Oracle EBS Implementation
IACS Financials

# USER MANUAL

## ***<Purchase Requisition>***

*v1.0*

| DOCUMENT RELEASE NOTICE | |
|---|---|
| **USER MANUAL DOCUMENT**<br><br>**DRAFT RELEASE V1.0**<br><br>**DATE OF RELEASE:** | |
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| 1.1 | | | |

# Table of Contents

# 1 Introduction

## 1.1 Document Structure

This document describes step by step procedure to be followed for Purchase Requisition process of IACS in Oracle Applications. The document is organized in the following manner:

Section 1 covers the document structure along with key business processes of Purchase Requisition

Section 2 covers the details of key business process flows in Oracle.

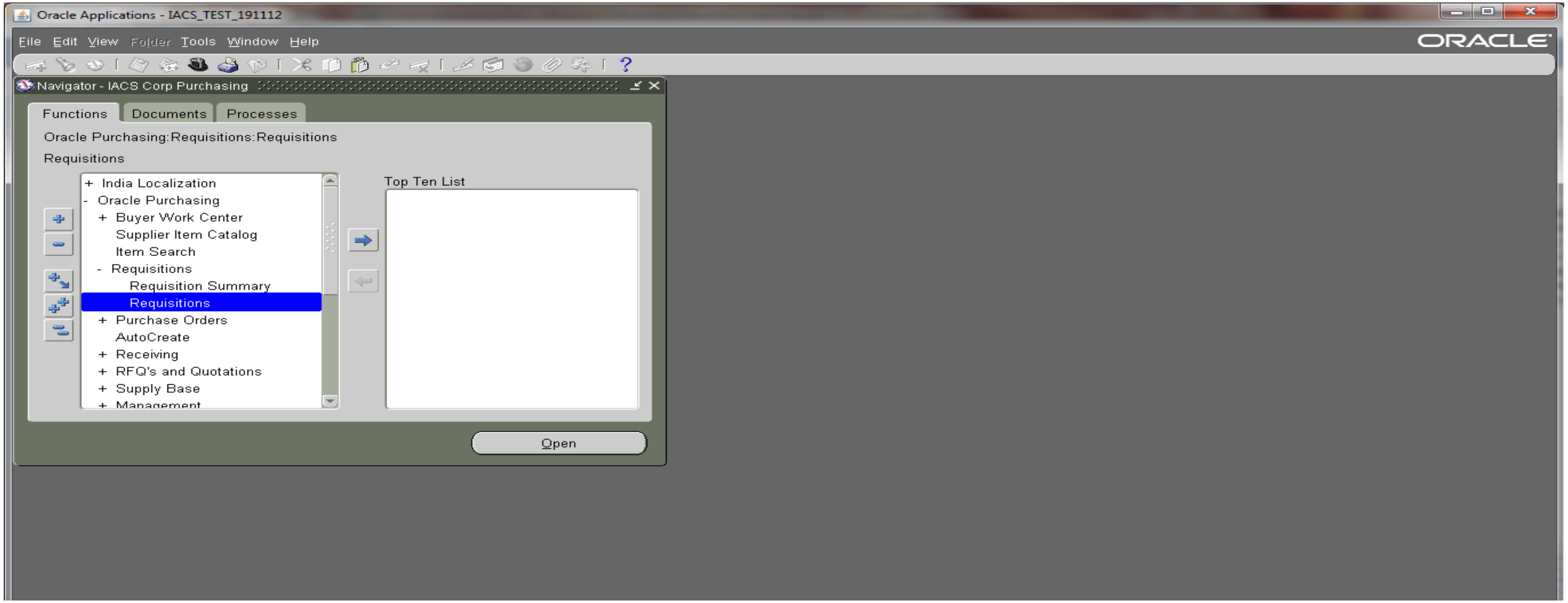
## 1.2 Key Business Processes

| SL. | BUSINESS SCENARIOS | DESCRIPTION |
|---|---|---|
| 1. | Purchase Requisition | |
| 1.1 | Creation of Purchase Requisition | Create a new Purchase Requisition. |
| 1.2 | Approve Requisition with attachment | Approval of Requisition |
| 1.3 | Cancel Requisition | Process of cancelling a requisition. |
| 1.4 | Reject Requisition | Rejection of requisition. |
| 1.5 | Reassign Requisition | Process of delegating the approval authority. |
| 1.6 | Request Information | Process of required information to any person. |

# 2 Purchase Requisition

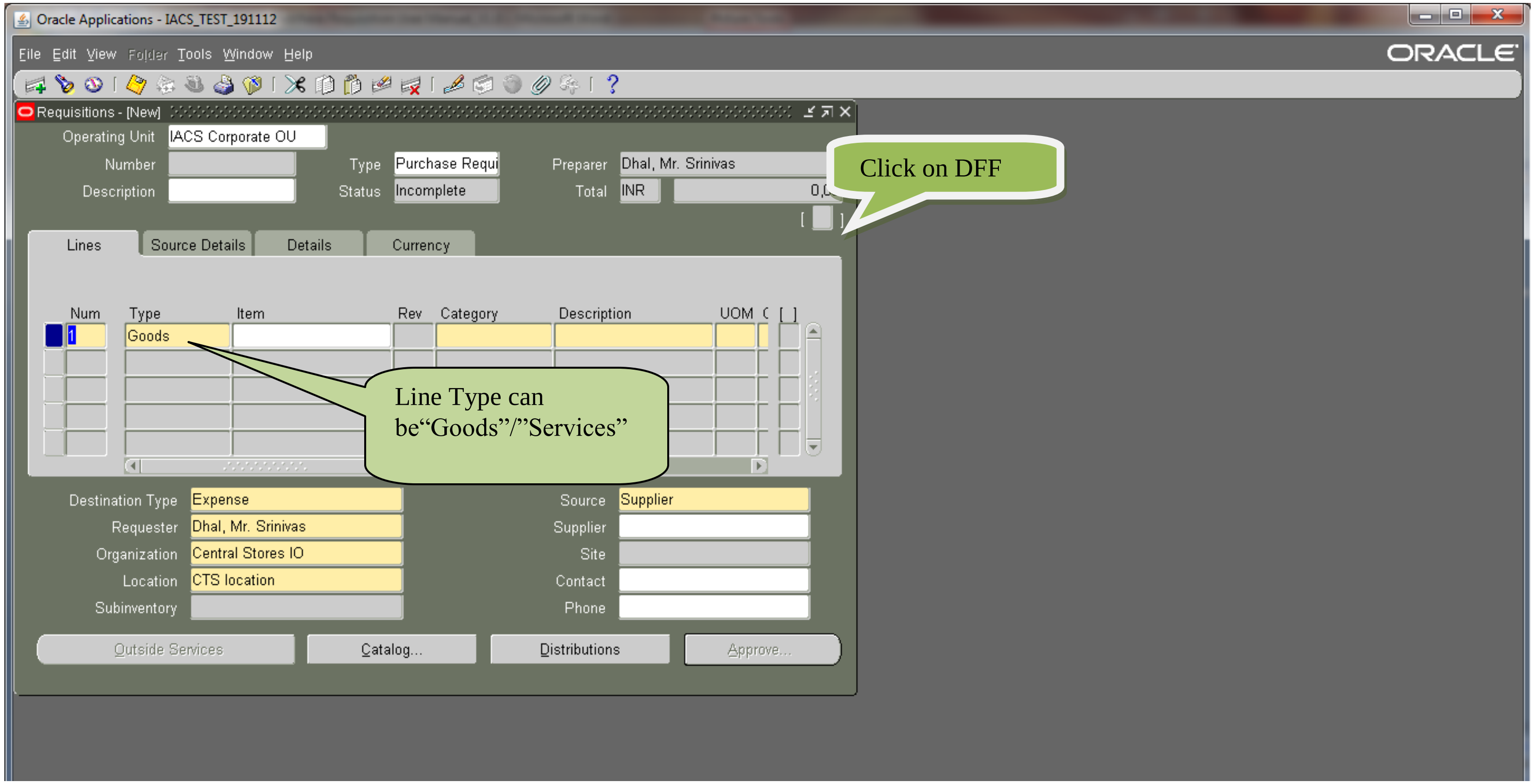
## 2.1 Creation of Purchase Requisition

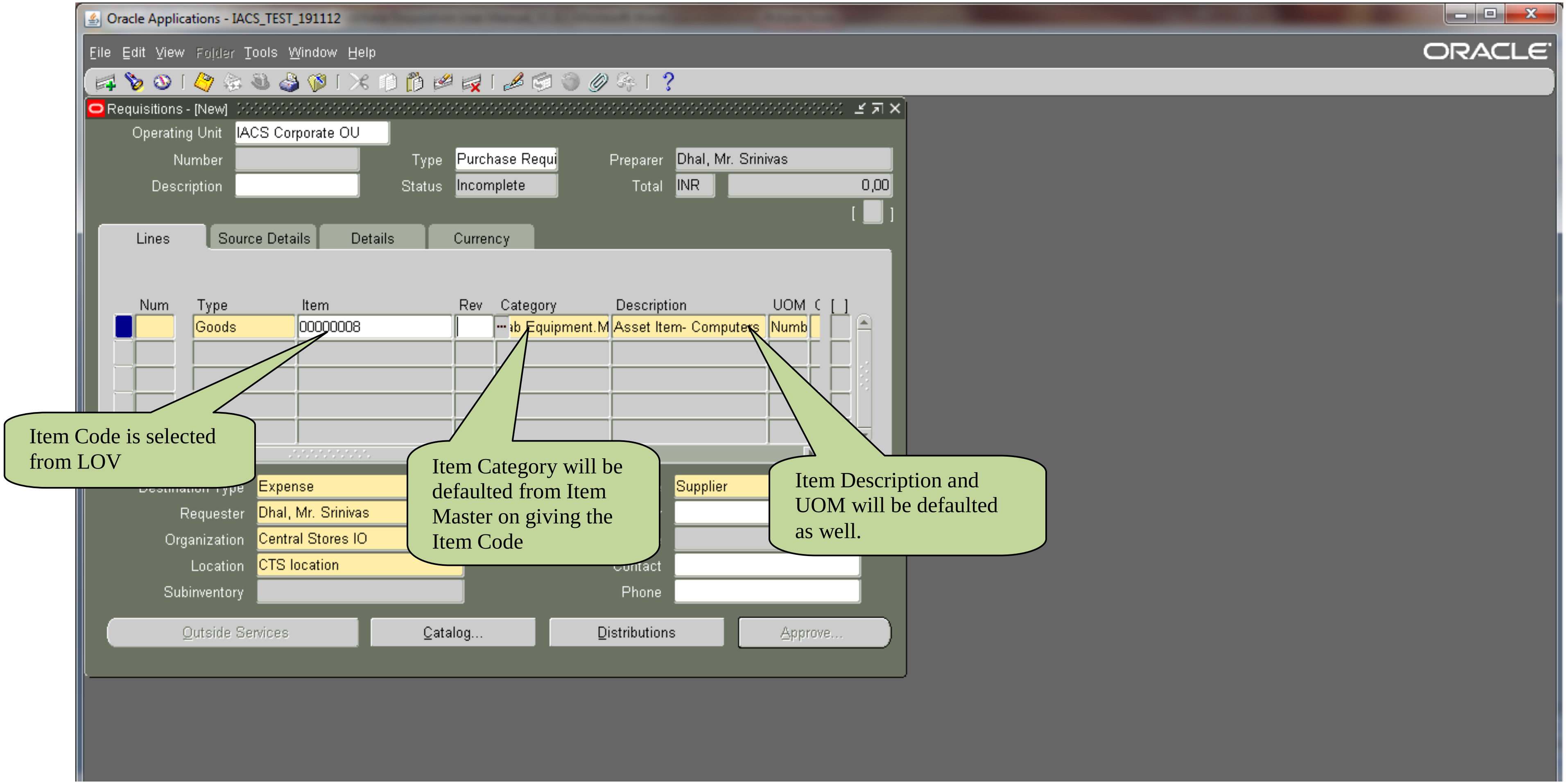
Screen: Purchase Requisition Screen
Purpose: To create a new Purchase Requisition.
Navigation: Purchasing Responsibility> Oracle Purchasing>Requisitions>Requisitions



Step 1: Under the “Lines” tab, click on “Type”. Default will be “Goods”. In case of Services/Contracting, select the needful from the LOV.

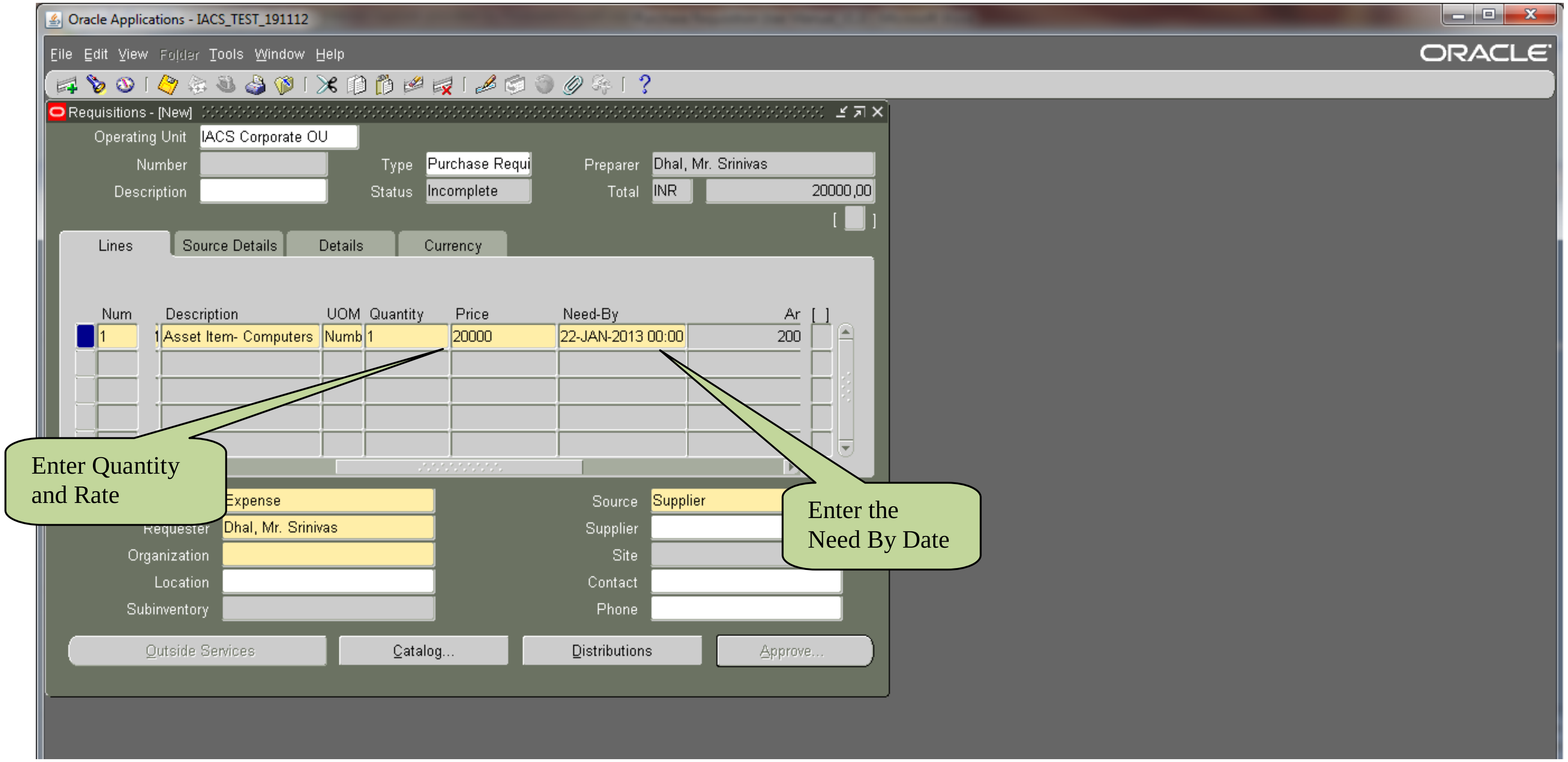
Step 2: In the “Item” field, select the Item Code from the LOV. On selecting the Item Code, the “Description”, “Category” and “UOM” will default from the Item Master. In case of Services, choose the Line Type as “Services”.
Click on DFF and put the Preparer name( From list of value).

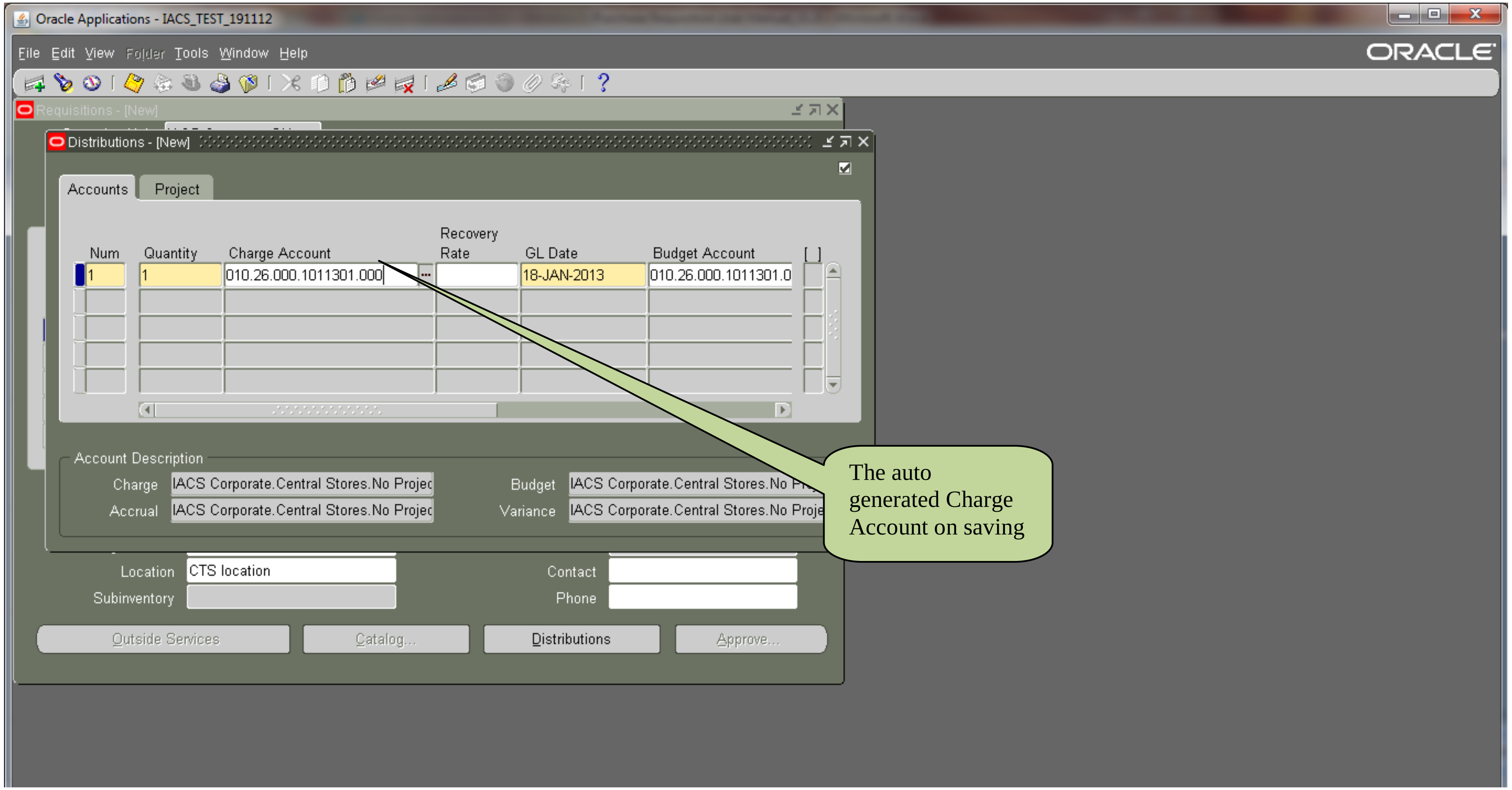



Oracle Applications - IACS_TEST_191112
File Edit View Folder Tools Window Help
ORACLE
Requisitions - [New]
Operating Unit
IACS Corporate OU
Number
Type
Purchase Requi
Preparer
Dhal, Mr. Srinivas
Description
Status
Incomplete
Total
INR
0,00
Lines
Source Details
Details
Currency
Num
Type
Item
Rev
Category
Description
UOM
Goods
00000008
Equipment.M
Asset Item- Computers
Numb
Item Code is selected from LOV
Item Category will be defaulted from Item Master on giving the Item Code
Item Description and UOM will be defaulted as well.
Expense
Supplier
Requester
Dhal, Mr. Srinivas
Organization
Central Stores IO
Location
CTS location
Subinventory
Phone
Outside Services
Catalog...
Distributions
Approve...

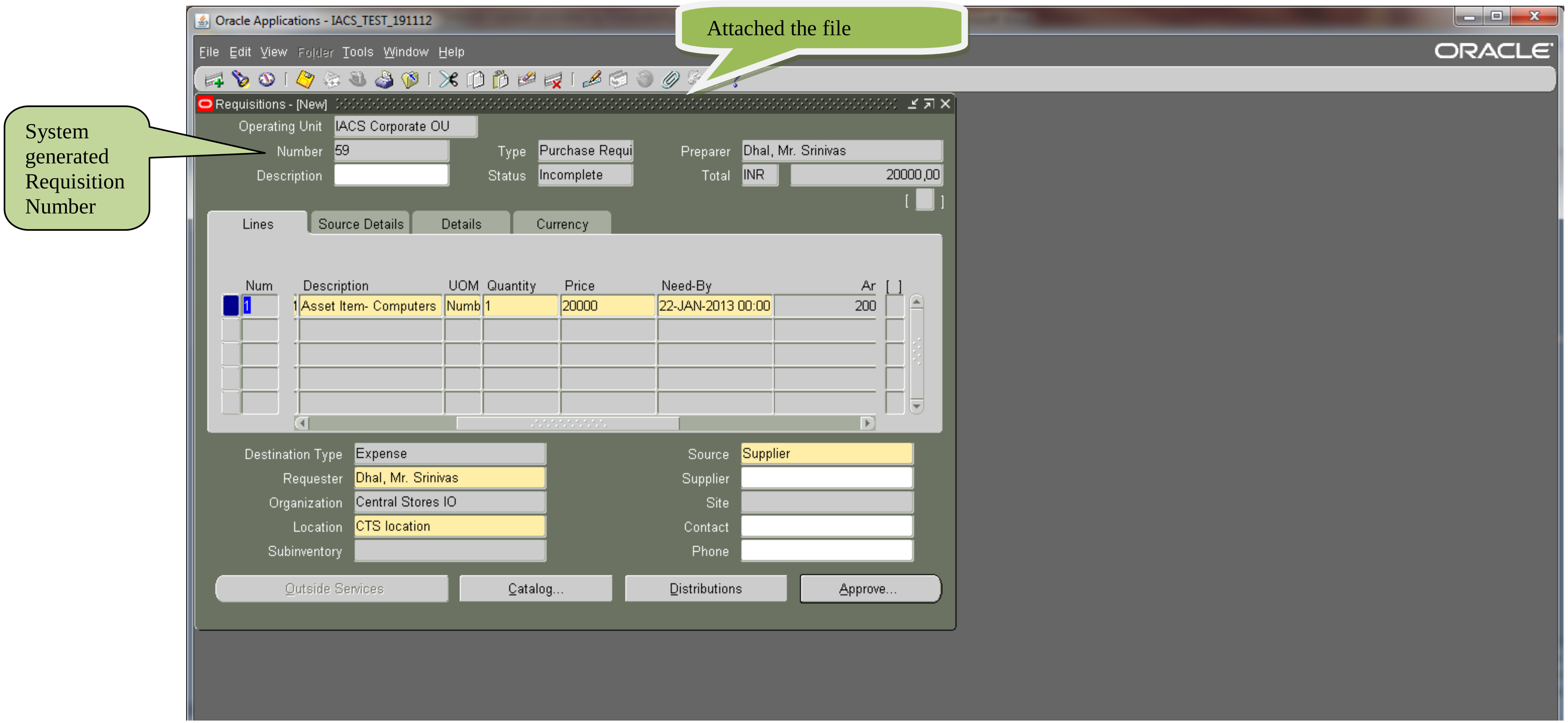
Step 3: Enter the number of goods required in the "Quantity" field. Enter the estimated price of each item in the "Price field" Under the "Need-by-date" field enter the envisaged date by which the goods/services will be required.

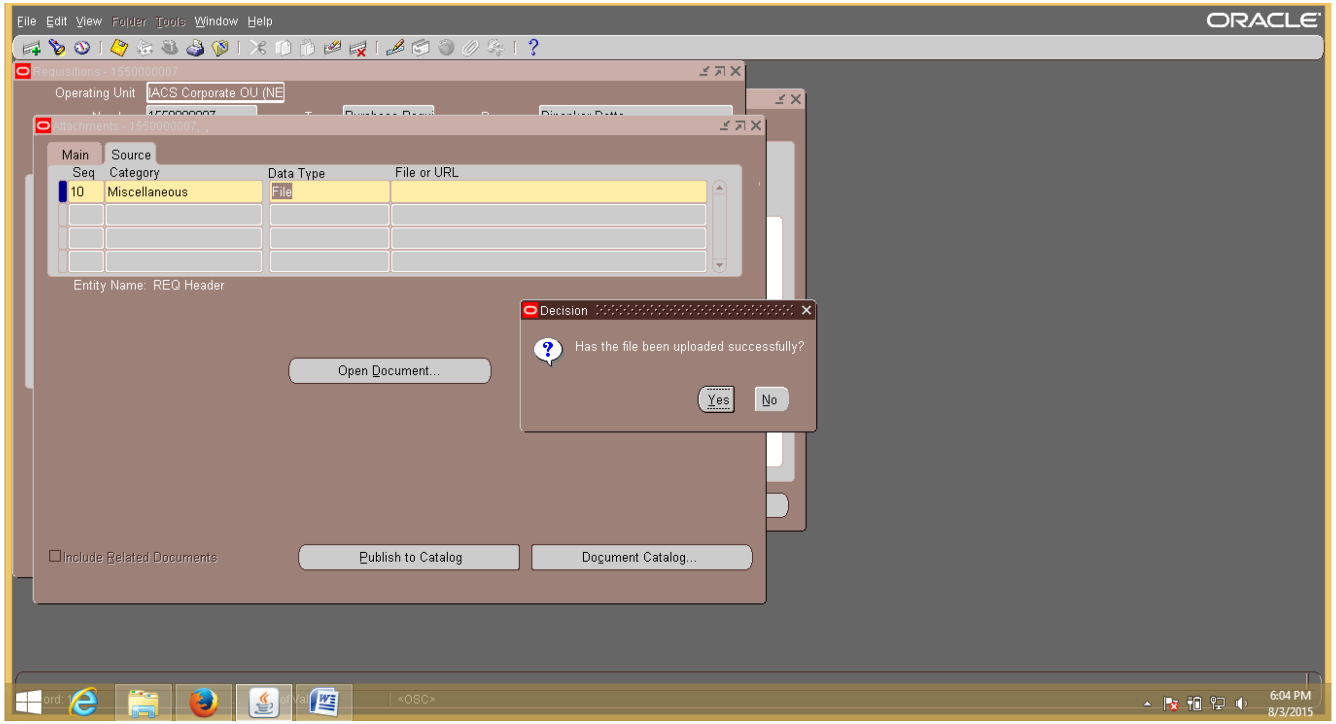
Step 4: In the "Distributions" under the "Accounts" tab, the Charge Account is automatically generated on clicking on it.



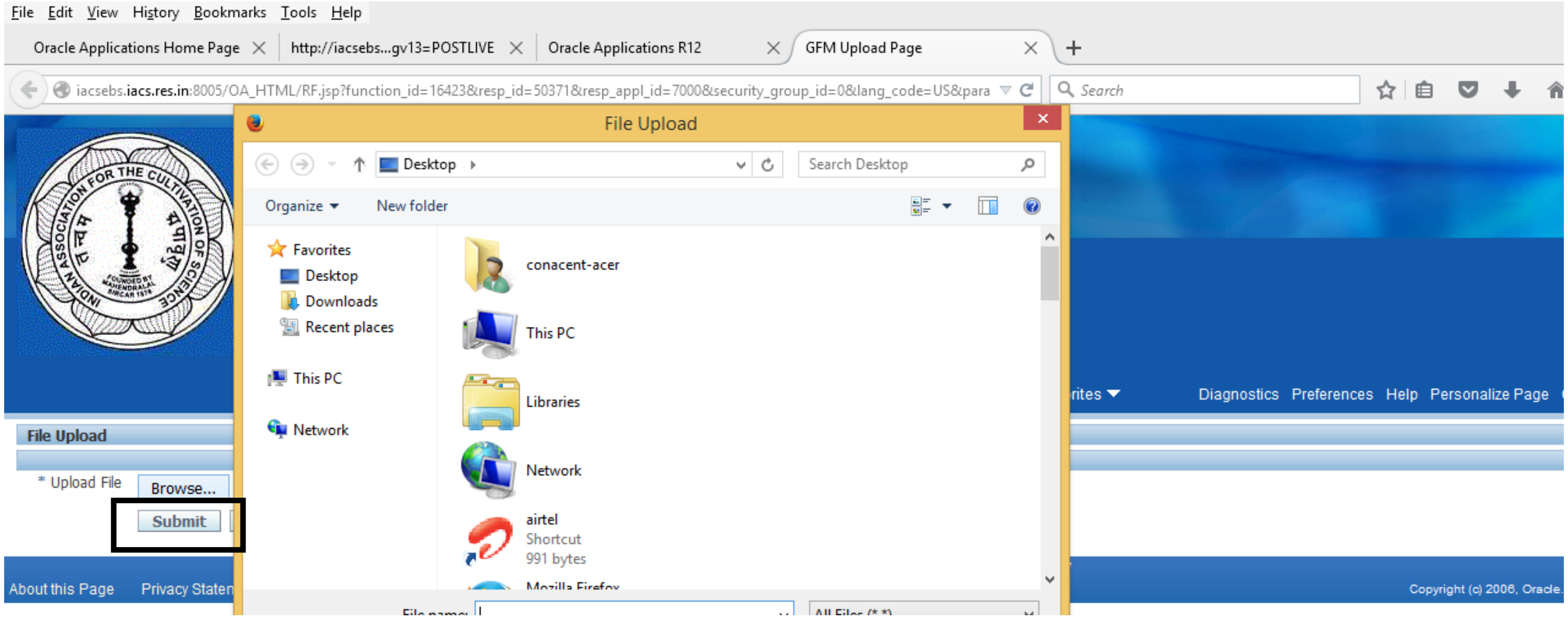

Oracle Applications - IACS_TEST_191112
File Edit View Folder Tools Window Help
ORACLE
Requisitions - [New]
Distributions - [New]
Accounts
Project
Num
Quantity
Charge Account
Recovery Rate
GL Date
Budget Account
1
1
010.26.000.1011301.000
18-JAN-2013
010.26.000.1011301.0
Account Description
Charge
IACS Corporate.Central Stores.No Projec
Accrual
IACS Corporate.Central Stores.No Projec
Budget
Variance
IACS Corporate.Central Stores.No Proje
Location
CTS location
Subinventory
Contact
Phone
Outside Services
Catalog...
Distributions
Approve...
The auto generated Charge Account on saving

Step 5: In the Requisition Header, the Requisition Number will be auto generated on saving in the "Number" field.
Click on attachment and attached the file.

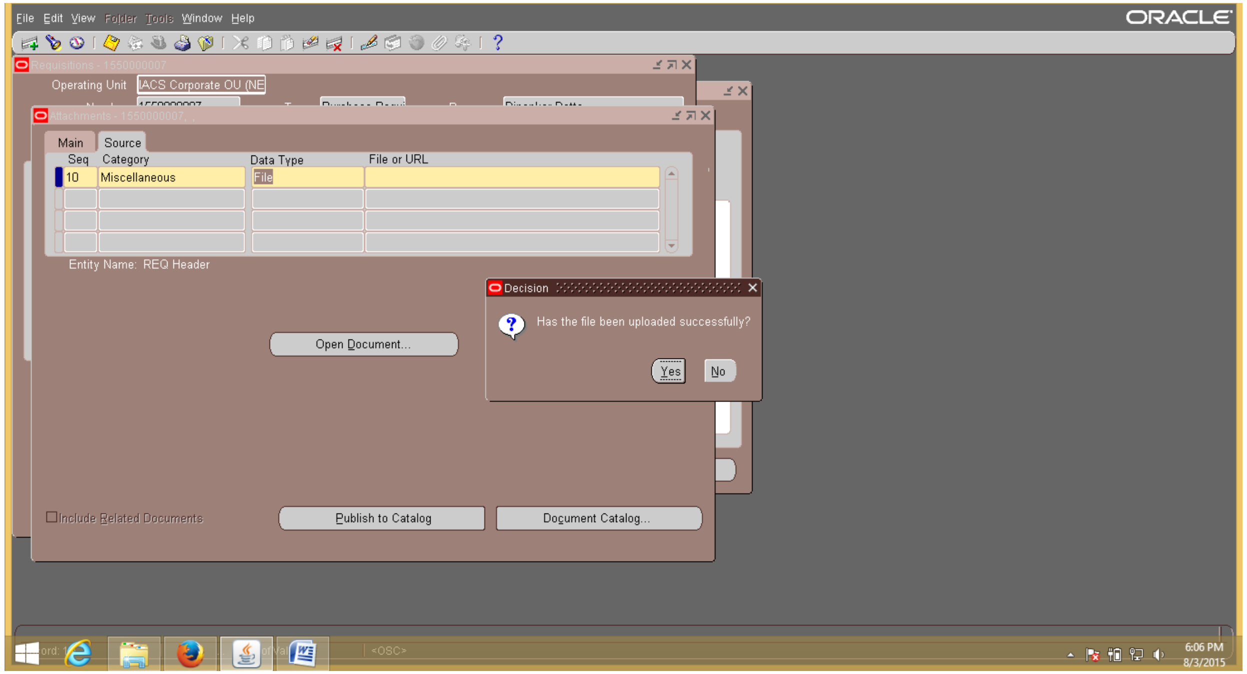





Here you select the category and data type.



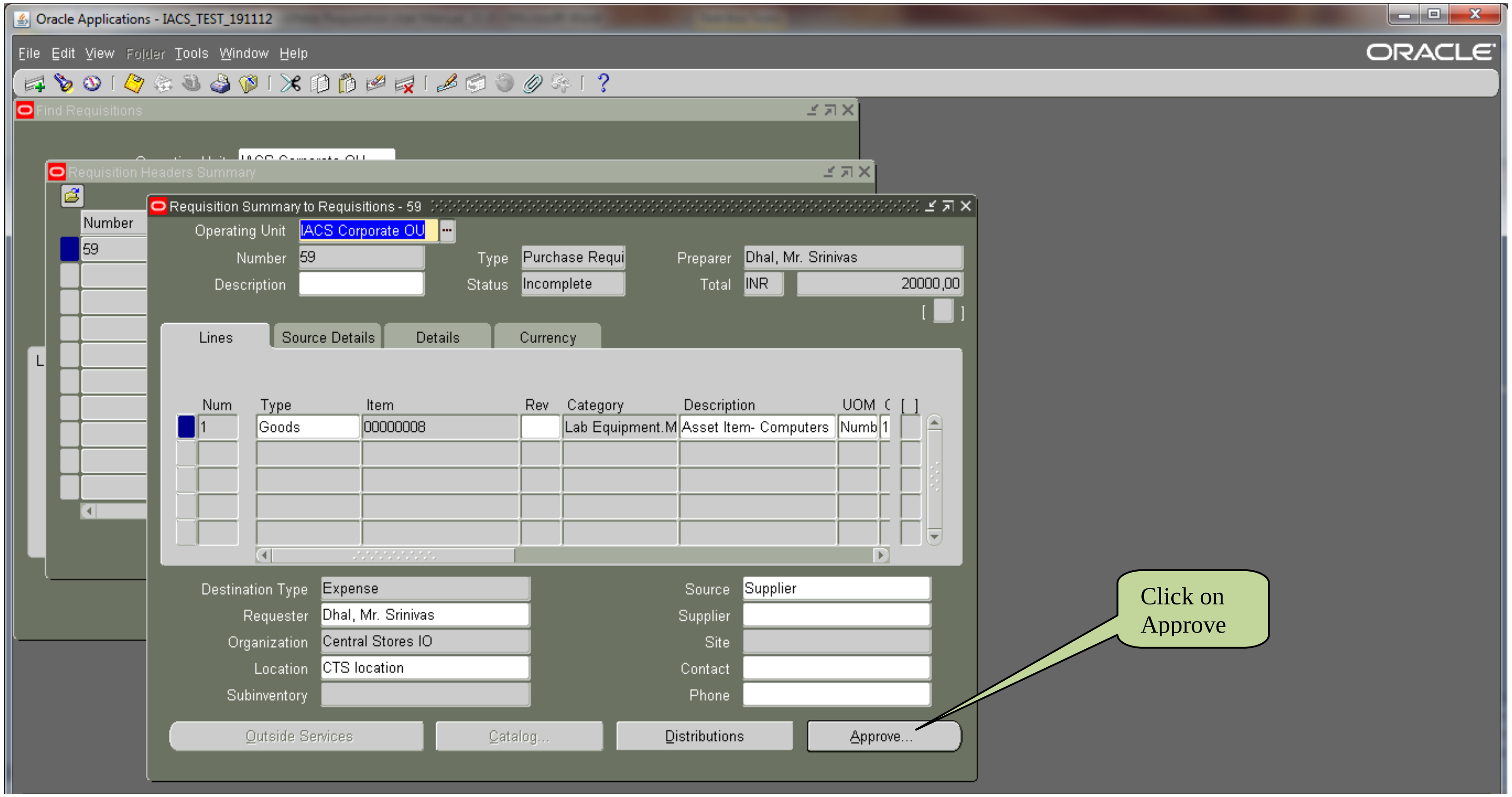

Now select the file and submit.



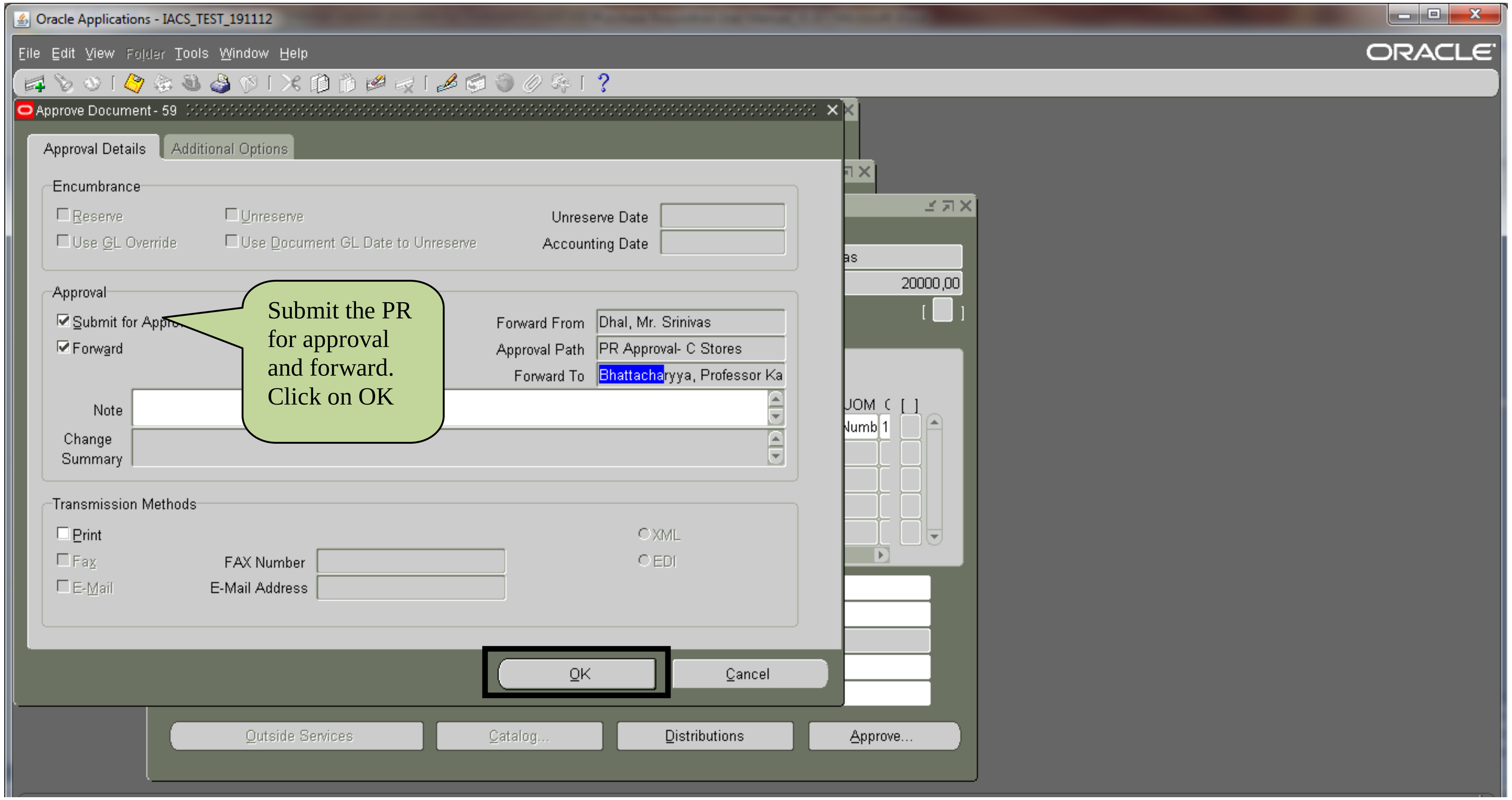

Now file has been uploaded, click on yes button.

## 2.2 Approve Requisition

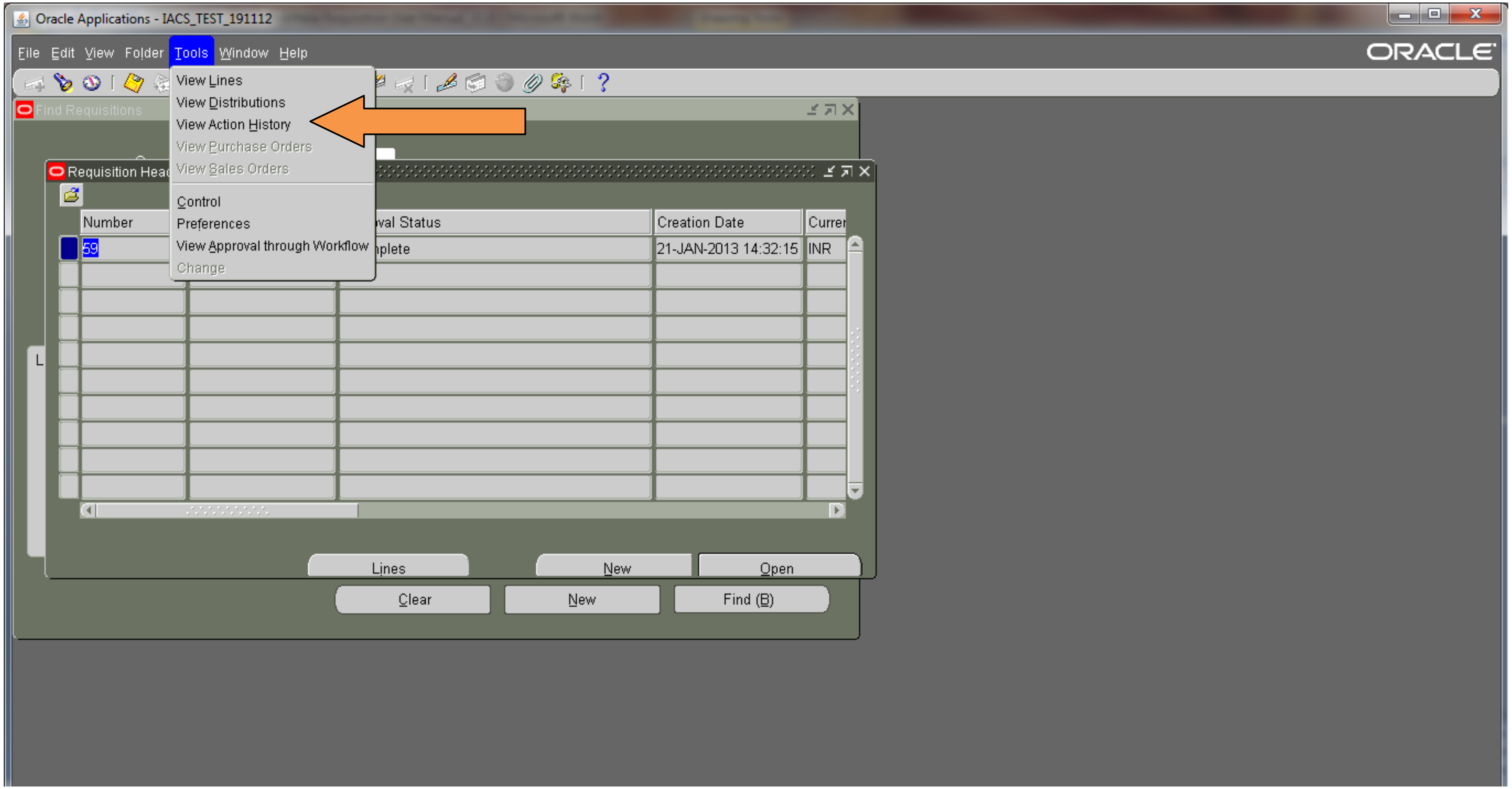
Step 1: Query the Requisition from the Requisition Summary and Click on "Approve"
Before Approve the requisition go to Tools and click on check fund.
Here get message fund check or failure.

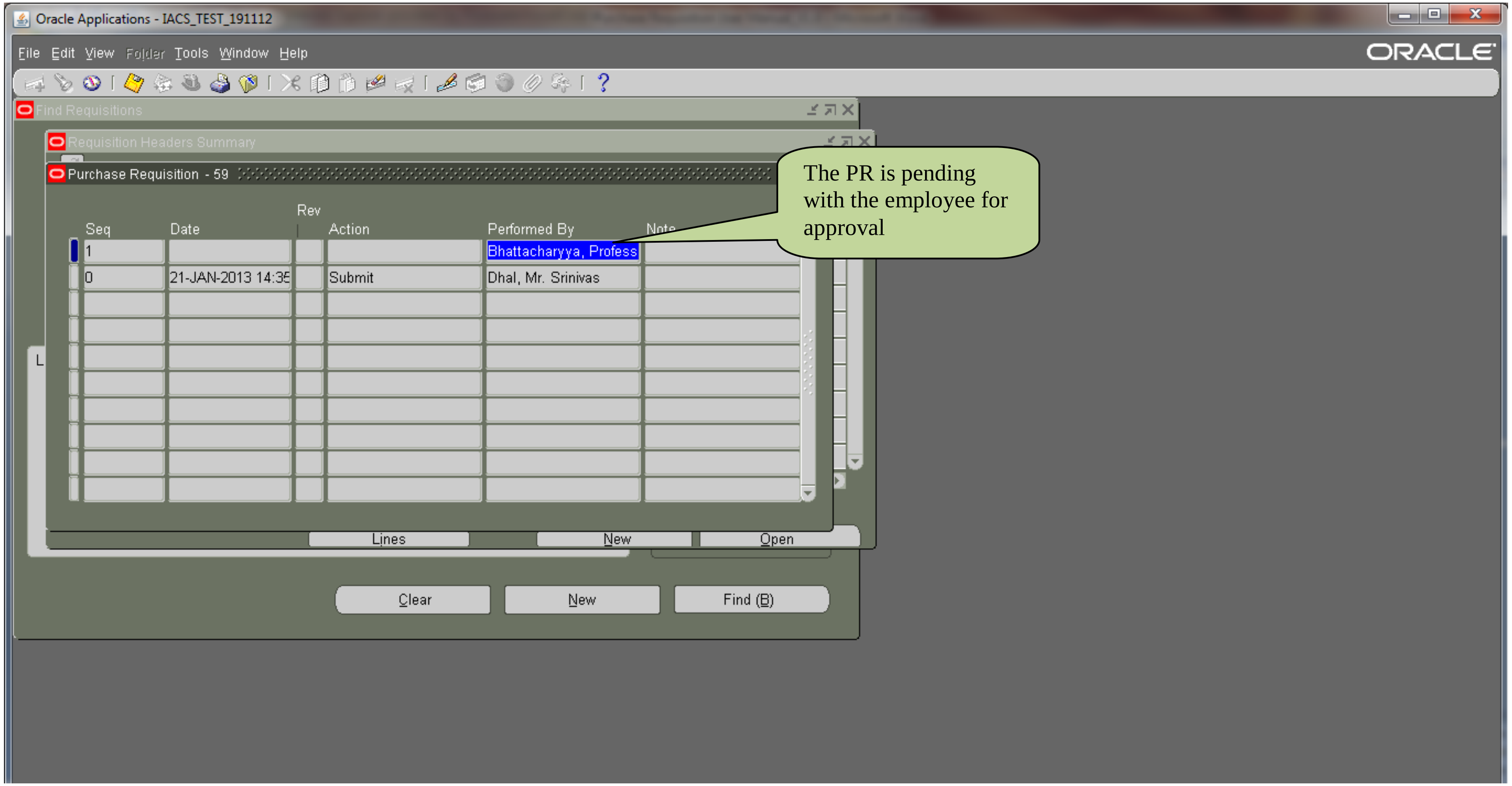


Step 2: Submit the Requisition for Approval. Check the Forward box. On clicking on the Approval Path and Forward To fields the names will automatically appear. Click on "OK"
Here you select the Approval Path and send to respective HOD.



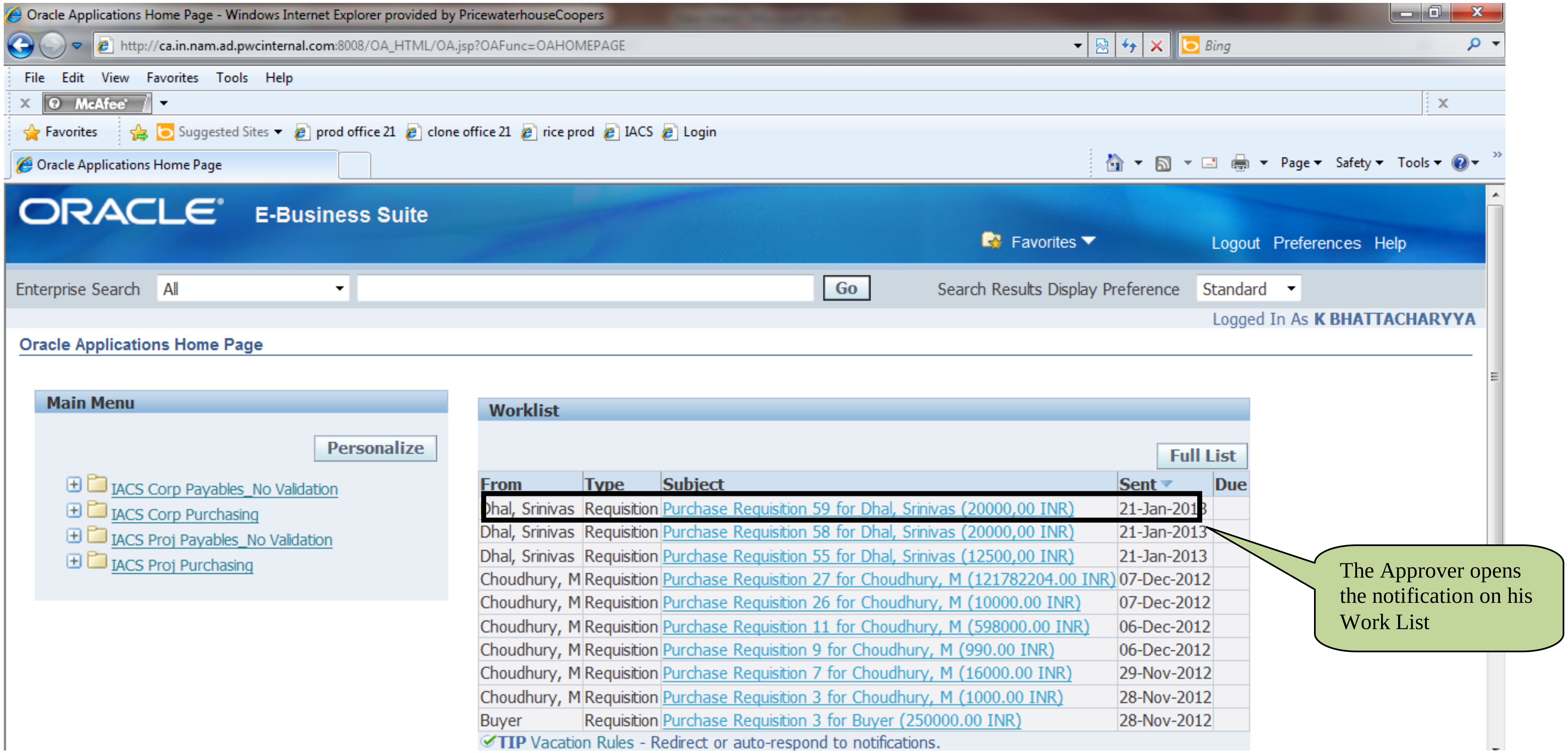
Step 4 : Go to “Tools”> “View Action History” to identify the approver with whom the requisition  is pending for approval. The Approval path depends on the Requisition Amount.

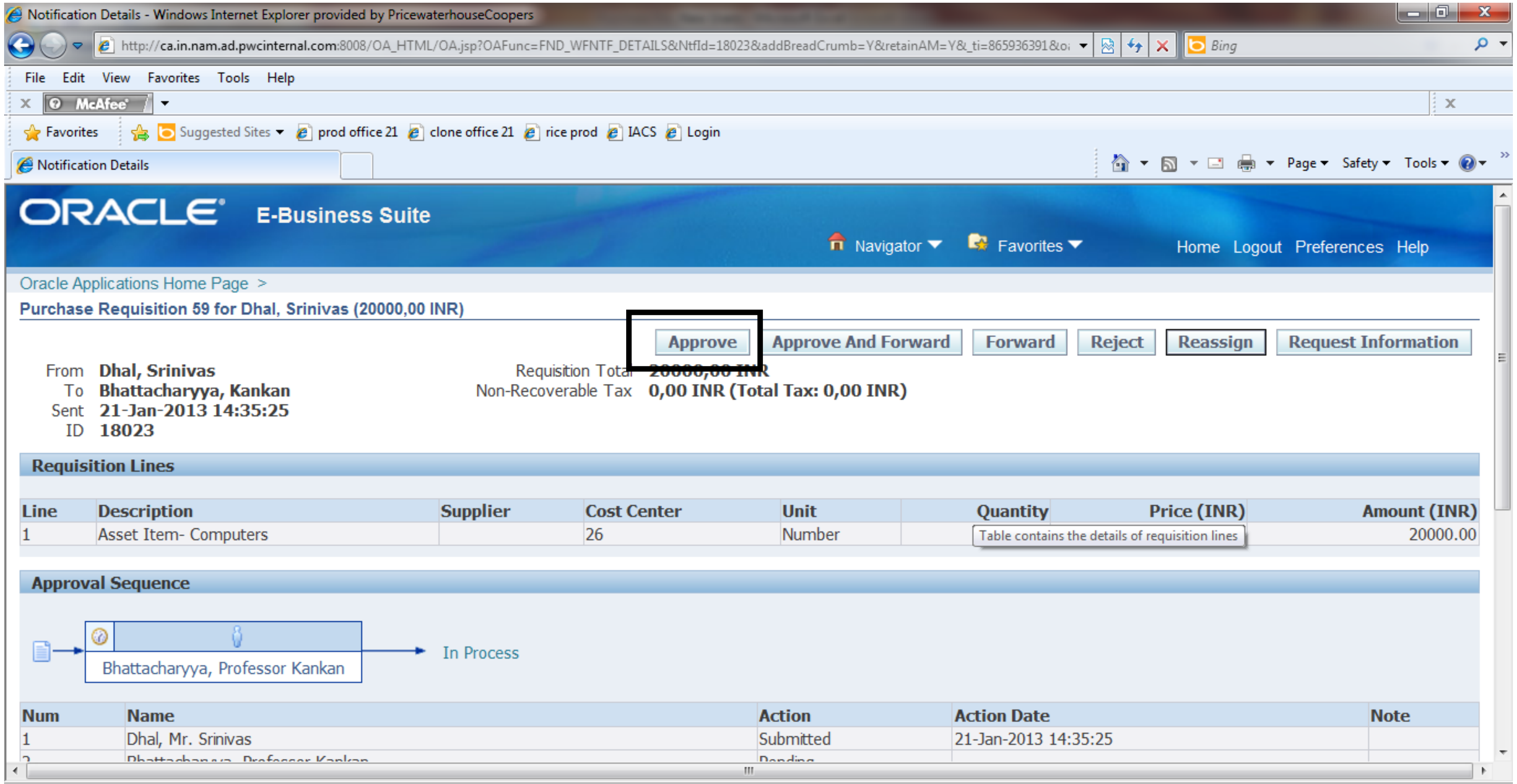




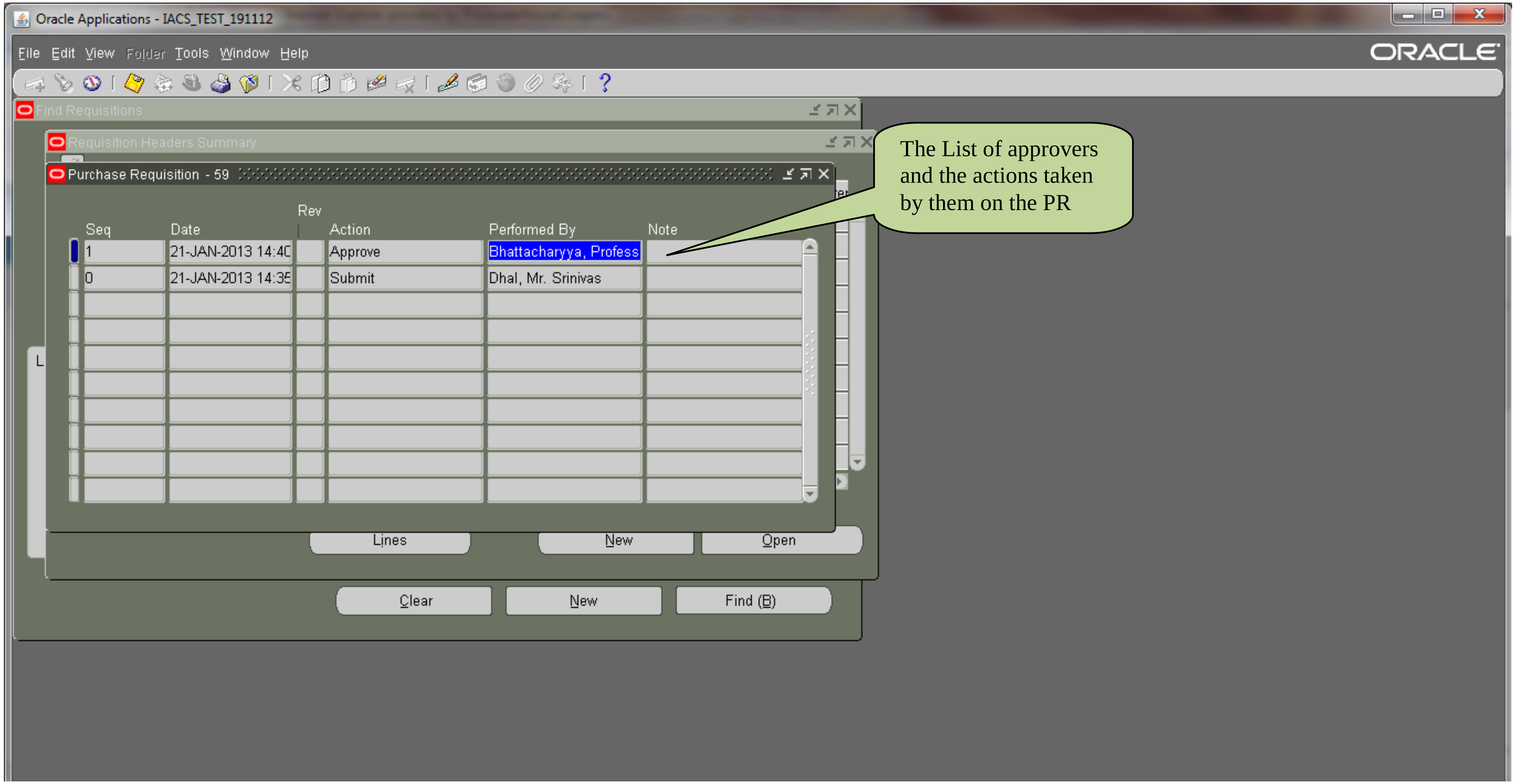
Oracle Applications - IACS_TEST_191112
File Edit View Folder Tools Window Help
ORACLE
Find Requisitions
Requisition Headers Summary
Purchase Requisition - 59
Seq Date Rev Action Performed By Note
1 Bhattacharyya, Profess
0 21-JAN-2013 14:35 Submit Dhal, Mr. Srinivas
Lines New Open
Clear New Find (B)
The PR is pending with the employee for approval

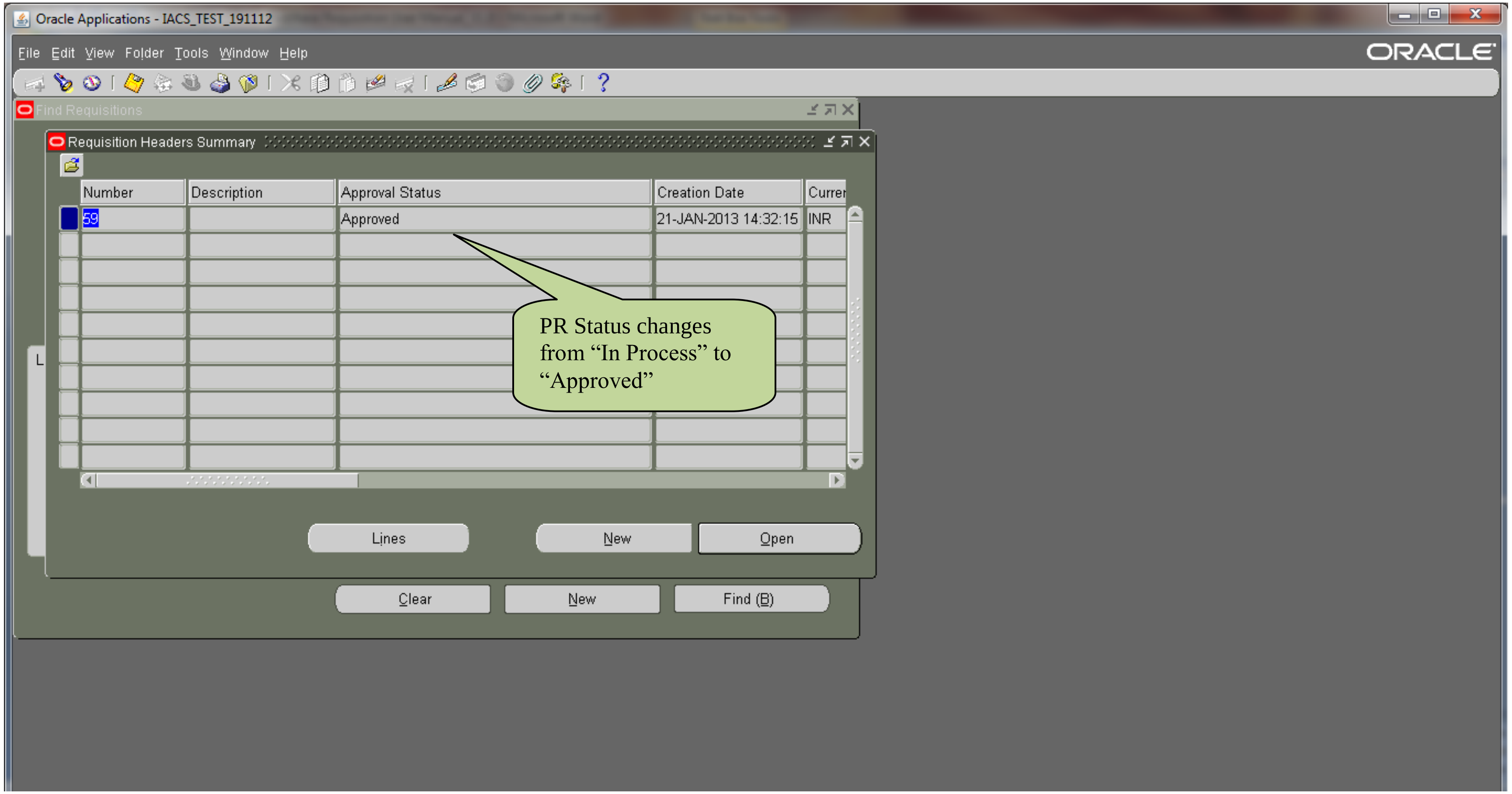
Step 5: The approver logs in to approve the Purchase Requisition. He opens the notification on his Work List and clicks on the "Approve" tab.




Notification Details - Windows Internet Explorer provided by PricewaterhouseCoopers
http://ca.in.nam.ad.pwcinternal.com:8008/OA_HTML/OA.jsp?OAFunc=FND_WFNTF_DETAILS&NtfId=18023&addBreadCrumb=Y&retainAM=Y&_ti=865936391&o
File Edit View Favorites Tools Help
McAfee
Favorites
Suggested Sites
prod office 21
clone office 21
rice prod
IACS
Login
Notification Details
Page
Safety
Tools
ORACLE
E-Business Suite
Navigator
Favorites
Home
Logout
Preferences
Help
Oracle Applications Home Page >
Purchase Requisition 59 for Dhal, Srinivas (20000,00 INR)
Approve
Approve And Forward
Forward
Reject
Reassign
Request Information
From Dhal, Srinivas
To Bhattacharyya, Kankan
Sent 21-Jan-2013 14:35:25
ID 18023
Requisition Total
Non-Recoverable Tax 0,00 INR (Total Tax: 0,00 INR)
Requisition Lines
Line
Description
Supplier
Cost Center
Unit
Quantity
Price (INR)
Amount (INR)
1
Asset Item- Computers
26
Number
Table contains the details of requisition lines
20000.00
Approval Sequence
Bhattacharyya, Professor Kankan
In Process
Num
Name
Action
Action Date
Note
1
Dhal, Mr. Srinivas
Submitted
21-Jan-2013 14:35:25

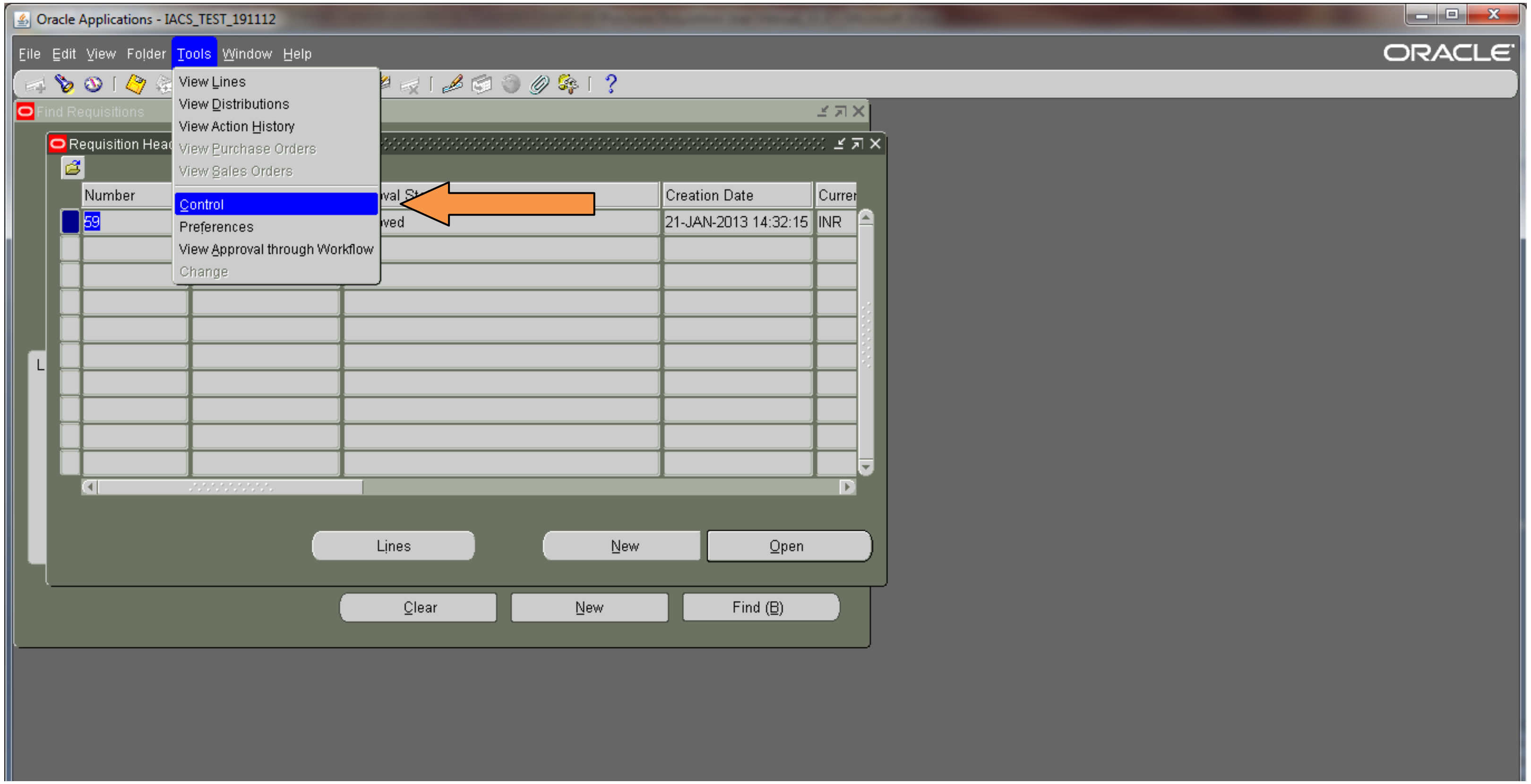
Step 6: Similarly, further approvers will approve the requisition those who are in the approver path, and the Requisition Status changes from “In Process” to “Approved”.

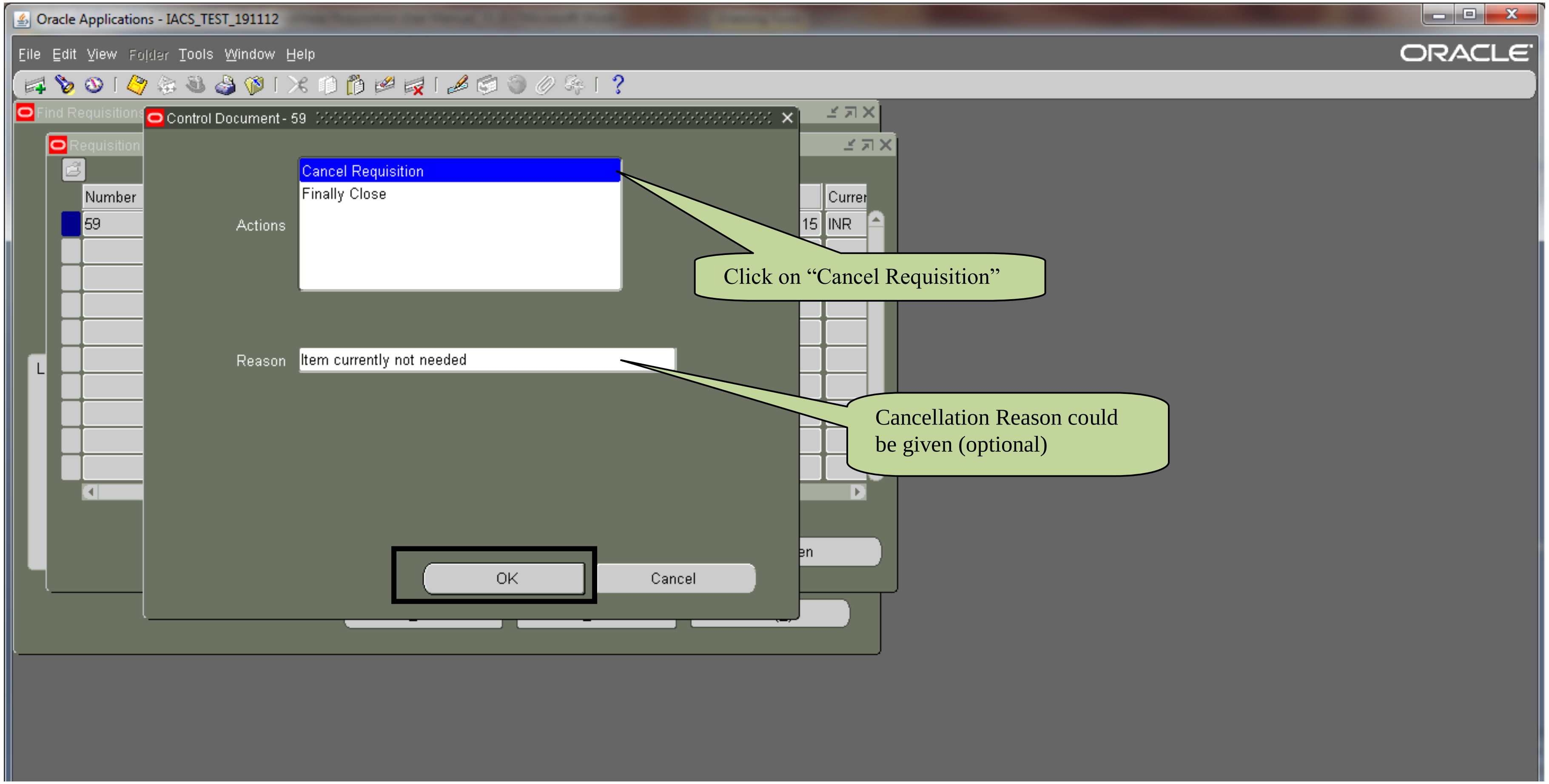


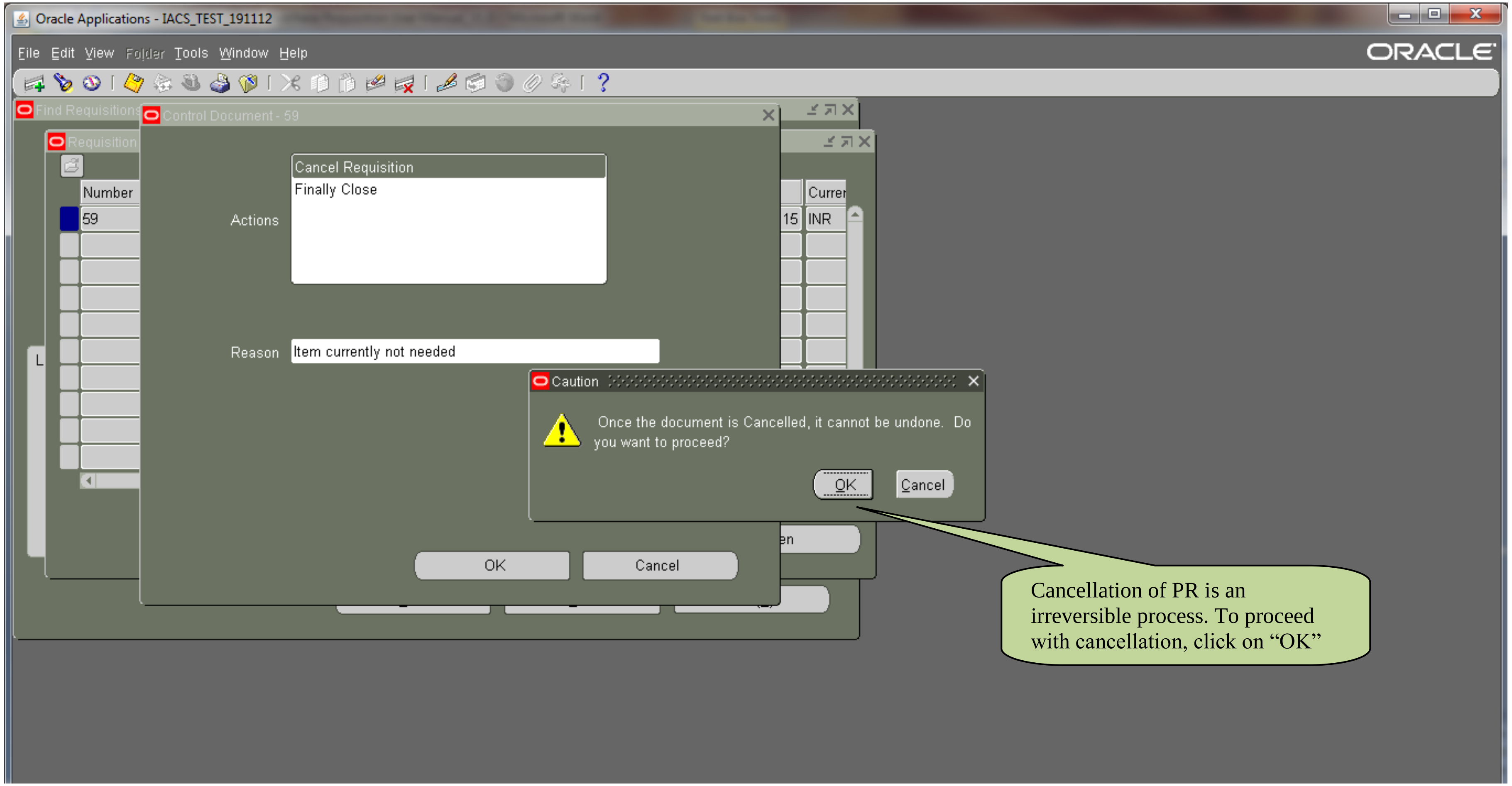

Oracle Applications - IACS_TEST_191112
File Edit View Folder Tools Window Help
ORACLE
Find Requisitions
Requisition Headers Summary
Number
Description
Approval Status
Creation Date
Curren
59
Approved
21-JAN-2013 14:32:15
INR
PR Status changes from "In Process" to "Approved"
Lines
New
Open
Clear
New
Find (B)

## 2.3 Cancel Requisition

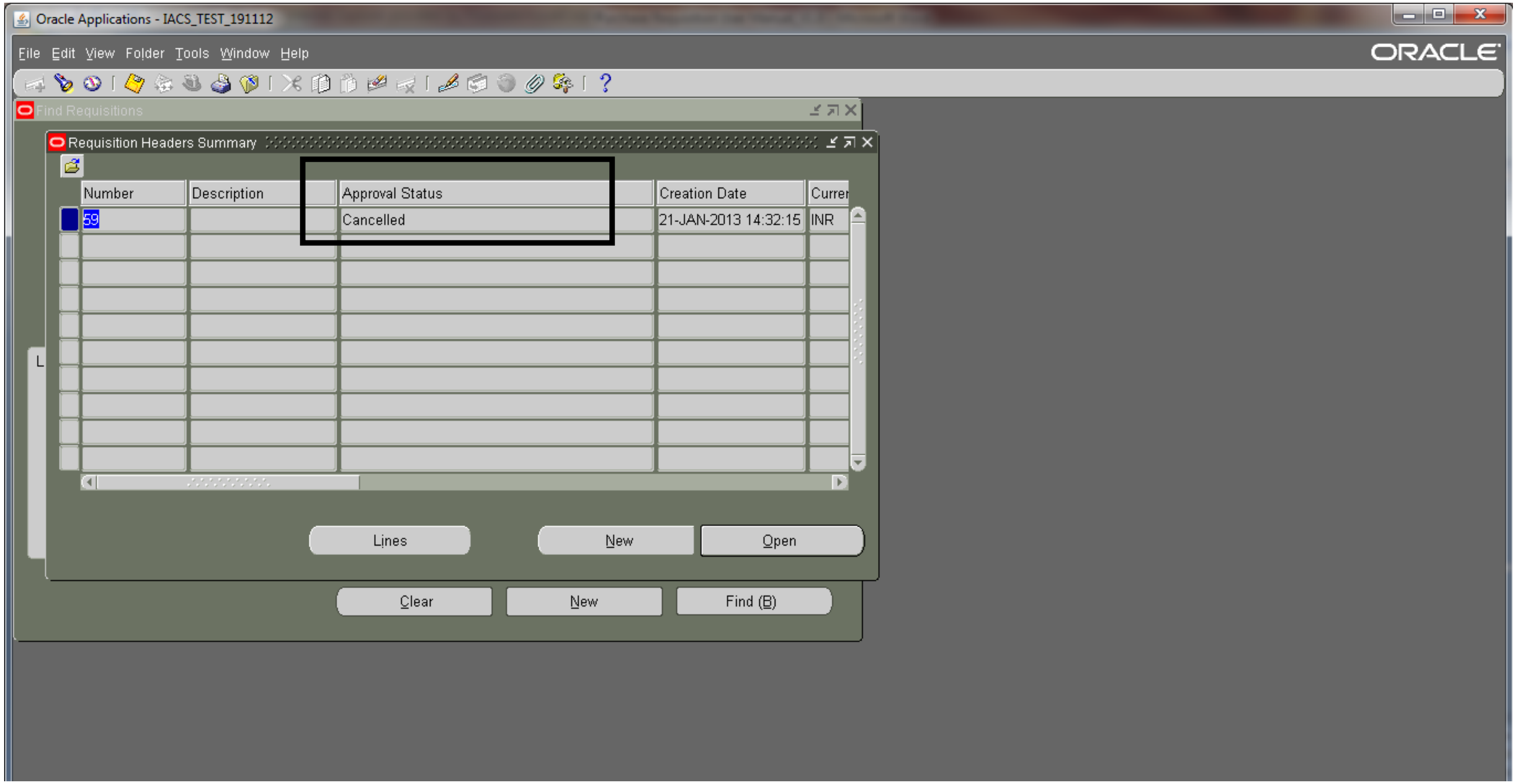
Step 1: Query the Purchase Requisition to be cancelled from Requisition Summary Screen. Go to Tools> Control.
Step 2: Select "Cancel Requisition" and provide a Reason for cancellation (Optional). Click on OK. This is an irreversible process. So in order to proceed with cancellation click on "OK" in the Caution message.




Oracle Applications - IACS_TEST_191112
File Edit View Folder Tools Window Help
ORACLE
Control Document - 59
Actions
Cancel Requisition
Finally Close
Reason
Item currently not needed
OK
Cancel
Click on "Cancel Requisition"
Cancellation Reason could be given (optional)

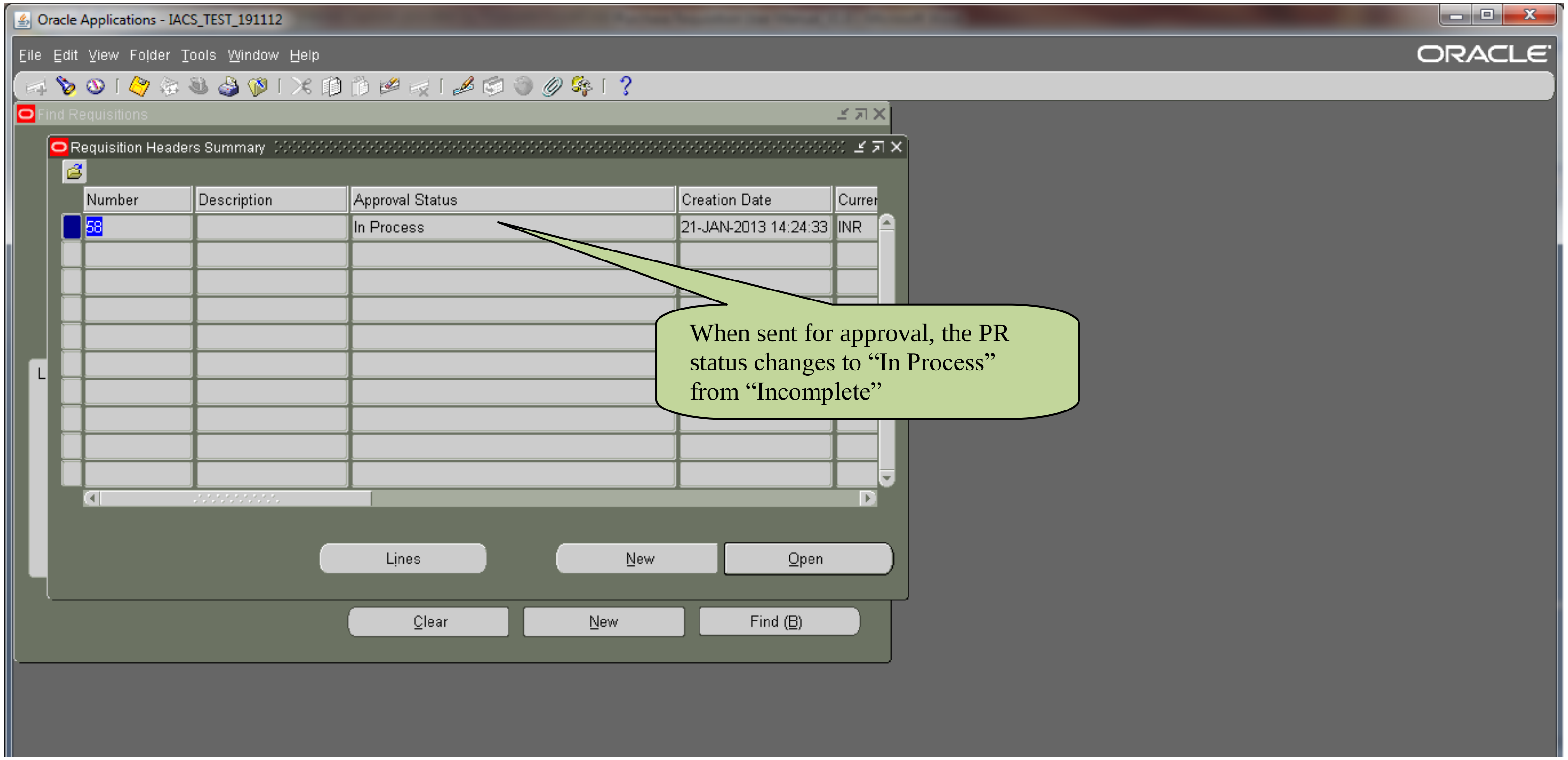

Oracle Applications - IACS_TEST_191112
File Edit View Folder Tools Window Help
ORACLE
Find Requisitions
Requisition
Control Document - 59
Number
59
Actions
Cancel Requisition
Finally Close
Reason
Item currently not needed
Curren
INR
Caution
Once the document is Cancelled, it cannot be undone. Do you want to proceed?
OK
Cancel
OK
Cancel
Cancellation of PR is an irreversible process. To proceed with cancellation, click on "OK"

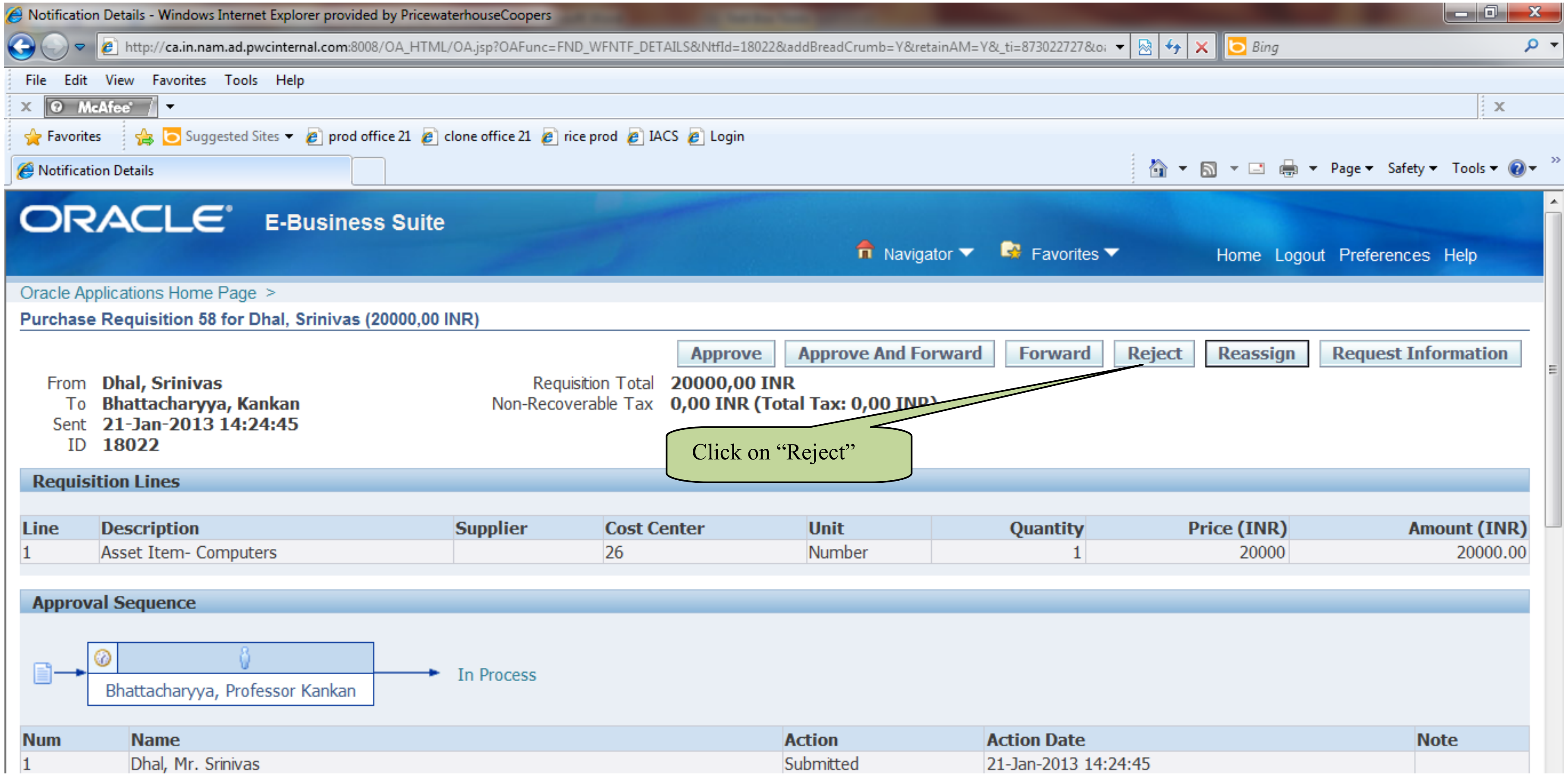
Step 3: The Approval Status of the requisition changes to "Cancelled".



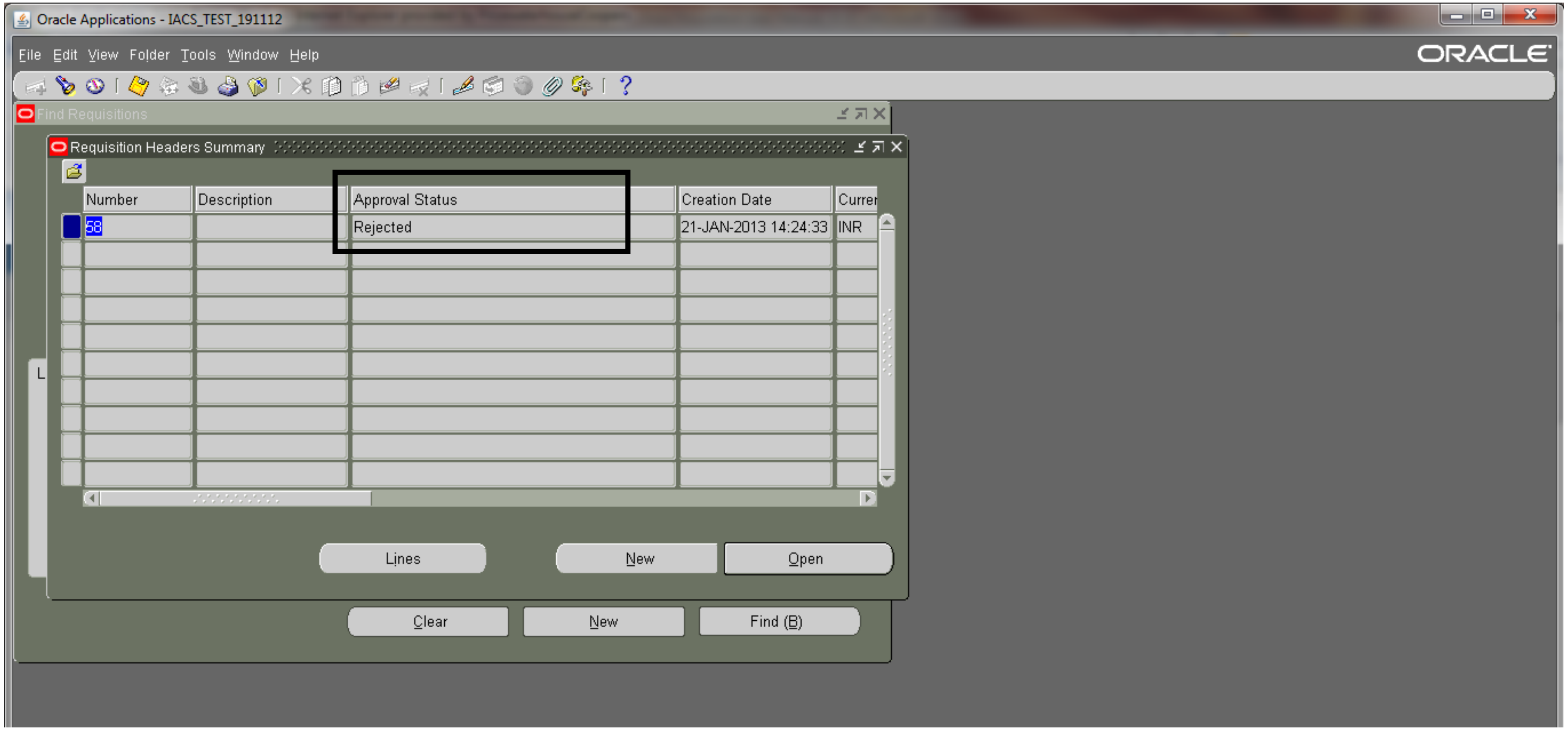
## 2.4 Reject Requisition

Step 1: Query the Purchase Requisition from the Requisitions Summary. The Status is “In Process” and the approver with whom it is pending is derived.
Step 2: The Approver logs in with his username and password and opens the notification on his Work List and Rejects the requisition.



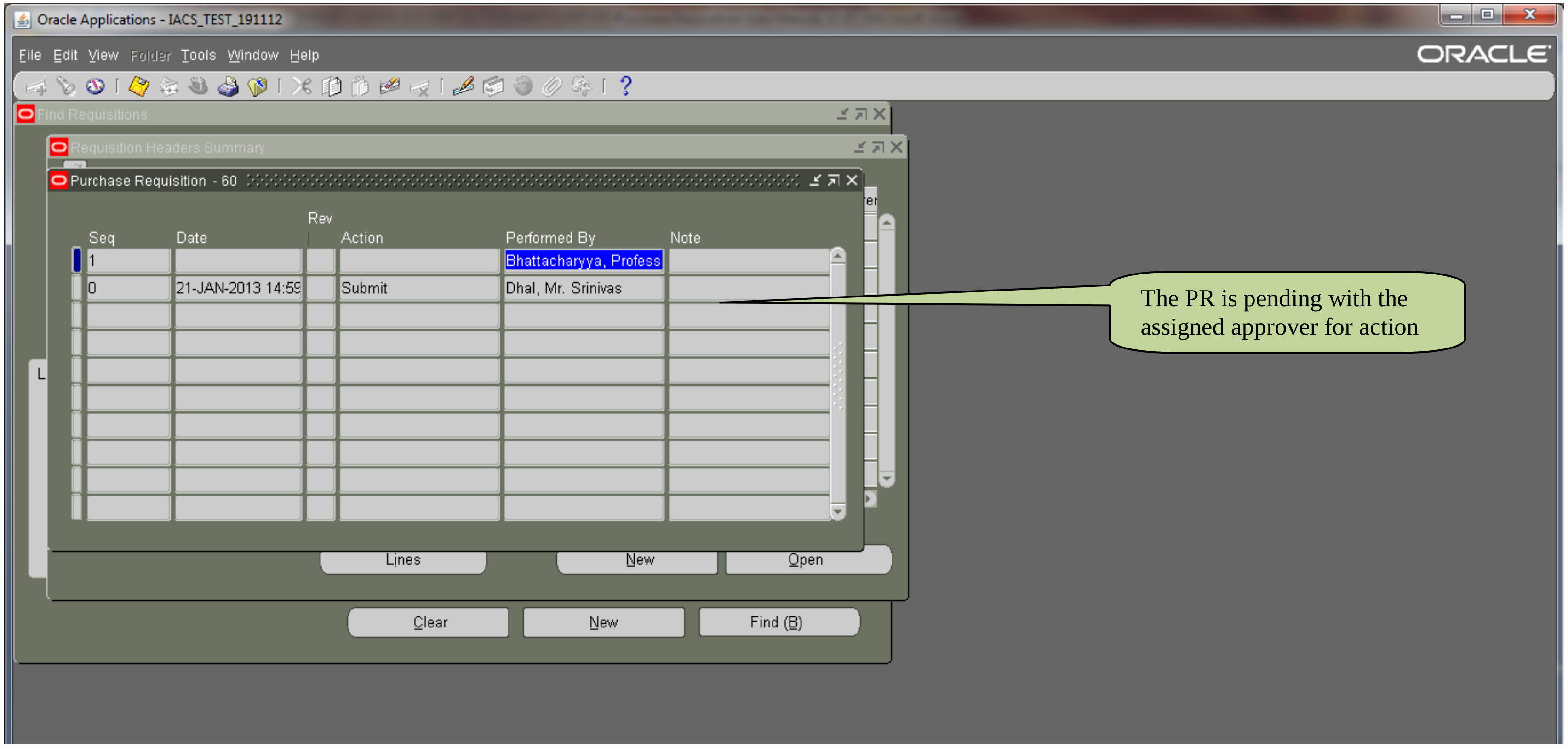

Notification Details - Windows Internet Explorer provided by PricewaterhouseCoopers
ORACLE E-Business Suite
Navigator
Favorites
Home Logout Preferences Help
Oracle Applications Home Page >
Purchase Requisition 58 for Dhal, Srinivas (20000,00 INR)
Approve
Approve And Forward
Forward
Reject
Reassign
Request Information
From Dhal, Srinivas
To Bhattacharyya, Kankan
Sent 21-Jan-2013 14:24:45
ID 18022
Requisition Total 20000,00 INR
Non-Recoverable Tax 0,00 INR (Total Tax: 0,00 INR)
Click on "Reject"
Requisition Lines
Line Description Supplier Cost Center Unit Quantity Price (INR) Amount (INR)
1 Asset Item- Computers 26 Number 1 20000 20000.00
Approval Sequence
Bhattacharyya, Professor Kankan
In Process
Num Name Action Action Date Note
1 Dhal, Mr. Srinivas Submitted 21-Jan-2013 14:24:45

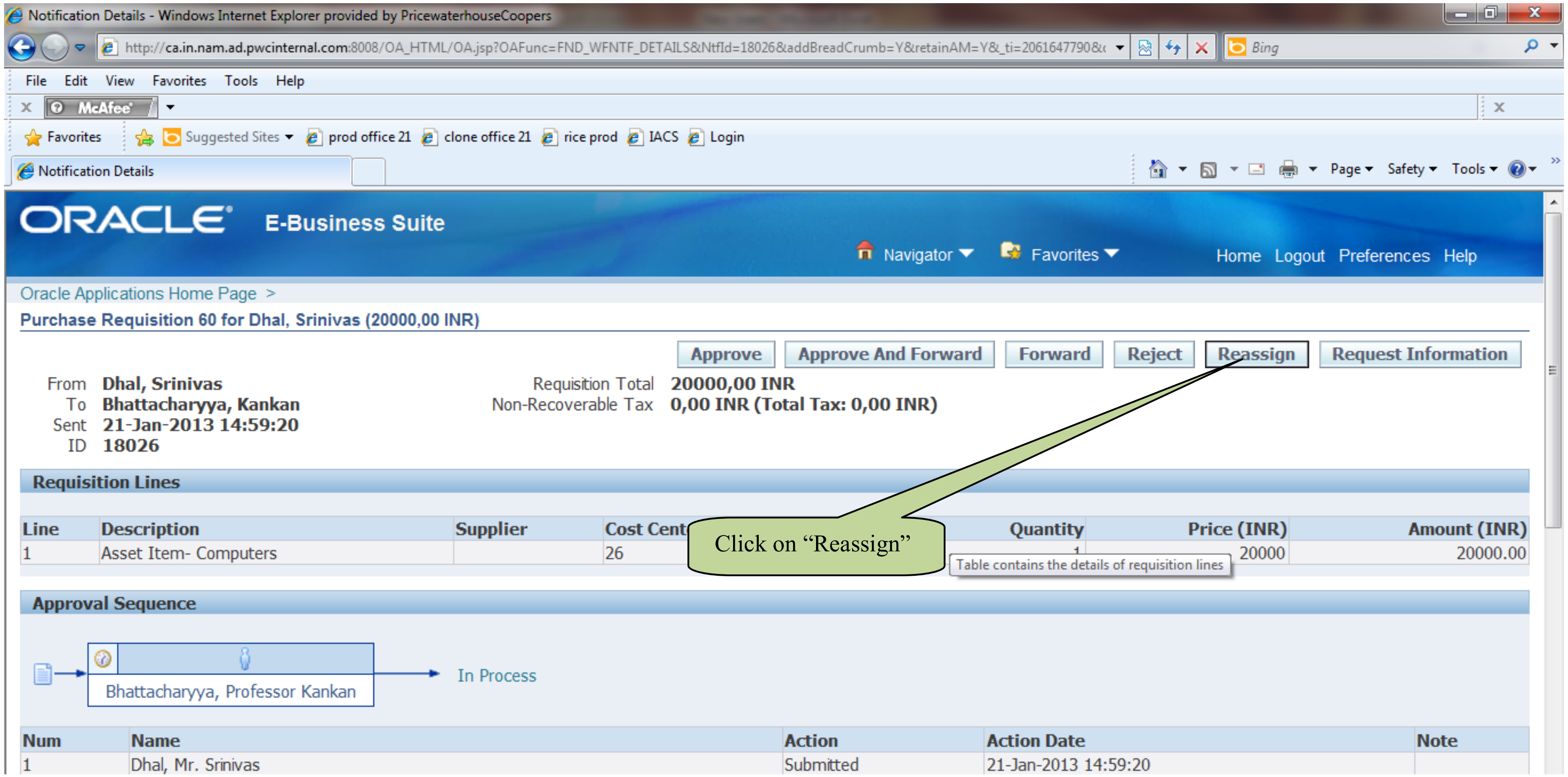
Step 3: The “Approval Status” of the requisition changes to “Rejected”



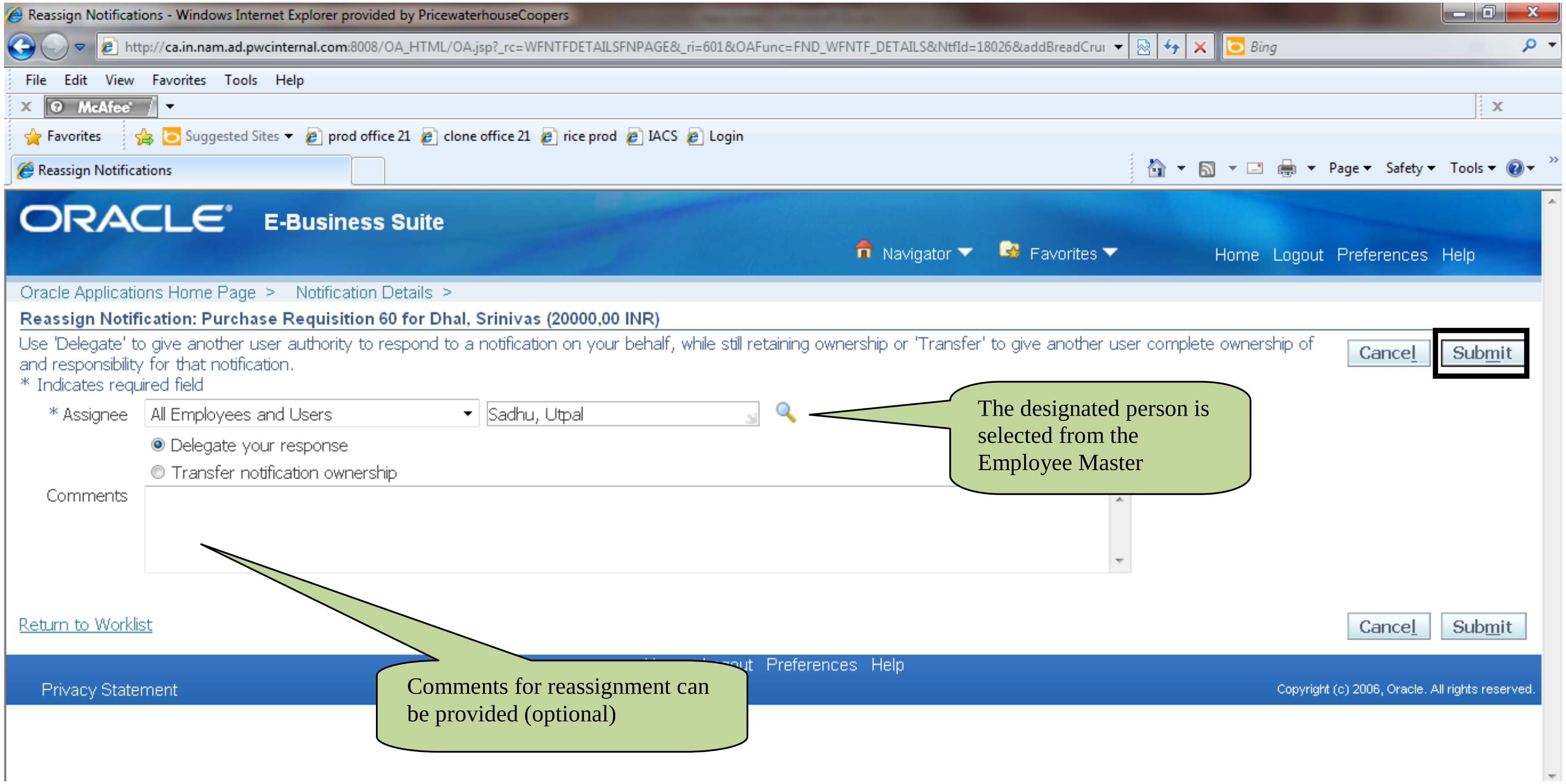
## 2.5 Reassign Requisition

Step 1: The Approver, to whom the Purchase Order is sent to take action, might reassign the notification to someone else by clicking on "Reassign"

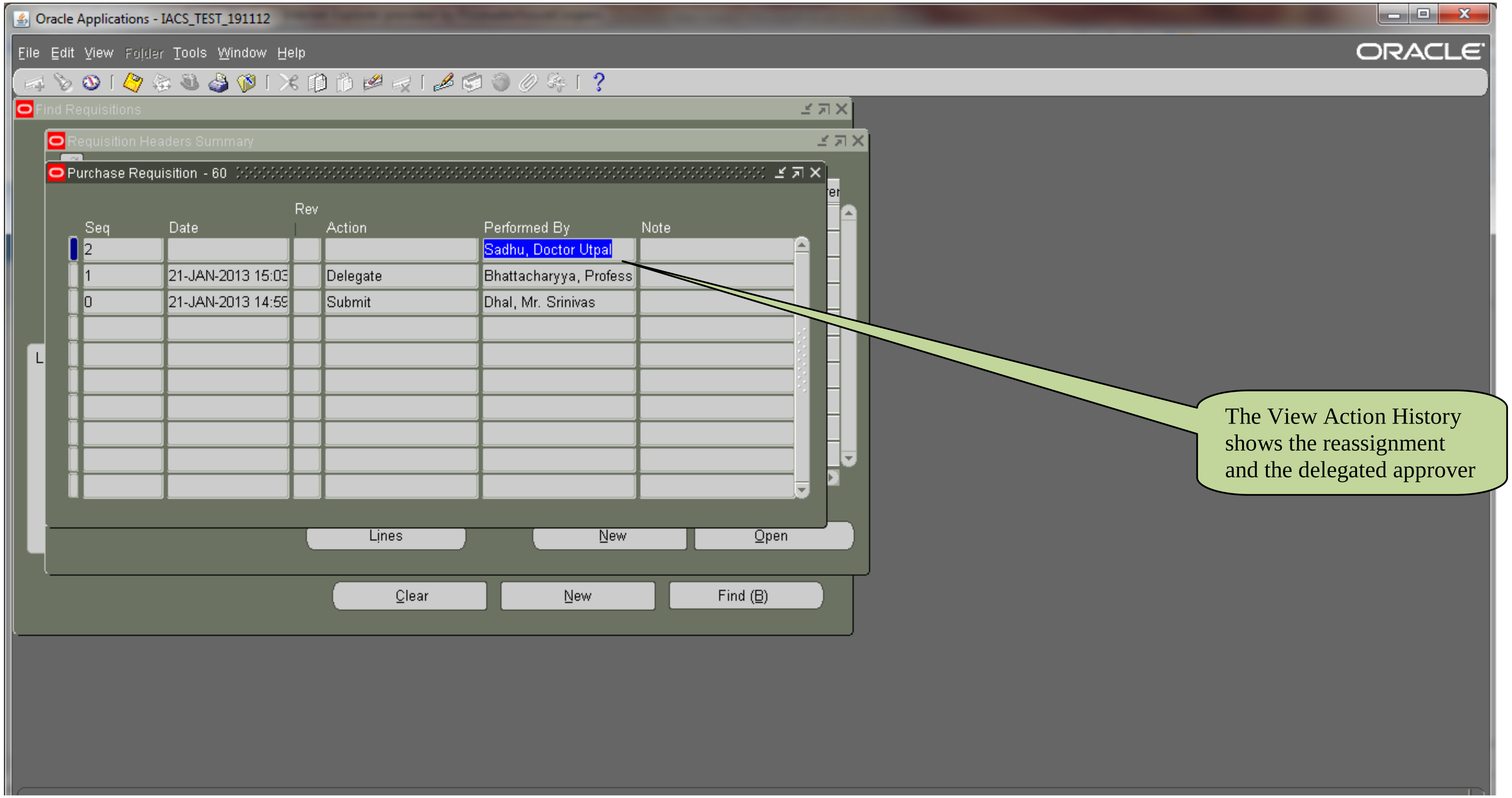


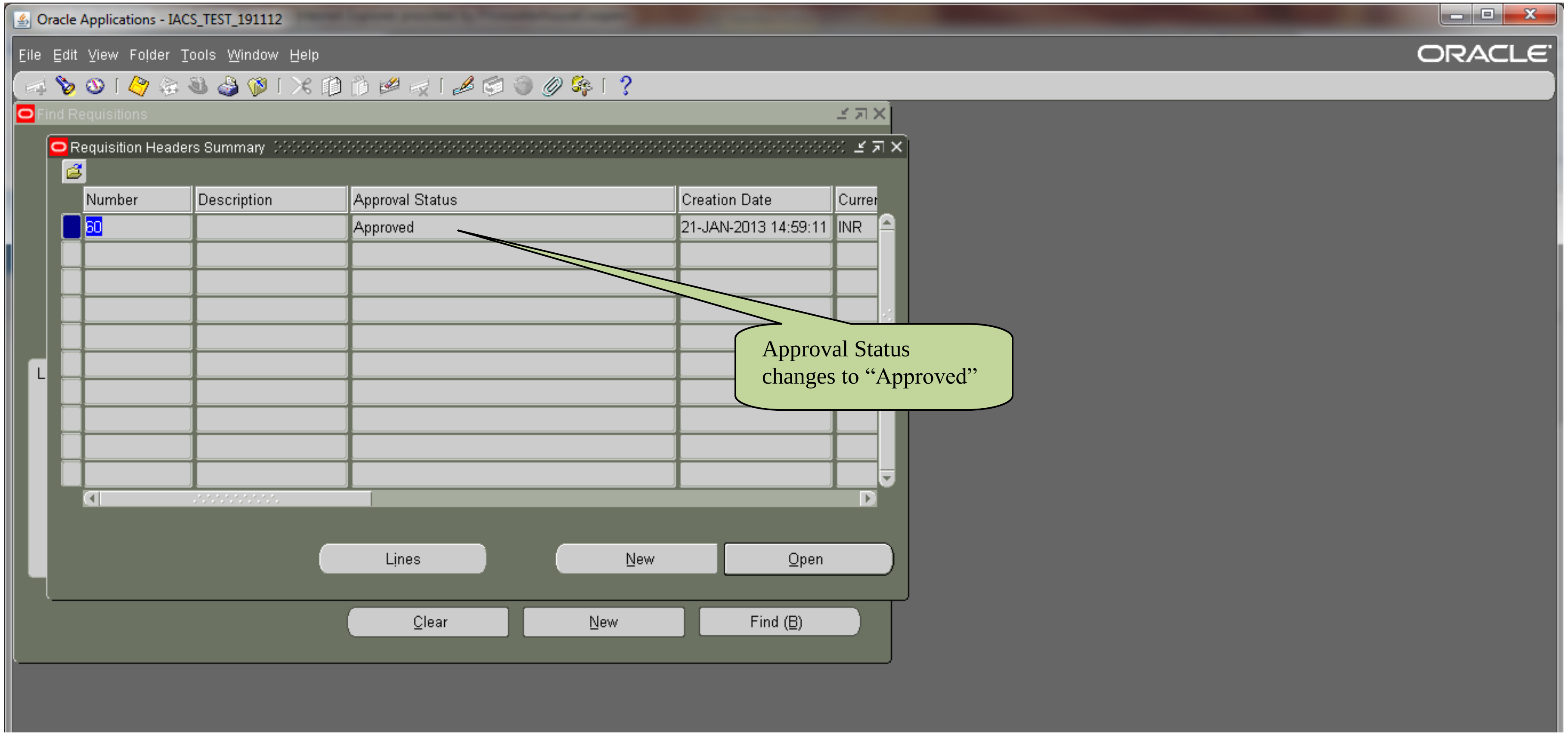

Notification Details - Windows Internet Explorer provided by PricewaterhouseCoopers
ORACLE E-Business Suite
Navigator
Favorites
Home Logout Preferences Help
Oracle Applications Home Page >
Purchase Requisition 60 for Dhal, Srinivas (20000,00 INR)
Approve
Approve And Forward
Forward
Reject
Reassign
Request Information
From Dhal, Srinivas
To Bhattacharyya, Kankan
Sent 21-Jan-2013 14:59:20
ID 18026
Requisition Total 20000,00 INR
Non-Recoverable Tax 0,00 INR (Total Tax: 0,00 INR)
Requisition Lines
Line Description Supplier Cost Cent Quantity Price (INR) Amount (INR)
1 Asset Item- Computers 26 20000 20000.00
Click on "Reassign"
Table contains the details of requisition lines
Approval Sequence
Bhattacharyya, Professor Kankan
In Process
Num Name Action Action Date Note
1 Dhal, Mr. Srinivas Submitted 21-Jan-2013 14:59:20

Step 2: Select the Assignee name from the LOV and Click on “Submit”




Step 3: Query the requisition, in **View Action history**. It shows that the requisition is pending with the delegated person. The re-assigned person logs in , opens the notification and takes action on the requisition by clicking on “Approve”. The “Approval Status” changes to “Approved”

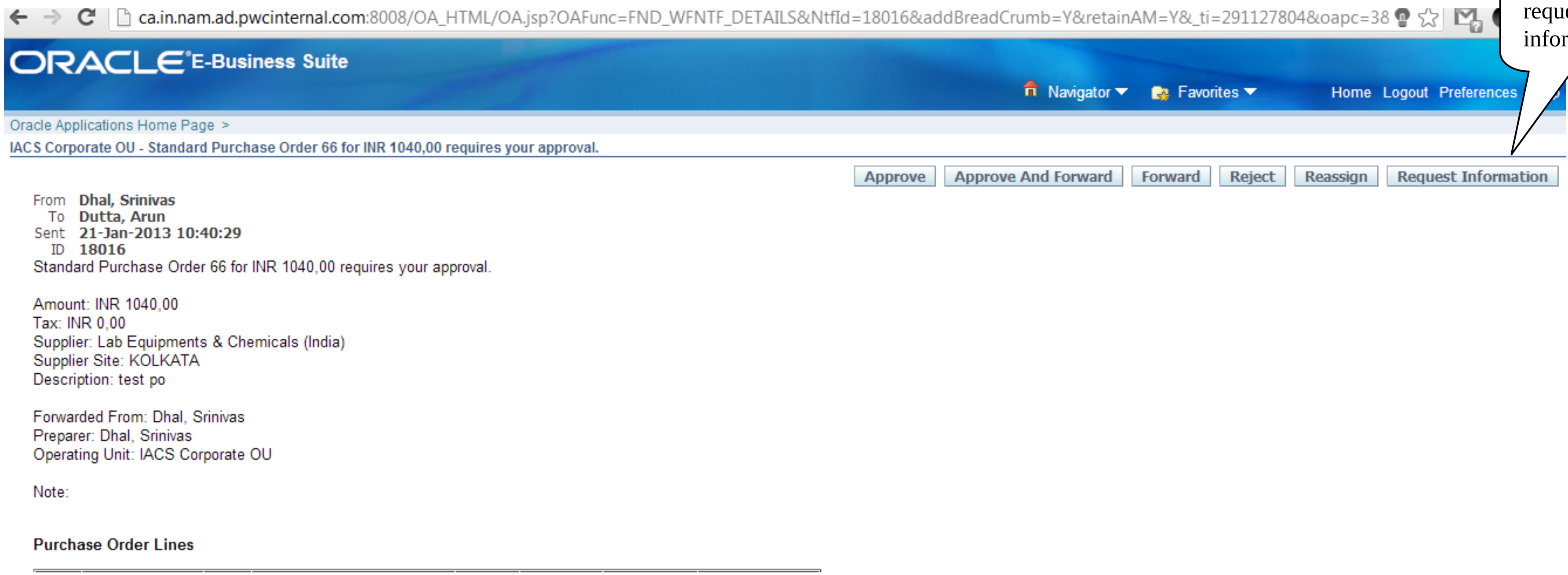

Oracle Applications - IACS_TEST_191112
File Edit View Folder Tools Window Help
ORACLE
Find Requisitions
Requisition Headers Summary
Purchase Requisition - 60
Seq Date Rev Action Performed By Note
2 Sadhu, Doctor Utpal
1 21-JAN-2013 15:03 Delegate Bhattacharyya, Profess
0 21-JAN-2013 14:59 Submit Dhal, Mr. Srinivas
Lines New Open
Clear New Find (B)
The View Action History shows the reassignment and the delegated approver


Oracle Applications - IACS_TEST_191112
File Edit View Folder Tools Window Help
ORACLE
Find Requisitions
Requisition Headers Summary
Number
Description
Approval Status
Creation Date
Curren
60
Approved
21-JAN-2013 14:59:11
INR
Approval Status changes to "Approved"
Lines
New
Open
Clear
New
Find (B)

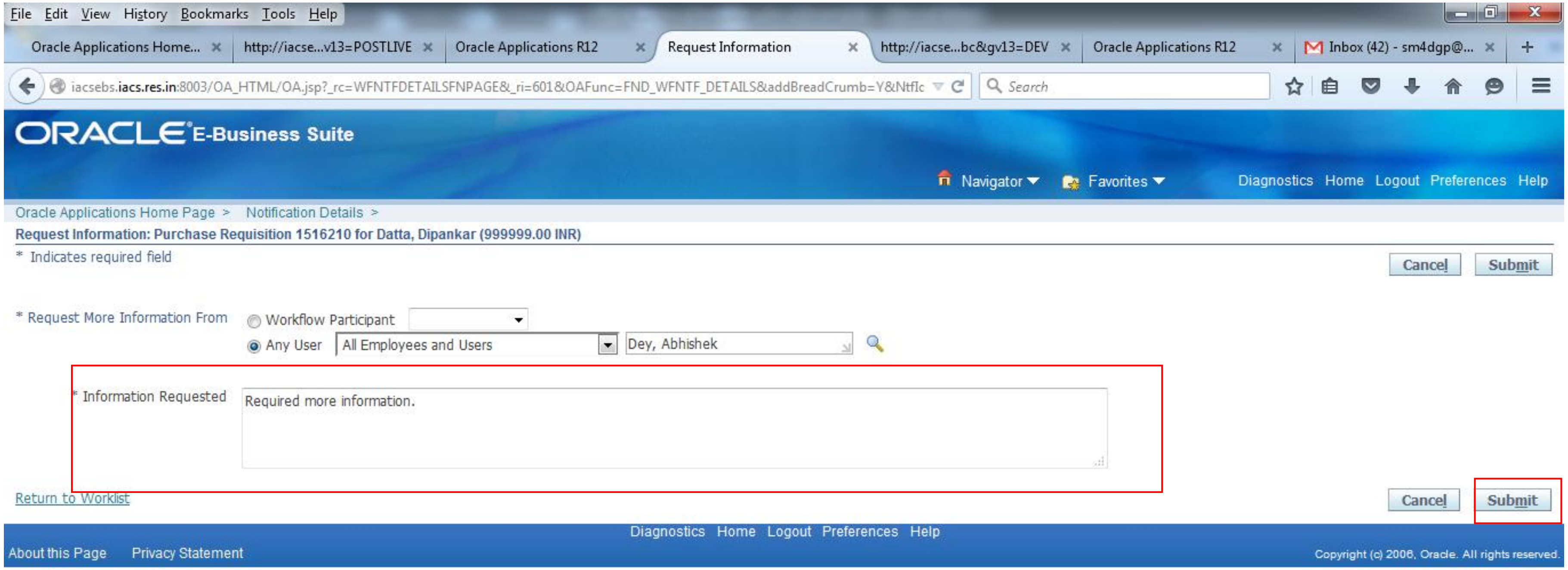
2.6. Request Information.

Request information use to send the notification to previous employee or any other person to clarify before approve.

Click on request information

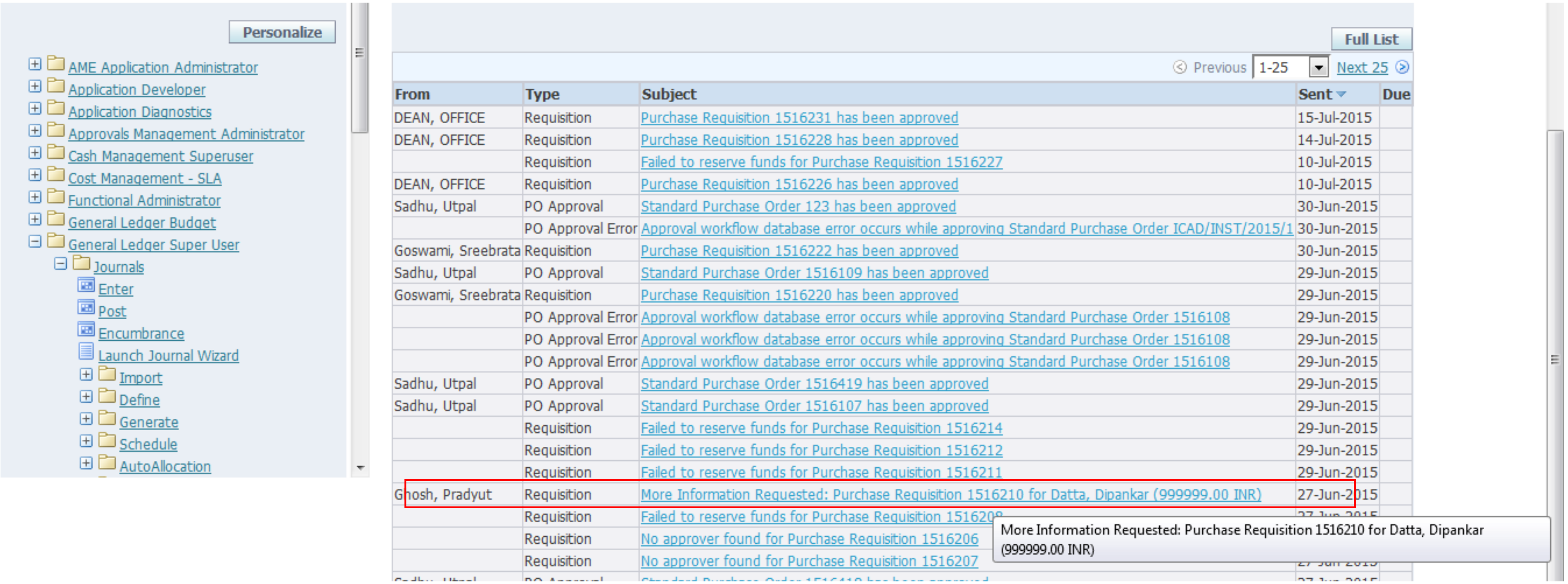


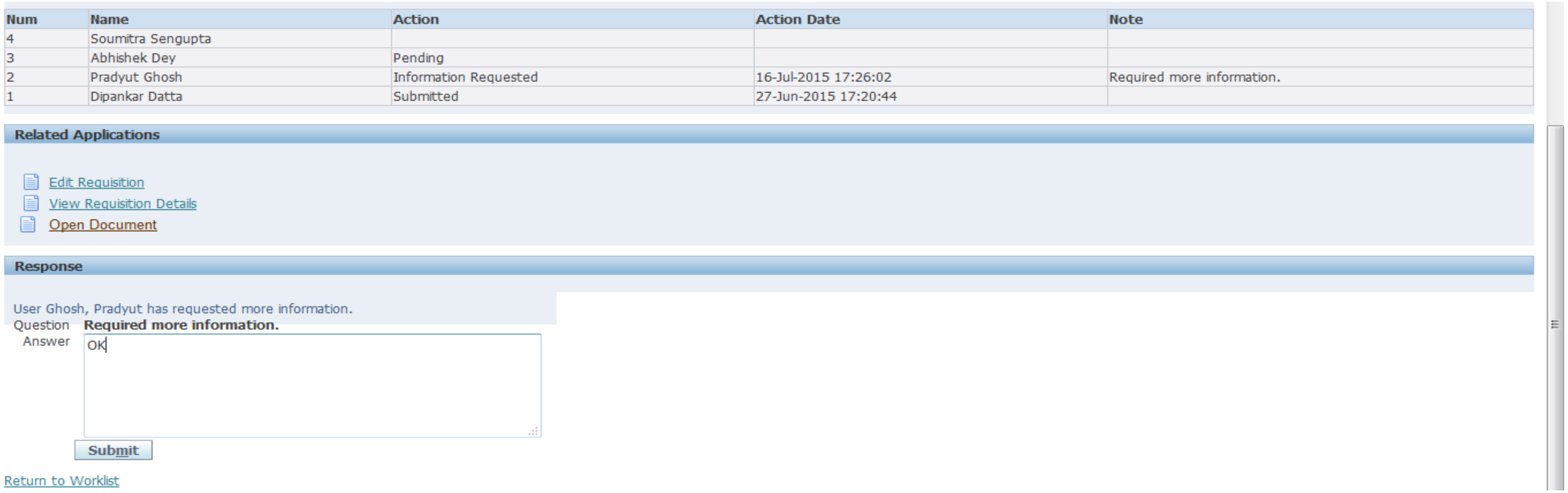
Required some data to PI/Indenter then click on request information and asked your requirement.




Here put the person name and write information required in information requested field.
Click on submit button.

The approver logs in to approve the Purchase Requisition. He opens the notification on his Work List and clicks on the “Submit” tab.






Put the information and submit to the next person.