R12.2.9 Oracle Purchasing Fundamentals

Oracle E-Business Suite

DURATION	MODULES	COURSE CODE
5 Days	**14 Lectures**	**—**

Course Overview

R12.2.9 Oracle Purchasing Fundamentals

What You Will Learn

Procure to Pay Lifecycle: Overview

- Objectives
- Procure to Pay Lifecycle
- Oracle Procure to Pay Process
- Demand: Requisitions
- Source: RFQs and Quotations
- Suppliers
- Quiz
- Purchase Orders
- Quiz
- Receiving
- Invoicing
- Payment
- Oracle Application Integration: Overview
- Summary

Oracle Purchasing: Overview

- Objectives
- Procure to Pay: Procurement
- Ordering Process: Overview
- Demand as Requisitions
- Requisition to Purchase Order
- Quiz
- The Purchase Order Process

- The Receiving Process
- Center-Led Procurement
- Purchasing Integration
- E-Business Foundation
- Purchasing Integration with General Ledger
- Purchasing Integration with Human Resources
- Quiz
- Purchasing Integration with Payables
- Purchasing Integration with Inventory
- Applications Technology Foundation
- Purchasing Integration with Oracle Alert
- Purchasing Integration with Oracle Workflow
- Purchasing Integration with e-Commerce Gateway
- Procurement Suite
- Purchasing Integration with Oracle iProcurement
- Purchasing Integration with Oracle iSupplier Portal
- Purchasing Integration with Oracle Sourcing
- Purchasing Integration with Services Procurement
- Purchasing Integration with Procurement Contracts
- E-Business Suite
- Purchasing Integration with Projects
- Purchasing Integration with WIP
- Purchasing Integration with Order Management
- Purchasing Integration with Quality
- Purchasing Integration with Advanced Pricing
- Purchasing Integration with ASCP/MRP
- Purchasing Integration with Assets
- Purchasing Integration with Consigned and Vendor Managed Inventory
- Purchasing Open Interfaces and APIs
- E-Business Suite Setup Practice
- Summary

Enterprise Structure: Locations, Organizations, and Items

- Objectives
- What Is Enterprise Structure?
- Oracle Enterprise Structure
- Ledger Components
- Oracle Purchasing and the Enterprise Structure
- Quiz
- Oracle Inventory Organizations
- Quiz
- Defining Locations
- Examples of Locations
- Defining Locations in Purchasing
- Inventory Organizations

- Inventory Organization Setup
- Defining an Inventory Organization
- Financial Impact of Inventory Parameters
- Purchase Price Variance
- Invoice Price Variance
- Define Units of Measure
- Unit of Measure Setup Steps
- Define Unit of Measure Classes and Units of Measure
- Examples of Unit of Measure Classes and Units of Measure (UOM)
- Unit of Measure Conversion
- Item Categories
- Create Item Category Codes
- Describing and Using Category Sets
- Establish the Relationship Between the Category, Category Set, and Item
- What Is an Item?
- Oracle Applications That Use Items
- Flow of Default Values
- Item Attributes
- Item Master Organization and Inventory Organizations
- Creating an Item: Overview
- Item Templates
- Describing Item Attributes: Inventory
- Describing Item Attributes: Purchasing
- Describing Item Attributes: Receiving
- Defining Item Relationships – Purchasing
- Additional Setup Considerations
- Multiple Organizations Access Control Setup – Set Profile Options
- Enterprise Structure
- Summary

Suppliers

- Objectives
- Procure to Pay: Suppliers
- Suppliers: Overview
- Purchasing Use of Supplier Information
- Site-Specific Information
- Quiz
- Flow of Default Values
- Supplier Record Structure
- Entering Standard Supplier Basic Information
- Supplier Company Profile
- Supplier Profile: Organization
- Supplier Profile – Address Book: Supplier Sites
- Supplier Profile: Contact Directory
- Supplier Profile: Business Classification

- Supplier Profile: Banking Details
- Supplier Terms and Control
- Supplier Profile: Accounting
- Supplier Profile: Tax and Reporting
- Supplier Profile: Purchasing
- Supplier Profile: Receiving
- Supplier Profile: Payment Details
- Supplier Profile: Invoice Details
- Suppliers Quick Update Page
- Supplier-Level Versus Site-Level Entry
- Maintaining Supplier and Supplier Site Information
- Avoiding Duplicate Suppliers
- Merging Suppliers
- Data Example: Supplier Merge
- Merging Suppliers Reports
- Quiz
- Supplier Reports
- Financials Options: Supplier Purchasing
- Financials Options: Human Resources
- Supplier Lookup Codes
- Profile Options
- Responsibility for Supplier Entry/Maintenance
- Supplier Naming Conventions
- Supplier Naming Convention: Examples
- Supplier Numbering Options
- Supplier Open Interface
- Setup of Fax or E-Mail
- iSupplier Portal: Supplier Self-Service
- Summary

Document Security, Routing, and Approval

- Objectives
- Procurement: Purchasing Documents
- Document Security, Approval, and Routing: Overview
- Document Security Levels
- Document Access Levels
- Quiz
- Document Approval: Jobs and Positions
- Document Routing Option #1: Employee/Supervisor Relationship
- Document Routing Option #2: Position Approval Hierarchy
- Position Approval Hierarchies
- Document Types: Approval Settings
- Document Types: Control
- Creating Approval Groups
- Approval Groups: Illustration

- Assigning Approval Groups
- Enter People
- Quiz
- Run Fill Employee Hierarchy Process
- Quiz
- Selecting Approval Paths
- Reports
- Financial Options
- Oracle Workflow
- Global Supervisor/Approver
- Additional Implementation Considerations What if . . . ?
- Additional Implementation Considerations: What if . . . ?
- Strengths and Weaknesses of Approvals Using the Employee/Supervisor Relationship
- Strengths and Weaknesses of Approvals Using Position Approval Hierarchies
- Oracle Approval Manager for Requisitions
- Summary

RFQs and Quotations

- Procurement: RFQs and Quotations
- Objectives
- RFQs and Quotations
- Quiz
- Request for Quotation
- Quiz
- RFQ Lifecycle
- Quiz
- Send Notifications
- RFQ Types
- Supplier List
- RFQ Structure
- RFQ Header
- RFQ Lines
- RFQ Price Breaks/Shipments
- Quotations
- Quotation Lifecycle
- Send Notifications
- Quotation Types
- Quotation Structure
- Quotation Header
- Quotation Lines
- Quotation Price Breaks/Shipments
- Quotation Approvals
- RFQ and Quotations Reports
- Purchasing Options
- RFQ and Quotations Lookup Codes

- RFQ and Quotations Profile Options
- Additional RFQ and Quotations Implementation Considerations
- Summary

Approved Supplier Lists and Sourcing Rules

- Objectives
- Procurement: Supplier Identification
- Sourcing in Purchasing: Overview
- Approved Supplier Lists
- Supplier Statuses
- ASL Common Header Attributes
- ASL Header Attributes: Item
- ASL Header Attributes: Commodity
- Supplier-Commodity/Item Attributes
- Supplier-Commodity/Item Attributes: Source Document
- Supplier-Commodity/Item Attributes: Supplier Scheduling
- Supplier-Commodity/Item Attributes: Planning Constraints
- Sourcing Rules: Overview
- Quiz
- Sourcing Rules
- Oracle Products That Use Sourcing Rules
- Create a Sourcing Rule
- Create a Sourcing Rule Assignment
- Levels of Sourcing Rule Assignments
- Quiz
- Sourcing Rules with an ASL Source Document
- Sourcing Rules Without an ASL Source Document
- Default Sourcing Information to Requisitions
- Default Sourcing Information to Standard Purchase Orders
- Automatic Sourcing Enablement During Blanket Agreement Approval
- Generate Sourcing Rules and ASLs from Blanket Agreements
- Concurrent Program
- Quiz
- Sourcing Profile Options
- Additional Sourcing Implementation Considerations
- Summary

Requisitions

- Objectives
- Procurement: Requisitions
- Where Purchase Requisitions Fit
- Manual Requisitions from Purchasing and iProcurement
- Purchasing Document Flow
- Requisition Lifecycle
- Send Requisition Notifications

- Requisition Structure
- Default Value Hierarchy
- Requisition Preferences
- Requisition Header
- Quiz
- Requisition Line
- Requisition Distribution
- Allocating Costs to Multiple Charge Accounts
- Quiz
- Submitting Requisitions for Approval
- Approving Requisitions
- Requisition Actions
- Oracle Purchasing Supplier Item Catalog
- Using the Supplier Item Catalog
- Requisition Templates
- Internally Sourced Requisitions: Overview
- Internal Requisition Integration
- Internal Requisitions: Setup Requirements
- Internal Requisition Process
- Controlling Requisition Sourcing
- Creating Internal Orders
- Creating Internal Orders with Order Import
- Internally Sourced Requisitions Prerequisites
- Requisitions Open Interface
- Oracle Inventory and Requisition Import
- WIP Outside Processing
- Oracle Master Scheduling/MRP and Requisition Import
- Master Scheduling/MRP Group By
- Requisition Import Process
- Requisition Import Validation
- Requisition Groups
- Requisition Groups: MRP Example
- Purchasing Open Interface Tables
- Requisition Reports
- Purchasing Options
- Document Types
- Lookup Codes
- Expense Account Rules
- Profile Options
- Requisition Implementation Considerations
- Additional Requisition Implementation Considerations
- Summary

Purchase Orders

- Objectives

- Procurement: Purchase Orders
- Purchasing Document Flow
- Creating Purchase Orders
- Purchase Order Types
- Quiz
- Purchase Order Components and Record Structure
- Purchase Order Document Structure
- Overview of Automatic Purchase Order Creation
- Standard Purchase Orders: Overview
- Default Value Hierarchy
- Simplify the Entry of Purchase Orders: Preferences
- Standard Purchase Order Elements
- Structure of a Simple Standard Purchase Order
- Structure of a More Complex Standard Purchase Order
- Entering Standard Purchase Order Header Information
- Standard Purchase Orders Terms and Conditions
- Entering Standard Purchase Order Lines Tabbed Regions
- Standard Purchase Order Line Items Tabbed Region
- Standard Purchase Order Line Price Reference Tabbed Region
- Standard Purchase Order Line Reference Documents Tabbed Region
- Standard Purchase Order Line More Tabbed Region
- Standard Purchase Order Line: Temporary Labor Tabbed Region
- Entering Standard Purchase Order Shipments: Tabbed Regions
- Standard Purchase Order Shipment Shipments Tabbed Region
- Standard Purchase Order Shipment More Tabbed Region
- Standard Purchase Order Shipment Status Tabbed Region
- Standard Purchase Order Shipment Receiving Controls Button
- Entering Standard Purchase Order Distributions: Tabbed Regions
- Standard Purchase Order Distribution Destination Tabbed Region
- Standard Purchase Order Distribution More Tabbed Region
- Standard Purchase Order Distribution Project Tabbed Region
- Supplier Document Attachments
- Approve Standard Purchase Order
- When to Use a Blanket Purchase Agreement
- Blanket Releases
- Blanket Purchase Agreements Additional Information Entered
- Blanket Purchase Agreements Additional Information – Header
- Quiz
- Blanket Purchase Agreements Additional Information – Lines
- Blanket Purchase Agreements Additional Information – Price Breaks
- Notification Controls
- Approve Blanket Purchase Agreement
- Blanket Purchase Agreement and Blanket Releases
- Blanket Releases Structure – Header
- Blanket Releases Structure Shipments and Distributions
- When to Use a Contract Purchase Agreement

- Contract Purchase Agreements Additional Information Entered
- Creating Global Contract Agreements
- Center-Led Procurement
- Global Agreements
- Creating and Using a Global Agreement
- Global Agreements – Impact Areas
- When to Use a Planned Purchase Order
- Components of a Planned Purchase Order
- Planned Purchase Order Information Entered
- Purchase Order Summary
- Modifying Purchase Orders
- Printing Purchase Orders
- Creating Purchase Order Revisions
- Document Publishing
- Archiving Purchase Orders
- Purchase Order Statuses: Typical Cycle
- Entering Purchase Order Acceptances
- Workflow Notifications
- Copying Purchase Orders
- Services Procurement
- Purchase Document Interfaces
- Purchasing Documents Open Interface
- Purchase Document Import Validation
- Purchasing Open Interface Tables
- Purchasing APIs
- Oracle XML Gateway: Overview
- Purchase Order XML Transactions
- Retroactive Price Changes
- Responsibility for Purchase Order Entry and Maintenance
- Purchase Order Integration Issues
- Creating Purchase Orders and Releases
- Purchase Order Numbering Options
- Purchase Order Conversion Methodology
- Electronic Transaction Delivery
- Integrated Oracle Products
- Summary

Automating Document Creation

- Objectives
- Procurement: Purchase Orders
- Creating Purchase Documents from Requisitions
- Quiz
- Using AutoCreate: Benefits
- AutoCreate: Overview
- Automatic Creation Mode

- Find Requisition Lines
- Select Document Creation Criteria
- Select Requisition Lines
- Select Automatic Creation Mode
- Autocreate New Document Window
- Manual Creation Mode
- Add to Existing Document
- Modify Requisition Lines
- Return Requisition Lines
- Benefits of Using the Create Releases Program
- Create Releases Program: Overview
- Quiz
- Automatic Release Generation
- Running the Create Releases Program
- Create Releases Document Creation Prerequisites
- Automatic Document Creation Using Workflow: Benefits
- Automatic Document Creation Using Workflow: Overview
- Workflow Document Creation: Overview
- Workflow Document Creation Prerequisites
- PO Create Documents Workflow
- Setting Key Workflow Attributes
- Workflow Document Creation Summary
- Automatic Document Creation Profile Options
- Additional Implementation Considerations
- Oracle Sourcing and Document Creation
- Summary

Professional Buyer’s Work Center

- Objectives
- Procure to Pay: Procurement
- What Is the Professional Buyer’s Work Center?
- Business Benefits of the Buyer’s Work Center
- Buyer’s Work Center: Overview
- Quiz
- Demand Workbench and Requisition Summary
- Demand Workbench Requisition Views
- Create a Personalized Requisition View
- Requisition Summary
- Managing Requisitions in the Buyer’s Work Center
- Default and Personalized Order Views
- Order Details
- Document Styles
- Quiz
- Creating a Purchase Order in the Buyer’s Work Center
- Unified Procurement Catalog Access

- Default and Personalized Agreement Views
- Agreement Details
- Oracle Contract Lifecycle Management: Awards
- Oracle Contract Lifecycle Management: IDV’s
- Creating a Purchase Agreement in the Buyer’s Work Center
- Uploading Blanket Agreement Lines
- Buyer’s Work Center Profile Options
- Requisition Management – Key Profile Options
- Enhanced Catalog Access: Setup Preferences
- Additional Implementation Considerations
- Oracle Sourcing and Document Creation
- Summary

Receiving

- Procurement: Purchase Orders
- Objectives
- What Is Receiving?
- Receiving Locations: Overview
- Receipt Routing: Overview
- Direct Receipt Routing
- Standard Receipt
- Inspection Required
- Quiz
- Oracle Process Quality Integration
- Receipt Processing Methods
- Standard Receipt
- Express Receipt
- Cascade Receipt
- ASNs and ASBNs
- Desktop Receiving in iProcurement
- Entering Expected Receipts
- Receipt Structure
- Receipt Header
- Receipt Line
- Control the Receiving Transaction Processor
- Receiving Tolerances
- Control Numbers
- Substitute Receipts
- Unordered Receipts
- Overview of Returns and Corrections
- Entering Returns
- Entering Corrections
- Comparing Returns and Corrections
- Overview of Pay on Receipt
- Receiving Open Interface (ROI)

- ROI Supported Transactions
- Load the Receiving Open Interface
- Receipt Import Validation
- Purchasing Open Interface Tables
- Receiving Reports
- Purchasing Options
- Receiving Options
- Receiving Profile Options
- Quiz
- ASN and ASBN Electronic Receipts
- Additional Implementation Considerations
- Summary

Purchasing Accounting

- Objectives
- Overview of the Procure to Pay: Period Close
- Close the PO Period Steps
- Close the PO Period Business Flow
- Key Accounts in Procure to Pay
- Accrual Accounting: Perpetual Accrual (On Receipt)
- Accrual Reconciliation Process
- Accrual Accounting: Periodic Accrual (Period End)
- Quiz
- Accounting for Mass Additions: Periodic Accrual (Period End)
- Accounting for Payments: with Cash in Transit (Cash Clearing)
- Accounting for Payments: Without Cash in Transit (Cash Clearing)
- Foreign Currency in Purchasing
- Exchange Rate: Overview
- Currency Similarities Between Requisitions and Purchase Orders
- Currency Differences Between Requisitions and Purchase Orders
- Requisitions and Automatically Created Purchase Orders Using
- Foreign Currency
- Approving Requisitions and Purchase Orders Using Foreign Currency
- Invoice Currency Matching
- Reports
- Financials Options
- Purchasing Options
- Payables Options
- Quiz
- Purchasing Accounting Implementation Considerations
- Summary

Purchasing Administration

- Objectives
- Maintaining Your Oracle Purchasing Database Records