SUNGARD PUBLIC SECTOR

SHOPPING CART

IFAS
Integrated Financial & Administrative Solution

SunGard Public Sector LLC

890 Fortress Street

Chico, CA 95973

Should you wish to make a comment, or if you find an error in the text, please contact us via email:

doc@bi-tech.com

Document Change Log

Version	Date	Change Description
7.9.4	May 2009	7.9.4 Version

Contents

1 IFAS Line Item Purchasing Introduction

Besides adding "line item" based functionality, the PO Line Item project will better integrate Purchasing with existing IFAS modules including Stores Inventory, Product Codes etc, as well as adding new modules/functionality such as vendor agreements.

Data entry will be centralized for item requests.

There will be two new web-based data entry screens for end user's requests:

1. A "shopping cart" environment for the casual/non power user which utilizes the portal framework.

2. A more detailed 7i screen for power users.

2 The Shopping Cart Overview

The user builds a “cart” of items.

The user may search or browse existing items. The four main sources for search and browse are Stores Inventory, Products Codes, Vendor Agreements, and the user’s own history of requested items.

After finding the right item the user will choose a quantity, and add this item to the cart.

A copy/template feature will allow choosing items from the user’s previous requests.

The user may add an ad hoc request based on quantity, units and description.

After adding an item to the cart the user may exit the screen, and continue with the same cart later. The user may have multiple open carts. The Checkout/Submit Process is for the currently selected cart.

After all items are added to the cart the user will click the “Checkout” button. This launches a series of screens which guide the user through the final steps.

These steps may include selecting ship-to, bill-to, IFAS account, Commodity Code, and preferred vendor information. Optional Notes may be added for the cart. The final page is a summary of the cart. This page has a printer icon to produce a printer-formatted hardcopy. This page has a “Submit” button. The user must click the “Submit” button to officially make their requests.

These requests will now go through a series of Workflow based approvals. An individual cart’s items may result in products being delivered from various sources (client’s own inventory or a brand new purchase). Items are approved, passed onto the proper sources, and eventually items shipped.

A “Where’s My Stuff” page is included so the user may view the current status of requested items. Previous requests will be available to be copied into the current cart. Items rejected by Workflow approvals will be available for corrections.

3 PO Line Item Set-up

3.1 Overview

Prior to using the Line Item Purchasing module some set up information should be reviewed. The first is set up on the IFAS side and the second relates to setting up the Shopping Cart on the dashboard homepage.

IFAS Configuration Steps

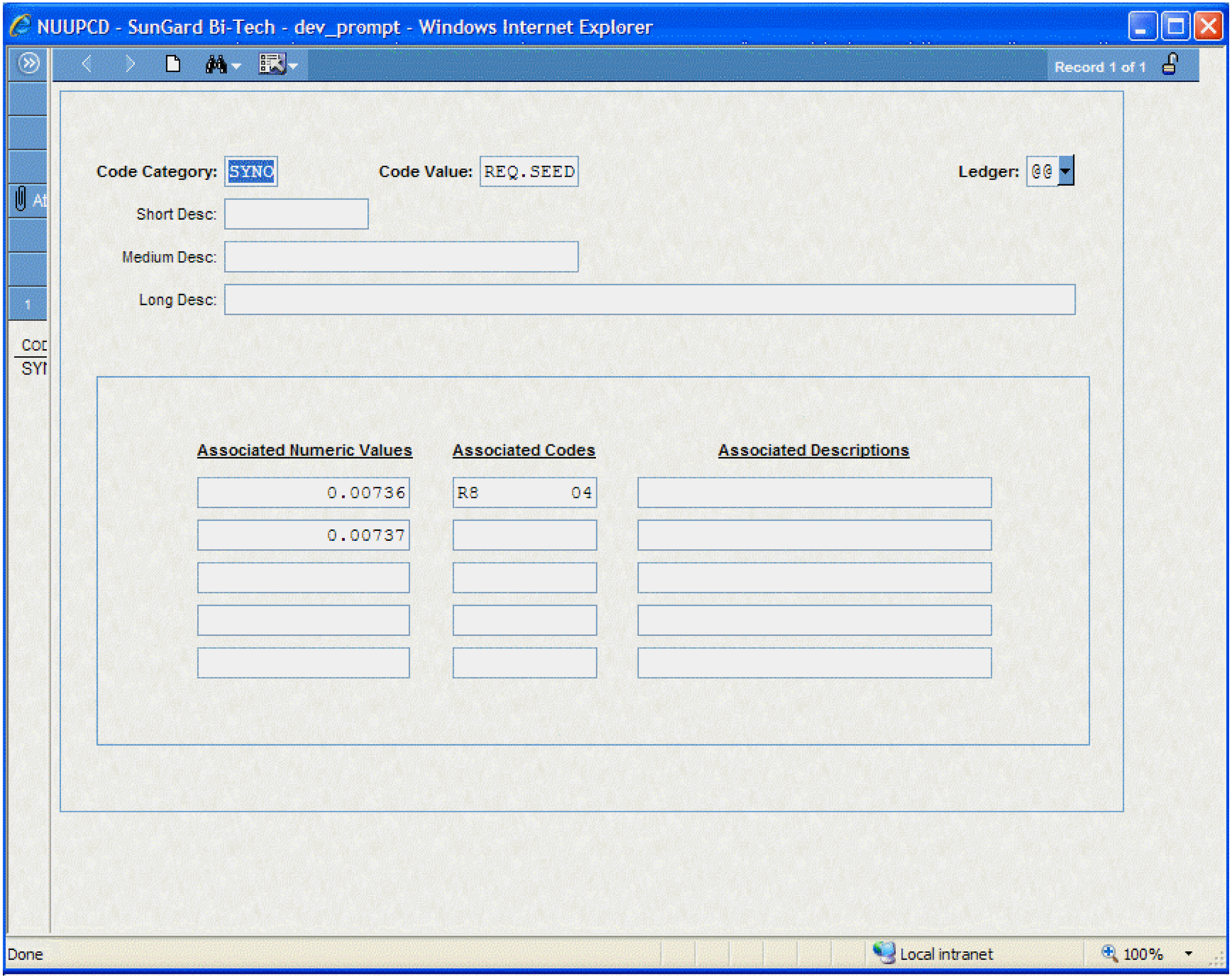
1. Define Common Code SYNO REQ.SEED (NUUPCD)
2. Define Common Code NUAS POLINE (NUUPCD)
3. Assign Association to Nucleus Users (NUUPUS)
4. Define general settings (PRUPSP)
5. Define user settings (PRUPUP)
6. Load commodity codes into pe_comm._mstr
7. Define Dashboard Favorite

7i Server Configuration Steps

1. Configure Dashboard settings
2. Define home page

3.2 IFAS Configuration

3.2.1 Defining Common Code SYNO REQ.SEED (NUUPCD)


NUUPCD - SunGard Bi-Tech - dev_prompt - Windows Internet Explorer
Record 1 of 1
Code Category: SYNC
Code Value: REQ.SEED
Ledger: @@
Short Desc:
Medium Desc:
Long Desc:
Associated Numeric Values
Associated Codes
Associated Descriptions
0.00736
R8 04
0.00737
Done
Local intranet
100%

Common Code SYNO REQ.SEED is used to populate the Cart Number in the Shopping Cart and in the 7i PRUPIT screen. Create a new common code with category = SYNO and code value = REQ.SEED. If all ledgers will use this seed number, then choose a ledger code of @@.

Code Category: SYNO

Code Value: REQ.SEED

Short Description: Not used.

Medium Description: Can be used to describe the common code.

Long Description: Can be used to describe the common code.

Associated Numeric Values

1: Enter the STARTING SEED NUMBER. These fields automatically display five places of precision. The decimal point must be ignored when creating starting seed numbers. For example, entering "1" in this field will display the value as "1.00000". This will set the starting seed number at a value of "100000". If you wish to start the seed value at '38', then the value "0.00038" must be entered into this field. This value will be automatically incremented by the system whenever the seed value is used. Caution: Resetting the starting seed number may impact existing data (i.e., Seed numbers might be duplicated between existing records and new records). Please evaluate the situation prior to resetting this value.

2: This value is simply a count of how many times the seed value has been used. If, for example, both the starting seed number (associated code 1) and this number are set to "0.00000", then these two fields will always be the same. As the seed number is incremented, so will this count of how many times the seed number has been incremented. The value in this field has no impact on the actual generation of the seed number. It is used for informational purposes only.

3 - 5: Not Used.

Associated Codes

1: There are two components to setting up this 12-character field. In the four left-most positions a prefix can be added. If left blank, there will be no prefix. The two right-most positions contain the desired number of digits to include in the seed value. For example, entering "TEMP 06" will create a seed value that begins with the characters "TEMP" and contains six digits, which will result in a seed value that has a total of ten characters.

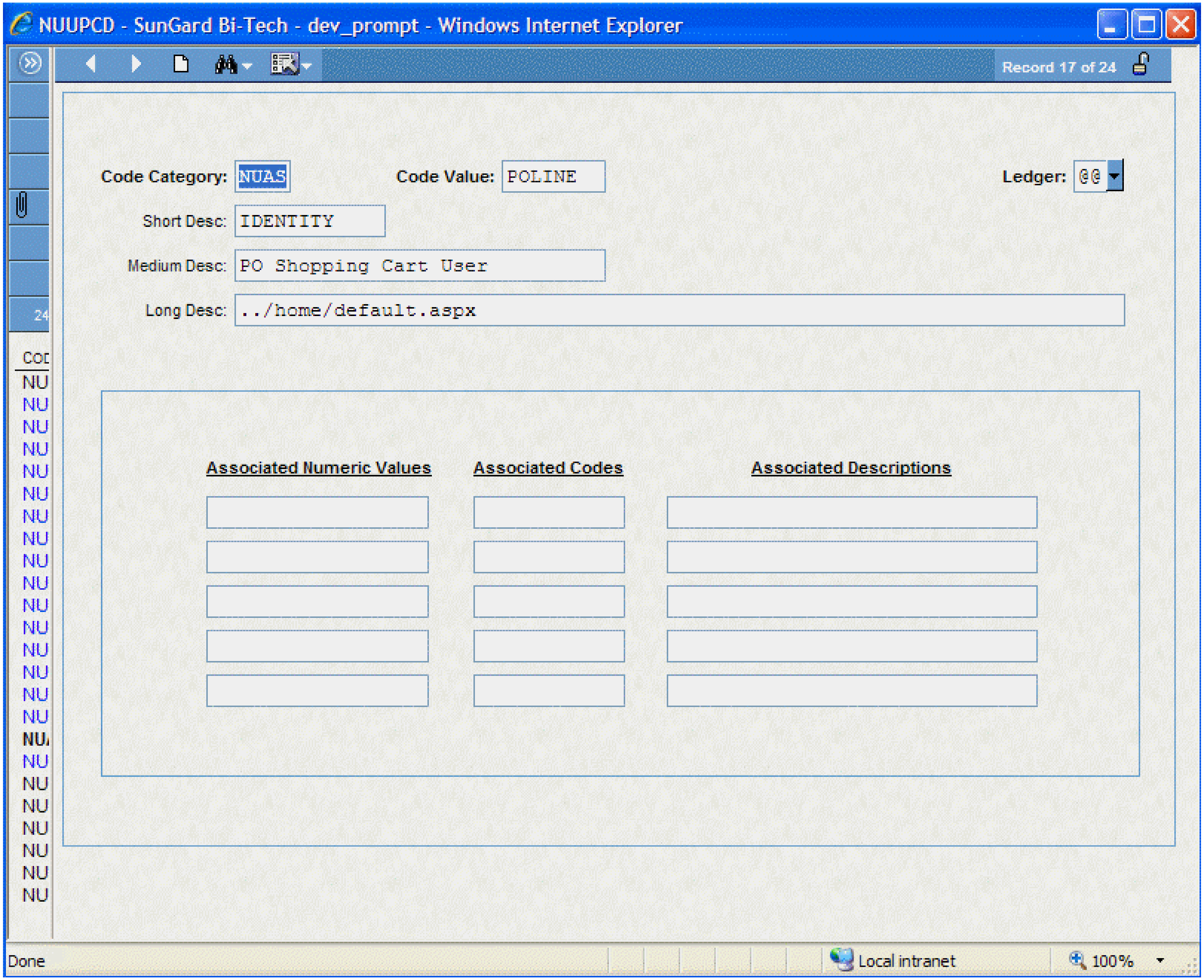
Although this is a REQUIRED field, only the number of digits is required. Using a Prefix is optional.

Associated Descriptions

1 - 3: Can be used to briefly describe the contents of Associated Codes 1-3.

4 - 5: Not Required.

3.2.2 Defining Common Code NUAS POLINE (NUUPCD)

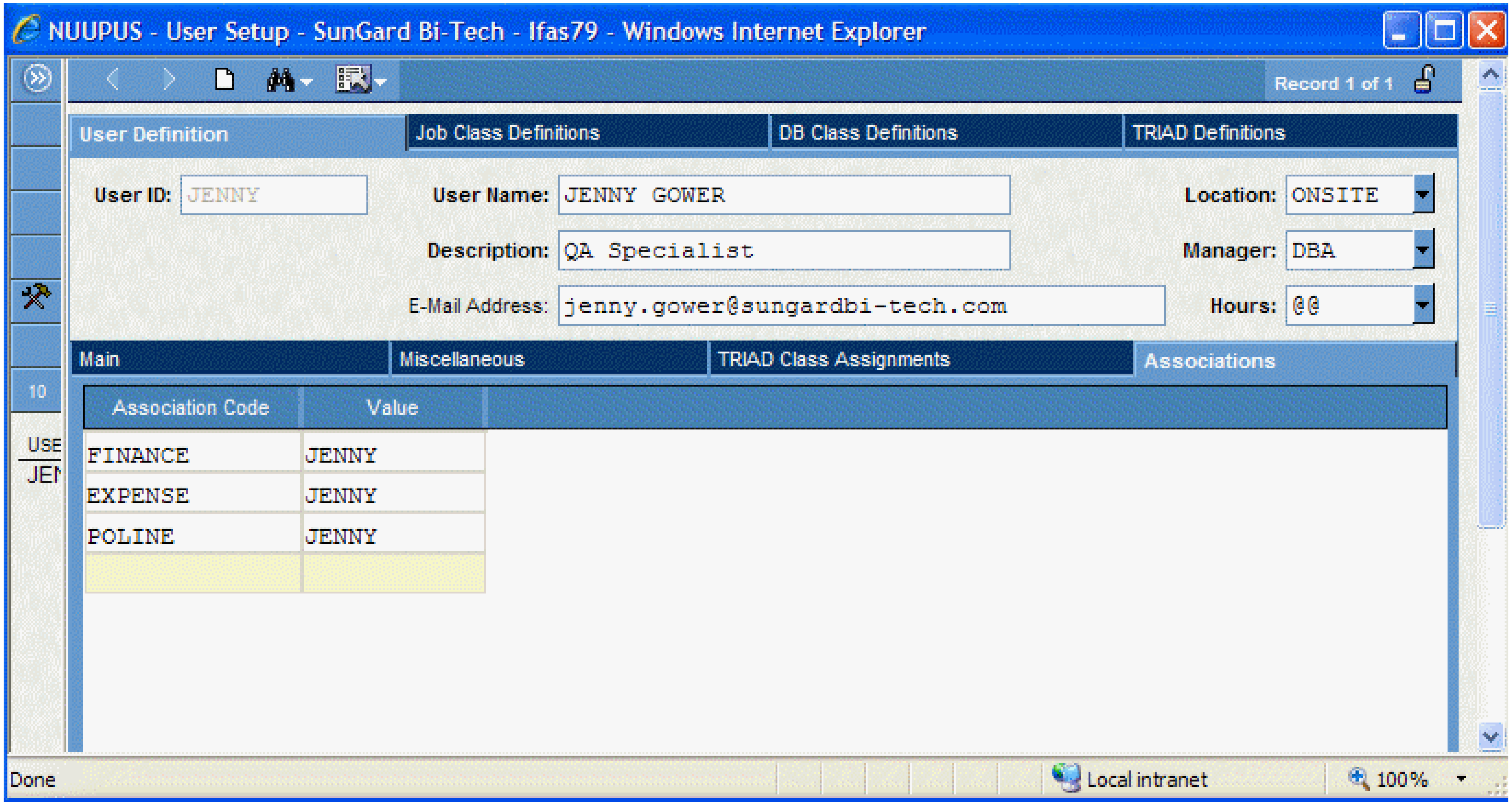

NUUPCD - SunGard Bi-Tech - dev_prompt - Windows Internet Explorer
Record 17 of 24
Code Category: NUAS
Code Value: POLINE
Ledger: @@
Short Desc: IDENTITY
Medium Desc: PO Shopping Cart User
Long Desc: ../home/default.aspx
Associated Numeric Values
Associated Codes
Associated Descriptions
Done
Local intranet
100%

Only IFAS users who have been granted access will be able to use the Shopping Cart dashboard area. Access is granted by assigning a Nucleus association code of POLINE to each user on the NUUPUS screen. Before any Nucleus association code can be used, it must first be defined in common codes under the NUAS category.

Create a new common code with Category = NUAS and code value = POLINE. The ledger code should always be @@. Set the short description to IDENTITY (all upper case) and enter an appropriate explanation in the medium description. Enter the base URL for the server in the Long Description.

Recommended Configuration: Use a ledger code of @@, a short description of IDENTITY, and a medium description of "Line Item Purchasing User".

3.2.3 Assigning POLINE association to Nucleus Users (NUUPUS)



Each IFAS user that will be accessing the Shopping Cart dashboard area must be assigned an association code of POLINE.

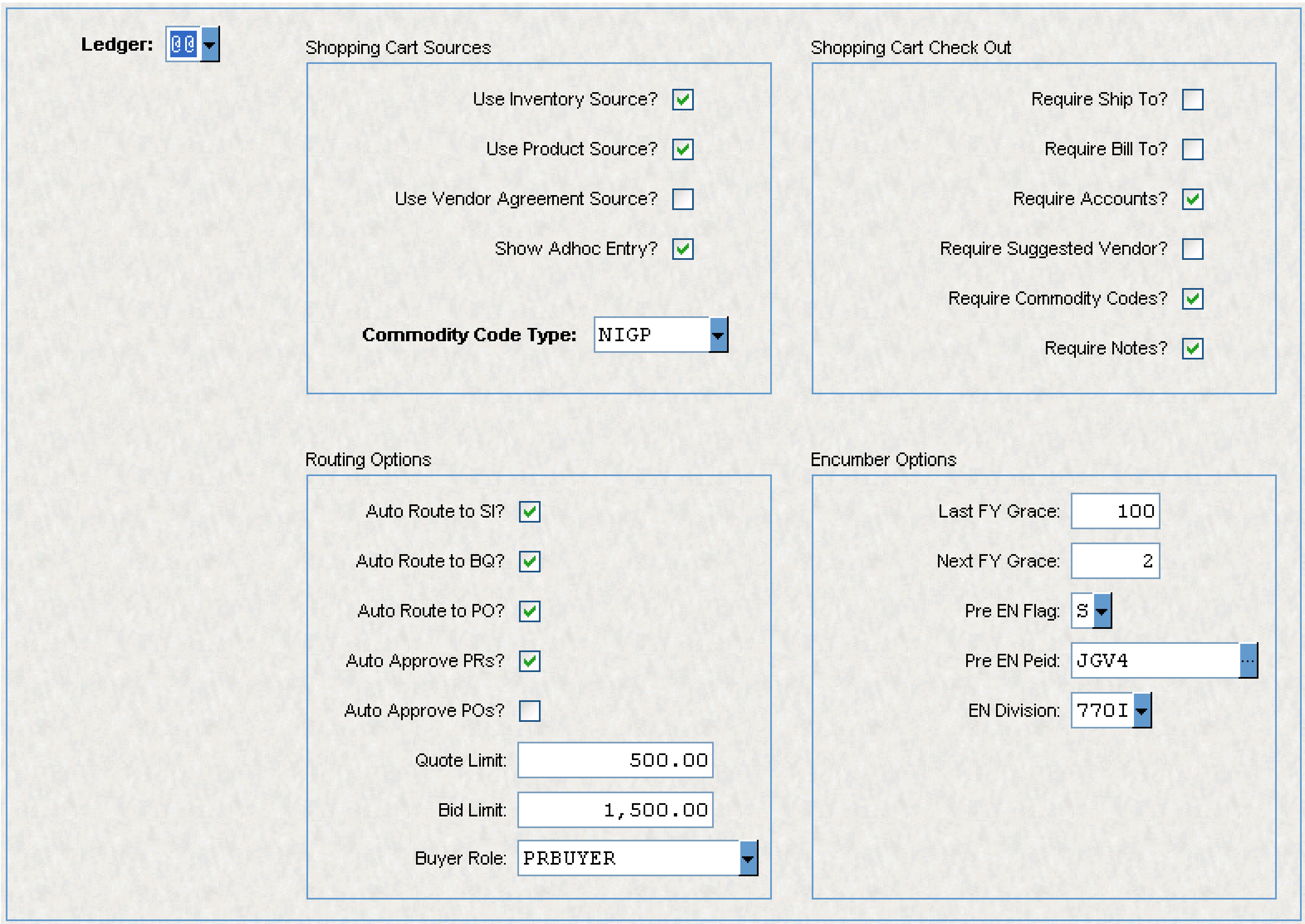
After the NUAS POLINE common code has been defined, locate each user and create a new association record. Choose an association code of POLINE and enter their Nucleus ID in the value field.

3.3 Define General Settings

There are two Set Up screens used by the Line Item Purchasing module. One is used to define configuration settings for an entire site. The other is used to defined configuration settings for individual Users.

3.3.1 Site Preferences - PRUPSP

The site preferences screen is used to defined configuration settings by ledger. Create one record for each Ledger or if only one setting is needed '@@' may be used.



Ledger Code - Enter a Ledger Code or '@@' if settings should be applied to all ledgers.

Use Inventory Source – This check box is used to determine whether or not the Inventory option is displayed in the Search and Browse sections of the Shopping Cart.

Use Product Source – This check box is used to determine whether or not the Product Codes option is displayed in the Search and Browse sections of the Shopping Cart.

Use Vendor Agreement Source – This check box is used to determine whether or not the Vendor Agreement option is displayed in the Search and Browse sections of the Shopping Cart.

Show Adhoc Entry – This check box is used to determine whether or not the My Request option is displayed on the Shopping Cart.

Require Ship To – To require the Ship To field in the Shopping Cart and 7i PRUPIT screen, check the check box. Not requiring the Ship To field will remove the Ship To Tab from the checkout wizard and Edit Item Details portion of the Shopping Cart.

Require Bill To – To require the Bill To field in the Shopping Cart and 7i PRUPIT screen, check the check box. Not requiring the Bill To field will remove the Bill To Tab from the checkout wizard and Edit Item Details portion of the Shopping Cart.

Require Accounts – To require an account be entered for items in the shopping card and 7i PRUPIT screen, check the check box. Not requiring the Accounts fields will remove the Accounts Tab from the checkout wizard and Edit Item Details portion of the Shopping Cart.

Require Suggested Vendor – To require a Vendor in the Shopping Cart and 7i PRUPIT screen, check the check box. Not requiring the Suggested Vendor field will remove the Vendor Tab from the checkout wizard and Edit Item Details portion of the Shopping Cart.

Require Commodity Codes – To require Commodity Codes in the Shopping Cart and 7i PRUPIT screen, check the check box. Not requiring the Commodity Code field will remove the Commodity Codes Tab from the checkout wizard and Edit Item Details portion of the Shopping Cart.

Require Notes – To require Notes in the Shopping Cart and 7i PRUPIT screen, check the check box. Not requiring the Notes will remove the Notes Tab from the checkout wizard and Edit Item Details portion of the Shopping Cart.

Auto Route SI – To have the Destination Code of Stores Inventory automatically assigned when a Stores Inventory Product is ordered, check the check box.

Auto Route BQ – To have the Bid/Quote destination code automatically assigned when an item needs to be put out to bid, check the check box.

Auto Route PO – To have the Purchasing destination code automatically assigned when an item is not assigned a destination, check the check box.

Auto Approve PR's – To have the item automatically approved when added to the shopping cart, check the check box. This will update pr_item_dtl.approve_flag.

Auto Approve PO's – To have the item automatically approved when added to the PRUPPO screen, check the check box.

Quote Limit –Enter the minimum dollar amount of an item to require a Quote be processed in the Bid/Quote module.

Bid Limit – Enter the minimum dollar amount of an item to require a Bid be processed in the Bid/Quote module.

Buyer Role – Enter the BtAdmin Role for the Buyer

Last FY Grace – Enter the number of days into the previous fiscal year users will be able to use when requesting items in the shopping cart or 7i PRUPIT screen. The entry of this field determines which Fiscal Years will be available in the Shopping Cart and 7i PRUPIT screens.

Next FY Grace – Enter the number of days into the next fiscal year that users will be able to use when requesting items in the shopping cart or 7i PRUPIT screen. The entry of this field determines which Fiscal Years will be available in the Shopping Cart and 7i PRUPIT screens.

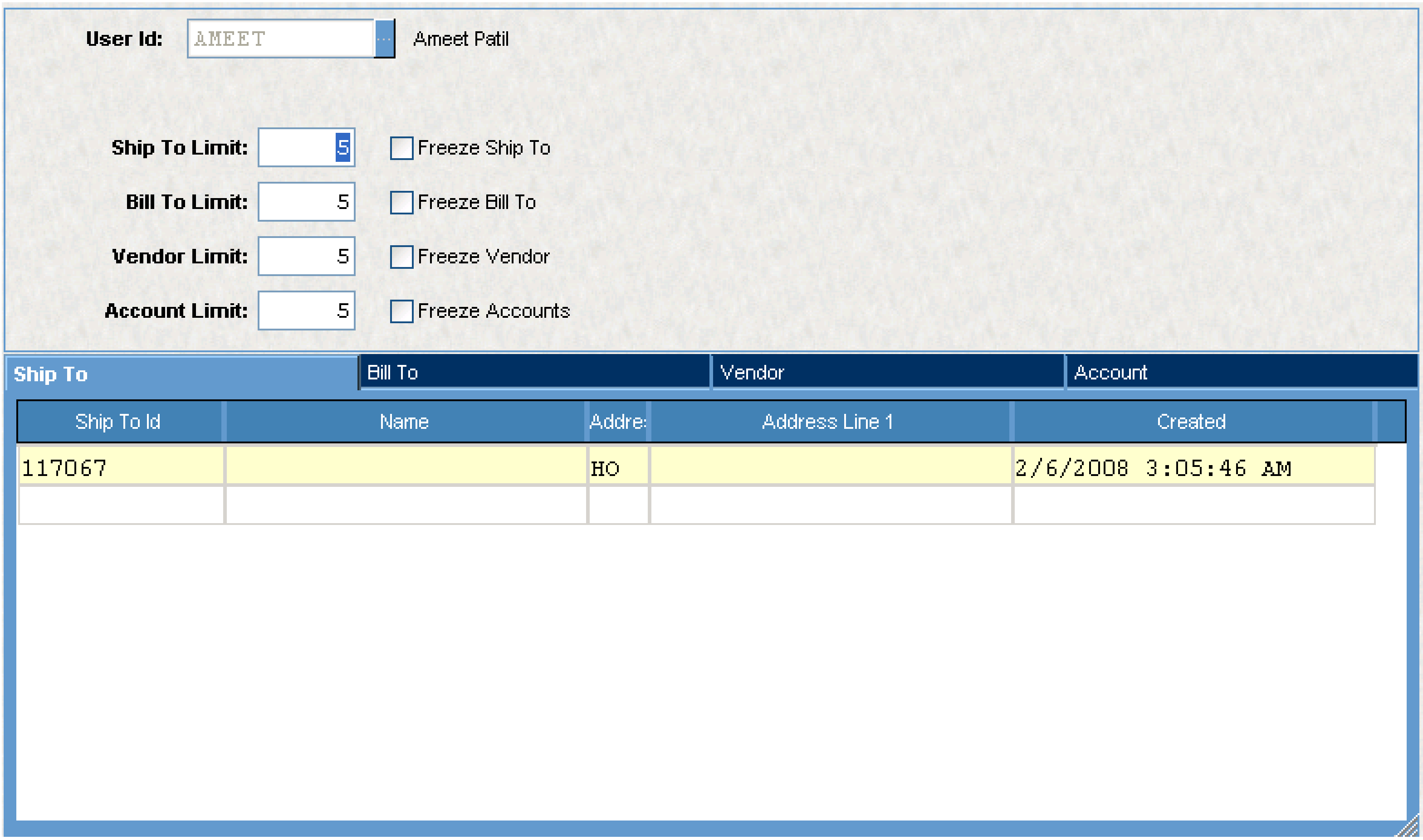
Pre EN Flag – There are three options for encumbering items in the shopping cart and 7i PRUPIT screen.

S	Items are encumbered upon submission of the cart
A	Items are encumbered upon approval (the pr_item_dtl.approval_flag = 'Y').
N	Items are not encumbered

Pre EN PEID – Enter the PEID to use when Pre-encumbering when a Suggested Vendor does not exist.

EN Division – Enter the EN division you wish to have used when entering items into the Shopping Cart. EN Divisions are defined in ENUPDV.

3.3.2 User Preferences - PRUPUP



User ID – Enter the User ID whose preferences are being defined.

Created – This is a display only field that displays the date the User Preference record was created.

Updated – This is a display only field which displays the date the User Preference record was last updated.

Ship To Limit – Enter a number between 1 and 20 that determines how many Ship To ID's are to be displayed in the Recent Ship To Id field in the Shopping cart check out wizard.

Freeze Ship To – If the Freeze Ship To check box is checked, once the Ship To limit is populated in the User Preferences, new Ship To Id's will not be automatically added. If the Freeze Ship To check box is not checked, as a new Ship To Id is used, it will be added to the Recent Ship To Id list with the oldest Ship To Id being dropped if the limit is reached.

Bill To Limit – Enter a number between 1 and 20 that determines how many Bill To ID's are to be displayed in the Recent Bill To Id field in the Shopping cart check out wizard.

Freeze Bill To – If the Freeze Bill To check box is checked, once the Bill To limit is populated in the User Preferences, new Bill To Id's will not be automatically added. If the Freeze Bill To check box is not checked, as a new Bill To Id is used, it will be added to the Recent Bill To Id list with the oldest Bill To Id being dropped if the limit is reached.

Vendor Limit – Enter a number between 1 and 20 that determines how many Vendor Id's are to be displayed in the Recent Vendor Id field in the Shopping cart check out wizard.

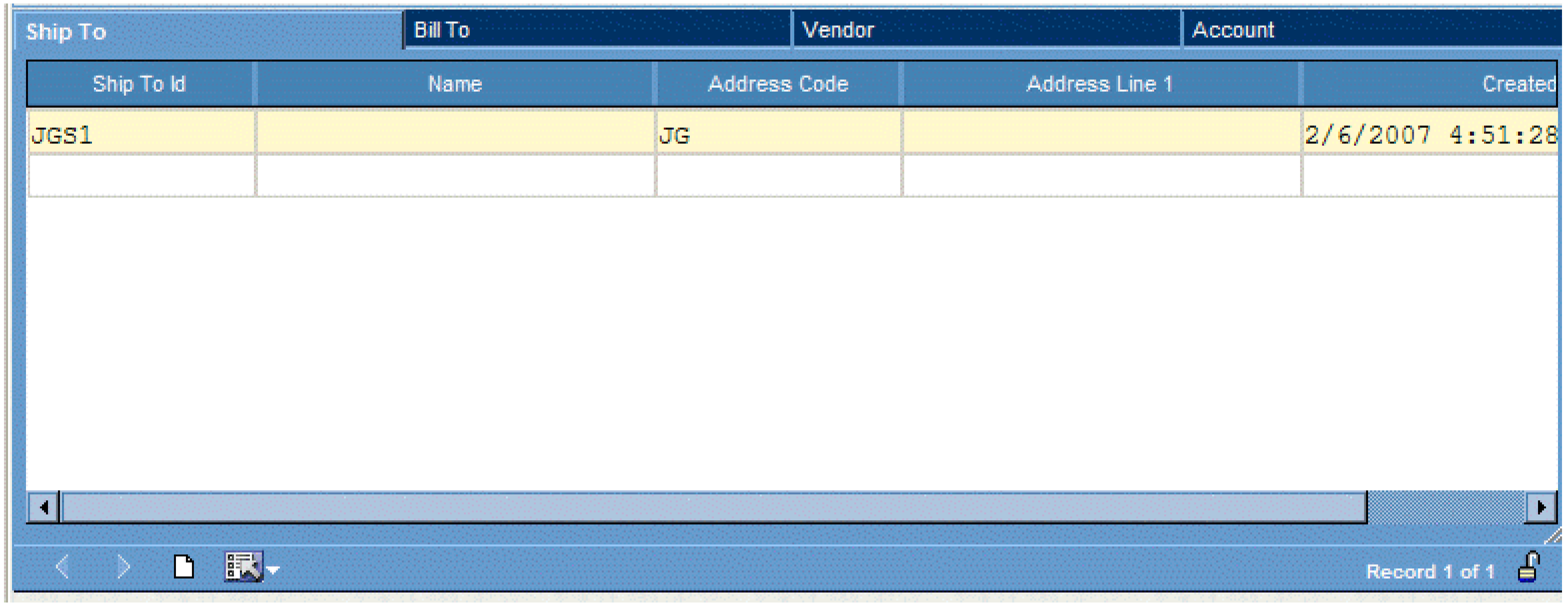
Freeze Vendor – If the Freeze Vendor check box is checked, once the Vendor limit is populated in the User Preferences, new Vendor Id's will not be automatically added. If the Freeze Vendor check box is not checked, as a new Vendor Id is used, it will be added to the Recent Vendor Id list with the oldest Vendor Id being dropped if the limit is reached.

Account Limit – Enter a number between 1 and 20 that determines how many Accounts are to be displayed in the Recent Accounts field in the Shopping cart check out wizard.

Freeze Accounts – If the Freeze Accounts check box is checked, once the Account limit is populated in the User Preferences, new Accounts will not be automatically added. If the Freeze Accounts check box is not checked, as new Accounts are used, they will be added to the Recent Accounts list with the oldest Account being dropped if the limit is reached.

3.3.3 User Preferences – Ship To Tab

This tab is used to store Ship To Id's to be presented in the Recent Ship To Id's field in the Shopping Cart checkout wizard. The Ship To Limit field above determines the number of entries allowed.



Ship to ID – Ship To Id's are PEID's and is used to determine where the item will be shipped. Then can be either hand-entered or populated by using the lookup button to the right of the field.

Name – This is a display only field that displays the name of the Ship To Id entered.

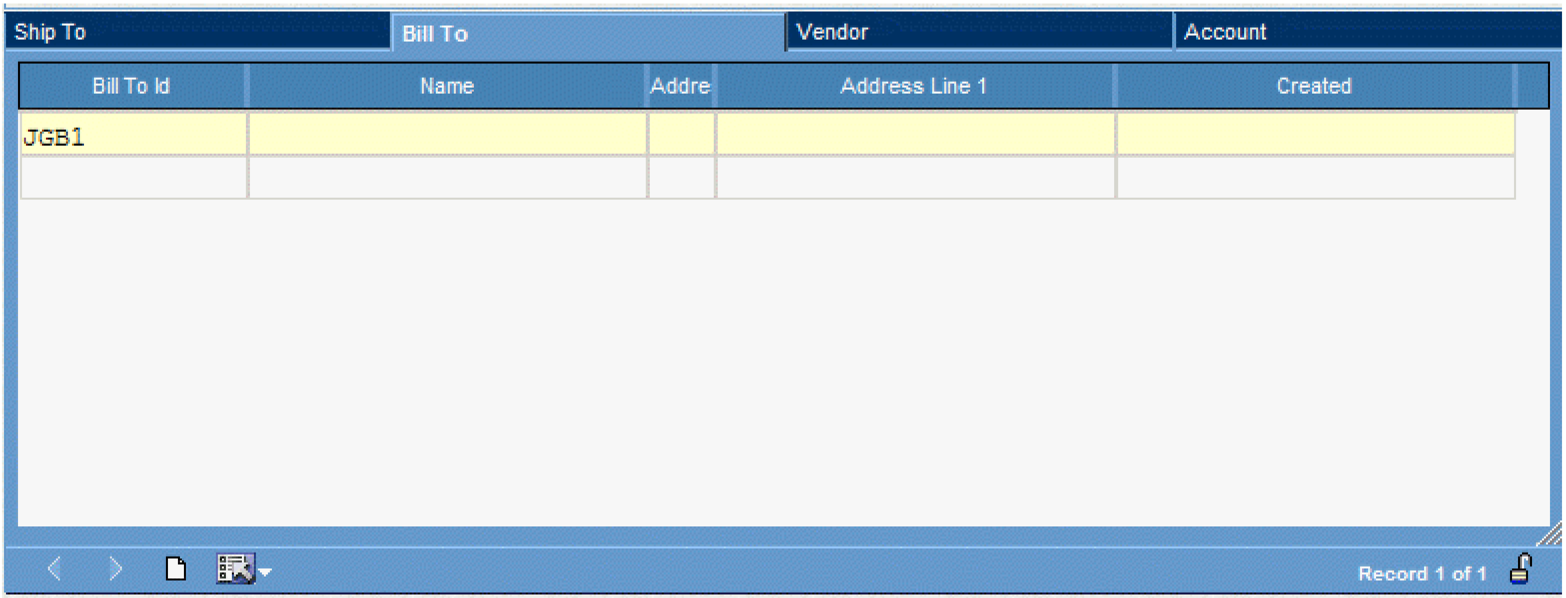
Address Code – Enter the Address Code for the Ship To Id. This can either be hand-entered or can be populated using the drop down to the right of the field.

Address Line 1 – This is a display only field, which displays the first Address line for the Ship To ID and Address Code entered.

Created – This is a display only field which displays the date the Ship To ID was added.

3.3.4 User Preferences – Bill To Tab

This tab is used to store Ship To Id's to be presented in the Recent Ship To Id's field in the Shopping Cart checkout wizard. The Ship To Limit field above determines the number of entries allowed.



Bill To ID: Bill To Id's are PEID's and is used to determine where the item will be billed. Then can be either hand-entered or populated by using the lookup button to the right of the field.

Name – This is a display only field that displays the name of the Bill To Id entered.

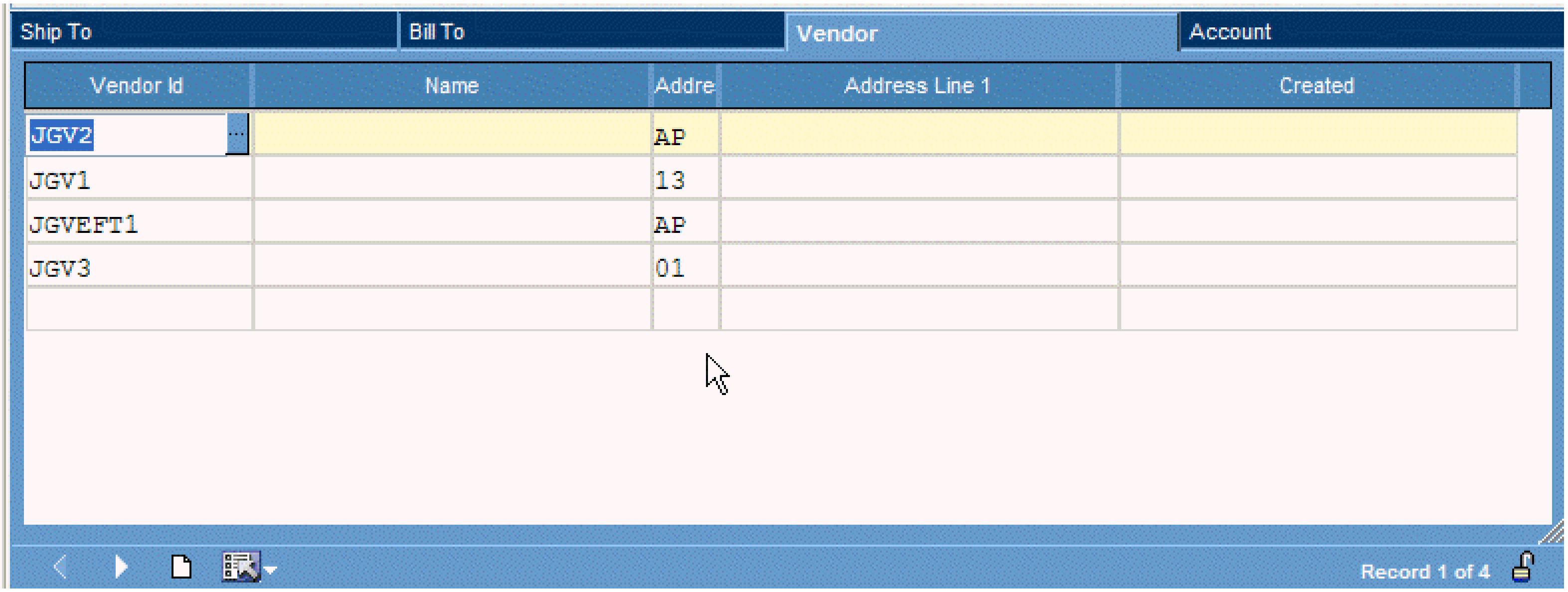
Address Code – Enter the Address Code for the Bill To Id. This can either be hand-entered or can be populated using the drop down to the right of the field.

Address Line 1 – This is a display only field, which displays the first Address line for the Bill To ID and Address Code entered.

Created – This is a display only field which displays the date the Bill To ID was added.

3.3.5 User Preferences - Vendor Tab

This tab is used to store Vendor Id's to be presented in the Recent Vendor Id's field in the Shopping Cart checkout wizard. The Vendor Limit field above determines the number of entries allowed.



Vendor – Vendor Id's are PEID's and is used to store the suggested vendor for the item. The Vendor can be either hand-entered or populated by using the lookup button to the right of the field.

Name – This is a display only field, which displays the name of the Vendor entered.

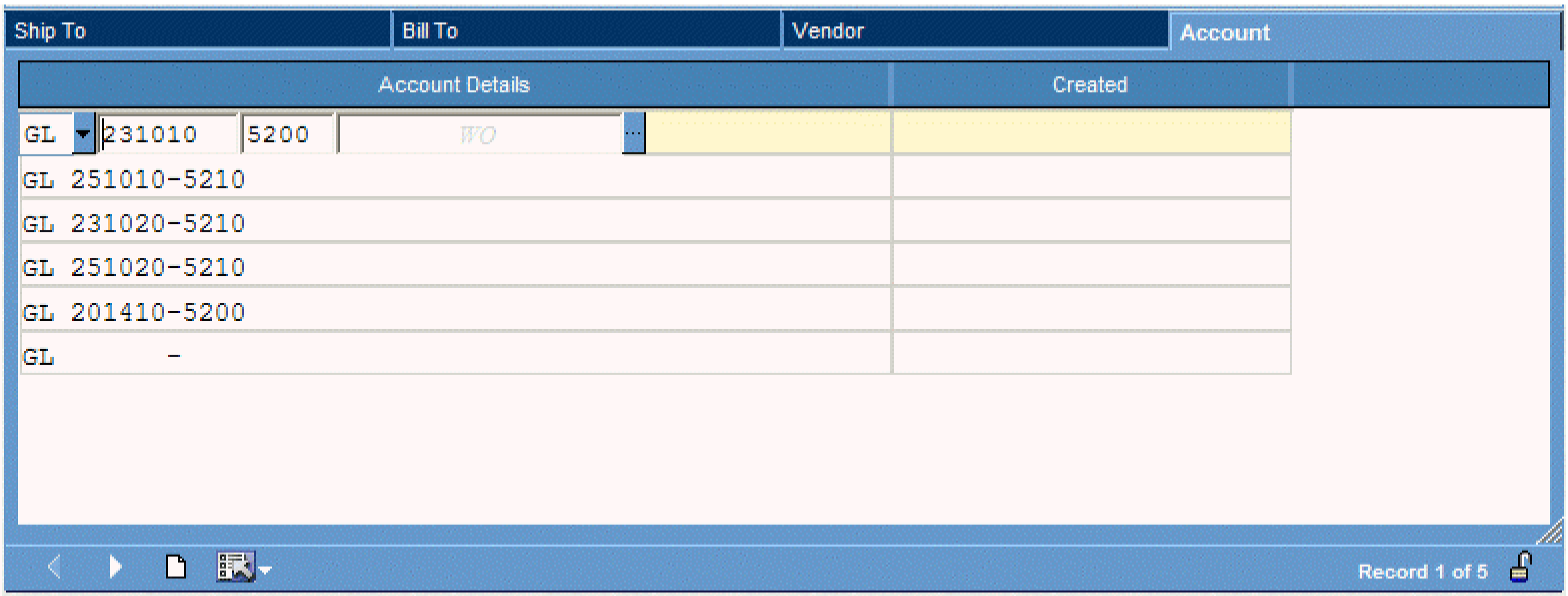
Address Code – Enter the Address Code for the Vendor Id. This can either be hand-entered or can be populated using the drop down to the right of the field.

Address Line 1 – This is a display only field, which displays the first Address line for the Vendor ID and Address Code entered.

Created – This is a display only field which displays the date the Vendor ID was added.

3.3.6 User Preferences - Account Tab

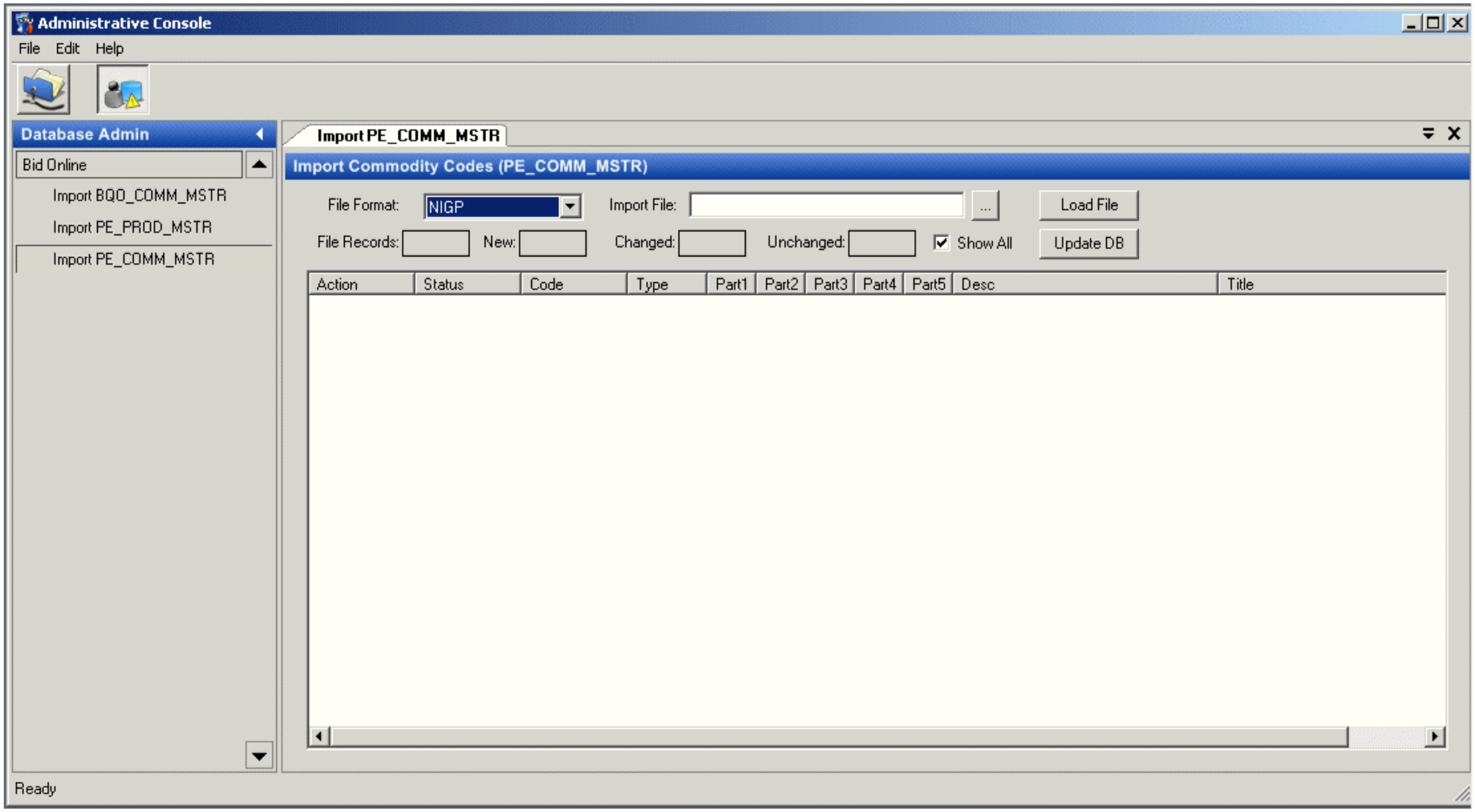
This tab is used to store Accounts to be presented in the Recent Accounts field in the Shopping Cart checkout wizard. The Account Limit field above determines the number of entries allowed.



Account Details – The Account Details are used to store the Account number for the item. The Account Details can be either hand-entered or populated by using the lookup button to the right of the field.

Created – This is a display only field which displays the date the Account record was created.

3.3.7 Loading Commodity Codes into PE_COMM_MSTR



If Commodity Codes are to be used in the Line Item Purchasing module, they will need to be loaded. Currently the Line Item Purchasing module supports two standard sets of commodities: 5-digit NIGP and UNSPSC.

Commodities are loaded into the PE_COMM_MSTR table of IFAS, which is the data accessed by the Shopping Cart and the PRUPIT screens.

Each commodity type is expected in a certain file format. See documentation for details on the file formats supported by this console plug-in.

Run the Administrative Console and choose the “Database Admin” area. From the list on the left, choose “Import PE_COMM_MSTR”.

To load a file, first enter the file path or click the adjacent button to browse. Choose either NIGP or UNSPSC file type. Click the “Load File” button to load the file contents into the console and compare the records with the database. Click the “Load Data” button to update the database.

4 Shopping Cart Homepage

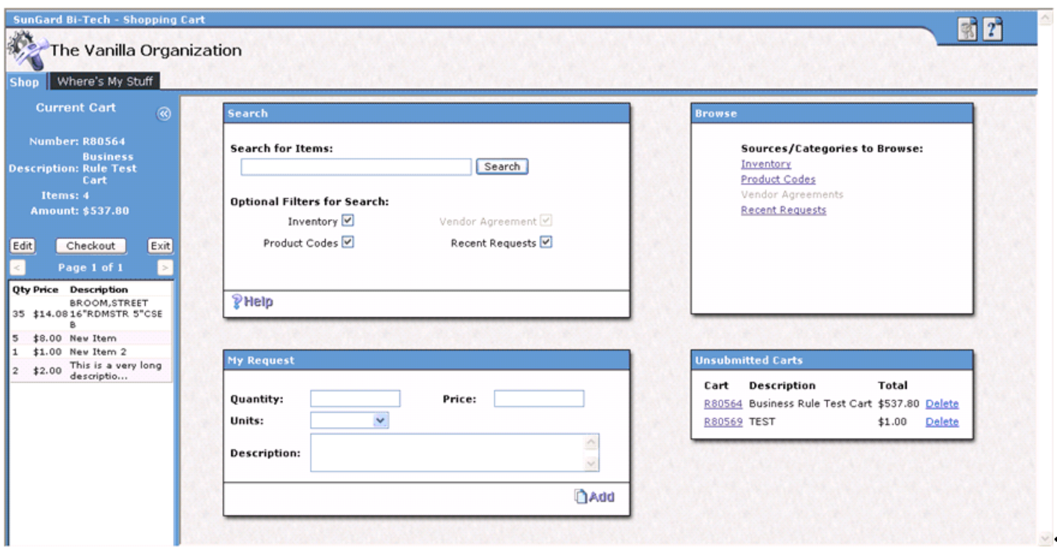
The initial view of the Shopping Cart has a current cart information bar on the left. The “Where’s My Stuff” tab at the top links to a view of previous requests.

The main body of the form contains the three methods to add items to cart; Search, Browse, and My Request.

Search allows keyword searching in four sources of items. Browse uses mouse clicks to drill into a source of items.   The four sources of items are Stores Inventory, Product Codes, Vendor Agreements, and the user’s Recent Requests.

If the user is unable to find the desired item, the My Request option is available for ad hoc item entry.

The user’s unsubmitted carts are also shown in the bottom right side of this screen. The user can click “Select” next to the cart to make it the current cart.



4.1 Search

Search for Items: Put “keyword” you want to search on in this textbox

Search: Click button to execute search

Optional Filters for Search: Check one or more checkboxes indicating the source to search in.

Inventory searches Stores Inventory (sii_invtry_dtl and pe_desc_dtl),

Product codes search Person Entity (pe_prod_dtl and pe_desc_dtl),

Vendor Agreement

Recent Request searches the user's previous carts for items

4.2 Browse

Sources/Categories to browse:

Inventory browses Stores Inventory (sii_invtry_dtl and pe_desc_dtl), Users are presented with both a list of available Warehouses as well as Product Classes to further narrow down the list of Inventory items displayed.

Product codes browses Person Entity (pe_prod_dtl and pe_desc_dtl), Users are presented with a list of Product Classes to further narrow down their list of Product Codes displayed.

Vendor Agreement

Recent Request browses the user's previous carts for items. Users are prompted for Start and End dates to further narrow down the list of items displayed from carts created by the user.

4.3 My Request

My Request is used when user cannot locate the item in any other source

Quantity: Enter quantity desired

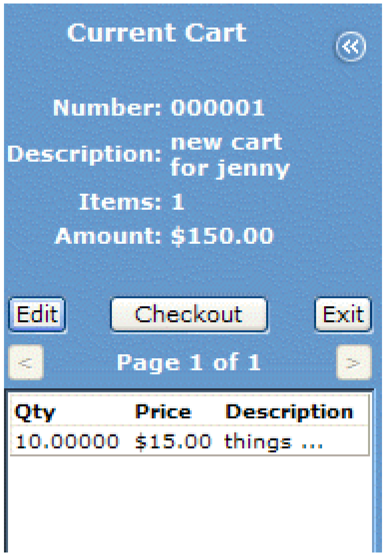
Price: Enter price desired

Units: Units for item desired. Units pulled from PEUN common code

Date: Date desired for item

Description: Enter description for item (unlimited text)

4.4 Current Cart



Number: Click “<<” button to collapse the current cart

Number: Current cart number

Description: Description of the overall cart

Items: Total number of items in cart

Amount: Total amount of cart

Edit button: Clicking this button will take user to a screen where they can view/edit each line item in cart.

Checkout: Click this button to start the checkout process

Exit: Click this button to exit the current cart

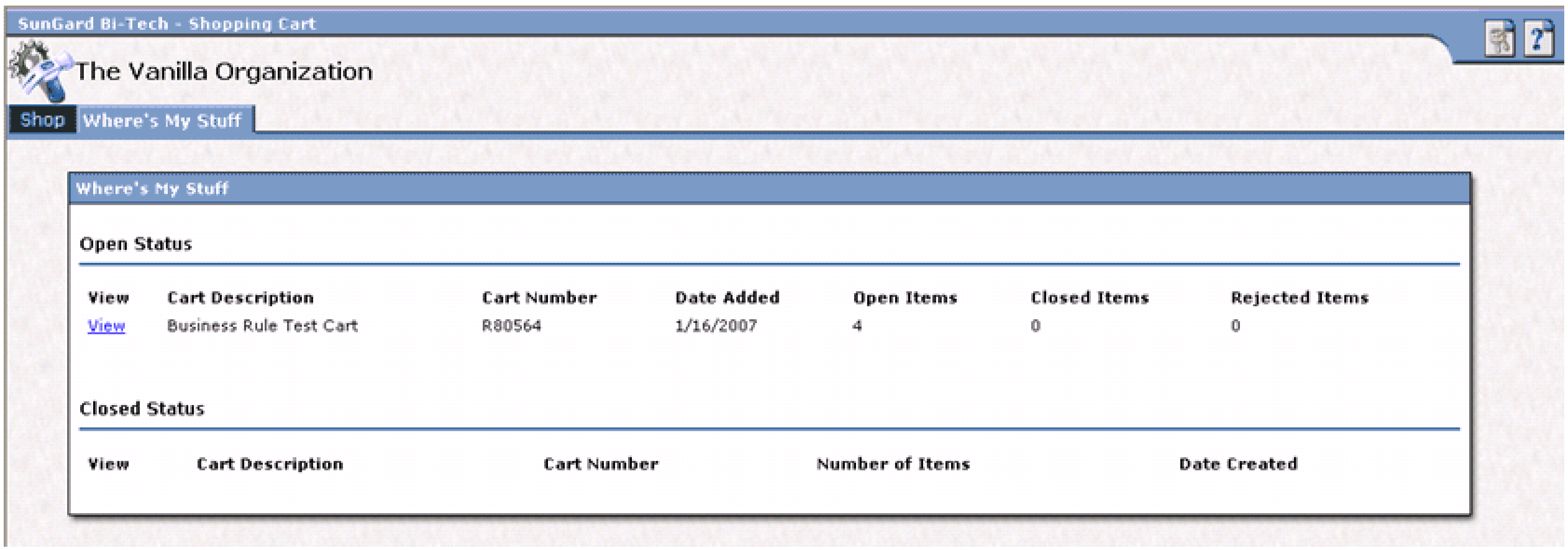
Left arrow: If enabled, click this button to view the previous page of items

Right arrow: If enabled, click this button to view the next page of items

Item Grid: This grid shows each line item in cart. It displays the qty, price, and first 30 characters of the description. If the description is longer than 30 characters the description will be followed by a "…" at the end to indicate this.

4.5 Where's My Stuff

This shows information at the "Cart" level. Click "View" to drill into Cart details, which shows the items in the cart.



Open Status: This section shows the carts that are currently open. An open cart is defined as a submitted cart, where not all items are in a closed status. There is a count for each items showing the number of "Open Items", "Closed Items", and "Rejected Items". Click the "view" button to view the cart items.

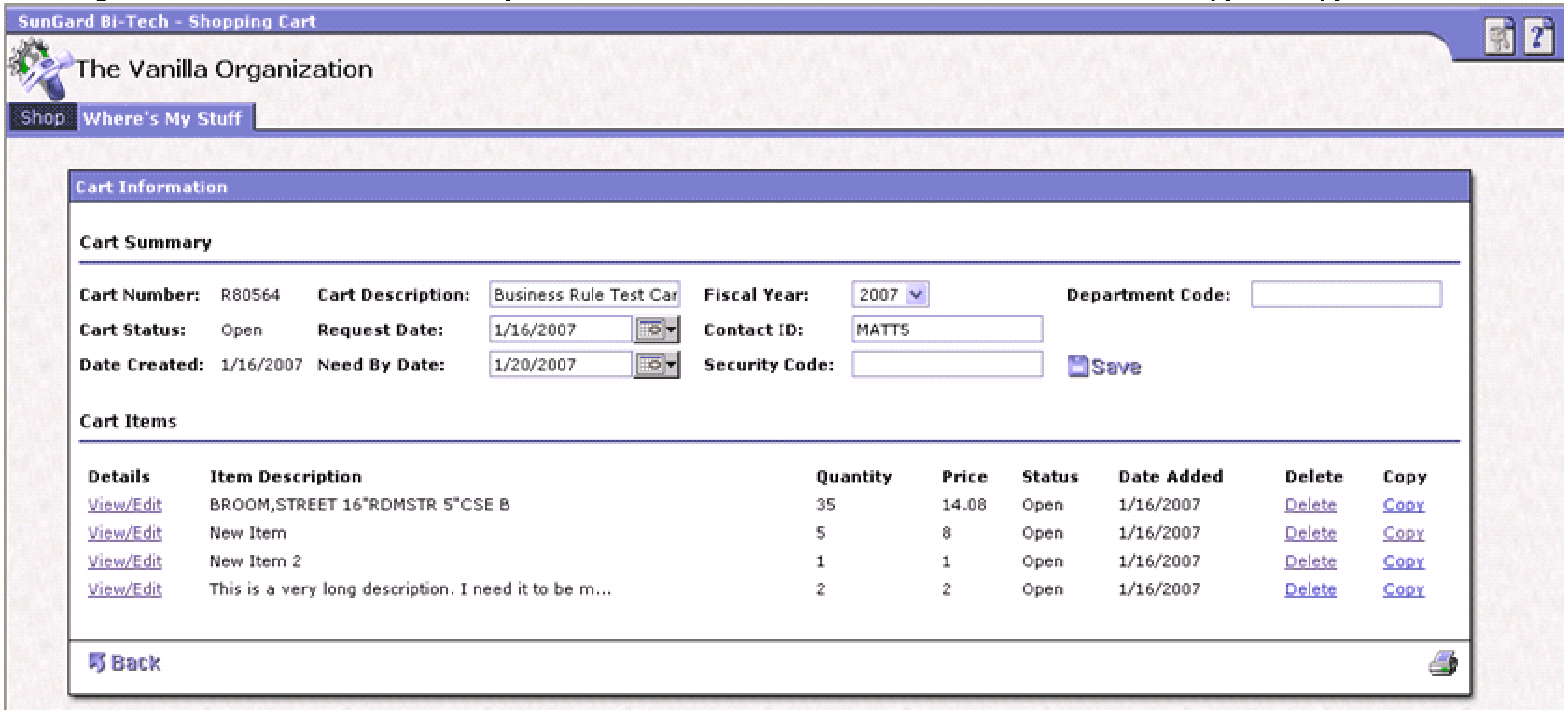
Closed Status: This section shows all of the closed carts. A closed cart is defined by having all of the items in the cart closed.

4.6 Help Dialog

After clicking "Help" button on Search page.

5 Item View of Cart

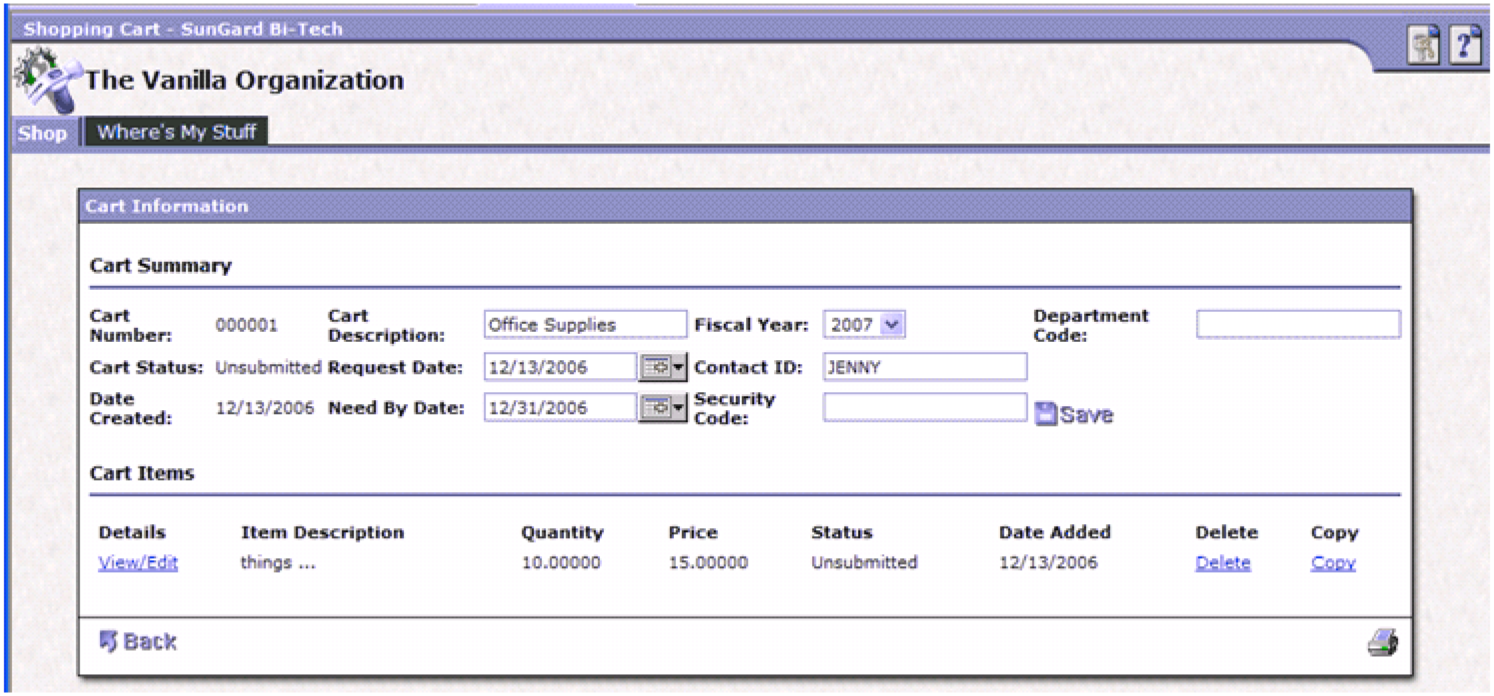
After clicking “View” on a cart in “Where’s My Stuff”, the items in the cart of shown. User can click “Copy” to copy line item into current



cart.

After Clicking “View/Edit”, a form shows up and allows the user to edit detail information for the item.

5.1 Edit Item View



The Edit Button takes the user to a Summary screen where both cart summary and item detail information can be viewed and updated. Fields on the Cart Summary Section can be updated and saved by clicking the Save button. The Back button at the bottom of the screen takes the user back to the Shopping Cart page. The print button at the bottom of the screen can be used to print the screen.

Cart Summary - Cart Number: This is a display only field which displays the Cart Number.

Cart Summary - Cart Description: This is the description for the cart. The description field can store up to 30 characters.

Cart Summary - Fiscal Year: This is the Fiscal Year for the request. The Fiscal Year is required and will always default to the current Fiscal Year. Previous and Next Fiscal Year options are made available based on the Grace Periods entered on the Site Preference screen (mask PRUPSP). The user can either hand-type the Fiscal Year into this field or can select a year by clicking the drop down to the right of the field. The Fiscal Year selected is used to determine the encumbrance date used for items. If the current Fiscal Year is chosen, the encumbrance date will be equal to the request date entered. If the previous Fiscal Year is chosen, the encumbrance date will be equal to the last day of the previous Fiscal Year. If the next Fiscal Year is chosen, the encumbrance date will be equal to the first day of the next Fiscal Year.

Cart Summary - Department Code: This is the Department for the request.

Cart Summary - Cart Status: This is the status for the Cart. The values for this field are:

U Unsubmitted. This is when the cart has not been submitted for approval.

O Open. This is when the item has been submitted, but has not been routed thru the system (approved and routed to its final destination such as Stores Inventory or Purchasing).

C Complete. This is when the item has been approved and has reached its final destination (Stores Inventory, Purchasing, etc.).

R Rejected. This is when the cart has been submitted and subsequently rejected in the approval process. It is treated as unsubmitted.

X Cancelled. This is when the cart has been closed or otherwise disencumbered.

Cart Summary - Request Date: This is the date of the request. The user can either hand-type a date into this field or can select a date by clicking the drop down to the right of the field.

Cart Summary - Contact ID: The Contact Id is the ID of the person desired to be the contact on this requisition. This is a PEID.

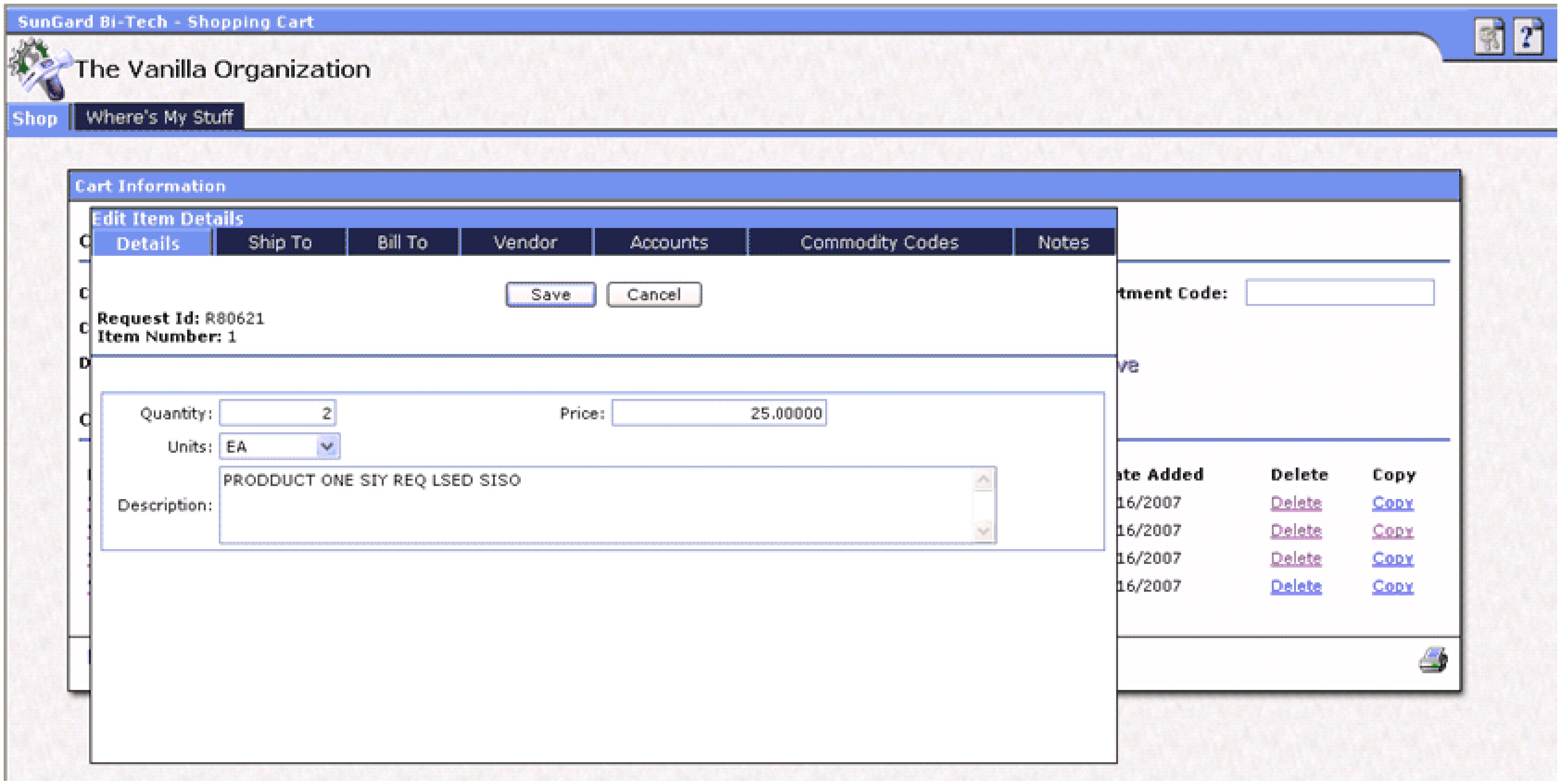
Cart Summary - Date Created: This is the date the cart was created.

Cart Summary - Need By Date: This is the date by which the request is needed. The user can either hand-type a date into this field, or can select a date by clicking the drop down to the right of the field.

Cart Summary - Security Code: This is the Security Code for the request

6 Cart Items – Edit Item Details

After clicking “View/Edit”, a form shows up and allows the user to view and update detail information for the item.



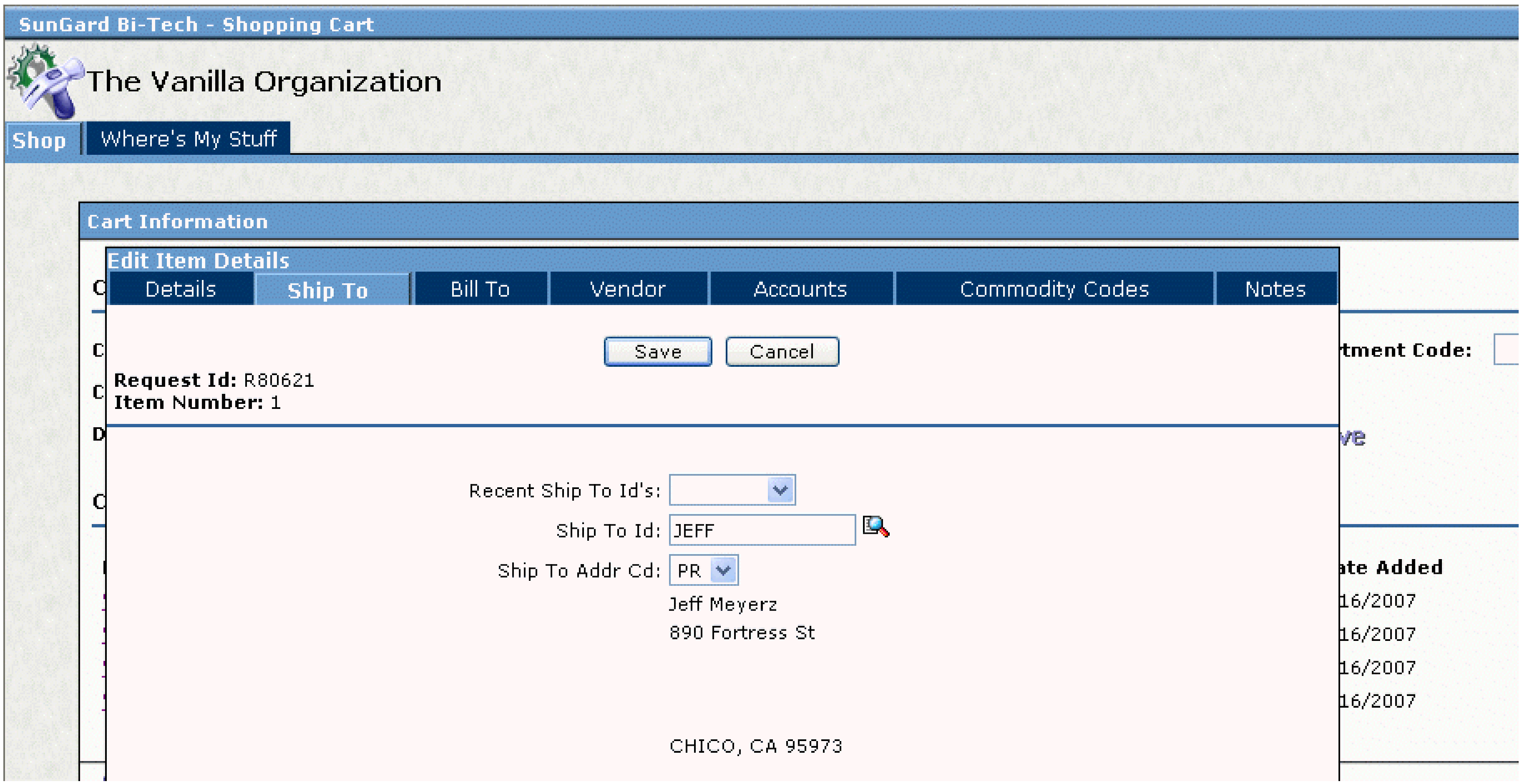
In the Edit Item view, the user is able to adjust specific information about the item under consideration. The tabs that will appear on the Edit Item View are dependent upon the Site Preferences configuration. The Ship To, Bill To, Vendor, Accounts, Commodity Codes and Notes tabs can all be selective enabled or disabled using the Site Preferences 7i screen.

6.1 Edit Item Details – Details Tab

At the Details tab, the user can update the quantity, price, units, date and description fields for a particular item. To update the database with changes made on the page, the user clicks on the "Save" button. To return back to the Edit Item List, the user clicks on the Cancel button.

6.2 Edit Item Details – Ship To Tab

The Ship To Id can be entered or edited on the Ship To Tab. Clicking on the Ship To tab, the user will be presented with a page as shown below.



Users can specify a Ship To PeId for all items in the cart from this tab. The user can change the values on the screen and click on the "Save" button to keep the changes to the database.

Recent Ship To Id's: This field contains a list of recently used Ship To Id's for the current user. The values that populate the list are derived from the User Preferences (See User Preferences for more information). The Recent Ship To Id can either be hand-typed into this field or can be selected by clicking the drop down to the right of the field. Choosing a Recent Ship To Id will populate the Ship To ID field for the user.

Ship To Id: This field is used to enter the Ship To Id for the Item. It can be populated automatically by using the Recent Ship To Id field; the user can also hand-type a Ship To Id, or the Ship To Id can be selected by performing a lookup using the lookup icon to the right of the field. Ship To Ids are defined in PEUPPE.

Ship To Addr Cd: This field is used to enter the specific Address Code for the Ship To Id entered. It will populate automatically. The user can hand-type an address code for the Ship To Id or select an address code by using the drop down to the right of the field. Only valid address codes for the entered Ship To Id will appear in the drop down list.

6.3 Edit Item Details – Bill To Tab

The Ship To Id can be entered or edited on the Bill To Tab. Clicking on the Bill To tab, the user will be presented with a page as shown below.

Users can specify a Bill To PeId for all items in the cart from this tab. The user can change the values on the screen and click on the "Save" button to keep the changes to the database.

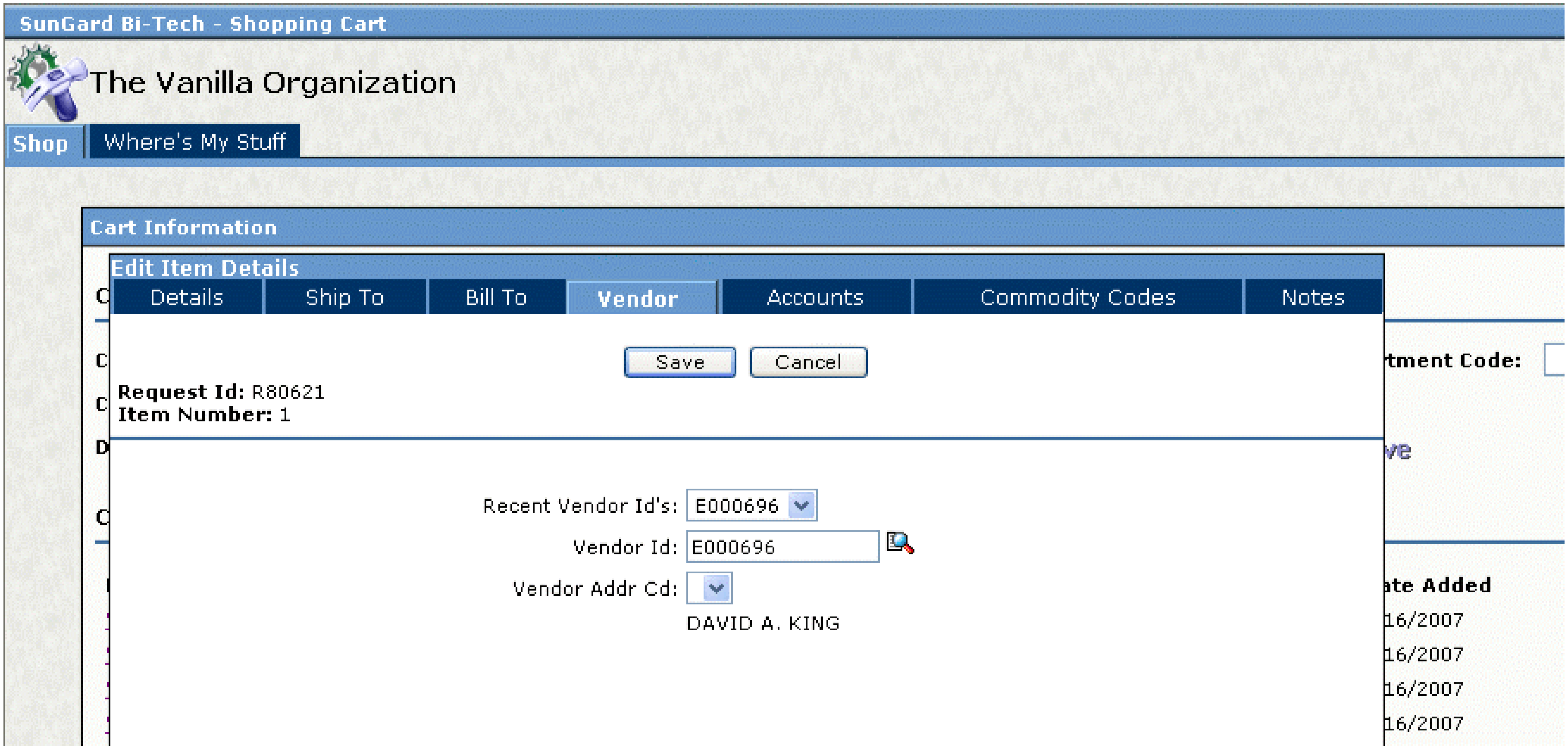
Recent Bill To Id's: This field contains a list of recently used Bill To Id's for the current user. The values that populate the list are derived from the User Preferences (See User Preferences for more information). The Recent Bill To Id can either be hand-typed into this field or can be selected by clicking the drop down to the right of the field. Choosing a Recent Bill To Id will populate the Bill To ID field for the user.

Bill To Id: This field is used to enter the Bill To Id for the Item. It can be populated automatically by using the Recent Bill To Id field; the user can also hand-type a Bill To Id, or the Bill To Id can be selected by performing a lookup using the lookup icon to the right of the field. Bill To Ids are defined in PEUPPE.

Bill To Addr Cd: This field is used to enter the specific Address Code for the Bill To Id entered. It will populate automatically. The user can hand-type an address code for the Bill To Id or select an address code by using the drop down to the right of the field. Only valid address codes for the entered Bill To Id will appear in the drop down list.

6.4 Edit Item Details – Vendor Tab

The Vendor can be entered or edited on the Vendor Tab. Clicking on the Vendor tab, the user will see the page shown below.



Users can specify a Suggested Vendor PeId for all items in the cart from this tab. The user can change the values on the screen and click on the "Save" button to keep the changes to the database.

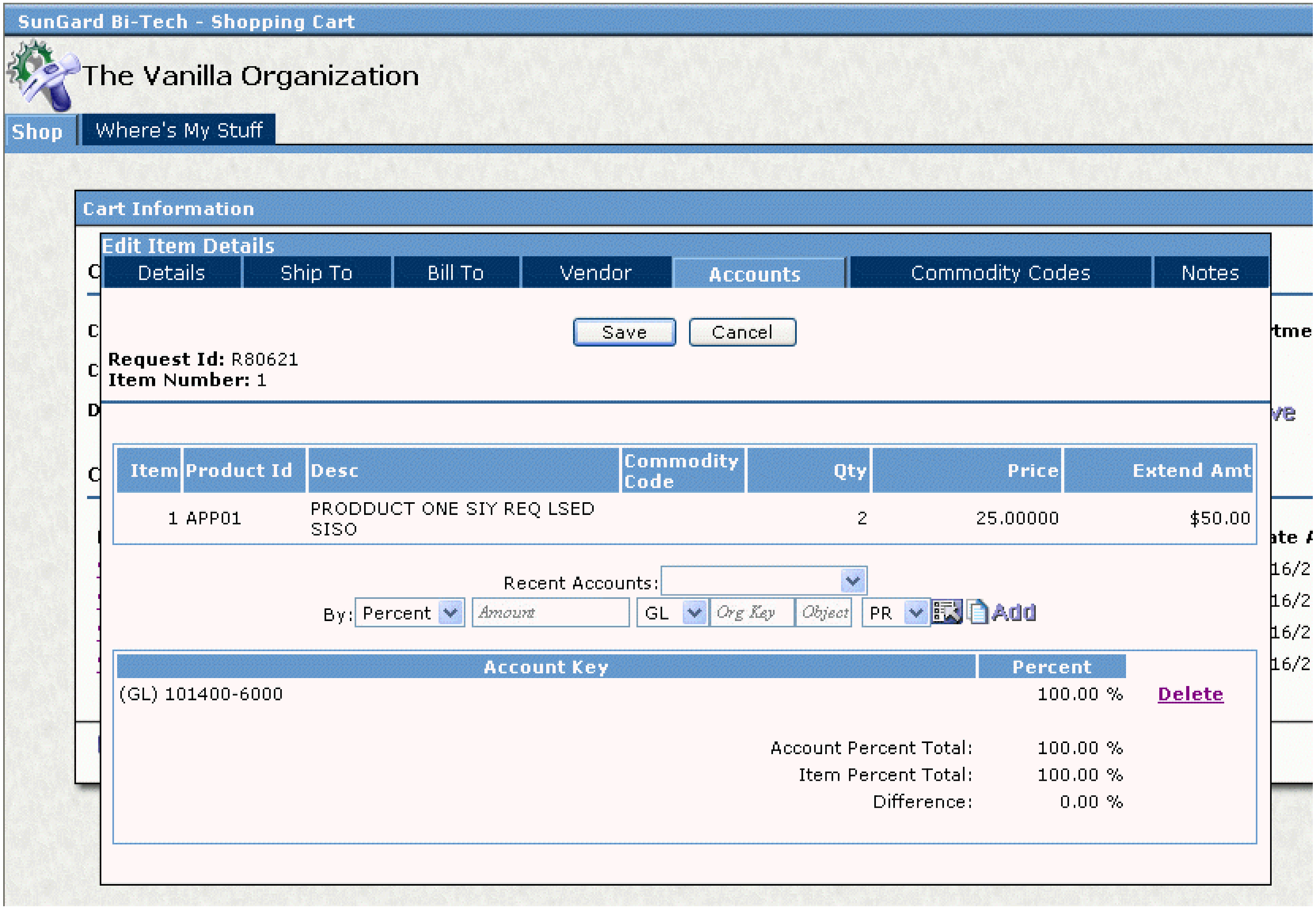
Recent Vendor Id's: This field contains a list of recently used Vendor Id's for the current user. The values that populate the list are derived from the User Preferences (See User Preferences for more information). The Recent Vendor Id can either be hand-typed into this field or can be selected by clicking the drop down to the right of the field. Choosing a Recent Vendor Id will populate the Vendor ID field for the user.

Vendor ID: This field is used to enter the Vendor Id for the Item. It can be populated automatically by using the Recent Vendor Id field; the user can also hand-type a Vendor Id, or the Vendor Id can be selected by performing a lookup using the lookup icon to the right of the field. Vendor Ids are defined in PEUPPE.

Vendor Addr Cd: This field is used to enter the specific Address Code for the Vendor Id entered. It will populate automatically. The user can hand-type an address code for the Vendor Id or select an address code by using the drop down to the right of the field. Only valid address codes for the entered Vendor Id will appear in the drop down list.

6.5 Edit Item Details – Accounts Tab

The Account number or numbers can be entered or edited on the Accounts Tab. Clicking on the Account tab, the user will see the page shown below.



Users can specify account distributions for each item in the cart from this tab. The user can change the values on the screen and click on the "Save" button to keep the changes to the database.

Recent Accounts: This field contains a list of recently used Accounts for the current user. The values that populate the list are derived from the User Preferences (See User Preferences for more information). The Recent Accounts can either be hand-typed into this field or can be selected by clicking the drop down to the right of the field. Choosing a Recent Account will populate the Ledger Code(s) and other account fields for the user. More information about the other account fields can be found in the Wizard section of this guide.

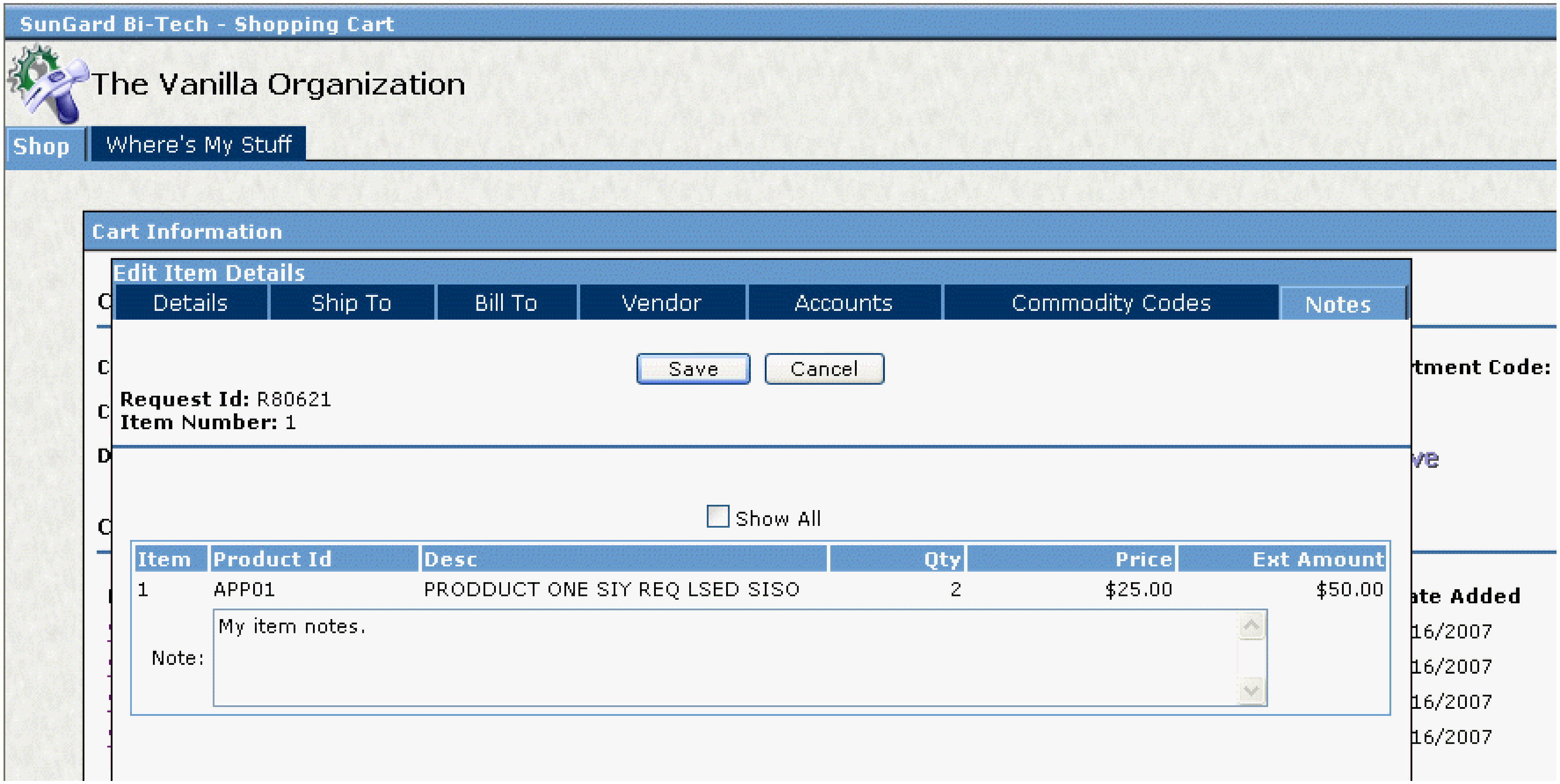
6.6 Edit Item Details – Commodity Codes Tab

The commodity Code can be entered or edited on the Commodity Codes Tab. Clicking on the Commodity Code tab, the user will see the page shown below.

Users can specify a commodity code assignment on an item by item basis from the Commodity Code tab. To see all the items in the cart click on the Show All checkbox. The user can change the values on the screen and click on the “Save” button to keep the changes to the database. The user can lookup commodity code assignments by clicking on the lookup icon. For more details see the Lookup Section in this document.

6.7 Edit Item Details – Notes Tab

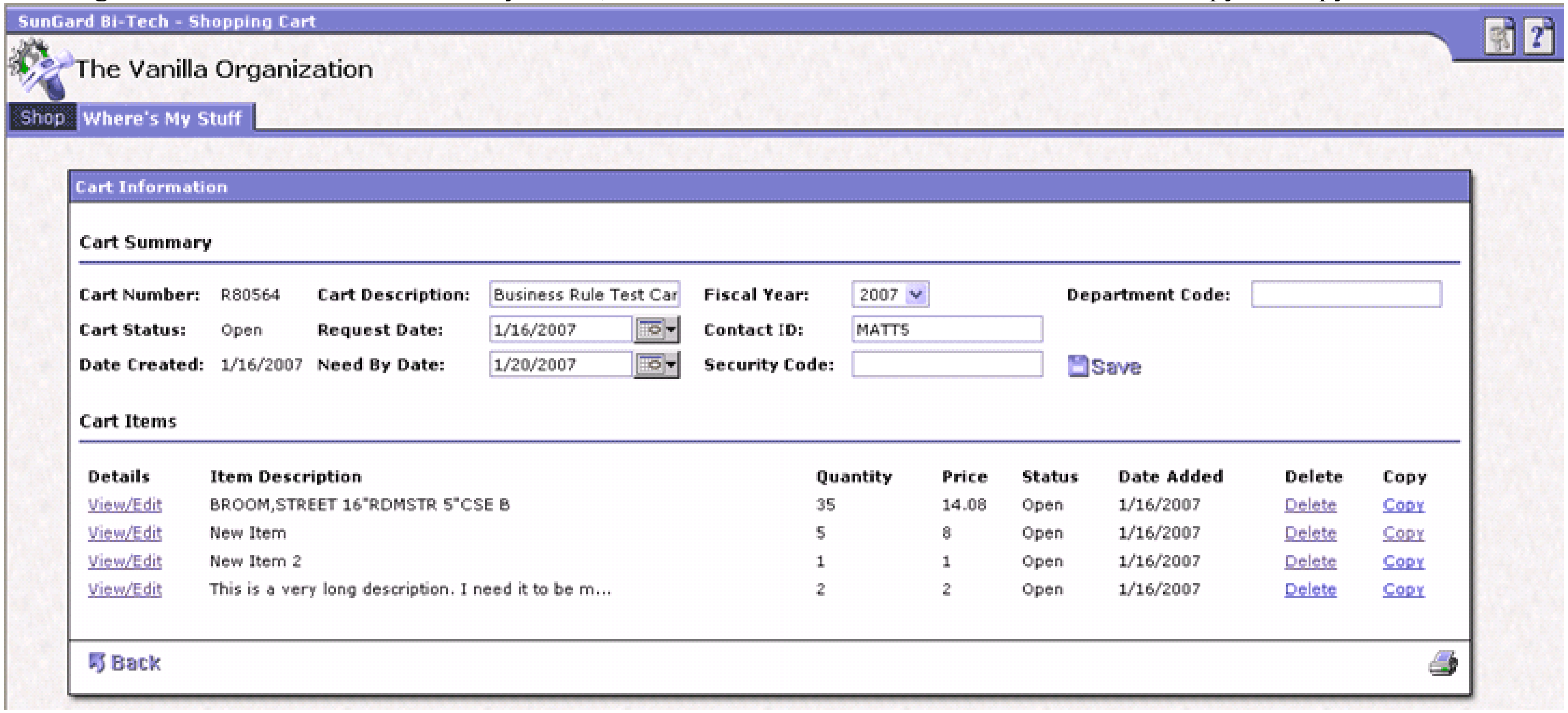
Notes can be entered or edited on the Notes Tab. Whether this tab is displayed or not is configurable on a site-by-site basis (see Site Preferences for more details). Clicking on the Notes tab, the user will see the page shown below.



Users can specify an item note on an item by item basis from the Notes tab. To see all the items in the cart click on the Show All checkbox. The user can change the values on the screen and click on the “Save” button to keep the changes to the database.

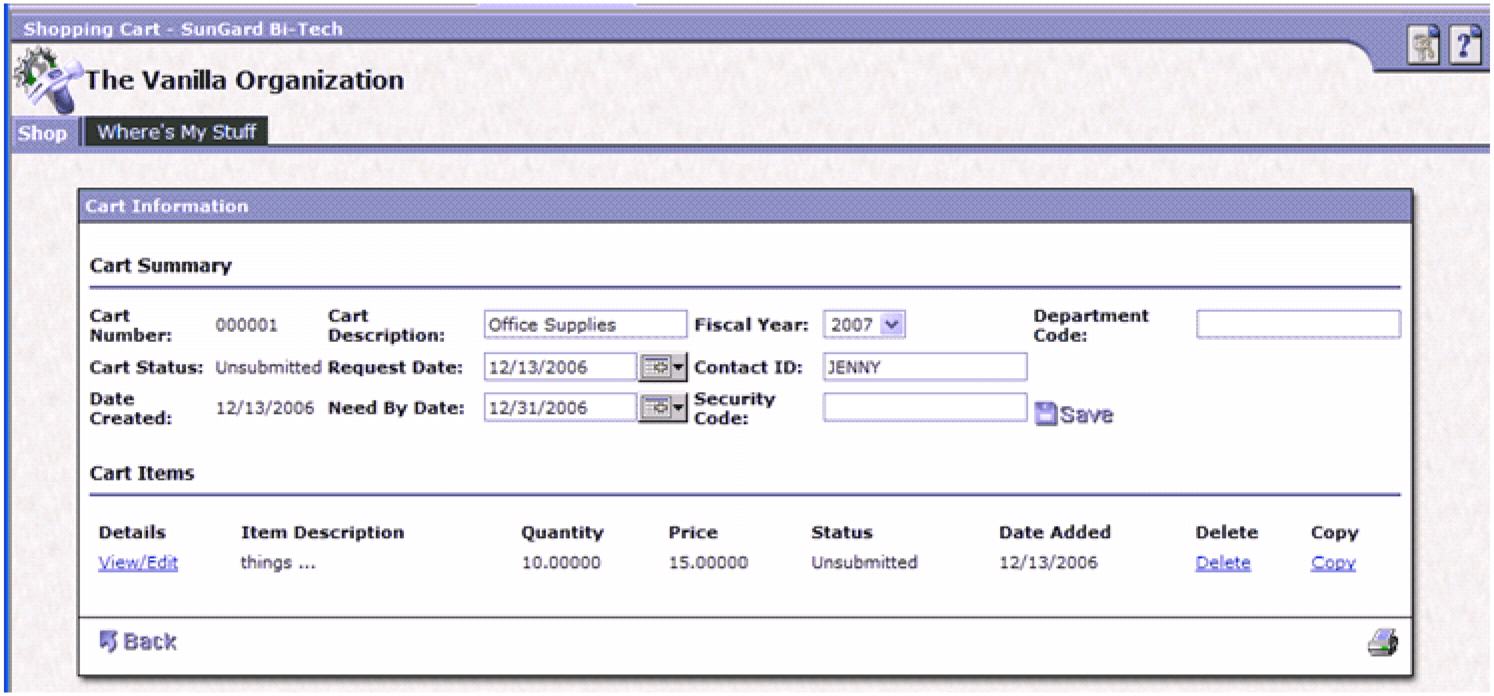
7 Item View of Cart

After clicking “View” on a cart in “Where’s My Stuff”, the items in the cart of shown. User can click “Copy” to copy line item into current cart.



After Clicking “View/Edit”, a form shows up and allows the user to edit detail information for the item.

7.1 Edit Item View



The Edit Button takes the user to a Summary screen where both cart summary and item detail information can be viewed and updated. Fields on the Cart Summary Section can be updated and saved by clicking the Save button. The Back button at the bottom of the screen takes the user back to the Shopping Cart page. The print button at the bottom of the screen can be used to print the screen.

Cart Summary - Cart Number: This is a display only field which displays the Cart Number.

Cart Summary - Cart Description: This is the description for the cart. The description field can store up to 30 characters.

Cart Summary - Fiscal Year: This is the Fiscal Year for the request. The Fiscal Year is required and will always default to the current Fiscal Year. Previous and Next Fiscal Year options are made available based on the Grace Periods entered on the Site Preference screen (mask PRUPSP). The user can either hand-type the Fiscal Year into this field or can select a year by clicking the drop down to the right of the field. The Fiscal Year selected is used to determine the encumbrance date used for items. If the current Fiscal Year is chosen, the encumbrance date will be equal to the request date entered. If the previous Fiscal Year is chosen, the encumbrance date will be equal to the last day of the previous Fiscal Year. If the next Fiscal Year is chosen, the encumbrance date will be equal to the first day of the next Fiscal Year.

Cart Summary - Department Code: This is the Department for the request.

Cart Summary - Cart Status: This is the status for the Cart. The values for this field are:

U Unsubmitted. This is when the cart has not been submitted for approval.

O Open. This is when the item has been submitted, but has not been routed thru the system (approved and routed to its final destination such as Stores Inventory or Purchasing).

C Complete. This is when the item has been approved and has reached its final destination (Stores Inventory, Purchasing, etc.).

R Rejected. This is when the cart has been submitted and subsequently rejected in the approval process. It is treated as unsubmitted.

X Cancelled. This is when the cart has been closed or otherwise disencumbered.

Cart Summary - Request Date: This is the date of the request. The user can either hand-type a date into this field or can select a date by clicking the drop down to the right of the field.

Cart Summary - Contact ID: The Contact Id is the ID of the person desired to be the contact on this requisition. This is a PEID.

Cart Summary - Date Created: This is the date the cart was created.

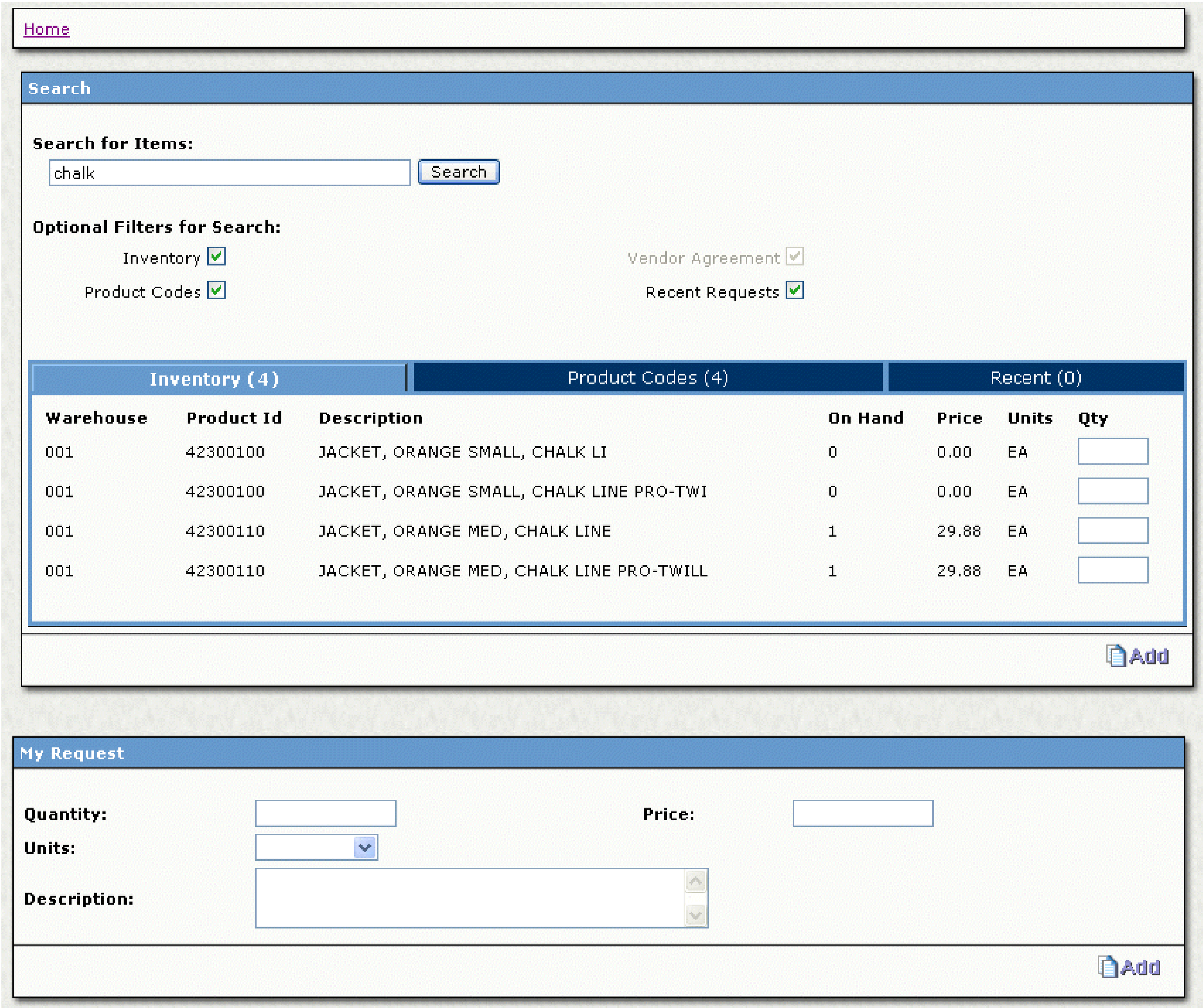
Cart Summary - Need By Date: This is the date by which the request is needed. The user can either hand-type a date into this field, or can select a date by clicking the drop down to the right of the field.

Cart Summary - Security Code: This is the Security Code for the request

8 Search Results View

After entering a keyword to search and clicking the "Search" button the user is presented with a page showing Search method, the current Search Results, and the My Request option. A navigation bar is included at the top.

For example, if the user chooses a keyword search of “pens”, the description of the items in the selected source would be searched for “pens”.



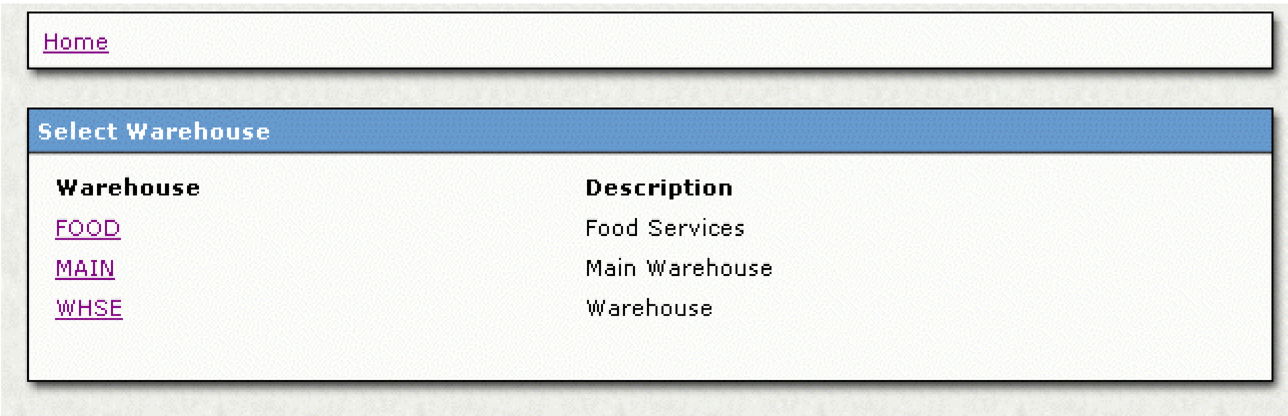
The data is brought back in a tabular format, with the number of items found in each source.

The user may enter desired quantities and click the add button to place items in the cart.

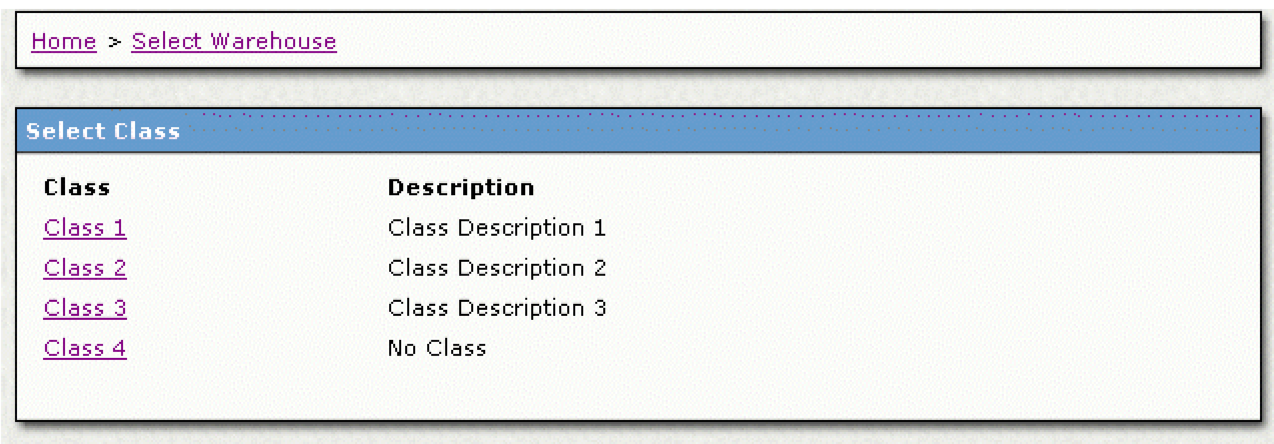
If no desired items are found, a My Request item may be created.

8.1 Browse Results – Stores Inventory

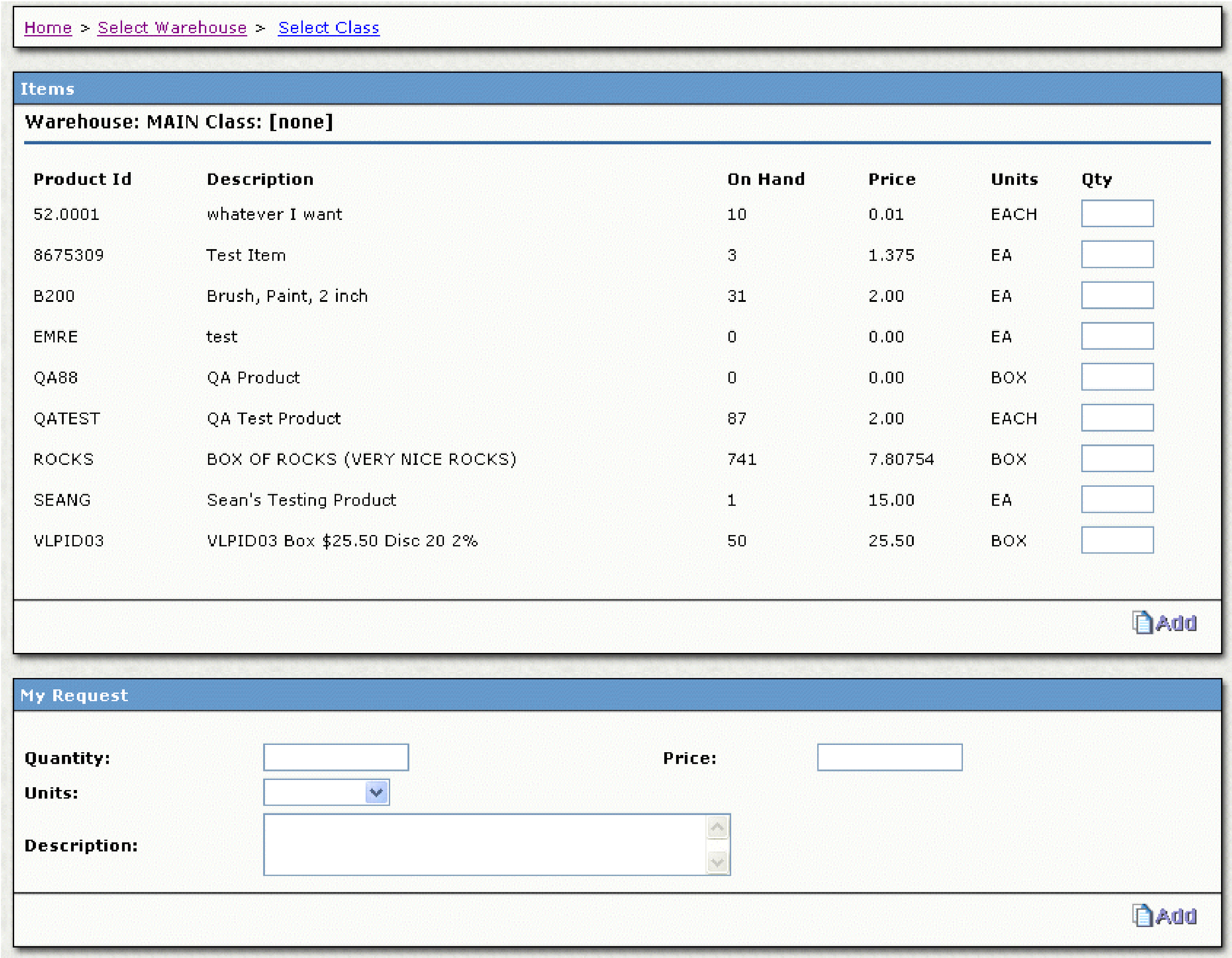
The user first selects a warehouse.



After selecting Warehouse, select a Product Class.



After Selecting Class


Home > Select Warehouse > Select Class

Items

Warehouse: MAIN Class: [none]

Product Id	Description	On Hand	Price	Units	Qty
52.0001	whatever I want	10	0.01	EACH	
8675309	Test Item	3	1.375	EA	
B200	Brush, Paint, 2 inch	31	2.00	EA	
EMRE	test	0	0.00	EA	
QA88	QA Product	0	0.00	BOX	
QATEST	QA Test Product	87	2.00	EACH	
ROCKS	BOX OF ROCKS (VERY NICE ROCKS)	741	7.80754	BOX	
SEANG	Sean's Testing Product	1	15.00	EA	
VLPID03	VLPID03 Box $25.50 Disc 20 2%	50	25.50	BOX	

Add

My Request

Quantity: Price:

Units:

Description:

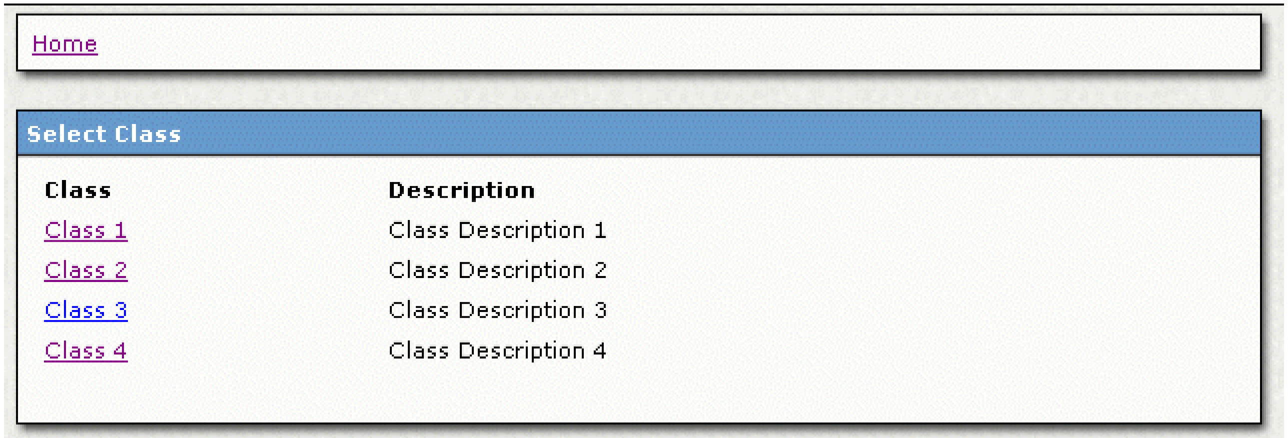
Add

The user may enter desired quantities and click the add button to place items in the cart.

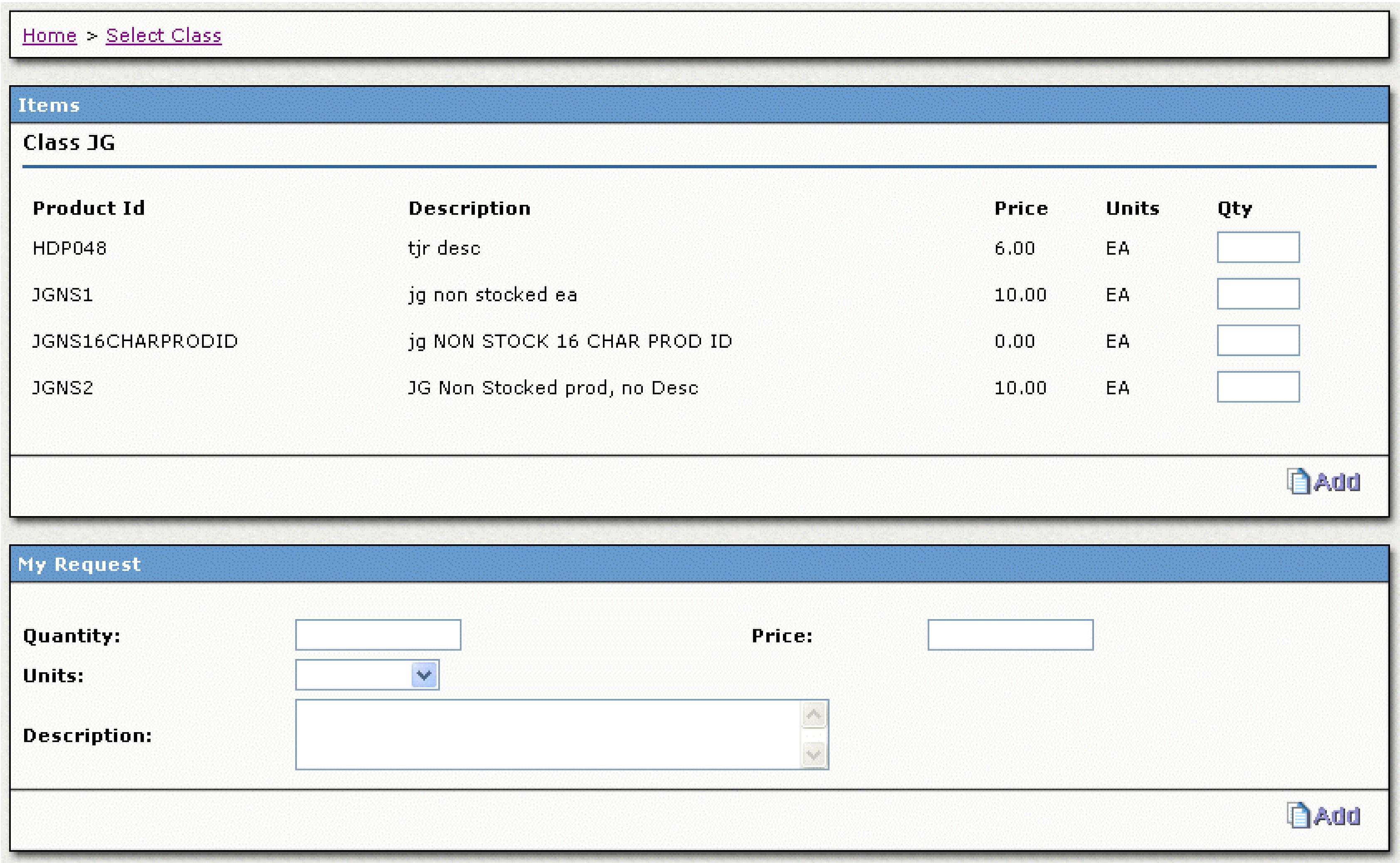
If no desired items are found, an ad hoc My Request item may be created.

8.2 Browse Results – Product Codes

The user first selects a Product Class.



The user then sees the results

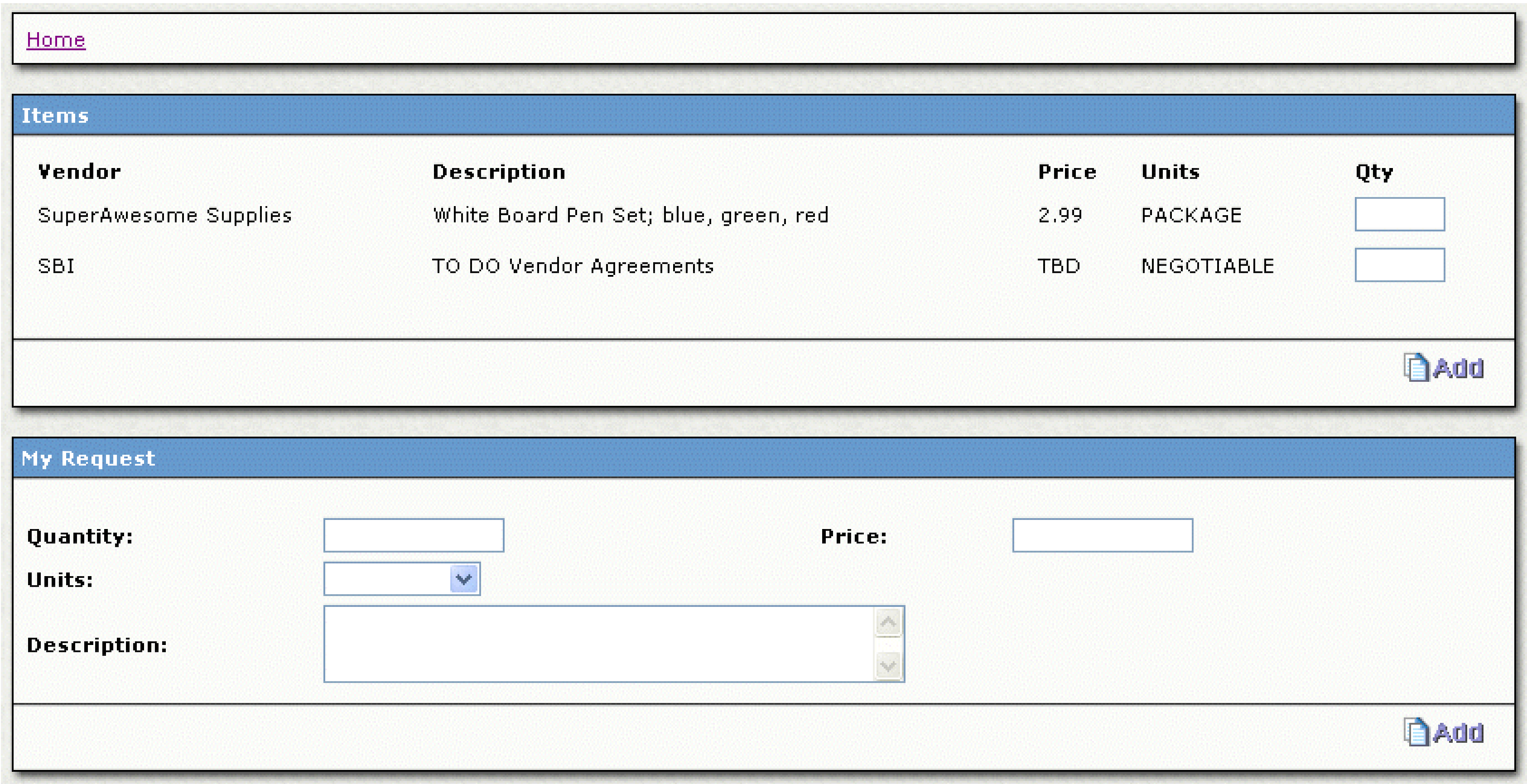


The user may enter desired quantities and click the add button to place items in the cart.

If no desired items are found, an ad hoc My Request item may be created.

8.3 Browse Results – Vendor Agreements

Below are the results of the clicking into Vendor Agreements.

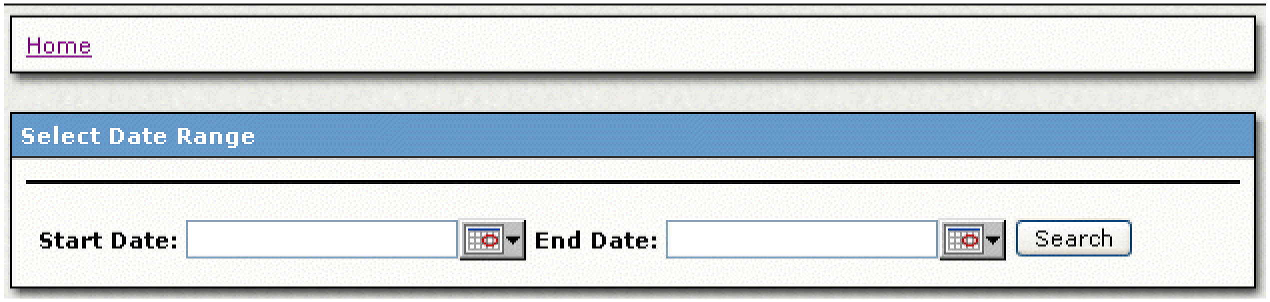


The user may enter desired quantities and click the add button to place items in the cart.

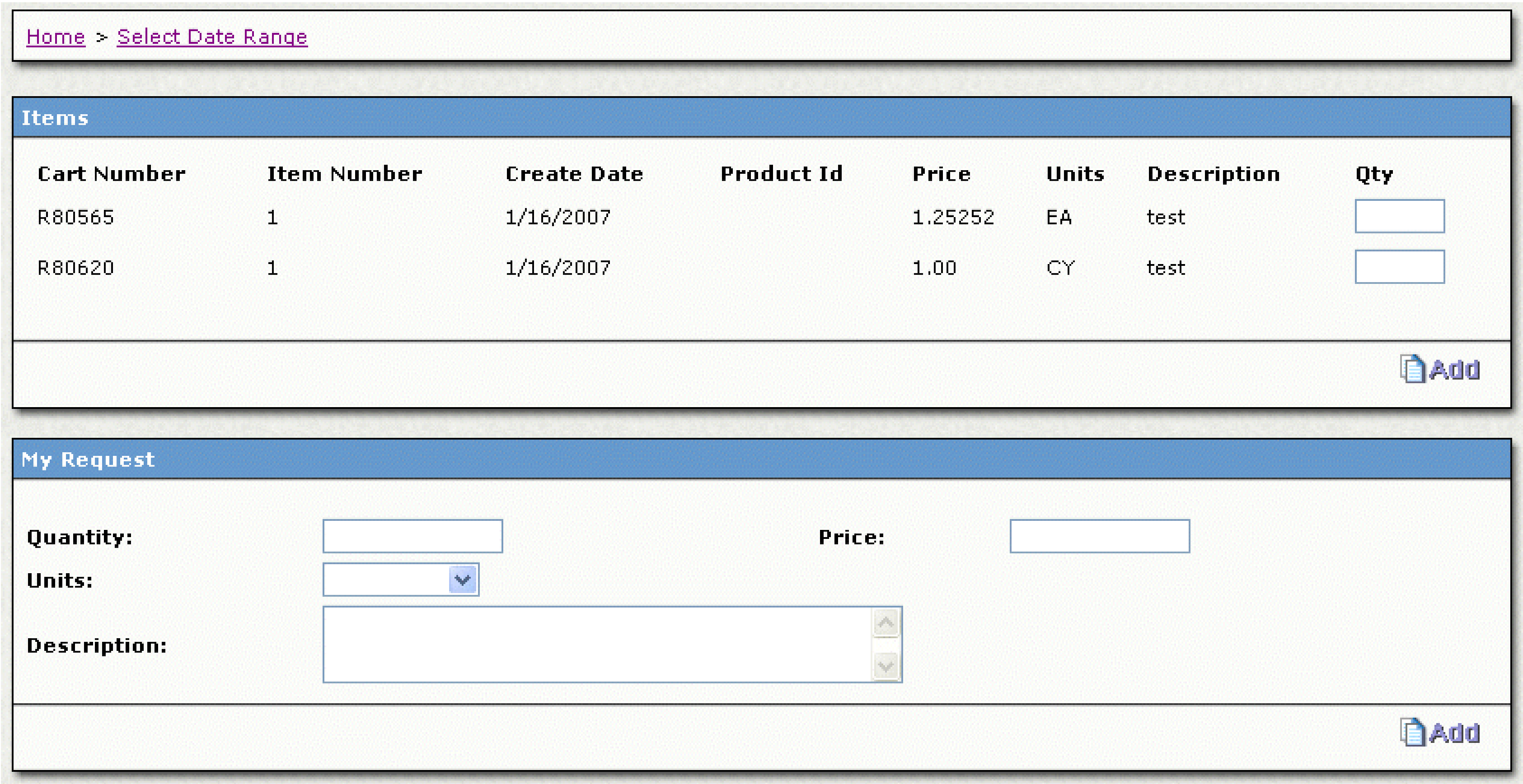
If no desired items are found, an ad hoc My Request item may be created.

8.4 Browse Results – Recent Requests

The user selects a start and end date range. The system may default the dates to the last month or another range.



The user then is presented with the results.



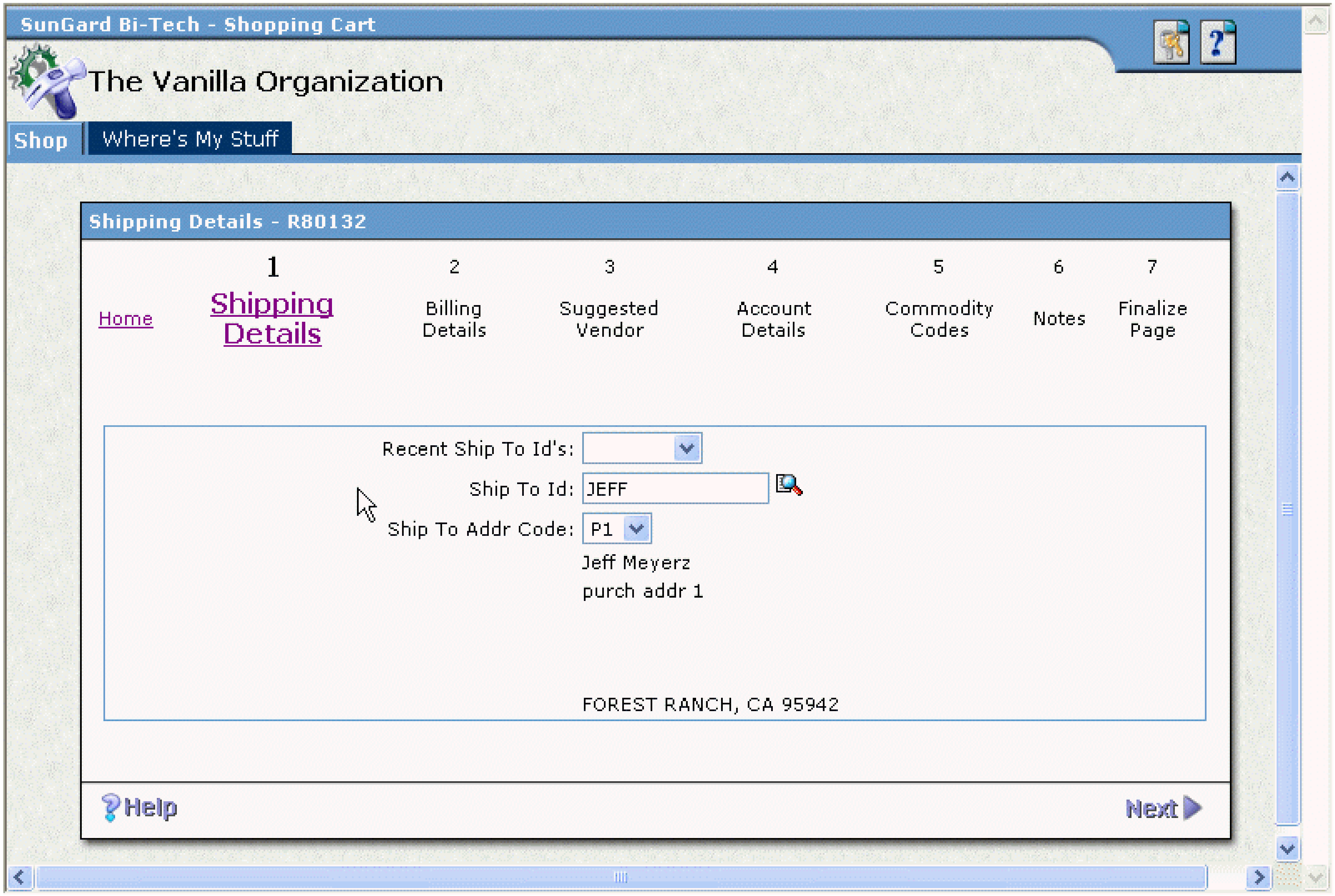
The user may enter desired quantities and click the add button to place items in the cart.

If no desired items are found, an ad hoc My Request item may be created.

9 Checkout Pages

Once a user has clicked on the “Checkout” button on the toolbar, the following set of pages will be presented to them.

9.1 Shipping Details – Wizard Page 1



This page collects the Ship to Id and Address Code for the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The user will not be able to proceed with the checkout without a valid ShipTo Id and Ship Addr Code values. Below are some details about the controls on the page and their function.

Recent ShipTo's: The control holds a list of recently used ship to id's and address codes for the current user. The values that populate the list are derived from a query of the pr_request_mstr table finding records with distinct ship_to_id, ship_to_addr_cd values whose request_date is 30 days or less from today's date, and contact_id equals the current user.

ShipTo Id: This control allows the user to type in a value that will identify the ship to id that they want the order to be associated with. Entry in the field is required. Upon data entry, and losing focus, the value entered by the user will be validated against pe_id values in the pe_name_mstr table. If the id is valid, then the Ship Addr Code field will be automatically populated with address codes from the pe_addr_dtl associated with that id.

Lookup Button: The control allows the user to jump to a lookup dialog where they can perform queries against the database looking for a particular PE Id. For more information see the section labeled Lookups following the Wizard Pages section.

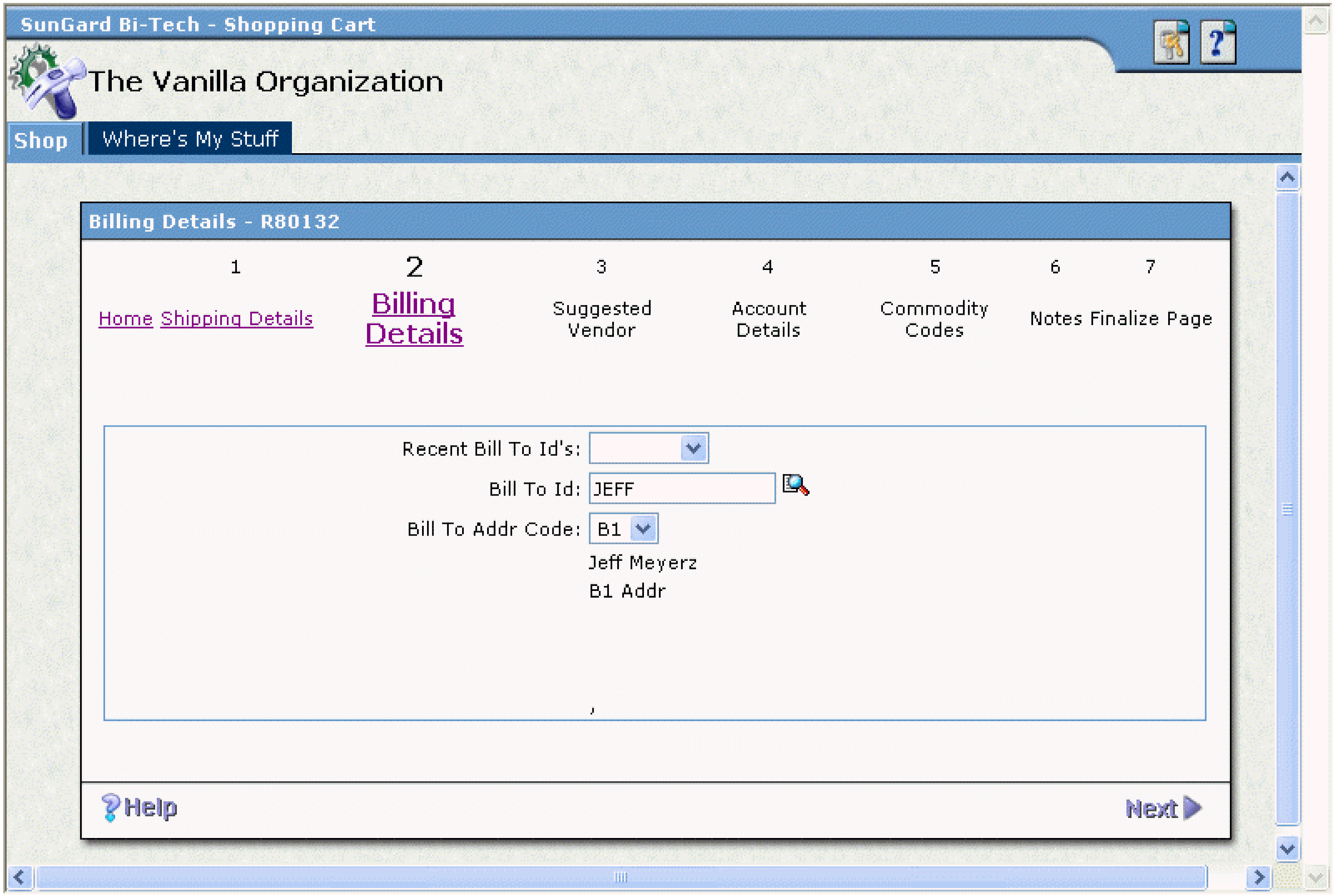
Ship Addr Code: This control holds a list of address codes associated with a particular ship to id. Entry in the field is required. The values in the list will be populated from data in the pe_addr_dtl table for the ship to id assigned either by the Recent Shipto's field, or by the ShipTo Id data entry control.

Echo Fields: Below the ShipTo Id is a collection of display only fields that provides details about the selected ShipTo Id and its address details. The name and full address of the selected ShipTo Id is displayed in these echo fields.

Help Button: Clicking the help button, the user will be presented context sensitive help providing details about this page.

Next Button: Clicking on the next button will cause the values entered on the page to be written out to the database for the request being processed. The Shipping details page will update the fields ship_to_id, ship_to_pedb_cd, and ship_to_addr_cd in both the pr_request_mstr and pr_item_dtl. The ship_pedb_cd will be set to "P".

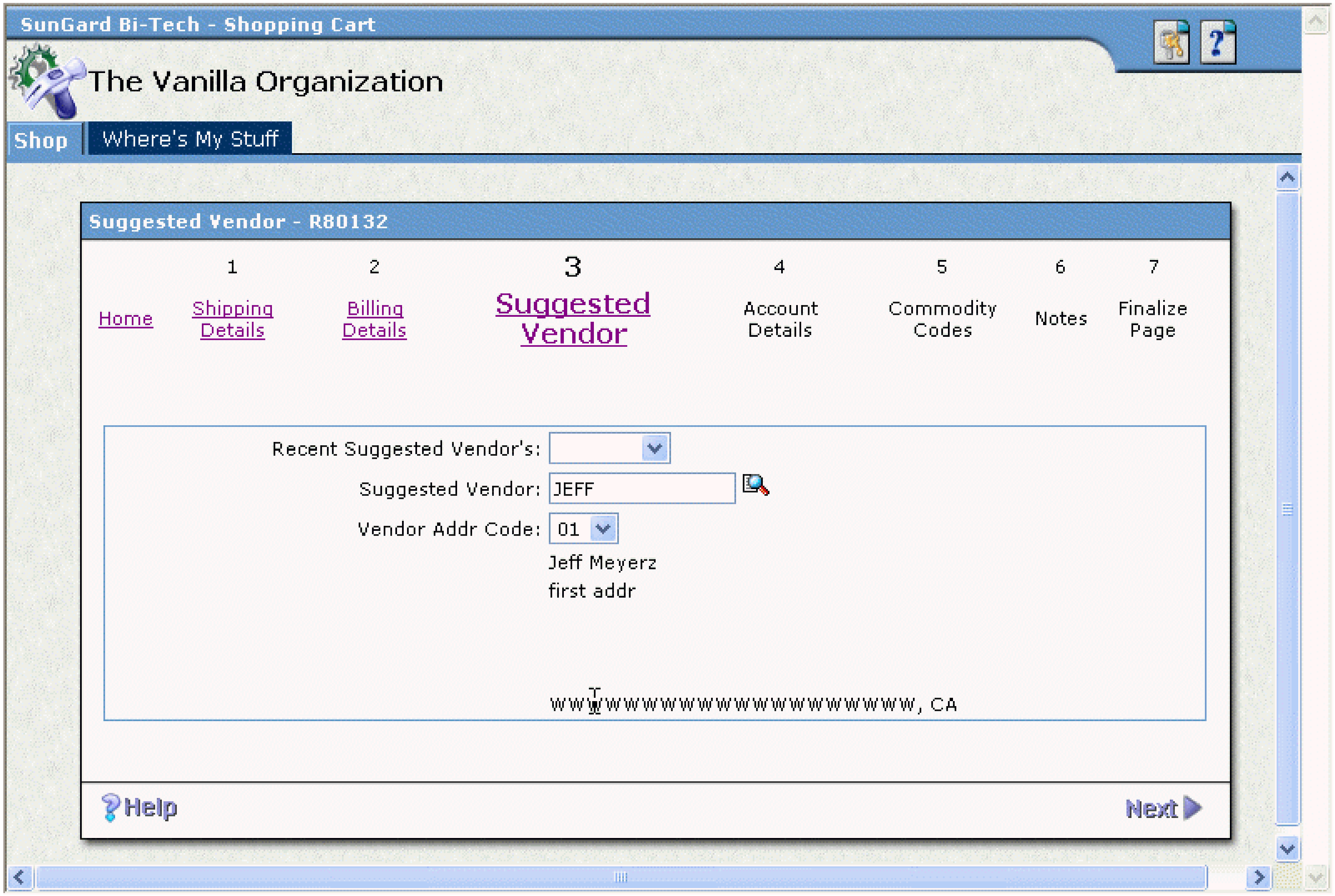
9.2 Billing Details – Wizard Page 2



This page collects the Bill to Id and Address Code for the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The user will not be able to proceed with the checkout without a valid BillTo Id and Ship Addr Code values. The screens controls and functions are identical to the Shipping Details page. For more details see the write up above.

Next Button: Clicking on the next button will cause the values entered on the page to be written out to the database for the request being processed. The Shipping details page will update the fields bill_to_id, bill_to_pedb_cd, and bill_to_addr_cd in both the pr_request_mstr and pr_item_dtl.

9.3 Suggested Vendor – Wizard Page 3



This page collects a preferred vendor for the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The user will not be able to proceed with the checkout without a valid Vendor values. Below are some details about the controls on the page and their function.

Recent Vendor's: The control holds a list of recently used vendor id's and address for the current user. The values that populate the list are derived from a query of the pr_request_mstr table finding records with distinct vendor_id values whose request_date is 30 days or less from today's date, and contact_id equals the current user.

Vendor: This control allows the user to type in a value that will identify the vendor that they want the order to be associated with. Entry in the field is required. Upon data entry, and losing focus, the value entered by the user will be validated against pe_id values in the pe_name_mstr table. The user will not be allowed to procede until a valid pe_id has been entered of found in a search.

Lookup Button: The control allows the user to jump to a lookup dialog where they can perform queries against the database looking for a particular PE Id. For more information see the section labeled Lookups following the Wizard Pages section.

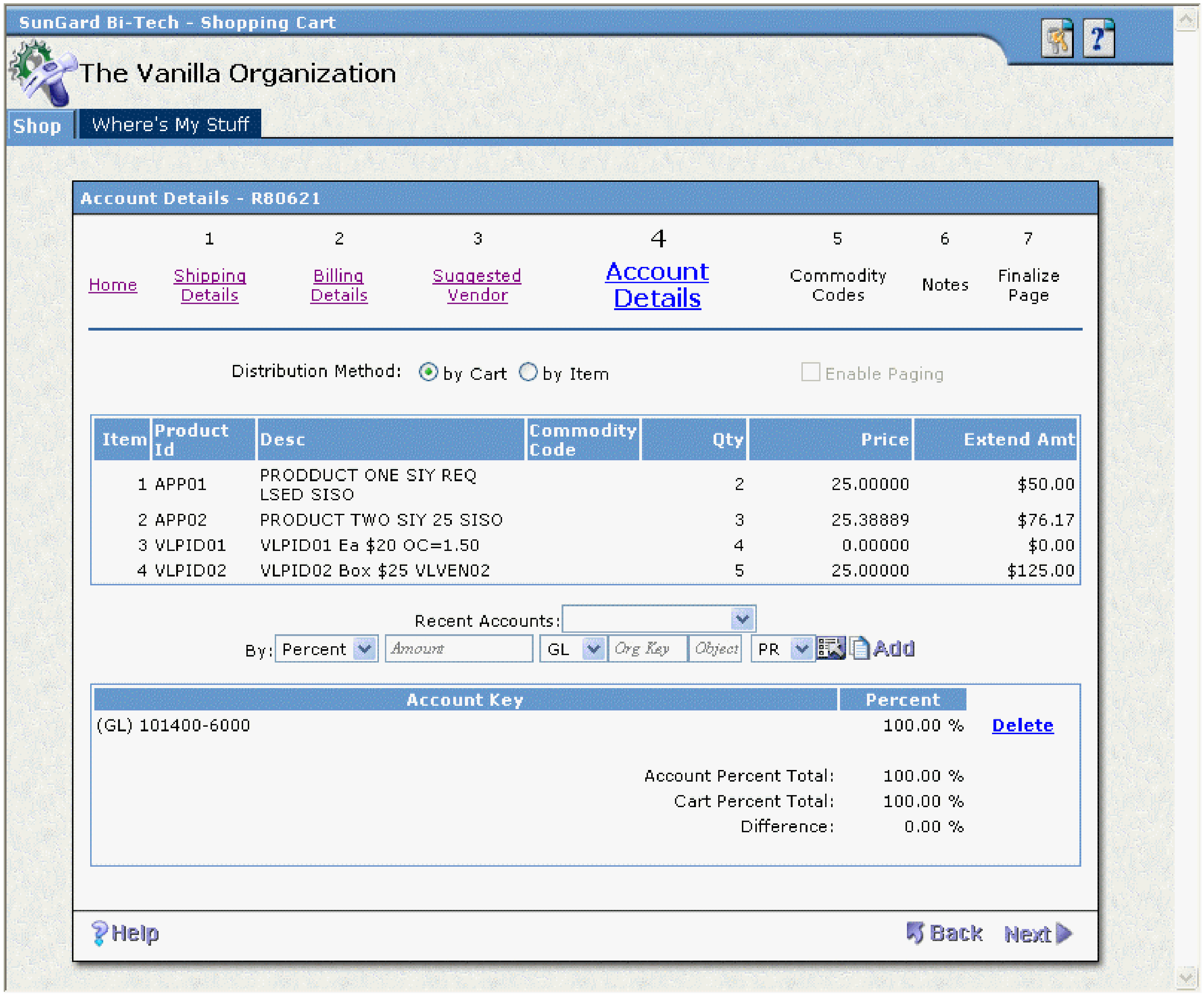
Echo Fields: Below the Vendor field is a display only field, with the full name of the vendor selected.

Help Button: Clicking the help button, the user will be presented context sensitive help providing details about this page.

Next Button: Clicking on the next button will cause the values entered on the page to be written out to the database for the request being processed. The Preferred Vendor page will update the fields vendor_id, vendor_pedb_cd in both the pr_request_mstr and pr_item_dtl. The vendor_pedb_cd will be set to "P".

9.4 Account Details – Wizard Page 4

9.4.1 Distribution Method: by Cart



This page collects account information for the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The are 2 primary distribution methods for entering account information, namely by Cart and by Item. Shown above is the by Cart, distribution method. Below are some details of that method.

By: The control allows users to select 2 ways of splitting account amounts, namely by amount or by percent. Upon initial entry into this screen, the Amount split method will be selected. The user can change this method to percent if they like before entering the first account distribution. Once an account distribution method has been selected, all subsequent account details will only allow that same split method. To change the method, the user will need to delete all the account distribution lines.

Amt: The amount field holds the value of the account distribution being entered. This field is required. The field accepts only numeric values.

GL Ledger: The GL ledger drop down list box, holds a list of ledger codes that the current user has privileges to utilize.

Key: The key field holds a general ledger key value that the account distribution will be associated with. This field is required. The field accepts only numeric values. To lookup key values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

Object: The object field holds a general ledger object value that the account distribution will be associated with. This field is required. The field accepts only numeric values. To lookup object values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

JL Ledger: The JL ledger drop down list box, holds a list of job ledger codes that the current user has privileges to utilize.

WAut: The JL Key field holds a job ledger key code for the account distribution. It is entry is optional. To lookup key values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

Act: The JL object field holds a job ledger object code for the account distribution. Its entry is required if the JL key field is filled out. Otherwise it is optional. The field accepts only numeric values. To lookup object values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

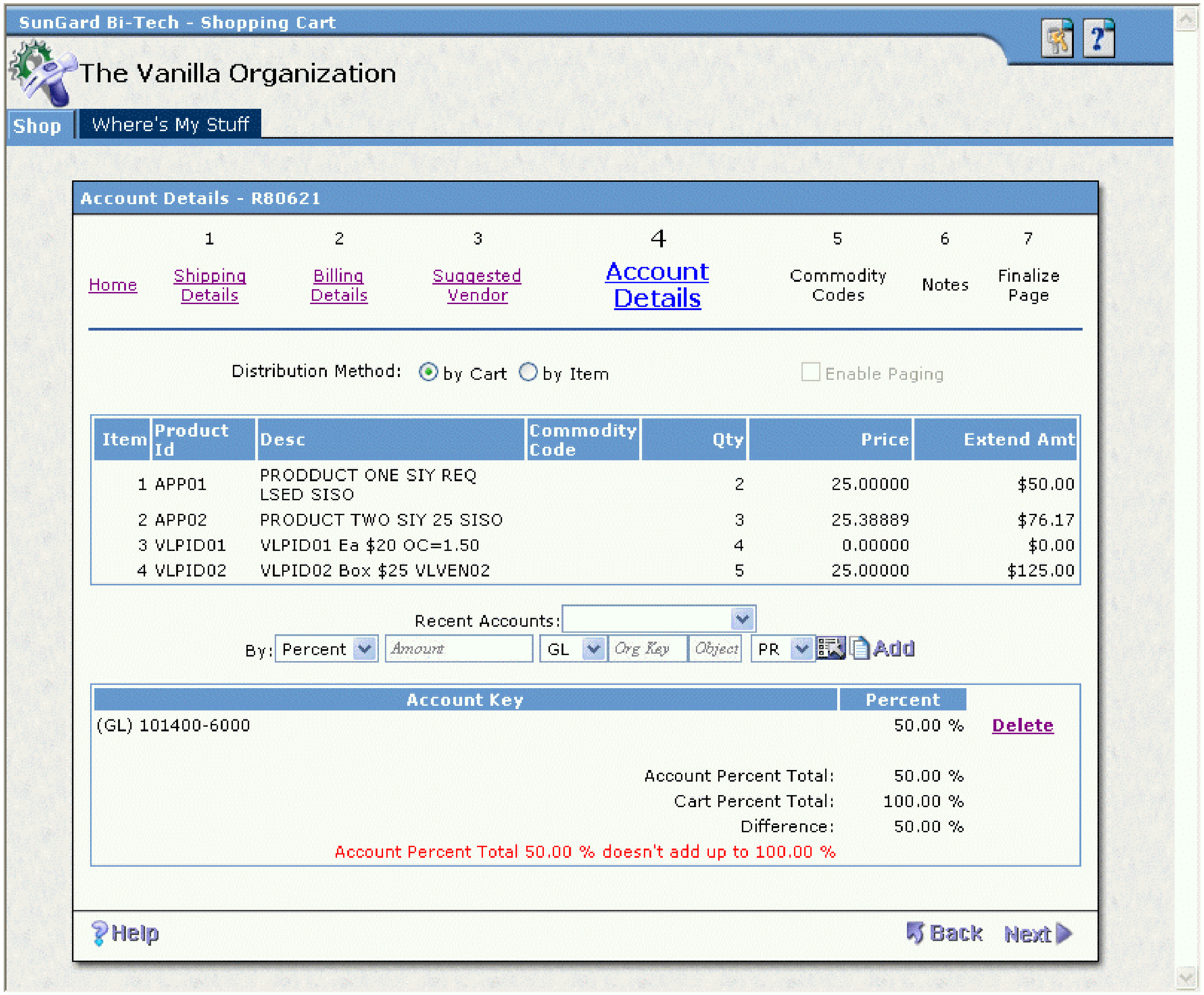
Work Order: The work order field holds an associated work order number that relates to the account distribution. It is an optional field. The field accepts only numeric values. To lookup work order values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

Add: The Add icon beside the account data entry line, causing the application to post the contents of the account fields into the database. At the time that the Add button is pushed, the key, object and work order fields will be validate to make sure that the values entered are acceptable values. In the event the values are not defined, the user will be presented with a message on the screen stating that the value is “Invalid”.

Delete: The Delete link beside each account detail record, allows the user to delete the item from account distribution. Totals will be updated as each account record is deleted.

Help Button: Clicking the help button, the user will be presented context sensitive help providing details about this page.

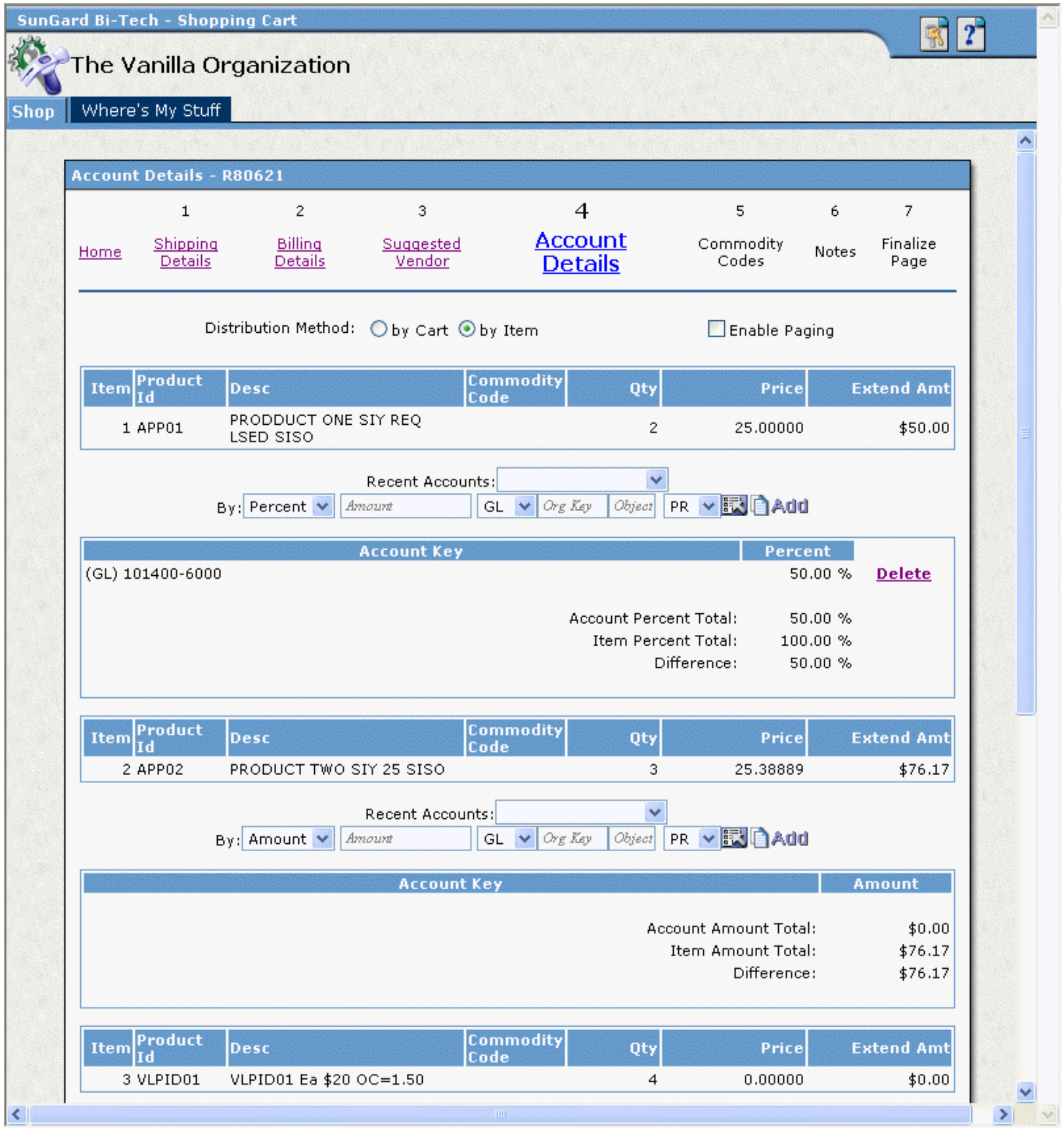
Next Button: Clicking on the next button will cause the page to verify that the account totals are correct. For account distributions that are split by amount, the total of the account amounts must equal the Cart total. If the totals do not match the user will see and error as shown in the screen shot below.



For splitting by amounts the user will only be allowed to continue when the total of all the account lines add up to the amount of the cart total. For splitting by percent, the user will only be allowed to continue when the total of the account splits totals 100.00%.

Once the totals match above requirements, pressing the Next button will cause all the account information entered to be expanded out to every item in the cart. For distributions by amount, a percentage will be calculated for each of the accounts defined, and then the same proportional assignments will be made to subsequent items in the cart. The user will be able to review the result of this account expansion in the Finalize/Print page.

9.4.2 Distribution Method: by Item

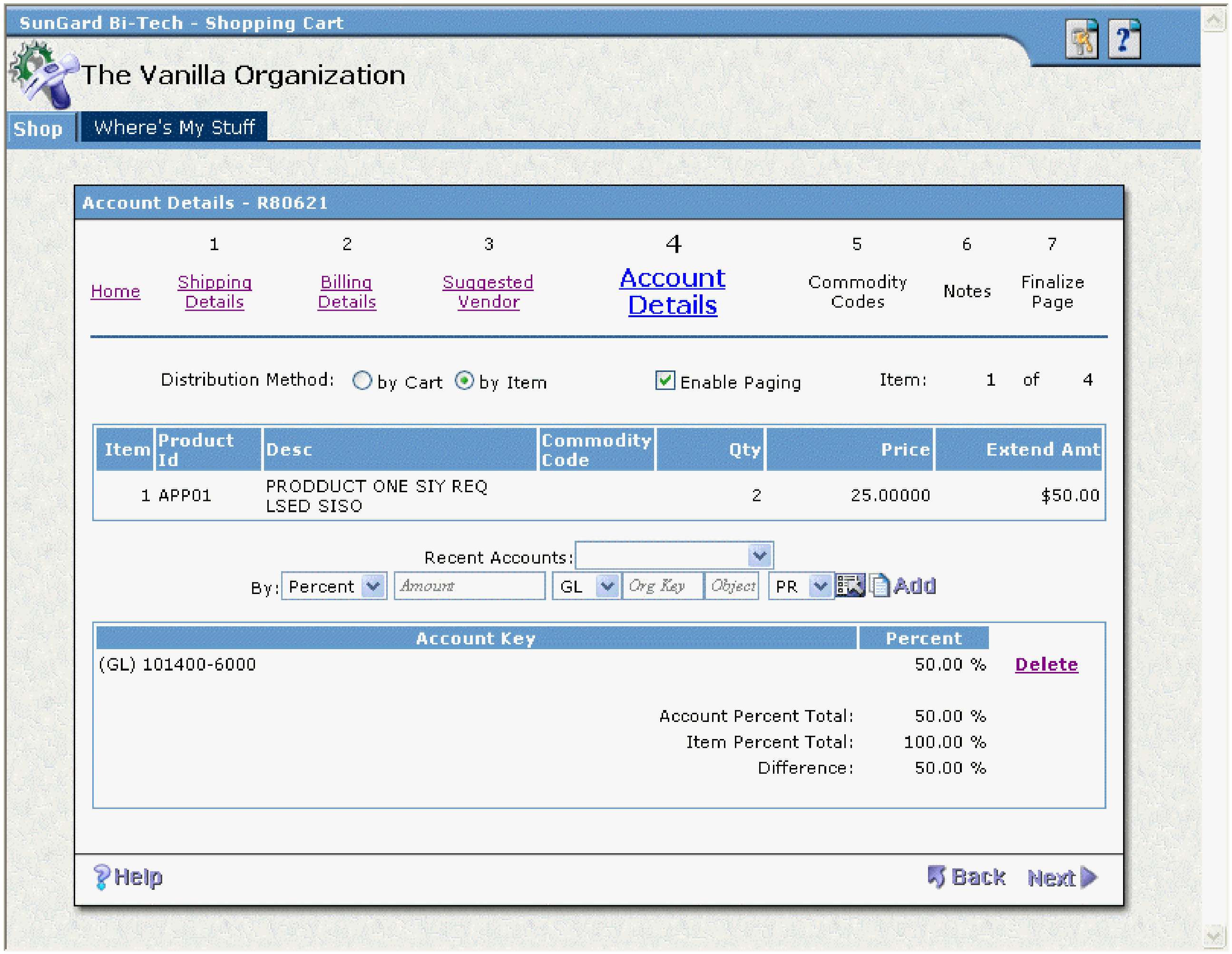


Shown above is the by Item, distribution method. Many of the controls on the page utilize the same functions as described in the by Cart details above. Below are some particulars unique to this distribution method.

Account Data Entry Line: See details in by Cart method for more info.

By: The control allows users to select 3 ways of splitting account amounts, namely by amount or by percent and by quantity. Upon initial entry into this screen, the Amount split method will be selected. The user can change this method to percent or quantity if they like before entering the first account distribution. Once an account distribution method has been selected, all subsequent account details will only allow that same split method. To change the method, the user will need to delete all the account distribution lines.

Enable Paging: This checkbox allows the user to enter account information for items on a page by page basis. When this mode is active, page details will be presented towards the top of the page as shown below.

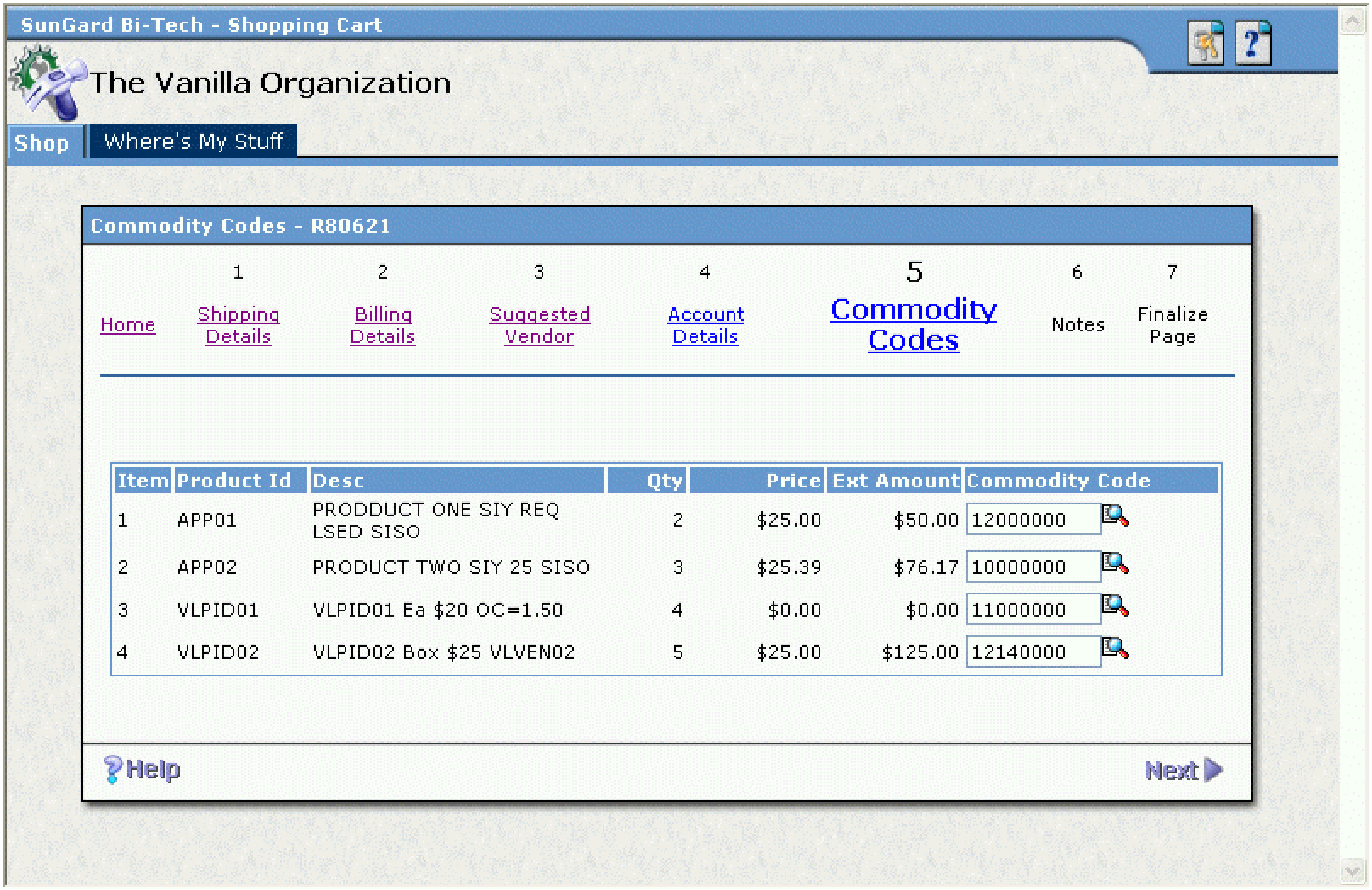


With the paging mode enabled, the user can move from one item to another, using the Back and Next icons at the bottom of the page. All total checks will be performed on an item by item basis. The user will not be able to proceed to the next item until the totals for the present item matches the account distributions entered by the user.

Help Button: Clicking the help button, the user will be presented context sensitive help providing details about this page.

Next Button: After all the details for each item in the cart have been collected and the totals verified, pressing the Next button will cause the user to move onto the next page. The user will be able to review the result of this account expansion in the Finalize/Print page.

9.5 Commodity Codes – Wizard Page 5



This page collects commodity codes for each item of the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The user will not be able to proceed with the checkout without a valid commodity codes for each product in their cart when screen is active. Below are some details about the controls on the page and their function.

Item#: This field denotes the order in which to products were entered by the user. This is the default order of how the products are initially displayed.

Product Id: This field holds the product code for the product if one exists. For adhoc product requests, this field will be blank.

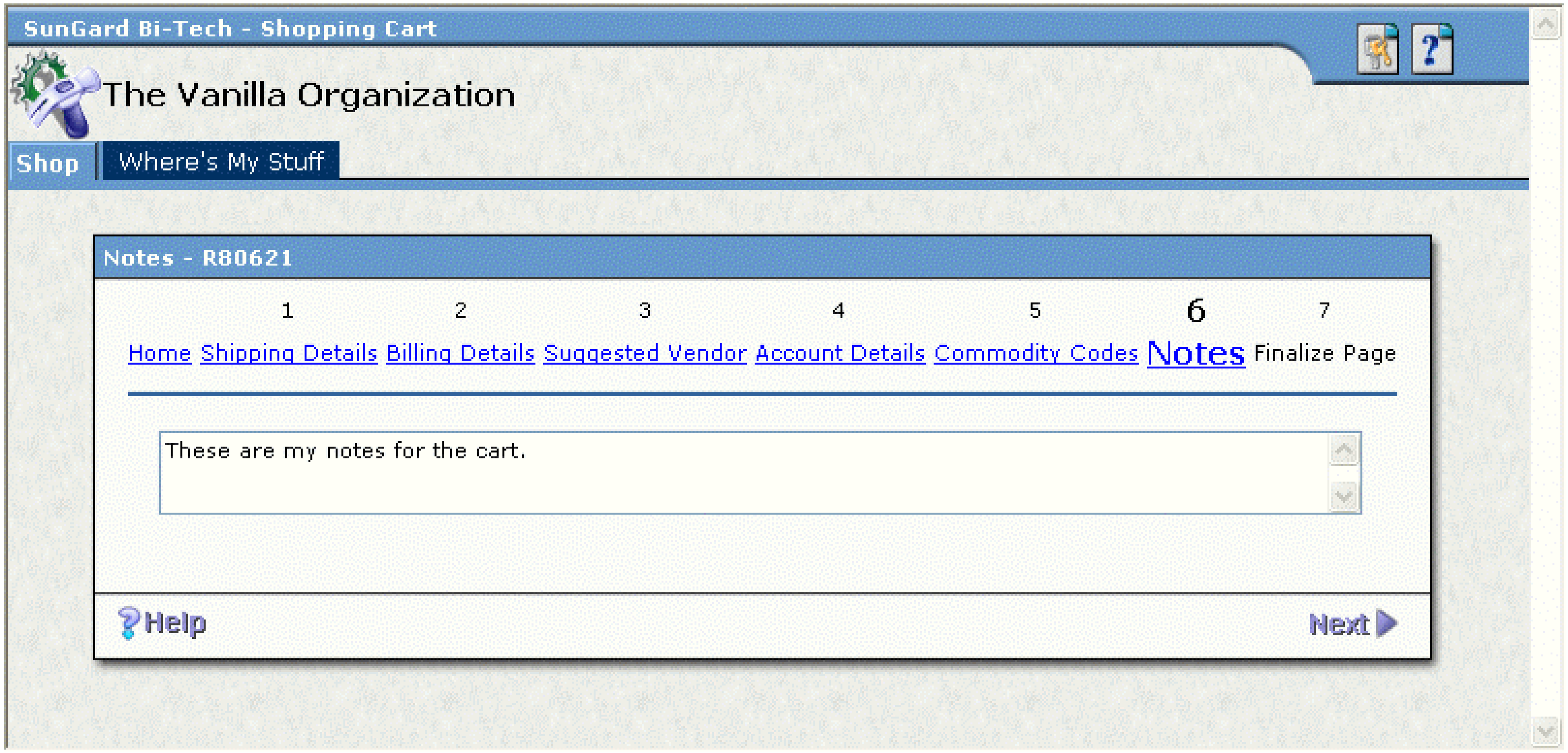
Description: The field holds the description for the item being requested.

Commodity Code: The commodity code, is a coded value. It may be in either NIGP or UNSPSC format. The format that will be used is set on a site by site basis (see Site Preferences for more details).

Lookup Button: The control allows the user to jump to a lookup dialog where they can perform queries against the database looking for a particular commodity code. For more information see the section labeled Lookups following the Wizard Pages section.

Next Button: Clicking on the next button will cause the values entered on the page to be written out to the database for the request being processed. The Commodity Codes page will update the commodity_cd in pr_item_dtl table.

9.6 Notes – Wizard Page 6



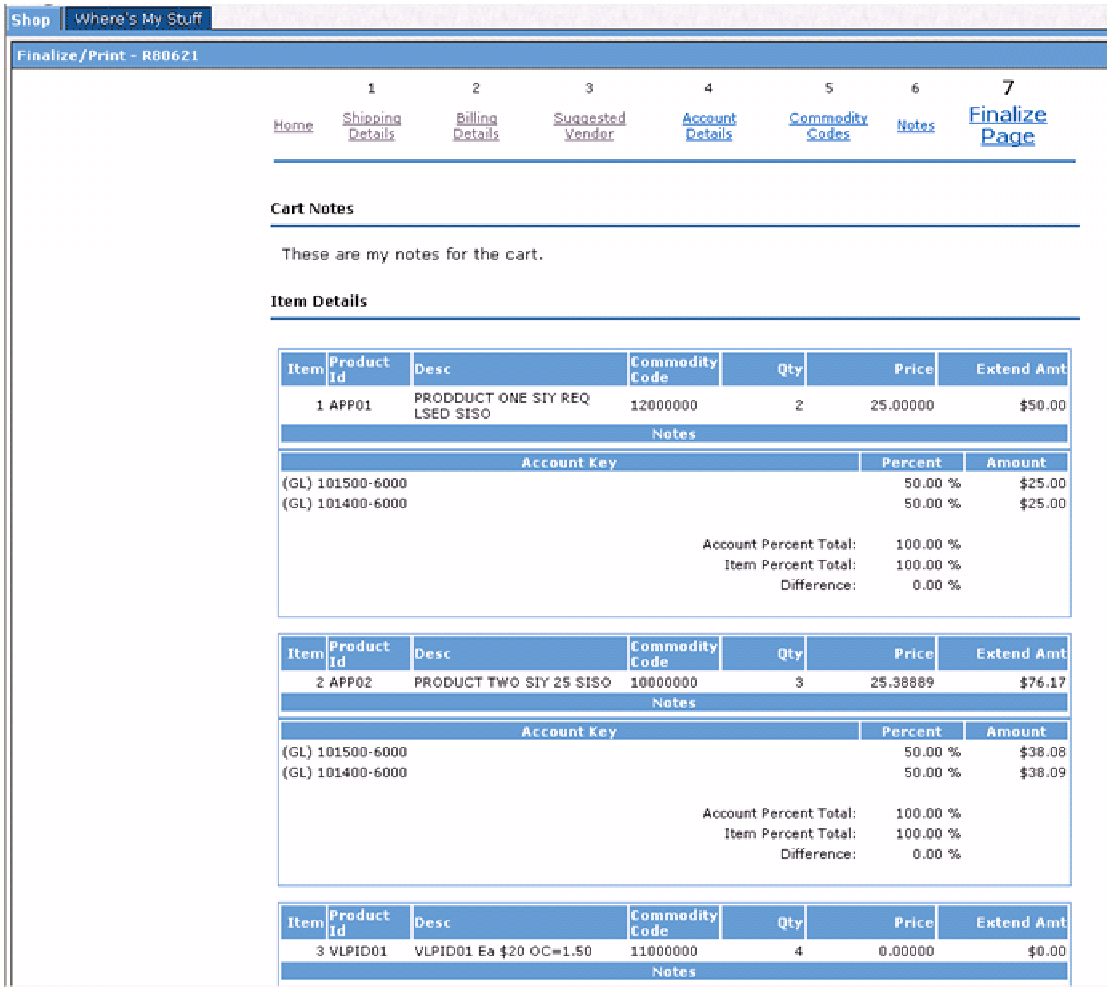
This page allows the user to enter free form text related to the current cart.

Notes: This field holds free form text related to an item being ordered. The field is to 1000 characters.

Next Button: Clicking on the next button will cause the value entered on the page to be written out to the database for the request being processed. The Notes page will update the request_notes in pr_request_mstr table.

9.7 Finalize – Wizard Page 7

Last page in the wizard. Click 'SUBMIT' to submit the cart. There is also a print button at the bottom of the page.



The user is presented with summary details about the Item and Account details for the cart they are checking out. Dollar amounts for splits using percent or quantity split methods will also be shown.

Other information on the Finalize/Print page follows.

(GL) 101400-6000	50.00 %	$62.50
Account Percent Total:	100.00 %	
Item Percent Total:	100.00 %	
Difference:	0.00 %	

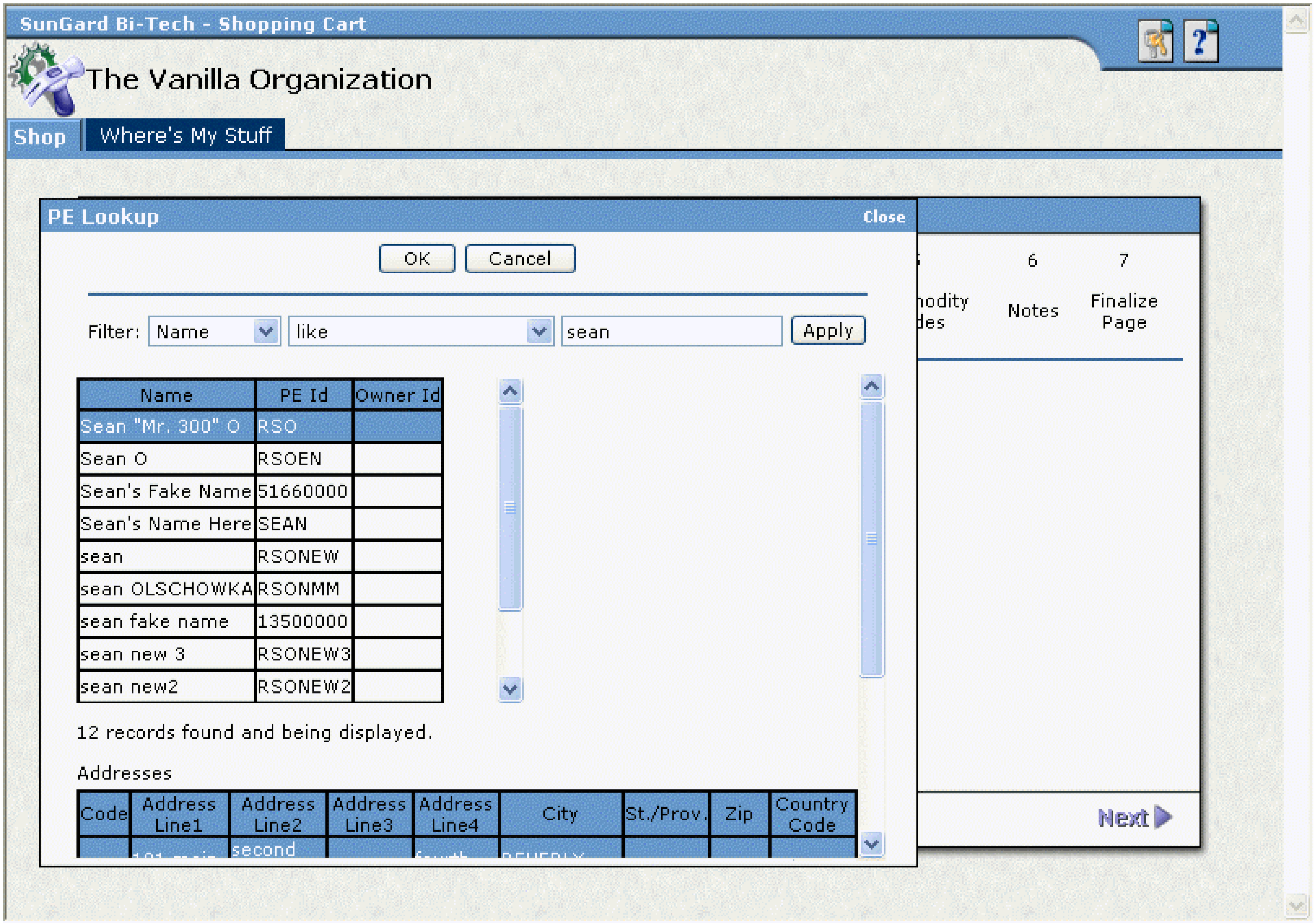
Ship To Address	Bill To Address	Suggested Vendor Address
ID: JEFF	ID: RSO	ID: RSO
Addr Code: PR	Addr Code: PR	Addr Code: PR
Jeff Meyerz	Sean "Mr. 300" O	Sean "Mr. 300" O
890 Fortress St	Sungard Bi-Tech LLC	Sungard Bi-Tech LLC
	890 Fortress	890 Fortress
	3	3
	4	4
CHICO, CA 95973	Chico, CA 95928	Chico, CA 95928

The user may now submit the cart. Upon pressing the Submit icon, the status of the request will be change to “O” for open.

9.8 Lookups

9.8.1 PeId Lookup

Three pages will need to use this lookup to find PeIds, namely Shipping Details, Billing Details, and the Suggested Vendor pages. Below is a screen shot of the lookup dialog.



The PeId Lookup dialog provides users with an easy way to find PE Ids and PE address codes from the pe_name_mstr and pe_addr_dtl tables. Below is a short description of the dialog, and its function.

Filter: The filter field allows the user the ability to select an attribute from the pe_name_mstr table to search on.

Operator: The operator drop down list has a list of operators that can be applied to the search at hand.

Value: Enter the value to search in this field.

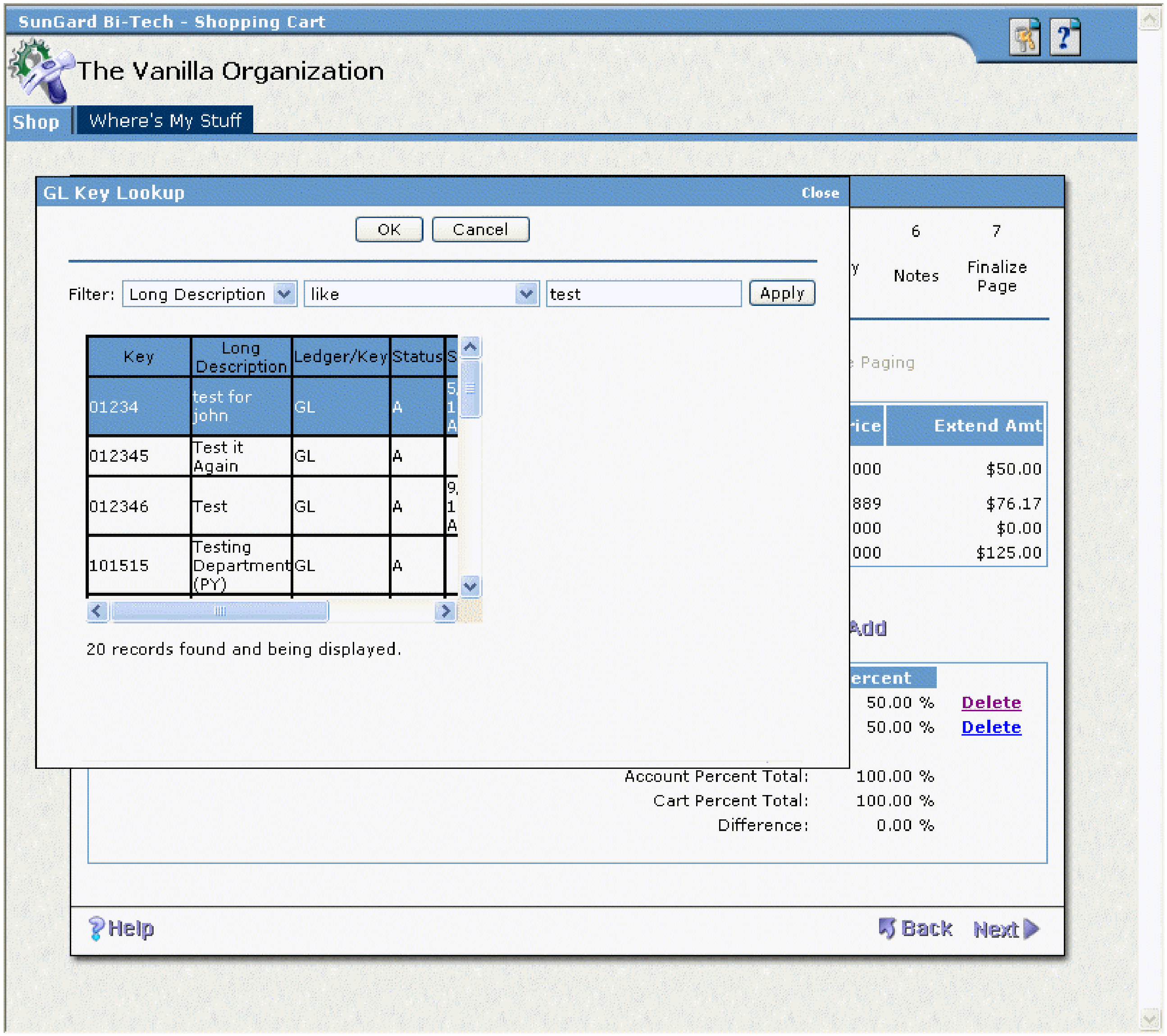
PE Id/Name List: The lists of returned records will be displayed in this box. Scroll bars on the right side will allow the user to move through all the records fetched. No row will initially be selected upon completion of the fetch. When the user mouse's over each row in the list, the background color will change. The user will be able to select the record either by double clicking on a row, or by pressing Done.

Ok: The button will close the dialog and if a row is selected then the PE Id associated with that row will be returned in the field that the lookup is associated with.

Cancel: The button will close the dialog without a selection.

9.8.2 Account Lookup

The Accounts page uses a lookup to allow users an easy way to find account information (keys, objects and work orders).

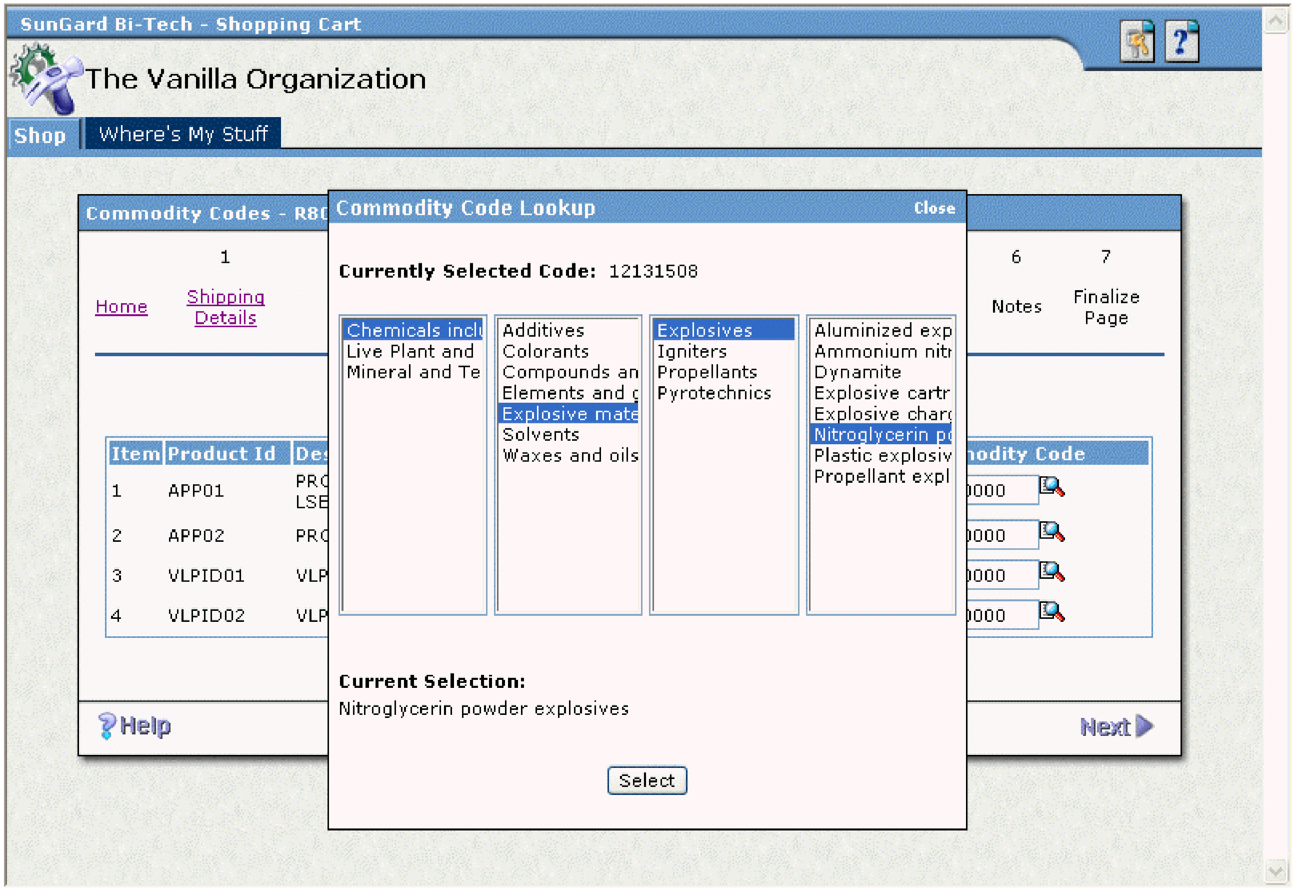


The Account Lookup dialog provides users with an easy way to find account codes. Below is a short description of the dialog, and its function.

The design of this control is to emulate the 7i Account control.

Done: The button will close the dialog and if a row is selected then the PE Id associated with that row will be returned in the field that the lookup is associated with.

9.8.3 Commodity Code Lookup

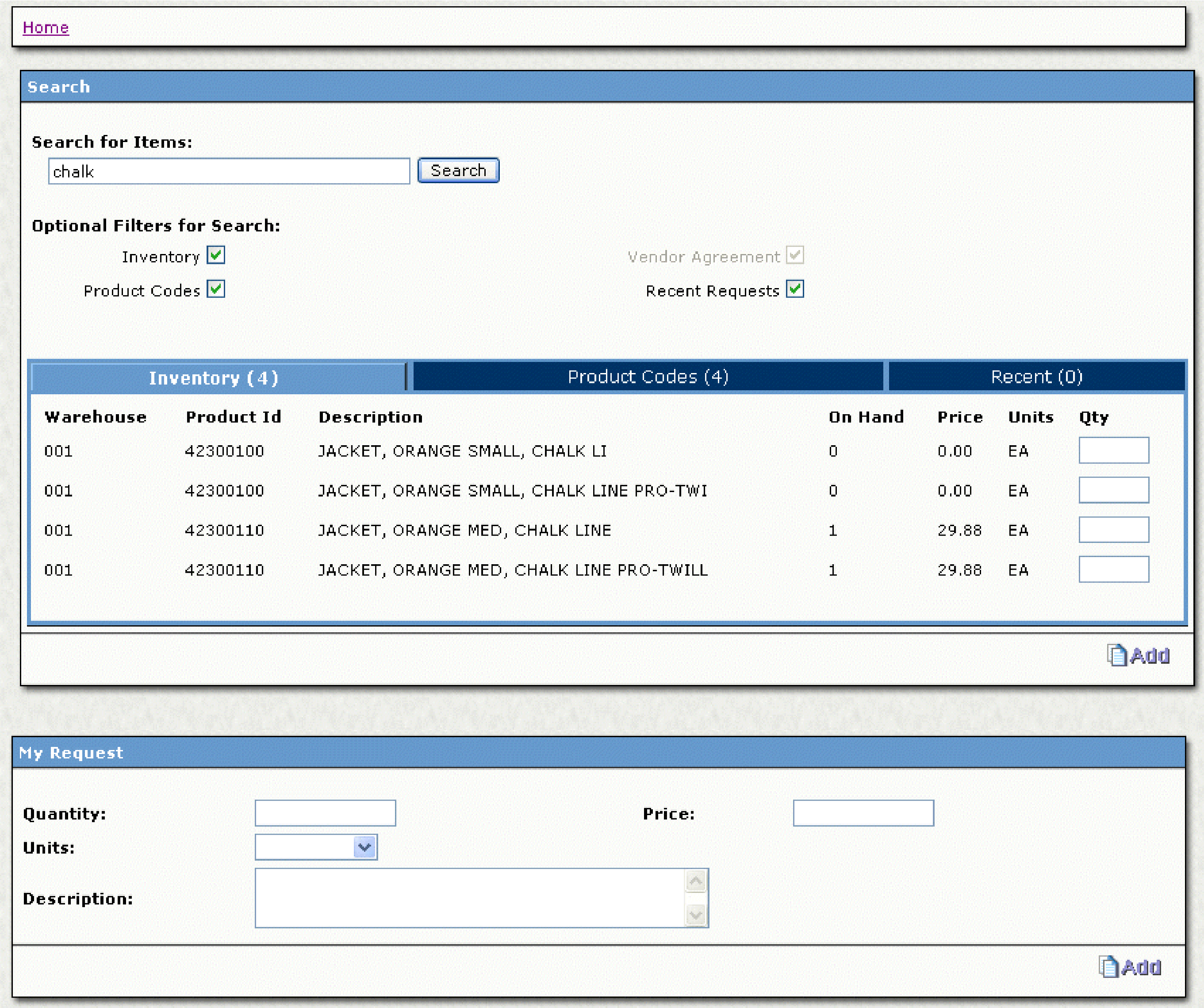


The Commodity Code Lookup provides users with an easy way to find commodity codes.

10 Search Results View

After entering a keyword to search and clicking the "Search" button the user is presented with a page showing Search method, the current Search Results, and the My Request option. A navigation bar is included at the top.

For example, if the user chooses a keyword search of “pens”, the description of the items in the selected source would be searched for “pens”.



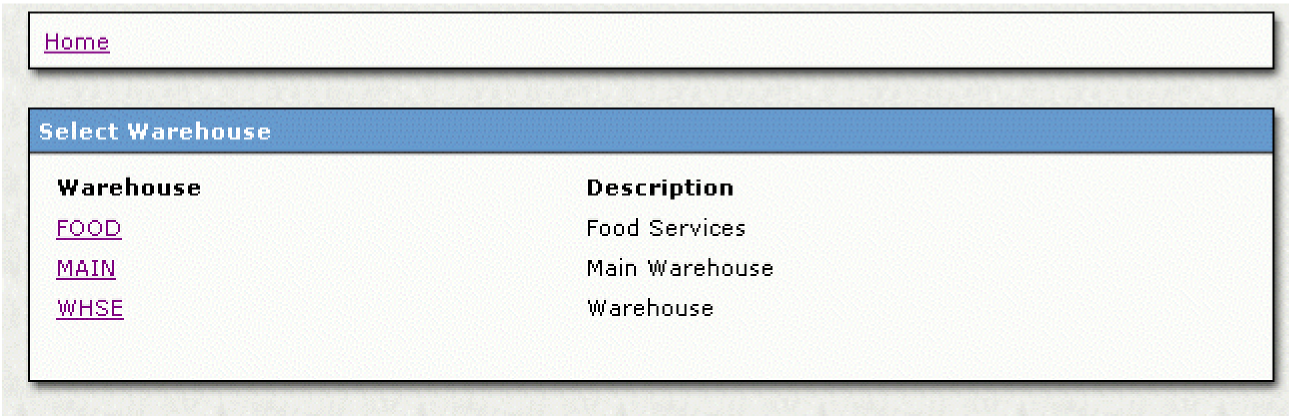
The data is brought back in a tabular format, with the number of items found in each source.

The user may enter desired quantities and click the add button to place items in the cart.

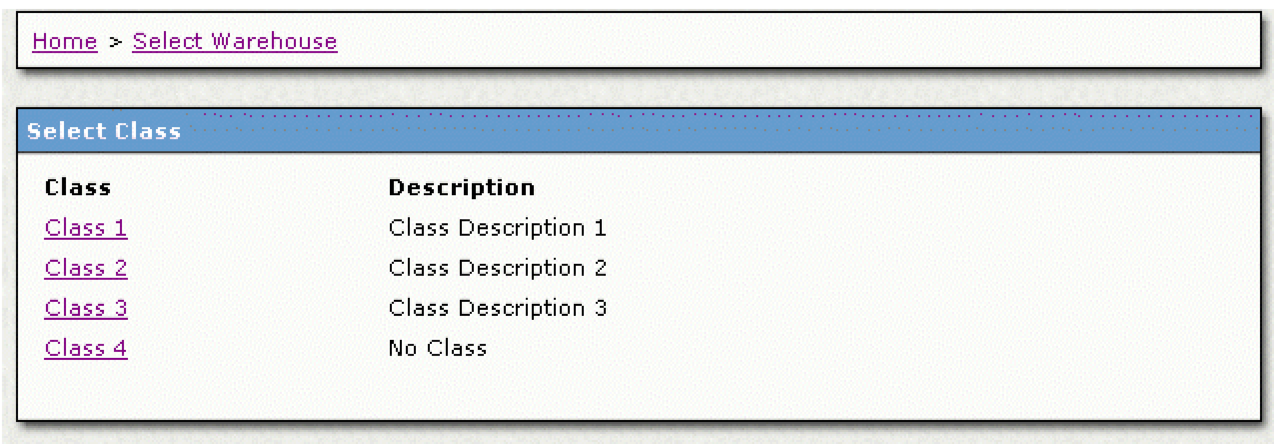
If no desired items are found, a My Request item may be created.

10.1 Browse Results – Stores Inventory

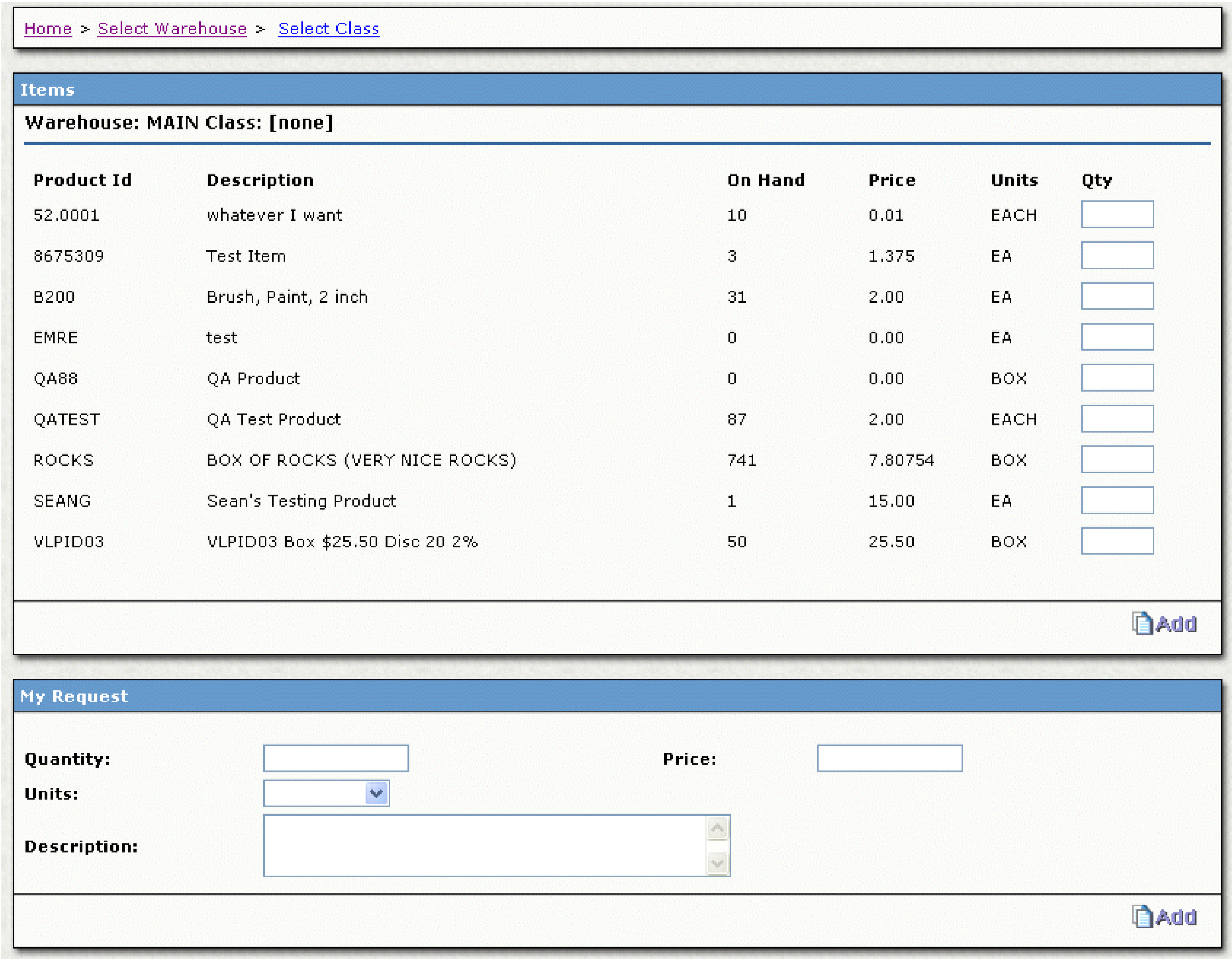
The user first selects a warehouse.



After selecting Warehouse, select a Product Class.



After Selecting Class

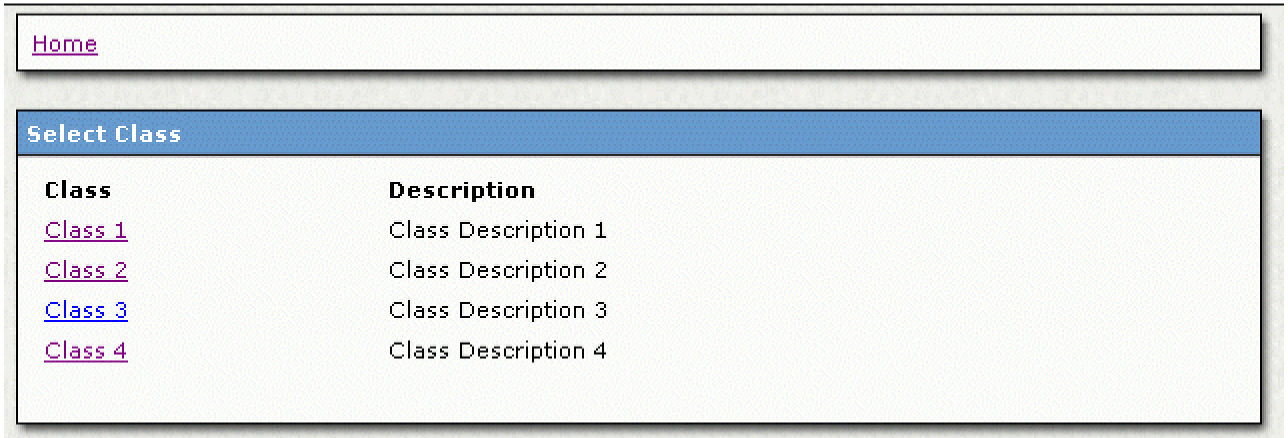


The user may enter desired quantities and click the add button to place items in the cart.

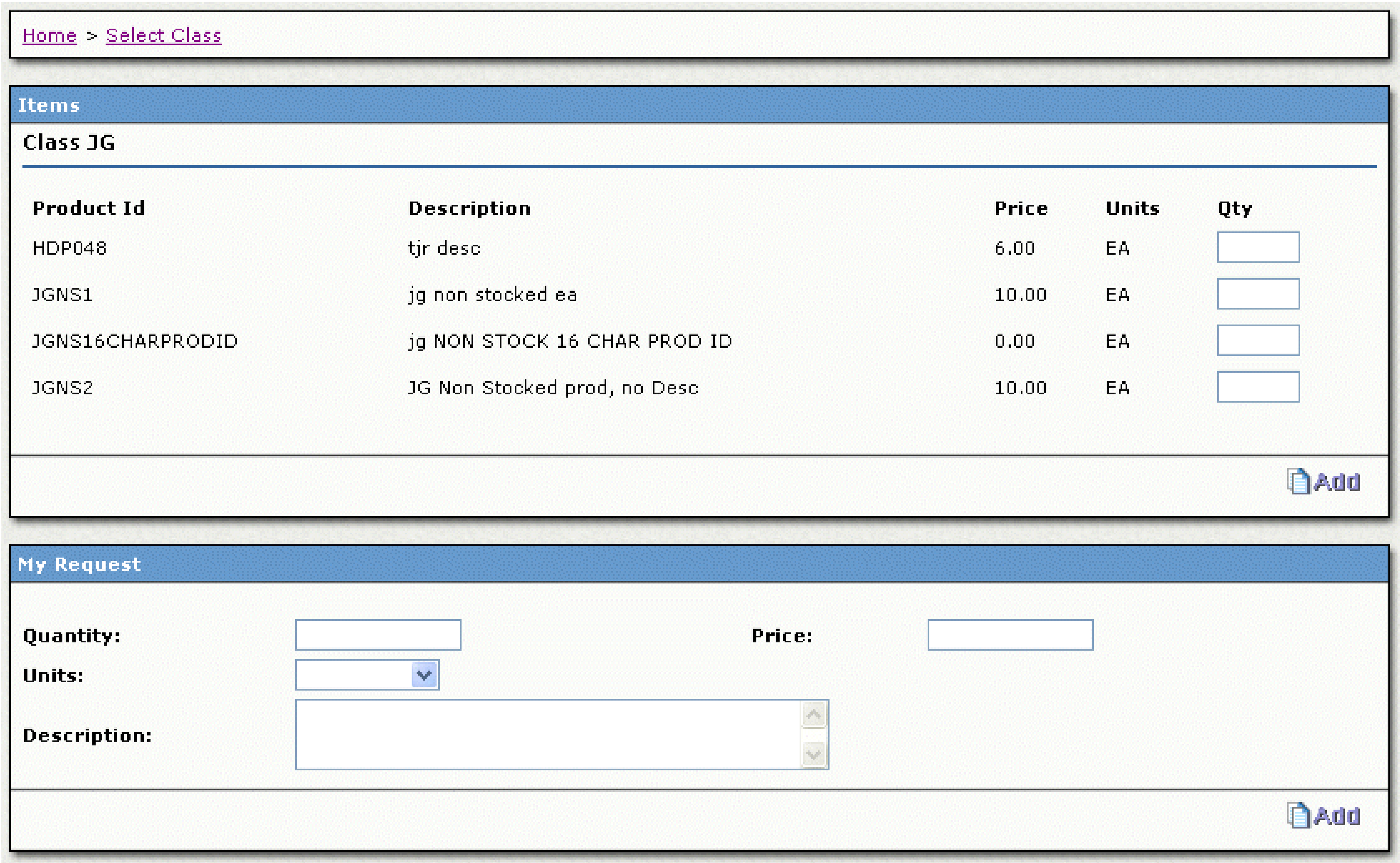
If no desired items are found, an ad hoc My Request item may be created.

10.2Browse Results – Product Codes

The user first selects a Product Class.



The user then sees the results

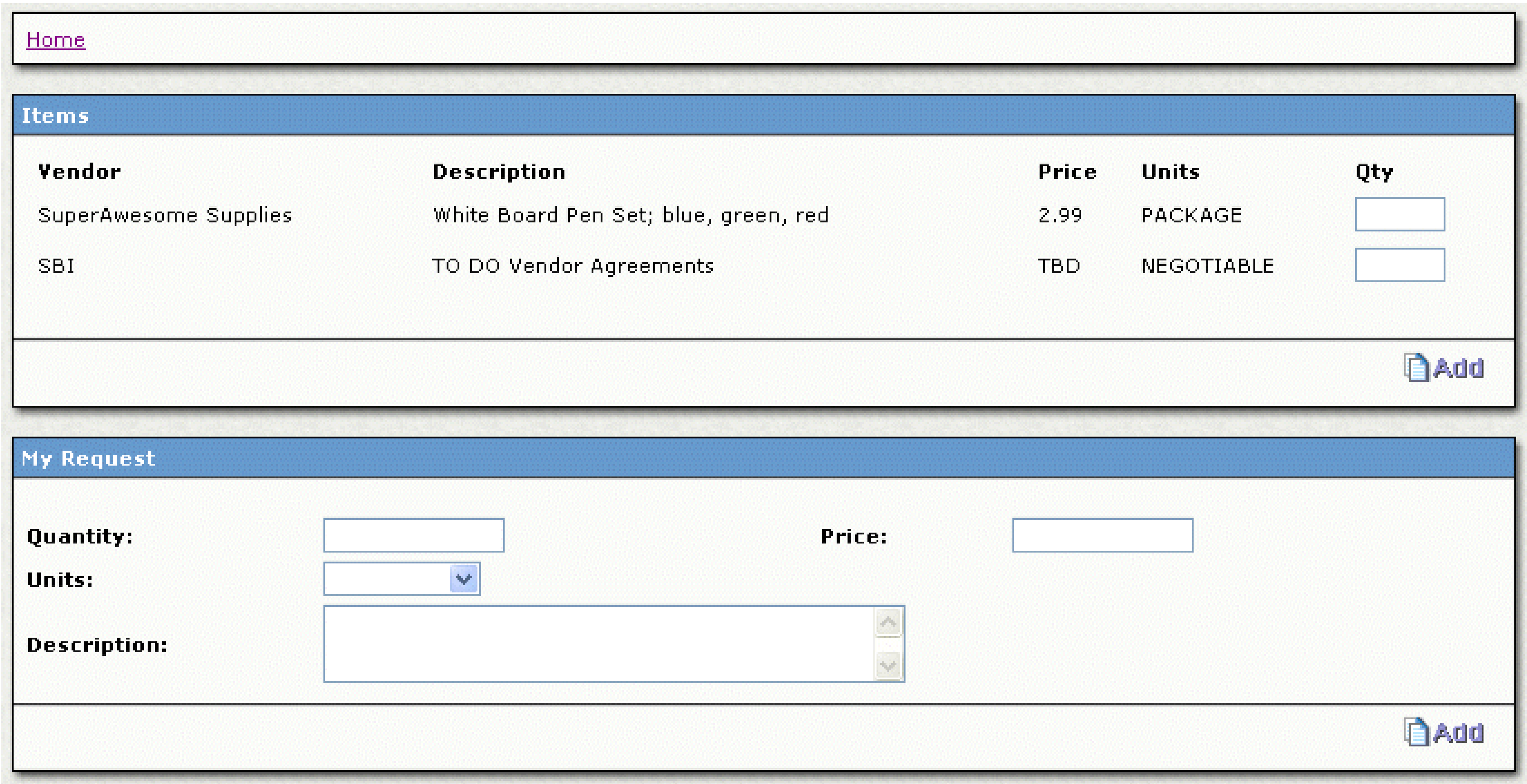


The user may enter desired quantities and click the add button to place items in the cart.

If no desired items are found, an ad hoc My Request item may be created.

10.3Browse Results – Vendor Agreements

Below are the results of the clicking into Vendor Agreements.

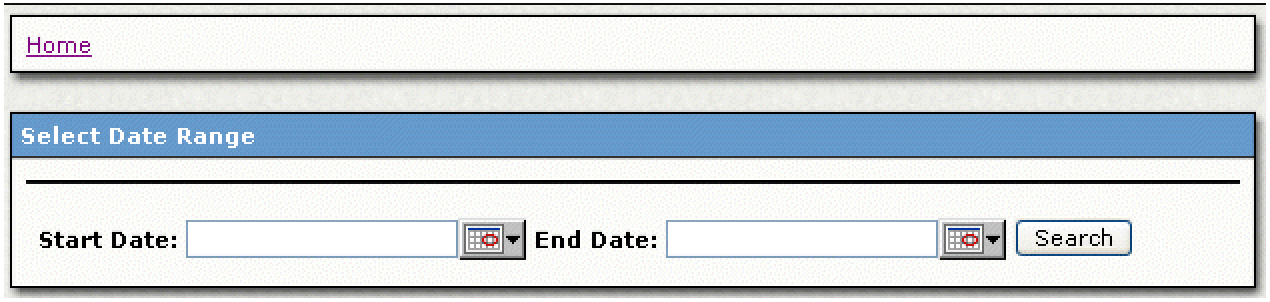


The user may enter desired quantities and click the add button to place items in the cart.

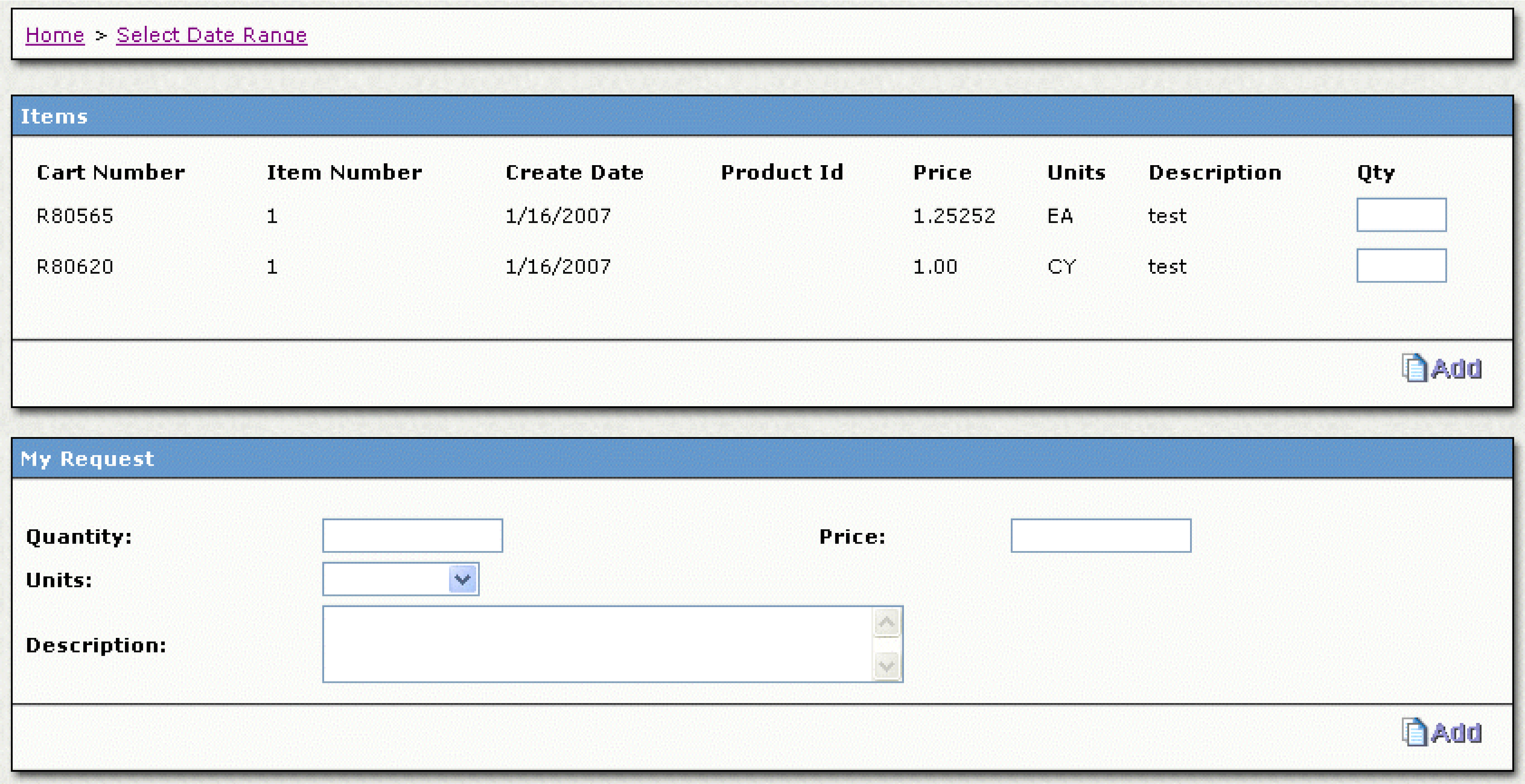
If no desired items are found, an ad hoc My Request item may be created.

10.4Browse Results – Recent Requests

The user selects a start and end date range. The system may default the dates to the last month or another range.



The user then is presented with the results.



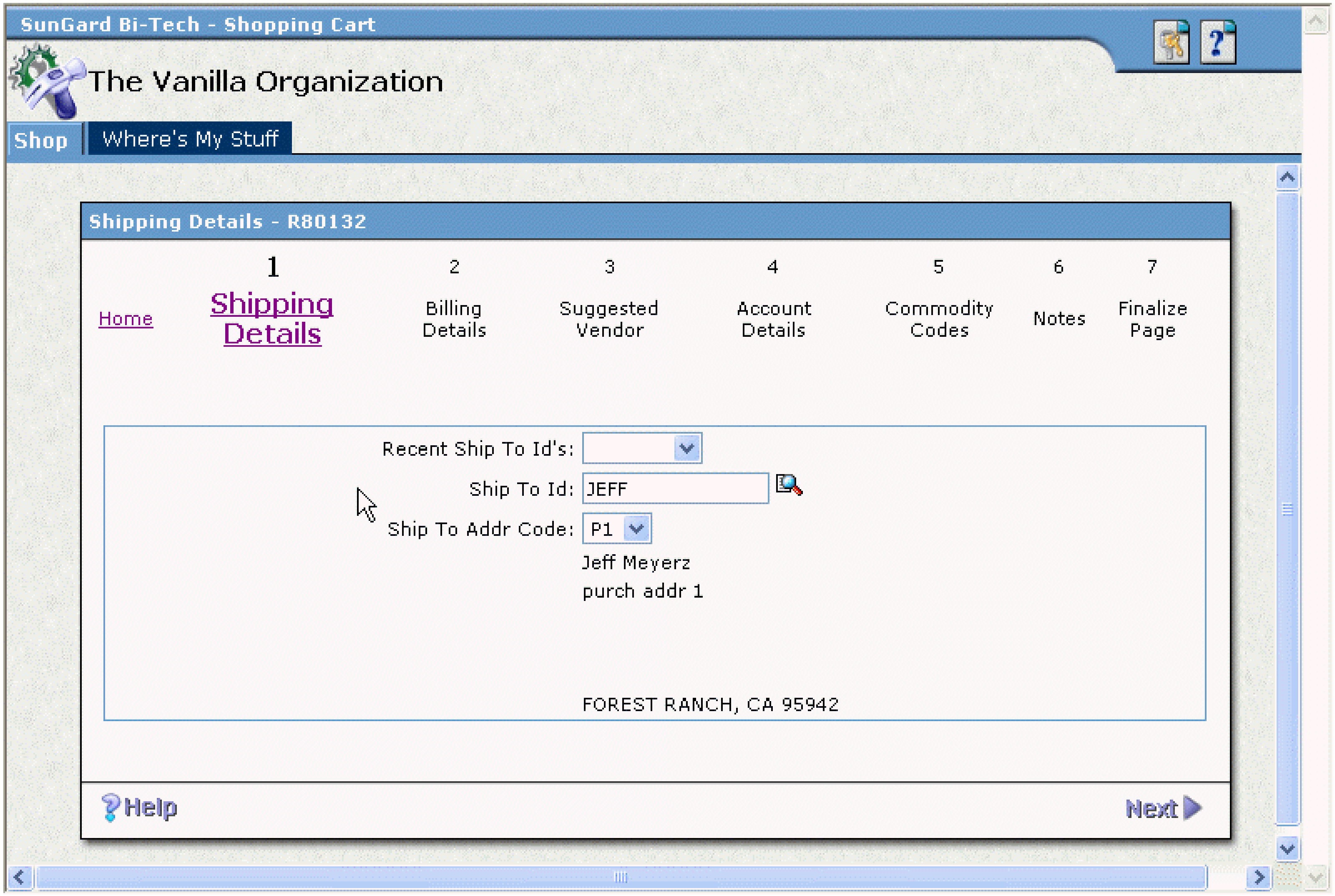
The user may enter desired quantities and click the add button to place items in the cart.

If no desired items are found, an ad hoc My Request item may be created.

11 Checkout Pages

Once a user has clicked on the “Checkout” button on the toolbar, the following set of pages will be presented to them.

11.1 Shipping Details – Wizard Page 1



This page collects the Ship to Id and Address Code for the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The user will not be able to proceed with the checkout without a valid ShipTo Id and Ship Addr Code values. Below are some details about the controls on the page and their function.

Recent ShipTo's: The control holds a list of recently used ship to id's and address codes for the current user. The values that populate the list are derived from a query of the pr_request_mstr table finding records with distinct ship_to_id, ship_to_addr_cd values whose request_date is 30 days or less from today's date, and contact_id equals the current user.

ShipTo Id: This control allows the user to type in a value that will identify the ship to id that they want the order to be associated with. Entry in the field is required. Upon data entry, and losing focus, the value entered by the user will be validated against pe_id values in the pe_name_mstr table. If the id is valid, then the Ship Addr Code field will be automatically populated with address codes from the pe_addr_dtl associated with that id.

Lookup Button: The control allows the user to jump to a lookup dialog where they can perform queries against the database looking for a particular PE Id. For more information see the section labeled Lookups following the Wizard Pages section.

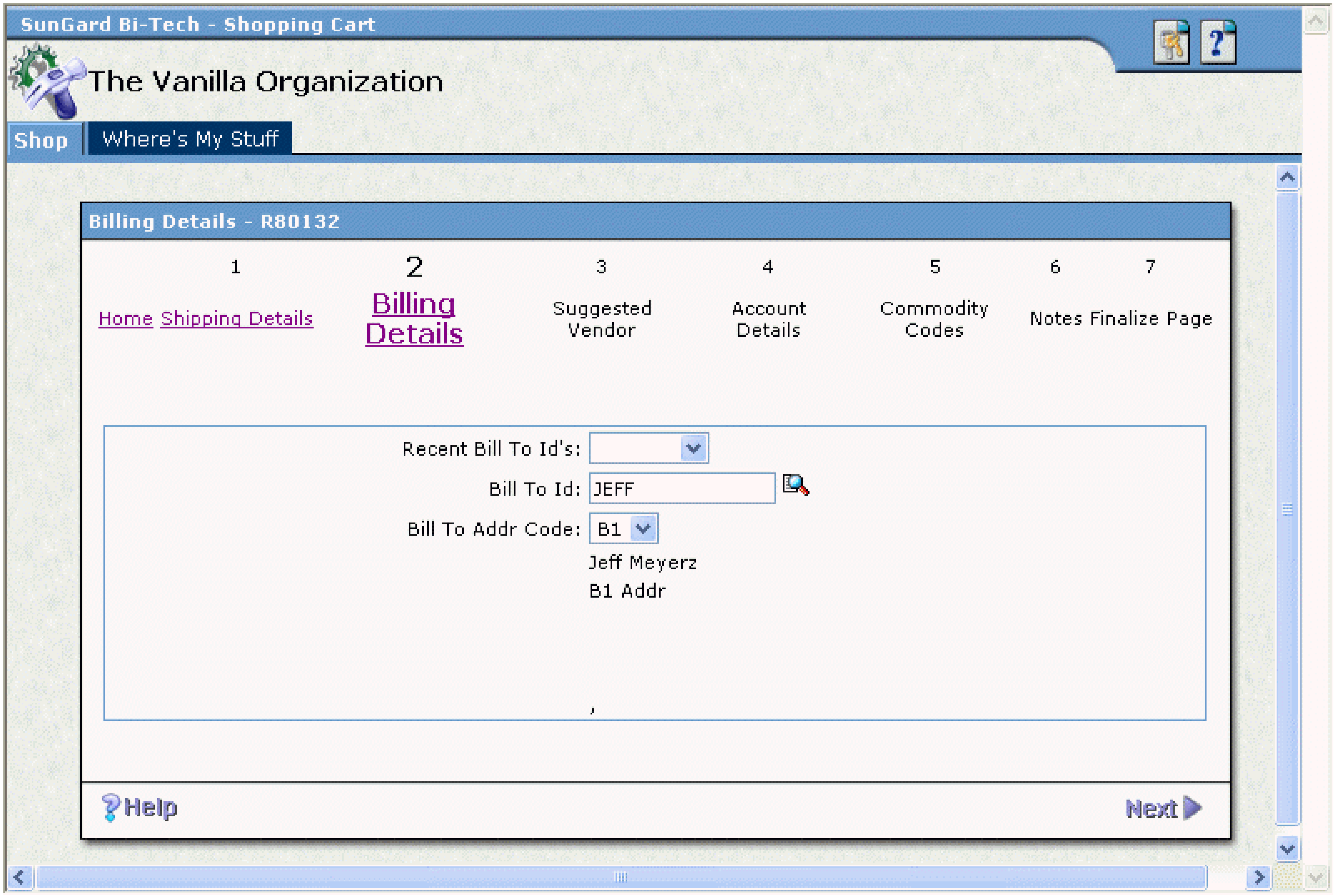
Ship Addr Code: This control holds a list of address codes associated with a particular ship to id. Entry in the field is required. The values in the list will be populated from data in the pe_addr_dtl table for the ship to id assigned either by the Recent Shipto's field, or by the ShipTo Id data entry control.

Echo Fields: Below the ShipTo Id is a collection of display only fields that provides details about the selected ShipTo Id and its address details. The name and full address of the selected ShipTo Id is displayed in these echo fields.

Help Button: Clicking the help button, the user will be presented context sensitive help providing details about this page.

Next Button: Clicking on the next button will cause the values entered on the page to be written out to the database for the request being processed. The Shipping details page will update the fields ship_to_id, ship_to_pedb_cd, and ship_to_addr_cd in both the pr_request_mstr and pr_item_dtl. The ship_pedb_cd will be set to "P".

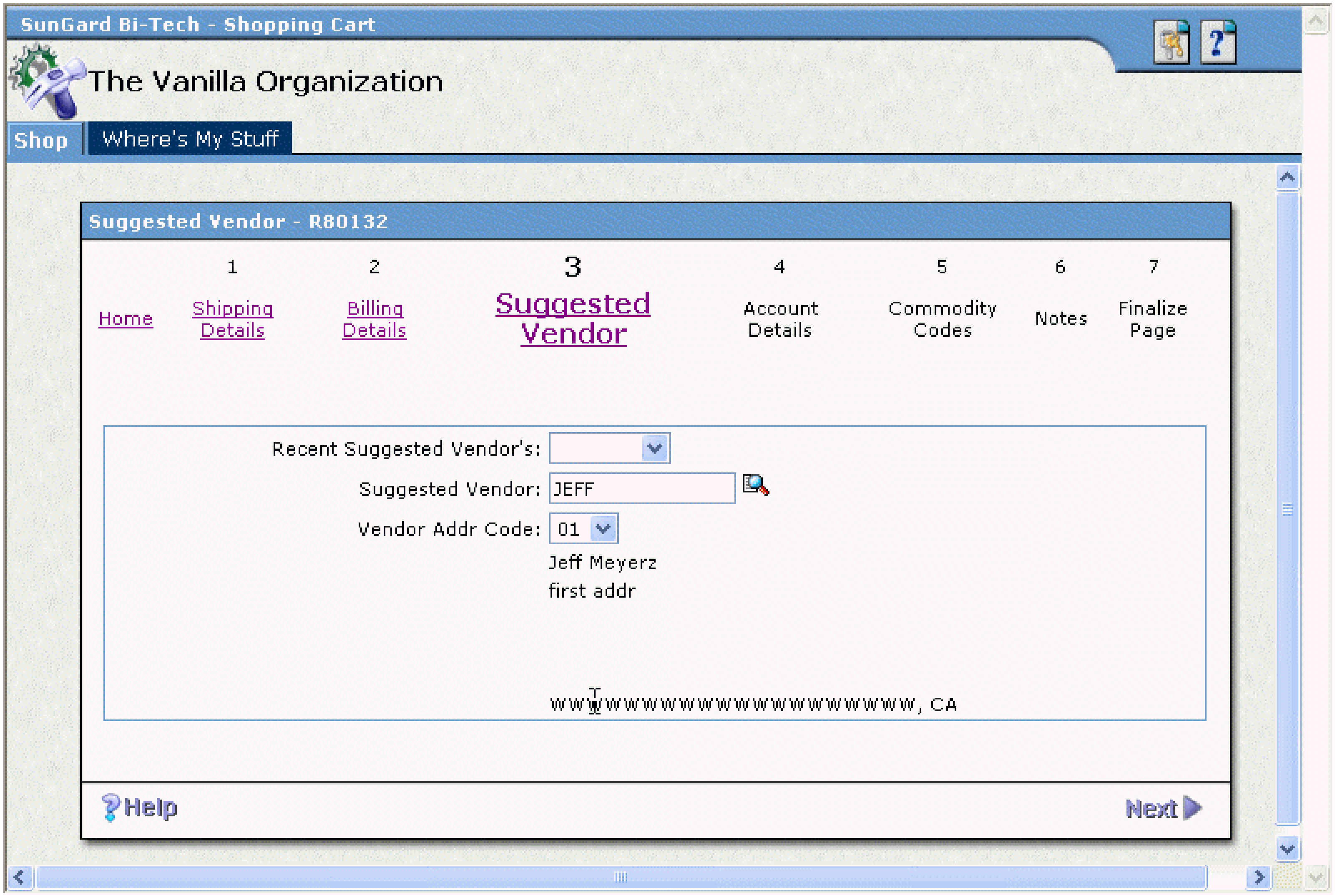
11.2 Billing Details – Wizard Page 2



This page collects the Bill to Id and Address Code for the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The user will not be able to proceed with the checkout without a valid BillTo Id and Ship Addr Code values. The screens controls and functions are identical to the Shipping Details page. For more details see the write up above.

Next Button: Clicking on the next button will cause the values entered on the page to be written out to the database for the request being processed. The Shipping details page will update the fields bill_to_id, bill_to_pedb_cd, and bill_to_addr_cd in both the pr_request_mstr and pr_item_dtl.

11.3 Suggested Vendor – Wizard Page 3



This page collects a preferred vendor for the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The user will not be able to proceed with the checkout without a valid Vendor values. Below are some details about the controls on the page and their function.

Recent Vendor's: The control holds a list of recently used vendor id's and address for the current user. The values that populate the list are derived from a query of the pr_request_mstr table finding records with distinct vendor_id values whose request_date is 30 days or less from today's date, and contact_id equals the current user.

Vendor: This control allows the user to type in a value that will identify the vendor that they want the order to be associated with. Entry in the field is required. Upon data entry, and losing focus, the value entered by the user will be validated against pe_id values in the pe_name_mstr table. The user will not be allowed to procede until a valid pe_id has been entered of found in a search.

Lookup Button: The control allows the user to jump to a lookup dialog where they can perform queries against the database looking for a particular PE Id. For more information see the section labeled Lookups following the Wizard Pages section.

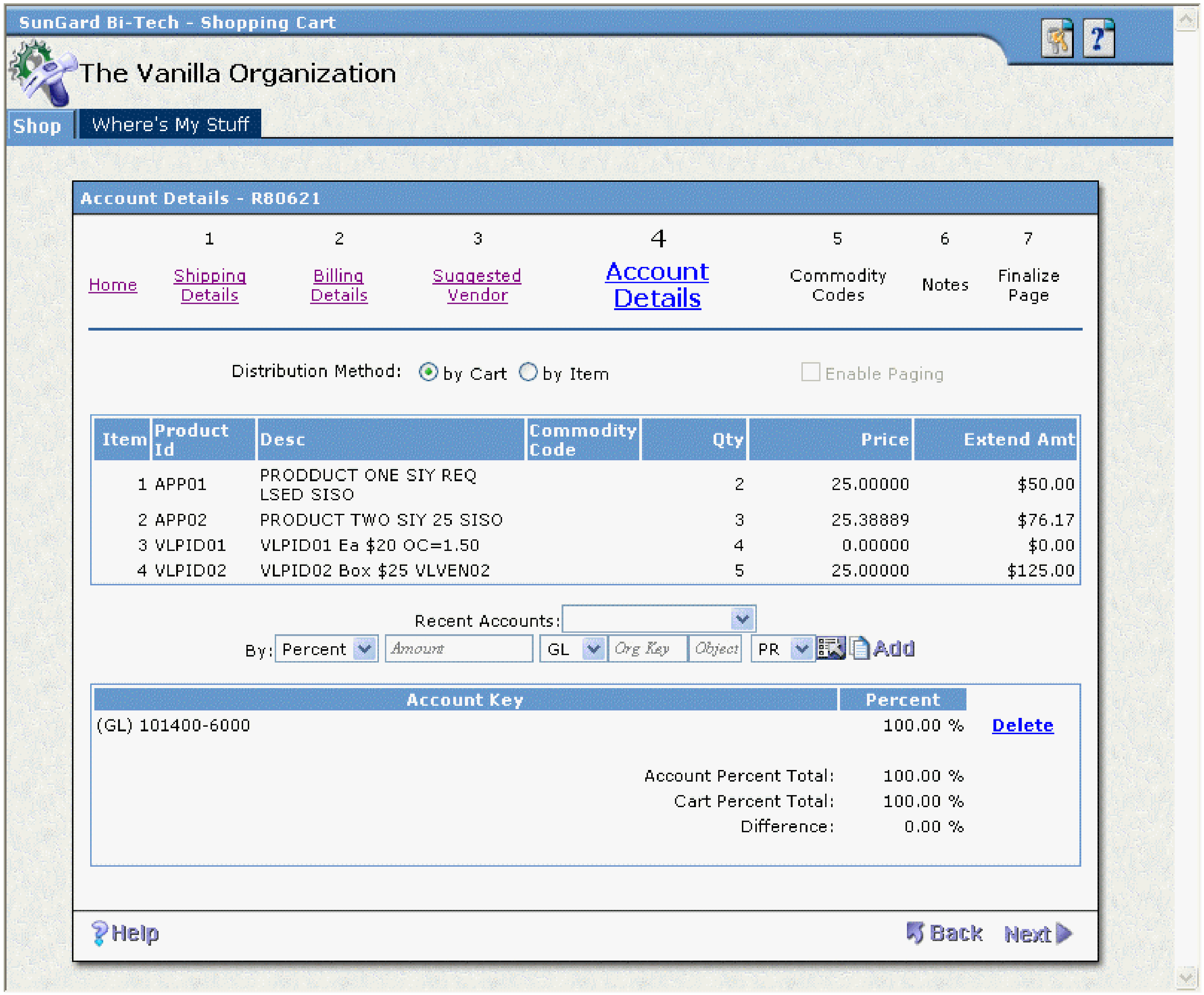
Echo Fields: Below the Vendor field is a display only field, with the full name of the vendor selected.

Help Button: Clicking the help button, the user will be presented context sensitive help providing details about this page.

Next Button: Clicking on the next button will cause the values entered on the page to be written out to the database for the request being processed. The Preferred Vendor page will update the fields vendor_id, vendor_pedb_cd in both the pr_request_mstr and pr_item_dtl. The vendor_pedb_cd will be set to "P".

11.4 Account Details – Wizard Page 4

11.4.1 Distribution Method: by Cart



This page collects account information for the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The are 2 primary distribution methods for entering account information, namely by Cart and by Item. Shown above is the by Cart, distribution method. Below are some details of that method.

By: The control allows users to select 2 ways of splitting account amounts, namely by amount or by percent. Upon initial entry into this screen, the Amount split method will be selected. The user can change this method to percent if they like before entering the first account distribution. Once an account distribution method has been selected, all subsequent account details will only allow that same split method. To change the method, the user will need to delete all the account distribution lines.

Amt: The amount field holds the value of the account distribution being entered. This field is required. The field accepts only numeric values.

GL Ledger: The GL ledger drop down list box, holds a list of ledger codes that the current user has privileges to utilize.

Key: The key field holds a general ledger key value that the account distribution will be associated with. This field is required. The field accepts only numeric values. To lookup key values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

Object: The object field holds a general ledger object value that the account distribution will be associated with. This field is required. The field accepts only numeric values. To lookup object values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

JL Ledger: The JL ledger drop down list box, holds a list of job ledger codes that the current user has privileges to utilize.

WAut: The JL Key field holds a job ledger key code for the account distribution. It is entry is optional. To lookup key values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

Act: The JL object field holds a job ledger object code for the account distribution. Its entry is required if the JL key field is filled out. Otherwise it is optional. The field accepts only numeric values. To lookup object values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

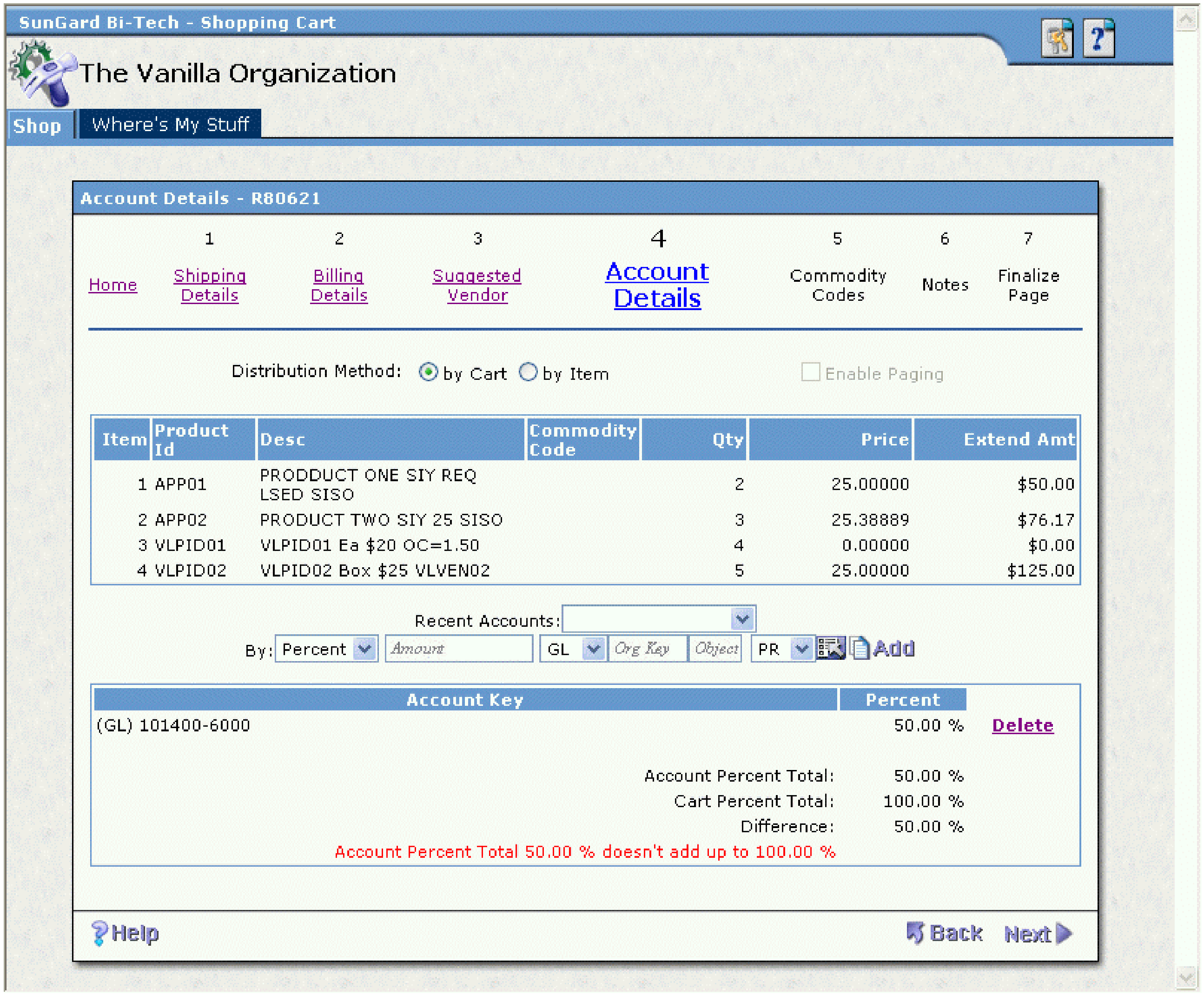
Work Order: The work order field holds an associated work order number that relates to the account distribution. It is an optional field. The field accepts only numeric values. To lookup work order values, the user can use the Ctrl-L key code. A lookup dialog box will be presented allowing the user to perform ad hoc searches for a key code.

Add: The Add icon beside the account data entry line, causing the application to post the contents of the account fields into the database. At the time that the Add button is pushed, the key, object and work order fields will be validate to make sure that the values entered are acceptable values. In the event the values are not defined, the user will be presented with a message on the screen stating that the value is “Invalid”.

Delete: The Delete link beside each account detail record, allows the user to delete the item from account distribution. Totals will be updated as each account record is deleted.

Help Button: Clicking the help button, the user will be presented context sensitive help providing details about this page.

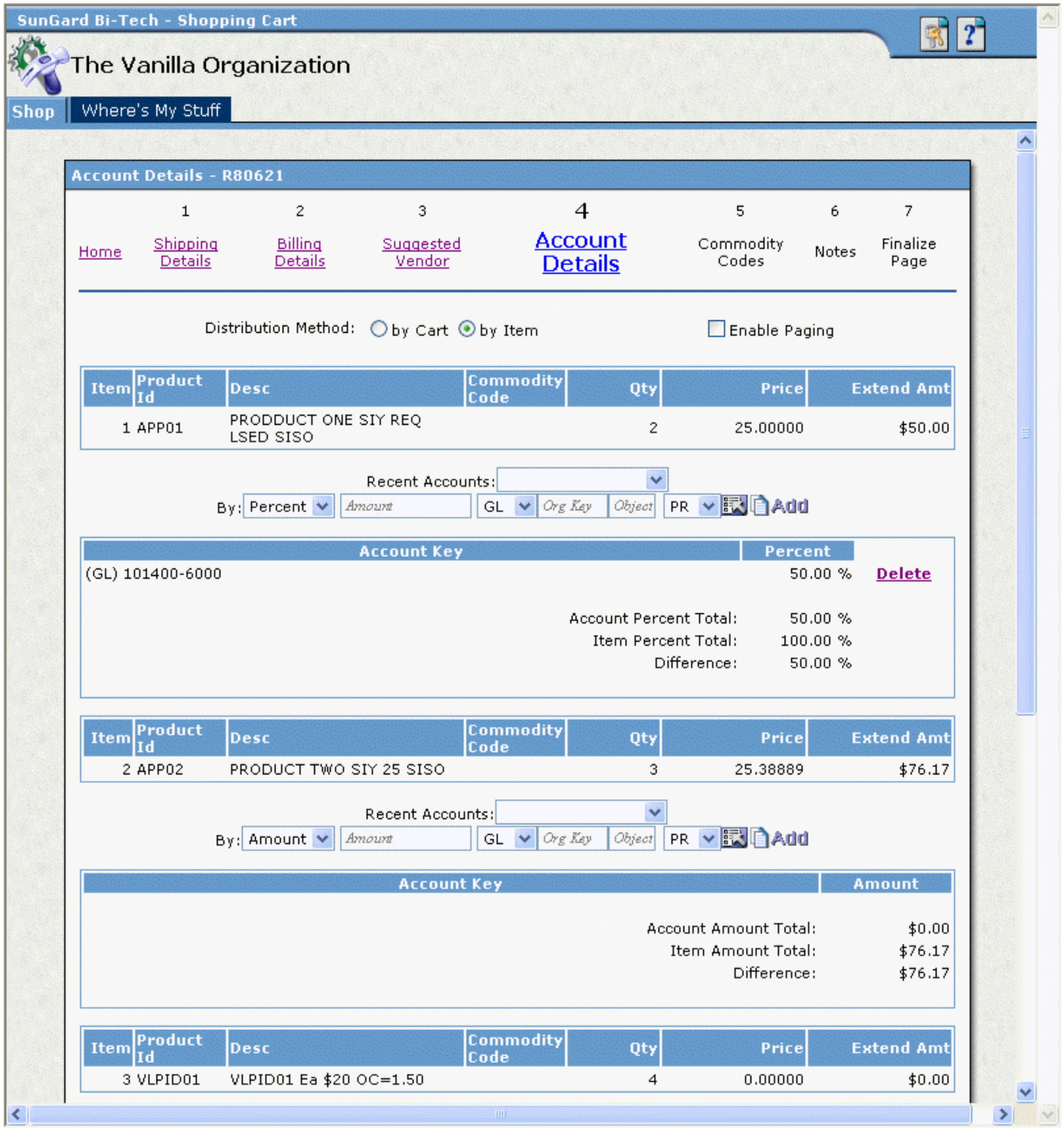
Next Button: Clicking on the next button will cause the page to verify that the account totals are correct. For account distributions that are split by amount, the total of the account amounts must equal the Cart total. If the totals do not match the user will see and error as shown in the screen shot below.



For splitting by amounts the user will only be allowed to continue when the total of all the account lines add up to the amount of the cart total. For splitting by percent, the user will only be allowed to continue when the total of the account splits totals 100.00%.

Once the totals match above requirements, pressing the Next button will cause all the account information entered to be expanded out to every item in the cart. For distributions by amount, a percentage will be calculated for each of the accounts defined, and then the same proportional assignments will be made to subsequent items in the cart. The user will be able to review the result of this account expansion in the Finalize/Print page.

11.4.2 Distribution Method: by Item

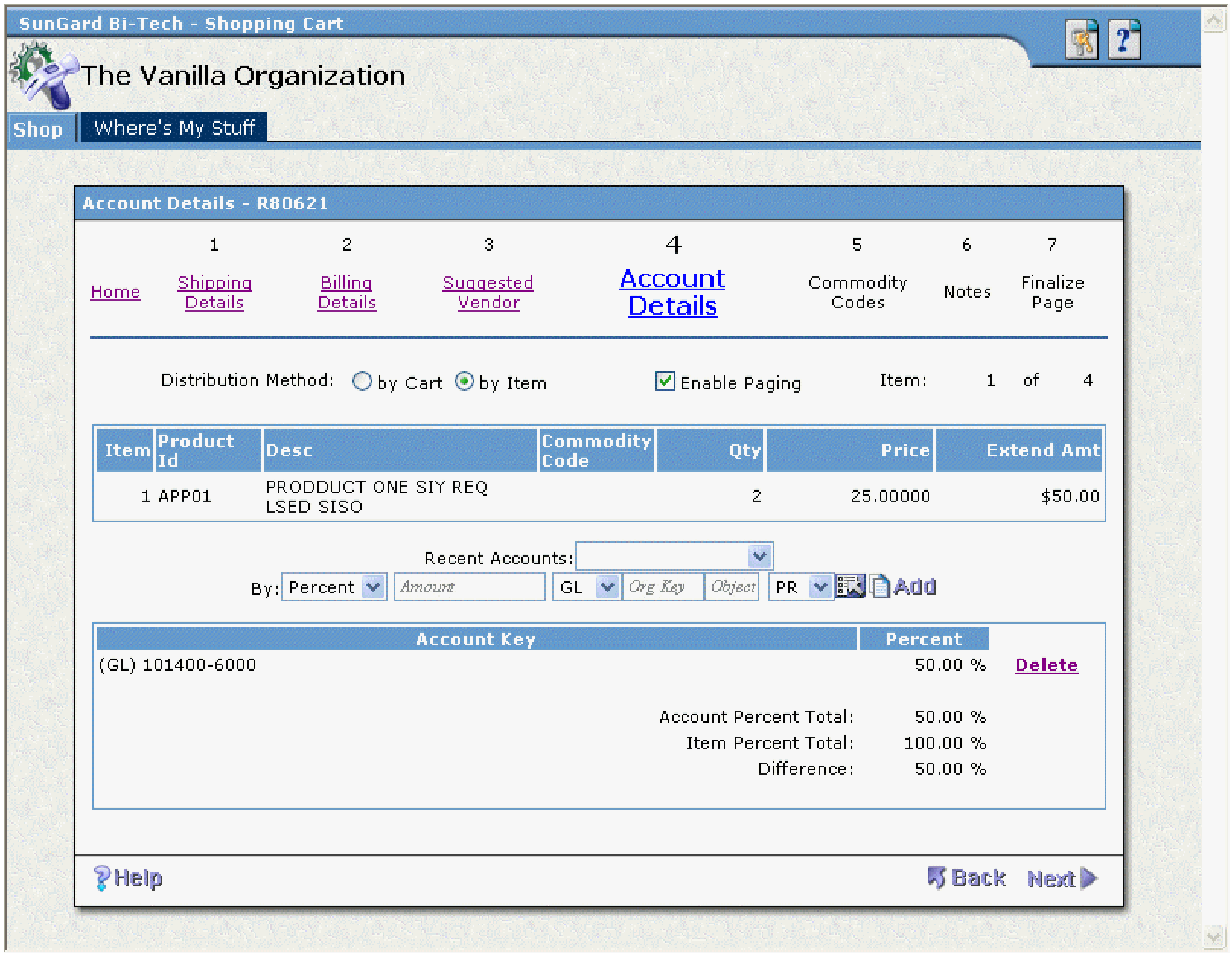


Shown above is the by Item, distribution method. Many of the controls on the page utilize the same functions as described in the by Cart details above. Below are some particulars unique to this distribution method.

Account Data Entry Line: See details in by Cart method for more info.

By: The control allows users to select 3 ways of splitting account amounts, namely by amount or by percent and by quantity. Upon initial entry into this screen, the Amount split method will be selected. The user can change this method to percent or quantity if they like before entering the first account distribution. Once an account distribution method has been selected, all subsequent account details will only allow that same split method. To change the method, the user will need to delete all the account distribution lines.

Enable Paging: This checkbox allows the user to enter account information for items on a page by page basis. When this mode is active, page details will be presented towards the top of the page as shown below.

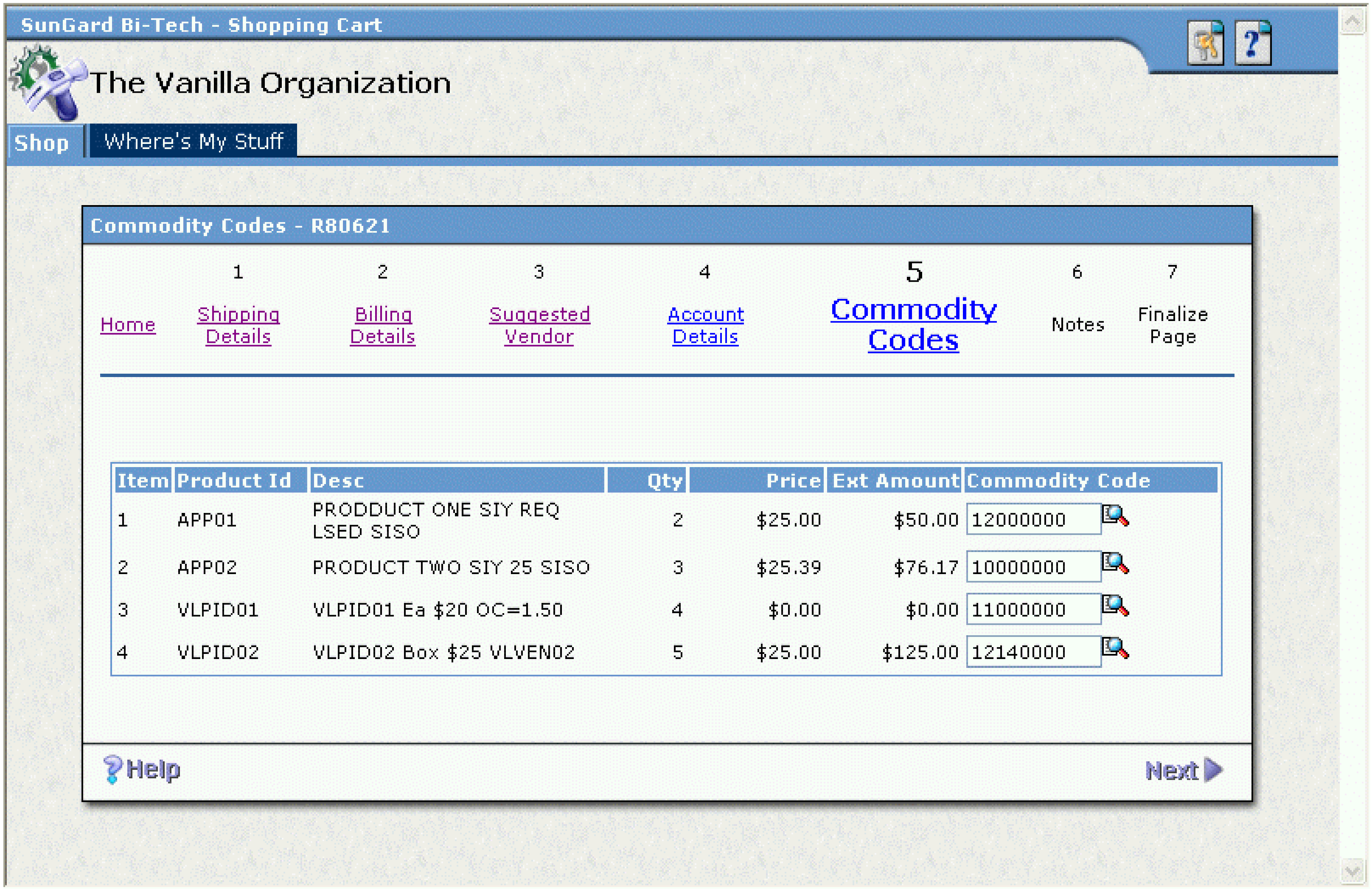


With the paging mode enabled, the user can move from one item to another, using the Back and Next icons at the bottom of the page. All total checks will be performed on an item by item basis. The user will not be able to proceed to the next item until the totals for the present item matches the account distributions entered by the user.

Help Button: Clicking the help button, the user will be presented context sensitive help providing details about this page.

Next Button: After all the details for each item in the cart have been collected and the totals verified, pressing the Next button will cause the user to move onto the next page. The user will be able to review the result of this account expansion in the Finalize/Print page.

11.5Commodity Codes – Wizard Page 5



This page collects commodity codes for each item of the order being placed. Whether this screen is displayed or not is configurable on a site by site basis (see Site Preferences for more details). The user will not be able to proceed with the checkout without a valid commodity codes for each product in their cart when screen is active. Below are some details about the controls on the page and their function.

Item#: This field denotes the order in which to products were entered by the user. This is the default order of how the products are initially displayed.

Product Id: This field holds the product code for the product if one exists. For adhoc product requests, this field will be blank.

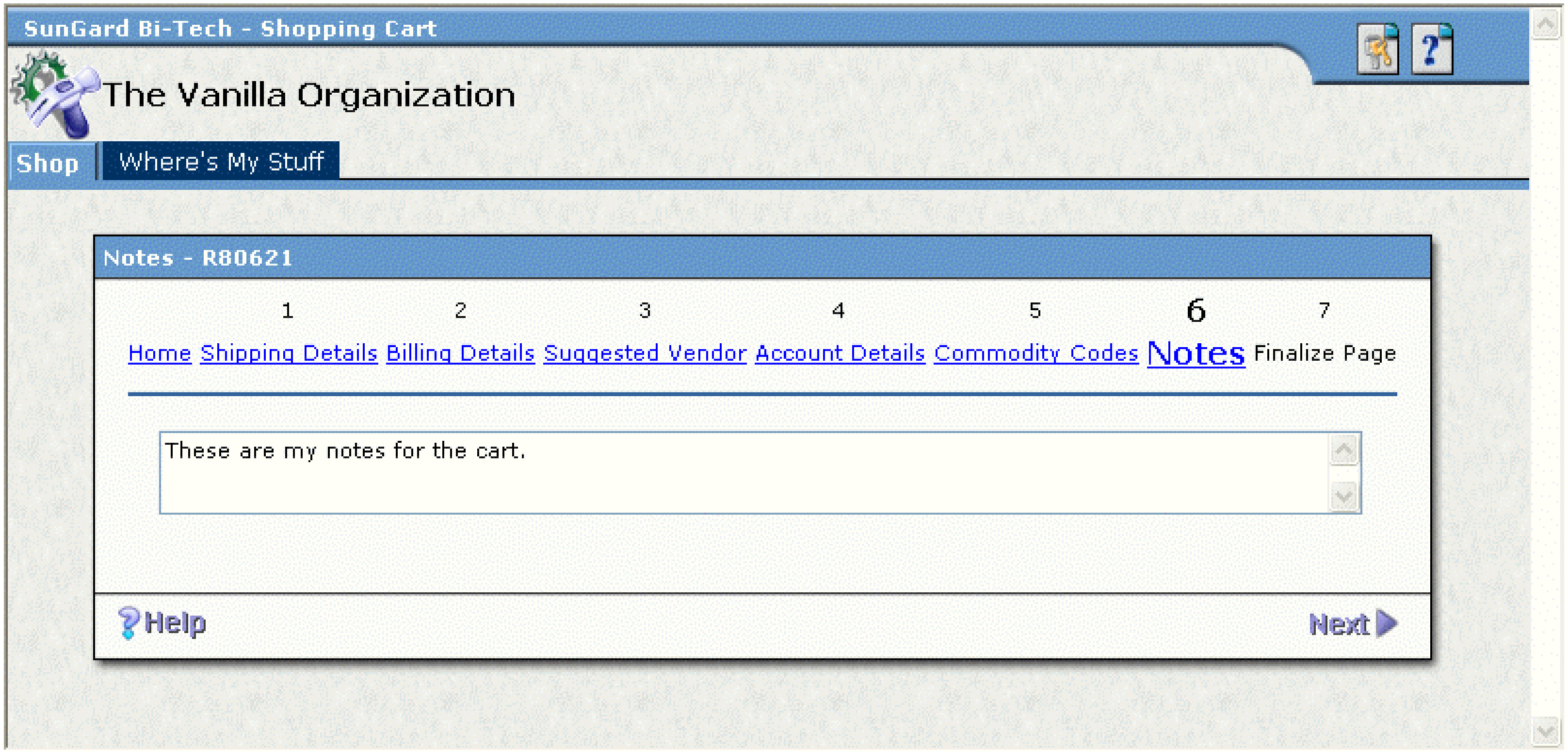
Description: The field holds the description for the item being requested.

Commodity Code: The commodity code, is a coded value. It may be in either NIGP or UNSPSC format. The format that will be used is set on a site by site basis (see Site Preferences for more details).

Lookup Button: The control allows the user to jump to a lookup dialog where they can perform queries against the database looking for a particular commodity code. For more information see the section labeled Lookups following the Wizard Pages section.

Next Button: Clicking on the next button will cause the values entered on the page to be written out to the database for the request being processed. The Commodity Codes page will update the commodity_cd in pr_item_dtl table.

11.6Notes – Wizard Page 6



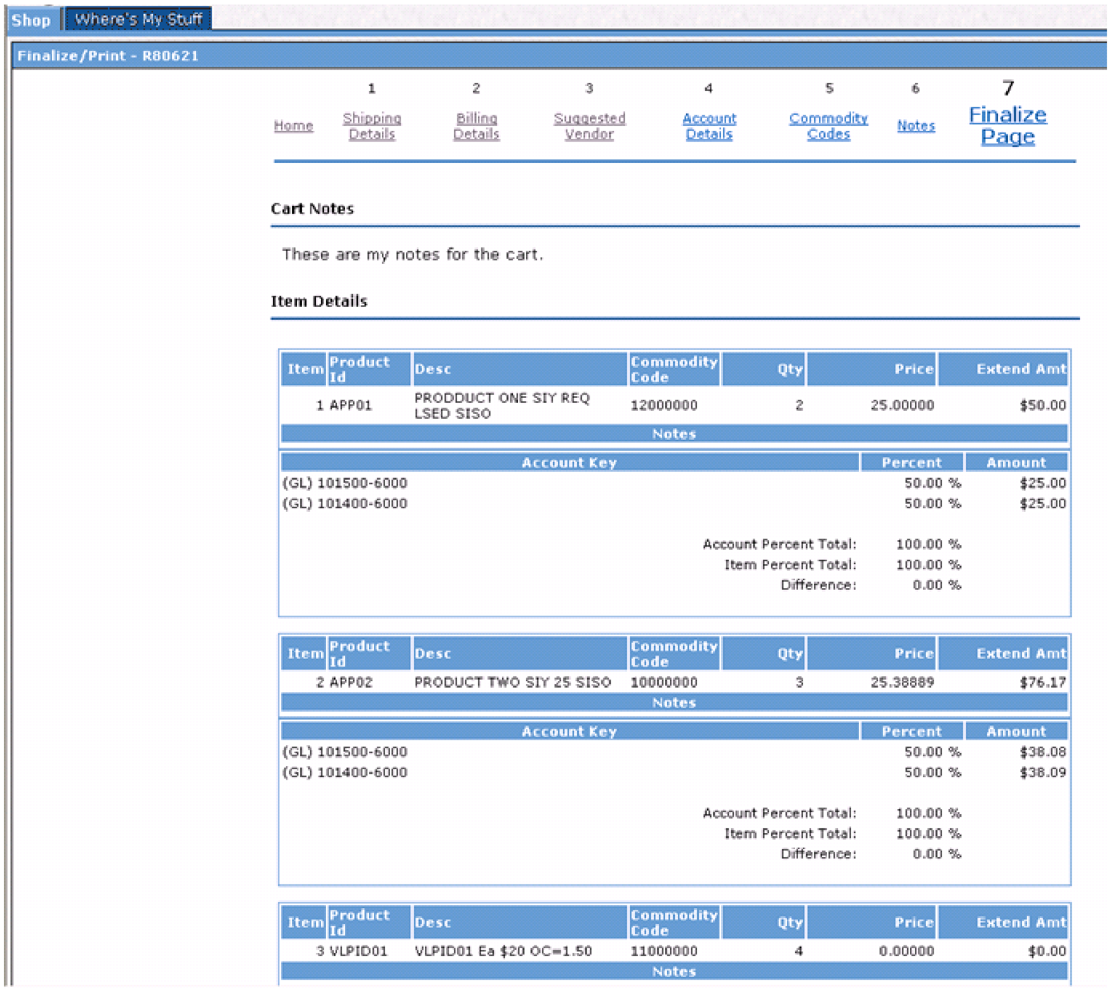
This page allows the user to enter free form text related to the current cart.

Notes: This field holds free form text related to an item being ordered. The field is to 1000 characters.

Next Button: Clicking on the next button will cause the value entered on the page to be written out to the database for the request being processed. The Notes page will update the request_notes in pr_request_mstr table.

11.7 Finalize – Wizard Page 7

Last page in the wizard. Click ‘SUBMIT’ to submit the cart. There is also a print button at the bottom of the page.



The user is presented with summary details about the Item and Account details for the cart they are checking out. Dollar amounts for splits using percent or quantity split methods will also be shown.

Other information on the Finalize/Print page follows.

(GL) 101400-6000	50.00 %	$62.50
Account Percent Total:	100.00 %	
Item Percent Total:	100.00 %	
Difference:	0.00 %	

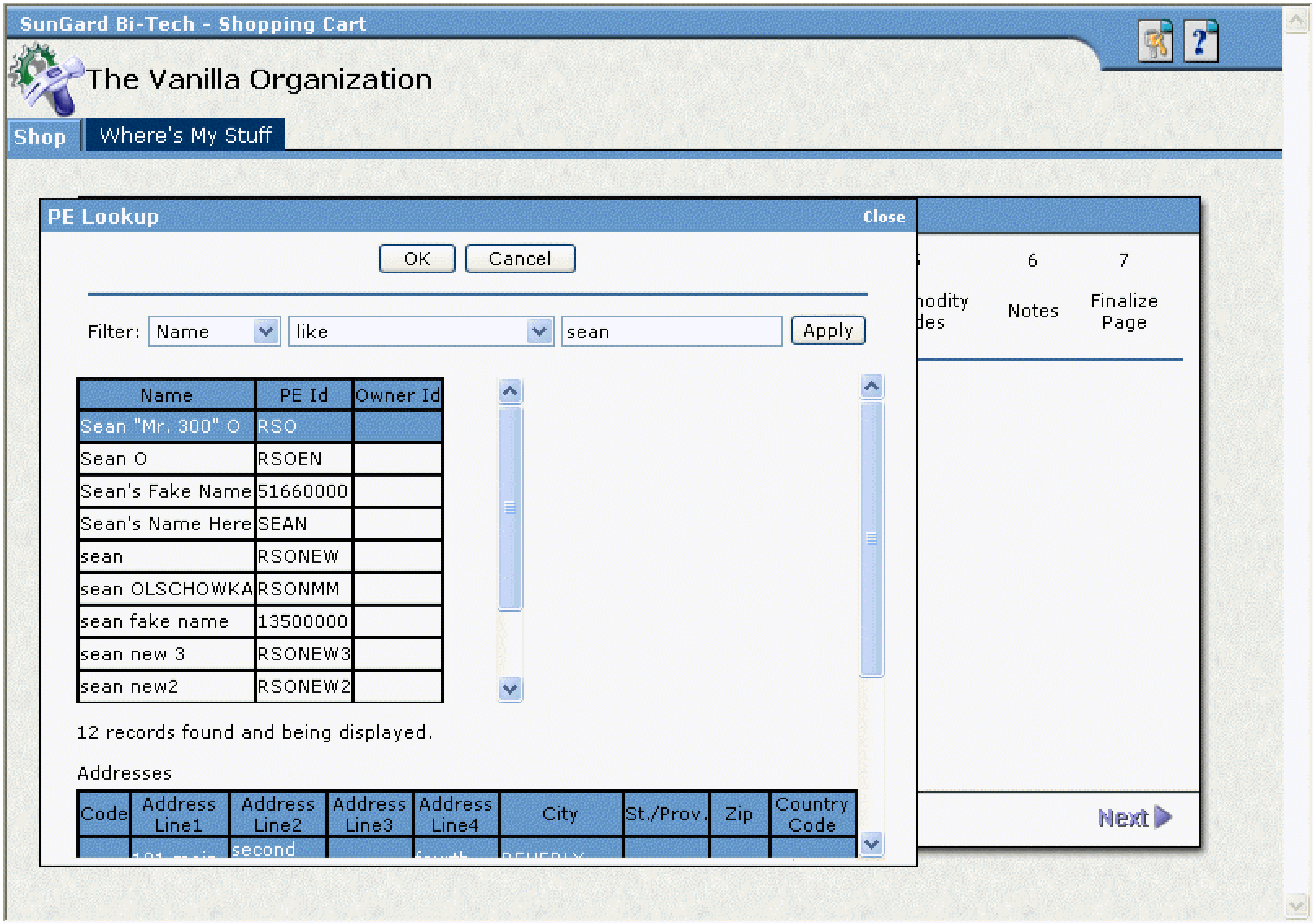
Ship To Address	Bill To Address	Suggested Vendor Address
ID: JEFF	ID: RSO	ID: RSO
Addr Code: PR	Addr Code: PR	Addr Code: PR
Jeff Meyerz	Sean "Mr. 300" O	Sean "Mr. 300" O
890 Fortress St	Sungard Bi-Tech LLC	Sungard Bi-Tech LLC
	890 Fortress	890 Fortress
	3	3
	4	4
CHICO, CA 95973	Chico, CA 95928	Chico, CA 95928

The user may now submit the cart. Upon pressing the Submit icon, the status of the request will be change to “O” for open.

11.8 Lookups

11.8.1 PeId Lookup

Three pages will need to use this lookup to find PeIds, namely Shipping Details, Billing Details, and the Suggested Vendor pages. Below is a screen shot of the lookup dialog.



The PeId Lookup dialog provides users with an easy way to find PE Ids and PE address codes from the pe_name_mstr and pe_addr_dtl tables. Below is a short description of the dialog, and its function.

Filter: The filter field allows the user the ability to select an attribute from the pe_name_mstr table to search on.

Operator: The operator drop down list has a list of operators that can be applied to the search at hand.

Value: Enter the value to search in this field.

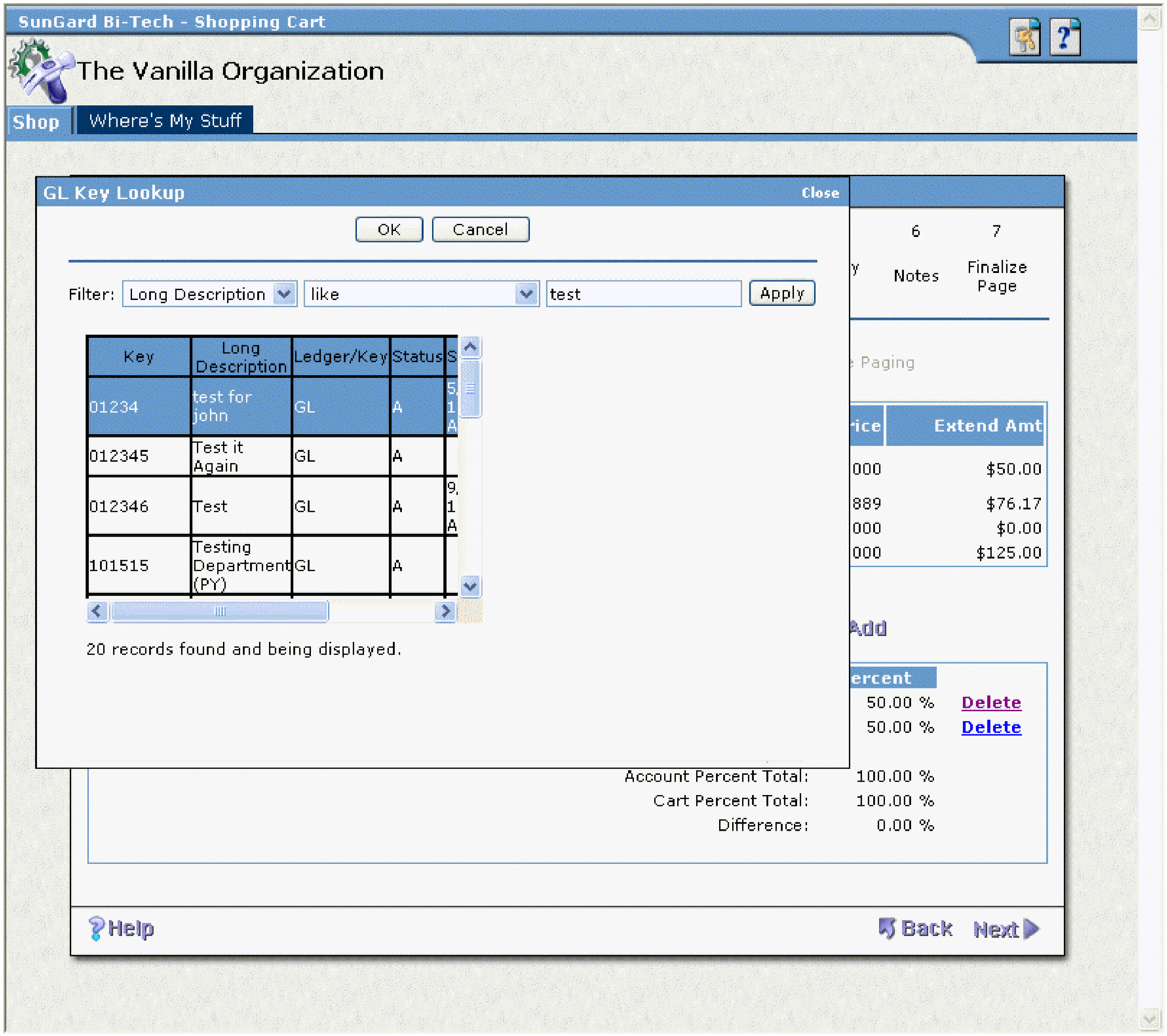
PE Id/Name List: The lists of returned records will be displayed in this box. Scroll bars on the right side will allow the user to move through all the records fetched. No row will initially be selected upon completion of the fetch. When the user mouse's over each row in the list, the background color will change. The user will be able to select the record either by double clicking on a row, or by pressing Done.

Ok: The button will close the dialog and if a row is selected then the PE Id associated with that row will be returned in the field that the lookup is associated with.

Cancel: The button will close the dialog without a selection.

11.8.2 Account Lookup

The Accounts page uses a lookup to allow users an easy way to find account information (keys, objects and work orders).

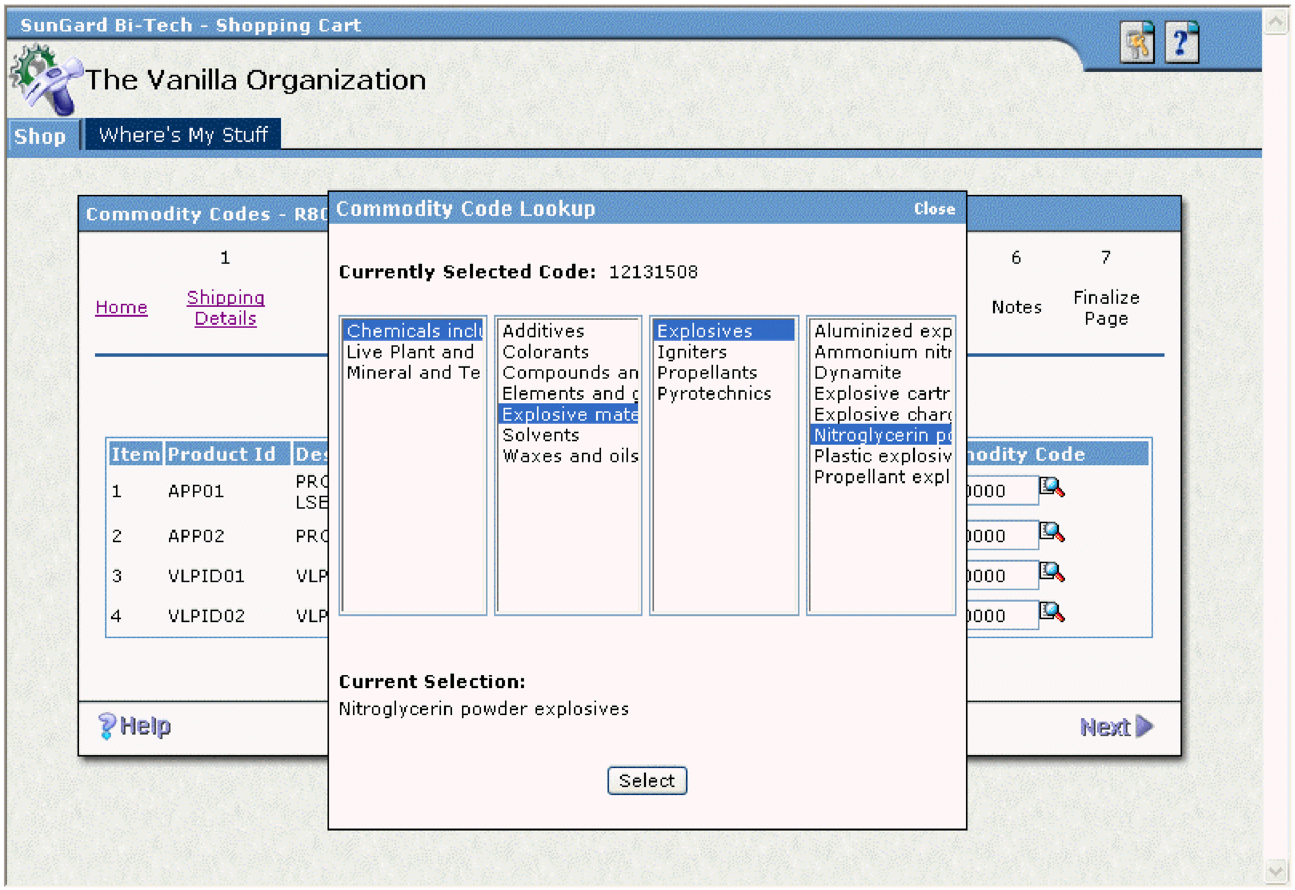


The Account Lookup dialog provides users with an easy way to find account codes. Below is a short description of the dialog, and its function.

The design of this control is to emulate the 7i Account control.

Done: The button will close the dialog and if a row is selected then the PE Id associated with that row will be returned in the field that the lookup is associated with.

11.8.3 Commodity Code Lookup



The Commodity Code Lookup provides users with an easy way to find commodity codes.