:	ISW1
Product:	PROD17	Size:	
Product Desc:	BOX, 12 SQ. (MP/RDP/IC)		

Order Policy Code:	Ord Pol	
Automatic Creation Method:	Send to Work File	
Restocking Method:	Pur	
<input checked="" type="checkbox"/> Full Allocation Only		
Restocking Warehouse:		
Minimum Quantity:	100.0000	U/M: []
Maximum Quantity:	500.0000	U/M: []
Order Policy/Lot Size Quantity:	500.0000	U/M: []
Safety Stock Quantity:		U/M: []
Maximum Reorder Quantity:		U/M: []
Order Multiple Quantity:		U/M: []

Buttons at the bottom include "OK", "Exit", and "MW ?".

Figure 19-1: Work with Item Warehouse Inventory Information screen 2

Full Allocation Only

The information that you define in this field defaults to the requisition detail. The system uses it in determining whether a partial stock transaction should be performed when the full amount is not available.

Type **Y** in this field to require full allocation. Type **N** in this field if the system does not require full allocation. If you type **N** in this field, the system permits partial orders and may backorder the remaining quantity.

Additional Item Warehouse Inventory Information

The system displays this screen when you press Enter from the Work with Item Warehouse Inventory Information screen 2.

Figure 19-2: Work with Item Warehouse Inventory Information screen 3

Days Allocated Prior Transfer/Days Allocated Prior Issue

When performing these calculations, the system also looks at the Calendar file and subtracts the number of days to allocate from the warehouse workdays.

If a warehouse calendar does not exist, the system uses the company calendar.

If the need date on a requisition detail line falls within a year for which the calendar has not been set up, the system displays an error message and the status of the line becomes Future Order (**05**).

Backorder Issue Requisitions/Backorder Transfer Requisitions

Type **Y** in these fields to allow backorders when processing issue or transfer requisitions. If you type **N** in these fields, the system does not allow backorders when processing issue or transfer requisitions.

Working with the Requisition Detail

The requisition detail screen for issue and transfer requisitions contains stock allocation information.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Requisitions*
 - ▼ *Work with requisitions [WWRQ]*

Requisition Maintenance Detail

The system displays this screen when you select a detail line from the Requisition Maintenance Summary selection screen.

Figure 19-3: Requisition Maintenance Detail screen

The entry in the *Allocation Full* field defaults from the Item Warehouse file.

The *Allocated Qty* field contains the stock quantity that has been previously allocated for an item.

Transfer Requisitions

When you create a transfer requisition, the quantity becomes allocated. When you receive the transfer order, the quantity becomes complete.

Issue Requisitions

When you perform the pick verify option for an issue requisition, the quantity moves from allocated to complete.

Allocation Processing

When you create an issue or transfer requisition for a detail line that includes a storage index, the system allocates stock from the location that you specify

if it is available. However, the system does not require you to allocate stock from a storage index.

The location of the item prints on the pick list.

Using Backorder Controls

If you do not want to backorder partially-allocated or unallocated issue and/or transfer requisitions, you can change how the system processes backorders once they reach pick verification in Infinium Inventory Control.

Backorder controls enable you to specify whether the system automatically closes backorders during pick verification. They reside at the following levels and follow the standard hierarchy:

- Item Warehouse level
- Company level
- Entity level

Setting Backorder Controls

You can approach backorder control setup in two ways:

- Specify where you want to use backorders for partially-allocated or unallocated issue and transfer requisitions
- Specify where you do not want to use backorders for partially-allocated or unallocated issue and transfer requisitions

In order to minimize the typing required to establish backorder controls, the system interprets a blank value in a field (at any level) as a conditional yes. Therefore, if you are using backorders to process partially-allocated or unallocated issue and transfer requisitions, you do not need to establish any backorder controls.

If you are using backorders to process partially-allocated or unallocated issues and transfers for some, but not all, items/warehouses or companies, you can leave most backorder fields blank and type **N** in the backorder fields only for companies and/or items/warehouses that you are excluding.

Additional guidelines for backorder control setup are:

- If you are using backorders to process partially-allocated and unallocated issue and transfer requisitions and want to continue this process, leave the backorder controls completely blank.
- If you are not using backorders for any partially allocated or unallocated issue or transfer requisitions, you can leave all fields blank except for the backorder fields on the entity level. These fields should contain **N**.

Processing Backorders

The system processes backorders when one of the following conditions exists:

- 1 The quantity available is greater than or equal to what you order.

The system takes what is available from inventory, creates a pick record for the quantity available, and changes the line status to open.

- 2 All of the following criteria are met:

- The quantity available is less than what you order.
- The backorder control at the item warehouse level, company level, or entity level is **Y**.
- The *Full Allocation Only* field on the Item Warehouse Master File is **N**.

Once the system checks the above criteria, it takes what is available from inventory, creates a pick record for the quantity available, and changes the line status to backorder.

- 3 All of the following criteria are met:

- The quantity available is less than what you order.
- The backorder control at the item warehouse level, company level, or entity level is **Y**.
- The *Full Allocation Only* field on the Item Warehouse Master File is **Y**.

Once the system checks the above criteria, it does not take anything from inventory, does not create a pick record, and changes the line status to backorder.

Not Processing Backorders

The system does not process backorders under the following conditions:

4 All of the following criteria are met:

- The quantity available is less than what you order.
- The backorder control at the item warehouse level, company level, or entity level is **N**.
- The Full Allocation Only field on the Item Warehouse Master File is **Y**.

Once the system checks the above criteria, it does not take anything from inventory, does not create a pick record, and changes the line status to automatic close.

5 All of the following criteria are met:

- The quantity available is less than what you order.
- The backorder control at the item warehouse level, company level, or entity level is **N**.
- The *Full Allocation Only* field on the Item Warehouse Master File is **N**.

Once the system checks the above criteria, it takes what is available from inventory, creates a pick record for the quantity available, and changes the line status to automatic close.

Item Warehouse Backorder Controls

You can define backorder controls at the item warehouse level using the *Work with Item Warehouse* option in Infinium Cross Applications.

Use the following menu path:

- ▶ Infinium CA
- ▶ *Master Files*
 - ▼ *Work with Item Warehouse [WWIW]*

Additional Item Warehouse Inventory Information

The system displays this screen when you select the Inventory Information attribute for an Item Warehouse combination and press Enter three times.

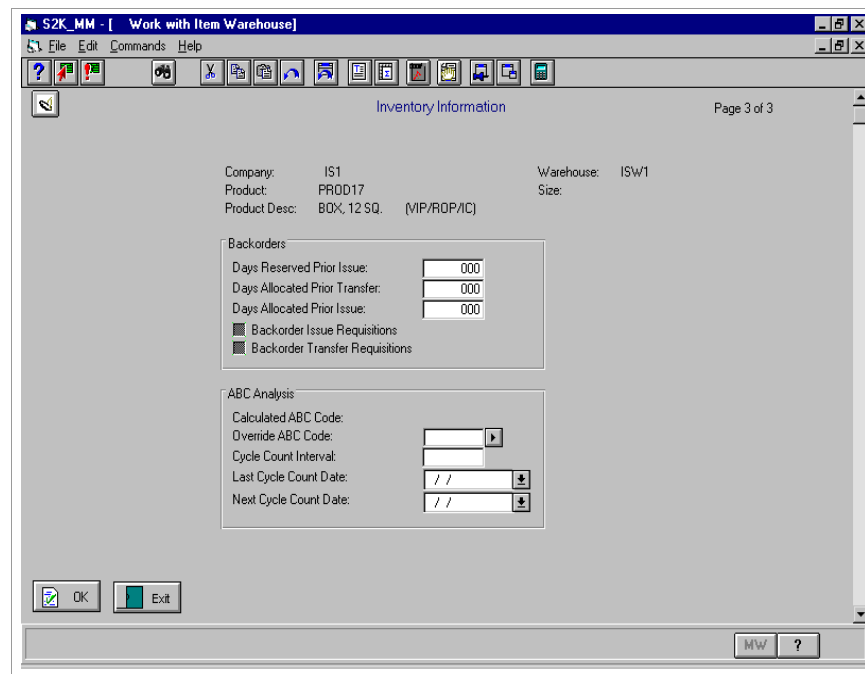


Figure 19-4: Work with Item Warehouse Inventory Information screen 3

Type **Y** or **N** in the *Backorder Issue Requisitions* and/or *Backorder Transfer Requisitions* field to establish whether partially allocated items are to be backordered.

Company Level Backorder Controls

You can define backorder controls at the company level using the *Work with Company Controls* option in Infinium Cross Applications.

Use the following menu path:

- ▶ Infinium CA
- ▶ Control Files
 - ▼ Work with Company Controls [WWCOC]

Company Base Application Information

The system displays this screen when you type **2** in the *Opt* column of the Base Application Information attribute on the Work with Company Controls screen.

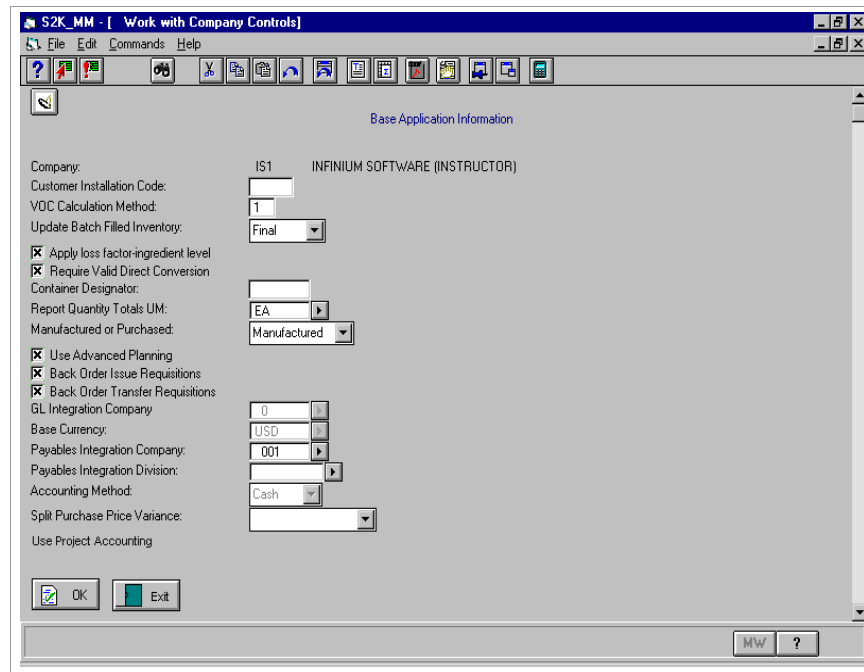


Figure 19-5: Work with Company Controls Base Application Information screen

Type **Y** or **N** in the *Back Order Issue Requisitions* and/or *Back Order Transfer Requisitions* field to establish whether partially allocated items are to be backordered.

Entity Level Backorder Controls

You can define backorder controls at the entity level using the *Work with Entity Controls* option in Infinium Cross Applications.

Use the following menu path:

- ▶ Infinium CA
- ▶ *Control Files*
 - ▼ *Work with Entity Controls [WWEC]*

Inventory Type File Base Application Information

The system displays this screen when you type **2** in the *Opt* column of the Base Application Information attribute on the Work with Entity Controls screen.

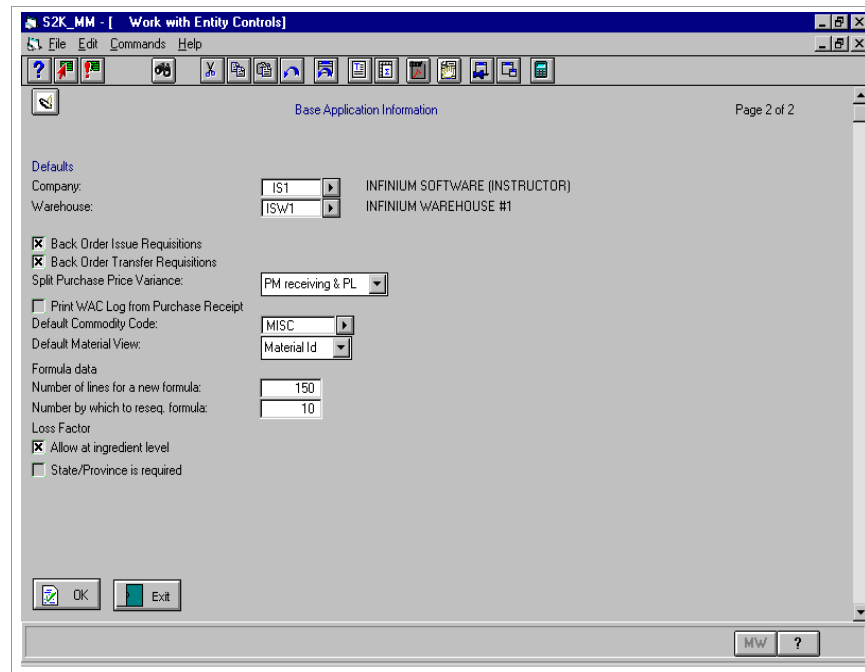


Figure 19-6: Work with Entity Controls Base Application Information screen 2

Type **Y** or **N** in the *Back Order Issue Requisitions* and/or *Back Order Transfer Requisitions* field to establish whether partially allocated items are to be backordered.

The information that you define here is valid for the entity level. If all levels are **Y**, you must establish backorder controls only at the entity level. All other levels should be blank.

Working with the Inventory Type File

The system uses Inventory Type codes to categorize inventory. You use the *Work with Inventory Type File* option to designate what inventory types should be used in determining what stock should be considered available.

For example, when you process backorders, the system uses the *Available* column to determine what amount of stock is available for issue or transfer requisitions.

Use the following menu path:

- ▶ Infinium IC
- ▶ *Control Files*

▼ *Work with Inventory Type File [WWITF]*

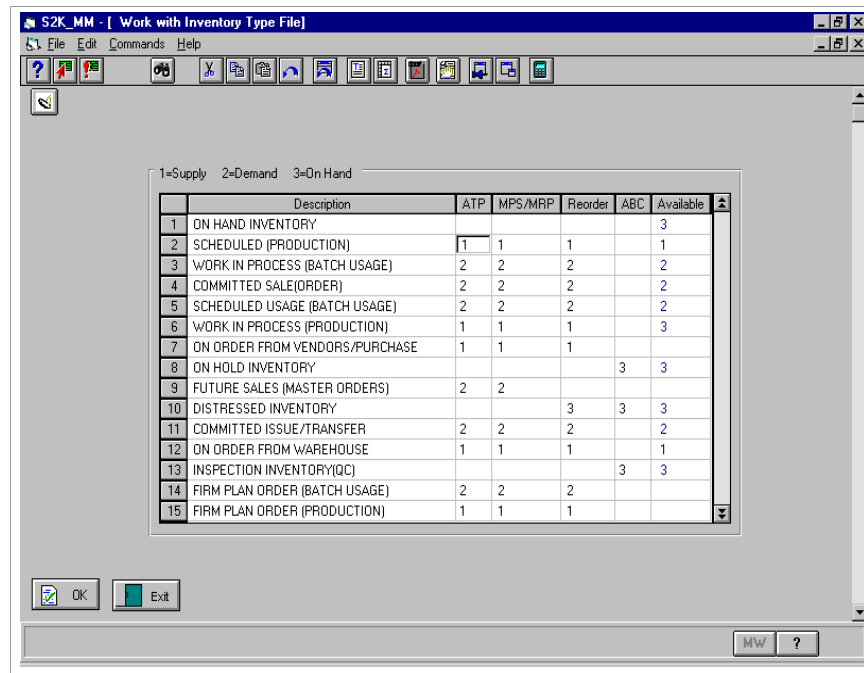


Figure 19-7: Work with Inventory Type File screen

You use this screen to work with inventory types.

When you complete a requisition, the system checks for available inventory. The system uses the following calculation to calculate available inventory:

On Hand + Supply – Demand = Available.

For the above example, if you create a requisition with a quantity of 500, the system checks for available inventory. If there are 700 of that item on hand and 300 are committed, the quantity available is 400. Therefore, there is not sufficient stock to fully allocate, as long as the *Full Allocation* field on the Requisition Detail screen contains 1.

Working with Stock Allocations

The *Work with stock allocations* option enables you to run a batch job that allocates stock for all issue and transfer requisitions with a header status of Open (01) and detail lines with a status of Future Order (05) or Backorder (06).

Use the following menu path:

- ▶ Infinium PM
- ▶ *Stock Allocations*
- ▼ *Work with stock allocations [WWSA]*

Figure 19-8: Requisition Stock Allocations screen

The *Company*, *Allocate what*, *Allocation priority*, and *Report* fields are required. Type the company name in the *Company* field. The default value for the *Allocate what*, *Allocation priority*, and *Report* fields is 1.

Allocate what

If you type 1 in this field, the system allocates backorders. The system looks at all requisition detail lines that have a status of Backorder (06) and applies available stock to those lines based on the allocation priority. If the line is fully

allocated, the line status changes to Open (01); if not, it remains at a status of Backorder (06).

If you type 2 in the *Allocate what* field, the system processes future allocations. The system looks at all requisition detail lines with a status of Future Order (05) and performs the Allocation Due Date calculation to determine which detail lines are within the time to allocate.

If it is time to allocate a detail line, the system checks to see whether sufficient stock is available.

If stock is available, it is allocated based on the value in the *Allocation priority* field. If a line is fully allocated, its status changes to Open (01).

If stock is partially available, the line status changes to Backorder (06). If stock is not available, but within the time to be allocated, the status changes to Backorder (06).

If you type 3 in the *Allocate what* field, the system processes all requisition detail lines that have a status of Future Order (05) and Backorder (06). The system processes requisition detail lines as described above.

Allocation priority

The order in which the system allocates stock is determined by the value that you type in the *Allocation priority* field.

If you type 1 in the *Allocation priority* field, the system allocates stock by need date.

If you type 2 in the *Allocation priority* field, the system allocates stock to the specific requisitions listed at the bottom of the screen, in numerical order. The system allocates stock for the remaining requisitions by need date.

If you type 3 in the *Allocation priority* field, the system allocates stock only to the specific requisitions listed at the bottom of the screen, in numerical order.

The requisitions in the *Specific requisition ID* fields must match the company in the *Company* field.

After you process allocations, the system creates the stock allocation report.

Report

The value that you type in the *Report* field enables you to select the amount of information for the Stock Allocation Report.

If you type **1** in the *Report* field, the report contains all requisition lines that have been changed in the allocation process.

If you type **2** in the *Report* field, the report contains all issue and transfer requisition lines that have a status of Future Order (**05**) and Backorder (**06**), regardless of whether their status was changed.

This report prints only for issue and transfer requisitions that have been allocated due to this process. For more information, refer to the “Using the Requisition Allocation Report” topic in this chapter.

The system generates the Stock Allocation Report when the *Allocate what* field contains **3**, the *Allocation priority* field contains **1**, and the *Report* field contains **2**.

The system marks detail lines that have the *Delay allocation* field set to **1** with an asterisk (*). The asterisk is printed next to the line’s status.

Using the Requisition Allocation Report

Printing the Requisition Allocation Report gives you the ability to view requisition detail lines that are either backorders or future allocations.

This report prints only for issue and transfer requisitions with a header status of Open (01).

Use the following menu path:

- ▶ Infinium PM
- ▶ *Stock Allocations*
 - ▼ *Print allocations report [PAR]*

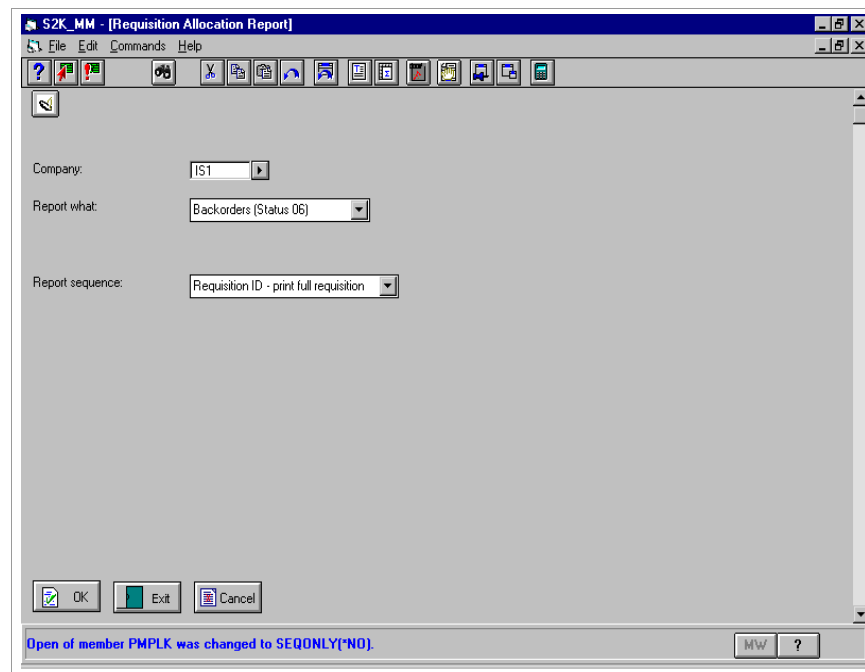


Figure 19-9: Requisition Allocation Report screen

Regardless of the value that you type in the *Report sequence* field, the system does not print any detail lines that have a status of Automatic Close (92).

If you type 2 in the *Report sequence* field, the system prints requisitions in chronological order by the earliest need date on the total requisition.

For example, Requisition 1 contains two detail lines. The first line has a need date of 12/1/98 and the second line has a need date of 9/1/98.

Requisition 2 has one detail line with a need date of 10/1/98.

The report would print the lines in the following order:

Requisition 1	9/1/98
	12/1/98
Requisition 2	10/1/98

If you type 3 in the *Report sequence* field, the system sorts requisitions by need date. If there is more than one detail line need date, the system sorts by status Future Order (05), and then by status Backorder (06). Next, within each grouping of these requisitions, the system sorts by requisition ID and then by sequence number order.

Closing Issue and Transfer Requisitions Manually

If an issue or transfer requisition was not closed automatically, and the items on the requisition are no longer needed, you must close the requisition manually.

You manually close requisitions using the *Work with status maintenance* option. Before you do this, you must determine which requisition detail lines have a status of Open (01) or Backorder (06) after the requisition has gone through pick verification.

You can run the Stock Allocation Report to see this information. Select the *Print allocations report* option from the *Stock Allocations* menu and use the following report selections indicated in the following table.

Field	Value
<i>Report what</i>	1
<i>Report sequence</i>	1

For a sample Requisition Allocations Status Report, refer to the “Generating Infinium Purchase Management Reports” appendix in this guide.

De-allocating Stock

You can de-allocate stock at different times during the allocation process. In Infinium Purchase Management, you can de-allocate stock from the requisition detail. If an issue or transfer requisition reaches Infinium Inventory Control, you can de-allocate stock in pick verification.

In Infinium Purchase Management, you de-allocate stock in the *Work with status maintenance* or *Work with requisitions* options.

In Infinium Inventory Control, you de-allocate stock in the *Pick verify* option.

Detailed steps for processing de-allocations are listed in the following section.

De-allocating Stock in Infinium Purchase Management

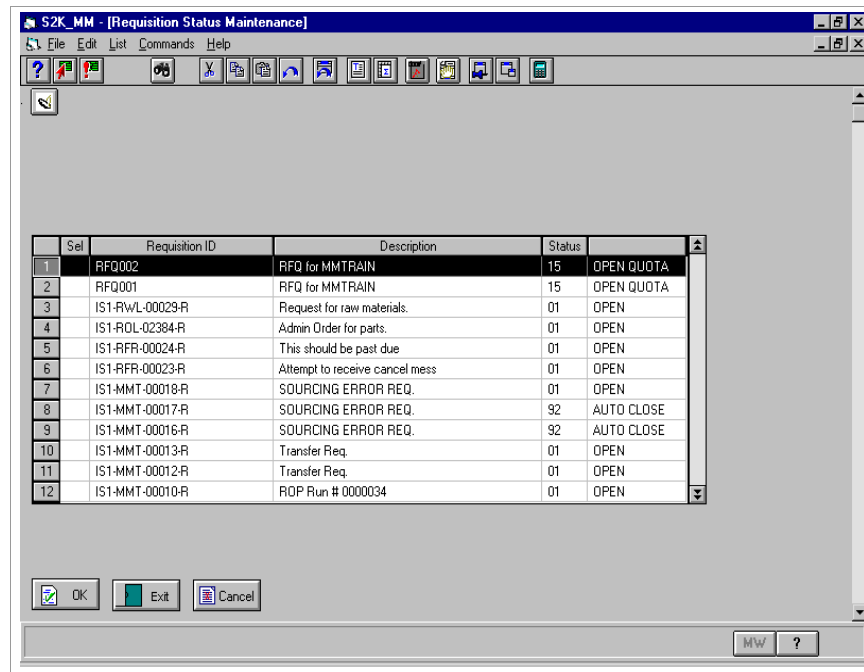
To use stock that has already been allocated to fulfill a different order, you can de-allocate a detail line. This releases the allocated stock and makes it available for the priority order.

You can use either the *Work with requisitions* or *Work with status maintenance* option. This section applies to the *Work with status maintenance* option.

Use the following menu path:

- ▶ Infinium PM
- ▶ *Requisitions*
 - ▼ *Work with status maintenance* [WWSM]

Requisition Status Maintenance Detail



The screenshot shows a SAP window titled "S2K_MM - [Requisition Status Maintenance]". The window contains a table with the following data:

	Sel	Requisition ID	Description	Status	
1		RFQ002	RFQ for MMTRAIN	15	OPEN QUOTA
2		RFQ001	RFQ for MMTRAIN	15	OPEN QUOTA
3		IS1-RWL-00029-R	Request for raw materials.	01	OPEN
4		IS1-ROL-02384-R	Admin Order for parts.	01	OPEN
5		IS1-RFR-00024-R	This should be past due	01	OPEN
6		IS1-RFR-00023-R	Attempt to receive cancel mess	01	OPEN
7		IS1-MMT-00018-R	SOURCING ERROR REQ.	01	OPEN
8		IS1-MMT-00017-R	SOURCING ERROR REQ.	92	AUTO CLOSE
9		IS1-MMT-00016-R	SOURCING ERROR REQ.	92	AUTO CLOSE
10		IS1-MMT-00013-R	Transfer Req.	01	OPEN
11		IS1-MMT-00012-R	Transfer Req.	01	OPEN
12		IS1-MMT-00010-R	ROP Run # 0000034	01	OPEN

At the bottom of the window, there are buttons for "OK", "Exit", and "Cancel". A status bar at the very bottom shows "MW" and a help icon.

Figure 19-10: Requisition Status Maintenance selection screen

Type 2 to de-allocate stock from the requisition and press Enter. The system displays the Requisition Maintenance Header screen.

Press Enter to display the Requisition Maintenance Summary selection screen. Select a detail line to de-allocate stock and press Enter.

De-allocating Stock

The screenshot shows a software window titled "Ininium Desktop Manager Session A - [Issue/Transfer Requisition Detail]". The window contains the following fields and values:

- Requisition ID: IS1-MMT-00003-R
- Requester ID: MMTRAIN MMTRAIN Instructor Profile
- Line: 00001
- Item Code: PROD14
- Item Description: CALCULATOR (NM/PM)
- Commodity Code: INVNM
- Base Currency: USD
- Cost Source: NM
- Quantity: 5.0000
- Unit of Measure: EA
- Cost Per Unit: 20.000000
- Extended Cost: 100.00
- Issue from: ISW1
- Date Needed: 12/31/1998
- Deliver-to: John Smith
- Project ID: (empty)
- Department ID: (empty)
- Distribution Code: (empty)
- Account Code: (empty)
- Phrase Codes: (empty)
- Allocation Full:
- Delay:
- Allocated Qty: 0
- Complete Qty: 0

At the bottom of the window, there are buttons for "OK" and "Exit".

Figure 19-11: Requisition Maintenance Detail screen

Press F13 to de-allocate stock.

Caution: When you press F13 to de-allocate stock for a line, the system immediately de-allocates stock and displays the following message:

Allocations were removed for this line.

After you press F13, you must also change the 0 in the *Delay* field to 1; otherwise, the system re-allocates stock when you exit and complete the requisition.

Delay

Stock is allocated or de-allocated based upon the value in the *Delay* field and the responses that you make when you exit, save, and complete the requisition. These considerations also change the status of requisition detail lines.

If the *Delay* field contains 1 and you increase the allocation quantity, the system does not allocate additional stock until you change the *Delay* field to 0.

If you change the *Delay* field to 1 and you do not press F13, the system leaves whatever stock has been allocated for the detail line up to that point, but does not allocate any additional stock until you change the 1 to 0.

If you press F13 and then decide not to de-allocate stock, you can correct the error by exiting the requisition and selecting 1 (Save Changes) and 1 (yes) in the Requisition Complete window.

The system re-processes allocations and if sufficient stock is available, it is re-allocated to the requisition.

Regardless of the value in the *Delay* field, the following responses, which are made when you mark the requisition as complete, affect the detail line status:

- If you exit the requisition, select 1 to save your work but type 0 in the Requisition Complete window, the status of the requisition detail line changes to In Progress (00). The system de-allocates stock.
- If you press F13, exit the requisition and then select 2 to disregard your changes, the stock remains de-allocated and the status of the requisition detail line is Backorder (06).

De-allocating Stock using Requisition Processing Actions

In addition to the processing actions listed earlier, the following conditions change the requisition status and determine whether stock is allocated or de-allocated.

The requisition header status changes from Open (01) to another status when the following processing takes place:

- Placing a requisition on hold in the *Work with status maintenance* option changes the requisition header status to On Hold (02) and de-allocates stock.
- Deleting a requisition changes the header status to Deleted (99) and de-allocates stock.
- Selecting a requisition with a header status of Open (01) with option 7 to complete it in the *Work with status maintenance* option processes the requisition through stock allocations.
- The system checks the detail lines to see if the allocation due date has arrived. Then, detail lines with a status of Backorder (06) receive allocations, if stock is available.

The following actions change the requisition detail line status:

- Changing the need date on a requisition so that it is no longer within the allocation time frame de-allocates stock and changes the line status to Future Order (05).
- Changing the quantity on a requisition to zero after it has been allocated de-allocates stock and changes the line status to Automatic Close (92).
- Deleting a detail item from a requisition de-allocates stock for the detail item and changes the line status to Deleted (99).
- Reducing the quantity on the requisition also reduces the allocated quantity if it is greater than the reduction.

If a requisition requires approvals, the following changes take place:

- The system sets the status to Approval Pending (10) and does not allocate stock until the requisition successfully completes the approval cycle.
- If you change a detail line on the requisition that had stock allocated and it requires approval, the system de-allocates stock for all lines on the requisition. Detail lines that require approvals become status Approval Pending (10). Detail lines that do not require approvals become status Backorder (06).
- If a detail line on a requisition requires approval and is rejected, the status of the line changes from Approval Pending (10) to Approval Hold (11). All other lines on the requisition remain at a status of Backorder (06). Stock is not allocated for lines with a status of Backorder (06).

The system allocates stock to the requisition when:

- The rejected line is deleted.
- The rejected line is changed, and then approved.

De-allocating Stock for Transfers in Infinium Inventory Control

If you receive a change order for an allocation that has already been processed, you must delete the allocation from the pick control file in Infinium Inventory Control.

You delete allocations from the pick control file for a transfer in the Pick Verify screen.

Use the following menu path:

- ▶ Infinium IC
 - ▶ *Inventory Control*
-

► *Pick Processing*

▼ *Pick Verify [PV]*

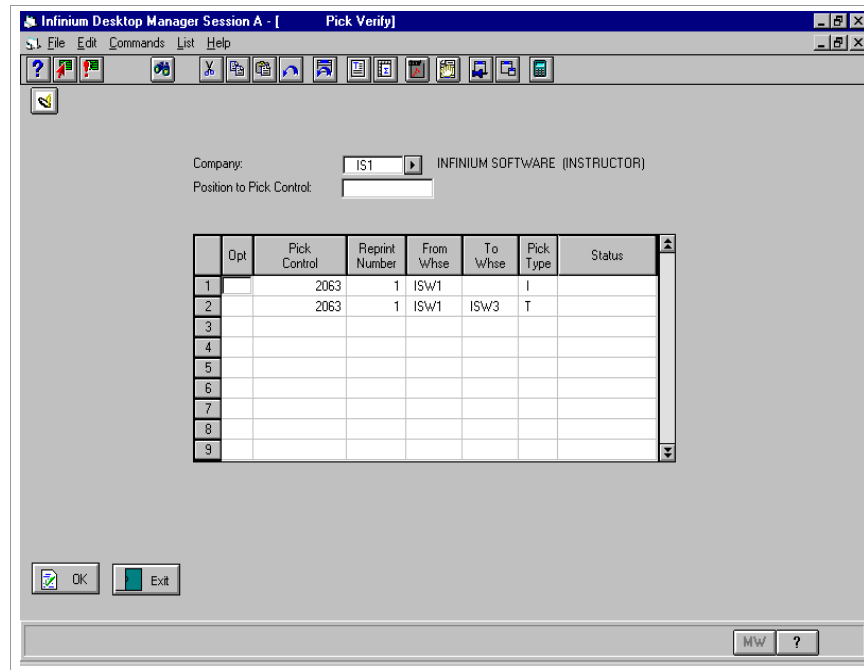


Figure 19-12: Pick Verify selection screen

Select the transfer pick number you are processing with 1 and press Enter.

A requisition detail line displays in *Pick verify* only after a pick list has been printed.

The system displays both transfer and issue pick types on this screen. Valid requisition pick types are:

T Transfer

I Issue

Pick Verify Information

The system displays this screen when you select a pick number from the Pick Verify selection screen. Type 0 in the *Ship quantity* field and press FieldExit.

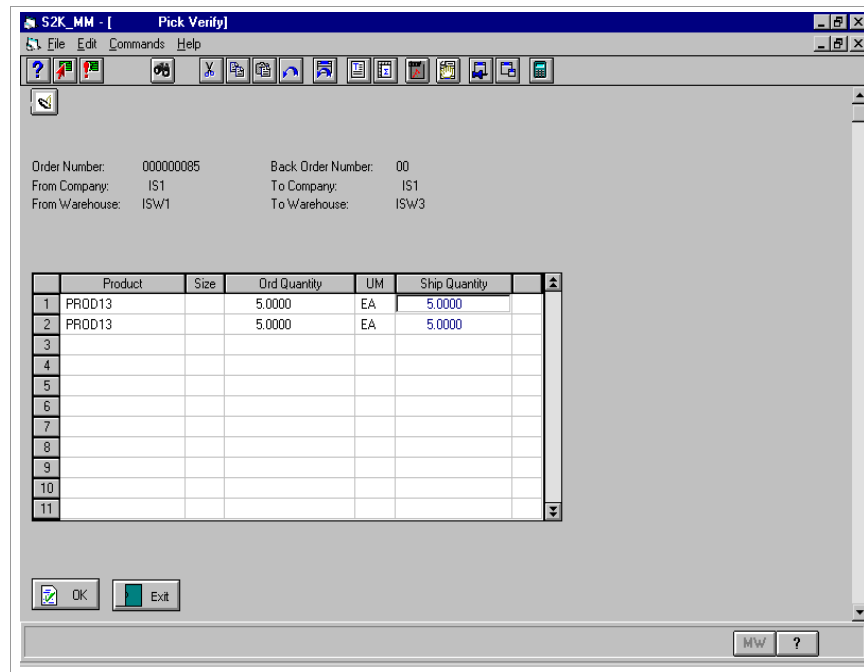


Figure 19-13: Pick Verify screen

Press F6 to update.

Inventory has now been de-allocated for this transfer requisition detail line.

The backorder functionality as it pertains to warehouse transfer orders generated in Infinium Inventory Control does not affect transfer requisitions generated in Infinium Purchase Management. Because of this, the *In Transit qty* field on the Requisition Maintenance Detail screen contains **0**.

De-allocating Stock for Issues in Infinium Inventory Control

You delete allocations from the pick control file for an issue in the Issue Pick Verify screen.

A requisition detail line displays in *Pick verify* only after a pick list has been printed.

Use the following menu path:

- ▶ Infinium IC
- ▶ *Inventory Control*
- ▶ *Pick Processing*

▼ *Pick Verify [PV]*

Additional Pick Verify Information

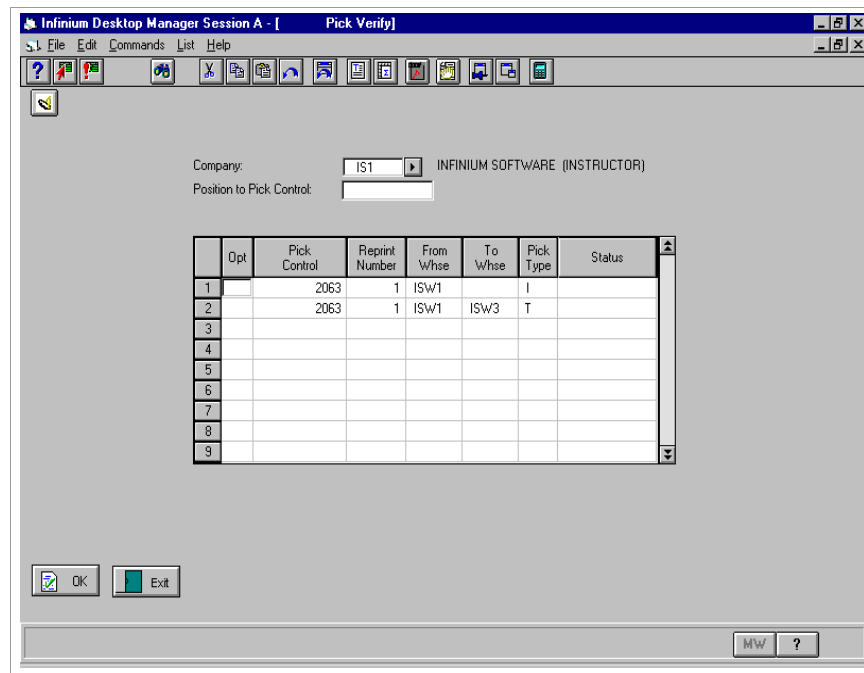


Figure 19-14: Pick Verify selection screen

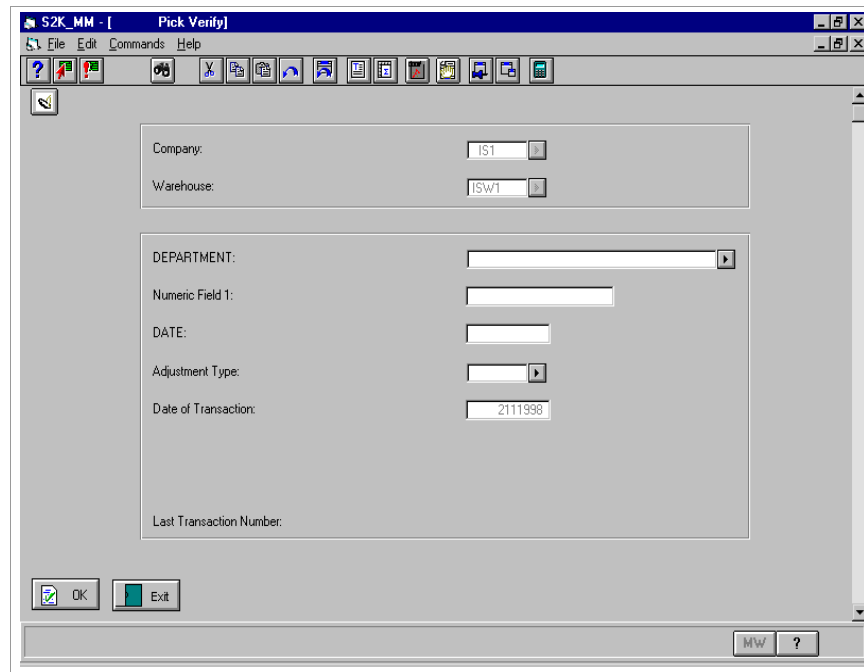
Type **1** to select the issue pick number you are processing and press Enter.

The system displays both transfer and issue pick types on this screen. Valid requisition pick types are:

T Transfer

I Issue

Inventory Change Type Information



The screenshot shows a software window titled "S2K_MM - [Pick Verify]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains several input fields and buttons:

- Company:** A dropdown menu with "IS1" selected.
- Warehouse:** A dropdown menu with "ISW1" selected.
- DEPARTMENT:** A dropdown menu.
- Numeric Field 1:** An empty text input field.
- DATE:** An empty text input field.
- Adjustment Type:** A dropdown menu.
- Date of Transaction:** A text input field containing "2111998".
- Last Transaction Number:** An empty text input field.

At the bottom left of the window are two buttons: "OK" and "Exit". At the bottom right, there is a status bar with "MW" and a question mark icon.

Figure 19-15: Pick Verify screen

Type the appropriate inventory change type and press Enter.

Issue Pick Verify Information

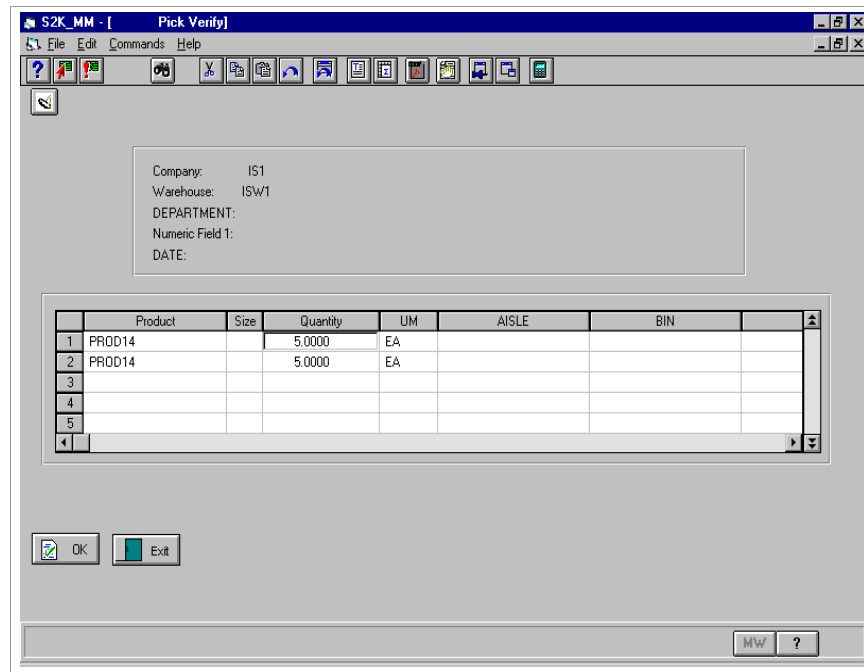


Figure 19-16: Issue Pick Verify screen

Type **0** in the *Quantity* field and press F6 to update.

Inventory has now been de-allocated for this issue requisition detail line.

Updating the Pick Ticket Flag

Once you generate a pick ticket in Infinium Inventory Control for any item on a requisition, the system freezes the entire requisition and prevents you from making any changes. The system releases the requisition associated with a pick when the pick is verified.

If you generate a pick ticket by mistake, see the topic “De-allocating Stock” in this chapter for the steps required to delete it.

In the *Work with requisitions* and *Work with status maintenance* options, you cannot use a requisition that has an active pick ticket associated with it. If you attempt to do so, a message displays indicating that an active pick ticket exists.

The *Work with pick ticket flag* option is available so that you can reset the internal pick ticket flag to 0 (no) in the unlikely event that the pick verification completes in error (for example, if a power failure occurs and the system shuts down before pick verification is complete).

Use the following menu path:

- ▶ Infinium PM
- ▶ *Supervisor Functions*
 - ▼ *Work with pick ticket flag [WWPTF]*

Resetting the Pick Ticket for Requisitions

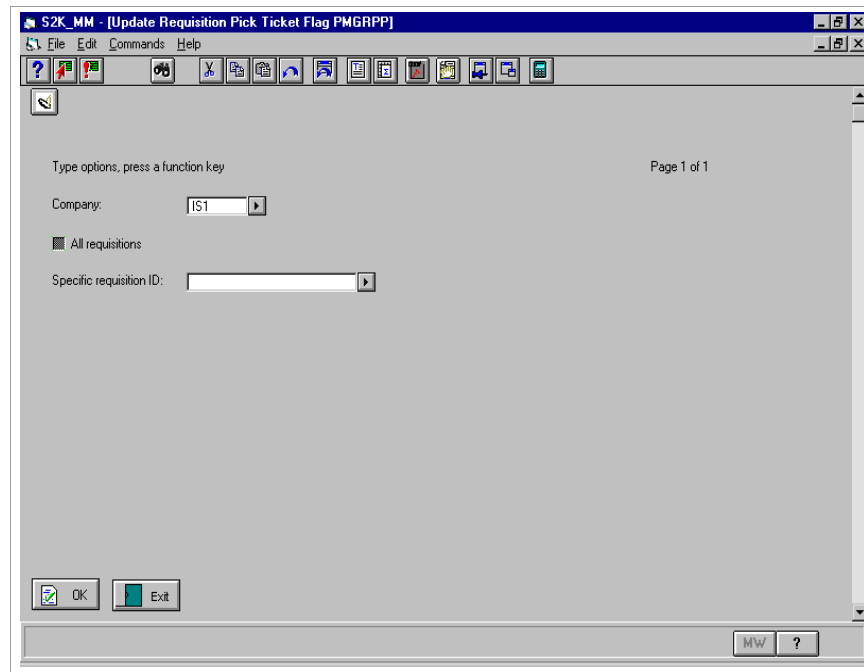


Figure 19-17: Update Requisition Pick Ticket Flag screen

This option is a batch process that changes the *Pick Ticket* field from **1** to **0** if there is no pick control number for that requisition sequence line.

Type **1** in the *All requisitions* field to reset the *Pick Ticket* field to **0** for all requisitions.

Type **0** in the *All requisitions* field if you are not resetting the *Pick Ticket* field to **0** for all requisitions. Then type a requisition ID in the *Specific requisition ID* field.

Press F3 when you have completed this screen.

Understanding Allocations Error/System Messages

Several error and/or system messages exist for allocations processing. These messages display when you exit and save a requisition or update the requisition status within Requisition Status Processing.

When the system displays one of the following messages, each requisition sequence number that could not be allocated is included.

The **X** in the following messages indicates a system variable:

Calendar Record not found for line X - Need Date is X. Detail line was not allocated because no calendar file record for the Need Date month and year was found.

Line X requires approvals.

Requisition requires approvals - line X is a backorder.

Requisition requires approvals - line X is a future order.

Line X was backordered. Full allocation was requested; only X available.

Line X had only X available. Partial allocation allowed; remainder backordered.

Line X is a future order.

Line X is a backorder. Delay allocation flag is on. X allocated to date.

Line X is a future order. Delay allocation flag is on. X allocated to date.

The system displays the following message if you attempt to access a requisition that has an active pick ticket:

Req X has active pick ticket for seq X. Others possible.

Notes

Appendix A Generating Infinium PM Reports



The appendix consists of the following topics:

Topic	Page
Printing Purchasing Documents	A-2
Printing Purchasing Document Lists	A-14
Printing Receiving/Invoicing Reports	A-19
Printing Sourcing Reports	A-38
Printing Approval Reports	A-42
Printing Vendor Item Price Reports	A-46

Printing Purchasing Documents

You can print Infinium PM purchasing documents (requisitions, quotation requests, and purchase orders) in a variety of ways. You can print a purchasing document as you exit, if your user defaults or the purchasing document type control specifies to display the Print window.

You can also print purchasing documents with the following options:

- The *Print selective requisitions* option
- The *Print quotation requests* option
- The *Process selected purchase orders* option
- The *Print purchase audit history* option

Printing Requisitions

The *Print selective requisitions* option enables you to print a single requisition or multiple requisitions. The system generates a report that resembles the actual requisition, including the requisition ID, requester ID, and the requisition description. Line items on the requisition, item description, detail notes, need date, quantity, unit of measure, estimated cost, and extended cost are also included on the report.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Requisitions*
 - ▼ *Print selective requisitions* [PSREQ]

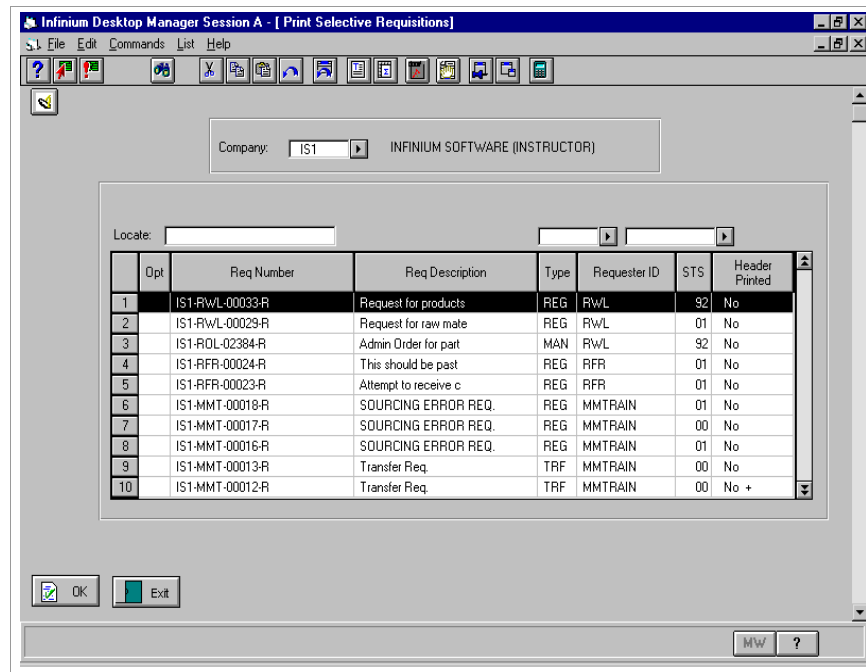


Figure A-1: Print Selective Requisitions selection screen

Selecting a Requisition to Print

You can use this screen to select a requisition to print.

To print a requisition, type **6** in the *Opt* field and press Enter.

You cannot print requisitions that exceed your user requisition restrictions.

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

| KIT PARTS FOR AIRFRAMES |

| Requester _____ |
| Approval _____ |
| Approval _____ |

Printing Quotation Requests

You can use the *Print quotation requests* option to print quotation requests for vendors and non-PL vendors.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Quotation Requests*
- ▼ *Print quotation requests [PQR]*

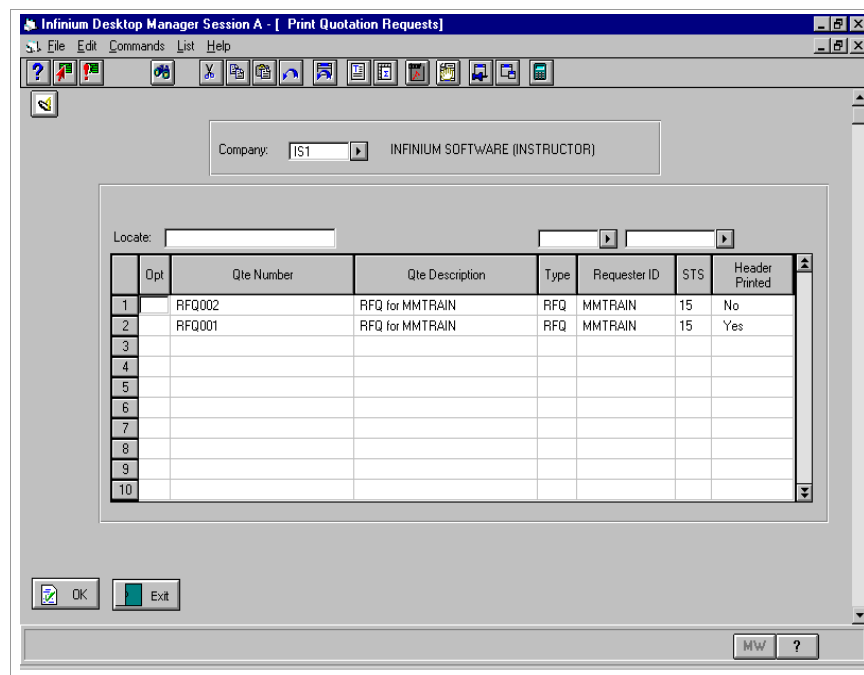


Figure A-2: Print Quotation Requests selection screen

Selecting a Quotation Request to Print

You can use this screen to select a quotation request to print.

To print a requisition, type **6** in the *Opt* field and press Enter.

You cannot print quotation requests that exceed your user requisition restrictions.

The following page presents a sample of a printed quotation request.

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				

Printing Purchase Orders

You can use the *Process selected purchase orders* option to print purchase orders. After using this option, the system considers the purchase order is sent to the vendor.

Use the menu path below.

- ▶ Infinium PM
- ▶ Purchase Orders
 - ▼ Process selected purchase orders [PSPOS]

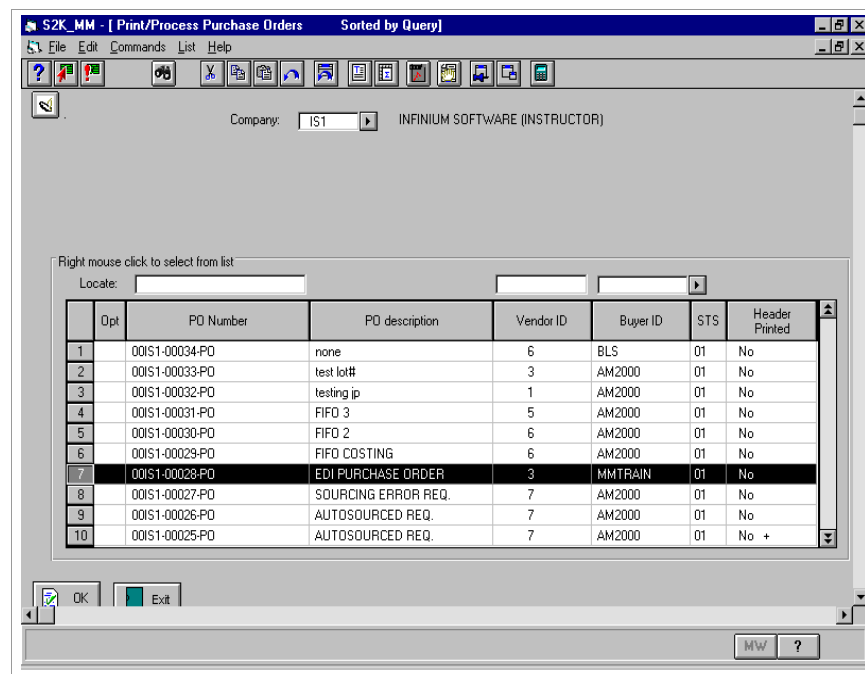


Figure A-3: Print/Process Purchase Orders selection screen

Selecting a Purchase Order to Print

The system displays this screen when you type a company in the *Company* field and press Enter.

To print a non-EX-capable purchase order, type 6 in the *Opt* field and press Enter.

The purchase order authority defined for you in the *Work with user profile* option determines which purchase orders you can select with this option.

The following page presents a sample of a printed purchase order.

Purchase Order: INF-ROL-53157-PO Print Number: 1

Confirmed to:
Description: Request for aviation fuel.

Payment Terms:
FO: Origin
Ship via: United Parcel Service
Freight Terms:
Issue Date: 1/12/1998 Revision Number: 000 Currency: USD

Vendor: AVFUEL Ship to:
CRANSTON AVE
PLYMOUTH, MA

Bill to: Infinium
3420 West Loop #1
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					

Printing the Purchase Audit History Report

You can use the *Print purchase audit history* option to print purchase order audit information.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Purchase Or*
- ▼ *Print purchase audit history [PPAH]*

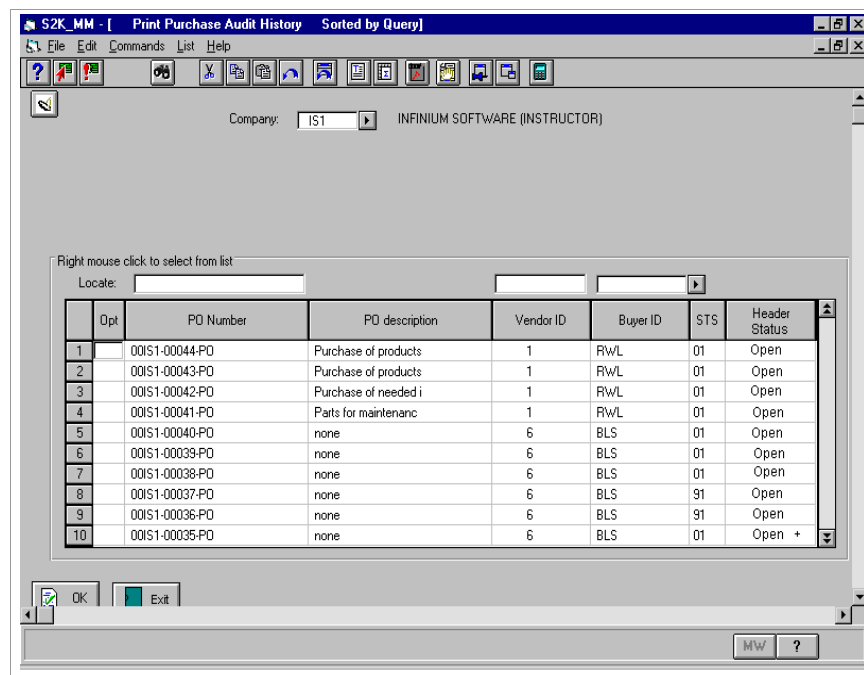


Figure A-4: Print Purchase Audit History screen

Selecting a Purchase Order to Print

The system displays this screen when you type a company in the *Company* field and press Enter.

The purchase order authority defined for you in the *Work with user profile* option determines which purchase orders you can select with this option.

The following page presents a sample of a printed purchase audit history.

Purchase Order Change History

Purchase Order Number: 00IS1-00041-PO
 Vendor Id.....: VENDOR01
 Kim vendor #1

Type.....: REG
 Status.....: 10
 Company...: KM1

Header Changes:

Chg#	Changed field	Changed from	Changed to	Chg date	Chg by
004	Header Addl Chrgs	250.45	.00	2/24/1999	RWL
004	Header Addl Chrgs	250.45	250.45	2/24/1999	RWL
002	Header Addl Chrgs	121.89	250.45	2/24/1999	RWL
002	Header Addl Chrgs	121.89	121.89	2/24/1999	RWL
003	Buyer ID	RWL BUYER	BUYER1	2/24/1999	RWL
003	Buyer ID	RWL BUYER	RWL BUYER	2/24/1999	RWL
002	F.O.B. Code	MOD CODE	MTN	2/24/1999	RWL
002	F.O.B. Code	MOD CODE	MOD CODE	2/24/1999	RWL
001	F.O.B. Code	CODE MOD	MOD CODE	2/24/1999	RWL
001	F.O.B. Code	CODE MOD	CODE MOD	2/24/1999	RWL
002	Freight Terms	PPA	PP	2/24/1999	RWL
002	Freight Terms	PPA	PPA	2/24/1999	RWL
004	P.O. Status	05	10	2/24/1999	RWL
004	P.O. Status	01	05	3/01/1999	RWL

Detail Line Changes:

Type	Chg#	Line#	Multi	Log#	Item Code/Size	Item Description	Changed field/date/by	Changed from/to
C	002	00001			PARTS	EA Maintenance parts	Dtl Addl Chrgs	11.42
							3/01/1999 RWL	16.21
A	004	00002		539125	PARTS	Maintenance parts	S3/01/1999	
A	002	00002		539115	PARTS	Maintenance parts	S2/28/1999	
A	002	00002		539116	PARTS	Maintenance parts	S2/28/1999	

Print Status:

Chg#	Printed date	Printed Time	Printed by
002	3/01/1999	10:25:18	RWL
001	2/28/1999	08:15:53	RWL
000	2/26/1999	10:22:10	RWL
000	2/26/1999	09:43:44	RWL

Printing Purchasing Document Lists

Infinium PM enables you to print requisition and purchase order lists.

You use the following options to print requisition or purchase order lists:

- The *Print requisition list* option
- The *Process purchase order list* option

Printing Requisition Lists

This report prints a list of requisitions and/or quotation requests based on the selection criteria you use.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Requisitions*
- ▼ *Print requisition list [PREQL]*

The screenshot shows a software window titled "S2K_MM - [Requisition Inquiry List Prompt]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains the following text and controls:

Enter Sort Levels, Field Data and Report Format, press OK.
01=Highest Sort 14=Lowest Sort

Report Format: Summary

Status: [dropdown arrow]

Company: [dropdown arrow]

Requisition ID: [text field]

Requisition Type: [dropdown arrow]

Line Type: [dropdown arrow]

Commodity Code: [dropdown arrow]

Item Code: [text field]

Item Description: [text field]

Ship-to Location: [dropdown arrow]

Date Needed: [calendar icon] to: [calendar icon]

Vendor ID: [dropdown arrow]

Project ID: [dropdown arrow]

Department ID: [dropdown arrow]

Requester ID: [dropdown arrow]

At the bottom of the window are three buttons: "OK", "Exit", and "Cancel". In the bottom right corner, there are two small buttons: "MW" and "?".

Figure A-5: Requisition Inquiry List Prompt screen

Requisition Inquiry List Criteria

You can use this screen to type selection criteria for this report. The system includes an entire requisition, including total cost, in the list if it matches any of your selection criteria.

For example, if you select **VEND1** in the Requisition Inquiry List Prompt screen, the system lists the entire requisition in the list even if this vendor is associated with only one detail line in the requisition.

The system does not include requisitions in the report that exceed your user requisition restrictions. If this occurs, the system displays the following message at the bottom of the report:

**** List limited by user authority**

You establish requisition restrictions using the *Work with user profile* option.

The following page presents a sample of a printed summary requisition list.

PMGRQL PMTRQL P M / 4 0 0 R E Q U I S I T I O N L I S T
 PAGE
 5/01/1997 09:00:00 S U M M A R Y

Requisition ID	Description	Status	Detail lines	Total Cost
INF-ROL-000067-R	Airfoil kit	IN PRO	3	10,604.20
INF-ROL-000090-R	New experimental airframe #200.	OPEN	2	89.96
INF-ROL-000092-R	New experimental airframe #469.	AUTO C	1	.42
INF-ROL-000095-R	New experimental airframe #3345.	AUTO C	2	5,400.00
INF-ROL-000099-R	Kitplane #105	AUTO C	1	10,995.00
INF-ROL-000102-R	Kitplane #1815	AUTO C	2	19.87
INF-ROL-000103-R	Kitplane #145	AUTO C	2	3,798.00
INF-ROL-000104-R	Kitplane #15	AUTO C	2	23.24
INF-ROL-000105-R	Kitplane #133	AUTO C	3	29.49
INF-ROL-000106-R	Kitplane #199	OPEN	2	23.24
INF-ROL-000109-R	Kitplane #113A	OPEN	2	23.24
INF-ROL-000113-R	New experimental airframe #200.	AUTO C	1	2,700.00
INF-ROL-000115-R	New experimental airframe #222.	AUTO C	1	2,700.00
INF-ROL-000116-R	New experimental airframe #222.	OPEN	1	2,700.00
INF-ROL-000131-R	Kitplane #112	AUTO C	2	564.75
INF-ROL-000133-R	Kitplane #709	APV PE	1	2,499.00
INF-ROL-000134-R	Kitplane #345	APV PE	1	1,279.50
INF-ROL-000136-R	Kitplane #653	APV PE	1	12,999.00
INF-ROL-000159-R	Experimental	AUTO C	2	138.35
INF-ROL-000171-R	Parts for experimental.	APV PE	2	249.90
INF-RWL-000004-R	Landing gear components	AUTO C	1	.00
INF-RWL-000009-R	Conversion kit	ON HOL	1	.00
INF-RWL-000010-R	Windshield repair kit	AUTO C	1	21.99
INF-RWL-000015-R	Entire kit line	AUTO C	4	6,429.00
INF-RWL-000018-R	Spare parts for control surfaces	IN PRO	1	.00
INF-RWL-000019-R	Parts for kit #33	OPEN	1	.00
INF-RWL-000024-R	Requisition for new electronics	IN PRO	1	39,980.00
INF-RWL-000029-R	Avionics Housing	AUTO C	1	1,234,350.00
INF-SAD-000172-R	Parts	OPEN	1	12,100.00
INF-ODM-000166-R	Kitplane #2389	IN PRO	1	100.00
INF-00099-ROL-R	Kitplane #4878	OPEN	1	.00
INF-00100-ROL-R	Kitplane #5198	IN PRO	1	.00
00INF-0000000001	Parts for X10 Experimental	AUTO C	3	.00
Number of Requisitions:			33	1,349,818.15 USD
=====				

Printing Purchase Order Lists

This report prints a list of purchase orders based on the selection criteria you use.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Print purchase order list [PPOL]*

Figure A-6: Purchase Order Inquiry List Prompt screen

Purchase Order Inquiry List Criteria

You can use this screen to type selection criteria for this report.

The system does not include purchase orders in the report that exceed your user purchase order restrictions. If this occurs, the system displays the following message at the bottom of the report:

**** List limited by user authority**

The following page presents a sample of a printed summary purchase order list.

PMGPLL PMTPLL
5/01/1997 09:00:00

P M / 4 0 0 P U R C H A S E O R D E R L I S T
S U M M A R Y

Purchase Order	Description	Status	lines	Total Cost
INF-ROL-00014-PO	100 gallons of AV100	OPEN	1	139.00
	Additional Charges			6.95
INF-ROL-00015-PO	200 gallons of AV100	OPEN	1	268.00
	Additional Charges			13.40
INF-ROL-00023-PO	Fuel 500 gallons	OPEN	1	445.00
	Additional Charges			22.25
INF-00065-ROL-PO	Fuel	OPEN	1	119.00
INF-00068-ROL-PO	Aviation fuel	OPEN	1	119.00
INF-00071-ROL-PO	Fuel	OPEN	1	18.29
INF-00072-ROL-PO	Fuel	OPEN	1	18.29
INF-00073-ROL-PO	Fuel	OPEN	1	18.29
INF-00076-ROL-PO-002	Airframe Parts	OPEN	1	18.29
INF-00090-ROL-PO-001	Blanket parent for fuel	OPEN	1	100.00
	Additional Charges			5.00
INF-00090-ROL-PO-002	Blanket parent for fuel	OPEN	1	100.00
	Additional Charges			8.00
INF-00090-ROL-PO-003	Parts	OPEN	1	6.10
INF-00102-ROL-PO	Avionics spare parts	OPEN	2	321.00
	Additional Charges			465.05
INF-00112-ROL-PO	Parts	OPEN	2	135.17
	Additional Charges			300.00
INF-00119-ROL-PO	Fuel	OPEN	1	30.50
INF-00121-ROL-PO	Fuel	OPEN	10	1,819.75
	Additional Charges			591.01
INF-00130-ROL-PO-001	The real blanket for fuel.	OPEN	1	122.00
	Additional Charges			6.10
INF-00130-ROL-PO-002	The real blanket for fuel.	OPEN	2	1,159.00
	Additional Charges			57.95
INF-00137-ROL-PO	Fuel	OPEN	1	119.00
INF-00175-ROL-PO	Fuel	OPEN	1	183.00
	Additional Charges			9.15
INF-00405-ROL-PO	Fuel	OPEN	2	532.48
	Additional Charges			26.62
INF-00410-ROL-PO	This is a test of VIP retrieval for address.	OPEN	1	12.59
	Additional Charges			.63

Number of Purchase Orders: 22

7,315.86 USD

** List limited by user authority

Printing Receiving/Invoicing Reports

Infinium PM provides several receiving and invoicing reports to keep you informed of these purchasing and other accounting activities. These include the following reports:

- Receiver Report
- Received Not Invoiced Report
- Invoiced Not Received Report
- General Ledger Reconciliation Report
- Purchase Price Variance Report
- On Order Report
- Requisition Allocation Report

Printing the Receiver Report

You can use the *Print receipt list* option to print a list of receipts processed through Infinium PM.

The Receiver Report prints the receipt number, purchase order number, item and item description, warehouse and storage index information, date received, quantity received and receiving unit of measure. The report also includes any associated header or detail notes.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Receiving*
 - ▼ *Print receipt list* [PRL]

S2K_MM - [Receiving Inquiry List Prompt]

File Edit Commands Help

Enter Sort Levels, Field Data and Report Format, press OK.
01=Highest Sort 12=Lowest Sort

Company: []

[] Receiving ID: []

[] Purchase Order #: []

[] Item Code: [] []

[] Item Description: []

[] Ship-to/Warehouse: []

[] W/H location: [] []

[] Received date: [/] [/] to: [/] [/]

[] Vendor ID: []

[] Vendor Item Code: [] []

[] Ship Via: []

[] Receiver ID: []

[] Packing Slip #: []

OK Exit

MW ?

Figure A-7: Receiving Inquiry List Prompt screen

Receiving Inquiry List Criteria

You can use this screen to type selection criteria for this report.

The following page presents a sample of a printed Receiver Report.

Receipt_Number	P.O. Number	Seq #	Item	Item Description	Warehouse	Loc1	Loc2	Loc3	Date Received	Qty Received	UOM	
Vendor ID	Trace Number	Packing Slip number	Bill of Lading	Receiver ID	Deliver to							
Item/Header/Detail/Receiver Notes												
00011	00034	0		HEAD NOTE: 072131								
00011	00034	1	MINI	Mini Pillow and Case	JUST1				05/02/1997	1.0000	EA	
WINDSOR					DJN			REC				
ITEM NOTE: This raw material "Mini" is not auto source capable.												
DETL NOTE: 100% cotton												
00013	00034	0		HEAD NOTE: 072131								
00013	00034	1	MINI	Mini Pillow and Case	JUST1				05/03/1997	1.0000	EA	
WINDSOR					DJN			REC				
ITEM NOTE: This raw material "Mini" is not auto source capable.												
DETL NOTE: 100% cotton												
00014	00034	0		HEAD NOTE: 072131								
00014	00034	1	MINI	Mini Pillow and Case	JUST1				05/05/1997	1.0000	EA	
WINDSOR					DJN			REC				
ITEM NOTE: This raw material "Mini" is not auto source capable.												
DETL NOTE: 100% cotton												
00015	00034	0		HEAD NOTE: 072131								
00015	00034	1	MINI	Mini Pillow and Case	JUST1				05/06/1997	1.0000	EA	
WINDSOR					DJN			REC				
ITEM NOTE: This raw material "Mini" is not auto source capable.												
DETL NOTE: 100% cotton												
00016	00017	1	CABLES	EA ATT-CABLES	JUST1				05/09/1997	1.0000	EA	
STEVES					DJN							
00017	00034	0		HEAD NOTE: 072131								
00017	00034	1	MINI	Mini Pillow and Case	JUST1				05/11/1997	1.0000	EA	
WINDSOR					DJN			REC				
EXTD DESC: Ballet Pillowcase - color: Pink and Purple												
ITEM NOTE: Ballet Pillowcase - qualities:												
- machine washable, environmentally safe inks, cotton/poly percale												
- colorfast, made in USA												
DETL NOTE: 012633												
00019	00034	0		HEAD NOTE: 072131								
00019	00034	1	MINI	Mini Pillow and Case	JUST1				05/14/1997	1.0000	EA	
WINDSOR					DJN			REC				
ITEM NOTE: This raw material "Mini" is not auto source capable.												
DETL NOTE: 100% cotton												
00021	00034	0		HEAD NOTE: 072131								
00021	00034	1	MINI	Mini Pillow and Case	JUST1				05/20/1997	1.0000	EA	
WINDSOR					DJN			REC				
ITEM NOTE: This raw material "Mini" is not auto source capable.												
DETL NOTE: 100% cotton												

Number of Receipts: 10 10.0000

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

Printing the Received Not Invoiced Report

This report displays purchase orders that have been received but not invoiced.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Print RNI report [PRNIR]*

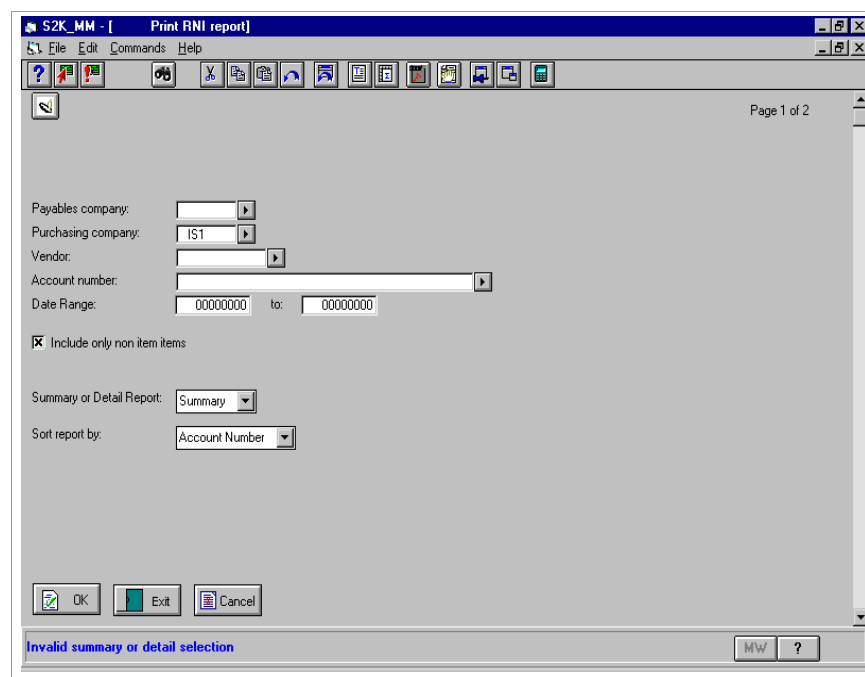


Figure A-8: Print RNI Report selection screen 1

Received Not Invoiced Report Criteria

You can sort the information by company or account number and display the information in summary or detail format.

Infinium Software recommends that you run this report and the Invoiced Not Received report in detail format. Then run the Reconciliation Report in summary format.

Press F17 for more selection criteria.

You can run the Received Not Invoiced, Invoiced Not Received, Purchase Price Variance, and the Reconciliation reports at the end of the month when

you close. When you do this, you can compare the information on each report to the information in your general ledger system.

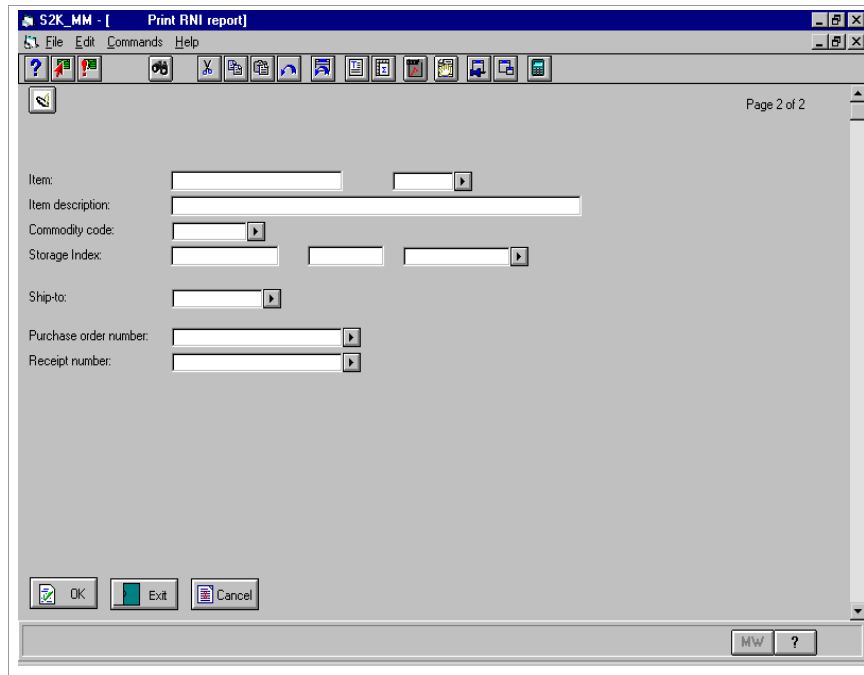


Figure A-9: Print RNI Report selection screen 2

The system displays this screen when you press F17 from the previous screen.

The following page presents a sample of a Received Not Invoiced Report.

PMGATR	PMTATR	Received not Invoiced Report				Page	1
5/01/1997	09:00:00	Purchase Order Number	Seq#	Receipt Number	Date Received	RNI Account Number	Amount
=====							
Payables Company		INF					
Purchasing Company		01					
Vendor		VEND1					
CONTROL-001	00001	00001-RAT-000032-R	4/26/1997	INF-000-000-0010		50.00	
RAT-00001-000007-P	00001	00001-RAT-000026-R	4/26/1997	INF-000-000-0020		350.00	
RAT-00001-000008-P	00001	00001-RAT-000027-R	4/26/1997	INF-000-000-0020		350.00	
RAT-00001-000009-P	00001	00001-RAT-000028-R	4/26/1997	INF-000-000-0030		365.00	
RAT-00001-000010-P	00002	00001-RAT-000029-R	4/26/1997	INF-000-000-0040		355.55	
RAT-00001-000011-P	00001	00001-RAT-000030-R	4/26/1997	INF-000-000-0080		500.00	
RAT-00001-000115-P	00001	00001-RAT-000025-R	4/25/1997	INF-000-000-0070		125.00	
						Vendor Total	2095.55 **
						Purchasing Company Total	2095.55 ***
Purchasing Company		INF					
Vendor		VEND1					
INF-00102-ROL-PO	00001	INF-RWL-00030-RV	4/08/1997	INF-000-000-0040		321.00	
INF-00130-ROL-PO-002	00002	INF-RWL-00033-RV	4/12/1997	INF-000-000-0035		976.00	
INF-00137-ROL-PO	00001	INF-RWL-00032-RV	4/12/1997	INF-000-000-0980		119.00	
INF-00175-ROL-PO	00001	INF-RWL-00038-RV	4/12/1997	INF-000-000-0770		183.00	
INF-00180-ROL-PO	00001	INF-RWL-00034-RV	4/12/1997	INF-000-000-0340		1199.85	
INF-00190-ROL-PO	00001	INF-RWL-00035-RV	4/12/1997	INF-000-000-0550		3999.50	
INF-00195-ROL-PO	00001	INF-RWL-00036-RV	4/12/1997	INF-000-000-0700		3443.58	
						Vendor Total	10241.93 **
						Purchasing Company Total	10241.93 ***
						Payables Company Total	12337.48 ****

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

Printing the Invoiced Not Received Report

This report displays purchase orders that have been invoiced but not received.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Purchase Orders*
 - ▼ *Print INR report [PINRR]*

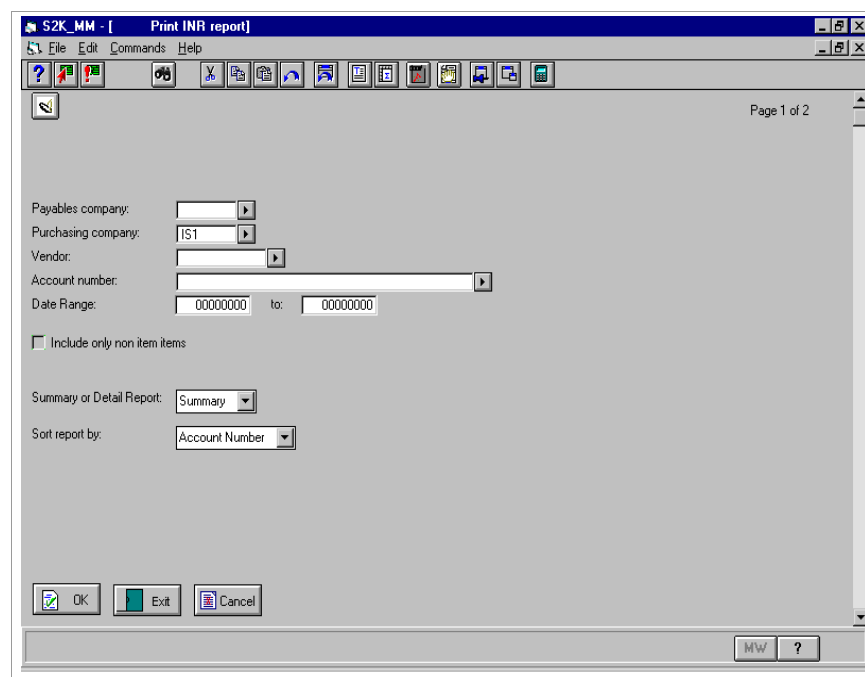


Figure A-10: Print INR Report selection screen 1

Invoiced Not Received Report Criteria

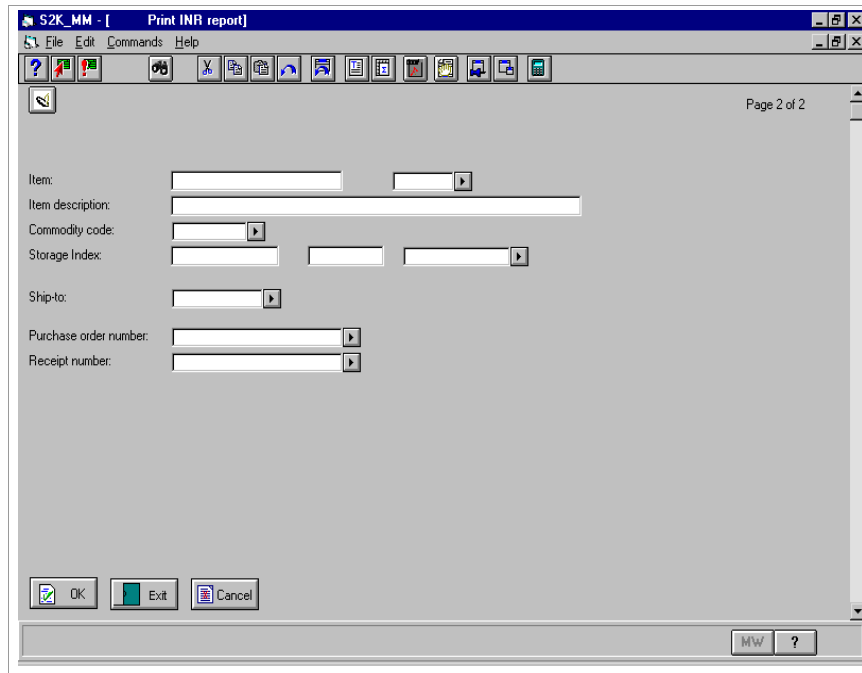
You can sort the information by company or account number and display the information in summary or detail format.

Infinium Software recommends that you run this report and the Received Not Invoiced report in detail format. Then run the Reconciliation Report in summary format.

Press F17 for more selection criteria.

You can run the Received Not Invoiced, Invoiced Not Received, Purchase Price Variance, and the Reconciliation reports at the end of the month when

you close. When you do this, you can compare the information on each report to the information in your general ledger system.



The screenshot shows a software window titled "S2K_MM - [Print INR report]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is a form with the following fields:

- Item: [] []
- Item description: []
- Commodity code: []
- Storage Index: [] [] []
- Ship-to: []
- Purchase order number: []
- Receipt number: []

At the bottom of the window, there are three buttons: "OK", "Exit", and "Cancel". In the bottom right corner, there are two small buttons: "MW" and "?". The text "Page 2 of 2" is visible in the top right corner of the window.

Figure A-11: Print INR Report selection screen 2

The system displays this screen when you press F17 from the previous screen.

The following page presents a sample of an Invoiced Not Received Report.

Purchase Order Number	Seq#	Invoice Number	Date	INR Account Number	Amount
=====					
Payables Company	INF				
Purchasing Company	01				
Vendor VEND1					
CONTROL-001	00001	001-RAT-00032-R	4/26/1997	INF-000-000-0010	50.00
RAT-00001-000007-P	00001	001-RAT-00026-R	4/26/1997	INF-000-000-0020	350.00
RAT-00001-000008-P	00001	001-RAT-00027-R	4/26/1997	INF-000-000-0020	350.00
RAT-00001-000009-P	00001	001-RAT-00028-R	4/26/1997	INF-000-000-0030	365.00
RAT-00001-000010-P	00002	001-RAT-00029-R	4/26/1997	INF-000-000-0040	355.55
RAT-00001-000011-P	00001	001-RAT-00030-R	4/26/1997	INF-000-000-0080	500.00
RAT-00001-000115-P	00001	001-RAT-00025-R	4/25/1997	INF-000-000-0070	125.00
				Vendor Total	2095.55 **
				Purchasing Company Total	2095.55 ***
Purchasing Company	INF				
Vendor VEND1					
INF-00102-ROL-PO	00001	INF-RWL-00030-RV	4/08/1997	INF-000-000-0040	321.00
INF-00130-ROL-PO-002	00002	INF-RWL-00033-RV	4/12/1997	INF-000-000-0035	976.00
INF-00137-ROL-PO	00001	INF-RWL-00032-RV	4/12/1997	INF-000-000-0980	119.00
INF-00175-ROL-PO	00001	INF-RWL-00038-RV	4/12/1997	INF-000-000-0770	183.00
INF-00180-ROL-PO	00001	INF-RWL-00034-RV	4/12/1997	INF-000-000-0340	1199.85
INF-00190-ROL-PO	00001	INF-RWL-00035-RV	4/12/1997	INF-000-000-0550	3999.50
INF-00195-ROL-PO	00001	INF-RWL-00036-RV	4/12/1997	INF-000-000-0700	3443.58
				Vendor Total	10241.93 **
				Purchasing Company Total	10241.93 ***
				Payables Company Total	12337.48 ****
				Report Total	12337.48 *****

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

Printing the General Ledger Reconciliation Report

This report displays the data from both the Received Not Invoiced and Invoiced Not Received reports.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Print reconciliation report [PRR]*

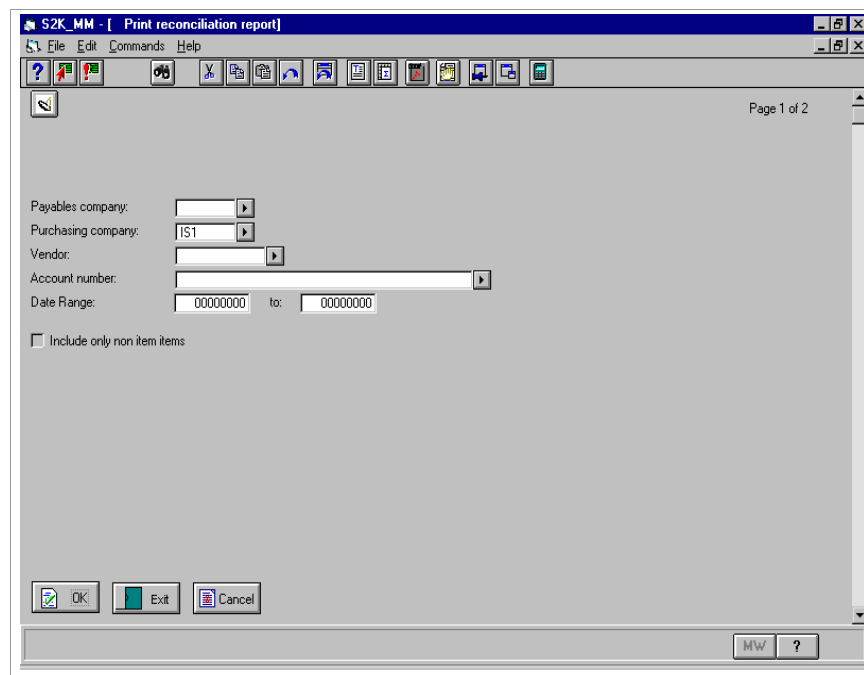


Figure A-12: Print Reconciliation Report selection screen 1

General Ledger Reconciliation Report Criteria

You can print this report to view both received not invoiced and invoiced not received information.

The information displayed on this report is divided into sections. The left side of the report displays RNI. The right side of the report displays INR. The information shown on these reports should display on either side of the reconciliation report. It should not display on both sides of the reconciliation report. If this occurs, accounting errors exist.

Press F17 for more selection criteria.

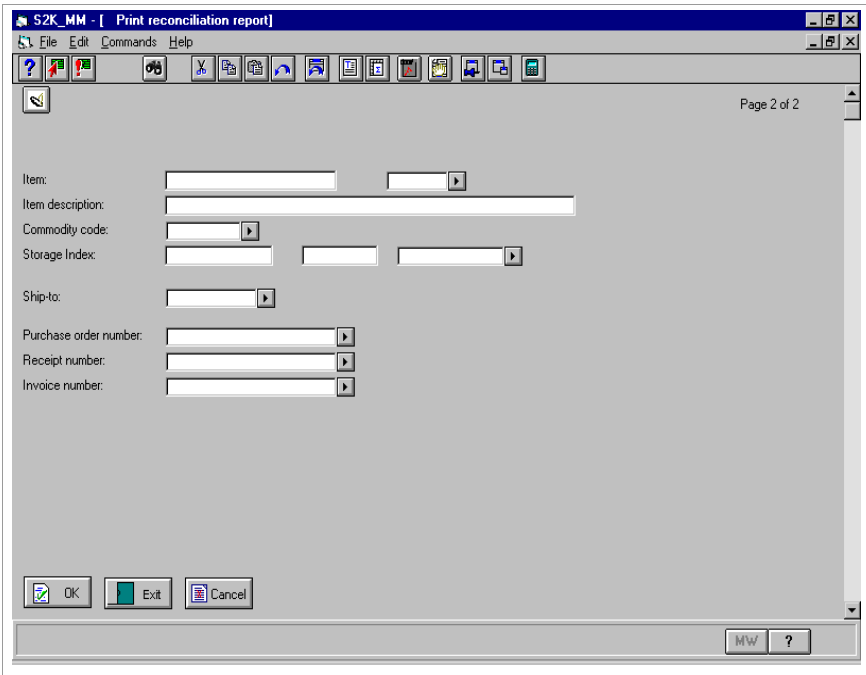


Figure A-13: Print Reconciliation Report selection screen 2

The system displays this screen when you press F17 from the previous screen.

The following page presents a sample of a General Ledger Reconciliation Report.

PMGATR1 PMTATR1		Reconciliation Report				Page	1
5/01/1997 09:00:00							
Purchase Order Number	Receipt Number	Date Received	Amount	Invoice Number	Invoice Date	Amount	
=====							
Payables Company INF							
Purchasing Company INF							
Vendor VEND1							
INF-00102-ROL-PO	INF-RWL-00030-RV	4/08/1997	121.00				
	INF-RWL-00031-RV	4/08/1997	200.00				
				PURCHASE ORDER TOTAL		321.00	*
INF-00130-ROL-PO-002	INF-RWL-00033-RV	4/12/1997	976.00				
				PURCHASE ORDER TOTAL		976.00	*
INF-00137-ROL-PO	INF-RWL-00032-RV	4/12/1997	59.50				
	INF-RWL-00032-RV	4/12/1997	59.50				
				PURCHASE ORDER TOTAL		119.00	*
INF-00175-ROL-PO	INF-RWL-00038-RV	4/12/1997	61.00				
	INF-RWL-00039-RV	4/15/1997	61.00				
	INF-RWL-00040-RV	4/16/1997	61.00				
				PURCHASE ORDER TOTAL		183.00	*
INF-00180-ROL-PO	INF-RWL-00034-RV	4/12/1997	799.90				
	INF-RWL-00037-RV	4/15/1997	399.95				
				PURCHASE ORDER TOTAL		1199.85	*
INF-00190-ROL-PO	INF-RWL-00035-RV	4/12/1997	3999.50				
				PURCHASE ORDER TOTAL		3999.50	*
INF-00195-ROL-PO	INF-RWL-00036-RV	4/12/1997	3443.58				
				PURCHASE ORDER TOTAL		3443.58	*
				Vendor Total		10241.93	**
				Purchasing Company Total		10241.93	***
				Payables Company Total		10241.93	****

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

Printing the Purchase Price Variance Report

You can print a detailed or summary Purchase Price Variance Report.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Purchase Orders*
 - ▼ *Print PPV report [PPPVR]*

The screenshot shows a software window titled "S2K MM - [Purchase price variance report]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains several input fields and a checkbox. The fields are: "Payables company:" (dropdown), "Purchasing company:" (dropdown with "IS1" selected), "Vendor:" (dropdown), "Account number:" (dropdown), and "Date Range:" (two dropdowns with "00000000" and "00000000" selected). There is an unchecked checkbox labeled "Include only non item items". Below these fields is a dropdown menu labeled "Summary or Detail Report:" with "Summary" selected. At the bottom of the window are three buttons: "OK", "Exit", and "Cancel". In the bottom right corner, there is a status bar with "MW" and a help icon.

Figure A-14: Purchase Price Variance Report selection screen 1

Purchase Price Variance Report Criteria

Press F17 for more selection criteria.

You can run the Received Not Invoiced, Invoiced Not Received, Purchase Price Variance, and the Reconciliation reports at the end of the month when you close. When you do this, you can compare the information on each report to the information in your general ledger system.

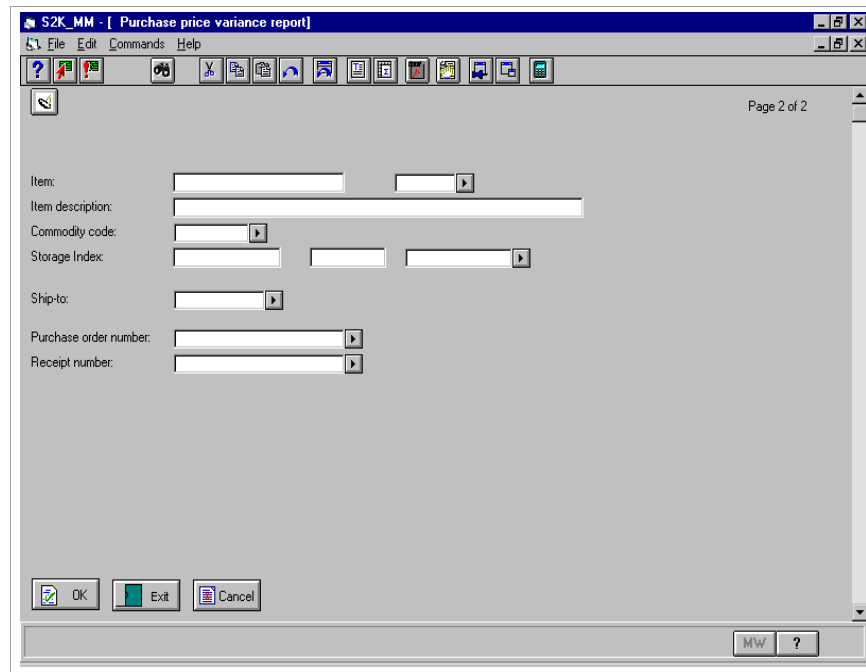


Figure A-15: Purchase Price Variance Report selection screen 2

The system displays this screen when you press F17 from the previous screen.

The following page presents a sample of a Purchase Price Variance Report.

PMGATR2 PMTATR2
 5/01/1997 09:00:00

Purchase Price Variance Report

Purchase Order Number	Item	Size	Quantity	Standard \$	P.O. \$	Invoice \$	Variance \$
=====							
Payables Company IS1							
Purchasing Company IS1							
Vendor VEND1							
IS1-000252-RWL-P	Z.P.002	SML			20.00	25.00	5.00
	non-inspect, non-haz product						
					Variance account	IS-000-000-1000-300	
					Inventory account		
					RNI/INR account	IS-000-000-1000-400	
					AP/PL trade account	IS-000-000-2000-002	
	Z.R.002				2000.00	1500.00	500.00-
	inventoried raw mat						
					Variance account	IS-000-000-1000-300	
					Inventory account		
					RNI/INR account	IS-000-000-1000-400	
					AP/PL trade account	IS-000-000-2000-002	
					PURCHASE ORDER TOTAL		495.00- *
IS1-000253-RWL-P	Z.P.002	SML			19.50	20.00	.50
	non-inspect, non-haz product						
					Variance account	IS-000-000-1000-300	
					Inventory account		
					RNI/INR account	IS-000-000-1000-400	
					AP/PL trade account	IS-000-000-2000-002	
	Z.R.002				2001.00	2000.00	1.00-
	inventoried raw mat						
					Variance account	IS-000-000-1000-300	
					Inventory account		
					RNI/INR account	IS-000-000-1000-400	
					AP/PL trade account	IS-000-000-2000-002	
					PURCHASE ORDER TOTAL		.50- *
					Vendor Total		
							496.00- **
					Purchasing Company Total		496.00- ***
					Payables Company Total		496.00- ****
					Report Total		496.00- *****

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

Printing the On-Order Report

This report lists the purchase orders that are open or partially received for a valid Company code/Item code/Size code combination. The report includes regular and blanket purchase orders.

This report lists information by purchase order number in chronological order.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Purchase Orders*
- ▼ *Print on order report [POOR]*

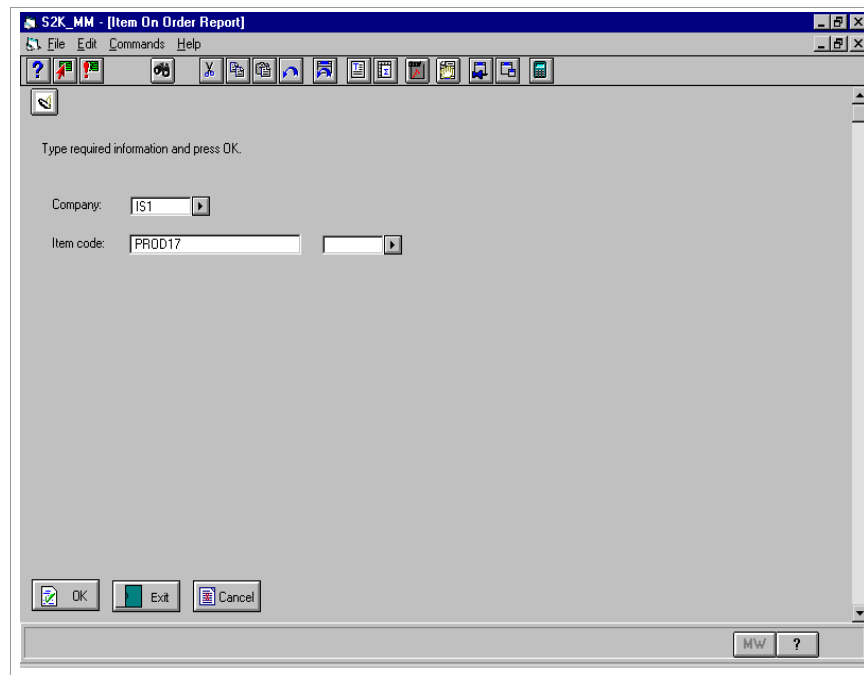


Figure A-16: Item On Order Report selection screen

Item On-Order Report Criteria

You can use this screen to type selection criteria for this report.

The following page presents a sample of a On-Order Report.

Report for item . . : AV100		GL	Item description . . :AV 100 Fuel		On order for company . . : INF			
P.O.	Unit of	Quantity	Quantity	Quantity	Date	Vendor	Ship-to	Ordered
ID	Measure	Ordered	Received	Remaining	Needed	ID	Location	By
IS1-00065-ROL-PO	EA	100.0000		100.0000	6/23/1997	VEND1	INFW1	RWL
IS1-00071-ROL-PO	GL	15.0000		15.0000	6/05/1997	VEND1	INFW1	RWL
IS1-00072-ROL-PO	GL	15.0000		15.0000	6/11/1997	VEND1	INFW1	RWL
IS1-00073-ROL-PO	GL	15.0000		15.0000	12/08/1997	VEND1	INFW1	RWL
IS1-00076-ROL-PO	GL	15.0000		15.0000		VEND1	INFW1	RWL
IS1-00076-ROL-PO-002	GL	15.0000		15.0000	6/23/1997	VEND1	INFW1	RWL
IS1-00084-ROL-PO	GL	15.0000		15.0000	7/31/1997	VEND1	INFW1	RWL
IS1-00090-ROL-PO	GL	100.0000		100.0000		VEND1	INFW1	RWL
IS1-00090-ROL-PO	GL	50.0000		50.0000		VEND1	INFW1	RWL
IS1-00090-ROL-PO-001	GL	100.0000		100.0000	8/11/1997	VEND1	INFW1	RWL
IS1-00090-ROL-PO-002	GL	100.0000		100.0000	8/11/1997	VEND1	INFW1	RWL
IS1-00091-ROL-PO	GL	100.0000		100.0000	8/11/1997	VEND1	INFW1	RWL
IS1-00104-ROL-PO	GL	1.0000		1.0000	8/11/1997	VEND1	INFW1	RWL
IS1-00105-ROL-PO	GL	12.0000		12.0000	8/11/1997	VEND3	INFW1	RWL
IS1-00106-ROL-PO	GL	1.0000		1.0000	8/11/1997	VEND1	INFW1	RWL
IS1-00090-ROL-PO-003	GL	5.0000		5.0000	9/11/1997	VEND1	INFW1	RWL
IS1-00112-ROL-PO	GL	100.0000		100.0000	11/17/1997	LAWTON	INFW1	RWL
IS1-00119-ROL-PO	GL	25.0000		25.0000	9/16/1997		INFW2	RWL
IS1-00121-ROL-PO	GL	100.0000		100.0000	11/11/1997	SOUND11	BACKDOOR	RWL
IS1-00129-ROL-PO	GL	100.0000		100.0000		SOUND11	INFW1	RWL
IS1-00130-ROL-PO	GL	100.0000		100.0000		SOUND11	INFW1	RWL
IS1-00130-ROL-PO-001	GL	100.0000		100.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00130-ROL-PO-002	GL	100.0000		100.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00130-ROL-PO-002	GL	850.0000	800.0000	50.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00131-ROL-PO	GL	1,100.0000		1,100.0000		SOUND11	INFW1	RWL
IS1-00134-ROL-PO	GL	1.0000		1.0000	9/11/1997	SOUND11	INFW1	RWL
IS1-00121-ROL-PO	GL	100.0000		100.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00121-ROL-PO	GL	10.0000		10.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00121-ROL-PO	GL	15.0000		15.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00210-ROL-PO	GL	50.0000		50.0000		SOUND11	INFW1	RWL
IS1-00405-ROL-PO	GL	25.0000		25.0000	11/11/1997	SOUND11	INFW1	RWL
IS1-00410-ROL-PO	GL	10.0000		10.0000	11/11/1997	NISSAN	INFW1	AM2000

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

Printing the Requisition Allocation Report

Printing the Requisition Allocation Report gives you the ability to view requisition detail lines that are either backorders or future allocations.

This report prints only for issue and transfer requisitions that have a header status of Open (01).

Use the menu path below.

- ▶ Infinium PM
- ▶ *Stock Allocations*
 - ▼ *Print allocations report [PAR]*

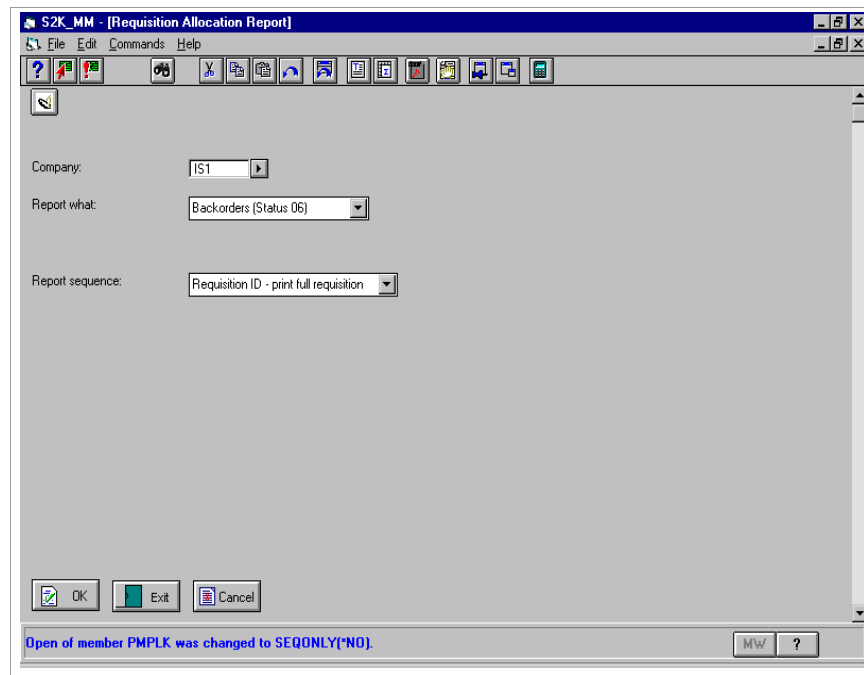


Figure A-17: Requisition Allocation Report screen

Requisition Allocation Report Criteria

Regardless of the value you type in the *Report sequence* field, the system does not print any detail lines that have a status of Automatic Close (92).

If you type 2 in the *Report sequence* field, the system prints requisitions in chronological order by the earliest need date on the entire requisition.

The following page presents a sample of a Requisition Allocation Report.

INF INFINIUM SOFTWARE, INC.

Requisition ID Sequence

Requisition ID	Req Seq	Item Code Item Size Code	Line Type	Line Stat	Ship From	Full/ Partl	Sales/ Other	Requisition qty In Transit qty	Completed qty Allocated qty	Date needed Unallocated qty
INF-LDS-000126-R	2	AV100 GL	ISS	06	INFW1	PARTL	OTHER	1.0000 .0000	.0000 .0000	12/18/1997 1.0000
INF-LDS-000127-R	1	AV100 GL	ISS	06	INFW1	PARTL	OTHER	1.0000 .0000	.0000 .0000	8/01/1997 1.0000
INF-LDS-000128-R	2	ISOPROPYL ALCOHOL	ISS	06	INFW1	PARTL	OTHER	12.0000 .0000	.0000 .0000	8/01/1997 12.0000
LDS-O2	1	AVIONICS EA	TRF	06	INFW1	PARTL	OTHER	1.0000 .0000	.0000 .0000	12/18/1997 1.0000
LDS-O2	2	BOXES EA	TRF	06	INFW1	PARTL	OTHER	2.0000 .0000	.0000 .0000	12/18/1997 2.0000
LDS-O2	3	AIRFRAME	TRF	06	INFW1	PARTL	OTHER	1.0000 .0000	.0000 .0000	10/02/1997 1.0000
LDS-O3	1	INTERMEDIATE	TRF	06	INFW1	PARTL	OTHER	1.0000 .0000	.0000 .0000	11/26/1997 1.0000

Printing Sourcing Reports

Infinium PM provides several reports that provide feedback on automatic sourcing. The system generates these reports automatically at the completion of the automatic sourcing batch job. They include the following reports:

- Auto Source Requisition Exception Report (if errors exist)
 - This report identifies requisition detail lines you selected for automatic sourcing that the system cannot automatic source. This report prints a list of vendors that are invalid, vendors to which you are not authorized, and a list of line items that are not automatic source capable.
- Auto Source Detail Listing (always created)
 - This report verifies the purchase orders created through automatic sourcing. The system generates this report each time you run automatic sourcing. This report contains information such as the purchase order number, vendor item code, Commodity code, and so on.
- Auto Source Error Listing (if errors exist)
 - This report identifies errors that exist on sourced purchase orders. This report prints any purchase order header or detail errors that exist, such as invalid field entries or entries that are missing for required fields.

The following pages include a sample Auto Source Requisition Exception Report, Auto Source Detail Listing Report, and Auto Source Error Listing Report.

PMGSSB2 PMTSSB2
5/01/1997 09:00:00

AUTO SOURCE REQUISITION EXCEPTION REPORT

PAGE 1

COMPANY: INF

REQUISITION ID	SEQUENCE NUMBER	VENDOR	ITEM CODE	SIZE CODE	COMMODITY CODE	UNIT OF MEASURE
----------------	-----------------	--------	-----------	-----------	----------------	-----------------

INF-RWL-000009-R 00001 AIRFRAME COMM1 EA

This requisition detail cannot be sourced because the vendor is blank.

INF-RWL-000019-R 00001 AIRFRAME COMM1 EA

This requisition detail cannot be sourced because the vendor is blank.

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

PMGSSB		PMTSSB		AUTO SOURCE DETAIL LISTING							PAGE	1
5/01/1997		09:00:00										
COMPANY NUMBER	PURCHASE ORDER	SEQUENCE	VENDOR	ADDRESS TYPE	ITEM CODE	SIZE CODE	COMMODITY CODE	UNIT OF MEASURE	REQUISITION ID	REQUISITION SEQUENCE		
INF	INF-00099-ROL-PO	00001	VEND2	BOTH	AIRPLANE ASSY		COMM1	EA	INF-RWL-000007-R	00001		
INF	INF-00100-ROL-PO	00001	VEND1	BOTH	AIRPLANE ASSY		COMM1	EA	INF-RWL-000008-R	00001		
***** E N D O F R E P O R T *****												

PMGSSB PMTSSB1
5/01/1997 09:00:00

AUTO SOURCE ERROR LISTING

PAGE 1

COMPANY: INF INFINIUM SOFTWARE, INC.

PURCHASE ORDER SEQUENCE	VENDOR ITEM CODE	SIZE CODE	COMMODITY CODE	UNIT OF MEASURE	REQUISITION ID	REQUISITION SEQUENCE
----------------------------	---------------------	--------------	-------------------	--------------------	----------------	-------------------------

INF-00099-ROL-PO	VEND2					
#	Freight Terms is required.					
00001	AIRPLANE ASSY		COMM1	EA	INF-RWL-000007-R	00001
#	Cost per unit is required.					
INF-00100-ROL-PO	VEND1					
#	Freight Terms is required.					
00001	AIRPLANE ASSY		COMM1	EA	INF-RWL-000008-R	00001
#	Cost per unit is required.					

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

Printing Approval Reports

Infinium PM provides two reports specific to your approval processing of purchasing documents. They include the following reports:

- Approval Routing Summary Report
- Approval Audit Trail Report

Printing the Approval Routing Summary Report

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

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
5/01/1997 9:00:00

Approval Routing Maintenance
Summary Report

Page : 1
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 *****

Printing the 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 presents a sample of the Approval Audit Trail Report.

PMGAUR

Approval Audit Trail Report

PAGE

1

5/01/1997 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		4/22/1997	10:01:55	.00	.00
*Approved	RWL	4/22/1997	10:32:55	121.00	6.05
*Rerouted		4/28/1997	16:07:42	.00	.00
*Approved	RWL	4/29/1997	11:22:13	121.00	6.05

Printing Vendor Item Price Reports

Infinium PM provides three reports specific to your existing vendor item price information and your upload of vendor item price information. They include the following reports:

- Vendor Item Summary Report
- Vendor Item Price Error Exception Reports
- Vendor Item Price Audit Report

Printing the Vendor Item Summary Report

You can use the *Work with vendor price* option to print a list of all (active and inactive) vendor item price records in Infinium PM. The Vendor Item Summary Report prints the company, vendor, Item code, vendor item code, unit of measure, and currency information for each vendor item price record.

Use the menu path below.

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

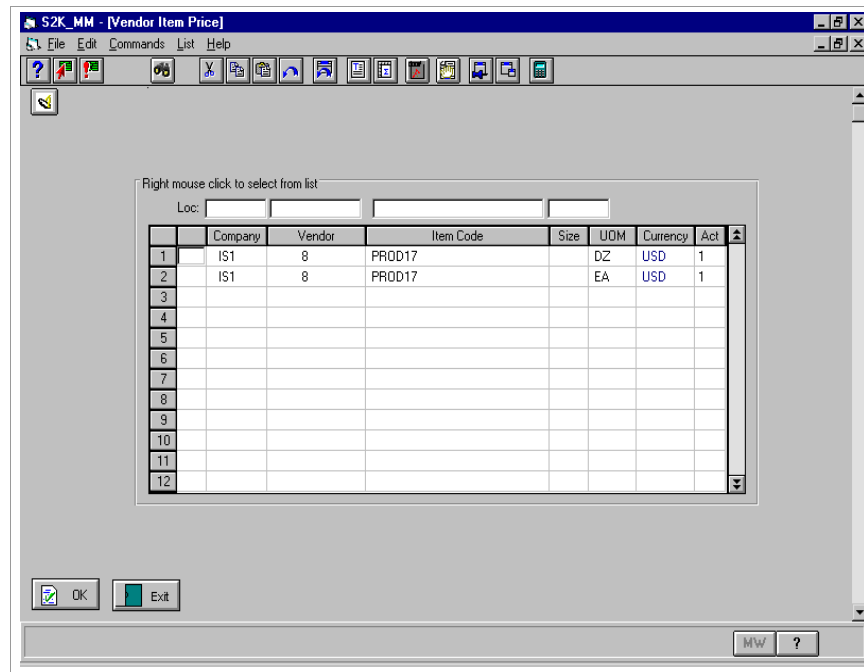


Figure A-18: Vendor Item Price selection screen

You 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

9:00:00

Company	Vendor Id	Item Code	Size	Vendor Item	Size	UOM	Currency	Active
1	VEND1	APPLE JUICE	GL			QT	CAD	1
1	VEND1	APPLE JUICE	GL			QT	USD	1
1	VEND1	APPLE JUICE	GL			GL	CAD	1
1	VEND1	APPLE JUICE	GL			GL	USD	1
01	VEND1	APPLE BUTTER		APPLB		ML	CAD	1
01	VEND1	APPLE BUTTER		APPLB		ML	USD	1
01	VEND1	APPLE BUTTER		APPLB		LITR	CAD	1
01	VEND1	APPLE BUTTER		APPLB		LITR	USD	1
01	VEND1	BANANAS	EA			EA	CAD	1
01	VEND1	BANANAS	EA			EA	USD	1
01	VEND1	CELERY				LB	CAD	1
01	VEND1	CELERY				LB	USD	1
01	VEND1	CELERY				CRT	USD	1
01	VEND1	COCONUT				QT	USD	1
01	VEND1	COCONUT				GL	USD	1
01	VEND1	FRENCH FRIES				EA	USD	1
01	VEND1	FRENCH FRIES				DZ	USD	1
01	VEND1	GARLIC				BX24	USD	1
01	VEND1	GARLIC				DZ	USD	0
01	VEND1	GARLIC				EA	USD	1
01	VEND1	GARLIC JUICE				ML	USD	1
01	VEND1	GARLIC JUICE				LITR	USD	1
01	VEND1	GARLIC JUICE				GL	USD	1
01	VEND1	ONIONS				LB	CAD	1
01	VEND1	ONIONS				LB	USD	1
01	VEND1	ONIONS				CRT	USD	1
01	VEND1	POTATOES		PSSM		LB	USD	1
01	VEND1	POTATOES		PSSM		LB	CAD	1
01	VEND1	POTATOES		PSSM		CRT	USD	1
01	VEND1	POTATOES		PSSM		TON	USD	0
01	VEND1	TURNIPS				LB	CAD	1
01	VEND1	TURNIPS				LB	USD	1
01	VEND1	TURNIPS				CRT	USD	1

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

Printing the Vendor Item Price Error Exception Reports

The system automatically prints the Vendor Item Price Error Exception Reports following an upload of vendor item price information to the vendor item price work files and production files.

VIP Error Exception Report (PMTVPA3)

The system automatically generates this report when you run the *VIP work file batch update* option and there are errors that prevented the system from updating the vendor item price work files.

VIP Error Exception Report (PMTVPA2)

The system automatically generates this report when you run the *Vendor item price batch update* option and there are errors that prevented the system from updating the vendor item price production files.

A sample of these reports appear on the next two pages.

PMGVPA2 PMTVPA3
5/01/1997 9:00:00

Vendor Item Price Error Exception Report
Errors Preventing Updates to VIP Work Files
Data from the AMPTF Common Services File

PAGE 1

MEMBER PM001TEST2

TFTRGR = VIPERR
 ** Invalid Trigger Keyword for this operation. Data was not processed.

TFTRGR = VIPDERR
 ** Invalid Trigger Keyword for this operation. Data was not processed.

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

PMGVPA PMTVPA2
8/21/1997 9:00:00

Vendor Item Price Error Exception Report
Header and Detail Work File Errors
THESE RECORDS WERE NOT UPDATED TO PRODUCTION

PAGE 1

HEADER:

Company	Vendor	Item Code	Size	Vendor Item	SIZE	UOM	Ld Tim	Cur
SOCAL	VENDOR1	FINS	DZ	FINS		BOX	.0	USD

Vendor Item Desc: FINS1

Fatal - Vendor is inactive or invalid.

DETAIL:

From Date	End Date	Qty Break	Price/Cost	SIZE	UOM	Ld Tim	Cur
1/01/1997	12/31/1997	150.0000	3.000000				

HEADER:

Company	Vendor	Item Code	Size	Vendor Item
SOCAL	RJPVENDOR	FINS	DZ	FINS

Vendor Item Desc:

Fatal - Header record does not exist in production file. Record not updated.

DETAIL:

From Date	End Date	Qty Break	Price/Cost	SIZE	UOM	Ld Tim	Cur
7/01/1996	12/31/1997	10.0000	5.000000		CS	5.0	USD

HEADER:

Company	Vendor	Item Code	Size	Vendor Item
SOCAL	RJPVENDOR	FINS	DZ	FINS

Vendor Item Desc: FINS2 CS

Fatal - Header record does not exist in production file. Record not updated.

DETAIL:

From Date	End Date	Qty Break	Price/Cost	SIZE	UOM	Ld Tim	Cur
1/01/1996	12/31/1997	100.0000	4.250000		CS	5.0	USD

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

Printing the Vendor Item Price Audit Report

The system automatically prints the Vendor Item Price Audit Report when you run the *Vendor item price batch update* option. This report lists all successful updates to the vendor item price production files.

A sample of this report appears on the next page.

PMGVPA PMTVPA
8/21/1997 9:00:00

Vendor Item Price Audit Report
Successful Updates to the Production Files

PAGE 1

LIBRARY: PMDBFA070D

HEADER:

Company	Vendor	Item Code	Size	Vendor Item	Size	UOM	Ld Tim	Cur	Act
-----	-----	-----	----	-----	----	---	-----	---	---
SOCAL	RJPVENDOR	SURFBOARD	EA	SURF2		BOX	1.0	USD	1
				Vendor Item Desc: SURF2					

HEADER:

Company	Vendor	Item Code	Size	Vendor Item	Size	UOM	Ld Tim	Cur	Act
-----	-----	-----	----	-----	----	---	-----	---	---
SOCAL	RJPVENDOR	SURFBOARD	EA	SURF1		BX	2.0	USD	1
				Vendor Item Desc: SURF1					

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

Printing the Vendor Item Price Work File Purge Report

You can use the *Purge VIP workfiles* option to read the vendor item price work files and purge the data based on your selections. In addition, you can print a report of all purged vendor item price records.

Use the menu path below.

- ▶ Infinium PM
- ▶ Supervisor Functions
 - ▼ Purge VIP workfiles [PVIPWF]

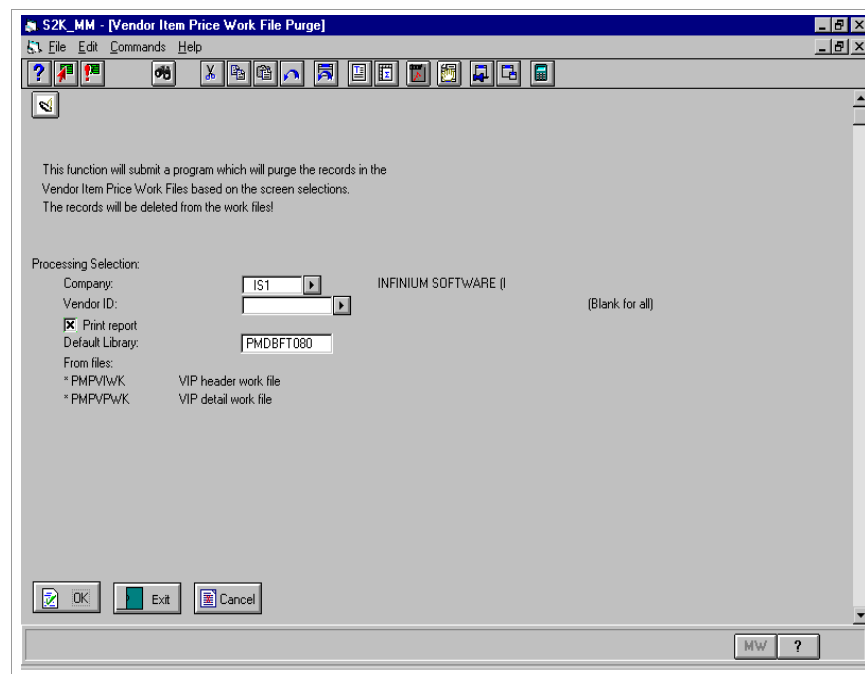


Figure A-19: Vendor Item Price Work File Purge prompt screen

Vendor Item Price Work File Purge Selections

You use this screen to specify the data to purge from the vendor item price work files (PMPVIWK and PMPVPWK) based on your selections. The system performs the data purge using a batch job.

You use the *Print report* field to specify whether to print the Vendor Item Price Purge Report. This report lists all data purged from the vendor item price work files. The system defaults Y in the *Print report* field.

After you press F7 to submit the purge batch job, the system prints the report.

A sample Vendor Item Price Purge Report appears on the next page.

LIBRARY: PMDBFA070D

HEADER: PMPVIWK

COMPANY	VENDOR	ITEM CODE	SIZE	VENDOR ITEM	SIZE	UOM	LD TIM	CUR	ACT
SOCAL	17	CA005				CN	.0		

VENDOR ITEM DESC:

** 17 VENDOR TOTAL

1

HEADER: PMPVIWK

COMPANY	VENDOR	ITEM CODE	SIZE	VENDOR ITEM	SIZE	UOM	LD TIM	CUR	ACT
SOCAL	23	CA002				BOX	.0		

VENDOR ITEM DESC:

** 23 VENDOR TOTAL

1

HEADER: PMPVIWK

COMPANY	VENDOR	ITEM CODE	SIZE	VENDOR ITEM	SIZE	UOM	LD TIM	CUR	ACT
SOCAL	BEACH	CA004		ca004		BG	.0		

VENDOR ITEM DESC:

** BEACH VENDOR TOTAL

1

HEADER: PMPVIWK

COMPANY	VENDOR	ITEM CODE	SIZE	VENDOR ITEM	SIZE	UOM	LD TIM	CUR	ACT
SOCAL	LEAH2	BOOGIEBRD	EA			CS	5.0		

VENDOR ITEM DESC:

SOCAL LEAH2 CA011

DZ .0

VENDOR ITEM DESC:

SOCAL LEAH2 CA012

BOX .0

VENDOR ITEM DESC:

SOCAL LEAH2 SURFBOARD

EA surfboard xx BX 2.0

** LEAH2 VENDOR TOTAL

4

DETAIL: PMPVPWK

COMPANY	VENDOR	ITEM CODE	SIZE	UOM	CUR	FROM DATE	END DATE	QTY BREAK	PRICE/COST
SOCAL	17	CA005			USD	01021993	31121993	1.0000	2.000000

** 17 VENDOR TOTAL

1

DETAIL: PMPVPWK

COMPANY	VENDOR	ITEM CODE	SIZE	UOM	CUR	FROM DATE	END DATE	QTY BREAK	PRICE/COST
SOCAL	BEACH	CA004			USD	01021993	01091993	1.0000	3.000000

** BEACH VENDOR TOTAL

1

*** TOTAL NUMBER OF RECORDS PURGED

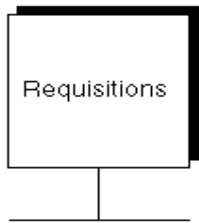
9

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

Appendix B Infinium PM Menu Tree



This appendix contains the menu tree for Infinium Purchase Management.



Requisitions

Work with requisitions [WWREQ]

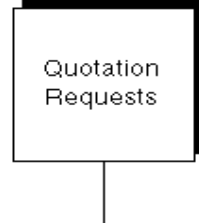
Work with status maintenance [WWSM]

Work with requisition defaults [WWREQD]

Display requisitions [DREQ]

Print requisition list [PREQL]

Print selective requisitions [PSREQ]



Quotation Requests

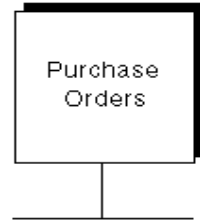
Work with quotation requests [WWQR]

Work with quotation awards [WWQA]

Work with quotation defaults [WWQD]

Display quotation requests [DQR]

Print quotation requests [PQR]



Purchase Orders

Work with purchase orders [WWPO]

Work with sourcing support [WWSS]

Work with auto-sourcing [WWAS]

Work with purchase order status [WWPOS]

Work with purchase user defaults [WWPUD]

Work with sourcing user defaults [WWSUD]

Display purchase orders [DPO]

Display blanket purchase orders [DBPO]

Process selected purchase orders [PSPO]

Print purchase audit history [PPAH]

Print on order report [POOR]

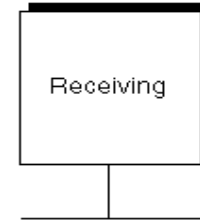
Print purchase order list [PPOL]

Print RNI report [PRNIR]

Print INR report [PINRR]

Print reconciliation report [PRR]

Print PPV report [PPPVR]



Receiving

Receive purchase orders [RPO]

Work with receiving defaults [WWRD]

Display receipts [DR]

Print receipt list [PRL]

Work with debit memos [WWDMM]

Work with returns [WWRNS]



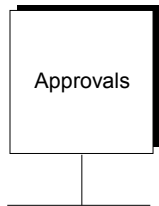
Inspections

Work with inspections [WWI]

Work with inspection routing [WWIR]

Work with inspection groups [WWIG]

Display inspection receipts [DIR]



Work with approval cycle [WWAC]

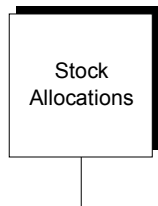
Work with approval groups [WWAG]

Work with approval routing [WWAR]

Work with debit memo approval [WWDMA]

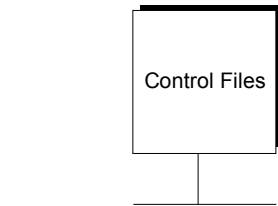
Work with alternate approver [WWAA]

Display approvals [DA]



Work with stock allocations [WWSA]

Print allocations report [PAR]



Work with purchasing entity [WWPE]

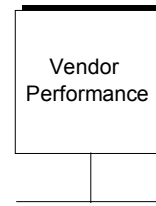
Work with sequence numbering [WWSN]

Work with requisition type [WWRT]

Work with purchase type [WWPT]

Work with vendor price [WWVP]

Work with purchase company group [WWPCG]



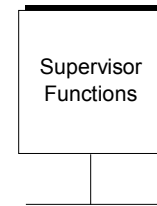
Update vendor performance data [UVPD]

Work with vendor statistics [WWVS]

Display purchasing entity [DPE]

Display vendor price [DVP]

Display vendor price simulation [DVPS]



Work with user profile [WWUP]

Work with pick ticket flag [WWPTF]

Clear application files [PMGCF]

Reset sourcing batch errors [RSBE]

Reset purchasing information [RPI]

VIP workfile batch update [VIPWBU]

Vendor item price batch update [VIPBU]

Purge VIP workfiles [PVIPW]

Purge transaction history [PTH]

Reorganize transaction files [RTF]

Notes

Appendix C Understanding Storage Index Validation

C

The appendix consists of the following topics:

Topic	Page
Overview	C-2
Establishing Storage Indexes	C-3
Storage Index Validation	C-4
Storage Index Examples	C-8

Overview

Storage indexes are valid locations within a warehouse where you can store inventory. You can also use storage indexes to assign items to unique identifiers for tracking (such as a batch, lot, or purchase order numbers). The system refers to storage indexes whenever stocking transactions occur for items assigned to those locations.

You can assign one-, two-, or three-part Storage Index codes, depending on the type of information your company uses to identify and track inventory. You can assign Storage Index codes to a company, warehouse, material, and/or *Storage type* (a designated area of a warehouse or type of storage area, such as a freezer).

You can ensure you store items in their proper inventory location using storage index validation. Storage index validation allows you to establish specific storage locations for items or types of items. If you are using storage index validation, you must create your valid storage indexes prior to performing any inventory functions. You create storage indexes using the *Work with Storage Index* option in Infinium CA.

You can also set validation to require all, or parts, of storage index fields be entered each time you stock an item. You can use storage index validation to store items in the following ways:

- In any location
- Only in specifically designated warehouses
- Only in a specific storage index
- Only in designated areas you define by *Storage type*
- Only certain materials in a *Storage type*

You can also establish capacities at individual storage index locations so that you can store only a certain quantity of inventory at a particular location. In combination with capacity, you can set the order in items are put away or stored in valid storage locations.

Establishing Storage Indexes

To establish storage indexes, you must first set up validation parameters in the Infinium CA Entity, Company, and Warehouse Control files; the Item Warehouse file in either Infinium CA or Infinium IC; and the Infinium IC Inventory Type file. You also must establish storage index locations and *Storage types* in Infinium CA. The following table details how to complete the fields in the appropriate files.

Step	File to Set Up	Option to Use
1	Code Table file, <i>Storage type</i>	Use the <i>Work with Code Tables</i> option in Infinium CA to define storage types.
2	Infinium CA Entity Control file	Use the <i>Work with Entity Controls</i> option in Infinium CA to set parameters. If you enable lot control, the system uses the third storage index to track the lot number.
3	Infinium CA Company Control file, Infinium CA Warehouse Control file	Use the <i>Work with Company Controls</i> and <i>Work with Warehouse Controls</i> options in Infinium CA to set parameters.
4	Item Warehouse file	Use the <i>Work with Item Warehouse</i> option in Infinium CA or Infinium IC to set parameters. On the Item Warehouse record you can define a default storage index for an item. You must establish a product or raw material record before you can establish an item warehouse record for an item. You use the <i>Work with Products</i> and <i>Work with Raw/Material Resources</i> options to establish those records.
5	Inventory Type	Use the <i>Work with Inventory Type</i> option in Infinium IC to set parameters.
6	Storage Index	Use the <i>Work with Storage Index</i> option in Infinium CA to create storage locations.

Storage Index Validation

You establish storage index validation and the names of the storage indexes at the entity, company, and warehouse levels in Infinium CA. Valid entries for validation parameter fields are:

- 1** You must enter a valid storage index.
- 2** The system displays a warning message but you can continue without typing a valid storage index.
- 3** The system does not perform a validation check.
- blank** The system resolves the storage index validation at the next highest level of the hierarchy.

Item Warehouse Validation

You specify validation criteria for individual items in the Item Warehouse file only if the type of validation performed is unique or specific to an item. Within the Item Warehouse file you can set validations at the company/warehouse level, the company level, and the entity level. If you leave these validation fields blank, the system looks at the validation fields at the Infinium CA Warehouse, Company, and Entity Control files.

In the Infinium CA Control files, the system follows the warehouse, company, entity hierarchy. If a validation control field is blank, the system moves up the hierarchy. For example, if a storage validation field in the Item Warehouse file is blank (at all levels), the system looks to the Infinium CA Warehouse Control file. If a storage validation field in the Warehouse Control file is blank, the system looks to the Infinium CA Company Control file. And lastly, if the storage validation field in the Company Control file is blank, the system looks to the Infinium CA Entity Control file. However, if at any level in the control files the storage index parameter is **1** or **2**, the system refers to the Inventory Type file for additional validation information.

Inventory Type Validation

The Inventory Type file contains storage index validation parameters for inventory types. With this file, you can override validation set at other levels of the hierarchy for individual inventory types. If you use storage index validation, you generally want to exclude from validation all theoretical inventory types, such as scheduled usage. You want, however, to validate real inventory types, such as on hand.

The validation parameters in the Inventory Type file override the validation parameters in the Item Warehouse file and the Infinium CA control files. The system looks at item warehouse validation parameters first (company/warehouse, company, and then entity), followed by the Infinium CA control file parameters (warehouse, company, and entity).

If the storage index parameter is 1 or 2, the system refers to the Inventory Type file for validation information on specific types of inventory.

You can override the hierarchy validation for each inventory type by specifying 1, 2, or 3 for the specific inventory type. If you specify 3, the system does not perform any storage index validation for options accessing that inventory type. If the validation parameters in the Inventory Type file are blank, the system uses the validation derived from the hierarchy and the system validates all inventory types.

If the system does not perform any validation at any level, the system does not look at the Inventory Type file for further validation parameters.

Storage Type Validation

You define storage type validation at the Item Warehouse file and in the various Infinium CA Control file levels as discussed previously. You maintain storage types using the *Work with Code Tables* option in Infinium Cross Applications. You establish Code values for the different storage types you want using the **SIT** Storage Index Code type.

Establishing storage index validation for a storage type allows you to specify that a particular product belongs in a specific storage type. For example, if your item is ice cream and you want to keep it in a freezer, you could establish storage type **FREZ**, to represent a freezer and you establish this at the Item Warehouse level.

Validation Hierarchy

This flowchart represents the validation hierarchy the system follows when validating materials entered into storage indexes.

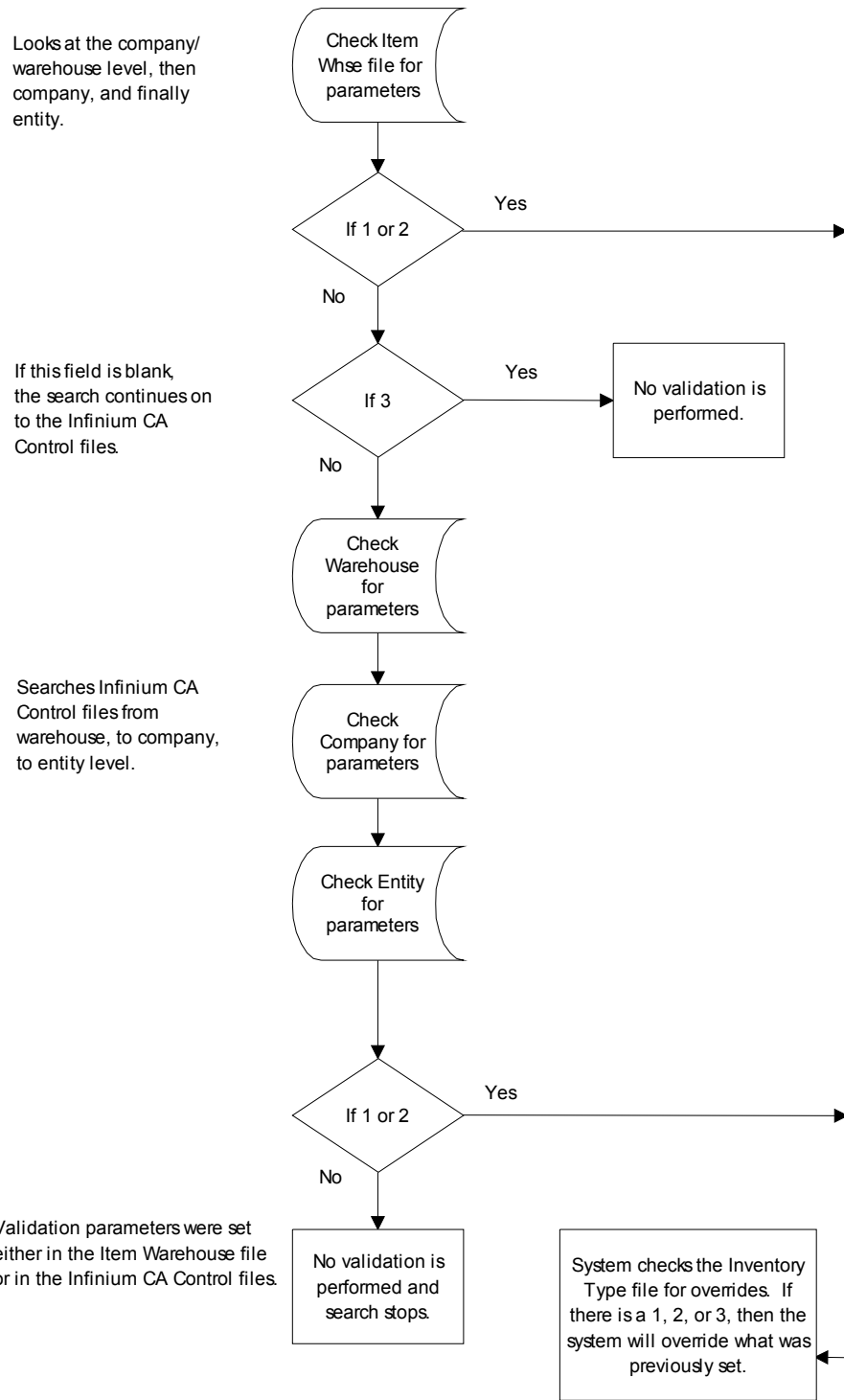


Figure C-1: Validation Hierarchy

Storage Index Examples

Using the *Work with Storage Index* option in Infinium CA, you can create storage indexes that match items you established with various validation parameters, to determine where and how the system stores inventory.

When you create a storage index, you must specify a company and warehouse identifier. You can then specify other parameters the system uses to match items to a storage index. The examples on the next few pages show various combinations of validation parameters and their effects.

As stated earlier, storage index validation follows the Item Warehouse file, Infinium CA Warehouse Control, Company Control, and Entity Control file hierarchy.

The examples below represent a few of the many validation combinations you can establish for your entity, companies, warehouses, and products. Each example is self contained and does not represent how the system operates outside of the specific example shown.

Example #1

To create a storage location for any material at a specific company and warehouse combination, you specify only the *Company* and *Warehouse* fields. In this example, you can store any materials associated with company 1, warehouse 11 in any location within the warehouse, provided you set the materials validation parameters to check for a material, location, or storage type match.

Co.	Whse	Material	Size	SI1	SI2	SI3	Type	Cap.	UM
1	11								

Materials stored in any location must exist in the Product or Raw Materials file. For each material you want stored in this location, specify 3 in the *Store by product* and *Store by Storage type* fields in the Item Warehouse file or Infinium CA Warehouse, Company, and Entity Control files.

Example #2

To store any materials in specific locations and with any other materials within one specific warehouse, you would use only the *Company*, *Warehouse*, and *Storage Index* fields. In this example, you can store any materials associated with company 1, warehouse 11 in LOC1, provided you set the materials validation parameters to check for a material or storage type match.

Depending on whether you validate the first, second, third storage index field or any combination of these fields determines which storage index field you complete. In this example, the system will validate the first storage index field.

Co.	Whse	Material	Size	SI1	SI2	SI3	Type	Cap.	UM
1	11			LOC1					

Materials stored in any location must exist in the Product or Raw Materials file. For each material you want stored in this location, specify 3 in the *Store by product* and *Store by Storage type* fields in the Item Warehouse file or Infinium CA Warehouse, Company, and Entity control files.

Example #3

To store specific materials in specific locations and/or not store them with certain other materials, specify values in the *Company*, *Warehouse*, *Material*, *Size* (if your company uses Size codes as part of the product identifier), and *Storage Index* fields.

In this example, you can store **ACORNS**, **BAGS**, and **PEANUTS** in the **LOC1**. You can store **GASOLINE** in **LOC4** only. **TIES** can be stored in **LOC2**. In addition, any other item that is not validated by material name can be stored in **LOC2**.

Co.	Whse	Material	Size	SI1	SI2	SI3	Type	Cap.	UM
1	11	ACORNS	LB		LOC1				
1	11	BAGS	EA		LOC1				
1	11	PEANUTS	LB		LOC1				
1	11	GAS	GL		LOC4				

Co.	Whse	Material	Size	SI1	SI2	SI3	Type	Cap.	UM
1	11				LOC2				
1	11	TIES	EA		LOC2				

The materials must exist in the Product or Raw Material file. These materials are the only materials valid for their storage locations. For each of these materials specify 1 or 2 in the *Store by product* field and 3 in the *Store by Storage type* field in the Item Warehouse file or Infinium CA Warehouse, Company, and Entity Control files.

Example #4

To store materials in specific locations based on the particular requirements or characteristics of the material, specify values in the *Company*, *Warehouse*, *Storage Index*, and *Type* fields. In this example, the Storage Index type is **FREZ**. Only freezer items validated by storage type and established with the **FREZ** storage type identifier will store in location **LOC1**.

Co.	Whse	Material	Size	SI1	SI2	SI3	Type	Cap.	UM
1	11			LOC1			FREZ		

All materials valid for the specified warehouse and established with a matching storage type are stored in this location. For each material you want stored in this location, specify 3 in the *Store by product* field and 1 or 2 in the *Store by Storage type* field. Specify the storage type (in this example **FREZ**) in the *Storage type* field in the Item Warehouse file or Infinium CA Warehouse, Company, and Entity Control files.

Example #5

To store only specific materials in specific locations based on the particular requirements or characteristics of the material, specify the *Company*, *Warehouse*, *Material*, *Size* (if your company uses size codes as part of the product identifier), *Storage Index*, and *Type* fields. In this example, items **ICE** and **CHICKEN** require cold storage so must keep them in a freezer. Item **POISON** is hazardous and must be kept in a special location apart from food products.

Co.	Whse	Material	Size	SI1	SI2	SI3	Type	Cap.	UM
1	11	ICE	LB		LOC1		FREZ		
1	11	CHICKEN	LB		LOC1		FREZ		
1	11	POISON	GL		LOC4		HAZ		

The materials must be valid for the specified company and warehouse and all materials entered would be the only materials valid for the storage type. For each of these materials, specify 1 or 2 in the *Store by Product* and *Store by Storage type* fields. Specify the assigned storage type in the *Storage type* field in the Item Warehouse file or Infinium CA Warehouse, Company, and Entity Control files.

Example #6

To have material valid only at certain warehouses, specify the *Company*, *Warehouse*, *Material*, and *Size* (if your company uses Size codes as part of the product identifier) fields. In this example, **POPCORN** is only valid at warehouse 11 and **ICE CREAM** is only valid at warehouse 12, but **CHIPS** is valid at both warehouse 11 and 12.

Co.	Whse	Material	Size	SI1	SI2	SI3	Type	Cap.	UM
1	11	POPCORN	LB						
1	11	CHIPS	LB						
1	12	ICE CREAM	GL						
1	12	CHIPS	LB						

The materials are only valid at the warehouses you establish for them. For each of these materials, specify 1 or 2 in the *Store by Product* field in the Item Warehouse file or Infinium CA Warehouse, Company, and Entity Control files.

Example #7

You can establish capacities at individual storage index locations to store only a certain quantity of inventory. In this example, the maximum quantity allowed in location **LOC2** is **1000** gallons. Therefore, if the location's current

inventory balance is **300** gallons, the system prevents you from storing another **750** gallons in this location because it would exceed the location's capacity.

Co.	Whse	Material	Size	SI1	SI2	SI3	Type	Cap.	UM
1	11				LOC2			1000	GL

All materials valid for the specified warehouse can be stored in this location provided the amount you want stored plus the current balance of the storage location does not exceed the capacity you establish. For each material to store in this location, specify 1 or 2 in the *Storage Index Capacity* field. For this example, you specify 3 in the *Store by product* field and 3 in the *Store by Storage type* field in the Item Warehouse file or Infinium CA Warehouse, Company, and Entity Control files.

You can establish a capacity for any storage location and with any combination of matching parameters. For example, in the previous examples, 1 through 5, you could have established a capacity along with the other parameters you specified. When using capacity with other methods of validation, you specify values in the *Store by product* and the *Store by Storage type* fields, and all other validation fields, with the appropriate value (1, 2, or 3), to perform the validation you determine.

Appendix D Uploading Vendor Item Price Information



The appendix consists of the following topics:

Topic	Page
Overview of Uploading Vendor Item Price Information	D-2
Completing Preliminary Setup	D-4
Understanding Vendor Item Price Work File Operation and Field Mapping	D-6
Understanding Common Services Operation and Field Mapping	D-10
Uploading Vendor Item Price Information to the System i	D-16

Overview of Uploading Vendor Item Price Information

You can upload external vendor item price data to the System i for use by Infinium PM. You upload vendor item price data using a third party file transfer program or Electronic Data Interchange (EDI). If you do not upload data directly to the vendor item price work files, Infinium Application Manager Common Services provides the mapping and upload file with which to accomplish this.

You can use a variety of sources from which to upload vendor item price data, such as Microsoft® Excel® or EDI. You can upload data to a Common Services upload file (AMPTF) or directly to the vendor item price work files. If you use EDI, you map your data directly to the vendor item price work files.

The following diagram provides an overview of the upload process.

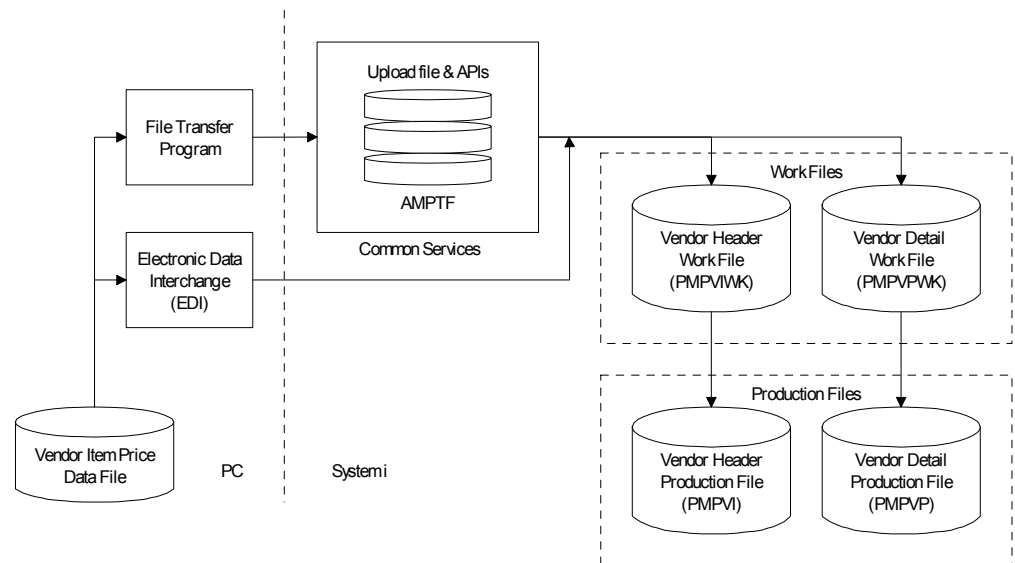


Figure D-1: Vendor Item Price Upload Overview

Follow the vendor item price upload steps on the next page for guidelines on uploading vendor item price data to Infinium PM.

Processing Steps

The following steps summarize the major tasks you perform to upload vendor item price data to Infinium PM. Each of these steps corresponds to a topic in this appendix. Refer to these topics for additional information on these steps.

Step 1: Completing Preliminary Setup

This task verifies that the System i, specifically Infinium PM, is properly set up for the upload of vendor item price data.

Verifying Field Mapping

This task verifies that your vendor item price data is correctly mapped so that it updates the correct fields in Infinium PM's vendor item price records. This is an important step, regardless of your upload method.

Preparing Data for Upload

This task requires that you prepare and properly format your external vendor item price data for upload. The actual steps you need to perform here can vary greatly depending on the applications you use.

Step 2: Uploading Vendor Item Price Information

This task performs the upload of vendor item price information to either the Common Services temporary file (AMPTF) or directly to the vendor item price work files. Once the vendor item price data exists in the work files, it is written to the production files for use by Infinium PM.

Completing Preliminary Setup

You must complete or verify the following setup before you upload vendor item price information to Infinium PM:

- Each vendor item price record you intend to upload must have an existing vendor item price header record in Infinium PM. If you intend to upload new vendor item price records, you must manually create the vendor item price header records before you upload.
 - You can use the Vendor Item Summary Report to identify vendor item price records that you need to create. For more information on this report, refer to the topic “Vendor Item Summary Report” in the “Defining and Working with Vendor Information” chapter in this guide.
 - You can upload vendor item price information to active and inactive vendor item price records.
 - The required fields in the vendor item price header record are: company, vendor ID, Item code/Size code or vendor item code/Size code, unit of measure, and currency.
 - Each vendor item price record you intend to upload must have a valid unit of measure. The system returns a fatal error, and no updates are made, if you attempt to upload an invalid unit of measure. You create and maintain units of measure using the *Master Files* option in Infinium Cross Applications.
 - If a unit of measure is not uploaded, the system defaults the item’s inventory unit of measure. A vendor item price record must exist with that unit of measure; otherwise, a fatal error occurs.
 - Each vendor item price record you intend to upload must specify a valid currency. The system returns a fatal error, and no updates are made, if you attempt to upload an invalid currency. If you use multiple currency processing, you create and maintain Currency codes in Infinium Currency Management.
 - If a currency is not uploaded, the system defaults the company’s base currency. A vendor item price record must exist with that currency; otherwise, a fatal error occurs.
 - If you are uploading to the Common Services upload file (AMPTF), you must verify that this file has been defined with MAXMBRS(*NOMAX) and SIZE(*NOMAX).
 - You must use Infinium Application Manager Release 2.1 APC-A or higher to use Common Services.
-

Preparing Data for Upload

You can create your transfer file of vendor item price data from a variety of client applications. For example, you can use Microsoft® Excel® to create a spreadsheet of vendor item price information. You can then create a macro to format this data into a transfer file for upload or write a macro to transfer the data directly to the vendor item price work files, bypassing Common Services.

Keep in mind the following points as you prepare your vendor item price data for upload to Infinium PM:

- The system requires that uploaded dates have the same date format as in Infinium PM. For example, a system date format of **YYYY/MM/DD** produces the following results:

Fail: 10/15/1998

Pass: 1998/10/15

The uploaded date fields are numeric and do not contain the slashes (“/”). For example, 10151998 and 19981015.

- For vendor item price breaks, the same rules apply to upload data as they do for existing vendor item price information.
-

Understanding Vendor Item Price Work File Operation and Field Mapping

Understanding Vendor Item Price Records

Each vendor item price record is made up of header-level and detail-level components. Infinium PM requires that each vendor item price header be unique. If you copy a vendor item price record to create a new one, the system requires that you change one of the components in the new vendor item price header.

This uniqueness of each header determines the way the upload process can use the vendor item price header components as key values. When an upload record matches these key values, the system has verified that it is updating the correct vendor item price record.

The following diagram illustrates the components of a vendor item price record.

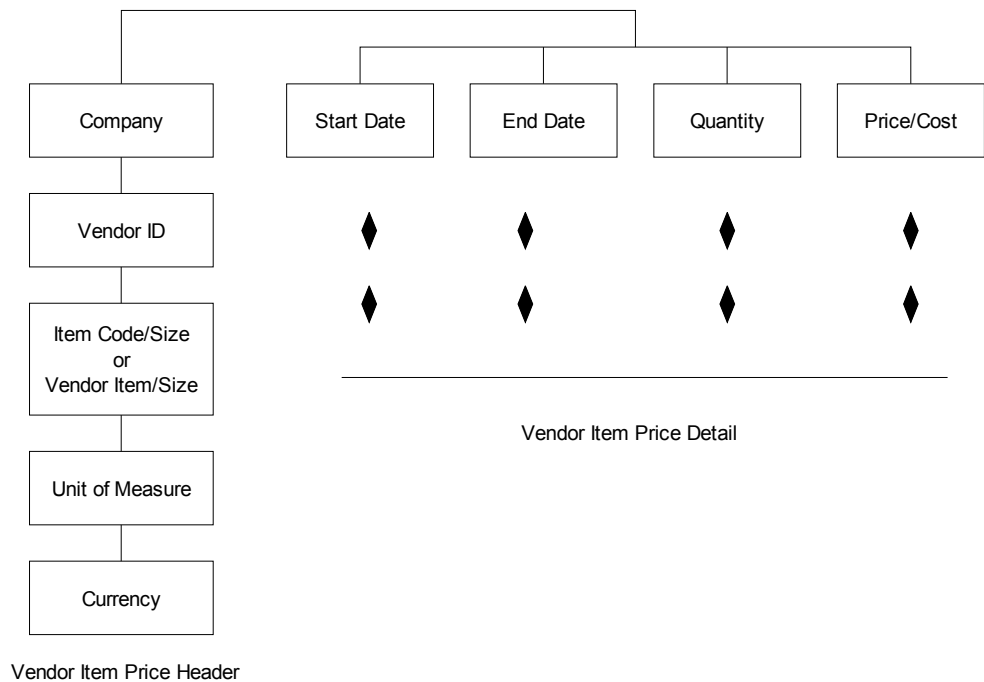


Figure D-2: Vendor Item Price Record Components

Vendor Item Price Header Work File Layout (PMPVIWK)

This table details the specifications for the vendor item price header work file (PMPVIWK), which mirrors the production file (PMPVI).

Field Name	Size/ Type	Field Description	Key?	Required for Upload?	Comments
VICO	5/C	Company	Yes	Yes	Record must exist.
VIDV	8/C	Division		No	For future use.
VIVID	10/C	Vendor ID	Yes	Yes	Record must exist.
VIITEM	20/C	Item Code	Yes	Yes (or Vendor Item)	
VISIZE	3/C	Item Size Code	Yes	Yes	
VIVITM	20/C	Vendor Item Number	Yes	Yes (or Item Code)	
VIVSIZ	3/C	Vendor Size Code	Yes	Yes	
VILTIM	5.1/D	Lead Time		No	
VIUOM	4/C	Unit of Measure	Yes	Yes	Record must exist.
VIVDSC	20/C	Vendor item description		No	
VICUR	3/C	Vendor currency	Yes	No	Record must exist.
VIRFQ#	20/C	Quotation request number		No	For future use.
VI8QXD	8.0/D	Quotation request expiration date		No	For future use.
VIHQXD	5.0/D	Quotation request expiration date		No	For future use.

Field Name	Size/ Type	Field Description	Key?	Required for Upload?	Comments
VIEQXD	10.0/D	Quotation request expiration date		No	For future use.
VIALUE	1/C	Allow use after expiration		No	For future use.
VIACT	1/C	Active		No	

Field types are: C = character; D = decimal

Vendor Item Price Detail Work File Layout (PMPVPWK)

This table details the specifications for the vendor item price detail work file (PMPVPWK), which mirrors the production file (PMPVP).

Field Name	Size	Field Description	Key?	Required for Upload?	Comments
VPCO	5/C	Company	Yes	No	Header value.
VPDV	8/C	Division		No	For future use.
VPVID	10/C	Vendor ID	Yes	Yes	Header value.
VPITEM	20/C	Item Code	Yes	Yes (or Vendor Item)	Header value.
VPSIZE	3/C	Item Size Code	Yes	Yes	Header value.
VP8STR	8.0/D	Start Date		No	Can be zeros.
VPHSTR	5.0/D	Start Date		No	Can be zeros.
VPESTR	10/D	Start Date		No	Can be zeros.
VP8END	8.0/D	End Date		No	Can be zeros.
VPHEND	5.0/D	End Date		No	Can be zeros.
VPEEND	10/D	End Date		No	Can be zeros.

Field Name	Size	Field Description	Key?	Required for Upload?	Comments
VPQTYB	13.4/D	Quantity		No	Can be zeros.
VPUOM	4/C	Unit of Measure	Yes	Yes	Record must exist
VPVPRC	17.6D	Vendor Price		Yes	
VPCHGT	3/C	Charge Type		No	Defaults to BAS .
VPFACT	6.3/D	Price Factor		No	Not updated.
VPVEXT	17.2/D	Vendor Price Extended		No	For future use.
VPBAMT	17.6/D	Vendor Base Amount		No	For future use.
VICUR	3/C	Vendor currency	Yes	Yes	Header value.

Field types are: C = character; D = decimal

Understanding Common Services Operation and Field Mapping

Common Services Overview

Common Services provides both the functionality to store uploaded data and the Application Programming Interfaces (APIs) to supply the data to the Infinium PM trigger programs. The trigger programs validate the data and either accept or reject it before updating the vendor item price production data.

The following diagram provides an overview of Common Services and its APIs.

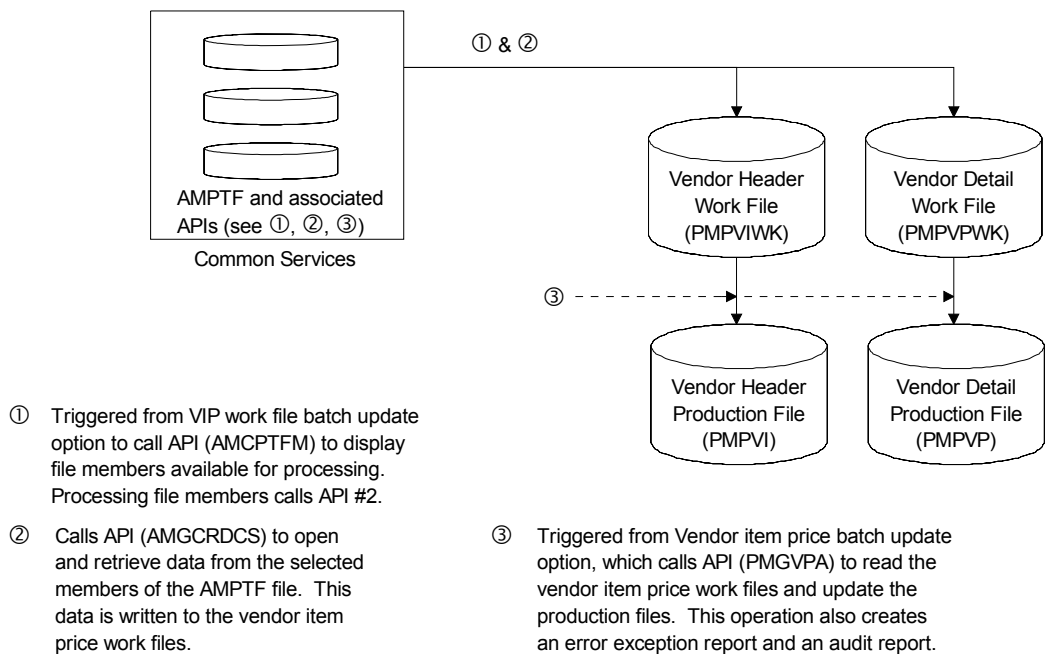


Figure D-3: Common Services APIs

Common Services looks at the trigger field (TFTRGR) to determine the type of data to receive. For vendor item price header updates, this field must be **VIPH**; for vendor item price detail updates, this field value must be **VIPD**.

For more information on each of the APIs used during the vendor item price upload, see the topic “Common Services APIs” in this appendix.

Common Services Requirements

Keep the following requirements in mind as you work with Infinium Application Manager Common Services:

- You must define the Common Services upload file (AMPTF) with MAXMBRS(*NOMAX) and SIZE(*NOMAX).
- You must use Infinium Application Manager Release 2.1 APC-A or higher to use Common Services.
- When uploading data to the AMPTF file, the file members must be created at the time of upload.
- AMPTF file member names must conform to the Common Services naming conventions:

SS = System Designator

VVV = Version Number

XXXXX = User Specified Characters

For example, **PM000VIPUP**

- Within each member, each record must contain the **VIPH** or **VIPD** trigger keyword.
- The AMPTF file is 2976 bytes long.

The fields noted in the following table include only those fields required for the vendor item price upload.

The following table defines the details of the mapping of the multimember Common Services file (AMPTF) to the vendor item price work files.

Fld Seq.	Type	Beg Pos	End Pos	Dec	Field Name	Expand Size	AM Field Description	PM Field Description	Required?	Required Value
1		1	10		TFTRGR	10	Character ten		Yes	VIPH for header updates VIPD for detail updates
34		43	45		TF31	3	Character three	Item Size Code	No	VISIZE = Header VPSIZE = Detail
35		46	48		TF32	3	Character three	Vendor Size Code	No	VIVSIZ = Header
36		49	51		TF33	3	Character three	Currency	Yes	VICUR = Header VPCUR = Detail
44		73	77		TF51	5	Character five	Company	Yes	VICO = Header VPCO = Detail
45		78	82		TF52	5	Character five	Unit of Measure	Yes	VIUOM = Header VPUOM = Detail
77		262	271		TF101	10	Character ten	Vendor ID	Yes	VIVID = Header VPVID = Detail
109		582	601		TF201	20	Character twenty	Item Code	Yes	VIITEM = Header VPITEM = Detail
110		602	621		TF202	20	Character twenty	Vendor Item Code	No	VIVITM = Header
111		622	641		TF203	20	Character twenty	Vendor Item Description	No	VIVDSC = Header
164	P	2183	2187	0	TF901	9.0	Decimal 9,0	Start Date	No	VP8STR = Detail
165	P	2188	2192	0	TF902	9.0	Decimal 9,0	End Date	No	VP8END = Detail
178	P	2256	2258	1	TN51D1	5.1	Decimal 5,1	Vendor Lead Time	No	VILTIM = Header
248	P	2740	2747	4	TF1541	15.4	Decimal 15,4	Quantity Break	Yes	VPQTYB = Detail
260	P	2836	2844	6	TF1761	17.6	Decimal 17,6	Vendor Price	Yes	VPVPRC = Detail
276		2970	2976		TFRSV	7	Reserved			

Common Services Application Programming Interfaces (APIs)

The following table details the actions performed by each of the Infinium Application Manager APIs used during vendor item price upload. This reference information is presented to give you a greater understanding of the entire vendor item price upload process.

API	Actions
AMCCPTFM	<p>Called from the VIP work file batch update option to display AMPTF file members available for processing.</p> <p>Returns the select member to the PMGVPA2 API for processing.</p>
PMGVPA2	<p>Starts a batch program to process selected AMPTF file members. This program calls the AMGCRDCS Common Services API, which opens each selected member and retrieves data. The program must see the trigger keyword VIPH or VIPD to identify vendor item price header or vendor item price detail records, respectively.</p> <p>Data retrieved from AMPTF is written to the vendor item price work files, which mirror the vendor item price production files.</p>
PMGVPA	<p>Called from the Vendor item price batch update option to read the vendor item price work files and update the vendor item price production files via a batch program. A production header record (PMPVI) must exist for an update to occur.</p> <p>Following an update to the vendor item price production files, the header and detail work file records are deleted.</p> <p>Mismatched records between the work file and production file are printed on the error report.</p> <p>Calls the PMGVPE API for error handling.</p>
PMGVPE	<p>Edits the vendor item price header and detail fields for the processing of errors.</p>

Vendor Item Price Work File Update

The following diagram illustrates the process flow for the update of the vendor item price work files.

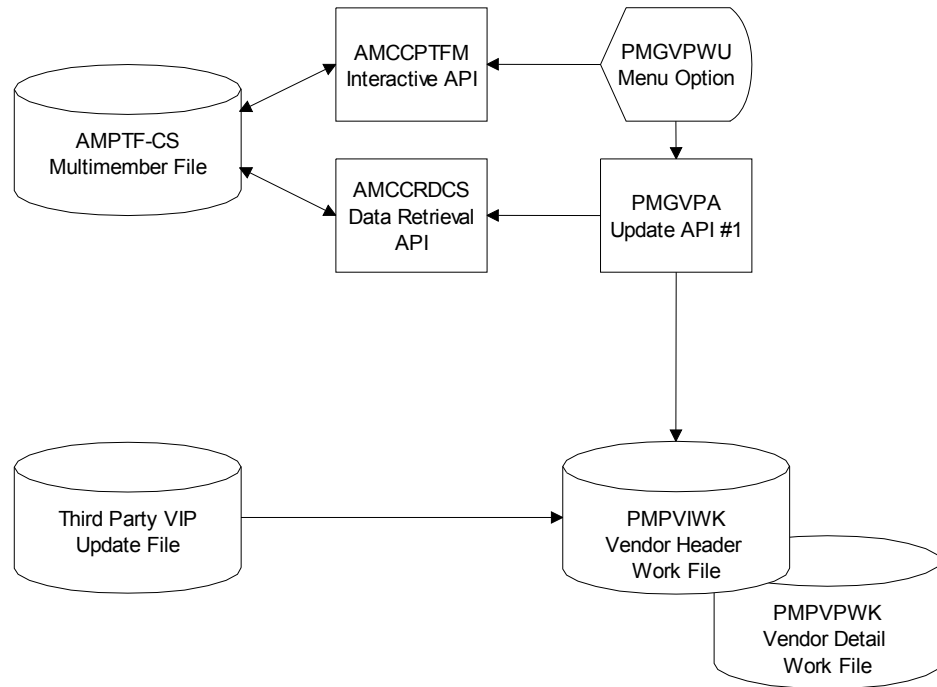


Figure D-4: VIP Work File Update Process Flow

Vendor Item Price Production File Update

The following diagram illustrates the process flow for the update of the vendor item price production files.

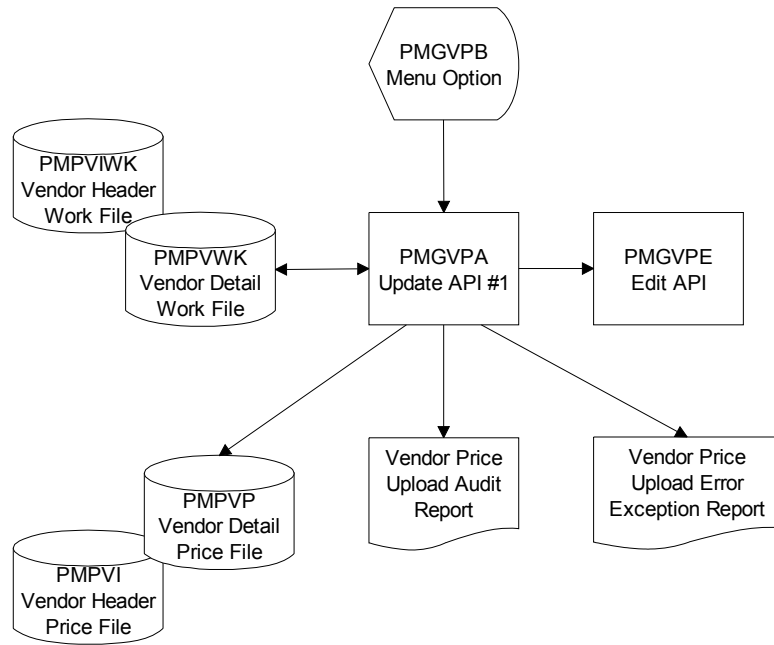


Figure D-5: VIP Production File Update Process Flow

Uploading Vendor Item Price Information to the System i

Updating the Vendor Item Price Work File

You use the *VIP workfile batch update* option to select a member from the Common Services AMPTF file and write the selected data to the vendor item price work files.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Supervisor Functions*
 - ▼ *VIP workfile batch update* [VIPWFBU]

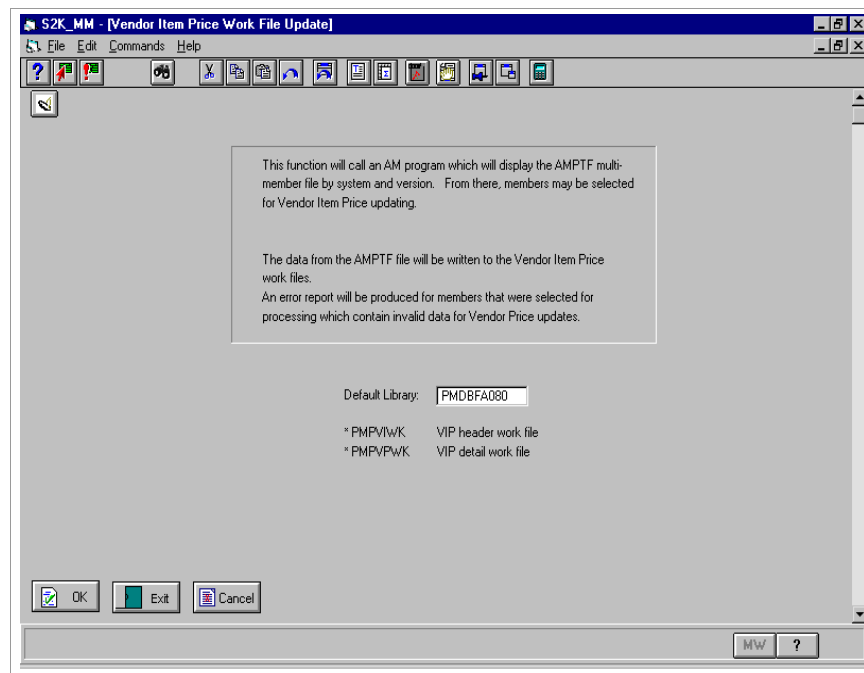


Figure D-6: Vendor Item Price Work File Update screen

You use this screen to select the library in which the AMPTF file resides.

Default Library

The system defaults the first library in the library list that contains the work files for Infinium PM.

Press F7 to continue.

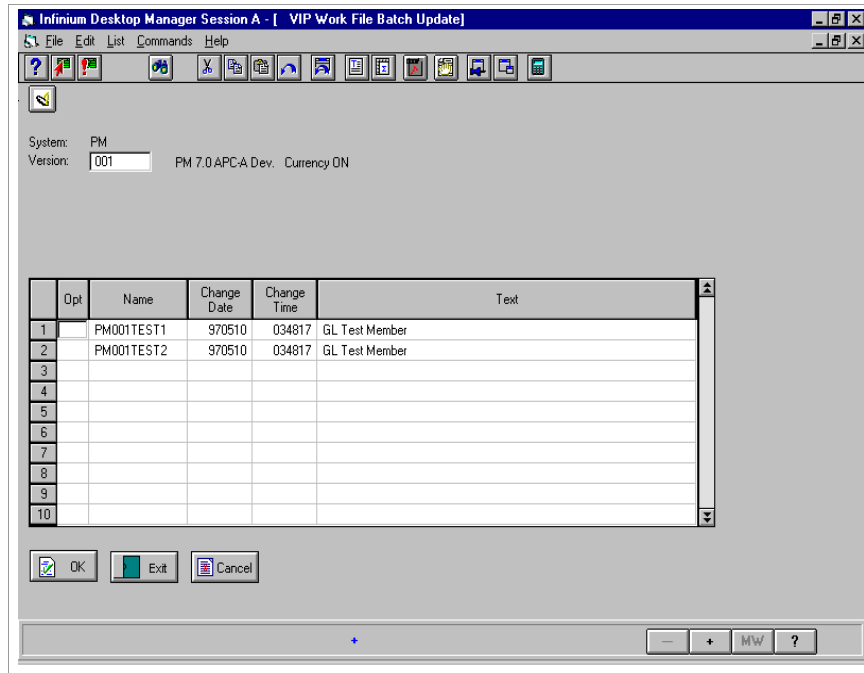


Figure D-7: VIP Work File Batch Update selection screen

The system displays this screen when you press F7 at the Vendor Item Price Work File Update screen. This screen displays a list of all members of AMPTF that match the specified system.

To display a different version, type the version number in the *Version* field and press FieldExit, and then press Enter. To display all versions, type spaces in the *Version* field and press Enter.

Opt

The following options are available from this screen:

- 1 Use this option to process a member and write its data to the vendor item price work files.
- 2 Use this option to process a member and write its data to the vendor item price work files. The member is removed after the last record is processed.

- 3** Use this option to copy a member to another file. You must specify a file name, library, member option, and create file. The member is copied to the file with the CPYF command parameters FMTOPT(*MAP *DROP).
- 4** Use this option to remove a member from the AMPTF file.
- 5** Use this option to display the contents of the member, using the DSPPFM command.

The system displays a confirmation screen, except option 5, for each of these options.

The only options that can be canceled after the confirmation screen are options 1 (Process) and 2 (Process & remove). The system displays confirmed members as follows:

- Members confirmed for option 1 (Process) display in highlighted text (white).
- Members confirmed for option 2 (Process & remove) display in warning text (red).

Use the Vendor Item Price Work File Error Exception Report to verify that there were no errors encountered when the system uploaded information into the vendor item price work files.

After updating the vendor item price work files, you can update your vendor item price production files using the *Vendor item price batch update* option.

The system displays a confirmation message for each selected member:

```
Vendor item price update has been submitted for member  
PMVVVXXXXXX.
```

The **VVV** refers to the version number; the **XXXXXX** refers to the user-entered characters.

Updating the Vendor Item Price Production File

You use the *VIP work file batch update* option to update the vendor item price production files from the data in the work files.

When you use this option, you must have authority to each company specified in the vendor item price upload data.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Supervisor Functions*
 - ▼ *Vendor item price batch update [VIPBU]*

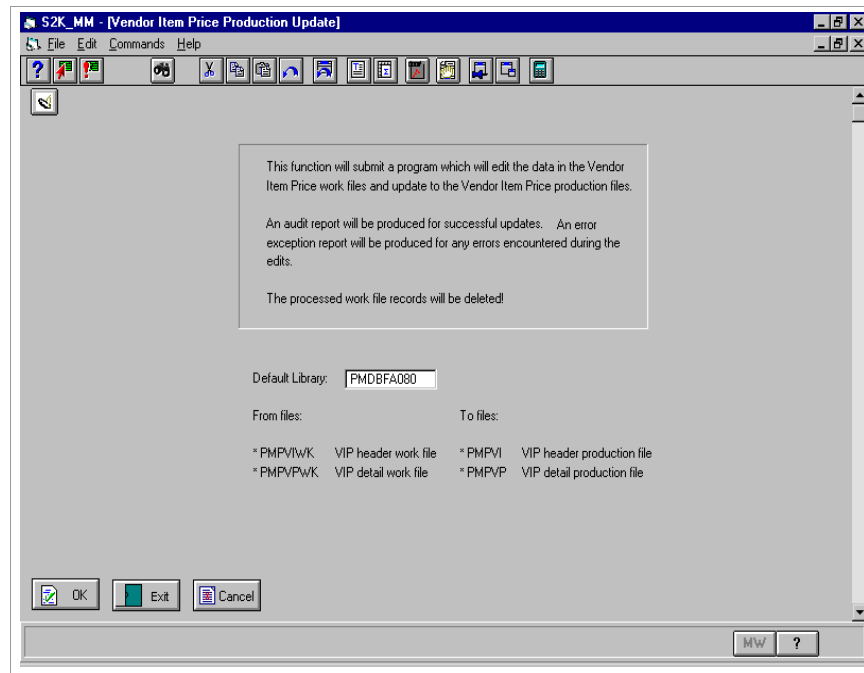


Figure D-8: Vendor Item Price Production Update screen

You use this screen to update the vendor item price production files with the information in the vendor item price work files. The system performs this update using a batch job.

Press F7 to submit the update. The system displays the following message:

Building submission...

Vendor item price update to production files has been submitted to batch.

When the batch job completes, the system displays the following message:

Job xxx/user/VIP_UPD completed normally on MM/DD/YY at HH:MM:SS.

Message variables are defined as: **xxx** is the system-assigned job number; **user** is the user ID of the person submitting the job; **MM/DD/YY** is the date

stamp of the job's completion; and **HH:MM:SS** is the time stamp of the job's completion.

The system automatically generates two reports during the update of the vendor item price production files. These reports are:

- Vendor Item Price Upload Audit Report
- Vendor Item Price Error Exception Report

The Vendor Item Price Upload Audit Report lists all successful updates to the vendor item price production files. The Vendor Item Price Error Exception Report lists all errors encountered during the update.

The system considers all errors encountered as fatal errors. This results in the system not updating the vendor item price production files.

Vendor Item Price Upload Reports

The following table identifies the vendor item price reports and when they are generated. Sample reports are presented on the next several pages.

Report Name	How Generated
Vendor Item Price Error Exception Report (PMTVPA3)	The system automatically generates this report when you run the <i>VIP work file batch update</i> option and there are errors that prevented the system from updating the vendor item price work files.
Vendor Item Price Error Exception Report (PMTVPA2)	The system automatically generates this report when you run the <i>Vendor item price batch update</i> option and there are errors that prevented the system from updating the vendor item price production files.
Vendor Item Price Audit Report	The system automatically generates this report when you run the <i>Vendor item price batch update</i> option. This report lists all successful updates to the vendor item price production files.

You can use both versions of the Vendor Item Price Error Exception Report to help you troubleshoot upload errors. Typically, such errors occur because of missing or improperly formatted upload data.

PMGVPA2 PMTVPA3
5/01/2000 9:00:00

Vendor Item Price Error Exception Report
Errors Preventing Updates to VIP Work Files
Data from the AMPTF Common Services File

PAGE 1

MEMBER PM001TEST2

TFTRGR = VIPERR
** Invalid Trigger Keyword for this operation. Data was not processed.

TFTRGR = VIPDERR
** Invalid Trigger Keyword for this operation. Data was not processed.

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

THESE RECORDS WERE NOT UPDATED TO PRODUCTION

HEADER:

Company	Vendor	Item Code	Size	Vendor Item	SIZE	UOM	Ld Tim	Cur
SOCAL	VENDOR1	FINS	DZ	FINS		BOX	.0	USD

Vendor Item Desc: FINS1

Fatal - Vendor is inactive or invalid.

DETAIL:

From Date	End Date	Qty Break	Price/Cost	SIZE	UOM	Ld Tim	Cur
1/01/2000	12/31/2000	150.0000	3.000000				

HEADER:

Company	Vendor	Item Code	Size	Vendor Item	SIZE	UOM	Ld Tim	Cur
SOCAL	RJPVENDOR	FINS	DZ	FINS				

Vendor Item Desc:

Fatal - Header record does not exist in production file. Record not updated.

DETAIL:

From Date	End Date	Qty Break	Price/Cost	SIZE	UOM	Ld Tim	Cur
7/01/1999	12/31/2000	10.0000	5.000000		CS	5.0	USD

HEADER:

Company	Vendor	Item Code	Size	Vendor Item	SIZE	UOM	Ld Tim	Cur
SOCAL	RJPVENDOR	FINS	DZ	FINS				

Vendor Item Desc: FINS2 CS

Fatal - Header record does not exist in production file. Record not updated.

DETAIL:

From Date	End Date	Qty Break	Price/Cost	SIZE	UOM	Ld Tim	Cur
1/01/1999	12/31/2000	100.0000	4.250000		CS	5.0	USD

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

PMGVPA PMTVPA
8/21/2000 9:00:00

Vendor Item Price Audit Report
Successful Updates to the Production Files

PAGE 1

LIBRARY: PMDBFA070D

HEADER:

Company	Vendor	Item Code	Size	Vendor Item	Size	UOM	Ld Tim	Cur	Act
-----	-----	-----	----	-----	----	---	-----	---	---
SOCAL	RJPVENDOR	SURFBOARD	EA	SURF2		BOX	1.0	USD	1
				Vendor Item Desc: SURF2					

HEADER:

Company	Vendor	Item Code	Size	Vendor Item	Size	UOM	Ld Tim	Cur	Act
-----	-----	-----	----	-----	----	---	-----	---	---
SOCAL	RJPVENDOR	SURFBOARD	EA	SURF1		BX	2.0	USD	1
				Vendor Item Desc: SURF1					

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

Understanding Error Messages

The following tables list the error messages that you may encounter in the Vendor Item Audit Report and Vendor Item Price Error Exception Report (PMTVPA3). The probable cause of each error is also given.

Report Title	Error Message and Meaning
Vendor Item Price Audit Report (PMTVPA)	No error messages—this report lists only successful updates to the vendor item price production files.
Vendor Item Price Error Exception Report (PMTVPA3)	<p>Invalid Trigger Keyword for this operation The TFTRGR field in the Common Services AMPTF file does not contain either VIPH for vendor item price header updates or VIPD for vendor item price detail updates.</p> <p>Invalid data in a numeric field Alphabetic characters exist in one or more numeric fields. Confirm that you are mapping correctly to the fields in the AMPTF file.</p>

The following tables list the error messages that you may encounter in the Vendor Item Price Error Exception Report (PMTVPA2). In addition, the probable cause of each error is given.

Report Title	Error Message and Meaning
Vendor Item Price Error Exception Report (PMTVPA2)	<p>Header record does not exist in the production file The vendor item price header record does not exist in the production file.</p> <p>Vendor is not associated with the company entered The vendor is not associated with your company or company group.</p> <p>Vendor is inactive or invalid The vendor either does not exist or is inactive.</p> <p>This header record already exists You are attempting to overwrite existing vendor item price header data.</p> <p>Exact detail information already exists You are attempting to overwrite existing vendor item price detail data.</p>

Report Title	Error Message and Meaning
Vendor Item Price Error Exception Report (PMTVPA2) - cont.	<p data-bbox="745 323 1341 396">Vendor item UOM cannot be converted to this item's stocking UOM</p> <p data-bbox="745 407 1373 506">The item's unit of measure you are uploading must have a valid conversion to the item's inventory unit of measure.</p> <p data-bbox="745 537 1122 569">Start date entered is not valid</p> <p data-bbox="745 579 1377 642">The date in the vendor item price detail <i>STR DATE</i> field is not valid.</p> <p data-bbox="745 674 1114 705">End date entered is not valid</p> <p data-bbox="745 716 1377 779">The date in the vendor item price detail <i>END DATE</i> field is not valid.</p> <p data-bbox="745 810 1300 842">Start date cannot be greater than End date</p> <p data-bbox="745 852 1373 915">The date specified in the <i>END DATE</i> field is earlier than the date specified in the <i>STR DATE</i> field.</p> <p data-bbox="745 947 1005 978">The price is required</p> <p data-bbox="745 989 1386 1052">The vendor item price detail record does not specify a price/cost.</p> <p data-bbox="745 1083 1092 1115">Company code is required</p> <p data-bbox="745 1125 1334 1188">The vendor item price record does not specify a company.</p> <p data-bbox="745 1220 1096 1251">Company code is not valid</p> <p data-bbox="745 1262 1330 1325">The company specified in the vendor item price record is not valid.</p> <p data-bbox="745 1356 1183 1388">User is not authorized to company</p> <p data-bbox="745 1398 1365 1461">Your user profile is not authorized to work with the specified company.</p> <p data-bbox="745 1493 1016 1524">Vendor ID is required</p> <p data-bbox="745 1535 1334 1598">The vendor item price record does not specify a vendor.</p> <p data-bbox="745 1629 1021 1661">Item code is required</p> <p data-bbox="745 1671 1352 1734">The vendor item price record does not specify an Item code.</p> <p data-bbox="745 1766 1024 1797">Item code is not valid</p> <p data-bbox="745 1808 1341 1871">The Item code specified in the vendor item price record is not valid.</p>

Report Title	Error Message and Meaning
	Unit of measure is required The vendor item price record does not specify a unit of measure.
	Unit of measure is not valid The unit of measure specified in the vendor item price record is not valid.
	Currency code is invalid The currency specified in the vendor item price record is not valid.

Vendor Item Price Work File Purge

You can use the *Purge VIP workfiles* option to read the vendor item price work files and purge the data based on your selections.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Supervisor Functions*
 - ▼ *Purge VIP workfiles* [PVIPW]

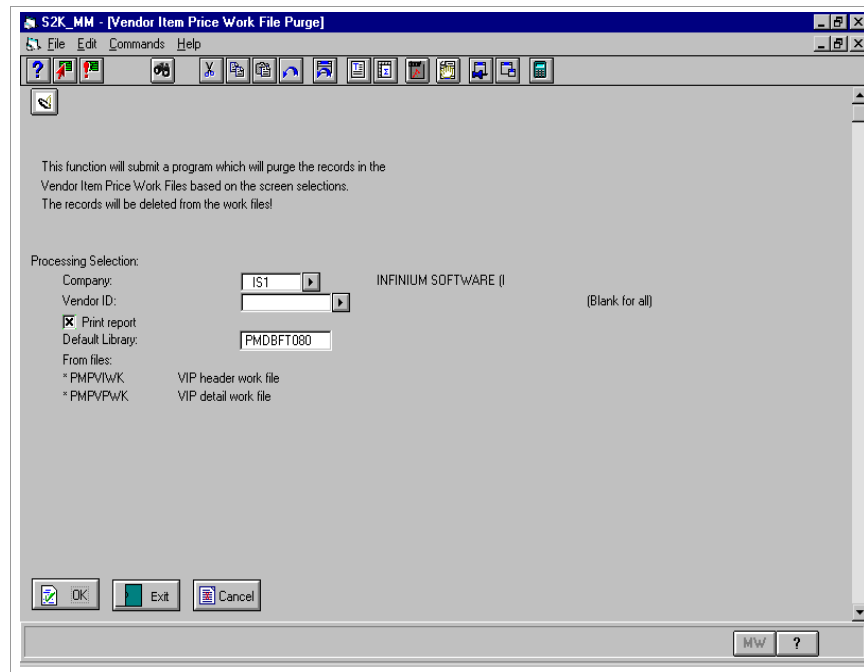


Figure D-9: Vendor Item Price Work File Purge prompt screen

Vendor Item Price Work File Purge Selections

You use this screen to specify the data to purge from the vendor item price work files (PMPVIWK and PMPVPWK) based on your selections. The system performs the data purge using a batch job.

Company

The system displays your default company in this field. This field is required.

You must have authority to the company you select in the *Company* field.

Vendor ID

Use this field to select and purge the data for a specific vendor. If you leave this field blank, the system purges all data for the specified company, regardless of vendor.

Print report

Use this field to specify whether to print the Vendor Item Price Purge Report. This report lists all data purged from the vendor item price work files. The system defaults **Y** in the *Print report* field.

Default Library

The system defaults the current **PMDBFAxxx** library for Infinium PM.

Both vendor item price work files (header and detail) must exist in the selected library.

Press F7 to submit the purge batch job. The system displays the following message:

Building submission...

Vendor Item Price Work File purge has been submitted to batch.

When the batch job completes, the system displays the following message:

Job xxx/user/VIP_PRG completed normally on MM/DD/YY at
HH:MM:SS.

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

A sample Vendor Item Price Purge Report is presented on the next page.

PMGVPA4 PMTVPA4
 9/17/2000 9:00:00

VENDOR ITEM PRICE WORK FILE PURGE REPORT
 PURGED WORK FILE RECORDS FOR COMPANY: SOCAL SOUTHERN CALIFORNIA

LIBRARY: PMDBFA070D
 HEADER: PMPVIWK

COMPANY	VENDOR	ITEM CODE	SIZE	VENDOR ITEM	SIZE	UOM	LD TIM	CUR	ACT
SOCAL	17	CA005				CN	.0		

** 17 VENDOR TOTAL

COMPANY	VENDOR	ITEM CODE	SIZE	VENDOR ITEM	SIZE	UOM	LD TIM	CUR	ACT
SOCAL	23	CA002				BOX	.0		

** 23 VENDOR TOTAL

COMPANY	VENDOR	ITEM CODE	SIZE	VENDOR ITEM	SIZE	UOM	LD TIM	CUR	ACT
SOCAL	BEACH	CA004				BG	.0		

** BEACH VENDOR TOTAL

COMPANY	VENDOR	ITEM CODE	SIZE	VENDOR ITEM	SIZE	UOM	LD TIM	CUR	ACT
SOCAL	LEAH2	BOOGIEBRD	EA			CS	5.0		

VENDOR ITEM DESC:

DZ .0

VENDOR ITEM DESC:

BOX .0

VENDOR ITEM DESC:

surfboard xx BX 2.0

** LEAH2 VENDOR TOTAL

4

COMPANY	VENDOR	ITEM CODE	SIZE	UOM	CUR	FROM DATE	END DATE	QTY BREAK	PRICE/COST
SOCAL	17	CA005			USD	01021993	31121993	1.0000	2.000000

** 17 VENDOR TOTAL

1

COMPANY	VENDOR	ITEM CODE	SIZE	UOM	CUR	FROM DATE	END DATE	QTY BREAK	PRICE/COST
SOCAL	BEACH	CA004			USD	01021993	01091993	1.0000	3.000000

** BEACH VENDOR TOTAL

1

*** TOTAL NUMBER OF RECORDS PURGED

9

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

Notes

Appendix E Maintaining the Item Warehouse File



The appendix consists of the following topics:

Topic	Page
Overview of Maintaining the Item Warehouse File	E-2
Understanding Item Warehouse Records	E-3
Creating and Updating an Item Warehouse Record	E-6
Copying Item Warehouse Records	E-39
System Specific Information	E-40

Overview of Maintaining the Item Warehouse File

Creating records in the Item Warehouse file enables you to establish location-specific information for items in your Raw Material/Resource and Product files that the system uses for specific functions.

The Infinium Purchase Management system retrieves information from this file for requisitions and purchase orders. The Infinium Inventory Control system retrieves information from this file for ABC Analysis, Reorder Point Processing, and Physical Inventory, and Infinium Advanced Planning uses this file's information for Master Production Scheduling (MPS) and Material Requirements Planning (MRP).

The structure of this appendix includes an overview of Item Warehouse records, detail on all of the Item Warehouse file screens and fields, and then a system specific section that identifies fields that are important to various applications.

Understanding Item Warehouse Records

You can create item warehouse records at three levels: entity, company, and company/warehouse. The system uses this information to differentiate items in functions, such as Reorder Point Processing (ROP) and ABC Analysis.

The Item Warehouse file is also part of the hierarchy the system uses to retrieve information for functions, such as the Reorder Point Processing minimum and maximum levels. For this function, the company/warehouse record is the lowest level and is the first place the system refers to when it searches for the type of validation to perform. If the system does not find the information it needs, it refers to the company level record, and finally it refers to the entity level record until it finds all the required information.

Some searches extend beyond the levels of the Item Warehouse file. Searches, such as storage index validation, include searching the Item Warehouse file first at all levels, and then searching the Infinium Cross Applications Control files starting with the warehouse level, then the company level, and finally the entity level. The system finally checks the Inventory Type file.

ABC Analysis is the only exception. ABC Analysis searches records only at the level of analysis you are performing.

Item Warehouse File Setup Examples

How you set up the Item Warehouse file depends on your business needs. For example, if the reorder quantity for PRODUCTX is 500 for all warehouses except two, you create a company level or entity level Item Warehouse record for PRODUCTX and specify 500 as the reorder quantity. For the two warehouse exceptions, you create company/warehouse level records where you specify different reorder quantities for that product.

As the following table indicates, you leave the *Company* and *Warehouse* fields blank to establish an entity record. Complete just the *Company* field to establish a company level item warehouse record, and complete both fields to establish company/warehouse level records.

Company	Warehouse	Item	Order Policy Quantity
		PRODUCTX	500

Company	Warehouse	Item	Order Policy Quantity
1		PRODUCTX	500
1	11	PRODUCTX	800
1	12	PRODUCTX	750

Reorder Point Processing

When you perform Reorder Point Processing (ROP), the system follows the company/warehouse, company, and entity hierarchy in the Item Warehouse file and performs ROP on all items at all levels.

In the following table, if the product APPLES is below its established minimum inventory, it will print on the ROP list for Company 1, Warehouse 12. PRODUCTX at the company and entity level will also print on the ROP list for Company 1, Warehouse 12. Because APPLES has no entity or company level record, you stock APPLES only at the company/warehouse level.

Company	Warehouse	Item	Order Policy Code	Order Policy Quantity
		PRODUCTX	1	500
1		PRODUCTX	2	500
1	11	PRODUCTX	2	800
1	11	ACORNS	1	250
1	12	PRODUCTX	3	0
1	12	APPLES	1	300
2		PRODUCTX	3	0
2	11	PRODUCTX	1	200

If you create an item warehouse record at the company level, the system assumes that all warehouses associated with that company stock that item. If you create an entity level record, the system assumes that all warehouses at all companies stock the item. Using the item warehouse hierarchy, you can create item warehouse records and define criteria that apply to all companies and/or all warehouses and then establish additional company/warehouse records for any exceptions you have to that criteria.

You can establish that an item uses ROP (1 or 2 in the *Order Policy Code* field), or does not use ROP (3 in the *Order Policy Code* field), for all companies or within all warehouses within a company. You can then define

exceptions using the appropriate Order Policy code in conjunction with the company/warehouse/item combination that you determine.

In the above table for example, PRODUCTX uses ROP at the entity level (blank company - in all companies, and blank warehouse - in all warehouses) with an order policy quantity of 500.

However, there are several item warehouse records established for PRODUCTX that contain exceptions to the blank company and blank warehouse record. At Company 1, you create an item warehouse record with an Order Policy code of 2. Another item warehouse record created for PRODUCTX is for Company 1, Warehouse 11 and uses an Order Policy code of 2, and an Order Policy quantity of 800. PRODUCTX in Warehouse 12 at Company 1 has reorder point set to off with an Order Policy code of 3 and an order policy quantity of 0.

At Company 2, ROP for PRODUCTX is off for all warehouses within the company. The exception within Company 2 is that ROP is on for PRODUCTX in Warehouse 11. If no further exceptions occur, the system will not use reorder point processing for any other product in Company 2 except PRODUCTX.

ABC Analysis

ABC Analysis uses a different approach. To use ABC Analysis, you must create item warehouse records at the level at which you want the analysis performed. For example, if you request ABC Analysis at the entity level, the system includes only those items in the Item Warehouse file that have no company or warehouse assigned to them, such as PRODUCTX in the previous examples. If you want an analysis performed at the company/warehouse level, items you want to include must have a company and warehouse assigned to them.

You must first establish products or raw materials/resources in the Product or Raw Material/Resource files using options in Infinium Cross Applications before you can include those items in the Item Warehouse file.

Creating and Updating an Item Warehouse Record

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 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 menu path below.

- ▶ Infinium IC
- ▶ *Inventory Control*
 - ▼ *Work with Item Warehouse [WWIW]*

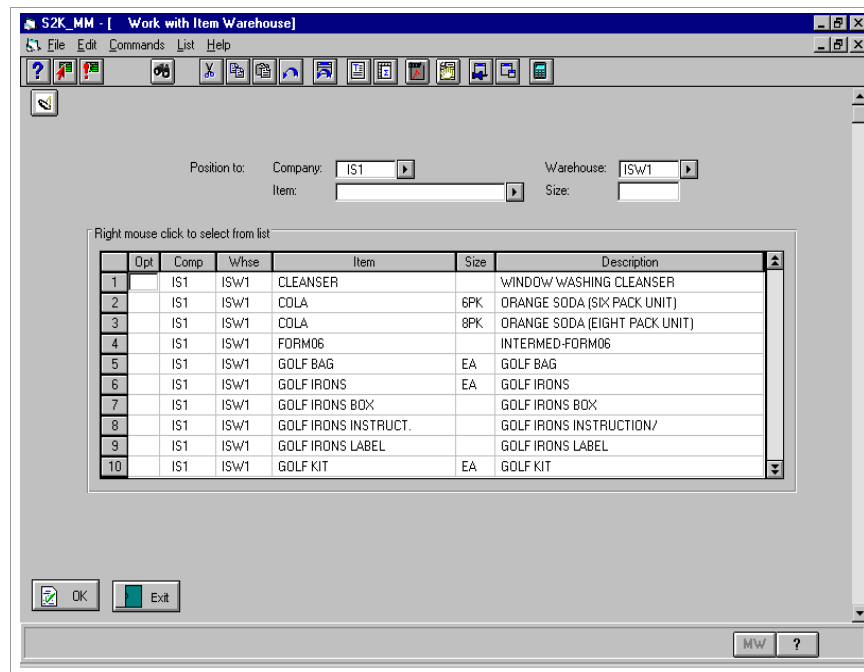


Figure E-1: Work with Item Warehouse selection screen

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.

Press F6 to create an Item Warehouse record after completing your entries. You can create records at three levels by making entries in the *Company*, *Warehouse*, and *Item* fields shown in the following table.

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

Item Warehouse File Attributes

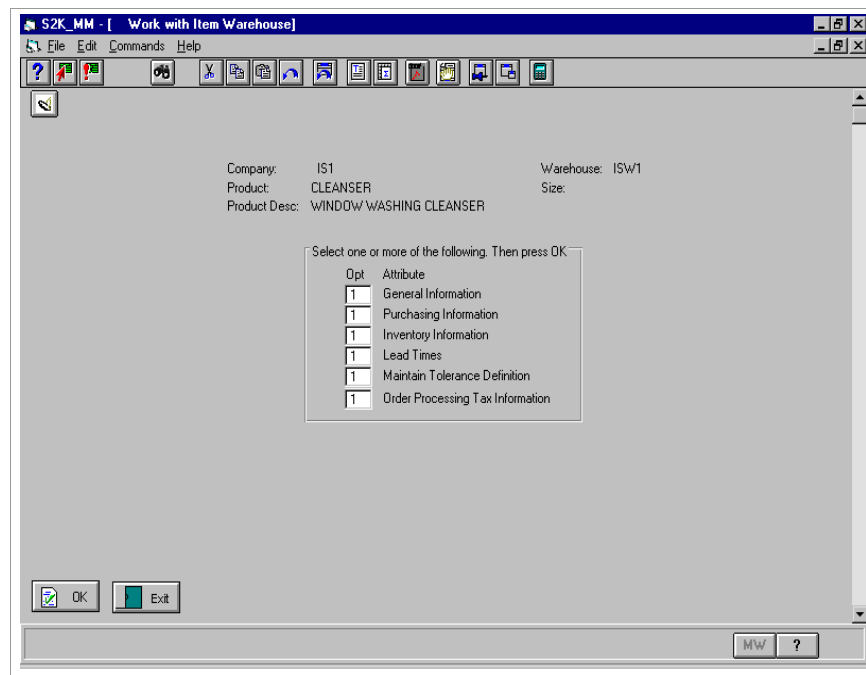


Figure E-2: Work with Item Warehouse Attribute selection screen

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

The Order Processing Tax Information attribute pertains to Infinium Order Processing and displays only if the *Integrate OP with Global Taxation* field is \surd in the *Work with Entity* option in Infinium Cross Applications.

You determine the preselected 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.

General Information

The system displays this screen when you select the General Information attribute from the Work with Item Warehouse Attribute selection screen.

The screenshot shows a software window titled "S2K_MM - [Work with Item Warehouse]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main content area is titled "General Information" and contains several input fields and checkboxes. The fields are: Company (IS1), Warehouse (ISW1), Product (CLEANSER), Product Desc (WINDOW WASHING CLEANSER), Product Class Type (dropdown), Product Sub Class (dropdown), Global Tax Rate Code (dropdown), Daily Capacity (text field), Daily Capacity Unit of Measure (dropdown), Order Strategy (ROP dropdown), MPS Format (dropdown), and Lot Size Technique (dropdown). There is a checked checkbox for "Critical Resource". At the bottom left are "OK" and "Exit" buttons. At the bottom right are "MW" and "?" buttons.

Figure E-3: Work with Item Warehouse General Information screen

Product Class Type

Product class type is a code type. In the Infinium Cross Applications, *Work with Code Tables* option, you create code values for this code type. You can use product class types to narrow the scope of a physical inventory.

Product Sub Class

This field is for future use.

Daily Capacity

You use the *Daily Capacity* field to assign daily maximum usage to resources and raw materials. Infinium Advanced Planning uses this information to determine whether an item has exceeded capacity when you run the Resource Load Summarization report.

Infinium Advanced Planning also uses this information to compare the requirements of raw materials and resources selected on your Master Production Schedule (MPS) and Material Requirements Plan (MRP) to their daily capacity. This ensures that raw materials and resources are available and have not exceeded their daily capacity usage.

Daily Capacity Unit of Measure

You define the unit of measure for the daily capacity here. Press F4 to search for valid entries.

Order Strategy

Order strategy determines how you replenish this raw material, resource, or product. Your options include reordering this item through purchasing requisitions, planning to manufacture this item, or planning to schedule or order this item through an MPS. All MPS and MRP functions reside in Infinium Advanced Planning.

The following information explains how to define this field:

- | | | |
|----------|-----|---|
| 1 | MPS | Type 1 in this field to establish the order strategy as MPS. The system places items that you establish as MPS on the MPS and orders them through the MPS system. The MPS then feeds this item to the MRP system to determine the quantities of components to order and schedule. You establish end items with a MPS setting. |
| 2 | MRP | Type 2 in this field to establish the order strategy as MRP. The system plans, |
-

schedules, and orders items that you define as MRP through the MRP system. The MRP system determines the quantities of components or items you should order and schedule. You establish intermediate items and components with a MRP setting.

3	ROP	Type 3 in this field to establish the order strategy as ROP. The system orders items that you establish as ROP only through the ROP system. Reorder Point Processing is a module within Infinium Inventory Control. The ROP system orders stock when you generate ROP purchase requisitions. You can feed purchase requisitions that you create in the ROP system directly to Infinium Purchase Management. The ROP system can also generate ROP transfer requisitions for material that you need to restock at a central supply warehouse.
----------	-----	--

Example

Assume you are a manufacturer and distributor of cakes and pies. You frequently order cake tins so you can ship cakes, but you do not manufacture cake tins. You would define a cake tin as a ROP item.

You create various types of cakes and pies, such as Derby pie. So Derby pie would be a MPS item since it is something you schedule as demands dictate.

Pecans, a relatively expensive ingredient in Derby pies, are a requirement for creating a Derby pie. So pecans are an MRP item that you would purchase as needed for pie manufacturing requirements.

MPS Format

If you set the *Order Strategy* field to **1**, MPS, you use the *MPS Format* field to further define how Infinium Advanced Planning's MPS system calculates order requirements.

1	Leveling	The system totals and averages the suggested reorder quantities from all the time periods you define in the MPS. The average becomes the reorder quantity for each period.
----------	----------	--

- 2 Chase The system reorders the forecast quantity you establish in Infinium Advanced Planning.
- 3 Lot Size The system reorders material based on the lot size technique you define in the next field.

Lot Size Technique

If you type 3 in the *MPS Format* field, you use the *Lot Size Technique* field to define the lot size method Infinium Advanced Planning should use. The following choices are available:

- 1 Lot for Lot When you use lot-for-lot, the MPS system generates planned orders in quantities equal to the net requirements within each time period.
- 2 Fixed Order Quantity With fixed order quantity, the MPS system generates planned or actual orders for a predetermined fixed quantity. This quantity is the one you define in the *Order Policy Quantity* field. The *Order Policy Quantity* field is on the Work with Item Warehouse Inventory Information screen 2 within the *Work with Item Warehouse* option.
- 3 Lot for lot with min/ max This method is similar to lot-for-lot except that the MPS system must order at least a minimum quantity which is what you define in the *Order Policy Quantity* field. The *Order Policy Quantity* field is on the Work with Item Warehouse Inventory Information screen 2 within the *Work with Item Warehouse* option.

Also, the order quantity cannot exceed a maximum quantity. You establish this by making an entry in the *Maximum Reorder Quantity* field. This field is also on the Work with Item Warehouses Inventory Information screen 2 within the *Work with Item Warehouse* option.

- 4 User Exit Use this field if you plan on interfacing to a lot size program other than Infinium Software's.
-

Critical Resource

If this item is a critical resource, type **Y** in this field. Infinium Advanced Planning, Infinium Formula Management, and Infinium Manufacturing Control recognize critical resources. With Infinium Advanced Planning's Rough Cut Capacity Requirements report, you can use critical resources as a print selection criteria.

Press **F21** to add or change user-defined fields established for the Item Warehouse file. If the system requires any of these fields and you do not make an entry in them, the User-defined Fields screen displays after the last attribute screen you selected. You must complete all required fields before saving and exiting this file.

The *Global Tax Rate Code* field only displays if the *Integrate OP with Global Taxation* field in Infinium Cross Applications is set to **Y**. Use the *Global Tax Rate Code* field to define the appropriate Global Tax Rate code for tax purposes in Infinium Order Processing.

Purchasing Information

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

The screenshot shows a software window titled "S2K_MM - [ork with Item Warehous]". The window contains a "Purchasing Information" form. The form fields are as follows:

Company:	IS1	Warehouse:	ISW1
Product:	CLEANSER	Size:	
Product Desc:	WINDOW WASHING CLEANSER		
Inventory Unit of Measure:	EA		
Department Code:	[dropdown]		
<input type="checkbox"/> Inspection Required			
Vendor:	[dropdown]		
Primary Vendor:	[dropdown]		
Buyer Sort Code:	[dropdown]		
Item Revision Level:	[text]		
<input checked="" type="checkbox"/> Purchasing Tax Default			
Tax Authority Default:	[dropdown]		
Rate Code Default:	[dropdown]		
<input checked="" type="checkbox"/> Recoverable			
Tax Category Code Default:	[dropdown]		

At the bottom of the window are "OK" and "Exit" buttons. The status bar at the very bottom contains "MW" and a question mark icon.

Figure E-4: Work with Item Warehouse Purchasing Information screen

The purchasing information you define on this screen establishes 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 Purchase Management. If you leave the *Purchasing Unit of Measure* field blank (this field is only input capable 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 Purchase Management.

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 Purchase Management 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 Purchase Management. 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 Purchase Management. You must take inspections through the *Inspections* menu in Infinium Purchase Management.

Vendor

The vendor you specify in this field defaults to any purchase order or requisition detail line in Infinium Purchase Management 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 Purchase Management.

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 Purchase Management. Type **Y**, Yes, to indicate a taxable status or **N**, No, to indicate an exempt status. If this field is No, the system does not create a tax additional charge record in Infinium Purchase Management 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 Purchase Management.

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 so it can default it into the Infinium Purchase Management 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 will default **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 Purchase Management. 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 Tax Rate code to obtain tax distribution accounts for the invoice. 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 detail line item in Infinium Purchase Management. 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 will leave 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 Purchase Management.

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 Purchase Management. 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 value defaults onto the Additional Charge Maintenance screen in Infinium Purchase Management.

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.

Inventory Information

The system displays the Work with Item Warehouse Inventory Information screen 1 when you select the Inventory Information attribute from the Work with Item Warehouse Attribute selection screen.

Figure E-5: Work with Item Warehouse Inventory Information screen 1

On this screen you specify how the system should validate storage indexes and capacities for a particular item.

Generally, you type validation criteria for individual items only if the type of validation to be performed for the item is different from the type of validation specified by your entries in the *Work with Warehouse Controls*, *Work with Company Controls*, and *Work with Entity Controls* options on the Infinium Cross Applications *Control Files* menu. Remember, you define storage indexes in the Infinium Cross Applications *Master Files* menu using the *Work with Storage Index* option.

The system follows a hierarchy to determine the type of storage index validation to perform when you add items to inventory.

The system looks at the validation parameters established at the company/warehouse level in the Item Warehouse file first. If the storage index parameter is 1 or 2, the system refers to the Inventory Type file in Infinium Inventory Control. If the validation controls in the Item Warehouse file are blank, the system looks at the Infinium Cross Applications Control

files at the warehouse, company, and entity levels. Refer to the Storage Index Validation diagram for more information.

When validating storage indexes and capacities, the system follows the warehouse, company, entity hierarchy. If a validation control field is blank, the system moves up the hierarchy. For example, if a storage validation field in the Warehouse file is blank, the system looks at the Company file. If a storage validation field in the Company file is blank, the system looks at the Entity file. However, if at any level in the control files the storage index parameter is **1** or **2**, the system refers to the Inventory Type file in Infinium Inventory Control. If a storage index validation field is **3** at any level, the system does not validate storage indexes.

For more information on storage index validation, refer to the “Understanding Storage Index Validation” appendix.

Storage Index Validation

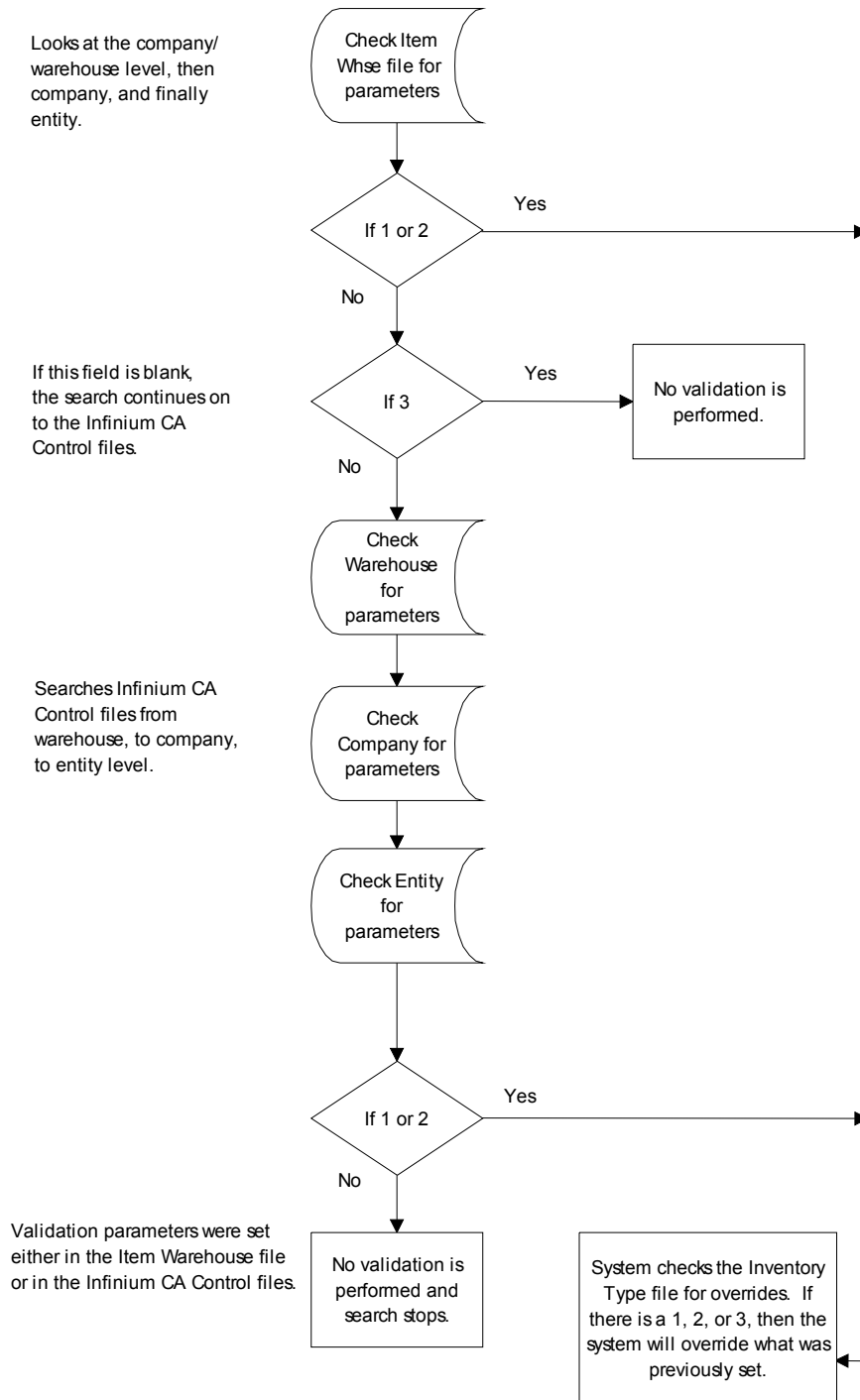


Figure E-6: Storage Index Validation

Planner Code

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

You use Planner codes to group items for ROP for manufactured goods. Infinium MP also uses Planner codes. You can use Planner codes to narrow the scope of a MPS or to selectively run reports on specific planner identifiers.

Product Family/Class

Infinium Software programs do not use this field at this time.

Inventory Cycle Code

You create Inventory Cycle codes using the **ICY** code in the *Work with Code Tables* option in the *Code Files* menu in Infinium Cross Applications.

Inventory Cycle codes allow you to group items for cycle counting within Physical Inventory. You do this by defining your physical inventory selection criteria to include the *Cycle Code* field. The *Physical Inventory* menu is in Infinium Inventory Control.

Default Storage Index

You can create a default storage index for this item for inventory purposes. You can override this value. Press F4 on this field to select other valid storage index locations.

The system uses default storage indexes on inventory transactions involving different companies.

The system validates the *Default Storage Index* field according to the storage index hierarchy. Use the Storage Index Validation diagram on the previous page to understand this hierarchy.

Material/Warehouse Combination

Use this field to restrict an item from being stored or ordered in a warehouse. To prevent an item from being stored or ordered within other warehouses, set this field to 1 or 2 at the Infinium Cross Applications Control files.

For example, you can only order and stock product XYZ at warehouse 11. Set the *Material/Warehouse Combination* field at the Infinium Cross Applications Control files to 1 or 2. The system will then validate to verify an item warehouse record exists for the warehouse entered. This prevents you from creating item warehouse records for material/warehouse exceptions.

The following are valid entries for this field:

- | | | |
|---|------------|---|
| 1 | Validation | If you enter an invalid material for a warehouse or vice versa, the system prevents you from continuing until you correct the entry with a valid warehouse. |
| 2 | Warning | If you enter an invalid material for a warehouse or vice versa, the system displays a warning message. You can continue by updating or by pressing Enter. |
| 3 | No | No validation or warning occurs. |

Lot Control

Lot control is a way of managing batches or production runs by storing inventory so that you always know what batch or production run created this item.

Before you consider lot control on the Item Warehouse file, be sure you understand what lot control is and how it works.

Overview of Infinium Cross Applications Lot Control Setup

Before you can use lot control at the item level, you must set controls in Infinium Cross Applications for an overall approach to lot control.

If you use Infinium Manufacturing Control, the following applies:

- If you plan to have the system automatically insert a batch number on the Filling Information screen for lot number, do not leave 0 in this field.
 - If you want to use the batch number as the lot number, do not type 2 in this field for the second storage index because the batch number has more characters than this field allows. The second storage index field only allows for 8 positions and the batch number is 12 positions.
 - If you use Infinium Purchase Management, the following applies:
 - If you plan to have the system automatically assign the lot number in receiving, do not type 2 in the *Field to be used for Lot Number* field. The lot number has more characters than this field allows. The automatically generated lot number is 12 positions and the second storage index field is 8 positions.
-

- If you plan to have the system automatically assign the lot number in receiving, do not leave 0 in this field.

Also on the Inventory Information screen 1 in the Entity Control file in Infinium Cross Applications, type the storage index validation method in the *Lot Controlled* field. When you use lot control, you must define storage index validation using the *Lot Controlled* field.

For example, you decide to use the first storage index field for lot control. You should type 1 in the *Field to be used for Lot Number* field. Type 2 in the *Lot Controlled* field to have the system validate this field with a warning message. Therefore, the validation for the *First Part of Storage Index* field should be blank because the *Lot Controlled* field controls the validation since you are using the first storage index field as the lot control field.

Item Level Lot Control

Lot Controlled

The *Lot Controlled* field on the Item Warehouse file further defines lot control. Here you determine if this particular item should be under lot control or not.

You define the lot controlled part of the storage index in Infinium Cross Applications.

The following are valid entries for this field:

- | | | |
|----------|------------|---|
| 1 | Validation | If you leave the storage index field specified for lot control blank, the system prevents you from continuing until you correct the entry with a valid location. |
| 2 | Warning | If during a transaction you leave the storage index field designated for lot control blank, the system displays a warning message. You can continue by updating or pressing Enter . |
| 3 | No | No validation or warning occurs. |

First Part of Storage Index, Second Part of Storage Index, Third Part of Storage Index

Use the following codes to indicate the type of storage index validation the system is to perform for the first, second, and third part of the Storage Index code.

The following are valid entries for this field:

- | | | |
|----------|------------|---|
| 1 | Validation | If you enter an invalid storage index, the system prevents you from continuing until you correct the entry with a valid Storage Index code. |
| 2 | Warning | If you enter an invalid storage index, the system displays a warning message. You can continue by updating or pressing Enter . |
| 3 | No | No validation or warning occurs. |

Storage Index Capacity

Use the following codes to indicate the validation that the system is to perform for this item warehouse record, if a transaction results in a quantity that exceeds the storage index capacity defined in the *Work with Storage Index* option on the Infinium Cross Applications *Master Files* menu.

- | | | |
|----------|------------|---|
| 1 | Validation | If you make an entry that exceeds capacity in a storage index location, the system prevents you from continuing until you correct the entry with an acceptable storage index with available capacity. |
| 2 | Warning | If you make an entry that exceeds capacity in a storage index location, the system displays a warning message. You can continue by updating or pressing Enter . |
| 3 | No | No validation or warning occurs. |

Store by Product

Use the following codes to indicate the type of Product code validation the system should perform for this item warehouse record. The system performs validation against the Storage Index file in Infinium Cross Applications.

- | | | |
|----------|------------|---|
| 1 | Validation | If you enter an incorrect storage index, the system requires you to correct the entry with a valid storage index before continuing. |
| 2 | Warning | If you enter an incorrect storage index, the system displays a warning message. You can continue by updating or by pressing Enter. |
-

- 3 No No validation or warning occurs.

Store by Storage Type

Use the following codes to indicate the type of storage type validation the system should perform for this item warehouse record.

- 1 Validation If you enter an invalid storage index type, the system requires you to correct the entry with a valid storage index before proceeding.
- 2 Warning If you enter an invalid storage index type, the system displays a warning message. You can continue by updating or pressing Enter.
- 3 No No validation or warning occurs.

Storage Type

You create storage types using the **SIT** code in the *Work with Code Tables* option in the *Code Files* menu in Infinium Cross Applications. Type a valid code or press F4 to search for and select a Storage Type code for this item.

Press Enter to continue.

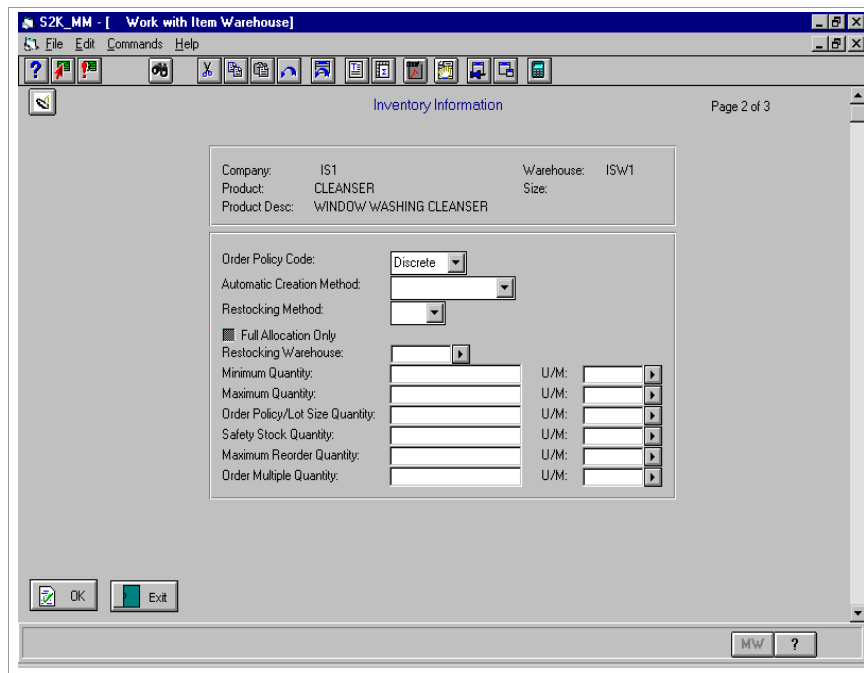


Figure E-7: Work with Item Warehouse Inventory Information screen 2

The following table explains how the system uses some of the fields on this screen, based on your entries in the *Order Policy Code*, *Automatic Creation Method*, and *Restocking Method* fields.

Field Condition	Impact When You Perform Reorder Point Processing	Impact on the Work with Item Warehouse Inventory Information Screen 2
<p><i>Order Policy Code</i> = 1 (Ord Pol)</p> <p>If the <i>ROP Processing Used</i> field in Infinium Inventory Control is Y and the <i>Order Strategy</i> field on the General Information screen is 3, you must complete the <i>Order Policy Code</i> field.</p>	<p>If available quantity is less than or equal to minimum quantity, the system uses the order policy quantity as the order or transfer quantity. This is sometimes called a straight reorder point method, since a constant amount is always ordered.</p>	<p>The system requires entries in the following fields: <i>Automatic Creation Method</i>, <i>Restocking Method</i>, <i>Order Policy/Lot Size Quantity</i>, and <i>Minimum Quantity</i>.</p>
<p><i>Order Policy Code</i> = 2 (Avail)</p>	<p>If available quantity is less than or equal to minimum quantity, the system calculates order or transfer quantity as maximum quantity minus available. This is sometimes called an order-up-to reorder point method, since the amount ordered is always the amount needed to maintain a specific inventory level.</p>	<p>The system requires entries in the following fields: <i>Automatic Creation Method</i>, <i>Restocking Method</i>, <i>Maximum Quantity</i>, and <i>Minimum Quantity</i>.</p>
<p><i>Order Policy Code</i> = 3 or blank (Discrete)</p>	<p>The system omits this item from reorder point calculations.</p>	<p>None</p>

Field Condition	Impact When You Perform Reorder Point Processing	Impact on the Work with Item Warehouse Inventory Information Screen 2
<i>Automatic Creation Method</i> = 1 (Create)	<p>If you need a purchase or transfer requisition, the system creates a requisition in Infinium Purchase Management when you generate the ROP.</p> <p>If Infinium Advanced Planning suggests to order or manufacture an item and the <i>Automatic Creation Method</i> field contains 1, the system generates the Infinium Purchase Management requisition or creates the Infinium Manufacturing Control batch.</p> <p>The system determines whether it makes a batch or a requisition depending on if the needed item is a purchased product, raw material, manufactured product, or intermediate. For purchase products and raw materials, the system creates requisitions. For manufactured products and intermediates, the system creates batches.</p>	None

Field Condition	Impact When You Perform Reorder Point Processing	Impact on the Work with Item Warehouse Inventory Information Screen 2
<i>Automatic Creation Method = 2</i> (send to Work File)	<p>If you need an ROP purchase or transfer requisition, the system creates a suggested requisition in an Infinium Inventory Control Work file. You can modify, delete, or create an Infinium Purchase Management requisition from the suggested requisition using the <i>Work with Suggested Requisitions</i> option.</p> <p>If Infinium Advanced Planning suggests to order an item or create a batch, the system creates a record in an Infinium Advanced Planning Work file. This Work file contains information that you can later send to Infinium Purchase Management or Infinium Manufacturing Control using the <i>Maintain MPS</i> or the <i>Maintain MRP</i> options.</p>	None
<i>Restocking Method = 1</i> (PUR)	<p>With this setting the system will create a purchase requisition. If available quantity is less than or equal to minimum quantity, this item prints on the Reorder: Purchased Product report. Depending on your other entries, the item may also print on an actual or suggested purchase requisition.</p>	None

Field Condition	Impact When You Perform Reorder Point Processing	Impact on the Work with Item Warehouse Inventory Information Screen 2
<i>Restocking Method = 2</i> (Trnf)	<p>With this setting the system will create a transfer requisition in Infinium Purchase Management. If available quantity is less than or equal to minimum quantity, this item prints on the Reorder: Transfer Products report. Depending on your other entries, the item may also print on an actual or suggested transfer requisition.</p> <p>The system uses the <i>Restocking Warehouse</i> field value as the From warehouse on the requisition. If you indicate to allow only full allocations, the system does not create the transfer requisition if the available inventory at the restocking warehouse is less than the transfer quantity.</p>	<p>The system requires entries in the <i>Full Allocation Only</i> and <i>Restocking Warehouse</i> fields.</p> <p>Because the restocking warehouse must be in the company you specify on the first screen, you must complete the Work with Item Warehouse Inventory Information screens for transfer items at the company and/or warehouse level rather than the entity level.</p>
<i>Restocking Method = 3</i> (Mfg)	<p>If available quantity is less than or equal to minimum quantity, this item prints on the Reorder: Manufactured Products report.</p>	None

Full Allocation Quantity

Use this field to allow transfers of this item to take place even if the quantity available is less than the transfer quantity.

If you type **N** in this field, the system allows partial transfers and backorders the remaining quantities. If you type **Y** in this field, the system does not allow transfers to occur if the quantity available is less than the transfer quantity. The system backorders the entire quantity.

This field applies only when the restocking method is transfer or **2** in the *Restocking Method* field.

Restocking Warehouse

If your entry in the *Restocking Method* field is **2**, you must enter a valid warehouse in this field. This defines the warehouse to restock from when inventory is low.

If you specify a restocking warehouse, it must be a warehouse that belongs to the company identified at the top of the Work with Item Warehouse Inventory Information screen 2. You cannot type a restocking warehouse for an entity-level Item Warehouse file record.

Minimum Quantity

Type the value that represents the minimum quantity that this material should reach before you restock it.

In the Infinium Advanced Planning Control files, if you set the *Suggest When Available Less Than* field to minimum, the system will suggest replenishing inventory when available inventory falls below minimum in a given time period.

Reorder Point Processing also uses minimum quantities to suggest purchase requisitions, transfers, or batch production for items whose available inventory is less than or equal to the minimum quantity.

Maximum Quantity

Type the value that represents the maximum quantity of this item that should be in inventory. The system uses maximum quantities in Infinium Inventory Control. Maximum quantities print on the Min/Max Exception and Status/Exception by Number of Containers reports.

Infinium Advanced Planning prints maximum quantity information on the Product Requirements report.

Reorder Point Processing also uses maximum quantities. If an item has an *Order Policy Code* of **2**, then Reorder Point Processing uses the value in the *Maximum Quantity* field to calculate the order or transfer quantity. The system checks to see if the available quantity is less than or equal to the minimum quantity. Then the system calculates the order or transfer quantity as the maximum quantity minus the available quantity.

Order Policy/Lot Size Quantity

Complete this field only if you type **1** in the *Order Policy Code* field. The system uses this quantity for reorder point calculations in ROP.

In Infinium Advanced Planning, the system uses this quantity if the *MPS Lot Size Technique* field is set to fixed order quantity or lot for lot with

minimum/maximum. The system also uses this amount to calculate planned orders for MRP and suggested orders for MPS.

Safety Stock Quantity

Use this field to establish the item quantity you plan to have in inventory to protect against fluctuations in demand. To ensure that the system maintains the safety stock, the system subtracts the safety stock from inventory before any restocking calculations are performed.

ROP can calculate available inventory with safety stock if you define the system to do so in ROP. You do this by typing Y in the *Subtract Safety Stock* field using the *Create Reorder Point Requirement* option.

Infinium Advanced Planning can also use safety stock with MRP and MPS calculations. In the Infinium Advanced Planning Control files, you determine if you set the *Include Safety Stock* field to MPS, MRP, or both.

Maximum Reorder Quantity

Infinium Advanced Planning uses this value for the MPS when you type 3, lot for lot with minimum/maximum, in the *Lot Size Technique* field in the Infinium Advanced Planning Control files or in the Item Warehouse file.

MRP also uses this value if you define lot for lot with minimum/maximum. The quantity you type in this field is the maximum quantity the system suggests for each time bucket in Infinium Advanced Planning.

Order Multiple Quantity

Type the quantity you want the system to order in multiples of when the system suggests an order from MPS or MRP. The system orders by multiples of this quantity when you establish the *Order Strategy* as MPS or MRP and you set the *MPS Format* field to Lot Size.

The system also uses this field when you set the *Lot Size Technique* field to fixed order quantity. The *MPS Format* and *Lot Size Technique* fields are in the Infinium Advanced Planning Control files, as well as the Item Warehouse file.

Press Enter to continue.

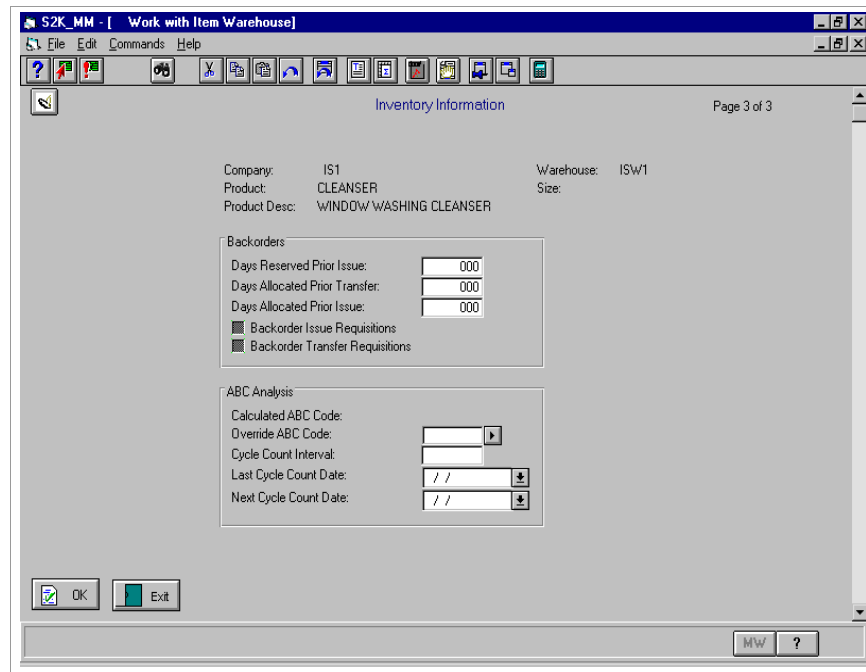


Figure E-8: Work with Item Warehouse Inventory Information screen 3

Use this screen to define back order and ABC Analysis information.

Days Reserved Prior Issue

This field is for future use.

Days Allocated Prior Transfer

When you process a transfer requisition for this item in Infinium Purchase Management, the system determines when to allocate the stock by subtracting the number of days you define in this field from the need date you enter on the transfer requisition detail line.

If this field contains zero, the system allocates stock for this item immediately when you enter it on a transfer requisition detail line.

Days Allocated Prior Issue

When you process an issue requisition for this item in Infinium Purchase Management, the system determines when to allocate the stock by subtracting the number of days you define in this field from the need date you enter on the issue requisition detail line.

If this field contains zero, the system allocates stock for this item immediately when you enter it on an issue requisition detail line.

Backorder Issue Requisitions

Use this field to establish a default for this item as to whether the system should create a backorder when an issue requisition is pick verified with insufficient available inventory. The available inventory is insufficient if it does not satisfy the quantity on the issue requisition. Only Infinium Purchase Management uses this field.

Backorder Transfer Requisitions

Use this field to establish a default for this item as to whether the system should create a backorder when a transfer requisition is pick verified with insufficient available inventory.

The system defaults the value you type in this field into the *BO Y/N* field on the Ship Transfer Orders screen in Infinium Inventory Control. You can override this value.

ABC Analysis

ABC Analysis updates the *Calculated ABC Code*, *Cycle Count Interval*, and *Next Cycle Count Date* fields. You can override any of these fields except the *Calculated ABC Code* field; however, you can make an entry in the *Override ABC Code* field and the system uses that value instead of the Calculated ABC code for cycle counts.

You must establish item warehouse records at the level at which you want the system to perform ABC Analysis. For example, if you set up an ABC Analysis to include company level records, the system includes only records established at the company level in the analysis.

Override ABC Code

Type a valid override ABC code defined for your system. Or, press F4 to search for and select a valid code. You can use override ABC codes as selection criteria for ABC Analysis. You establish ABC codes through the *Work with Code Tables* option using the code type **ABC** in Infinium Cross Applications.

Cycle Count Interval

Type the number of days in a cycle for this item. The cycle count interval value assigned through ABC Analysis will override this value once you run ABC Analysis.

Last Cycle Count Date

Type the last date cycle counting occurred for this item warehouse record. Use the date format established for your system in the *Work with Entity Controls* option in the Infinium Cross Applications *Control Files* menu. The system will use this date for physical inventories you conduct based on cycle count date.

Next Cycle Count Date

Use this field to override the next cycle count date the system assigned to this item warehouse record through ABC Analysis. Use the date format established for your system in the *Work with Entity Controls* option in the Infinium Cross Applications *Control Files* menu.

Press Enter to continue.

Lead Times

The system displays this screen when you select the Lead Times attribute from the Work with Item Warehouse Attribute selection screen.

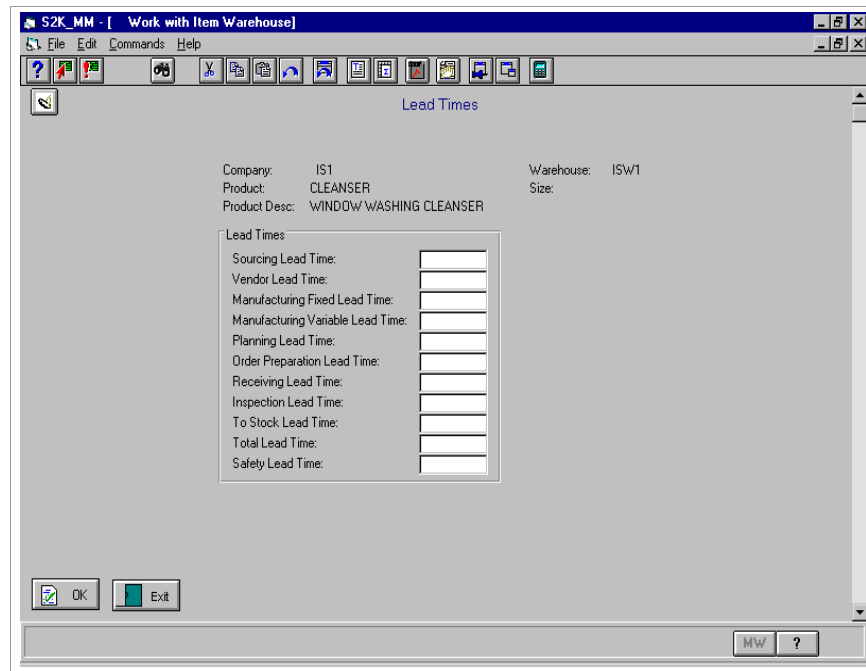


Figure E-9: Work with Item Warehouse Lead Times screen

The system uses your entries on this screen to calculate the number of lead time days used for master production scheduling, material requirements planning, reorder point processing, and purchase order processing.

Your entries in the *Work with Lead Time Control* option in Infinium Cross Applications determine how the system uses these values. In the *Work with Lead Time Control* option you define a matrix indicating the lead times that you want to use for MPS, MRP, ROP, and Infinium Purchase Management.

Sourcing Lead Time

Type the number of days required to restock this item in this field.

Vendor Lead Time

Type the number of days required by the vendor to supply this item in this field.

Manufacturing Fixed Lead Time

Manufacturing fixed lead time refers to the number of days required before you produce a batch to replenish inventory for this Item Warehouse file record. You cannot change this value once you save this record.

Manufacturing Variable Lead Time

Manufacturing variable lead time refers to a flexible time frame that you require before you produce a batch to replenish inventory for this Item Warehouse file record.

Planning Lead Time

Type the number of days required to plan to replenish this item in this field.

Order Preparation Lead Time

Type the number of days required to prepare an order in this field.

Receiving Lead Time

Type the number of days required to receive this item into inventory in this field.

Inspection Lead Time

Inspection lead time refers to the time frame required to evaluate the quality of materials prior to using or selling them.

To Stock Lead Time

To stock lead time determines the number of days required to stock inventory for this item.

Total Lead Time

Type the total number of days of lead time required for this item warehouse record.

Safety Lead Time

The system will add the value you type in this field to the normal lead time. You use this field to increase the lead time in order to complete an order in advance of its date. This guards against fluctuations in lead time as you manufacture and fill the order.

Press Enter to continue.

Tolerances

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

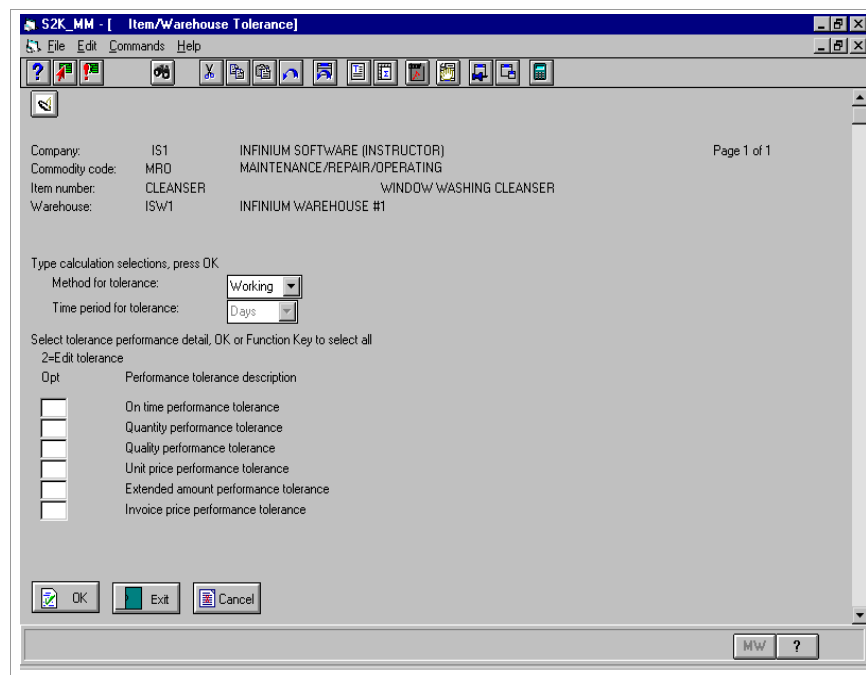


Figure E-10: Item/Warehouse Tolerance selection screen

Tolerances are important in controlling the purchasing cycle. Tolerances enable you to set limits for various areas within Infinium Purchase Management to determine whether you accept or reject goods. The system also uses tolerances with invoice matching.

When you establish tolerances, you indicate whether the time period covers only working days or all calendar days, and you define the time period the tolerance is in effect. You establish working days for each company in the *Work with Calendar* option in the Infinium Cross Applications *Code Files* menu.

You define each tolerance as follows:

- A level (for example, time period or quantity)
- An action to take if the level is exceeded
- A message to be sent if the level is exceeded (optional)
- The user who should receive the message (optional)

The tolerances you define at the item warehouse level are the first tolerances against which the system validates. If they are blank, the system proceeds to the Commodity code level, and finally the company level.

Select the tolerance you want to update and press Enter.

The attribute screens for the Item Warehouse tolerance definitions are the same as the Company tolerance screens you maintain in the *Work with Company Controls* option in Infinium Cross Applications.

Press Enter to continue.

Order Processing Tax Information

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

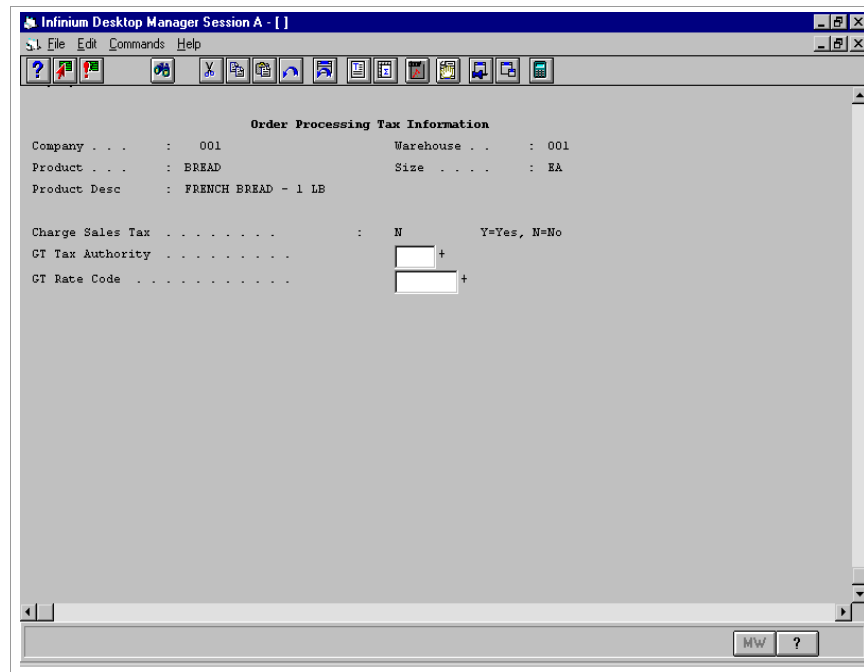


Figure E-11: Order Processing Tax Information screen

You use this screen to define tax control defaults for the product using the *GT Tax Authority* and *GT Rate Code* fields. The *Charge Sales Tax* field value defaults from the Product file and is for information only.

The system displays the Order Processing Tax Information attribute only under the following conditions:

- If the Integrate OP with GT field is Y, which you define using the Work with Entity option in Infinium CA
- If the item is a product, not a raw material or resource

GT Tax Authority

Type a valid Tax Authority code in the *GT Tax Authority* field to establish the tax authority that Infinium OP should use to calculate sales tax on this product. If you prompt on this field, the system enables you to select a Tax Authority code that you established in Infinium GT.

GT Rate Code

Type a valid Tax Rate code in the *GT Rate Code* field to establish the tax rate that Infinium OP should use to calculate sales tax on this product. If you prompt on this field, the system enables you to select a Tax Rate code that you established in Infinium GT.

The system uses the tax defaults from the Item Warehouse file during order entry only under the following conditions:

- You use Infinium AR, you do not enter tax values at the Item Override screen, and there are no applicable customer tax controls defined in Infinium AR
- You do not use Infinium AR, you do not enter tax values at the Item Override screen, and there are no applicable customer tax controls defined in Infinium OP

For more information on the use of these tax controls during order entry, refer to the “Using Infinium Global Taxation in Infinium Order Processing” appendix in the *Infinium Order Processing Guide to Setup and Processing*.

Copying Item Warehouse Records

The *Copy Item Warehouse Records* option helps to expedite data entry. You can select the item warehouse records you want to copy by several different codes. You can copy multiple records to a different level or different location. You can also copy item warehouse records from within the *Work with Item Warehouse* option.

Use the menu path below.

- ▶ Infinium IC
- ▶ *Inventory Control*
 - ▼ *Copy Item Warehouse Records [CIWR]*

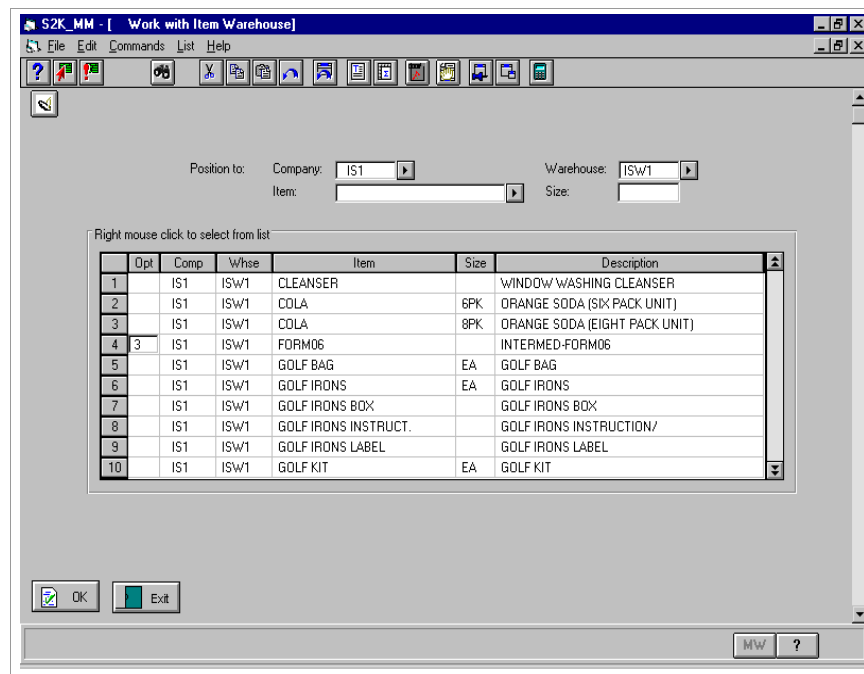


Figure E-12: Copy Item Warehouse Records selection screen

The system displays this screen via two different paths. This screen displays when you select the *Copy Item Warehouse Records* option, or when you select an item warehouse record with 3 from the *Work with Item Warehouse* selection screen in the *Work with Item Warehouse* option.

Complete the necessary fields on the screen. Press Enter to copy the records. You can modify any of the newly created records, if needed.

System Specific Information

ABC Analysis

The following section is an overview of ABC Analysis and the fields in the Item Warehouse file that are important to ABC Analysis. For specific information on each field refer back to the field's description in this appendix.

ABC Analysis is a way to rank your inventory so you can keep track of costly inventory items, and the turnover you have with these items.

ABC Analysis Inventory Example

Assume you have 5 items in inventory in warehouse 12. These items are Z1, Z2, Z3, Z4, and Z5. You want to perform a cost analysis on your inventory to determine the top 20% items in cost so you can routinely check their inventory balances to maintain only the amount of inventory on these items that you absolutely need.

There are many ways to perform an ABC Analysis in Infinium Inventory Control. This example assumes you define an A code as being the top 20% unit cost items in inventory, and then B being the next 20%, and C being the last 60%. The following table displays your inventory, its balance, and the unit of cost per inventory item:

Inventory Item	Inventory Balance	Unit Cost
Z1	100	\$1.00
Z2	200	\$2.00
Z3	300	\$3.00
Z4	400	\$2.50
Z5	100	\$1.50

Once you run ABC Analysis, the system updates the *Calculated ABC Code*, *Next Cycle Count Date* and *Cycle Count Interval* fields on the Item Warehouse file.

To continue the example, the system ranks the inventory based on your criteria, and then assigns the ABC codes to items Z1 - Z5.

Inventory Item	Inventory Balance	Unit Cost	System Ranking	Calculated ABC Code
Z1	100	\$1.00	5	C
Z2	200	\$2.00	3	C
Z3	300	\$3.00	1	A
Z4	400	\$2.50	2	B
Z5	100	\$1.50	4	C

If you plan to use ABC Analysis within Infinium Inventory Control, pay close attention to how you define or use the fields described in the following table. For specific information on each field, refer back to the field's description in this section or access help text.

Attribute	Field	Purpose for ABC Analysis
General Information	<i>Product Class Type</i>	You can use the <i>Product Class Type</i> field as part of your selection criteria for running ABC Analysis. For example, you only need to perform ABC Analysis on items within the FLAM (flammable) product class type.
Inventory Information	<i>Override ABC Code</i>	If you have a few items which you need to alter the system assigned ABC code, you can use this field to manually enter a value. You can use this to rank an item that is not necessarily expensive, but vital to production and distribution as a top level item for cycle counts.
	<i>Cycle Count Interval</i>	ABC Analysis updates this field with the number of days you suggest to count this particular ranking of inventory.
	<i>Last Cycle Count Date</i>	This field is informational only, but it does print on various ABC Analysis reports.
	<i>Next Cycle Count Date</i>	ABC Analysis updates this field with the suggested date of the next cycle count based upon your input in ABC Analysis.

The system updates the *Calculated ABC Code* field by ABC Analysis and this field is display only on the Item Warehouse file.

Infinium Advanced Planning

Infinium Advanced Planning is a materials requirements planning and master production scheduling system that integrates with Infinium Purchase Management and Infinium Manufacturing Control. This integration provides you with system generated suggestions for batch creation and purchase requisitions.

If you implement Infinium Advanced Planning, pay particular attention to how you define the fields described in the following table. These fields directly affect Infinium Advanced Planning. For information on each field, refer to the field's description in this appendix or to the *Infinium MP Guide to Setup and Processing*.

Attribute	Field	Purpose for Infinium Advanced Planning
General Information	<i>Daily Capacity</i>	Daily capacity information prints on the Rough Cut Capacity and Resource Load Summarization reports in Infinium Advanced Planning.
	<i>Order Strategy</i>	A value of 1, MPS, or 2, MRP, in this field tells the system that you replenish this item through Infinium Advanced Planning.
	<i>MPS Format</i>	If you define this inventory item as an order strategy of 1, MPS, then this field determines how the system should calculate the quantity needed.
	<i>Lot Size Technique</i>	If you determine that this item is under the MPS order strategy (1 in the <i>Order Strategy</i> field) and that the MPS format for this item is lot size (3 in the <i>MPS Format</i> field), you use the <i>Lot Size Technique</i> field to define the appropriate lot size method for this item.
	<i>Critical Resource</i>	Critical resource information prints on the Rough Cut Capacity report in Infinium Advanced Planning.
Inventory Information	<i>Planner Code</i>	You can use Planner codes in Infinium Advanced Planning to narrow the scope of MPS generation.

Attribute	Field	Purpose for Infinium Advanced Planning
	<i>Automatic Creation Method</i>	<p>If Infinium Advanced Planning suggests that you order or manufacture an item and the <i>Automatic Creation Method</i> field contains 1, the system generates the Infinium Purchase Management requisition or creates the Infinium Manufacturing Control batch.</p> <p>If Infinium Advanced Planning suggests that you order an item or create a batch via a Work file, the system creates a record in an Infinium Advanced Planning Work file.</p> <p>You define the Work file routing by typing 2 in the <i>Automatic Creation Method</i> field. This Work file contains information that you can send to Infinium Purchase Management or Infinium Manufacturing Control using the <i>Maintain MPS</i> or the <i>Maintain MRP</i> options.</p>
	<i>Minimum Quantity</i>	<p>In the Infinium Advanced Planning Control files, if you set the <i>Suggest When Available Less Than</i> field to minimum, the system suggests when the available inventory falls below minimum in a given time period.</p>
	<i>Order Policy/Lot Size Quantity</i>	<p>In Infinium Advanced Planning, the system uses this quantity if you set your <i>MPS Lot Size Technique</i> field to fixed order quantity or lot for lot with min/max. The system also uses this amount to calculate planned orders for MRP and suggested orders for MPS.</p>
	<i>Safety Stock Quantity</i>	<p>Infinium Advanced Planning can use safety stock with MRP and MPS calculations. In the Infinium Advanced Planning Control files, you determine if the <i>Include Safety Stock</i> field is set to MPS, MRP, or both.</p>
	<i>Order Multiple Quantity</i>	<p>The system orders by multiples of this quantity when you establish the order strategy as MPS or MRP, and you set the <i>MPS Format</i> field to lot size.</p> <p>The system also uses this field when you set the <i>Lot Size Technique</i> field to fixed order quantity. The <i>MPS Format</i> and <i>Lot Size Technique</i> fields are in the Infinium Advanced Planning Control files, as well as the Item Warehouse file.</p>

Physical Inventory

Before you run a physical inventory, you must create an item warehouse record for every item in inventory. It does not matter at what level you create the record; however, you must create an Item Warehouse file record or the item will not be included on the physical inventory count.

If you plan to perform physical inventories by cycle count, be sure of your entry in the *Inventory Cycle Code* field on the Inventory Information screen 1. You can use this field as selection criteria for running physical inventories.

The Physical Inventory system is in Infinium Inventory Control.

Infinium Purchase Management

Infinium Purchase Management allows you to create purchase orders and requisitions for needed items.

If you implement Infinium Purchase Management, pay close attention to how you define the fields on the Item Warehouse file described in the following table. For information on each field, refer back to the field's description in this appendix.

Purchasing Information

Field	Purpose for Infinium Purchase Management
<i>Purchasing Unit of Measure</i>	<p>This value defaults to the <i>UOM</i> field on the purchase order detail in Infinium Purchase Management. The purchasing unit of measure also defaults to the Vendor Item Price file.</p> <p>If you create a detail line for this item on a purchase order without a requisition, the system uses the purchasing unit of measure you define here as the unit of measure.</p>
<i>Department Code</i>	<p>The department you specify here defaults to the <i>Department ID</i> field on the purchase order detail. Infinium Purchase Management may require you to enter a Department code on the purchase order detail if you define your purchase order type to require this entry.</p>

Field	Purpose for Infinium Purchase Management
<i>Inspection Required</i>	<p>The entry in this field defaults to the purchase order detail in Infinium PM. You can override this in Infinium PM. If you type Y in this field and do not override the value on the Purchase Order detail screen, you must process this item through inspections after you receive this item in Infinium Purchase Management. You must take inspections through the <i>Work with inspections</i> menu in Infinium PM.</p>
<i>Vendor</i>	<p>The vendor you specify in this field defaults to any requisition detail line in Infinium Purchase Management that you create for this company and this item.</p> <p>The vendor you type here must be a valid vendor in Infinium Payables Ledger.</p> <p>If you type a value in the <i>Primary Vendor</i> field, the system requires an entry in the <i>Vendor</i> field.</p>
<i>Primary Vendor</i>	<p>If you specify a vendor in the <i>Vendor</i> field, you must specify whether the vendor is the primary or sole vendor from whom you purchase this item within this company. You can override the primary vendor on the requisition; however, you cannot override a sole vendor.</p>
<i>Buyer Sort Code</i>	<p>The system can use your entry in this field to sort criteria for various reports. 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 Purchase Management.</p> <p>You create Buyer codes using the BUY code in the <i>Work with Code Tables</i> option in the <i>Code Files</i> menu in Infinium Cross Applications.</p>
<i>Purchasing Tax Default</i>	<p>Use this field to define the default taxable status for Infinium Purchase Management. Type Y, Yes, to indicate a taxable status and N, No, to indicate an exempt status. If this field is No, the system will not create a tax additional charge record in Infinium Purchase Management unless you override the flag on the Purchase Order detail screen. If this field is Yes, the system will create a tax additional charge record, validate it, and generate an error message if needed tax information is invalid or missing in Infinium PM.</p> <p>The <i>Purchasing Tax Default</i> 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 so it can default it into the Infinium PM Maintenance detail screen.</p>

Field	Purpose for Infinium Purchase Management
<i>Purchasing Tax Default</i> , continued	<p>The system performs a search in the following order: 1) company/warehouse level record on the Item Warehouse file, 2) company level record on the Item Warehouse file, 3) entity level record on the Item Warehouse file, 4) Product and Raw Material Master files, 5) Commodity Code Master file, 6) Warehouse or Ship-to (SHP) code in the Infinium Cross Applications Code Values file, 7) Infinium Cross Applications Company Control file, 8) Vendor Master Tax Controls in Infinium Payables Ledger, and 9) Infinium Cross Applications Entity Control file.</p> <p>If the system completes this search and finds no value, the system will default N, No, in the Infinium Purchase Management Maintenance detail screen.</p>
<i>Tax Authority Default</i>	<p>Use this field to define the appropriate tax authority to default into the detail line item in Infinium Purchase Management. This field also resides at the same places the <i>Purchasing Tax Default</i> field resides, and the system searches for a value for this field the same as the <i>Purchasing Tax Default</i> field. If the system completes this search and finds no value, the system will leave this field blank.</p> <p>You can prompt on this field to select a valid tax authority. You create tax authorities in Infinium Global Taxation.</p> <p>The system uses the Tax Authority code, together with the Tax Rate code, to obtain tax distribution accounts for the invoice. The tax authority is the organization to which the tax is ultimately being paid.</p>
<i>Rate Code Default</i>	<p>Use this field to define the appropriate Tax Rate code to default into the detail line item in Infinium Purchase Management. 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.</p>
<i>Recoverable</i>	<p>Type Y, Yes, in this field to instruct the system to search Infinium Global Taxation for 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.</p>
<i>Tax Category Code Default</i>	<p>Use this field to define the appropriate Tax Category code for tax purposes to default onto the Additional Charge Maintenance screen in Infinium Purchase Management. 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.</p>

Inventory Information

Field	Purpose for Infinium Purchase Management
<i>Order Policy Code</i>	Type 1 or 2 in the <i>Order Policy Code</i> field to indicate that you are using ROP or Infinium Purchase Management to replenish this item. The system sends purchasing and transfer requisitions that you create through ROP to Infinium Purchase Management for processing.
<i>Automatic Creation Method</i>	<p>If you type 1, Create, in this field, then when you need a purchase or transfer requisition, the system creates a requisition in Infinium Purchase Management.</p> <p>If you type 2, Send to Work file, in this field then when Reorder Point Processing has a purchase or transfer need, the system creates a suggested requisition in an Infinium Inventory Control Work file. You can then modify, delete, or create an Infinium Purchase Management requisition from the suggested requisition using the <i>Work with Suggested Requisitions</i> option.</p>
<i>Restocking Method</i>	The system uses the <i>Restocking Warehouse</i> field value as the from warehouse on the transfer requisition. If you indicate to allow only full allocations, the system does not create the transfer requisition if the available inventory at the restocking warehouse is less than the transfer quantity.
<i>Days Allocated Prior Transfer</i>	<p>When you process a transfer requisition for this item in Infinium Purchase Management, the system determines when to allocate the stock by subtracting the number of days you define in this field from the need date you enter on the transfer requisition detail line.</p> <p>If this field contains zero, the system allocates stock for this item immediately when you enter it on a transfer requisition detail line.</p>
<i>Days Allocated Prior Issues</i>	<p>When you process an issue requisition for this item in Infinium Purchase Management, the system determines when to allocate the stock by subtracting the number of days you define in this field from the need date you enter on the issue requisition detail line.</p> <p>If this field contains zero, the system allocates stock for this item immediately when you enter it on an issue requisition detail line.</p>
<i>Back Order Issue Requisitions</i>	Use this field to establish a default for this item as to whether the system should create a backorder when an issue requisition is pick verified with insufficient available inventory. The available inventory is insufficient if it does not satisfy the quantity on the issue requisition. Only Infinium Purchase Management uses this field.

Field	Purpose for Infinium Purchase Management
<i>Back Order Transfer Requisitions</i>	<p>Use this field to establish a default for this item as to whether the system should create a backorder when a transfer requisition is pick verified with insufficient available inventory.</p> <p>The value you type in this field will default into the <i>BO Y/N</i> field on the Ship Transfer Orders screen in Infinium Inventory Control. You can override this value.</p>

Reorder Point Processing

Reorder Point Processing resides within Infinium Inventory Control. Reorder Point Processing allows you to create purchase and transfer requisitions and manufacturing reports for needed inventory items. You can send transfer and purchase requests to a Work file and then to Infinium Purchase Management or you can directly send them to Infinium Purchase Management.

If you implement Reorder Point Processing, pay close attention to how you define the fields on the Item Warehouse file listed below. For specific information on each field refer back to the field's description in this appendix.

Attribute	Field	Purpose for Reorder Point Processing
General Information	<i>Order Strategy</i>	Type 3 d to establish the order strategy as Reorder Point Processing (ROP). The system orders items that you establish as ROP only through the ROP system. The ROP system orders stock when you generate ROP purchase requisitions.
Purchasing Information	<i>Buyer Sort Code</i>	You can use buyer sort codes to group items for Reorder Point Processing requests on purchased items.
Inventory Information	<i>Planner Code</i>	You can use planner codes to group items for Reorder Point Processing requests on manufactured goods.

Attribute	Field	Purpose for Reorder Point Processing
	<i>Order Policy Code</i>	<p>If <i>ROP Processing Used</i> in the Entity Control file is Y and <i>Order Strategy</i> in the Item Warehouse file is 3, you must complete <i>Order Policy Code</i>.</p> <p><i>Order Policy Code = 1</i></p> <p>If available quantity is less than or equal to minimum quantity, the order policy quantity is used as the order or transfer quantity. This is sometimes called a straight reorder point method, since you always order a constant amount.</p> <p><i>Order Policy Code = 2</i></p> <p>If available quantity is less than or equal to minimum quantity, the order or transfer quantity is calculated as maximum quantity minus available. This is sometimes called an order-up-to reorder point method, since the amount ordered is always the amount needed to maintain a specific inventory level.</p> <p><i>Order Policy Code = 3</i> or blank</p> <p>The system omits this item from reorder point calculations.</p>

Attribute	Field	Purpose for Reorder Point Processing
Inventory Information, continued	<i>Automatic Creation Method</i>	<p data-bbox="797 323 1179 386"><i>Automatic Creation Method = 1</i> (Create)</p> <p data-bbox="797 411 1377 541">If you need a purchase or transfer requisition, the system creates a requisition in Infinium Purchase Management when you generate the ROP.</p> <p data-bbox="797 567 1393 764">If Infinium Advanced Planning suggests that you order or manufacture an item and the <i>Automatic Creation Method</i> field contains 1, the system generates the Infinium Purchase Management requisition or creates the Infinium Manufacturing Control batch.</p> <p data-bbox="797 789 1393 1058">The system determines whether to make a batch or a requisition depending on if the needed item is a purchased product, raw material, manufactured product, or intermediate. For purchase products and raw materials, the system creates requisitions. For manufactured products and intermediates, the system creates batches.</p> <p data-bbox="797 1083 1179 1146"><i>Automatic Creation Method = 2</i> (send to Work file)</p> <p data-bbox="797 1171 1393 1404">If you need a ROP purchase or transfer requisition, the system creates a suggested requisition in an Infinium Inventory Control Work file. You can modify, delete, or create an Infinium Purchase Management requisition from the suggested requisition using the <i>Work with Suggested Requisitions</i> option.</p>

Attribute	Field	Purpose for Reorder Point Processing
	<i>Restocking Method</i>	<p><i>Restocking Method = 1</i> (purchase)</p> <p>A 1 in this field instructs the system to create a purchase requisition in Infinium Purchase Management if available quantity is less than or equal to minimum quantity. This item also prints on the Reorder: Purchased Product report. Depending on your other entries, the item may also print on an actual or suggested purchase requisition.</p> <p><i>Restocking Method = 2</i> (transfer)</p> <p>A 2 in this field instructs the system to create a transfer requisition if available quantity is less than or equal to minimum quantity. This item also prints on the Reorder: Transfer Products report. Depending on your other entries, the item may also print on an actual or suggested transfer requisition.</p> <p>The system uses the <i>Restocking Warehouse</i> field value as the From warehouse on the requisition. If you indicate to allow only full allocations, the system does not create the transfer requisition if the available inventory at the restocking warehouse is less than the transfer quantity.</p> <p><i>Restocking Method = 3</i> (manufacture)</p> <p>If available quantity is less than or equal to minimum quantity, this item prints on the Reorder: Manufactured Products report.</p>
	<i>Minimum Quantity</i>	<p>Reorder Point Processing uses minimum quantities to suggest purchase requisitions, transfers, or batch production for items whose available inventory is less than or equal to the minimum quantity.</p>
	<i>Maximum Quantity</i>	<p>If an item has an Order Policy code of 2, then Reorder Point Processing uses the value in the <i>Maximum Quantity</i> field to calculate the order or transfer quantity. The system checks to see if the available quantity is less than or equal to the minimum quantity. Then the system calculates the order or transfer quantity as the maximum quantity minus the available quantity.</p>

Attribute	Field	Purpose for Reorder Point Processing
	<i>Safety Stock Quantity</i>	<p>Use this field to establish the item quantity you plan to have in inventory to protect against fluctuations in demand. To ensure that the system maintains the safety stock, the system subtracts the safety stock from inventory before any restocking calculations are performed.</p> <p>ROP can calculate available inventory with safety stock if you define the system to do so in ROP. You do this by typing Y in the <i>Subtract Safety Stock</i> field on the <i>Create Reorder Point Requirement</i> option in Infinium Inventory Control.</p>

All Systems

All systems use the storage index default fields and settings.

Multiple Systems

Infinium Purchase Management, the Reorder Point Processing system within Infinium Inventory Control, and Infinium Advanced Planning use the lead time fields. You determine which lead time fields various systems use by setting up the lead time matrix in Infinium Cross Applications, the *Work with Lead Time Control* option.

Appendix F Using Multiple Currency Processing in Infinium PM



The chapter consists of the following topics:

Topic	Page
Overview of Multiple Currency Processing	F-2
Defining Currency Controls in Infinium CA	F-5
Understanding Currency Implications in Requisitions	F-17
Understanding Currency Implications with Sourcing	F-26
Understanding Currency Implications in Quotation Requests	F-29
Understanding Currency Implications in Purchase Orders	F-38
Understanding Currency Implications in Receiving	F-48
Understanding Currency Implications with Approvals	F-54
Understanding Currency Implications with Vendor Item Price	F-59
Understanding Currency Implications with Vendor Performance	F-64

Overview of Multiple Currency Processing

Multiple currency processing enables you to use transaction currencies that differ from your company's base currency. With multiple currency processing, Infinium PM performs the appropriate inventory accounting when you use different currencies.

Infinium Currency Management is the central repository for the data required by Infinium PM and other Infinium Software applications to perform the currency conversions.

Multiple currency processing affects many areas of Infinium PM processing, such as:

- User Profile Restrictions
- Requisitions
- Sourcing and Automatic Sourcing
- Quotation Requests (RFQs)
- Purchase Orders, including Blanket Parents and Releases
- Receiving
- Approvals
- Vendor Item Pricing and Vendor Item Price Simulation
- Vendor Performance

This appendix provides reference information on the implications of multiple currency for each of these sections of Infinium PM. For information on using each of these functions, refer to the appropriate section of this guide.

Multiple Currency Processing

Infinium Currency Management is the Infinium application that is the central repository for currency data, exchange rates, and the relationships between them. When you use multiple currency processing, Infinium PM retrieves exchange rate information from Infinium Currency Management.

When Infinium PM requires an exchange rate, it passes currency related values to Infinium Currency Management. Infinium Currency Management returns an exchange rate based on the received values. Infinium PM then

calculates the currency based on the exchange rate returned by Infinium Currency Management.

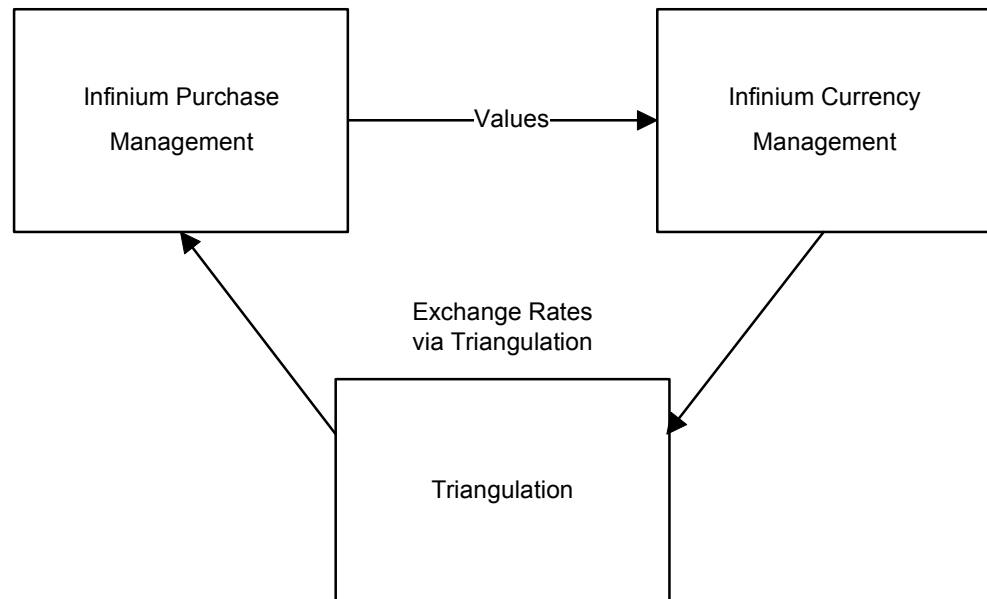


Figure F-1: Multiple Currency Processing

You use the *Work with exchange rate controls* option in Infinium Currency Management to define a relationship between a source currency, a target currency, and a rate type.

For example, you would use this option to define exchange rate controls to convert Canadian dollars (CAD) to United States dollars (USD) using the rate type Spot. If you need to convert from United States dollars to Canadian dollars using the rate type Spot, you must set the *Reciprocal Rate Substitution* field to Y (yes).

Currency Field Requirements

When you use multiple currency processing, the system displays monetary values in either base currency or transaction currency. The base currency represents the currency in which the designated Infinium Cross Applications Company generates its primary accounting entries and inventory costs. The transaction currency, which is always required when using multiple currency processing, represents the vendor's currency.

The system populates all base currency fields with the base currency of the specified company, as defined in the Infinium Cross Applications, *Work with Company Controls* option on the Base Application Information attribute.

8/04/00	10:21:13	Work with Company Controls	PRGCCOM	PRDCCOM
Base Application Information				
Company	:	CO	COMPANY	
Customer Installation Code	—			
Update Batch Filled Inventory	—	1=Final, 2=Release		
Apply loss factor-ingredient level	—	Y=Yes, N=No		
Require Valid Direct Conversion	—	Y=Yes, N=No		
Container Designator	—			
Report Quantity Totals UM	—	+		
Manufactured or Purchased	—	1=Manufactured, 2=Purchased		
Use Advanced Planning	—	Y=Yes, N=No		
Back Order Issue Requisitions	—	Y=Yes, N=No		
Back Order Transfer Requisitions	—	Y=Yes, N=No		
GL Integration Company	—	+		
Base Currency	—	USD	+	
Payables Integration Company	—	+		
Payables Integration Division	—	+		
Accounting Method	—	2	1=Cash, 2=Accrual	
Split Purchase Price Variance	—	0=None, 1=PL, 2=PM receiving & PL		
Use Project Accounting	—	Y=Yes, N=No		
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys				

Figure F-2: Work with Company Controls Base Application Information screen

The system displays this screen when you type **2** in the *Opt* field next to the Base Application Information attribute on the Work with Company Controls Attribute selection screen.

You use the *Base Currency* field in this screen to specify the base currency for a company.

If you use a zero decimal base currency or transaction currency, the system does not permit you to enter a decimal number in monetary fields.

Defining Currency Controls in Infinium CA

You establish entity level currency controls pertaining to Infinium PM exchange rates in Infinium Cross Applications.

Use the menu path below.

- ▶ Infinium CA
- ▶ *Control Files*
 - ▼ *Work with Entity Controls [WWEC]*

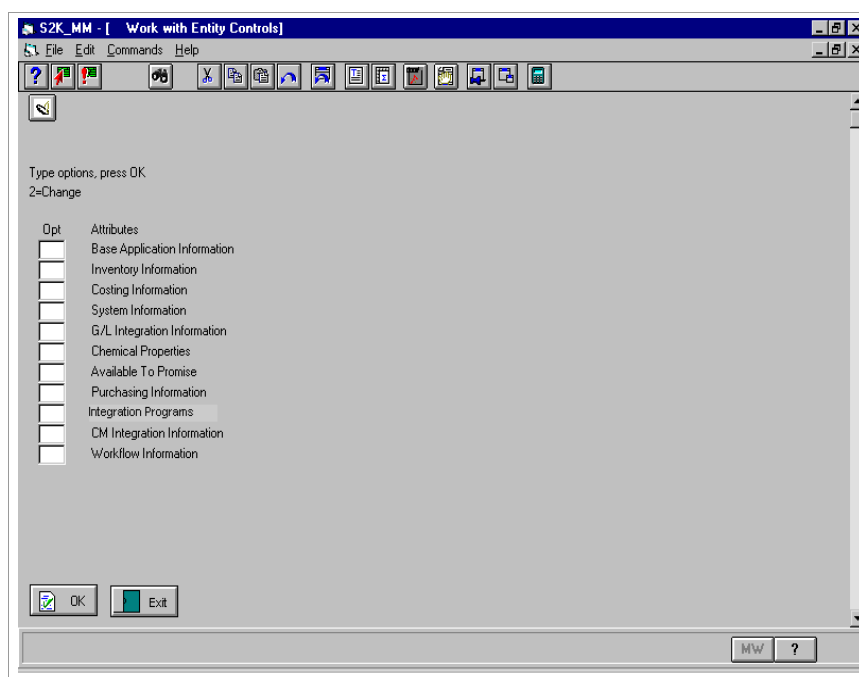


Figure F-3: Work with Entity Controls attribute selection screen

Type 2 and press Enter next to the CM Integration Information attribute to define the exchange rate types for Infinium PM.

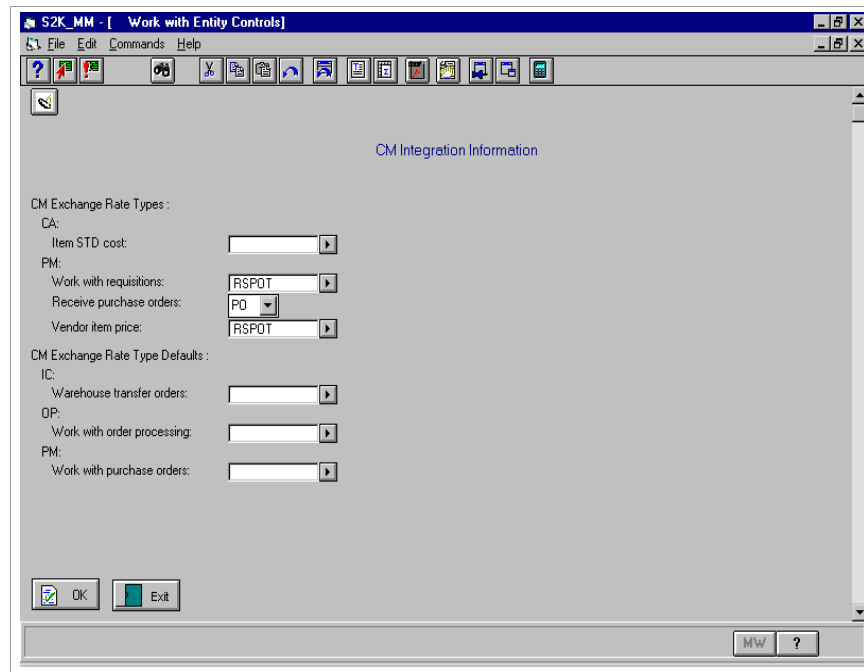


Figure F-4: Work with Entity Controls CM Integration Information screen

The system displays this screen when you type **2** in the CM Integration Information attribute for Entity Controls. You use this screen to define the entity level currency exchange rate type information for Infinium PM. You can override these exchange rate types at the company level

CM Exchange Rate Types: PM: Work with requisitions

Use this field to specify the exchange rate type for requisitions and quotation requests in Infinium PM. The system uses the exchange rate type you specify here for requisitions only if a value does not exist at the requisition type or company level.

You cannot override the exchange rate type the system defaults to the requisition.

The following diagram illustrates the exchange rate type hierarchy for requisitions.

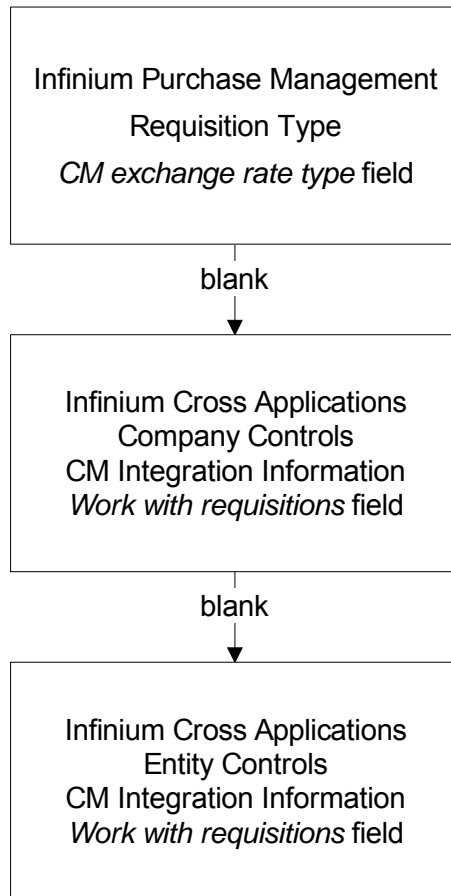


Figure F-5: Requisition Exchange Rate Type Hierarchy

CM Exchange Rate Types: PM: Receive purchase orders

Use this field to identify whether the buyer or seller (vendor) assumes the risk of foreign exchange fluctuations. The value you enter at the company level overrides this value.

Type 1 to indicate that the seller (vendor) assumes the risk of foreign currency exchange fluctuations and has agreed to accept payment at a fixed exchange rate. For more information on the implications of using this option, refer to the “Implications of using Receive purchase orders option 1” topic in this appendix.

Type 2 to indicate that the buyer assumes the risk of foreign currency exchange fluctuations. For more information on the implications of using this option, refer to the “Implications of using Receive purchase orders option 2” topic in this appendix.

If the responsibility for the risk of foreign currency exchange fluctuations varies, you should set the *Receive purchase orders* field to 1 and perform the following based on the situation:

- If the vendor assumes the risk and accepts payment at a fixed exchange rate, create the exchange rate type in Infinium Currency Management and then enter that exchange rate type in the Currency Rate field at the purchase order header.
- If the buyer assumes the risk, enter the exchange rate type from the Invoice to base currency rate type field in the Work with Division Controls screen of the Work with companies option in Infinium Payables Ledger into the Currency Rate field at the purchase order header.

For more information on the implications of using this option, refer to the “Implications of using Receive purchase orders option 1” topic in this appendix.

Implications of Using Receive Purchase Orders Option 1

For non-standard cost companies, the system uses the exchange rate type from the purchase order header *Currency Rate* field to calculate the base currency during the update to costing when you receive a purchase order. For standard cost companies, the system uses the exchange rate type from the Entity/Company Integration Information attribute *Item STD Cost CM Exchange Rate Type* field. When you invoice a receipt, Infinium Payables Ledger reverses the Received Not Invoiced (RNI) entry at the same exchange rate.

The payables clerk must identify the purchase order at the time of invoice and enter the exchange rate type from the purchase order for Infinium Payables Ledger to book the AP Trade entry at the exchange rate agreed to by the vendor (*Currency Rate* field at the purchase order header). To more easily identify these purchase orders, you can type ****PO RATE**** at the beginning of the purchase order's *Description* field.

To view this identifier while creating Infinium Payables Ledger invoices, prompt on the *PO Number* field in the PO/Receipt Invoice Entry screen and select the purchase order. Since Infinium Payables Ledger has only one exchange rate type per invoice, you should select only this one purchase order into the invoice. The payables clerk can then change the invoice header exchange rate type to the exchange rate type that appears in the *Currency Rate* field at the purchase order header.

Implications of Using Receive Purchase Orders Option 2

For non-standard cost companies, the system uses the exchange rate type from the *Invoice to base currency* rate type field in the Work with Division Controls screen of the *Work with companies* option in Infinium Payables Ledger to calculate the base currency during the update to costing when you receive a purchase order. For standard cost companies, the system uses the exchange rate type from the Entity/Company Integration Information attribute *Item STD Cost CM Exchange Rate Type* field. Infinium Payables Ledger also uses the rate type specified in the *Invoice to base currency* field when booking the AP Trade amount.

CM Exchange Rate Types: PM: Vendor Item price

Use this field to specify the default exchange rate type for vendor item price simulation in Infinium PM. You can override this default, if necessary.

CM Exchange Rate Types: CA: Item STD cost

Use this field to specify the default exchange rate type to convert an item's base standard cost per unit to the purchase order/invoice transaction currency. The system uses the value in this field in conjunction with the *Standard Cost Effective Date* field in the Costing Information attribute.

Given that the system maintains costing only in base currency, the system uses this exchange rate type to convert the base standard cost currency to the transaction currency when processing standard cost accounting entries.

Each time a company establishes new standard costs, you must create the exchange rate data in Infinium Currency Management. When this occurs, you must also update the *Standard Cost Effective Date* field.

For more information on accounting entries, refer to the *Infinium Payables Ledger/Infinium PM Guide to Integration*.

CM Exchange Rate Type Defaults: PM: Work with purchase orders

Use this field to specify the exchange rate type to default to the purchase order header in Infinium PM. You can change this default, if necessary. The system uses this exchange rate type only if a value does not exist at the purchase order type or company level.

The following diagram illustrates the exchange rate type hierarchy for purchase orders.

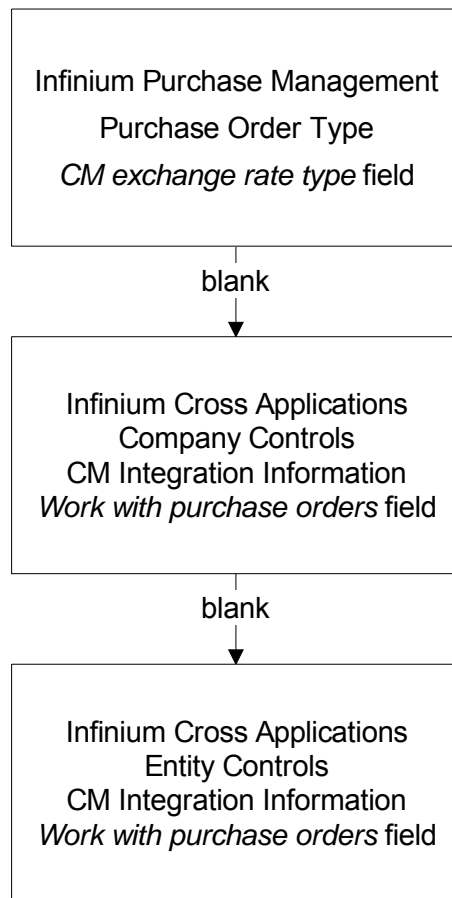


Figure F-6: Purchase Order Exchange Rate Type Hierarchy

Company Currency Controls

You establish company level currency controls pertaining to Infinium PM exchange rate types in Infinium Cross Applications.

The system retrieves the exchange rate type value from the entity level if it finds a blank exchange rate type field at the company level.

Use the menu path below.

- ▶ Infinium CA
- ▶ Control Files
 - ▼ Work with Company Controls [WWCOC]

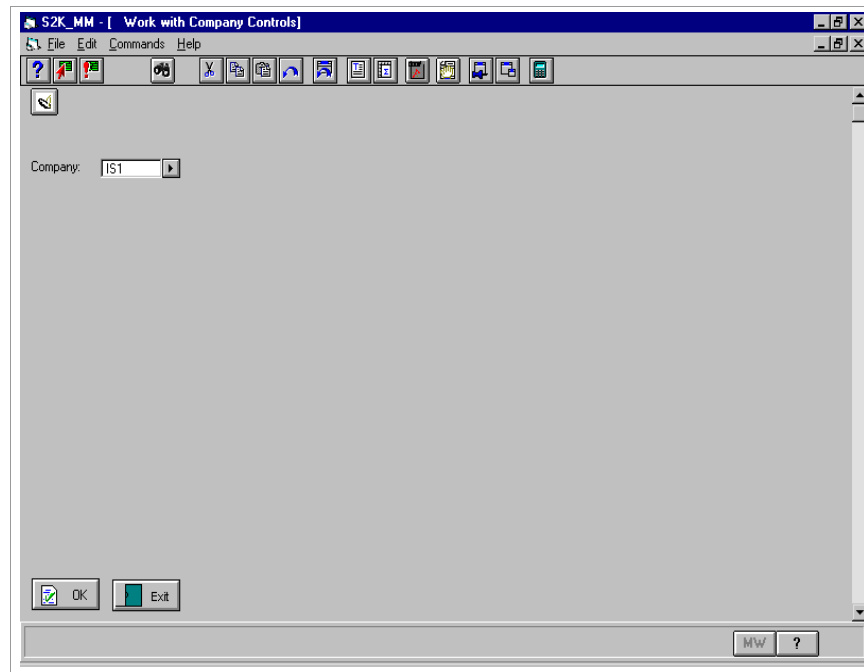


Figure F-7: Work with Company Controls prompt screen

Type the company for which you are establishing company controls and press Enter in the *Company* field.

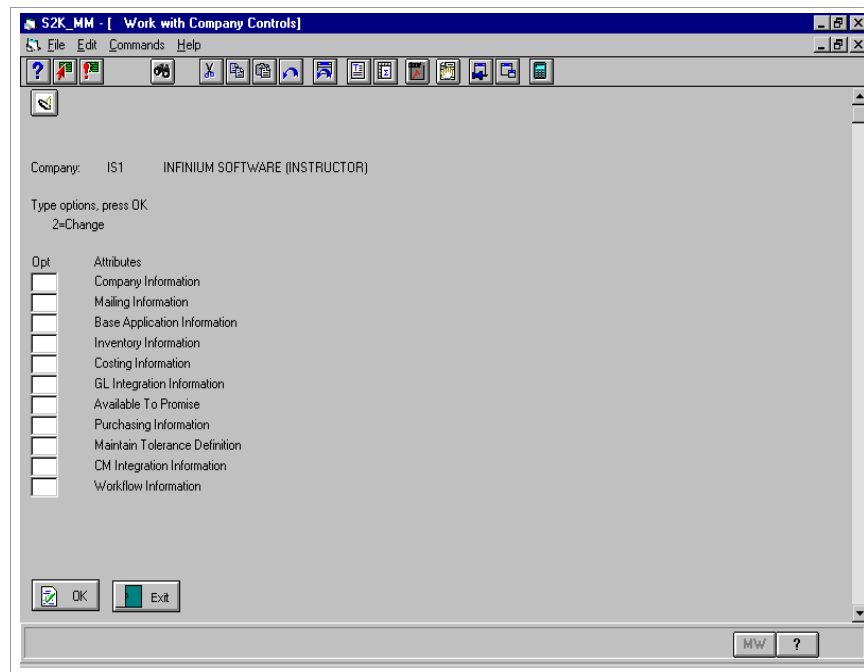


Figure F-8: Work with Company Controls attribute selection screen

The system displays this screen when you complete the Work with Company Controls prompt screen and press Enter.

Type **2** and press Enter next to the CM Integration Information attribute to define the exchange rate types for Infinium PM.

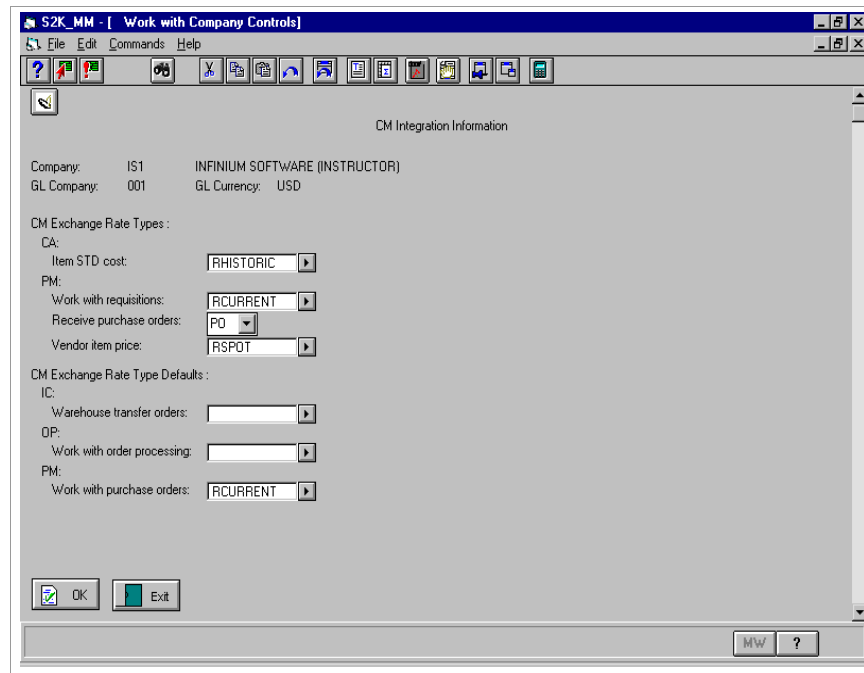


Figure F-9: Work with Company Controls CM Integration Information screen

The system displays this screen when you type **2** in the CM Integration Information attribute for Company Controls. You use this screen to define the company-level exchange rate type information for Infinium PM.

CM Exchange Rate Types: PM: Work with requisitions

Use this field to specify the exchange rate type for requisitions and quotation requests in Infinium PM. The system uses the exchange rate type you specify here for requisitions only if a value does not exist at the requisition type.

You cannot override the exchange rate type the system defaults to the requisition.

The diagram in Figure F-5 illustrates the exchange rate type hierarchy for requisitions.

CM Exchange Rate Types: PM: Receive purchase orders

Use this field to identify whether the buyer or seller (vendor) assumes the risk of foreign exchange fluctuations. The value you enter at the company level overrides this value.

Type 1 to indicate that the seller (vendor) assumes the risk of foreign currency exchange fluctuations and has agreed to accept payment at a fixed exchange rate. For more information on the implications of using this option, refer to the “Implications of using Receive purchase orders option 1” topic in this appendix.

Type 2 to indicate that the buyer assumes the risk of foreign currency exchange fluctuations. For more information on the implications of using this option, refer to the “Implications of using Receive purchase orders option 2” topic in this appendix.

If the responsibility for the risk of foreign currency exchange fluctuations varies, you should set the *Receive purchase orders* field to 1 and perform the following based on the situation:

- If the vendor assumes the risk and accepts payment at a fixed exchange rate, create the exchange rate type in Infinium Currency Management and then enter that exchange rate type in the *Currency Rate* field at the purchase order header.
- If the buyer assumes the risk, enter the exchange rate type from the Invoice to base currency rate type field in the Work with Division Controls screen of the *Work with companies* option in Infinium PL into the *Currency Rate* field at the purchase order header.

For more information on the implications of using this option, refer to the “Implications of using Receive purchase orders option 1” topic in this appendix.

Implications of Using Receive Purchase Orders Option 1

For non-standard cost companies, the system uses the exchange rate type from the purchase order header *Currency Rate* field to calculate the base currency during the update to costing when you receive a purchase order. For standard cost companies, the system uses the exchange rate type from the Entity/Company Integration Information attribute *Item STD Cost CM Exchange Rate Type* field. When you invoice a receipt, Infinium Payables Ledger reverses the Received Not Invoiced (RNI) entry at the same exchange rate.

The payables clerk must identify the purchase order at the time of invoice and enter the exchange rate type from the purchase order for Infinium Payables Ledger to book the AP Trade entry at the exchange rate agreed to

by the vendor (*Currency Rate* field at the purchase order header). To more easily identify these purchase orders, you can type ****PO RATE**** at the beginning of the purchase order's *Description* field.

To view this identifier while creating Infinium Payables Ledger invoices, prompt on the *PO Number* field in the PO/Receipt Invoice Entry screen and select the purchase order. Since Infinium Payables Ledger has only one exchange rate type per invoice, you should select only this one purchase order into the invoice. The payables clerk can then change the invoice header exchange rate type to the exchange rate type that appears in the *Currency Rate* field at the purchase order header.

Implications of Using Receive Purchase Orders Option 2

For non-standard cost companies, the system uses the exchange rate type from the *Invoice to base currency* rate type field in the Work with Division Controls screen of the *Work with companies* option in Infinium Payables Ledger to calculate the base currency during the update to costing when you receive a purchase order. For standard cost companies, the system uses the exchange rate type from the Entity/Company Integration Information attribute *Item STD Cost CM Exchange Rate Type* field. Infinium Payables Ledger also uses the rate type specified in the *Invoice to base currency* field when booking the AP Trade amount.

CM Exchange Rate Types: PM: Vendor Item price

Use this field to specify the default exchange rate type for vendor item price simulation in Infinium PM. You can override this default, if necessary.

CM Exchange Rate Types: CA: Item STD Cost

Use this field to specify the default exchange rate type to convert an item's base standard cost per unit to the purchase order/invoice transaction currency. The system uses the value in this field in conjunction with the *Standard Cost Effective Date* field in the Costing Information attribute.

Given that the system maintains costing only in base currency, the system uses this exchange rate type to convert the base standard cost currency to the transaction currency when processing standard cost accounting entries.

Each time a company establishes new standard costs, you must create the exchange rate data in Infinium Currency Management. When this occurs, you must also update the *Standard Cost Effective Date* field.

For more information on accounting entries, refer to the *Infinium Payables Ledger/Infinium PM Guide to Integration*.

CM Exchange Rate Type Defaults: PM: Work with purchase orders

Use this field to specify the exchange rate type to default to the purchase order header in Infinium PM. You can change this default, if necessary. The system uses this exchange rate type only if a value does not exist at the purchase order type.

The diagram in Figure F-6 illustrates the exchange rate type hierarchy for purchase orders.

Companies and Currency

Please note the following key points concerning companies and multiple currency processing:

- If you add or activate a company, the system requires that the company use the same base currency as other companies if the *Maintain Costs For Multi Co/Whse* field displays **N**.

You set the *Maintain Costs For Multi Co/Whse* field in the Costing Information attribute of the *Work with Entity Controls* option in Infinium CA.

- The system automatically sets a new company to inactive if either the GL Integration Company or *Base Currency* field is blank. You set these fields in the Base Application Information attribute of the *Work with Company Controls* option in Infinium CA.

Intercompany Processing and Currency

If your company utilizes intercompany processing, such as in the case of a corporate purchasing entity (where buyers who purchase for the entire company create purchase orders that specify warehouses as profit centers, each with their own Infinium General Ledger chart of accounts), the base currency of the purchase order company must match the Infinium General Ledger company base currency.

If the base currency of the purchase order company and Infinium General Ledger company do not match, the system displays the following error message:

Company for this GL account has different base currency than the CA company.

If the base currency of the purchase order company and Infinium General Ledger company match but the currency on the account differs, the system displays the following error message:

Accounting currency is not the same as the company base currency.

Understanding Currency Implications in Requisitions

The system displays and retains a requisition's total cost in the company's base currency. The system requires this because you can specify a different transaction currency for each requisition detail line.

Valid exchange rates must exist between all transaction currencies and the base currency. The system uses the system date for the Rate Effective Date when converting currency.

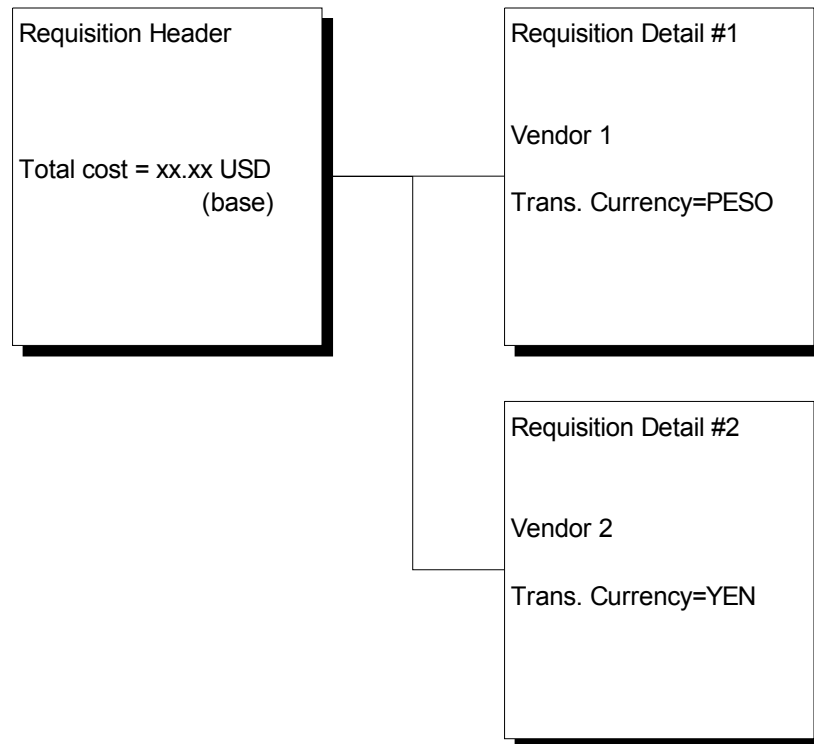


Figure F-10: Currency at the Requisition Header and Detail Levels

Requisition Type Currency Controls

You establish the default exchange rate type for requisitions in the requisition type.

Use the menu path below.

- ▶ Infinium PM
- ▶ Control Files
 - ▼ Work with requisition type [WWRT]

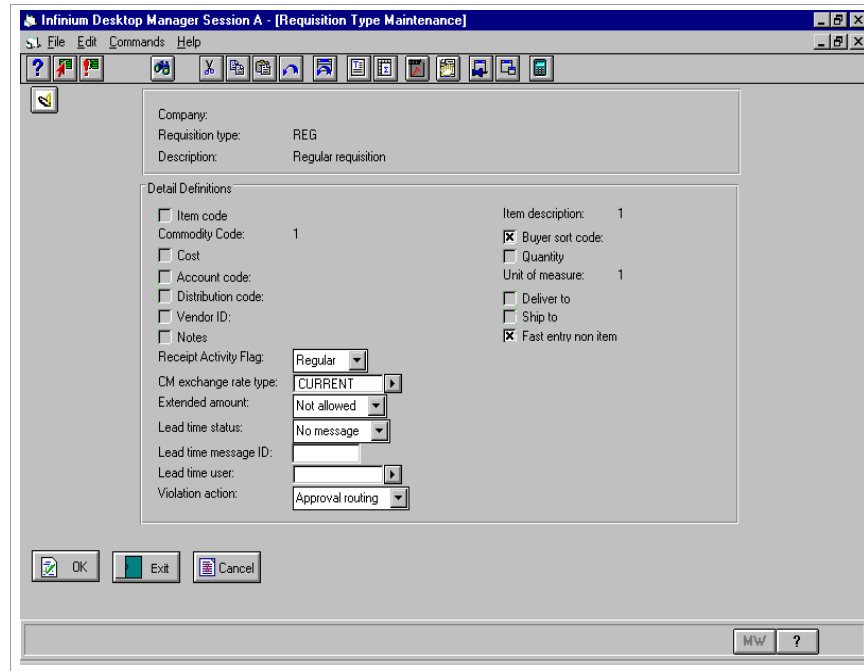


Figure F-11: Requisition Type Maintenance Detail Definition screen

The system displays this screen when you select a requisition type and press Enter twice. You use this screen to define the default exchange rate type for the requisition type.

Detail definition: CM exchange rate type

You use this field to specify the default exchange rate type for requisitions based on this requisition type. If you assign an exchange rate type at this level, the system uses it and does not look for a default exchange rate type at the company or entity level.

The diagram in Figure F-5 illustrates this hierarchy.

The system uses this hierarchy when searching for an exchange rate type for currency conversions in requisitions.

If you do not specify an exchange rate type at the requisition type control, the system looks to the *Work with requisitions* field in the *Work with Company Controls* option in Infinium Cross Applications. If you do not specify an exchange rate type there, the system looks to the *Work with requisitions* field in the *Work with Entity Controls* option in Infinium Cross Applications.

If the system does not find an exchange rate type in this hierarchy, the following message displays:

Currency exchange rate type invalid.

You must type or select a valid currency exchange rate type in the *Trans Currency* field before you can continue.

The requisition total cost represents the estimated base currency obligation for the requisition. Each time you maintain the requisition, the system recalculates the base currency using the current system date

Requisition Restrictions and Currency

You can specify a monetary limit when establishing requisition restrictions in Infinium PM.

Use the menu path below.

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

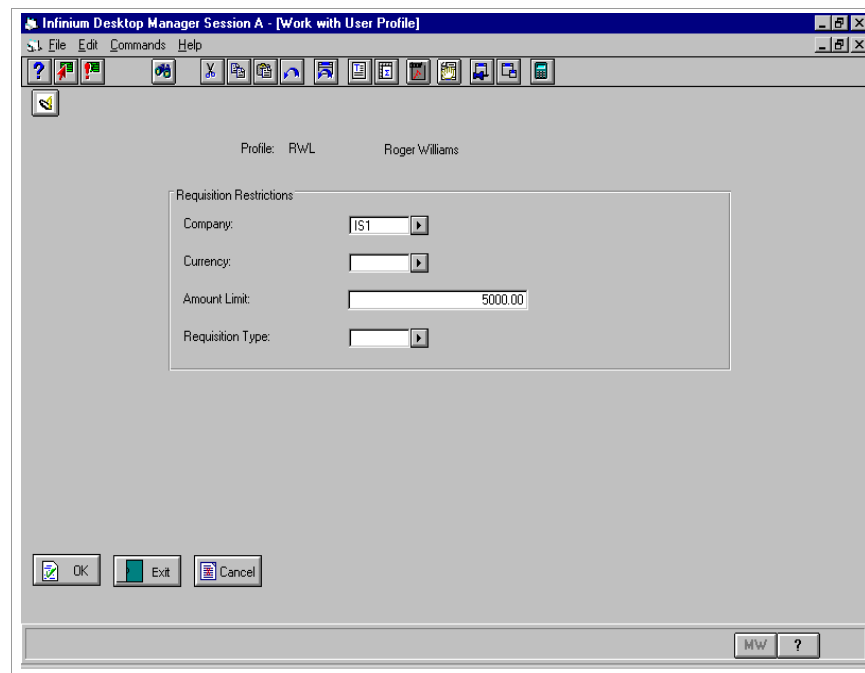


Figure F-12: Work with User Profile Requisition Restrictions screen

The system displays this screen when you add or maintain a requisition restriction using the Requisition Restrictions attribute in the *Work with user profile* option.

If you specify a company for requisition restrictions, the *Currency* field defaults to the selected company's base currency and cannot be changed. If you do not specify a company, the system requires the *Currency* field. The currency you select in this field should be a company base currency.

The currency specified in the *Currency* field must match the requisition's company base currency. If it does not, the system assumes there is no requisition monetary limit restriction for the user.

If you select a zero decimal currency in the *Currency* field, the system does not permit you to type a decimal number in the *Amount Limit* field.

Each company/currency/type requisition restriction combination must be unique for a user.

Requisition Currency Information

If the currency specified in the *Currency* field matches the requisition's company base currency, the system verifies that the requisition extended cost does not exceed the value specified in the *Amount Limit* field. The system verifies this when you create or maintain a requisition, based on the following:

$$\text{Total Cost (base currency)} \leq \text{Amount Limit}$$

If you exceed the requisition monetary limit, in base currency, the system displays the following message:

Total requisition cost xx.xx BAS has exceeded user limit yy.yy BAS...

The **xx.xx** represents the requisition extended cost in base currency; **yy.yy** represents the limit specified in the *Amount Limit* field; and, **BAS** represents the requisition's company base currency.

With multiple currency processing, each currency should have a separate requisition restriction. For example, if you have three companies with a base currency of Canadian dollars (CAD) and one company with a base currency of United States dollars (USD), you should establish a minimum of two requisition restrictions (one for CAD and one for USD). To further establish these as currency-specific requisition restrictions, leave the *Company* field blank.

For more information on setting up requisition restrictions, refer to the “Working with Supervisor Controls for User Setup” part earlier in this guide.

Requisitions User Defaults and Currency

The User Defaults window displays when you press F16 from the Requisition Maintenance Header screen. You define user defaults for requisitions using the *Work with requisition defaults* option.

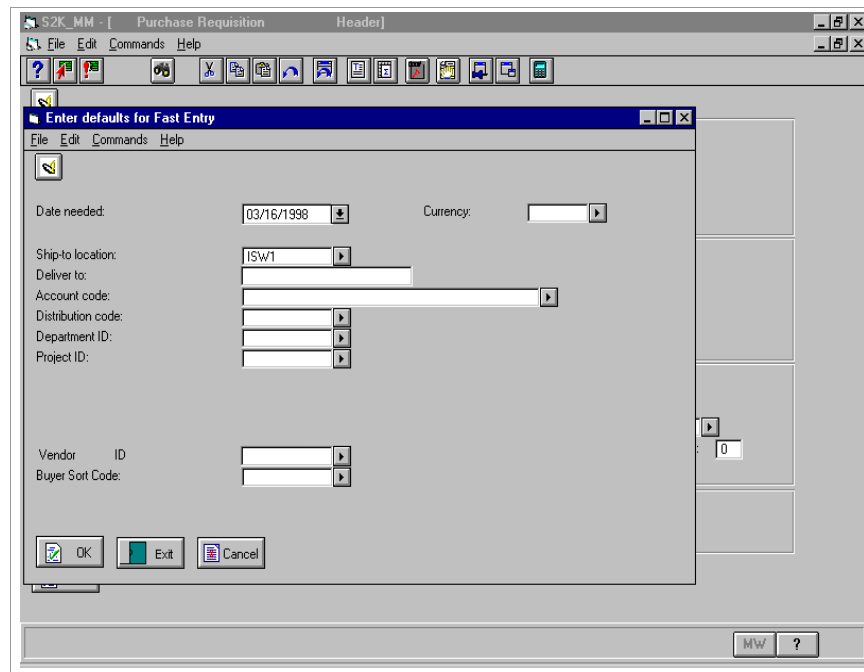


Figure F-13: Requisition User Defaults window

Your entries in this window default to the Requisition Maintenance Detail screen and override the defaults from the Item Warehouse file and the *Work with requisition defaults* option.

Currency

Use this field to specify the default transaction currency for new requisition detail lines. This transaction currency default also becomes the default transaction currency during requisition fast entry.

If you change the selected vendor at the requisition detail, you must blank out the *Trans Currency* field so that the system retrieves the currency associated with the new vendor.

Requisitions and Currency

Please note the following key points when you use requisitions with multiple currency processing:

- The system requires the *Trans Currency* field for each detail line
- A valid exchange rate must exist for the selected transaction currency and base currency
- A valid exchange rate relationship must exist for the transaction currency, the requisition's company base currency, and the currency exchange rate type

You establish exchange rate relationships using the *Work with exchange rates* option in Infinium Currency Management.

You can use the *Display exchange rates* option in Infinium Currency Management to verify that a valid exchange rate relationship exists between the transaction and base currencies. Use the *Locate Source/Target/Rate type* fields to enter the requisition transaction currency, base currency, and exchange rate type, respectively. If the system does not find a match and you allow reciprocals, reverse the *Source* and *Target* field entries.

- The system uses the system date for the Rate Effective Date during currency conversions
- The system displays the *Total Cost* field on the requisition header in base currency
- The system displays the *Cost Per Unit* and *Extended Cost* fields on the requisition detail in transaction currency
- If you copy a requisition, and the transaction currency differs from the base currency, the system defaults the current exchange rate type from the hierarchy to the new requisition and calculates all base currency amounts using that exchange rate type

Issue and transfer requisitions use only company base currency.

Zero Decimal Precision Fields

The system displays zero decimal precision (ZDP) fields in ZDP format only during add or maintenance mode. The system does not display ZDP fields in ZDP format during display mode.

Transaction Currency Default at the Requisition Detail

If you select a vendor at a requisition detail line, the system retrieves the transaction currency based on the following hierarchy:

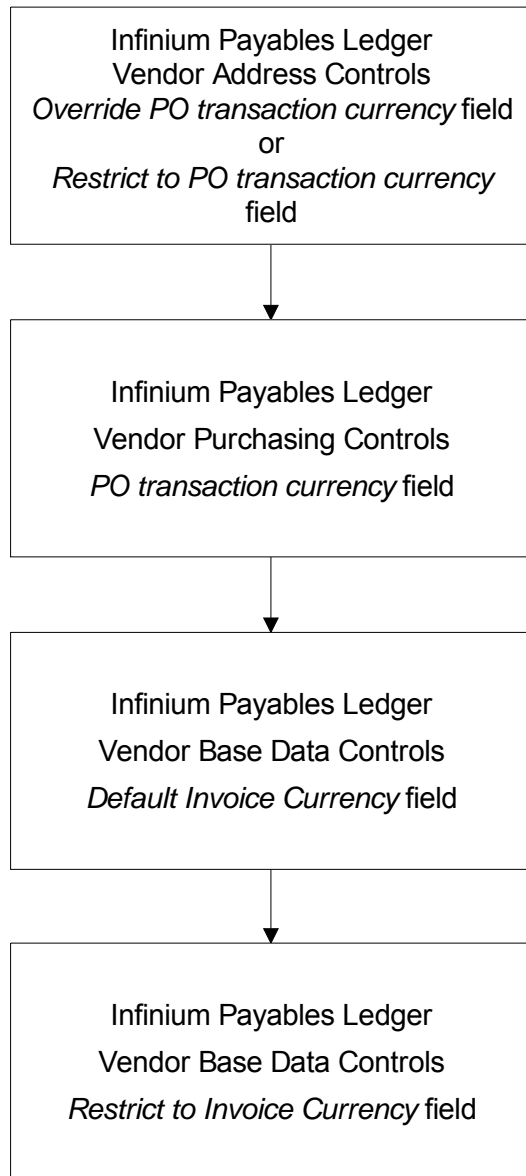


Figure F-14: Requisition Transaction Currency Hierarchy

If you change the vendor, you must blank out the *Trans Currency* field so that the system retrieves the currency associated with the new vendor. If you do not and the new vendor's restrict-to purchase order transaction currency

differs from the actual transaction currency, the system displays the following message:

Vendor is restricted to currency XXX.

The **XXX** represents the transaction currency to which the system restricts the selected vendor.

Vendor Item Price Cost Source

If you use vendor item price as a cost source, the currency specified in the vendor item price record must match the transaction currency specified at the requisition detail line. If these currencies do not match, the system automatically sets the *Cost Source* field to **UE** and displays the following message:

No Vendor Item Price Records exist for vendor. Cost source changed to "UE"...

Inventory Cost Source

If you use inventory cost (**NM**) as a cost source, a valid exchange rate relationship must exist between the base currency and transaction currency. If the system does not find a valid exchange rate relationship, the following message displays:

Exchange rate relationship for transaction currency, company base currency, and currency exchange rate type is not valid.

The system uses the first exchange rate type in the exchange rate hierarchy, as detailed in the "Defining Currency Controls in Infinium PM" topic in this appendix.

Fast Entry Information

The *Currency* field for both the Item Code Fast Entry screen and Non Item Code Fast Entry screen default from the fast entry defaults. You can change the value in the *Currency* field as you enter items and non-items.

The system does not verify that a valid exchange rate exists between the base currency and transaction currency during Item code or non-item fast entry. If a valid exchange rate does not exist, the system displays the following message when you access the requisition detail line and press Enter:

Exchange rate relationship for transaction currency, company base currency, and currency exchange rate type is not valid.

Print Requisition List Option

The *Print requisition list* option displays requisition total cost in the selected company's base currency.

The system includes an entire requisition, including total cost, in the requisition list if it matches any of your selection criteria. For example, if you select **VEND1** in the Requisition Inquiry List Prompt screen, the system includes the entire requisition (including total cost) even if **VEND1** is associated with only one detail line of a multiple line requisition.

Understanding Currency Implications with Sourcing

Sourcing support provides a way to create regular purchase orders, quotation requests, blanket parent purchase orders, and blanket release purchase orders from existing purchase requisitions. There are two types of sourcing available in Infinium PM. They are:

- Interactive sourcing
- Automatic sourcing

When using interactive sourcing, you can choose to source all detail lines from one requisition or individual detail lines from multiple requisitions.

When using automatic sourcing, the system automatically selects requisitions by requisition type, vendor, or other selection criteria that you specify.

Interactive Sourcing and Currency

Please note the following key points when you use interactive sourcing with multiple currency processing:

- When sourcing multiple detail lines to a single purchase order, all the selected requisition detail lines must contain the same transaction currency.
- The system retains vendor item price cost source (*Cost Source* field displays VI) from the requisition to the purchase order if you use the same vendor.

If you do not use or source the same vendor (vendor address) to the purchase order, the system sets the Cost Source field for the resulting purchase order to UE (user entered).

Automatic Sourcing and Currency

Please note the following key points when you use automatic sourcing with multiple currency processing:

- You must specify a currency when automatic sourcing. The system sources only those requisition detail lines matching that transaction currency.
-

- The system retains vendor item price cost source (*Cost Source* field displays VI) from the requisition to the purchase order if the same vendor is used.

If you do not use or source the same vendor (vendor address) to the purchase order, the system sets the *Cost Source* field for the resulting purchase order to UE (user entered).

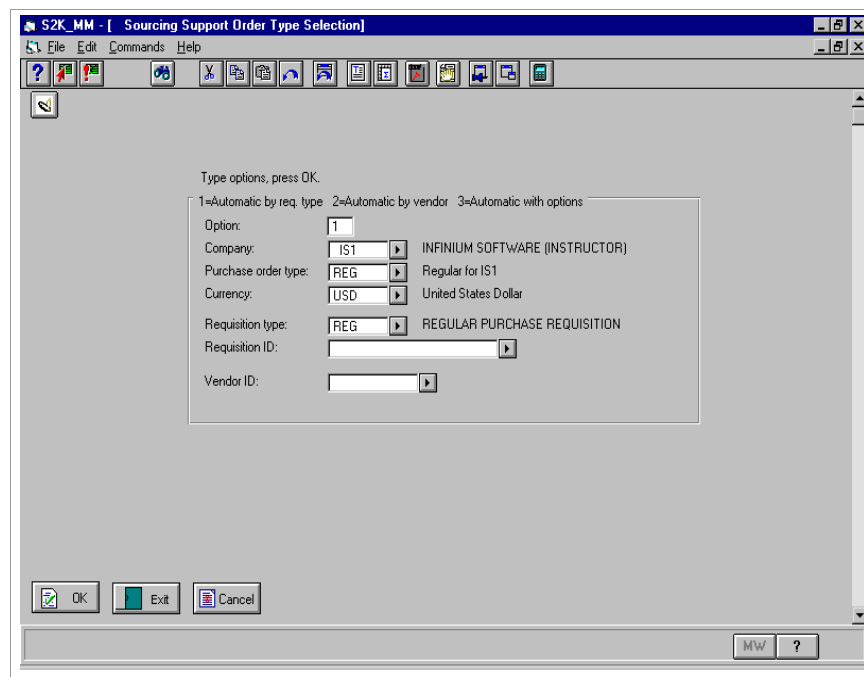


Figure F-15: Sourcing Support Order Type Selection prompt screen

The system displays this screen when you select the *Work with auto-sourcing* option. You use this screen to select the automatic sourcing option by requisition type, vendor, or user-selected options.

You must specify a transaction currency in the *Currency* field for automatic sourcing. The system sources all requisition detail lines that match your selections, including currency.

Selecting Requisitions by Specific Criteria

To select a requisition for automatic sourcing by certain criterion, such as transaction currency, you can prompt on the *Requisition ID* field and then press F13 to display the Requisition Selection Query screen.

```
MAR/08/2016 21:44:55      Requisition Selection Query      PMGRHD      PMDRHD

-----
Enter Sort Levels and Field Data.
01=Highest Sort  15=Lowest Sort

___ Company . . . . . 001 +
___ Type . . . . .    +
___ Req. ID . . . . . _____
___ Status . . . . .    +
___ Requester ID . . . . . _____ +
___ Item Code . . . . . _____ +
___ Item Desc . . . . . _____
___ Commodity Code . . . . . _____ +
___ Ship-to Location . . . . . _____ +
___ Deliver to . . . . . _____
___ Date needed . . . . . _____ to _____
___ Description . . . . . _____
___ Project ID . . . . . _____ +
___ Trans Currency . . . . . _____ +
___ Vendor ID . . . . . _____ +

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure F-16: Requisition Selection Query screen

The system displays this screen when you press F13 from the Requisition Selection screen. You can use this screen to select requisitions that meet specific criteria.

Press Enter to display all requisitions that meet your criteria in the Requisition Selection screen. Type 1 in the *Opt* field next to the requisition you select for automatic sourcing, and then press Enter.

Understanding Currency Implications in Quotation Requests

Quotation requests enable you to obtain best-pricing information from current and potential vendors. The system provides flexibility by accepting vendor responses in different currencies. In addition, for flexibility to the quotation request reviewers, the system displays vendor responses in the original quotation request currency.

When you award the quotation request to a vendor, the resulting purchase order reflects the vendor response currency as the transaction currency, regardless of the original quotation request currency. The following diagram illustrates this process.

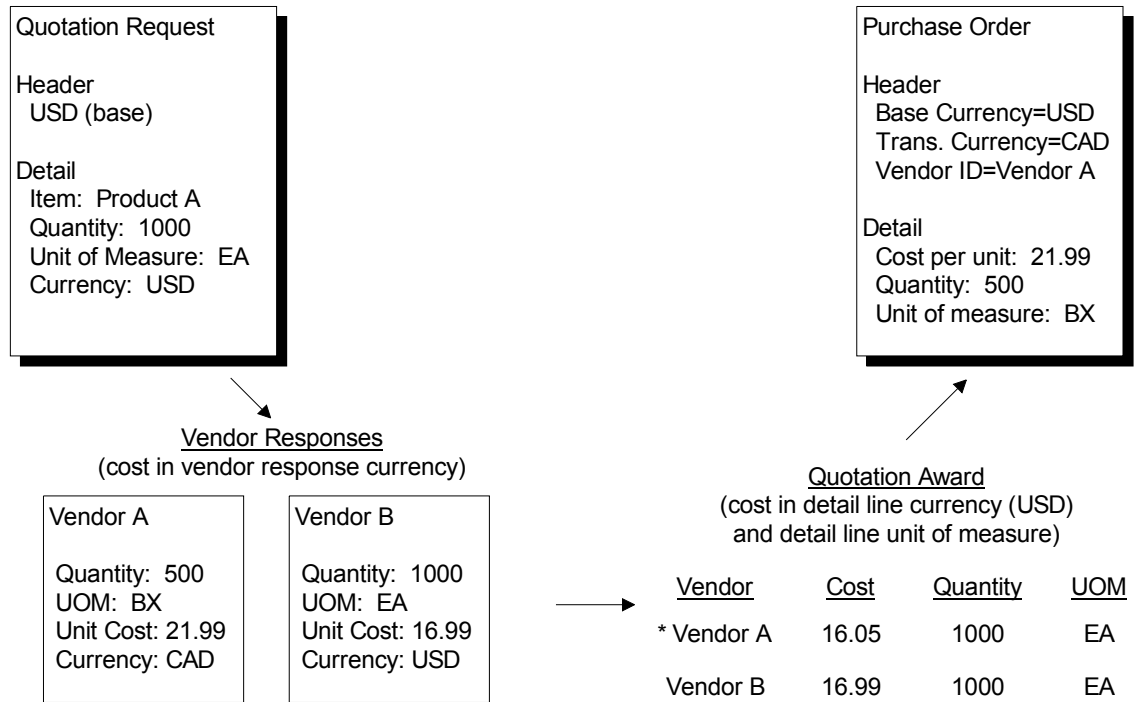


Figure F-17: The Quotation Request Process with Multiple Currency

Quotation Request Type Currency Controls

You establish the default exchange rate type for quotation requests in the quotation request type.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Control Files*
 - ▼ *Work with requisition type [WWRT]*

The screenshot shows the 'Requisition Type Maintenance' window. The 'Company' field is set to 'QTE'. The 'Requisition type' is 'Quotation'. The 'Purchase order type' is 'REG'. Under 'Detail Definitions', several checkboxes are checked: 'Commodity Code', 'Fast entry non item', 'Item description', 'Quantity', and 'Unit of measure'. The 'CM exchange rate type' is set to 'CASTD'. Other fields like 'Receipt Activity Flag', 'Quote handling', 'Extended amount', 'Lead time status', 'Lead time message ID', 'Lead time user', and 'Violation action' are also visible with their respective values.

Figure F-18: Quotation Request Type Maintenance screen 2

The system displays this screen when you press Enter from Quotation Request Type Maintenance screen 1. You use this screen to define the default exchange rate type for the quotation request type.

Detail Definition: CM exchange rate type

You use this field to specify the default exchange rate type for quotation requests based on this quotation request type. If you assign an exchange rate type at this level, the system uses it and does not look for a default exchange rate type at the company or entity level.

The following diagram illustrates the exchange rate type hierarchy for quotation requests:

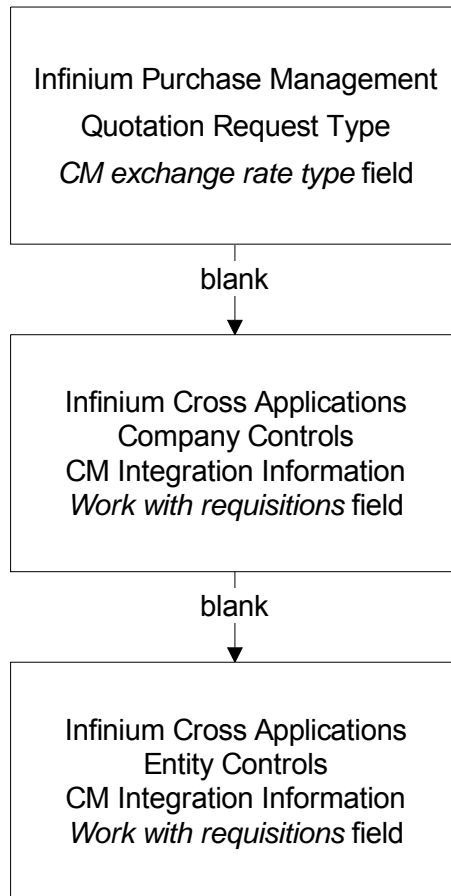


Figure F-19: Quotation Request Exchange Rate Hierarchy

The system uses this hierarchy when searching for an exchange rate type for currency conversions in quotation requests.

Quotation Request User Defaults and Currency

The User Defaults window displays when you press F16 from the Quotation Request Header screen. You define user defaults for quotation requests using the *Work with quotation defaults* option.

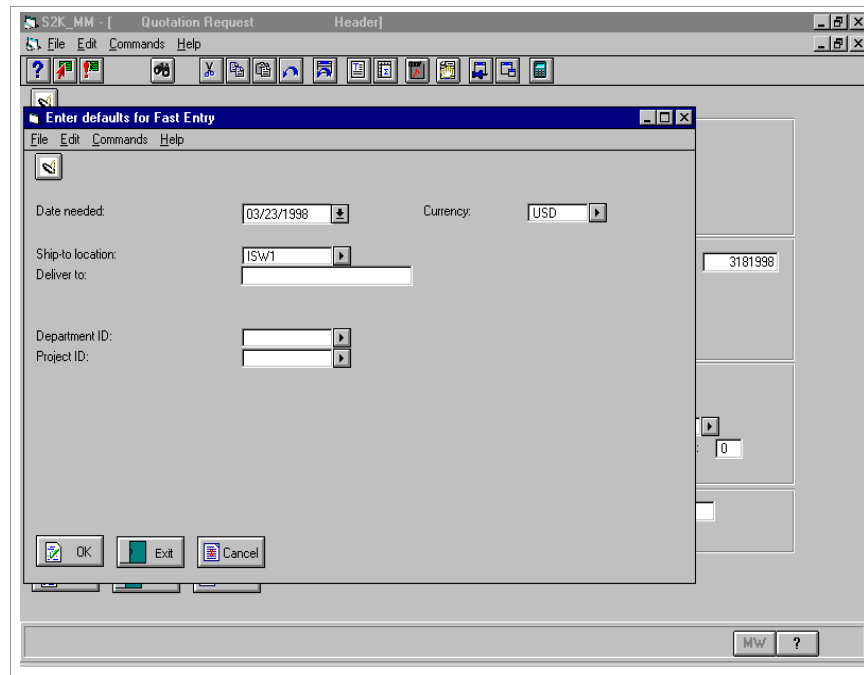


Figure F-20: Quotation Request User Defaults window

Your entries in this window default to the Quotation Request Detail screen and override the defaults from the Item Warehouse file and the *Work with quotation defaults* option.

Currency

Use this field to specify the default transaction currency for new quotation request detail lines. This transaction currency default also becomes the default transaction currency during fast entry.

Vendor Address and Currency

You use the Vendor Address screen to assign vendors and non-Infinium Payables Ledger (PL) vendors to a quotation request.

S2K_MM [Vendor Address]

File Edit Commands Help

Company: IS1 INFINIUM SOFTWARE (INSTRUCTOR)

Quotation ID: RFQ002

Vendor:

Vendor name: Kings Printing Corporation

Address line 1: 100 West Main Street

Address line 2:

Address line 3:

Address line 4:

City: Orlando

State: FL Postal code: 32098

Country code:

Currency: CAD Canadian Dollar

Ship via:

Fob:

Freight terms:

Payment terms:

OK Exit Cancel

MW ?

Figure F-21: Vendor Address screen

The system displays this screen when you select a quotation request with the *Work with quotation requests* option. Then press F17 from the Quotation Header screen and press F6 from the Vendor Summary selection screen.

For non-PL vendors, you must specify the transaction currency with the *Currency* field. At this point, the system does not verify a valid exchange rate relationship between the selected currency and the quotation request transaction currency. The system checks for a valid exchange rate relationship as you enter vendor response to the quotation request.

For existing vendors, the system retrieves the transaction currency for the *Currency* field from Infinium Payables Ledger based on the hierarchy in Figure F-14.

The system uses the currency specified in the *Currency* field of the Vendor Address screen as the default for vendor response information. You can override this default and select another currency when entering a vendor response.

Vendor Response and Currency

You use the Vendor Response screen to enter and compare vendor and non-PL vendor responses to quotation requests.

Quotation ID: RFQ002
 Description: REQUEST FOR QUOTATION
 Vendor: 100 West Main Street
 Address: Orlando FL
 Currency: CAD Canadian Dollar

Vendor name: Kings Printing Corporation
 Type: RFQ

Opt	Description	Quantity	UM	Cost Per Unit	Cur	Line
1	CALCULATOR (100.0000	EA	.000000	CAD	0001
2	SCISSORS (500.0000	EA	.000000	CAD	0002
3	Xerox Paper - Case	150.0000	EA	.000000	CAD	0003
4						
5						
6						

Figure F-22: Vendor Response screen

The system displays this screen when you type 7 in the *Opt* field in the Vendor Summary screen. This screen enables you to enter responses to each quotation request detail line from either non-PL vendors or established vendors.

Cost Per Unit

You use this field to enter the vendor response cost per unit based on the vendor response currency.

Cur

You use this field to indicate the vendor response currency. If a valid exchange rate does not exist between the vendor response currency and the specified transaction currency in the quotation request, the system displays the following message:

Exchange rate relationship for transaction currency, company base currency, and currency exchange rate type is not valid.

The system requires a valid exchange rate for the quotation request when a vendor response currency differs from the quotation request transaction currency.

When you create a quotation request, the system retrieves the exchange rate type for a quotation request based on the hierarchy in Figure F-19.

If you restrict a vendor to a specific currency, you must use this currency when you enter the vendor's response. If this occurs, a valid exchange rate relationship must exist for the restrict-to currency, the base currency, and the exchange rate type.

Quotation Award and Currency Conversion

The system expedites the review of vendor responses by converting all vendor response information to the unit of measure and currency specified in the original quotation request.

When converting currencies during the quotation award process, the vendor response currency is the source currency while the quotation request detail line transaction currency is the target currency. The Rate Effective Date is the current system date.

Quotation Award Detail and Currency

The information in the following Quotation Award Detail screen displays vendor responses, which the system converts to the original quotation request detail line unit of measure and currency.

The screenshot shows a software window titled "S2K_MM - [Quotation Award Detail]". The window contains the following information:

Quotation ID: RFQ002
Line #: 00001 Currency: USD
Item code: PROD14
Item Description: CALCULATOR (NM/PM)
Commodity Code: INVNM

Opt	PL vendor	Quotation vendor name	Cost Per Unit	Quantity	UM
1		Duplication Printing Co.	10.000000	1200.0000	EA
2	7	General Stores	14.000000	100.0000	EA
3		Kings Printing Corporation	14.790000	100.0000	EA
4	3	Vendor Number 3	15.000000	100.0000	EA

At the bottom of the window, there are buttons for "OK", "Exit", and "Cancel".

Figure F-23: Quotation Award Detail screen

The system displays this screen when you select the *Work with quotation awards* option, and then select a quotation request. Type 2 in the *Opt* field next to a detail line to compare vendor responses.

The system displays the following message if a currency conversion was necessary:

Response costs are converted to the quote detail line currency as required.

After awarding a detail line, the system returns to the Quotation Award Summary selection screen.

Quotation Award Summary and Currency

The information in the Quotation Award Summary screen displays the cost in the transaction currency specified in the original quotation request detail line.

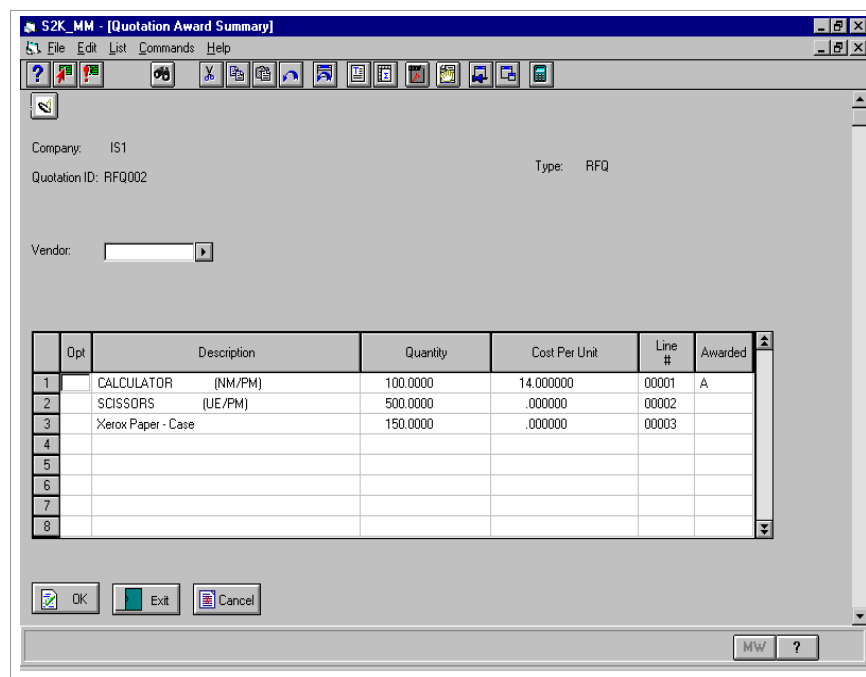


Figure F-24: Quotation Award Summary selection screen

The system displays this screen after you award a quotation request from the Quotation Award Detail screen.

Sourced Purchase Orders and Currency

Upon exiting and indicating that the quotation request is “complete,” the system automatically sources the awarded detail line(s) to one or more

purchase orders. If you award more than one quotation request detail line at the same time, the system creates multiple purchase orders (one for each vendor/currency combination).

The resulting purchase order incorporates vendor response cost, quantity, unit of measure, and currency, even if they differ from the original quotation request.

The system retrieves the exchange rate type for the resulting purchase order from the *CM exchange rate type* field for the purchase order type defined in the quotation request type. If this field is blank, the system looks to the *Work with purchase orders* field at the company controls in Infinium Cross Applications. If this field is blank, the system looks to the *Work with purchase orders* field at the entity controls in Infinium Cross Applications.

Understanding Currency Implications in Purchase Orders

A valid exchange rate must exist between the purchase order transaction currency and the base currency. The system performs a currency conversion between the base currency and transaction currency when you maintain the purchase order, using the system date for the Rate Effective Date. The purchase order's total value in base currency, which displays in the purchase order header, represents the estimated obligation for the purchase order.

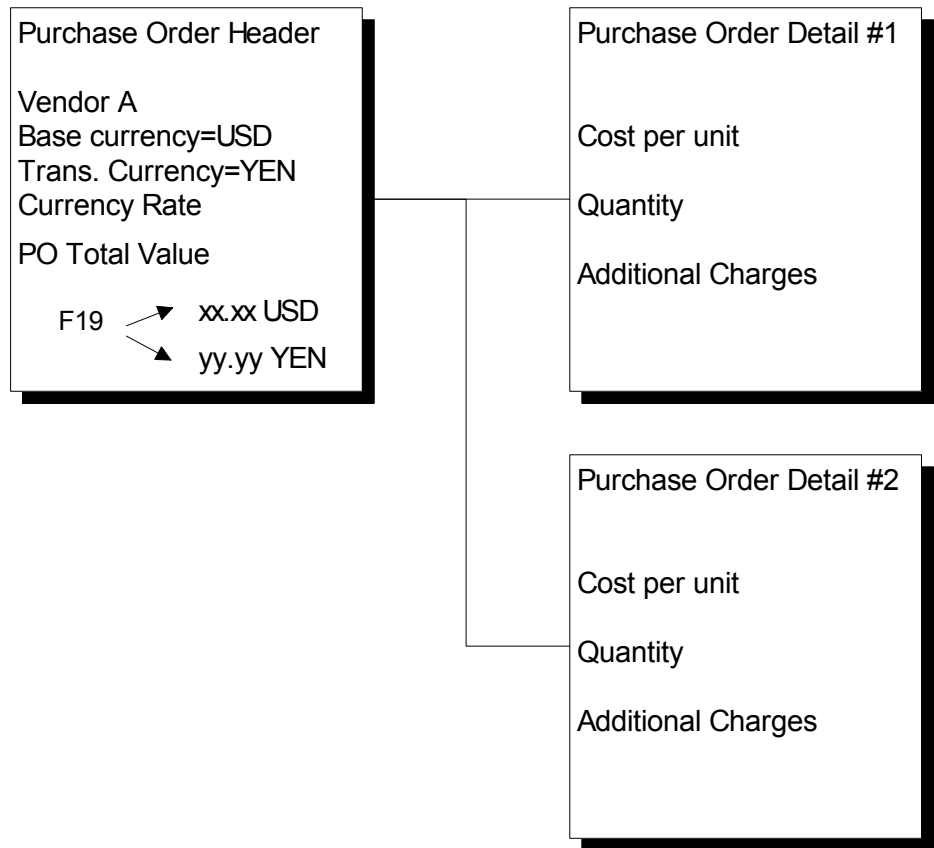


Figure F-25: Currency at the Purchase Order Header and Detail Levels

Purchase Order Type Currency Controls

You establish the default exchange rate type for purchase orders in the purchase order type.

Use the menu path below.

- ▶ Infinium PM
- ▶ *Control Files*
 - ▼ *Work with purchase type [WWPT]*

Figure F-26: Order Type Maintenance screen 1

The system displays this screen when you select a purchase order type to change and press Enter. You use this screen to define the default exchange rate type for the purchase order type.

CM exchange rate type

You use this field to specify the default exchange rate type for purchase orders based on this purchase order type. If you assign an exchange rate type at this level, the system uses it and does not look for an exchange rate type at the company or entity level.

The diagram in Figure F-6 illustrates this hierarchy.

The system uses this hierarchy when defaulting an exchange rate type in the *Currency Rate* field in the purchase order header.

If you do not specify an exchange rate type at the purchase order type, the system looks to the *Work with purchase orders* field at the company level. If this field is blank, the system looks to the *Work with purchase orders* field at the entity level.

If the system does not find an exchange rate type, the *Currency Rate* field remains blank and the system displays an error message.

Currency Rate Field Lock Down

The system locks the *Currency Rate* field in the purchase order header under the following conditions:

- The purchase order has receipts.
- The purchase order has unposted invoices.
- The purchase order has invoice quantities.
- The purchase order is EX-capable and you process or print the purchase order with option 6 in the Print/Process Purchase Orders selection screen. You access this screen with the *Process selected purchase orders* option.

Purchase Order Restrictions and Currency

You can specify a monetary limit when establishing purchase order restrictions in Infinium PM.

Use the menu path below.

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

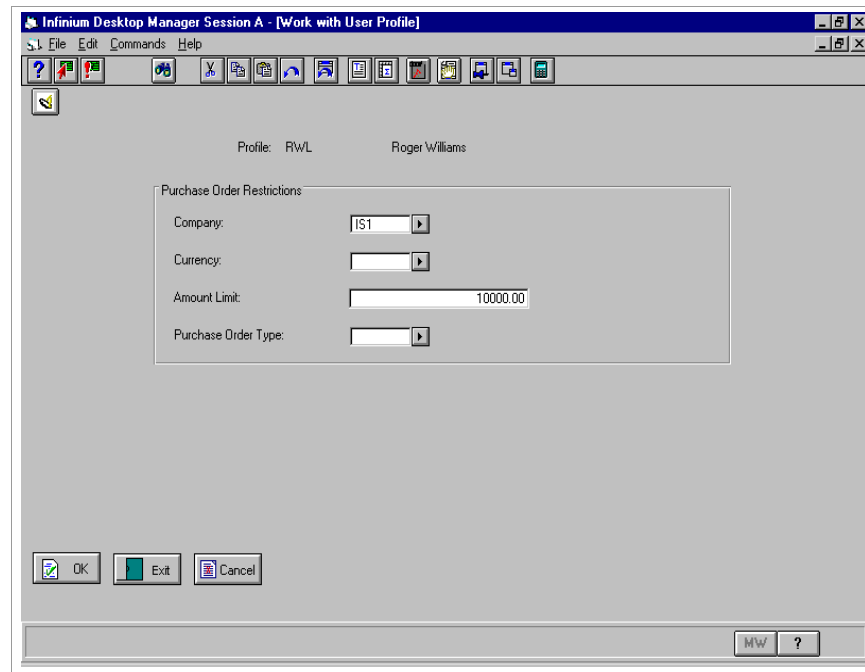


Figure F-27: Work with User Profile Purchase Order Restrictions screen

The system displays this screen when you add or maintain a purchase order restriction using the Purchase Order Restrictions attribute in the *Work with User Profile* option.

If you specify a company for purchase order restrictions, the *Currency* field defaults to the selected company's base currency and cannot be changed. If you do not specify a company, the system requires the *Currency* field. The currency you select in this field should be a company base currency.

The currency specified in the *Currency* field must match the purchase order's company base currency. If it does not, the system assumes there is no purchase order monetary limit restriction for the user.

If you select a zero decimal currency in the *Currency* field, the system does not permit you to type a decimal number in the *Amount Limit* field.

Each company/currency/type purchase order restriction combination must be unique for a user.

Purchase Order Currency Information

If the currency specified in the *Currency* field matches the purchase order base currency, the system verifies that the monetary sum of all purchase order detail lines does not exceed the monetary value specified in the

Amount Limit field. The system verifies this when you create or maintain a purchase order, based on the following:

$$PO \text{ Total Value (base)} \times \text{Exchange Rate (base to trans.)} \leq \text{Amount Limit}$$

If you exceed the purchase order user monetary limit, in transaction currency, the system displays the following message:

A total cost of xx.xx TRN has exceeded user RWL limit of yy.yy BAS.

The **xx.xx** represents the purchase order total value in transaction currency; **TRN** is the transaction currency; **yy.yy** represents the limit specified in the *Amount Limit* field; and, **BAS** represents the purchase order base currency.

With multiple currency processing, each currency should have a separate purchase order restriction. For example, if you have three companies with a base currency of Canadian dollars (CAD) and one company with a base currency of United States dollars (USD), you should establish a minimum of two purchase order restrictions (one for CAD and one for USD). To further establish these as currency-specific purchase order restrictions, leave the *Company* field blank.

For more information on setting up purchase order restrictions, refer to the “Working with Supervisor Controls for User Setup” chapter earlier in this guide.

Purchase Orders and Currency

Keep in mind the following key points when you use purchase orders with multiple currency processing:

- A purchase order can specify only one transaction currency
 - A valid exchange rate must exist for the transaction currency and base currency
 - A valid exchange rate relationship must exist for the transaction currency, the purchase order’s company base currency, and the currency exchange rate type. You establish exchange rate relationships in Infinium CM
 - The system uses the system date for the Rate Effective Date during currency conversions
 - When you exit and save a purchase order, the system locks the transaction currency (*Trans Currency* field) from further editing if the purchase order has detail lines
-

- The system locks the *Currency Rate* field according to the rules specified in the “Currency Rate field Lock Down” topic
- The purchase order transaction currency is the invoice currency; however, you can pay an invoice in other currencies
- The system displays the *Cost per unit* and *Extended cost* fields in transaction currency
- The system displays the *PO Total Value* and *Total Addl Chrgs* fields in transaction currency. You can press F19 to switch between transaction currency and base currency
- If the system displays the *Freight Est. Chg.* field on the purchase order header the first time you access the header, you must enter this estimated additional charge in transaction currency
- You must represent purchase order additional charges in transaction currency.
- All account numbers associated with a selected account distribution, as specified in the *Distribution code* field, must refer to the same base currency. If they do not, the system displays the following error message:
- Account currency mismatch found on distribution group
- If the currency mismatch occurs at receiving time, the system inserts a **#F#** in front of the specified account number

Zero Decimal Precision Fields

The system displays zero decimal precision (ZDP) fields in ZDP format only during add or maintenance mode. The system does not display ZDP fields in ZDP format during display mode.

Transaction Currency Default at the Purchase Order

The system defaults the purchase order transaction currency based on the hierarchy in Figure F-14.

Vendor Restrict-to Currency

If you restrict a vendor to a currency other than the transaction currency, the system displays the following message:

Vendor is restricted to XXX currency

Vendor Item Price Cost Source

If you use vendor item price cost source, the currency of the vendor item price record must match the transaction currency at the purchase order. If

these currencies do not match, the system automatically sets the *Cost Source* field to **UE** and displays the following message:

No Vendor Item Price Records exist for vendor. Cost source changed to "UE"...

Inventory Cost Source

If you use inventory cost (**NM**) as a cost source, the system uses the exchange rate type specified in the *Currency Rate* field at the purchase order header. If the system does not find a valid exchange rate relationship, the following message displays:

Exchange rate relationship for transaction currency, company base currency, and currency exchange rate type is not valid.

The system uses the first exchange rate type found in the exchange rate hierarchy.

Cost source conversions occur only when the system retrieves cost information.

Additional Charges and Currency

You add additional charges at the purchase order header and/or purchase order detail in transaction currency. The system displays the sum of total additional charges for the purchase order in the *Total Addl Chrgs* field at the purchase order header. You can press F19 to switch the display of total additional charges between transaction currency and base currency.

If you set an additional charge to "include in cost," the system uses the base currency equivalent of this additional charge to update the inventory costs when you invoice an item.

Taxes and Currency

The system displays all tax additional charges in transaction currency. The *Total Addl Chrgs* field at the purchase order header includes all tax amounts. You can press F19 to switch the display of total additional charges between transaction currency and base currency.

If you set a tax additional charge to "include in cost," the system uses the base currency equivalent of this additional charge to update the inventory costs when you invoice an item.

Multiple Account Information and Currency

The system represents all monetary fields in the Multiple Account Distribution screen in transaction currency.

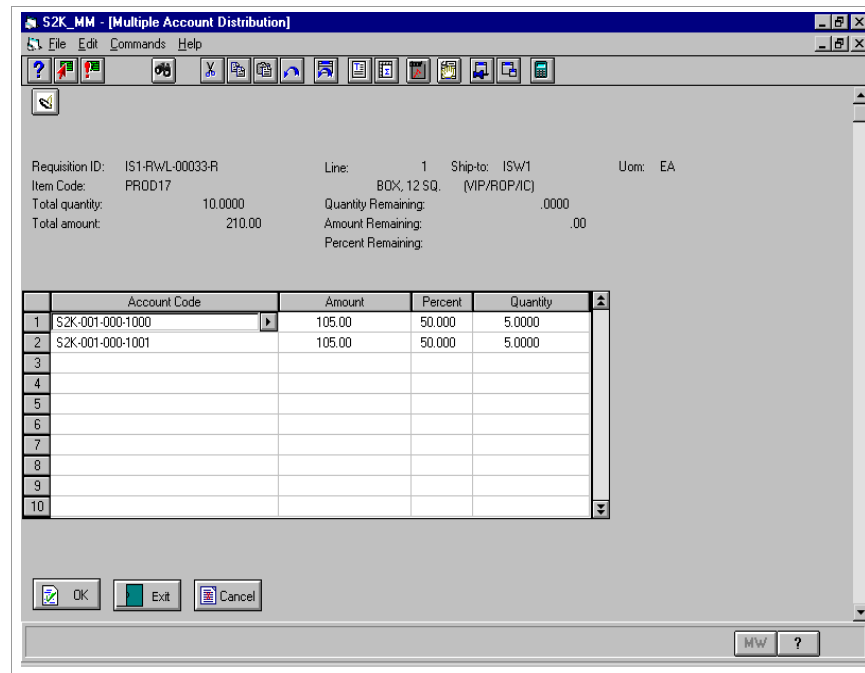


Figure F-28: Multiple Account Distribution screen

Blanket Parent Purchase Orders and Currency

Blanket parent purchase orders provide you with a type of purchase order template against which you create blanket release purchase orders. The use of blanket parent purchase orders with multiple currency processing affects the following:

- Blanket Parent Header Controls
- Blanket Parent Detail Controls

Keep in mind the following key points when working with blanket parent purchase orders with multiple currency processing:

- A blanket purchase order can specify only one transaction currency
- A valid exchange rate must exist for the selected transaction currency and base currency
- A valid exchange rate relationship must exist for the transaction currency, the blanket purchase order's company base currency, and the currency

exchange rate type. You establish exchange rate relationships using the *Work with exchange rates* option in Infinium CM.

- The system uses the system date for the Rate Effective Date during currency conversions
- When you exit and save a blanket purchase order, the system locks the transaction currency (*Trans Currency* field) from further editing if the blanket has detail lines
- The system locks the *Currency Rate* field according to the rules specified in the “Currency Rate field Lock Down” topic
- The blanket purchase order transaction currency is the invoice currency; however, you can pay an invoice in other currencies
- The system displays the *Cost per unit* and *Extended cost* fields in transaction currency
- The system displays the *PO Total Value* and *Total Addl Chrgs* fields in transaction currency. You can press F19 to switch between transaction currency and base currency
- You must represent blanket purchase order additional charges in transaction currency

Blanket Parent Header and Detail Controls and Currency

Blanket parent header and detail controls define operational restrictions for both the blanket parent and all associated blanket releases.

At the Blanket Header Controls screen, you specify the *Minimums per Order Value*, *Maximums per Order Value*, and *Total Value* fields in transaction currency.

At the Blanket Detail Controls screen, you specify the *Minimums per Line Value*, *Maximums per Line Value*, and *Total Value* fields in transaction currency.

If you use a zero decimal currency, the system does not permit you to type a decimal number in any of the monetary amount or value fields in the blanket parent header controls and blanket parent detail controls.

Blanket Release Purchase Orders and Currency

Keep in mind the following key points when working with blanket release purchase orders with multiple currency processing:

- The system bases the transaction currency for the blanket release on the blanket parent and locks it down
 - You can specify a different exchange rate with the *Currency Rate* field. However, the selected exchange rate must provide a conversion between the transaction currency and base currency.
 - The system uses the system date for the Rate Effective Date during currency conversions
 - The system displays the *Cost per unit* and *Extended cost* fields at the Purchase Order Maintenance Detail screen in transaction currency
 - The system defaults the display of the *PO Total Value*, *Total Addl Chrgs*, and *Total Available* fields in transaction currency. You can press F19 to switch the display of these fields between transaction currency and base currency.
-

Understanding Currency Implications in Receiving

During receipt of inventory items, the system performs a currency conversion of purchase order transaction currency to company base currency (based on the receipt date as the Rate Effective Date) to update inventory cost. If your company uses the accrual accounting method, the system also generates an accounting entry to debit inventory and credit RNI (Received Not Invoiced).

Please note the following key points when you receive purchase orders with multiple currency processing:

- The system maintains inventory monetary values in base currency.
- The system updates costing during receiving based on the exchange rate relationship to convert the transaction currency to the base currency. The system displays the following error message if the *Receive purchase orders* field at the company or entity level specifies to use an invalid invoice to base currency rate in Infinium PL:

Invoice to Base Currency exchange rate x not valid...

The x refers to the exchange rate type selected in the *Currency Rate* field at the purchase order header.

- The system checks for a valid standard cost effective date and standard cost exchange rate type if a ship-to location is defined for standard cost and the purchase order detail line's *Inv mat* field is 1.

Invoicing Information

During invoice of inventory items, the system converts the currency and processes normal invoice accounting entries. Infinium Payables Ledger creates an adjustment based on the difference between the transaction currency converted at receipt time and invoice time. Infinium Payables Ledger then creates an account entry for the realized gain or loss at payment time, based on the difference between the exchange rate at invoice time and the exchange rate at payment time.

For examples of accounting entries with multiple currency processing, refer to the topic "Understanding Accounting Entries with Currency" in this appendix.

For more information on using purchase orders, refer to the “Creating Standard Purchase Orders” and “Working with Existing Purchase Orders” chapters earlier in this guide.

Currency and Tolerances

Infinium Payables Ledger and Infinium PM require that tolerances to be in the company base currency. When you define tolerances at the company or item warehouse company level, the system defaults and protects the base currency. This defaults from the Company Base Application Information screen. If you define tolerances at the Commodity code or item warehouse entity level, you must enter a company base currency. If your currency entry does not match the company defined base currency, the system displays an error message during Infinium Payables Ledger/Infinium PM matching due to the unbalanced currencies.

You must use the invoice price performance tolerance at the company level to accomplish a total invoice match in Infinium PM and Infinium Payables Ledger. If you try to create this at a non-company level, the system displays the following message:

Invoice amount tolerance is only valid at the Company level.

If you attempt to establish the company level unit price, extended amount, or invoice price tolerance before a *Base Currency* field value has been specified in the Base Application Information attribute, the system displays an error message and does not permit you to select the item with option 2 (Edit tolerance).

Understanding Accounting Entries with Currency

The following examples illustrate the accounting entries made by Infinium PM and Infinium Payables Ledger with multiple currency processing. For more information, refer to the *Infinium Payables Ledger/Infinium PM Guide to Integration*. chapters

Example	Summary
#1	Accrual Company (WAC or Current Cost) Inventory Item Receipt then Invoice Invoice Amount = Purchase Order Amount Base Currency in US dollars (USD) Transaction Currency in Canadian dollars (CAD)
#2	Accrual Company Non-Inventory Item Receipt then Invoice Invoice Amount = Purchase Order Amount Base Currency in US dollars (USD) Transaction Currency in Canadian dollars (CAD)
#3	Accrual Company (Standard Cost/PPV is 1) Inventory Item Receipt then Invoice Invoice Amount = Purchase Order Amount Base Currency in US dollars (USD) Transaction Currency in Canadian dollars (CAD)
#4	Accrual Company (Standard Cost/PPV is 2) Inventory Item Receipt then Invoice Invoice Amount ≠ Purchase Order Amount Base Currency in US dollars (USD) Transaction Currency in Canadian dollars (CAD)

Example #1

The following example shows accounting entries made for an accrual company in which an inventory item's invoice amount equals the purchase order amount (cost method is WAC or Current Cost) of \$100.00 CAD.

Purchase Order Receipt (*exchange rate = 0.75*)

Debit	Inventory	\$100.00 CAD \$75.00 USD
Credit	RNI	\$100.00 CAD \$75.00 USD

Invoice (*exchange rate = 0.80*)

Debit	RNI	\$100.00 CAD \$75.00 USD
	Inventory Exchange	\$0.00 CAD

	Adjustment	\$5.00 USD
Credit	AP Trade	\$100.00 CAD \$80.00 USD
Payment (<i>exchange rate = 0.90</i>)		
Debit	AP Trade	\$100.00 CAD \$80.00 USD
	Realized Loss	\$0.00 CAD \$10.00 USD
Credit	Cash	\$100.00 CAD \$90.00 USD

Example #2

The following example shows accounting entries made for an accrual company in which a non-inventory item's invoice amount equals the purchase order amount of \$100.00 CAD.

Purchase Order Receipt (<i>exchange rate = 0.75</i>)		
Debit	Expense	\$100.00 CAD \$75.00 USD
Credit	RNI	\$100.00 CAD \$75.00 USD
Invoice (<i>exchange rate = 0.80</i>)		
Debit	RNI	\$100.00 CAD \$75.00 USD
	Expense Exchange Adjustment	\$0.00 CAD \$5.00 USD
Credit	AP Trade	\$100.00 CAD \$80.00 USD
Payment (<i>exchange rate = 0.90</i>)		
Debit	AP Trade	\$100.00 CAD \$80.00 USD
	Realized Loss	\$0.00 CAD \$10.00 USD
Credit	Cash	\$100.00 CAD \$90.00 USD

Example #3

The following example shows accounting entries made for an accrual company (based on standard cost/PPV is 1) in which an inventory item's invoice amount of \$105.00 CAD does not equal the purchase order amount of \$100.00 CAD. The item standard cost is \$90.00 USD.

Purchase Order Creation (*exchange rate = 0.70*)

You maintain the item standard cost in base	\$128.57 CAD
currency. The system uses the Standard Cost	\$90.00 USD
Effective Date Rate to convert the standard cost	
from base currency to transaction currency and to	
calculate variance from standard.	

Purchase Order Receipt (*exchange rate = 0.75*)

Debit	Inventory	\$128.57 CAD
		\$90.00 USD
Credit	RNI	\$128.57 CAD
		\$90.00 USD

Invoice (*exchange rate = 0.80*)

Debit	RNI	\$100.00 CAD
		\$70.00 USD
	Standard Cost	(\$23.57) CAD
	Variance	(\$16.50) USD
	Exchange Adjustment	\$0.00 CAD
		\$10.50 USD
Credit	AP Trade	\$105.00 CAD
		\$84.00 USD

Payment (*exchange rate = 0.90*)

Debit	AP Trade	\$105.00 CAD
		\$84.00 USD
	Realized Loss	\$0.00 CAD
		\$10.50 USD
Credit	Cash	\$105.00 CAD
		\$94.50 USD

Example #4

The following example shows accounting entries made for an accrual company (based on standard cost/PPV is 2) in which an inventory item's invoice amount of \$105.00 CAD does not equal the purchase order amount of \$100.00 CAD. The item standard cost is 90.00 USD.

Purchase Order Creation (*exchange rate = 0.70*)

You maintain the item standard cost in base	\$128.57 CAD
currency. The system uses the Standard Cost	\$90.00 USD
Effective Date Rate to convert the standard cost	
from base currency to transaction currency and to	
calculate variance from standard.	

Purchase Order Receipt (*exchange rate = 0.75*)

Debit	Inventory	\$100.00 CAD \$70.00 USD
	Standard Cost Variance	(\$28.57) CAD (\$20.00) USD
Credit	RNI	\$100.00 CAD \$70.00 USD

Invoice (*exchange rate = 0.80*)

Debit	RNI	\$100.00 CAD \$70.00 USD
	Standard Cost Variance	(\$5.00) CAD (\$3.50) USD
	Exchange Adjustment	\$0.00 CAD \$10.50 USD
Credit	APTrade	\$105.00 CAD \$84.00 USD

Payment (*exchange rate = 0.90*)

Debit	AP Trade	\$105.00 CAD \$84.00 USD
	Realized Loss	\$0.00 CAD \$10.50 USD
Credit	Cash	\$105.00 CAD \$94.50 USD

Understanding Currency Implications with Approvals

The system requires that you specify a company when you set up and process purchasing documents through approvals. This enables the system to process approvals entirely in base currency. In addition, the approval cycle displays purchasing document totals in company base currency to approvers and alternate approvers.

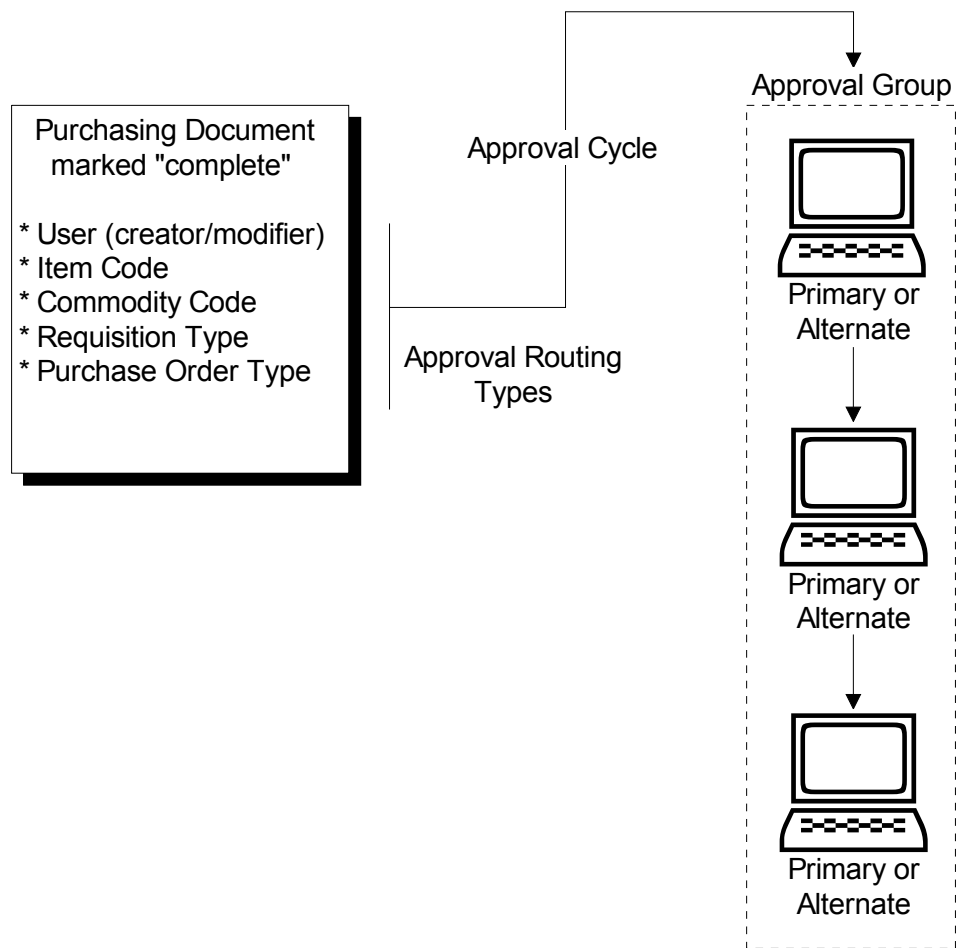


Figure F-29: The Approval Process in Infinium PM

Approval Routing Types

You specify a maximum cost for all the approval routing types (user, Item code, Commodity code, requisition type, and purchase order type) in base currency. The system displays the base currency in the following Approval Routing Maintenance Item Code Setup screen based on the selected company.

The screenshot shows a software window titled "S2K_MM - [Approval Routing Maintenance Item Code - Add Mode]". The window contains the following information:

- Company: IS1 INFINIUM SOFTWARE (INSTRUCTOR)
- Base Currency: USD
- A table with the following columns: Item code, User Restrict, Maximum Cost, Maximum Quantity, and Approval Grp/Usr.
- The table has 8 rows, numbered 1 through 8, and is currently empty.
- Buttons for OK, Exit, and Cancel are located at the bottom of the window.

Figure F-30: Approval Routing Maintenance Item Code Setup screen

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

Currency Information

The *Maximum Cost* field defines the threshold, in base currency, for a purchasing document. If you exceed this approval routing type limit, the system assigns the purchasing document a status of Approval Pending (10) and routes the document to the specified approval group.

Approval Cycle

The approval cycle enables you to display, approve, or reject purchasing documents awaiting approval. The following Approval Cycle Inquiry selection screen displays the total value of purchasing documents in base currency.

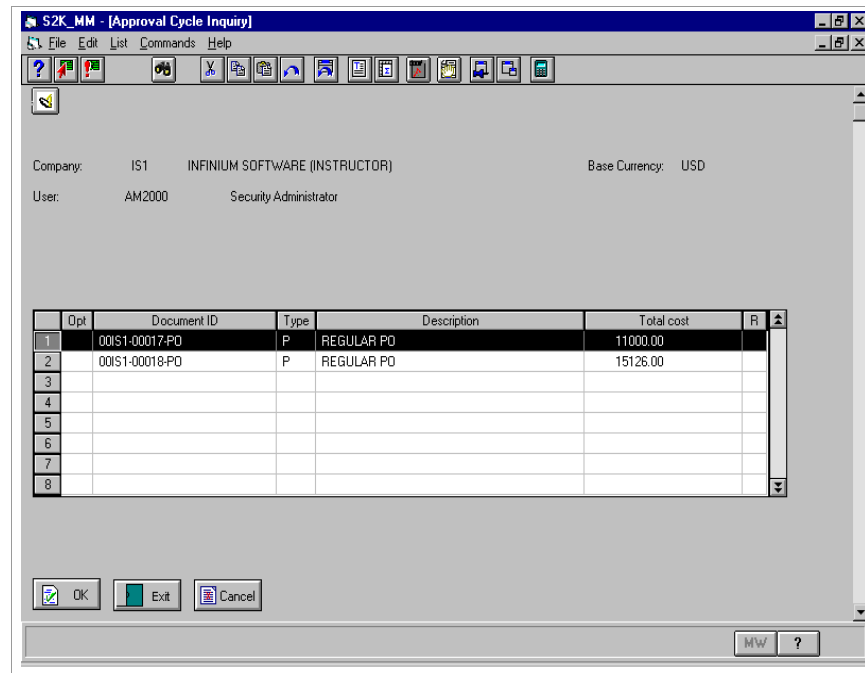


Figure F-31: Approval Cycle Inquiry selection screen

The system displays this screen when you type a company and press Enter in the Approval Cycle Inquiry prompt screen.

Combined Display and Currency

You can access the Approval Combined Display screen by typing **2** in the *Opt* field of the Approval Cycle Inquiry selection screen.

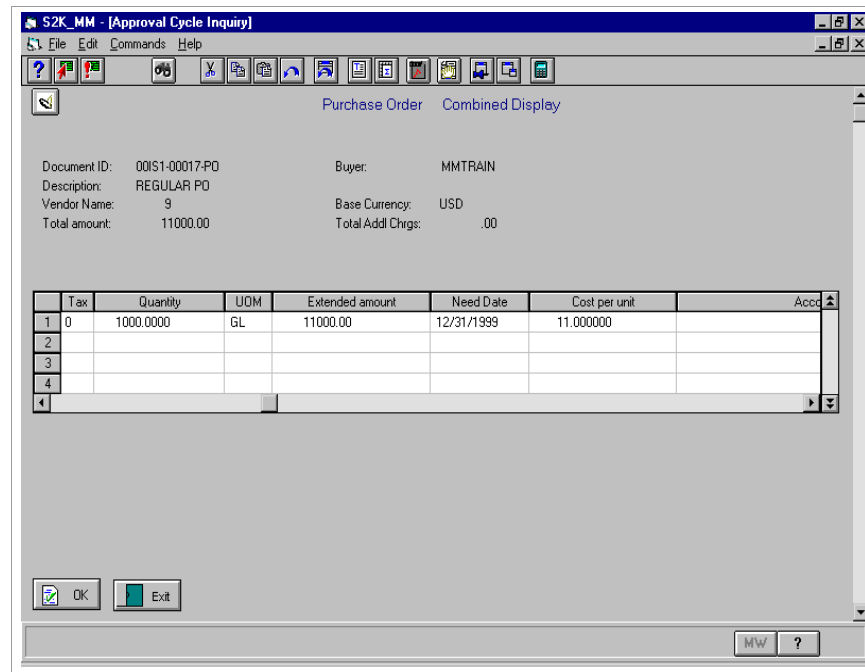


Figure F-32: Approval Cycle Inquiry Purchase Order Combined Display screen

The system displays all the cost fields in the Approval Combined Display screen in base currency. These fields are:

- *Total amount*
- Total Addl Chrgs (purchase orders only)
- Extended amount
- Cost per unit

Approval Audit Trail and Currency

You can access the Approval Audit Trail screen by typing **15** in the *Opt* field of the Approval Cycle Inquiry selection screen.

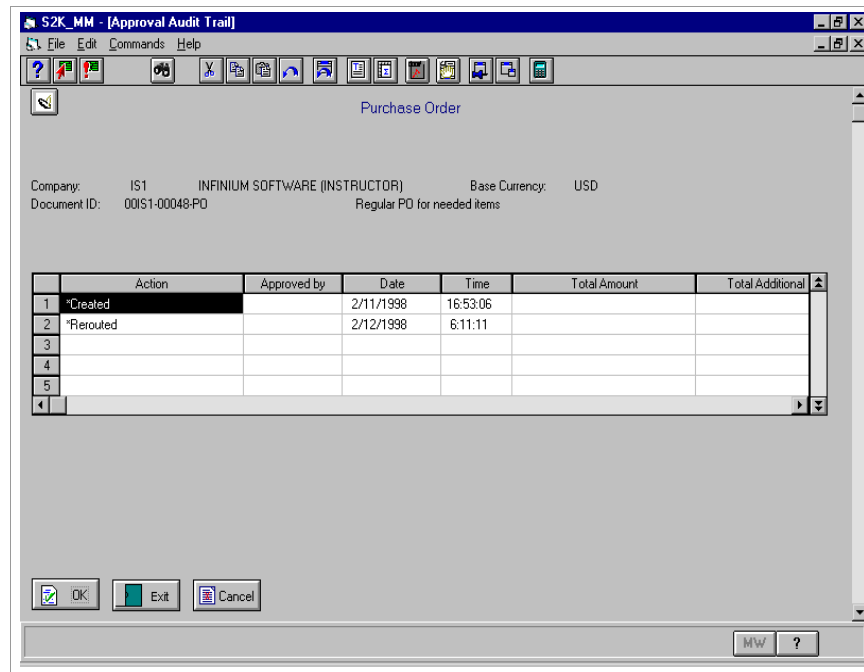


Figure F-33: Approval Audit Trail Purchase Order alternate view screen

The system displays all the cost fields in the Approval Audit Trail screen in base currency. These fields are:

- *Total Amount*
- *Total Additional Charges* (applicable to purchase orders only)

Understanding Currency Implications with Vendor Item Price

Vendor item pricing enables you to establish and maintain vendor price information for your items. After you create vendor item price records, you can access this information from requisitions and purchase orders.

When the system retrieves vendor item price information, the purchase order transaction currency must match the vendor item price currency. The following diagram illustrates the required elements for vendor item price retrieval from a purchase order.

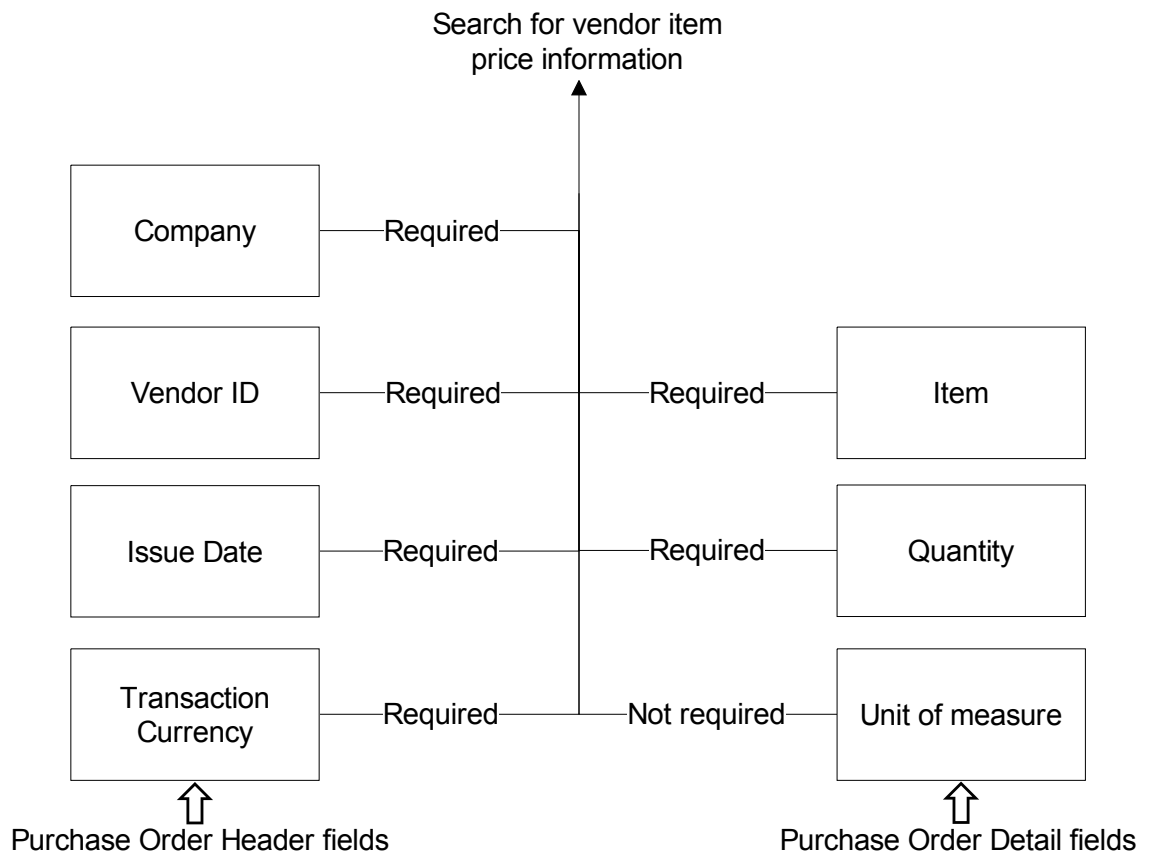


Figure F-34: Vendor Item Price Retrieval from the Purchase Order

Unlike the purchase order, the system does not require the transaction currency for vendor item price retrieval from the requisition. The following

diagram illustrates the required elements for vendor item price retrieval from a requisition.

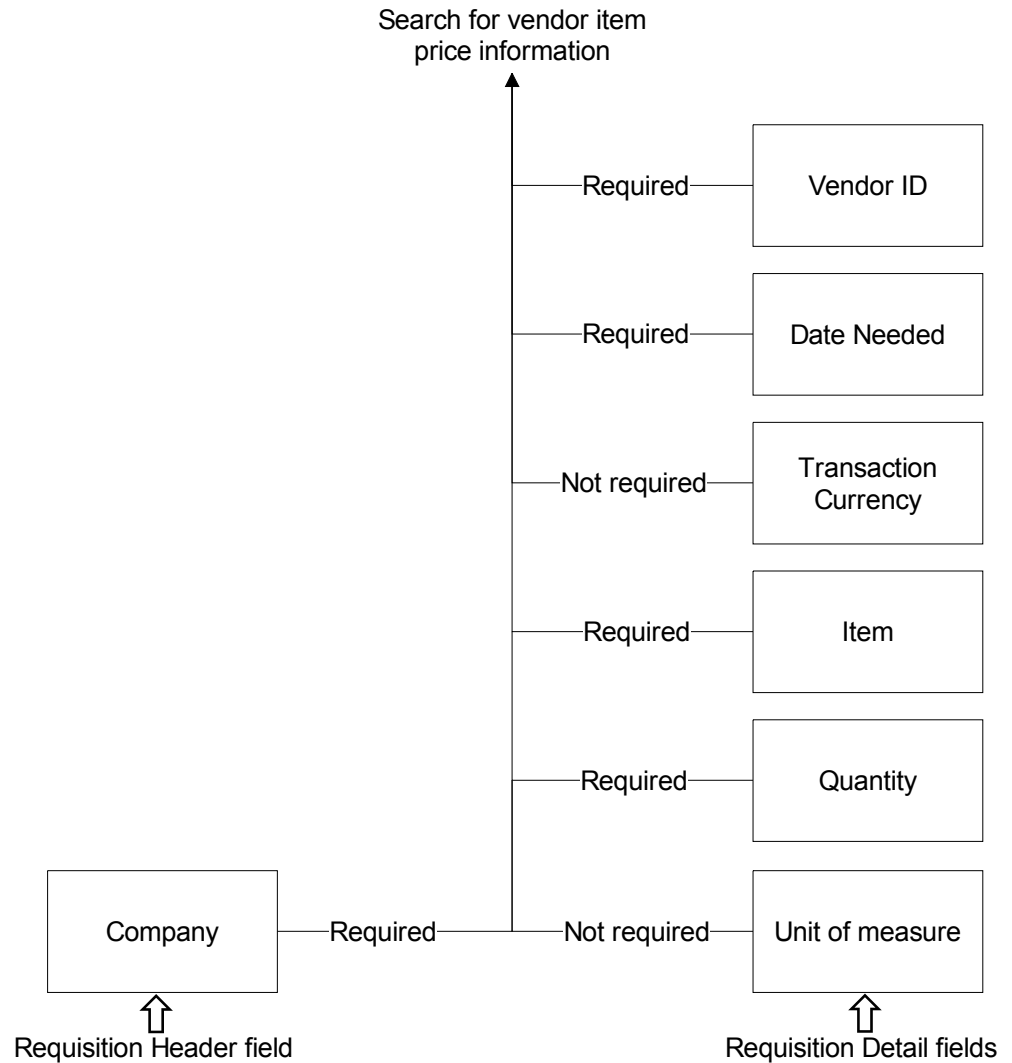


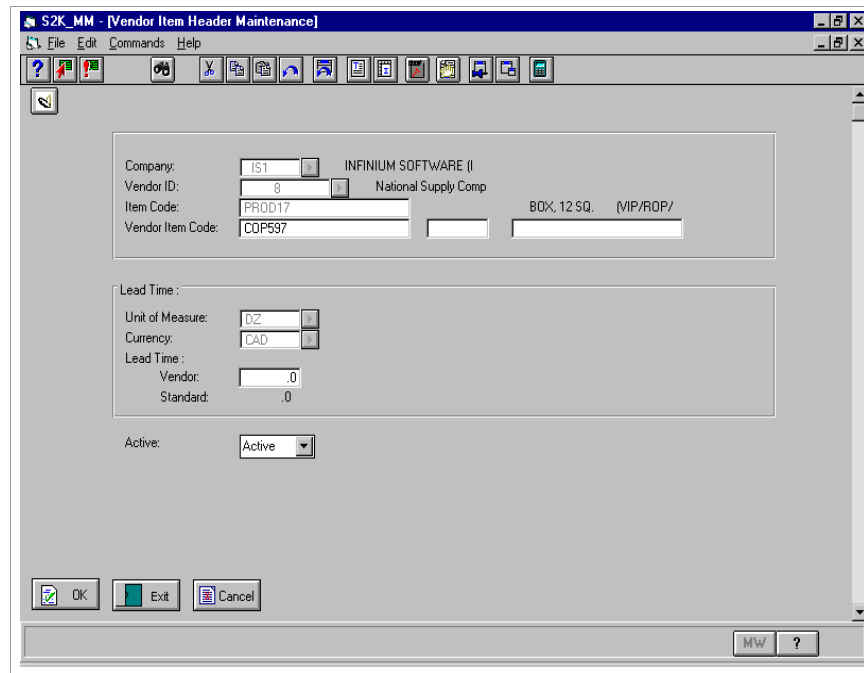
Figure F-35: Vendor Item Price Retrieval from the Requisition

If you press F17 in the requisition detail or purchase order detail, the system displays all vendor item price records that match the fields in the requisition or purchase order, as detailed in the above diagrams.

The system retrieves vendor item price information from purchase orders and requisitions 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 Price and Currency

The system requires that you specify a currency when you create a vendor item price header record. If you do not specify a currency, the system uses the selected company's base currency as a default.



The screenshot shows the 'Vendor Item Header Maintenance' screen. The window title is 'S2K_MM - [Vendor Item Header Maintenance]'. The menu bar includes 'File', 'Edit', 'Commands', and 'Help'. The main area contains several input fields: 'Company' (IS1, INFINIUM SOFTWARE (I)), 'Vendor ID' (8, National Supply Comp), 'Item Code' (PRDD17), 'Vendor Item Code' (COP597), 'Unit of Measure' (DZ), 'Currency' (CAD), 'Lead Time' (Vendor: .0, Standard: .0), and 'Active' (Active). Buttons for 'OK', 'Exit', and 'Cancel' are at the bottom left, and 'MW' and '?' are at the bottom right.

Figure F-36: Vendor Item Header Maintenance screen

The system displays this screen when you create or maintain vendor item price header information with the *Work with vendor price* option.

If you copy a record, change the Currency code on the new record and press Enter, the system copies the dates and the quantity values. You must select each detail line using option 2 (change), and then type the correct price in the *Price* field for the new Currency code. Press Enter after updating each detail line.

Once you exit and save a vendor item price record, the system does not permit you to change your selection in the *Currency* field.

You enter the item pricing in the *Price/Cost* field based on the currency selected at the Vendor Item Header Maintenance screen.

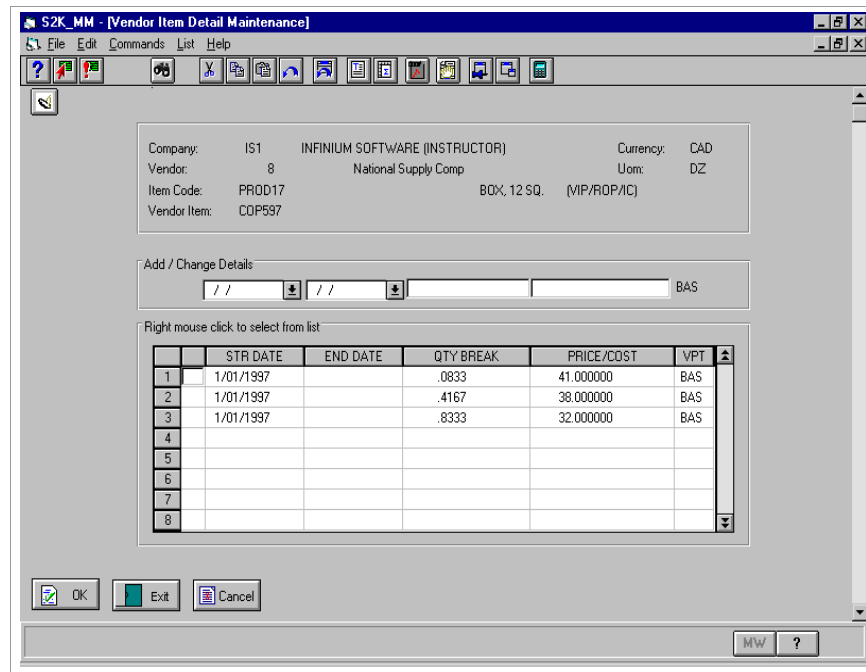


Figure F-37: Vendor Item Detail Maintenance selection screen

The system displays this screen when you create or maintain vendor item price detail information with the *Work with vendor price* option.

You can display vendor item price information in a company's base currency with the *Simulate vendor pricing* option.

Simulate Vendor Pricing and Currency

Vendor price simulation enables you to compare all of your vendors' prices for an item in a company's base currency.

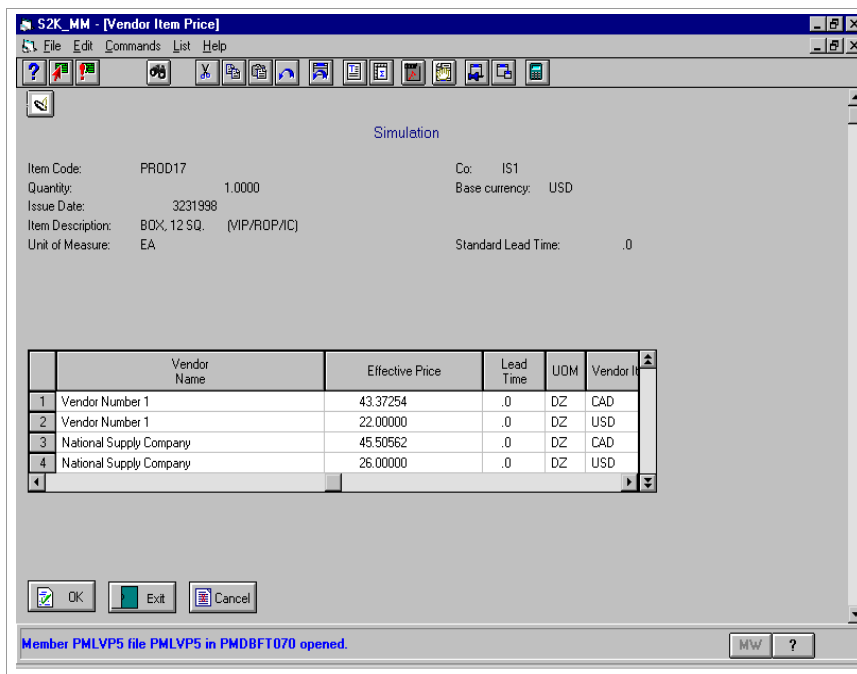


Figure F-38: Vendor Item Price Simulation selection screen - expanded view

The system displays this screen after you enter the required information at the Vendor Item Price Simulation prompt screen and press Enter. This screen displays an expanded view of all vendor pricing for the selected item in the company's base currency.

If a valid exchange rate does not exist between the currency in the vendor item price record and the selected company's base currency, the system displays the following message:

Exchange rate relationship for transaction currency, company base currency, and currency exchange rate type is not valid.

Understanding Currency Implications with Vendor Performance

Vendor performance provides invaluable vendor data such as price, quantity, and on-time delivery. The system captures this information when receiving or invoicing purchase orders.

The system records vendor performance information in company base currency based on the appropriate exchange rate at the time of purchase order receipt or invoice.

Summary Analysis Information

The Vendor Performance Summary Analysis screen provides statistics for purchase orders, receipts, and Infinium Payables Ledger invoices.

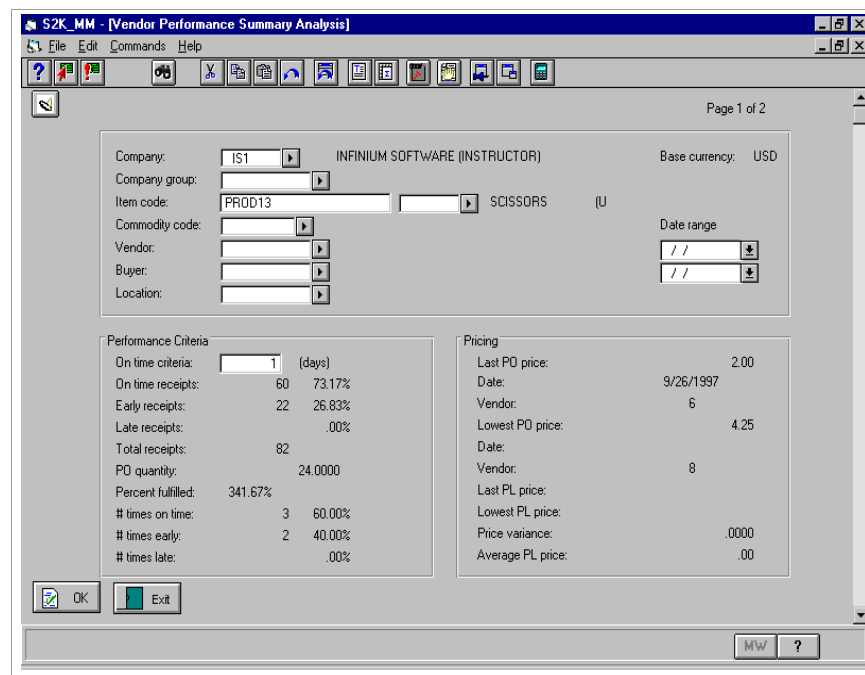


Figure F-39: Vendor Performance Summary Analysis screen 1

The system displays all fields in the Vendor Performance Summary, Vendor Performance Detail, and Vendor Performance Rating screens in company base currency.