

Oracle[®] Process Manufacturing Purchase Management

Release11.0

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Oracle® Process Manufacturing Purchase Management

Part No. A69935-01

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Thank you for helping us improve our documentation.

Purchase Management Preface

Purchase Management Welcome

Welcome to the *Oracle Process Manufacturing Purchase Management*.

This user's guide includes the information you need to work with Oracle Process Manufacturing (OPM) Purchase Management effectively.

This preface explains how this user's guide is organized and introduces other sources of information that can help you.

About Purchase Management

This guide contains overviews as well as task and reference information about OPM Purchase Management. This guide includes the following chapters:

- Purchase Management Setup in OPM
- Receiving
- Returns
- Reports and Requests
- Purchase Management Integration Setup in Oracle Applications
- Purchase Order Entry in Oracle Applications
- Appendixes

Audience for Purchase Management

This guide assumes that you have a working knowledge of your business area's processes and tools. It also assumes that you are familiar with OPM Purchase Management. If you have never used Purchase Management, we suggest you attend one or more of the Oracle Process Manufacturing training classes available through World Wide Education. For more information about OPM Purchase Management and Oracle training see Other Information Sources.

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

Conventions

Bolded Text

Buttons, fields, keys, menus, and selections are bolded in procedures only. For example: To access the next form click **OK**. Otherwise, references to these features appear in regular type.

Additional Menu Options

Only nonstandard menu options are discussed. Standard menu bar options (such as Save) are not discussed. These standard options are described in the Oracle Applications User's Guide. Only menu options unique to the use of the specific form are discussed.

Field References

References to fields within procedures are in bold type. References within the body of this guide appear in regular type.

Keyboard Mapping

Some keyboards have an Enter key, while some have Return key. All references to this key appear as Enter.

Required Fields

The word "Required" appears as the last word in the field descriptions of all required fields. When the field is required contingent on the entry in another field, or only in specific situations, "Required if..." is the last sentence of the field description.

Fields Reserved for Future Use

Fields with no current processing implications are referenced by the statement, "This field is not currently used" or "Reserved for future use" is shown. Do not use these fields for your own reference data, because there are plans to link future functionality to these fields. Fields intended for informational use only are referenced by the statement, "This field is for informational purposes only".

Pending/Completed Transactions

Discussions about processing transactions that use the words 'pending' and 'completed' refer to the status of a transaction. Pending and completed do not refer to the database tables that are updated as a result of transactions (for example, some completed transactions are stored in the Pending Transactions table).

Procedures

Each chapter contains a procedure with numbered steps. Any actions which are subordinate to a step are assigned letters.

Note: You can customize your Oracle Application, therefore, all procedures are suggestive only. Navigate to forms and between responsibilities in a way that works best for your particular setup. Also note that fields may appear on your screen in a different order than they are discussed in this guide.

Oracle Process Manufacturing Glossaries

A module-specific glossary is included.

Use of Word "Character"

The word "character" means an alphanumeric character. Characters that are numeric or alphabetic only are referenced specifically.

Note: Depending on your system security profile, you may not have access to all of the forms and functions described in this guide. If you do not see a menu option described in this guide, and you want access to it, contact your System Administrator.

Do Not Use Database Tools to Modify Oracle Applications Data

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

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

Consequently, we strongly recommend that you never use SQL*Plus or any other tool to modify Oracle Applications data unless otherwise instructed by Oracle Support Services.

Information Sources Related to Purchase Management

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding Purchase Management.

Online Documentation

All Oracle Applications documentation is available online on CD-ROM, except for technical reference manuals.

All user's guides are available in HTML and paper. Technical reference manuals are available in paper only. Other documentation is available in paper and sometimes PDF format.

The content of the documentation remains the same from format to format. Slight formatting differences could occur due to publication standards, but such differences do not affect content. For example, page numbers are included in paper, but are not included in HTML.

The HTML documentation is available from all Oracle Applications windows. Each window is programmed to start your web browser and open a specific, context-sensitive section. Once any section of the HTML documentation is open, you can navigate freely throughout all Oracle Applications documentation. The HTML documentation also ships with Oracle Information Navigator (if your national language supports this tool) which enables you to search for words and phrases throughout the documentation set.

Other Information Sources

OPM Purchase Management shares business and setup information with other Oracle products. The following Oracle Applications guides might be useful when you are setting up and using OPM Purchase Management.

- Oracle Applications User's Guide

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

- Oracle Applications Flexfields Guide
This guide provides flexfields planning, setup and reference information for the implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.
- Oracle Workflow
This guide provides information about the Oracle Workflow product. It provides guidance and assistance for automating and routing information of any type according to business rules.
- Oracle Applications System Administrators Guide
This guide provides planning and reference information for the Oracle Applications System administrator. It contains information on how to define security, customize menus and online help text, and manage processing.

Oracle Process Manufacturing Guides

The following is a list of the documentation in each product group of OPM release 11.0.

System Administration and Technical Reference

- *Oracle Process Manufacturing Implementation Guide*
- *Oracle Process Manufacturing Technical Reference Manuals*

OPM Inventory Control

- *Oracle Process Manufacturing Inventory Management User's Guide*
- *Oracle Process Manufacturing Physical Inventory User's Guide*
- *Oracle Process Manufacturing EC Intrastat User's Guide*

OPM Process Execution

- *Oracle Process Manufacturing Production Management User's Guide*
- *Oracle Process Manufacturing Process Operations Control User's Guide*

OPM Product Development

- *Oracle Process Manufacturing Formula Management User's Guide*
- *Oracle Process Manufacturing Laboratory Management User's Guide*
- *Oracle Process Manufacturing Quality Management User's Guide*

OPM Logistics

- *Oracle Process Manufacturing Order Fulfillment User's Guide*
- *Oracle Process Manufacturing Purchase Management User's Guide*

OPM Process Planning

- *Oracle Process Manufacturing Forecasting User's Guide*
- *Oracle Process Manufacturing Capacity Planning User's Guide*
- *Oracle Process Manufacturing MPS/MRP User's Guide*

OPM Financials

- *Oracle Process Manufacturing Cost Management User's Guide*
- *Oracle Process Manufacturing, Manufacturing Accounting Controller User's Guide*
- *Oracle Process Manufacturing Accounting Setup User's Guide*
- *Oracle Process Manufacturing and Oracle Financials Integration*
- *Oracle Process Manufacturing and Oracle Financials Implementation Guide*

Other Sources

Training

We offer a complete set of formal training courses to help you and your staff master OPM Purchase Management and reach full productivity quickly. We organize these courses into functional learning paths, so you take only those courses appropriate to your job's area of responsibility.

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

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Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, sales and service management.

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

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education and support services in over 140 countries around the world.

Thank You

Thank you for choosing Oracle Process Manufacturing Purchase Management and this user's guide.

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Common Purchasing Overview

Common Purchasing - Overview

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

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

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

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

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

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

Common Purchasing Business Process

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

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

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

- Accurate quotations, purchase orders, and payments
- Vendor selection and performance measurement
- Strategic sourcing
- Electronic and Internet purchasing

Common Purchasing Management Workflow

The Oracle Purchasing module is used for:

- requisitioning expense, production, and MRO items.
- purchasing for expense, production and MRO items.
- receiving and returns for expense and MRO items.

The OPM Purchase Management module is used for:

- receiving and returns of production items.
- creating and viewing of MRP action messages.
- creating requisitions from approved MRP action messages.

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

- a purchase order is created and approved for the first time.
- lines and shipments are added (and upon reapproval).
- the buyer, payment terms, ship via, FOB or freight terms are changed on the purchase order header (and upon reapproval).
- the shipment number, ship-to, quantity, promise date, need-by date, last accept date, shipment price, or taxable flag are changed on the shipment line (and upon reapproval).

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

- Specifying QC grades on a purchase order line.
- Displaying purchase quantities in a unit of measure for an item and in the dual unit of measure on a purchase order line if the item is dual unit of measure controlled.
- Entering acquisition costs for a purchase order shipment line.

Common Purchasing between Oracle and OPM

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

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

Common Purchasing Blanket Purchase Agreements

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

Oracle Blanket Purchase Orders do not have a release schedule. However, Oracle Planned Purchase Orders can be used in place of Oracle Blanket Purchase Orders and are synchronized to OPM when they are approved. Oracle Planned Purchase Orders let you establish a schedule that is similar to a release schedule allowing OPM MRP to plan for unreleased Planned Purchase Orders.

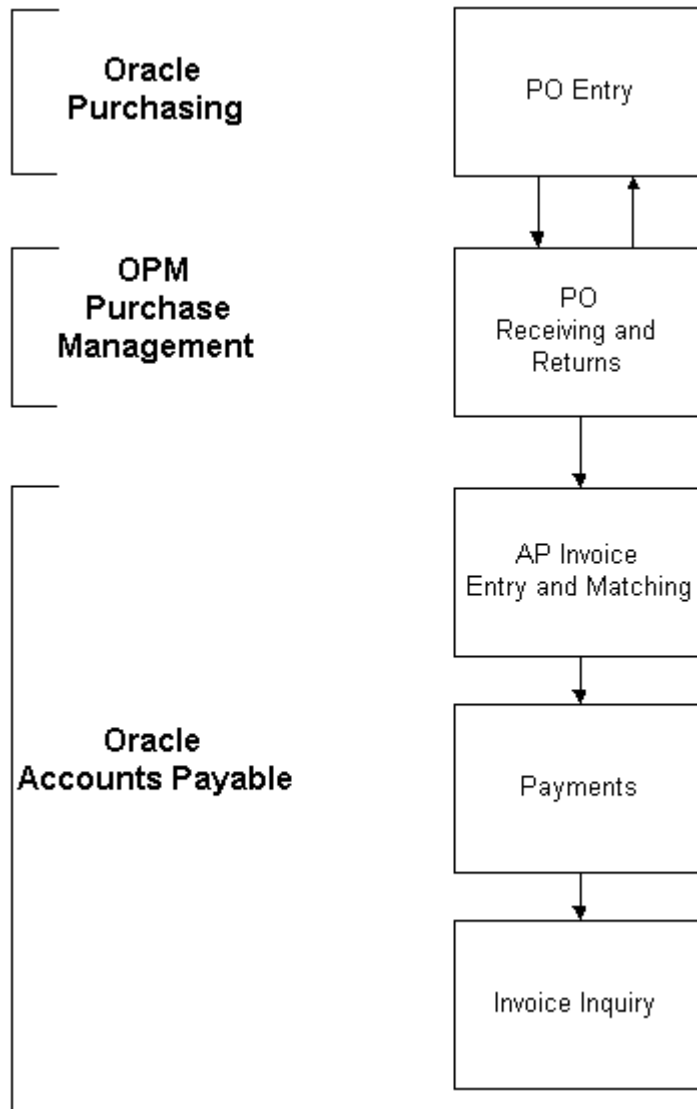
Common Purchasing Blanket Purchase Agreements Diagram

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

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

Common Purchasing Flow Diagram

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



Common Purchasing Setup

Common Purchasing - Required Setup

Review this chapter thoroughly before setting up Oracle Purchasing. You must adhere to the set up requirements listed here for Common Purchasing to work.

You must set up OPM Purchase Management, Oracle Purchasing, and OPM and Oracle Financials Integration before using Common Purchasing.

You must set up the information listed for each module in Oracle Applications and OPM before you can successfully create and synchronize POs between Oracle Purchasing and OPM Purchase Management.

Required Setup in Oracle Purchasing

You must set up the standard information for Oracle Purchasing according to the *Oracle Purchasing User's Guide*, "Setting Up" chapter. The instructions listed below are Common Purchasing-specific; they supplement the *Oracle Purchasing User's Guide*, but do not replace it. In addition, the step numbers used below correspond to the step numbers listed in the *Oracle Purchasing User's Guide*, "Setting Up" chapter.

Note: Enter all codes that are synchronized with OPM into Oracle Applications in uppercase, otherwise they can only be used in OPM by selecting them from a lookup. You cannot use lowercase in any OPM applications.

Step 3 - Define Currencies

Currencies cannot exceed 4 characters because they are saved to OPM via a trigger.

Step 3 - Define Exchange Rates and Exchange Rate Types

Enter exchange rates and exchange rate types in Oracle GL. They are saved to OPM via a trigger.

- Enter conversion rate types in uppercase if not numeric.
- Conversion rates cannot exceed 4 characters and exchange rate type descriptions cannot exceed 70 characters because they are passed to OPM.
- If your implementation is using multi-currency for Sales Order Processing, then daily conversion rates must exist for the ship dates on the OPM Sales Order.

Step 4 - Set up Organizations

Define one inventory organization for Oracle Purchasing by bringing up the Setup Business Group Organization. This is seed data in Oracle Applications. Designate this organization as an Inventory Organization.

Step 12 - Define Locations

Enter additional locations for receiving MRO or expense items only. Warehouses that you store items in are entered in OPM and saved as bill to and ship to locations in Oracle Purchasing via a trigger.

Step 13A - Define Payment Terms

Enter payment terms in Oracle Accounts Payable. They are synchronized to OPM Purchase Management via OPM Financials Integration Data synchronization.

- Payment terms codes can be up to 15 characters.
- Descriptions can be up to 40 characters.
- Use the % Due, % Discount, and Days columns only to establish the payment terms code.

Step 15 - Set up Lookups and Classes for FOB Codes

Enter the Oracle Accounts Payable FOB Codes. OPM synchronizes only the AP FOB Codes. FOB codes correspond to the OPM Order Fulfillment FOB codes used on purchase orders and sales orders. See the "Defining Lookup Codes" topic in the Oracle Purchasing User's Guide for detailed information.

Step 17 - Set up the Vendor GL Class Descriptive Flexfield Validation Set (Optional)

Add the Vendor GL Class descriptive flexfield to the Vendor Site screen. Enter up to 8 characters in uppercase. This field is required if Vendor GL Class is used in Account Mapping in OPM. Otherwise, it is optional. For existing AP installs, verify that Attribute 1 is not being used for any other descriptive flexfields for the Vendor Form and the Vendor Site form.

Field Name	Value
Value Set Name	vend_glclass
Description	Vendor GL Class
Format Type	Char
Maximum Size	8
Uppercase only (A-Z)	Yes
Validation Type	Table

Field Name	Value
Table Application	Oracle Payables
Table Name	po_vgld_cls
Table Columns Value	vendgl_class
Type	Char
Size	8
Table Columns Meaning	vendgl_class_desc
Type	Varchar2
Size	70

Define the Descriptive Flexfield Segments for Vendor GL Class. This descriptive flexfield must be assigned to ATTRIBUTE1. If you already have a descriptive flexfield assigned to ATTRIBUTE1, it must be moved to another open attribute in the table. Query on the title Vendor Sites to display the descriptive flexfiled for Vendor GL Class.

Field Name	Value
Application	Oracle Purchasing
Title	Vendor Sites
Freeze Flexfield Definition	No
Prompt	Context
Value Required	No
Default	(blank)
Override Allowed	No
Reference Field	(blank)

Select Segments and Open, and then enter the following information:

Field Name	Value
Name	GL Class
Description	Vendor GL Class
Enable	Yes
Column	ATTRIBUTE1
Number	1
Displayed	Yes
Value Set	vend_glclass
Description	Vendor GL Class
Default Type	(blank)
Default Value	(blank)
Required	Yes (optional)
Security Enabled	No
Range	(blank)
Display Size	8
Description Size	50

Freeze the flexfield and save it.

Step 20 - Define Items

Enter MRO items only. Production items are entered in OPM Inventory management and saved to the Oracle Applications item master via a trigger.

Step 25 - Define Suppliers

Define vendors in Oracle AP or Purchasing. The combined supplier number and supplier site name are saved as the vendor number in OPM Purchase Management via Data Synchronization.

Note: The OPM system profile value GL\$VEND_DELIMITER is set to - as the default. The default separator is for the supplier and supplier site name combination. You can change the value as long as the separator has not already been used in synchronization.

- The supplier name equals the OPM vendor name.
- The supplier name can be up to 40 characters.
- The supplier number can be up to 16 characters.
- If the number is alphanumeric, be sure to use uppercase.
- The supplier number, hyphen or other delimiter , site name combination can be up to 32 characters.
- The AP supplier site name can be up to 15 characters.

- The OPM vendor default currency equals the AP corporate supplier invoice currency.
- The pay site equals the OPM pay to vendor.
- The purchasing site equals the OPM ship to vendor.
- The state and country code (not the description) are verified against the OPM geography code, sy_geog_mst. The state and country code are maintained in the same column in sy_geog_mst.
- The state code can be up to 4 characters.
- The postal code can be up to 16 characters.
- If you are using vendor GL class in the OPM Manufacturing Accounting Controller account mapping, you must enter a vendor GL class descriptive flexfield to the Vendor Site form in Oracle Accounts Payable or Purchasing. See the *OPM Financials Integration Implementation Guide* for detailed information.
- OPM only synchronizes suppliers with a supplier type vendor or with a blank vendor type.

Required Setup in OPM

You must set up the information listed for each module in OPM. See the user's guides listed for each OPM module for detailed information on setting up the required items.

OPM System Administration

See the *OPM Implementation User's Guide* for detailed information on setting up:

Document Ordering

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

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

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

- PORD - Purchase Orders (manual only)
- PBPO - Blanket Purchase Orders (manual only)
(called planned purchase orders in Oracle Purchasing)
- RECV - Receipts (manual or automatic)
- RTRN - Returns (manual or automatic)

Organizations

Define the OPM organizations that purchase goods. Multiple OPM organizations can be mapped to a single operating unit in Oracle Purchasing.

Reason Codes

Define codes to indicate why actions were taken. These reason codes are used in OPM Receiving and Returns.

Units of Measure

Define categories of units of measure such as mass, volume, or count. Units of measure are automatically synchronized with Oracle Applications via a trigger. The first UOM entered for each UOM type is the Base Unit of Measure.

Note: While OPM uses 4-character Unit of Measure (UOM) codes, Oracle Applications use 3-character UOMs. Use the OPM system profile value SY\$OF_UOM_TRIM_CHAR to specify which character to trim from the OPM UOM during OPM GL Synchronization. The default is 3; however, you can specify any character from 1 through 4.

Unit of Measure Types

Define categories of units of measure such as mass, volume, or count. Unit of measure types are automatically synchronized with Oracle Applications via a trigger.

System Profile Values

The following system profile values are used in Common Purchasing. You must ensure that you have set them up as described below. See the *OPM Implementation User's Guide* for detailed information on system profile values.

System Profile Value	Setting
GL\$FINANCIAL_PACKAGE	ORAFIN
GL\$VEND_DELIMITER	Default separator for the supplier and supplier site name combination is -. You can change the value as long as the separator has not already been used in synchronization.
IC\$_DEFAULT_LOCT	Enter a default location code.
PO\$SHIPUOM	LB
PO\$DEFER_ACCT_MAP	0
PO\$RECV_CLOSE	1.0
PO\$REORDER	0
SY\$DEFAULT_ORGN	Enter a default organization.
SY\$OF_UOM_TRIM_CHAR	Default is 3. Can enter any number from 1-4 to trim the 4-character UOM name to 3 characters to fit Oracle Applications UOM codes. 1-4 indicates which character of the 4 digit OPM codes are trimmed.
SY\$ZERODATE	Default is 01-JAN-1970.

OPM Inventory Management

See the *OPM Inventory Management User's Guide* for detailed information on setting up:

Inventory Calendar

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

- You can create purchase orders only if the agreed or promised delivery date falls within an open inventory period.
- You can create, void, or adjust receipts if the date received on the original inventory transactions falls within an open period. If the receiving date on the original transaction falls within an open period, then that date is used. If not, the current date is written to the date received on the inventory transaction.
- You can only process returns if the return date falls within an open inventory period.

Items

Production items are saved to the Oracle Applications Item Master via a trigger. Purchasing defaults can be modified in Oracle Applications. Define the characteristics of the items that will be purchased, such as:

- Whether the item uses single or dual unit of measure controlled.
- The item's primary unit of measure.
- The item's secondary unit of measure if dual unit of measure controlled.
- Whether the item is lot controlled.
- Whether the item is subplot controlled.
- Whether the item is location controlled.

Item/Lot Unit of Measure Conversions

Item/Lot Unit of Measure Conversions are saved to the Oracle Applications via a trigger. Define unit of measure conversions to purchase or receive items in different unit of measure types from their primary unit of measure types or to apply dual unit of measure control with different unit of measure types.

The secondary quantity on a purchase order in Oracle Purchasing is calculated using only item-level conversions. The secondary quantity and UOM are displayed in descriptive flexfields on the purchase order line.

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

See the *OPM Implementation Guide* for detailed information about UOM entry and conversion.

Lot/Sublot Control

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

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

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

Location Control

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

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

Warehouses

Define the warehouses that you store items in. Warehouses are saved as bill to and ship to locations in Oracle Purchasing via a trigger.

OPM Purchase Management

See the "Purchase Management Setup in OPM" chapter in this user's guide for detailed information on setting up:

Vendor Class Codes

Identify the class codes that you use to group vendors with similar characteristics and requirements.

Vendor GL Class Codes

Identify the general ledger class codes that you use to group vendors that share the same account mapping requirements.

Vendor Trade Class Codes

Identify the vendor trade class codes that you use to group vendors that share the same trade requirements.

Purchase Acquisition Costs

Identify the codes for additional costs associated with purchase order shipments such as taxes, duty, and freight.

OPM Order Fulfillment

See the *OPM Order Fulfillment User's Guide* for detailed information on setting up:

Freight Bill Methods

Identify how to bill for freight charges. Freight bill methods are saved as freight terms in Oracle Accounts Payable via a trigger.

Carriers (Shippers)

Identify who physically ships goods. Carriers are saved as freight carriers in Oracle Purchasing via a trigger.

Optional Setup in Order Fulfillment

If you want to use the following Order Fulfillment-related codes, set them up before using Purchase Management. See the *OPM Order Fulfillment User's Guide* and the online help topics for the appropriate forms.

Shipping Methods

Identify how the goods are shipped such as by air or freight.

Ports

Identify embarkation and debarkation ports.

Optional Setup in Cost Management

If you want to use the following Cost Management -related codes, set them up before using Purchase Management. See the *OPM Cost Management User's Guide* and the online help topics for the appropriate forms.

Component Classes

Define component classes in OPM Cost Management. You can then enter these component classes on acquisition costs for costing purposes.

Analysis Codes

Define analysis codes in OPM Cost Management. You can then enter these analysis codes on acquisition costs for costing purposes.

Common Purchasing Synchronization

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

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

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

OPM Financials Integration Data Synchronization

Run the OPM Financials Integration Data Synchronization when you make changes to the following fields to synchronize them with OPM:

- Vendors
- Vendor Associations
- AP FOB Codes
- AP Terms Codes

Post Installation Information

You must complete the following steps to enable the Acquisition Cost Entry form in Oracle Purchasing.

First, to update your CUSTOM.pll file:

1. Merge the differences in the \$AU_TOP/resource/CUSTOM.pll and the TMCUSTOM.pll files.
2. Recompile the modified custom.pll.

Next, to set up the form:

1. Select the Oracle Applications Application Developer responsibility. You may have to set up this responsibility if it does not already exist.
2. Navigate to the Application Forms form and verify that GMLACQCE exists. If it does not, you must add it.
 - In the Form column, enter GMLACQCE.
 - In the Application column, enter Oracle Process Manufacturing.
 - In the User Form Name column, enter OPM Common Purchasing Acquisition Cost Line Entry.
3. Save the form.
4. Navigate to the Form Functions form and verify that GMLACQCE_F exists. If it does not, you must add it.
 - In the Function column, enter GMLACQCE_F.
 - In the User Function Name column, enter OPM Common Purchasing Cost Line Entry.
 - In the Type column, enter FORM.
5. Save the form.
 - Navigate to the Menus form and query the PO_SUPERUSER_GUI menu. Verify that the OPM Common Purchasing Cost Line Entry function exists on the Menus form. If it does not, you must add it.
 - In the Function column, enter OPM Common Purchasing Cost Line Entry.
6. Save the form.

Purchase Management Setup in OPM

Required Setup in Purchase Management

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

Defining Vendor Classes

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

Defining Vendor Classes - Procedure

To enter vendor classes:

1. Navigate to the **Vendor Classes** form.
2. Complete the fields as described in the Vendor Classes Form - Fields topic.
3. Save the form.

Vendor Classes Form - Fields

The fields describe the Vendor Classes form in detail.

Class

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

Description

Enter the description for the vendor class. Required.

Finding Vendor Classes

Use the Find Vendor Classes form to locate vendor classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Vendor Classes - Procedure

To find vendor classes:

1. Navigate to the **Vendor Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Vendor Classes Form - Fields topic.
4. Click **Find**. The vendor classes that meet your criteria are displayed on the Vendor Classes form.

Find Vendor Classes Form - Fields

The fields describe the Find Vendor Classes form in detail.

Vendor Class

Enter the vendor class code.

Marked for Deletion

- Select Yes to display vendor classes that are marked for deletion.
- Select No if you do not want to display vendor classes that are marked for deletion.

Defining Vendor General Ledger Classes

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

Defining Vendor General Ledger Classes - Procedure

To enter vendor general ledger (GL) classes:

1. Navigate to the **Vendor General Ledger (GL) Classes** form.
2. Complete the fields as described in the Vendor General Ledger Classes Form -Fields topic.
3. Save the form.

Vendor General Ledger Classes Form - Fields

The fields describe the Vendor General Ledger Classes form in detail.

Vendor Class

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

Description

Enter the description for the vendor general ledger class.

Finding Vendor General Ledger Classes

Use the Find Vendor General Ledger Classes form to locate vendor general ledger classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Vendor General Ledger Classes - Procedure

To find vendor general ledger classes:

1. Navigate to the **Vendor GL Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Vendor GL Classes Form - Fields topic.
4. Click **Find**. The vendor general ledger classes that meet your criteria are displayed on the Vendor GL Classes form.

Find Vendor GL Classes Form - Fields

The fields describe the Find Vendor General Ledger Classes form in detail.

Vendor Class

Enter the vendor general ledger class code.

Marked for Deletion

- Select Yes to display vendor general ledger classes that are marked for deletion.
- Select No if you do not want to display vendor general ledger classes that are marked for deletion.

Defining Vendor Trade Classes

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

Defining Vendor Trade Classes - Procedure

To enter vendor trade classes:

1. Navigate to the **Vendor Trade Classes** form.
2. Complete the fields as described in the Vendor Trade Classes Form -Fields topic.
3. Save the form.

Vendor Classes Form - Fields

The fields describe the Vendor Classes form in detail.

Class

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

Description

Enter the description for the trade class.

Finding Vendor Trade Classes

Use the Find Vendor Trade Classes form to locate vendor trade classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Vendor Trade Classes - Procedure

To find vendor trade classes:

1. Navigate to the **Vendor Trade Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Vendor Trade Classes Form - Fields topic.
4. Click **Find**. The vendor trade classes that meet your criteria are displayed on the Vendor Trades Classes form.

Find Vendor Trade Classes Form - Fields

The fields describe the Find Vendor Trade Classes form in detail.

Vendor Class

Enter the vendor trade class code.

Marked for Deletion

- Select Yes to display vendor trade classes that are marked for deletion.
- Select No if you do not want to display vendor trade classes that are marked for deletion.

Defining Purchase Acquisition Costs in OPM Purchase Management

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

Defining Purchase Acquisition Costs in OPM - Procedure

To define purchase acquisition costs:

1. Navigate to the **Purchase Acquisition Costs** form.
2. Complete the fields as described in the Purchase Acquisition Costs Form in OPM - Fields topic.
3. Save the form.

Purchase Acquisition Costs Form in OPM - Fields

The fields describe the Purchase Acquisition Costs form in detail.

Cost Code

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

Description

Enter the cost description for the cost code.

Component Class

Enter the code for the component class for this cost.

Analysis Code

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

Acquisition Cost Indicator

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

Finding Purchase Acquisition Costs

Use the Find Purchase Acquisition Costs form to locate acquisition cost codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Purchase Acquisition Costs - Procedure

To find acquisition cost codes:

1. Navigate to the **Purchase Acquisition Costs** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on Find Purchase Acquisition Costs Form - Fields topic.
4. Click **Find**. The first acquisition cost that meets your criteria is displayed on the Purchase Acquisition Costs form. Press **PgDn** to view each additional record.

Find Purchase Acquisition Costs Form - Fields

The fields describe the Find Purchase Acquisition Costs form in detail.

Cost Code

Enter the acquisition cost code.

Component Class

Enter the code for the component class associated with this cost.

Analysis Code

Enter the cost analysis code associated with this cost.

Acquisition Cost Indicator

- Select **Included** to display acquisition costs that are charged to an inventory account.
- Select **Not Included** to display the acquisition costs that are charged to an expense account.

Marked for Deletion

- Select **Yes** to display acquisition costs that are marked for deletion.
- Select **No** if you do not want to display acquisition costs that are marked for deletion.

Entering Acquisition Costs in Oracle Purchasing

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

Entering Purchasing Acquisition Costs in Oracle Purchasing - Procedure

To enter acquisition costs:

1. On Oracle Purchasing Shipments form, choose **Zoom** on the Action menu. The Acquisition Cost Entry form is displayed.
2. Complete the fields as described in the Acquisition Cost Entry Form - Fields topic.
3. Save the form.

Acquisition Cost Entry Form in Oracle Purchasing - Fields

PO Number

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

Line Number

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

Shipment Number

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

Item

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

UOM

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

Total Cost

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

Cost Code

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

Description

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

Amount

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

Included

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

Entering Purchase Orders

Entering Purchase Orders

Purchase orders are requests to purchase items from a vendor. See the *Oracle Purchasing Users Guide*, "Purchase Orders" and "Approval, Security, and Control" chapters for detailed information on creating and approving purchase orders. See the "Receiving a Purchase Order" chapter in *OPM Purchase Management User's Guide* for detailed information about receiving a PO.

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

Creating Purchase Orders in Oracle Applications - Procedure

See the *Oracle Purchasing Users Guide*, "Purchase Orders" and "Approval, Security, and Control" chapters for detailed information on creating and approving purchase orders.

To create a purchase order you must:

- Enter or verify OPM-specific information in flexfields on the PO header or lines. The flexfields are seeded as part of Common Purchasing in Oracle Purchasing and do not require additional setup.
 - Organization
 - QC Grade
 - Order Qty1
 - Order UM1
 - Order Qty2
 - Order UM2

- Enter shipment lines. Shipment Lines can have different ship to locations. Shipment lines can be in different OPM organizations from the PO header; however, they must be in the same set of books.
- Confirm that the OPM warehouses that your suppliers ship to are locations in Oracle Purchasing.
- Enter distributions
- Save the PO
- Approve the PO
- View the OPM Common Purchasing Synchronization log to see information about any errors that occur during synchronization.
- Receive the PO as a standard or quick receipt in OPM.
- Verify the receipt
- Continue to run the OPM Financials Integration Data Synchronization for vendors, AP FOB codes, and AP Terms codes when data is created or changed.

Viewing the OPM Common Purchasing Synchronization Log

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

See also the "Running the PO Resubmission Request" and the "Running the Receipts Resubmission Request" topics in the Reports and Requests chapter of OPM Purchase Management User's Guide for detailed information on manually resubmitting purchase order and receipt information that has been changed.

OPM Common Purchasing Synchronization Error Log Files - Fields

PO

Displays the PO number.

Line

Displays the line number on the PO.

Shipment

Displays the shipment number on the PO.

Revision

Displays the revision number.

Time

Displays the date and time the report was run.

Error Message

Displays the error message and description.

Troubleshooting Purchasing Synchronization Error Messages

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

See the "Running the PO Resubmission Request" and the "Running the Receipts Resubmission Request" topics in the Reports and Requests chapter of OPM Purchase Management User's Guide for detailed information on manually resubmitting purchase order and receipt information that has been changed.

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

Failed Synchronization Error Message	Action
Organization code <i>X</i> is invalid.	<p>To avoid the error: Make sure that the OPM organization code has been entered in the PO Header flexfield.</p> <p>To correct the error and resynchronize the PO: Correct the organization in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.</p>
To warehouse <i>X</i> is not found in OPM.	<p>To avoid the error: Select only ship to sites that are warehouses in OPM. The LOV can contain Ship to locations that are not warehouses in OPM.</p> <p>To correct the error and resynchronize the PO: Correct the to warehouse in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.</p>
Pay vendor site <i>X</i> is not found in	To avoid the error:

Failed Synchronization Error Message	Action
OPM.	<p>Enter vendors that are valid in OPM. Run the OPM Financials Integration GL SYNCH for vendors before creating POs with new vendors.</p> <p>To correct the error and resynchronize the PO:</p> <p>Correct the pay vendor in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.</p>
Ship vendor site <i>X</i> is not found in OPM.	<p>To avoid the error:</p> <p>Enter vendors that are valid in OPM. Run the OPM Financials Integration GL SYNCH for vendors before creating POs with new vendors.</p> <p>To correct the error and resynchronize the PO:</p> <p>Correct the ship vendor in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.</p>
Item no <i>X</i> is not found in OPM.	<p>To avoid the error:</p> <p>Confirm that the items on your PO or release have been successfully transferred to Oracle Purchasing by entering them in OPM.</p> <p>To correct the error and resynchronize the PO:</p> <p>Correct the item in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.</p>
Billing currency <i>X</i> is not found in OPM.	<p>To avoid the error:</p> <p>Resave currencies, exchange rate</p>

Failed Synchronization Error Message	Action
	<p>types, and exchange rates, and make sure that the documents in OPM are attached to the correct exchange rate types before creating POs with non-base currencies.</p> <p>To correct the error and resynchronize the PO: Correct the billing currency in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.</p>
Order UM1 X is not found in OPM.	<p>To avoid the error: Make sure that the UOM used is present in OPM.</p> <p>To correct the error and resynchronize the PO: Correct the UM1 in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.</p>
Order UM2 X is not found in OPM.	<p>To avoid the error: Make sure that the UOM used is present in OPM.</p> <p>To correct the error and resynchronize the PO: Correct the UM2 in OPM and/or Oracle Purchasing, re-approve the PO in Oracle Purchasing.</p>
Item UM X is not found in OPM.	<p>To avoid the error: Make sure that the UOM used is present in OPM.</p> <p>To correct the error and resynchronize the PO: Correct the item UM in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.</p>
Price UM X is not found in OPM.	<p>To avoid the error: Make sure that the UOM used is present in OPM.</p>

Failed Synchronization Error Message	Action
	<p>To correct the error and resynchronize the PO:</p> <p>Correct the price UM in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.</p>
<p>Shipper code <i>X</i> is not found in OPM.</p>	<p>To avoid the error:</p> <p>Make sure that the shipper (freight carrier) entered on the PO or copied from the vendor is a shipper code in OPM. Make sure that all of your vendor's freight carriers are shipper codes in OPM.</p> <p>To correct the error and resynchronize the PO:</p> <p>Correct the shipper code in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.</p>
<p>Frtbill method <i>X</i> is not found in OPM.</p>	<p>To avoid the error:</p> <p>Make sure that the freight terms value entered on the PO exists as a freight bill method in OPM. Make sure that all of your vendor's freight terms exist as freight bill methods in OPM.</p> <p>To correct the error and resynchronize the PO:</p> <p>Correct the freight bill method in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.</p>
<p>Terms Code <i>X</i> is not found in OPM.</p>	<p>To avoid the error:</p> <p>Enter terms codes for vendors that are valid in OPM. Run OPM Financials Integration GL SYNCH for terms</p>

Failed Synchronization Error Message	Action
	<p>codes before creating POs with new terms codes.</p> <p>To correct the error and resynchronize the PO:</p> <p>Correct the terms code in OPM and/or Oracle Purchasing, and run the PO Resubmission Request.</p>
<p>QC grade value X is unavailable.</p>	<p>To avoid the error:</p> <p>Make sure that the QC Grade code has been entered in the PO Lines flexfield.</p> <p>To correct the error and resynchronize the PO:</p> <p>Correct the QC Grade in OPM and/or Oracle Purchasing, and re-approve the PO in Oracle Purchasing.</p>

Receiving Overview

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

- Quick Receipts Form
- Purchase Order Receiving Form
- Stock Receipts Form

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

Note: The PO\$RECV_CLOSE profile value can be set to any value between 0 and 1. This profile value can be used to close a PO line by receiving a percentage of the order quantity.

Quick Receipts Form

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

Purchase Order Receiving Form

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

Stock Receipts Form

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

Entering Quick Receipts

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

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

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

Entering Quick Receipts - Procedure

To enter a Quick Receipt:

1. Navigate to the **Quick Receipts** form.
2. Complete the fields as described in the Quick Receipts Form - Fields topic.
3. Save the form.

Quick Receipts Form - Header

The fields describe the Quick Receipts form header in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([]). See the *Oracle Applications Flexfields Guide* for detailed information.

Purchase Order

Enter the purchase order number that you want to enter a receipt for.
Required.

Ship Vendor

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

Receipt

- If you use automatic document numbering for receipts, the SY\$NEW profile value default that you set displays in this field. For example, NEW is the default value. When you save the receipt, a receipt number is then assigned and displayed. You cannot edit this field.
- If you use manual document numbering for receipts, enter the new receipt number.

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

Date Received

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

Carrier Code

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

To Warehouse

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

To Location

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

Quick Receipts Form - Receipt Details

The fields describe the Quick Receipts form Receipt Details region in detail.

Waybill Number

Enter the waybill (shipment identification) number.

Reason Code

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

Receive Comment

Enter any necessary comment about the receipt.

Quick Receipts Form - Order Line Details

The fields describe the Quick Receipts form Order Line Details region in detail.

Purchase Order Line

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

Lines Open

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

Item

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

Quantity Ordered

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

Quantity Open

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

Quantity Received

- If the item you are receiving is not lot-controlled, enter the quantity received. If the item is dual unit of measure controlled, you can also enter the quantity in the secondary unit of measure.
- If the item you are receiving is lot-controlled, enter the quantities of each lot in the lower part of the screen. These quantities are added together and displayed in this field. If the item is dual unit of measure controlled and a default value has been assigned for the secondary unit of measure, the quantity is also displayed in the secondary unit of measure. If no default value is assigned, enter the quantity in the secondary unit of measure.

Quick Receipts Form - Order Line Details for Lot Controlled Items

The fields describe the Quick Receipts form Order Line Details region in detail. These fields are displayed only if the item is lot/sublot controlled.

Line

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

Lot

Enter the lot number for the item received. Required.

Sublot

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

Vendor Lot

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

Quantity 1

Enter the quantity received of the lot.

Quantity 2

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

Entering Standard Purchase Order Receipts

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

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

Entering Standard Purchase Order Receipts - Procedure

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

To enter a standard purchase order receipt:

1. Navigate to the **Purchase Order Receiving** form.
2. If you are using automatic document numbering, press **Tab** or **Enter** to start a new receipt.
OR
If you are using manual document numbering, enter the **receipt number**.
3. Click **Lines** or press **Enter**. The Receipt Selection form is displayed.
4. Complete any appropriate fields on the Receipt Selection form as described in the Viewing Purchase Order Lines to Receive - Fields topic and click **OK**. The Receiving Lines Selection form is displayed.
5. To remove a line, click that line and choose **Clear Record** from the Edit menu. Repeat for as many lines as necessary.
6. To enter line details, click the line that you want to enter details for, and then click **Line Details**. The Receiving Line Details form is displayed.
7. If necessary, complete the receiving warehouse for each item, and adjust the received quantity for items that are not lot or location controlled as described in the Entering Receiving Line Details - Fields topic. Click **OK**. The Receiving Line Details form is redisplayed.
8. Repeat steps 5, 6, and 7 as necessary.

9. Click the lot and/or location controlled item and choose **Transactions** from the Special menu. The Pending Transactions form is displayed.
10. Complete the Document Quantity, Qty2, and the lot and location codes. fields as described in the Entering Lot and Location Control Information for Received Items - Fields topic and save it.
11. Save the form. The Receiving Line Details form is redisplayed.
12. Repeat steps 9, 10, and 11 as necessary
13. Save the form.

Purchase Order Receiving Form - Header

The fields describe the Purchase Order Receiving form header in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Receipt

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

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

To edit an existing receipt, enter the receipt number.

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

Ship Vendor

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

Purchase Order

Displays the purchase order number on the receipt.

Lines Selected

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

Purchase Order Receiving Form - Destination Information

The fields describe the Purchase Order Receiving form Destination Information region in detail.

To Warehouse

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

To Location

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

Received By

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

Date Received

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

Purchase Order Receiving Form - Receipt Information

The fields describe the Purchase Order Receiving form Receipt Information region in detail.

Net Weight

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

Tare Weight

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

Gross Weight

Displays the total weight of the shipment.

Ship Weight UOM

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

Note: The default unit of measure is specified in the POSSHIPUOM profile value. Contact your System Administrator for information on profile values.

Receipt Comment

Enter any necessary comment about the receipt.

Purchase Order Receiving Form - Shipping Information

The fields describe the Purchase Order Receiving form Shipping Information region in detail.

Embark Port

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

Debark Port

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

Arrival Date

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

Departure Date

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

Waybill Number

Enter the shipment identification number.

Trailer Number

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

Carrier Code

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

Shipping Method

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

Purchase Order Receiving Form - Special Menu Options

The following options are available on the Special menu for the Purchase Order Receiving form:

Receipt Selection

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

Adjust Receipt

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

Void Receipt

Voids the receipt.

Finding Standard Receipts

Before you can edit existing receipts, use the Find Receipt form to locate the receipts that match your criteria such as all receipts for a particular ship vendor.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Standard Receipts - Procedure

To find a standard purchase order receipt:

1. Navigate to the **Purchase Order Receiving** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Receipts form - Fields topic.
4. Click **Find**. The first receipt that meets your criteria is displayed on the Purchase Order Receiving form.

Find Receipts Form - Fields

The fields describe the Find Receipts form in detail.

Receipt Number

To edit an existing receipt, enter the receipt number.

Ship Vendor

Enter the number of the vendor who shipped the goods.

To Warehouse

Enter the code for the warehouse where you are receiving the goods.

Receiving Location

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

Received By

Enter the operator code for the person who received the items on the receipt.

Waybill Number

Enter the shipment identification number.

Trailer Number

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

Carrier Code

Enter the code for the carrier that transported the shipment.

Shipping Method

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

Arrival Date

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

Departure Date

Enter the date and time when the vehicle that transported the shipment left your site.

Embark Port

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

Debark Port

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

Receipt Comment

Enter a specific receipt comment.

Editing Standard Receipts

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

Editing Standard Receipts - Procedure

To edit a standard purchase order receipt:

1. Once you have queried and found receipts, the first receipt that meets your criteria is displayed on the **Purchase Order Receiving** form.
2. For multiple records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Entering Standard Receipts - Fields topics.
4. To change the receipt quantity for any non-lot or location controlled items, enter the new quantity.

OR

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

5. Save the form.

Viewing Purchase Order Lines to Receive

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

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

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

Viewing Purchase Order Lines to Receive - Procedure

To view lines to receive:

1. Select **Lines** on a new **Purchase Order Receiving** form. The Receipt Selection form is displayed.
2. Complete the fields as described in the Viewing Purchase Order Lines to Receive - Fields topic and click **OK**. The Receiving Lines Selection form is displayed showing the lines that meet your selection results.

See the *Selecting Purchase Order Lines to Receive* topic.

Receipt Selection Form - Fields

The Fields describe the Receipt Selection form in detail.

From Warehouse

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

To Warehouse

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

Ship Vendor

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

Start Date

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

End Date

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

Organization

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

Purchase Order

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

Carrier Code

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

Shipping Method

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

To Location

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

Selecting Purchase Order Lines to Receive

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

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

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

Selecting Purchase Order Lines to Receive - Procedure

To access the Receiving Lines Selection form:

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

OR

For an existing receipt, choose **Adjust Receipt** from the Special menu on the Receiving form.

Receiving Lines Selection Form - Fields

The Fields describe the Receiving Lines Selection form in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Receipt

Displays the current receipt number.

Line

Displays the receipt line numbers.

Received Qty

- For items that are not lot or location controlled, enter the received quantity. the default is the ordered quantity minus any quantity previously received.
- For items that are lot and/or location controlled, you cannot edit this field directly. To enter the received quantity choose Transactions from the Special menu and enter the appropriate quantities on the Transactions form.

UOM

Enter a valid unit of measure for the received quantity.

Warehouse

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

Item

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

Description

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

Generic/Vendor Item

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

Purchase Order

Displays the purchase order number.

Purchase Order Line

Displays the purchase order line number.

Order Quantity 1

Displays the quantity ordered on the purchase order.

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

Order Quantity 2

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

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

Changing the Price of an Item on the Receipt

Use the Receipt Price Change form to change the price of the item on the receipt line on the Receiving Lines Selection form.

Changing the Price of an Item on the Receipt - Procedure

To change the price of an item:

1. Select the **Line** on the Receiving Lines Selection form that you want to change the price for.
2. Choose **Price Change** from the Special menu. The Receipt Price Change form is displayed.
3. Complete the fields as described in the Receipt Price Change Form - Fields topic and click **OK**. The Receiving Lines Selection form is redisplayed.

Receipt Price Change Form - Fields

The Fields describe the Receipt Price Change form in detail.

Old Price

Displays the item's purchase order price.

New Price

Enter a new price for the item that you are receiving.

Receiving Lines Selection Form - Special Menu Options

The following options are available on the Special menu for the Receiving Line Selection form:

Close PO Line

Closes the purchase order line that you are receiving against. No further receipts will be allowed against the PO line.

Void Line

voids the selected receipt line.

Price Change

Displays the Receipt Price Change form with the old price of the selected line displayed. Enter the new price of the item and click OK.

Item Details

Accesses the Receiving Lines Details form.

Transactions

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

Inventory Summary

Accesses the Inventory Summary form that provides information about available and committed quantities. See the *Oracle OPM Inventory Management Guide* for more information about this form.

Entering Receiving Line Details

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

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

Entering Receiving Line Details - Procedure

To entering receiving line details:

1. Select **Line Details** on the Receiving Lines Selection form. The Receiving Line Details form is displayed.
2. Complete the fields as described in the Receiving Line Details Form - Fields topic and click **OK**. The Receiving Lines Selection form is redisplayed.

Receiving Line Details Form - Fields

The Fields describe the Receiving Line Details form in detail.

Receipt

Displays the current receipt number.

Receipt Line

Displays the receipt line number.

Ship Vendor

Displays the code for the ship vendor.

Item

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

Purchase Order

Displays the purchase order number for the item.

Line

Displays the purchase order line number for the item.

Freight Bill Method

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

Project

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

From Whse

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

Order Quantity

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

Order Receipt Quantity

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

Request Delivery Date

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

Agreed Delivery Date

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

Scheduled Ship Date

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

Required Delivery Date

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

Receiving Qty

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

Receiving Date

Enter the date and time the item was received.

To Warehouse

Enter the receiving warehouse for the receipt line.

To Location

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

Carrier Code

Enter the code for the carrier that transported the shipment.

Shipping Method

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

Comment

Enter any necessary comment about the receipt.

Entering Lot/Location Control Information

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

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

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

Entering Lot/Location Control Information - Procedure

To enter lot and location control information for received items:

1. Navigate to the **Pending Transactions** form by selecting **Transactions** from the Special menu on the Receiving Line Selection form.
2. Complete the fields as described in the Entering Lot and Location Control Information for Received Items - Fields topic.
3. Press **Enter** to insert information for another lot. Repeat as necessary.
4. Save the form. The Receiving Lines Selection form is redisplayed with the Received Quantity updated.

Pending Transactions Form - Fields

The Fields describe the Pending Transactions form in detail.

Item

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

Planned Document Qty

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

Planned Inventory Qty2

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

Planned Inventory Qty

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

Allocation Document Qty

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

Allocation Inventory Qty2

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

Allocation Inventory Qty

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

Unallocated Document Qty

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

Unallocated Inventory Qty2

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

Unallocated Inventory Qty

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

Transaction Date

Displays the transaction date and time.

Lot

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

Sub Lot

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

Warehouse

Enter the warehouse where the item was received.

Location

Displays the warehouse location where the item was received.

Document Qty

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

Qty2

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

Reason Code

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

Lot Status

Enter the status of the lot that was received.

Inventory Qty

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

Entering Stock Receipts

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

Entering Stock Receipts - Procedure

To enter a stock receipt:

1. Navigate to the **Stock Receipts** form.
2. Complete the fields as described in the Entering Stock Receipts - Fields topic.
3. Click **Lines**. The Stock Receipts Line Items form is displayed.
4. Complete the fields as described in the Entering Line Items Received without Purchase Orders - Fields topic.
5. Click the lot and/or location controlled item and choose **Transactions** from the Edit menu. The Completed Transactions form is displayed.
6. Complete the fields as described in the Entering Lot and Location Control Information for Items Received without Purchase Orders- Fields topic.
7. Save the form. The Stock Receipts Line Items form is redisplayed.
8. Repeat steps 5, 6, and 7 as necessary.
9. Save the form.

Stock Receipts Form - Header

The fields describe the Stock Receipts form header in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Receipt

- If you use automatic document numbering for receipts, the SY\$NEW profile value default that you set displays in this field. For example, NEW is the default value. When you save the receipt, a receipt number is then assigned and displayed. You cannot edit this field.
- If you use manual document numbering for receipts, enter the new receipt number.
- To edit an existing receipt, query on the number or other Destination, Receipt, or Shipping information fields provided to find the receipt that you want.

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

Ship Vendor

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

Pay Vendor

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

Receipt Status

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

Stock Receipts Form - Destination Information

The fields describe the Stock Receipts form Destination Information region in detail.

To Warehouse

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

To Location

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

Received By

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

Date Received

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

Stock Receipts Form - Receipt Information

The fields describe the Stock Receipts form Receipt Information region in detail.

Net Weight

Displays the weight of all items in the shipment.

Tare Weight

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

Gross Weight

Displays the total weight of the shipment.

Ship Weight UOM

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

Note: The default unit of measure is specified in the PO\$\$SHIPUOM profile value. Contact your System Administrator for information on profile values.

Billing Currency

Enter the billing currency for the receipt. Required.

Exchange Rate

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

Conversion Factor

Enter whether to multiply or divide the exchange rate.

Receipt Comment

Enter any necessary comment about the stock receipt.

Stock Receipts Form - Shipping Information

The fields describe the Stock Receipts form Shipping Information region in detail.

Embark Port

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

Debark Port

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

Arrival Date

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

Departure Date

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

Waybill Number

Enter the shipment identification number for the stock receipt.

Trailer Number

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

Carrier Code

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

Shipping Method

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

Stock Receipts Form - Special Menu Options

The following options are available on the Special menu for the Stock Receipts form:

Line Items

Accesses the Stock Receipts Line Details form.

Void Receipt

Voids the receipt.

Finding Stock Receipts

Before you can edit existing receipts, use the Find Receipts form to locate the receipts that match your criteria such as all receipts for a particular ship vendor.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Stock Receipts - Procedure

To find a stock receipt:

1. Navigate to the **Stock Receipts** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Receipts Form - Fields topic.
4. Click **Find**. The first receipt that meets your criteria is displayed on the Stock Receipts form.

Find Receipts Form - Fields

The fields describe the Find Receipts form in detail.

Receipt Number

To edit an existing receipt, enter the receipt number.

Ship Vendor

Enter the number of the vendor who shipped the goods.

Pay Vendor

Enter the number of the vendor that you pay for the goods.

To Warehouse

Enter the code for the warehouse where you are receiving the goods.

Received By

Enter the operator code for the person who received the items on the receipt.

Waybill Number

Enter the shipment identification number.

Trailer Number

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

Carrier Code

Enter the code for the carrier that transported the shipment.

Shipping Method

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

Billing Currency

Enter the billing currency for the receipt.

Embark Port

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

Debark Port

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

Editing Stock Receipts

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

Editing Stock Receipts - Procedure

To edit a stock receipt:

1. Once you have queried and found receipts, the first receipt that meets your criteria is displayed on the Stock Receipts form.
2. For multiple records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary.
4. To edit any of the lot or location controlled items, select **Transactions** from the Special menu. The Completed Transactions form is displayed.
5. Change the receipt quantity on the **Completed Transactions** form and save it.
6. Save the form.

Entering Line Items Received without POs

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

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Entering Line Items Received without POs - Procedure

To enter line items:

1. Select **Lines** on the Stock Receipts form. The Stock Receipts Line Items form is displayed.
2. Complete the fields as described in the Stock Receipts Line Items Form - Fields topic.
3. Save the form. The Receiving Lines Selection form is redisplayed.

Stock Receipts Line Items Form - Fields

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

Receipt

Displays the current receipt number.

Line

Displays the receipt line number.

Item

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

Received Qty

Enter the quantity of the item received.

UOM

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

Warehouse

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

Price UOM

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

Price

Enter the unit price for the item received.

Description

Displays the item description.

Extended Price

Displays the extended price for the currently selected line.

Total Cost

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

Stock Receipts Line Items Form - Special Menu Options

The following options are available on the Special menu for the Stock Receipts form:

Line Detail

Accesses the Stock Receipts Line Details form.

Acquisition Line Cost

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

Transactions

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

Void Line

voids the line.

Entering Acquisition Line Costs

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

Entering Acquisition Line Costs- Procedure

To enter acquisition line costs:

1. Select the **Line** on the Stock Receipts Line Items form that you want enter acquisition line costs for.
2. Choose **Acquisition Line Cost** from the Special menu. The Acquisition Line Cost Entries form is displayed.
3. Complete the fields as described in the Acquisition Line Cost Entry Form - Fields topic.
4. Save the form. The Stock Receipts Line Items form is redisplayed.

Acquisition Line Cost Entry Form - Fields

Receipt

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

Line

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

Item

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

Cost Code

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

Description

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

Amount

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

Include

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

Entering Line Details for Items Received without POs

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

Entering Receiving Line Details - Procedure

To enter receiving line details:

1. Select **Details** on the Stock Receipts Line Items form. The Stock Receipts Line Details form is displayed.
2. Complete the fields as described in the Stock Receipts Line Details Form - Fields topic and click **OK**. The Stock Receipts Line Items form is redisplayed.

Stock Receipts Line Details Form - Destination Information

The fields describe the Stock Receipts Line Details form Destination Information region in detail.

Receipt

Displays the receipt number.

Line

Displays the receipt line number.

Item

Displays the item code for the receipt line.

Unit Price

Enter the unit price for the item.

From Warehouse

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

To Warehouse

Enter the warehouse where the item is being received.

Received Quantity

- Enter the quantity of the item received.
- Enter the unit of measure that the quantity is expressed in, in the next, unlabeled field.
- If the item is dual unit of measure controlled, enter the quantity in the secondary unit of measure in the fields to the right.

Receiving Location

Enter the warehouse location where the item is received.

Date Received

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

Ship Vendor

Enter the code for the vendor that shipped the item.

Vend Sales Order

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

Receive Comment

Enter a comment about the item received.

Stock Receipts Line Details Form - Shipping Information

The fields describe the Stock Receipts Line Details form Shipping Information region in detail.

Carrier Code

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

Shipping Method

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

Freight Bill Method

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

FOB Code

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

Ship Vendor

Enter the code for the vendor that shipped the item.

Vendor Sales Order

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

Receive Comment

Enter a comment about the item received.

Entering Lot/Location Control Information

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

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

Entering Lot/Location Control Information - Procedure

To enter lot and location control information for received items:

1. Navigate to the **Completed Transactions** form by selecting **Transactions** from the Special menu on the Stock Receipts Line Items form.
2. Complete the fields as described in the Entering Lot and Location Control Information for Received Items - Fields topic.
3. Press **Enter** to insert information for another lot. Repeat as necessary.
4. Save the form. The Receiving Lines Selection form is redisplayed with the Received Quantity updated.

Completed Transactions Form - Fields

The Fields describe the Completed Transactions form in detail.

Item

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

Planned Document Qty

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

Planned Inventory Qty2

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

Planned Inventory Qty

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

Allocation Document Qty

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

Allocation Inventory Qty2

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

Allocation Inventory Qty

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

Unallocated Document Qty

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

Unallocated Inventory Qty2

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

Unallocated Inventory Qty

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

Transaction Date

Displays the transaction date and time.

Lot

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

Sublot

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

Warehouse

Enter the warehouse where the item was received.

Location

Displays the warehouse location where the item was received.

Document Qty

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

Document Qty2

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

Reason Code

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

Lot Status

Enter the status for the lot that was received.

Inventory Transaction Qty

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

Entering Returns

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

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

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

The Returns form is divided into two panels:

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

Entering Returns - Procedure

To enter a return:

1. Navigate to the **Returns** form.
2. Complete the fields as described in the Returns Form - Fields topic.
3. Save the form.

Returns Form - Header

The fields describe the Returns form header in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Return

- If you use automatic document numbering for returns, the SY\$NEW profile value default that you set displays in this field. For example, NEW is the default value. When you save the return, a return number is then assigned and displayed. You cannot edit this field.
- If you are entering a new return and you are using manual document numbering for returns, or if you want to display or edit an existing return, enter the document number of the return.

Return Vendor

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

Return Date

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

Carrier Code

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

Return Line

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

Receipt

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

Line

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

Quantity 1

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

Quantity 2

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

Purchase Order

Displays the purchase order number for the item being returned.

Quantity 1

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

Quantity 2

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

Item

displays the code and description of the item being returned.

RMA

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

Return Reason

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

Qty Returned

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

Reorder

Select if you want to reorder the returned goods.

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

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

Returns Form - Quantities

The fields describe the Returns form Quantities region in detail.

Lot

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

Sublot

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

Warehouse

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

Location

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

Status

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

Qty On-Hand1

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

UOM

Displays the item's primary unit of measure.

Qty On-Hand2

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

UOM

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

Qty Returned1

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

UOM

Displays the item's primary unit of measure.

Qty Returned2

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

UOM

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

Returns Form - Special Menu Options

The following option is available on the Special menu for the Returns form:

Address Edit

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

Void Return

voids the return.

Finding Returns

Before you can edit an existing return, use the Find Returns form to locate the return number or vendor that matches your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Returns - Procedure

To find an existing return:

1. Navigate to the **Returns** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Returns Form - Fields topic.
4. Click **Find**. The first receipt that meets your criteria is displayed on the Returns form.

Find Returns Form - Fields

The fields describe the Find Returns form in detail.

Return

Enter the document number of the return.

Return Vendor

Enter the code for the vendor where the material you are returning was purchased.

Editing Returns

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

Editing Returns - Procedure

To edit a return:

1. Once you have queried and found the return, the first return line that meets your criteria is displayed on the Returns form.
2. For multiple records, choose **New Record** from the Edit Menu, and the next return line number is displayed. Choose **Clear Record** to go to the previous return line.
3. Enter or change the **information** in any fields necessary as described in the Returns Form - Fields topics.
4. Save the form.

Reports and Requests

Running the Costed Receiving Report

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

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

Running the Costed Receiving Report - Procedure

To run the Costed Receiving Report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **Costed Receiving Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the Costed Receiving Report - Parameters topic and click **OK**. The Submit Request form is displayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

Costed Receiving Report - Parameters

Following are descriptions of the Costed Receiving Report Parameters form fields.

From Date

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

To Date

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

From Warehouse

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

To Warehouse

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

From Item

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

To Item No

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

Sort By

Select how you want to sort the report:

1. Organization, Receipt No, Item No
2. Receipt Date, Organization, Receipt No, Item No
3. Whse, Item No, Receipt Date, Organization, Receipt No
4. Item No, Whse, Receipt Date, Organization, Receipt No

Var/Toler

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

Costed Receiving Report - Fields

The following fields are displayed on the Costed Receiving Report.

Receipt

Displays the receipt number.

Item No

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

Whse

Displays the warehouse that the item was shipped from.

Qty Received

Displays the quantity that was received.

UOM

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

Accounting Cost

Displays the item's inventory value.

Landed Cost

Displays the item's receiving cost.

Purchase Price Variance

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

Running the Items Received Report

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

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

Running the Items Received Report - Procedure

To run the Items Received Report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **Items Received Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the Items Received Report - Parameters topic and click **OK**. The Submit Request form is redisplayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

Items Received Report - Parameters

Following are descriptions of the Items Received Report Parameters form fields.

From Warehouse

Enter the first receiving warehouse in the range.

To Warehouse

Enter the last receiving warehouse in the range.

From Recv Date

Enter the first item receipt date in the range.

To Recv Date

Enter the last item receipt date in the range.

From Item

Enter the first item received in the range.

To Item

Enter the last item received in the range.

Sort By

Select whether you want to sort the report by:

1. Item
2. PO number
3. Ship vendor

Items Received Report - Fields

The following fields are displayed on the Items Received Report.

Item Number

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

Description

Displays the item descriptions.

Lot

Displays the lot number that was received for the item.

Quantity Received

Displays the quantity that was received.

UOM

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

Ship Vendor

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

Orgn Code

Displays the code for the organization that owns the receipt.

Receipt Number

Displays the receipt number.

Date Received

Displays the date the item was received.

Lot Status

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

Purchase Order

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

Running the PO Resubmission Request

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

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

Running the PO Resubmission Request - Procedure

To run the OPM Common Purchasing PO Resubmission request:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **OPM Common Purchasing PO Resubmission** request. The Parameters form is displayed.
3. Complete the **fields** as described in the Running the OPM Common Purchasing PO Resubmission Request - Parameters topic and click **OK**. The Submit Request form is redisplayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view the log file to ensure that the PO was resubmitted.

Common Purchasing PO Resubmission Request - Parameters

Following are descriptions of the OPM Common Purchasing PO Resubmission request Parameters form fields.

Submit PO from this date

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

Submit PO to this date

Enter the last date in the range that you want the POs resubmitted from.

PO to be resubmitted

Enter the Purchase Order number that you want to submit.

Running the Receipts Resubmission Request

Run the OPM Common Purchasing Receipts Resubmission request when any of the receipts entered in OPM Purchase Management are not reflected on the purchase order in Oracle Purchasing.

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

To run the OPM Common Purchasing PO Resubmission request:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **OPM Common Purchasing Receipts Resubmission** request. The Parameters form is displayed.
3. Complete the **fields** as described in the Running the OPM Common Purchasing Receipts Resubmission Request - Parameters topic and click **OK**. The Submit Request form is redisplayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view the log file to ensure that the receipts were resubmitted.

Common Purchasing Receipt Resubmission Request - Parameters

Following is a description of the OPM Common Purchasing Receipt Resubmission request Parameters form field.

PO to be resubmitted

Enter the Purchase Order number that you want receipts resubmitted for.

Running the Synchronization Request

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

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

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

Running the Synchronization Request - Procedure

To run the OPM Common Purchasing Synchronization request:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **OPM Common Purchasing Synchronization** request.
3. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view the log file to ensure that the synchronization was submitted successfully.

Running the Purchasing Integration Audit Report

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

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

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

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

Purchasing Integration Audit Report - Procedure

To run the OPM Purchasing Integration Audit Report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **OPM Purchasing Integration Audit Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the OPM Purchasing Integration Audit Report - Parameters topic and click **OK**. The Submit Request form is redisplayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

Purchasing Integration Audit Report - Parameters

Following are descriptions of the OPM Purchasing Integration Audit Report Parameters fields.

Begin Approved Date

Enter the Purchase Order start date.

End Approved Date

Enter the Purchase Order end date.

Begin PO Number

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

End PO Number

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

Purchasing Integration Audit Report - Fields

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

PO Date Start

Displays the purchase order start date.

PO Number

Displays the purchase order end date.

PO Number

Displays the purchase order number.

Line Number

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

Message

Displays a brief explanation of the exception.

OPM Internal ID

Displays the OPM internal ID for the purchase order.

Oracle Internal ID

Displays the Oracle Purchasing internal ID for the purchase order.

Total Purchase Orders in Error

Displays the number of purchase orders that have exceptions reported.

Total Purchase Order Lines in Error

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

Running the PO/Stock Return History Report

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

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

Running the PO/Stock Return History Report - Procedure

To run the PO/Stock Return History Report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **PO/Stock Return History Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the PO/Stock Return History Report - Parameters topic and click **OK**. The Submit Request form is redisplayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

PO/Stock Return History - Parameters

Following are descriptions of the PO/Stock Return History Parameters fields.

Include PO Returns

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

Include Stock Returns

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

From Return No

Enter the first return number in the range.

To Return No

Enter the last return number in the range.

From Vendor

Enter the first return vendor in the range.

To Vendor

Enter the last return vendor in the range.

From Return Date

Enter the first return date in the range.

To Return Date

Enter the last return date in the range.

From Return Reason

Enter the first return reason in the range.

To Return Reason

Enter the last return reason in the range.

From Item

Enter the first return item in the range.

To Item

Enter the last return item in the range.

From Lot Number

Enter the first lot number received in the range.

To Lot Number

Enter the last lot number received in the range.

From Sublot Number

Enter the first sublot number received in the range.

To Sublot Number

Enter the last sublot number received in the range.

From Warehouse

Enter the first receiving warehouse in the range.

To Warehouse

Enter the last receiving warehouse in the range.

PO/Stock Return History Report - Fields

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

Return

Displays the organization code and return number.

Return Date

Displays the date the goods were returned.

Return Vendor

Displays the vendor that the goods were returned to.

Carrier

Displays the carrier that transported the returned goods.

Return Line

Displays the line on the return.

Receipt

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

Qty Received

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

Purchase Order

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

Qty Purchased

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

Item

Displays the code for the item that was returned.

Qty Returned

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

RMA

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

Return Reason

Displays the code and description for the return reason.

Reorder

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

- 0 The receipt quantity was not updated for reorder.
- 1 The receipt quantity was updated for reorder.

Lot

Displays the lot that was returned for lot controlled items.

Sublot

Displays the subplot that was returned for subplot controlled items.

Whse

Displays the warehouse that the item was returned from.

Location

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

Qty Returned

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

Running the PPV Summary Report

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

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

Running the PPV Summary Report - Procedure

To run the PPV Summary Report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **PPV Summary Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the PPV Summary Report - Parameters topic and click **OK**. The Submit Request form is redisplayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

PPV Summary Report - Parameters

Following are descriptions of the PPV Summary Report Parameters fields.

From Item

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

To Item

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

From Warehouse

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

To Warehouse

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

Date Range1 From

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

Date Range1 To

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

Date Range2 From

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

Date Range2 To

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

Include PO Receipts

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

Include Stock Receipts

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

PPV Summary Report - Fields

The following fields are displayed on the PPV Summary Report

Billing Currency

Displays the billing currency for the receipt item.

Item Number and Description

Displays the code and name for the item.

Quantity Inv Purchased and UOM

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

Actual Cost

Displays the actual cost of the item.

Standard Cost

Displays the standard cost of the item.

Total Actual Cost

Displays the total actual cost of the item.

Total Standard Cost

Displays the total standard cost of the item.

Total PPV

Displays the total purchase price variance.

Var%

Displays the total purchase price variance percentage.

Appendixes

Navigation Paths

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

Form	Path
Acquisition Cost Entry Form	OPM Logistics > OPM Purchase Management > Stock Receipts > Special > Acquisition Cost
Acquisition Line Cost Entry	OPM Logistics > Oracle Purchasing > Purchase Orders > Shipments > Zoom
Audit Trail Report	OPM Logistics > OPM Purchase Management > Reports > Run
Completed Transactions	OPM Logistics > OPM Purchase Management > Stock Receipts > Special > Transactions
Costed Receiving Report	OPM Logistics > OPM Purchase Management > Reports > Run
Items Received Report	OPM Logistics > OPM Purchase Management > Reports > Run
OPM Common Purchasing Receipts Resubmission Request	OPM Logistics > OPM Purchase Management > Reports > Run
OPM Common Purchasing Resubmission Request	OPM Logistics > OPM Purchase Management > Reports > Run
OPM Common Purchasing Synchronization Request	OPM Logistics > OPM Purchase Management > Reports > Run
Pending Transactions	OPM Logistics > OPM Purchase Management > PO Receipts > Special > Receipt Selection > Special > Transactions
PO/Stock Return History Report	OPM Logistics > OPM Purchase Management > Reports > Run
Purchase Acquisition Costs	OPM Logistics > OPM Purchase

Form	Path
	Management > Setup > Acquisition Costs
Purchase Order Receiving	OPM Logistics > OPM Purchase Management > PO Receipts
Purchase Orders	OPM Logistics > Oracle Purchasing > Purchase Orders
Purchase Price Variance Report	OPM Logistics > OPM Purchase Management > Reports > Run
Quick Receipts	OPM Logistics > OPM Purchase Management > Quick Receipts
Receipt Price Change	OPM Logistics > OPM Purchase Management > PO Receipts > Special > Receipt Selection > Special > Price Change
Receipt Selection	OPM Logistics > OPM Purchase Management > PO Receipts > Special > Receipt Selection
Receiving Line Details	OPM Logistics > OPM Purchase Management > PO Receipts > Special > Receipt Selection > Special > Item Details
Receiving Lines Selection	OPM Logistics > OPM Purchase Management > Special > Adjust Receipt
Returns	OPM Logistics > OPM Purchase Management > Returns
Stock Receipts	OPM Logistics > OPM Purchase Management > Stock Receipts
Stock Receipts Line Details	OPM Logistics > OPM Purchase Management > Stock Receipts > Special > Line Details
Stock Receipts Line Items	OPM Logistics > OPM Purchase Management > Stock Receipts > Special > Line Items
Vendor Classes	OPM Logistics > OPM Purchase Management > Setup > Vendor Classes
Vendor General Ledger Classes	OPM Logistics > OPM Purchase Management > Setup > Vendor General Ledger Classes
Vendor Trade Classes	OPM Logistics > OPM Purchase Management > Setup > Vendor Trade Classes

Profile Options

These are profile options for the Purchase Management module. Refer to the *Oracle Applications System Administrators Guide* for additional information.

- PO\$BUYER_CODE
- PO\$CLOSE_PCT
- PO\$CONTRACT_VAL
- PO\$DEFER_ACCT_MAP
- PO\$FOB_CODE
- PO\$MAX_COST_CODES
- PO\$MAX_LOT
- PO\$MAX_RETURN_TRANS
- PO\$RECV_CLOSE
- PO\$REORDER
- PO\$SHIPUOM

Acquisition Cost

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

OPM

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

Pending Transaction

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

Purchase Order

A request to purchase goods or services from a vendor.

Purchase Order Receiving Form

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

Quick Receipts Form

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

Receipt

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

Stock Receipt

A receipt for goods without a purchase order.

Stock Receipts Form

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

Vendor

An entity that you purchase goods or services from.

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