Infor System21 Style Requisitioning

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Style Requisitioning Module.

Intended audience

The guide is intended for any users of the STRQ Style Requisitioning business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

1

Introduction

The Style Requisitioning application enables you to create requisitions from supply suggestions or by manual entry. You can then transfer requisitions into supply orders.

The requisitions may be generated from supply suggestions created by any of the following applications:

- Inventory Management
- Master Production Scheduling (MPS)
- Material Requirements Planning (MRP)
- Distribution Requirements Planning (DRP)
- Advanced Order Entry

Alternatively, requisitions may be manually entered (for stocked items, non-stocked items, and services) within this application.

These are then subsequently transferred into the following supply orders:

- Purchase Order lines

Or

- Distribution Order lines (for items sourced by an internal supply centre within the company as defined to DRP)

The Purchase Order lines are maintained within the Purchase Management application.

The Distribution Order lines are handled as internal sales orders within the Sales Order Processing application.

Relationship to Other Applications

The applications which are a prerequisite for the operation of Style Requisitioning are:

- Style Purchase Management
- Style Inventory Management

- Accounts Payable
- General Ledger
- System Manager

The input to Style Requisitioning, i.e. supply suggestions, may be from one or more of the following:

- Style Inventory Management
- Style Master Production Scheduling (MPS)
- Style Material Requirements Planning (MRP)
- Style Distribution Requirements Planning (DRP)
- Advanced Order Entry

If you create distribution orders, Sales Order Processing will handle them as internal sales orders (from Supply Centre to Distribution Centre).

Note: *At least one of the applications must be installed in order to generate requisitions, unless they are always created manually.*

Application Configuration

The Style Requisitioning application is driven by the company profile of the corresponding Style Purchase Management company. The Purchase Management Company Profile defines:

- Company name
- Next requisition number
- Release flag and order class to be used on creation of a requisition
- If a new order is to be created on change of purchase officer
- Interface parameters for Inventory Management

See the Style Purchase Management product guide for full details of the company profile options.

Preparing to Use Style Requisitioning

Preparing to use the Style Requisitioning application requires careful planning and preparation. Your existing requisitioning procedures and data need to be transferred to the application.

Configuring the Application

Companies

Style Requisitioning does not contain its own company profile record. For each company to be processed within the Style Requisitioning application, the following information must be maintained in the corresponding Style Purchase Management application company profile:

- Default order class for source requisitions
- Default release flag for new requisitions
- New order flag default value
- Whether or not a new order is required on change of purchasing officer
- Requisition numbering options
- Whether authorisation is required for modified sourced requisitions

Refer to the Style Purchase Management product guide for details.

Items

Items must be defined to Style Inventory Management.

Suppliers

The suppliers to be referenced in Style Requisitioning are normally defined on the Supplier Master file. This is maintained within the Accounts Payable application.

When requisitions are created from Inventory, MPS/MRP or DRP, the supplier is the preferred supplier from the Item/Stockroom record. If this is blank, the supplier will be set to the first supplier of the item from the Item/Supplier profile file within Style Purchase Management.

However, if the item is supplied within the company, and the Style DRP application is installed, the supplier is defined as a supply centre within Style DRP.

Stockrooms

These must be defined in Style Inventory Management.

Purchasing Officers

If items are to be controlled by their respective purchase officers, you should maintain definitions within the Style Purchase Management application.

Authorisation

All users who are to be allowed to raise manual requisitions must have a Requisitioner record in the Authorisation file.

Starting to Use Style Requisitioning

Once you have set up and retrieved the basic data you can start using the Style Requisitioning application.

The processing tasks allow you to create requisitions manually or automatically, maintain existing requisitions, authorise manual requisitions and create supply orders from Style Requisitioning.

Implementation Procedure

After installing the software provided, the recommended steps for installing the Style Requisitioning application are:

1. Update the Style Purchase Management Company Profile with requisitions options.
2. Check the Purchasing Officer definitions in Style Purchase Management.
3. Check the preferred supplier in the Item/Stockroom records in Style Inventory Management.
4. Check the Item/Supplier profile records in Style Purchase Management.
5. Define and create the Authorisation records via the task in this application. These are required if requisitions are to be entered manually or if requisitions sourced from other applications require authorisation when they are amended.

Chapter 2 Maintenance

2

Requisitioning Maintenance Functions

Most of the data used by Style Requisitioning is held in the Style Inventory Management, Style Purchase Management, Style Production, or Style Distribution Requirements Planning modules.

Data	**Sourced From**
Item	Style Inventory Management
Supplier	Accounts Payable/Style DRP
Purchasing Officer	Style Purchase Management
	Style Inventory Management
	Style DRP
Stockroom	Style Inventory Management

The only information you need to maintain within Style Requisitioning is user authorisation.

Authorisation Maintenance [1/STRQM]

Use this task to maintain details of the users who can create manual requisitions. For each requisitioner you can define:

- A spending limit per requisition or per month
- Authorisations for each requisitioner, based on the spending limits.

Authorisation Maintenance Selection Window

To display this window, select the Authorisation Maintenance task.

Use this window to enter the ID of the requisitioner you want to maintain. This must be a valid user ID (one already defined to System Manager).

Fields

Requisitioners User ID

Enter a user ID.

Alternatively, use the prompt facility to select from the All Requisitioners pop-up.

Press Enter to display the Authorisation Maintenance Details window.

Authorisation Maintenance Details Window

To display this window, enter or select a user ID and then press Enter on the Authorisation Maintenance Selection window.

Use this window to maintain the department, the spending limits and the authoriser for this requisitioner.

Fields

Requisitioners User ID

This field displays the user ID entered on the previous window.

Name

You must enter the name of the requisitioner.

Department

You must enter the name or code of the department in which the requisitioner works.

Alternatively, use the prompt facility to select from the All Departments pop-up.

***Note:** You can create a new department by entering the department name and selecting **Update (F8)**.*

Telephone

You can enter a telephone number or extension for this person.

Spend Limits

Per Requisition

Enter the maximum total net value for a single requisition that this person can raise without requiring authorisation from a senior member of staff; for example, the departmental manager.

***Note:** If you do not require this control, or the requisitioner is sufficiently senior within the company, enter this as 9999999999999.99.*

Per Month

Enter the maximum total net value of the requisitions which this person can raise per month without requiring authorisation.

Note: *If you do not require this control, or the requisitioner is sufficiently senior within the company, enter this as 9999999999999.99.*

Actual Spend

This displays the total net value of all manual requisitions raised by this person, this month. This value is automatically updated when manual requisitions are authorised, but you can amend it here.

Note: *Where the authoriser is not the original requisitioner, the spend total is updated for the authoriser rather than the requisitioner.*

Authoriser's User ID

Enter the user ID of the person responsible for authorising requisitions for this requisitioner. An authoriser is not required where the requisitioner has unlimited spend capability.

Caution: The authoriser must have been defined previously as a requisitioner in his/her own right, with at least one spend limit higher than the current requisitioner.

Functions

Refresh (F5)

Use this to re-set the values to those displayed on first entry.

Delete (F11)

Use this to delete a requisitioner record.

Note: *You can only delete requisitioner records if there are no outstanding requisitions against their name, either as a requisitioner or as an authoriser.*

Select **Update (F8)** to update the Requisitioning Authorisation file.

Authorisation File List [21/STRQM]

This task submits a batch job which produces the Authorisation Maintenance File List report.

The Authorisation Maintenance File List report includes the following information for each requisitioner:

- User ID
- User name

- Telephone number, if entered
- The requisitioner’s spend limits
- The actual spend for the current month
- The requisitioner’s authoriser, if applicable

Select **Confirm Submit (F8)** to submit the batch job.

Chapter 3 Processing

3

Requisitioning Processing Functions

Processing within Style Requisitioning can be split into four stages:

Creation of Requisitions

Requisitions can be created by:

- Inventory re-ordering
- Interface to Manufacturing, that is, MPS or MRP
- Interface to DRP
- Interface to Advanced Order Entry
- Manual entry

Note: *Manual Requisitioning has validation to provide a warning message if lead times are defined in the Item/Supplier Profile.*

Maintenance of Requisitions

You can create manual requisitions, or maintain all other requisitions, using Requisitions Confirmation.

Authorisation of Manual Requisitions

Any manually entered requisitions which require authorisation are displayed to be checked by the relevant authoriser. The requisition can then be authorised, rejected or transferred to another authoriser.

Creation of Supply Orders

Two types of supply orders are processed in Requisitioning: purchase orders and distribution orders.

A distribution order is an internal order to supply stockrooms within your company. No invoices are created and Sales Analysis is not updated.

Create Requisitions from Inventory [1/STRQP]

Use this task to generate requisitions automatically based on the re-order information set up in Style Inventory Management. Re-order information is held on the company profile and against each individual item record.

Note: *This task deletes all outstanding requisitions from Inventory that have not been converted into orders.*

When you use this task, the following reports are generated:

- Inventory Re-order/Overstock report
- Requisitions Deleted report
- New Requisitions report
- Requisitions Exceptions report

When requisitions are generated from Inventory, the data is sourced as follows:

- The item identified by Inventory as requiring re-ordering
- The preferred supplier from the item stockroom details for the item

Note: *If the preferred supplier's item/supplier profile has a status of Inactive or Unauthorised, the supplier is not used and the requisition will be flagged as being in error.*

- The purchase officer defined for the item
- The stockroom for which the application has identified a shortage of the item
- The recommended re-order quantity, as calculated by the application
- The due date calculated by the application by adding the lead-time for the item to the requisition creation date
- The price and discount from the item supplier details in Style Purchase Management
- If these details are not found, the price is set to the standard cost in the Inventory item stockroom details. The discount is set to zero. Requisitions for internal distribution are not priced.
- The release flag value as defined on the Style Purchase Management company profile
- The requisition number based on the range defined within the Style Purchase Management company profile
- The purchasing text, which is copied to become requisition text
- If no purchasing text exists for an item, its description is copied to become the first line of requisition text.

Re-order Report and Requisitions Creation Selection Window

To display this window, select the Create Requisitions from Inventory task.

Use this window to select the sequence of the Inventory Re-order report.

You can view this report as a list of requisitions for each item across all stockrooms, or as a list of requisitions for each stockroom, highlighting shortages at each location.

Fields

Enter Required Report Sequence

Select one of the following:

Item Sequence (1) - To generate the report in item sequence, that is, a list of requisitions for all items across all stockrooms

Stockroom Sequence (2) - To generate the report in stockroom sequence, that is, a list of all requisitions for each stockroom, highlighting shortages at each location

Any requisitions generated by this task are added to the report in the specified sequence.

Press Enter twice to process the re-order requirements and generate the reports.

Create Requisitions from MPS/MRP [2/STRQP]

Use this task to generate requisitions from the requirements raised by the last MPS or MRP processing run.

Two reports are generated:

- The New Requisitions report, which lists all new requisitions that have been created
- The Requisitions Deleted report, which lists all outstanding requisitions from MPS or MRP that have been deleted

Requisitions generated by this task contain the following information:

- The item which requires re-ordering, identified by MPS or MRP
- The preferred supplier for the item
- The purchase officer for the item
- The stockroom at which MPS or MRP has identified a shortage of the item
- The recommended re-order quantity as calculated by MPS or MRP
- The delivery date set by MPS or MRP as the required date for the demand on the item. The price and discount defined for the item in Style Purchase Management
  If no details exist, this defaults to the standard cost in the Inventory item stockroom details
- The release flag value, set to the default on the Style Purchase Management company profile
- The requisition number

When attempting to find a supplier to source the demand, the requisition is normally raised against the item's preferred supplier, which is the first of the four suppliers in the Item Stockroom file, unless the status of the item/supplier profile for that supplier is Inactive or Unauthorised. If the preferred supplier is not active, the sourcing process will look at each item/supplier profile for the item, in supplier code sequence, selecting the first profile found that is active.

If no active item/supplier profile is found, the requisition is generated but flagged with an error. The requisition will subsequently not be able to be converted to a purchase order until a valid supplier is assigned.

Caution: You can only use this task if you are using Style Production.

Create Requisitions from Suggested Orders in MPS/MRP Window

To display this window, select the Create Requisitions from MPS/MRP task.

Use this task to create requisitions generated by MPS or MRP.

The message on the window displays the MPS/MRP model from which the requisitions will be created; you cannot amend this.

Fields

From MPS or MRP

Select one of the following to specify the module from which to generate requisitions:

MPS (0) - To generate requisitions from MPS suggestions

MRP (1) - To generate requisitions from MRP suggestions

Planner Action Date range

You can specify a date or date range for which requisitions will be created.

Enter 999999 in the To field if you do not want to enter a date range.

All outstanding requisitions from MPS or MRP from the first planner action date onwards are deleted.

Note: *Only outstanding requisitions created by MPS or MRP are deleted, not those from Inventory, DRP or Advanced Order Entry*

Select **Submit (F8)** to create the requisitions and produce the reports.

Create Requisitions from DRP [3/STRQP]

Use this task to generate requisitions from order lines suggested by the latest DRP processing run. You can select suggestions by planner action date, supply centre, distribution centre or supply network.

Requisitions are for externally supplied items and internally distributed items, where the supplier is a valid DRP supply centre.

Outstanding requisitions, which have not been converted to orders, are deleted.

Three reports are produced:

- The New Requisitions report
- The Requisitions Deleted report
- The Requisitions Exceptions report

Requisitions generated by this task contain the following information:

- The item identified by DRP as requiring re-ordering
- The supplier for the item as defined item within DRP
- The purchase officer defined for the item
- The stockroom for which DRP has identified a shortage of the item
- The recommended re-order quantity as calculated by DRP
- The date set by DRP as the required date for receipt of the item
- The price and discount for the item from Style Purchase Management. If none exists, this defaults to the standard cost in the Inventory item stockroom details.
- The release flag value, set to the default on the Style Purchase Management company profile
- The requisition number

When attempting to find a supplier to source the demand, the requisition is normally raised against the item's preferred supplier, which is the first of the four suppliers in the Item Stockroom file, unless the status of the item/supplier profile for that supplier is Inactive or Unauthorised. If the preferred supplier is not active, the sourcing process will look at each item/supplier profile for the item, in supplier code sequence, selecting the first profile found that is active.

If no active item/supplier profile is found, the requisition is generated but flagged with an error. The requisition will subsequently not be able to be converted to a purchase order until a valid supplier is assigned.

Caution: You can only use this task if Style DRP is installed.

Create Requisitions from DRP Suggestions Window

To display this window, select the Create Requisitions from DRP task.

Use this window to enter the date range for which requisitions will be created, and the DRP DC, centre or network.

Fields

Planner Action Date Range/To

You can optionally enter or select a range of dates so that requisitions are created if their action date is between the dates entered.

If you do not want to enter a date range, enter 999999 in the To field.

Centre/DC Code

Enter a DRP centre or DC. This must be defined to at least one supply network within DRP.

Alternatively, use the prompt facility to select from the Select DRP Centre/DC pop-up.

All DCs for Network Code

You can only use this field if you have not specified a DC or centre.

Enter a DRP network code.

Alternatively, use the prompt facility to select from the Select DRP Networks pop-up.

Note: *If you enter a network, requisitions are created for all DCs defined to it, but not for the supply centre. You must process the supply centre separately, after the central supply plan has been created in DRP.*

Select **Update (F8)** to create the requisitions from DRP.

Requisitions Confirmation [11/STRQP]

You can use this task to maintain requisitions generated by Inventory Management, Advanced Order Entry, MPS, MRP or DRP.

You also use this task to enter and maintain manual requisitions for both stocked and non-stocked items, including services.

Note: *Manual Requisitioning has validation to provide a warning message if lead times are defined in the item/supplier profile.*

If a carton style is selected, the entered style is replaced with the carton style.

If the SKU-level pricing flag is set on, any SKUs that are defined as cartons with Price-Roll-up (Purchases) set to On will not be available for input in the Price window.

Rather than deriving prices simply from the item/supplier profile, if the SKU is a carton with Price Roll-up (Purchases) set to On, the price is derived from the weighted sum of the SKUs, using the same supplier as that already determined.

Requisitions Confirmation Selection Window

To display this window, select the Requisitions Confirmation task.

Use this window to select the requisitions to be amended or deleted.

Note: *All the fields on this window are optional. To display all outstanding requisitions, leave all the fields blank.*

Fields

Release Flag

You can optionally enter a release flag value to display only requisitions with that value.

Item

You can optionally enter an item code to display requisitions for that item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Supplier

You can optionally enter a supplier code to display requisitions for that supplier. If you are using DRP, the supplier can be a supply centre defined to DRP.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Purchase Officer

You can optionally enter a purchase officer code to display requisitions for that purchase officer.

Alternatively, use the prompt facility to select from the Select Purchase Officer pop-up.

Order Class

You can optionally enter an order class to display requisitions for that order class.

Alternatively, use the prompt facility to select from the ORDC Order Class pop-up.

Stockroom

You can optionally enter a stockroom code to display requisitions for that stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Requisitioner

You can optionally enter a requisitioner user ID to display requisitions manually entered by that requisitioner.

Alternatively, use the prompt facility to select from the All Requisitioners pop-up.

Department

You can optionally enter a department to display requisitions for that department.

Alternatively, use the prompt facility to select from the All Departments pop-up.

Press Enter to display the Requisitions Confirmation Details window, which displays details of requisitions satisfying the selection criteria.

Requisitions Confirmation Detail Window

To display this window, press Enter on the Requisition Confirmation Selection window.

This window displays all requisitions that meet the selection criteria you entered on the Requisitions Confirmation Selection window. Use this window to add, amend or delete requisitions.

Fields

Table :

Item

This field displays the style code.

The item is rejected if either of the following applies:

- The status is Inactive in the item/supplier profile for this item and the requisition supplier.
- The item/supplier profile status is Unauthorised and the order type of this order is disallowed for unauthorised item/supplier profiles. Allowed order types are those which have P in the Value/Percentage flag in the PM Parameter file ORDC entries. For example, if sample orders have an order class of **3**, and only sample orders are allowed for unauthorised profiles, the ORDC entry for **3** should have the flag set to **P**. Other order classes have the flag set to blank (the default).

Supplier

This field displays either the item supplier or an internal supply centre.

SR

This field displays the stockroom for which the requisition has been raised.

Cls

This field displays the order class.

Classes 1-4 are stock orders.

Classes 5, 7 and 8 are non-stock orders.

Class 6 is service orders.

Quantity/UoM

These fields display the order quantity and the appropriate unit of measure.

Price/UoM

These fields display the price and price unit of measure for the requisition. DRP centrally supplied items are not priced.

Cur

This field displays the supplier's currency.

Rlsf

This field displays the release flag value.

Description

This field displays the item description for stocked orders or the cost code for non-stocked orders. This code is used to charge the cost for this item to the relevant GL code.

Due

This field displays the date on which delivery of these goods is due, as calculated by Inventory, Manufacturing, or DRP or as manually specified.

P. Off

This field displays the purchase officer responsible for the requisition.

Disc.

This field displays the supplier's discount for the item.

Status

This field displays one of the following to indicate the status of the line:

- To be Authorised
- Authorised
- Rejected
- Converted to Order
- Deleted

Certificate of Conformance

This field is for future development. It is not currently used.

Reserved

This field displays the quantity reserved if the requisition is a reservation against an existing purchase order.

Direct Delivery

If direct delivery is required for the Purchase Order, this field displays the value **Direct Delivery**.

Sales

If the requisition is created from a sales order, this field displays the value **SOP**.

Source

This field displays one of the following to indicate the order source:

- Manual
- Inventory
- Production
- DRP
- SOP

Note: *If an item is displayed in red, it does not exist in the item specification file within Inventory.*

***Note:**If the supplier name is displayed in red, the supplier does not exist in the Supplier Master file within Accounts Payable. This is also displayed in reverse image if the supplier is a DRP distribution or supply centre.*

***Note:**If the purchase officer is displayed in red, the code does not exist on the Purchase Officer file in Purchase Management.*

Entry Fields :

Rlsf

You can optionally enter a release flag value to define the status of the requisition. The value is not validated, but you can use it to select requisitions for amendment, inclusion on reports and conversion to orders.

Item

Enter an item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Supplier

Enter a supplier and despatch sequence or DRP supply centre.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Cls

Enter one of the following to indicate the requisition order class:

1-4 - Stocked orders

5, 7 or 8 - Non-stocked orders

6 - Service orders

Alternatively, use the prompt facility to select from the ORDC Order Class pop-up.

Qty/UoM

Enter the requisition quantity. Requisitions for stocked orders are in the unit of measure defined on the item master record in Inventory.

You can enter any of the units of measure defined to the item. The quantity is automatically converted to the quantity to the item master issue unit before adding or updating the requisition.

For non-stocked orders, the units of measure available are those defined in the Purchase Management Parameter file.

***Note:** When purchase order lines are created from requisitions, they are converted to the item master purchasing unit if specified on the item/supplier profile in Purchase Management.*

P. Off.

Enter a purchase officer. The default is the officer on the item record, but you can change it.

Alternatively, use the prompt facility to select from the Select Purchase Officer pop-up.

Strm

Enter a stockroom for the requisition.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Price/UoM

Enter the price of the item. If you leave this field blank, the price defaults from the Item Supplier file in Purchase Management.

For a stock order, the price unit of measure may be expressed in any of the units defined in the Item Master file in Inventory. For a non-stocked order, the unit must be defined on the Purchasing Management Parameter file and must be the unit code in which the requisition quantity is expressed.

Due Date

Enter or select the due date for this requisition.

Cur

Enter a currency code, which must be the supplier's currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Full Text

Check this to include the item purchase text on the requisition. This is also included on the order when it is converted from the requisition.

Disc %

This field displays the discount percentage for this item.

Dept

You can optionally enter a department code, which must be valid for at least one requisitioner in the authorisation file.

If you leave this field blank, it defaults to the department assigned to the requisitioner on their authorisation record.

Alternatively, use the prompt facility to select from the All Departments pop-up.

Cost Code

You must enter a cost code on requisitions for non-stocked items. This code is used to charge the cost for this item to the relevant General Ledger account code.

Options

Amend

Use this to amend the requisition.

The details are then placed in the fields at the bottom of the window for you to amend. Manual requisitions can only be amended or deleted by the original requisitioner. Requisitions cannot be amended after they have been authorised.

Text

Use this to display the Requisitions Text pop-up.

You cannot maintain text for requisitions from DRP.

Note: *Text cannot be added to a manual requisition until you select* ***Update (F8)*** *to create it.*

Reservations Enquiry

Use this to display the Reservations/Linked Orders Enquiry pop-up.

Delete

Use this to delete a requisition. You have to select **Delete (F11)** on the Confirm Delete pop-up to confirm the deletion.

Functions

Delete (F11)

Use this to delete a requisition being maintained. A confirmation pop-up is displayed. Select **Delete (F11)** again to confirm.

Previous (F12)

Use this to return to the Requisitions Confirmation Selection window without updating.

Status (F14)

Use this to display the Requisitions Confirmation Status window.

Where Bought Enquiry (F15)

Use this to access the Purchase Management Where Bought Enquiry to show existing suppliers of the item. An option in that enquiry allows you to select a supplier and use it on the selected requisition. You are warned if an inactive or unauthorised supplier is selected.

Spend Limit Enquiry (F16)

Use this to display the Requisitioners Spend Details pop-up.

Press Enter to add or update a requisition. Select **Update (F8)** to confirm all updates.

Requisitions Confirmation Status Window

To display this window, select **Status (F14)** on the Requisition Confirmation Detail window.

This window displays the status of requisitions. You can add, change or delete requisitions.

The fields and functions are the same as those displayed on the Confirmation Status Detail window, with the exception of those documented below.

Fields

Table :

Note: *Use scroll right to display the fields as above. They are not displayed on initial entry.*

Requisitioner

This field either displays the requisitioner's user ID or is blank for requisitions created automatically.

Department

This field displays the department relating to the requisition.

Authoriser

This field displays the authoriser's user ID. This field is blank for automatically-generated requisitions or if the requisitioner had sufficient spend authority to make the requisition without further authorisation.

Reqn No

This field displays the requisition number.

Note: *When you select **Update (F8)**, the requisitioner's, or authoriser's, actual spend total is updated on the Authorisation Maintenance Record.*

Functions

Detail (F13)

Use this to display the Requisition Confirmation Details window.

Press Enter to add or update a requisition. Select **Update (F8)** to confirm all updates.

Requisitioners Spend Details Pop-up

To display this window, select **Spend Limit Enquiry (F16)** on the Requisition Confirmation Details window or on the Requisition Confirmation Status window.

Use this window to check a requisitioner's spend limits and actual spend this month.

Fields

Requisitioner

This field displays the requistioner's user ID.

Spend Limit per Requisition

This field displays the maximum value for an individual requisition by this requisitioner.

Spend Limit per Month

This field displays the maximum value allowed for requisitions per month for this requisitioner.

Actual Spend this Month

This field displays the amount spent by the requisitioner in the current month.

Select **Previous (F12)** to return to the Requisitions Confirmation Details window or Requisitions Confirmation Status window.

Requisitions Text Pop-up

To display this window, select the **Text** option for a requisition.

Fields

(Untitled)

Enter or amend text as required.

Position To

Use this to position the display at a particular line of text.

Insert/After

Use these fields to insert a number of lines of text after an existing line of text.

Delete/From

Use these fields to delete a number of lines of text from a particular point.

Functions

Refresh (F5)

Use this to re-set the text to that displayed on initial entry to this pop-up, i.e. to undo any modifications made before **Update (F8)** is selected.

Select **Update (F8)** to update the text and return to the Requisitions Confirmation Details window or the Requisitions Confirmation Status window.

Reservations/Linked Orders Enquiry Pop-up

To display this window, select the Reservations Enquiry option for a requisition.

Select **Previous (F12)** to return to the previous window.

Requisitions Authorisation [21/STRQP]

Use this task to authorise manual requisitions.

To do this, you must be defined as an authoriser to at least one requisitioner on the authorisation file.

Note: *Authorisation is not required for requisitions generated automatically from DRP, Inventory, MPS or MRP.*

Note: *Manual requisitions cannot become purchase orders until they have been authorised.*

Requisitions Authorisation Detail Window

To display this window, select the Requisitions Authorisation task.

Use this window to authorise outstanding requisitions.

Fields

Header

Authoriser

This field displays the authoriser's user ID.

Spend Limit per Reqn

This field displays the maximum net value that you can authorise for a single requisition.

Spend Avail this Mth

This field displays the total net value remaining that you can authorise this month.

Table

Select (Sel)

Enter one of the following:

1 - To authorise a requisition. The requisition is authorised when **Update (F8)** is selected.

2 - To transfer a requisition to another authoriser. The Change Requisitions Authoriser pop-up is displayed when **OK** is selected.

3 - To reject a requisition. The requisition is rejected when **Update (F8)** is selected.

5 - To display the Reservations/Linked Orders Enquiry pop-up. The Reservations/Linked Orders Enquiry pop-up is displayed when **OK** is selected.

Item

This field displays the item.

Supplier

This field displays the supplier, or internal supply centre, for the requisition.

SR

This field displays stockroom into which the requisitioned items will be received.

Qty/UoM

These fields display the requisitioned quantity and the displayed unit of measure.

Due

This field displays the due date for the requisition.

Reqn. Value

This field displays the total net value of the requisition.

CC

This field displays the currency code for the requisition.

Requisitioner

This field displays the user ID of the requisitioner.

Department

This field displays the department relating to the requisition.

Reqn. No.

This field displays the requisition number.

Delivery Type

This field displays the delivery type.

P. Off

This field displays the purchase officer assigned to the requisition.

Select **Update (F8)** to update the Requisition Records file.

Updates are performed as follows:

If you have entered 1 in the Sel field, the status of the requisition is updated to Authorised. The actual spend this month and the net requisition value are updated in the user's requisitioner record. If this requisition exceeds the authoriser's actual spend or value, this requisition is rejected.

If you have entered 3 in the Sel field, the status of the requisition is updated to Rejected.

If you have entered 2 in the Sel field, the requisition is transferred to another authoriser on the requisition authorisation record.

If you have entered 5 in the Sel field, press Enter to view the Reservations Enquiry pop-up (see Confirm Requisitions for details)

Note: *Audit records are created for all updates.*

Change Requisitions Authoriser Pop-up

To display this pop-up, enter 2 in the Selection field on the Requisition Authorisation Detail window and press Enter.

Use this pop-up to transfer the selected requisition to another authoriser.

Fields

To Authoriser

Enter the authoriser to whom you want to transfer the requisition. They should have sufficient authority to authorise the requisition.

Alternatively, use the prompt facility to select from the All Authorisers pop-up.

Select **Update (F8)** to transfer the requisition.

Create Purchase Orders [31/STRQP]

Use this to convert selected requisitions, from any source, to purchase orders, which can be processed in Style Purchase Management.

A new order is created for each supplier and order class combination.

If an order already exists for a supplier, but is not fully complete, the relevant requisitions are added as new lines on that order. However, if the New Order flag default value is **checked** on the PM company profile (Requisitions System Options), a completely new order is created.

Requisitions for different purchase officers can be combined onto a single order, depending on the rules of supplier and class, or split into different orders, depending on the Requisitioning company profile.

Requisitions which are for the same stockroom are consolidated onto the same purchase order.

When the requisition is converted into a purchase order line, the on-order quantity is updated for the stocked items in Inventory.

Only valid season codes will be derived for purchase orders generated from back-to-back requisitions. However, there is no attempt to ensure that the season on the demand order matches the season on the supply order.

You can audit newly created orders by using the New Orders (Audit Prior to Release) task in Purchase Management.

When creating purchase orders for import suppliers, the importing fields are defaulted for the supplier. If it is not possible to determine the import details, the order is still created with as much information as can be derived. The order class is set to that defined on the company profile for an import order regardless of the order class profile setting for sourced requisitions.

Note: *An import supplier is one who is defined to World Trade via Supplier Maintenance.*

Note: *Manual requisitions will not be transferred unless they have been authorised.*

Note: *Any requisitions with an error must be amended before they can be converted to orders.*

Create Purchase Orders Initial Window

To display this window, select the Create Purchase Orders task.

You use this window to select the order number range to be used for the session. This window will only be displayed when PURCHORDER has been defined as a reference type on the Inventory Descriptions file (type RFTP). Actual ranges are maintained using the Reference Numbers task.

Fields

Purchase Order Range

Enter the number range you wish to use.

Alternatively, use the prompt facility to select from the RFCD Reference Code pop-up.

Note: *Entry of this code is used only to identify the purchase order number range to be used. It does not affect the selection of requisitions in any way.*

Note: *The Range Code is the description associated with the type PURCHORDER for description entry RFTP.*

Press Enter to display the Create Purchase Orders Selection window.

Create Purchase Orders Selection Window

To display this window, press Enter on the Create Purchase Orders Initial window.

Use this window to select the requisitions to convert to purchase orders.

Fields

Note: *You can leave all the fields blank to select all authorised requisitions.*

Release Flag

You can optionally enter a release flag value to select only requisitions with that value.

Supplier

You can optionally enter a supplier code to select requisitions only for this supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Purchase Officer

You can optionally enter a purchase officer number to select only requisitions for that purchase officer.

Alternatively, use the prompt facility to select from the Select Purchase Officer pop-up.

Order Class

You can optionally enter an order class to select only requisitions for that class.

Alternatively, use the prompt facility to select from the ORDC Order Class pop-up.

Stockroom

You can optionally enter a stockroom code to select only requisitions for that stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Copy Text

Use this checkbox as follows:

Unchecked - To create order line text from the item description

Checked - To create order line text from the requisition text

Season

Note: *This field is only displayed when Seasonal Processing is checked on the PM company profile.*

Enter a season code if required.

Alternatively, use the prompt facility to select from the Select Season pop-up.

When a season code is entered, purchase orders will only be created from requisitions which have styles with the selected season code defined against them, and whose order date is within the purchase order start and end date defined for the season.

If no season code is entered, the first season found defined against the style whose purchase order dates are valid for the order date will be used. The header season will be taken from the first line.

Note: *In this situation, the Mixed Season on Orders flag will not be taken into consideration.*

Press Enter twice to validate the requisitions and submit a job to convert them to purchase orders.

Create Distribution Orders [32/STRQP]

Use this task to convert selected requisitions, either manually entered or generated by DRP, into distribution orders in Sales Order Processing.

A new distribution order will be set up for each DC stockroom supplied by the centre.

When the requisition has been converted into a distribution order, the on-order quantity is updated at the relevant DC stockroom in Inventory for the item.

The new distribution orders appear as normal orders in Sales Order Processing, except that the customer number will be one assigned specifically to the DC for which the internal order is required.

Note: *Manual requisitions will not be transferred unless they have been authorised.*

Caution: You can only use this task if DRP is installed.

Create Distribution Orders Selection Window

To display this window, select the Create Distribution Orders task.

Use this window to select the requisitions to convert into distribution order lines.

Fields

Release Flag

You can optionally enter a release flag value to select only requisitions with that value.

Centre

You must enter a DRP supply centre to select only requisitions supplied by this centre.

Alternatively, use the prompt facility to select from the Select DRP Centre pop-up.

Centre Stockroom

You can optionally enter a stockroom code to select only requisitions supplied by that stockroom. The stockroom must be defined to the DRP centre entered in the Centre field.

Alternatively, use the prompt facility to select from the DRP Stockrooms pop-up.

DC Stockroom

You can optionally enter an Inventory stockroom defined to a DC within DRP to select only requisitions for supply to this stockroom. This is useful if there are several stockrooms defined to a supply centre.

Alternatively, use the prompt facility to select from the DRP Stockrooms pop-up.

Purchase Officer

You can optionally enter a purchase officer number to select only requisitions for which the officer is responsible.

Alternatively, use the prompt facility to select from the Select Purchase Officer pop-up.

Lines per Order

You can optionally enter the maximum number of lines to be included on the distribution order. This field defaults to the maximum number specified on the DRP company profile.

Press Enter twice to validate and convert the requisitions into distribution orders.

Chapter 4 Enquiries

4

Requisitions Enquiry [1/STRQE]

You can use this task to enquire on all requisitions.

You can view the status and details of each requisition. You can also view purchase order lines generated from requisitions, requisition text, and sales order reservations.

Requisitions Enquiry Selection Window

To display this window, select the Requisitions Enquiry task.

Use this window to select the requisitions on which you want to enquire.

Fields

Note: *You can leave all of the fields blank to display all requisitions.*

All/Outstanding

You must select one of the following to specify the type of requisitions you want to display:

All (1) - To view all requisitions

Outstanding (2) - To view only requisitions that have not been converted into purchase orders

Release Flag

You can optionally enter a release flag value to display only requisitions with that flag.

Item

You can optionally enter an item code to display only requisitions for that item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Supplier

You can optionally enter a supplier code, or DRP supply centre, to display only requisitions for that supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Purchase Officer

You can optionally enter a purchase officer to display only requisitions for that purchase officer.

Alternatively, use the prompt facility to select from the Select Purchase Office pop-up.

Order Class

You can optionally enter an order class to display only requisitions for that order class.

Alternatively, use the prompt facility to select from the ORDC Order Class pop-up.

Stockroom

You can optionally enter a stockroom to display only requisitions for that stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Requisitioner

You can optionally enter a requisitioner's user ID to display only requisitions for that user.

Alternatively, use the prompt facility to select from the All Requisitioners pop-up.

Department

You can optionally enter a department to display only requisitions for that department.

Alternatively, use the prompt facility to select from the All Departments pop-up.

Press Enter to display the Requisition Enquiry Status window.

Requisition Enquiry Status Window

To display this window, press Enter on the Requisition Enquiry Selection window.

Use this window to enquire on selected requisitions.

Fields

Item

This field displays the requisitioned item.

Supplier

This field displays the external supplier or an internal supply centre.

SR

This field displays the stockroom relating to the requisition.

Qty/UoM

These fields display the order quantity and the appropriate unit of measure.

Price/UoM

These fields display the price and unit of measure for the requisition. DRP centrally supplied items are not priced.

Cur

This field displays the currency code for the supplier.

Requisitioner

This field displays the user ID of the requisitioner.

Department

This field displays the department relating to the requisition.

Authoriser

This field displays the user profile of the requisition authoriser.

Due

This field displays the expected delivery date for the items. This date is either calculated by Inventory, Manufacturing, or DRP, or entered manually.

P. Off

This field displays the purchase officer responsible for this requisition.

Req/Ord No

This field displays the order number associated with the requisition.

Status

This field displays one of the following to indicate the status of the line:

To be Authorised

Authorised

Rejected

Converted to Order

Deleted

Reserved

This field displays the quantity reserved if the requisition is a reservation against an existing purchase order.

Direct Delivery

If direct delivery is required for the Purchase Order, this field displays the value **Direct Delivery**.

Certificate of Conformance

This field is for future development. It is not currently used.

Options

Order Enquiry

Use this to display the purchase order line relating to this requisition on the Order Summary window.

Note: *This option is only available for requisitions that have been converted to orders and is therefore not displayed when you are enquiring only on outstanding requisitions.*

Text

Use this to view and maintain text on the Requisitions Text pop-up.

Reservations Enquiry

Use this to display the sales order reservation.

If a requisition is created in Conversational Order Entry for back-to-back or direct delivery processing, you can view any reservations against the corresponding sales order.

Functions

Details (F13)

Use this to display the Requisitions Enquiry Details window.

Select **Previous (F12)** to return to the Requisitions Enquiry Selection window.

Requisitions Enquiry Details Window

To display this window, select **Details (F13)** on the Requisitions Enquiry Status window.

The fields are the same as those displayed on the Requisition Enquiry Status window, with the exception of those documented below.

Fields

Cls

This field displays the order class for the requisition.

Rlsf.

This field displays the release flag value for each requisition. This value is user-defined in Purchase Management.

Description/Cost Code

This field displays the item description for stocked items, or the cost code for non-stocked items.

Disc.

This field displays the discount for the requisition.

Source

This displays one of the following to indicate the order source:

- Manual

- Inventory
- Production
- DRP
- SOP

Functions

Status (F14)

Use this to display the Requisition Enquiry Status window.

Select **Exit (F3)** to leave the enquiry.

Order Summary Window

To display this window, select **Order Enquiry** against a line on the Requisitions Enquiry Status window or the Requisitions Enquiry Detail window.

This window displays the purchase order line that has been raised from the selected requisition.

For more information on this window, refer to the Order Enquiry section in the Purchase Management product guide.

Select **Exit (F3)** to leave the enquiry.

Chapter 5 Reports

5

Requisitioning Reports

You can produce the following reports in Requisitioning:

- Requisitions report

  This details current requisitions, including or excluding those converted to supply orders, and featuring flexible sequencing and selection criteria.

- Requisitions to be Authorized report

  This lists of all requisitions awaiting authorisation.

***Note:** A listing of the Requisitioning Authorisation file is also available from the Authorisation Maintenance task.*

Requisitions [1/STRQR]

This report details the status of requisitions. You can specify the way in which to sequence the report and which requisitions to include.

The details printed for each requisition are:

- Purchase officer
- Order quantity and unit of measure
- Item
- Due date
- Unit price and unit of measure
- Value of requisition
- Item description

Total values are calculated for requisitions by:

- Purchase officer
- Supplier

- Department
- Requisitioner
- Company

Requisitions Report Selection Window

To display this window, select the Requisitions Report task.

Use this window to select the requisitions to be included on the report.

Fields

All/Outstanding

You must select one of the following to specify which requisitions to include on the report:

All (1) - To include all requisitions in the report

Outstanding (2) - To include only outstanding requisitions in the report

Sequence By

You must select one of the following to choose how you want to sequence the report:

Supplier (1) - To sequence the report by supplier

Purchase Officer (2) - To sequence the report by purchase officer

Department (3) - To sequence the report by department

Requisitioner (4) - To sequence the report by requisitioner

Note: *You can leave all of the following fields blank to include all requisitions.*

Release Flag

You can optionally enter a release flag value to limit the report to requisitions with that release flag value.

Item

You can optionally enter an item to include only requisitions for that item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Department

You can optionally enter a department to include only requisitions for that department.

Alternatively, use the prompt facility to select from the All Departments pop-up.

Supplier

You can optionally enter a supplier, or internal supply centre, to include only requisitions for that supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Requisitioner

You can optionally enter a user ID to include only requisitions raised by that person.

Alternatively, use the prompt facility to select from the All Requisitioners pop-up.

Purch. Offcr

You can optionally enter a purchase officer to include only requisitions for which they are responsible.

Alternatively, use the prompt facility to select from the Select Purchase Officer pop-up.

Order Class

You can optionally enter an order class to include only requisitions of that class.

Alternatively, use the prompt facility to select from the ORDC Order Class pop-up.

Stockroom

You can optionally enter a stockroom to include only requisitions for that stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Error Status

You can select one of the following:

All (blank) (default) - To select all requisitions

Valid (1) - To select only requisitions with no error flags set

Invalid (2) - To select only requisitions with one or more error flags set

You can leave this field blank to select both valid and invalid requisitions.

Press Enter to submit the report.

Requisitions to be Authorised [11/STRQR]

Use this task to produce a report listing all requisitions that have not yet been authorised.

Select **Confirm Submit (F8)** to submit the report.

Chapter 6 Utilities

6

Requisitions Purge [1/STRQU]

You can use this task to delete all requisitions that have not been actioned by a specified date.

Requisitions Purge Window

To display this window, select the Requisitions Purge task.

Use this task to delete inactive requisitions up to a specified date and produce an audit report listing the deleted requisitions.

Fields

Company Code

Enter the code of the company from which to delete requisitions. This defaults to the current company. You can leave this field blank to delete requisitions from all companies.

Purge Date

Enter the date up to which you want to delete all inactive requisitions. This field defaults to the current date.

Select **Update (F8)** to delete the requisitions and generate the audit report.

Enterprise Orders Restart [2/STRQU]

If any errors occur in the creation of requisitions and purchase orders, the automatic creation of supply sales orders needs to be re-started once the errors have been corrected. This task provides a list of orders in error and the facility to delete or re-submit them.

Enterprise Orders Restart Window

To display this window, select the Enterprise Orders Restart task.

Fields

Select (Sel)

Select one of the following:

Select - To re-process the requisition

Delete - To delete the requisition

Priority

Lines may be prioritised by amending the value shown here. The standard default is 50.

Select **Update (F8)** to update all the selected lines.

Appendix A Glossary

A

Authoriser

The person responsible for sanctioning a manual requisition

Centre

A site within the company which acts as a central supply source by stocking and shipping items to regional DCs as required

DC

A distribution centre dealing directly with customers orders, whilst normally holding minimal stock

DC Stockroom

This is an Inventory stockroom which is located at, and defined to a DC. These are often referred to as branch warehouses.

Department

The part of the company for which the requisitioned items are required

Distribution Order

An internal sales order, raised on a centre to satisfy the requirements of a particular DC

Due Date

The date on which the goods are required for delivery

Error Status

This is used to distinguish between valid and invalid requisitions. If the item supplier purchase officer or item/supplier combination does not exist for a particular requisition, it is considered invalid. If all exist, it is a valid requisition. This is used for selection purposes.

Item

The requisitioned item represented by a unique code

Manual Requisition

A requisition that has been entered directly into this application, that is, not generated from any external applications

Model

A method of defining a view of the supply and demand for scheduling purposes within the MPS and MRP applications

Network

A code representing the DRP Supply Network which identifies the centre, and all DCs which the centre supplies

Order Class

This specifies if the order is a stocked order, non-stocked order or service order.

1-4 represent stock orders.

5-8 represent non-stock orders (where 6 is a service order).

Outstanding Requisition

A requisition which has not yet been converted into an order nor deleted

Purchasing Officer

The person who is responsible for the purchasing control of particular items within this application

Release Flag

A user-defined code to control the release of requisitions into an order

Requisition

A request for supply of an item

Requisitioner

The person responsible for creating a manual requisition

Source

The origin of a requisition

A requisition may be created in requisition confirmation or be sourced from one of the interfacing System21 applications.

Status

This is the current stage of a (manual) requisition.

It can be:

To be Authorised

Authorised

Rejected

Converted to Order

Deleted

Stockroom

A code representing the Inventory stockroom for which the requisitioned item is required

Supplier

A code representing the supplier, which must be valid in the Supplier Master file, or a valid DRP centre for items supplied within the company