

Purchase Management

Technical Guide

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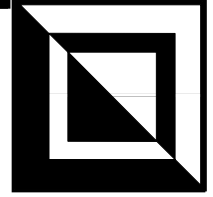
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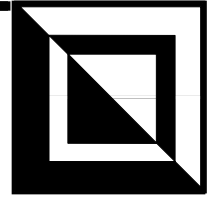
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About This Guide



This section focuses on the following information:

- Purpose of this guide
- Conventions used in this guide

Intended Audience

This guide is written for those people in your organization who are responsible for providing in-house technical support, as well as technical personnel who are responsible for customization, setup, and maintenance with Infinium Purchase Management (Infinium PM).

Purpose of This Guide

The purpose of this guide is to describe Infinium PM programs and processing flows. Organization of This Guide

This reference document combines the technical information into parts.

Conventions Used in This Guide

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

- Fonts and Wording
- Prompt and Selection Screens
- Application Names and Their Abbreviations

Fonts and Wording

Convention	Description	Example
[F4]	Represents a key on your keyboard.	Press [F4] to display a list from which you can select a valid entry.
<i>Menu Options and Field Names</i>	<p><i>Italics</i> typeface for a menu option or a field name.</p> <p>This guide uses the same abbreviations that the system displays on the screen.</p>	<p>Select <i>Work with requisitions</i> and press [Enter].</p> <p>The system enters a default value in the <i>Company code</i> field.</p>
[Quick Access Codes]	A code in brackets [] that represents a quick access code for a menu option.	Select <i>Maintain Company Controls</i> [MCC].
Data you type and System generated messages	A bold monospaced typeface for data that you type on your keyboard or for messages that the system displays on your screen.	<p>Type PM in the <i>System</i> field.</p> <p>The system displays the following message:</p> <p>Company is not valid.</p>
Select...	An instruction that tells you to choose a menu option. Position your cursor at the desired location, type any non-blank character, and then press [Enter].	<p>Select <i>Work with requisitions</i> and press [Enter].</p> <p>To select a purchase order and change its information, type 2 next to the appropriate purchase order and press [Enter].</p>
Menu Selection Steps	Unless otherwise stated, the steps for each task always begin at the Infinium Product desktop or main menu.	<ol style="list-style-type: none"> 1. Select <i>Inventory Control</i>. 2. Select <i>Work with Inventory Adjustments</i> [WIAD].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications.	<i>Infinium Purchase Management Guide to Setup and Processing</i> is referred to as <i>Infinium PM Guide to Setup and Processing</i>

Prompt and Selection Screens

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

A selection screen, similar to Figure 2, is the screen from which you select a record or records to perform an action.

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

```

2/01/1998   9:00:00   Warehouse Security Maintenance   DMGWSM   DMDWSM

```

```

Company . . . . .   IS1  +
User profile . . . . .   MMTR@IN

```

```

F3=Exit  F4=Prompt  F10=QuickAccess

```

Figure 1: Warehouse Security Maintenance prompt screen

```

2/01/1998  9:00:00  Warehouse Security Maintenance  DMGWSM  DMDWSM

User profile . . . . . : MMTRAIN

Enter 0 to restrict access ; 1 to allow access

  Cmpy  Whse  Description
  1    IS1 ISW1  INFINIUM WAREHOUSE #1      HYANNIS      MA
  1    IS1 ISW3  INFINIUM WAREHOUSE #3      DENNIS       MA

Bottom

F3=Exit  F10=QuickAccess

```

Figure 2: Warehouse Security Maintenance selection screen

Application Names and Their Abbreviations

This topic identifies the Infinium AS/400 application names and abbreviations.

Platform Applications	
Application	Abbreviation
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Query Infinium Query Extended	Infinium QY Infinium QY/X
Infinium Materials Management Suite (Infinium MM)	
Application	Abbreviation
Infinium Purchase Management	Infinium PM
Infinium Inventory Control	Infinium IC
Infinium Order Processing	Infinium OP
Infinium Electronic Exchange	Infinium EX
Infinium Journal Processor	Infinium JP
Infinium Cross Applications	Infinium CA

Infinium Process Manufacturing Suite (Infinium PR)	
Application	Abbreviation
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM
Infinium Laboratory Management	Infinium LA

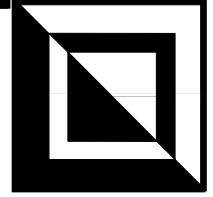
Related Documentation

For more information about Infinium PM, refer to the following related publications:

- *Infinium Cross Applications Guide to System Controls and Materials Maintenance*
- *Infinium Purchase Management Guide to Setup and Processing*
- *Infinium Inventory Control Guide to Setup and Processing*
- *Infinium Journal Processor Guide to Setup and Processing*
- *Infinium Payables Ledger and Purchase Management Guide to Integration*
- *Infinium Purchase Management Installation Details*
- *Infinium Materials Management Suite Release Notes*
- On-line help text

Notes

Part 1

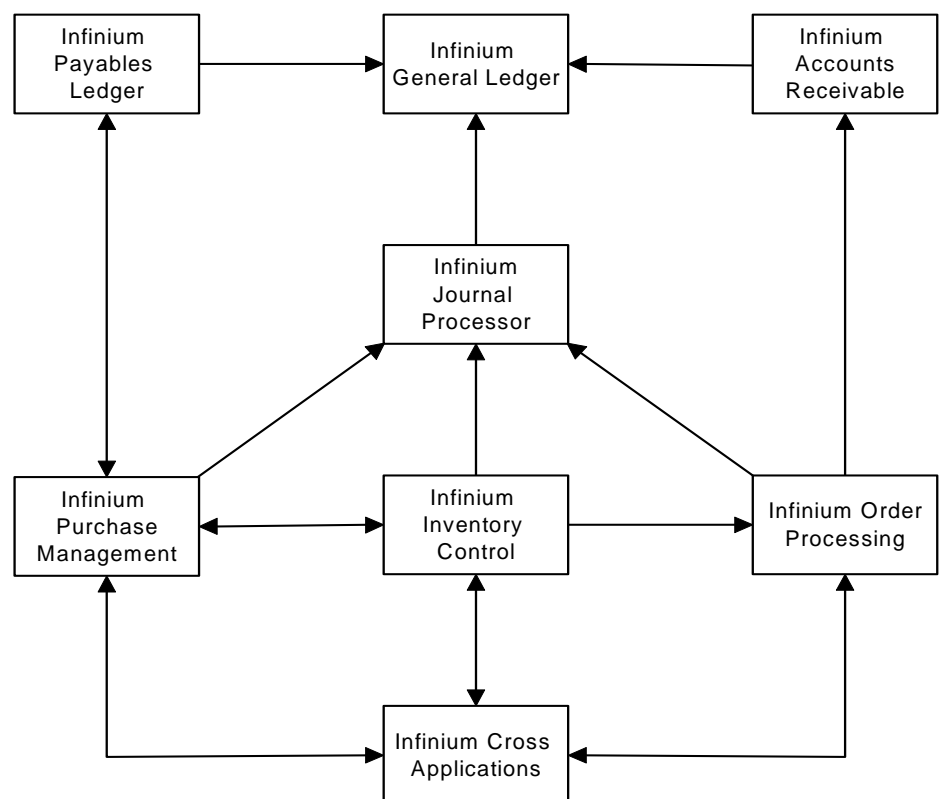


Introduction

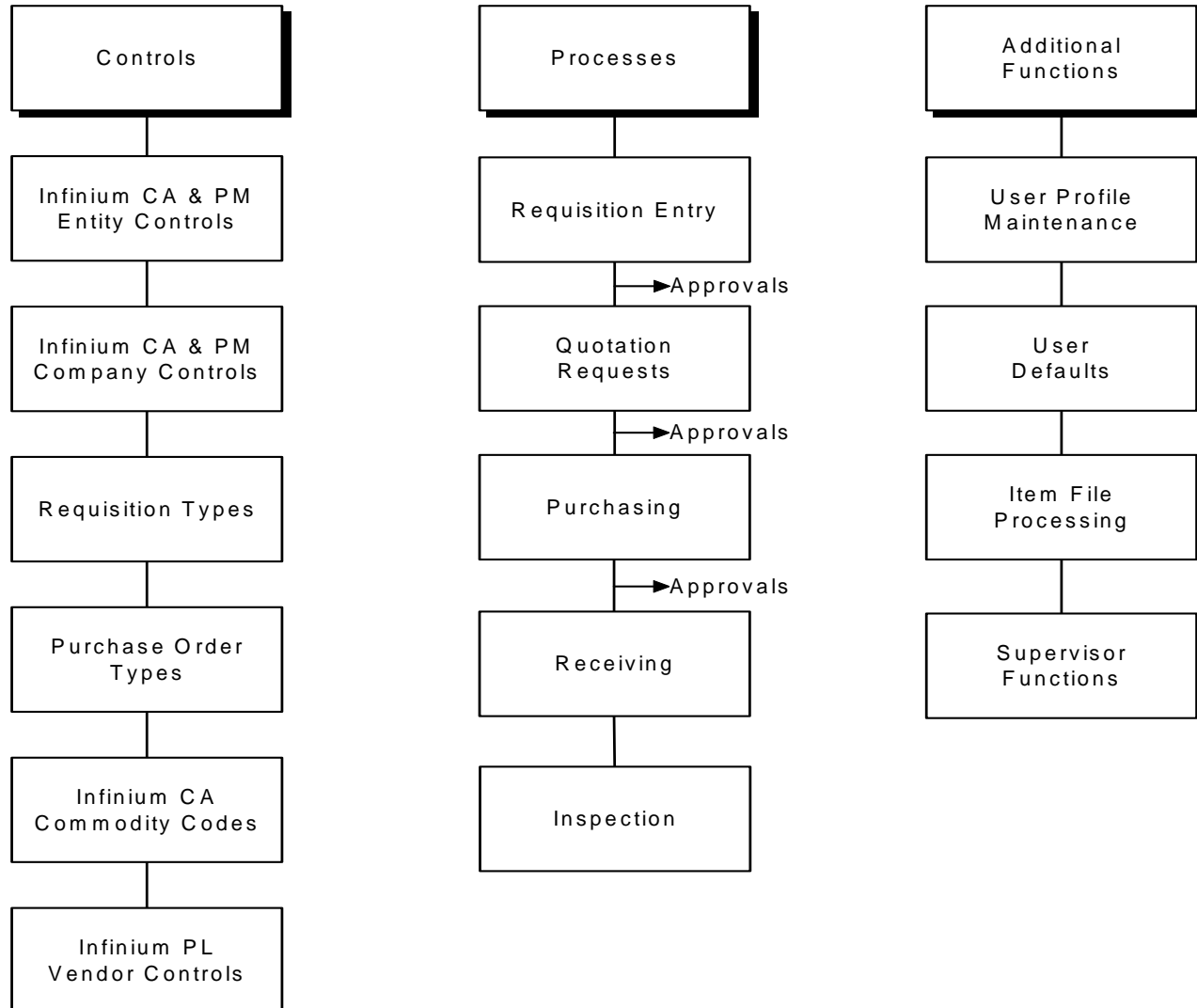
This part contains a system overview of Infinium PM and an explanation of terms and concepts used throughout this guide. Information is presented in the sections listed below.

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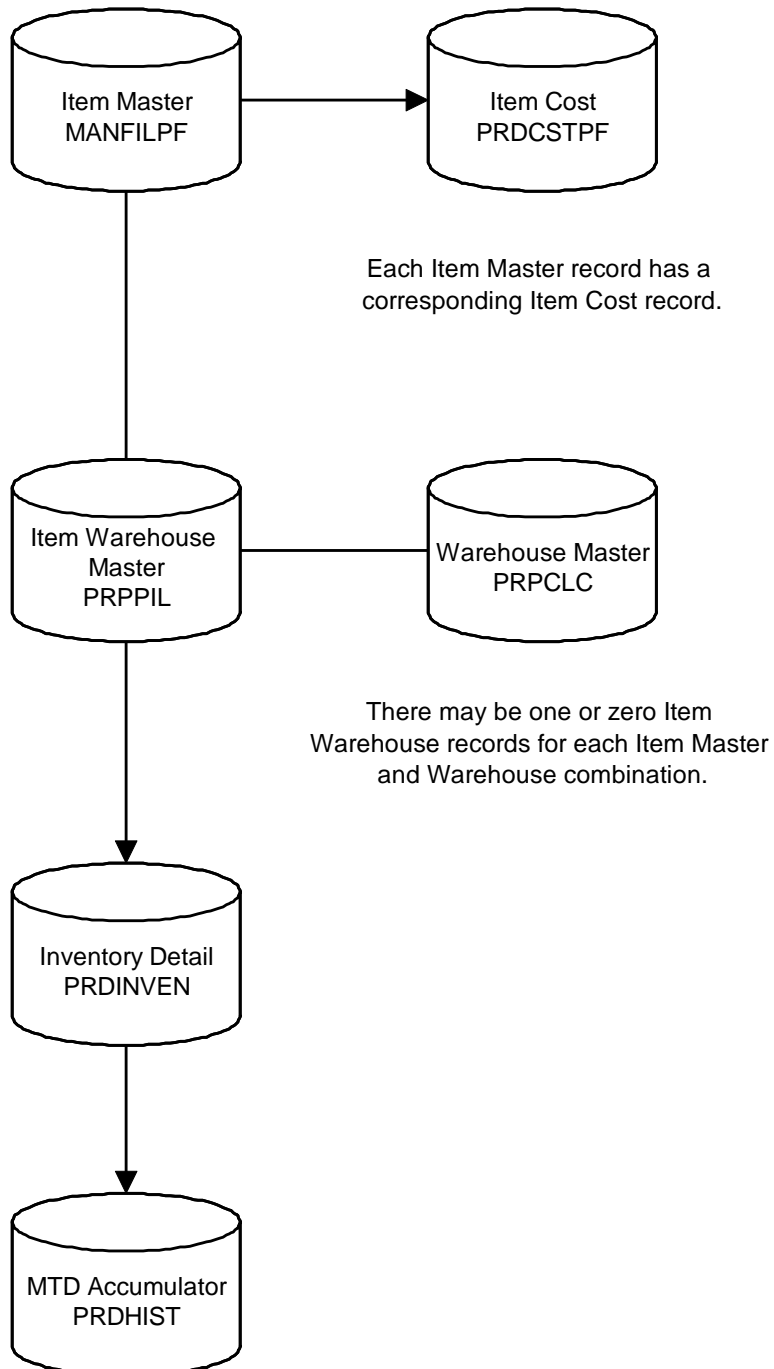
Infinium Materials Management Overview



Infinium PM System Overview



Infinium CA File Relationships



Concepts and Terminology

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

ABC

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

ABWAC

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

Base Currency

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

Bill of Materials

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

Code Tables

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

Commodity Code

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

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

Company Controls

Company controls define information that is specific to a particular company. You define company controls that the Infinium PM and other Infinium MM Suite applications share in Infinium CA.

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

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

Company Groups

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

- A single company
- A company group

Entity Controls

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

Hierarchy of Entity, Company, Plant, and Warehouse

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

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

entries override your higher-level entries.

Infinium Materials Management Suite

The group of applications that make up the Infinium MM Suite are: Infinium CA, Infinium IC, Infinium PM, Infinium OP and Infinium JP.

Infinium Process Manufacturing Suite

The group of applications that make up the Infinium Process Manufacturing Suite are: Infinium PF, Infinium MP, Infinium RM, Infinium MC, Infinium LA, and Infinium CA.

Inventoried Item

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

Invoice

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

Item

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

Item Warehouse

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

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

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

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

Non-inventory Material

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

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

Non-item

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

Product Master/Raw Material Master

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

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

Purchase Price Variance

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

Reciprocal Rate Substitution

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

Requisition and Purchase Order Type Controls

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

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

You must base requisition type controls on one of the following three types:

- Purchase - Purchase materials
- Issue - Issue from stock
- Transfer - Transfer from one warehouse to another

- Quotation Requests – solicit quotes or bids from vendors

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

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

Ship-to Location

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

Source Infinium Currency Management Currency (From)

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

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

Sourcing

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

In Infinium PM, there are two methods by which you can source a requisition to a purchase order. They are interactive sourcing and automatic sourcing.

Storage Index

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

Target Infinium Currency Management Currency (To)

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

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

Tolerances

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

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

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

- Company
- Commodity
- Item warehouse

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

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

Transaction Currency

This is the currency in which you enter transactions. In the Materials Management/Process Manufacturing Product suites, transaction currency represents the currency that your buyer and vendor negotiate for a purchase order in Infinium PM. In Infinium OP and Infinium IC, transaction currency is the currency that you negotiate with your customers for a sales order or a warehouse transfer.

Unit of Measure

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

User Fields

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

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

- Receipt file

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

- Four alphanumeric fields
- Two numeric fields
- One date field

Vendor

You create and maintain vendors in Infinium PL. Infinium PL and Infinium PM share vendor information.

If your purchasing department maintains your vendors, you can add the Infinium PL *Work with vendors* option to the menu of any Infinium PM user.

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

Vendor Item Pricing

You can maintain vendor item price information to:

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

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

Warehouse

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

You define on the purchase order type whether you use warehouses or ship-to locations. This information defaults to the purchase order and can be overridden.

Warehouse Security

Warehouse security within Infinium PM restricts the warehouse locations to which a user has access. The restrictions are maintained in the Infinium CA *Work with User/Whse Security* function.

You can access these restrictions from Infinium PM by using the User warehouse security attribute in the *Work with User Profile* function. The

system checks all entries in the warehouse fields throughout Infinium PM to ensure that the user is not restricted from that warehouse.

Naming Conventions

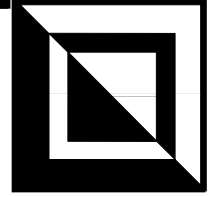
Infinium PM uses the following naming conventions.

IBM Objects	
Program Example: PMGPHM – Purchase Order Maintenance	
File Example: PMPEC – PM Entity Controls	
Character Position	Values
Positions 1-2	System designator
	AM Infinium Application Manager CA Infinium Cross Applications GL Infinium General Ledger IC Infinium Inventory Control JP Infinium Journal Processor PF Infinium Formula Management RM Infinium Regulatory Management OP Infinium Order Processing PM Infinium Purchase Management MC Infinium Manufacturing Control PA Infinium Project Accounting
Position 3	Object type
	A Assembler or data area B COBOL program C CL program D Display file E Extension file F Query format file G RPG/400 program J Journal L Logical file M Message file O Communications file P Physical file Q Data queue R Record format S Data structure

IBM Objects	
Program Example: PMGPHM – Purchase Order Maintenance	
File Example: PMPEC – PM Entity Controls	
	T Printer file V Journal receiver X Mixed file Z C program
Positions 4-8	Object extension
	An RPG/400 program has the same extension as its associated printer and display files.

Field Names	
Field Example: ECREQ – Requisition System Flag	
Character Position	Values
Positions 1-2	File extension of the associated file
Positions 3-6	Field identifier

Part 2



Control Files

This chapter contains information on the various control files that affect or define the basic components of the Infinium PM system. This information is included to make you aware of the control file settings that often lead to user problems.

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Objectives

After completion of this part, you should understand the importance of the various control files and their effect on the overall application.

You should also know where to look to identify control file related problems.

Infinium Application Manager

To maintain a system, select the *Systems and Versions* option and select a system by typing **5** in the *Opt* field. If you want to maintain version 000, press **F13** to display the Maintenance screen. To maintain any other version, press **F7** and choose a version by typing **9**.

File AMPSR System Relationships

Maintenance Program Library: AM2000
Program: AMGSRM

Menu Level 1: Systems and Versions [SYSTEM]

Infinium AM uses the information in this file to change the library list when a program in one system (such as Infinium PM) calls a program in another system (such as Infinium IC) and restores the library list when control returns to the calling program. Cross-application calls are handled by program AMZCAP in library AM2000.

You make entries in this file for each cross-system relationship. Each entry should contain the system and version that has a direct relationship to the system with which you are working. To set up a cross-system relationship for Infinium PM, version 000, you would enter the systems affecting PM with their associated versions, for example, CA 000, JP 000, IC 000.

Required System Version Relationships

The following table lists the Infinium PM cross-system relationships.

Required System Version Relationships	
System	Infinium Cross Reference Targets
Infinium PM	MP, CA, PX, PL, IC, GT, JP

For more information on required system version relationships for Infinium Materials Management products, refer to the *Infinium MM and Infinium PR Installing the Product Suite* guide.

Infinium CA Control Files

Unless otherwise noted, you select the Menu Level 2 options discussed in this section from the Menu Level 1 option *Control Files*.

Note: You can find detailed information on setup requirements in the *Infinium Cross Applications Guide to System Controls and Material Maintenance*.

File	CAPEN	Entity Controls
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Maintenance Program	Library:	CA2000
	Program:	PRGENM

Menu Level 2: Work with Entity Controls [WWEC]

Attribute: Base Application Information

Date Format

Define the value of this field as you do for all other Infinium Software applications. You cannot change the value after initial setup.

Require Direct Valid Conversion

Set this field value to define how you set up unit of measure conversions for use in Infinium PM.

Default Company

Use this field to establish the default company for all users in Infinium PM.

Default Warehouse

Use this field to establish a default warehouse for all users in Infinium PM.

Back Order Issue Requisitions

Set this field to **Y** (Yes) if you are using stock allocations and back order processing for issue requisitions.

Back Order Transfer Requisitions

Set this field to **Y** (Yes) if you are using stock allocations and back order processing for issue requisitions.

Split Purchase Price Variance

Your entry in this field determines how the system calculates standard cost variances. If you are not using standard cost as your normal cost, the system does not use the value in this field for any processing.

Type **1** to generate a cost variance only at invoice time. This variance is the difference between the standard cost and the invoice amount. The system books this variance to an account in the Infinium PL accounting group. Because the system does not generate a variance at receipt time, the system generates the RNI amount based on the item's cost.

Type **2** to generate a cost variance at receipt and invoice time. The variance at receipt time is the difference between the item's standard cost and the purchase order cost. The system books this variance to the account you define in Infinium JP. The variance at invoice time is the difference between the purchase order cost and the invoice cost. The system books this variance to an account in the Infinium PL accounting group. The system generates the RNI amount based on the purchase order cost.

The system does not default a value in the *Split Purchase Price Variance* field. If you type **0** in this field or leave it blank, the system assumes a value of **1** in the *Split Purchase Price Variance* field.

Note: If your company does not require the additional variance accounting entries that the system generates when you type **2** in the *Split Purchase Price Variance* field, the same variance data is available for analysis purposes through a Query report when using Split Purchase Price Variance **1**.

If your accounting method is cash, the system will not accept a value of **2** in *Split Purchase Price Variance* field because the system will not generate accounting entries at receipt time.

Print WAC Log on Receipt

Set this field accordingly to request a cost report when an item is received through Infinium PM if your system is set up for ABWAC.

File	CAPEN	Entity Controls (continued)
Maintenance Program	Library: Program:	CA2000 PRGENM
	Menu Level 2:	Work with Entity Controls [WVEC]
	Attribute:	Inventory Information

Validations

The validations you establish in these fields verify you have entered the correct information during Infinium PM receiving transactions. Valid values are:

- 1 Validation** - Invalid entries receive a fatal error message
- 2 Warning** - Invalid entries receive a warning message
- 3 No** – no message is displayed

Field To Be Used For Lot Number

Use this field to define which of the three storage index fields the system uses for lot control. If you do not plan to use lot control or are unsure about it now, leave the default value of **0** in this field. You can change this value from **0** to **1**, **2**, or **3** at a later time. Once you change this value to something other than **0**, the system protects this value and you cannot change it.

File	CAPEN	Entity Controls (continued)
Maintenance Program	Library: Program:	CA2000 PRGENM
	Menu Level 2:	Work with Entity Controls [WVEC]
	Attribute:	Costing Information

Normal Costing Method

Use this field to retrieve inventory cost for all purchase commodities designated “Inventory Cost.”

Standard Cost with GL Variances

Type **Y** (Yes) in this field to generate automatic cost variances for standard costing companies. If this is **Y**, any cost changes will generate an Infinium GL entry.

File	CAPEN	Entity Controls (continued)
Maintenance Program	Library: Program:	CA2000 PRGENM
	Menu Level 2:	Work with Entity Controls [WVEC]
	Attribute:	System Information

Integrate with Vertex

If you use the Vertex SalesTax™ package, type **Y** in this field.

Integrate with Global Taxation

If you use Infinium GT, type **Y** in this field.

Integrate with Currency Management

Type **S2K** in this field to use Infinium CM.

Purchase Management

Type **S2K** in this field to use Infinium PM.

File	CAPEN	Entity Controls (continued)
Maintenance Program	Library: Program:	CA2000 PRGENM
	Menu Level 2:	Work with Entity Controls [WVEC]
	Attribute:	G/L Integration Information

Associated JP Company

Type the company code of the Infinium JP company you use to process journal transactions.

G/L Plant

Type the plant code of the general ledger plant you use to consolidate entries during journal processing.

GL Warehouse

Type the warehouse code of the warehouse you use for general ledger journal entries for the company and/or warehouse.

Partial Account Numbers

Specify a portion of the general ledger account number that will be used for each type of transaction.

File

CAPEN Entity Controls (continued)

Maintenance Program

Library: CA2000
Program: PRGENM

Menu Level 2: Work with Entity Controls [WVEC]

Attribute: Purchasing Information

Default Receiver Item View

Use this field to specify the default view for purchase orders on the Receiver Processing Detail screen, as well as the alternate view that displays when you press F11.

Purchasing Tax Default

Use this field to define the default taxable status for Infinium PM.

Tax Authority Default

Use this field to define the appropriate tax authority to default into the detail line item in Infinium PM.

Rate Code Default

Use this field to define the appropriate tax rate code to default into the detail line item in Infinium PM.

Recoverable

Specify a portion of the general ledger account number that will be used for each type of transaction.

Tax Category Code Default

Use this field to use Infinium GT to find the defined recoverable percentages for VAT tax

Use this field to define the appropriate tax category code.

Include Tax in Cost

Use this field to determine if tax should be included in the item's cost.

Cost Code for Tax

Use this field to define the cost code that the system should update with the tax amount.

Tax Type Included

Use this field to define which portion of the tax amount the system should use for include tax in cost.

Proration Method

Use this field to define how the system prorates charges across associated purchase order detail lines in Infinium PM.

GL Partial Account

Type the general ledger partial account in this field for use with Infinium JP.

File

CAPEN Entity Controls (continued)

Maintenance Program

Library: CA2000
Program: PRGENM

Menu Level 2: Work with Entity Controls [WVEC]

Attribute: PM Integration Information

Integration Programs

This attribute lists programs that can be called for specific Infinium PM, Infinium PA and Infinium CA processing functions. You can modify these programs or replace them with customized programs.

An asterisk (*) at the beginning of a program name indicates an entry panel called from Infinium AM.

Note: If you choose to modify a program, Infinium Software strongly recommends that you select a new program name and store the program in library PMCUST.

File	CAPEN	Entity Controls (continued)
Maintenance Program	Library: Program:	CA2000 PRGENM
	Menu Level 2:	Work with Entity Controls [WVEC]
	Attribute:	CM Integration Information

Work with requisitions

Use this field to define the default rate type for requisitions from within Infinium PM.

Receive purchase orders

Use this field to define which rate type will be used to determine base currency amounts.

Vendor item price

Use this field to determine the rate type for vendor item pricing in Infinium PM.

Work with purchase orders

Use this field to define the default rate type for purchase orders in Infinium PM.

File	CAPEN	Entity Controls (continued)
Maintenance Program	Library: Program:	CA2000 PRGENM
	Menu Level 2:	Work with Entity Controls [WVEC]
	Attribute:	Workflow Information

Activate workflow

Use this field to activate the e-Business function in Infinium PM.

File PRPCCO Company Controls

Maintenance Program Library: CA2000
Program: PRGCCOM

Menu Level 2: Work With Company Controls [WWCOC]

Attribute: Base Application Information

G/L Integration Company

Use this field to enter the GL company that will be accepting journals from the Infinium applications

Base Currency

The base currency will default from the GL company entered in the G/L Integration Company.

Payables Integration Company

Type the company code for the Infinium PL company that will pay the invoices for this purchasing company.

Accounting Method

Indicate how entries are made in Infinium PL and Infinium PM. If you are using accrual accounting, RNI entries are generated through Infinium JP.

Note: If you enter Infinium GL and Infinium PL companies, both must be the same.

File PRPCCO Company Controls (continued)

Maintenance Program Library: CA2000
Program: PRGCCOM

Menu Level 2: Work With Company Controls [WWCOC]

Attribute: Purchasing Information

Use this screen to assign tax rates and the tax defaults for this company.

Default Receiver Item View

Use this field to specify the default view for purchase orders on the Receiver Processing Detail screen, as well as the alternate view that displays when you press **F11**.

EX API program name

Type the name of your EDI interface program. If you use Infinium Electronic Exchange, type **EXGEX**. For more information, refer to the *Guide to Electronic Exchange*.

File DMPTI Tolerance File

Maintenance Program Library: CA2000
Program: DMGTIM

Menu Level 2: Work With Company Controls [WWCOC]

Attribute: Company Tolerance

Use these attributes to define on-time, quantity, unit price, extended price, and invoice price performance tolerances. The invoice tolerance is valid at the company level only.

File PRPCCO Company Controls

Maintenance Program Library: CA2000
Program: PRGCCOM

Menu Level 2: Work with Company Controls [WWCOC]

Attribute: CM Integration Information

Work with requisitions

Use this field to define the default rate type for requisitions from within Infinium PM.

Receive purchase orders

Use this field to define which rate type will be used to determine base currency amounts.

Vendor item price

Use this field to determine the rate type for vendor item pricing in Infinium PM.

Work with purchase orders

Use this field to define the default rate type for purchase orders in Infinium PM.

File

PRPCCO Company Controls

Maintenance Program

Library: CA2000
Program: PRGCCOM

Menu Level 2: Work with Company Controls [WWCOC]

Attribute: Workflow Information

Activate workflow

Use this field to activate the e-Business function in Infinium PM.

File

PRPCLC Warehouse Controls

Maintenance Program

Library: CA2000
Program: PRGCLCM

Menu Level 2: Work With Warehouse Controls [WWWC]

The information you type in the fields for warehouse controls are similar to company controls (PRPCCO) and tolerances (DMPTI), except that the *Payables Ledger Company* and *Accounting Method* fields are not available at the warehouse level.

File WORKSTN User/Warehouse Validation

Maintenance Program Library: CA2000
Program: UTR300

Menu Level 2: Work With User/Warehouse File [WWUWF]

Use this option to select the default warehouse for each user profile (workstation).

File DMPWS User Warehouse Security

Maintenance Program Library: CA2000
Program: DMGWSM

Menu Level 2: Work With User/Whse Security [WWUWS]

Use this option to restrict a user from accessing one or more warehouses within each company.

Infinium CA Code Files

You select the Menu Level 2 options discussed in this section from the Menu Level 1 option *Code Files*.

Note: You can find detailed information on setup requirements in the *Infinium Cross Applications Guide to System Controls and Material Maintenance*.

File	PRPWD	Calendar File
Maintenance Program	Library:	CA2000
	Program:	PRGWDCM

Menu Level 2: Work With Calendar [WWCAL]

Use this option to establish the working days of each month. Type the information for each company by year. The system uses this information to validate purchasing dates, calculate tolerance days, and calculate need dates.

Warehouse

Use this field only when you define a warehouse calendar that overrides the associated company calendar.

File	PRPCY	Commodity Codes
Maintenance Program	Library:	CA2000
	Program:	PRGCYM

Menu Level 2: Work With Commodity Code [WWCC]

Attribute: Purchasing Information

Select the appropriate cost source for your organization. This screen is also used for creating commodity-level purchasing tax information.

If you select *Inventory Cost*, the system retrieves the normal cost you define on the Costing Information screen in the company and warehouse

control files. The system selects the cost from the Cost file as the default price during purchase order maintenance.

File	PRPUF	User Defined Fields
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Maintenance Program	Library:	CA2000
	Program:	PRGUFM

Menu Level 2: Work With User Defined Fields [WWUDF]

Define user fields as needed for purchasing requirements.

You use exit point programs to attach customized validation or processing logic when the system processes fields at the end of a transaction.

File	PRPCY	Commodity Codes (continued)
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Maintenance Program	Library:	CA2000
	Program:	PRGCMY

Menu Level 2: Work With Commodity Codes [WWCC]

Attribute: Maintain Tolerance Definition

Type performance tolerances similar to company tolerances. The tolerance data is stored in the same file. Invoice tolerances are not valid at the commodity level.

Infinium CA Master Files

You select the Menu Level 2 options discussed in this section from the Menu Level 1 option *Master Files*.

Note: You can find detailed information on setup requirements in the *Infinium Cross Applications Guide to System Controls and Material Maintenance*.

File RAWMATPF Raw Materials/Resources

Maintenance Program Library: CA2000
Program: PRGMTLM

Menu Level 2: Work With Raw Materials/Resource [WWRMR]

Attribute: General Information

Commodity Code

The commodity code you type in this field determines the type of cost the system uses as the default price when you select this item for a requisition or purchase order. The type of cost can be either inventory cost or vendor item cost.

The system also uses the commodity code to control the tolerances applied to orders for this item.

Inventory G/L Partial Account

Type information in this field if you use partial accounts for Infinium JP transactions from Infinium PM.

Auto Source Capable Material

Type **Y** (yes) in this field if you want to allow the system to automatically source this product from a requisition to a purchase order. Infinium PM uses this flag during autosourcing to determine if this product can be pulled from a requisition and added to a purchase order.

File MANFILPF Product File

Maintenance Program Library: CA2000
Program: PRGPRDM

Menu Level 2: Work With Products [WWP]

Attribute: General Information

In general, products are what you purchase into inventory.

Commodity Code

The commodity code you type in this field determines the type of cost the system uses as the default price when you select this item for a requisition or purchase order. The type of cost can be either inventory cost or vendor item cost.

The system also uses the commodity code to control the tolerances applied to orders for this item.

Inventory G/L Partial Account

Type information in this field if you use partial accounts for Infinium JP transactions from Infinium PM.

Auto Source Capable Material

Type **Y** (yes) in this field if you want to allow the system to automatically source this product from a requisition to a purchase order. Infinium PM uses this flag during autosourcing to determine if this product can be pulled from a requisition and added to a purchase order.

File PRPUM Unit of Measure Conversions

Maintenance Program Library: CA2000
Program: PRGUMM

Menu Level 2: Unit of Measure

Menu Level 3: Work with UM Conversion [WWUMC]

The system uses this information each time it converts quantities or costs to a different unit of measure.

File RAWMATPF Raw Materials/Resources (continued)

Maintenance Program Library: CA2000
Program: PRGMTLM

Menu Level 2: Work With Raw Materials/Resource [WWRMR]

Attribute: Regulatory Information

Inbound MSDA Required

Type **Y** (Yes) in this field if you require a Material Safety Data Sheet (MSDS) from a vendor for this raw material. Infinium PM uses this information during receiving and matching.

Inbound MSDA Number

Type a MSDS number here that will be used during matching and receiving and matching.

File RAWMATPF Raw Materials/Resources (continued)

Maintenance Program Library: CA2000
Program: PRGMTLM

Menu Level 2: Work With Raw Materials/Resource [WWRMR]

Attribute: Purchasing Information

Use this screen to enter the tax default information similar to the entity and company tax defaults.

File MANFILPF Product File (continued)

Maintenance Program Library: CA2000
Program: PRGPRDM

Menu Level 2: Work With Products [WWP]

Attribute: Purchasing Information

Use this screen to enter the tax default information similar to the entity and company tax defaults.

File MANFILPF Product File (continued)

Maintenance Program Library: CA2000
Program: PRGPRDM

Menu Level 2: Work With Products [WWP]

Attribute: Miscellaneous Information

MSDS Required

Type **Y** (Yes) in this field if you require an MSDS from a vendor. Infinium PM uses this information during receiving and matching.

Inbound MSDA Number

Type a MSDS number here that will be used during matching and receiving and matching.

Capital Item

Type **Y** (Yes) in this field if this item is a capital purchase.

The system uses this field to activate data transfers between Infinium PM, Infinium PL, and Infinium Fixed Assets.

File RAWMATPF Raw Materials/Resources (continued)

Maintenance Program Library: CA2000
Program: PRGMTLM

Menu Level 2: Work With Non-inventory Material [WWNIM]

Attribute: General Information

Non-inventory materials are purchased, but are not stored as inventory.

Commodity Code

The commodity code you type in this field determines the type of cost the system uses as the default price when you select this item for a requisition or purchase order. The only type of cost that can be applied to non-inventory materials is vendor item cost.

The system also uses the commodity code to control the tolerances applied to orders for this item.

Inventory G/L Partial Account

Type information in this field if you use partial accounts for Infinium JP transactions from Infinium PM.

Auto Source Capable Material

Type **Y** (yes) in this field if you want to allow the system to automatically source this non-inventory material from a requisition to a purchase order. Infinium PM uses this flag during autosourcing to determine if this non-inventory material can be pulled from a requisition and added to a purchase order.

File RAWMATPF Raw Materials/Resources (continued)

Maintenance Program Library: CA2000
Program: PRGMTLM

Menu Level 2: Work With Non-inventory Material [WWNIM]

Attribute: Purchasing Information

Use this screen to enter the tax default information similar to the entity and company tax defaults.

File PRPPIL Item Warehouse File

Maintenance Program Library: CA2000
Program: PRGPILM

Menu Level 2: Work With Item Warehouse [WWIW]

Attribute: General Information

Order Strategy

Use this option to establish how an item is reordered. Select ROP for Reorder Point Processing.

File PRPPIL Item Warehouse File

Maintenance Program Library: CA2000
Program: PRGPILM

Menu Level 2: Work With Item Warehouse [WWIW]

Attribute: Inventory Information

Use this option to establish control data for reorder point processing, which you define by typing **Y** in the *Reorder Point Processing Used* field in entity controls within the Infinium Inventory Control system. Use this screen to enter codes that indicate the type of validation that should be performed for transactions that increase inventory for this item warehouse.

File	PRPPIL	Item Warehouse File (continued)
Maintenance Program	Library: Program:	CA2000 PRGPILM

Menu Level 2: Work With Item Warehouse [WWIW]

Attribute: Purchasing Information

For more information on the information you type in these fields, refer to the *Infinium Cross Applications Guide to System Controls and Material Maintenance*.

The system maintains this data at the entity, company, and item/warehouse levels. The purchasing unit of measure is maintained at the company level only. This information applies to purchases by all warehouses in the company. If Reorder Point Processing is used, it is critical that the purchasing information on this screen is established. Otherwise, reorder point requisitions will be in error.

File	PRPPIL	Item Warehouse File (continued)
Maintenance Program	Library: Program:	CA2000 PRGPILM

Menu Level 2: Work With Item Warehouse [WWIW]

Attribute: Maintain Tolerances

These screens represent the item warehouse level tolerances. Tolerance data is stored in the same file as company and commodity level data. Invoice tolerances are not valid at the commodity or item warehouse levels.

File

MANFILPF Product File

RAWMATPF Raw Material/Resources

Maintenance Program

Library: CA2000

Program: CAGASP

Menu Level 2: Reset Auto Source Capable Flag [RASCF]

You use this option to initially set the automatic source capability of all your products and raw materials to the most common default. This option updates all your products and raw materials to the value you enter. You can change the flag individually on products or raw materials that are exceptions to the default. If this menu option is not visible then you may have to use Infinium AM security.

Cost Management Utilities

Note: You can find detailed information on setup requirements in the *Infinium Cross Applications Guide to System Controls and Material Maintenance*.

File PRDCSTPF Cost File

Maintenance Program Library: CA2000
 Program: PCR027

Menu Level 1: Cost Management Utilities

Menu Level 2: Cost Management Menu

Menu Level 3: Update Costs [UC]

Use this option to access the Product Cost file to update costs for raw materials and resources, formulas/bills of material, and products. You identify the location of the item and the cost type to update. When you use this option, the system re-costs all items affected by the cost change.

Infinium PM Control Files

You select the Menu Level 2 options discussed in this section from the Menu Level 1 option *Control Files*.

Note: You can find detailed information on setup requirements in the *Infinium Purchase Management Guide to Setup and Processing*.

File PMPEC Purchasing Entity Controls

Maintenance Program Library: PM2000
Program: PMGECM

Menu Level 2: Work with purchasing entity [WWPE]

Attribute: Base application information

Using Requisitions

If No, the system disables the *Work with requisitions* function.

Message file

Use this field to designate the message file to receive Infinium PM messages. The default value is **PMMSG**.

Lot Tracking

The system uses the lot tracking fields only if you enable lot control in entity controls in Infinium CA and you establish lot controls using the hierarchy defined in Part 12, “Establishing Lot Controls” in *Infinium CA Guide to System Controls and Materials Maintenance*. If you do not enable lot control in *Work with Entity Controls* in Infinium CA, you cannot enter values in the *Automatically Assign Lot Number* or *Lot Numbering User Exit Program* fields.

Automatically Assign Lot Number

To manually assign lot numbers, leave this field blank.

If you type **2**, 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 CA.

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

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

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

Several of the user files listed below include a *Copy to* field that allows you to copy user field information to other user files. For more information, refer to the *Infinium Purchase Management Guide to Setup and Processing*.

Select this file to define user fields attached to the Purchase Order Detail file. The fields are PDUDF1 through PDUDF7.

PMPPH

Select this file to define user fields attached to the Purchase Order Header file. The fields are PHUDF1 through PHUDF7.

PMPPR

Select this file to define user fields attached to the Purchase Order Receipts file. The fields are PRUDF1 through PRUDF7.

PMPRD

Select this file to define user fields attached to the Requisition Detail file. The fields are RDUDF1 through RDUDF7.

PMPRH

Select this file to define user fields attached to the Requisition Header file. The fields are RHUDF1 through RHUDF7.

File

PMPSQ Sequence Numbering

Maintenance Program

Library: PM2000
Program: PMGSQM

Menu Level 2: Work with sequence numbering [WWSN]

Attribute: Requisition information
 Purchasing information
 Receiving information
 Inspection information

You use this option to set how your requisition, purchase order, receiving and inspection numbers should look. You can set these numbers at the entity or company level. The number is built from components you choose, but must include a sequence number.

Validation program

Use this field to designate a customized validation program that you create to bypass standard Infinium PM number validation.

Sequence number

This field displays the next number that the automatic numbering function uses. You should only use a data file utility program to reset this number.

File PMPRT Requisition Type

Maintenance Program Library: PM2000
Program: PMGRTM

Menu Level 2: Work with requisition type [WWRT]

Requisition code

If you are using reorder point processing in the Infinium IC system, you must create requisition types **PRO** (issue requisitions) and **XRO** (transfer requisitions).

Type **I** in this field to create an issue requisition. Type **T** in this field to create a transfer requisition. Type **P** in this field to create a purchase requisition. Type **Q** in this field to create a quotation.

File PMPOT Purchase Order Type

Maintenance Program Library: PM2000
Program: PMGOTM

Menu Level 2: Work with purchase type [WWPT]

Company

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

Order code

Type one of the four Purchase Order Type code values in the *Order code* field. This field tells the system what kind of purchase order type control you are creating; for example, regular purchase order or blanket parent purchase order.

Vendor ID

Type **1** in this field to require a vendor on the purchase order. Type **0** in this field to create a purchase order type control that does not require the entry of the vendor ID.

Note: You cannot receive or invoice a purchase order that does not specify an Infinium PL vendor.

Active Code

Use this field to determine whether this purchase order type is active or inactive.

Valid entries for this field are as follows:

- 1** This purchase order type is active and you can create purchase orders using this purchase order type.
- 0** This purchase order type is inactive and you cannot create purchase orders using this purchase order type.

Type Description

Use this field to specify a description for this purchase order type.

Notes

Use this field to determine whether notes are a required entry on the order header.

Valid entries for this field are as follows:

- 1** Purchase order header notes are required.
- 0** Purchase order header notes are not required.

Payment terms

Use this field to determine if the *Payment Terms* field is required on the purchase order header.

Type **1** if it is required. Type **0** if it is not required.

Freight terms

Use this field to determine if the *Freight Terms* field is required on the purchase order header.

Type **1** if it is required. Type **0** if it is not required.

Fast entry allowed

Use this field to determine if the fast entry option is allowed for this purchase order type.

Valid entries for this field are as follows:

- 1** Purchase order fast entry is allowed.

0 Purchase order fast entry is not allowed.

Note: For blanket release type PO's (Order type = 4), because fast entry is not allowed, type **0**.

Allow add'l chgs

Use this field to determine if this purchase order type allows additional charges on the purchase order header.

Type **1** if they are allowed. Type **0** if they are not allowed.

CM exchange rate type

Use this field to define the currency exchange rate type for a purchase order, if you use multiple currency processing.

Type a valid currency rate and press [Field Exit] or press **F4** to display a list from which you can select a valid entry.

Lock vendor name/address

If you type **1** in this field, the system locks the vendor name and address for this purchase order type and does not permit you to type information in the *Vendor Description* or *Address* fields on the purchase order header.

To change the vendor address on the purchase order header if the lock-down is enabled, you must press **F4** on the *Vendor ID* field to prompt for and select a valid vendor address.

Note: If you type **0** in this field, you can enter a vendor name and address not in the Vendor Master file in Infinium PL when you create purchase order header information. Once you create the vendor in Infinium PL, you must add the vendor ID to the purchase order header. You must set the *Vendor ID* field to **0** to enable this processing.

Close within tolerance

If you type **1** (Yes) in this field, the system closes purchase orders of this type when items are received and invoiced within tolerances. Subsequent receipts are not allowed unless you change the order status manually.

Auto generate PO#

Use this field to have the system automatically assign purchase order numbers or to manually assign purchase order numbers when you create purchase orders.

Auto generate chg type

If you type an entry in this field, such as **FRT** for freight, the system displays a *Freight Est. Chg.* field on the purchase order header the first time that you access the header. This field enables you to enter a purchase order header additional charge amount directly on the Purchase Order Maintenance Header screen without requiring you to access the Additional Charge screen via the **F14** key.

Once you exit from the purchase order header, the *Freight estimated charge* field no longer displays. If you enter an additional charge, the system creates the appropriate additional charge record.

Generate zero charge

If the *Generate zero charge* field displays **1**, the system automatically creates a zero charge amount purchase order header additional charge record. You can then change the zero charge on the purchase order header, or leave the zero charge in place and fill in the actual cost when you process the invoice in Infinium PL.

For example, if you know that you have a freight additional charge but do not know the freight cost at the time you create the purchase order, you can use this field to create an additional charge record with a zero charge amount. Therefore, when the invoice is ready to process in Infinium PL, you can enter the actual freight charge. This enables the system to update the item cost appropriately, without requiring you to go back into the purchase order and update the amount.

If you type **0** in this field and **1** in the *Auto generate chg type* field, and if you do not enter a monetary amount for the *Freight Est. Chg.* field on the purchase order header, the system does not create an additional charge record.

Note: If you type **1** in this field, you must also type an entry in the *Auto generate chg type* field.

Match on receipts

This field defines how the system matches against the received quantity during the invoice matching process.

If you type **1** in this field, the system matches against the received quantity during the invoice matching process. If you type **0** in this field, the system matches against the purchase order quantity during the invoice matching process.

Match on inspection

This field defines how the system matches against the final inspection accepted quantity during the invoice matching process.

If you type **1** in this field, the system matches against the final inspection accepted quantity during the invoice matching process. If you type **0** in this field, the system matches against the ordered quantity.

Note: The values in the *Match on receipts* and *Match on inspection* fields determine the quantity to match against in the *Work with invoice entry* option in Infinium PL. Refer to the *Infinium PL Guide to Setup and Processing* for more information.

PO is EX Capable

Type **1** in this field to identify purchase orders you create using this purchase order type as Infinium Electronic Exchange capable.

You must also type a valid entry in the *EX API program name* field to indicate you are using Infinium EX. This field resides in the Purchasing Information attribute in the *Work with Company Controls* option in Infinium CA.

Re-route allowed

The system uses this field to determine whether to re-route an edited purchase order, which is awaiting approval, through approval routing.

Type **1** in this field to re-route a modified purchase order through the entire approval routing. Type **0** in this field to continue with the established approval routing.

Note: If a purchase order awaiting approval is modified, the system first checks the *Re-route Option* field in the buyer ID's user profile for an entry. If that field is blank, the system looks to the *Re-route allowed* field in the purchase order type for handling of the purchase order.

Complete P.O. default

This field determines the default entry the system places in the Purchase Order Complete window when you exit the purchase order. The system defaults **0** in this field for new purchase order types.

The following entries are valid for this field:

Blank	The system displays the Purchase Order Complete window, but does not contain a default entry. You must place an entry in the window.
-------	--

- 0** The system displays the Purchase Order Complete window with a default entry of **0** indicating the purchase order is not complete when you exit.
- 1** The system displays the Purchase Order Complete window with a default entry of **1** indicating the purchase order is complete when you exit.
- X** Exclude the Purchase Order Complete window. The system completes the purchase order when you exit.

File PMPAL Audit Log File

Maintenance Program Library: PM2000
Program: PMGALM

Menu Level: None

This file is updated with all Infinium PM transactions. One or more records are written to this file each time a transaction is created, changed or deleted.

Files PMPVI Vendor Items File
PMPVP Vendor Price

Maintenance Program Library: PM2000
Program: PMGVPM

Menu Level 2: Work with vendor price [WWVP]

If you designate a commodity from the Raw Material or Product file as using Vendor Price, the system searches these files for the item date and quantity that match the requisition or purchase order data.

If the system finds a matching price, the value of the cost source on the requisition/purchase order is **VI** (vendor item price). If the system does not find a matching price, the system changes the value of the cost source to **UE** (user entered).

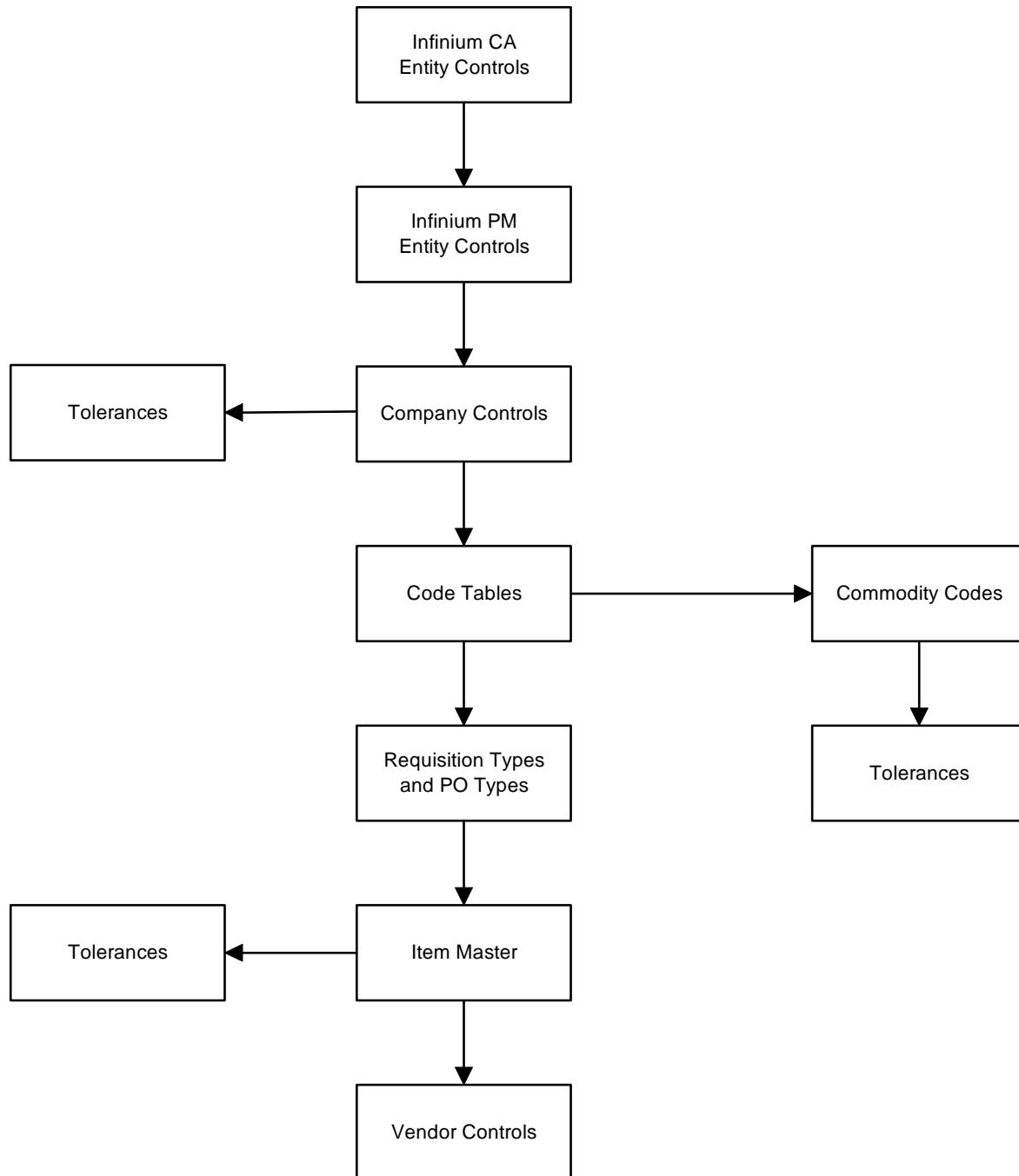
File DMPCG Purchasing Company Groups

Maintenance Program DMGCGM, library CA2000

Menu Level 2: Work with Purchasing Company Group [WWPCG]

Use this option to select companies to be grouped together for purchasing security purposes.

Infinium PM Control File Overview



Infinium Payables Ledger Control Files

You can find detailed information on setup requirements in the *Infinium Payables Ledger and Infinium Purchase Management Guide to Integration*.

You select the Menu Level 2 options discussed in this section from the Menu Level 1 option *Controls*.

File	PLPPM	Vendor Purchase Order Management Data
Maintenance Program	Library: Program:	PL2000 PLGVEM6

Menu Level 2: Work with Vendors [WWV]

Attribute: Purchasing Controls

The system uses these fields as defaults during purchase order maintenance. You can secure a vendor to a company group established in Infinium CA controls.

You select the Menu Level 2 options discussed in this section from the Menu Level 1 option *Supervisor Tasks*.

File	PLPUS	User Security
Maintenance Program	Library: Program:	PL2000 PLGUSM

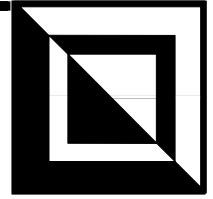
Menu Level 2: Supervisor Tasks

Attribute: Work with User Security

The system uses these fields for user security.

Notes

Part 3



Managing Security

This part contains information on security within the Infinium PM system.

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Objective

After completion of this part, you should understand managing security for users in Infinium PM.

Types of Security Available

Security in Infinium PM exists at three levels. The table below explains these levels.

Security Level	Description
Menu Level	<p>You can restrict a user from selecting specific options from the Infinium PM menus by eliminating those options from the user's menu.</p> <p>This function is discussed briefly in this guide and in the Infinium AM Technical Training course.</p>
User Profile Level	<p>You can use authority levels within user profiles to specify restrictions placed upon individual users or group profiles.</p>
Warehouse Level	<p>You can restrict users to specific warehouses using the <i>Update User Warehouse Security</i> option in Infinium CA.</p>

Infinium PM Menu Option Security

The following table details the types of security used with the Infinium PM menu options.

Infinium PM Menu Option	Security			
	Company Group	Access Level	No User Profile	AM Option
<i>Work with requisitions</i>	Yes	Yes	Yes	Yes
<i>Work with status maintenance</i>	Yes	Yes	Yes	Yes
<i>Work with requisition defaults</i>	No	No	Yes	Yes
<i>Display requisitions</i>	Yes	Yes	Yes	Yes
<i>Print requisition list</i>	Yes	Yes	Yes	Yes
<i>Print selective requisitions</i>	Yes	Yes	Yes	Yes
<i>Work with quotation requests</i>	Yes	Yes	Yes	Yes
<i>Work with quotation awards</i>	Yes	Yes	Yes	Yes
<i>Work with quotation defaults</i>	No	No	Yes	Yes
<i>Display quotation requests</i>	Yes	Yes	Yes	Yes
<i>Print quotation requests</i>	Yes	Yes	Yes	Yes
<i>Work with purchase orders</i>	Yes	Yes	Yes	Yes
<i>Work with sourcing support</i>	Yes	Yes	Yes	Yes
<i>Work with auto-sourcing</i>	Yes	Yes	Yes	Yes
<i>Work with purchase order status</i>	Yes	Yes	Yes	Yes
<i>Work with purchase user defaults</i>	No	No	Yes	Yes
<i>Work with sourcing user defaults</i>	No	No	Yes	Yes

Infinium PM Menu Option	Security			
	Company Group	Access Level	No User Profile	AM Option
<i>Display purchase orders</i>	Yes	Yes	Yes	Yes
<i>Display blanket purchase orders</i>	Yes	Yes	Yes	Yes
<i>Process selected purchase orders</i>	Yes	Yes	Yes	Yes
<i>Print purchase audit history</i>	Yes	Yes	Yes	Yes
<i>Print on order report</i>	Yes	Yes	Yes	Yes
<i>Print purchase order list</i>	Yes	Yes	Yes	Yes
<i>Print RNI report</i>	No	No	No	Yes
<i>Print INR report</i>	No	No	No	Yes
<i>Print reconciliation report</i>	No	No	No	Yes
<i>Purchase price variance report</i>	No	No	No	Yes
<i>Receive purchase orders</i>	Yes	Yes	Yes	Yes
<i>Work with receiving defaults</i>	No	No	Yes	Yes
<i>Display receipts</i>	Yes	Yes	Yes	Yes
<i>Print receipt list</i>	Yes	Yes	Yes	Yes
<i>Work with debit memos</i>	Yes	No	Yes	Yes
<i>Work with returns</i>	Yes	No	Yes	Yes
<i>Work with inspections</i>	Yes	Yes	Yes	Yes
<i>Work with inspection routing</i>	Yes	No	Yes	Yes
<i>Work with inspection group</i>	Yes	No	Yes	Yes
<i>Display inspection receipts</i>	Yes	Yes	Yes	Yes
<i>Work with approval cycle</i>	Yes	No**	Yes	Yes
<i>Work with approval groups</i>	Yes	No	Yes	Yes
<i>Work with approval routing</i>	Yes	No	Yes	Yes
<i>Work with debit memo approval</i>	Yes	No	Yes	Yes

Infinium PM Menu Option	Security			
	Company Group	Access Level	No User Profile	AM Option
<i>Work with alternate approver</i>	No	No	Yes	Yes
<i>Display approvals</i>	Yes	Yes	Yes	Yes
<i>Work with stock allocations</i>	Yes	Yes	Yes	Yes
<i>Print allocations report</i>	Yes	Yes	Yes	Yes
<i>Work with purchasing entity</i>	No	No	No	Yes
<i>Work with sequence numbering</i>	Yes*	No	Yes*	Yes
<i>Work with requisition type</i>	Yes*	No	Yes*	Yes
<i>Work with purchase type</i>	Yes*	No	Yes*	Yes
<i>Work with vendor price</i>	Yes	No	Yes	Yes
<i>Work with purchase company group</i>	No	No	No	Yes
<i>Work with user profile defaults</i>	No	No	Yes	Yes
<i>Simulate vendor pricing</i>	Yes	No	Yes	Yes
<i>Display purchasing entity</i>	No	No	No	Yes
<i>Display vendor price</i>	No	No	No	Yes
<i>Display vendor price simulation</i>	No	No	No	Yes
<i>Update vendor performance data</i>	No	No	No	Yes
<i>Work with vendor statistics</i>	Yes	No	Yes	Yes
<i>Work with user profile</i>	No	No	Yes	Yes
<i>Work with pick ticket flag</i>	Yes	No	Yes	Yes
<i>Clear application files</i>	No	No	No	Yes
<i>Reset sourcing batch errors</i>	Yes	No	Yes	Yes
<i>Reset purchasing information</i>	Yes	No	Yes	Yes
<i>VIP work file batch update</i>	No	No	No	Yes
<i>Vendor item price batch update</i>	No	No	No	Yes

Infinium PM Menu Option	Security			
	Company Group	Access Level	No User Profile	AM Option
<i>Purge VIP work files</i>	Yes	No	Yes	Yes
<i>Purge transaction history</i>	Yes	No	Yes	Yes
<i>Reorganize transaction files</i>	Yes	No	Yes	Yes
<i>e-business extensions for approvals</i>	No	No	Yes	No

Yes* indicates that these menu options have both entity and company levels. The company levels use company group security.

No** indicates that within the approval cycle function, a user can display requisitions/purchase orders. The system checks to ensure a user has access level security to display requisitions/purchase orders.

Maintaining User Profile Security

Program	PMGUPM	Maintain User Profile program
Updated Files	PMPUP PMLUVV PMLUVR PMLUVP PMLUVU PMPUA	User Profile file User Profile file User Profile file User Profile file User Profile file User Profile- Alternate Approvers.
Called Programs	DMGWSM PMGALM DMGRLN PMGUPM1 PMGUPM2 DMGCVD CAGCMA PMCRCL PMGRSV PRGFKW PMGEEH	Warehouse Restrictions Maintenance program PM Audit Log Maintenance program Retrieve Last Number Used program User Profile Defaults User Profile Alternate Approvers Infinium CA Code Values Display API to Infinium Currency Management Reclaim resource Get setup values, current date, CA Entity Infinium CA Function key window Exception/Error Handler
Menu Options	Menu Level 1: Supervisor Functions Menu Level 2: Work with user profile [WWUP]	

10/14/1998 11:24:40
Work with User Profile
PMGUPM
PMDUPM

Type options, press Enter
3=Copy 4=Delete 5=Work with

Locate User +

Option	User ID	User Description	User Authority Level
-	RGS	Ray Sames	1
-	RJD	Rich Daly	1
-	RJP	Ray Pincly	1
-	RKS	Roger Sogsdon	1
-	RLI	Rich Loly	5
-	RSF	Bob Faino	1
-	RWL	Roger Williams	1
-	SCD	Sean Daly	1
-	SCH	Scheila Hay	2

More...

F3=Exit F4=Prompt F5=Refresh F6=Add F10=QuikAccess F24=More keys

Figure 3-1: Work with User Profile screen

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

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

Press [F6] to add a new user profile to Infinium PM. The system displays the Work with User Profile General Information screen. Refer to the “Defining General User Profile Information” section in this part for more information.

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

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

10/14/1998 11:23:52	Work with User Profile	PMGUPM	PMDUPM
<hr/>			
Profile	RWL	Roger Williams	
Type options, press Enter			
2=Change 5=Display			
Opt	Attribute		
-	General Information		
-	Access Level Authority		
-	Option Level Authority		
-	Requisition Restrictions		
-	Purchasing Restrictions		
-	Vendor Restrictions		
-	User Defaults		
-	Alternate approver		
-	User warehouse security		
-	Workflow Information		
<hr/>			
F3=Exit F4=Prompt F6=Add F9=Select All F24=More keys			

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

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

Profile

The system displays the selected user profile in this field.

Opt

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

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

User Profile Attributes The table below describes each of the user profile attributes.

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

Defining General User Profile Information

General Information

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

Menu Option

Menu Level 1: Supervisor Functions

Menu Level 2: Work with user profile [WWUP]

10/14/1998 11:25:20	Work with User Profile	PMGUPM	PMDUPM
Profile: BWL_____			
General Information			
Description	Roger Williams_____		
Group Profile	_____ +		
Initials	BWL		
Effective Dates	3031997 Thru _____		
Supervisor	1 1-Yes,0-No		
Buyer	1 1-Yes,0-No		
Supervisor Profile	_____ +		
User Authority Level	1 1 highest thru 9 lowest		
Company	_____ +		
Company Group	ALL_____ + ALL COMPANIES		
Company Default	INE + INFINIUM SOFTWARE, INC.		
Ship-to Location Default	INW2_____ + LOUISVILLE WAREHOUSE		
Re-route Option	1 1-Yes,0-No		
Telephone Number	{502} 123-4567_____		
Fax Number	{502} 123-4568_____		
E-Mail Address	rob.lamora_____		
F3=Exit F4=Prompt F10=QuickAccess F12=Cancel F18=Message line F22=Delete			

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

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

You must complete the following fields on this screen:

- *Description*

- *Initials*
- *Supervisor*
- *Buyer*
- *User Authority level*
- *Company or Company group*

Group Profile

This field is for future use.

Initials

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

Supervisor

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

User Authority Level

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

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

Company

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

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

Company Group

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

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

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

Company Default

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

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

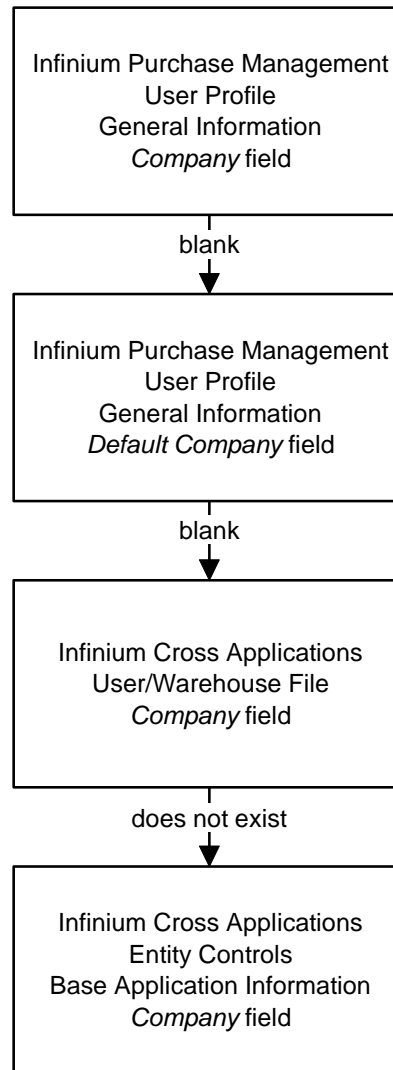


Figure 3-4: *Company Hierarchy*

Ship-to Location Default

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

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

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

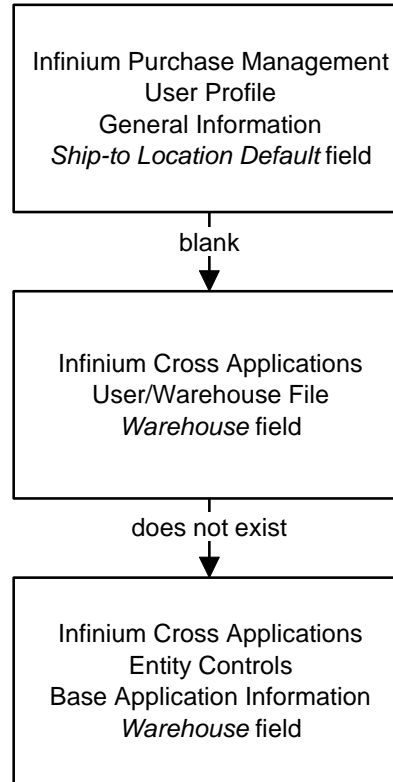


Figure 3-5: Ship-to Location Hierarchy

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

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

Re-route Option

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

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

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

Note: If a purchasing document awaiting approval is modified, the system first checks the *Re-route Option* field in the requester (for requisitions or quotation requests) or buyer ID's (for purchase orders) user profile for an entry. If that field is blank, the system looks at the *Re-route allowed* field in the requisition type, quotation request type, or purchase order type for handling of the purchasing document.

Telephone Number, Fax Number

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

E-Mail Address

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

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

Defining Access Level Authority

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

Menu Option

Menu Level 1: Supervisor Functions

Menu Level 2: Work with user profile [WWUP]

10/14/1998 11:26:01	Work with User Profile	PMGUPM	PMDUPM
Profile : RWL Roger Williams			
<u>Access Level Authority</u>			
User Profile			
Update	1	0-No,1-Yes	
Requisitions			
Update	3	0-None,1-Personal,3-Universal	
Display	3	0-None,1-Personal,3-Universal	
Purchase Order			
Update	3	0-None,1-Personal,3-Universal	
Display	3	0-None,1-Personal,3-Universal	
Receiving			
Update	1	0-No,1-Yes	
Inspection			
Update	3	0-None,1-Personal,3-Universal	
Returns	1	0-No,1-Yes	
Display	3	0-None,1-Personal,3-Universal	
Reject	1	0-No,1-Yes	
F3=Exit F10=QuickAccess F12=Cancel F18=Message line			

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

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

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

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

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

User Profile Access Level Authority

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

Update

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

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

Requisition Access Level Authority

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

Update

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

Display

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

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

Purchase Order Access Level Authority

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

Update

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

Display

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

Receiving Access Level Authority

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

Update

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

Inspection Access Level Authority

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

Update

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

Returns

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

Display

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

Reject

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

Defining Option Level Authority

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

Menu Option

Menu Level 1: Supervisor Functions

Menu Level 2: Work with user profile [WWUP]

10/14/1998 11:26:27	Work with User Profile	PMGUPM	PMDUPM
Profile : RWL Roger Williams			
Option Level Authority			
User Profile			
Change	1	0-No,1-Yes	
Copy	1	0-No,1-Yes	
Delete	1	0-No,1-Yes	
Receiving			
Receive in Full	1	0-No,1-Yes	
Adjustments	1	0-No,1-Yes	
Display	1	0-No,1-Yes	
Close PO Detail	1	0-No,1-Yes	
Additional Charges			
Change	1	0-No,1-Yes	
Delete	1	0-No,1-Yes	
Display	1	0-No,1-Yes	
Display Prorations	1	0-No,1-Yes	
Simulate Vendor Price			
Update	1	0-No,1-Yes	
F3=Exit F10=QuikAccess F12=Cancel F18=Message line			

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

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

User Profile Option Level Authority

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

Change

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

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

Copy

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

Delete

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

Receiving Option Level Authority

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

Receive in Full

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

Adjustments

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

Display

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

Close PO Detail

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

Additional Charges Option Level Authority

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

Change

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

Delete

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

Display

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

Display Prorations

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

Simulate Vendor Price Option Level Authority

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

Update

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

Restricting Access to Requisitions

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

Note: You can establish quotation request restrictions with this option.

Menu Option

Menu Level 1: Supervisor Functions

Menu Level 2: Work with user profile [WWUP]

```

10/14/1998 11:27:12      Work with User Profile      PMGUPM      PMDUPM

```

```

Profile . . . . .: RWL      Roger Williams

Requisition restrictions
Type options, press Enter
  2=Change 4=Delete 5=Display

```

Opt Company	N a m e	Limit	Curr	Type
_ INF	INFINIUM SOFTWARE, INC.	20000.00	USD	AIR

```

Bottom

```

```

F3=Exit F6=Add F10=QuikAccess F12=Cancel F18=Message line

```

Figure 3-8: Requisition Restrictions selection screen

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

10/14/1998 11:27:35	Work with User Profile	PMGUPM	PMDUPM
<hr/>			
Profile	RWL	Roger Williams	
<u>Requisition Restrictions</u>			
Company	_____	+	
Currency	_____	+	
Amount Limit	_____	.00	
Requisition Type	_____	+	
<hr/>			
F3=Exit F4=Prompt F10=QuickAccess F12=Cancel F18=Message line			

Figure 3-9: Requisition Restrictions screen

Adding a Requisition Restriction

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

Company

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

Currency

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

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

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

Amount Limit

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

Requisition Type

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

Restricting Access to Purchase Orders

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

Menu Option

Menu Level 1: Supervisor Functions

Menu Level 2: Work with user profile [WWUP]

```

10/14/1998 11:28:44      Work with User Profile      PMGUPM      PMDUPM

```

```

Profile . . . . . : RWL      Roger Williams

```

```

Purchase Order Restrictions
Type options, press Enter
  2=Change 4=Delete 5=Display

```

Opt Company	Name	Limit	Curr	Type
_ INF	INFINIUM SOFTWARE, INC.	30000.00	USD	AIR

```

Bottom

```

```

F3=Exit F6=Add F10=QuickAccess F12=Cancel F18=Message line

```

Figure 3-10: Purchase Order Restrictions selection screen

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

10/14/1998 11:28:17	Work with User Profile	PMGUPM	PMDUPM
<hr/>			
Profile	RWL	Rob LaMora	
<hr/>			
Purchase Order Restrictions			
Company	_____	+	
Currency	_____	+	
Amount Limit	_____		.00
Purchase Order Type . . .	_____	+	
<hr/>			
F3=Exit F4=Prompt F10=QuickAccess F12=Cancel F18=Message line			

Figure 3-11: Purchase Order Restrictions screen

Adding a Purchase Order Restriction

The system displays this screen when you press [F6] from Purchase Order Restrictions selection screen.

Company

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

Currency

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

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

Amount Limit

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

Purchase Order Type

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

Restricting Access to Vendors

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

Menu Option

Menu Level 1: Supervisor Functions

Menu Level 2: Work with user profile [WWUP]

```

10/14/1998  11:30:26          Work with User Profile          PMGUPM          PMDUPM

```

```

Profile . . . . . : RWL          Roger Williams

```

```

Vendor Restrictions
Type options, press Enter
  2=Change  4=Delete  5=Display

```

```

Opt  Vendor          Name
-      NISSAN        NISSAN MOTOR COMPANY

```

```

Bottom

```

```

F3=Exit  F6=Add  F10=QuikAccess  F12=Cancel  F18=Message line

```

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

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

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

Creating User Defaults

The system enables you to establish user defaults when creating requisitions, purchase orders, receiving, and quotation requests. In addition, you can establish user defaults for sourcing.

Menu Option

Menu Level 1: Supervisor Functions

Menu Level 2: Work with user profile [WWUP]

10/14/1998	11:31:13	Work with user profile	PMGUPM1	PMDUPM1
<hr/>				
Profile		RWL	Roger Williams	
Type options, press Enter				
2=Change 5=Display				
Opt Attribute				
- Requisition defaults				
- Sourcing defaults				
- Purchase Order defaults				
- Receiving defaults				
- Quotation Request defaults				
<hr/>				
F3=Exit F10=QuickAccess F12=Cancel F18=Message line				

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

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

10/14/1998 11:31:45	Work with user profile	PMGUPM1	PMDUPM1
Requisition Defaults			
Profile	RWL	Roger Williams	
Type	___ +		
Project ID	RQ#1-1	+ Project RQ#1-1	
Department ID	_____	+	
Vendor ID	_____	+	
Deliver to.	Bob		
Description	_____		
Req. complete default . . .	_ Blank=User entry,0=No,1=Yes,X=No default		
Print Req default	_ Blank=User entry,0=No,1=Yes,X=No print,P=Print		
Header phrase codes . . .	_____ + _____ + _____ + _____ + _____ +		
Detail phrase codes . . .	CODE1 + _____ + _____ + _____ + _____ +		
F3=Exit F4=Prompt F10=QuickAccess F12=Cancel F18=Message line			

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

**Example Requisition
Default Settings**

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

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

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

Warehouse Security

User/Warehouse File	You must use the <i>Work with User/Warehouse File</i> option within the Infinium CA system to establish valid companies for each user profile. You must do this before determining a user's access to warehouses for Infinium PM processing.	
Program	UTR300	Maintain User Warehouse Location
Updated Files	CAPUA	User Location authority
Called Programs	PRGCCOD	Company Master Lookup
	PRGCLCD	Warehouse Master Lookup
	PRGCFA	Control File Access API
	CAGUPM	User profile Defaults
Menu Options	System:	Infinium CA
	Menu Level 1:	Control Files
	Menu Level 2:	Work with User/Warehouse File [WWUWF]

10/14/98	14:07:15	Work with User/Warehouse File	UTR300	UTR300FM
<hr/> Position To . . . User Id or Work Station Id _____				
Type options, press Enter. 2=Change 5=Display				
Opt	User Id or Workstation Id			
-	ACD			
-	AKS			
-	AMW			
2	AM2000			
-	AVT			
-	BLS			
-	CA			
-	CAA			
-	CA1			
-	CA2			
				+
<hr/> F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys				

Figure 3-16: Work with User/Warehouse File screen 1 of 2

Type **2** next to the user ID you are going to change (or **5** to display) and press [Enter].

10/14/98	14:08:44	Work with User/Warehouse File	UTR300	UTR300FM
<hr/> User Id or Work Station Id . . . : AM2000				
 Company <u>VMS</u> + CARDINAL INDUSTRIAL FINISHES Warehouse <u>10</u> + VM SIMPSON				
Is User Allowed To Work With All . Y Y=Yes, N=No				
 <hr/> F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys				

Figure 3-17: Work with User/Warehouse File screen 2 of 2

Key Points

To authorize a user to access a warehouse, type the appropriate company and associated warehouse in the *Company* and *Warehouse* fields and **N** in the *Is User Allowed To Work With All* field.

To authorize a user to access any warehouse in the system, type **Y** in the *Is User Allowed To Work With All* field.

User/Warehouse Security

You use the *Work with User/Whse Security* option within the Infinium CA system to determine whether or not a user has access to each warehouse within a company for Infinium PM processing.

Note: You must use the *Work with User/Warehouse File* option before using this option.

Program

DMGWSM Warehouse Restrictions Maintenance

Updated Files

DMLWS Warehouse Restrictions

Called Programs

PRGCCO API to retrieve Company File
 PRGPILA Product Inventory by Co/Whse Access API
 PRGCFA Control File Access API

Menu Options

System: Infinium CA

Menu Level 1: Control Files

Menu Level 2: Work with User/Whse Security [WWUWS]

10/14/1998	14:09:17	Warehouse Security Maintenance	DMGWSM	DMDWSM
User profile RML_____				
Type options, press Enter				
5=Work with				
Opt	Company			
-	INF			
				More...
F3=Exit F4=Prompt F6=Add F10=QuickAccess F18=Message line				

Figure 3-18: Warehouse Security Maintenance screen 1 of 2

Type a company and user profile for which you want to define warehouse security.

```

10/14/1998 11:33:49 Warehouse Security Maintenance DMGWSM DMDWSM

User profile . . . . . : RWL

Enter 0 to restrict access ; 1 to allow access

  Cmpy  Whse  Description
  1  INF  ETOWN  ELIZABETHTOWN          ELIZABETHTOWN      KY
  0  INF  INF    INFINIUM SOFTWARE      Louisville         KY
  1  INF  INFFW  INF FOREIGN WAREHOUSE  BC                 FF
  0  INF  INFW1  HYANNIS WAREHOUSE      HYANNIS            MA
  1  INF  INFW2  LOUISVILLE WAREHOUSE  LOUISVILLE        KY
  1  INF  INW1   INFINIUM WAREHOUSE #1   Washington         DC

Bottom

F3=Exit F10=QuikAccess

```

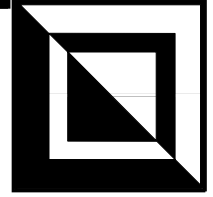
Figure 3-19: Warehouse Security Maintenance screen 2 of 2

Key Points

To authorize a user to access a warehouse, type **1** in the field to the left of the *Cmpy* field next to the appropriate warehouse.

To restrict a user from accessing a warehouse, type **0** next to the appropriate warehouse.

Part 4



Requisition Processing

This part contains information on the processing flows of requisitions, including the following:

- Diagrams and flowcharts to illustrate the flow
- A list of the updated files and called programs

Topic	Page
Material Acquisition Process.....	4-2
Procurement Cycle	4-3
Using Requisitions.....	4-4
Requisition Status.....	4-6
Requisition File Relationships.....	4-7
Requisition Maintenance Data Flow	4-8

Objectives

After completion of this part, you should understand the data processing flows that occur when you use requisitions.

Material Acquisition Process

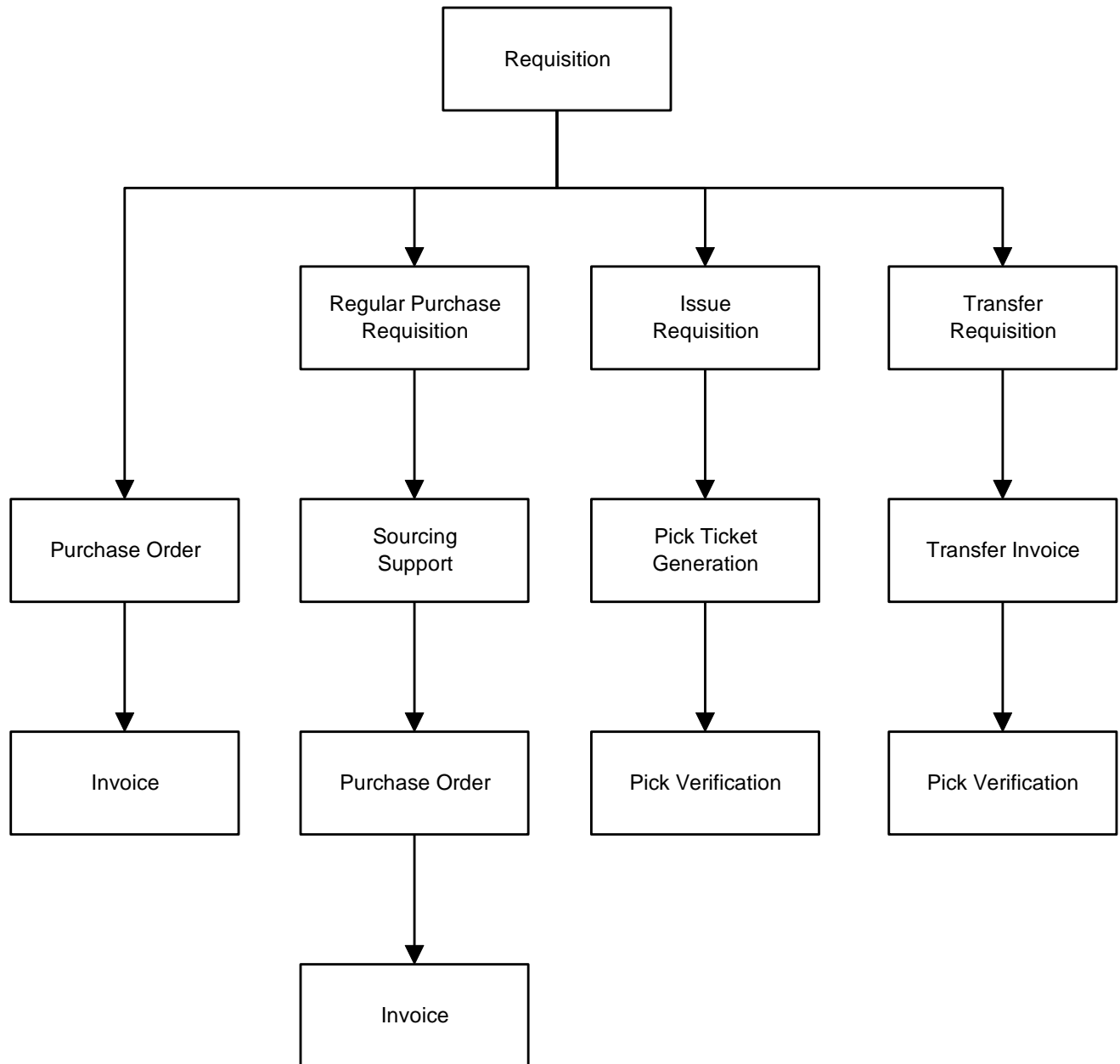


Figure 4-1

Procurement Cycle

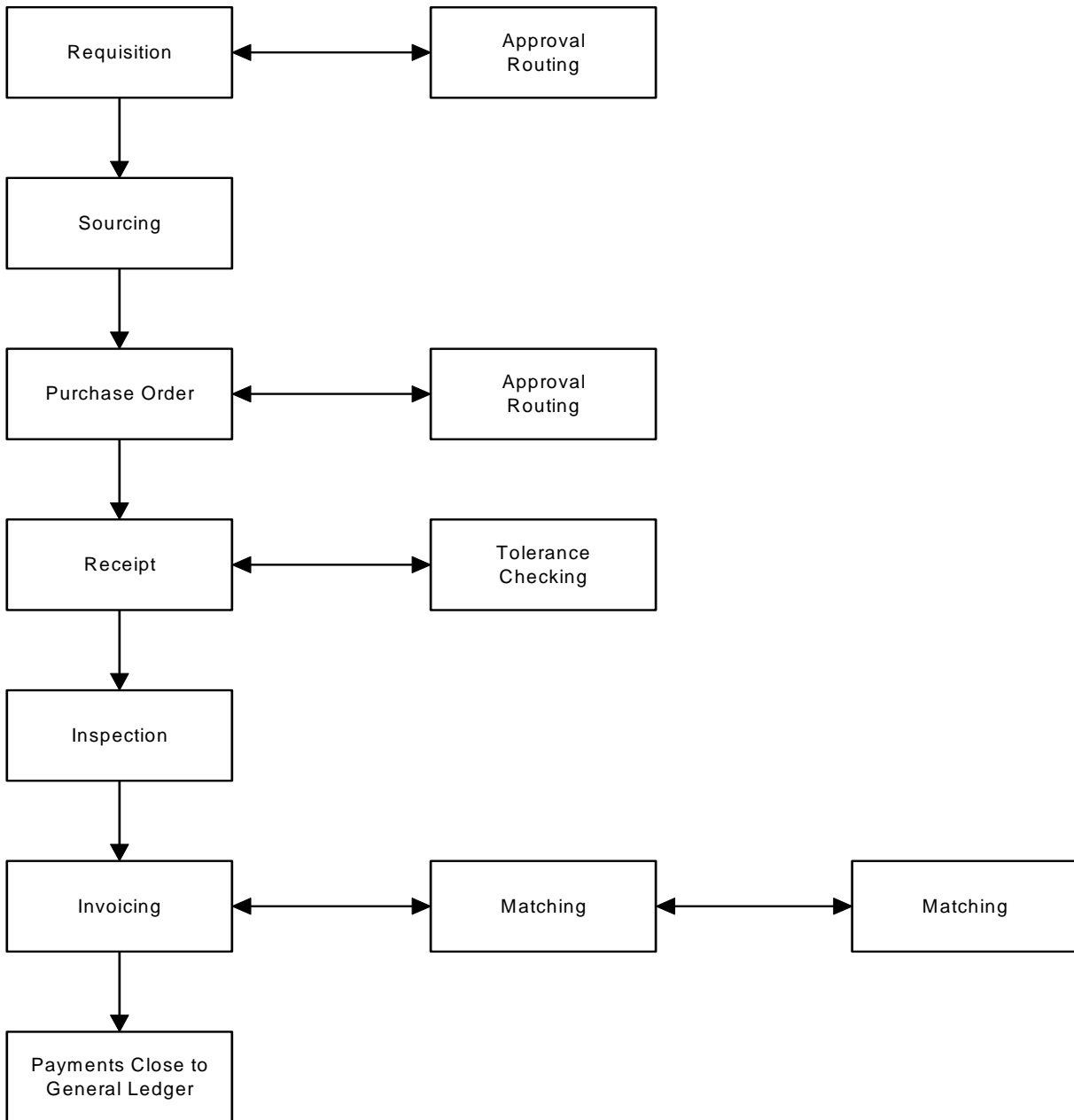


Figure 4-2

Using Requisitions

Program	PMGRHM	Requisition Maintenance
Menu Option	Work with requisitions	
Job Control	WWRQ	
Quick Access Code	WWRQ	
Updated Files	PMPRH	Requisition Header
	PMPRD	Requisition Detail
	PMPKC	Manual Generation Number Check
	PMPLK	Task Coupling Data File
	PMPAL	Audit Log File
	JPPDCJP	Data Collector (Infinium Journal Processor)

Note: Files that are named with L in the third character are logical files, whereas files that are named with P in the third character are physical files. For more information on Infinium Software naming conventions, see the “Introduction” part in this guide.

Called Programs	DMGCLV	Calendar Lead Time
	DMGCVD	Code Values Display
	JPGAPI10	Chart of Accounts Number Generation (Infinium Journal Processor)
	DMGNHD	Generic Notes Selection for Maintenance, Display, and Prompt
	DMGNHM	Generic Notes Maintenance (file updates)
	PMGUFF	User Field Input and Validation Window
	DMGWSC	Warehouse Security Check
	PMGACU	Update Approval Routing Cycle
	PMGALM	PM Audit Log Maintenance
	PMGCSR	Cost Source Retrieval API
	PMGFEW	Fast Entry Window
	PMGMNM	Manual Number Maintenance
	PMGPLA	API for Updating DMPPL, Key Detail Quantity, Status
	PMGSTW	Status Completion Window
	PMGURA	Multi-account Maintenance
	PMGURS	Multi-ship Maintenance

PMGRSV	Retrieve Setup Values
PMGAUT	PM User Security Validation
PMGACU	Updating Approval routing cycle
PMGACU1	write and process workflow transaction records
PMGQAW	Request for quote award summary
PMGQVA	Request for quote vendor address
PMGPAW	PO vendor address prompt window
PMGVPS	Item price inquiry/simulation
CAGCMA	API to Infinium Currency Management
DMGCVC	API to check code values
PMGCVI	Vendor Item UOM selection screen
PMGRDS	API to post Req detail to ATP and Inventory Master
DMGRLN	Retrieve last used number
PMGEEH	Exception/Error handler
DMGDCV1	Remap the field layout to PX2000
PRGCCO	API to Retrieve Company File (Code Type PMX, value COC)
PRGCLC	API to Retrieve Warehouse File (Code Type PMX, value WHSC)
MIR010	Product Inventory Maintenance (Code Type PMX, value ITMU)
PRGSIV	Storage Index Validation API (Code Type PMX, value STGX)
PRGLTM	Lead Time Retrieval API (Code Type PMX, value LTIM)
PRGCYP	API - Commodity Code Validation (Code Type PMX, value CMDY)
PRGUMC	UOM Conversion (Code Type PMX, value UOMC)
PRGCOLOC	Get Default Company and Location (Code Type PMX, value DFCW)
DMGNHI	Generic Note Display Only
PMGSSW	Standard Submission Window Program
PMGSQA01	API - Retrieve Sequence Number
PRGCFA	Control File Access API (Code Type PMX, value ENTY)
PRGITM	API to Retrieve Item Information (Code Type PMX, value ITMC)
Payables Ledger	PMGV1V Vendor Validation Field Remap for PL Interface (Code Type PLX, value V1V)
	CAGPMV1 Set Fields to Call the PX API (Code Type PLX, value PMX)

Requisition Status

The *Work with status maintenance* option displays the current header status of a requisition. The table below details valid requisition statuses.

Requisition Status	Type of Requisition		
	Purchase	Issue	Transfer
In Progress (00)	The requisition is not complete.		
Open (01)	The requisition is complete.		
On Hold (02)	The requisition is on hold and is not available for processing.		
Future Order (05) (Not Allocated)	N/A	The requisition detail has not been allocated; the allocation due date has not yet arrived.	
Backorder (06) (Not Allocated)	N/A	The requisition detail has not been allocated; insufficient stock.	
Approval Pending (10)	The requisition is complete and waiting for approval.		
Approval Hold (11)	The requisition failed the approval process and is waiting for an action.		
Manual Close (91)	The requisition has been manually closed prior to the system automatically closing the requisition.		
Automatic Close (92)	The purchase requisition has been sourced to a purchase order.	The issue requisition has been pick verified.	The transfer requisition has been received at to-warehouse.
Deleted (99)	The requisition has been deleted. Deleted requisitions do not display on the screen. The status is on file only.		

Requisition File Relationships

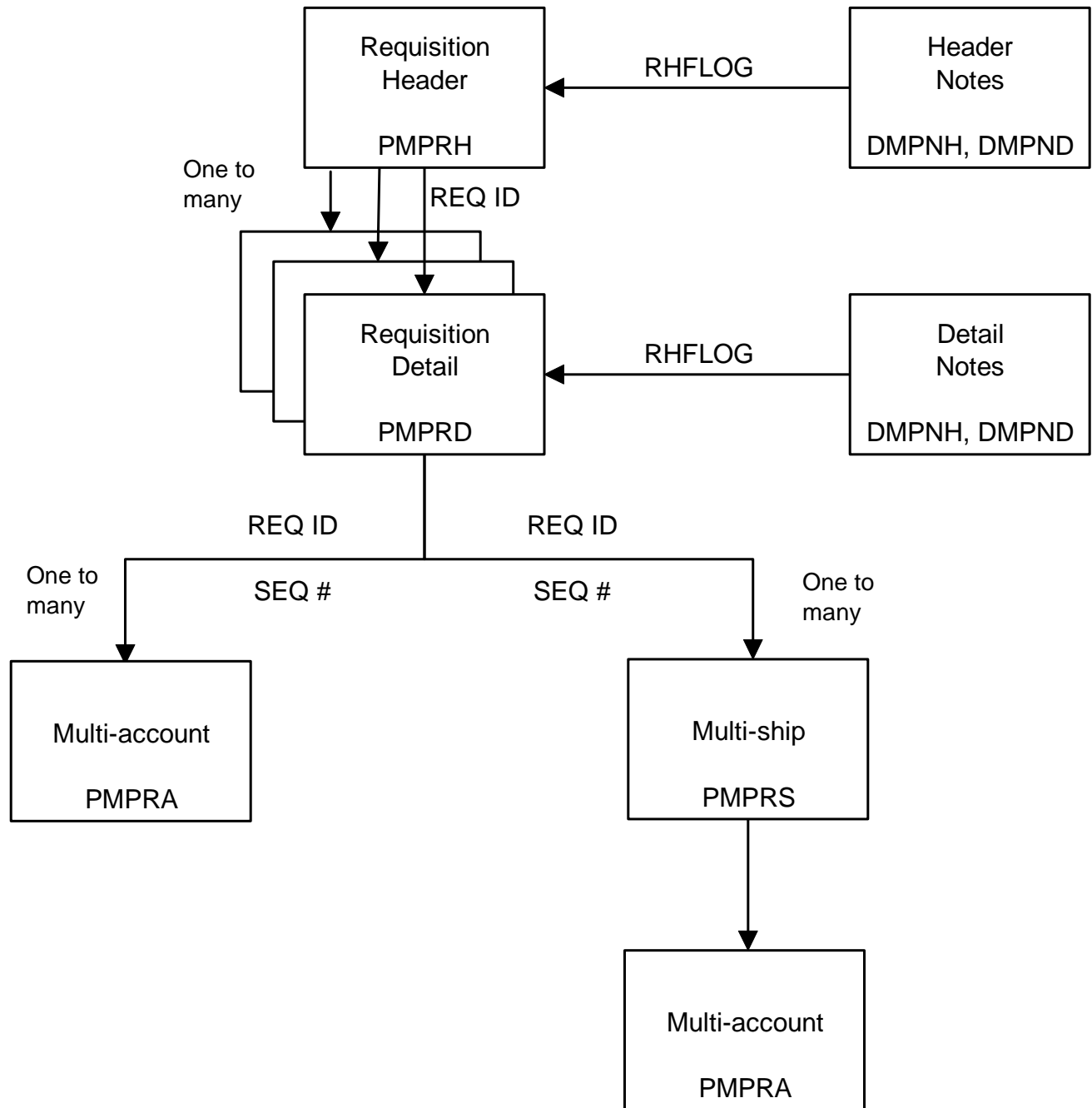


Figure 4-3

Requisition Maintenance Data Flow

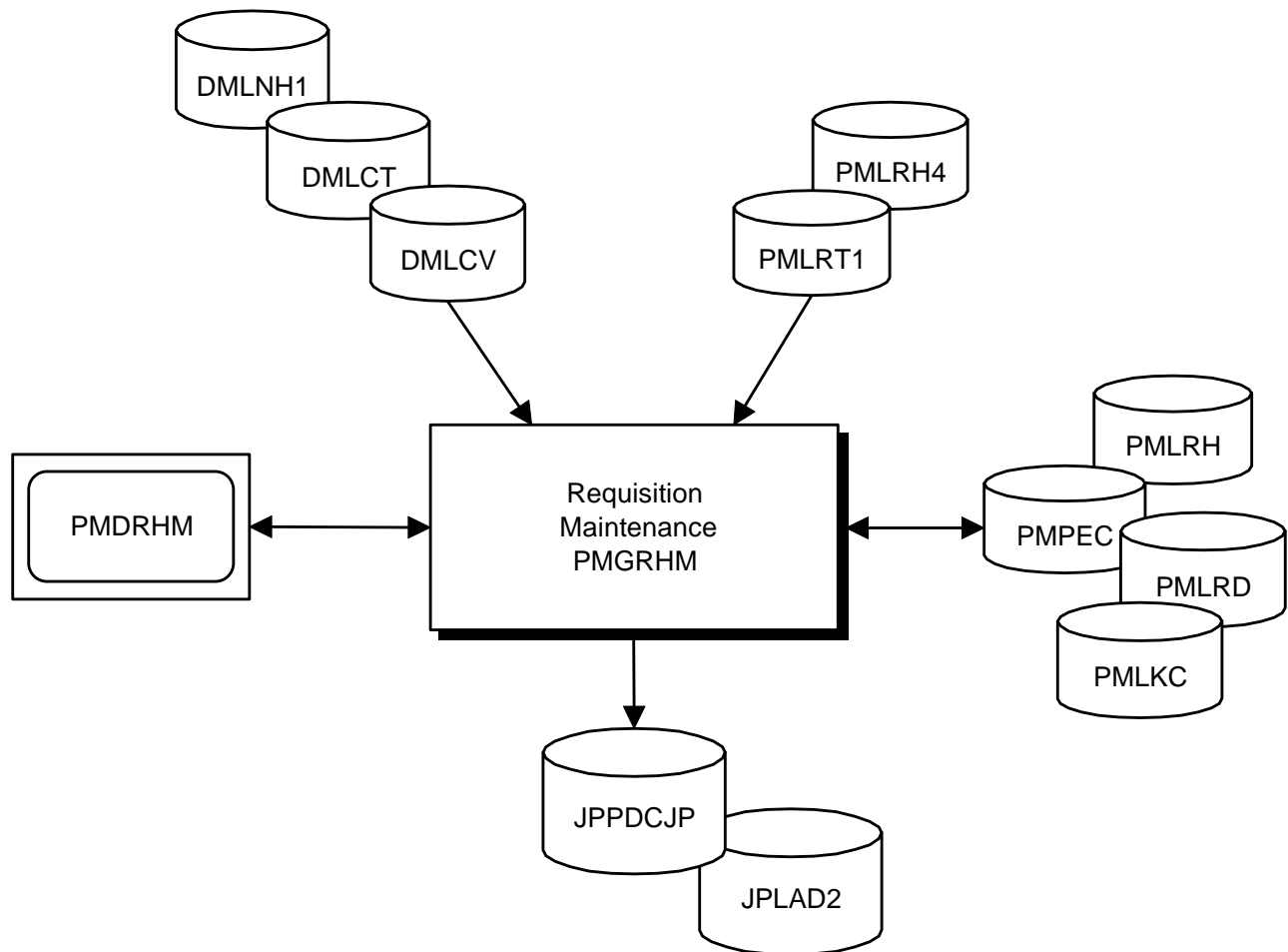


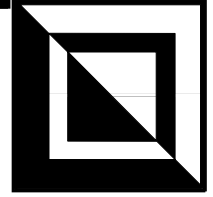
Figure 4-4

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Requisition Maintenance Program – PMGRHM		
File	Description	Use
Infinium Cross Applications		
DMLCV	Code Value	I
DMLNH1	Generic Header Notes	I
DMLCT	Code Value	I
Infinium Purchase Management		
PMDRHM	Maintain Requisition Display	I/O
PMLRH	Requisition Header	U/A
PMLRD	Requisition Detail	U/A
PMLRT1	Requisition Type	I
PMPEC	Entity Control	U
PMLKC	Manual Generation Number Check	U
PMLRH4	Requisition Header	I
PMLLK	Task Coupling Data File	I/O
PMLVA	Quote Vendor Address File	I
PMPAL	Audit Log File	A
Infinium Journal Processor		
JPPDCJP	Data Collector	O
JPLAD2	Program/Action Code/Field for JPPAD	I

Notes

Part 5



Quotation Request Processing

This part contains information on the processing flows of quotation requests, including the following:

- Diagrams and flowcharts to illustrate the flow
- A list of the updated files and called programs

Topic	Page
Quotation Request Process	5-2
Using Quotation Requests	5-3
Quotation Request Status	5-5
Quotation Request File Relationships	5-6
Quotation Request Maintenance Data Flow	5-7
Using Quotation Awards	5-9
Quotation Maintenance Data Flow	5-10

Objectives

After completion of this part, you should understand the data processing flows that occur when you use quotation requests.

Quotation Request Process

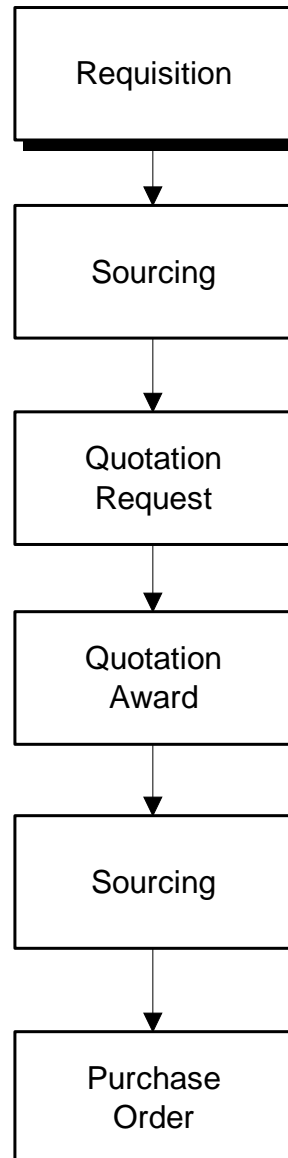


Figure 5-1

Using Quotation Requests

Program	PMGRHM	Quotation Request Maintenance
Menu Option	Work with quotation requests	
Job Control	WWQ	
Quick Access Code	WWQ	
Updated Files	PMPRH	Requisition Header
	PMPRD	Requisition Detail
	PMPKC	Manual Generate Number Check
	PMPLK	Task Coupling Data File
	PMPAL	Audit Log File
	JPPDCJP	Data Collector (Infinium Journal Processor)

Note: Files that are named with L in the third character are logical files, whereas files that are named with P in the third character are physical files. For more information on Infinium Software naming conventions, see the “Introduction” part in this guide.

Called Programs	DMGCLV	Calendar Lead Time
	DMGCVD	Code Values Display
	JPGAPI10	Chart of Accounts Number Generation (Infinium Journal Processor)
	DMGNHD	Generic Notes Selection for Maintenance, Display, and Prompt
	DMGNHM	Generic Notes Maintenance (file updates)
	PMGUFF	User Field Input and Validation Window
	DMGWSC	Warehouse Security Check
	PMGACU	Update Approval Routing Cycle
	PMGALM	PM Audit Log Maintenance
	PMGCSR	Cost Source Retrieval API
	PMGFEW	Fast Entry Window
	PMGMNM	Manual Number Maintenance
	PMGPLA	API for Updating DMPPL, Key Detail Quantity, Status
	PMGSTW	Status Completion Window
	PMGURA	Multi-account Maintenance
	PMGURS	Multi-ship Maintenance
	PMGRSV	Retrieve Setup Values

PMGAUT	PM User Security Validation
PRGCCO	API to Retrieve Company File (Code Type PMX, value COC)
PRGCLC	API to Retrieve Warehouse File (Code Type PMX, value WHSC)
MIR010	Product Inventory Maintenance (Code Type PMX, value ITMU)
PRGSIV	Storage Index Validation API (Code Type PMX, value STGX)
PRGLTM	Lead Time Retrieval API (Code Type PMX, value LTIM)
PRGCYP	API - Commodity Code Validation (Code Type PMX, value CMDY)
PRGUMC	UOM Conversion (Code Type PMX, value UOMC)
PRGCOLOC	Get Default Company and Location (Code Type PMX, value DFCW)
DMGNHI	Generic Note Display Only
PMGSSW	Standard Submission Window Program
PMGSQA01	API - Retrieve Sequence Number
PRGCFA	Control File Access API (Code Type PMX, value ENTY)
PRGITM	API to Retrieve Item Information (Code Type PMX, value ITMC)
PMGACU	Updating Approval routing cycle
PMGACU1	write and process workflow transaction records
PMGQAW	Request for quote award summary
PMGQVA	Request for quote vendor address
PMGPAW	PO vendor address prompt window
PMGVPS	Item price inquiry/simulation
CAGCMA	API to Infinium Currency Management
DMGCVC	API to check code values
PMGCVI	Vendor Item UOM selection screen
PMGRDS	API to post Req detail to ATP and Inventory Master
DMGRLN	Retrieve last used number
PMGEEH	Exception/Error handler
DMGDCV1	Remap the field layout to PX2000

Payables Ledger

PMGV1V	Vendor Validation Field Remap for PL Interface (Code Type PLX, value V1V)
CAGPMV1	Set Fields to Call the PX API (Code Type PLX, value PMX)

Quotation Request Status

The *Work with status maintenance* option displays the current header status of quotation requests. Valid statuses for quotation requests are:

Status	Description
In Progress (00)	The quotation request is not complete.
On Hold (02)	The quotation request is on hold and is not available for processing.
Approval Pending (10)	The quotation request is complete and waiting for approval.
Approval Hold (11)	The quotation request failed the approval process and is waiting for an action.
Open (15)	The quotation request is complete.
Manual Close (91)	The quotation request has been manually closed.
Automatic Close (92)	The quotation request has been awarded and sourced to a purchase order.
Deleted (99)	The quotation request has been deleted.

Quotation Request File Relationships

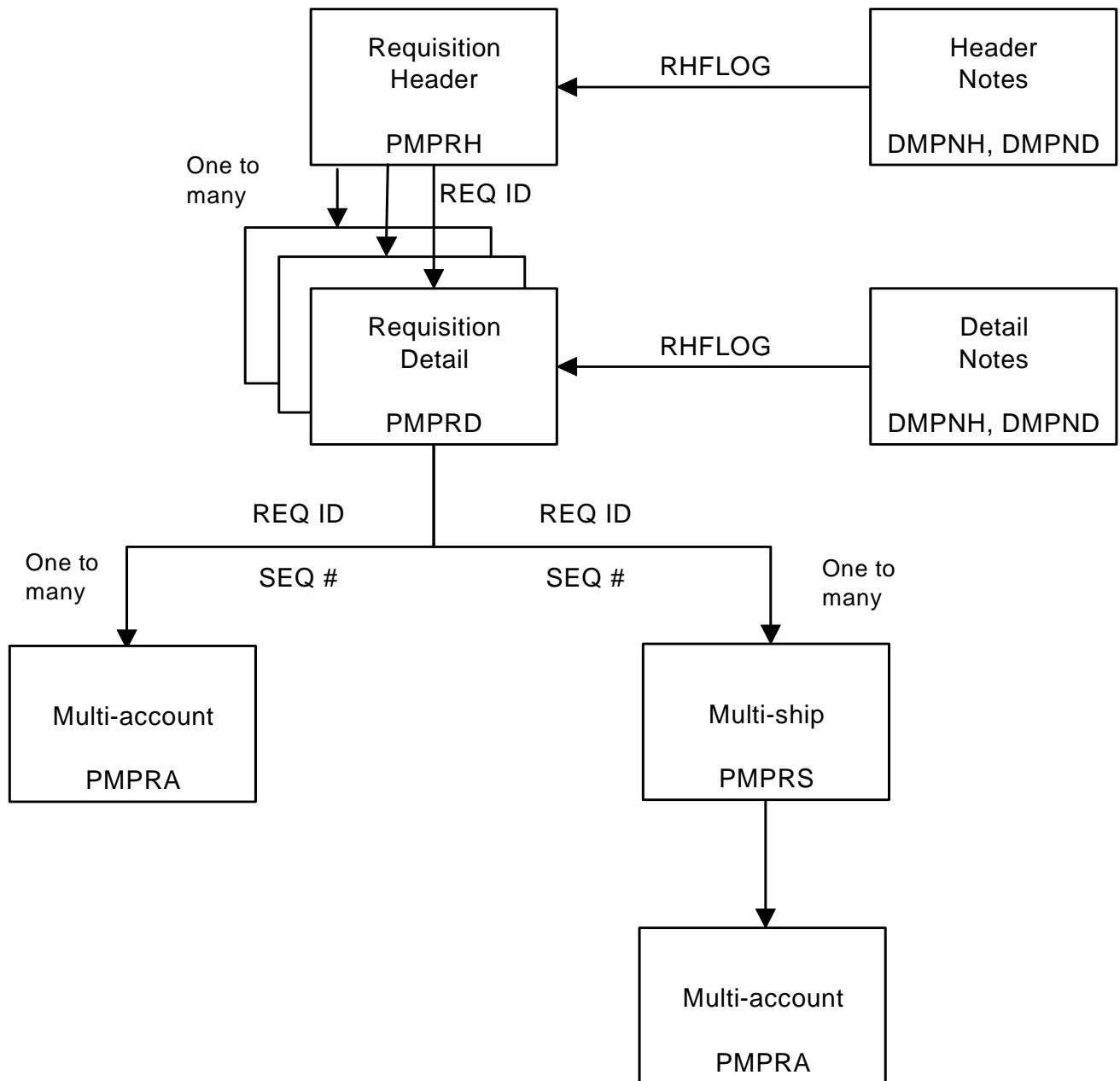


Figure 5-2

Quotation Request Maintenance Data Flow

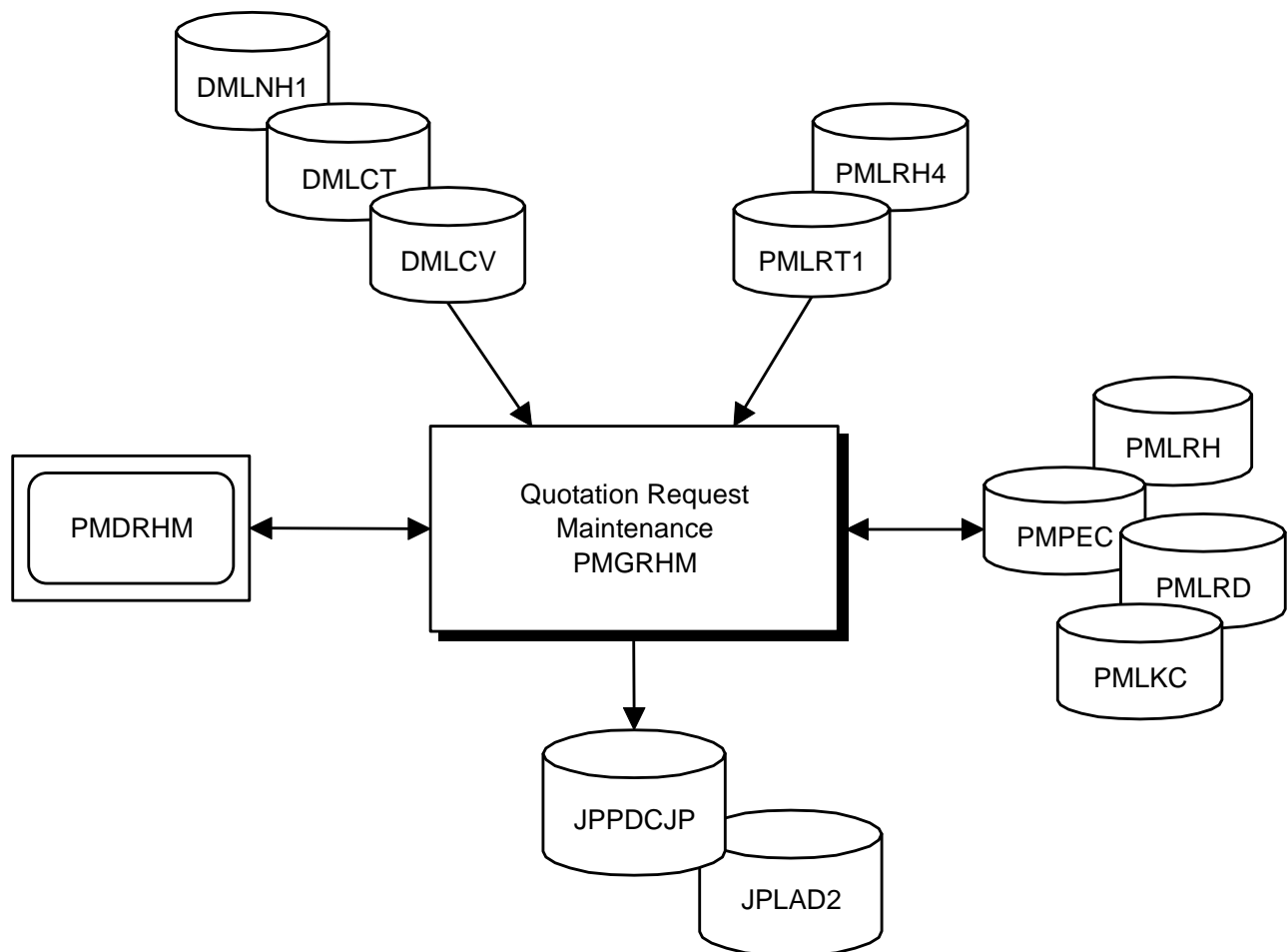


Figure 5-3

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Quotation Request Maintenance Program – PMGRHM		
File	Description	Use
Infinium Cross Applications		
DMLCV	Code Value	I
DMLNH1	Generic Header Notes	I
DMLCT	Code Value	I
Infinium Purchase Management		
PMDRHM	Maintain Requisition Display	I/O
PMLRH	Requisition Header	U/A
PMLRD	Requisition Detail	U/A
PMLRT1	Requisition Type	I
PMPEC	Entity Control	U
PMLKC	Manual Generation Number Check	U
PMLRH4	Requisition Header	I
PMLLK	Task Coupling Data File	I/O
PMLVA	Vendor Address File	I
PMPAL	Audit Log File	A
Infinium Journal Processor		
JPPDCJP	Data Collector	O
JPLAD2	Program/Action Code/Field for JPPAD	I

Using Quotation Awards

Program	PMGQAW	Quote vendor award summary
Menu Option	Work with quotation awards	
Job Control	WWQA	
Quick Access Code	WWQA	
Updated Files	PMPRH	Requisition Header
	PMPRD	Requisition Detail
	PMPAL	Audit Log File
	PMPVA	Vendor Address File
Called Programs	Note: Files that are named with L in the third character are logical files, whereas files that are named with P in the third character are physical files. For more information on Infinium Software naming conventions, see the “Introduction” part in this guide.	
	PMGSSW	Standard Submission Window program
	PMGSTW	Status completion window
	PMGSSA	Requisition / Sourcing Support - Auto Sourcing
	PMGALM	PM Audit Log Maintenance
	CAGCMA	API to Infinium Currency Management
	PMGCSR	API Cost Source Retrieval
	CAGCMA	API to Infinium Currency Management
	PMGURD1	Requisition Status Inquiry for header/detail
	DMGNHD	Generic Note Select
	PMGVDP	Vendor performance inquiry
	PMGQPR	Request for quotes vendor response prompt
	PMGRSV	Get setup values, Today's date & CA Entity record
	PMCRCL	Reclaim resource
	PRGFKW	CA Function key window
	PMGEEH	Exception/Error Handler
Payables Ledger	PMGV1V	Vendor Validation Field Remap for PL Interface (Code Type PLX, value V1V)

Quotation Maintenance Data Flow

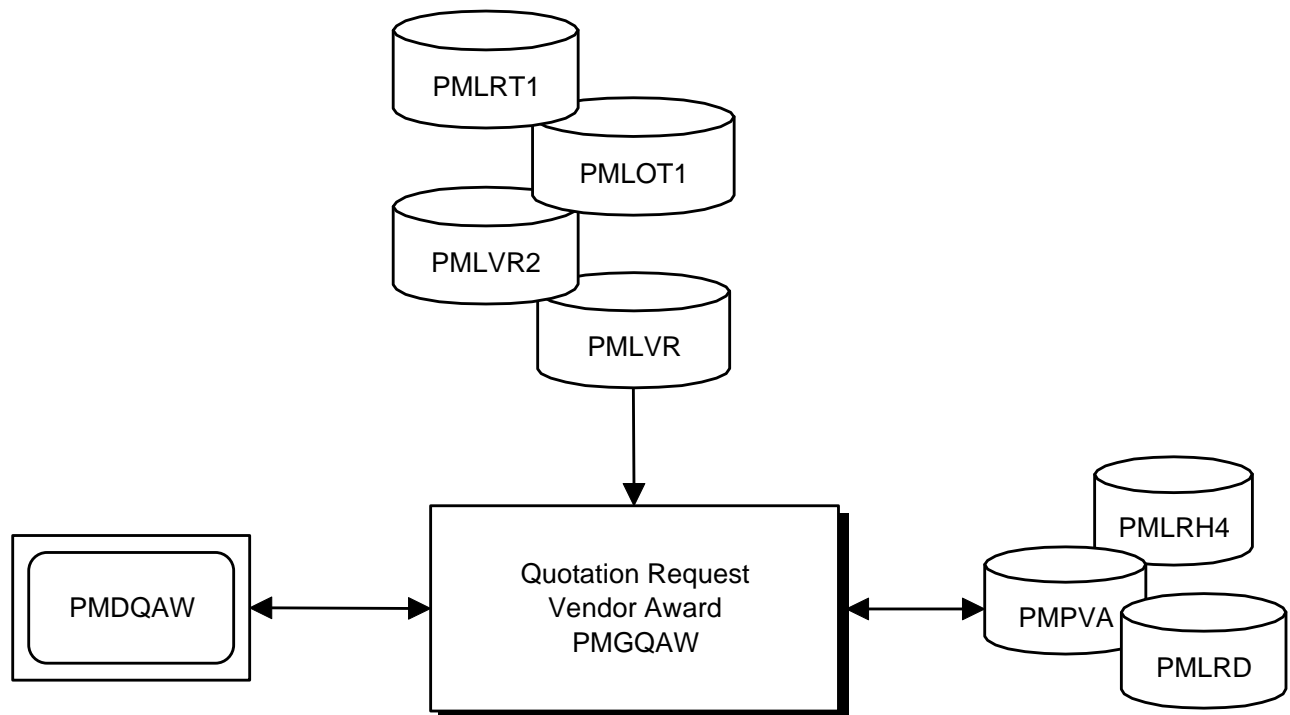


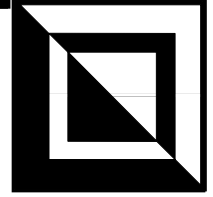
Figure 5-4

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Quotation Vendor Award Program – PMGQAW		
File	Description	Use
Infinium Purchase Management		
PMDQAW	Quotation Vendor Award Summary	I/O
PMLRH4	Requisition Header	U
PMLRD	Requisition Detail	U
PMLRT1	Requisition Type	I
PMLRT1	Requisition type profile	I
PMLOT1	Purchase Order type profile	I
PMLVA	Vendor Address File	U
PMLVR2	Quote Vendor Respond File	I
PMLVR	Quote Vendor Respond File	I
PMPAL	Audit Log File	A

Notes

Part 6



Sourcing Processing

This part contains information on the processing flows of sourcing requisitions and quotation requests, including the following:

- Diagrams and flowcharts to illustrate the flow
- A list of the updated files and called programs

Topic	Page
Interactive Sourcing.....	6-2
Interactive Sourcing Support	6-4
Auto-Sourcing	6-7
Auto-Sourcing Data Flow.....	6-9
Auto Sourcing Processing	6-12

Objectives

After completion of this part, you should understand the processing flows that occur when you source requisitions or quotation requests interactively or through automatic sourcing.

Interactive Sourcing

Program	PMGSSD	Interactive Sourcing Support
Menu Option	Work with sourcing support	
Job Control	PMGSSD	
Quick Access Code	WWSS	
Updated Files	Program PMGSSD:	
	PMPPDW2	Purchase Order Detail work file
	PMPRH	Requisition Header file
	PMPRD	Requisition Detail file
	PMPSH	Sourcing Support Header file
	PMPSD	Sourcing Support Detail file
	PMPAL	Audit Log File
	PMPLK	Task Coupling file
Called Programs	PMGPHC	Validate Purchase Order Number
	PMGPBV	Blanket Purchase Order Verification
	PMGV1V	PM User Security Validation (multi-use)
	DMGWSC	Warehouse Security Check
	PRGCCO	Company File Retrieval API
	PMGAUT	PM User Security Validation
	PMGURD1	Requisition Header/Detail Status Inquiry
	PMGPHD1	Purchase Order Inquiry
	PMGMNM	Manual Number Maintenance
	PMGPHM	Purchase Order Maintenance
	PMGALM	Audit Log Maintenance
	PRGITM	Item Check API
	PMGPOA	Multi-account Maintenance program
	PMGPOS	Multi-ship Maintenance program
	DMGNHM	DM Generic Notes Maintenance (file updates)
	PMGPBP	Blanket Purchase Order Inquiry/Select
	DMGCVD	Code Values Display file
	PMGWFM	Maintain Permanent workfile
	PMGUFF	User Field Input and Edit Window
	PRGSIV	Storage Index Validation API
	PMGRSV	Retrieve Setup Values

PMCRCL	Reclaim Resource
PMGRHM	Requisition Maintenance Program
PMGSQA01	API - Retrieve Sequence Number
PMGRDS	API - Post REQ Detail to ATP & Inventory Master
DMGCVC	API - Check Code Value
PMGSSA	Requisition / Sourcing Support - Auto Sourcing
PMGBKP	Blanket P.O. Type/Blanket Parent Entry Window
CAGCMA	API to CM2000
PMGURS	Multi-Ship Maintenance
PRGFKW	Function key window
PMGEEH	Exception/Error Handler
PRGCYP	API - Commodity Code Validation
PRGUMC	UOM conversion
PRGCLC	API to retrieve Warehouse file

Interactive Sourcing Support

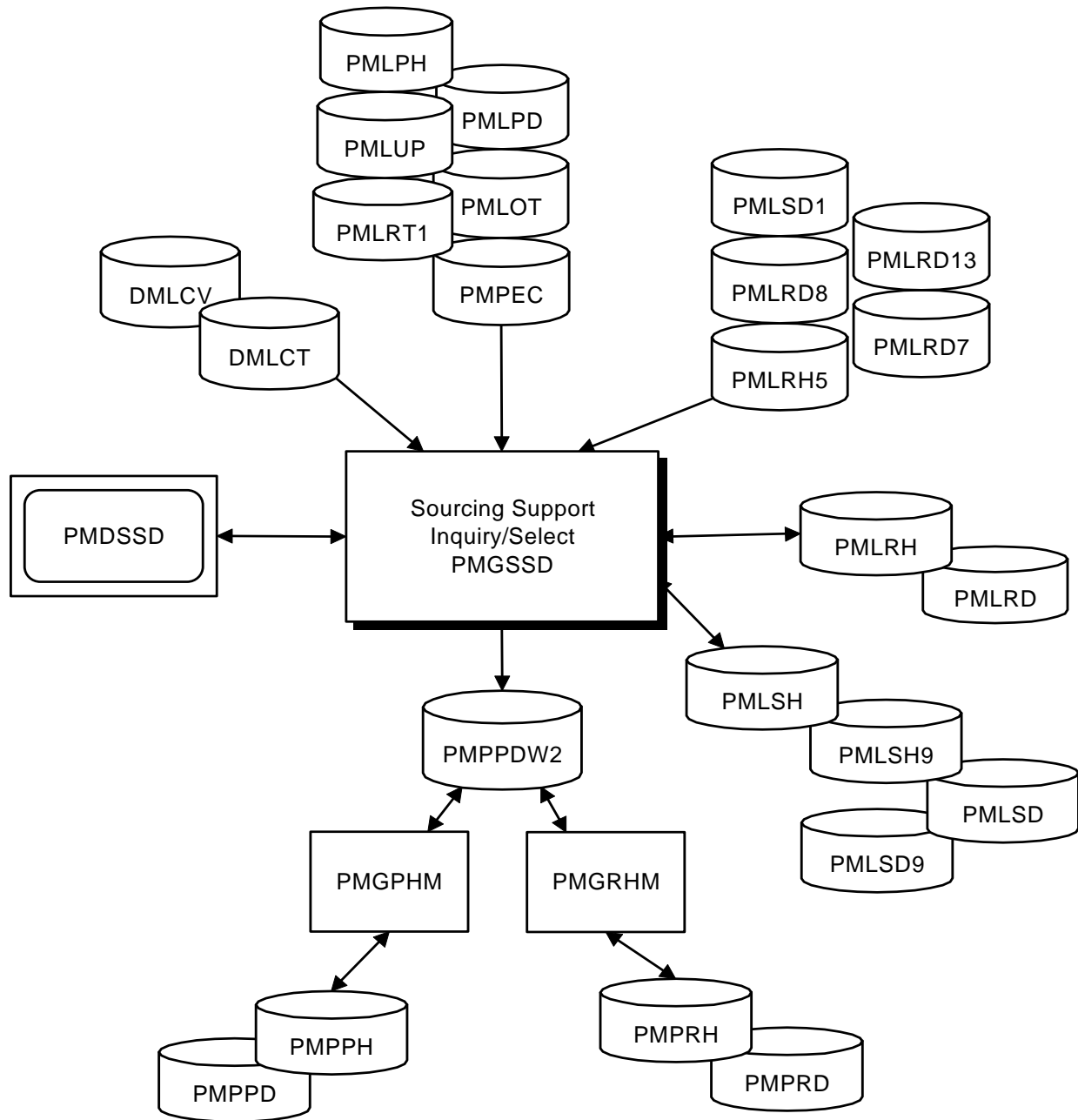


Figure 6-1

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Interactive Sourcing Program – PMGSSD		
File	Description	Use
Infinium CA		
DMLCV	Code Value	I
DMLCT	Code Type	I
Infinium PM		
PMDSSD	Requisition Sourcing Support Inquiry	I/O
PMLOT	Purchase Order Type	I
PMLPD	Purchase Order Detail	I
PMLPH	Purchase Order Header	I
PMLRD	Requisition Detail	U
PMLRD7	Requisition Detail	I
PMLRD8	Requisition Detail	I
PMLRD13	Requisition Detail	I
PMLRH	Requisition Header	U
PMLRH5	Requisition Header	I
PMLRT1	Requisition Type	I
PMLUP	User Profile	I
PMPPDW2	Purchase Order Detail workfile	O/A
PMLSH	Sourcing Selection Header	U
PMLSH9	Sourcing Selection Header	U

Infinium PM continued		
PMLSD	Sourcing Selection Detail	U
PMLSD1	Sourcing Selection Detail	I
PMLSD9	Sourcing Selection Detail	U
PMPAL	Audit Log File	A

Auto-Sourcing

Program	PMGSSA	Auto Sourcing Submission Driver
	PMGSSB	Auto Sourcing Processing Program.
Menu Option	Work with auto-sourcing	
Job Control	PMGSSA	
Quick Access Code	PMGSSA	
Updated Files	Program PMGSSA:	
	PMPRD	Requisition Detail file
	PMPSH	Sourcing Support Header file
	PMPSD	Sourcing Support Detail file
	PMPAL	Audit Log File
	PMPLK	Task Coupling file
	Program PMGSSB:	
	PMPRH	Requisition Header file
	PMPRD	Requisition Detail file
	PMPSH	Sourcing Support Header file
	PMPSD	Sourcing Support Detail file
	PMPPH	Purchase Order Header file
	PMPPD	Purchase Order Detail file
	PMPAL	Audit Log File
	PMPAD	Addresses
Called Programs	Program PMGSSA:	
	PMGPHC	Validate Purchase Order Number
	PMGV1V	PM User Security Validation (multi-use)
	DMGWSC	Warehouse Security Check
	PMGCCO	Company File Retrieval API
	PMGAUT	PM User Security Validation
	PMGITM	Item Check API
	PMGUFF	User Field Input and Edit Window

PMGSSW	Standard Submission Window program
PRGSIV	Storage Index Validation API
PMGRSV	Retrieve Setup Values
PMCRCL	Reclaim Resource
DMGCVD	Code Value Retrieval
CAGCMA	API to Infinium CM
PMGEEH	Exception/Error Handler
PRGFKW	Function key window

Program PMGSSB:

PMGSSB2	Auto Sourcing Requisition Validity Checker
PMGACU	Update Approval Routing
PMGPDS	Post PO Detail to Item/Warehouse On Order Quantity
PMGRDS	API - Post REQ Detail to ATP & Inventory Master
PMGSQA01	Retrieve Sequence Number
DMGRLN	Retrieve Last Number Used
PMGALM	Audit Log Maintenance
PMGACM	PO Additional Charges Maintenance
PMGPAX	Multi-Account Maintenance Program
PMGPSX	Multi-Ship Maintenance Program
PMGPBV	Blanket Purchase Order Verification
PMGV1V	PM User Security Validation (multi-use)
DMGWSC	Warehouse Security Check
PMGCCO	Company File Retrieval API
PMGAUT	PM User Security Validation
PMGRSV	Retrieve Setup Values
PMGEDFT	Purchasing Edit Defaults program
PMCRCL	Reclaim Resource
PMGEDT	Purchasing EDIT Driver program
CAGCMA	API to CM2000
PMGACU1	Write and process workflow transaction records
PRGFKW	Function key window
PMGEEH	Exception/Error Handler
DMGNHM	DM Generic Note Maintenance (File Updates)

Auto-Sourcing Data Flow

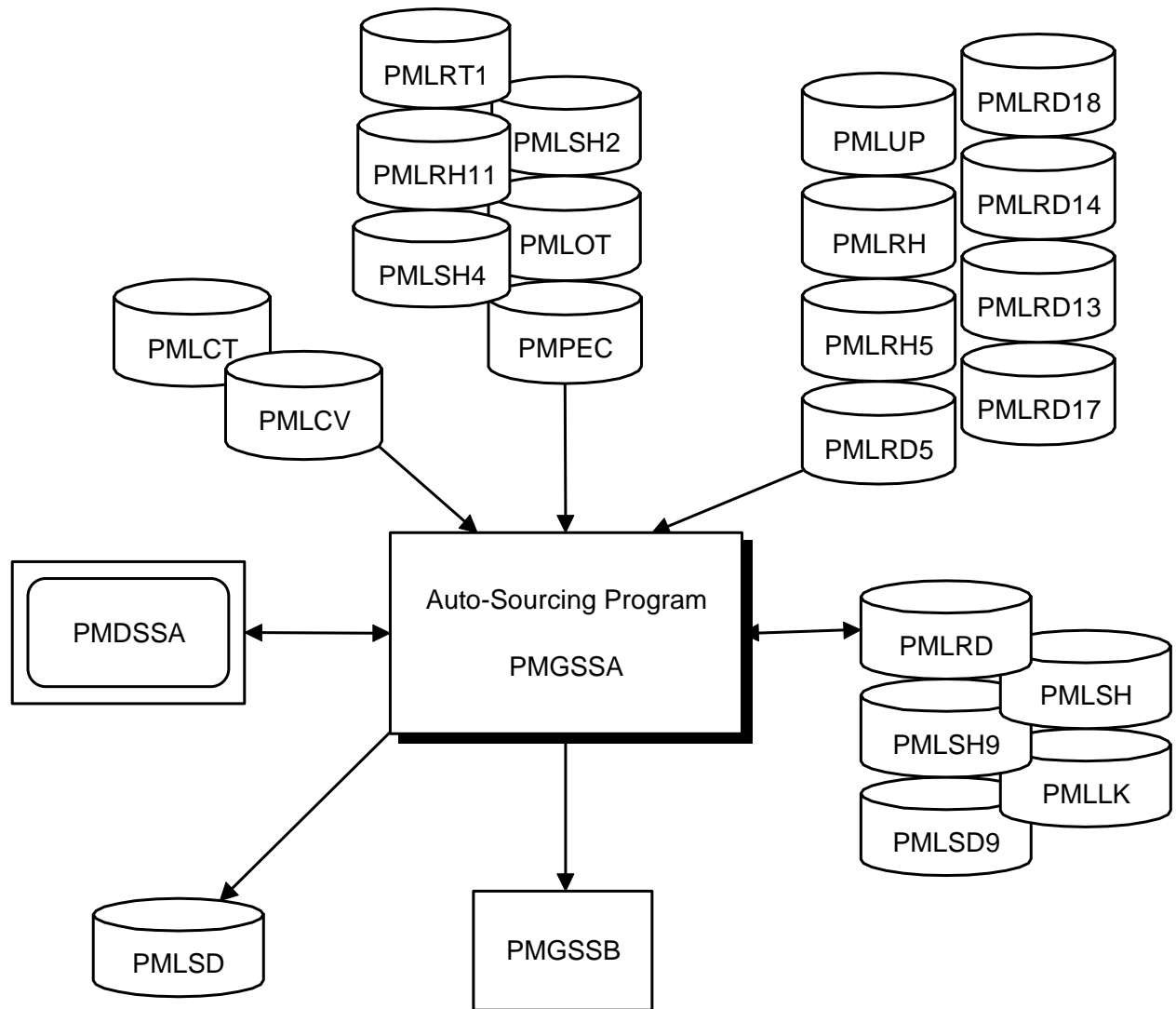


Figure 6-2

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Auto-Sourcing Selection Program – PMGSSA		
File	Description	Use
Infinium CA		
DMLCV	Code Value	I
DMLCT	Code Type	I
Infinium PM		
PMDSSD	Requisition Sourcing Support Inquiry	I/O
PMPEC	Entity Control	I
PMLOT	Purchase Order Type	I
PMLRD	Requisition Detail	U
PMLRD5	Requisition Detail	I
PMLRD13	Requisition Detail	I
PMLRD14	Requisition Detail	I
PMLRD17	Requisition Detail	I
PMLRD18	Requisition Detail	I
PMLRH	Requisition Header	I
PMLRH5	Requisition Header	I
PMLRH11	Requisition Header	I
PMLRT1	Requisition Type	I
PMLUP	User Profile	I
PMLSH	Sourcing Selection Header	U
PMLSH2	Sourcing Selection Header	I
PMLSH4	Sourcing Selection Header	I
PMLSH9	Sourcing Selection Header	U

Files Used in the Auto-Sourcing Selection Program – PMGSSA		
File	Description	Use
Infinium PM continued		
PMLSD	Sourcing Selection Detail	O
PMLSD9	Sourcing Selection Detail	U
PMLVR2	Vendor Respond File	I
PMLLK	Task Coupling File - Header	U
PMPAL	Audit Log File	A

Auto Sourcing Processing

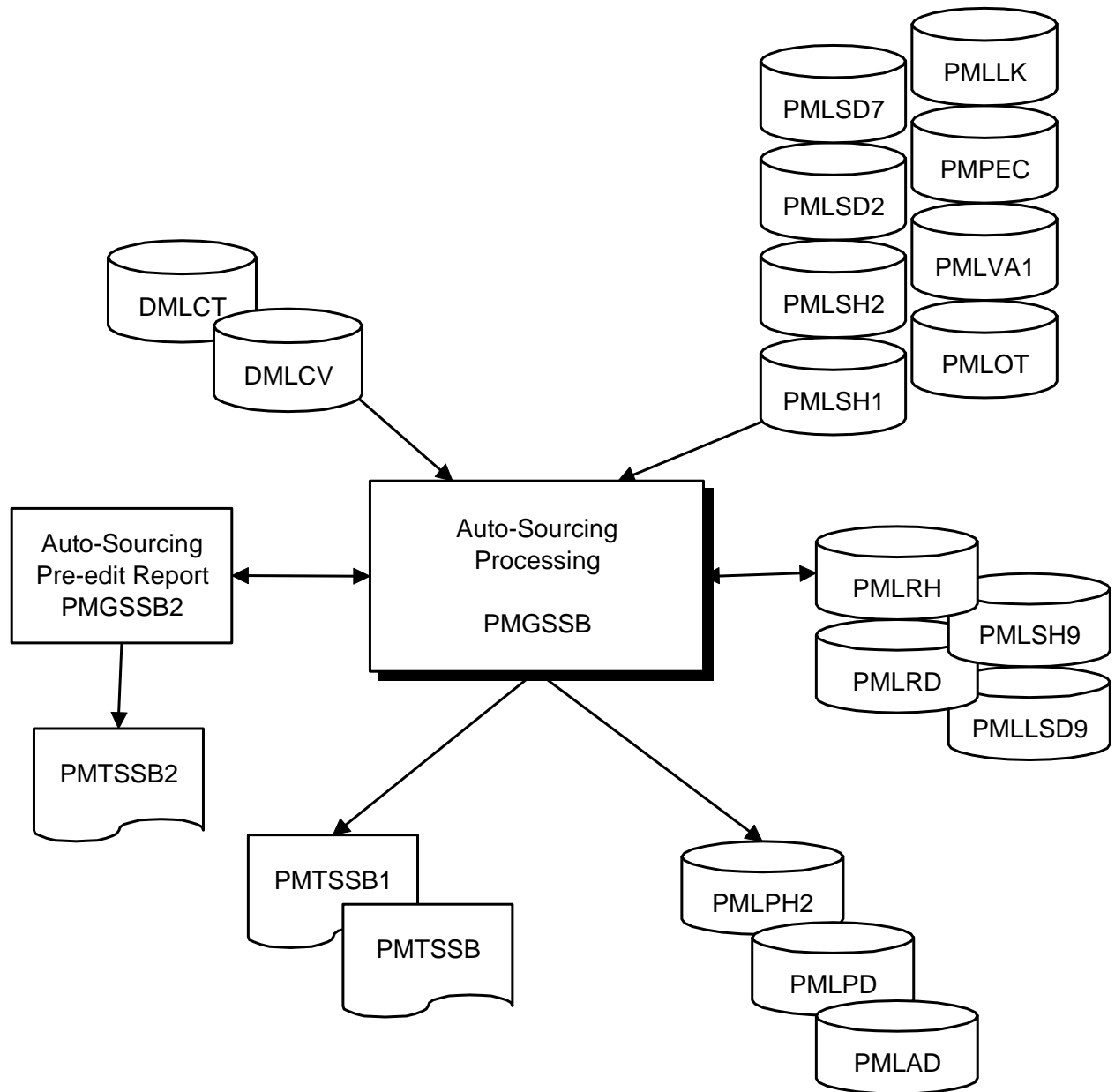


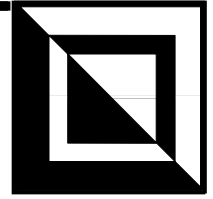
Figure 6-3

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Auto Sourcing Processing Program – PMGSSB		
File	Description	Use
Infinium CA		
DMLCV	Code Value	I
DMLCT	Code Type	I
Infinium PM		
PMTSSB	Auto Sourcing Detail Report	O
PMTSSB1	Auto Sourcing Error Exception Report	O
PMLVA1	Vendor Address	I
PMPEC	Purchasing Entity Control	I
PMLRH	Requisition Header	U
PMLRD	Requisition Detail	U
PMLPH2	Purchase Order Header	U/A
PMLPD	Purchase Order Detail	U/A
PMLAD	Addresses	U/A
PMLOT	Purchase Order Type	I
PMLSH1	Sourcing Selection Header	I
PMLSH2	Sourcing Selection Header	I
PMLSH9	Sourcing Selection Header	U
PMLSD2	Sourcing Selection Detail	I
PMLSD7	Sourcing Selection Detail	I
PMLSD9	Sourcing Selection Detail	U
PMLLK	Task Coupling File - Header	I
PMPAL	Audit Log File	A

Notes

Part 7



Purchase Order Processing

This part contains information on the processing flows of purchase orders, including the following:

- Diagrams and flowcharts to illustrate the flow
- A list of the updated files and called programs

Topic	Page
Using Purchase Orders	7-2
Purchase Order Status.....	7-3
Purchase Order Selection.....	7-5
Purchase Order File Relationships	7-9
Purchase Order Maintenance.....	7-10
Change Order Processing	7-12
Purchase Order Audit History	7-13
Purchase Order Troubleshooting Functions	7-14

Objectives

After completion of this part, you should understand the data processing flows that occur when you use purchase orders.

Using Purchase Orders

Program	PMGPHM1	Purchase Order Maintenance
Menu Option	Work with purchase orders	
Job Control	PMGPHM1	
Quick Access Code	WWPO	
Updated Files- PMGPHM1	PMDPHM1	Purchase Order Selection Display
	PMPPDW2	Purchase Order Detail Work file
Called Programs	PMGAUT	PM User Security Validation
	DMGNHM	Generic Notes Maintenance (file updates)
	PMGPBM	Blanket Purchase Order Maintenance
	PMGPOS	Multi-ship Maintenance
	PMGPOA	Multi-account Maintenance
	PMGACM	Purchase Order Maintenance Additional Charges
	PMGRLN	Retrieve Last Number Used
	PMGPBP	Blanket Purchase Order Inquiry/Select
	PMCRCL	Reclaim Resource
	PMGRSV	Retrieve Setup Values
	PMGPHC	Validate Purchase Order number
	PMGSSD1	Purchase Order blanket inquiry/selection
	DMGRLN	Retrieve last used number
	CAGCMA	API to Infinium CM
	PRGFKW	Function key window
	PMGEEH	Exception/Error Handler

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 A purchase order's header status can be one of those listed below.

Purchase Order 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 is on hold in the approval process and is awaiting action.
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 has been deleted.

Purchase Order Detail Status Additional statuses for the purchase order detail are listed below.

Purchase Order 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.

Purchase Order Selection

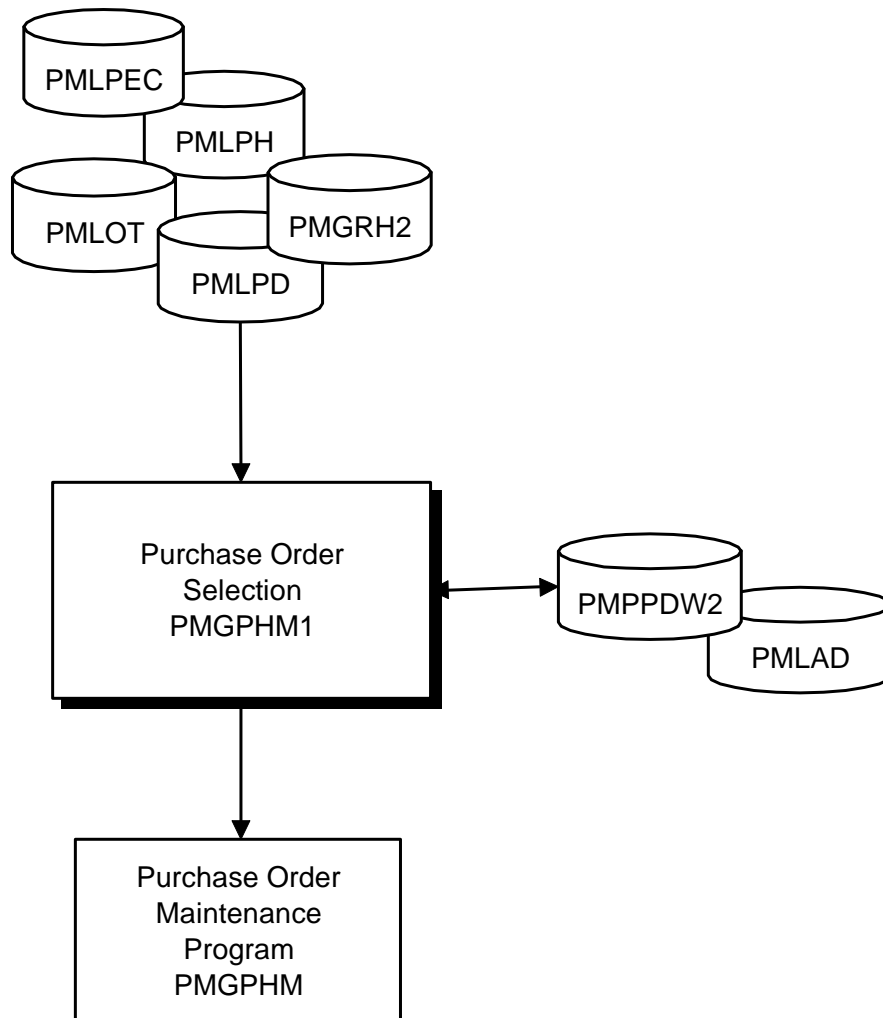


Figure 7-1

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Purchase Order Selection Program – PMGPHM1		
File	Description	Use
Infinium PM		
PMDPHM1	Purchase Order Selection Display	I/O
PMLAD	Purchase Order Address	I/O
PMLOT	Purchase Order Type	I
PMLPH	Purchase Order Header	I
PMLPD	Purchase Order Detail	I
PMLRH2	Requisition Header	I
PMPEC	Entity Control	I
PMPPDW2	Purchase Order Detail workfile	U
PMPAL	Audit Log File	A
PMPPL	Purchasing Audit Log File	A

**Updated Files-
PMGPHM**

PMDPHM	Purchase Order Maintenance Display
PMPPH	Purchase Order Header
PMPPD	Purchase Order Detail
PMPRD	Requisition Detail
PMPPDW2	Purchase Order Detail workfile
PMPAD	Purchase Order Address
PMPKC	Manual Generation Number Check
PMPAL	Audit Log File
PMPL	Purchasing Audit Log File
PMPRH	Requisition Header
JPPDCJP	Data Collector (Infinium JP)
PMPLK	Task coupling data file

Called Programs

PMGAUT	PM User Security Validation
DMGNHD	Generic Note Selection for Maintenance, Display, and Prompt
PMGPAD	Purchase Order Vendor Address Prompt
DMGNHM	Generic Notes Maintenance (file updates)
PMGPBM	Blanket Purchase Order Maintenance
PMGUFF	User Field Input and Edit Window
PMGFEW	Fast Entry Window
PMGPDC1	Purchase Order Line Status API
PMGPOS	Multi-ship Maintenance
PMGPOA	Multi-account Maintenance
PMGACM	Purchase Order Maintenance Additional Charges
PMGSSW	Standard Submission Window Program
PMGSQA01	API - Retrieve Sequence Number
DMGCLV	Calendar Lead Time
PMGPBV	Blanket Purchase Order Verification
PMGCSR	Cost Source Retrieval API
DMGNHI	Generic Notes Inquiry
PMGSTW	Status Completion Window
PMGPDS	Post PO Detail to Item/Warehouse On Order Quantity API
PMGRLN	Retrieve Last Number Used
PMGALM	PM Audit Log Maintenance
PMGPBP	Blanket Purchase Order Inquiry/Select
DMGCVD	Code Values Display
PMGACU	Update Approval Routing Cycle
JPGAPI10	Chart of Accounts Number Generation
PMCRCL	Reclaim Resource
PMGRSV	Retrieve Setup Values
CAGCMA	API to CM2000
PMGTCH	Tax Controls Hierarchy
PMGCVI	Vendor item UOM selection screen
PMGRDS	API - Post REQ Detail to ATP & Inventory Master
PMGEEH	Exception/Error Handler
PMGACU1	Write and process workflow transaction records
PRGCCO	API to retrieve Company File

PRGITM	API to retrieve Item information
PRGSIV	Storage Index Validation API
PRGPILA	Product Inventory by Co/Whse Access API
DMGWSC	Warehouse security check
PRGUMC	UOM conversion
PRGCYP	API - Commodity Code Validation
PRGLTM	Lead Time Retrieval API
PMGVIV	Vendor validation field remap for PL interface
CAGPMV1	Set fields to call the PX API
PRGCOLOC	Get default Company and Location
PMGPXA	Voucher existence check
PRGCFA	Control File Access API
PXGAPIM2	API Manager: Purchasing to Payables Interface
PAGAPI	Purchasing to Project Accounting Interface

Purchase Order File Relationships

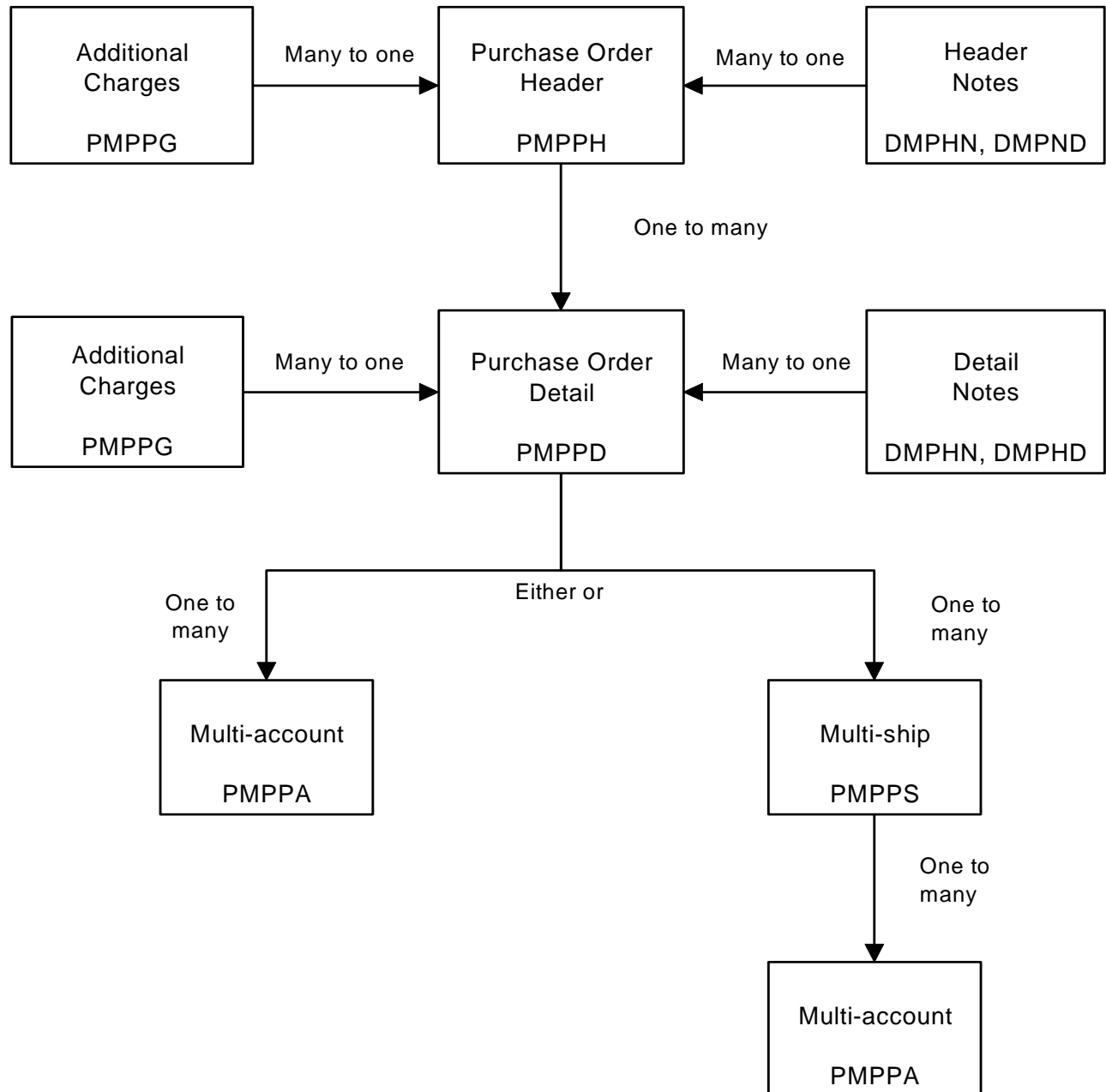


Figure 7-2

Purchase Order Maintenance

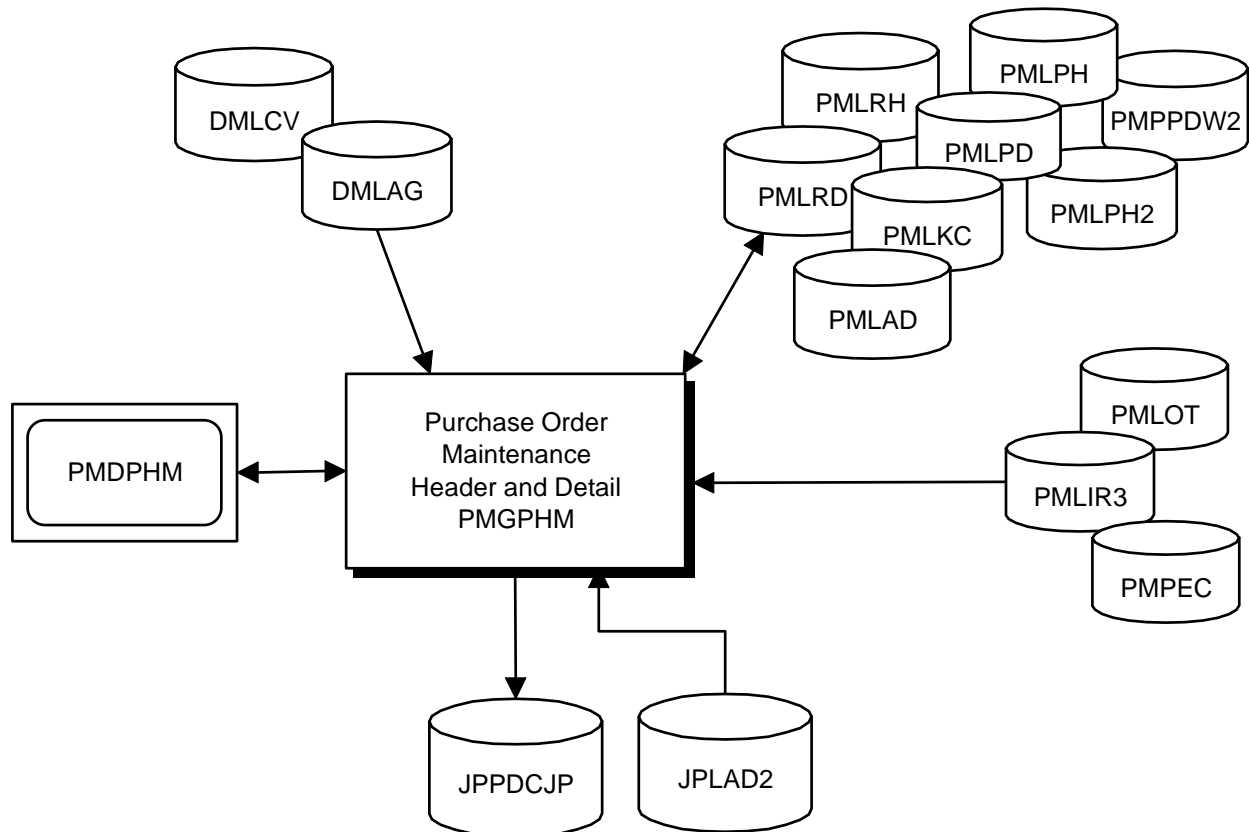


Figure 7-3

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Purchase Order Maintenance Program – PMGPHM		
File	Description	Use
Infinium CA		
DMLCV	Code Value	I
Infinium PM		
PMDPHM	Purchase Order Maintenance Display	I/O
PMLAD	Purchase Order Address	O/U
PMLKC	Manual Generation Number Check	U
PMLOT	Purchase Order Type	I
PMLPH	Purchase Order Header	U
PMLPH2	Purchase Order Header	U
PMLPD	Purchase Order Detail	O/U
PMLRH	Requisition Header	U
PMLRD	Requisition Detail	U
PMPEC	Entity Control	I
PMPPDW2	Purchase Order Detail workfile	U
PMLLK	Task coupling data file	U
PMLPS	Multi-ship file	I
PMPAL	Audit Log File	A
PMPL	Purchasing Audit Log File	A
Infinium JP		
JPPDCJP	Data Collector	O
JPLAD2	Program/Action Code/Field for JPPAD	I

Change Order Processing

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 relevant purchase order field has been changed after the purchase order has been printed.

Relevant Purchase Order Fields

Changes to the following purchase order fields trigger a change order. The following table details the purchase order fields written to Audit Log Files PMPAL and PMPPL.

Purchase Order Header Fields (PMPPH)	
<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 (PMPPD)	
<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 (PMPPS)	
<i>Need Date</i>	<i>Quantity</i>
<i>Ship-to Location</i>	

Purchase Order Audit History

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 Audit Log Files PMPAL and PMPPL.

Purchase Order Header Fields (PMPPH)	
<i>Buyer ID</i>	<i>Status</i>
Purchase Order Detail Fields (PMPPD)	
<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>
<i>Deliver-to</i>	<i>Tax Auth</i>
<i>Department ID</i>	<i>Tax Rate</i>
<i>Distribution</i>	
Purchase Order Multi-Ship Fields (PMPPS)	
<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 (PMPPA)	
<i>Account code</i>	

Purchase Order Troubleshooting Functions

Infinium PM includes functions to help you troubleshoot the following purchase order components:

- Purchase order detail lines
- Purchase order additional charges
- Purchase order multiple ship lines

You can access each of these functions while editing or displaying the appropriate purchase order information. In the case of accessing purchase order additional charges troubleshooting information, you must first activate a special code value in Infinium CA.

Accessing Purchase Order Detail Troubleshooting

You can display all purchase order detail line fields, including hidden fields, from either the Purchase Order Summary screen or Purchase Order Detail Maintenance screen.

The system displays this information, as shown on the next page, when you press [F21].

Note: If you access this information from the Purchase Order Summary screen, the system displays the information for the detail line in which your cursor is positioned when you press [F21].

5/01/1998 8:00:00		Purchase Order Maintenance Debug Screen		PMGPHM	PMDPHM
PDCO	->	INF			
PDDIV	->				
PDPOID	->	INF-00112-ROL-PO			
PDSEQ	->	00002			
PDLSTS	->				
PDICDE	->	AV100		@@VITM->	
PDSIZE	->	GL		@@VSIZ->	
PDLDSG	->	AV 100 Fuel			
PDUID	->	RWL			
PDCODE	->	COMM1			
PDDSC	->				
PDUOM	->	GL			
PDNITM	->	0			
PDNSTK	->	0			
PDAVLT	->	00300			
PDPID	->	001-10			
PDDID	->	PUR			

Figure 7-4: Purchase Order Detail Troubleshooting screen

The system displays this screen when you press [F21] from either the Purchase Order Summary screen or Purchase Order Detail Maintenance screen. This screen displays all of the field values, including hidden fields that make up the purchase order detail.

Press [PageDown] to display the next screen of information.

Accessing Purchase Order Additional Charges Troubleshooting

You can display all purchase order additional charge fields, including hidden fields, from the Additional Charge Maintenance screen.

The system displays this information, as shown on the next page, when you press [F23].

Note: The Program options (**PGM**) code value in Infinium CA must be active to display the prorated records in the Additional Charge Maintenance screen.

5/01/1998 8:00:00 Additional Charge Maintenance		PMGACH	PMDACH
Add Charge Record			
PGPOID->	INF-00112-ROL-PO	PGFLOG->	000000000
PGSEQ ->	00002 PGCGSQ->	PGSDTE->	35942
PGCGTP->	MA	PGSTIM->	075733
PGRSTS->		PGJOB#->	232387
PGDSC ->	Taxable goods	PGJOB#->	SNA01S1
PGCURC->	USD	PGUSER->	RWL
PGESTC->	5.95	PGVCHR->	
PGACTC->			
PGACC ->		PGPGE#->	000000000
PGRACC->		PGRPG#->	000000000
PGIACC->		PGIPG#->	000000000
PGPROR->		PGIVAM->	
PGTAXF->	1	PGITIC->	1
PGCDEP->		PGCCAT->	1
PGRTEP->	000000000	PGCSTC->	
PGTAMT->	119.00	PGCCFT->	F
PGRP ->		+ PGTXTI->	1
PGR ->		PGTXOT->	
PGNRA ->	5.95	PGHDTL->	
F3=Exit F4=Prompt F8=G/L Account F10=QuickAccess F24=More keys			

Figure 7-5: Purchase Order Additional Charges Troubleshooting screen

The system displays this screen when you press [F23] from the Purchase Order Additional Charges Maintenance screen. This screen displays all of the field values, including hidden fields that make up the selected purchase order additional charge.

Press [PageDown] to display the next screen of information.

Accessing Purchase Order Additional Multi-Ship Troubleshooting

You can display all purchase order additional charge fields, including hidden fields, from the Multiple Ship-to Delivery Schedule screen.

The system displays this information, as shown on the next page, when you press [F23].

5/01/1998 8:00:00		PMGPOS	PMDPOS
PSPCID->		PSREQ-> 11171997	PSSDTE-> 00000
PSSEQ#-> 00000		PSHREQ-> 35750	PSSTIM-> 000000
		PSEREQ-> 11/17/1997	PSJOB#-> 000000
PSINQT->		PSFMAN->	PSJOB#->
PSRCWT->			PSUSER->
PSIVQT->		PSFLOG-> 000100549	PSTAXT->
PSORQT-> 50.0000		PSLLOG-> 000000000	PSADCF-> 1
PSRTQT->		PSRSTS->	PSITA -> 000000000000
PSSCQT->			Save Flds
PSRWQT-> 000000000000	PSRACT-> 1	PSTXAC-> MA	IW-WHS MA
PSPCT -> 050000000000	PSINV-> 1	PSTXRC-> TAX	IW-WHS TAX
PSSHIP-> INFW1	PSDID -> PUR	PSRCVR-> 1	IW-WHS
PSSHCD-> WH	PSPID -> 001-10	PSTXCT-> SLS	IW-WHS
PSPLNT->	PSINFG-> 0	PSTAXF-> 1	IW-WHS 1
	PSUOM -> GL	PSLINK-> 0	
PSACC ->		PSPGE#-> 000000000	
PSAGTA-> 00001	PSARES->		

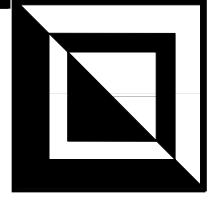
Figure 7-6: Multiple Ship-to Delivery Schedule Troubleshooting screen

The system displays this screen when you press [F23] from the Multiple Ship-to Delivery Schedule screen. This screen displays all of the field values, including hidden fields that make up the selected purchase order multiple shipment information.

Press [PageDown] to display the next screen of information.

Notes

Part 8



Approval Processing

You can require approvals for requisitions, quotation requests, and purchase orders to ensure that proper authorization is received.

Infinium PM checks requisitions and completed orders to determine whether or not approvals are required. If they are required, Infinium PM changes the status to Approval Pending (10). Processing cannot proceed without the completion of the approval process.

The following approval functions are covered in this part:

Topic	Page
Approval Groups	8-2
Approval Routing	8-3
Alternate Approvers	8-5
Approval Cycle.....	8-7
Approval Cycle Processing Data Flow	8-8
Debit Memo Approvals	8-12
Debit Memo Approval Cycle	8-13

Approval Groups

You can create approval groups to associate authorizations that are frequently used together. This creates a top-down hierarchy that assures that approvals are processed in the proper sequence.

Program	PMGAGM	Approval Group Maintenance
Updated Files	PMPAG	Approval Group Users
Called Programs	PMGAUT	PM user security validation (multi use)
	PMGRSV	Get setup values, Today's date & CA Entity record
	PMCRCL	Reclaim resource
	PMGEEH	Exception/Error Handler
Menu Options	Menu Level 1: Approvals	
	Menu Level 2: Work with approval groups [WWAG]	
	Type the user ID for each authorization user in the group. You should type the users in the sequence in which they fall in the approval flow.	
	Members of an approval group do not see an approval request until it has been approved by previous members in the group hierarchy.	

Approval Routing

The *Work with approval routing* option provides the capability to specify cost and quantity levels at which approvals are required and the individual user or approval group associated with the routing.

Program	PMGAVM	Routing Approval Maintenance
Updated Files	PMDAVM PMPAV PMPLK	Approval routing file maintenance Approval Master Task coupling data file
Called Programs	DMGCVD PMGV1V PMGRSV PMGAUT CAGCMA PRGFKW PMGEEH	Code Values Display PM User Security Get setup values, Today's date & CA Entity record PM user security validation (multi use) API to CM2000 CA Function key window Exception/Error Handler
Menu Options	Menu Level 1: Approvals Menu Level 2: Work with approval routing [WWAR]	

10/14/1998 10:44:32	Approval Routing Maintenance User Restriction Type Setup		PMGAVM	PMLAV
Company : INF INFINIUM SOFTWARE, INC.			Base Currency: USD	
User Restrict . . : DJN				

Routing Type + Value	Maximum Cost	or	Maximum Quantity	Approval Grp/Usr +
1	22.00			AM2000
-				

F3=Exit F4=Prompt F10=QuickAccess F12=Cancel F22=Delete

Figure 8-1: Approval Routing Maintenance Setup screen

Key Points

Use this screen to control the conditions under which approvals are required. You can specify a maximum cost value, a maximum quantity value or both maximum cost and quantity.

You can specify approval by either an individual user or an approval group.

Alternate Approvers

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

Program	PMGUPM2	User Profile Alternate Approvers
----------------	---------	----------------------------------

Updated Files	PMPUA	User Profile – Alternate Approvers
----------------------	-------	------------------------------------

Called Programs	DMGRLN	CA Retrieve last used number
	PMGALM	PM Audit Log Maintenance program
	PMCRCL	Reclaim resource
	PMGRSV	Get setup values, Today's date & CA Entity record

Menu Level 1: Approvals

Menu Level 2: Work with alternate approver [WWAA]

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

S2K_MM - [User Profile Maintenance Alternate Approver]

File Edit Commands List Help

Profile: MMHYA02 MM Hyannis Training User 02

	Opt	Alternate Approver	N a m e	Effective From	Effective To	Active/ Inactive
1		MMHYA01	MM Hyannis Training User 01	1/01/1998	6/30/1998	1
2		MMHYA03	MM Hyannis Training User 03	7/01/1998	12/31/1998	1
3		MMHYA04	MM Hyannis Training User 04	1/01/1998		0
4						
5						
6						
7						
8						
9						
10						

OK Exit Cancel

MW ?

Figure 8-2: User Profile Maintenance Alternate Approver selection screen

Approval Cycle

You use the *Work with approval cycle* option to provide the capability for individuals or members of an approval group to grant or reject the request for approval.

Program	PMGACD	Approval Cycle Inquiry
Menu Options	Menu Level 1: Approvals	
	Menu Level 2: Work with approval cycle [WWAC]	
Updated Files	PMPAC	Approval Cycle
	PMPPD	Purchase Order Detail
	PMPPH	Purchase Order Header
	PMPRD	Requisition Detail
	PMPRH	Requisition Header
Called Programs	DMGNHD	Generic Notes Selection
	DMGNHM	Generic Notes Maintenance (file updates)
	PMGPDC1	Check PO Lines for Status API
	PMGPDS	Post PO Detail to Item/Warehouse on Order Quantity API
	PMGPHD1	Purchase Order Inquiry
	PMGPLA	Update DMPPL and Requisition Detail Quantity API
	PMGURD1	Requisition Inquiry for Header
	CAGCMA	API to Infinium CM
	PMGAUT	API Data Structure For user authority checking
	PMGACD1	Approval Cycle Inquiry-Combined display
	PMGARD	Approval cycle- Routing display
	PMGAAD	Alternate Approver Cross Reference display
	PMGAUD	Approval Audit Trail display
	PMGRSV	Get setup values, Today's date & CA Entity record
	PMGPSP	Process selected purchase orders
	PMGPSR	Print selective requisitions - called from PMGRHD
	PMGRDS	API - Post REQ Detail to ATP & Inventory Master
	DMGRLN	CA Retrieve last used number
	PMGACU1	Write and process workflow transaction records
	PMCRCL	Reclaim resource
	PMGEEH	Exception/Error Handler

Approval Cycle Processing Data Flow

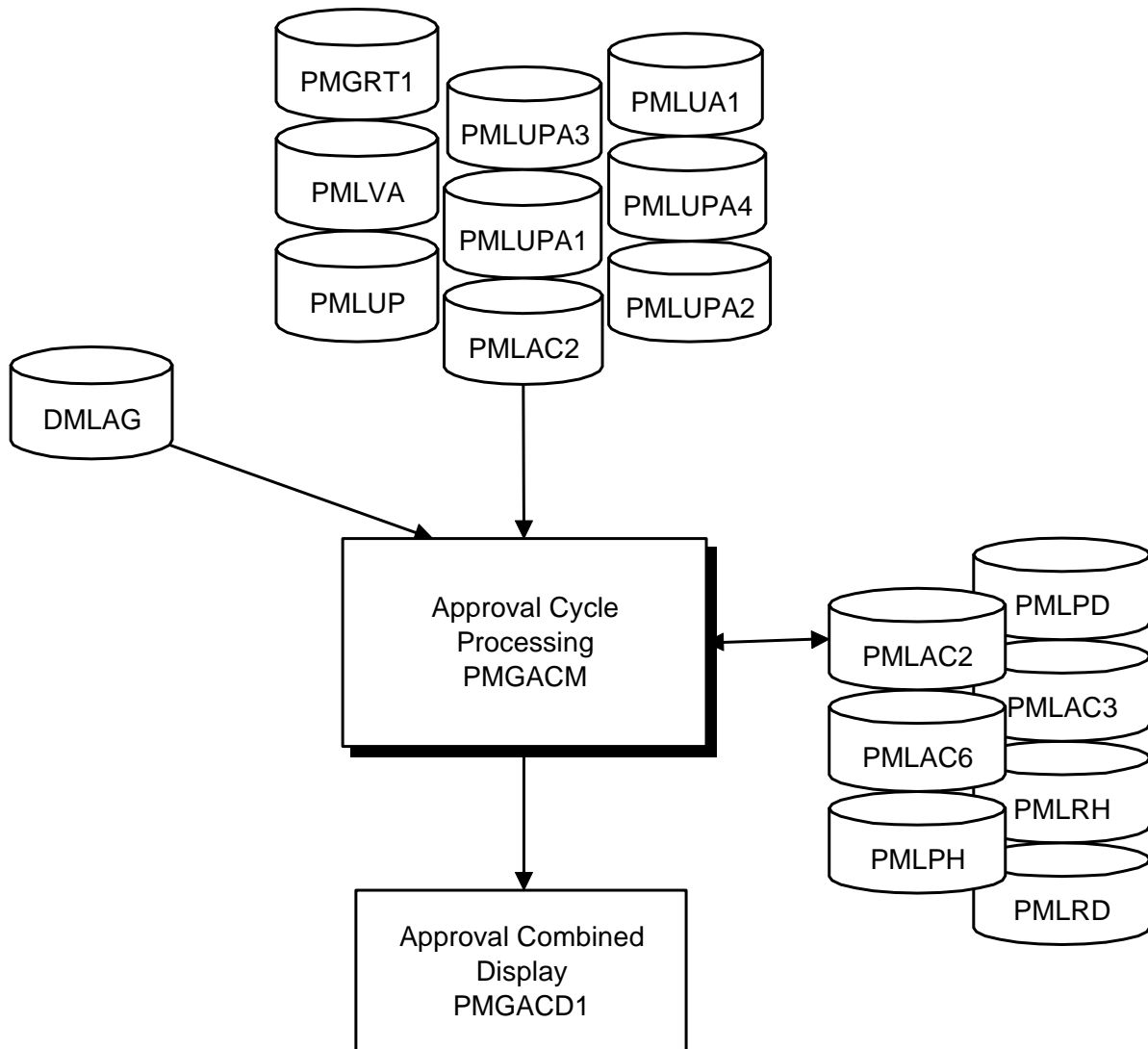


Figure 8-3

Use column: I = Input, O = Output, U = Update

Files Used in the Approval Cycle Program – PMGACD		
Infinium CA		
File	Description	Use
Infinium PM		
PMDACD	Approval Cycle Display screen	I/O
PMLAC1	Approval Cycle file	I/O
PMLAC2	Approval Cycle file	I
PMLAC3	Approval Cycle file	I
PMLAC6	Approval Cycle file	I
PMLUP	User profile file	I
PMLRH	Requisition Header	I
PMLRD	Requisition Detail	U
PMLPH	Purchase Order Header	U
PMLPD	Purchase Order Detail	U
PMLUPA1	User Profile file	I
PMLUPA2	User Profile file	I
PMLUPA3	User Profile file	I
PMLUPA4	User Profile file	I
PMLUA1	User Profile Alternate file	I
PMLRT1	Requisition Type file	I
PMLVA	Vendor Address file	I

Menu Options

Menu Level 1: Approvals

Menu Level 2: Work with approval cycle [WWAC]

```

10/14/1998  10:46:22      Approval Cycle Inquiry      PMGACD      PMDACD

```

```

Company . . . . .  INE + INFINIUM.SFTWARE,.INC.....
User . . . . .    BWL_____ + Roger.Williams.....

```

```

F3=Exit  F4=Prompt  F10=QuickAccess  F12=Cancel  F18=Message line

```

Figure 8-4: Approval Cycle Inquiry screen

To display requisitions or purchase orders that require a user's approval, type the appropriate company and user ID.

10/14/1998 10:46:51
Approval Cycle Inquiry
PMGACD
PMDACD

Company: ..INF INFINIUM.SOFTWARE,.INC..... Base Currency: USD
User: RWL..... Roger.Williams.....

Type options, press Enter.
1=Approve 2=Combined Display 3=Retain 5=Display 6=Reject 7=Notes 8=Print
9=Reset 10=Display routing 12=Alternate cross reference 15=Audit Trail

Opt	Document ID	Type Description	Total cost	R
—	INF-ROL-36453-P0	P This is a test of approval pro	455.00	
—	INF-00148-ROL-P0	P AV100 Fuel (100 gallons).	121.00	
—	INF-ROL-00042-P0	P Kitplane #100.	24000.00	1
—	INF-ROL-00046-P0	P Kitplane #33.	12199.00	1
—	INF-ROL-00600-P0	P Parts for airplane #5351.	56.87	
—	INF-ROL-00700-P0	P Parts for airplane #4352.	33.99	
—	INF-ROL-00775-P0	P Parts for both warehouses.	2990.00	
—	INF-ROL-00800-P0	P Parts for airplane #4355.	33.99	
			More...	

F3=Exit F9=Repeat F10=QuikAccess F12=Cancel F18=Message line

Figure 8-5: Approval screen

Key Points

When a cycle requires an approval, type **1** in the *Opt* column next to the appropriate routing to approve the request or **6** to reject it.

If you reject an approval, Infinium PM changes the status of the requisition or purchase order to **11**.

Debit Memo Approvals

You use debit memo approvals to process purchases that were rejected and are awaiting disposition.

Program	PMGDMA	Debit Memo Approval Maintenance
Menu Options	Menu Level 1: Approvals	Menu Level 1: Approvals
	Menu Level 2: Work with debit memo approval [WWDMA]	
Updated Files	PMPDM PMPLK	Debit Memo Master Task Coupling
	PMPDMSW	Debit Memo Selection file(Pickup And Ship Tickets)
Called Programs	DMGCVD DMGNHM PMGALM PMGDM PMGDSE PMGRLN PMGV1V PMGRSV PMGAUT DMGRLN PMCRCL PRGFKW PMGEEH PRGCCO PRGITM PRGPKM MIR010	Code Values Display Generic Notes Maintenance (file updates) PM Audit Log Maintenance Debit Memo Maintenance Receiving Delivery/Stocking Exit Window Retrieve Last Number PM User Security Get setup values, Today's date & CA Entity record PM user security validation (multi use) Retrieve last used number Reclaim resource Function key window Exception/Error Handler API to retrieve Company File API to retrieve Item information Maintain Pick File Product Inventory Maintenance

Debit Memo Approval Cycle

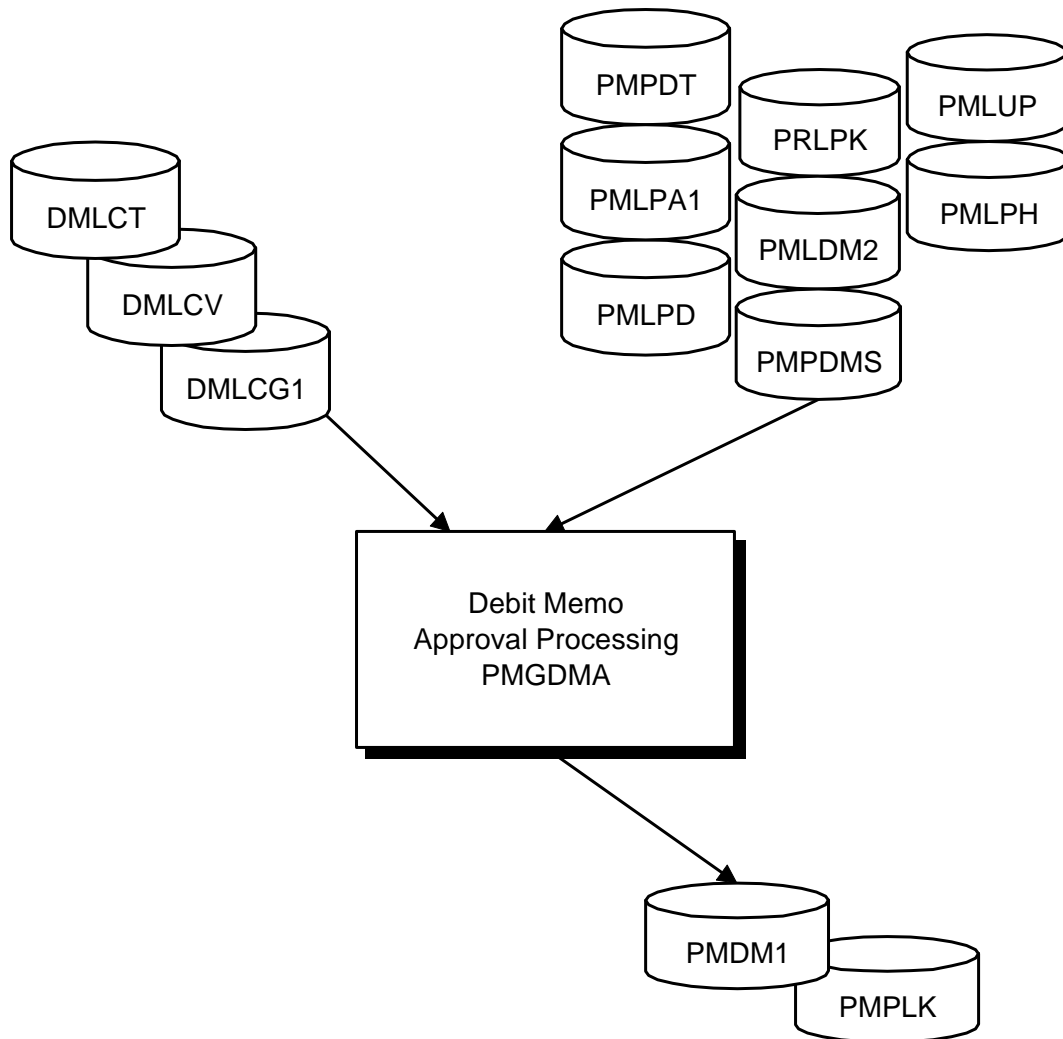
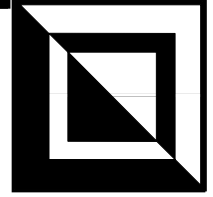


Figure 8-6

Use column: I = Input, O = Output, U = Update

Files Used in the Debit Memo Approval Program – PMGDMA		
Infinium CA		
File	Description	Use
DMLCV	Code value file	I
DMLCT	Code value file	I
DMLCG1	Company Group	I
Infinium PM		
PMDDMA	Approval Cycle Display screen	I/O
PMLUP	User Profile file	I
PMLPH	Purchase Order file	I
PMLPD	Purchase Order detail	I
PMLPA1	Multi-account file	I
PMLDM1	Debit Memo file	U
PMLDM2	Debit Memo file	I
PRLPK	Pick List	I
PMPDT	Debit memo type file	I
PMPLK	Task Coupling data file	O
PMPDMSW	Debit memo selection file	I/O

Part 9



Receipts Processing

This part contains the following information:

Topic	Page
Processing Receipts	9-2
Purchase Order Receipt Entry Processing Program PMGPRM	9-5
Purchase Order Receipt Update Processing Program PMGPRM1	9-6

Objectives

After completion of this part, you should understand the processing flows that occur when you process receipts.

Processing Receipts

Programs	PMGPRM Purchase Order Receipts Entry PMGPRM1
Menu Option	Receive purchase orders
Job Control	PMGPRD
Quick Access Code	RPO
Updated Files	Program PMGPRM: PMPPRWK Receipt Work File CAPEN Entity Control PMPCL Closed lines Program PMGPRM1: PMPPH PO Header PMPPD PO Detail PMPPS PO Multi-Ship File PMPPRWK Receipt Work File PMPAT PO Receipt Account Transaction File JPPDCJP JP Data Collection File (Infinium JP) JPPDCPM JP Data Collection File (Infinium JP) PMPPR Receipts PMPPG Additional Charges PMPCL Closed Lines PMPAL Audit Log File CAPLB Lot Balances
Called Programs	Program PMGPRM: PMGAUT PM User Security Validation PMCDFT Infinium PM Default Panel

DMGTIV	Tolerances Data API
PMGUFF	User Field Input and Edit Window
DMGNHD	Generic Note Select for Maintenance, Display and Prompt
DMGNHM	Generic Notes Maintenance (file updates)
PMGPRM1	Purchase Order Receipts Update Program (Lock PO Header, Write New Receipts)
DMGCVD	Code Values Display
PMGSPM	Purchase Order Status Maintenance
PMCRCL	Reclaim Resource
PMGRSV	Retrieve Setup Values
AMGCDATE	Infinium AM Date Processing
AMGCEXIT	AM Exit Window Program
AMGCWARN	AM Cancel Window Program
PMGSSW	Print Window
AMGCFLD	AM Field/Position Retrieval Program
AMCCMFWD	AM Forward Message Program
PRGFKW	CA Function Key Window
CAGCMA	API to Infinium CM
CAGLND	Lot Number Selection Program

Variable API Calls:

PRGITM	Item Master Retrieval API
DMGWSC	Warehouse Security API
PRGSIV	Storage Index Edit API
PRGCFA	Infinium CA Entity Retrieval API
PRGUMC	Unit of Measure Conversion API
PRGPILA	Product Inventory by Co/Whse Access API
MIR010	Product Inventory Maintenance
CAGVLP	Lot Number and Product Validation Program

Program PMGPRM1:

AMCCMFWD	AM Message Forwarding Program
PMGRSV	Retrieve Setup Values
DMGRLN	Retrieve Unique Audit Log Number
PMGALM	Write Audit Log Record
DMGNHM	Generic Notes Maintain (File Updates)
JPGAPI10	Infinium JP, Retrieve Accounts Program
PMGPAC	PO Account Retrieval Program
PMGATM	PO Receipts Account Transaction Update Program
PMGATM1	PO Receipts Account Transaction Reversal Program
JPGAPI08	Infinium JP, Retrieve Next Audit Number
DMGTIV	Tolerance Retrieval Program
PMGSPM	PO Status Check Program
PMGPRL1	Submit Receipt Print Program
PMGSQA01	Generate New Receipt Number
AMGCDATE	Infinium AM Date Processing

PCR020	Material Costing
PMCRCL	Reclaim Resource
PMGEEH	Exception/Error Handler

Variable API Calls:

PRGCCO	Company Validation/Retrieval API
PRGCFA	Entity Retrieval API
PRGUIP	Process Inventory Update API
PRGUMC	Unit of Measure Conversion API
PRGITM	Item Validation/Retrieval API
UEPGM	User Exit API
	If defined this is executed directly after the receipt record is written
PRGPILA	Product Inventory by Co/Whse Access API
PRGUOO	PM2000/PR2000 API For On Order Update
PRGSIV	Storage Index Validation Program
CAGVLP	Lot Number and Product Validation Program

Purchase Order Receipt Entry Processing Program PMGPRM

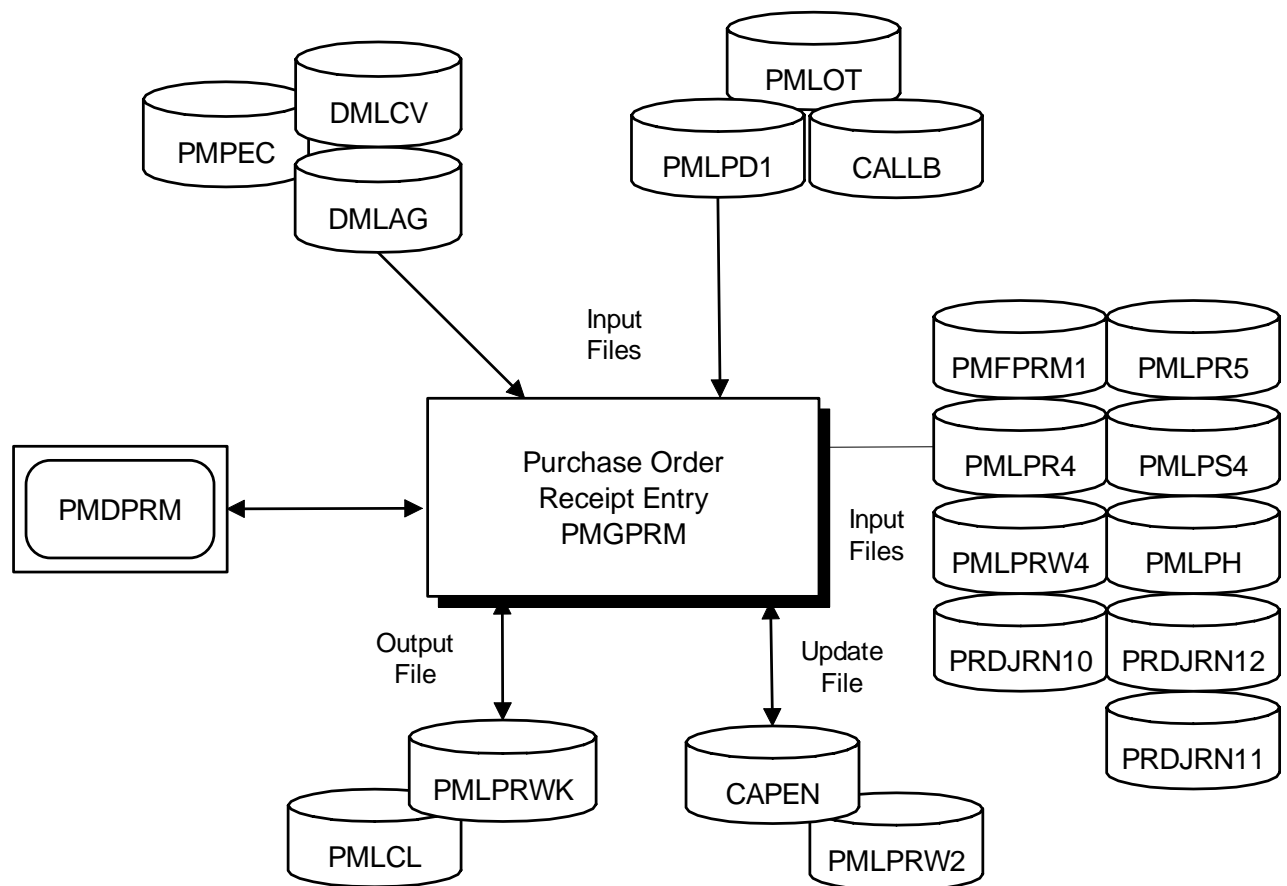


Figure 9-1

Purchase Order Receipt Update Processing Program PMGPRM1

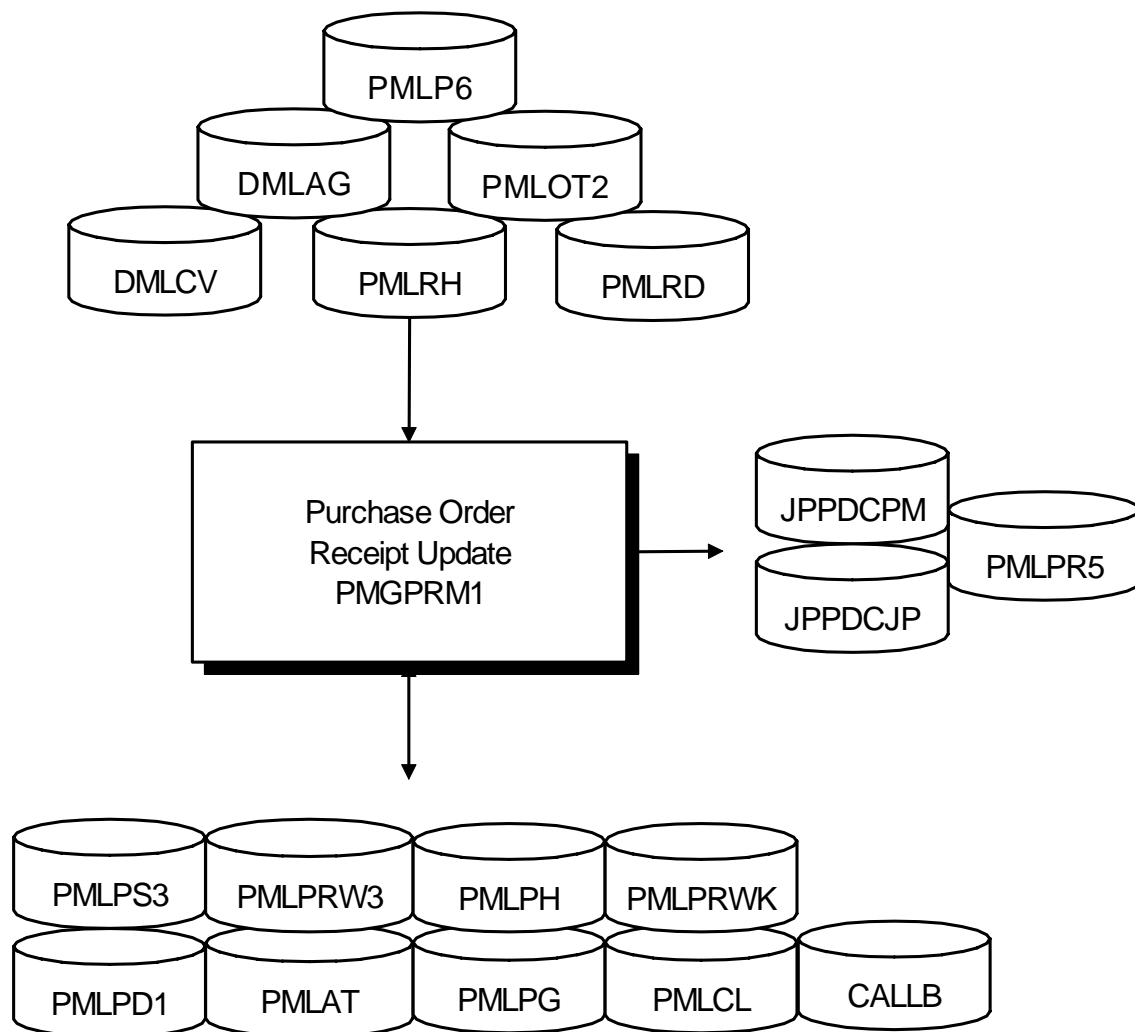


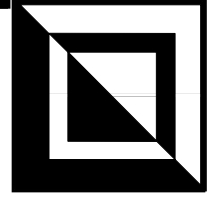
Figure 9-2

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Purchase Order Receipts Program – PMGPRM		
File	Description	Use
Infinium CA		
DMLCV	Code Values	I
CAPEN	Entity Control	U
PRDJRN10	Product Journal/Transaction File	I
PRDJRN11	Product Journal/Transaction File	I
PRDJRN12	Product Journal/Transaction File	I
CALLB	Lot Balances	I
Infinium PM		
PMDPRM	Purchase Order Receipt Maintenance Display	I/O
PMLOT	Purchase Order Type Profile file	I
PMLPD1	Purchase Order Detail file	I
PMLPH	Purchase Order Header file	I
PMLPRWK	Receipt work file by Status	U/A
PMLPRW2	Receipt Work File by Purchase Order Line, Location	U
PMLPRW4	Receipt work file by Purchase Order Line, Location	I
PMLPR4	Purchase Order Receipts file	I
PMLPR5	Purchase Order Receipts file	I
PMLPS4	Multi-ship Purchase Order file	I
PMPEC	Entity Control file	I

Files Used in the Purchase Order Receipts Program – PMGPRM1		
File	Description	Use
Infinium PM		
DMLCV	Code Values	I
PMLPR5	PO Receipts file	A
PMLPS3	PO Multi-Ship file	U
PMLPD1	PO Detail file	U
PMLPH	PO Header file	U
PMLPRWK	PO Receipt Work file	U/A
PMLPRWK2	PO Receipt Work file	U
PMLPRW3	PO Receipt Work file	U
PMLT2	PO Type Profile file	I
PMLRH	Requisition Header file	I
PMLRD	Requisition Detail file	I
PMLAT	Purchasing Account Transaction file	U
PMLPG	PO Additional Changes file	I
PMLCL	Closed lines	O
PMPAL	Audit Log File	A
JPPDCJP	JP Data Collection file	O
JPPDCPM	JP Data Collection file	O
CALLB	Lot Balances	U

Part 10



Inspections Processing

This part contains information on the processing flows of inspections, including the following:

- Diagrams and flowcharts to illustrate the flow
- A list of the updated files and called programs

Topic	Page
Performing Inspections.....	10-2
Maintaining Inspections	10-4

Objectives

After completion of this part, you should understand the processing flows that occur when you perform inspections.

Performing Inspections

Programs	PMGINM	Select Receipts for Inspection
	PMGINM1	Inspection Maintenance
Menu Option	Work with inspections	
Job Control	PMGINM	
	PMGINM1	
Quick Access Code	WWI	
Updated Files	Program PMGINM: None	
	Program PMGINM1:	
	PMPID	Inspection Detail
	PMPIH	Inspection Header
	PMPPR	Purchase Order Receipts
	PMPPD	Purchase Order Detail
	PMPRD	Requisition Detail
	PMPLK	Task Coupling - Header
	PMPPH	Purchase Order Header
	PMPPS	Purchase Order Multi-Ship
Called Programs	Program PMGINM:	
	Program PMGINM1:	
	PMGINM1	Inspection Maintenance
	PRGSID	Storage Index Prompt
	DMGCVD	Code Values Display
	PMGAUT	PM User Security Validation
	PMCRCL	Reclaim Resource
	PMGRSV	Retrieve Setup Values
	PRGCCO	Retrieve Company Name and Address
		Call is to variable element name @COPGM which is populated from the PMX code values with PRGCCO
	PRGITM	Retrieve Item Information
		Call is to variable element name @ITPGM which is populated from the PMX code values with PRGITM

PRGSID	Storage Index Prompt
AMGCFLD	Retrieve Field Name for Cursor Position
QCMDEXC	Execute Control Language Command
AMGCDATE	AM2000 Date Validation
PMGV1V	PL Vendor Validation API Call is to variable element name @V1VPG which is populated with PMGV1V from the PLX code values if the accounts payable system is Infinium PL

Program PMGINM1:

PMGRSV	Retrieve Setup Values
DMGNHD	Generic Note Select for Maintenance, Display, and Prompt
DMGNHM	Generic Notes Maintenance (file updates)
DMGCVD	Code Value Display
PRGSID	Storage Index Prompt
PRCRCL	Reclaim Resource
PMGSQA01	Retrieve Sequence Number API
MIR010	Product Inventory Maintenance Call is to variable element name @IUPGM which is populated from the PMX code values with MIR010
PRGSIV	Storage Index Validation API Call is to variable element name @SXPGM which is populated from the PMX code values with PRGSIV
PRGITM	Retrieve Item Information API Call is to variable element name @ITPGM which is populated from the PMX code values with PRGITM
QCGXFER	Patch QC Records for Inventory Adjust/Transfer Call is to variable element name @QCPGM which is populated from the PMX code values with QCGXFER
PRGUMC	Unit of Measure Conversion Call is to variable element name @UMPGM which is populated from the PMX code values with PRGUMC
AMGCFLD	Retrieve Name of Field Given Cursor Position
AMCCINFO	Retrieve AM Information
AMGCDATE	AM2000 Date Validation
AMGCLCK	Record Locking Program
AMCEREM	Event Requester Request to Event Manager
AMGCEXIT	Exit Prompt

Maintaining Inspections

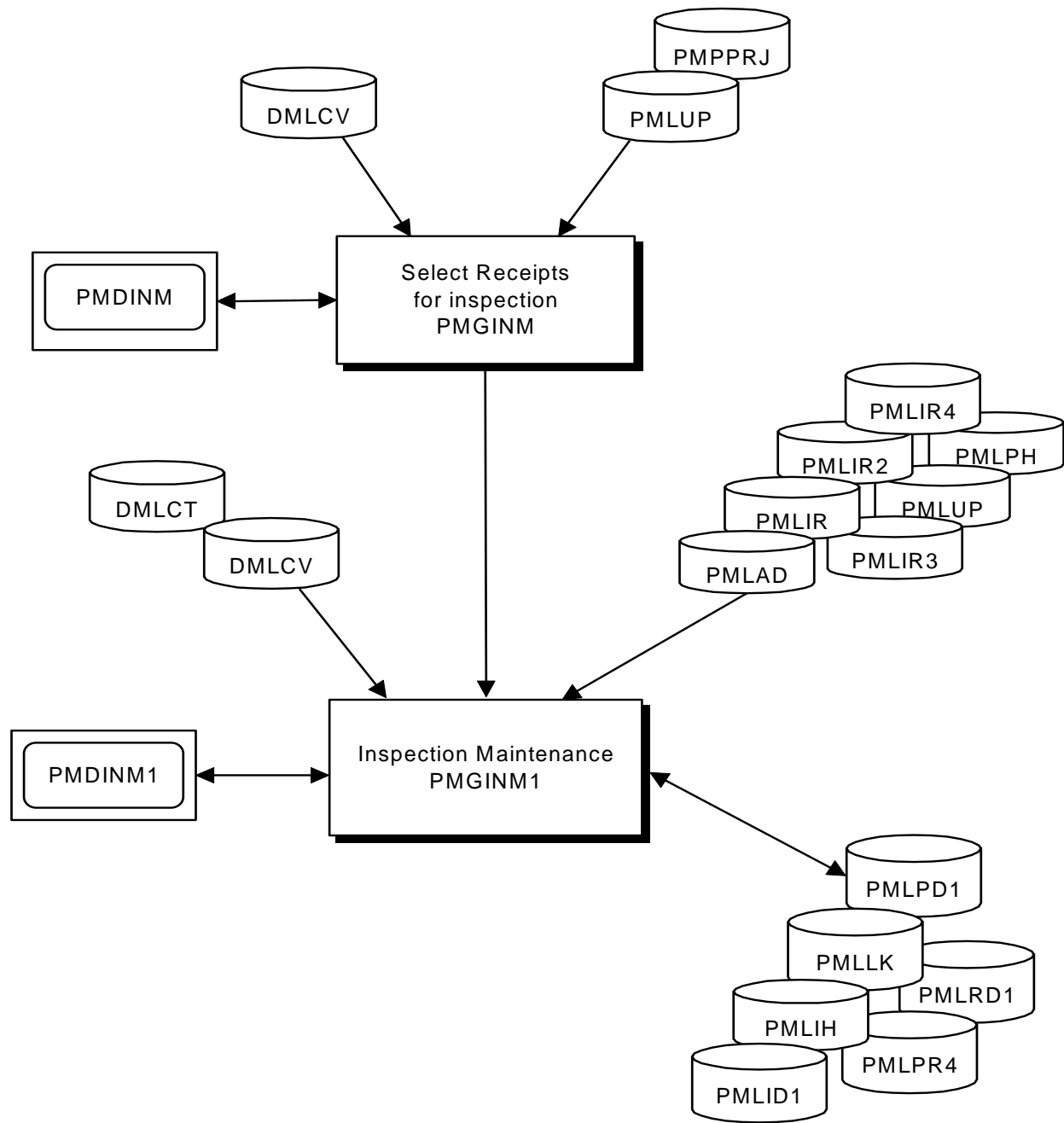


Figure 10-1

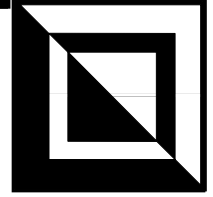
Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Select Receipts for Inspection Program – PMGINM		
File	Description	Use
Infinium CA		
DMLCV	Code Value file	I
Infinium PM		
PMDINM	Select Receipts for Inspection Display file	I/O
PMLUP	User Profile file	I
PMPRJ	Receipt Join to Purchase Order Detail file for OPNQRYF	I

Use column: I = Input, O = Output, U = Update, A = Add

Files Used in the Inspection Maintenance Program – PMGINM1		
File	Description	Use
Infinium CA		
DMLCT	Code Types	I
DMLCV	Code Values	I
Infinium PM		
PMDINM1	Inspection Maintenance Display	I/O
PMLAD	Purchase Order Address	I
PMLID1	Inspection Detail	U/A
PMLIH	Inspection Header	U/A
PMLIR	Inspection Routings	I
PMLIR2	Inspection Routings	I
PMLIR3	Inspection Routings	I
PMLLK	Task coupling file – header	U/A
PMLPD1	Purchase Order Detail	U
PMLPH	Purchase Order Header	U
PMLPR4	Purchase Order Receipts	U
PMLRD1	Requisition detail	U
PMLUP	User Profile	I
PMLPS3	Purchase Order Multi-Ship	U/A

Part 11



Integrating Infinium PM with Infinium Payables Ledger

This part of the guide provides an overview of using Infinium PL and Infinium PM together through Infinium Purchasing/Payables Exchange (Infinium PX) to generate and work with purchase order invoices.

Topic	Page
Infinium PL and Infinium PX.....	11-2
Infinium PL Products Data Flow	11-4
Infinium PL Vendor Processing	11-5
Infinium PL Products Expense Processing.....	11-7
Purchase Order Invoice Processing Data Flow	11-9
Purchase Order Invoice Account Transaction Processing	11-10
Account Retrieval Flow for Items	11-12
Account Retrieval Flow for Additional Charges	11-13

Objective

After completion of this part, you should understand the information that is shared and passed between Infinium PM and Infinium PL.

Infinium PL and Infinium PX

Infinium PL is a payables ledger application that provides for recording invoices, generating payments, reconciling bank account clearings, and performing vendor analysis. Maintenance of this application includes maintenance of certain vendor controls and other kinds of controls.

Infinium PX (Infinium Purchasing/Payables Exchange) allows you to process Infinium PL purchase order invoices using the information from Infinium PM. Using several APIs, you set up the controls that allow you to perform purchase order invoicing, matching, and posting.

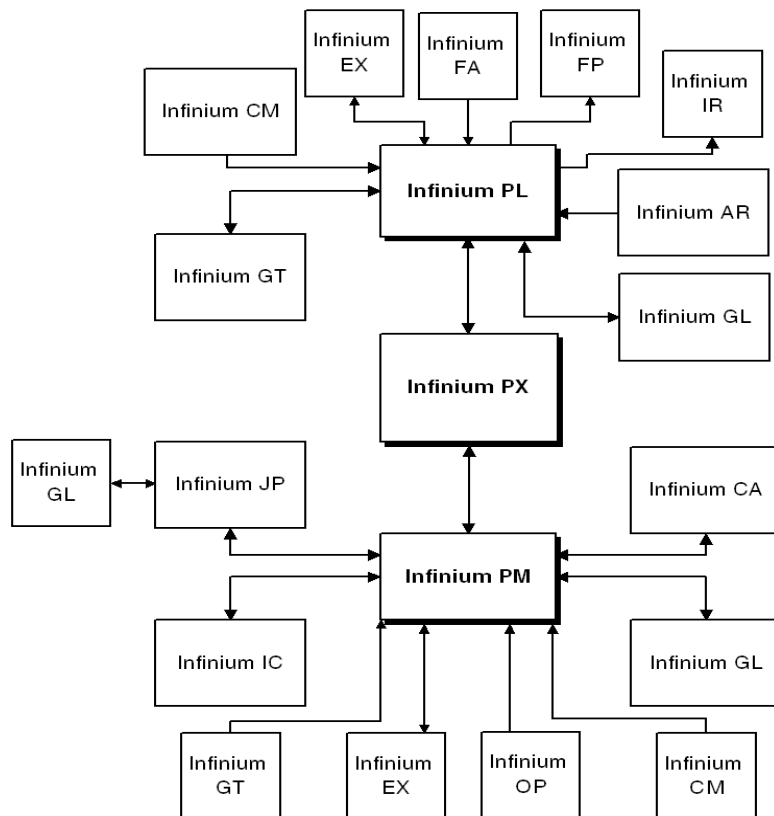


Figure 11-1: Infinium PL and Infinium PM Interfaces

Infinium PX Overview

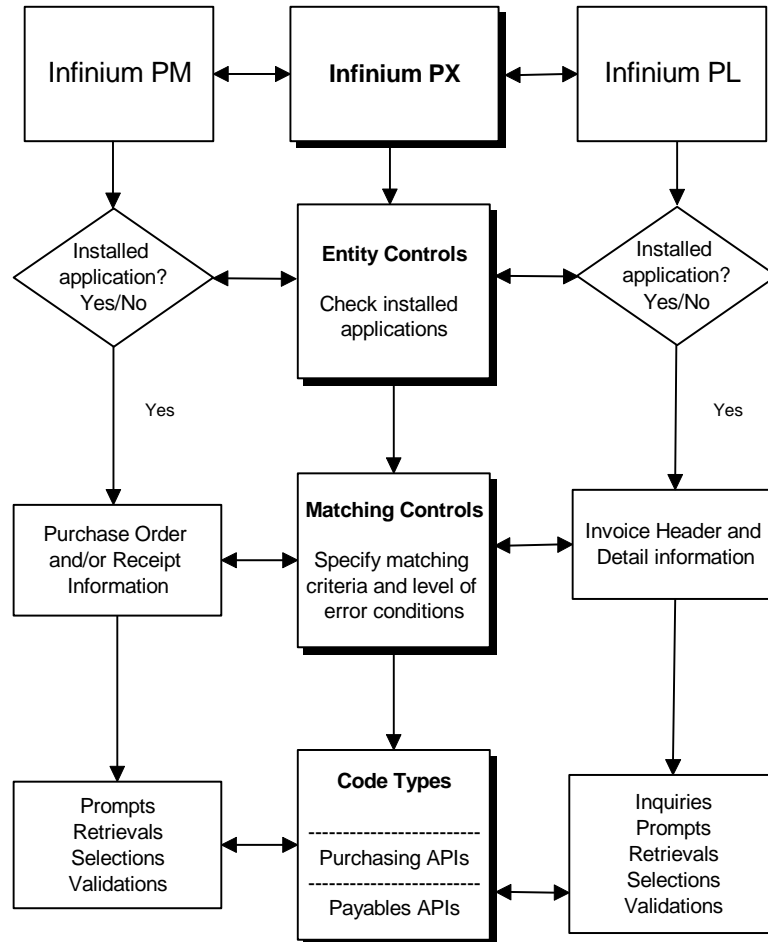


Figure 11-2: Infinium PX Controls Overview

Infinium PX code types are for maintaining the API controls in Infinium PX. Infinium provides you with pre-set code types and values for interfaces among Infinium PX, Infinium PL, and Infinium PM. If you are using purchasing and payables applications other than Infinium PL and Infinium PM, you need to modify one or both of the following code type controls:

- Payables system API programs
- Purchasing system API programs

An example of a payables code value control is PIC. The system calls the API program you designate for the code value PIC when a user displays a prompt selection list for a payables company field from Infinium PM.

Infinium PL Products Data Flow

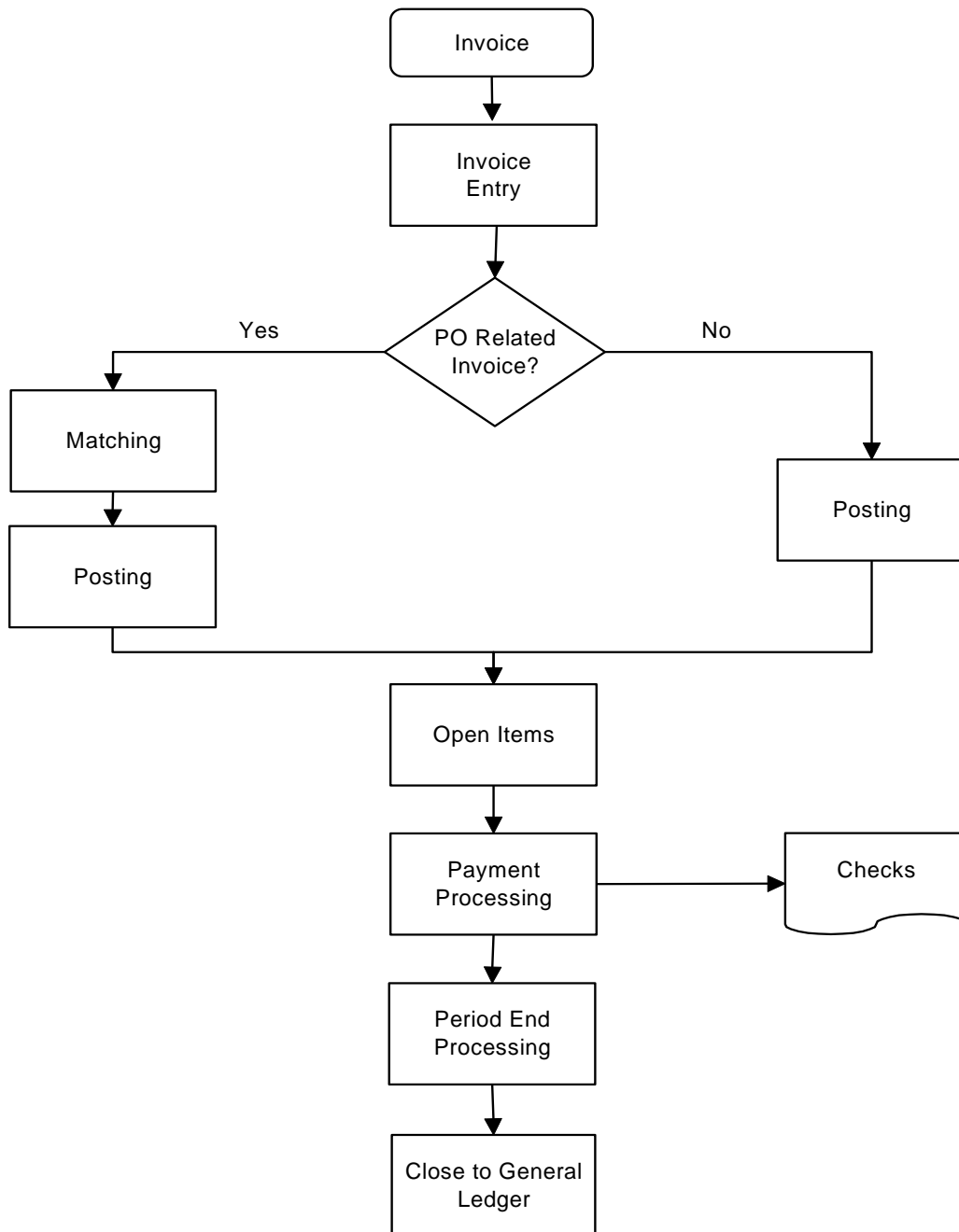


Figure 11-3

Infinium PL Vendor Processing

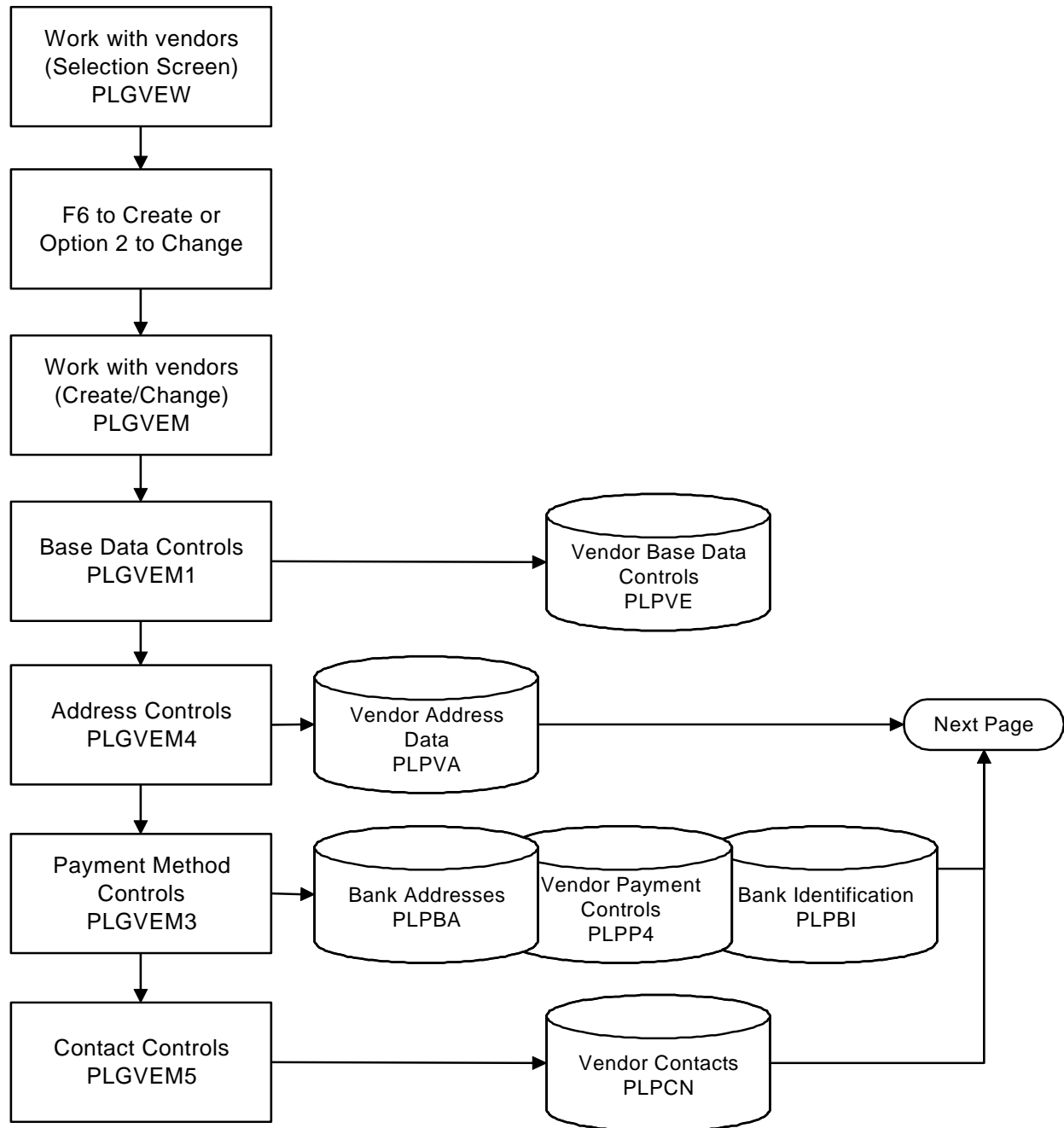


Figure 11-4

Infinium PL Vendor Processing (continued)

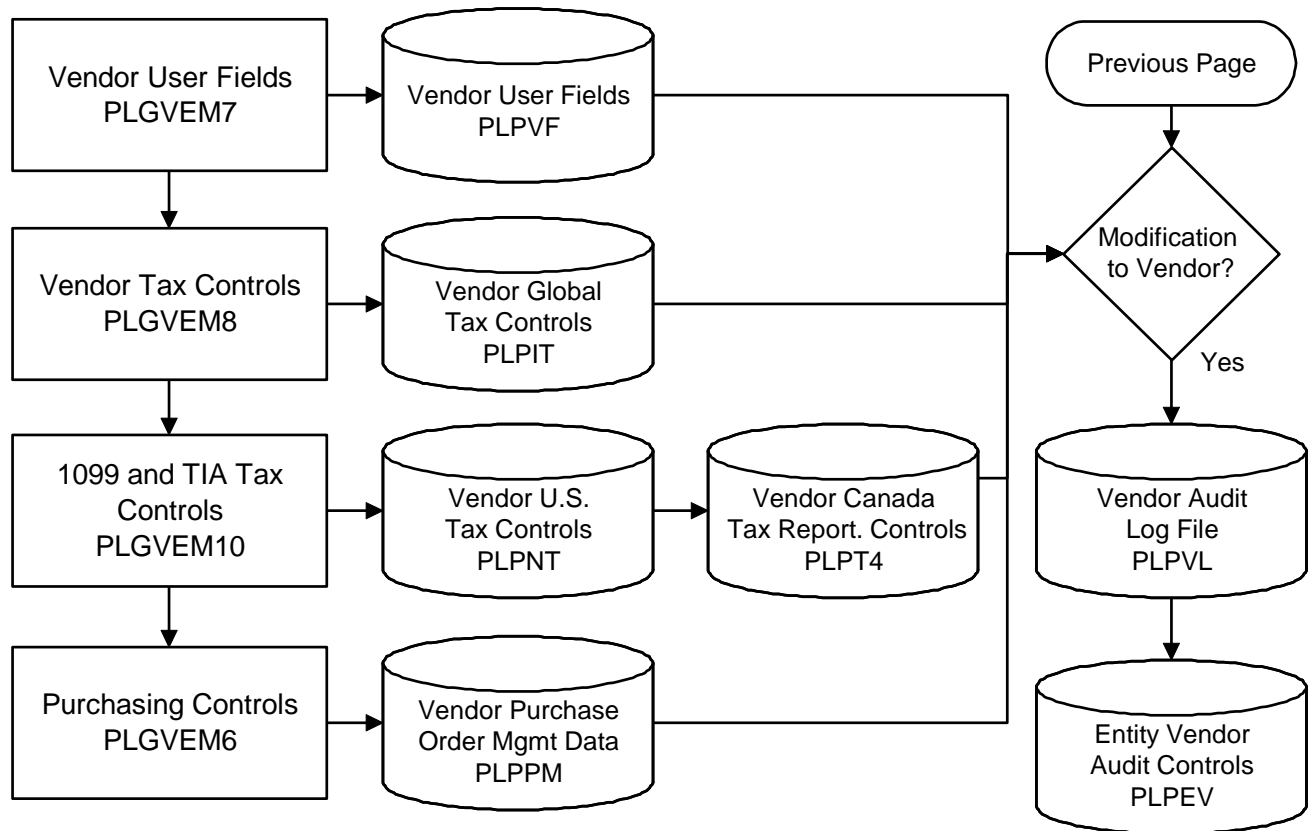


Figure 11-5

Infinium PL Products Expense Processing

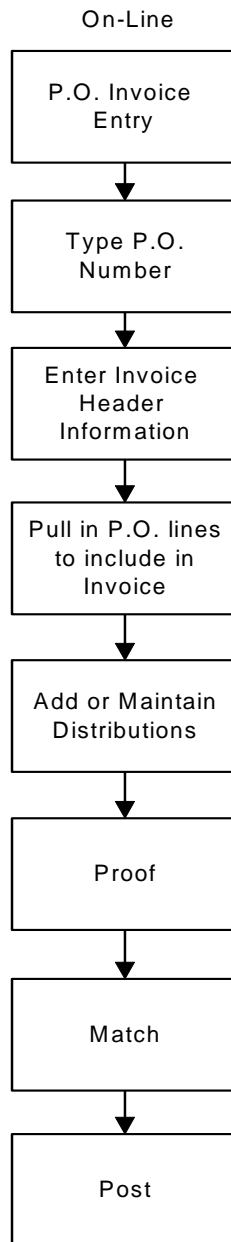


Figure 11-6

Infinium PL Expense Processing File Overview

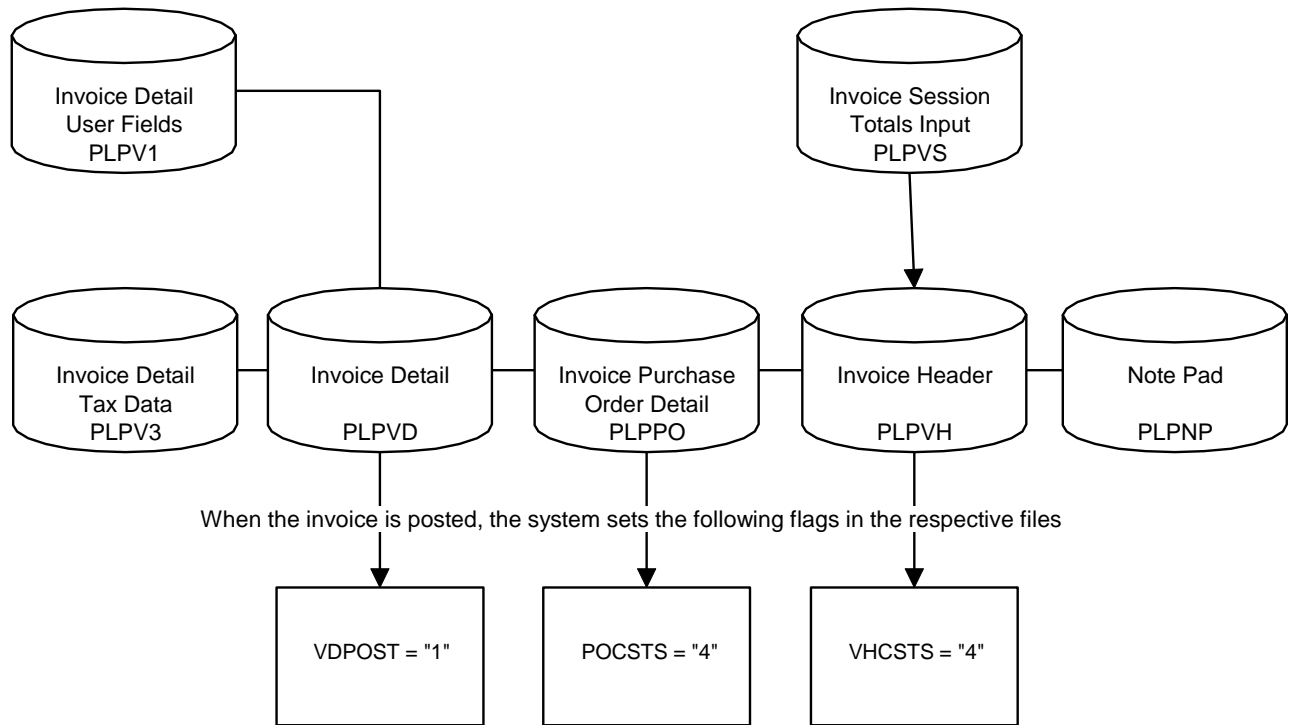


Figure 11-7

Purchase Order Invoice Processing Data Flow

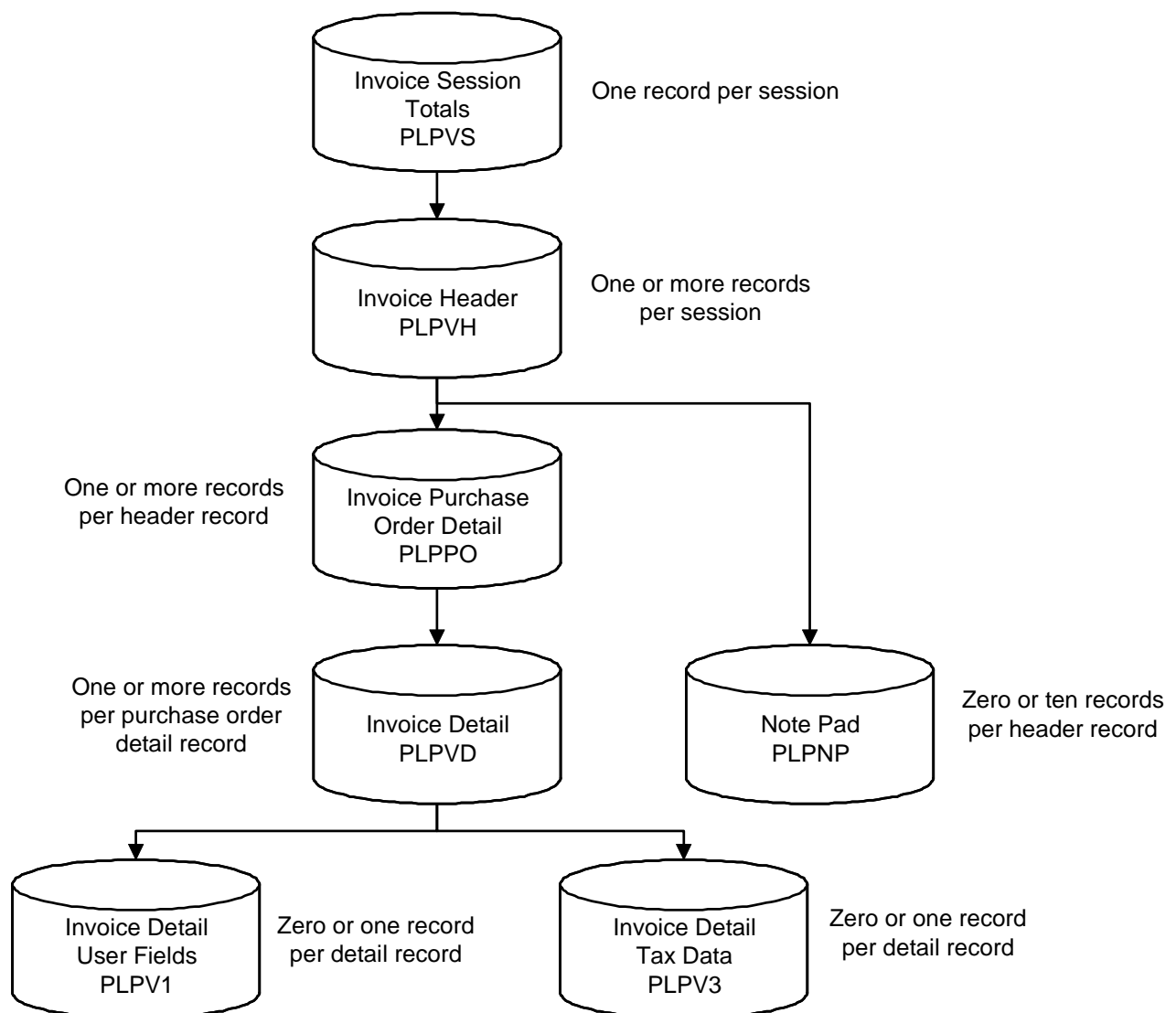


Figure 11-8

Purchase Order Invoice Account Transaction Processing

When you receive inventory for a line item in Infinium PM, the system writes a record to the Account Transaction file (PMPAT). The Account Transaction file stores the necessary accounts, costs, and quantities, so that Infinium PL can generate the appropriate information when you create an invoice for the line item.

If your Infinium PM company is using the accrual accounting method, the Infinium PM system generates a general ledger transaction at receiving time. When you create an invoice for purchasing information, the Infinium PL system uses this accounting information. If you are using the cash accounting method, the system does not generate a general ledger transaction at Infinium PM receiving time.

Infinium PM - Account Transaction File - PMPAT	
Record Type ATRTYP	Transaction Description
01	PM Regular Receipt RNI Account
02	PM Receipt Offset to PL Prepaid INR Account
03	PL Invoice Offset to Regular Receipt RNI Acct.
04	PL Prepaid INR Account
05	Capital Item or Receipt Activity '0' accrual
06	Cash Accounting Company Entry
07	Debit Memo Accounting Entry
09	Reversal of a Receipt Entry due to a Receipt Reversal (offset of an 01 or 02 record)
10	Reversal of an invoice entry due to an invoice reversal (offset of an 03 or 04 record)
11	Reversal of an invoice entry due to a receipt reversal (offset of an 03 or 04 record)
12	Reversal of a receipt entry due to an invoice reversal (offset of an 01 or 02 record)

The Infinium PM *Print INR Report*, *Print RNI Report* and *Print Reconciliation Report* options use the PMPAT file exclusively. If these reports are not accurate, this information can be analyzed by creating a query to display all relevant INR and RNI (PMPAT) records.

Programs	PMGATM	Account Transaction Maintenance
	PMGATM1	Account Transaction Maint. – Reversals/Adjustments
	PMGATM2	Account Transaction Maint. – Reversals/Adjustments
Updated Files	PMPAT	Account Transaction File
	PMPPD	Purchase Order Detail File
	PMPPR	P.O. Receipts File
	INVTTYPE	Inventory Type File
	JPPDCPM	JP Data Collector - PM
	JPPDCJP	JP Data Collector – JP
	JPPDCSV	JP Data Collector Save File
Called Programs	DMGRLN	Retrieve Last Number Used
	PMGRSV	Retrieve Setup Values
	CAGCMA	API to Infinium CM
	PMGALM	PM Audit Log Maintenance
	PCR020	CA Materials Costing
	JPGAPI15	Action Definition Existence Check
	JPGAPI08	Retrieve Entity Numbers
	PRGCCO	API to Retrieve CA Company and Address
	PRGCFA	API CA Control Files
	CAGCAM	Cost Activation Maintenance
	PMGPHA	P.O. Header Record Retrieval

Account Retrieval Flow for Items

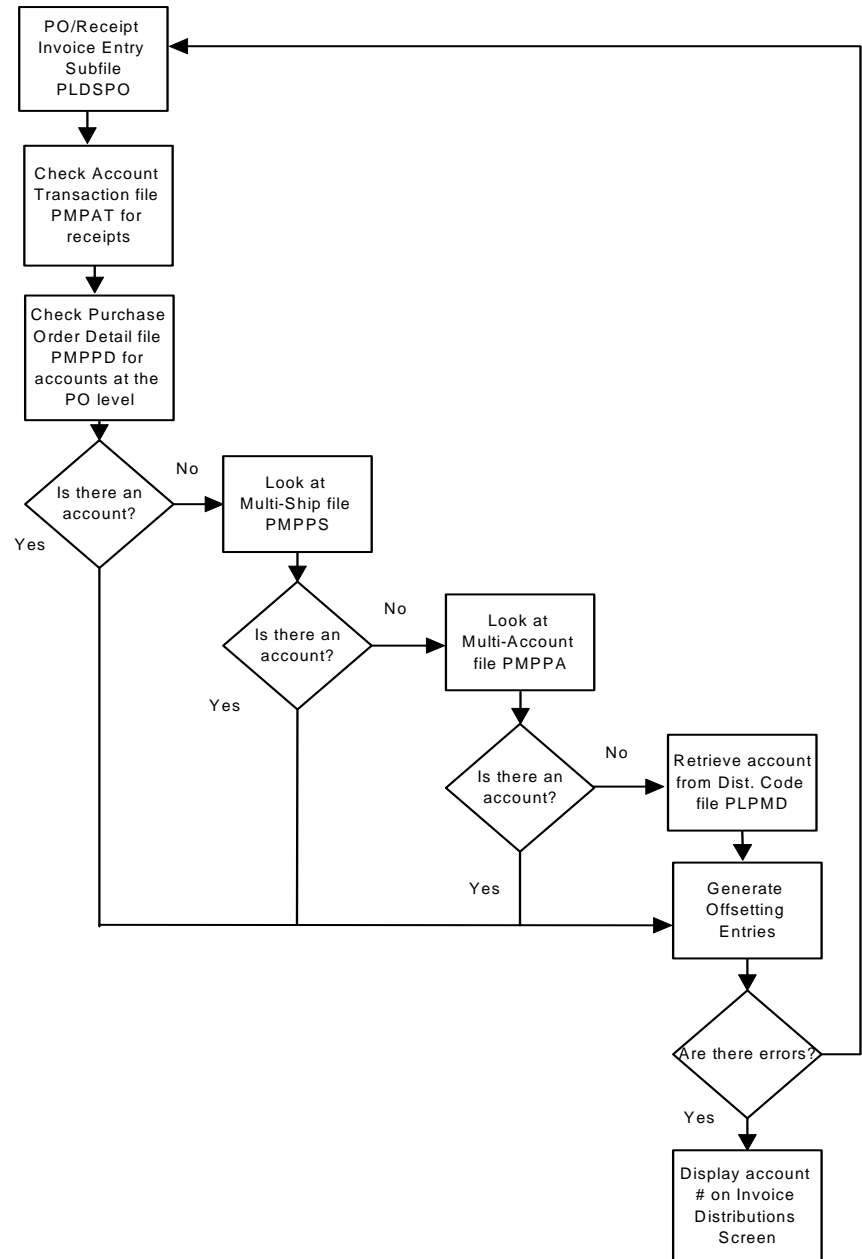


Figure 11-9

Account Retrieval Flow for Additional Charges

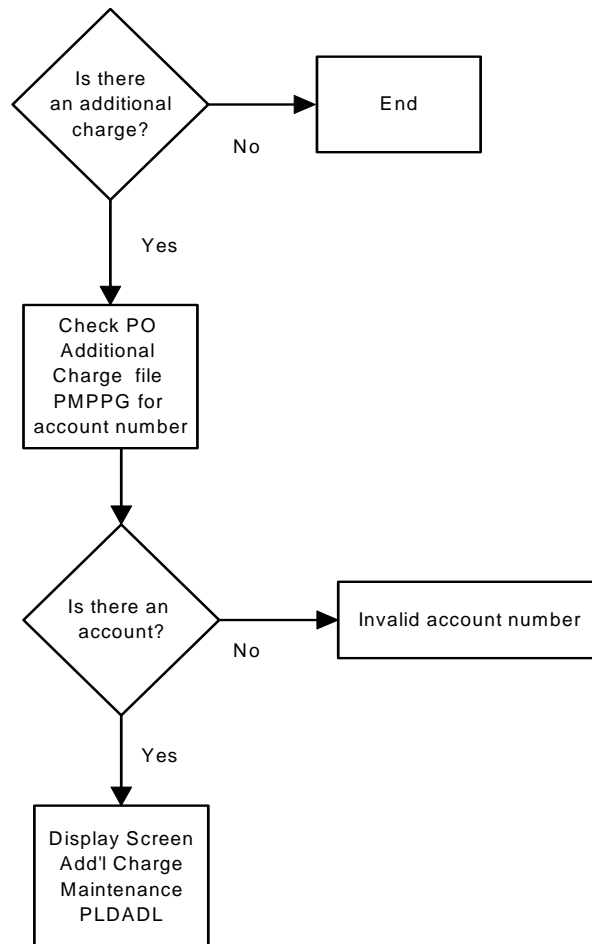
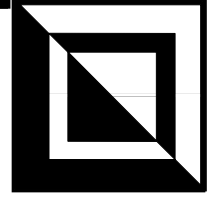


Figure 11-10

Notes

Part 12



Application Program Interfaces (APIs)

This chapter contains information on the application program interfaces (APIs) used within PM to other Infinium Software applications.

Topic	Page
Infinium CA Integration Points	12-2
Infinium General Ledger Integration Points.....	12-4
Infinium Global Taxation Integration Points.....	12-5
Infinium Payables Ledger Integration Points	12-6
Infinium Electronic Exchange Integration Points	12-8
Infinium Project Accounting Integration Points.....	12-9

Infinium CA Integration Points

Infinium PM interfaces with Infinium CA for system-wide information such as company, warehouse, and unit of measure. The table below lists interfaces to Infinium CA.

Note: Programs that begin with an asterisk (*) are prompt programs that reside in Infinium AM but are used to interface with Infinium CA.

API	Description
*PRLCCO	Company Master file prompt
*PRLCY1	Commodity Code file prompt
DMGUMD2	Unit of Measure prompt
DMGWSC	Warehouse Authority Checker
MIR010	Product Inventory Maintenance
PMGPHA01	Purchase Order Number Validation
PMGPRA01	Receipt Number Validation
PMGPTC	Purchase Tax Calculation
PMGRHA01	Requisition Processing
PMGRHA02	Requisition Header
PMGWHD	Warehouse Master file prompt
PRGATP	Available to promise update
PRGCCO	Company Check
PRGCFA	Cross Application Entity
PRGCLC	Warehouse Check
PRGCMA01	Retrieve Log Key

API	Description
PRGCOLOC	Retrieve Default Company and Warehouse
PRGCST	Retrieve Costs
PRGCYP	Commodity Code Validation
PRGITM	Item Check
PRGLTM	Retrieve Lead Times
PRGPILA	Item warehouse validation
PRGPKM	Pick List Maintenance
PRGRPFD	Item Master file prompt
PRGSIA	Retrieve Valid Storage Indexes
PRGSID	Storage Location prompt
PRGSIV	Storage Index (Item Warehouse)
PRGUMC	Unit of Measure Conversion
PRGUMM	Unit of Measure Maintenance
PRGUOO	Update Inventory On Order
PRGUPI	Update Inventory for Receipts
QCGXFER	Process Quality Control Records

Infinium General Ledger Integration Points

Infinium PM interfaces with Infinium GL for the following information:

- Infinium General Ledger company validation
- Infinium General Ledger account validation
- Infinium General Ledger page number validation

All information concerning or retrieved from Infinium GL is processed using one API.

Application Program Interface to Infinium GL	
API	Description
GLGAPI	General Ledger Account Validation/ Retrieval

Infinium Global Taxation Integration Points

Infinium PM interfaces with Infinium GT using the following APIs:

Application Program Interface to Infinium GT	
API	Description
GTGAPI	Tax Code Validation
GTGAPITC	Tax Calculation Exit Program

Infinium Payables Ledger Integration Points

Infinium PM interfaces with Infinium PL for the following information:

- Distribution code prompt
- Distribution group retrieval
- Division prompt
- Freight Terms
- Integration company
- Invoice Matching
- Payment Terms
- Payment terms prompt
- Standard distribution & terms
- Standard Distributions
- Vendor address
- Vendor address prompt
- Vendor prompt
- Vendor validation
- Vendor Validation Address and Description
- Voucher existence
- Voucher inquiry

Application Program Interfaces to Infinium PL	
API	Description
CAGPMV1	Standard distribution & terms
PMGA2V	Vendor address
PMGDCV1	Distribution group retrieval
PMGPOI1	Voucher inquiry
PMGV1V	Vendor validation
PXGAPIM2	Integration company
PXGAPIP2	Prompt for distribution code, payment terms, vendor address, vendor, and division
PXGPXA	Voucher existence

Infinium Electronic Exchange Integration Points

Infinium PM interfaces with Infinium EX for data validation and retrieval.

Infinium EX enables you to transmit information to and from Infinium Software applications using AS/400 EDI, FAX, and other software.

Application Program Interface to Infinium Electronic Exchange	
API	Description
EXGEX	Electronic Exchange (EDI)

You use the interface to Infinium EX by typing **EXGEX** in the *EX API program name* field on the Purchasing Information screen in company controls in Infinium CA. You define use of the Infinium EX data validation program at the company level only.

For more information, refer to the *Infinium Electronic Exchange Guide to Setup and Processing*.

Infinium Project Accounting Integration Points

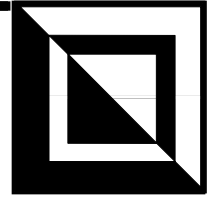
Infinium PM interfaces with Infinium PA for the following information:

- Entity Control Information Retrieval
- Project ID Validation
- Budget Amount Validations
- Update Project Accounting Information

Application Program Interface to Infinium PA	
API	Description
PAGRSV	Entity Retrieval
PAGAPI	Project ID Validation
PAGAPB	Budget Amount Validation
PAGSLI	Project Accounting Update
PAGAPI	Project Accounting Prompts

Notes

Part 13



System Maintenance

In this part you learn about the Infinium MM file creation standards and how they relate to file maintenance in the Infinium MM system.

At this time there are no system maintenance functions such as purges or reorganizations, so it is very important that you monitor your files carefully.

Topic	Page
File Size Defaults	13-2
Infinium CA Files to Monitor.....	13-4
Infinium PM Files to Monitor	13-5
Infinium PL Files to Monitor	13-7
Clearing Application Files.....	13-9
Resetting Sourcing Batch Errors	13-11
Resetting Purchasing Information	13-13

Objectives

Upon completion of this part, you should be familiar with the files that you should monitor to avoid potential record capacity problems.

File Size Defaults

You should be aware of the following information that relates to the record capacity of your Infinium MM physical files.

Default Record Capacity

Infinium Software uses the following IBM standard defaults for creating most of our physical files.

Attribute	Member Size
Initial number of records	10000
Increment number of records	1000
Maximum number of increments	3
Record capacity	13000

File Growth

As you use your Infinium MM system, some of the files in the system could grow quite large. If the total number of records in a file exceeds the record capacity, the system executes a Level One halt to processing. Such a halt could result in corruption of data integrity.

Infinium Software recommends that you monitor your files frequently to determine when the file capacity begins to approach the record capacity. If the file is in danger of exceeding the record capacity, you should modify the record capacity to avoid problems.

Display Record Count

Use the following command to view the current number of records in a file:

DSPFD FILE (filename) - where *filename* is the name of the file you are checking.

If the value in the *Current number of records* field is too close to the record capacity, use the **CHGPF** command to change the settings for the file as follows:

1. At a command line, type **CHGPF** and press [F4].

The system displays the Change Physical File prompt screen.

2. Type the appropriate file, library and system information and press [Enter].

The system displays the Change Physical File detail screen.

Note: If you set the *Initial number of records* value to ***NOMAX** on multiple files, you should monitor your DASD capacity regularly to eliminate the potential for exceeding your disk capacity.

Infinium CA Files to Monitor

The table that follows is a listing of Infinium CA files that have the potential to exceed the record capacity. Actual file sizes are dependent upon your company's usage. Monitor these files on a regular basis and change their settings if necessary.

Infinium CA	
Object	File Description
DMPAL	Audit Log
PRPCY	Commodity Code Master
DMPCV	Code Values
DMPEE	Exception/Error
DMPND	Generic Detail Notes
DMPNH	Generic Header Notes
DMPWS	Warehouse Restrictions
PRPUM	Units of Measure Definitions & Conversions
MANFILPF	Product Master
RAWMATPF	Raw Material & Resource Master

Infinium PM Files to Monitor

The table that follows is a listing of Infinium PM files that have the potential to exceed the record capacity. Actual file sizes are dependent upon your company's usage. Monitor these files on a regular basis and change their settings if necessary.

Infinium PM	
Object	File Description
PMPAC	Approval Cycle
PMPAD	Addresses
PMPAL	Audit Log
PMPAT	Account Transaction File
PMPAV	Approval Master
PMPBA	Blanket P.O. Authority
PMPBAWK	Blanket P.O. Authority workfile
PMPBC	Blanket P.O. Control
PMPBCWK	Blanket P.O. Control workfile
PMPBP	Blanket P.O. Contract Price
PMPBPWK	Blanket P.O. Contract Price workfile
PMPDM	Debit Memo Master
PMPDMSW	Debit Memo Selection (Pickup and Ship Tickets)
PMPEE	Exception/Error
PMPID	Inspection Detail

Infinium PM	
Object	File Description
PMPIH	Inspection Header
PMPIR	Inspection Routings
PMPKC	Manual Generation Number Check
PMPPA	P.O. Multi-account
PMPPAWK	P.O. Multi-account workfile
PMPPD	Purchase Order Detail
PMPPDW2	Purchasing Detail workfile
PMPPG	P.O. Additional Charges
PMPPGWK	P.O. Additional Charges workfile
PMPPH	Purchase Order Header
PMPL	Purchasing Audit Log File
PMPPR	P.O. Receipts
PMPPRWK	Receiving workfile
PMPPS	P.O. Multi-ship
PMPPSWK	P.O. Multi-ship workfile
PMRA	Requisition Multi-account
PMRAWK	Requisition Multi-account workfile
PMRSWK	Requisition Multi-ship workfile
PMPRD	Requisition Detail
PMPRH	Requisition Header
PMPRS	Requisition Multi-ship
PMPUV	User Vendor Information
PMPVI	Vendor Item
PMPVP	Vendor Prices

Infinium PL Files to Monitor

Monitoring File Size

Below is a list of the files that have the potential to exceed the specified record capacity, as shipped to the customer. Actual file sizes depend on your company's usage. You should monitor these files on a regular basis and change their settings if necessary.

Note: File entries marked by bold type like **this** in the following table identify physical files that allow reuse of the space left by deleted records. This reuse helps to minimize the need for adjusting the file settings.

Object	Description	Initial Size
PLPVD	Invoice Detail file	1,500,000
PLPPO	Invoice Purchase Order Detail file	1,000,000
PLPPV	Paid Invoices file	1,000,000
PLPV1	Invoice Detail – User Fields file	1,000,000
PLPV2	Prorate Detail Work File	1,000,000
PLPV3	Invoice Detail – Tax Data file	1,000,000
PLPVH	Invoice Header file	1,000,000
PLPAN	Audit Trail Master file	1,000,000
PLPPD	Paid Invoice Distributions file	500,000
PLPPH	Payment History file	500,000
PLPSD	Invoice Distributions Selected for Payment file	500,000
PLPSV	Selected Invoices for Payment file	500,000
PLPVL	Vendor Audit Log file	500,000
PLPVS	Invoice Session Totals file	500,000
PLPCH	Payment Cycle Session Controls file	100,000
PLPVA	Vendor Address Data file	100,000
PLPVV	Task Coupler file	100,000
PLPCN	Vendor Contacts file	50,000
PLPCP	Vendor Payments file	50,000

Object	Description	Initial Size
PLPIT	Vendor Global Tax Controls file	50,000
PLPNT	Vendor U.S. Tax Controls file	50,000
PLPPM	Vendor Purchase Order Management Data file	50,000
PLPPY	Vendor Payment Controls file	50,000
PLPVE	Vendor Base Data Controls file	50,000
PLPVP	Vendor Payment Summary file	50,000
PLPVI	Vendor Invoice Summary file	50,000
PLPVO	Payment Void History file	10,000

Clearing Application Files

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

Obtaining your Password

You must contact Infinium Customer Support to obtain a password before you can perform this function.

Default Library

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

Note: When you press [F22], the system clears all members in the files that reside in the specified library except for the critical files listed below.

File	File Name
DMPCG	Company Group File
PMPC	Change Order Control File
PMPCM	Control Number Master
PMPEC	Entity Control File
PMPEN	Entity Number File
PMPOT	Purchase Order Type File
PMPT	Requisition Type File
PMPSQ	Company/Entity Sequence Control
PMPTAGF	Infinium Query Tax File
PMPTAGFL	Infinium Query Tax File

File	File Name
PMPUF	User Field Definitions
PMPUP	User Profile File
PMPUV	User Restrictions

Resetting Sourcing Batch Errors

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

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

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

Sourcing Batch Error Reset Screen

You use the Sourcing Batch Error Reset selection screen to reset locked requisition detail lines. Requisition detail lines can become locked due to a sourcing error or system failure (for example, a power outage).

Requisition Detail Line In Use Flag

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

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

Opt

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

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

Function Keys

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

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

Subset Selection

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

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

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

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

Resetting Purchasing Information

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

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

Reset Purchasing Screen

Use the Reset Purchasing Information screen to select the company/warehouse/Item code combination to reset the ATP quantity and unit of measure in Infinium MP.

Reset requisitions

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

Reset purchase orders

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

Press [Enter] after completing the appropriate fields on this screen.

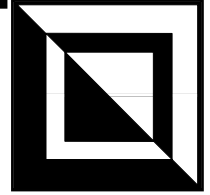
The system displays the Reset Purchasing Information Submit Job window after you complete the appropriate fields on the Reset Purchasing Information screen and press [Enter].

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

Job xxx/user/ATP_UPDATE completed normally on MM/DD/YY at HH:MM:SS. The **xxx** is the system-assigned job number; the **user** is the user ID of the person submitting the job; the

MM/DD/YY is the date stamp of the job's completion; and the
HH:MM:SS is the time stamp of the job's completion.

Appendix A



Infinium JP Action Points for Infinium PM

This appendix contains an overview of the integration between Infinium PM and Infinium JP.

For more detailed information, refer to the *Infinium Journal Processor Guide to Setup and Processing*.

The part consists of the following topics:

Topic	Page
Infinium JP	A-2
Creating and Processing Journal Entries.....	A-3
Action Code Numbering Sequence.....	A-5
Action Points for Infinium PM	A-7

Infinium JP

Infinium JP is a data collector that integrates Infinium PM and other Infinium MM applications to Infinium GL. Infinium JP builds or resolves general ledger account numbers and collects transaction data from various applications and transfers the data to Infinium GL for journal entries.

Resolving Accounts

If Infinium PM has an account number field and interfaces with Infinium JP, the application determines if Infinium JP has an action definition to create an account number for this field. If such an action definition exists, Infinium JP resolves the account based on the information in the action definition and the field values in the application and places it in the account number field.

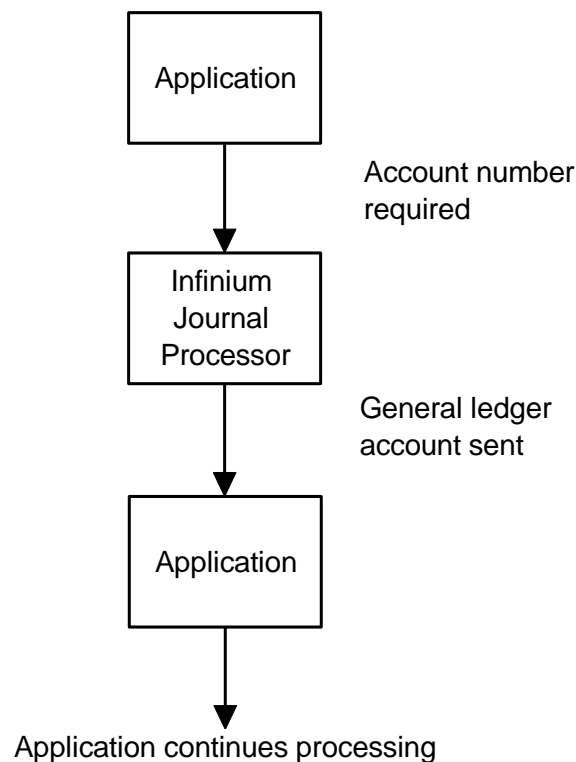


Figure A-1: Building an Account Number

Creating and Processing Journal Entries

The system creates transactions using the data written to Infinium JP records. A transaction may include an account number that was built interactively earlier, but is now being passed as a single value, or the account number could be built at the same time the posted transaction is created. The JP records are stored in a data collection file.

When you start the data collector, Infinium JP gathers the records and processes each of them according to the appropriate action definition. These interim transactions are stored in a work file. These interim transactions are waiting to be processed to Infinium GL.

Meanwhile, the original JP records that were translated into the interim transactions are written to a history file and cleared from the data collection file. After the JP records have been sent in one batch to your general ledger system, the records are processed and you can start the whole cycle all over again.

Infinium JP Data Flow

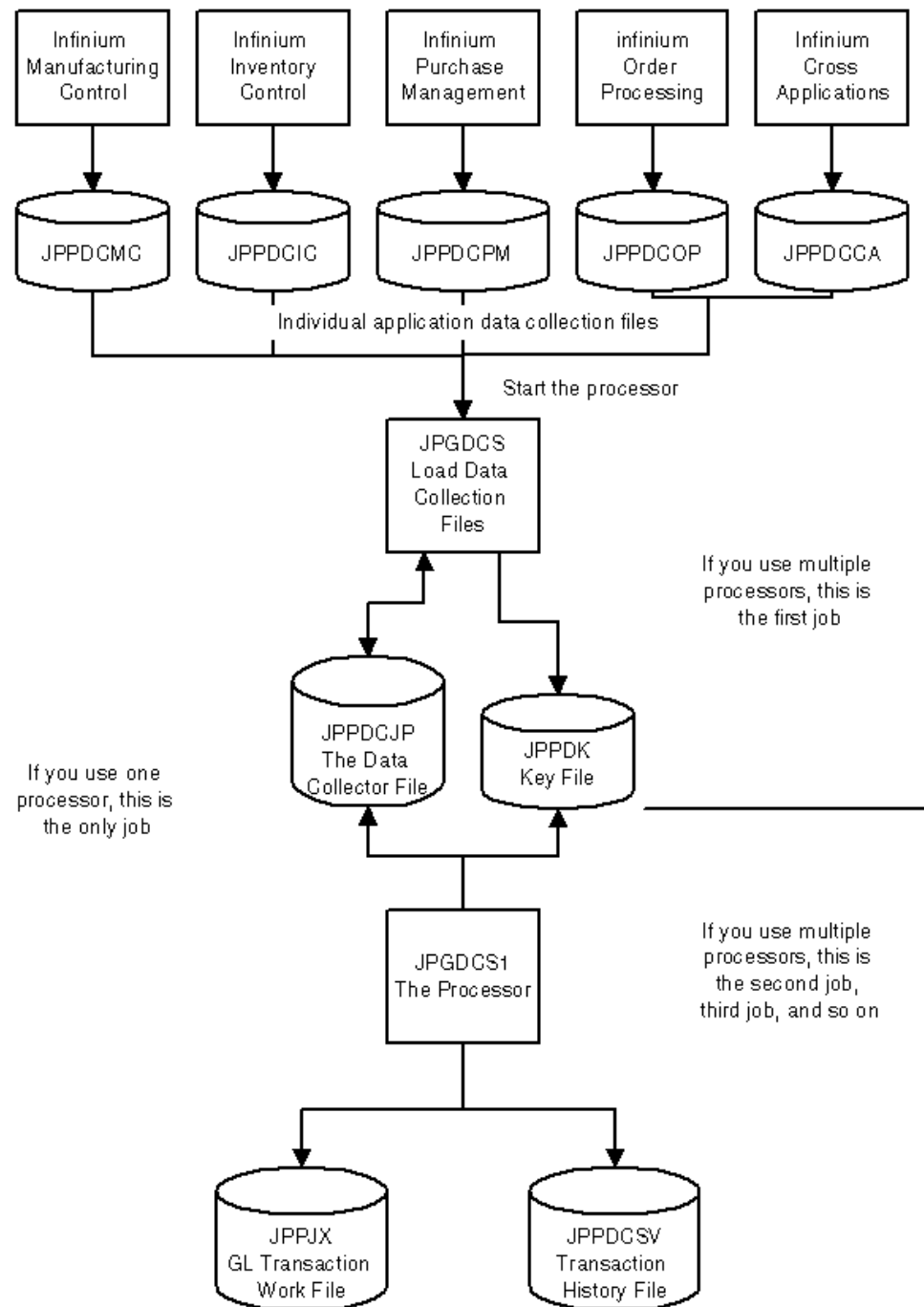


Figure A-2: Processing Transaction Data

Action Code Numbering Sequence

Infinium JP uses the following guidelines for predefined three-digit action codes:

- Action codes under **100** resolve to general ledger chart of accounts
- Action codes over **100** generate posting transactions
- Action codes with the second position of **0** correspond to raw material, with **1** correspond to product, with **2** correspond to non-item, with **3** correspond to intercompany, with **4** correspond to container, and with **5** correspond to all types. If your chart of accounts does not differentiate between raw materials and products, use **5**, which applies to both. Action codes with the second position of **6** correspond to cost of goods sold, and with **7** correspond to sales/order revenue

Note: Once you use **5** in an Action code series, all of the action definitions for that action point must be **5**.

For example, the following table defines the action code **101** for PMGPRM1:

Action Code 101		
1	0	1
This action code generates a posting transaction.	This action code works with a raw material.	This action code for PMGPRM1 builds an Inventory account.

Passes

A pass is an instance when Infinium JP manipulates data at an action point. Action code definitions can have an unlimited number of passes. The action definitions listed in this appendix have up to three passes. An action definition determines the number of passes at an action point.

Passes allow action definitions to create multiple journal entries with the same data. Each pass uses the same information but formats it differently for debit, credit, variance, or statistical entries. For example, Pass 1 generates the debit entry, Pass 2 generates the offsetting credit entry, and Pass 4 generates the quantity associated with the dollar amount of a transaction.

The table below shows the types of posting entries that the system creates from four passes.

Pass	Type of Entry
1 and 2	Offsetting debit and credit
3	Variance
4	Statistical

Action Points for Infinium PM

Action Point and Menu Option	Action Code	Pass No.	Description
PMGACM	3	1	Builds Additional Charge Freight/Other Account Number for Raw Material
Builds account number in menu option: <i>Purchase Orders</i>	4	1	Builds “Include in Cost” Freight/Other Account Number for Raw Material
<i>Work with Purchase Orders</i>	5	1	Builds “Include in Cost” Taxes Account Number for Raw Material
[F14] Additional Charges	13	1	Builds Additional Charge Freight/Other Account Number for Product
	14	1	Builds “Include in Cost” Freight/Other Account Number for Product
	15	1	Builds “Include in Cost” Taxes Account Number for Product
	23	1	Builds Additional Charge Freight/Other Account Number for Non-Item
	53	1	Builds Additional Charge Freight/Other Account Number for All Types
	54	1	Builds “Include in Cost” Freight/Other Account Number for All Types
	55	1	Builds “Include in Cost” Taxes Account Number for All Types
PMGATM	51	1	Builds Inventory Adjustment Account
Menu option:			

Action Point and Menu Option	Action Code	Pass No.	Description
Infinium PL <i>Work with Invoice Entry</i>	52	1	Builds Inventory Adjustment Account when no inventory
	151	1	Post debit to more significant Inventory Adjustment account
		2	Post credit to Inventory Adjustment Account booked by Infinium PL
PMGATM1 Menu option: <i>Receiving</i> <i>Receive purchase orders</i> (receipt adjustment)	111	1	Posting credit to Inventory account (system-generated receipt offset due to reversal)
		2	Posting debit to Invoiced Not Received/Received Not Invoiced account
		3	Posting debit/credit to Variance account (balancing entry for standard cost)
	112	1	Posting debit to Inventory account (system-generated new receipt)
		2	Posting credit to Invoiced Not Received/Received Not Invoiced account
		3	Posting debit/credit to Variance account (balancing entry for standard cost)
	113	1	Posting debit to AP Trade account (system-generated voucher reversal)
		2	Posting credit to Received Not Invoiced (RNI) or Invoiced Not Received (INR) account
	114	1	Posting credit to AP Trade account (system-generated new voucher)
		2	Posting debit to Invoiced Not Received/Received Not Invoiced account
PMGATM2	111	1	Posting credit to Inventory account (system-generated receipt reversal)
System: Infinium PL		2	Posting debit to Invoiced Not Received/Received Not Invoiced account

Action Point and Menu Option	Action Code	Pass No.	Description
Menu option: <i>Work with invoice entry</i> (invoice reversal)		3	Posting debit/credit to Variance account (balancing entry for standard cost)
	112	1	Posting debit to Inventory account (system-generated new receipt)
		2	Posting credit to Invoiced Not Received/Received Not Invoiced account
		3	Posting debit/credit to Variance account (balancing entry for standard cost)
	113	1	Posting debit to AP Trade account (system-generated voucher reversal)
		2	Posting credit to Received Not Invoiced (RNI) or Invoiced Not Received (INR) account
	114	1	Posting credit to AP Trade account (system-generated new voucher)
		2	Posting debit to Invoiced Not Received/Received Not Invoiced account
	151	1	Reversal (credit) of the Inventory Adjustment account generated by PMGATM 151
		2	Debit to the Infinium PL Inventory account in PMGATM 151
PMGDM	1	1	Builds Raw Material Inventory account number
Builds account numbers in menu option:	2	1	Builds Raw Material Return account number
<i>Receiving</i> <i>Work with debit memos</i>	11	1	Builds Product Inventory account number
	12	1	Builds Product Return account number
	21	1	Builds Non-item Expense account number
	22	1	Builds Non-item Return account number

Action Point and Menu Option	Action Code	Pass No.	Description
PMGEDFT	1	1	Builds Raw Material Inventory account number
Menu option: <i>Purchase Orders</i> <i>Work with auto-sourcing</i>	2	1	Builds Raw Material Expense account number
	5	1	Builds Raw Material Fixed Asset account number
	11	1	Builds Product Inventory account number
	12	1	Builds Product Expense account number
	15	1	Builds Product Fixed Asset account number
	22	1	Builds Non-Item Expense account number
	25	1	Builds Non-Item Fixed Asset account number
PMGINM1 Menu option: <i>Inspections</i> <i>Work with inspections</i>	101	1	Posting credit to Raw Material Inventory account
		2	Posting debit to Return to Vendor account
	102	1	Posting credit to Raw Material Inventory account
		2	Posting debit to Scrap account
	103	1	Posting credit to Raw Material Inventory account
		2	Posting debit to Rework account
	111	1	Posting credit to Product Inventory account
		2	Posting debit to Return to Vendor account
	112	1	Posting credit to Product Inventory account

Action Point and Menu Option	Action Code	Pass No.	Description
		2	Posting debit to Scrap account
	113	1	Posting credit to Product Inventory account
		2	Posting debit to Rework account
	151	1	Posting credit to All Types Inventory account
		2	Posting debit to Return to Vendor account
	152	1	Posting credit to All Types Inventory account
		2	Posting debit to Scrap account
	153	1	Posting credit to All Types Inventory account
		2	Posting debit to Rework account
PMGPHM	1	1	Builds Raw Material Inventory account number
Builds account numbers in menu option: <i>Purchase Orders</i>	2	1	Builds Raw Material Expense account number (also the Non-Inventory Item Expense account)
<i>Work with purchase orders</i>	5	1	Builds Raw Material Fixed Asset account number
Interactive Sourcing	11	1	Builds Product Inventory account number
	12	1	Builds Product Expense account number
	15	1	Builds Product Fixed Asset account number
	22	1	Builds Non-Item Expense account number
	25	1	Builds Non-Item Fixed Asset account number

Action Point and Menu Option	Action Code	Pass No.	Description
PMGPOS	1	1	Builds Raw Material Inventory account number
Builds account numbers in menu option: <i>Purchase Orders</i>	2	1	Builds Raw Material Expense account number (also the Non-Inventory Item Expense account)
<i>Work with Purchase Orders</i> [F19] Multi-Ships Interactive Sourcing	5	1	Builds Raw Material Fixed Asset account number
	11	1	Builds Product Inventory account number
	12	1	Builds Product Expense account number
	15	1	Builds Product Fixed Asset account number
	22	1	Builds Non-Item Expense account number
	25	1	Builds Non-Item Fixed Asset account number
	51	1	Builds All Types Inventory account number
	52	1	Builds All Types Expense account number
	55	1	Builds All Types Fixed Asset account number
PMGPRM1	1	1	Builds Raw Material Inventory account number
Menu option: <i>Receiving</i>	2	1	Builds Raw Material (or Non-Inventory Item) Expense account number
<i>Receive purchase orders</i>	3	1	Builds Raw Material Received Not Invoiced account number
	4	1	Builds Raw Material Variance account number
	5	1	Builds Raw Material Fixed Asset account number

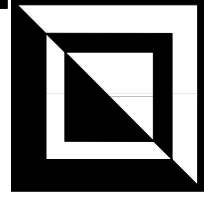
Action Point and Menu Option	Action Code	Pass No.	Description
	11	1	Builds Product Inventory account number
	12	1	Builds Product Expense account number
	13	1	Builds Product Received Not Invoiced account number
	14	1	Builds Product Variance account number
	15	1	Builds Product Fixed Asset account number
	22	1	Builds Non-Item Expense account number
	23	1	Builds Non-Item Received Not Invoiced account number
	25	1	Builds Non-Item Fixed Asset account number
	101	1	Posting debit to Raw Material Inventory/Expense account
		2	Posting credit to Raw Materials Received Not Invoiced account
		3	Posting debit/credit to Variance account (balancing entry for standard cost)
	111	1	Posting debit to Product Inventory/Expense account
		2	Posting credit to Product Received Not Invoiced account
		3	Posting debit/credit to Variance account (balancing entry for standard cost)
	121	1	Posting debit to Non-Item Expense account
		2	Posting credit to Received Not Invoiced account
PMGRHA01	1	1	Builds Raw Material Inventory account number for purchase requisitions

Action Point and Menu Option	Action Code	Pass No.	Description
Menu option: <i>Work with Reorder Point</i>	2	1	Builds Raw Material Expense account number for purchase requisitions
	4	1	Builds Raw Material Inventory account number for transfer requisitions
	11	1	Builds Product Inventory account number for purchase requisitions
	12	1	Builds Product Expense account number for purchase requisitions
	14	1	Builds Product Inventory account number for transfer requisitions
	22	1	Builds Non-Item Expense account number
PMGRHM	1	1	Builds Raw Material Inventory account number for purchase requisitions
Builds account numbers in menu option: <i>Requisitions</i>	2	1	Builds Raw Material Expense account number for purchase requisitions
<i>Work with requisitions</i>	3	1	Builds Raw Material Inventory account number for issue requisitions
	4	1	Builds Raw Material Inventory account number for transfer requisitions
	5	1	Builds Raw Material Fixed Asset account number
	11	1	Builds Product Inventory account number for purchase requisitions
	12	1	Builds Product Expense account number for purchase requisitions
	13	1	Builds Product Inventory account number for issue requisitions
	14	1	Builds Product Inventory account number for transfer requisitions

Action Point and Menu Option	Action Code	Pass No.	Description
	15	1	Builds Product Fixed Asset account number
	22	1	Builds Non-Item Expense account number for purchase requisitions
	25	1	Builds Non-Item Fixed Asset account number
PMGURS	1	1	Builds Raw Material Inventory account number for purchase requisitions
Builds account numbers in menu option: <i>Requisitions</i>	2	1	Builds Raw Material Expense account number for purchase requisitions
<i>Work with requisitions</i>	5	1	Builds Raw Material Fixed Asset account number
[F19] Multi-Ships	11	1	Builds Product Inventory account number for purchase requisitions
	12	1	Builds Product Expense account number for purchase requisitions
	15	1	Builds Product Fixed Asset account number
	22	1	Builds Non-Item Expense account number for purchase requisitions
	25	1	Builds Non-Item Fixed Asset account number
	51	1	Builds All Types Inventory account number
	52	1	Builds All Types Expense account number
	55	1	Builds All Types Fixed Asset account number

Notes

Appendix B



Infinium PM Reports

This section explains how to generate reports in Infinium PM. You can also generate reports based on the information in the accounts transaction file and the cost transaction file.

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Objectives

Upon completion of this part, you should be familiar with Infinium PM reports and how to create them.

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.

Menu Option

Menu Level 1: Requisitions

Menu Level 2: Print selective requisitions [PSR]

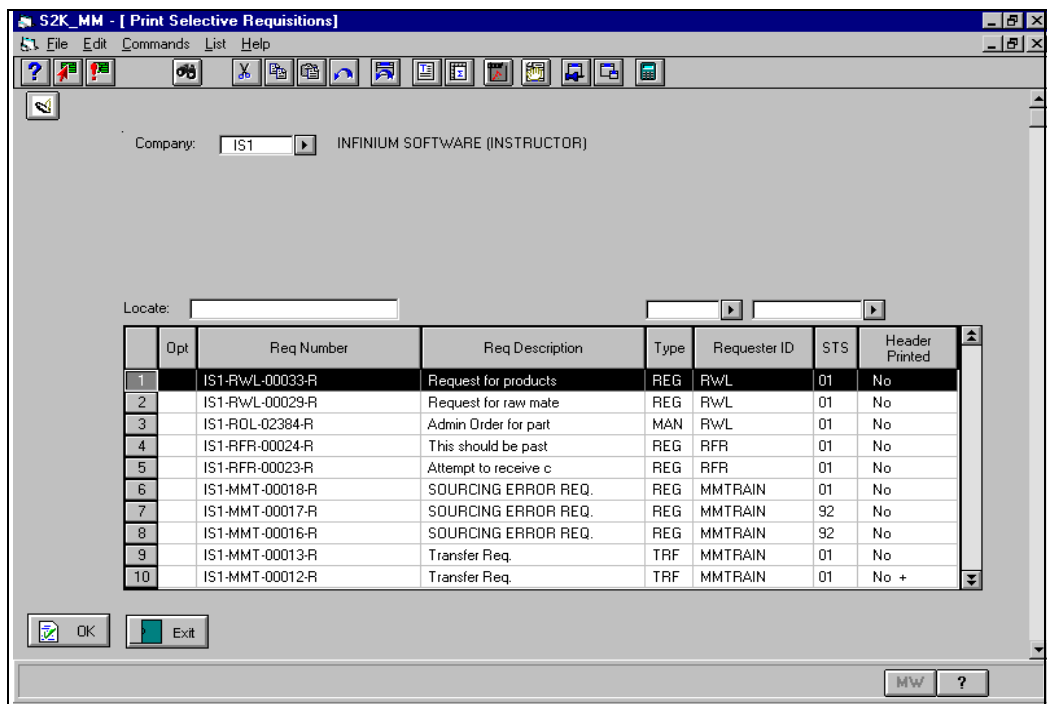


Figure B-1: Print Selective Requisitions selection screen

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].

Note: 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

Requester _____
Approval _____
Approval _____

KIT PARTS FOR AIRFRAMES

Printing Quotation Requests

You can use the *Print quotation requests* option to print quotation requests for vendors and non-PL vendors.

Menu Option

Menu Level 1: Quotation Requests

Menu Level 2: Print quotation requests [PQR]

	Opt	Qte Number	Qte Description	Type	Requester ID	STS	Header Printed
1		RFQ002	RFQ for MMTRAIN	RFQ	MMTRAIN	15	No
2		RFQ001	RFQ for MMTRAIN	RFQ	MMTRAIN	15	No
3							
4							
5							
6							
7							
8							
9							
10							

Figure B-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].

Note: 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
Requester ID: RWL
Description: Quote for new tie-downs.
Requisition Type: AFM

PAGE 1

25 COMMUNICATIONS WAY
 HYANNIS, MA 02601

Line#	Item Code	Rev	Description	Delivery Required	Quantity	UOM	Cost Per Unit	Extended Cost	Curr
			This text comes from the phrase code(s) specified at the quotation request header.						
1	AIRPLANE ASSY		Airplane assembly NOTE: This is a detail note. This text comes from the phrase code(s) specified at the quotation request detail.	6/23/1997	1.0000	EA			
			Ship to: HYANNIS WAREHOUSE ONE PARK CENTER HYANNIS, MA 02601						
2	AIRFRAME		General airframe components Ship to: HYANNIS WAREHOUSE ONE PARK CENTER HYANNIS, MA 02601	6/23/1997	1.0000	EA			

Printing Purchase Orders

You can use the *Process selected purchase orders* option to print purchase orders.

Menu Option

Menu Level 1: Purchase Orders

Menu Level 2: Process selected purchase orders [PSPO]

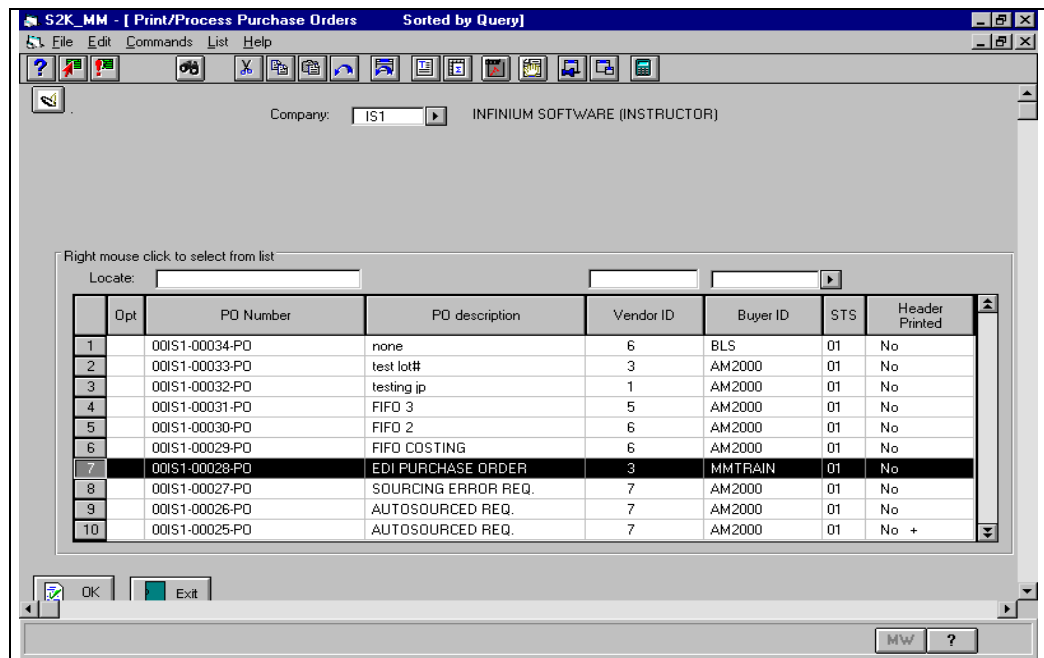


Figure B-3: Print/Process Purchase Orders selection screen

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].

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.

The following page presents a sample of a printed purchase order.

Payment Terms:	
FO:	Origin
Ship via:	United Parcel Service
Freight Terms:	
Issue Date:	1/12/1998
Revision Number:	000
Currency:	USD

Bill to:	Infinium
	3420 West Loop #1
	Hyannis, MA 02356

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					
								Tax	.00
								Total	119.00
								Buyer	_____
								Approval	_____

Printing Requisition Lists

This report prints a list of requisitions and/or quotation requests based on the selection criteria you use.

Menu Option

Menu Level 1: Requisitions

Menu Level 2: Print requisition list [PREQL]

Enter Sort Levels, Field Data and Report Format, press OK.
01=Highest Sort 14=Lowest Sort

Report Format: Summary

Status: []

Company: []

Requisition ID: []

Requisition Type: []

Line Type: []

Commodity Code: []

Item Code: []

Item Description: []

Ship-to Location: []

Date Needed: [] to: []

Vendor ID: []

Project ID: []

Department ID: []

Requester ID: []

OK Exit Cancel

MW ?

Figure B-4: 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.

Note: 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		S U M M A R Y		
5/01/1997 09:00:00				
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.

Menu Option

Menu Level 1: Purchase Orders

Menu Level 2: Print purchase order list [PPOL]

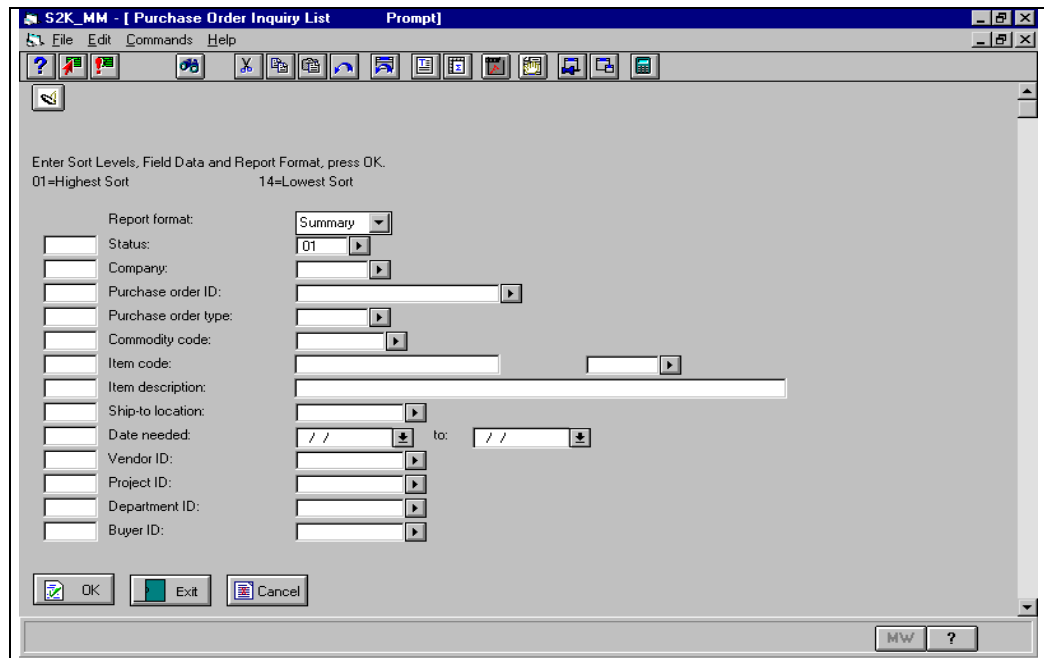


Figure B-5: Purchase Order Inquiry List Prompt screen

Purchase Order Inquiry List Criteria

You can use this screen to type selection criteria for this report.

Note: 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

PAGE 1

Purchase Order	Description	Status	Detail 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 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.

Menu Option

Menu Level 1: Receiving

Menu Level 2: 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 B-6: 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.

PMGPRL PMTPRL 05/01/1997 11:42:55 P M / 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 Recei
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					DJN					REC
WINDSOR				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					DJN					REC
WINDSOR				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					DJN					REC
WINDSOR				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					DJN					REC
WINDSOR				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					DJN					
STEVES										
00017	00034	0		HEAD NOTE: 072131						
00017	00034	1	MINI	Mini Pillow and Case	JUST1				05/11/1997	
1.0000 EA					DJN					REC
WINDSOR				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					DJN					REC
WINDSOR				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					DJN					REC
WINDSOR				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 ****						

Printing the Received Not Invoiced Report

This report displays purchase orders that have been received but not invoiced.

Menu Option

Menu Level 1: Purchase Orders

Menu Level 2: Print RNI report [PRNIR]

Payables company: [dropdown arrow]
Purchasing company: IS1 [dropdown arrow]
Vendor: [dropdown arrow]
Account number: [dropdown arrow]
Date Range: 00000000 to: 00000000
☒ Include only non item items
Summary or Detail Report: Summary [dropdown arrow]
Sort report by: Account Number [dropdown arrow]
OK Exit Cancel
Invalid summary or detail selection MW ?

Figure B-7: 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.

Note: 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.

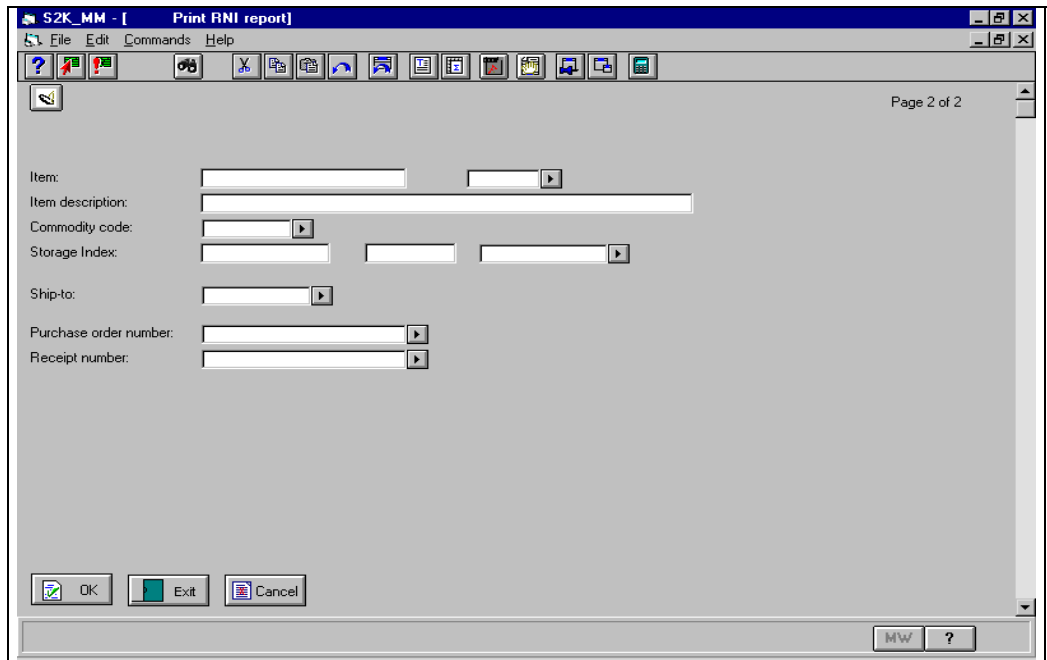


Figure B-8: Print RNI Report selection screen 2

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.

Menu Option

Menu Level 1: Purchase Orders

Menu Level 2: Print INR report [PINRR]

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 contains several input fields and controls:

- 'Payables company:' followed by a text box and a right-pointing arrow.
- 'Purchasing company:' followed by a text box containing 'IS1' and a right-pointing arrow.
- 'Vendor:' followed by a text box and a right-pointing arrow.
- 'Account number:' followed by a text box and a right-pointing arrow.
- 'Date Range:' followed by two text boxes, both containing '00000000', with 'to:' between them.
- An unchecked checkbox labeled 'Include only non item items'.
- 'Summary or Detail Report:' followed by a dropdown menu showing 'Summary'.
- 'Sort report by:' followed by a dropdown menu showing 'Account Number'.

At the bottom left are three buttons: 'OK', 'Exit', and 'Cancel'. At the bottom right are two buttons: 'MW' and '?'. The text 'Page 1 of 2' is visible in the top right corner of the window.

Figure B-9: 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.

Note: 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 and controls:

- Item: [Text box] [Dropdown arrow]
- Item description: [Text box]
- Commodity code: [Text box] [Dropdown arrow]
- Storage Index: [Text box] [Text box] [Text box] [Dropdown arrow]
- Ship-to: [Text box] [Dropdown arrow]
- Purchase order number: [Text box] [Dropdown arrow]
- Receipt number: [Text box] [Dropdown arrow]

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 B-10: 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.

PMGATR	PMTATR	Invoiced not Received Report					Page	1
5/01/1997 09:00:00								
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.

Menu Option

Menu Level 1: Purchase Orders

Menu Level 2: Print reconciliation report [PRR]

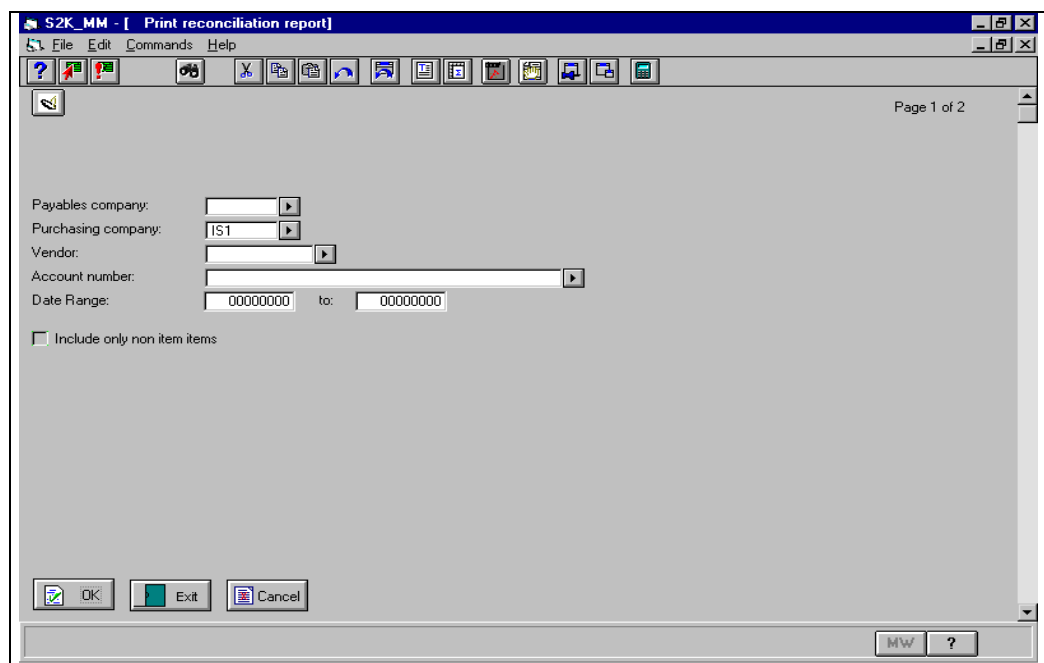


Figure B-11: Print Reconciliation Report selection screen 1

General Ledger Reconciliation Report Criteria

You can print this report to view both received not invoiced and invoiced not received information.

Note: 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.

S2K_MM - [Print reconciliation report]

File Edit Commands Help

Page 2 of 2

Item: [] []

Item description: []

Commodity code: []

Storage Index: [] [] []

Ship-to: []

Purchase order number: []

Receipt number: []

Invoice number: []

OK Exit Cancel

MW ?

Figure B-12: 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.

Menu Option

Menu Level 1: Purchase Orders

Menu Level 2: Purchase price variance report [PPVR]

S2K_MM - [Purchase price variance report]

File Edit Commands Help

Page 1 of 2

Payables company: []

Purchasing company: IS1 []

Vendor: []

Account number: []

Date Range: 00000000 to: 00000000 []

☐ Include only non item items

Summary or Detail Report: Summary [v]

OK Exit Cancel

MW ?

Figure B-13: Purchase Price Variance Report selection screen 1

Purchase Price Variance Report Criteria

Press [F17] for more selection criteria.

Note: 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 - [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 is a form with the following fields and controls:

- Item: A text input field followed by a right-pointing arrow button.
- Item description: A long text input field.
- Commodity code: A text input field followed by a right-pointing arrow button.
- Storage Index: A text input field followed by a right-pointing arrow button.
- Ship-to: A text input field followed by a right-pointing arrow button.
- Purchase order number: A text input field followed by a right-pointing arrow button.
- Receipt number: A text input field followed by a right-pointing arrow button.

At the bottom left of the window are three buttons: "OK", "Exit", and "Cancel". At the bottom right are two buttons: "MW" and "?". The text "Page 2 of 2" is visible in the top right corner of the window.

Figure B-14: 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

Page 1

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 Audit History Report

This report displays entries for header and detail changes, as well as printing history for individual purchase orders.

Menu Option

Menu Level 1: Purchase Orders

Menu Level 2: Purchase purchase audit history [PPAH]

```
2001/04/05 12:36:03 Print Purchase Audit History PMGPHD2 PMDPHD2

Company . . . . . INF + INFINIUM SOFTWARE, INC. . . . .

Type options, press Enter
4=P0 Header 5=P0 Detail 6=Print

Locate:

Opt PO Number PO description Vendor ID Buyer ID STS Status
___ 04250-00INF Test for sourcing VI DGR 01 OPEN
___ 0000003128-00INF This is a test of EX CAVEND1 AM2000 01 OPEN
___ 0000003112-00INF *RESERVED CAVEND1 AM2000 01 OPEN
___ 0000002617-00INF RFQ for maintenance. CAVEND2 RWL 01 OPEN
___ 0000002597-00INF Quote for experiment CAVEND1 RWL 01 OPEN
___ 0000002595-00INF Parts RWL 01 OPEN
___ 0000002594-00INF Parts RWL 01 OPEN
___ 0000002593-00INF Parts RWL 01 OPEN
___ 0000002571-00INF Test RWL 01 OPEN
More . . .

F3=Exit F4=Prompt F7=P0 Sort F8=Vendor Sort F24=More keys
```

Figure B-15: Print Purchase Audit History selection screen

Purchase Audit History Report Criteria

Press [F13] for more selection criteria.

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 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.

Menu Option

Menu Level 1: Purchase Orders

Menu Level 2: Print on order report [POOR]

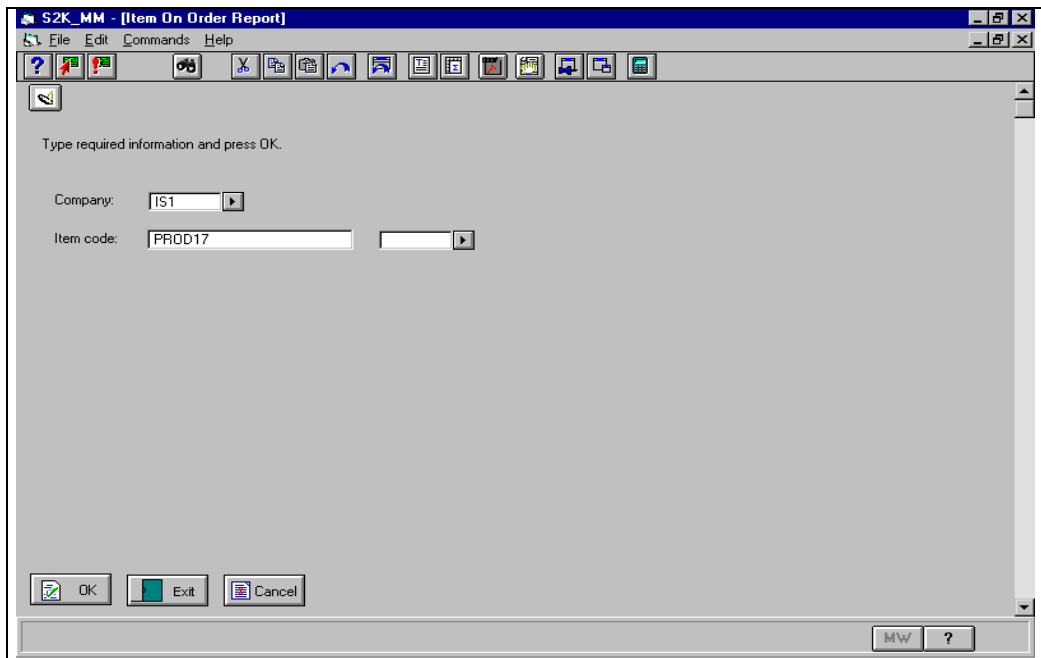


Figure B-16: Item On Order Report selection screen

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.

PMGIOR1 PMTIOR		Item On-Order Report				Page 1			
5/01/97 09:00:00									
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	
IS1-00210-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.

Note: This report prints only for issue and transfer requisitions that have a header status of Open (01).

Menu Option

Menu Level 1: Stock Allocations

Menu Level 2: Print allocations report [PAR]

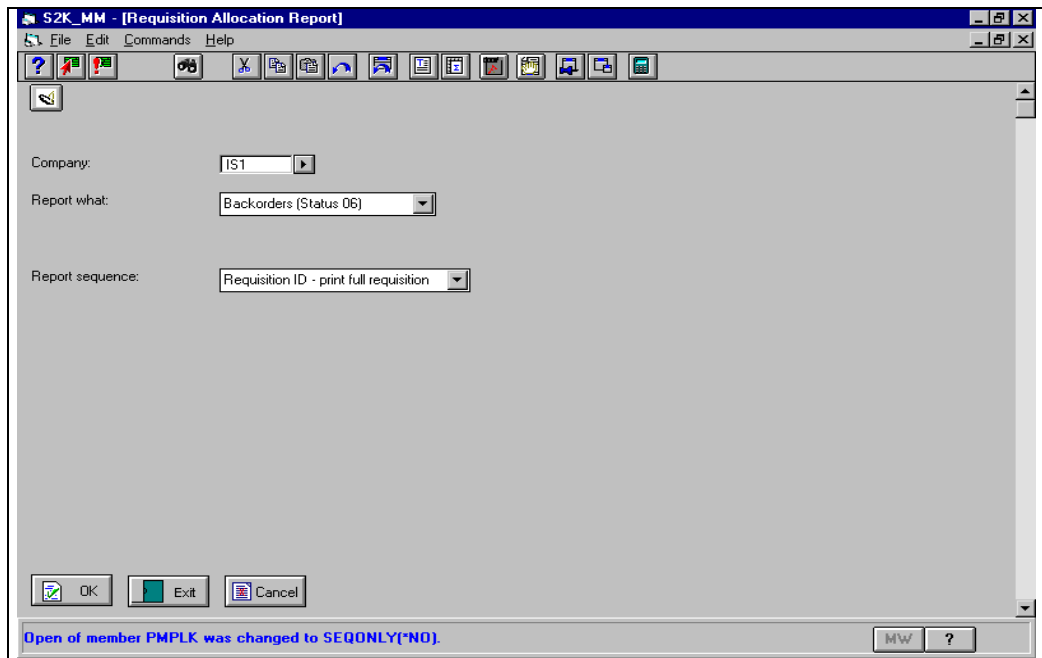


Figure B-17: Requisition Allocation Report screen

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.

05/01/1997 09:00:00

Requisition Allocation Status

Page 1

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
COMPANY: INF

AUTO SOURCE REQUISITION EXCEPTION REPORT

PAGE 1

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 *****

5/01/1997 09:00:00

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	AUTO SOURCE ERROR LISTING				PAGE	1
5/01/1997 09:00:00							
COMPANY: INF INFINIUM SOFTWARE, INC.							
PURCHASE ORDER	VENDOR	SIZE	COMMODITY	UNIT OF	REQUISITION ID	REQUISITION	
SEQUENCE	ITEM CODE	CODE	CODE	MEASURE		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 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.

Page : 1
ADMIN

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.

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 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.

Menu Option

Menu Level 1: Control Files

Menu Level 2: Work with vendor price [WWVP]

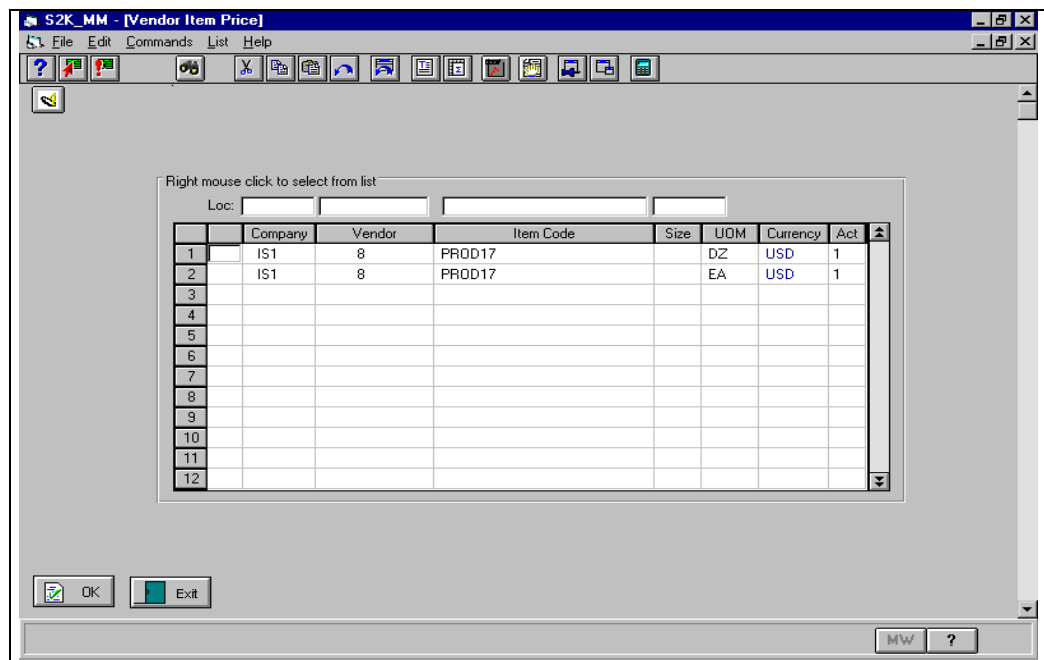


Figure B-18: Vendor Item Price selection screen

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

PAGE

1

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 appears 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
SOCAL	RJPVENDOR	SURFBOARD

Size
EA

Vendor Item
SURF2

Size
BOX

UOM
BOX

Ld Tim
1.0

Cur
USD

Act
1

Vendor Item Desc: SURF2

HEADER:

Company	Vendor	Item Code
SOCAL	RJPVENDOR	SURFBOARD

Size
EA

Vendor Item
SURF1

Size
BX

UOM
BX

Ld Tim
2.0

Cur
USD

Act
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 work files* 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.

Menu Option

Menu Level 1: Supervisor Functions

Menu Level 2: Purge VIP work files [PMGVBP3]

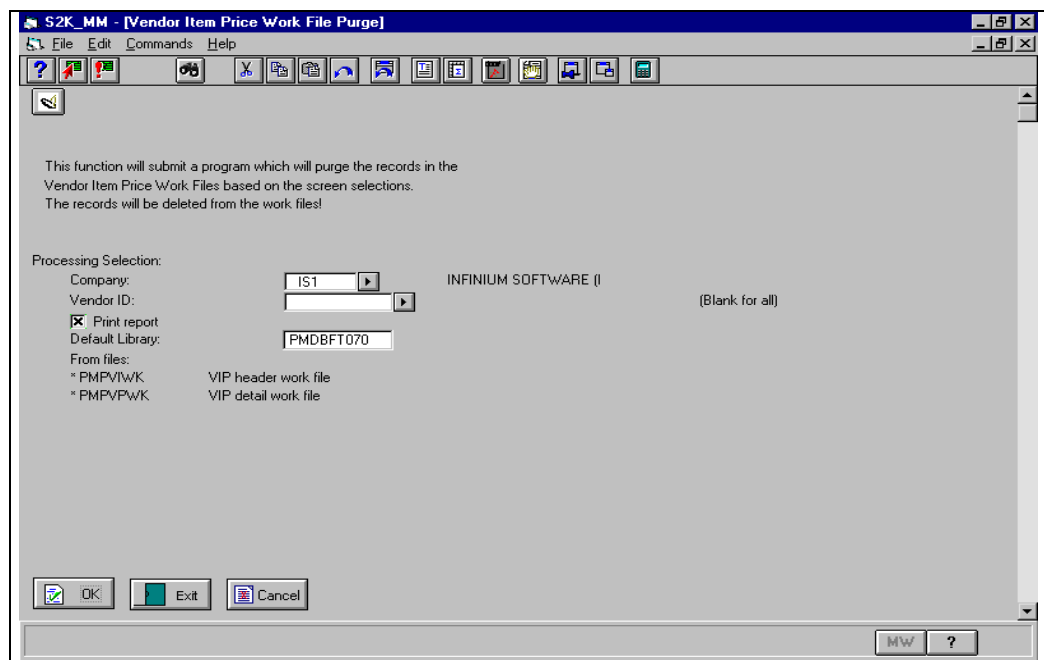


Figure B-19: Vendor Item Price Work File Purge prompt screen

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.