Consolidated Requisitions (DA0682)

Further Information

Click below to view your selection of in-depth information for this project:

[Powerpoint walkthrough](#).

> **Note** This project was initially described under the title Consolidated Requisitions as DA0361B.

Benefits Statement

Management of centralised purchasing operations can now be achieved in environments where requisitions are entered across multiple locations.

Single purchase orders can be raised for delivery to multiple locations enabling order, receipt and invoice tracking by requisition location.

Legal, Fiscal and any Standards Considerations

There are no Legal or Fiscal, or any standards considerations for this project.

Overview

This project relies on the project ' DA0262 - POP Accruals Enhancements.'

The Consolidated Requisitions enhancements will allow a single purchase order to be generated from multiple requisitions entered for one supplier.

The option Requisition Entry has been modified to include a new field in the header information, 'Consolidate'. For all requisitions that have a location code entered (including blank Locations), the details of the requisition are also written to a new Purchase Order/Location Cross-reference file.

When the option Generate Orders is run all requisitions marked for consolidation, i.e. where the field Consolidate is set to 'y', are sorted by supplier and consolidated into a purchase order in a batch. A report of the consolidated requisitions is also produced. If amendments to any of the requisitions are required these can be made before the batch is finally posted to Purchase Order Processing, i.e. before the purchase orders are generated.

- Products have to be on a Supplier's price list to be consolidated onto 1 line.
- Where a requisition has been marked for consolidation, a purchase order will only be raised via the option Generate Orders and not via the option Final Authorisation.

The purchase orders generated from Generate Orders are not available for amendment: however, service lines can be added if required.

For traceability, the enquiry option 'Location Codes' has been modified to enable the user to enquire on both the location code details and the outstanding requisitions/purchase orders for the location. The enquiry option Purchase Orders has also been modified to display the associated location codes and their descriptions, and the original requisition numbers for each order detail line.

When the goods are received via the option Receipts, the quantities received by location are written to two new files: the Location Cross-reference file and the Location Receipts Audit Trail file. The standard receipt details are also written to a new purchase Receipts Audit Trail. A separate Goods Received Note will be printed for each location code, including details such as the location address.

Received orders can optionally be invoiced by individual location codes and the results written to a new Purchase Invoice Location Details file. When the invoices are posted, the Purchase Order/Location Cross-reference file is also updated.

Examples

The examples in this section are to be used in conjunction with the PowerPoint Walkthrough that accompanies this project.

References are made (where possible) to the slide that is associated with the example:

Generate Orders

The option Generate Orders generates a batch of purchase orders from requisitions that have been marked for consolidation, i.e. where the field Consolidate in the requisition header information is set to 'y'.

A list of all requisitions to be processed is also produced by writing the details of each requisition to the Requisition Batch Detail file for the selected ranges.

Requisition Batch Header File:

Batch Number	Supplier From/To	Requisition From/To	User Id	Date/Time Created	Status
000001	S001 - S003		paultr	25/03/98 - 14:28:01	S (Suspended)

Requisition Batch Detail File:

Batch Number	Supplier	Requisition
000001	S001	R000001
		R000002
		R000004
		R000007
		R000009
	S002	R000008
		R000010
		R000011
		R000012
	S003	R000013
		R000014

From the above list a further list will be produced which contains the details of the consolidated products and the transaction order quantity for each product.

Requisition Batch Consolidation File (Simplified):

Batch Number	Supplier	Projected Purchase Order Number	Warehouse/ Product code	Transaction Order Quantity
000001	S001	P00005	SERVICE1	120
		P00005	SERVICE2	20
		P00005	01ITEM1	20
		P00005	01ITEM2	100
		P00005	01ITEM3	29
		P00005	01ITEM8	29
		P00005	01ITEM9	29
		P00005	SERVICE9	20
	S002	P00006	01ITEM2	100
		P00006	01ITEM3	201
		P00006	01ITEM6	200
		P00006	01ITEM9	220
		P00006	01ITEM10	205
		P00006	01ITEM22	240
		P00006	01ITEM32	220
	S003	P00007	01ITEM1	38
		P00007	01ITEM2	138
		P00007	01ITEM3	238

The prices/discounts will be calculated for each of the consolidated lines.

For each of the consolidated lines above, the individual location quantities will be stored in the Purchase Invoice Location Details file.

Based on the previous list, the following is a list of the location codes for the projected purchase order number P000005 in the batch 000001:

Requisition Batch Location Code File (Simplified):

Warehouse/Product Code	Location Code	Transaction Order Qty
SERVICE1	LOC1	20
SERVICE1	LOC4	20
SERVICE1	LOC5	80
SERVICE2	LOC2	10
SERVICE2	LOC3	10
01ITEM1	(BLANK)	20
01ITEM2	(BLANK)	10
01ITEM2	LOC3	20
01ITEM2	LOC4	30
01ITEM2	LOC5	40
01ITEM3	LOC1	29
01ITEM8	LOC2	29
01ITEM9	LOC3	29
SERVICE9	LOC1	20

If the same location code exists for a given supplier/purchase order/product, this will also be consolidated.

A report is then produced detailing the projected orders, the service/stock items that make up the orders and the individual locations that make up the consolidated lines.

Technical Data

You must read the Implementation section before attempting to install this project

This section details important information relating to the installation of this project. If you require any further assistance please contact Customer Support.

Implementation - Existing Sites And/Or Existing Data

Licensing

- Project **DA0682** (Consolidated Requisitions) must be licensed for it to become available.

System Keys

The system keys listed in the System Keys section need to be set up as described.

Data Dictionary Changes

The additional data required for this project is stored in new tables which are detailed in Data Dictionary Changes.

The tables can be created by running the *Create New Project Files* application and specifying a project code of **DA0682**.

Options Changes

The following option has been added to the required menus:

Module	Option Name	Description	Command
po	po_location_enquiry	Location Codes	polocs E

The following options need to be added to the required menus:

Module	Option Name	Description	Command
po	po_location_maint	Location Codes maintenance	polocs M
pq	pq_generate_orders	Generate Orders	pogenord

Forms Changes

Not applicable.

Fields Changes

The following fields are initially unsuspended and will have to be added to the appropriate forms:

Module	Option Name	Field
pq	Requisition Entry - header form	Consolidate, Consolidate Text

Conversions

Not applicable.

Definition of Terms

Not applicable.

Implementation - New Installations With New Data

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Definition of Terms

Not applicable.

System Keys

	Description	Values	Used By
POGENLOCK	Allows only exclusive access to the purchase orders generation program.	Contains the current user name and terminal number running the generation program.	Generate Orders
POGENORD	The last purchase order number generated.	Maximum 9 numbers	Generate Orders
POGENPFX	The prefix to be used for generated purchase orders.	Single-character	Generate Orders
POGENBATCH	The last consolidated batch number generated	Maximum 4 numbers	Generate Orders

Data Dictionary Changes

Purchase Order Processing

Purchase Order/Location Code Cross-Reference File (po_loc_cross)

Column	Type	Key	Reference	Values	Notes
req_number	char (10)	1	Requisition number	Alpha-numeric	
req_line_number	char (4)	1	Requisition line number	Numeric	
po_number	char (10)	2	Purchase Order number	Alpha-numeric	
po_line	char (4)	2	Purchase Order line number	Numeric	
location	char (10)	2/3	Location code	Alpha-numeric	
order_qty	double		Location order quantity	Numeric	
received_qty	double		Location quantity received	Numeric	
invoiced	double		Location quantity invoiced	Numeric	
posted_qty	double		Location quantity posted	Numeric	
value	double		Location order value		

Location Receipt Audit Trail File (po_loc_receipt)

Column	Type	Key	Reference	Values	Notes
receipt_no	char (6)	1	Receipt number	Alpha-numeric	
location_code	char (10)	1	Location code	Alpha-numeric	
rec_seq_number	char (6)	1	Receipt line number	Generated by program	
seq_number	char				

Purchase Invoice Location Quantities (po_loc_inv)

Column	Type	Key	Reference	Values	Notes
supplier	char (8)	1	Supplier code	Alpha-numeric	
invoice_number	char (10)	1	Purchase Invoice number	Alpha-numeric	
inv_seq_number	char (4)	1	Sequential	Alpha-numeric	Obtained from invoice record
seq_number	char (4)	1	Sequential	Alpha-numeric	
location_code	char (10)	2	Location code	Alpha-numeric	
posted	char (1)		Posted indicator	Alpha-numeric	
location_invoice_quantity	double		Location invoice quantity	Numeric	

New Purchase Receipts File (po_receipts_new)

This file is not a duplicate keyed file.

Column	Type	Key	Reference	Values	Notes
receipt_no	char (6)	1	Receipt Number	Alpha-numeric	
po_number	char (10)	1/2	Purchase Order Number	Alpha-numeric	
po_line-number	char (4)	1/2	Purchase order line number	Alpha-numeric	
seq_no	char (4)	1/2	Sequential number	Alpha-numeric	
supplier	char (8)	3	Supplier code	Alpha-numeric	
receipt_date	char (8)		Receipt date	Alpha-numeric	
required_date	char (8)		Purchase Order required date	Alpha-numeric	
receipt_comment	char (20)		Receipt comment	Alpha-numeric	
product	char (22)		Product code	Alpha-numeric	
more	char (1)		More to come flag	Alpha-numeric	
delivery_no	char (8)		Delivery number	Alpha-numeric	
receipt_qty	double		Receipt quantity	Numeric	
receipt_cost	double		Receipt cost	Numeric	
unit_code	char (6)		Purchase unit code	Alpha-numeric	
unit_group	char (1)		Unit Group	Alpha-numeric	
stock_qty_dp	char (1)		Stock quantity decimal places	Alpha-numeric	
user_id	char (8)		User id	Alpha-numeric	
receipt_date_entered	char (8)		Receipt date entered	Alpha-numeric	
pl_company	char (8)		Accounts Payable company	Alpha-numeric	
rc_show_det	char (1)		Show line details	Alpha-numeric	
return_reason	char (10)		Return reason	Alpha-numeric	
return_text	char (2)(60)		Return text	Alpha-numeric	
return_number	char (10)		Return number	Alpha-numeric	
qty_returned	double		Quantity returned	Numeric	
qty_rc_out	double		Quantity returned after receipt	Numeric	

Requisition Batch Reference Header File (po_batch_head_ref)

Column	Type	Key	Reference	Values	Notes
batch_no	char (6)	1	Batch Number	Alpha-numeric	
status	char (1)	2	Status of Batch "R"eport or "P"osted	Alpha-numeric	
supplier_from	char (8)		Starting supplier code in range	Alpha-numeric	
supplier_to	char (8)		End supplier code in range	Alpha-numeric	
req_from	char (10)		Starting requisition code in range	Alpha-numeric	
req_to	char (10)		End requisition number in range	Alpha-numeric	
user_id	char (10)		User who created batch	Alpha-numeric	
date_created	char (8)		Date created	Alpha-numeric	
time_created	char (8)		Time created	Alpha-numeric	

Requisition Batch Reference Detail File (po_batch_detail_ref)

Column	Type	Key	Reference	Values	Notes
batch_no	char (6)	1	Batch Number	Alpha-numeric	
supplier	char(8)	1/2	Supplier code	Alpha-numeric	
requisition	char (10)	1/2/3	Requisition Number	Alpha-numeric	

Requisition Batch Consolidation File (po_batch_cons)

Column	Type	Key	Reference	Values	Notes
batch_no	char (6)	1	Batch Number	Alpha-numeric	
supplier	char (8)	1	Supplier code	Alpha-numeric	
po_number (projected)	char (10)	1	Projected Purchase Order number	Alpha-numeric	
warehouse_product	char (22)	1	Warehouse/ product code	Alpha-numeric	
trans_order_qty	double		Transaction order quantity	Numeric	

Requisition Batch Location File (po_batch_loc)

Column	Type	Key	Reference	Values	Notes
batch_no	char (6)	1	Batch Number	Alpha-numeric	
po_number (projected)	char (10)	1	Projected Purchase Order number	Alpha-numeric	
warehouse_product	char (22)	1	Warehouse/ product code	Alpha-numeric	
location_code	char (10)	1	Location code	Alpha-numeric	
trans_order_qty	double		Transaction order quantity	Numeric	