

Oracle EBS Implementation
IACS Financials

USER MANUAL

<Purchase Requisition>

v1.0

DOCUMENT RELEASE NOTICE**USER MANUAL DOCUMENT****DRAFT RELEASE V1.0****DATE OF RELEASE:**

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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.

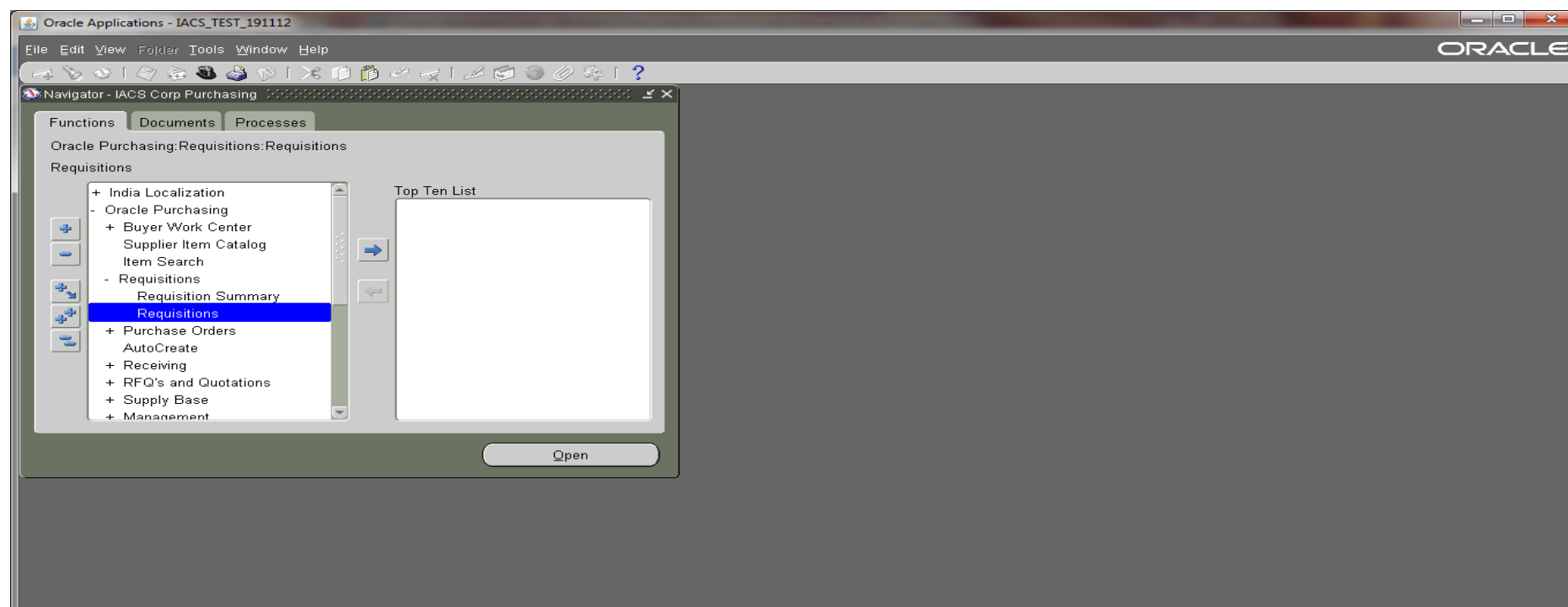
2 Purchase Requisition

2.1 Creation of Purchase Requisition

Screen: Purchase Requisition Screen

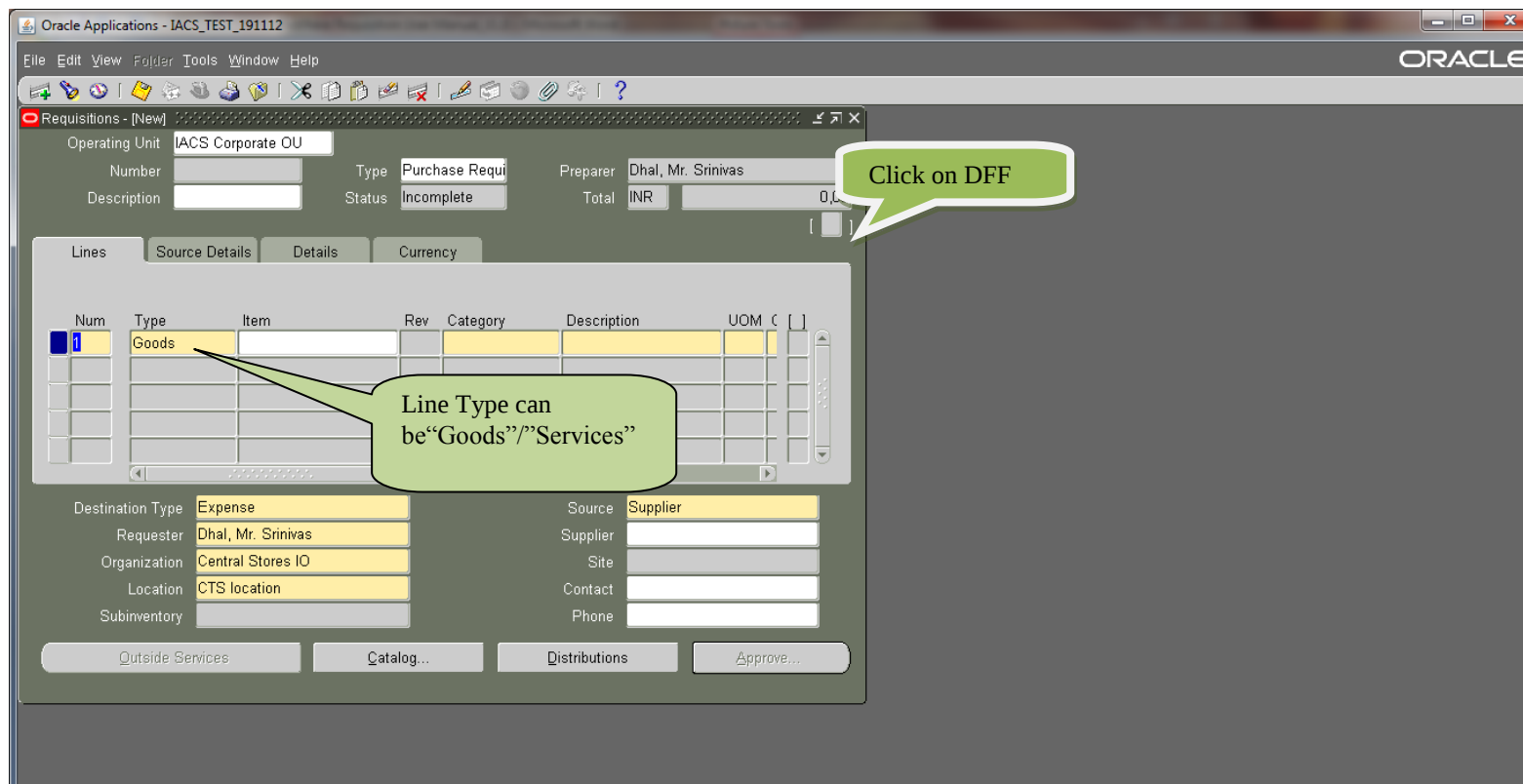
Purpose: To create a new Purchase Requisition.

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

Requisitions - [New]

Operating Unit: IACS Corporate OU

Number:

Type: Purchase Requi

Preparer: Dhal, Mr. Srinivas

Status: Incomplete

Total: INR

Click on DFF

Lines Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	C
1	Goods						

Line Type can be "Goods"/"Services"

Destination Type: Expense

Requester: Dhal, Mr. Srinivas

Organization: Central Stores IO

Location: CTS location

Subinventory:

Source: Supplier

Supplier:

Site:

Contact:

Phone:

Outside Services Catalog... Distributions Approve...

Oracle Applications - IACS_TEST_191112

File Edit View Folder Tools Window Help

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
1	Goods	00000008		Equipment M	Asset Item- Computers	

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 Requester: Dhal, Mr. Srinivas Organization: Central Stores IO Location: CTS location Subinventory:

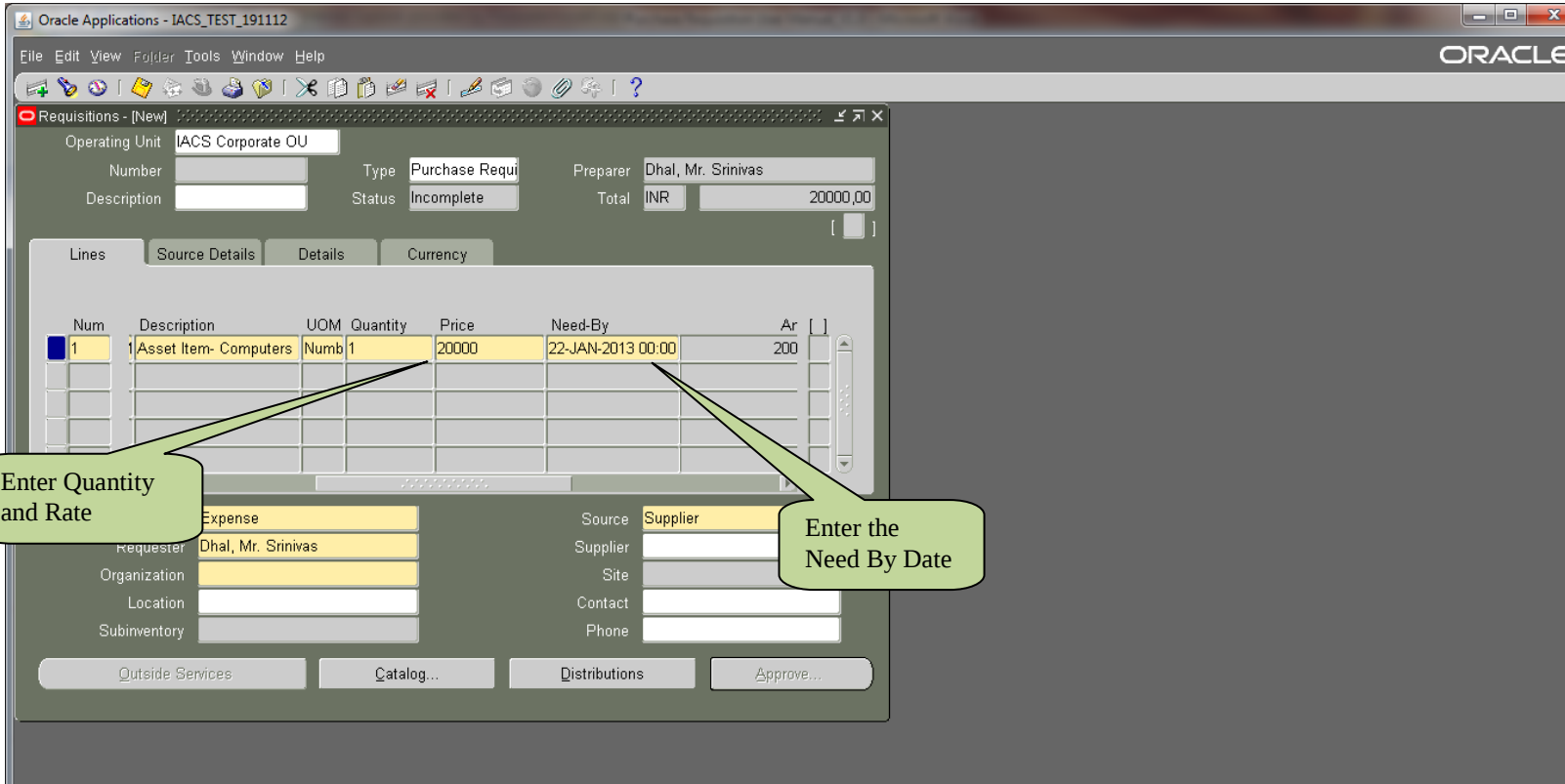
Supplier:

Contact: 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

Requisitions - [New]

Operating Unit: IACS Corporate OU

Number: Type: Purchase Requi Preparer: Dhal, Mr. Srinivas

Description: Status: Incomplete Total: INR 20000,00

Lines Source Details Details Currency

Num	Description	UOM	Quantity	Price	Need-By	Ar
1	Asset Item- Computers	Numb	1	20000	22-JAN-2013 00:00	200

Expense

Requester: Dhal, Mr. Srinivas

Organization:

Location:

Subinventory:

Source: Supplier

Supplier:

Site:

Contact:

Phone:

Outside Services Catalog... Distributions Approve...

Enter Quantity and Rate

Enter the Need By Date

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 Proj Budget IACS Corporate.Central Stores.No Proj

Accrual IACS Corporate.Central Stores.No Proj Variance IACS Corporate.Central Stores.No Proj

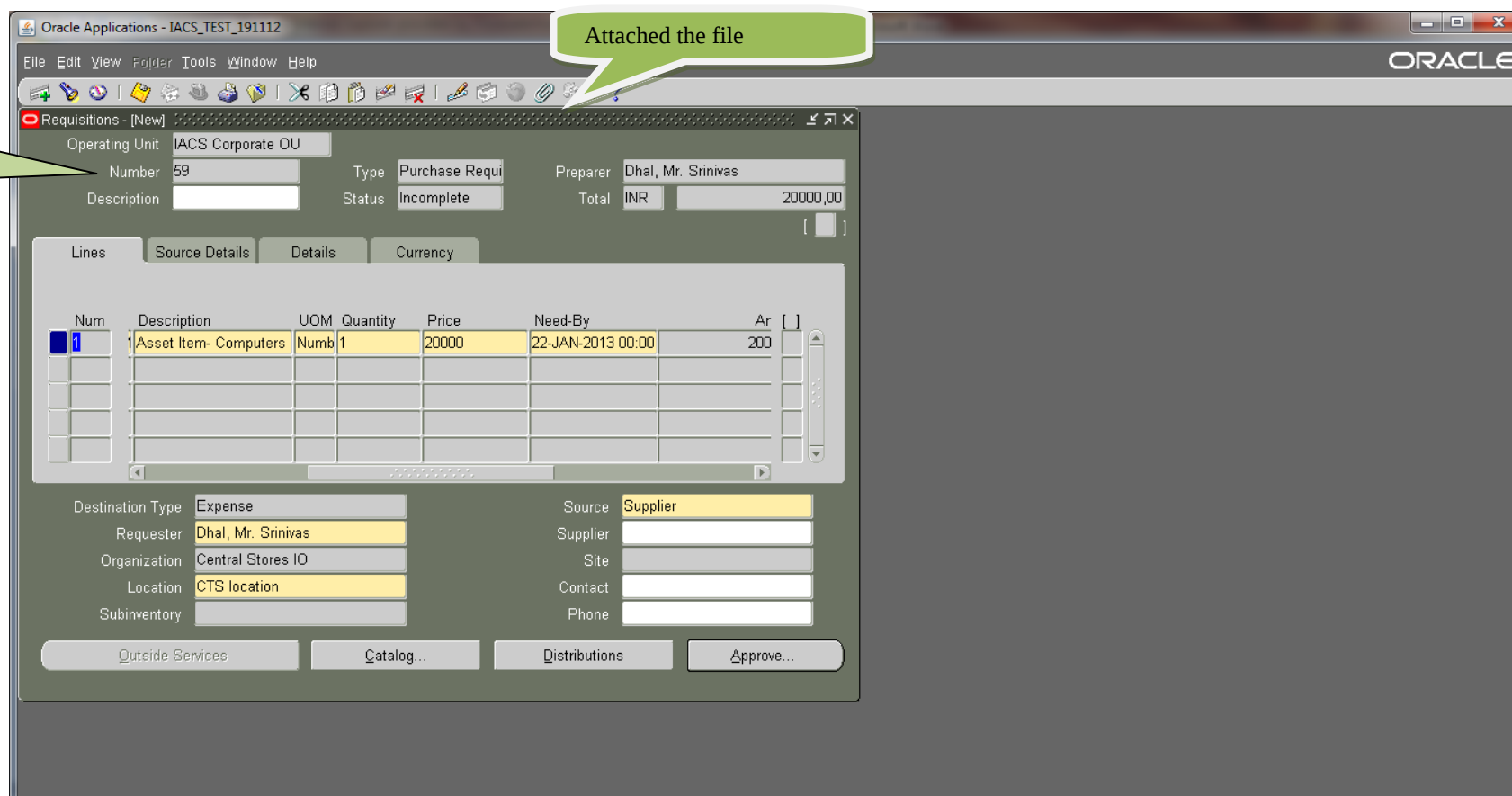
Location CTS location Contact

Subinventory 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.



Oracle Applications - IACS_TEST_191112

File Edit View Folder Tools Window Help

Requisitions - [New]

Operating Unit: IACS Corporate OU

Number: 59 Type: Purchase Requi Preparer: Dhal, Mr. Srinivas

Description: Status: Incomplete Total: INR 20000,00

Lines Source Details Details Currency

Num	Description	UOM	Quantity	Price	Need-By	Ar
1	Asset Item- Computers	Numb 1		20000	22-JAN-2013 00:00	200

Destination Type: Expense Source: Supplier

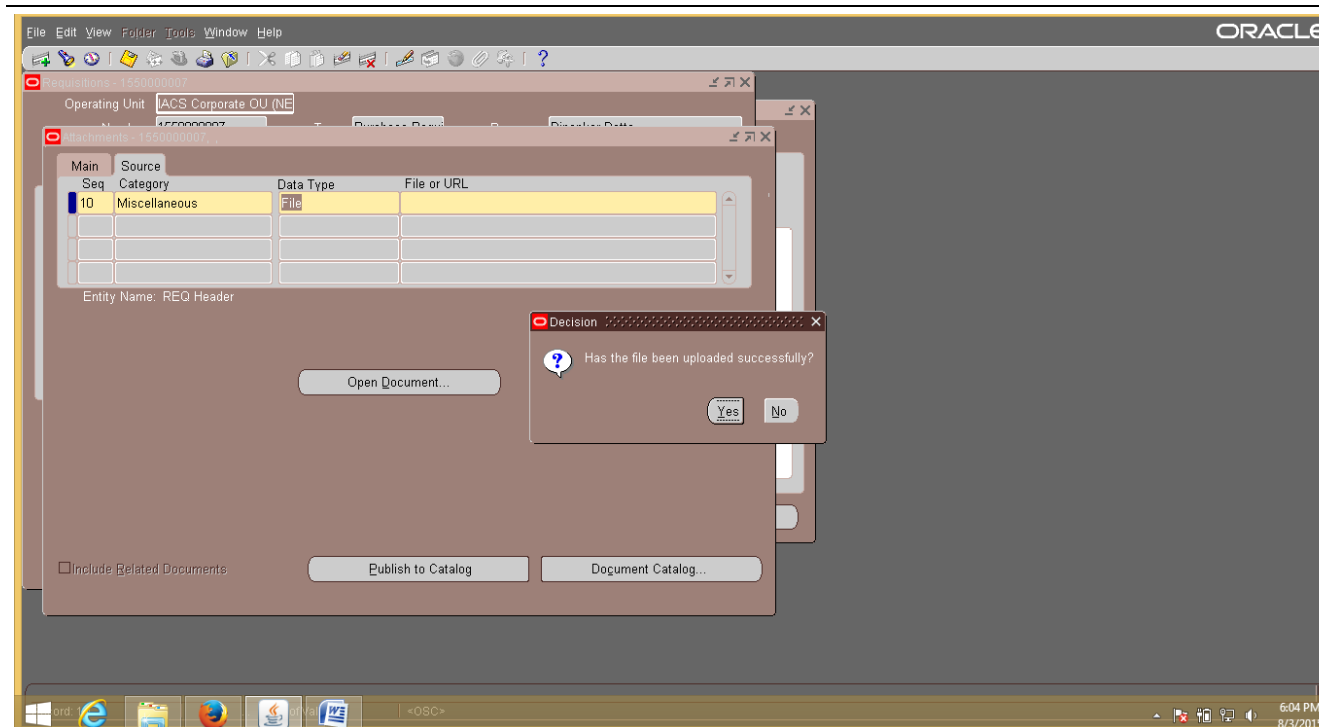
Requester: Dhal, Mr. Srinivas Supplier:

Organization: Central Stores IO Site:

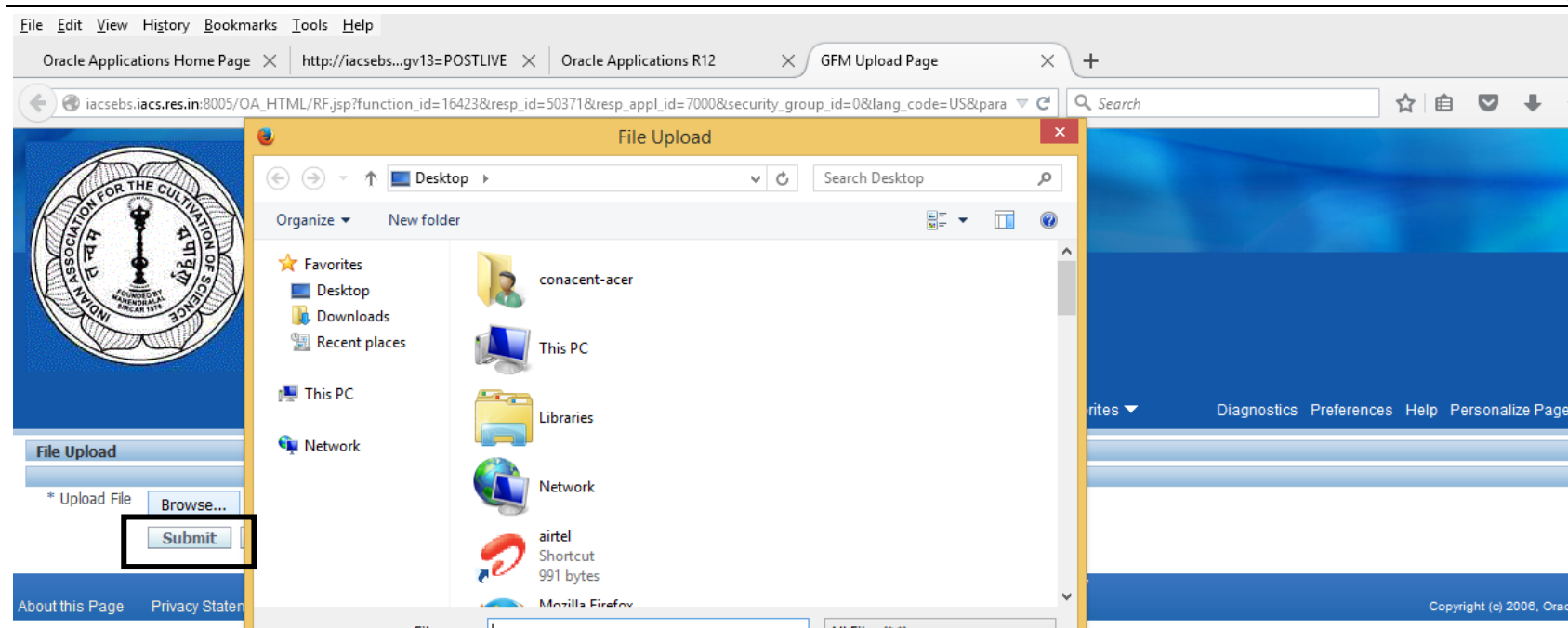
Location: CTS location Contact:

Subinventory: Phone:

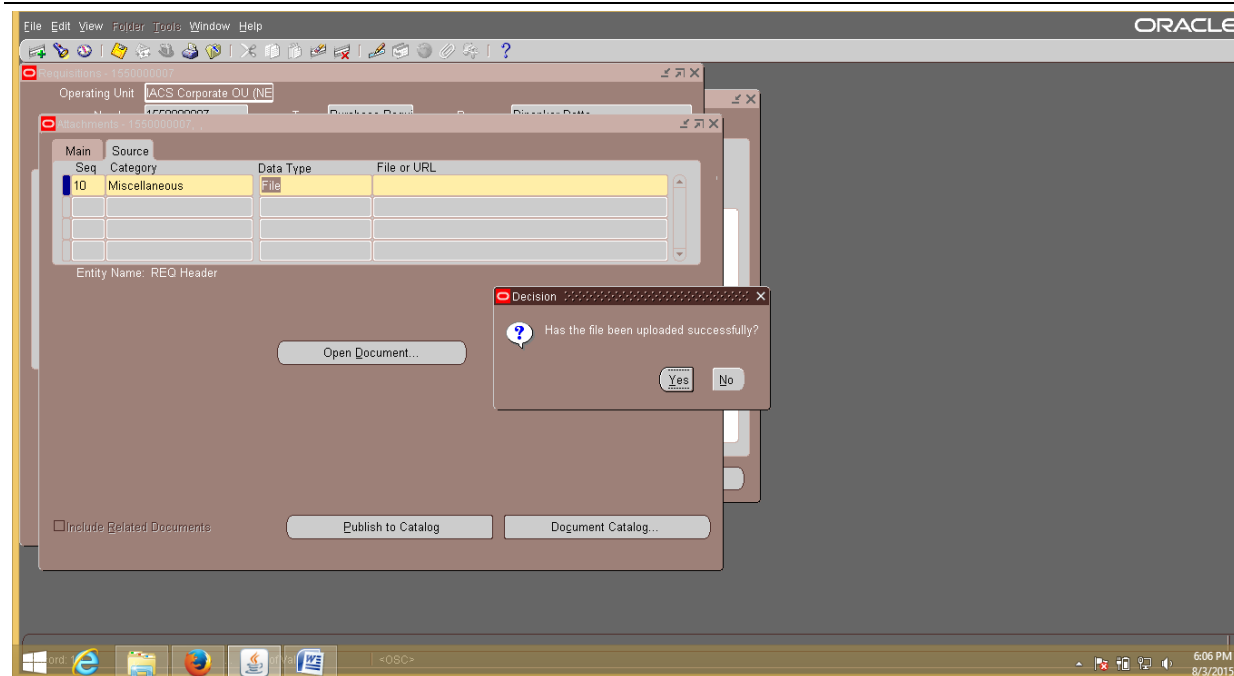
Outside Services Catalog... Distributions Approve...



Here you select the category and data type.



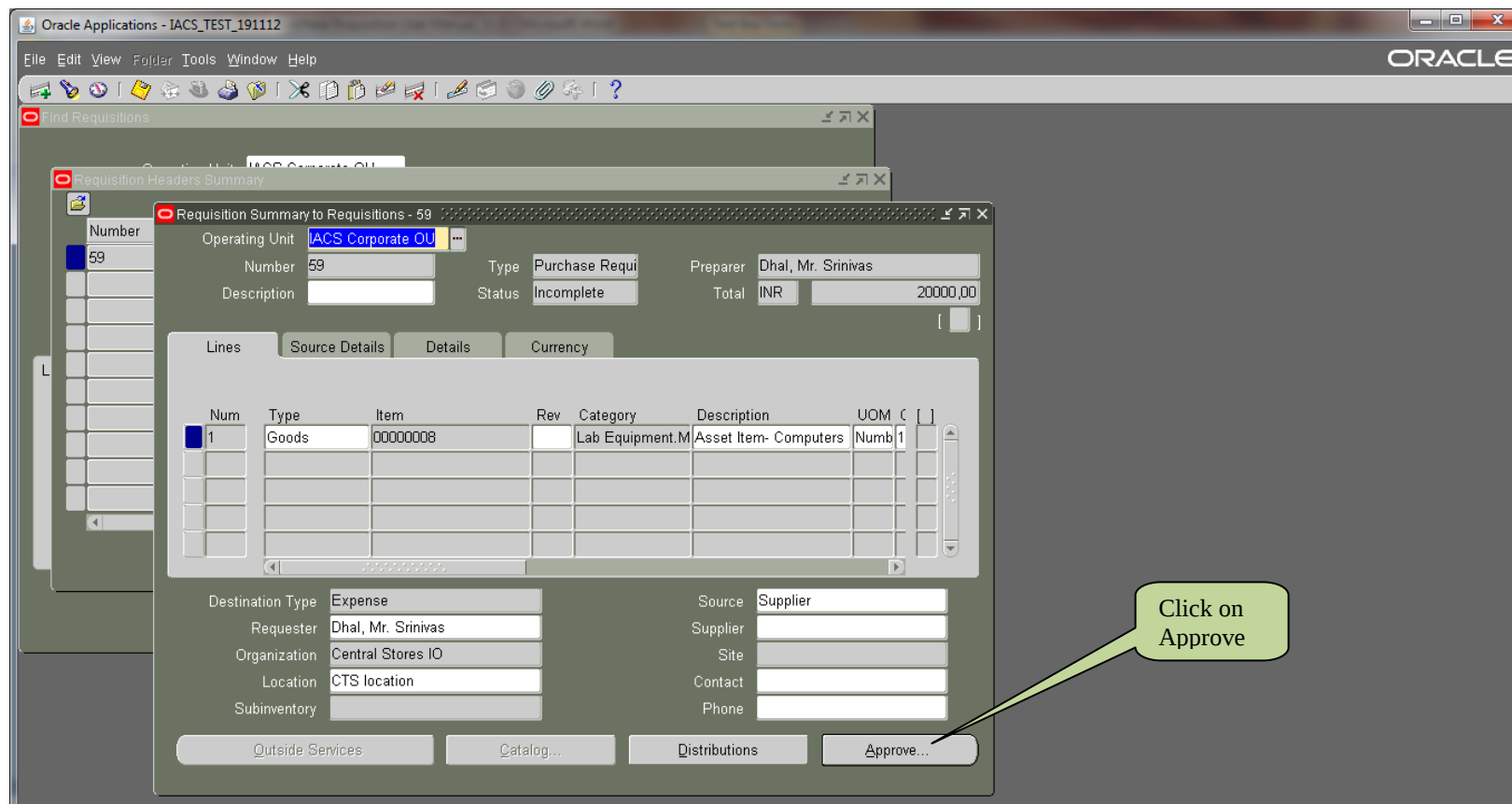
Now select the file and submit.



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.



Oracle Applications - IACS_TEST_191112

File Edit View Folder Tools Window Help

Find Requisitions

Requisition Headers Summary

Requisition Summary to Requisitions - 59

Operating Unit: IACS Corporate OU

Number: 59 Type: Purchase Requi Preparer: Dhal, Mr. Srinivas

Description: Status: Incomplete Total: INR 20000.00

Lines Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	C
1	Goods	00000008		Lab Equipment.M	Asset Item- Computers	Numb	1

Destination Type: Expense

Requester: Dhal, Mr. Srinivas

Organization: Central Stores IO

Location: CTS location

Subinventory:

Source: Supplier

Supplier:

Site:

Contact:

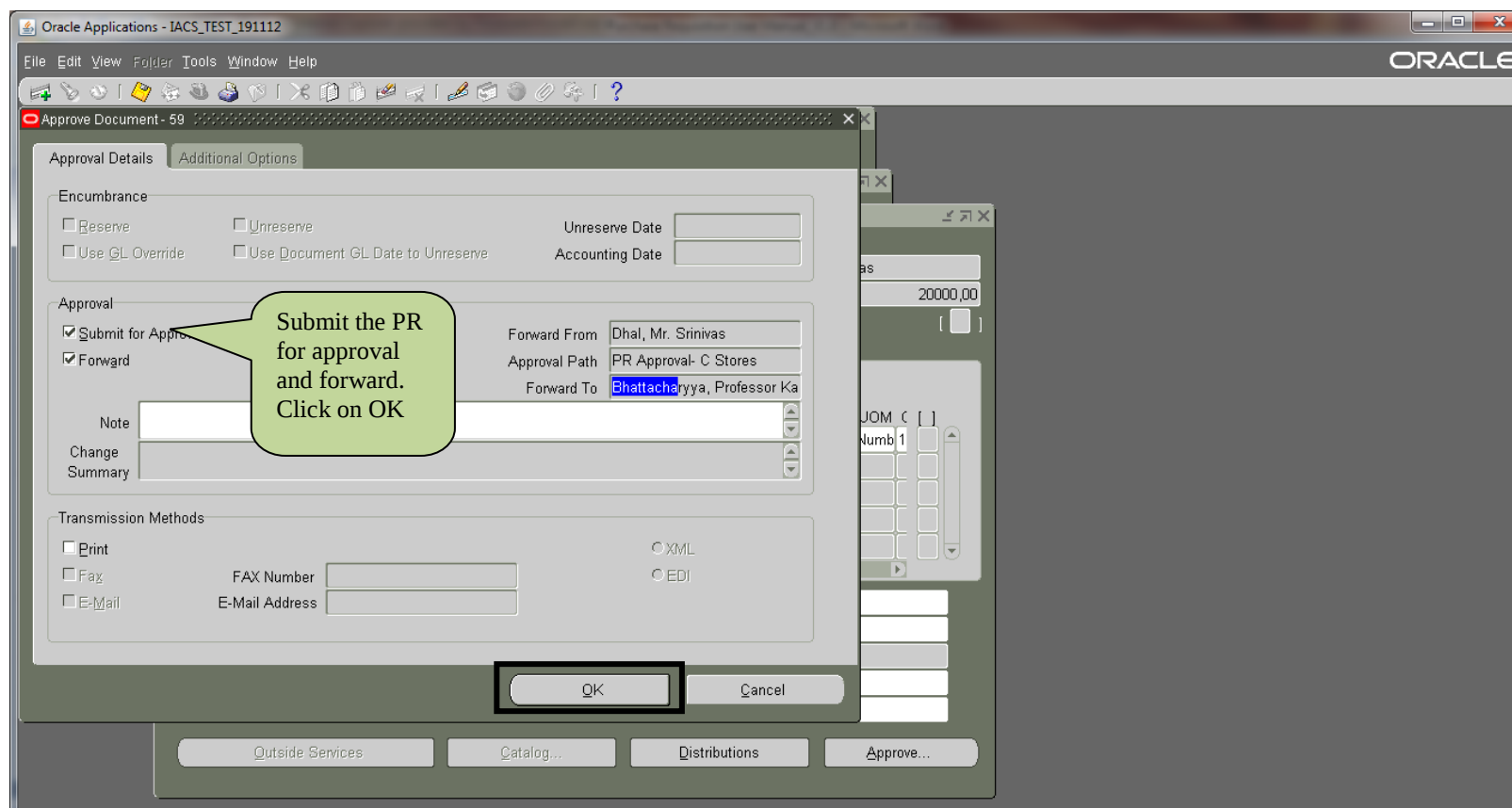
Phone:

Outside Services Catalog... Distributions Approve...

Click on Approve

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.



Oracle Applications - IACS_TEST_191112

File Edit View Folder Tools Window Help

ORACLE

Approve Document - 59

Approval Details Additional Options

Encumbrance

☐ Reserve ☐ Unreserve Unreserve Date

☐ Use GL Override ☐ Use Document GL Date to Unreserve Accounting Date

Approval

☒ Submit for Approval

☒ Forward

Note

Change Summary

Forward From Dhal, Mr. Srinivas

Approval Path PR Approval- C Stores

Forward To Bhattacharyya, Professor Ka

Transmission Methods

☐ Print ☐ XML

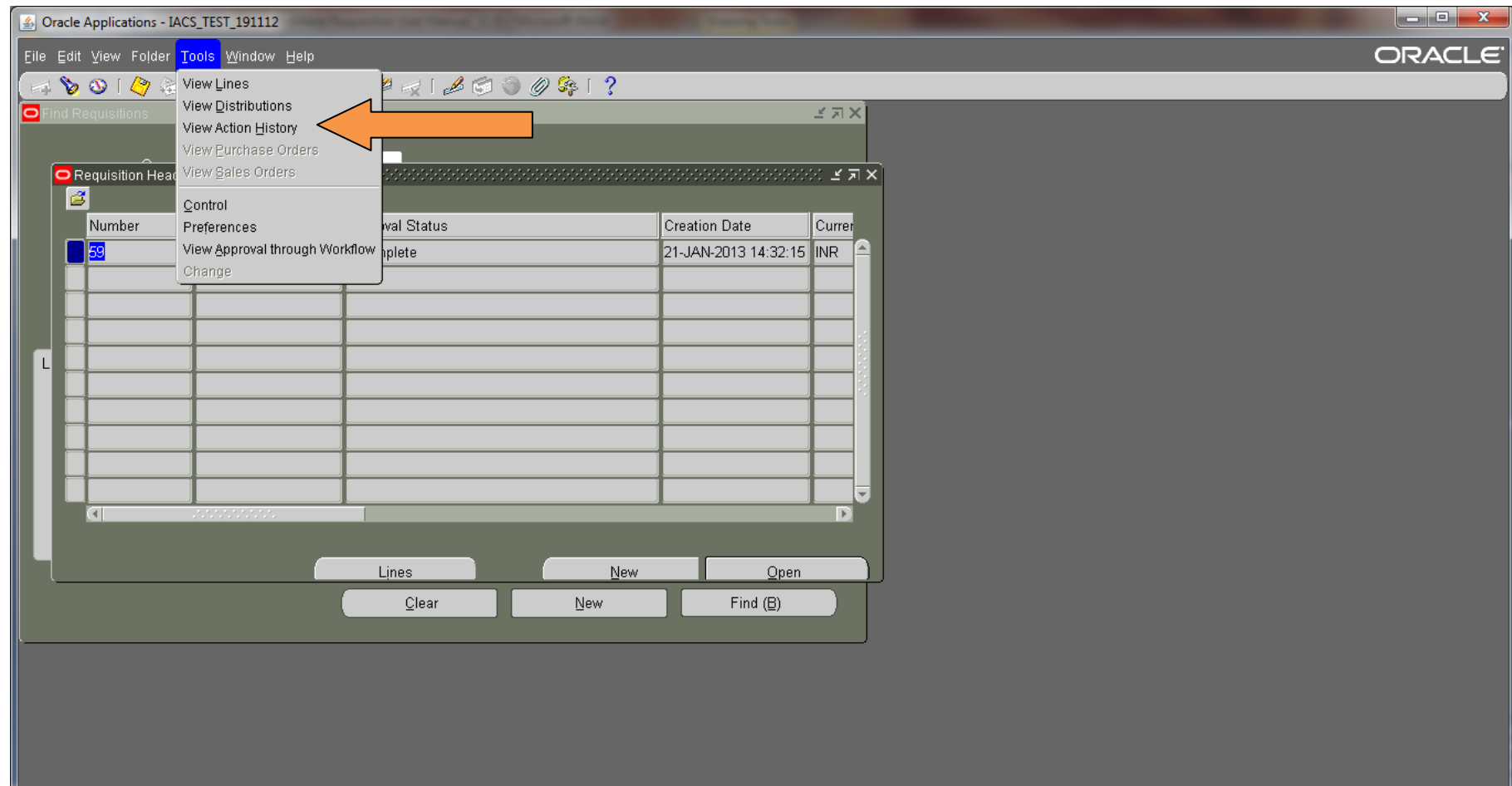
☐ Fax FAX Number

☐ E-Mail E-Mail Address ☐ EDI

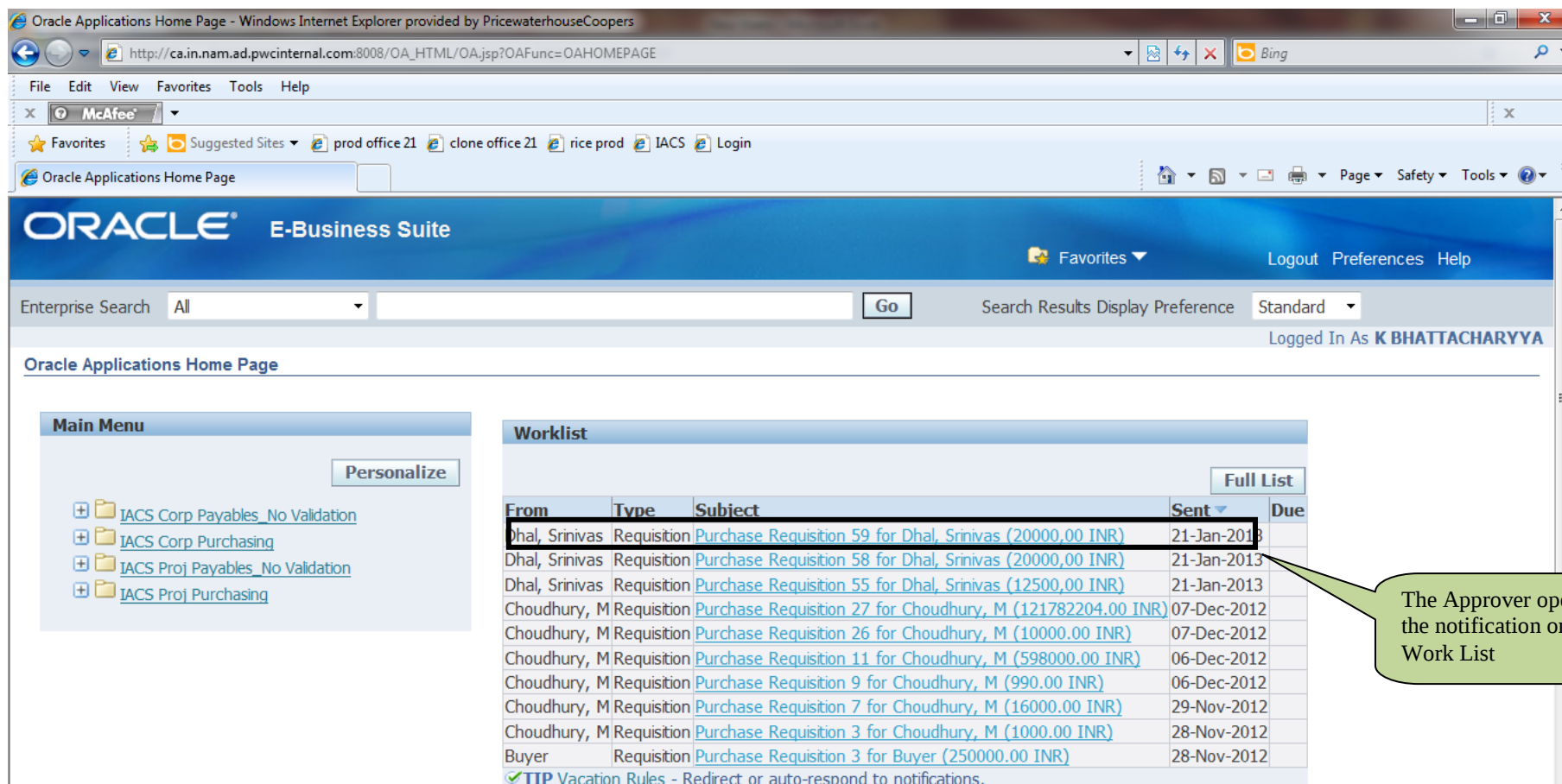
OK Cancel

Outside Services Catalog... Distributions Approve...

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.



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.



The screenshot shows the Oracle Applications Home Page in a Windows Internet Explorer browser. The page title is "Oracle Applications Home Page - Windows Internet Explorer provided by PricewaterhouseCoopers". The URL is "http://ca.in.nam.ad.pwcinternal.com:8008/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE". The browser's address bar shows the URL. The page has a blue header with the Oracle E-Business Suite logo and navigation links like "Favorites", "Logout", "Preferences", and "Help". Below the header is a search bar with "Enterprise Search" and a "Go" button. The user is logged in as "K BHATTACHARYYA".

On the left side, there is a "Main Menu" section with a "Personalize" button and a list of links: "IACS Corp Payables_No Validation", "IACS Corp Purchasing", "IACS Proj Payables_No Validation", and "IACS Proj Purchasing".

The main content area is titled "Worklist" and contains a table with the following columns: "From", "Type", "Subject", "Sent", and "Due". The table lists several purchase requisitions. A callout bubble points to the first row of the table, which is highlighted.

From	Type	Subject	Sent	Due
Dhal, Srinivas	Requisition	Purchase Requisition 59 for Dhal, Srinivas (20000.00 INR)	21-Jan-2013	
Dhal, Srinivas	Requisition	Purchase Requisition 58 for Dhal, Srinivas (20000.00 INR)	21-Jan-2013	
Dhal, Srinivas	Requisition	Purchase Requisition 55 for Dhal, Srinivas (12500.00 INR)	21-Jan-2013	
Choudhury, M	Requisition	Purchase Requisition 27 for Choudhury, M (121782204.00 INR)	07-Dec-2012	
Choudhury, M	Requisition	Purchase Requisition 26 for Choudhury, M (10000.00 INR)	07-Dec-2012	
Choudhury, M	Requisition	Purchase Requisition 11 for Choudhury, M (598000.00 INR)	06-Dec-2012	
Choudhury, M	Requisition	Purchase Requisition 9 for Choudhury, M (990.00 INR)	06-Dec-2012	
Choudhury, M	Requisition	Purchase Requisition 7 for Choudhury, M (16000.00 INR)	29-Nov-2012	
Choudhury, M	Requisition	Purchase Requisition 3 for Choudhury, M (1000.00 INR)	28-Nov-2012	
Buyer	Requisition	Purchase Requisition 3 for Buyer (250000.00 INR)	28-Nov-2012	

At the bottom of the Worklist section, there is a link: "TIP Vacation Rules - Redirect or auto-respond to notifications."

A callout bubble points to the first row of the table, containing the text: "The Approver opens the notification on his Work List".

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

ORACLE® E-Business Suite

Navigator Favorites Home Logout Preferences Help

Oracle Applications Home Page >

Purchase Requisition 59 for Dhal, Srinivas (20000,00 INR)

From **Dhal, Srinivas** Requisition Total **20000,00 INR**
 To **Bhattacharyya, Kankan** Non-Recoverable Tax **0,00 INR (Total Tax: 0,00 INR)**
 Sent **21-Jan-2013 14:35:25**
 ID **18023**

Approve **Approve And Forward** **Forward** **Reject** **Reassign** **Request Information**

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



Num	Name	Action	Action Date	Note
1	Dhal, Mr. Srinivas	Submitted	21-Jan-2013 14:35:25	
2	Bhattacharyya, Professor Kankan	Pending		

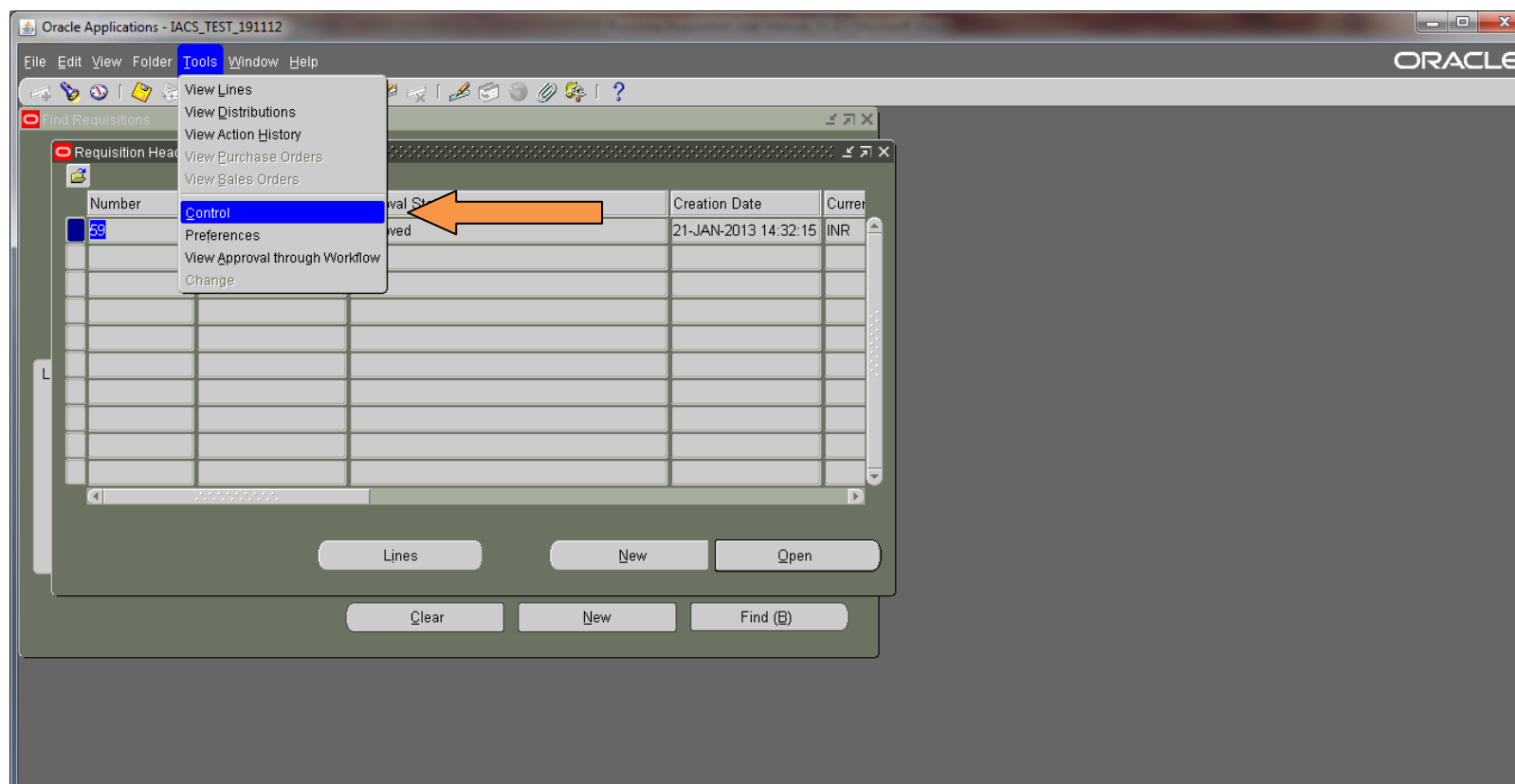
Step 6: Similarly, further approvers will approve the requisition those who are in the approver path, and the Requisition Status changes from “In Process” to “Approved”.

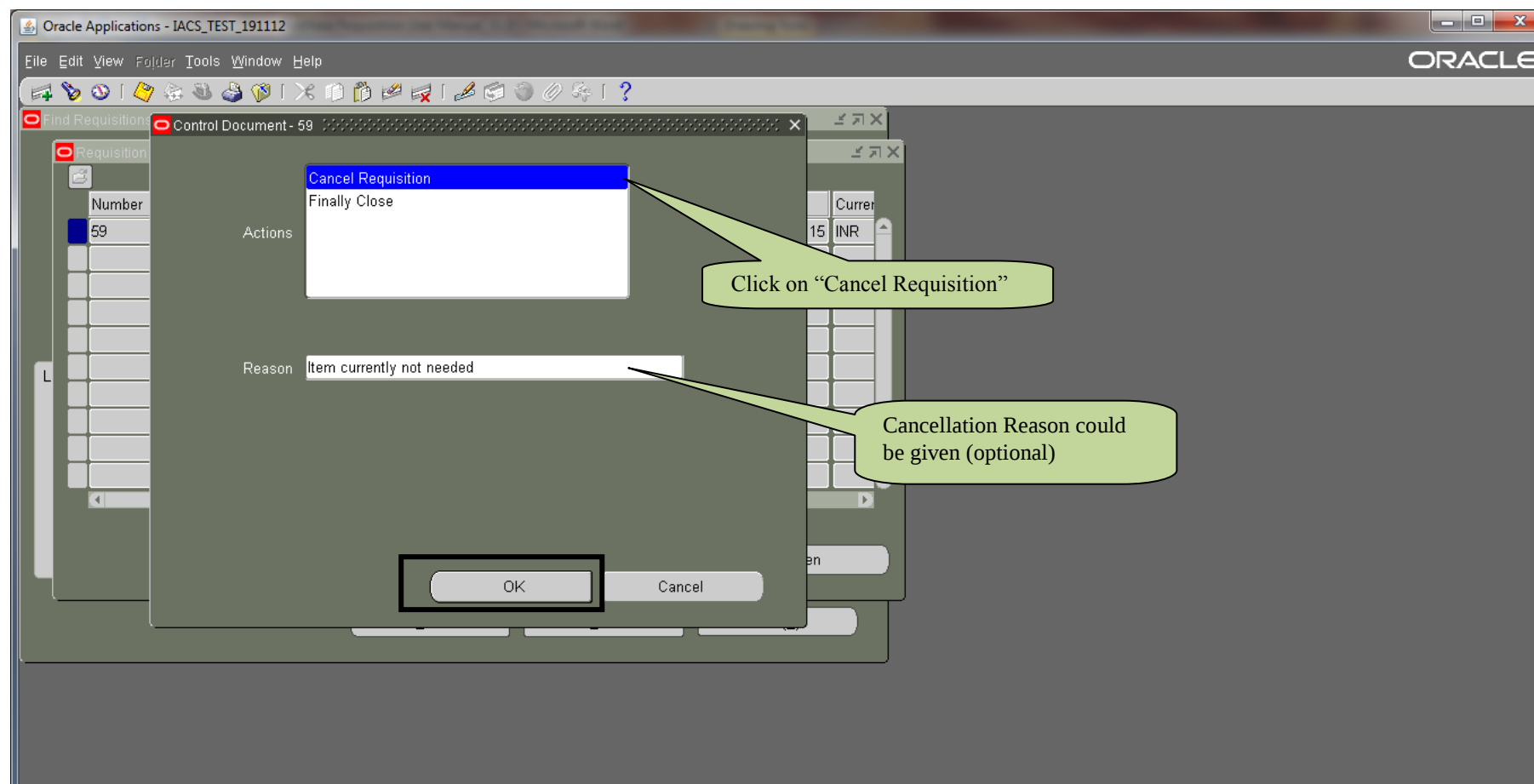
[illegible]

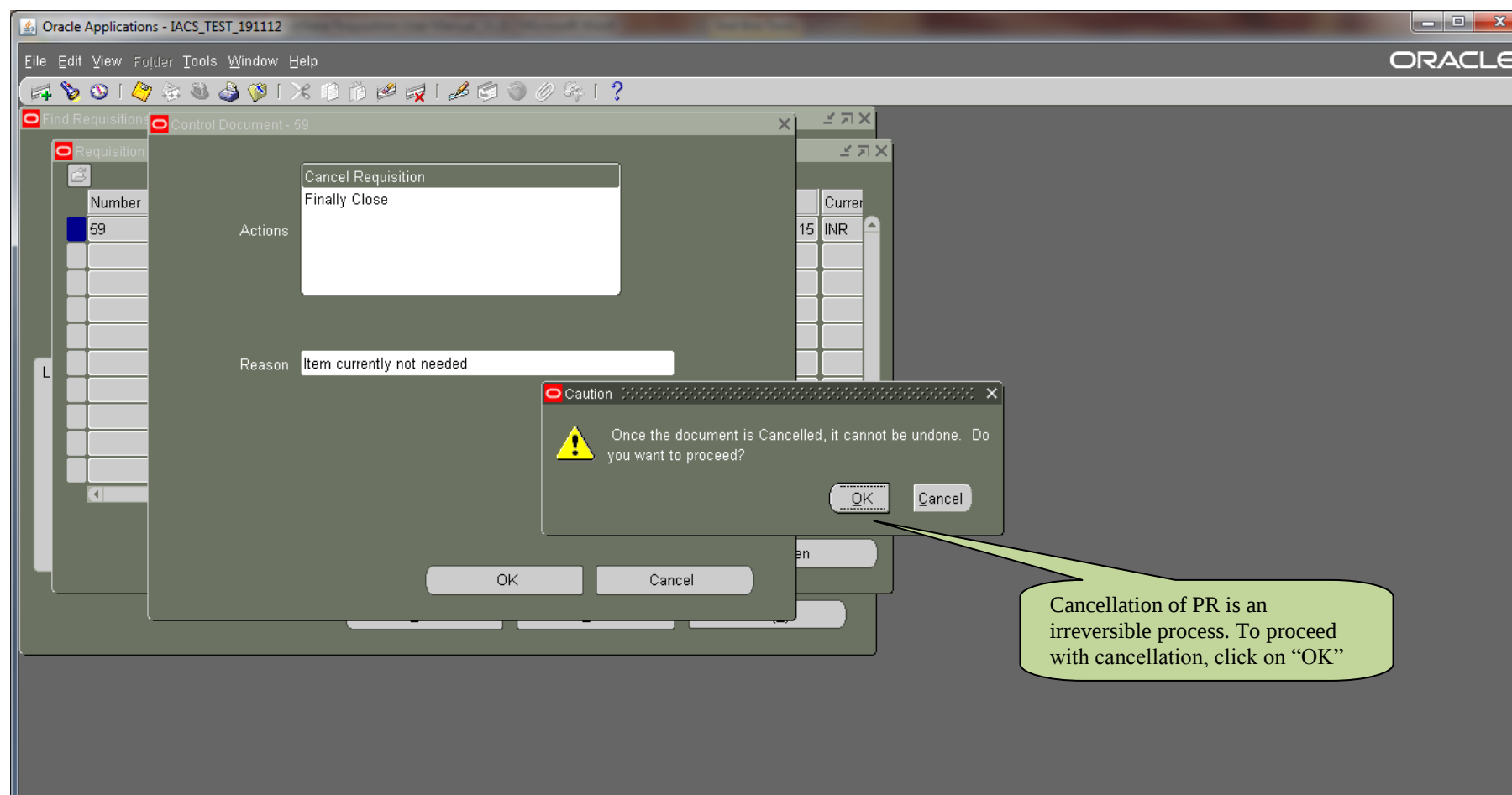
2.3 Cancel Requisition

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.







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

[illegible]

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=18022&addBreadCrumb=Y&retainAM=Y&_ti=873022727&co...

File Edit View Favorites Tools Help

McAfee

Favorites Suggested Sites prod office 21 clone office 21 rice prod IACS Login

Notification Details

ORACLE® E-Business Suite

Navigator Favorites Home Logout Preferences Help

Oracle Applications Home Page >

Purchase Requisition 58 for Dhal, Srinivas (20000,00 INR)

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)**

Approve Approve And Forward Forward **Reject** Reassign Request Information

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

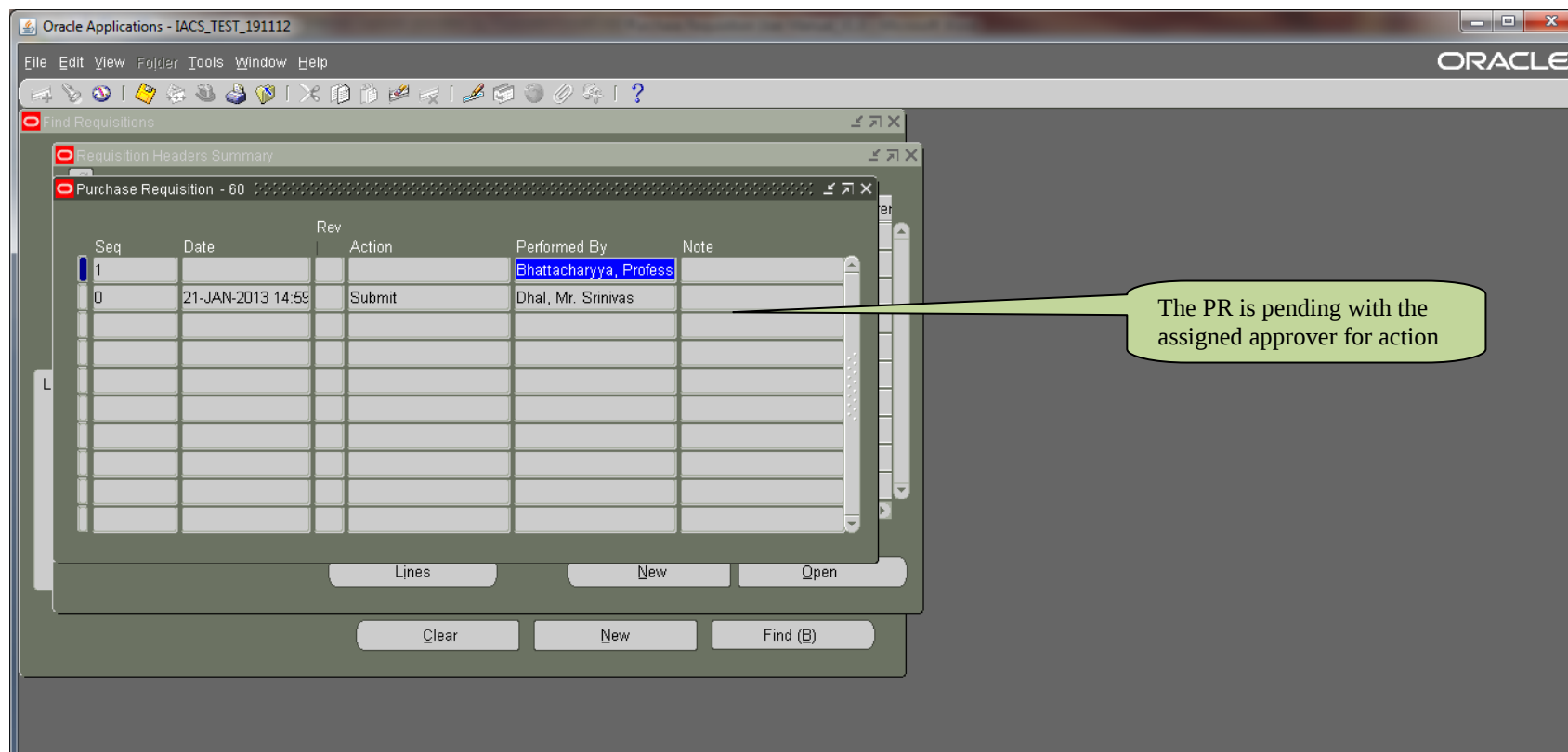
Num	Name	Action	Action Date	Note
1	Dhal, Mr. Srinivas	Submitted	21-Jan-2013 14:24:45	

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

[illegible]

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

http://ca.in.nam.ad.pwcinternal.com:8008/OA_HTML/OA.jsp?OAFunc=FND_WFNTF_DETAILS&NtfId=18026&addBreadcrumb=Y&retainAM=Y&_ti=2061647790&...

File Edit View Favorites Tools Help

McAfee

Favorites Suggested Sites prod office 21 clone office 21 rice prod IACS Login

Notification Details

ORACLE® E-Business Suite

Navigator Favorites Home Logout Preferences Help

Oracle Applications Home Page >

Purchase Requisition 60 for Dhal, Srinivas (20000,00 INR)

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)**

Approve Approve And Forward Forward Reject **Reassign** Request Information

Requisition Lines

Line	Description	Supplier	Cost Cent	Quantity	Price (INR)	Amount (INR)
1	Asset Item- Computers		26	1	20000	20000.00

Click on "Reassign"

Table contains the details of requisition lines

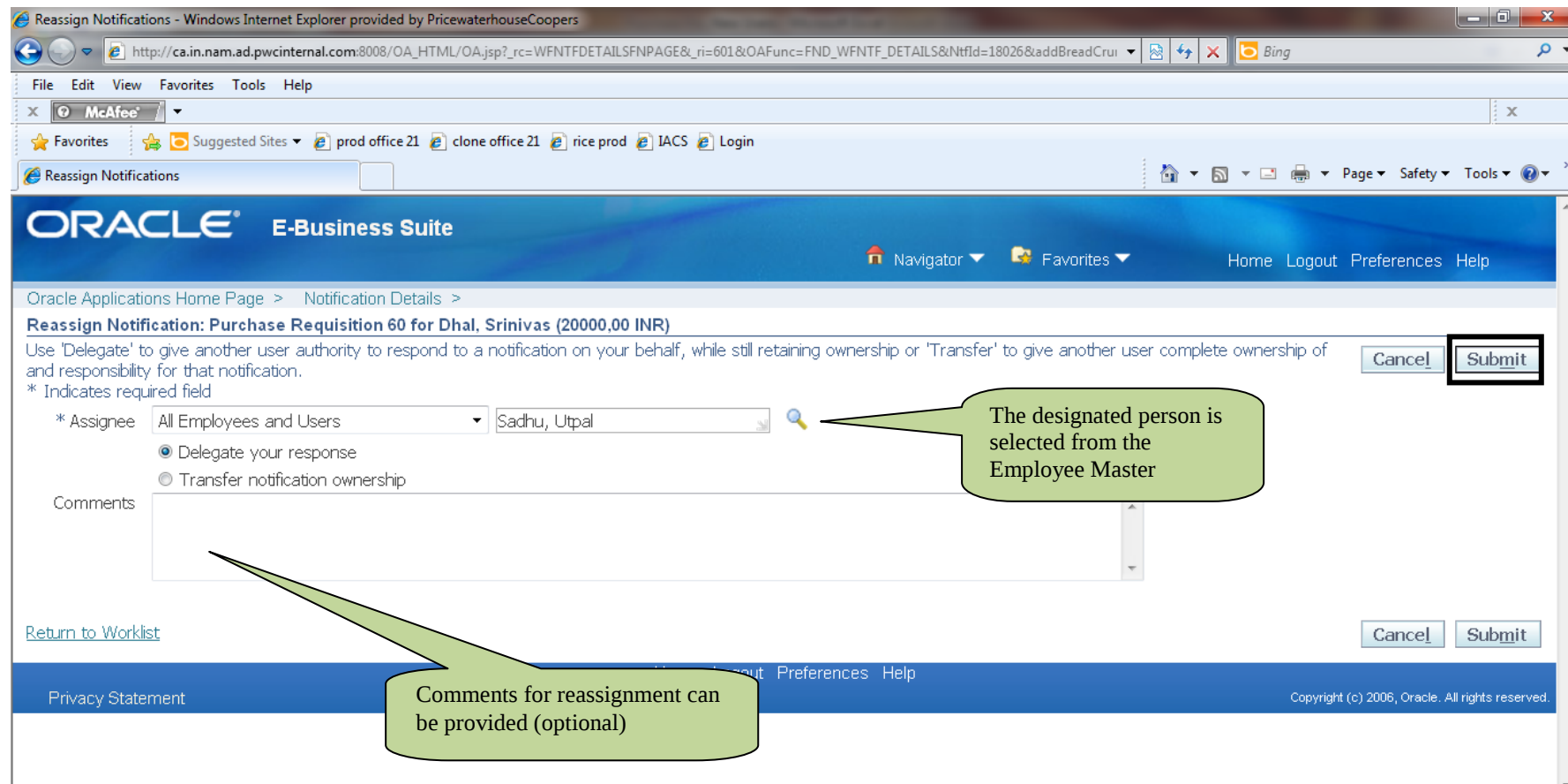
Approval Sequence

→ In Process

Bhattacharyya, Professor Kankan

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”



Reassign Notifications - Windows Internet Explorer provided by PricewaterhouseCoopers

http://ca.in.nam.ad.pwcinternal.com:8008/OA_HTML/OA.jsp?_rc=WFNTFDETAILSFNPAGE&_ri=601&OAFunc=FND_WFNTF_DETAILS&NtfId=18026&addBreadCrumbs=1

File Edit View Favorites Tools Help

McAfee

Suggested Sites prod office 21 clone office 21 rice prod IACS Login

Reassign Notifications

ORACLE® E-Business Suite

Navigator Favorites Home Logout Preferences Help

Oracle Applications Home Page > Notification Details >

Reassign Notification: Purchase Requisition 60 for Dhal, Srinivas (20000.00 INR)

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.

* Indicates required field

* Assignee All Employees and Users Sadhu, Utpal

☒ Delegate your response
☐ Transfer notification ownership

Comments

Return to Worklist

Cancel Submit

Privacy Statement

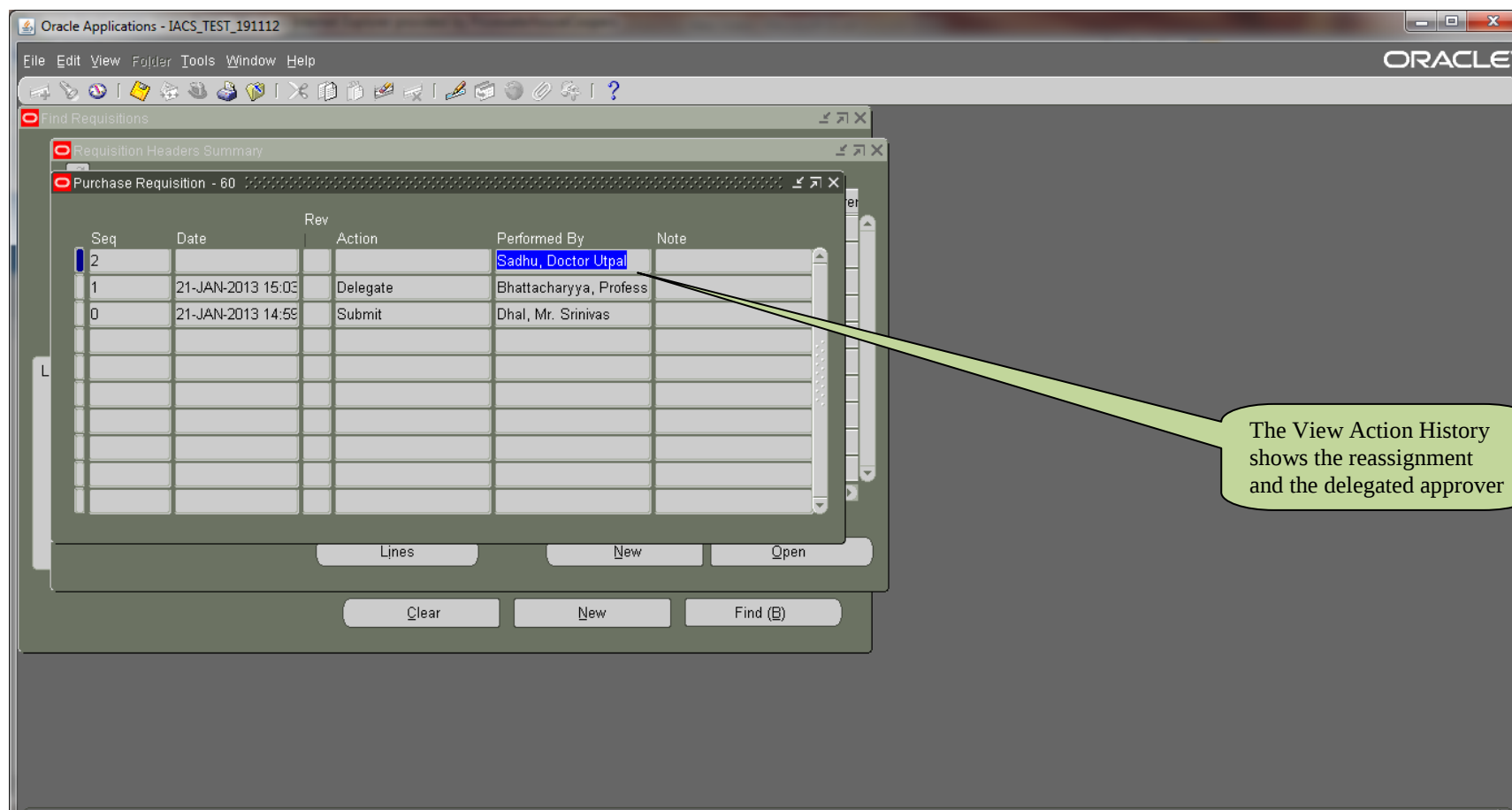
Logout Preferences Help

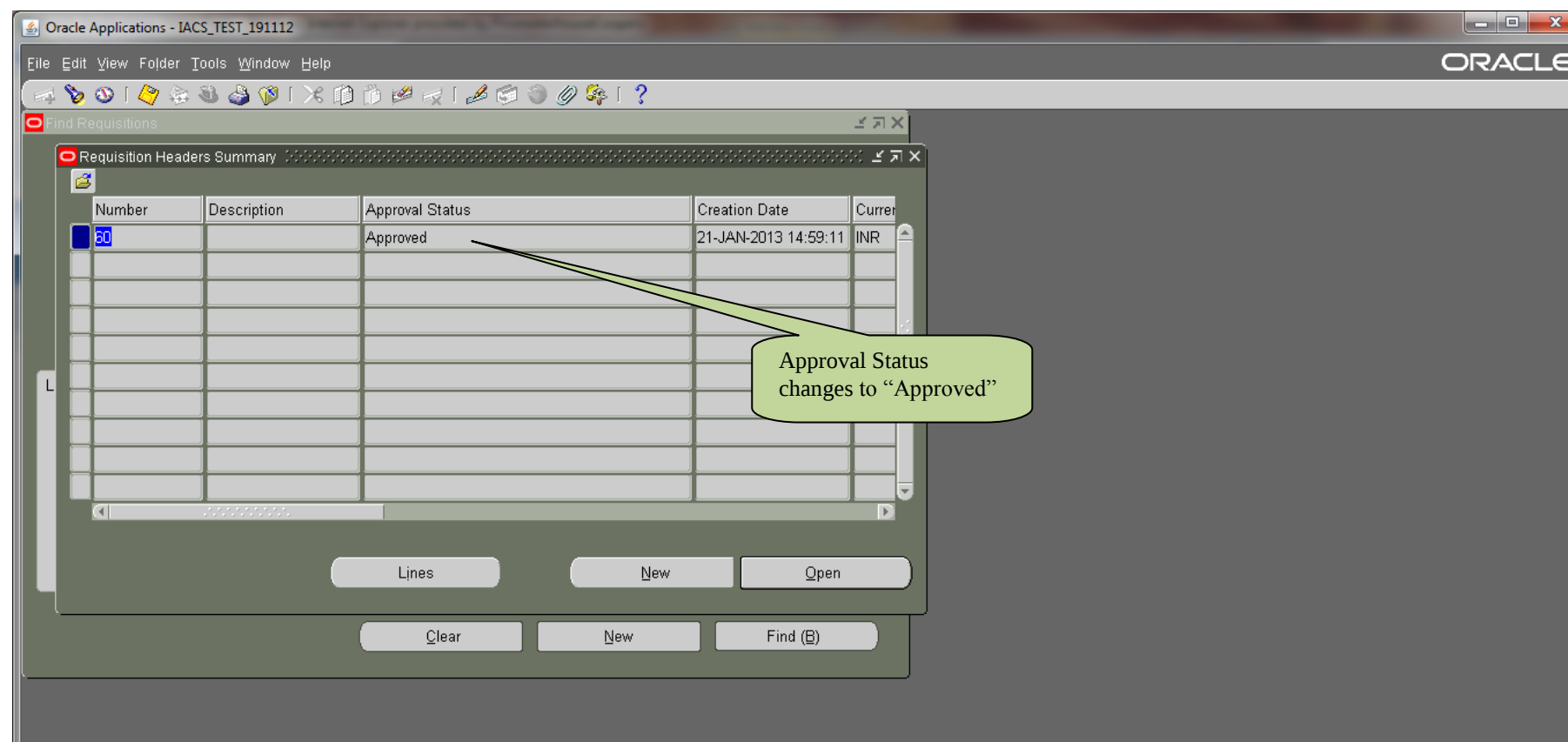
Copyright (c) 2006, Oracle. All rights reserved.

The designated person is selected from the Employee Master

Comments for reassignment can be provided (optional)

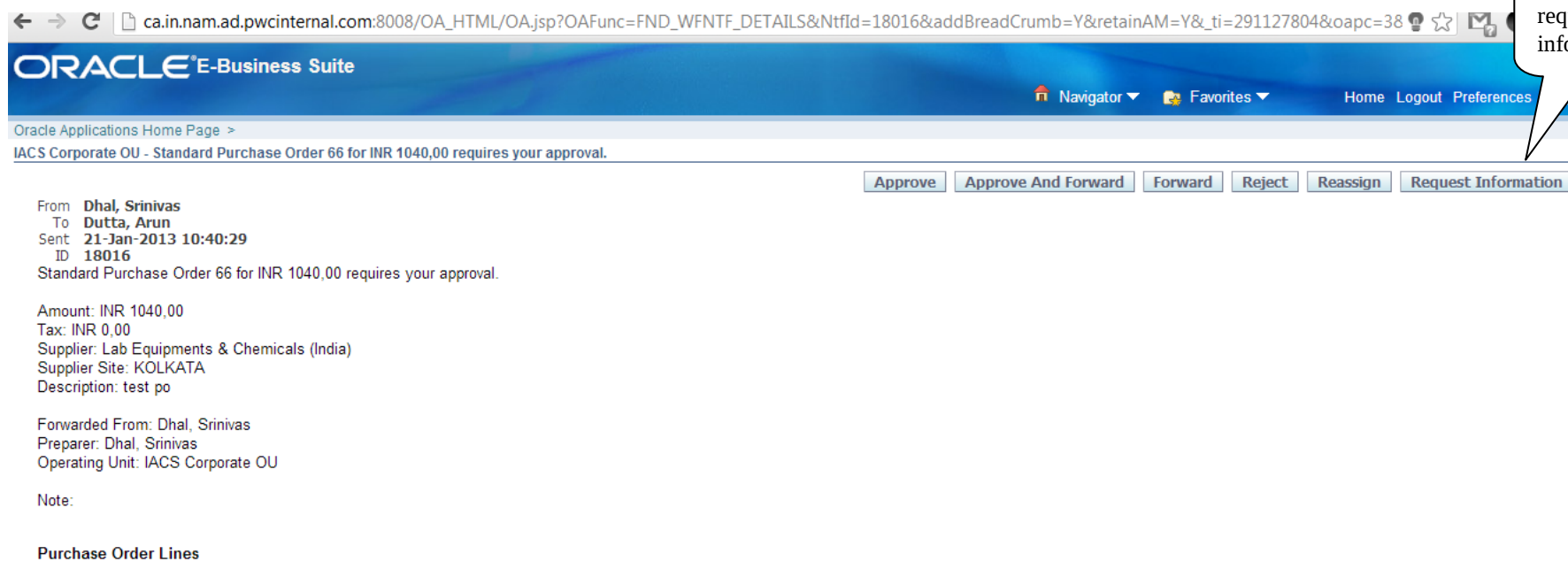
Step 3: Query the requisition, in **View Action history**. It shows that the requisition is pending with the delegated person. The re-assigned person logs in , opens the notification and takes action on the requisition by clicking on “Approve”. The “Approval Status” changes to “Approved”





2.6. Request Information.

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



ca.in.nam.ad.pwcinternal.com:8008/OA_HTML/OA.jsp?OAFunc=FND_WFNTF_DETAILS&Ntfid=18016&addBreadcrumb=Y&retainAM=Y&_ti=291127804&oapc=38

ORACLE® E-Business Suite

Navigator Favorites Home Logout Preferences

Oracle Applications Home Page >

IACS Corporate OU - Standard Purchase Order 66 for INR 1040,00 requires your approval.

Approve Approve And Forward Forward Reject Reassign **Request Information**

From: Dhal, Srinivas
To: Dutta, Arun
Sent: 21-Jan-2013 10:40:29
ID: 18016
Standard Purchase Order 66 for INR 1040,00 requires your approval.

Amount: INR 1040,00
Tax: INR 0,00
Supplier: Lab Equipments & Chemicals (India)
Supplier Site: KOLKATA
Description: test po

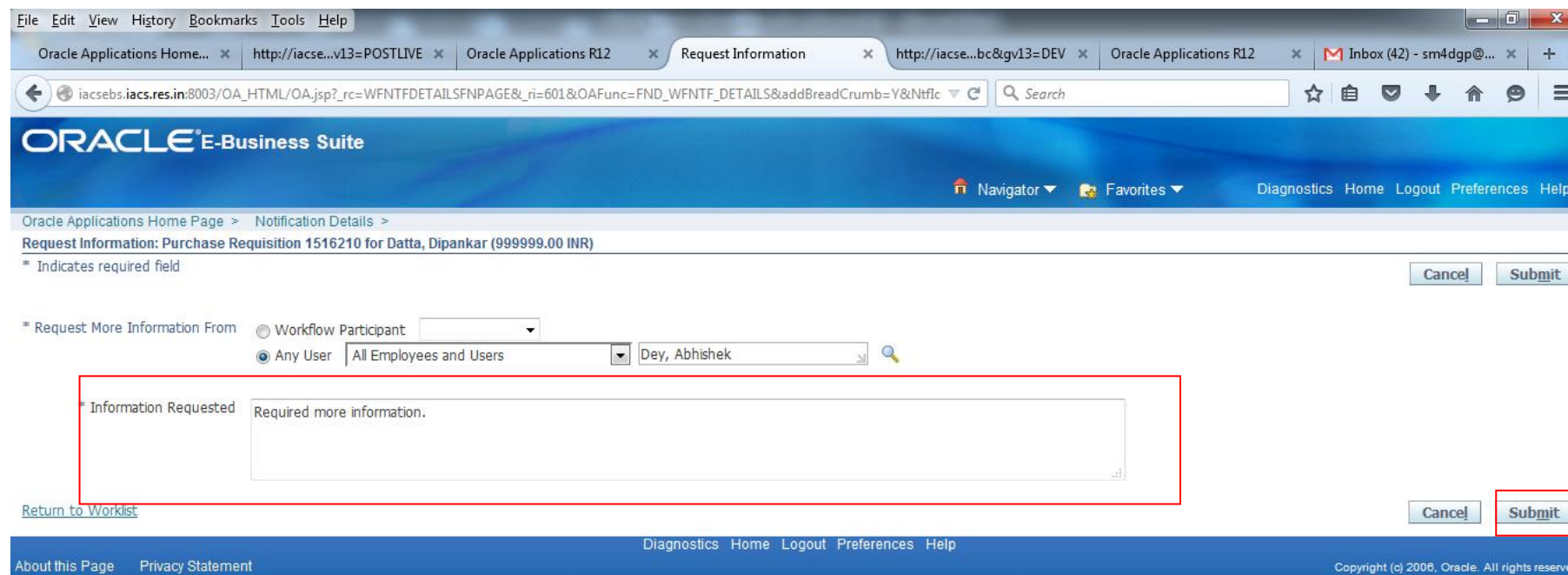
Forwarded From: Dhal, Srinivas
Preparer: Dhal, Srinivas
Operating Unit: IACS Corporate OU

Note:

Purchase Order Lines

Line	Description	Amount	Tax	Supplier	Supplier Site	Description
1	test po	1040.00	0.00	Lab Equipments & Chemicals (India)	KOLKATA	test po

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



The screenshot shows the Oracle E-Business Suite interface. The browser tabs include 'Oracle Applications Home...', 'http://iacse...v13=POSTLIVE', 'Oracle Applications R12', 'Request Information', 'http://iacse...bc&gv13=DEV', 'Oracle Applications R12', and 'Inbox (42) - sm4dgp@...'. The address bar shows 'iacsebs.iacs.res.in:8003/OA_HTML/OA.jsp?_rc=WFNTFDETAILSFNPAGE&_ri=601&OAFunc=FND_WFNTF_DETAILS&addBreadcrumb=Y&Ntfic'. The page title is 'ORACLE® E-Business Suite'. The breadcrumb trail is 'Oracle Applications Home Page > Notification Details >'. The main heading is 'Request Information: Purchase Requisition 1516210 for Datta, Dipankar (999999.00 INR)'. Below this, there is a section for 'Request More Information From' with two radio buttons: 'Workflow Participant' and 'Any User'. The 'Any User' option is selected, and a dropdown menu shows 'All Employees and Users' with 'Dey, Abhishek' selected. Below this, there is a text area labeled '* Information Requested' with the text 'Required more information.' entered. At the bottom right, there are 'Cancel' and 'Submit' buttons. The footer includes 'About this Page', 'Privacy Statement', 'Diagnostics Home Logout Preferences Help', and 'Copyright (c) 2008, Oracle. All rights reserved.'

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.

Personalize

- AME Application Administrator
- Application Developer
- Application Diagnostics
- Approvals Management Administrator
- Cash Management Superuser
- Cost Management - SLA
- Functional Administrator
- General Ledger Budget
- General Ledger Super User
 - Journals
 - Enter
 - Post
 - Encumbrance
 - Launch Journal Wizard
 - Import
 - Define
 - Generate
 - Schedule
 - AutoAllocation

From	Type	Subject	Sent	Due
DEAN, OFFICE	Requisition	Purchase Requisition 1516231 has been approved	15-Jul-2015	
DEAN, OFFICE	Requisition	Purchase Requisition 1516228 has been approved	14-Jul-2015	
	Requisition	Failed to reserve funds for Purchase Requisition 1516227	10-Jul-2015	
DEAN, OFFICE	Requisition	Purchase Requisition 1516226 has been approved	10-Jul-2015	
Sadhu, Utpal	PO Approval	Standard Purchase Order 123 has been approved	30-Jun-2015	
	PO Approval Error	Approval workflow database error occurs while approving Standard Purchase Order ICAD/INST/2015/1	30-Jun-2015	
Goswami, Sreebrata	Requisition	Purchase Requisition 1516222 has been approved	30-Jun-2015	
Sadhu, Utpal	PO Approval	Standard Purchase Order 1516109 has been approved	29-Jun-2015	
Goswami, Sreebrata	Requisition	Purchase Requisition 1516220 has been approved	29-Jun-2015	
	PO Approval Error	Approval workflow database error occurs while approving Standard Purchase Order 1516108	29-Jun-2015	
	PO Approval Error	Approval workflow database error occurs while approving Standard Purchase Order 1516108	29-Jun-2015	
	PO Approval Error	Approval workflow database error occurs while approving Standard Purchase Order 1516108	29-Jun-2015	
Sadhu, Utpal	PO Approval	Standard Purchase Order 1516419 has been approved	29-Jun-2015	
Sadhu, Utpal	PO Approval	Standard Purchase Order 1516107 has been approved	29-Jun-2015	
	Requisition	Failed to reserve funds for Purchase Requisition 1516214	29-Jun-2015	
	Requisition	Failed to reserve funds for Purchase Requisition 1516212	29-Jun-2015	
	Requisition	Failed to reserve funds for Purchase Requisition 1516211	29-Jun-2015	
Ghosh, Pradyut	Requisition	More Information Requested: Purchase Requisition 1516210 for Datta, Dipankar (999999.00 INR)	27-Jun-2015	
	Requisition	Failed to reserve funds for Purchase Requisition 1516209	27-Jun-2015	
	Requisition	No approver found for Purchase Requisition 1516206	27-Jun-2015	
	Requisition	No approver found for Purchase Requisition 1516207	27-Jun-2015	

More Information Requested: Purchase Requisition 1516210 for Datta, Dipankar (999999.00 INR)

Num	Name	Action	Action Date	Note
4	Soumitra Sengupta			
3	Abhishek Dey	Pending		
2	Pradyut Ghosh	Information Requested	16-Jul-2015 17:26:02	Required more information.
1	Dipankar Datta	Submitted	27-Jun-2015 17:20:44	

Related Applications

-  [Edit Requisition](#)
-  [View Requisition Details](#)
-  [Open Document](#)

Response

User Ghosh, Pradyut has requested more information.

Question **Required more information.**

Answer

OK

Submit

[Return to Worklist](#)

Put the information and submit to the next person.