LAWSON™

Requisitions User Guide

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Procurement

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Chapter 1

Using This Guide

The purpose of this user guide is to provide reference material for your daily use of the product and for your needs in Lawson training.

This user guide contains procedures for basic and advanced features of the product. In addition, it provides information to help you understand how to use each procedure for your business processes.

User Guide Conventions

This user guide uses specific text conventions, visual elements, and terminology.

Text Conventions

Lawson user guides use the following standard text conventions.

This	Represents
bold	A key name or a function key name. For example, **Shift** is a key name and **Help (F1)** is a function key name. A value or command that you must type exactly as it appears. A program name or a file name.
italics	A manual title or form name. An emphasized word or phrase. A placeholder for a user-defined value or variable. Follow the capitalization pattern of the placeholder. For example, "Type **$LAWDIR/print**/username/jobname/stepnumber/FORMID**. prt"** instructs you to type the user name, job name, step number, and form ID as follows: **$LAWDIR/print/jane/emplist/1/GL100.prt**
(F1)–(F24)	A function key number. "Press **Help (F1)**" instructs you to press the key mapped for the **(F1)** function.
Key1+Key2	A key combination. "Press **Shift+FndNxt (F3)**" instructs you to press and hold down the **Shift** key and then press the **FndNxt (F3)** function key. Release both keys to complete the action.

This	Represents
[ ]	Optional parameters. You can type none, one, or more of the parameters within the brackets. For example, the command **qsubmit** [**-Un**] [**-j***JobQueue* **-d***Date* **-t***Time*] username jobname means that you can type a specific job queue, date, or time, or you can omit these parameters.
[|]	Optional parameters. You can type only one of the parameters separated by a vertical line. For example, the command **phraserpt**[**-n**|**t**] *BaseLanguage* [*Translation*] means that you can type either the **n** or **t** parameter; you cannot type both.
...	A parameter that can be repeated. For example, the command **scrgen** [**-scxvV**] *productline* [*systemcode* [*programcode*...]] means that you can type any number of program codes.

Visual Elements

Lawson user guides use the following visual elements.

STOP Information that must know before you attempt the procedure or process.

Need More Details? Check out the following concepts:

- Introduces a list of topics that provide additional or background information. Each item in the list includes a cross-reference to the information.

Application integration. Events, required actions, or other consequences that are related to other Lawson applications.

IMPORTANT Important information that you must consider when you perform the procedure.

CAUTION Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.

WARNING Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

TIP Supplemental information about possible shortcuts to the procedure or your business process.

NOTE Supplemental information that might be of interest to you as you complete the procedure.

Terminology

The following terms have precise meanings in Lawson documentation.

Term	**Meaning**
access	Open a Lawson application form or subform.
choose	Start a process. “Choose Add” instructs you to click a button or a link on a form to add a record to the Lawson system.
click	Place the cursor over an object (such as a button, link, or tab) and press the left mouse button. **NOTE** This description applies to a standard PC mouse with standard settings. You must translate the meaning of “click” to what is appropriate for your equipment.
define	Use a Lawson form to create a new record for a company, a vendor, a class, a code, or another entity used throughout the Lawson system. – or – Specify configuration parameters, printers, security roles, data areas, and so on.
run	Send data for processing. For example, run a report or batch job.
select	Identify an item to process. Selecting an item does not start a process. To select an item, place the cursor over an item and then click. If you use character-based mode, highlight an item to select it. Sometimes, you must also press **Mark** or **Next** or choose **OK**.
type	Press keyboard keys to enter information in a field, then move the cursor to the next field. At a command line, type the letters exactly as written in the procedure, then choose **OK**.
OK	Choose OK to save or process the data that you entered on the current form. • “Choose OK” instructs you to click a button or a link on a form. An “OK” button might be labeled “Update” or show a check mark. An “OK” link might be labeled “OK.” • “Choose **OK**” instructs you to press the keyboard key mapped as **Enter.**

Product Documentation

Lawson offers the following product documentation:

- Online help
- User guides and manuals
- Release notes and installation instructions
- Enhancement and patch documentation

To find Lawson documentation, see the user interface or http://support.lawson.com. To obtain a login password and ID for the Support site, see your organization's Lawson contact or your Lawson client manager.

Global Support Center

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the *Global Support Manual* for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- How to receive enhancements and patches
- Which services are standard maintenance and which services are billable

To find the *Global Support Manual*, see http://support.lawson.com. To obtain a login password and ID for the support web site, see your organization's Lawson contact or your Lawson client manager.

Documentation Contact

We welcome your questions or suggestions about Lawson documentation. Please send comments to **documentation@lawson.com**.

Chapter 2

Overview of Requisitions

The Lawson® Requisitions application lets you create requests with demand on stock and demand on vendors, replenish cart par locations, and process and manage requisitions.

This chapter provides a high-level overview of the Requisitions application, including information on the application's major processes and integration with other Lawson and non-Lawson products.

The Requisitions Process

The Requisitions application can be broken down into four main processes: setup, creating requisitions, replenishing cart par locations, and processing requisitions. This section provides an overview of these processes.

Requisitions Setup

When setting up the Requisitions application, you must consider the requesting needs for your central reporting structure. Specifically, you must determine the number of requesters, requesting locations, and the approval levels needed.

Creating Requisitions

When you create a requisition, you request items from inventory or from vendors. The Requisitions application provides different methods for creating requisitions that allow you to customize the requesting process to suit your business needs.

Replenishing Cart Par Locations

A cart par location represents a supply location, such as a supply cupboard, that stores established quantities of supplies. The Requisitions application allows you to set up and replenish cart par locations manually, or by using hand held terminals.

Processing Requisitions

The approval process places monetary limits on the amount a requester can request. The Requisitions application provides options for an approver to authorize, reject, or unrelease a requisition.

Requisitions that are released create demand on stock or demand on vendors. Demand on stock is processed in the Warehouse application, which provides the ability to pick, pack, and ship the requested items. Purchase orders are created from requisitions in the Purchase Order application to fill demand on vendors. Items are received through the Purchase Order application and delivered through the Warehouse application. An overview of processing within the Purchase Order application is discussed in this user guide. Processing details are found in the *Purchase Order User Guide*.

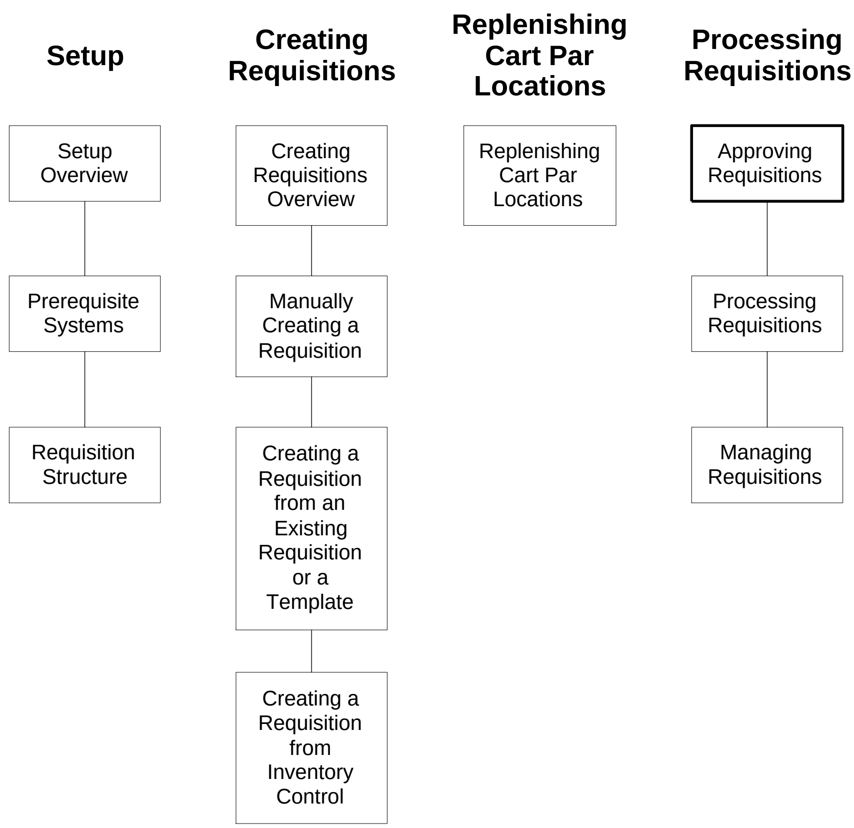
The Requisitions application provides options for maintaining and tracking the status of requisitions and for processing item returns.

The Warehouse application provides options for maintaining and tracking the status of shipments.

Requisitions: Big Picture

To represent the major process of the Requisitions application, this user guide is divided into four main parts.

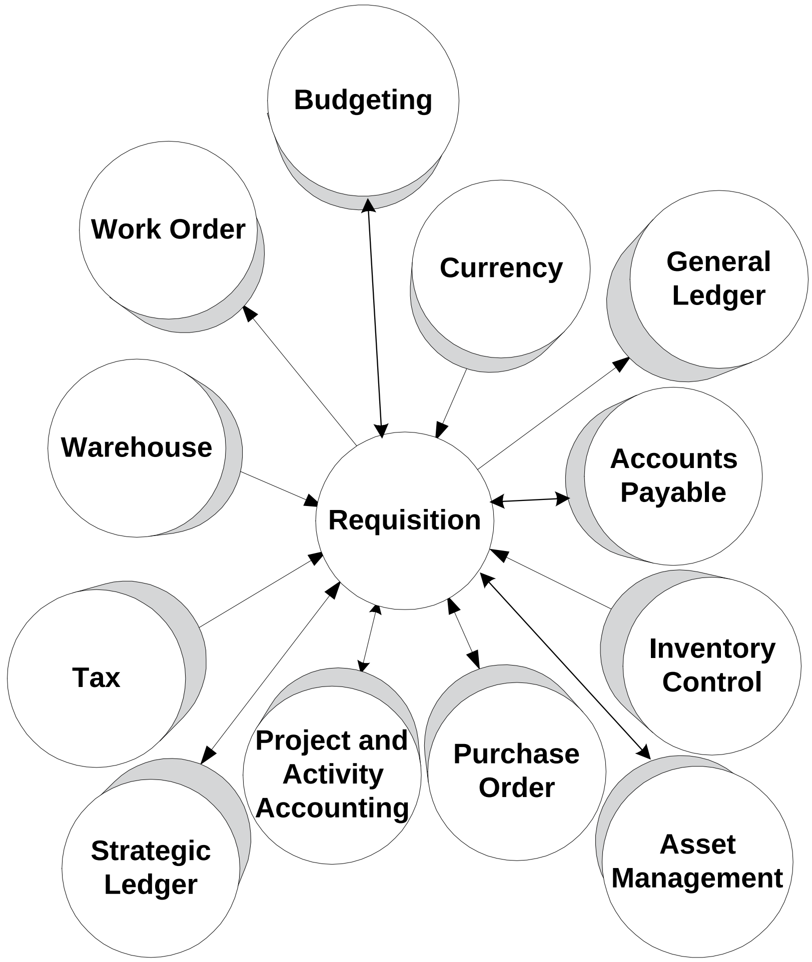
The big picture flow illustrates Requisitions' four main processes, breaks the processes down into sub-processes, and serves as a reminder of where you are in the big picture.



How Requisitions Integrates with other Applications

This section explains how the Requisitions application interfaces with other Lawson applications.

Figure 1. Application integration: How Requisitions integrates with other applications



Currency

The Requisitions application uses currency definitions from the Lawson Currency application. These are used for transactions posted to Lawson Inventory Control and Lawson Purchase Order.

General Ledger

The Requisitions application uses accounting units and accounts within the Lawson General Ledger chart of accounts for all interfacing procurement functions. In addition, the Requisitions application uses the General Ledger Company structure. If you have GL commitment set up, additional edits are performed against the General Ledger and passed back to Requisitions.

Budgeting

If you have budget editing set up, edits are performed against your budgets and the edits are passed back to Requisitions if there are discrepancies.

Accounts Payable

The Requisitions application receives vendor information and cost information from the Lawson Accounts Payable application. Requisitions sends order requests to the Purchase Order application. Purchase Order receives invoice and payment information from Accounts Payable.

Inventory Control

The Requisitions application receives item information from the Inventory Control application. The item numbers and descriptions used by Requisitions are stored in the Inventory Control application. Transactions from Requisitions affect stock-on-hand in Inventory Control.

Tax

The Requisitions application sends an item's tax information to the Purchase Order application when a purchase order is created. Purchase Order receives tax information from the Lawson Tax application to calculate tax on purchase orders.

Project and Activity Accounting

The Requisitions application sends activity information to the Lawson Project and Activity Accounting application. You can associate requests for goods and services with activities allowing the use of Activity Based Costing (ABC) and Activity Based Management (ABM). If you have activities commitment set up, additional edits are done against Project and Activity Accounting and passed back to Requisitions.

Invoice Matching

The Requisitions application sends order requests to the Purchase Order application. Purchase Order sends purchasing and receiving information to the Lawson Invoice Matching application. Invoice Matching compares order receipt information from Purchase Order with invoice information from Accounts Payable to automate payment and posting processes.

Purchase Order

The Requisitions application sends order requests for goods or services to the Purchase Order application. Purchase orders can then be created automatically to fill the order. The Requisitions application receives item costs from price agreements defined in Purchase Order.

Warehouse

The Requisitions application sends requests for inventory items to the Lawson Warehouse application. Items are picked, packed, shipped and delivered from the Warehouse application. Requisitions receives status information, such as shipped quantity, from Warehouse.

Strategic Ledger

NOTE For more information about data marts, see the *Analytic Architect User Guide*.

The Requisitions application uses User Analysis structure defined in Lawson Strategic Ledger. Requisitions sends transactions to the data marts defined in Strategic Ledger.

Work Order

The Requisitions application sends demand for finished goods to the Lawson Work Order application.

ProcessFlow

The Requisitions application sends requests for service to the Lawson ProcessFlow application. The predefined services for the Requisitions application are the Requisitions Approval service and the Rush Item Processing service. Flows will need to be written to support the rush item processing service.

Chapter 3

Setup Overview

Before you begin creating and processing requisitions, you must perform several setup tasks. By completing these setup tasks, you provide basic information necessary for requisition processing such as the currency you will use, your accounting units and accounts, the names and locations of your vendors, your inventory locations and items, your requesters, and requesting locations.

The two chapters that follow provide an overview of the minimum setup that is required before you can begin processing and the setup of the Requisitions application. Procedures in the process are outlined in the chapters that follow.

Requisitions Setup Overview

Other Lawson applications must be set up prior to setting up the Requisitions application itself.

Setup: Prerequisite Applications

The prerequisite applications affect the way processing occurs in the Requisitions application, such as the accounts used for posting transactions. Setup decisions that directly affect the Requisitions application are noted within the appropriate procedure. For more information, see "Setup: Prerequisite Applications" on page 23.

Setup: Requisitions Structure

Before you can create requisitions, you must setup the Requisitions application, including requesters, requesting locations, and approval codes. For more information, see "Setup: Requisitions Structure" on page 41.

Chapter 4

Setup: Prerequisite Applications

This chapter provides information on setting up Currency, General Ledger, Accounts Payable, and Inventory Control. These applications regularly interface with and affect the Requisitions application. You must perform this setup before you can set up the Requisitions application.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 31

The following concepts provide background and conceptual information for the procedures within this chapter.

What are Vendor Groups?

A vendor group is a set of vendors that can be shared by one or more Accounts Payable companies. For example, Company A makes products for both animal and human consumption and Company B makes products for human consumption. You could set up a vendor group to include both the Company A and Company B human consumption divisions and several companies could order products from them.

You can define an unlimited number of vendor groups, but each company can access only one vendor group. When you define vendor groups, consider the reporting requirements and base currencies of your companies.

Vendor balance information can be accessed by company or by vendor group, but not across vendor groups. For example, you can establish vendor groups in one of three ways:

- Multiple companies, one vendor group
- Separate vendor groups, separate companies
- Vendor groups by selected company

Each configuration has its own advantages and considerations.

What are Pay Groups?

Pay groups are names or character expressions that you define and assign to released invoices. Pay groups let you combine companies or process levels together to process a single vendor payment.

What are Vendor Classes?

A vendor class is a subset of a vendor group that you define to group vendors with common characteristics. You must assign each vendor to a vendor class. The subset can be used to schedule invoices for payment.

What are Process Levels

A process level is a part of a company, such as a division, department, or cost center. You define at least one process level for each accounts payable company. You might want to define more than one process level based on your organizational structure and processing needs.

What is a Corporate Item Group?

A corporate item group is a method of sharing item definitions among companies. If the same item numbers, representing the same items, are used by many companies, those companies should be assigned to the same item group. If the same item number represents different items for different companies, those companies should be assigned to unique item groups.

What are Inventory Locations?

An inventory location is a physical place where you store inventory. The place can be a region, a city, a building, a floor, an accounting unit, or any other area where you store inventory. You can also define a location as a place where you store a particular classification of inventory, such as spare parts, office supplies, or consignment inventory.

What are Purchasing Classes?

Purchasing classes are categories you define that separate items by product type or product function. You can define major classes. Within major classes, you can further separate items into minor classes. For example, you define major classes of Office Supplies, Office Equipment, and Computer Equipment. You define minor classes within Office Supplies of Paper, Writing Utensils (pens and pencils), Binders (3-ring with one-inch rings, 3-ring with two-inch rings), Clips (paper clips, binder clips), and Folders. Purchasing classes indicate the types of items each individual buyer is allowed to purchase.

Purchasing classes are used:

- To classify inventory items, such as office supplies or pharmaceuticals
- To further classify inventory items by assigning minor purchasing classes to major purchasing classes
- As selection criteria on selected inventory reports
- As printed fields on selected inventory reports
- For inquiry and reporting in the Purchase Order application

What is the Item Location?

The Item Location is a file of items that are stocked at a specific location. The item location tracks item costs and quantities. Also, the item location records define if the item is tracked by bin and define replenishment information for the item. At least one item location record is required for each item master record if the item is a stock item and you track quantities.

What are Item Types?

Item types refer to the category of item being requested. The Lawson applications use four item types: Inventory (I), Non-stock (N), Special Order (X), and Service (S). Item types determine if you get items from stock or from a vendor. Typically, Inventory (I) items come from stock. Non-stock (N), Special Order (X), and Service (S) usually come from a vendor. The Requisitions application determines the item type by looking at the Inventory Control item master and location record at the From location based on the following rules:

- An item is an Inventory (I) item when the inventory tracking flag is set to Yes in the item location file
- An item is a Non-stock (N) item when there is only an item master record for the item, or the inventory tracking flag is set to No in the item location file
- If no item master or item location record exists for the item, then the item is a Special Order (X) item
- A Service (S) item has its item type set to S

Item Type	Description
Inventory (I)	• The inventory tracking flag is set to Yes in the item location file • Stock-on-hand quantities and unit costs are tracked • When entered on a requisition, the item information displays • The “Create PO” flag is set to No
Non-stock (N)	• There is only an item master record for the item or the inventory tracking flag is set to No in the item location file • Non-stock items are frequently ordered items that do not need stock-on-hand quantities and unit cost tracked • When entered on a requisition, the item information displays • The “Create PO” flag is set to Yes
Special Order (X)	• Special order items are not set up in the Inventory Control application. No item master or item location record exists for the item. • You must enter the item information • The “Create PO” flag is set to Yes
Service (S)	• The item type is set to S to indicate a service, such as equipment repair or monthly copier maintenance. • You must indicate a service code of ”A” (amount) or ”Q” (quantity and cost) • You must enter the item information • The “Create PO” flag is set to Yes

What are Tax Codes?

Tax codes are codes that identify the tax authority that you pay tax to. Tax codes can be used as:

- Tax table codes, which have no rates assigned to them and are used to apply more than one tax code to a tax transaction
- Stand-alone tax codes, which have rates assigned and can be used alone or as a member of a tax table
- Table members, which have rates assigned, but can only be used within a tax table

What are Procurement Groups?

Each company is assigned to one and only one procurement group. Multiple companies can be assigned to the same procurement group. The procurement group assignment for a company makes all vendors and buyers assigned to the procurement group available for that company, and any other companies assigned to the same procurement group. Also, contracts can be established for a procurement group so that the contract can be used by more than one company.

A procurement group can have more than one company, but each company is only assigned to one procurement group.

What are Comment Types?

You define comment types to group item comments into user-defined types. For example, comment type S might represent shipping instructions, comment type A might represent assembly instructions, and so on.

What is Strategic Ledger?

Strategic Ledger is a business performance management application that captures operational and strategic information for analysis and reporting. It captures transactions from many Lawson applications including General Ledger, Accounts Payable, Purchase Order, and Requisitions.

Strategic Ledger is a unique and powerful reporting tool that uses a multidimensional database. Strategic Ledger gives you the ability to organize transactions by reporting information such as product, distribution method, market, or sales channel. This lets you make better strategic decisions by providing detail information that identifies where profitability resides.

NOTE For more information about data marts, see the *Analytic Architect User Guide*.

Strategic Ledger allows you to attach information to transactions using user analysis (UA) fields. You define the format of your user analysis fields and valid values for each field. User analysis groups allow you to combine up to four UA fields for use in transactions. You determine valid combinations of UA values by defining UA relationships. You use calendars to define the fiscal year, accounting periods, and valid posting date ranges. You define the dimensions of your multidimensional databases, called data marts, for viewing and analyzing data.

What is ProcessFlow?

ProcessFlow is a process automation utility that allows users to graphically define a process (activities that need to be executed in a particular sequence). In ProcessFlow, a process that moves work from defined activity to defined activity is called a flow. A flow transfers information and/or work from one user to the next until the work is completed.

ProcessFlow is Web deployable and server based, consisting of four server and four client pieces. The server pieces are ProcessFlow Server, Event Manager, and Workflow Controller, and ProcessFlow Scheduler Server; the client pieces are ProcessFlow Designer, ProcessFlow Scheduler Client, Event Management Console, and ProcessFlow Administrator. To learn more about the ProcessFlow utility, see the *ProcessFlow Administration Guide*.

What is a Service?

NOTE For more information on services, triggers, work units, and flows, see the *ProcessFlow Administration Guide*.

A service corresponds to a business event. In the Requisitions application, a business event could be the release of a requisition. When a business event occurs, a special application code (an application trigger) that exists in the Requisitions application causes a work unit to be created. The ProcessFlow utility receives the work unit and initiates the flow associated with the service.

For example, when a requisition is released on Requisition (RQ10.1), a requisition approval request can automatically (by means of a flow) be routed to approvers for approval processing. In the Requisitions application, there are two flows that support the Requisition Approval service — reqapparoval1.flo and reqapproval2.flo.

For more information on the ProcessFlow Requisition Approval service, see "What is the ProcessFlow Requisition Approval Process?" on page 129. For a description of the triggers delivered with the Requisitions application, see the *ProcessFlow Reference Guide*.

What are Commitments, Encumbrances, and Budget Edits?

A *commitment* is a reservation of funds for requested products and services. You can have commitments for activities and for your general ledger. A commitment record is created when a requisition for products or services has been entered and released, but not yet ordered from the vendor.

An *encumbrance* is an obligation of amounts to pay for products and services that were contracted for but not yet received.

Commitments and encumbrances create records during normal operating processes which can be used to perform budget edits. Budget editing tracks the posted transactions, commitments, and encumbrances, and deducts them from your budgeted funds. This results in an accurate remaining balance of your budgeted funds and helps prevent going over the budgeted amounts.

If you have general ledger commitments and budget edits set up, these affect a requisition at the time it is created or released. If you have activities commitments set up, it also affects a requisition when it is created or released. For information about general ledger commitments and encumbrances, see the *General Ledger User Guide*. For information on activities commitments, see the *Project and Activities Accounting User Guide*. For information on budget edits, see the *Budgeting User Guide*.

Procedures in this Chapter

All Requisitions users must set up the following applications in the order listed prior to setting up the Requisitions application. Depending on how your company uses the Requisitions application, you may need to optionally define the Tax, Project and Activity Accounting, Invoice Matching, Purchase Order, Warehouse, Asset Management, and Strategic Ledger.

- "Setting Up Currency" on page 31
- "Setting Up General Ledger" on page 31
- "Setting Up Accounts Payable" on page 32
- "Setting Up Inventory Control" on page 33
- "Setting Up Tax" on page 35
- "Setting Up Project and Activity Accounting" on page 36
- "Setting Up Invoice Matching" on page 36
- "Setting Up Purchase Order" on page 36
- "Setting Up Warehouse" on page 37
- "Setting Up Asset Management" on page 38
- "Setting Up Strategic Ledger" on page 38

Setting Up Currency

Setting up Currency is the first step in setting up your prerequisite applications. This procedure outlines the information you must define in the Currency application.

The information you define includes the applicable currencies and rates that will be used in Requisitions.

STEPS

To set up Currency

- Access Currency Code (CU01.1) to define and maintain a single currency code and base currency information. If you want to define multiple currency codes, choose the *Multiple Entry* button.

  For more information, see the *Currency User Guide*.

Setting Up General Ledger

You must set up the General Ledger application after you have set up the Currency application. If items are ordered from stock, issue and transfer transactions are posted to the General Ledger through the Inventory Control application. This procedure outlines the information you must define in the General Ledger application.

The information you define includes accounts and accounting units to record requisition activity and, if applicable, intercompany relationships. Also if applicable, you define general ledger commitments and budget edits.

STEPS

To set up General Ledger

1. Access Chart of Accounts (GL00.1) and define the following for your chart of accounts:
   - Name and description
   - Summary and detail accounts for both the balance sheet and income statement sections of the chart
   - System accounts
2. Access Company (GL10.1) and define your General Ledger company and determine whether you have any **intercompany relationships**. *Intercompany relationships* are relationships between companies that let transactions pass between them.

   Within your General Ledger company, define the following:
   - Chart of accounts and base currency
   - Organizational levels
   - Company-wide general ledger processing parameters
3. Access Accounting Units-Accounts (GL20.1) and define accounting units from the top of your company organizational structure to the bottom so you assign the correct, unique level address to each accounting unit.
4. Access System Control (GL01.1) and define how system control will be used for your company.
5. Access the System Codes, Commitments (GL01.4) tab to assign system codes for General Ledger commitments and budget edits if you are going to use commitments.

Related Reports and Inquiries

To	Use
List the chart of accounts	Chart of Accounts Listing (GL200)
List company parameters	Company Listing (GL210)
List accounting units for a company	Accounting Unit Listing (GL220)
List posting accounts by accounting unit for a company	Posting Accounts Listing (GL221)
List posting accounts by accounting unit for a company	Posting Accounts Listing by Acct (GL222)
List system codes and system control options	System Control Listing (GL201)

Setting Up Accounts Payable

Setting up Accounts Payable is a required part of your setup process. This procedure outlines the information you must define in the Accounts Payable application.

The information you define includes setting up vendors. Vendors can be associated to requisitions, which have a demand on purchasing. Vendors are validated against the vendor file in Accounts Payable.

Need More Details? Check out the following concepts:

- "What are Vendor Groups?" on page 24
- "What are Pay Groups?" on page 25
- "What are Vendor Classes?" on page 25
- "What are Process Levels" on page 25

STEPS

To set up Accounts Payable

1. Access Vendor Group (AP00.1) and define the following:
   - Vendor numbering options
   - Invoice hold codes
   - Period ending dates
   - Additional entry fields to store vendor information
2. Access Company (AP00.4) and define the following:
   - Vendor groups and pay groups
   - Invoice entry options and default cash codes
   - Accounts payable processing codes, and company posting, processing, and reporting options
3. Access Process Level (AP00.5) and define the **process levels** within your accounts payable company. You must define at least one process level for each accounts payable company. You can define additional process levels to organize your company into smaller groups. For example; divisions, departments, or cost centers.
4. Access Distribution Code (AP05.3) and define the **distribution codes** *to default one or more general ledger expense distribution accounts to an invoice.*
5. Access Vendor (AP10.1) and define the **vendors,** *which are the companies or persons you remit payments to.* Consider the following:
   - Vendors and vendor classes
   - Address, currency, and tax information
   - Accounts payable codes
   - Payment and invoice processing information

   For more information, see the *Accounts Payable User Guide*.

Setting Up Inventory Control

You must set up the Inventory Control application after you have set up the Accounts Payable application. This procedure outlines the information you must define in the Inventory Control application.

The information you define includes setting up items and the stocking location of the items you will be requesting.

Need More Details? Check out the following concepts:

- "What is a Corporate Item Group?" on page 25
- "What are Inventory Locations?" on page 25
- "What are Purchasing Classes?" on page 25
- "What is the Item Location?" on page 26
- "What are Item Types?" on page 26

STEPS

To set up Inventory Control

- Access the following forms to define the information listed:

Use	To set up
Corporate Item Group (IC00.1)	Item groups.
Procurement Group (PO00.1)	The last requisition number.
Company (IC01.1)	Inventory Control company, the available-to-allocate inventory calculation, the allocation method, and the allocation basis (Priority or Date). Online allocation takes place when the requisition is added. Batch allocation takes place when you run the batch allocation program in the Warehouse application and the items are available. With this method, the items are allocated based on the requested delivery date.
Location (IC02.1)	Inventory locations.
Cart/Par Location (IC81.1)	Par locations.
Location (IC02.1) Address tab	Address information for requesting locations to print on delivery tickets and Warehouse application pick lists, if applicable.
Location (IC02.1) Misc tab	Process types. You must determine the steps required to complete the shipping process after an item is allocated. Allocation purpose, if applicable.
General Ledger Category (IC04.1)	General Ledger categories.
Purchasing Class (IC07.1)	Purchasing classes, if applicable.
Item Master (IC11.1)	Non-stock items or inventoried items.

Use	To set up
Item Location (IC12.1)	Inventoried and non-stock items that are assigned a location using the Inventory Tracking flag.
Dictionary Setup (IC180)	Data dictionary, if applicable.
Handheld Processing Parameters (IC88.1)	Handheld terminal, if applicable.

If your Inventory Control company requires the above information, it will be required in the Requisitions application as well.

For more information, see the *Inventory Control User Guide*.

Setting Up Tax

Depending on your business needs, you might also need to set up the Tax application. Requisitions uses tax information from the Tax application, which uses tax codes and rates to calculate tax. This procedure outlines the information you must define in Tax if you are going to set it up.

The information you define includes setting up tax codes. Items can be flagged as taxable on a requisition. If an item is flagged as taxable, you can optionally enter a tax code. The tax code is validated against the tax code field in the Tax application.

Need More Details? Check out the following concepts:

- "What are Tax Codes?" on page 28

STEPS

To set up Tax

1. Access Company (TX00.1) and define the tax company. Decide whether to assign general ledger accounts at the company or at the tax code level. If you assign your accounts at the company level, your taxes will be summarized, not broken down into individual posting accounts. If you assign your accounts at the tax code level, you will see detailed information on your taxes (such as invoiced and accrued tax).
2. Access Tax Code Master (TX01.1) and define your tax codes.
3. Access Tax Rate (TX03.1) and assign tax rates to your tax codes. Once your application has tax rates assigned to its tax codes, it can calculate your taxes automatically.
4. If you have a tax code set up as a tax table code and you want to assign more than one tax to a transaction, access Tax Tables (TX01.2) and define a tax table. Assign an effective date for the table and decide what taxable effect each tax code will have on the taxable amount for the next tax code in the table.

   For more information, see the *Tax Procedures Manual*.

Setting Up Project and Activity Accounting

Depending on your business needs, you might also need to set up the Project and Activity Accounting application. This procedure outlines the information you must define in Project and Activity Accounting if you are going to set it up.

The information you define include setting up activity codes. You can associate an activity and an account category with a requisition. If you specify, Requisitions validates the information in Project and Activity Accounting. Also if applicable, you define Project and Activity commitments.

STEPS

To set up Project and Activity Accounting

1. Access Activity (AC10.1) and define activity codes to identify the actual tasks that make up an activity group.
2. Make a list of account categories and the general ledger accounts related to activity codes. You must assign account categories to activity codes before you can do budgeting or transaction processing.
3. Access the System Codes, Commitments (GL01.4) tab to assign system codes for activities commitments if you are going to use commitments.

   For more information, see the *Project and Activity Accounting User Guide*.

Setting Up Invoice Matching

Depending on your business needs, you may also need to set up the Invoice Matching application. This procedure outlines the information you must define in Invoice Matching, if you are going to set it up.

The information you define includes setting up the company and buyer structure. You must define the Invoice Matching application before you define the Purchase Order application.

STEPS

To set up Invoice Matching

- Access Company (MA01.1) and define the company.

  Determine if you will be using Invoice Messaging for matches that are over or under tolerances, and complete the necessary setup.

  For more information, see the *Invoice Matching User Guide*.

Setting Up Purchase Order

Depending on your business needs, you might also need to set up the Purchase Order application. This procedure outlines the information you must define in Purchase Order, if you are going to set it up.

The information you define includes setting up purchase order codes. Purchase order codes can be assigned to the requesting location and the requisition.

Need More Details? Check out the following concepts:

- "What are Procurement Groups?" on page 28
- "What are Comment Types?" on page 28

STEPS

To set up Purchase Order

1. Access Buyer (PO04.1) and define the buyer structure.
2. Access Freight Terms (PO06.1) and define the freight terms to determine who pays for the freight and the method of payment. Examples include COD, collect, and prepay.

   Make sure you define the default freight terms code you assigned to the company. This freight terms code is used as the default code if one is not assigned at the vendor level.
3. Access PO Vendor (PO10.1) and indicate Electronic Data Interchange (EDI) as your PO Vendor Issue Method if your company is issuing purchase orders via EDI. EDI is a method of transmitting data electronically. For example, you can use EDI to transmit purchase orders, advance ship notices, and invoices.
4. Access Ship Terms (PO02.1) and define the ship terms to indicate when the buyer or seller takes possession of the merchandise and at what point in the shipment.
5. Access Vendor Item (PO13.1) and define the following:
   - Contact information
   - Issue methods for original and revised purchase orders
   - Shipping terms and methods
   - Purchase limits and tolerances
6. Access Comment Codes (PO12.1) and define comment codes and the attachments that are assigned. Comment codes can be assigned to headers, trailers, or individual lines on orders.

   For more information, see the *Purchase Order User Guide*.

Setting Up Warehouse

Depending on your business needs, you might also need to set up the Warehouse application. This procedures outlines the information you must define in Warehouse if you are going to set it up.

The information you set up includes defining process types and assigning them to the inventory locations. Inventory locations are the From location on requisitions with demand on stock.

STEPS

To set up Warehouse

1. Access Process Type (WH01.1) and define process types to determine the shipment processing steps a document must go through. Determine whether picking and packing feedback are required in addition to shipping feedback, which is always required.

IMPORTANT If your Warehouse company requires this information, it will be required in the Requisitions application as well.

2. Access Shipping Method (WH11.1) and define shipping methods to specify how shipments are to be sent. Examples are air freight, truck, or courier delivery.

   For more information, see the *Distribution User Guide*.

Setting Up Asset Management

Depending on your business needs, you might also need to set up the Asset Management application. This procedure outlines the information you must define in Asset Management, if you are going to set it up.

The information you define includes setting up your depreciation book, calendar, account group, asset types, and accounting unit group.

STEPS

To set up Asset Management

1. Access Books (AM00.2) and define your depreciation book.
2. Access Current Calendar (AM01.1) and define your calendar.
3. Access Account Group (AM05.1) and define your account group.
4. Access Types (AM06.2) and define your asset type.
5. Access Accounting Unit Group (AM09.1) and define your accounting unit group.

   For more information, see the *Asset Management User Guide*.

Related Reports and Inquiries

To	Use
List your defined books or current, historical, or future calendars	System Setup Listings (AM200)
List your account group or accounting unit group setup parameters or asset type definitions	Company Setup Listings (AM205)

Setting Up Strategic Ledger

Depending on your business needs, you might also need to set up the Strategic Ledger application for more analysis and reporting capabilities. This procedure outlines the information you must define in Strategic Ledger, if you are going to set it up.

The information you define includes setting up User Analysis values.

Need More Details? Check out the following concepts:

- "What is Strategic Ledger?" on page 28

STEPS

To set up Strategic Ledger

1. Access User Analysis Values (SL00.1), then Define User Analysis (SL00.2), and define user analysis fields and valid values.
2. Access User Analysis Group (SL01.1), then Define User Analysis Group (SL01.2), and define user analysis groups.
3. Access User Analysis Value Relations (SL02.1), then Define User Analysis Relation (SL02.2), and define user analysis relationships.
4. Access Strategic Ledger Calendar (SL51.1) and define a calendar.
5. Access Define Chart (GL00.2) and assign your user analysis group to your chart of accounts.
6. Access Account Information (GL00.4) and attach a user analysis value relationship to an account. Repeat this step for other accounts.
7. Access Strategic Ledger (SL50.1) and identify the user analysis transaction data to use in your ledger and to use as dimensions of your multidimensional database.
8. Access Strategic Ledger Datamart Setup (SL05.1) and report the dimensions of your multidimensional database that you identified using Strategic Ledger (SL05.1).

   For more information, see the *Strategic Ledger User Guide*.

Related Reports and Inquiries

To	Use
List user analysis values	User Analysis Listing (SL200)
List user analysis group information	User Analysis Group Listing (SL201)
List user analysis relationships	Relation Listing (SL202)

Chapter 5

Setup: Requisitions Structure

This chapter focuses on performing the required setup tasks for the Requisitions application. Setting up Requisitions involves defining requesting locations, approval codes, requesters, and templates.

STOP Before you begin setting up Requisitions, you must set up the prerequisite applications. See "Setup: Prerequisite Applications" on page 23 for instructions.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 50

The following concepts provide background and conceptual information for the procedures within this chapter.

What are Transaction Types?

Transaction types represent how items are moved and how cost is handled. The three transaction types and their definitions are:

Transaction Type	Definition
Issue (IS)	The movement of items from a stock or inventory location to a non-stock location. An issue transaction expenses the requesting location for the requested items.
Direct Transfer (DT)	The movement of items from one stock location to another that requires less than one day for delivery. Stock-on-hand quantities are updated after the items are picked and the shipment is released.
Intransit Transfer (IT)	The movement of items from one stock location to another that requires more than one day for delivery. Stock-on-hand quantities are decreased at the From location immediately after the items are picked and the shipment is released. The requesting location must enter item receipts in the Inventory Control application to update its stock-on-hand quantities.

What are Requesting Locations?

A requesting location is a location that can be a stock location defined in the Inventory Control application, or a non-stock location such as a department, cost center, store, and so on. For both stock and non-stock locations, the location is the originator of demand for supplies or other resources. The three requesting location types and their definitions are:

Requesting Location Type	Definition
Stock (for Direct Transfer or Intransit Transfer transaction types)	A stock location maintains inventory items and has a transfer transaction type.
Non-stock (for Issue transaction types)	A non-stock location requests items, but does not maintain inventory, and is required to use an issue transaction type.
Cart/par	A cart or par location refers to par locations, exchange carts, and par level carts, all of which store established quantities of supplies in predefined arrangements. See "What is a Cart or Par Location?" on page 114 for more information.

Stockless Processing?

Stockless processing is a method of automatically replenishing inventory that significantly reduces buyer and receiver intervention. The vendor stores and delivers inventory and non-stock items immediately before use. Items are not stored onsite. Stockless processing is based on a predefined, negotiated deal with a vendor to keep enough stock available to fill company needs on demand. Stockless processing typically involves communicating with the vendor by Electronic Data Interchange (EDI).

A requesting location can be set up as a stockless location by setting the Stockless Flag to Yes. This indicates that the requesting location participates in one or more stockless price agreements. When requisition lines are created, the application attempts to default costs from stockless price agreements for this requesting location.

What is Approval Processing?

Approval processing is part of the overall procurement process. After a requisition is created and released, it might require approval based on business needs. You use approval processing to secure and control the approval flow.

There are two options for approval processing: a manual method using the Requisitions application approval processing, and an automatic method using the Requisition Approval Service provided by ProcessFlow. When manual approval processing is used, the requisition total is examined. When ProcessFlow is used, the requisition total and the extended cost for the line item is examined.

Before you set up approval processing in Requisitions, you need to understand the relationship between requesting locations, approval codes, and requesters. See the following for more information:

- "What are Requesting Locations?" on page 43
- "What is an Approval Code?" on page 44
- "What is a Requester?" on page 45

When you set up requesting locations, approval codes, requesters, and requisition approval services, you create relationships that determine the manual approach to approval processing.

In the manual approach, requesters are tied to approval codes and to requesting locations. The approval code determines who needs to approve the requisition and at what level before further requisition processing can continue.

The Requisitions application maintains approval dollar amount limits by requisition. All approvers whose dollar amount limit has been exceeded must approve the requisition in the order of approval totals. However, the Skip Lower Levels option can be set to skip lower level approvals. When this option is set to Yes, only the highest level approver whose dollar amount limit has not been exceeded must approve the requisition. Optionally, other lower level approvers can approve the requisition.

Approval processing controls approvals by using accounting units, purchasing classes, and requisition totals or requisition line totals by item type. If you set up accounting units in the General Ledger application and assign them to a requester in Requesters on the Purchasing tab, the requester can use only the assigned accounting units.

What is an Approval Code?

Approval codes determine dollar amount limits and who must approve requisitions at each limit. Each level has an approver assigned to it and has a higher limit than the level below. For example, the following approval code is defined:

Dollar Amount Limit	Approval Needed By
$100,000	Vice President
$50,000	Department Manager
$1,000	Supervisor

In this example, the Supervisor can approve requisitions totalling $1,000 to $49,999. Both the Supervisor and the Department Manager must approve requisitions totalling $50,000 to $99,000. All three approvers (the Supervisor, Department Manager, and the Vice President) must approve a requisition totalling over $100,000.

The approval code can be set up so that lower levels of approval are not needed. You do this by setting the Skip Lower Levels option to Yes on Approval Codes. In this example and with the Skip Lower Levels option set to Yes, only the Department Manager must approve a requisition totaling $12,000.

Approval is not required for requisitions that do not exceed a monetary limit. For example, a requisition with a total under $1,000 does not need any approval. Processing of these requisitions is not constrained or restricted by the approval process.

You can bypass the approval process by setting up one approval code that has a very high threshold. This means that a requisition would never exceed the threshold and therefore, would never need approval.

What is a Requester?

The Requisitions application requires you to set up at least one requester. A requester is the person, department, function, or location responsible for initiating requests or demands for materials, supplies, or inventory items. Depending on security needs, requesters can be individuals, generic groups, or inventory locations. Each requester has a default company. The requester identifies the originator of a requisition.

Requester	Description
Individual	A requester can have more than one requester ID. Using the ID, the requester can perform different functions with different security levels at different locations.
Generic group	A group of requesters, such as all the people in a department.
Inventory location	An inventory location can request items from the following reports: • *Distribution Requirements Report* • *Location Replenishment Report* • *Replenishment by Requisition POs* For information about inventory locations set up as requesters, see the *Inventory Control User Guide*.

The requester name is the form identification followed by the Inventory Control (IC) location name. You must set up specific requesters named after each report so the requisition source is traceable. For example, a requester named DR100WHNORTH can be set up for the Distribution Requirements Report (DR10) and for an IC location of WHNORTH.

You can control the purchasing classes that a requester can request. You can define a purchasing class in Purchasing Class (IC07.1) to assign items in the Item Master file. You can also assign purchasing classes to a requester in Requesters (RQ04.1) on the Purchasing Classes tab. If you do not assign a purchasing class to a requester, the requester can request only items in the assigned major and minor purchasing classes. See "What are Purchasing Classes?" on page 25 for more information.

What is a Procurement Template?

A procurement template is a list of items you set up in advance. Think of it as a pre-defined shopping list from which you select lines for a requisition. You can use a template to copy items to a new requisition. You can add additional items to the requisition if necessary. You set up a template by specifying the company and the requester, or the company and the requesting location, plus other template information.

What is the Accounting Information Defaulting Hierarchy?

The Requisitions application automatically decides the accounting information placed on a requisition. The accounting information is determined from a hierarchy that uses several criteria, including the requesting location type, the transaction type, the item type, and whether or not the requisition was created from a price agreement. In some cases, the hierarchy for accounting units is different from those for accounts.

Direct Transfer or Intransit Transfer Requesting Locations

Direct Transfer or Intransit Transfer requesting locations use the following hierarchy and processing rules for accounting information based on the transaction type. Direct Transfer or Intransit Transfer locations are inventory locations that store items, that use transaction types of direct transfer and intransit transfer, and that issue items to non-inventory (non-stock) locations.

Stock to Stock Transaction

A stock to stock transaction transfers inventory items from one inventory location to another inventory location. The following processing rules are used for accounting information for a stock to stock transaction:

- Accounting units, accounts, or subaccounts cannot be overridden on a requisition.
- Account information does not display on the line detail on Requisition.
- The inventory account from the General Ledger category is credited for the From location and debited for the requesting location.

Stock to Issue Transaction

A stock to issue transaction moves inventory items from an inventory location to a location where the item is non-stock. Typically, the To location is an issue (non-inventory) requesting location. In addition, the To location can be an inventory location that is also defined as an issue (non-stock) requesting location for items that are consumed, such office supplies. The following processing rules are used for accounting information for a stock to issue transaction.

- The expense account for the requesting location displays on the line detail on Requisition.
- The inventory account from the General Ledger category is credited for the From location.
- The defaulting hierarchies shown in the tables below are used to determine the accounting unit, account, and subaccount that are debited. See "Defaulting Hierarchy for Accounting Unit" on page 47 and "Defaulting Hierarchy for Account and Subaccount" on page 48.

Issue Requesting Locations

Issue requesting locations use the following accounting information hierarchy for all item types. Issue requesting locations are the same as non-stock requesting locations. An Issue requesting location only requests items and is required to use a transaction type of issue. The accounting information hierarchy is different for accounting units and accounts. The following processing rules are used for accounting information for issue requesting locations:

- The inventory account from the General Ledger category is credited for the From location for inventory (I) items during transaction posting.
- For non-stock (N), special (X), and Service (S) items, the accounting information defaults to the purchase order created from the requisition.
- The Defaulting Hierarchies shown in the tables below are used to determine the accounting unit, account, and subaccount that are debited. See "Defaulting Hierarchy for Accounting Unit" on page 47 and "Defaulting Hierarchy for Account and Subaccount" on page 48.

Defaulting Hierarchy for Accounting Unit

The defaulting hierarchy for Accounting Unit is shown in the table below, listed from highest to lowest. (The highest entry overrides the next lowest.)

Par/Cart requesting location GL category
Vendor agreement with GL commit flag set to Y
Manually entered at line
Template line PO15 or template line AU from RQ Loc flag set to Y
From location GL category AU if IC Loc flag set to Y
Requesting location RQ01 (at header of requisition)

Requisition header (manually entered) RQ10
Agreement participant PO25.3
If no accounting unit is found, you must enter the accounting unit.

Defaulting hierarchy for the Accounting Unit uses the following rules:

- You select the accounting unit for each line.
- If the accounting unit is not selected for each line, the Requisitions application searches for the line defaults information. The accounting information defaults from the line defaults information, if found.
- If the accounting unit is not selected as part of the line defaults information, Requisitions searches for a price agreement for the item. If a price agreement is found, Requisitions uses the information specified on Vendor Agreement Participants. You can specify the requesting location or the accounting unit. If you select the requesting location, Requisitions uses the accounting unit from that location, if the accounting unit is specified. If you select an accounting unit on Vendor Agreement Participants, Requisitions uses the specified accounting unit.
- If there is no price agreement for the item, Requisitions uses the accounting unit specified in the requisition header. If there is no accounting unit specified in the requisition header, the accounting unit defaults from the requesting location.
- If Requisitions does not find any accounting unit information, you must enter an accounting unit.

Defaulting Hierarchy for Account and Subaccount

Account origination as shown in the table below is from highest to lowest. (The highest entry overrides the next lowest.)

Par/Cart requesting location GL category
Vendor agreement with GL commit flag set to Y
Manually entered at line
Template line PO15 or template line AU from RQ Loc flag set to Y
Requesting location RQ01 (at header of requisition)
From company/location GL category
Item Master account
Requisition header (manually entered) RQ10
Agreement line
If no accounting is found, you must enter the account.

Defaulting hierarchy for Account and Subaccount uses the following rules:

- You enter an account.
- If you do not enter an account, Requisitions searches the line defaults for an account.

- If it does not find line defaults, it searches for a price agreement for the item. If a price agreement is found, Requisitions uses the account from the price agreement line. If a price agreement line is not found or if there is no account found on the price agreement, Requisitions uses the account in the requisition header.
- If it does not find the account in the requisition header, Requisitions uses the account for the requesting location. If it does not find the account for the requesting location, it searches for an Item Location record at the From location.
- If an Item Location record at the From location is found, the account defaults from the issue account of the General Ledger category.
- If Requisitions does not find any accounting unit information, you must enter an accounting unit.

What is Fill and Kill Processing?

A requesting location is set up to either fill backorders or cancel (kill) backorders. You fill a requisition with what stock is available and the application automatically kills any backorders for the requesting location. The processing selected for the requesting location defaults onto requisitions created for the requesting location. When you create requisitions, you can override the default processing type for an individual line.

Procedures in this Chapter

All Requisitions users must define requesting locations, approval codes, and at least one requester. This chapter provides detailed instructions on completing all of these setup tasks.

Setting up procurement templates is optional, and with it you can use templates to copy items to a new requisition.

- "Defining a Requesting Location" on page 50
- "Defining an Approval Code" on page 53
- "Setting Up Requesters" on page 55
- "Setting Up a Procurement Template" on page 60

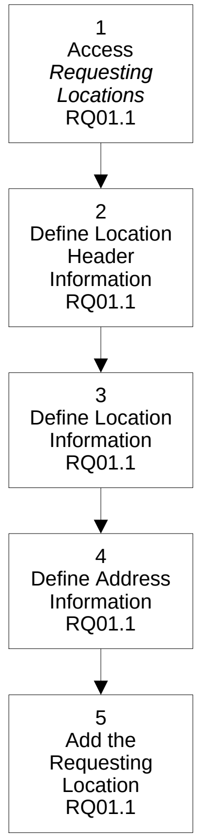
Defining a Requesting Location

A requesting location can be a stock location or a non-stock location. Use this procedure to define a requesting location.

Need More Details? Check out the following concepts:

- "What are Transaction Types?" on page 42
- "What are Requesting Locations?" on page 43
- "What is the Accounting Information Defaulting Hierarchy?" on page 46
- "What is Fill and Kill Processing?" on page 49
- "What are Requisition Approval Types?" on page 130

Figure 2. Procedure flow: Defining a requesting location

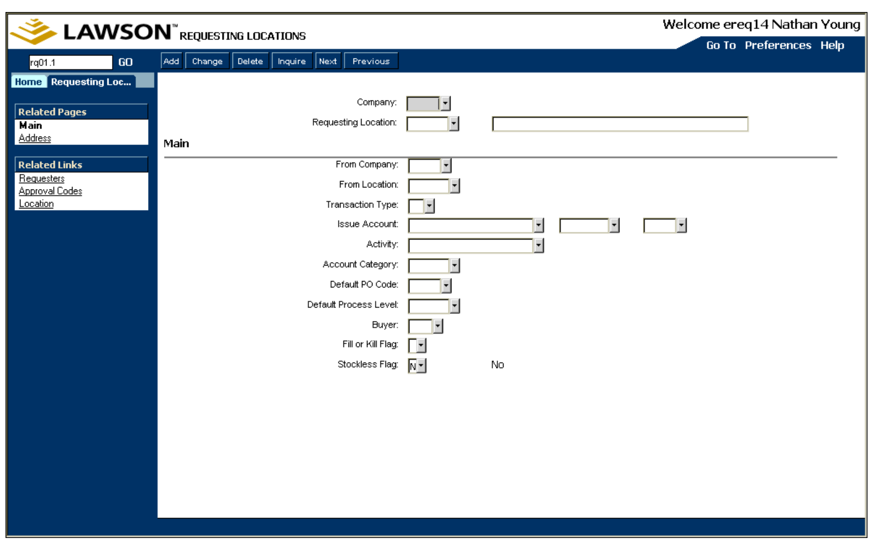


STEPS

To define a requesting location

1. Access Requesting Locations (RQ01.1).

Figure 3. Form clip: Requesting Locations (RQ01.1)



2. Define the location header information. Consider the following fields.

Company	Select the company number for the location requisitioning items.
Requesting Location	Select the location requisitioning items.

3. Define the location information. Choose the Main tab. Consider the following fields.

From Company	Select the company that is the source of the items. This will be the default company on the requisition.
From Location	Select the inventory location that supplies the items or the purchase order ship to location that receives the items. This will be the default From location on the requisition.
Transaction Type	Select one of the following, depending on the type of location you are defining: • IS for a non-stock location • DT for a direct transfer stocking location • IT for an intransit transfer stocking location
Issue Account	If you want Requisitions to default account information when you create requisitions, define the issue account information and select the accounting unit, account, and subaccount information. For more information on defaulting accounts, visit the Knowledge Base.
Activity	If you want Requisitions to default activity information when you create requisitions, select the activity. For more information on defaulting activities, visit the Knowledge Base.
Account Category	If you want Requisitions to default account category information when you create requisitions, select the account category. For more information on defaulting account categories, visit the Knowledge Base.
PO Code	If you want to further identify the department or requesting location that generated the purchase order, indicate a purchase order code. For example, you can use this code to indicate ownership by department or requesting location, and to avoid duplicate purchase order numbers where vendors supply purchase order numbers.

Process Level	If you want Requisitions to default process level information onto purchase orders when you create requisitions, select the process level.
Fill or Kill Flag	Indicate whether you want to cancel (kill) unwanted backorders for inventoried items.
Stockless Flag	If the requesting location participates in one or more stockless price agreements and you want the application to attempt to default costs from the agreements for this location when requisition lines are created, select Yes.
Requisition Approval Type	Select the approval type for the requisition: • Header using approval codes • Header using ProcessFlow • Line approval using ProcessFlow • No approvals required
Status	Indicate the status of the requesting location (Active or Inactive). If a requesting location is set to Inactive, you cannot add, change, release, or copy a requisition for that location. The default is Active.

4. If you are doing a drop ship requisition, you can define address information for the requesting location. (Address information indicates where items are to be delivered and is printed on pick lists and purchase orders.) Choose the Address tab.
5. Add the requesting location using the Add form action.

Defining an Approval Code

NOTE If you use ProcessFlow for approval processing, you define your approval data in ProcessFlow.

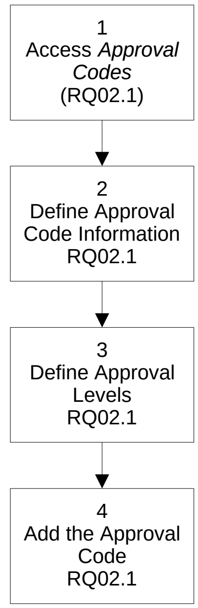
Approval codes are assigned to requesters and determine what approval is needed based on the total dollar amount of the requisition. Use this procedure to define approval codes.

Approval codes do not apply to approval types that use ProcessFlow.

Need More Details? Check out the following concepts:

- "What is Approval Processing?" on page 43
- "What is an Approval Code?" on page 44

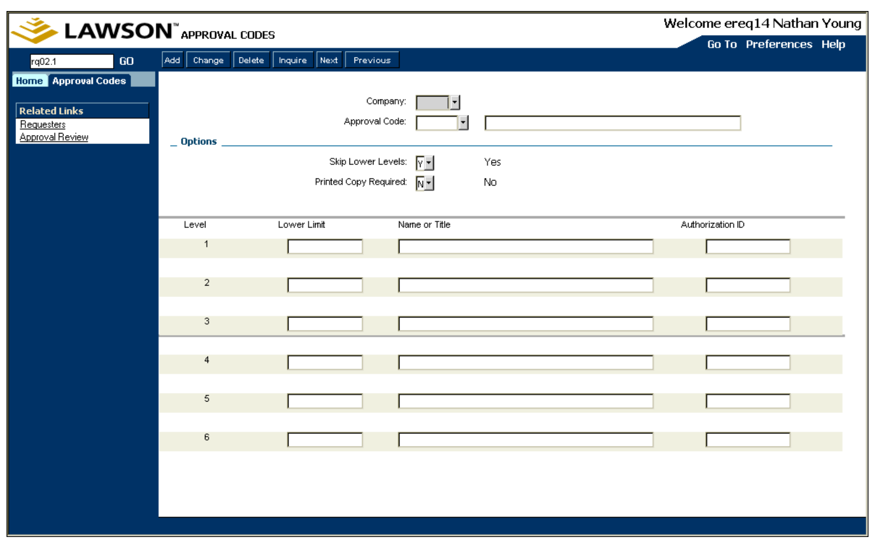
Figure 4. Procedure flow: Defining an approval code



STEPS To set up an approval code

1. Access Approval Codes (RQ02.1).

Figure 5. Form clip: Approval Codes (RQ02.1)



2. Define the approval code information. Consider the following:

Approval Code	Type an approval code. If you want to handle transfers of inventory items, set up a special approval code with a very high lower limit. If you want to bypass approval processing, define one approval code with a high lower limit (for example, $999,999,999).
Skip Lower Levels	If you want to enable only higher level approvers to approve the requisition, select Yes. If you select Yes, only the highest level approver whose dollar amount limit has not been exceeded must be obtained. Otherwise, all the approval levels required must be obtained. **NOTE** If the requisition’s total cost increases after it has been approved, the requisition must be approved again.
Printed Copy Required	If you want to require requisition printing in Print Requisitions (RQ111), select Yes.

3. Define the approval levels. Consider the following:

Lower Limit	Define approval levels. At least one level must be defined.
Authorization ID	Define the authorization ID for the name or title of the person who needs to approve the requisition at the lower limit amount. This serves as a password to allow the person to review the requisitions needing approval at the limit amount.

4. Add the approval code using the Add form action.

Related Reports and Inquiries

To	Run
List approval codes	Approval Code Listing (RQ202)

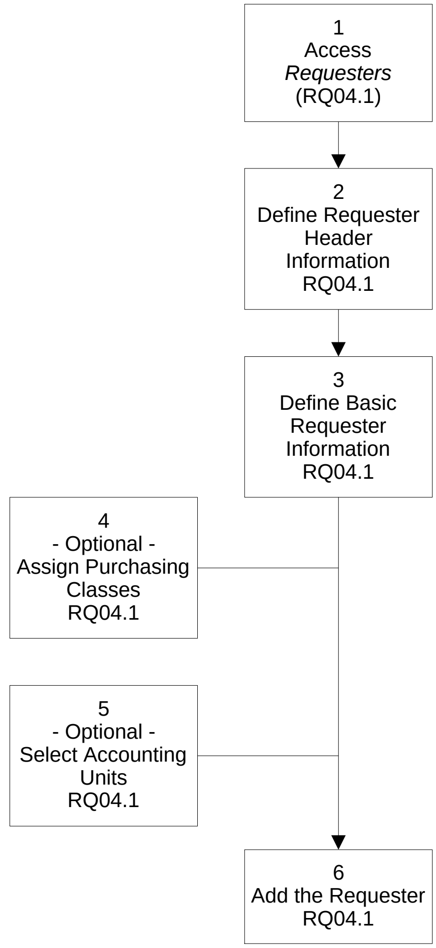
Setting Up Requesters

A requester initiates demand for materials, supplies, and so on. Use this procedure to set up at least one requester.

Need More Details? Check out the following concepts:

- "What is a Requester?" on page 45
- "What are Purchasing Classes?" on page 25
- "What are Requisition Approval Types?" on page 130

Figure 6. Procedure flow: Setting up requesters

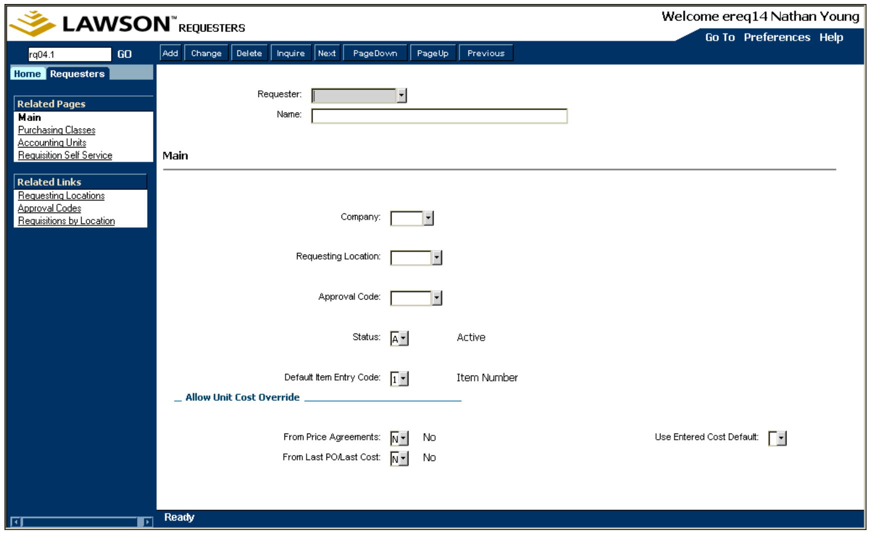


STEPS

To set up requesters

1. Access Requesters (RQ04.1).

Figure 7. Form clip: Requesters (RQ04.1)



2. Define the requisition header default information. Consider the following:

Requester	Define a requester code. If you want to tie the requester to more than one approval code, set up more than one requester code. If you want to enable an inventory location to automatically reorder supplies, type the program name followed by the requesting location. For example, type **IC141EMG** to set up the emergency location (EMG) as a requester. (Typing the program number aids in determining who or what created the requisition, whether it was system-generated or manually generated.) Location Replenishment Report (IC141) calculates replenishment quantities and directly creates requests. IC141 uses Fixed Order Point (FOP) to replenish inventory from one location to another location. For more information, see the *Inventory Control User Guide*. If you want to enable an inventory location to automatically select items to reorder from vendors, type the program name followed by the requesting location. For example, type **IC142EMG** to set up the emergency location (EMG) as a requester. (Typing the program number aids in determining who or what created the requisition, whether it was system-generated or manually generated.) Replenishment by Requisition POs (IC142) creates a request for each vendor, purchase from, and replenishment location specified on the Source tab in Item Location (IC12.1). For more information, see the *Inventory Control User Guide*.
Name	Define a name for the requester code.

3. Define the basic information about the requester. Choose the Main tab. Consider the following fields.

Company	Select the company you want to define requesters for.
Requesting Location	Select the requesting location. This becomes the default requesting location when a requisition is entered using this requester. Leave this field blank if you want to force the requester to select a requesting location when creating a requisition.

Requisition Approval Type	Select the approval type for the requisition: • Header using approval codes • Header using ProcessFlow • Line approval using ProcessFlow • No approvals required
Approval Code	Select the approval code for the requester. This field is not required if you did not require approvals in the Requisition Approval Type field.
Item Entry Code	Decide how you want requesters to search for items by default (by item number, UPC, UPN1, UPN2, NDC, or SKU). You can indicate alternative numbers on the requisition or the item number.
Allow Unit Cost Override From Price Agreements	If you want to let the requester enter a unit cost that will not be overridden by a price agreement, select Y (Yes).
Allow Unit Cost Override From Last PO or Last Cost	If you want to let the requester enter a unit cost that will not be overridden by the last unit cost or the last Purchase Order unit cost default, select Y (Yes).
Use Entered Cost Default	If this flag is set to Y (Yes), and a requester manually enters a cost, the application will default the "used entered cost flag" to Yes. A purchase order can be created if all applicable information is available.

NOTE You can set up purchasing classes and assign them to items. You define purchasing classes in Purchasing Class (IC07.1) and assign them to items in Item Master (IC11.1).

4. If you want to assign one or more purchasing classes, choose the Purchasing Classes tab. (Assigning purchasing classes restricts the requester to the assigned purchasing classes.) Consider the following fields.

Major	Select a value indicating the major purchase class code. Using this field limits the requester to ordering only items within this major class.
Minor	Select a value indicating the minor purchase class code. Using this field limits the requester to ordering only items within this minor class within this major class.

5. If you want to select one or more accounting units, choose the Accounting Units tab. You set up accounting units in the General Ledger application.
6. If you want to set up task display options for Requisition Self Service, choose the Requisition Self Service tab. Consider the following fields.

Catalog Search	Enter a number indicating in what order this task displays. If you leave this field blank, the task does not display. If all tasks are left blank, the application looks at the company level.
Shopping List	Enter a number indicating in what order this task displays. If you leave this field blank, the task does not display. If all tasks are left blank, the application looks at the company level.
Express Order	Enter a number indicating in what order this task displays. If you leave this field blank, the task does not display. If all tasks are left blank, the application looks at the company level.
Specials and Services	Enter a number indicating in what order this task displays. If you leave this field blank, the task does not display. If all tasks are left blank, the application looks at the company level.
Punchout	Enter a number indicating in what order this task displays. If you leave this field blank, the task does not display. If all tasks are left blank, the application looks at the company level.
Categories	Enter a number indicating in what order this task displays. If you leave this field blank, the task does not display. If all tasks are left blank, the application looks at the company level.
List Only Contract Items	Indicate whether to list only items on a contract.
List Only Internal Items	Indicate whether to list only inventoried items.
Allow Dropship	Indicate whether to allow the requester to create dropships.

7. Add the requesters using the Add form action.

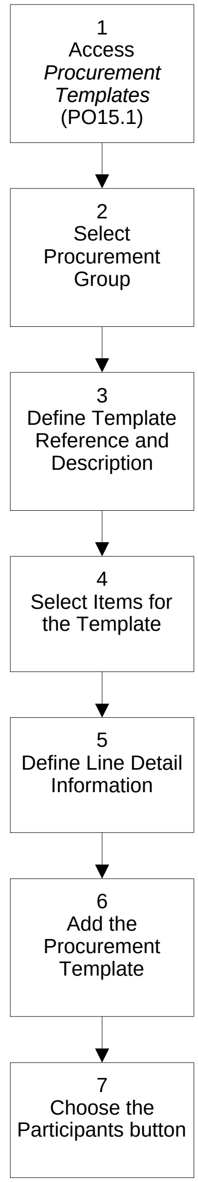
Related reports and Inquiries

To	Run
List requesters	Requester Listing (RQ204)

Setting Up a Procurement Template

You can set up a procurement template to define default information and to streamline requisition entry. Use this procedure to set up a template.

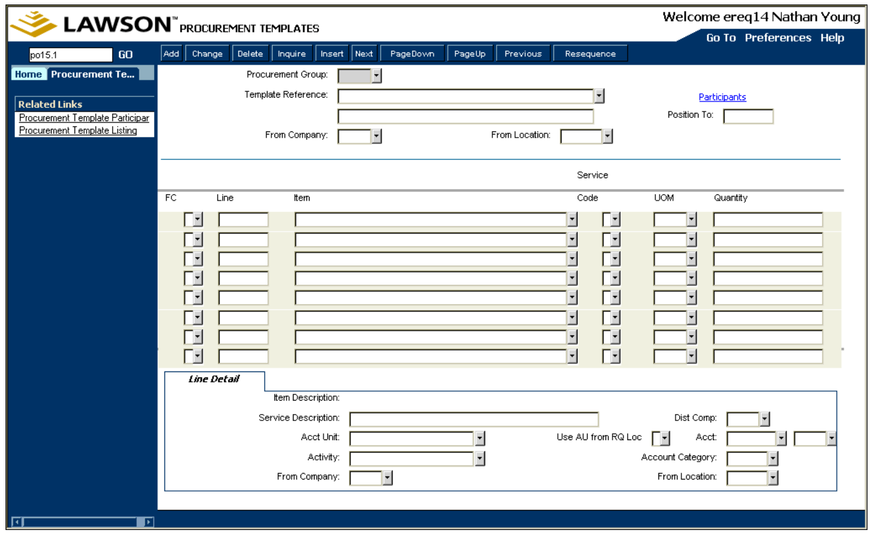
Figure 8. Procedure flow: Setting up a procurement template



STEPS To set up a procurement template

1. Access Procurement Templates (PO15.1).

Figure 9. Form clip: Procurement Templates (PO15.1)



2. Select the procurement group.
3. Define the template reference and the description.
4. Select the items for the template. Consider the following fields.

Item	Select the item identifier.
Type	Select the item type.
UOM	Select the unit of measure.
Quantity	Enter a quantity if you want a specific quantity to be defaulted.

NOTE The Use AU from RQ Loc flag allows the requesting location accounting unit to override the Use GL Category Issue Account Unit as Deafult flag (when set to ”Y”) on IC Location (IC02). If this flag is set to ”N,” the Procurment Template (PO15.1) override does not occur.

5. Define the line detail information on the Line Detail form.
6. Add the procurement template using the Add form action.
7. Choose the Participants button to associate a template to a company, requesting location, requester, buyer group, or buyer:

Use	To
Company	Create a procurement template for a company, leave the Req Location and Requester fields blank.
Requesting Location	Create a procurement template for a requesting location, select a requesting location in the Req Location field.
Requester	Create a procurement template for a requester, select a requester in the Requester field.

Related Reports and Inquiries

To	Run
List procurement templates	Procurement Template Listing (PO215)

Chapter 6

Creating Requisitions Overview

The Requisitions application supports several methods for creating requisitions. Detailed procedures for creating requisitions using each method are in the chapters that follow. This chapter provides conceptual information relating to all methods of creating requisitions.

STOP Before you can create requisitions, you must set up the Requisitions structure. For more information, see "Setup: Requisitions Structure" on page 41.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures in Chapters 7, 8, 9, and 10.

What is the Requisition Record Structure?

Information for each requisition is stored in the requisition header, line, and comments.

Requisition Header

The requisition header contains information about the requisition as a whole, including the requester and requested delivery date. Some information, such as accounting unit and account, can be added to the header so that the information defaults to all the lines on the requisition.

Requisition Line

The requisition line contains the requested item's identifier (item number or SKU code), and information related to that item, such as the item description and vendor.

The requisition line is also referred to as a line item, with associated line item detail.

Comments

Comments are additional information you enter for the requisition header and the requisition lines. Separate comments can be entered for the requisition header and for each individual requisition line. You can only add comments to an existing requisition (one that has been added to the application). Comments can be used as display only, or can be printed on various documents related to the requisition, such as the purchase order or the pick list.

What is a Price Agreement?

A price agreement is a pricing tool set up in the Purchase Order application that provides the item cost (unit cost) for purchase order and requisition lines. If you have set up a cost defaulting hierarchy for your company that specifies price agreements, certain price agreements might be referenced for item costs.

Price agreements store item costs and order information within procurement groups. There are three types of price agreements that apply to requisitions: contract, catalog or quote, and blanket.

Contract Price Agreement

A contract price agreement contains a list of items and unit cost information for each item arranged between your company and the vendor. You can set up the cost defaulting structure at the company level to reference contract prices when creating either a purchase order or a requisition. For example, your company might have a contract for copier paper with two different vendors. One vendor is your main supplier and the other is your secondary supplier.

Catalog or Quote Price Agreement

A catalog or quote price agreement is a list of items and unit costs supplied by a vendor. You can set up the cost defaulting structure at the company level to reference catalog prices when creating either a purchase order or a requisition. For example, your company might have a catalog price agreement for office supplies.

Blanket Price Agreement

Blanket price agreements differ from other price agreements in that they create releases from an existing purchase order. You can pick and choose which items you want to order from a blanket order. When creating requisitions, you can set up the cost defaulting structure to reference blanket prices. For example, your hardware company might have a blanket order for interior paint in a variety of colors. The agreement contains a start date, an end date, and a minimum order amount.

See the *Purchase Order User Guide* for more information.

What are Vendor Agreements?

Vendor agreements contain cost information as negotiated between you and the vendor. These agreements provide a basis from which you can create price agreements such as contract, catalog, and blanket.

What are Participants?

Vendor agreement participants are people or departments that have permission to use a particular vendor agreement defined for a procurement group. They might be associated with a specific company, location, or requisition location. You can define as many participants as you want for a particular vendor agreement.

If you tie one participant location to a vendor agreement, the vendor price agreement can be used by that participant location. Otherwise, if you assign no participants to a vendor agreement, it can be used by anyone in the procurement group.

What is the Recommended Unit Cost Defaulting Hierarchy?

After price agreements are set up, you set up a cost defaulting hierarchy for your company in the Purchase Order application. The recommended cost defaulting hierarchy for costing sources from first to last is:

- Contract Order
- Catalog/Quotes
- Blanket Order
- Invoice Last Cost (last invoiced cost of the item)
- Last PO (cost on the last purchase order created)

Levels are assigned numerically (1,2,3,4,5) on the PO Company-Cost Default tab (PO01). From one to all types may be assigned a number on the tab and they can be assigned in any order. At least one default is required.

For each costing source, you can also specify whether to allow a manually entered cost to override the cost defaulted by the Requisitions application. Your company's business process determines which requesters are allowed to override the cost. For example, you might not allow a contract unit cost to be overridden, but you might allow a catalog unit cost to be overridden by certain requesters.

What is the Unit Cost Defaulting Hierarchy Process?

The Requisitions application lets you determine an item's unit cost automatically. Unit cost can originate from many sources. An item's unit cost is decided from a hierarchy that depends on the following:

- The value of the Create PO flag on the requisition
- How the requester is setup
- The Purchase Order application setup
- The Inventory Control application setup

IMPORTANT Zero cost is a valid unit cost. For example, a hospital stocks new born diapers that the vendor gives to the hospital free of charge as samples. The unit cost is zero. The Requisitions application automatically sets the Cost Option flag to No Charge when zero cost is found.

There are two cost defaulting routines used in determining unit costs in the Requisitions application: Purchase Order Cost Defaulting and Inventory Control Cost Defaulting.

Purchase Order Cost Defaulting Routine

The Purchase Order cost defaulting routine looks at the Company setup for the order in which price agreements and other cost sources are referenced.

Inventory Control Cost Defaulting Routine

The Inventory Control cost defaulting routine looks at the costing method of the Inventory Control company and the Item Location record for each item. Costing methods include average cost, standard cost, FIFO and LIFO.

For Create PO Flag Set to Yes

If the Create PO flag is set to Yes, the items on the requisition are purchased. The item types for purchased items are Non-stock (N), Special (X), Service (S), or Inventory (I) items that are purchased. The unit cost is determined by using the Purchase Order Cost Defaulting routine first followed by the Inventory Control Cost Defaulting routine.

The table below shows the hierarchy from the highest level to the lowest level, assuming your company is using the recommended cost defaulting hierarchy. The highest level overrides the next lowest level.

Unit Cost Origination for Purchased Items
Entered
Contract Price Agreement
Catalog Price Agreement
Price Agreement
Last Invoiced Cost
Last Purchase Order Created
Costing method found in the inventory control Item Location record

If no unit cost is found, a unit cost must be entered.

NOTE Depending on your requester setup, you can manually set the Cost Option flag to No Charge when you want to enter a cost of zero.

The unit cost hierarchy rules for purchased items shown below assume you are using the recommended costing hierarchy.

- You enter a unit cost.
- If you do not enter a unit cost, the Requisitions application looks a contract price agreement.
- If no unit cost exists in a contract price agreement, the Requisitions application searches for a catalog or quote price agreement.
- If no unit cost exists in a catalog or quote price agreement, the Requisitions application looks for a blanket price agreement.

- If no unit cost exists in a blanket price agreement, the Requisitions application seeks the last invoiced cost.
- If the item has not been invoiced, the cost from the last purchase order created for the item defaults.
- If there is no cost from the last purchase order created, the Requisitions application uses the costing method found in the inventory control Item Location record.
- If the Requisitions application does not find a cost for any of the above, a message indicates that you must enter a unit cost. Your company's business process will usually provide a unit cost.

Example

Assume your company need to order copier paper. Your East Warehouse requesting location is a participant in a contract for this item of $10.00 per box. Your company participates in a blanket price agreement for this item with a unit cost of $11.50 per box. Your company uses the recommended cost defaulting hierarchy.

When the East Warehouse creates a requisition for copier paper, the Requisitions application defaults the unit cost of $10.00 per box from the East Warehouse contract price agreement. For all other requesting locations, the unit cost defaults from the company blanket price agreement of $11.50 per box.

For Create PO Flag Set To No

The unit cost is determined by using the Inventory Control Cost Defaulting routine first, followed by the Purchase Order Cost Defaulting routine.

The table below shows the hierarchy from the highest level to the lowest level, assuming your company is using the recommended costing hierarchy. The highest level overrides the next lowest level.

Unit Cost Origination for Inventory Items
Costing method found in the inventory control Item Location record
Contract Price Agreement
Catalog Price Agreement
Blanket Price Agreement
Last Invoiced Cost
Last Purchase Order Created
If no unit cost is found, you must enter a unit cost.

The unit cost hierarchy rules for inventory items shown below assume you are using the recommended costing hierarchy.

- The Requisitions application uses the costing method found in the inventory control Item Location record.
- If no unit cost is found, the Requisitions application looks for a contract price agreement.

- If no unit cost exists in a contract price agreement, the Requisitions application searches for a catalog or quote price agreement.
- If no unit cost exists in a catalog or quote price agreement, the Requisitions application looks for a blanket price agreement.
- If no unit cost exists in a blanket price agreement, the Requisitions application seeks the last invoiced cost.
- If the item has not been invoiced, the cost from the last purchase order created for the item defaults.
- If the Requisitions application does not find a cost for any of the above, a message indicates that you must enter a unit cost.

When is Cost Override Allowed?

The following setup is necessary for a cost override (manually entered cost) to be allowed:

- The requester is allowed to override costs by setting the Allow Unit Cost and Agreement Override flag to Yes on Requesters (RQ04.1).
- The Use Entered Cost flag defaults to Yes for requesters whose Use Entered Cost flag is set to Yes on Requesters (RQ04), except for inventory items.
- A manually entered cost is allowed for price agreements, Last Cost and Last PO by setting the Override Manually Entered Cost on Requisitions flag to No on the Cost Default tab of Company Setup (PO01.1).
- The requester must set the Use Entered Cost flag to Yes on the Purchasing form tab of the Lines tab on Requisition (RQ10.1).

When the Use Entered Cost flag is set to Yes on the Purchasing form tab of the Lines tab on Requisition (RQ10.1), the Requisitions application uses the manually entered unit cost. A purchase order would be created without the buyer having to review the purchase order.

If the Use Entered Cost flag is set to No, the Requisitions application uses the defaulted cost even though the requester is allowed to manually enter a cost.

A requester who is allowed to override costs is similar to a buyer, but is not designated a buyer in the Purchase Order application. This type of requester has knowledge of the price through direct contract with the vendor.

What is the Unit of Measure Defaulting Hierarchy?

The Requisitions application determines an item's unit of measure (UOM) automatically, based on a hierarchy that depends on the item type. The unit of measure hierarchy shown in the table below is from the lowest level to the highest level of detail. (Highest entry is at the bottom and overrides the next lowest entry in the table).

Inventory (I) UOM Origination
Stock UOM
Transaction Default UOM from Item Master record
Transaction Default UOM from Item Location record
Entered (validated by Buy UOM or Transaction UOM in Item Master record)

Processing rules are as follows:

- For Inventory (I) UOM
- If your Inventory Company setup requires you to enter a UOM, you must select a UOM. The UOM is validated by the Transaction UOM or the Buy UOM of the Item Master record.
- If your Inventory Company setup does not require you to enter a UOM, the Requisitions application looks at the Transaction Default UOM of the Item Location record. When your company is setup to use the Transaction Default UOM of the Item Location record, the UOM defaults from the Transaction Default UOM of the Item Location record.
- If the Transaction Default UOM of the Item Location record is blank, the Requisitions application looks at the Transaction Default UOM of the Item Master record. When your company is setup to use the Transaction Default UOM of the Item Master record, the UOM defaults from the Transaction Default UOM of the Item Master record.
- If the Transaction Default UOM of the Item Master record is blank, the UOM defaults from the Stock UOM.

Non-stock (N) UOM Origination
Must be entered, if UOM does not exist in Item Master record
Buy UOM from Item Master record
Buy UOM from Vendor Item record
Entered (validated by Buy UOM or Transaction UOM in Item Master record)

Processing rules are as follows:

- For Non-stock (N) UOM
- If your Inventory Company setup requires you to enter a UOM, you must select a UOM. The UOM is validated by the Transaction UOM or the Buy UOM of the Item Master record.
- If the UOM is not entered and a vendor is entered, the Requisitions application looks for the vendor and a Buy UOM in the Vendor Item record. The UOM defaults from the vendor and the Buy UOM, if found.
- If no Vendor Item record is found, the Requisitions application looks in the Item Master record. If an Item Master record exists for the item, the Buy UOM is used.
- If no Item Master record exists, a UOM must be entered.

Special (X) and Service (S) UOM Origination
Entered (Buy UOM is validated against the Item Group valid UOMs). The UOM for a special item is the manually assigned Buy UOM and must be valid in the Item Group.

Processing rules are as follows:

- For Special Order (X) and Service UOM
- You must select a UOM for these item types. The UOM is validated against UOM in the Item Group for the Company.

How do Item Types Affect Requisitions?

The item type determines whether item information is displayed automatically or must be entered on the requisition manually. Also, the item type determines the default setting of the “Create PO” flag.

Item Type	Effect on a Requisition
Inventory (I)	When an inventory item is added to a requisition, the item information automatically displays. The “Create PO” flag is set to No. If you need to order an inventory item directly from a vendor, this flag can be set to Yes manually.
Non-stock (N)	When a non-stock item is added to a requisition, the item information automatically displays. The “Create PO” flag is set to Yes.
Special Order (X)	You must enter the item information manually. The “Create PO” flag is set to Yes.
Service (S)	You must enter the item information manually. The “Create PO” flag is set to Yes.

What are the Requisition Creation Methods?

The Requisitions application supports several methods for creating requisitions.

Creating a Requisition by Direct Entry

You can manually enter your requisition line by line. There are numerous options available for providing important information on the requisition, such as requested delivery date. For more information, see "Manually Creating a Requisition" on page 75.

Creating a Requisition from an Existing Requisition or a Template

You can create a requisition by copying an existing requisition or from a procurement template. A procurement template is a previously defined shopping list from which you can select items. For more information, see "Creating a Requisition from an Existing Requisition or a Template" on page 87.

Creating Requisitions from the Inventory Control Application

You can create requisitions through the Inventory Control replenishment process. For more information, see "Creating a Requisition from Inventory Control" on page 103.

Creating Requisitions from Cart or Par Locations

You can create requisitions during the replenishment process for a cart or par location. For more information, see "How do I Replenish a Cart or Par Location?" on page 115.

How do Commitments and Budget Edits affect Requisitions?

If you have activities commitments, general ledger commitments, or budget edits set up, one of the following will occur when commitments are exceeded:

- when you create a requisition, a warning will appear, or
- when you attempt to release a requisition, processing will halt.

For information about general ledger commitments and encumbrances, see the *General Ledger User Guide*. For information on activities commitments, see the *Project and Activities Accounting User Guide*. For information on budget edits, see the *General Ledger Budgeting User Guide*.

Chapter 7

Manually Creating a Requisition

This chapter outlines the process for creating a requisition by direct (manual) entry. In addition, the Requisitions application supports several processes to expedite the request process.

STOP Before creating a requisition by direct entry, you must set up requesting locations and requesters. For more information, see "Setup: Requisitions Structure" on page 41.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 78

The following concepts provide background and conceptual information for the procedures within this chapter.

What are Replacements and Substitutions?

The Requisitions application lets you replace items automatically or make substitutions. Replacements for inventory items can occur automatically if replacement items are set up in the Item Master. When the requested item is not fully available and a replacement item exists, the Requisitions application automatically chooses the replacement item and places any remaining quantities for the replacement item on backorder.

Substitution is a manual process available for inventory and non-stock items. When the Requisitions application displays the message “Substitute Exists” after you add or change a requisition line, you can make a substitution. You set up substitute items in Associated Items (IC13.1).

What is Rush Item Processing?

The ProcessFlow application has a pre-defined service called Rush Item Processing. This service processes rush items upon approval of requisitions that contain rush items and are flagged for purchase order creation.

Currently, there are no flows to support this service. If you install ProcessFlow and want to enable the Rush Item Processing service, you will need to write your own solutions. For more information on the Rush Item service, see the *ProcessFlow Reference Guide*.

What is a Kit?

A kit is an inventory item that contains different components. Each component is defined as a separate inventory item and stocked separately. For example, an insurance company might define a new employee kit consisting of these components: 5 pens, 5 pencils, 2 lined tablets, 2 small note pads, tape, tape dispenser, box of paper clips, and stapler.

The kit definitions are used on the Work Order application. When a kit is requested on a requisition, the demand is sent to Inventory Control and then onto the Work Order application if replenishment is necessary.

Kits set up for an item group are valid for all companies and locations that use the item group. You can also set up kits for a company and location.

If you set up kits by company and location, the component items must be tracked in inventory at that location.

Procedures in this Chapter

You can manually create a requisition by directly entering information on a requisition. The Requisitions application supports manually substituting one item for another when an item is not available.

- "Manually Creating a Requisition" on page 78
- "Making Substitutions" on page 83

Manually Creating a Requisition

This procedure outlines the process for manually creating a requisition by directly entering information on a requisition.

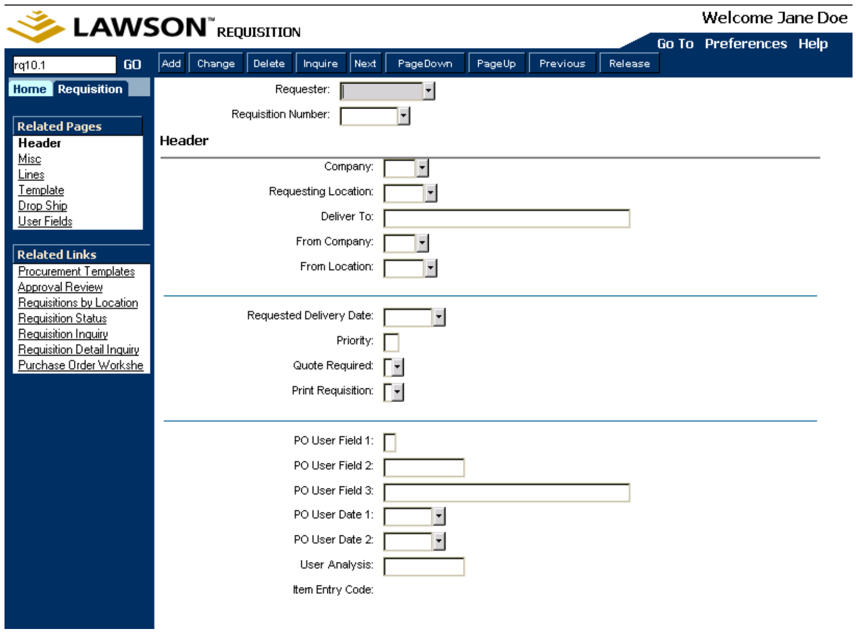
Need More Details? Check out the following concepts:

- "What is the Unit Cost Defaulting Hierarchy Process?" on page 68
- "What is the Accounting Information Defaulting Hierarchy?" on page 46
- "How do Item Types Affect Requisitions?" on page 73
- "What are Replacements and Substitutions?" on page 76
- "What is Fill and Kill Processing?" on page 49
- "What is Rush Item Processing?" on page 76
- "What is a Kit?" on page 76

STEPS **To manually create a requisition**

1. Access Requisition (RQ10.1).

Figure 10. Form clip: Using Requisition (RQ10.1) to manually create a requisition



2. Select a requester ID in the Requester field.
3. Define your requisition header information on the Header tab. Consider the following fields.

Deliver To	Enter additional delivery instructions, such as the name of the person receiving the items. The information entered will appear online and will be printed on the delivery ticket.
From Company	If your company has intercompany relationships defined with other related companies, then select from the company from which the item is coming (the source company). Intercompany relationships are relationships between companies that let transactions pass between them.
From Location	Select the source location associated with the "From" company. The location is either the inventory location that supplies the items or the Purchase Order ship-to location that receives the items.
Requested Delivery Date	Enter the date that you want the items to be delivered. Requisitions with the oldest requested delivery date having backorders are allocated before later dated requisitions.

Priority	If you allocate by priority, you can assign a priority number to the requisition. Allocation method and basis are defined in Company (IC01.1).

Choose the Comments button to add comments to the requisition header. (The Comments button appears after the requisition header is added.)

4. If you want to define default information for all your requisition lines, use the Miscellaneous tab. Consider the following fields.

Vendor	Select a value indicating the suggested vendor code for the requisition. The suggested vendor prints on the requisition when you run Print Requisitions (RQ111). The vendor can be changed when a purchase order is created. The vendor must be previously defined in Vendor (AP10.1). For information on vendor defaulting, visit the Knowledge Base.
Purchase From	Select a value indicating the suggested purchase from location for the entered vendor. Vendors can have multiple purchase from locations. The purchase from location code prints on the requisition when you run Print Requisitions (RQ111). As with the vendor code, the purchase from location can be changed when a purchase order is created for the requisition. The Purchase From location code must be defined in Vendor Location (AP10.2).
Currency Code	Select the currency code for the requisition. You cannot select a currency code if the Vendor or Vendor Purchase From fields are blank.
Comment Code	Use this field to select a previously defined comment that applies to the entire requisition. You define comment codes using Comment Codes (PO12.1).

5. To add lines to your requisition, use the Lines tab.
   a. Consider the following fields.

Item	Select the item to add to the requisition.
Quantity	Enter the number of the item you want to request.
UOM	Select a valid unit of measure for the item (the value may default).
Unit Cost	Enter the transaction unit cost.
Currency	Enter the transaction currency code.

b. Add detail to the requisition lines by choosing from the following line tabs.

Line Detail tab	Choose this tab to add information about the requisition line, such as the accounting unit, account, subaccount, activity, billing category, and requested delivery date. Choose the Mult button to add multiple account distributions for the requisition line. Multiple account distributions can be added to any non-stock, special, or service item (but only to IS transactions for inventory items). (The Mult button displays after the line has been added.) Choose the Add Comments button to add comments to the requisition line. Choose the Accessories button to add line accessories for kit items.
Purchasing tab	Add purchasing information for the line, such as vendor, vendor's purchase from location, buyer, tax code, and whether the item must be inspected.
Classes tab	Add major and minor purchasing class information, including the manufacturer of the item. Purchasing classes are set up using Purchasing Class (IC07.1).
Miscellaneous tab	Enter additional information for the line, such as delivery location, whether to cancel unwanted backorders, and a line comment code.
Line User Fields tab	Add user-defined information for the line.
Currency tab	View the base unit cost and conversion rate for the requisition line.

6. To create a requisition from a previous requisition or procurement template, use the Template tab. Consider the following fields.

Requisition	Select a previous requisition number to copy from. You can select individual lines to copy to the new requisition.
Procurement Template	Select a procurement template to create a new requisition. Procurement templates are set up using Procurement Templates (PO15.1).

Display Sequence	Indicate the Select and Copy display sequence for the items from the requisition or procurement template: • Line • Item

7. If you want to enter drop ship information, use the Drop Ship tab. A drop ship location is a non-standard location, such as the requester's location. The vendor ships items directly to the drop ship location, not to the company's receiving location. Consider the following fields.

Drop Ship	Indicate whether the receiving process needs to be performed for the goods shipped by the vendor directly to a drop ship location.
Drop Ship to Requesting Location Address	If you want the address to fill in from the requesting location address, select Yes. If you want to manually enter a name and address, select No (default).

8. To enter user-defined information for the requisition header, use the User Fields tab.
9. Add the requisition by selecting the Add form action.
10. Select the Release form action to release the requisition.

Options for Manually Creating a Requisition

The following optional tasks are tasks related to manually creating a requisition.

Use	To
Entering User Analysis Values	enter User Analysis values associated with the entire requisition or with an individual line.
Selecting Kit Accessories	select non-required kit components.
Checking for Required Approvals	inquire on the level of approval required using this optional task.

Entering User Analysis Values

If your company uses Strategic Ledger, you can enter the User Analysis (UA) values associated with the entire requisition or with an individual line.

If you want to enter the UA values associated with the entire requisition, use the Header tab.

If you want to enter the UA values associated with an individual line, use the Miscellaneous tab on the Lines tab.

You can enter UA values in several ways.

To	Steps
Enter UA values directly in the User Analysis field	Type the values using commas to separate them. For example: value1, value2, value3, value4, and so on.
Use User Analysis Entry (SL40.5) to enter UA values	Right click to define. The User Analysis Entry (SL40.5) subform opens. Select the User Analysis values you want to include.

Selecting Kit Accessories

If you select a kit item, you can also select kit accessories. Kit accessories are non-required kit components.

1. After the requisition is added you choose the Accessories button on the Line Detail tab to display Kit Accessories (RQ11.1).
2. Select the appropriate kit accessories identifier.
3. Add the kit accessories.

Checking for Required Approvals

You can access the level of approval required on a requisition. If you want to check the approvals required, use the Drill Around button.

1. Place your cursor in the Requisition Number field and select the Drill Around button.
2. Select Requisition Header Detail.

Related Reports and Inquiries

To	Use
Print a group of requisitions or an individual requisition	Print Requisitions (RQ111)

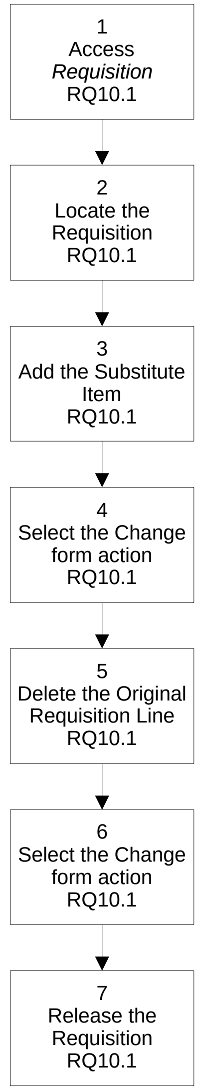
Making Substitutions

Use this procedure if you want to manually substitute one item for another when a substitute exists.

Need More Details? Check out the following concepts:

- "What are Replacements and Substitutions?" on page 76.

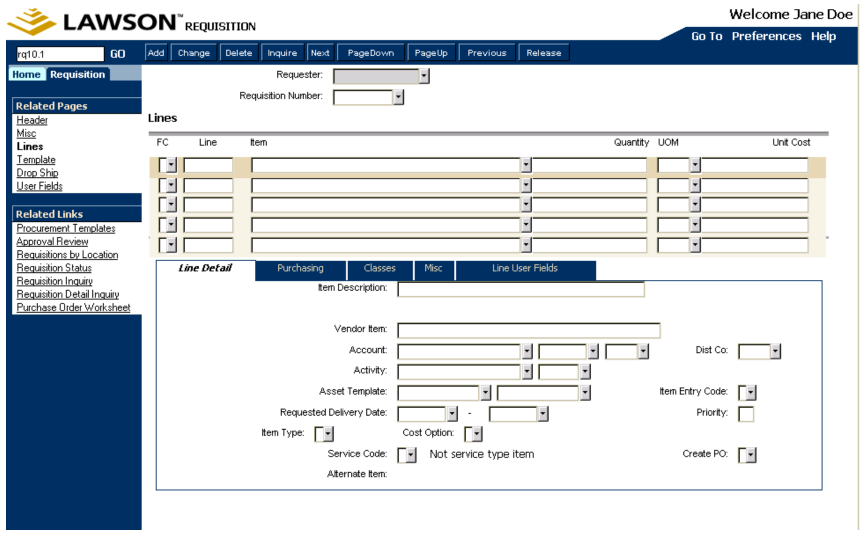
Figure 11. Procedure flow: Making substitutions



STEPS ## To make substitutions on an existing requisition

1. Access Requisition (RQ10.1).

Figure 12. Form clip: Using Requisition (RQ10.1), Lines tab to make substitutions



2. Locate the requisition.
   a. Select the requester ID for the appropriate requesting location in the Requester field.
   b. Select the requisition number in the Requisition Number field.
   c. Select the Inquire button to view the requisition information.
3. Add a substitute item.
   a. In the first blank line, select the Add line action.
   b. When using the Portal, right click or select in the Item field.
   c. Select Substitute Items and press the Select button.
   d. Select the substitute item from the list of items shown.
4. Select the Change form action.
5. Delete the original requisition line for which a substitution was made.
   a. Place the cursor in the FC field of the line you want to delete.
   b. Choose the line action Delete.
6. Select the Change form action.
7. Release the requisition by selecting the Special Actions button and then select Release.

Chapter 8

Creating a Requisition from an Existing Requisition or a Template

You can create a requisition in several ways, including using a template or copying an existing requisition. This chapter outlines the processes for using an existing template to create a requisition, copying lines from an existing procurement template, copying an existing requisition, and copying lines from a requisition.

STOP Before you can create requisitions in this chapter, you must have created a requisition. For more information, see "Manually Creating a Requisition" on page 75. In addition, you must have your procurement template set up. For more information, see "Setup: Requisitions Structure" on page 41.

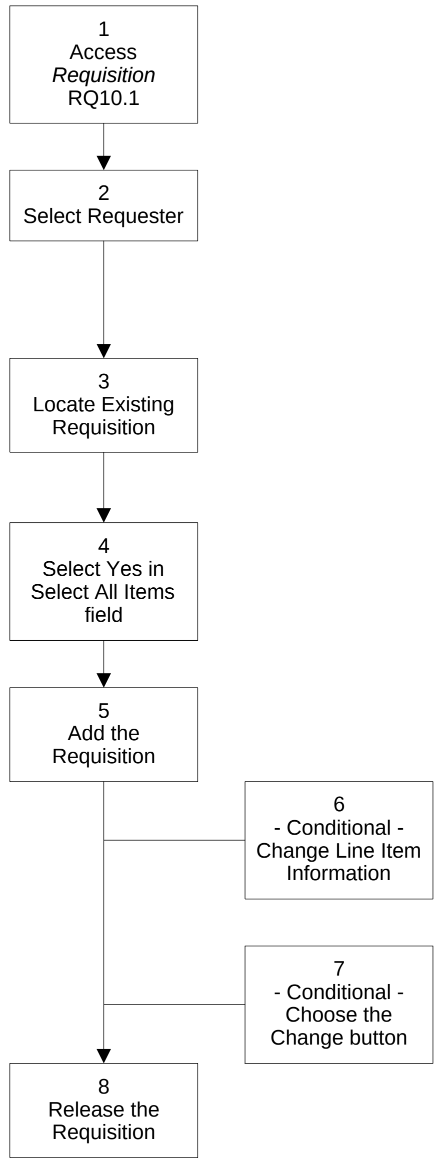
Procedures in this Chapter

You can create a requisition in several ways, including using a template or copying lines from a template.

Creating a Requisition by Copying an Existing Requisition

This procedure outlines the steps necessary to create a requisition by copying an existing requisition.

Figure 13. Procedure flow: Creating a requisition by copying an existing requisition

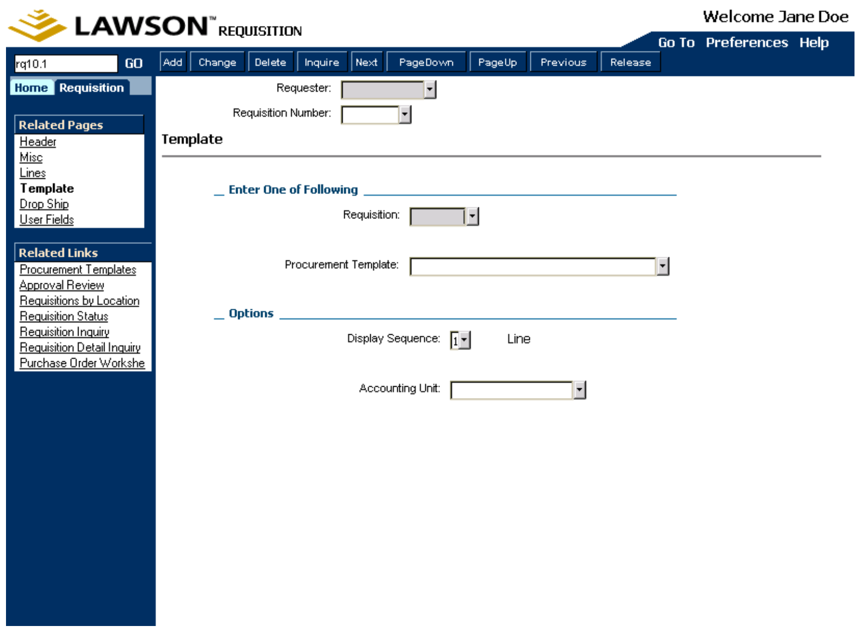


STEPS

To create a requisition by copying an existing requisition

1. Access Requisition (RQ10.1).

Figure 14. Form clip: Using Requisition (RQ10.1) to create a requisition by copying an existing requisition



2. Select a requester in the Requester field.
3. Locate the appropriate requisition using the Requisition field on the Template tab.
4. Add the requisition. The Select and Copy (RQ10.3) form displays.
5. Select Yes in the Select All Items field to copy all items from the existing requisition onto the new requisition.

   If you want to change line item information, do so while you are selecting the lines to copy.
6. Close RQ10.3 when you are done and access RQ10.1 again. Inquire on the new requisition.
7. Release the requisition by selecting the Release form action.

Options for Creating a Requisition from an Existing Requisition

The following tasks are optional tasks related to creating a requisition from an existing requisition.

Use	To
Entering or Changing Header Information	Enter or change additional information for the entire requisition.
Entering or Changing Line Default Information	Enter or change information that will default to all the requisition lines.

Use	To
Entering or Changing Line Detail Information	Enter or change detail information for an individual line item.
Entering User Analysis Values	Enter User Analysis values associated with the entire requisition or with an individual line.
Entering Drop Ship Information	Enter information for a non-standard location, such as the requester's location.
Adding Comments	Add comments for the entire requisition or an individual line.
Checking for required approvals	Inquire on the level of approval required using this optional task.

Entering or Changing Header Information

If you want to enter or change additional header information, use the Header tab. Consider the following fields.

Deliver To	Enter additional delivery instructions, such as the name of the person receiving the items. The information entered will be printed on the delivery ticket.
From Company	The "From" company defaults to the same company selected in the Company field. If your company has intercompany relationships defined with other related companies, then select the company from which the item is coming (the source company). Intercompany relationships are relationships between companies that let transactions pass between them.
From Location	Select the source location associated with the "From" company. The location is either the inventory location that supplies the items or the Purchase Order Ship To location that receives the items.
Priority	If your company uses batch allocation, you can assign a priority number to the requisition. Allocation method and basis are defined in Company (IC01.1).

Entering or Changing Line Default Information

If you want to enter or change default information for all your requisition lines, use the Miscellaneous tab. Consider the following fields.

Vendor	Select a value indicating the suggested vendor code for the requisition. The suggested vendor prints on the requisition when you run Print Requisitions (RQ111). The vendor can be changed when a purchase order is created. The vendor must be previously defined in Vendor (AP10.1).
Purchase From	Select a value indicating the suggested purchase from location for the entered vendor. Vendors can have multiple purchase from locations. The purchase from location code prints on the requisition when you run Print Requisitions (RQ111). As with the vendor code, the purchase from location can be changed when a purchase order is created for the requisition. The purchase from location code must be defined in Vendor Location (AP10.2).

Entering or Changing Line Detail Information

If you want to enter or change line detail, select the Change line action on the appropriate line and select the appropriate tab.

To	Use
Set the Create PO field to Yes to indicate demand on a vendor	Line Detail tab
Enter accounting information If you did not define default accounting information on the Miscellaneous form tab, enter the accounting information for each line.	Line Detail tab
Distribute item cost to multiple accounts	Mult button on the Line Detail tab
Specify a vendor and purchase from location for that vendor	Purchasing tab
Select a major and minor purchasing class	Classes tab
Enter Deliver To information	Miscellaneous tab
Select Fill or Kill processing If you want to override the value selected for the requesting location, you can do so for an individual line.	Miscellaneous tab

Entering User Analysis Values

If your company uses Strategic Ledger, you can enter the User Analysis (UA) values associated with the entire requisition or with an individual line.

If you want to enter the User Analysis values associated with the entire requisition, use the Header form tab.

If you want to enter the User Analysis values associated with an individual line, select the line and use the Miscellaneous form tab of the Line form tab.

You can enter User Analysis values in several ways.

To	Steps
Enter UA values directly in the User Analysis field	Type the values using commas to separate them. For example: value1, value2, value3, value4, and so on.
Use User Analysis Entry (SL40.5) to enter UA values	Right click to define. The User Analysis Entry (SL40.5) subform opens. Select the User Analysis values you want to include.

Entering Drop Ship Information

If you want to enter drop ship information, use the Drop Ship form tab. Consider the following fields.

Drop Ship	Select Yes to indicate that the goods being shipped by the vendor directly to a non-standard location need to have receiving performed.
Drop Ship to Requesting Location Address	Select Yes to load the drop ship address for the requisition from the requesting location address. Select No to manually enter a name and address.

Adding Comments

You can add comments to an existing requisition. After you have added the requisition to the application, it becomes an existing requisition.

To	Select
Add comments for the entire requisition	The Add Comments button on the Header form tab. Select Invoice Comments to add comments that are attached to the purchase order (they do not print on documents).
Add comments that apply to an individual line	The Add Comments button on the Line Detail form tab of the Lines tab. Select Invoice Comments to add comments that are attached to the purchase order (they do not print on documents).

Checking for required approvals

You can access the level of approval required on a requisition. If you want to check the approvals required, use the Drill Around button.

1. Place your cursor in the Requisition Number field and select the Drill Around button.
2. Select Requisition Header Detail.

Printing a Requisition

Your company set up may require the requisition to be printed. To print the requisition, select the Special Actions button and then select Print.

Related Reports and Inquiries

To	Use
Print requisitions	Print Requisitions (RQ111)

Selecting and Copying Lines from an Existing Requisition

This procedure outlines the steps necessary to copy lines from an existing requisition.

STEPS **To select and copy lines from an existing requisition**

1. Access Requisition (RQ10.1).
2. Select the requester ID in the Requester field.
3. Locate the appropriate requisition using the Requisition field on the Template form tab.
4. Select the Add form action. The Select and Copy (RQ10.3) form displays.
5. Select No in the Select All Items field.
6. Select items from the existing requisition.
   a. Select a display sequence in the Display Sequence field as follows.

To Display By	Select
Line	1 (Line)
Item	2 (Item)

   b. Select the Add line action on the appropriate line. Lines on which you do not select the Add line action are not copied to the requisition.
   c. Enter or change line detail information, such as accounting information, before you select the Add form action.
   d. Select the Add form action.
   e. Close Select and Copy (RQ10.3) and return to RQ10.1.
   f. Choose the Inquire button to view the lines added to the requisition.
7. Select the Change form action after you have entered all changes.
8. Release the requisition by selecting the Release form action.

Options for Selecting and Copying Lines from an Existing Requisition

The following tasks are optional tasks related to selecting and copying lines from an existing requisition.

Use	To
Defining Header Information	Define additional information for the entire requisition. See "Entering or Changing Header Information" on page 91.
Defining Line Default Information	Define information that will default to all the requisition lines. See "Entering or Changing Line Detail Information" on page 92.
Entering or Changing Line Detail Information	Enter or change detail information for an individual line item. See "Entering or Changing Line Detail Information" on page 92.
Entering User Analysis Values	Enter User Analysis values associated with the entire requisition or with an individual line. See "Entering User Analysis Values" on page 92.

Related Reports and Inquiries

To	Use
Print requisitions	Print Requisitions (RQ111)

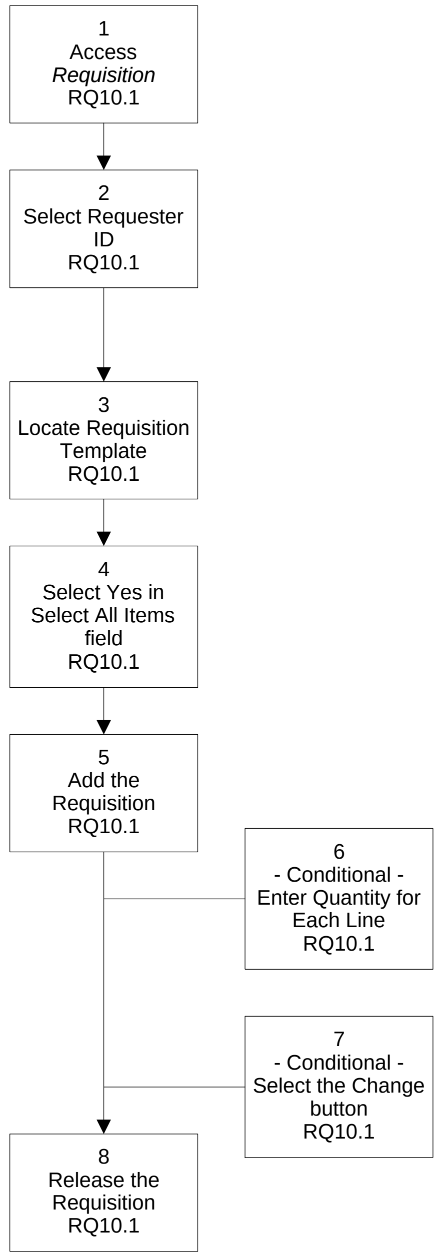
Creating a Requisition from a Procurement Template

A procurement template is like a previously defined shopping list from which you can select items. You can use a procurement template to quickly create a new requisition. This procedure outlines the process for creating a requisition by copying all items from an existing procurement template.

Need More Details? Check out the following concepts:

- "What is a Procurement Template?" on page 46

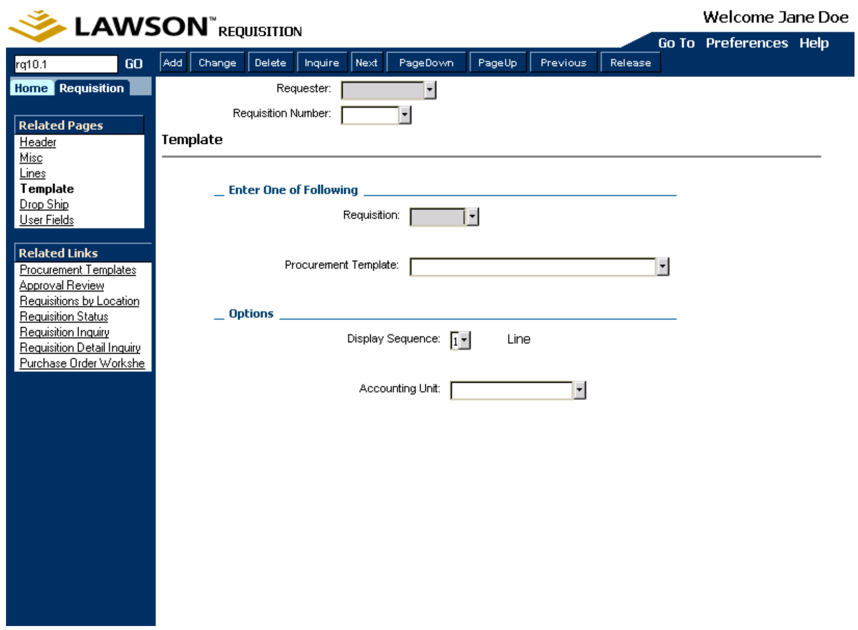
Figure 15. Procedure flow: Creating a requisition from a procurement template



STEPS To create a requisition from a procurement template

1. Access Requisition (RQ10.1).

Figure 16. Form clip: Using Requisition (RQ10.1) to create a requisition from a procurement template



2. Select a requester in the Requester field.
3. Locate the appropriate procurement template using the Template form tab.
   a. In the Procurement Template field, select the type of template you want to use.

Template ID	Description
Company templates	Templates defined for the requester's company.
Requester templates	Templates defined for the selected requester.
Company and Requesting Location templates	Templates defined for the company and requesting location.

   b. Select the appropriate template using the template name and description.
4. Select the Add form action and the Select and Copy (RQ10.3) form displays.
5. Select Yes in the Select All Items field to copy all the items from the template onto the requisition.
6. If the selected template does not contain item quantities, then perform the following steps.
   a. Select the Add line action.
   b. Enter a quantity.
7. Add the requisition.

8. Choose the Change form action after you have entered all changes.
9. Close RQ10.3 and return to RQ10.1. Inquire on the new requisition.
10. Release the requisition by selecting the Release form action.

Options for Creating a Requisition from a Procurement Template

The following tasks are optional tasks related to creating a requisition from a template.

Use	To
Defining Header Information	Define additional information for the entire requisition. See "Entering or Changing Header Information" on page 91.
Defining Line Default Information	Define information that will default to all the requisition lines. See "Entering or Changing Line Detail Information" on page 92.
Entering or Changing Line Detail Information	Enter or change detail information for an individual line item. See "Entering or Changing Line Detail Information" on page 92.
Entering User Analysis Values	Enter User Analysis values associated with the entire requisition or with an individual line. See "Entering User Analysis Values" on page 92.
Entering Drop Ship Information	Enter information for a non-standard location, such as the requester's location. See "Entering Drop Ship Information" on page 93.
Adding Comments	Add comments for the entire requisition or an individual line. See "Adding Comments" on page 93.
Checking for Required Approvals	Inquire on the level of approval required using this optional task. See "Checking for required approvals" on page 93.
Printing a Requisition	Print a single requisition. See "Printing a Requisition" on page 94.

Related Reports and Inquiries

To	Use
Print requisitions	Print Requisitions (RQ111)

To	Use
List procurement templates	Procurement Template Listing (PO215)

Creating a Requisition by Selecting Lines from a Procurement Template

You can select lines from a procurement template to quickly create a new requisition. This procedure outlines the process for creating a requisition by selecting some items from a procurement template.

Need More Details? Check out the following concepts:

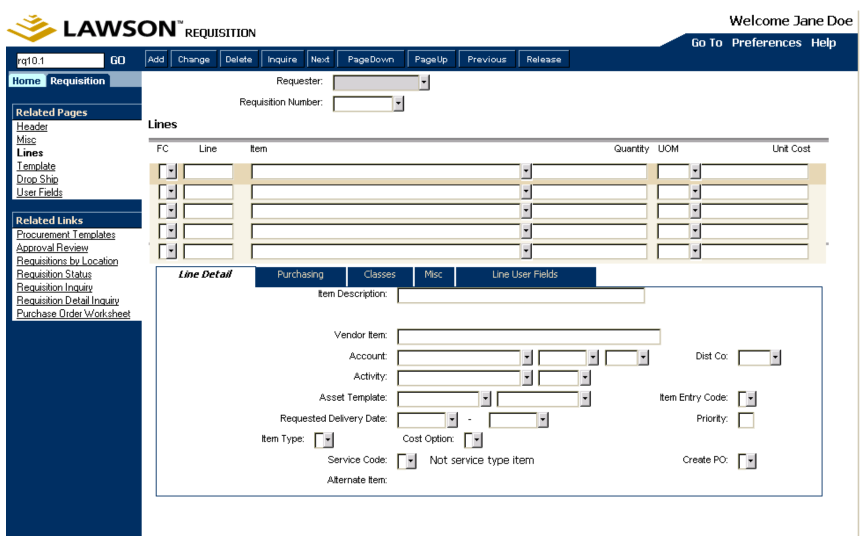
- "What is a Procurement Template?" on page 46

STEPS

To create a requisition by selecting lines from a procurement template

1. Access Requisition (RQ10.1).

Figure 17. Form clip: Using Requisition (RQ10.1) to create a requisition by selecting lines from a procurement template



2. Select the requester in the Requester field.
3. Locate the appropriate procurement template using the Template form tab.
   a. Select the type of template you want to use.

Template ID	Description
Company Templates	Templates defined for the requester's company.
Requester Templates	Templates defined for the selected requester.

Template ID	Description
Templates for a Company and Requesting Location	Templates defined for the company and requesting location.

b. Select the appropriate template using the template name and description.

4. Select the Add form action and the Select and Copy (RQ10.3) form displays.
5. Select No in the Select All Items field to select some items from the procurement template.
6. Select items from the template.
   a. Select the Add line action on the appropriate line. Lines on which you do not select the Add line action are not copied to the requisition.
   b. Enter the quantity or make other line detail changes.
7. Add the requisition.
8. Close the Select and Copy (RQ10.3) form. Return to RQ10.1 and inquire on the new requisition.
9. Release the requisition by selecting the Release form action.

Options for Creating a Requisition by Selecting Lines from a Procurement Template

The following tasks are optional tasks related to creating a requisition by selecting lines from a procurement template.

Use	To
Defining Header Information	Define additional information for the entire requisition. See "Entering or Changing Header Information" on page 91.
Defining Line Default Information	Define information that will default to all the requisition lines. See "Entering or Changing Line Detail Information" on page 92.
Entering or Changing Line Detail Information	Enter or change detail information for line items. See "Entering or Changing Line Detail Information" on page 92.
Entering User Analysis Values	Enter User Analysis values associated with the entire requisition or with an individual line. See "Entering User Analysis Values" on page 92.
Adding Comments	Add comments for the entire requisition or an individual line. See "Adding Comments" on page 93.

Use	To
Checking for Required Approvals	Inquire on the level of approval required using this optional task. See "Checking for required approvals" on page 93.

Related Reports and Inquiries

To	Use
Print requisitions	Print Requisitions (RQ111)
List procurement templates	Procurement Templates (PO215)

Chapter 9

Creating a Requisition from Inventory Control

The Inventory Control application can create requests in the Requisitions application. This chapter provides step-by-step instructions for creating requisitions from the Inventory Control application.

STOP Before you create requisitions from the Inventory Control application, it is recommended that specific Requesters are set up. For more information, see "What is a Requester?" on page 45.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 106

The following concepts provide background and conceptual information for the procedures within this chapter.

- "What are Replenishment Strategies?" on page 104
- "What is a Reorder Document?" on page 104
- "What is the Inventory Control Reordering Process?" on page 104

What are Replenishment Strategies?

Replenishment strategies determine the most efficient way to order inventory, such as Fixed Order Point (FOP) and Time Phased Ordering (TPO). The Inventory Control (IC) application supports both strategies.

For the Fixed Order Point strategy, the IC application reorders an item when the available quantity falls below a reorder point. Each item is assigned its own reorder point. For example, you might reorder black pens when the available quantity is less than five boxes.

For the Time Phase Ordering strategy, the IC application reorders the item based on a time period of supply and demand. This strategy allows you to analyze the item's movement and base future orders on that movement. For example, suppose your item is copier paper. Your stock was depleted at a higher rate during the past three months and you expect the trend to continue. You can reorder at a rate that matches the depletion rate.

What is a Reorder Document?

A reorder document is used to complete an inventory transaction such as a transfer, issue, requisition, or purchase order. The source from which you receive inventory determines the reorder document used to replenish an inventory location.

For example, you might use a requisition transaction, or reorder document, to replenish an inventory item through the Requisitions application.

What is the Inventory Control Reordering Process?

The Inventory Control application uses several programs to reorder items based on the item's replenishment strategy. Requisitions are created only for items that have a Reorder Document code of R (Requisition) in the Item Location record.

The Distribution Requirements Report replenishes inventory items that use the Time Phased Ordering method and have a Reorder Document code of R (Requisition).

The Replenishment by Requisitions PO's report replenishes inventory items that use a Fixed Order Point reordering method and have a Reorder Document code of R (Requisition). This report creates requisitions that are then converted into purchase orders. Items that use a Reorder Document code of P (Purchase Order) are replenished using Vendor Reorder Advice (IC140).

The Location Replenishment Report replenishes inventory items that are stocked from another location, that use a Fixed Order Point replenishment strategy and have a Reorder Document code of R (Requisition).

It is required that you set up specific requesters named after each report so that the requisition source is traceable. For example, a requester named DR100WHNORTH can be set up for the Distribution Requirements Report and the Inventory Control location of WHNORTH.

Procedures in this Chapter

To create requisitions in the Inventory Control application, use one of the following procedures.

Creating Requisitions from Distribution Requirements

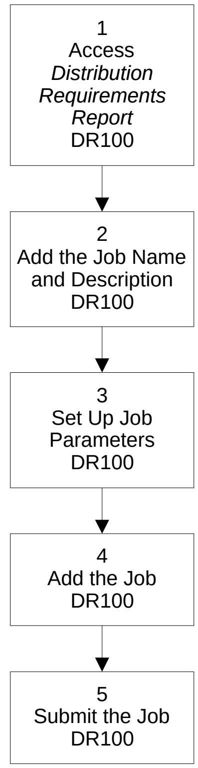
This procedure outlines the process of creating requests in the Inventory Control application from distribution requirements. Distribution requirements indicate the amount of stock needed to meet the demand calculated using time-phased ordering method.

You replenish an Inventory Control location or a report group that uses the time-phased ordering method to calculate distribution requirements (demand).

Need More Details? Check out the following concepts:

- "What is a Requester?" on page 45
- "What are Replenishment Strategies?" on page 104
- "What is a Reorder Document?" on page 104
- "What is the Inventory Control Reordering Process?" on page 104

Figure 18. Procedure flow: Creating requisitions from distribution requirements

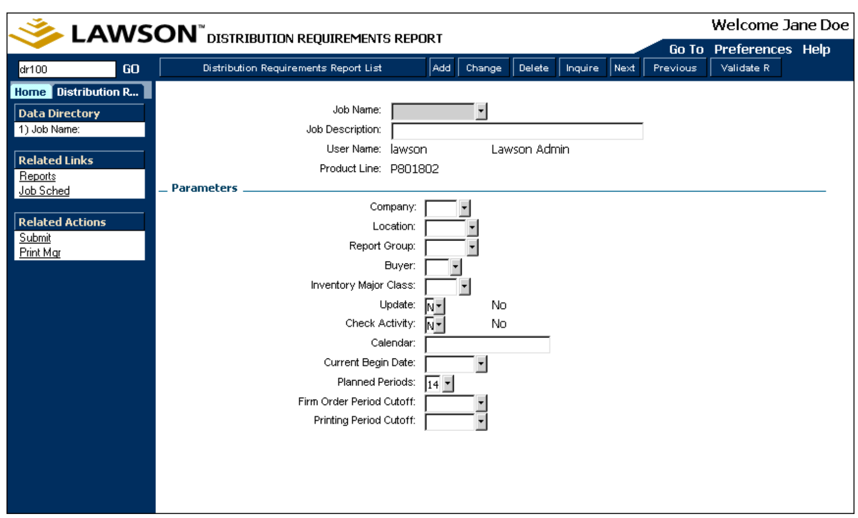


STEPS

To create requisitions from distribution requirements

1. Access Distribution Requirements Report (DR100).

Figure 19. Form clip: Using Distribution Requirements Report (DR100) to create requisitions from distribution requirements



2. Add the job name and description.
3. Set up the job parameters. Consider the following fields.

Location	Select the appropriate Inventory Control location. If you want to select a report group, leave this field blank.
Report Group	Select the report group containing the appropriate locations. If you want to select a location, leave this field blank.
Inventory Major Class	Select the appropriate major class to limit processing to one class. If you want to process all inventory classes, leave this field blank.

4. Add the job using the Add form action.
5. Submit the job.

Creating Requisitions from Location Requirements

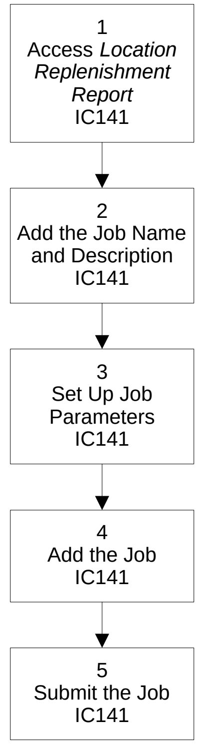
This procedure outlines the process of creating requisitions in the Inventory Control application from location requirements.

Location requirements indicate the amount of stock needed to meet the demand for a specific location that is calculated based on the fixed order point ordering method. You replenish an Inventory Control location or a report group that uses the fixed order point method to calculate location requirements (demand).

Need More Details? Check out the following concepts:

- "What is a Requester?" on page 45
- "What are Replenishment Strategies?" on page 104
- "What is a Reorder Document?" on page 104
- "What is the Inventory Control Reordering Process?" on page 104

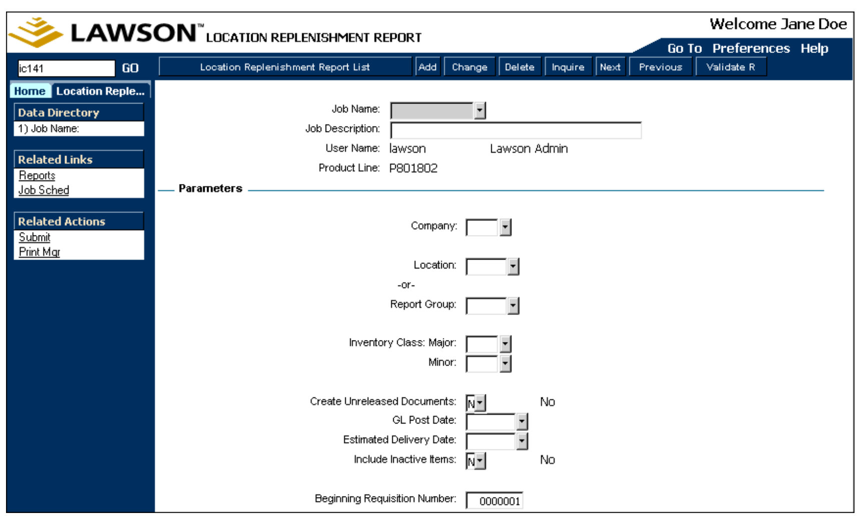
Figure 20. Procedure flow: Creating requisitions from location requirements



STEPS To create requisitions from location requirements

1. Access Location Replenishment Report (IC141).

Figure 21. Form clip: Using Location Replenishment Report (IC141) to create requisitions from location requirements



2. Add the job name and description.
3. Set up the job parameters. Consider the following fields.

Location	Select the appropriate Inventory Control location. If you want to select a report group, leave this field blank.
Report Group	Select the report group containing the appropriate locations. If you want to select a location, leave this field blank.
Create Unreleased Documents	Select Yes to create unreleased documents. Unreleased requisitions can be released using Requisition (RQ10.1).
Include Inactive Items	Select Yes to include items that are inactive in the Item Master. Defaults to No.

4. Add the job using the Add form action.
5. Submit the job.

Creating Requisitions for Selected Items from Selected Inventory Classes

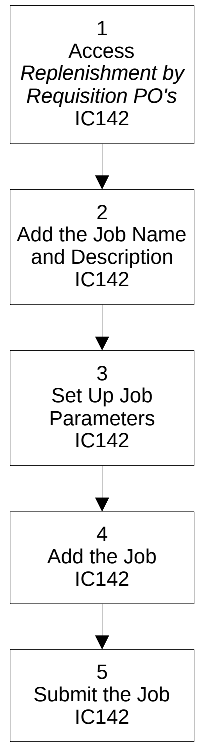
This procedure outlines the process for creating requisitions in the Inventory Control application from selected inventory classes.

You can create requisitions from the Inventory Control application for selected items for selected vendors.

Need More Details? Check out the following concepts:

- "What is a Requester?" on page 45
- "What are Replenishment Strategies?" on page 104
- "What is a Reorder Document?" on page 104
- "What is the Inventory Control Reordering Process?" on page 104

Figure 22. Procedure flow: Creating requisitions for selected items from selected inventory classes

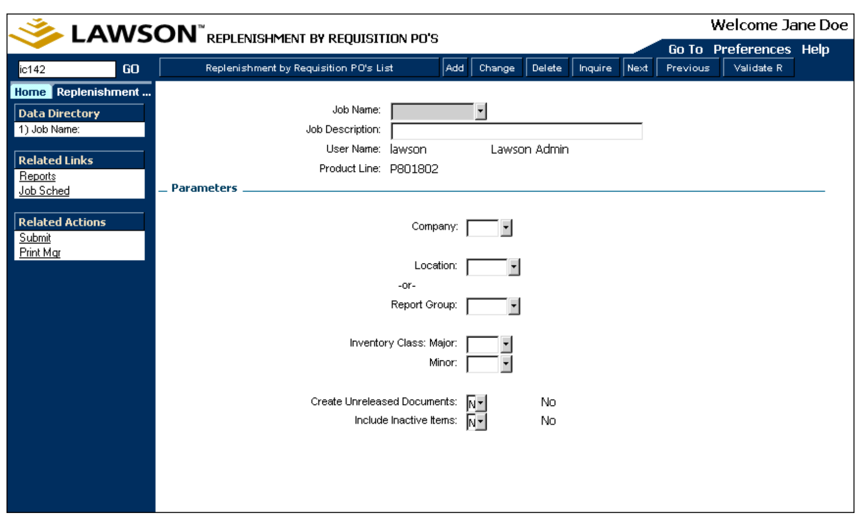


STEPS

To create Inventory Control requests for selected items from selected inventory classes

1. Access Replenishment by Requisition PO's (IC142).

Figure 23. Form clip: Using Replenishment by Requisition PO's (IC142) to create Inventory Control requests for selected items from selected inventory classes



2. Add the job name and description.
3. Set up the job parameters. Consider the following fields.

Location	Select the appropriate Inventory Control location. If you want to select a report group, leave this field blank.
Report Group	Select the report group containing the appropriate locations. If you want to select a location, leave this field blank.
Inventory Class: Major	Select the appropriate major class to limit processing to one major inventory class. If you want to process all inventory classes, leave this field blank.
Inventory Class: Minor	Select specific items and vendors by choosing the appropriate minor inventory class. If you want to process all minor inventory classes within the selected major inventory class, leave this field blank.
Create Unreleased Documents	Select Yes to create unreleased documents. Unreleased requisitions can be released using Requisition (RQ10.1).
Include Inactive Items	Select Yes to include items that are inactive in the Item Master. Defaults to No.

4. Add the job using the Add form action.
5. Submit the job.

Chapter 10

Replenishing Cart or Par Locations

Cart or par locations are generally referred to as exchange carts or par locations. These locations can be stationary or mobile supply areas and are used for frequently used items, such as office supplies. This chapter explains how to replenish cart or par locations.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 117

The following concepts provide background and conceptual information for the procedures within this chapter.

What is a Cart or Par Location?

A cart/par location is a term that refers to exchange carts, par locations, and par level carts.

The term par refers to a replenishment process that brings the items stored at a location up to a predefined, or par, level. A par level is an amount that indicates the maximum supply quantity based on established quotas from previous use for a particular supply item, in a particular department, for a specified time period.

Cart and par locations have unique qualities similar to requisition templates. A cart/par location stores established quantities of supplies in predefined arrangements. Car/par locations are generally referred to as par locations. Cart/par location processing simplifies transaction processing for frequent turnover areas in health care companies.

A par location represents supply cupboards, exchange carts, and par level supply carts that store established quantities of supplies. The location can be a stationary or mobile supply area. The stationary supply area can be a closet, a shelf or shelves, or a non-moving cart. The mobile supply area can be a par level cart or an exchange cart. Par locations use a replenishment process that brings stock-on-hand quantities up to a par level.

An exchange cart is an identical floor or stocking cart that is used to quickly replenish supplies by swapping it with another fully stocked cart. For inventory valuation purposes, the application doubles item quantities for an exchange cart.

A par level cart is a supply cart that is replenished to the par level.

What Happens when I Create a Cart or Par Location?

When you create a cart or par location, the Inventory Control application automatically creates an Inventory Control location, requesting location, and item location. Each shelf location within the cart or par location becomes a bin location. You only need to create an item master record and Inventory Control creates the rest.

Maintain Inventory Control created records

You can view Item Location and Bin records in Inventory Control; however, you cannot make changes on those forms. If you want to change data for the cart or par location, you must perform all changes and maintenance tasks on the same form you used to create the cart or par location.

What is a Shelf Location?

A shelf location is a specific area within a cart or par location for each item. A shelf location need not be a physical shelf, but can be an area designated for a specific item.

Each shelf location becomes a bin location within the Inventory Control application.

How do I Replenish a Cart or Par Location?

All cart or par locations, by default, are replenished from another location. You decide if you want to replenish from a bin or from a vendor. If you replenish from a vendor, the Inventory Control application calculates the average leadtime days based on the requisition dates and receiving dates for the vendor you select. Generally, purchase orders have too long of a leadtime to replenish the frequently used items in a cart or par location. You determine the inventory of the location when it is at full par level. You can have the Inventory Control application calculate suggested par levels to maintain an efficient amount of stock.

What is a Par Level?

A par level is the maximum supply of a particular item. Par level is used to define optimal stock-on-hand for an item at a location based on usage. Establish a par level by analyzing an item’s usage in a specific department over a specific period of time.

What is a Hand Held Terminal?

A hand held terminal (HHT) is a small, portable computer used to automate the cart/par location replenishment process. Item counts are manually entered into the HHT and the counts are uploaded into Inventory Control. For more information on HHT processing, see and .

Where do I Enter Account Information for Cart or Par Locations?

You select account information at either the header or line level. If you select account information at the header level, those accounts default to each line. You may enter account information for each item to override the location account. You may also enter a General Ledger Category for every cart or par location or it can default from the from location.

Procedures in this Chapter

The following procedures are described in this chapter.

Setting Up Cart or Par Locations

You need to set up each par location or exchange cart before you can process inventory. This procedure explains how to set up these locations.

Need More Details? Check out the following concepts:

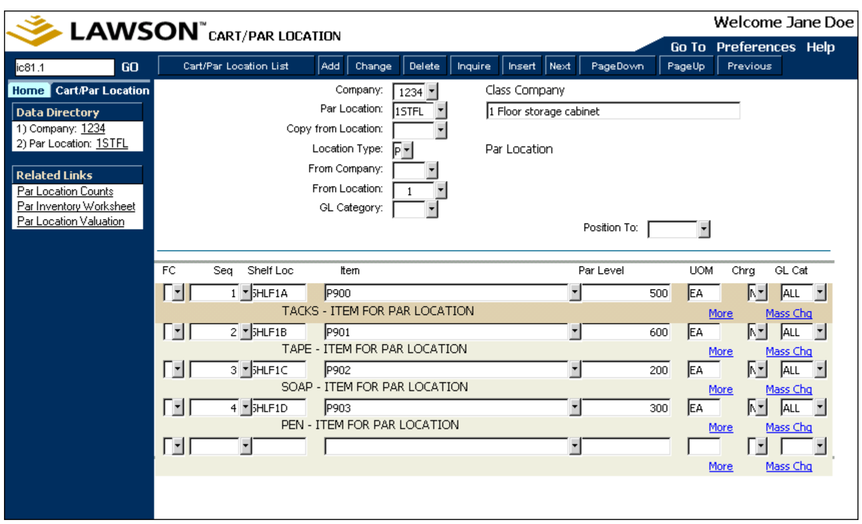
- "What is a Cart or Par Location?" on page 114
- "What is a Par Level?" on page 115
- "Where do I Enter Account Information for Cart or Par Locations?" on page 116

STEPS

To set up cart or par locations

1. Access Cart/Par Location (IC81.1).

Figure 24. Form clip: Cart/Par Location (IC81.1)



2. Define header information. Consider the following fields.
3. Choose the Add form action to add the cart or par location.

Par Location	Type the name of the par location.

Copy from Location	Select a cart or par location to copy to another cart or par location.
From Company	Select a company which is the source of the replenish items.
From Location	Select a location to replenish the items.

Defining Account Information

After you set up the cart or par location, you must define accounting information for that location. This procedure explains how to define account information for the cart or par locations.

Need More Details? Check out the following concepts:

- "Where do I Enter Account Information for Cart or Par Locations?" on page 116

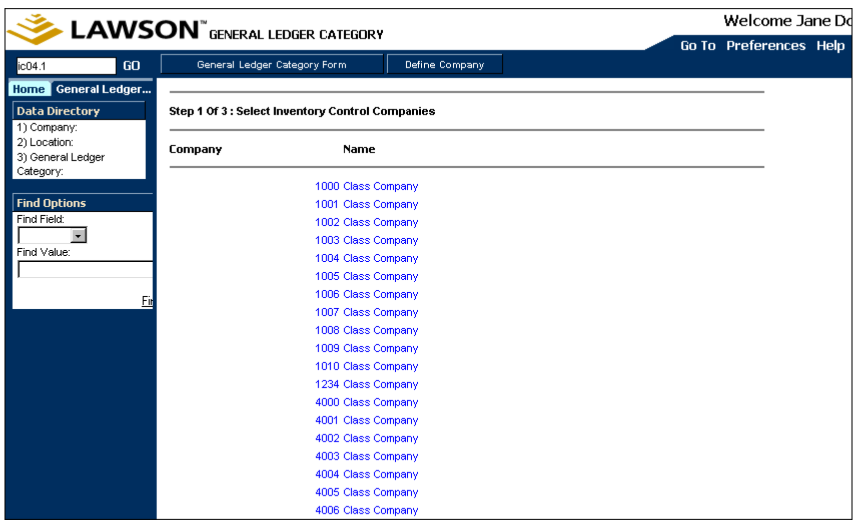
STEPS

TIP On Cart/Par Location (IC81.1) in the GL Cat field, choose the Define form action to access General Ledger Category (IC04.1).

To define account information

1. Access General Ledger Category (IC04.1).

Figure 25. Form clip: General Ledger Category (IC04.1)



2. Define the header information.
3. Select account information for the cart or par location.
4. Choose the Add form action to add the account information.

NOTE You assign account information when you assign items in the next procedure.

Options for defining account information

The following option is available for defining account information. To save time, copy a GL Category from another location to the cart or par location. On General Ledger Category (IC04.1), inquire on the location. Then, change the location to the cart or par location and choose the Add form action.

Assigning Items to the Cart or Par Location

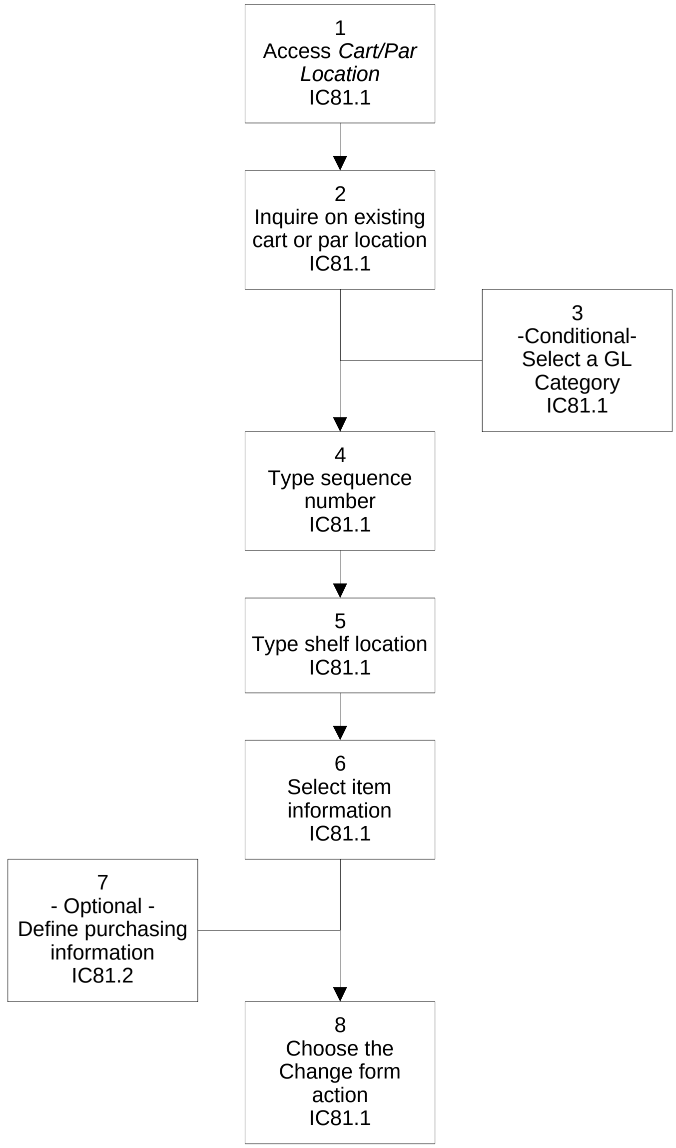
You assign items to the cart or par location after the location is set up. Assign items and the related account information. This procedure explains how to assign items to an existing cart or par location.

STOP Before you assign items to the location, you must define account information. See the *Inventory Control User Guide* for more information.

Need More Details? Check out the following concepts:

- "What is a Shelf Location?" on page 115
- "How do I Replenish a Cart or Par Location?" on page 115
- "What is a Par Level?" on page 115
- "Where do I Enter Account Information for Cart or Par Locations?" on page 116

Figure 26. Procedure flow: Assigning items to cart or par location



STEPS

To assign items to the cart or par location

TIP Type company and par location, then choose the Inquire form action.

1. Access Cart/Par Location (IC81.1).
2. Inquire on an existing cart or par location.
3. Type header information. Consider the following fields.

From Company	Select a From Company. This will default to the item level.
From Location	Select a From Location. This will default to the item level.

GL Cat **(General Ledger Category)**	Select the GL Category for this cart/par location at the header level if you want to assign a GL Category for all items. If you do not enter a GL Category here or at the item level, the GL Category will default from the From Location.

4. Type a sequence number.
5. Type the shelf location.
6. Type the item information. Consider the following fields.

Par Level	Type the par level for this location. This level acts as the reorder point.
Chrg (Charge)	Select Yes if this item is patient chargeable.
GL Cat **(General Ledger Category)**	Select a GL Category for this item. This overrides the GL Category from the cart or par location or the GL Category from the From Location in the header.

7. If you replenish items from a vendor or a bin, or you want to assign a different vendor or from company at the item level, choose the More special action for a specific item to define purchasing information for that item.
   a. Consider the following options.

To	Select
Replenish from a vendor	Primary Vendor and Purchase From Location fields
Replenish from a different From Company	From Company, From Location, and From Bin fields

   You can either change the Vendor information (Primary Vendor and Purchase From Location fields) or the From Company information (From Company, From Location, and From Bin fields).
   b. Choose OK.
8. Choose the Change form action to assign the items to the location.

Options for assigning items to cart or par locations

The following options are available for assigning items to cart or par locations. Use Par Location Item Mass Change (IC82.1) to change item information at more than one cart or par location at a time. You can also use IC82.1 to search for an item at alternate cart or par locations.

Related Reports and Inquiries

To	Use
List all items at a par location either alphabetically or in order of location	Par Inventory Worksheet (IC281)

To	Use
Evaluate stock-on-hand quantities based on the costing method defined for your company	Par Location Valuation (IC283)

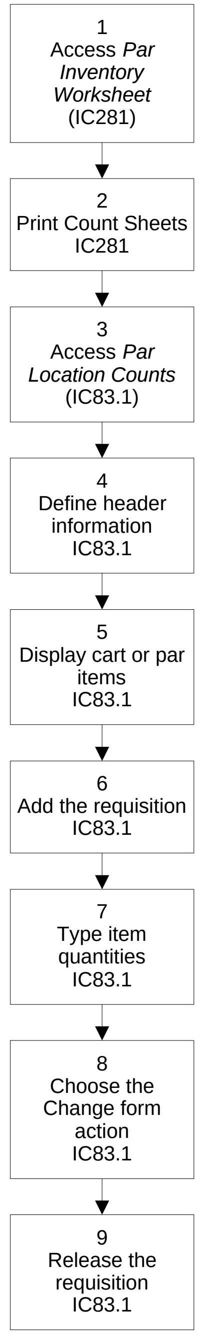
Replenishing Cart or Par Locations

To maintain stock at par locations and exchange carts, you must replenish inventory. You set up the replenishment information when you assigned items to the location. This procedure explains how to create a requisition to replenish items.

Need More Details? Check out the following concepts:

- "What is a Cart or Par Location?" on page 114
- "What is a Par Level?" on page 115
- "What is a Hand Held Terminal?" on page 115
- "What is Fill and Kill Processing?" on page 49

Figure 27. Procedure flow: Replenishing cart or par locations



STEPS

To replenish cart or par locations

1. Access Par Inventory Worksheet (IC281).
2. Print the count sheets.
3. Access Par Location Counts (IC83.1).
4. Define the header information.
5. Choose the List special action to display cart or par items.
6. Add the requisition.

NOTE You can also perform this procedure using an HHT.

7. Type item quantities in the Count field.
8. Choose the Change form action.

IMPORTANT After you release the requisition, you can maintain item counts only for the items on the requisition. If you need to add more items, you must create another requisition.

---

9. Release the requisition.

Related Reports and Inquiries

To	Use
List all items at a par location either alphabetically or in order of location	Par Inventory Worksheet (IC281)
Evaluate stock-on-hand quantities based on the costing method defined for your company	Par Location Valuation (IC283)

Loading Requests Into the Requisition Interface File

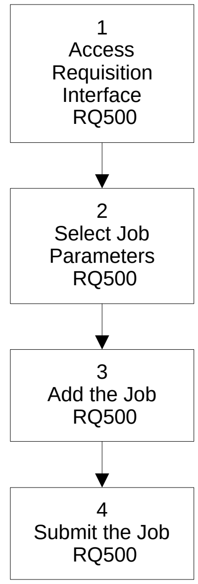
Requisition Interface (RQ500) lets you load requisition interface data from the Requisition file. RQ500 performs normal processing edits, prints records that did not pass the edits, updates the new requisitions in the Requisitions database, and prints the new requisitions. After RQ500 runs, you use Requisition (RQ10.1) to maintain the data.

You can run RQ500 to process files uploaded by the hand held terminal and routed to RQ500 by Hand Held Processing (IC588). To process hand held terminal transactions, you must set up RQ500 jobs and parameters according to the requirements for hand held processing. For information about setting up RQ500 jobs for hand held processing, see the *Inventory Control User Guide*.

You can also run RQ500 to interface between Lawson's shipping feedback and purchase order receiving processes to third party systems. This reduces the amount of manual work required to update the third party systems. Data will flow into the Requisitions application, and data will be written out to a CSV file upon shipment of the requested items if they are stock items, or upon receipt of the requested items if they are non stock items. These CSV files can be picked up by the third party system and used to perform automated updates to their dispensing systems.

For details on understanding interface logic and preparing an input file of data uploaded by the Hand Held Import/Export utility, see the *Procurement Management Technical Guide*.

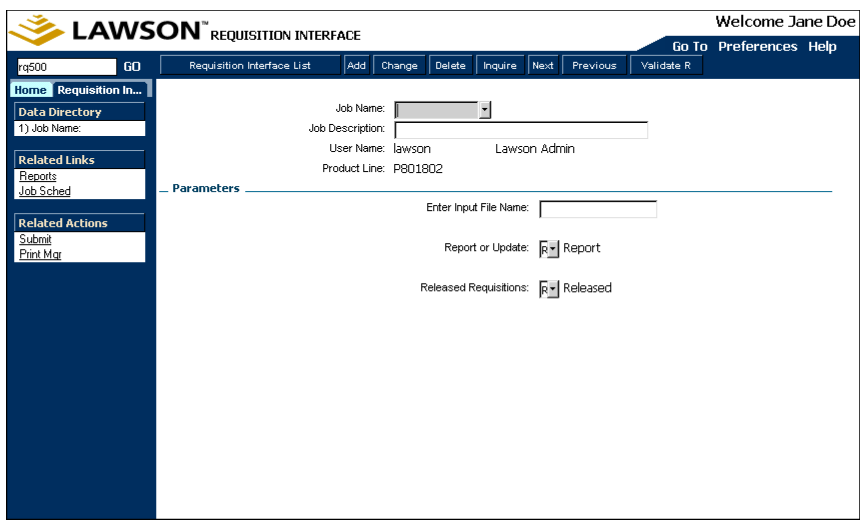
Figure 28. Procedure flow: Loading requests into the Requisition Interface file



STEPS To load requests into the Requisition Interface file

1. Run Requisition Interface (RQ500).

Figure 29. Form clip: Requisition Interface (RQ500)



2. Consider the following:

Field Name	Field Description
Enter Input File Name	Select the file name for the file that contains the non-Lawson data.

Field Name	Field Description
Report or Update	Select whether to run the report in Report (R) or Update (U) mode. Select R to print an error report on the requisition data. The report will contain both the correct and error requisition data. Select U to update the database with the requisition data from the input file. RQ500 will update all the correct requisition data, and will print an error report showing what data could not be updated.
Released Requisitions	Choose whether or not to automatically release requisitions. The field choices are Released (R) or Not Released (N). R releases the requisitions after they are created. N lets you review and release the requisitions manually using Requisition (RQ10.1).

3. Add the job.
4. Submit the job.

Chapter 11

Approving a Requisition

The approval process controls which requisitions need authorization prior to further processing. An approver can manually review, approve, reject, or unrelease a requisition using a Requisitions form. Or ProcessFlow can be set up to automate the approval process. This chapter provides step-by-step instructions to an authorized approver for approving, rejecting and unreleasing requisitions manually. In addition, this chapter outlines the process for bypassing the ProcessFlow approval process.

STOP Before you can approve requisitions, you must set up approval codes and assign them to requesters. For more information, see "Setup: Requisitions Structure" on page 41.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 135

The following concepts provide background and conceptual information for the procedures in this chapter.

What is the Manual Requisitions Approval Process?

The manual approval process uses monetary limits to determine which requisitions need authorization prior to further processing. The monetary limits are the approval codes established during Requisitions setup.

The manual approval process is used when ProcessFlow is not set up for requisition approval.

Processing is suspended on requisitions that exceed the monetary limits until the requisitions are approved. An approver uses a Requisitions form to review a requisition, authorize it for further processing, reject it, or unrelease it.

Approval codes can contain different levels of monetary limits. Each level has an approver assigned to it and a higher limit than the level below. For example, the following approval code is defined.

Lower Limit	Approver Title
1,000	Supervisor
10,000	Vice President
50,000	Department Manager

The approval code is set up so that lower levels of approval are not needed. In this example, only the department manager must approve a requisition totaling $12,000. (if you set the Skip Lower Levels field to Yes in Approval Codes (RQ02.1).

Approval is not required for requisitions that do not exceed a monetary limit. For example, you set up an approval code with a lowest limit of $1000. A requisition with a total under $1,000 does not need any approval. Processing of these requisitions is not constrained or restricted by the approval process.

For more information, see "Setup: Requisitions Structure" on page 41.

What is the ProcessFlow Requisition Approval Process?

NOTE To learn more about ProcessFlow, see the *ProcessFlow Administration Guide*.

The Requisition Approval service is a predefined service for the Requisitions application that corresponds to the release of a requisition. When a requisition is released on Requisition (RQ10.1), a work unit is created. The existence of a work unit allows the ProcessFlow utility to execute a flow that moves work from one activity to another. There are two flows associated with the Requisitions Approval service — reqapproval1.flo and reqapproval2.flo.

These flows route requisition approval requests to approvers. Each flow has up to six levels of approval, based on dollar amounts. You define approvers and dollar amounts according to their requirements for a company or requesting location. If fewer than six levels of approvals are needed (for example, only two levels—a supervisor level and a manager level), specify zero for the unused approval levels. This enables the flow to end at one of the used approval levels, based on the user action.

In both flows delivered with the Requisition Approval service, the approval value of the requisition is always being checked to determine whether the next level must receive the work unit. If the approval value is greater than or equal to the next level, the approver at the next level receives the work unit in the web inbasket. However, if the approval value is less than the next level, the current level receives the work unit for approval and the status of the work level is complete.

Example

The following example shows the movement of a work unit from one level to the next, based on the defined approval values for each level.

- Level1 = 500
- Level2 = 1000
- Level3 = 5000
- Level4 = 10000
- Level5 = 50000
- Level6 = 100000

The requisition approval value is $4500. If Level1 approves the requisition, then the work unit moves to Level2 for approval. If Level2 approves the requisition, then the work unit status changes to Processing Complete and the requisition is processed. Level3 through Level6 do not receive the work unit because the approval value is only $4500 and Level3 value is greater than the approval value. Therefore, those levels do not need to approve this work unit.

How is Reqapproval1.flo Different From Reqapproval2.flo?

Reqapproval1.flo is identical to reqapproval2.flo in all respects except that when reqapproval1.flo starts the flow, it uses the field PFLOW_APRV_LVL from the requisitions header detail to determine where the requisition started the approval process. The reqapproval1.flo searches for a value in this field so that it can find the appropriate approval level at which to restart the approval process. When the flow finds the appropriate approval level, the flow causes work that pertains to that requisition to appear in the inbasket of the approver at that level. The approver can reject, unrelease, or approve the requisition.

Both reqapproval1.flo and reqapproval2.flo always start at the first level of approval. If the dollar amount is less than the dollar amount at the first level, the requisition is approved with no user action required. The work unit receives the Processing Complete status. If the amount of the requisition is greater than the amount at the first level of approval, then the work unit appears in the Level1approver's web inbasket. The approver can reject, unrelease, or approve a requisition.

- If the approver rejects the requisition, an e-mail with this information is sent to the requester, the work unit for the requisition receives the Processing Complete status, and the flow ends. The status of the requisition is updated to Rejected.
- If the approver unreleases the requisition, an e-mail with this information is sent to the requester, the work unit for the requisition receives the Processing Complete status, and the flow ends. The status of the requisition is updated to Unreleased.
- If the approver approves the requisition, the flow causes the work that pertains to that requisition to appear in the inbasket of the approver at the next level. When the requisition is approved at the final level, the work unit receives the Processing Complete status, and the flow ends. The status of the requisition is updated to Processed.

Reqapproval2.flo always starts at the first level of the approval process.

What are Requisition Approval Types?

Requisition lines can be approved separately from the requisition header. You can approve, reject, or unrelease a requisition line. Requisition approval types determine the approval process for the requisition itself. You select approval types at three levels:

- Requester, from Requesters (RQ04.1)
- Requesting location, from Requesting Locations (RQ01.1)
- Inventory Control company, from Company (IC01.1)

The application looks for the approval type in this order. If an approval type is not found for the requester, it looks at the requesting location. If it is not found at the requesting location, the application looks for it at the Inventory Control company level.

The available requisition approval types are as follows.

Header using approval codes	Approve the requisition header using the approval code from the requester. When you add a requisition, if the approval type is "Header using approval codes", the application copies the approval type from the requester to the requisition header.
Header using ProcessFlow	Approve the requisition header using ProcessFlow, if you have the Requisition Approval service enabled (does not use approval codes).
Line approval using direct approval	Approve the requisition line directly by using Direct Line Approval (RQ13.2)
Line approval using ProcessFlow	Approve the requisition line using ProcessFlow. You can only use this selection if you have all three ProcessFlow services enabled: • Requisition Create Line Approval • Requisition Line Approval • Requisition Line Approval for Grant Management
No approvals required	No approvals are required. You do not need to set up approval codes if you make this selection.

The status of a requisition line displays on Requisition (RQ10.1), on the Lines tab. The statuses for a requisition line are:

- Unreleased (the line has not been released)
- Needs Approval (the line is released but approvals have not been received)
- Rejected (the line needed approval but was denied)
- Processed (the line has been approved, if required, but has not been totally fulfilled)
- Closed (the line has been totally fulfilled)

What is the ProcessFlow Requisition Create Line Approval Process?

The Requisition Create Line Approval service is a predefined service for the Requisitions application. The service determines which of two other services to call in approving a released requisition line, the Requisition Line Approval service or the Requisition Line Approval for Grant Management service.

The service is triggered when a requisition is released.

NOTE To learn more about ProcessFlow, see the *ProcessFlow Administration Guide*.

Line level approvals are available if you have all of the following three ProcessFlow services enabled:

- Requisition Create Line Approval
- Requisition Line Approval
- Requisition Line Approval for Grant Management

The service searches each line of a released requisition to determine if it contains a Grant Management activity.

If a requisition line contains a Grant Management activity, the service calls the Requisition Line Approval for Grant Management service. If the requisition line does not contain a Grant Management activity, the service calls the Requisition Line Approval service.

NOTE To be able to use the Requisition Line Approval for Grant Management service, you must have completed Grant Management application setup.

A line level approval work unit is created for each line of a requisition.

What is the ProcessFlow Requisition Line Approval Process?

The Requisition Line Approval service is a predefined service for the Requisitions application. The service processes requisition line approvals for lines that do not contain a Grant Management activity.

The service is triggered when the Requisition Create Line Approval service determines that a released requisition line does not contain a Grant Management application activity. A work unit is created, allowing ProcessFlow to move work from one approver to another.

If you are using line level approvals, the service is available if you have all of the following ProcessFlow services enabled:

- Requisition Create Line Approval
- Requisition Line Approval
- Requisition Line Approval for Grant Management

NOTE To learn more about ProcessFlow, see the *ProcessFlow Administration Guide*.

The application routes the work unit to a series of three predefined approvers. They decide whether to unrelease, reject, or approve the work unit. The service sends the work unit to the inbasket of the first approver. If the first approver unreleases or rejects the work unit, the requisition line status is updated accordingly.

If the first approver approves the work unit, the requisition's line approval status is updated and the unit is sent to the inbasket of the next approver. If the second approver unreleases or rejects the work unit, the requisition's line status is updated.

If the second approver approves the work unit, the requisition's line approval status is updated and the work unit is sent to the inbasket of the final approver. The final approver approves the work unit, and the requisition's line status is updated.

What is the ProcessFlow Requisition Line Approval for Grant Management Process?

The Requisition Line Approval for Grant Management service is a predefined service for the Requisitions application. The service processes approvals for requisition lines that contain a Grant Management activity.

The service is available if you have all of the following ProcessFlow services enabled:

- Requisition Create Line Approval
- Requisition Line Approval
- Requisition Line Approval for Grant Management

In addition, you must have completed Grant Management application setup.

NOTE To learn more about ProcessFlow, see the *ProcessFlow Administration Guide*.

The service is triggered when the Requisition Create Line Approval service determines that a released requisition line contains a Grant Management application activity.

The application routes the work unit to a series of up to five predefined approvers. They decide whether to unrelease, reject, or approve the work unit. The service sends the work unit to the inbasket of the first approver. If the first approver unreleases or rejects the work unit, the requisition's line status is updated accordingly.

If the first approver approves the work unit, the requisition's line approval status is updated and the unit is sent to the inbasket of the next approver. If the second approver unreleases or rejects the work unit, the requisition's line status is updated.

The process continues until the final approver is reached. The final approver approves the work unit, and the requisition's line status is updated.

What Information is Available Using Drill Around?

When reviewing a requisition that needs approval, the Lawson Drill Around feature displays the following options and information.

Drill Around Option	Information Available in Option
Requisition Header Detail	The requester, total requisition value, approval status, requesting location, transaction type, creation date, operator ID, number of items, and release status.
Requisition Lines	The individual line quantity, unit of measure, vendor price unit of measure, unit cost, and total line cost.
Requisition Header Comments	Any comments on the requisition.
Required Approvals	The approval level that must be attained.

Procedures in this Chapter

Use these procedures to manually approve requisitions. If ProcessFlow is enabled and requisitions need to be manually approved, you can bypass the Requisition Approval process.

- "Approving a Requisition Manually" on page 135
- "Directly Approving a Requisition Line" on page 138
- "Bypassing the ProcessFlow Approval Service" on page 139

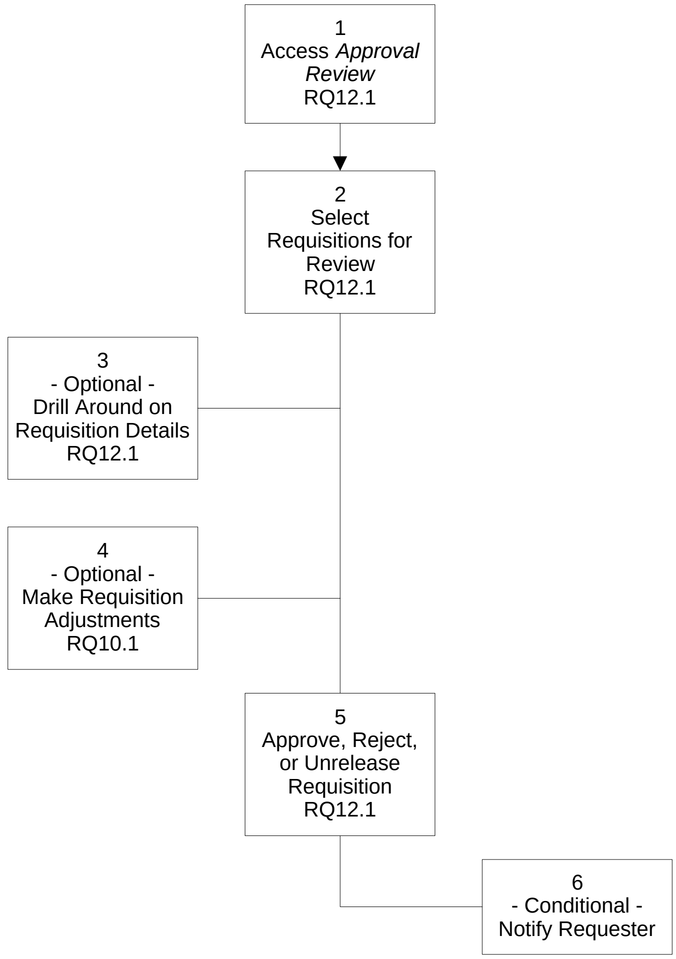
Approving a Requisition Manually

The manual approval process allows you to approve (authorize), reject, or unrelease a requisition.You need to approve a requisition manually when the requisition total exceeds a monetary limit and ProcessFlow Requisition Approval service is not set up. This procedure outlines the process an authorized approver uses to manually approve requisitions.

Need More Details? Check out the following concepts:

- "What is the Manual Requisitions Approval Process?" on page 128

Figure 30. Procedure flow: Approving Requisitions Manually

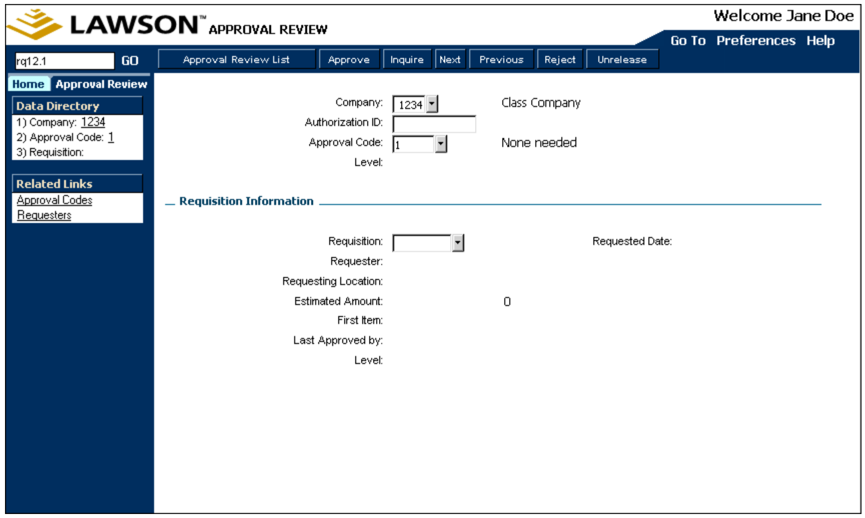


STEPS

To approve a requisition manually

1. Access Approval Review (RQ12.1).

Figure 31. Form clip: Approval Review (RQ12.1)



2. Select requisitions for review. Consider the following fields.

Authorization ID	Enter the identification for the approver performing the authorization. This is similar to a password for the approver. The authorization ID does not display during entry. Authorization IDs are defined in Approval Codes (RQ02.1).
Approval Code	Use this field to select the approval code that defines a hierarchy of approvals required for a requisition.

When you complete these fields, the program displays first line of the first requisition needing approval.

3. If you want to review requisitions details, use the Lawson Drill Around feature.

TIP To use the Lawson Drill Around feature, place the cursor in the Requisition field and select the Drill icon from the icon row just above the form.

4. If you want to adjust the requisition, use Requisitions (RQ10.1).
   a. Change information on the requisition by typing in the appropriate fields.
   b. Select the Change icon.
   c. Select the Release form action.
5. Approve, reject or unrelease the requisition using Approval Review (RQ12.1).

Action	Method
Approve	Use the Add form action to approve the current requisition.

Action	Method
Reject	Use the Reject form action in the Special Action menu to reject the current requisition.
Unrelease	Use the Unrelease form action in the Special Action menu to unrelease the current requisition. (This is also called return to requester.)

After the required approval levels are attained, the requisition is available for further processing.

6. If you reject or unrelease a requisition, notify the requester.

Related Reports and Inquiries

To	Use
Inquire on requisitions	Requisition Inquiry (RQ44.1)
Inquire on a detail line	Requisition Detail Inquiry (RQ44.2)
Print requisitions	Print Requisitions (RQ111)
Requisition status	Requisition Report (RQ140)
List items issued to requesting locations. This can be departments, shelf, floor report group or cost center.	Department Usage Report (RQ230)
Requisition volume summary	Open Requisition Report (RQ240)

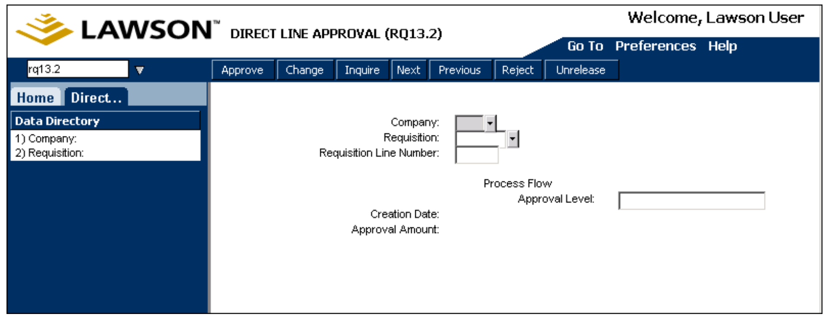
Directly Approving a Requisition Line

If you do not have ProcessFlow enabled, you can directly approve a requisition line by using Direct Line Approval (RQ13.2). You can approve, reject, unrelease, or change a requisition line.

STEPS **To directly approve a requisition line**

1. Access Direct Line Approval (RQ13.2).

Figure 32. Form clip: Direct Line Approval (RQ13.2)



2. Select the requisition and requisition line number to approve. Consider the following field.

ProcessFlow Approval Level	Enter the ProcessFlow approval level for the requisition line.

3. Select the Approve form action. You can also change, reject, or unrelease the requisition line.

Bypassing the ProcessFlow Approval Service

When the ProcessFlow Requisition Approval service is enabled, requisitions might need to be approved manually. This procedure outlines how to bypass the Requisition Approval service.

Need More Details? Check out the following concepts:

- "What is the ProcessFlow Requisition Approval Process?" on page 129

STEPS **To directly approve a requisition manually (bypassing the ProcessFlow approval process)**

1. Access Direct Approval (RQ13.1).
2. Select requisitions for review. Complete the following fields.

Field	Use this field to select
Company	The company that originated the requisition.
Requisition Number	The number of the requisition needing approval.

3. Approve the requisition by using the Add form action.

   When the requisition is approved, it is released by ProcessFlow for further processing.

Chapter 12

Processing Requisitions

In the Requisitions application, items can be requested from vendors or from company stock. Requisitions that place demand on vendors are processed in the Purchase Order application. When you process requisitions that place demand on stock, you must use the Warehouse application to allocate and ship (deliver). This chapter gives an overview of processing requisitions in the Purchase Order application and outlines the processes in the Warehouse application.

Concepts in this Chapter

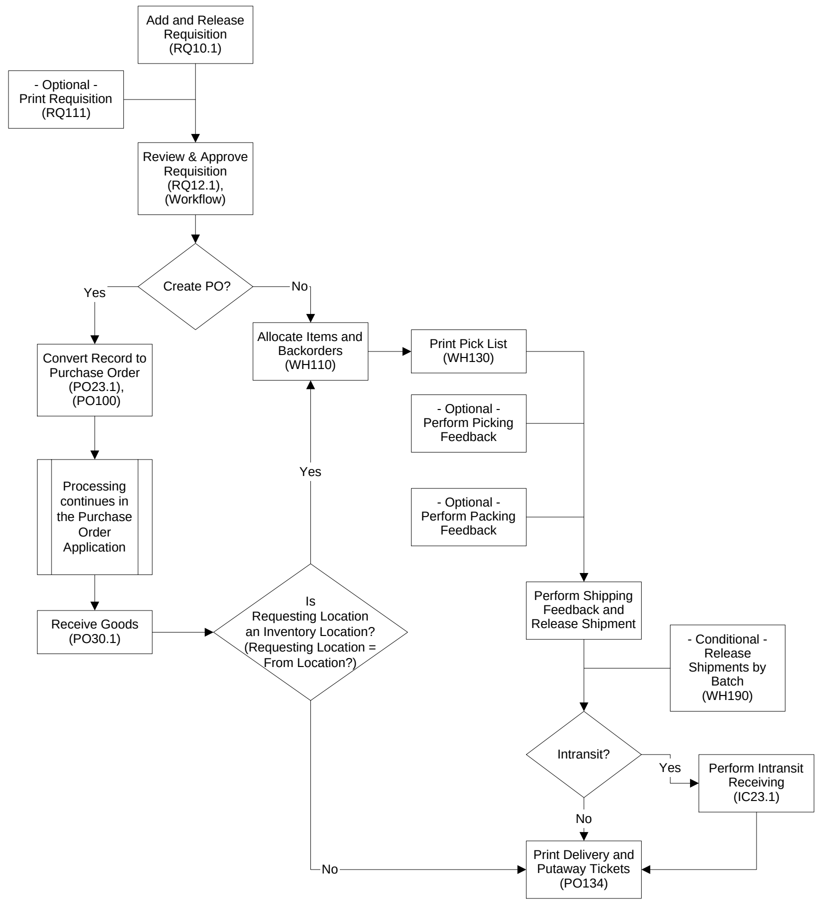
TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 148

The following concepts provide background and conceptual information for the procedures within this chapter.

What are the Requisition Processing Methods?

The Requisitions application supports processing requisitions with demand on stock and with demand on vendors. The flowchart below presents an overview of requisition processing. When the Create PO flag is set to No, the requisition is processed in the Warehouse application. When the Create PO flag is set to Yes, the requisition is processed in the Purchase Order application. For more information, see the application integration points below.

Figure 33. Procedure flow: Processing requisitions



Processing a Requisition with Demand on Stock

A requisition that requests inventory items creates demand on stock. The Create PO flag is automatically set to No for inventory items requested from stock. The Warehouse application assumes control over processing when a pick list for the requisition is printed. You have numerous options available for allocating, for picking, packing, shipping feedback, and merging shipments. For more information see "Procedures in this Chapter" on page 148.

Processing a Requisition with Demand on a Vendor

A requisition that has the Create PO flag set to Yes creates demand on a vendor. The Create PO flag is automatically set to Yes for non-stock, special, or service items. To request inventory items directly from a vendor, you manually set the Create PO flag to Yes.

After a purchase order is created from a requisition, the Purchase Order application assumes control of the processing. Any necessary changes are made in the Purchase Order application. See the *Purchase Order User Guide* for additional information about creating, issuing, and receiving purchase orders.

IMPORTANT Changes using the Requisitions application can only be made prior to the release of a requisition, but may be performed by downstream processors in the Purchase Order and Warehouse applications.

How is Inventory Allocated?

The term “allocate” means to reserve requested item quantities. When items are requested in the Requisitions application, the application allocates the items to the requester so they are no longer available to others. You can allocate inventory items in one of two ways, either online or by batch. See "How are Online and Batch Processing for Allocation and Feedback Different?" on page 144 for more information.

Online Allocation

In online allocation, items are allocated as each requisition is released. Online allocation reserves items on a first-come, first-served basis.

Online allocation forms enable you to choose which orders to fill if insufficient stock exists. You can also use the online forms to change allocated quantities or to reallocate quantity from one requisition to another. However, you can only maintain allocations online -- before pick tickets are printed.

Batch Allocation

With batch allocation, item quantities remain unallocated until you run the batch program. Once you’ve run the batch program, items are allocated to multiple requesters at one time. Batch allocation can reserve items on a priority basis. Batch allocation is for companies that give priority to certain customers and to those that enter many documents.

Companies use batch allocation to:

- Allocate backordered item quantities
- Deallocate (change existing allocations)
- Allocate part of a line

How are Online and Batch Processing for Allocation and Feedback Different?

Processing can be performed in two ways:

- By individual requisition or shipment, referred to as “online”
- Together in groups or batches, referred to as “batch”

When you use batch processing, updates are processed in full. For example, the requested quantity will be the shipped quantity. Online forms are available for exception handling.

What are Pick Lists?

The pick list prints a list of released and allocated documents based on the parameters entered.

Warehouse personnel use the pick list to pick the items from inventory. Depending on the process type, the pick list becomes a list to pick, pack, or ship from.

The program that prints the pick list:

- Creates a shipment for released demands that are created when you add a document
- Carries the requisition number
- Assigns a sequential batch number
- Shows the shipping method, freight code, and customer purchase order (if applicable)
- Assigns a shipment number (by location) to the demand
- Lets you decide how to sort lines for printing (for example, in shipment and line sequence, in shipment and bin sequence, and so on)

The allocated quantity and the quantity to pick from inventory print on the pick list.

What is Shipping Feedback?

Shipping feedback is where you indicate what you shipped to the customer or requester. Shipping feedback is the only required feedback step.

A document must be allocated and printed on a pick list before you can perform shipping feedback. Depending on the process type, picking or packing feedback might also be required prior to shipping feedback. Companies can enter shipping feedback as they prepare to deliver the goods. They can also print a Bill of Lading form to provide extra information for the person transporting the goods. **Bills of Lading** *are receipts that promise delivery of the shipment of goods.*

What Actions Can Be Performed at the Feedback Stage?

When you perform online picking, packing, and shipping feedback, you can perform several important actions. These actions work the same way on all feedback forms.

IMPORTANT Once feedback has been “finished,” you must perform an “undo” before you can make any changes

Use	To
Change	Change picking, packing, or shipping feedback. If you change and finish a shipment and later need to make additional changes, you must perform an undo before you can make any more changes.
Delete	Delete the shipment but not the document itself.
Backorder	Backorder all shipment lines.
Walkthru	Edit lines whose bin, lot, serial number, or unit of measure quantities do not match the shipment line quantities.
Finish	Perform picking, packing, or shipping feedback in full. **IMPORTANT** Select this command when you are certain all the information for the shipment is both correct and complete. You must finish a shipment before you can release it.
Undo	Undo the picking, packing, or shipping feedback on finished shipments. You can undo: • picking feedback as long as you have not performed packing feedback. • packing feedback as long as you have not performed shipping feedback. • shipping feedback as long as you have not released the shipment.

Use	To
Release	Release the shipment. **IMPORTANT** This step cannot be undone (reversed). Use this command only when you are certain that all information for the shipment is correct and complete.

What are Delivery Tickets?

You can print delivery tickets for each location that receives goods. Delivery tickets contain information about where goods should be delivered if a requesting location is indicated on the purchase order. The requesting location could have come from a requisition or could have been entered directly on the purchase order.

Procedures in this Chapter

Processing a requisition with demand on stock is completed in the Warehouse application. Use the following procedures to allocate inventory, print the pick list, perform shipping feedback, release the shipment, and print the delivery ticket.

Allocating Inventory

Allocating inventory reserves inventory to fill demand and reduces the available quantity. You can allocate inventory by running a batch program and/or using an online program.

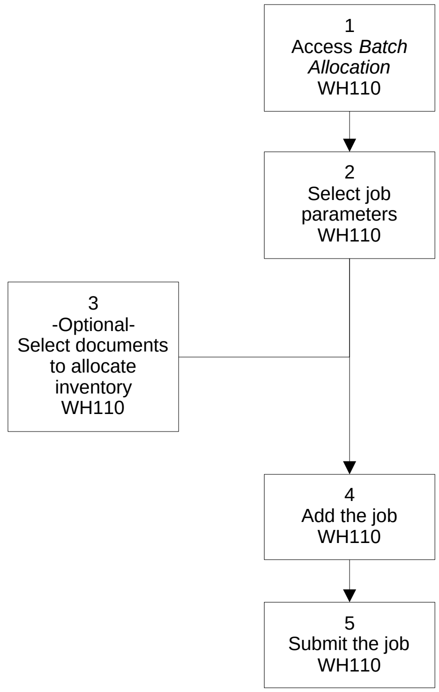
Need More Details? Check out the following concepts:

- "What are the Requisition Processing Methods?" on page 142
- "How are Online and Batch Processing for Allocation and Feedback Different?" on page 144

Batch Allocation

This procedure outlines the process for allocating inventory using the batch method. If you want to use online allocation, see "Online Allocation" on page 150.

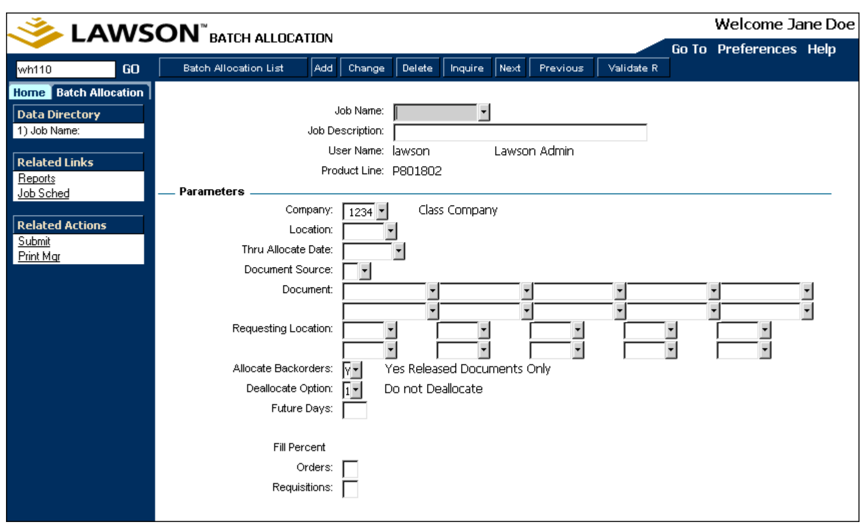
Figure 34. Procedure flow: Allocating inventory in batch



STEPS To use batch allocation

1. Access Batch Allocation (WH110).

Figure 35. Form clip: Batch Allocation (WH110)



2. Select the job parameters. Consider the following fields.

Company	Select your company number.
Location	Select the location from which the inventory is taken.

Thru Allocate Date	Select a cutoff date to allocate those documents on or before this date that meet the other criteria specified on this program.
Allocate Backorders	If you want to allocate backorders, select Yes.
Deallocate	If you want to undo previous allocations, select Yes. **IMPORTANT** You can only deallocate inventory if you have not printed pick lists and the allocation has not been confirmed in Inventoried Allocation (WH20.1).
Fill Percent Orders or Fill Percent Requisitions	If you want to partially allocate orders, select a fill percentage in either of these fields.

3. If you want to partially allocate orders, select the document numbers in the Document field.
4. Add the job using the Add form action.
5. Submit the job.

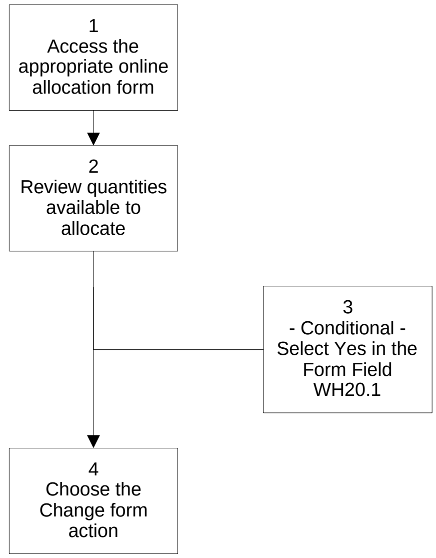
Related Reports and Inquiries

To	Use
List items that are backordered for a specific location	Items on Backorder Report (WH226)

Online Allocation

This procedure outlines the process for allocating inventory using the online method. If you want to use batch allocation, see "Batch Allocation" on page 148.

Figure 36. Procedure flow: Allocating inventory online

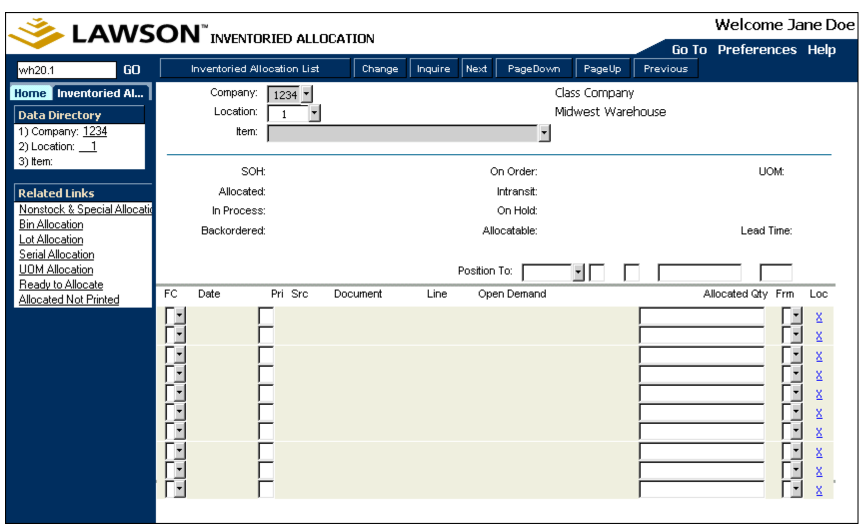


STEPS

To use online allocation

1. Access the appropriate form:
   - Inventoried Allocation (WH20.1)
   - Bin Allocation (WH20.3)
   - Lot Allocation (WH20.4)
   - Serial Allocation (WH20.5)
   - UOM Allocation (WH20.6)

Figure 37. Form clip: Inventoried Allocation (WH20.1)



2. Refer to the quantities at the top of each form to determine quantities that are available to allocate (allocatable).
3. If you are using WH20.1, select Yes in the Firm field if the allocation is firm.

CAUTION If you select Yes in this field, you cannot deallocate this item later using Batch Allocation (WH110).

4. Choose the Change form action to process the allocation.

Related Reports and Inquiries

To	Use
List document lines that are released, but not allocated	Ready to Allocate (WH220)
List documents that are allocated, but not printed on a pick list	Allocated Not Printed (WH221)

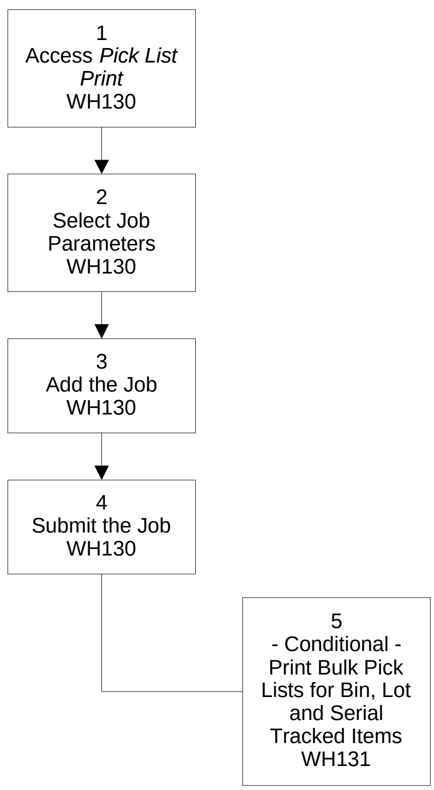
Printing Pick Lists for Allocated Items

This procedure outlines the process for printing pick lists for released documents.

Need More Details? Check out the following concepts:

- "What are Pick Lists?" on page 145

Figure 38. Procedure flow: Printing pick lists for allocated items

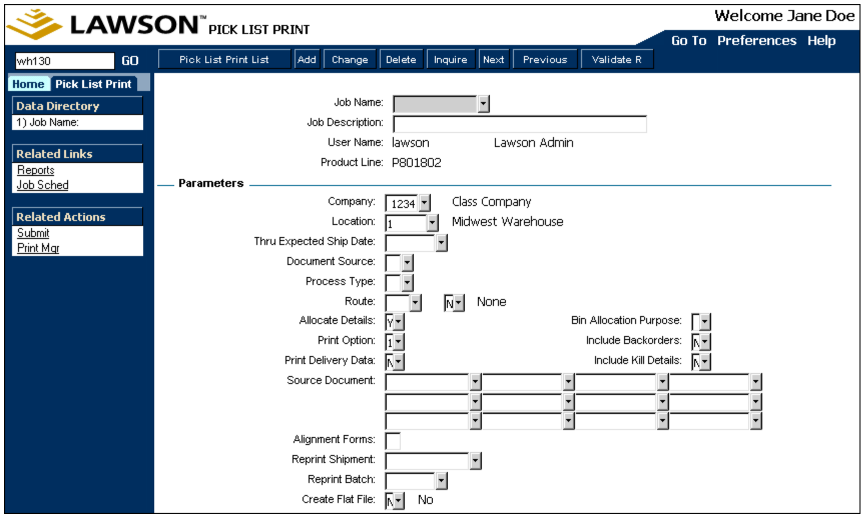


STEPS

To print pick lists

1. Access Pick List Print (WH130).

Figure 39. Form clip: Pick List Print (WH130)



2. Select the job parameters. Consider the following fields.

Allocate Details	If you want the application to automatically assign which bins, lots, serial numbers, and multiple units of measure to pick from, select Yes.
Bin Allocation Purpose	Select Consolidated Picking to empty as many bins as possible or select Speed Picking to pick from the bin with the largest quantity first.
Print Option	Select a value to indicate how to sort lines for printing on the pick list.

3. Add the job using the Add form action.
4. Submit the job.
5. If you want to print bulk pick lists for bin, lot, and serial number tracked items, you can also run Bulk Pick List (WH131). Bulk pick lists allow warehouse personnel to pick items for several orders at once and make fewer trips through the warehouse.

TIP WH131 sorts the information for printing purposes, it does no updating. Therefore, WH130 must be run first.

Related Reports and Inquiries

To	Use
List shipments by process step (pick, pack, ship, release, or close)	Shipments in Process (WH222)

Performing Picking or Packing Feedback

Picking and packing feedback are optional procedures depending on your setup for the Warehouse application.

Picking feedback is where you enter the actual quantities you picked from inventory. Packing feedback is where you indicate what you packed for shipment to the customer or requester. You can perform picking or packing feedback after you have printed pick lists. You can print the packing list during any processing stage to include with the actual shipment.

NOTE If your setup for the Warehouse application does not require picking or packing feedback, the shipping feedback quantities you enter will also be the picked and packed quantities.

Picking and packing feedback can be performed by running a batch program or using an online program.

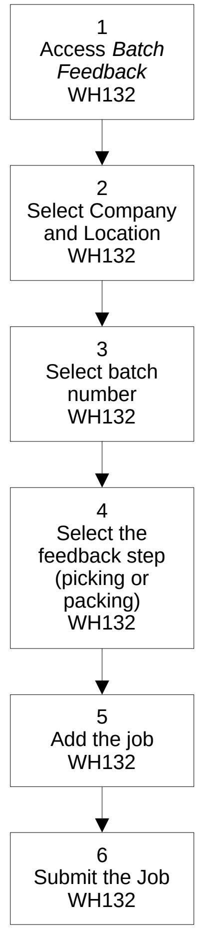
Need More Details? Check out the following concepts:

- "How are Online and Batch Processing for Allocation and Feedback Different?" on page 144

Performing Batch Picking or Packing Feedback

This procedure outlines the process for performing picking feedback using the batch method. If you want to use online picking or packing feedback, see "Performing Online Picking or Packing Feedback" on page 157.

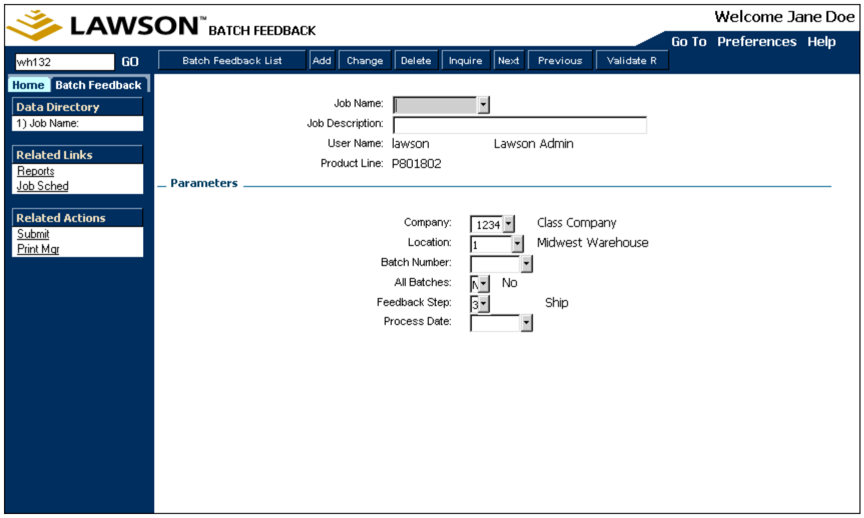
Figure 40. Procedure flow: Performing batch picking or packing feedback



STEPS To perform batch picking or packing feedback

1. Access Batch Feedback (WH132).

Figure 41. Form clip: Batch Feedback (WH132)



2. Select the company and location.
3. Select the batch for feedback in the Batch Number field. (Batch numbers were assigned when you ran Pick List Print (WH130).)
4. Select Pick in the Feedback Step field to perform picking feedback in full.

   - or-

   Select Pack in the Feedback Step field to perform packing feedback in full.
5. Add the job using the Add form action.
6. Submit the job.

Optional Procedure

If you want to add additional shipment information or add item detail information, such as bin, lot, or serial number tracked information, see "Performing Online Picking or Packing Feedback" on page 157 or "Performing Online Shipping Feedback" on page 163.

Related Reports and Inquiries

To	Use
List shipments by process step (pick, pack, ship, release, or close)	Shipments In Process (WH222)
Inquire on shipments for a specific location	Shipment Inquiry (WH80.1)
Inquire on shipments for a specific document	Shipment Inquiry System (WH80.2)

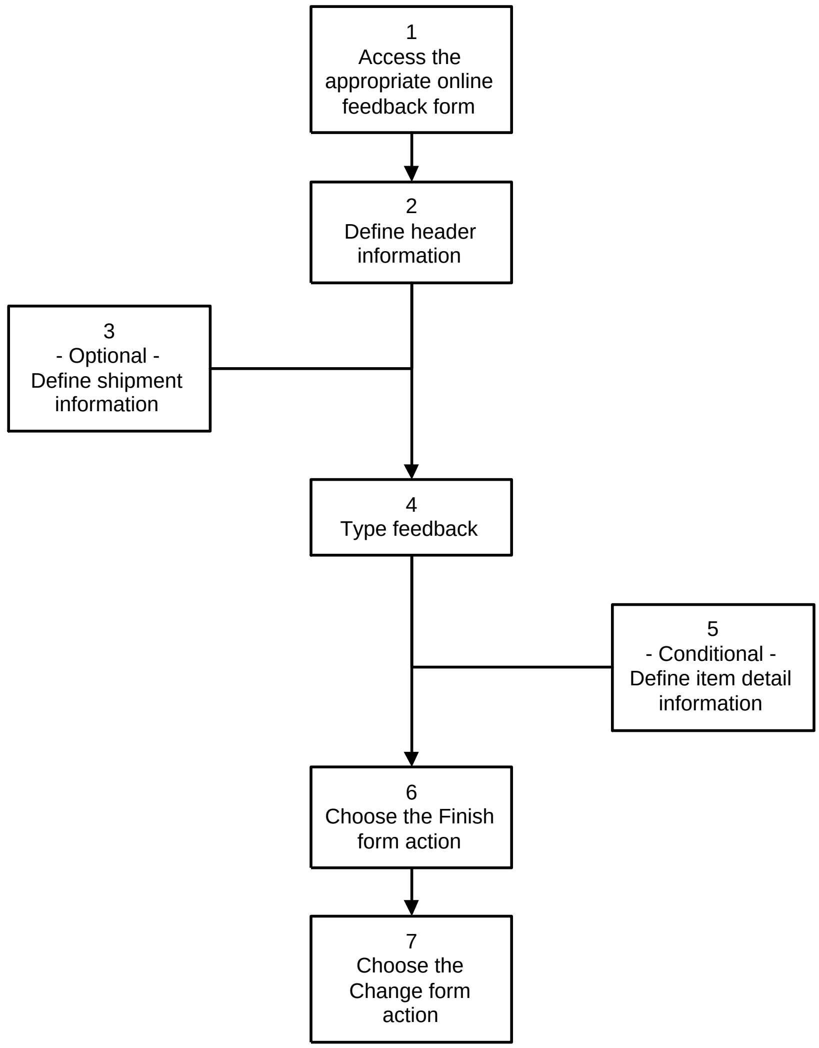
Performing Online Picking or Packing Feedback

This procedure outlines the process for performing picking or packing feedback using the online method. If you want to use batch picking or packing feedback, see "Performing Batch Picking or Packing Feedback" on page 154.

Need More Details? Check out the following concepts:

- "What Actions Can Be Performed at the Feedback Stage?" on page 145

Figure 42. Procedure flow: Performing picking or packing feedback online



STEPS

To perform online picking or packing feedback

1. Access the appropriate form according to the type of picking or packing feedback you want to perform:

If you want to perform feedback	Use
For a specific requisition	Picking Feedback by Document (WH30.1) – or – Packing Feedback by Document (WH31.1).
For one shipment (requisition) at a time	Picking Feedback by Shipment (WH30.2) – or – Packing Feedback by Shipment (WH31.2).
For an entire batch	Picking Feedback by Batch (WH30.3) – or – Packing Feedback by Batch (WH31.3).
On lines that are tracked by bin, lot, serial number, or unit of measure	Bin Sequence Picking Feedback (WH30.4) – or – Bin Sequence Packing Feedback (WH31.4).

2. Define header information.
3. If you want to define shipment information, choose the Shipment Info button to open the Additional Shipment Info (WH33.5) subform.
   a. Complete the necessary fields. The kind of information you can add includes the Proof of Delivery return date, Bill of Lading number, and shipping method. You can override the posting date for all journal entries that are created by this shipment.
   b. Choose the Change form action to change the shipment information and close the subform.
4. Type feedback in the In Process Qty field.
5. If you want to enter catch weight, bin, lot, serial number, unit of measure or kit information, select the appropriate button to access the subform.
   a. Select C(atch Weight), B(in), L(ot), S(erial), U(nit of Measure), or K(it) button.
   b. Complete the necessary fields.
   c. Choose the Change form action to add or change the item detail information and close the subform.
6. Choose the Finish form action to pick the full amount for all lines.
7. Choose the Change form action.

Related Reports and Inquiries

To	Use
List shipments by process step (pick, pack, ship, release, or close)	Shipments In Process (WH222)
Inquire on shipments for a specific location	Shipment Inquiry (WH80.1)
Inquire on shipments for a specific document	Shipment Inquiry System (WH80.2)

Merging Shipments

Merging shipments is an optional procedure used to combine shipments based on the parameters you choose.

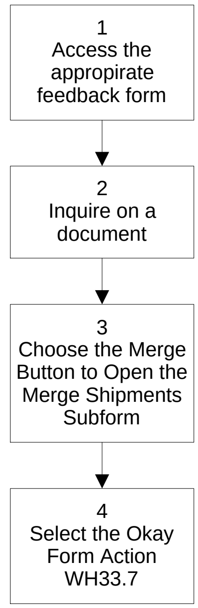
A single document or document line can cause the creation of several shipments, for example, because of backorders.

When you process a document with more than one shipment, multiple invoices will be created for each shipment. However, customers usually only want one invoice. The Warehouse application provides a function called “merge shipments” for this reason. By merging shipments, you can create only one invoice for the same document, destination, and location.

IMPORTANT Merge shipments on the feedback forms before you release the shipping feedback. Only unreleased shipments are allowed to be merged. After you merge the shipments, you cannot undo the merge. The shipments must all be at the same processing stage when you merge them.

This procedure outlines the process for merging shipments.

Figure 43. Procedure flow: Merging shipments



STEPS

To merge shipments

1. Access the appropriate form according to the processing stage of your shipment:
    - Picking Feedback by Document (WH30.1)
    - Picking Feedback by Shipment (WH30.2)
    - Packing Feedback by Document (WH31.1)
    - Packing Feedback by Shipment (WH31.2)
    - Shipping Feedback by Document (WH32.1)
    - Shipping Feedback by Shipment (WH32.2)
2. Inquire on a document.
3. Choose the Merge command button to open the Merge Shipments subform.
4. Choose the OK form action to merge the shipments.

    When you perform shipping feedback, all document lines are displayed on one shipment.

Related Reports and Inquiries

To	Use
List shipments by process step (pick, pack, ship, release, or close)	Shipments In Process (WH222)
Inquire on shipments for a specific location	Shipment Inquiry (WH80.1)
Inquire on shipments for a specific document	Shipment Inquiry System (WH80.2)

Performing Shipping Feedback

You perform shipping feedback after you have printed pick lists (and, optionally, performed picking and/or packing feedback). You can perform shipping feedback by running a batch program and/or using an online program.

IMPORTANT If you want to merge shipments, you must do so before you release the shipping feedback. See "Merging Shipments" on page 159 for more information.

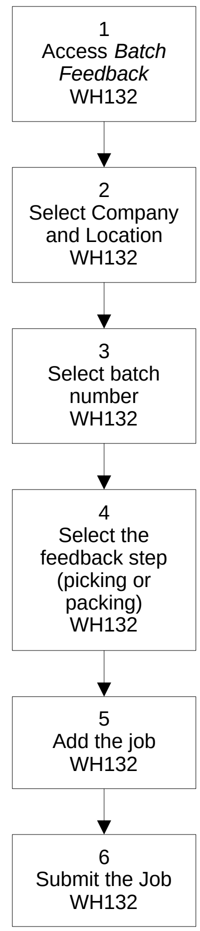
Need More Details? Check out the following concepts:

- "What is Shipping Feedback?" on page 145
- "How are Online and Batch Processing for Allocation and Feedback Different?" on page 144

Performing Batch Shipping Feedback

This procedure outlines the process for performing shipping feedback using the batch method. If you want to use online shipping feedback, see "Performing Online Shipping Feedback" on page 163.

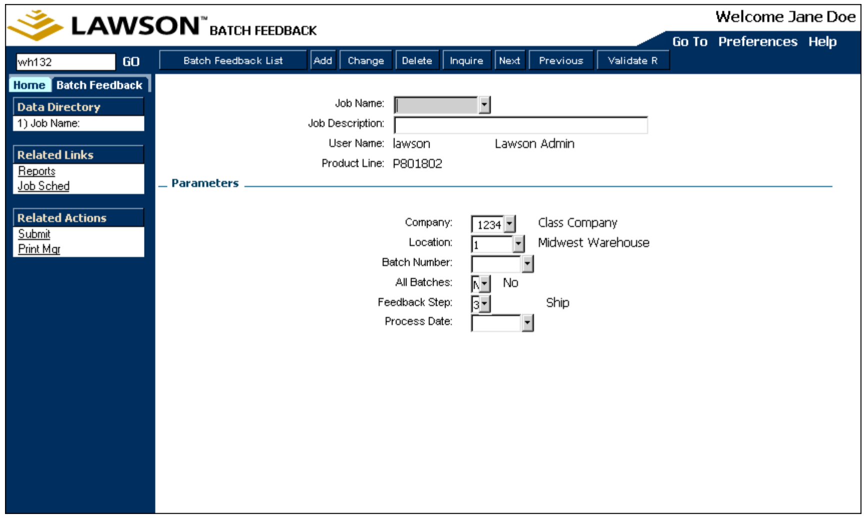
Figure 44. Procedure flow: Performing batch shipping feedback



STEPS **To perform batch shipping feedback**

1. Access Batch Feedback (WH132).

Figure 45. Form clip: Batch Feedback (WH132)



2. Select the batch you want to perform feedback for in the Batch Number field. (Batch numbers were assigned when you ran Pick List Print (WH130).)
3. Select Ship to perform shipping feedback in full in the Feedback Step field.
4. Add the job using the Add form action.
5. Submit the job.

Optional Procedure

If you want to add additional shipment information or add item detail information, such as bin, lot, or serial number tracked information, see "Performing Online Shipping Feedback" on page 163.

Related Reports and Inquiries

To	Use
List shipments by process step (pick, pack, ship, release, or close)	Shipments In Process (WH222)
Inquire on shipments for a specific location	Shipment Inquiry (WH80.1)
Inquire on shipments for a specific document	Shipment Inquiry System (WH80.2)

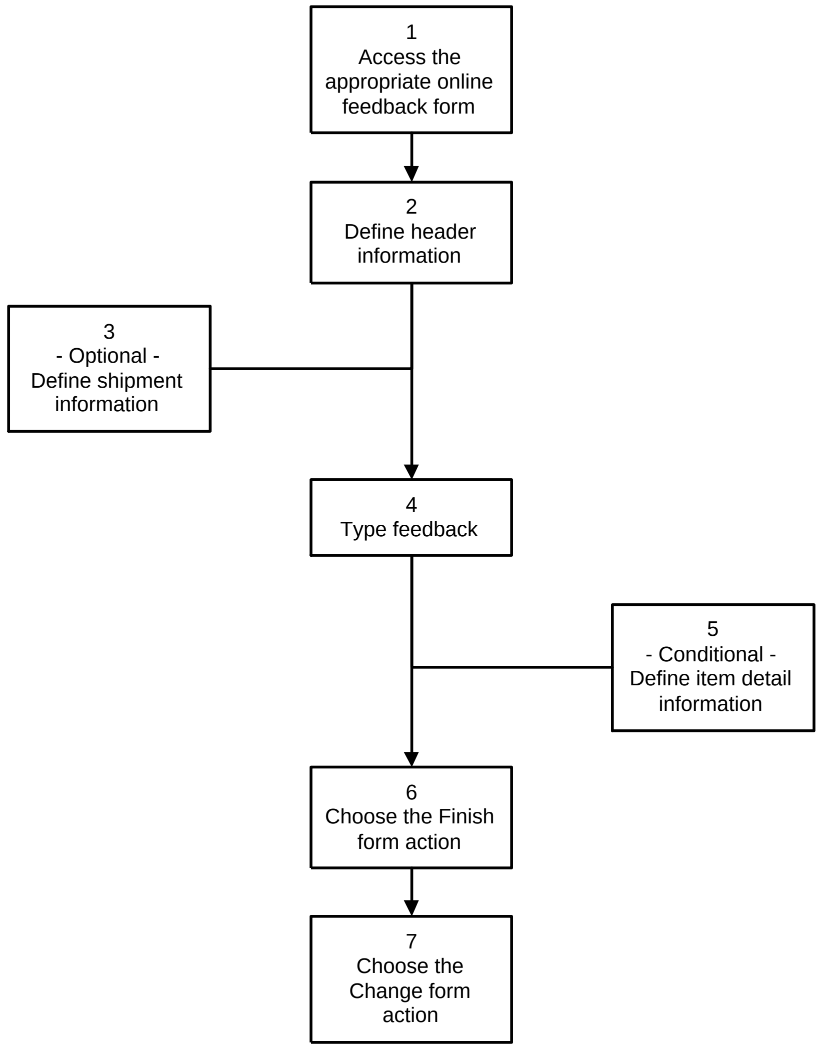
Performing Online Shipping Feedback

This procedure outlines the process for performing shipping feedback using the online method. If you want to use batch shipping feedback, see "Performing Batch Shipping Feedback" on page 161.

Need More Details? Check out the following concepts:

- "What Actions Can Be Performed at the Feedback Stage?" on page 145

Figure 46. Procedure flow: Performing online shipping feedback



STEPS To perform online shipping feedback

1. Access the appropriate form according to the type of shipping feedback you want to perform:

To perform shipping feedback	Use
by document number	Shipping Feedback by Document (WH32.1)
for one shipment (requisition) at a time	Shipping Feedback by Shipment (WH32.2)
for an entire batch	Shipping by Batch (WH32.3)

To perform shipping feedback	Use
provide feedback for bin-tracked items (in bin sequence order)	Bin Sequence Shipping Feedback (WH32.4)

2. Define header information.
3. If you want to define shipping information, choose the Shipment Info button to open the Additional Shipment Info (WH33.5) subform.

TIP The cubic feet and weight values pertain to the entire shipment.

   a. Complete the necessary fields. The kind of information you can add includes the Proof of Delivery return date, Bill of Lading number, and shipping method. You can override the posting date for all journal entries that are created by this shipment.
   b. Choose the Change form action to change the shipment information and close the subform.
4. Type the shipping feedback.
5. If you want to enter catch weight, bin, lot, serial number, unit of measure or kit information, select the appropriate button to access the subform.
   a. Select C(atch Weight), B(in), L(ot), S(erial), U(nit of Measure), or K(it) button.
   b. Complete the necessary fields.
   c. Choose the Change form action to add or change the item detail information and close the subform.
6. Choose the Finish form action to pick the full amount for all lines.
7. Choose the Change form action.

Related Reports and Inquiries

To	Use
List shipments by process step (pick, pack, ship, release, or close)	Shipments In Process (WH222)
Inquire on shipments for a specific location	Shipment Inquiry (WH80.1)
View a list of shipments by system	Shipment Inquiry By System (WH80.2)

Releasing the Shipment

Releasing a shipment is the final step in processing a requisition with demand on stock.

IMPORTANT This step cannot be undone (reversed). Perform this step only when you are certain that all information for the shipment is correct and complete.

Releasing a shipment reduces the available stock-on-hand in the Inventory Control application. Releasing a shipment creates an unreleased inventory transaction record, but does not post to the General Ledger application. See the *Inventory Control User Guide* for information on posting to general ledger accounts.

You release shipments:

- after you have performed shipping feedback
- after you have used the Finish form action to finish the shipment
- before you print the delivery ticket

You can release shipments by running a batch program and/or using an online program.

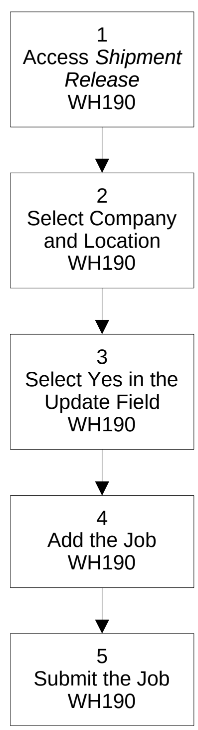
Need More Details? Check out the following concepts:

- "How are Online and Batch Processing for Allocation and Feedback Different?" on page 144

Batch Releasing the Shipment

This procedure outlines the process for releasing the shipment using the batch method. If you want to use online shipment release, see "Releasing the Shipment Online" on page 167.

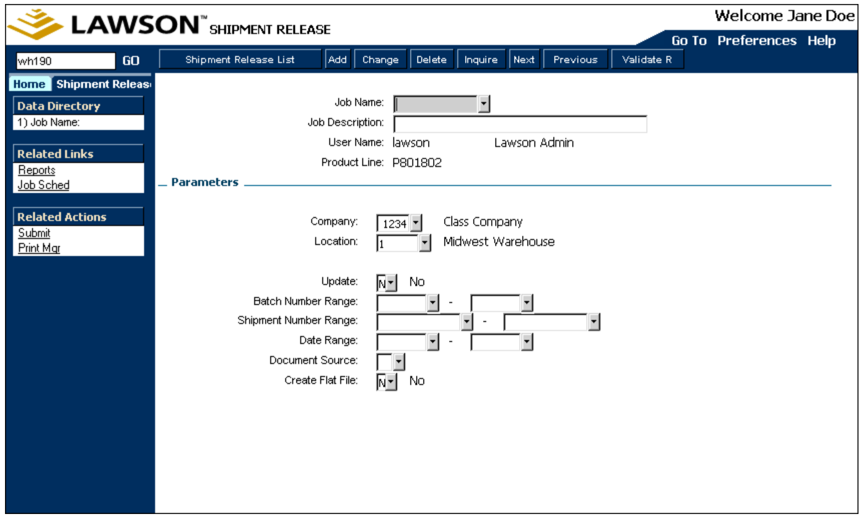
Figure 47. Procedure flow: Releasing the shipment in batch



STEPS To batch release the shipment

1. Access Shipment Release (WH190).

Figure 48. Form clip: Shipment Release (WH190)



2. Select Company and Location.
3. Select Yes in the Update field.
4. Add the job using the Add form action.
5. Submit the job.

Related Reports and Inquiries

To	Use
List shipments by process step (pick, pack, ship, release, or close)	Shipments In Process (WH222)

Releasing the Shipment Online

This procedure outlines the process for releasing the shipment using the online method. If you want to use batch shipment release, see "Batch Releasing the Shipment" on page 166.

STEPS To release the shipment online

1. Access the form used for shipping feedback in the previous procedure:

To perform shipment release	Use
By document number	Shipping Feedback by Document (WH32.1)
For one shipment (requisition) at a time	Shipping Feedback by Shipment (WH32.2)
For an entire batch	Shipping by Batch (WH32.3)

To perform shipment release	Use
Provide feedback for bin-tracked items (in bin sequence order.)	Bin Sequence Shipping Feedback (WH32.4)

2. Inquire on the shipment number for the shipment you want to release.
3. Choose the Release special action.

Related Reports and Inquiries

To	Use
List shipments by process step (pick, pack, ship, release, or close)	Shipments In Process (WH222)

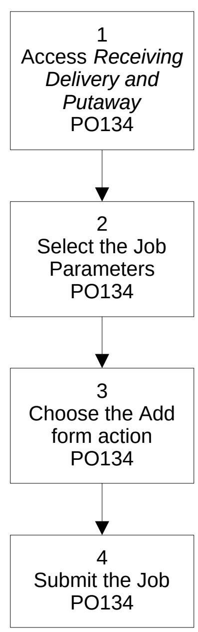
Printing Delivery Tickets

Delivery tickets essentially close the requisition. This procedure outlines the process for printing delivery tickets.

Need More Details? Check out the following concepts:

- "What are Delivery Tickets?" on page 147

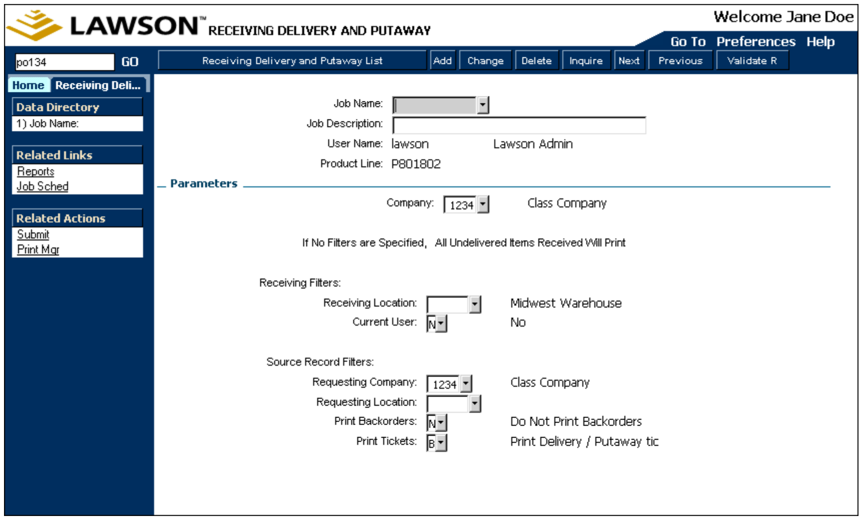
Figure 49. Procedure flow: Printing delivery tickets



STEPS To print delivery tickets

1. Access Receiving Delivery and Putaway (PO134).

Figure 50. Form clip: Receiving Delivery and Putaway (PO134)



2. Select the job parameters. Consider the following fields.

Receiving Location	Select the inventory location that supplies the items or the purchase order Ship To location that receives the items.
Current User	Select Yes for the current user. Select No if you do not want to filter the receiver information.
Requesting Location	If you want to report on one requesting location, select the location requesting the items. This location can be an inventory or a non-inventory location.
Print Backorders	If you want backorders to print, select Yes.

TIP All undelivered items that have been received will print on the report if no filters are specified.

3. Add the job using the Add form action.
4. Submit the job.

Chapter 13

Managing Requisitions

During the requisition process, you need to maintain and track requisitions. This chapter provides step-by-step instructions for processing item returns, maintaining and reviewing requisitions, reviewing requisition status, reviewing shipment status, and reviewing issues history.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 174.

The following concepts provide background and conceptual information for the procedures within this chapter.

How are Returns Processed?

Returns are processed by a different application depending on the location type and the item type, as shown in the table below. A non-inventory location is a Requisition requesting location that does not keep stock but receives items from an inventory location. An inventory location keeps stock and obtains stock from another inventory location or from a vendor.

Inventoried items must be returned to the same “from” (inventory) location.

Requesting Location Type	Item Type	Application
Non-inventory	Inventory	Requisition
Inventory	Inventory	Inventory Control
Non-inventory and Inventory	Non-stock	Purchase Order
Non-inventory and Inventory	Special Order	Purchase Order
Non-inventory and Inventory	Service	Accounts Payable

What Does In Balance Mean?

The term in balance means the application is examining an equation. One side of the equation must equal the other side for the equation to be in balance. When returning items, the Requisitions application requires that a return line detail be in balance before processing can continue. This means that the quantity ordered (shipped quantity) must be equal to the quantity being kept plus the quantity returned.

Shipped quantity = quantity being kept + returned quantity

The two sides of this equation must be equal for the line to be in balance.

When are Requisition Changes Allowed?

Changes can only be made to a requisition prior to release of the requisition, but changes may be performed by downstream processors in the Purchase Order and Warehouse modules.

After the purchase orders are created, the processing is controlled by the Purchase Order application and changes to a requisition are made there. After the pick lists are printed, the processing is managed by the Warehouse application and changes to a requisition are made there.

When are Requisitions Cancellations Allowed?

Items on requisitions can only be canceled in the warehouse if there is a shipment, but not if the item is backordered or not allocated (company allocates by batch). Internal items in the warehouse may be cancelled using Cancellation by Item (WH25.1) or Cancellation by Document (WH25.2). The reasons that a backorder may need to be cancelled are:

- The manufacturer no longer makes the item.
- The goods have been backordered for so long they are no longer needed.
- The goods were acquired through an alternate source.

Procedures in this Chapter

To process returns, track requisitions, and perform requisition maintenance tasks, use one of the following procedures.

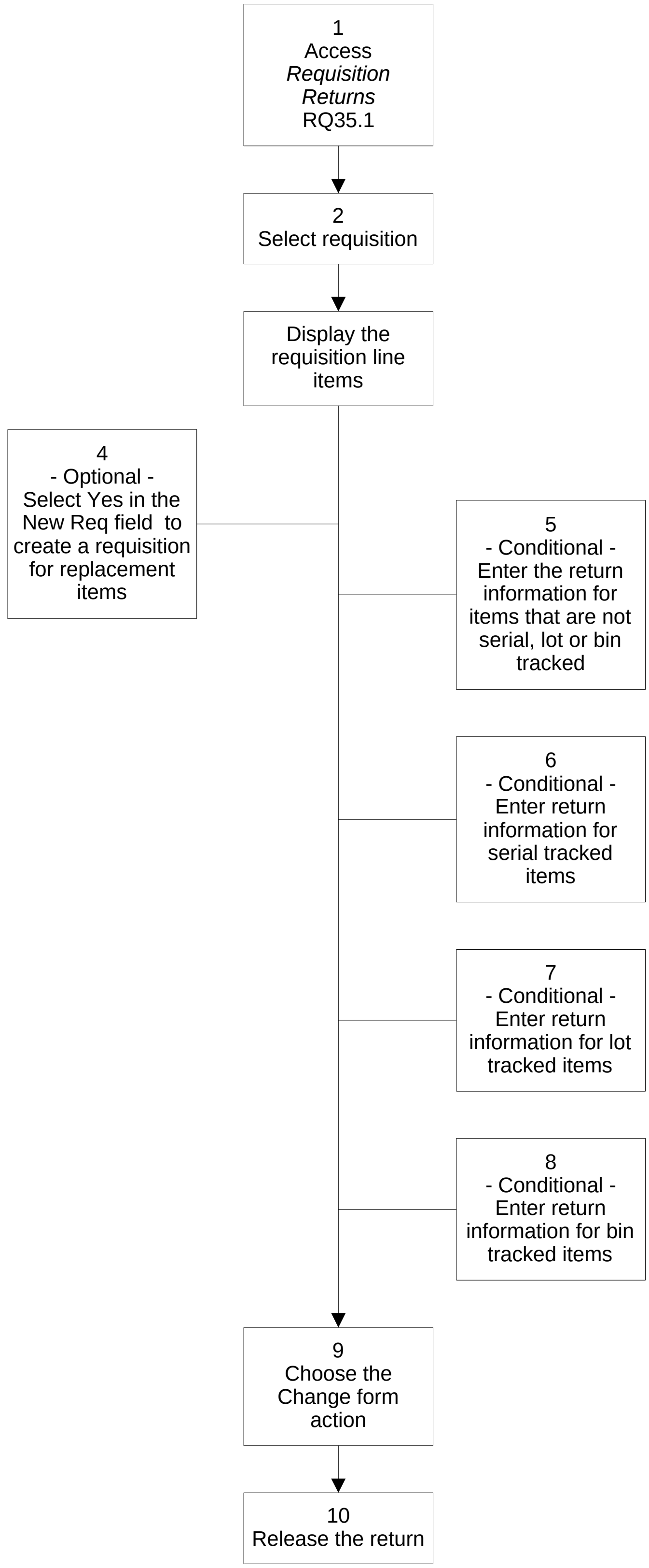
Processing Requisition Returns

For various reasons, you might need to return inventory items you have requested to expense. When this happens, you need to inform the Requisitions application that you are returning the items. This procedure outlines the requisition returns process.

Need More Details? Check out the following concepts:

- "How are Returns Processed?" on page 172
- "What Does In Balance Mean?" on page 172
- "When are Requisition Changes Allowed?" on page 173

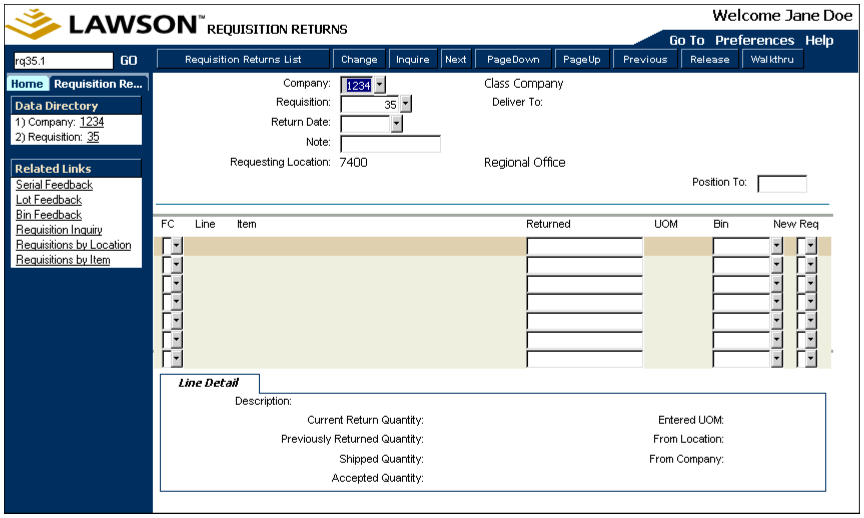
Figure 51. Procedure flow: Processing Requisition Returns



STEPS To process requisition returns

1. Access Requisition Returns (RQ35.1).

Figure 52. Form clip: Using Requisition Returns (RQ35.1) to process a return



2. Select the requisition with items being returned. Consider the following field.

Return Date	Enter the date of the return. If this field is left blank, the Requisitions application will use today's date.

3. Display the requisition line items by using the Inquire form action.
4. If you want to create a new requisition to replace the returned items, select Yes in the New Req field. A new requisition will be created when the return is released.
5. Enter the return information for items that are not tracked by serial number, lot, or bin.
    a. For the item you are returning, select the Add line action and enter the return quantity.
    b. Repeat step 4 until all return entries are completed.
6. If you are returning serial number tracked items, enter the return information.
    a. Enter the return quantity.

       If the return quantity is fewer than the Delivered Quantity displayed on the Line Detail tab, Requisition Returns transfers to Serial Feedback (RQ39.1).
    b. Enter the serial number information.
    c. If the item is also tracked by bin, use enter bin information.
    d. Close Serial Feedback (RQ39.1).
7. If you are returning lot tracked items, enter return information.
    a. Enter the return quantity.

If the return quantity is fewer than the Delivered Quantity displayed on the Line Detail tab, Requisition Returns transfers to Lot Feedback (RQ39.2).

b. Enter the lot information.

c. If you want to change the unit of measure (UOM), select any valid UOM in the UOM field.

   The line must be in balance before you can leave this form. The line is in balance when the detail lines total quantity (converted to the stock UOM) equals the quantity being kept (converted to the stock UOM) plus the returned quantity (converted to the stock UOM).

d. When the line is in balance, redisplay Requisition Returns (RQ35.1).

   Requisition Returns (RQ35.1) displays an asterisk (*) next to the UOM field to indicate multiple UOM detail changes.

8. If you are returning bin tracked items, enter return information.

   a. Enter the return quantity.

      If the return quantity is fewer than the Delivered Quantity displayed on the Line Detail tab, Requisition Returns transfers to Bin, UOM Feedback (RQ39.3).

   b. Enter the bin code information in the Bin field.

   c. If you want to change the unit of measure (UOM), select any valid UOM in the UOM field.

      The line must be in balance before you can leave this form. The line is in balance when the detail lines total quantity (converted to the stock UOM) equals the quantity being kept (converted to the stock UOM) plus the returned quantity (converted to the stock UOM).

   d. When the line is in balance, redisplay Requisition Returns (RQ35.1).

      Requisition Returns (RQ35.1) displays an asterisk (*) next to the UOM field to indicate multiple UOM detail changes.

9. Choose the Change form action.

10. After all return entries are complete, release the return using the Release form action.

    When the return is released, the following occurs:

    - Stock-on-hand is increased at the inventory location that fulfilled the requisition.
    - Bin, lot, and serial number quantities are increased at the inventory location that fulfilled the requisition.
    - The requesting location expense account is credited.
    - The inventory location General Ledger category is debited.
    - The usage history for the requesting location is reduced.

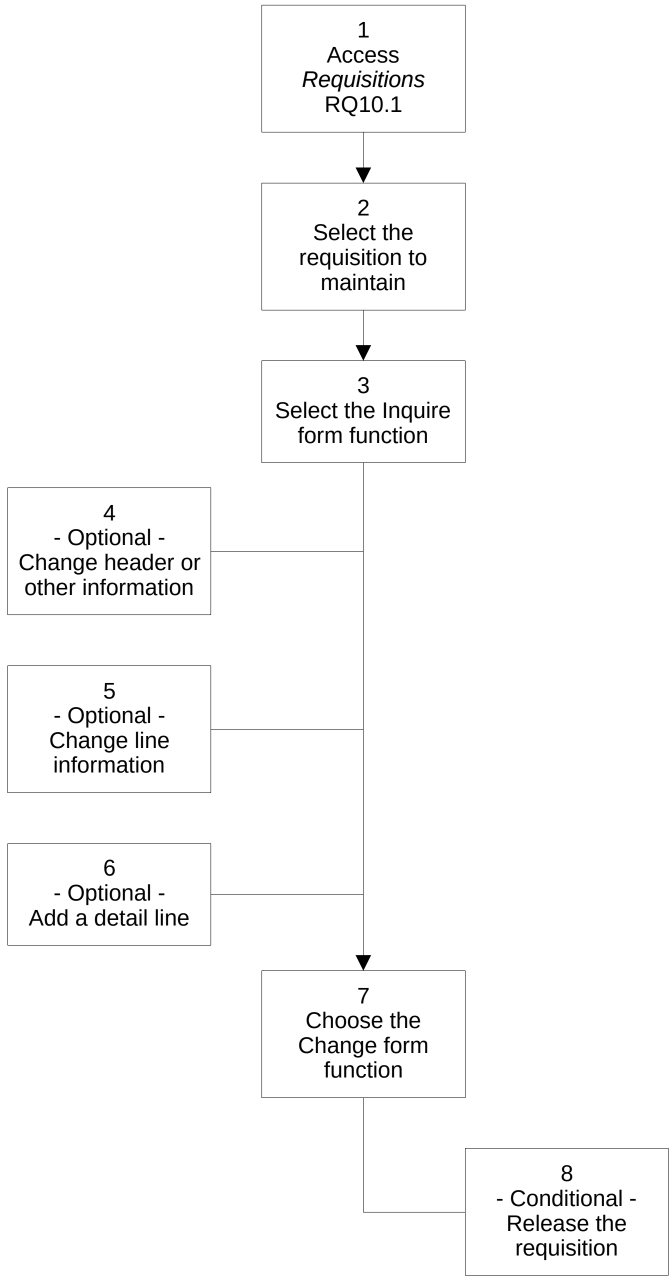
Maintaining a Requisition

You might need to change a requisition after it is released and has a status of processed. This procedure outlines the process for maintaining requisitions.

Need More Details? Check out the following concepts:

- "What Does In Balance Mean?" on page 172

Figure 53. Procedure flow: Maintaining a requisition

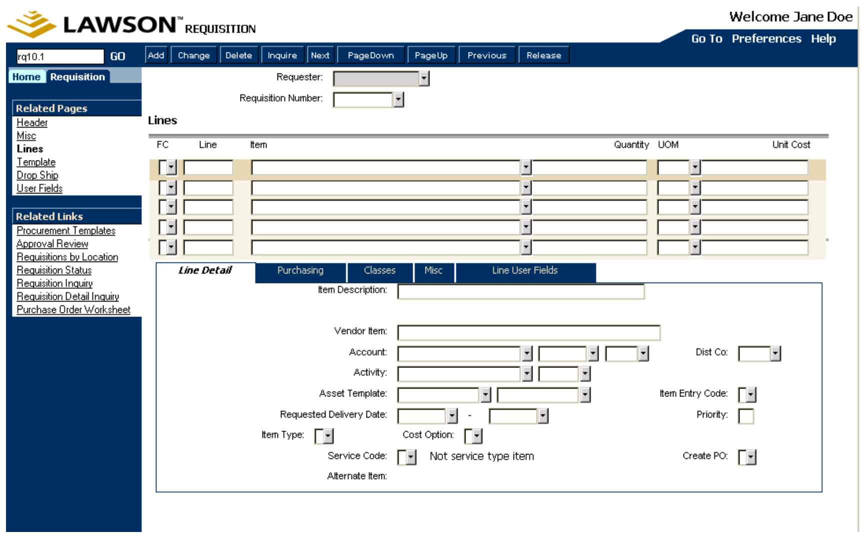


STEPS

To maintain a requisition

1. Access Requisitions (RQ10.1).

Figure 54. Form clip: Using Requisitions (RQ10.1) to maintain a requisition



2. Select the requisition to maintain.
3. Select the Inquire form action.
4. If you want to change header or other information, enter the changes in the appropriate fields.
5. If you want to change a line, enter the changes.
   a. Select Change in the line action field.
   b. Enter the changes for the line, such as quantity, activity or deliver to location.

      When you change a requisition line containing activity information, the activity commitment file is updated.
6. If you want to add a line, enter the information.
   a. Select Add in the line action field.
   b. Enter the line information.
7. When you have entered all the changes needed, select the Change form action.
8. If the requisition is unreleased, release it using the Release form action in the Actions menu or the Special Actions menu.

NOTE You cannot add a line to a requisition after it has a status of processed.

Deleting a Requisition

When a requisition does not need to be processed, you might need to delete it from the Requisitions application. This procedure outlines the process of deleting a requisition.

Need More Details? Check out the following concepts:

- "When are Requisition Changes Allowed?" on page 173

STEPS **To delete a requisition**

1. Access Requisitions (RQ10.1).
2. Select the requisition to delete.
3. Select Delete from the Actions menu.
4. When the Press OK to Process dialog box appears, press OK to delete the requisition or Cancel to cancel the action.

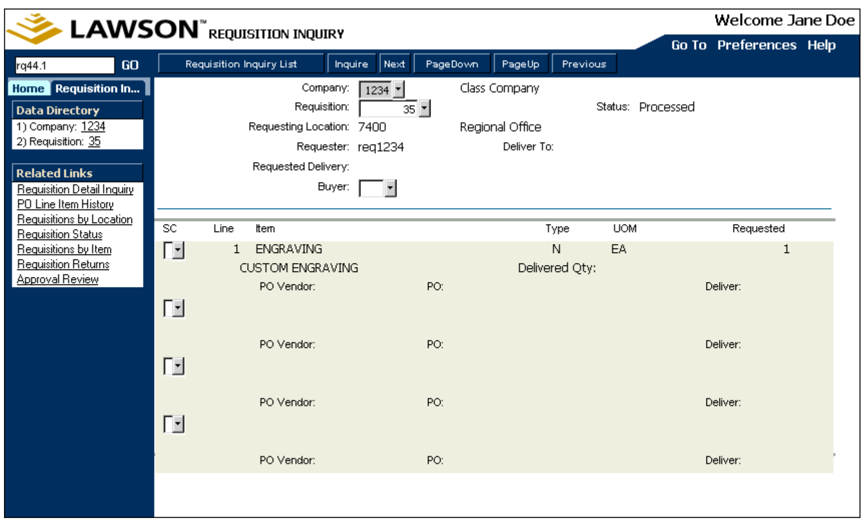
Inquiring on a Specific Requisition

This procedure outlines the process of reviewing a specific requisition.

STEPS **To inquire on a specific requisition**

1. Access Requisition Inquiry (RQ44.1).

Figure 55. Form clip: Using Requisition Inquiry (RQ44.1) to inquire on a specific requisition



2. Select a requisition to review.

   The form displays both the requested and delivered quantities. The delivered quantity is the quantity that has been issued or transferred to the requesting location. This quantity is updated when a shipment is released.

3. If you want to inquire on the requisition header detail and determine approval level needed, use the Drill Around feature.

   a. Select the Drill Icon.

   b. When the Drill Around window appears, select Requisition Header Detail. A window displays information including approval level needed.

Related Reports and Inquiries

To	Run
Requisition status	Requisition Report (RQ140)
Requisition volume summary	Open Requisition Report (RQ240)
List items issued to requesting locations. This can be departments, shelf, floor report group or cost center.	Department Usage Report (RQ230)
Shows postings to the General Ledger broken down by Account Unit and Accounts.	Departmental Procurement Expense Report (MM280)

Reviewing Requisition Detail

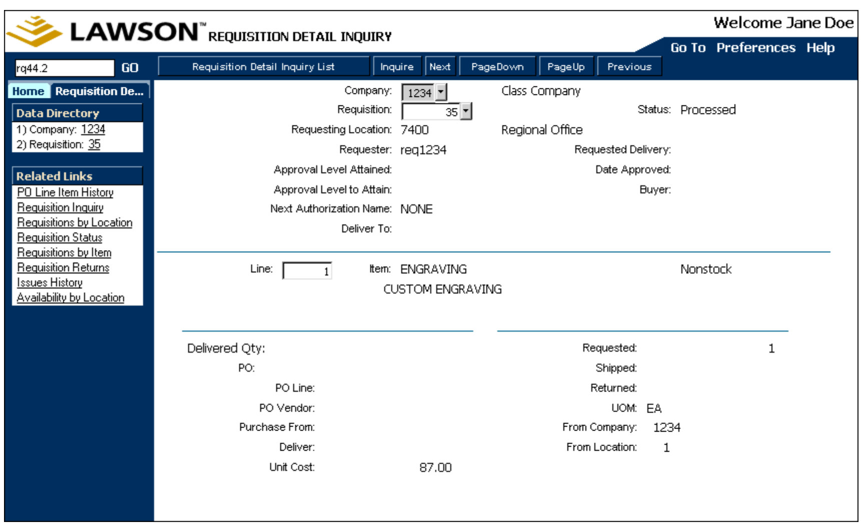
You may need to inquire on requisition detail lines. This procedure outlines the process of reviewing requisition detail for a specific requisition.

STEPS

To review requisition detail

1. Access Requisition Detail Inquiry (RQ44.2).

Figure 56. Form clip: Using Requisition Detail Inquiry (RQ44.2) to review requisition detail



2. Select the requisition to review. Consider the following fields.

Company	Select the company that originated the requisition.
Requisition	Select the requisition number.

For each line, this form displays one of the following quantity statuses:

- requester
- quantities requested

- quantities delivered
- shipped quantity from WH32/WH132
- issued quantity returned using RQ35

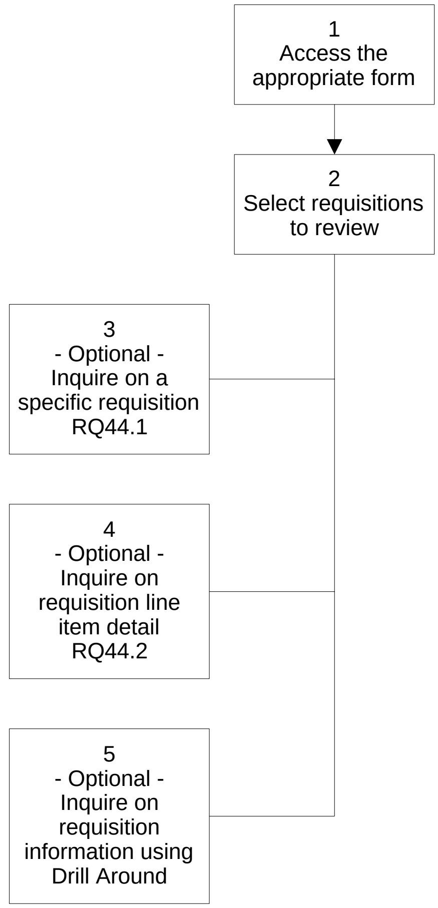
Related Reports and Inquiries

To	Run
Requisition status	Requisition Report (RQ140)
Requisition volume summary	Open Requisition Report (RQ240)
List items issued to requesting locations. This can be departments, shelf, floor report group or cost center.	Department Usage Report (RQ230)
Show the requesting location (departmental) demand on items over twelve periods. You can report on issue transactions to the requesting location or issue transactions to the accounting unit(s), but not both.	Requisition Location Usage Report (IC282)
Shows postings to the General Ledger broken down by Account Unit and Accounts.	Departmental Procurement Expense Report (MM280)

Reviewing Requisitions

Use this procedure to inquire on requisitions from several points of view.

Figure 57. Procedure flow: Reviewing requisitions



STEPS

To review requisitions

1. Access one of the following forms.

To review requisition by	Use
Requesting Location	Requisitions by Location (RQ40.1)
“From” Location	Requisition Status (RQ41.1)
Item	Requisition By Item (RQ42.1)

TIP To inquire on all statuses, leave the Status field blank.

2. Select requisitions to review. Consider the following fields.

Form	Fields
Requisitions by Location (RQ40.1)	Requesting Location Requester
Requisition Status (RQ41.1)	From Company From Location
Requisitions by Item (RQ42.1)	Requesting Location Item

The description of the first item on the requisition is displayed to help identify the appropriate requisition.

3. If you want to inquire on a specific requisition, place the cursor in the appropriate requisition line. Use the selection code value X to select the requisition. Then transfer to another inquiry or entry form.
   a. From the Window menu, select Local Form Transfer.
   b. In the Local Form Transfer dialog box, select Requisition Inquiry (RQ44.1).
4. If you want to inquire on the requisition line item detail, transfer to Requisition Detail Inquiry (RQ44.2).
   a. From the Window menu, select Local Form Transfer.
   b. In the Local Form Transfer dialog box, select Requisition Detail Inquiry (RQ44.2).
5. If you want to inquire on the requisition without transferring to another screen, use the Drill Around feature.
   a. Highlight the appropriate requisition.
   b. Select the Drill Icon.
   c. When the Drill Around window appears, select the option to view, such as Requisition Header Detail or Requisition Lines.

Related Reports and Inquiries

To	Run
Requisition status	Requisition Report (RQ140)
List requesting locations and their parameters	Location Listing (RQ201)
Requisition volume summary	Open Requisition Report (RQ240)
List items issued to requesting locations. This can be departments, shelf, floor report group or cost center.	Department Usage Report (RQ230)
Show the requesting location (departmental) demand on items over twelve periods. You can report on issue transactions to the requesting location or issue transactions to the accounting unit(s), but not both.	Requisition Location Usage Report (IC282)
Shows postings to the General Ledger broken down by Account Unit and Accounts.	Departmental Procurement Expense Report (MM280)

Reviewing Shipments Statuses

You might want to track where a shipment is in the process. This procedure outlines the process of reviewing shipment statuses by inventory location.

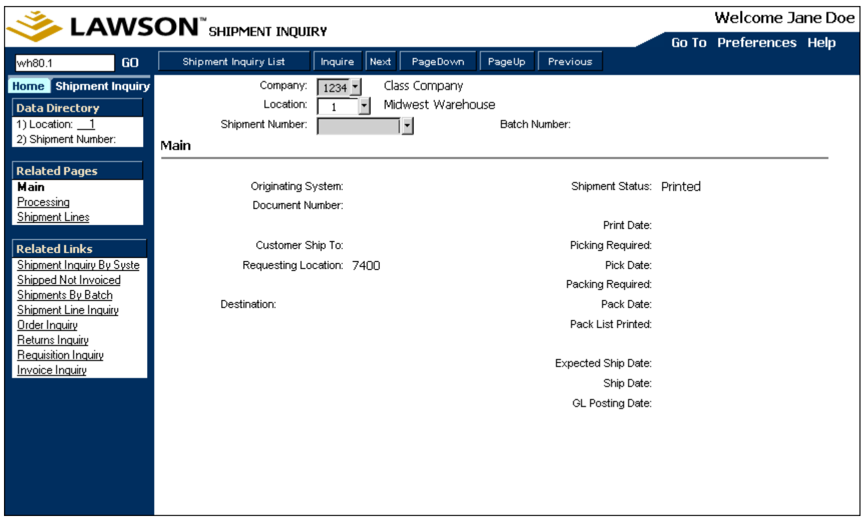
STEPS

To review shipments statuses

1. Access one of the following forms.

To Review Shipments By	Use
Location	Shipment Inquiry by Location (WH80.1)
System	Shipment Inquiry by System (WH80.2)

Figure 58. Form clip: Shipment Inquiry by Location (WH80.1)



2. Select the shipment for review. Consider the following fields.

   For Reviewing Shipments By Location

Location	Select the inventory location.
Shipment	Select the shipment number associated the requisition. A requisition can have more than one shipment number if items were not shipped all at the same time.

For Reviewing Shipments by System (Application)

Company	Select the company that originated the requisition.
System	Select RQ (Requisitions).
Document Number	Select the requisition number.

The form displays the shipment status, the application (system) that created the document, the document number (in the system displayed) and the batch number.

3. If you want to display more information about the shipment, use the Drill Around feature.
    a. Select the Drill Icon.
    b. When the Drill Around window appears, select one of the shipment information options, such as shipment status.

Reviewing Issues History

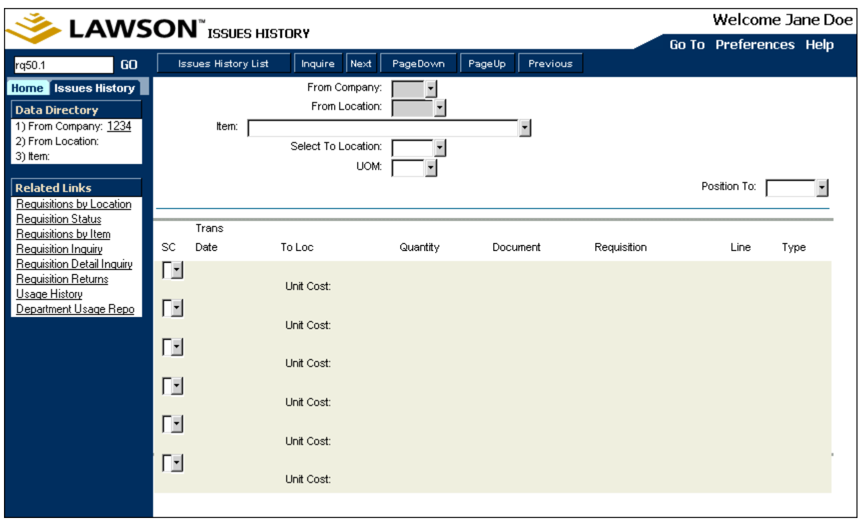
You might want to review all transactions for an item at a specific requesting location. A transaction is a record of an item issued or transferred to a requesting location. A transaction shows who received the item, when it was received and the quantity received. This procedure outlines how to review issue transactions history.

STEPS

To review issues history

1. Access Issues History (RQ50.1).

Figure 59. Form clip: Using Issues History (RQ50.1) to review issues history



2. Select the item to review. Consider the following fields.

From Company	Select the company that is the source of the items.
From Location	Select the inventory location that supplied the items or the purchase order "ship to" location that received the items.
Item	Select the item number.
Select To Location	Select the requesting location to narrow the inquiry. If you want to inquire on all requesting locations, leave this field blank.

3. Select the Inquire form action.

Related Reports and Inquiries

To	Run
List requisition transactions for a specific inventory location	Issues Audit List (RQ235)
Shows postings to the General Ledger broken down by Account Unit and Accounts.	Departmental Procurement Expense Report (MM280)

Purging Requisitions Information

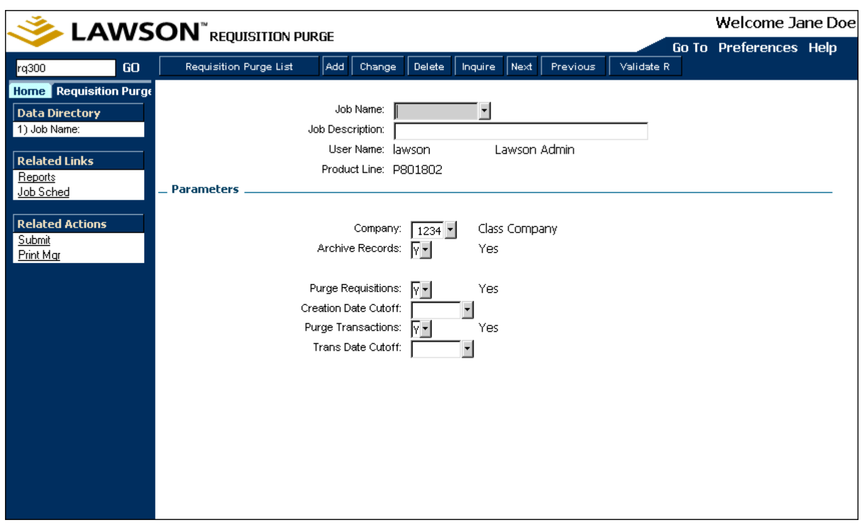
When you have requisitions that are no longer needed, you should purge them from the application. This procedure outlines how to purge requisitions.

STEPS

To purge requisitions

1. Access Requisition Purge (RQ300).

Figure 60. Form clip: Using Requisition Purge (RQ300) to purge requisition information



2. Select a set of requisitions to purge. Consider the following fields.

Company	Select the requesting company.
Archive Records	Select Yes to create a CSV file of the purged records and purge those records. Select No to prevent RQ300 from creating a CSV file of the purged records. The default is Yes.
Purge Requisitions	Select Yes to purge closed requisitions. Select No to not purge closed requisitions.

Creation Date Cutoff	Select the date the line was added to the requisition.
Purge Transactions	Select Yes to purge requisition history transactions created by the Requisition application. Select No to cause nothing to be purged. The default is Yes.
Trans Date Cutoff	Enter a transaction date.

IMPORTANT If you run the Requisition Purge program, data will be purged regardless of whether you choose to archive the records or not.

3. Add the job.
4. Submit the job.

   Requisitions that have been fully received, invoiced, and have all items picked and shipped are available to be purged. All transactions that meet these criteria and that have a date of the Trans Date Cutoff or an earlier transaction date will be purged.

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