

Procurement

Contents

Introduction	11
Procurement Overview.....	15
Inventory Order Processing.....	15
Supplier Setup	15
Supplier Address Book	15
Accounts Payable Information	17
Item Setup	18
Item Master Information.....	19
Item/Branch Information	21
Item/Location Information	22
Pricing Setup	22
Supplier Pricing Information.....	23
Purchase Order Entry.....	25
Send Order / Receive Acknowledgement	27
Supplier Send Method	27
Printing the Order	28
Receipt Processing	29
Match Invoices to Receipts	30
Non-Inventory Order Processing.....	32
Supplier Setup.....	32
Purchase Order Entry.....	32
Send PO to Supplier.....	34
Match Invoices to Receipts	35
Review Questions:	36
Procurement Setup.....	39
System/Cross Application Setup	40
Branch/Plant – Business Unit Scheme	40
Branch/Plant Constants.....	43
Branch/Plant	44
Address Number	44
Symbol Customer/Supplier	45
Supplier Cross Reference Code.....	45

Purchasing Cost Method	45
Sales/Inventory Cost Method	45
Number of Days in Year	45
Location Control	45
Purchase Order Issue Cost	46
Inventory Carrying Cost (%)	46
Approval Route Code	47
Use Product Cost Detail (Y/N)	47
Branch Locations.....	47
System Constants.....	49
U/M by Branch.....	49
Purchase Price Retrieval U/M	50
Standard Units of Measures.....	51
User Default Branch	52
Application Setup	54
Document Types	54
Standard Document Types	54
Additional Document Types	56
Line Types	58
Order Activity Rules.....	58
Supply & Demand Inclusion Rules	59
PO Print Messages	61
Basic AAls	64
Supplier Setup	65
Address Book	65
Supplier Information	65
Supplier Master Information	70
Item Setup.....	73
Item Master/Item Branch	73
Item Master Types.....	73
Item Numbers	75
Description	78
Category Codes	78
Stocking Types.....	79
G/L Class.....	79
Units of Measure	80
Cost Level/PO Price Level	80

Non-Stock Item Masters	81
Item Branch Information	83
Stocking Type	84
Planner Number	85
Buyer Number	85
Supplier Number	88
Lead Time Level	88
Maximum/Minimum/Multiple Order Quantities	90
Purchased Item Costs	90
Cost Methods	91
Cost Elements	93
Supplier/Item Setup	95
Cross Reference	95
Supplier Pricing	95
Cost Ledger Cost	96
Supplier Catalog Pricing	98
Blanket Order Pricing	101
Practice Exercises	103
Purchase Order Pricing	103
Inventory Based Purchases	109
Purchase Order Entry	109
PO Entry Process	110
PO Numbering	111
Branch/Plant	112
PO Addresses	112
Multi-Currency	113
Terms	114
Purchase Order Tax Information	114
Items to Order/Quantities	115
Order Dates	115
Units of Measures	115
PO Price	117
Additional-Charge Lines on Inventory Orders	120
Other Methods for PO Release	121
Purchase Order Print	123
PO Print Versions	123
Proof/Internal Use Only	123

Print for Release to Supplier	133
Reprint.....	136
Change Order.....	141
Blanket Order	144
Purchase Order Forms/Display	148
Supplier Cross Reference	148
PO Notes.....	151
Purchase Order Receipts	153
Receipt to Inventory Process Overview	153
Receipt Processing Examples	157
Receipt Tolerance on Quantity	160
Receipt Reversal	166
Receipt Tolerance on Date	167
Put-Away Location/Location Split	167
Primary Bin Maintenance	168
Location Override	170
Receipt to Multiple Locations	171
Receipt Notification	173
Voucher Match.....	176
Programs Used.....	177
3- Way Match – Stock Lines	178
Non-Inventory Lines on an Inventory Order	182
Adding Lines During Voucher Match	185
Standard Setup	186
Other Setup Options.....	189
Intermediate Topics for Inventory Purchases	193
Requisitions/Quote Orders	193
Requisitions	193
Requisition Entry	194
Consolidate Requisitions.....	196
Quote Suppliers.....	198
Quote Price Breaks	199
Print Quote Orders	201
Enter Quote Responses	204
Release Purchase Order from Quote.....	207
Order Acknowledgement	209
Acknowledgement Process	209

Change Order Processing.....	221
PO Entry with Change Control.....	221
Processing Options.....	221
Example – Order Entry/Revision	224
Revision History	227
Change Order Print	228
Print All Lines	229
Print Changed Lines	230
Print Specific Revision	232
Change Order to Add Lines	233
Changes Without Revision Control	235
Blanket Order Processing	237
Blanket Order Entry	237
Blanket Order Print.....	241
Order Release	243
Generate PO's from Blankets	244
Enter Purchase Orders	248
Blanket Release Tolerance Check	250
Blanket Order Close	252
Debit Memos/Return to Vendor Processing.....	254
Background.....	254
Sample Process Flow.....	255
System Setup	256
Examples of Debit Memo Orders	256
Inventory Item Return	256
A/P Adjustment for Inventory PO.....	257
Lot Control.....	260
System Set Up	261
System Constants.....	261
Application Setup	264
Receipt Processing Options	264
Item Setup.....	266
Lot Receipt Example	268
Serial Number Processing.....	272
Basic Serial Number Control	272
Application Setup.....	273
Item Setup.....	275

Basic Serial Number Example	276
Advanced Serial Number Control	278
Application Setup	279
Item Setup	281
Lot/Serial Receipt Example	283
Advanced Topics for Inventory Purchases	289
Inspection Processing of Inbound Goods	289
Receipt Routing/Supplier Analysis Primer	289
Introduction.....	289
Business Case	290
Standard Solution.....	290
System Setup	291
Example – Receipt Routing.....	293
Supplier Analysis Results.....	295
Adding MRB to the Process.....	296
Business Case	296
MRB Solution	297
Using the MRB Process	298
Example	300
Impact on Supplier Analysis.....	303
Conclusion.....	305
Alternate Receipt Routings	306
Background	306
System Set Up	308
Example – Frequency Count.....	309
Conclusion.....	311
Days Early/Days Late	312
Receipt Tolerance Check	312
Supplier Analysis Results.....	316
Supplier Analysis Calculations	319
Supplier Certification Status	323
Approved/Disapproved Status	323
Primary vs. Secondary Supplier	326
Primary Supplier Update	326
Item Restrictions	330
Setup	330
Order Entry Example.....	332

Supplier Consigned Inventory	334
Business Case	334
Sample Process	334
Requirements	335
Solution Options	335
Consignment Branch/Plant Option	335
Receipt Routing Option	336
Receipt Routing Example	340
Conclusion	347
Purchase Kits	348
Kit Parent Item Information	349
Bill of Material Information	350
PO Entry/Release	352
PO Receipt Processing	354
Non-Inventory Purchases	357
Non-Stock Item Purchases	357
Non-Stock Item Master	358
Supplier Pricing	361
Order Activity Rules	362
Purchase Order Entry	364
Purchase Order Print	366
Receive and Voucher	367
Supplier Templates	369
Supplier Template Revisions	369
Supplier Template Default	370
PO Entry Processing Options	372
Account-Based Purchases	377
Setup	377
Purchase Order Entry	378
Purchase Order Print	380
Receive and Voucher	381
Non-Inventory Req's / Electronic Approval	383
Approval Route Revisions	384
Order Activity Rules	385
Default Route Code	387
Activating Approval Processing	389
Requisition Entry Process	391

Workflow Messages	393
Reqs Awaiting Approval	397
E-mail Notification Setup	399
Manufacturing Topics	401
Material Requirements Planning (MRP)	401
Introduction.....	401
MRP Process Flow	402
MRP Setup.....	403
Item Master/Item Branch Setup	403
Application Setup	410
Row Type Codes.....	411
Adding a Forecast	415
MRP Generation.....	416
Order Release	418
Planning Family Review	420
First-Article Purchases.....	423
Background	423
Alternative Solutions.....	423
Recommended Solution	424
Example – First Article Purchase	428
Outside Processing.....	434
Background	434
Solution	434
Process	435
Setup	435
Item Setup	435
Manufacturing Setup	439
Example	440
Work Order Entry/Release	440
Purchase Order Review	443
Receipt Processing	445
Accounting Topics	447
Landed Costs.....	447
Process	447
Setup.....	450
Landed Cost Revisions	450
Automatic Accounting Instructions	452

Item Costs.....	457
Example – Landed Costs	459
Purchase Order Entry	459
Receipt Processing	460
Voucher Match Landed Costs	461
Purchase Price Variance Reporting	465
Freight Claim Processing	469
Background.....	469
Business Requirements	469
Solution	470
Flex Accounting for Purchasing	471
Introduction	471
Setup.....	471
Item Category Code.....	471
Account Master	473
Flex Accounting Definition	477
Activating Flex Accounting.....	479
Flex Accounting Example.....	480
EnterpriseOne Overview	483
What Is EnterpriseOne?	483
Menu Structure	483
Find/Browse Forms.....	485
Query By Example (QBE).....	487
Grid Functions.....	488
User Override Functions.....	489
Appendix 1 – Hey, Aren't There Any Post -EnterpriseOne 8.10 Procurement Enhancements?.....	491
Complete Order Cancellation	491
Three-Way Match Controlled by Line Type.....	493
New A/P Trade AAI	496
Enhanced Approval Processing	499
Setting Up User Defined Critical Fields	501