

Oracle E-Business Suite Purchase Order (PO) – PO Creation and GL Security Rules

This application is used to create purchase orders.

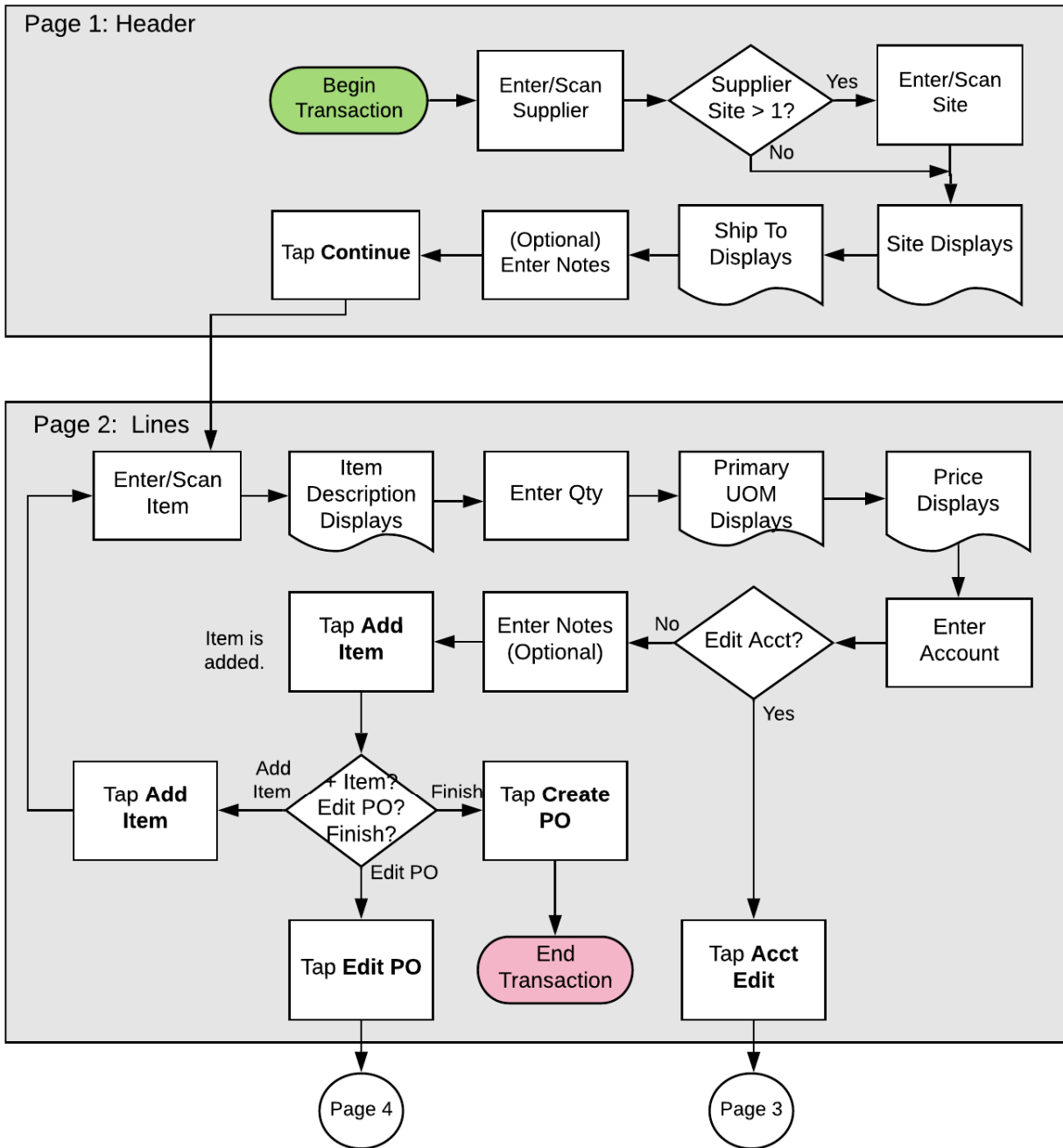


RFgen Functional Documentation
2019

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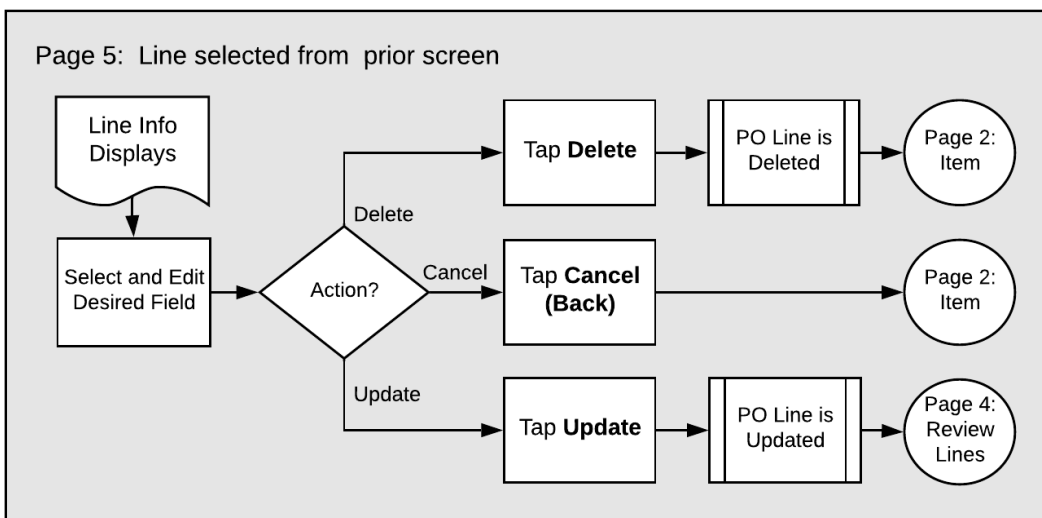
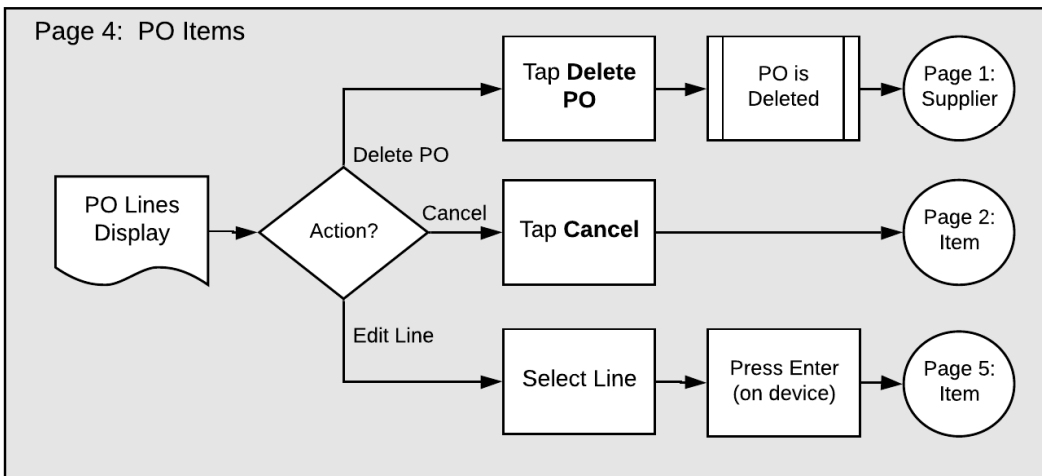
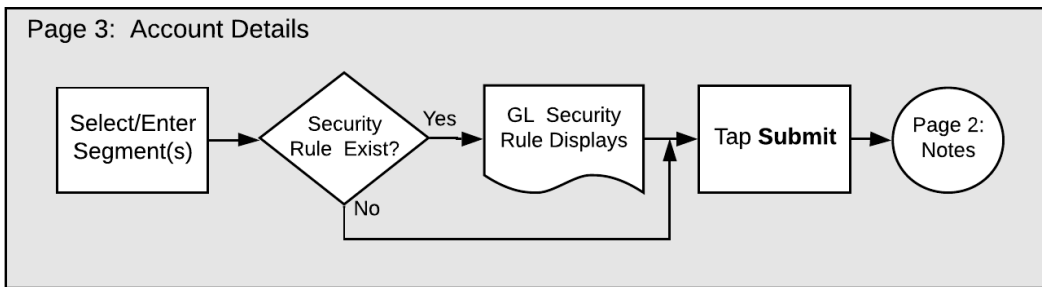
In this document is a description of the application workflow details, technical information, and workflow analysis questions for planning customizations to this application.

Oracle EBS: PO Creation and GL Security Rules Workflow (1 of 2)



Oracle EBS: PO Creation and GL Security Rules Workflow (2 of 2)

The following flowcharts are a continuation of the path chosen in Workflow 1 of 2.



FPOCR0300 PO – PO Creation

This application is used to create purchase orders. It combines the process of creating the header of a PO, adding items, editing line items, editing accounts (i.e. segments of an account) and reviewing the PO before creation. The user can also “fast track” a PO creation on page 2.



Workflow Details (1 of 5)

First the user scans, enters, or searches for a supplier. If there is only one supplier site associated with the supplier, the supplier site will display. Otherwise, the user will scan, enter or search the supplier site.

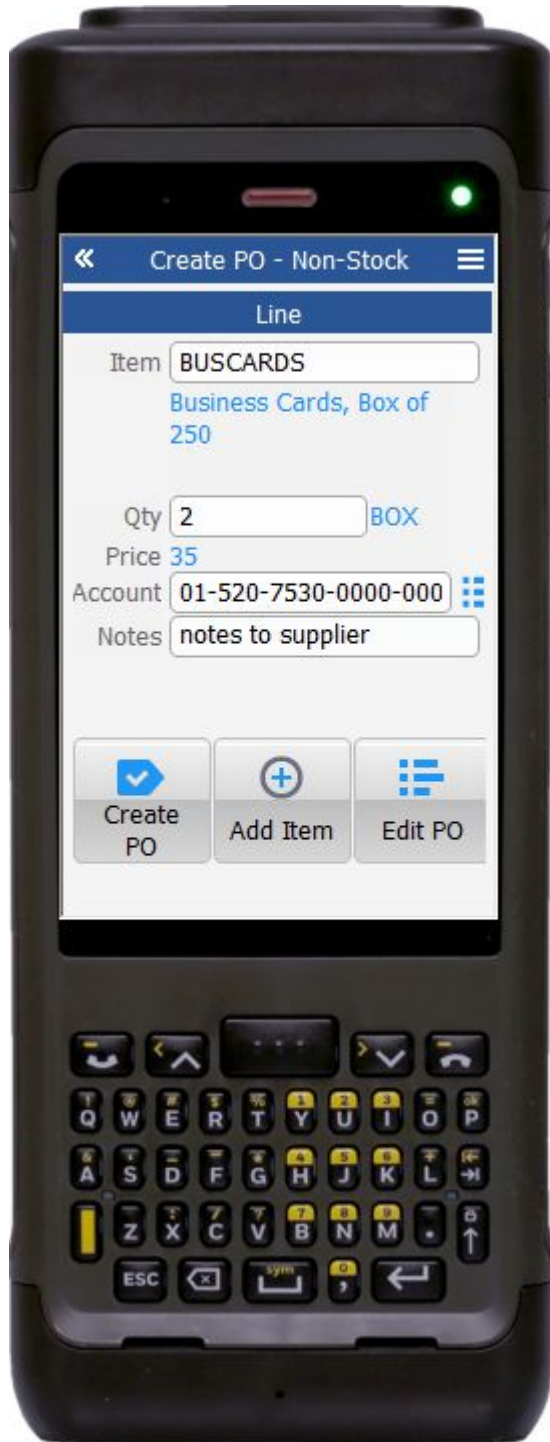
The Ship To displays. This value is based on the inventory organization that the user logged into.

Next, the user scans or enters Notes which is a required field.

The user taps the **Continue** button which takes the user to page 2.

The arrow in the upper left corner takes the user back to the menu.





Workflow Details (2 of 5)

Page 2 Line displays.

The user scans, searches, or enters the inventory item. The item description displays.

Next, the user enters the quantity. The quantity is validated and its primary unit of measure (UOM) displays.

The unit price associated with the quantity displays.

The expense account, based on the item, is defaulted. If needed, the user can edit the expense account by tapping the blue dashed icon button. This will take the user to page 3 "Account Details." The details for this page are described in *Workflow Details (3 of 5)*.

The user enters notes to the supplier in the Notes field. This step is required.

The user taps **Add Item** to enter the line item information.

Next, the user chooses to complete the transaction, edit the PO, or add another item/line to the PO.

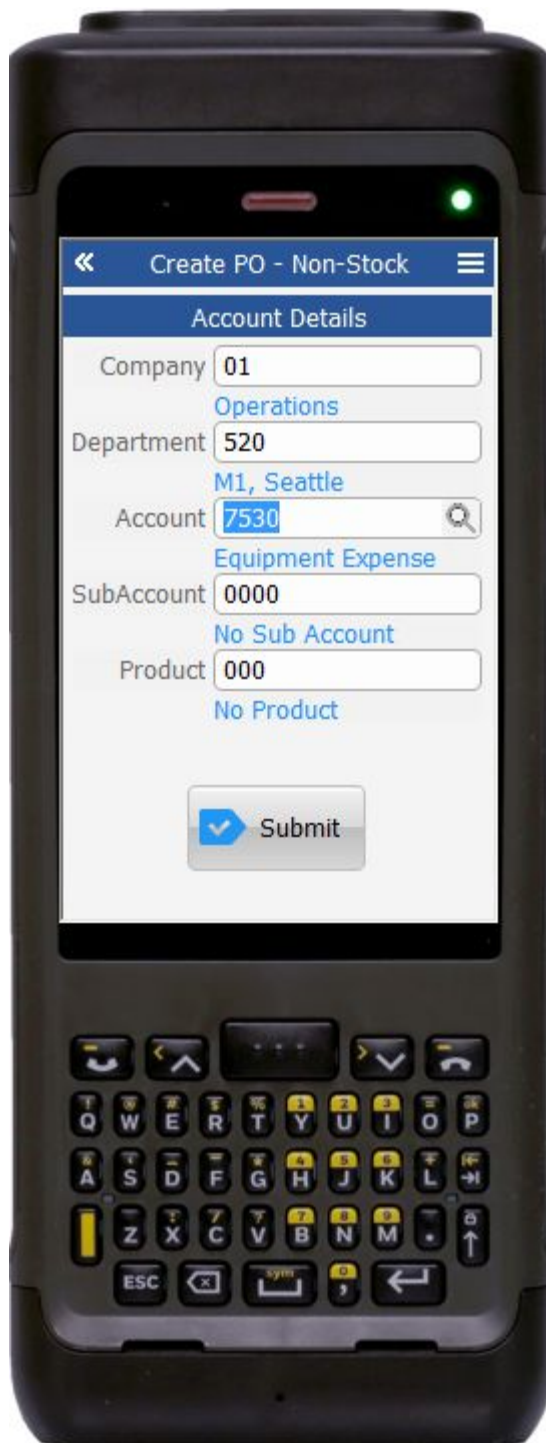
Create PO submits the PO to the Oracle EBS system, and a PO number will display.

Add Item returns the user to the Item field.

Edit PO, takes the user to page 4. Information on editing the PO is described in *Workflow Details (4 of 5)*.

The double arrows in the upper left corner take the user back the prior screen.





Workflow Details (3 of 5)

Page 3 displays the entered expense account against the item for purchase order line. It shows the individual flex-field segments for the entered expense account.

This application validates the expense account against the Oracle EBS system.

If any GL Security Rule exists against the expense account, a message validating the GL Security Rule will display.

The user can edit individual segments to validate the complete expense account.

For example, the user can search, enter or scan the company segment - segment1 and then repeat this process up to segment 5.

After entering the last segment, the user taps the **Submit** button to validate the expense account segments against the existing GL Security Rules in the system.

If the GL Security Rule exists against the expense account, a message validating the GL Security Rule will display, otherwise, the cursor will return to the Notes field on page 2.

The double arrows in the upper left corner take the user back to the prior screen.





Workflow Details (4 of 5)

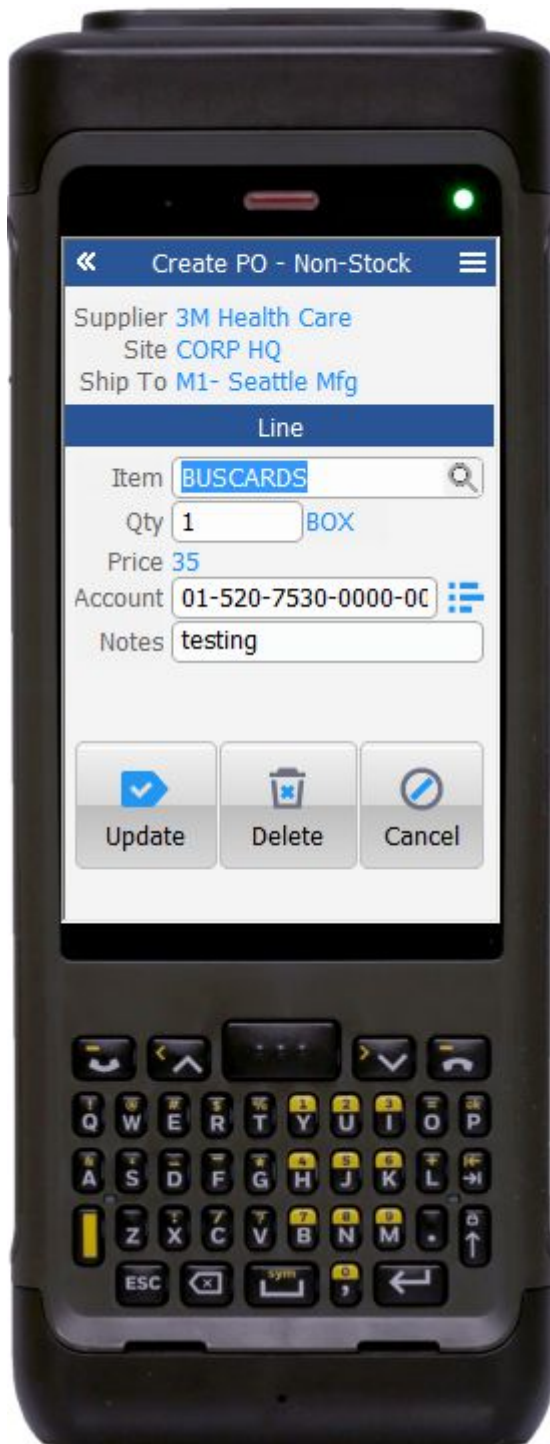
Page 4 displays the entered lines for the PO so the user can quickly review the entries.

If the user taps the **Delete PO** button, the purchased order will be deleted, and the user will be taken to the supplier prompt on page 1.

If the user taps the **Cancel** button, and the user is returned to the Item field on page 2.

If the user taps or presses **Enter** (Enter key) after selecting a line, the user is taken to page 5. See Workflow Details (5 of 5) for more information on editing the lines.

The double arrows in the upper left corner take the user back to the prior screen.



Workflow Details (5 of 5)

Page 5 displays the selected line from screen 4.

If the user wants to edit the item number, the user can search, enter or scan the item number.

If the user wants to edit the quantity, the user can search, scan or enter the quantity. The unit price will display by default.

If the user wants to edit the expense account, the user can search, scan or enter the account. The user can enter the complete expense account or can click on dashed icon which takes the user to page 3 "Account Details."

If the user wants to edit the notes, the user can scan or enter Notes.

The user can also to update the PO, delete the PO line, or cancel and return to the prior screen.

The **Delete** button will delete the PO line and take the user to the Item field on page 2. The remaining section of page 2 will be cleared.

The **Cancel** button returns the user to the Item field on page 2. (No changes are made.)

The **Update** button updates the PO line with the new values and takes the user back to page 4.

The double arrows in the upper left corner take the user back to the previous page.

Technical Information

The following describes the tables used for validation, search lists, or functions for a given prompt in this application.

Prompt	Validation / Search – Tables / Functions
Supplier	ap_suppliers ap_supplier_sites_all
Supplier Site	ap_suppliers ap_supplier_sites_all ap_terms
Ship To	hr_locations_all
Item	mtl_system_items_kfv
Account	gl_code_combinations_kfv

Customization Considerations

If you are planning on creating a new version of this application or modifying it for a customer, the following questions should be considered before you start.

1. Are there items that are revision enabled?
2. Are there items that are child lot/lot enabled?
3. Are the sub-inventories locator-enabled?
4. Are other search criteria required?
5. Are more columns required in the output?

