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Version 1.0

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Course Overview

Purchase Documents Module Overview

The Purchase Documents module is part of the IDEAS Materials Management System (MMS) and provides the following functions:

- Processes multiple types of purchase documents including purchase orders, work orders and contracts
- Customizes purchase order forms through the Purchase Document Form Designer
- Automatically incorporates standard clause text into the purchase order
- Purchases in a currency other than the currency in which requisitioned
- Consolidates multiple requisitions into a single purchase order
- Ensures appropriate payment to supplier by invoice matching and tolerance checking

Course Description

The IDEAS Purchase Documents course covers IDEAS Purchase Documents process flow, implementation steps, monthly usage, standard reports and Purchase Documents Inquiry.

Audience, Course Level and Prerequisites

This Basic level course is recommended for those who use the IDEAS Purchase Documents module within the Materials Management System (MMS). The prerequisites for this course are: IDEAS UI Navigation modules and Introduction to IDEAS.

What You Will Learn

- Purchase Documents Process Flow
- Purchase Documents Implementation Steps
  - Bill of Material Maintenance
  - Utilities / Purchase Documents Constant Setup
  - Purchase Document Print Format Design
  - Purchasing Parameter Setup
  - Utilities / Stock master Maintenance
  - Utilities / Vendor Purchasing Maintenance
  - List Maintenance
MMS Purchase Documents Training Guide

- User Defined Entry
  - Purchase Documents Monthly Usage
  - Purchase Documents Standard Reports
  - Purchase Documents Inquiry
Lesson One: PROCESS FLOW

Requisitioning

An overall flow begins in the field with a materials requisition of the warehouse. If the materials are on hand, they are issued, however, if they are not on hand, IDEAS provides Automated Ordering that will automatically generate a Purchase Requisition.

Procurement

The purchase requisition then flows into the Procurement department. The requisitions are converted into Purchase Orders. Some may be procured locally and some offshore, with separate purchase documents created. These can be in varying currencies. Associated with this are full tracking and expediting capabilities for the orders.

Receiving

On the Receiving side, if it is an offshore procurement, Freight Forwarders may be used. When materials arrive at the freight forwarder, ownership is then assumed. At this point we need to account for the materials. To do this we can create a logical (not physical) Freight Forwarding Warehouse and receive goods into this warehouse. This provides visibility into where the materials are (their location). The system automatically accounts for Materials in Transit (MIT), once it is received in the warehouse.

Invoicing

On the treasury side, we receive supplier invoices. (From the chain, we have invoices such as the Freight Forwarding invoice, customs invoice, supplier invoice, and ground transportation invoices.) Cost can be on an actual basis or an estimated basis.
Lesson Two: IMPLEMENTATION STEPS

Step 1: Bill of Material Maintenance

Bill of Material (BOM) Maintenance enables the user to enter and maintain a list of stock items that are commonly ordered and grouped together assigned to a BOM code. This code may then be entered in place of individual stock items in purchase documents, issues, and receipts screens. The items contained on the BOM have corresponding quantities.
Step 2: Utilities/ Purchase Documents Constant Setup

Address Entry

Enter the address where the ordered goods or services are to be sent in the Address Setup form, including the Company, Department, Warehouse, Field, and so forth.

Adjustment Reason Codes Setup

The Adjustment Reason Code Setup function allows you to enter new codes for any adjustments or modifications that have been made.
**Buyer Approval Setup**

Set up the maximal approval amount for every buyer.

![Buyer Approval Setup](image)

**Buyer Code Setup**

Provide a level of security for the processing of Purchase documents. (The buyer must be an IDEAS user.)

![Buyer Code Setup](image)
Charge Type Setup

The Charge Type Setup function allows you to set up the codes to define the charge that the purchase document will have.

Commodity Setup

The Commodity Setup function allows you to set up the codes to define the commodity that the purchase document will have. (This is Non-stock.)
**Condition Codes Setup**

The Condition Codes Setup function is used to set up the condition codes for the inventory items and their associated percent of catalog value. This percentage of catalog value is used when calculating the value of warehouse transactions. All inventory items carry a condition code when they are set up on the Stock Item Maintenance screen.

![Condition Codes Setup](image)

**Document Nature Setup**

The Document Nature Setup function is used to set up desired Document Nature codes to be associated with Purchase Documents. Document Nature codes can be used to provide informative classification of Purchase Documents.

![Document Nature Setup](image)
**Document Types Setup**

Document Type Setup facilitates entry of new document types and their associated descriptions. Existing document types may be deleted, or their descriptions changed. Duplicate document types are not allowed. Document types entered in this screen are used for validation purposes in other programs. Two document types are immediately available in Purchase Documents:

- **NR** - No Related purchase document
- **BP** - Blanket purchase orders.

The Purchase Document entry screen provides additional fields corresponding to blanket purchase orders.

**Extension Option Setup**

Extension Options Setup is used to define purchase document expiration date Extension Options. Once defined, these options can be used to extend the expiration date of purchase documents, based on the predefined parameters of the selected Extension Option.
**Freight on Board Setup**

Freight on Board Setup is used to enter codes for different freight on board terms to be printed on purchase documents.

**Group Codes Setup**

Group Codes Setup allows you to categorize groups of materials (such as Drilling Equipment, Safety Equipment, Casing, and Tools) for reporting, browsing, and accounting purposes, if the Inventory Accounting module is installed.
Location Codes Setup

Location Codes Setup allows you to identify the various receiving and/or warehouse locations.

Operating Company Setup

Operating Company Setup allows you to set up company codes and names.
**PD Close Variance Setup**

PD Close Variance Definitions is used to set different variance percentages based on purchase document amounts. It allows setting higher percent variances on smaller amounts and lower percent variances on larger amounts.

**Purchase Document Clause Entry**

Purchase Document Clause Entry is used to maintain clause codes and their text for use in Purchase Document Entry and Purchase Document Printing. These clauses allow the user to print supplementary text at the end of printed purchase documents. The user enters a clause code and the associated text on this screen. Once these clauses have been established, only the codes need to be input during purchase document entry. The text associated with the codes will then be stored for the purchase document. Since the text is stored for each purchase document at time of creation, later modifications to the text in this screen will have no effect over existing purchase documents. This screen is used to maintain the “generic” blocks of text needed.
Purchase Document Miscellaneous Setup

Purchase Document Miscellaneous Setup is used to define many parameters that affect processing within the Purchase Documents module. Typically, a person experienced in installing the Purchase Documents module sets these options, however, the installed codes ending in “README” do provide guidance on how each code is used and defined.

Responsibility Unit Setup

If responsibility unit tracking is established in the Responsibility Unit Tracking Setup screen and an element is not selected, this function is used to enter user-defined responsibility tracking codes.
Responsibility Unit Tracking Setup

The Responsibility Unit Setup function facilitates entry of responsibility tracking units. Two options are available: 1. Specify an element defined in the Chart Master, or 2. Separately define multiple units and associated descriptions. Only one option may be selected. This function provides an additional means of physical or logical tracking. Several examples might include management levels or specific employees, business units, geographical boundaries, or seasonal designators.

Ship Via Setup

Ship Via Setup is used to define the shipping method that will be used to deliver items ordered in a purchase document.
Stock Type Setup

Stock Type Setup is used to set up stock types with descriptions that identify an acquisition as capitalized, expensed, or non-controllable. An acquisition is further denoted as either owned or leased. These designations direct the accounting disposition of the acquisition within the Inventory Accounting system once it has been entered in a purchase document. Default FQAs may be established in Inventory Accounting, for this highest level of inventory detail.

Stock types in combination with group codes give the user the ability to create various levels of detail within the general ledger without having to construct logical coding within individual elements of the FQA. Simply stated, there is no need to create individual FQAs for each stock item to get information out of the general ledger. FQAs can be created for each of these levels of detail. This is the suggested methodology for developing the information gathering process applicable to a user’s specific requirements.

All stock items must be assigned a stock type. Leased items are tracked quantitatively through the system but, not monetarily. Owned items fall under various scenarios. All owned items are tracked quantitatively. However, the cut-off for quantitative tracking, as well as monetary tracking, is determined by the first stock type designation. Capital assets, such as fixed assets, cease to be tracked after the physical closing of the purchase document line (or document, in some cases). Expense items are quantitatively and monetarily tracked from initial entry in the purchase document as inventory until the item is issued for use or consumption. Basically speaking, at the time of issue, the expense items are taken out of inventory and charged to the appropriate AFE/project/job.

During a stock item’s designation as an inventory item, transactions can be generated affecting transfers, changes in value, sales, and quantity adjustments. Non-controllable stock items are charged directly to the appropriate AFE/project/job for immediate cost recovery capability immediately upon receipt into inventory.
Unit of Measure

Unit of Measure is used to define the unit of measurement for inventory items, such as pounds, each, gallons, and feet.

User Default Setup

User Default Setup is used to define, by user, a default entity, document type, and location.
Step 3: Purchase Document Print Format Design

Purchase Document Format is used to design one or multiple custom purchase document formats for non-stock and stock purchase document printing.
Step 4: Purchasing Parameter Setup

**General Tab**

The General Tab is used to define parameters related to both stock and non-stock purchase documents. Define various purchasing control parameters during the initial installation of the Purchase Documents module.
Field Descriptions

- **Amendment Control** – Choose one of the following options:
  - *Automatic control:* The system increments an amendment number each time an amendment is made to an approved and finalized purchase document.
  - *Manual control:* The user elects to manually maintain amendment controls.
  - *Neither:* Amendments are not allowed.

- **Original/Order Associates** – Select this option to allow associated orders to be referenced from originating purchase documents.

- **Unique Document Numbers** – Select this option if unique document numbers are required for each document type. That means that the document number is unique for PO.

- **Allows Negative Quantity for Orders** – Select this option if negative quantities in purchase orders are allowed. For example, a purchase order may contain 2HP laser jet and -1 HP laser jet; this means that we want to buy two printers and we are doing a return of one printer (probably damaged).

- **Automatic Approval** – Select this option if automatic approval is needed. Once you save the PD entry and click **Complete** the PD will be approved automatically. We recommend that you **unselect** this check box to avoid the risk of errors. We recommend that one user proceeds to PD entry and another user is responsible for approving them. (Internal company procedures establish PD approval).

- **Require Separate Purchase Requisitions Approval** – Select this option to allow separate purchase requisitions approval. We recommend that you select this option to approve the PR from a separate screen by a different user than the user who proceeds to PR entry.

- **Allows Change Order on PO Print** – Selecting this option allows you to make changes to an approved PD.

- **Allow Stock/Non-Stock Type Message on PO Search** – Select this option to allow an additional message to be displayed prompting the user to search against Stock, Non-Stock, or both types of purchase documents.
• **Turn on PD Smart Fields** - Select this option to open two additional screens:
  
  o List Maintenance screen: The List Maintenance screen defines the contents of customized lists to be used in association with custom fields defined in the User Defined Entry screen.
  
  o User defined entry screen: The User Defined Entry screen allows the user to establish customized fields for data entry in Purchase Documents Entry.

![Purchase Document Entry](image)

• **Allow Editing Amendment after Approved Without Authority** – If this option is selected, the system allows you to save the amendment even if you do not have the right to approve it. A warning message displays: *Amendments will remain in progress pending approval.*

Using this option depends on the internal approval PD procedure, and the need for an amendment.
The Stock Tab contains parameter settings, which affect only the processing of stock type purchase documents.
Field Descriptions

- **PD Closed Quantity Tolerance %** – Enter the percentage of the price difference acceptable between a purchase document and its related invoices. You must select the allowable differences between a purchase document and its related invoices regarding respective monetary and quantity amounts. These parameters provide the IDEAS Purchasing basis for notification when tolerances are breached. Two percentages are required, one for monetary and one for quantity.

- **Invoice Quantity Tolerance %** – Enter the invoice quantity difference percentage.

- **Invoice Amount Tolerance %** – Enter the invoice monetary difference percentage.

- **Invoice Unit Price Tolerance %** - Enter the invoice unit price difference percentage.

- **Automated Other Cost %** - Enter any automated other cost percentage.

- **Update Estimated Price** – Select with what unit amount the estimated price for a stock item will be updated. The choices are the system average price, the last invoiced price, or neither of these.

- **Control of Purchase Documents** – Select this option if the purchase document is controlled.

- **Work Order Number Required** – Select this option if a work order number is required when material requisitions are created in the Warehouse module.

- **Three Way matching** – Select this option to allow stock invoice validation against receipts as well as purchase documents.

- **Allow Receipts in Excess of Ordered Quantity** – Select this option to allow stock receipt quantity to exceed the purchase document ordered quantity.

- **Allow Receipt Date Prior to Order Date** – Select this option to allow stock receipts to be entered with a receipt date that is prior to the order date.

- **Allow Allocated Costs on Stock PO’s** – Select this option to allow all stock purchase document lines that do not represent the actual stock to be allocated into the value of the stock items in the document.

- **Set Default Allocated non-PRCH = True** – Select this option to automatically default to allocate all stock purchase document lines that do not represent the actual stock into the value of the stock items in the document when a new purchase document is entered.

- **Automatic Stock Numbering** – Select this option to allow the system to assign sequential stock numbers for newly created stock items.

- **Include Other Cost Validation** – Select this option to include Other Costs in the invoice validation process.

- **Requisition Approval by Group Code** – Select this option to require approval permissions to be assigned by stock group code.

- **MR Required for WH Issues** – Select this option to require a stock Material Requisition to issue stock.
- **Lock Stock Description Fields** – Select the appropriate options to lock one or more of the stock description fields in purchase document entry.
- **Load Description from Stock Master** – Select the appropriate options to load one or more of the stock description fields from the stock item definition when entering a new purchase document.

### Non-Stock Tab

![Non-Stock Tab](image)

The Non-Stock Tab contains parameter settings, which effect only the processing of non-stock type purchase documents.
Field Descriptions

- **PD Closed Quantity Tolerance %** – Enter the percentage of the price difference acceptable between a purchase document and its related invoices. You must select the allowable differences between a purchase document and its related invoices regarding respective monetary and quantity amounts. These parameters provide the basis for notification when tolerances are breached. Two percentages are required, one for monetary and one for quantity.

- **Invoice Quantity Tolerance %** – Enter the invoice quantity difference percentage.

- **Invoice Amount Tolerance %** – Enter the invoice monetary difference percentage.

- **Invoice Unit Price Tolerance %** – Enter the invoice unit price difference percentage.

- **Automated Other Cost %** – Enter the automated other cost percentage.

- **Control of Purchase Documents** – Select this option if the purchase document is controlled.

- **Allow Release on Blanket Purchase Order** – Select this option if you wish to allow Blanket Purchase Orders to be created with a requirement to allow only released quantity or amount to be invoiced.

- **Allow Receipt on Non-Stock Orders** – When non-stock orders are received by a warehouse, these can be acknowledged by the purchase document as received. Select this option to put this into effect.

- **Duplicate Previous Line FQA** – Select this option if the previous line FQA is to be duplicated.

- **Include Other Cost Validation** – Select this option to include other cost validation.

- **Three Way Matching** – Select this option to allow non-stock invoice validation against receipts as well as purchase documents.

- **Require Valid FQA to Approve PO/Requisition** – Select this option to limit approval of non-stock purchase documents and non-stock purchase requisitions to those which have only valid FQAs.

- **Allow Receipts in Excess of Ordered Quantity** – Select this option to allow nonstock receipt quantity to exceed the purchase document ordered quantity.

- **Allow Receipt Date Prior to Order Date** – Select this option to allow non-stock receipts to be entered with a receipt date that is prior to the order date.
Step 5 : Utilities/ Stock Master Maintenance

Stock Master Maintenance is used to set up and maintain stock items. Stock items must be entered here prior to using the stock number on a purchase document. Pertinent information required throughout the system regarding a stock item is derived from this function. It can also be used for inquiry purposes.
Step 6: Utilities/ Vendor Purchasing Maintenance

Vendor Purchasing Maintenance is used to input and maintain vendor information used by the purchasing department versus the accounts payable. The information on this screen is directly related to the ordering and delivery of goods by the vendor. Vendors who have not been established in Accounts Payable Vendor Maintenance or who are currently inactive cannot be referenced in this screen.

The List Maintenance and the User Defined Entry screens shown below are activated in Purchasing Parameter Setup, General Tab (Step 4, above) by selecting the Turn on PD Smart Fields option.
Step 7: List Maintenance

List Maintenance is used to define the contents of customized lists that are used in association with custom fields defined in the User Defined Entry screen.

Step 8: User Defined Entry

User Defined Entry allows the user to establish customized fields for data entry in Purchase Documents Entry.
Lesson Three: PURCHASE DOCUMENTS MONTHLY USAGE

Transaction Processing

Purchase Document Entry

Purchase Document Entry allows you to enter purchase document information for both stock and non-stock items. A purchase document may be created without reference to a purchase requisition. All changes, additions, or deletions of line items are performed here. The closing and approval of line items can be performed in this screen *after* a purchase document has been filed with a status of “final”. Subsequent changes may be made in the amend/close function where an audit trail documents modifications.
Batch Purchase Documents Approval

Batch Purchase Documents allows batch approval/finalization of purchase documents. It is a time-saving feature for the finalization process of purchase documents. After purchase documents are final or approved, any changes made to them are tracked as amendments. The approval step is used to specify which purchase documents are approved for order and ready to be sent to the vendor.

Non-Stock Material Receipt

Non-Stock Material Receipt is used to record receipt activity against non-stock purchase documents. This information will be used for comparison against ordered and invoiced quantities. In addition to data entry, this screen is used to generate a Receipt Ticket to document the receipt activity. The screen displays purchase document information to allow correct identification of the line items to enter receipt information.
Purchase Documents Close

Purchase Documents Close is used to select purchase documents to be closed. Initially, a list of purchase documents is loaded into a grid based on entity, currency, document type, stock, non-stock, and date. A user may then add and delete purchase documents within the grid before executing the close process.

When the close process is executed, each document within the selected list of documents will be closed if one of the following conditions is met. The close process checks the following conditions and will not close a purchase documents line if any of the following conditions are not met.

- Line item amounts must equal ordered line item amounts or fall within the amount tolerance percentage(s) as defined in the Utilities, Purchase Documents Constants Setup, Close Variance Definition screen by amount limits.
- For both stock and non-stock document types where **Include Other Cost Validation** is selected, the other cost line items on invoices must equal the other cost line items on ordered line items or fall within the amount tolerance percentage(s) as defined in the Utilities, Purchase Documents Constants Setup, Close Variance Definition screen by amount limits.
- For stock documents, the invoiced line item quantity must equal the received line item quantity (ordered quantity is not considered) or fall within the stock “Closed Quantity Tolerance” percentage as defined in the Utilities, Purchasing Parameter Setup screen.
For non-stock documents where “Allow Receipt on Non-Stock Orders” is selected, the invoiced line item quantity must equal the received line item quantity (ordered quantity is not considered) or fall within the stock “Closed Quantity Tolerance” as defined in the Utilities, Purchasing Parameter Setup screen. When a purchase documents line is closed, no new invoices or receipts can be processed against the line, nor can any changes be made to it. Only closed purchase documents can be purged by the Purge Purchase Documents process.

### Purchase Documents Allocated Cost Close

Purchase Document Allocated Cost is designed to close Stock Purchase Orders with allocated non-purchase costs. It will analyse all lines in the PO and select only those POs where all lines meet the criteria for closing. After an analysis has been completed, the system displays reports showing the POs that meet the close criteria and an exception report showing POs that cannot be closed at the time of execution. POs meeting the close criteria are then loaded into the approval grid of the screen. POs that should not be closed must be deleted from the grid before executing the program. When the program is executed, non-PRCH costs are allocated to the PRCH lines for each PO, and the PO is flagged as closed with the current date as the close date. The PRCH lines are then ready for processing by the Inventory Accounting (IA) module.
Amendment Approval Process is used to approve the amendments that have been made.
Lesson Three: PURCHASE DOCUMENTS STANDARD REPORTS

Associated Purchase Document Report

This report displays and prints originating purchase documents combined with the associated purchase documents.

Bill of Material Report

The Bill of Material report displays and prints a list of items contained within a BOM.
Commodity Code Catalog Report

The Commodity Code Catalog report displays and prints the commodity codes available in the system.

Open Purchase Document Report

For forecasting and management control purposes, the Purchase Documents module provides a detailed report on the status of open purchase documents. This report provides data about value received, amounts invoiced and amounts actually paid for each natural account of a purchase document.
The report can be used to identify:

1. Purchase documents to be closed
2. Major discrepancies among ordered, received, invoiced and paid amounts
3. Other planning and control functions by displaying amounts remaining to be paid on Open Purchase Documents

**Print Purchase Documents**

Purchase Document Print is used to select the purchase documents records that are to be printed. The user may select a range of purchase orders, as well as choose whether only new or modified records should print. Each purchase document is printed on a separate page and may be sent to the vendor for order confirmation.
It also provides an option to display a large UNAPPROVED in the report header for invoices that have not been approved. To enable this function, in the Purchase Document Miscellaneous Setup Screen, PD Miscellaneous setting, enter:

PDPrint_Unapproved_Heading Field 1: Y to enable the option or N to unable the option.

**Purchase Document Surveillance Report**

Purchase Documents Surveillance Report allows the user to review and analyze the status of purchase documents by providing the ordered amount compared to the invoiced amount, along with important information such as the vendor, the date of the purchase document, and the user who approved the purchase document.
**Purchase Document Variance Report**

Purchase Documents Variance Report allows the user to enter various criteria to select finalized purchase documents for reporting.

Stock purchase documents that meet the criteria will be reported by line item showing the variance between the purchase document allocated unit price and the invoiced unit price, quantity received versus quantity ordered, and finally, quantity invoiced versus quantity received.

Non-stock purchase documents that meet the criteria will be reported to show the variance between the order amount and the invoice amount. Purchase documents are reported on a line item level or on a total document level based on the control level established in the Purchasing Parameter Setup.
Purchase Documents Amendment Report displays and prints purchase documents for which modifications or amendments have been made.
Purchase Documents Detail Report

Purchase Documents Detail Report allows the user to enter various criteria to print a report of the details of finalized purchase documents. Purchase documents that meet the criteria will be reported by line item. Totals will be shown for each responsibility unit within an entity (if used), and totals are reported for each entity by currency. These totals are calculated by summing only the line item amounts that meet the selection criteria.
Purchase Documents Maintenance Report lists all the purchase documents that have been added, changed, closed, rejected, finalized, purged or re-opened since the last time this report was run.

Purchase Order Expediting Report

This report is used to display or print information useful in tracking the delivery of items ordered.
Purchase Receipt Worksheet

Purchase Receipt Worksheet prints a worksheet to be used for noting receipt quantities and comments.
Stock Master Catalog Report generates a report of items on the Stock Master File. Select a range of stock item records, as well as choosing whether only new or modified records should print or all records should print.
Purchase Document Reopen Report is used to generate a report of purchase documents, which were previously closed and have been reopened.
Purchase Document Tracking Report

Purchase Document Tracking Report generates a report of purchase document line items and their status, with the ability to filter line items based on many different selection criteria.
To process the Purchasing Analysis Report, select Purchasing Analysis Report from the Reports drop-down menu.
To process the Stock Purchase History Report, from the Reports drop-down menu, select **Stock Purchase History Report**.
Lesson Four: PURCHASE DOCUMENTS INQUIRY

Purchase Documents Inquiry

Purchase Documents Inquiry screen displays existing purchase documents information. In addition to information related directly to purchase documents, related invoices, receipts and amendments made to the document can be displayed. This screen can be used for all purchase documents, both stock and non-stock, finalized and non-finalized.