

R12.x Oracle Purchasing Fundamentals

Duration: 5 Days

What you will learn

This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1.

In this course, participants learn how to set up and use R12.x Oracle Purchasing to manage the purchasing process. They learn how to create and manage items, suppliers, requisitions, purchase orders, request for quotations, quotations, and receipts. They also learn how to apply document security, routing and approval methods, as well as how to automate the order creation process. Learn To: Set up and use Oracle Purchasing Apply document security Create requisitions and purchase orders Apply routing and approval methods Enter and manage receipts Use the Professional Buyer's Work Center

Audience

End Users , Functional Implementer, Technical Consultant

Course Topics

Procure To Pay Lifecycle Overview

Understanding Procure to Pay Lifecycle
Understanding Oracle Procure to Pay Process

Oracle Purchasing Overview

Understanding Purchasing Process
Requisition to Purchase Order
Overview of the Ordering Process
The Receiving Process
Purchasing Integration

Enterprise Structure – Locations, Organizations, and Items

Understanding the Enterprise Structure
Defining Locations
Defining Inventory Organizations
Establishing Inventory Parameters
Creating Units of Measure
Creating a Purchasing Category
Item Attributes Defining and Maintaining Items
Describing and Using Category Sets

Suppliers

Overview of Suppliers
Entering Supplier Information
Defining Supplier Site Information
Managing Suppliers
Running Supplier Reports
Understanding Financial Options
Defining Supplier Profile Options

RFQs and Quotations

- Request for Quotation Lifecycle
- Creating and Maintaining Requests for Quotation
- Creating a Supplier List
- Understanding Quotations Lifecycle
- Creating and Maintaining Quotations
- Sending Notifications
- Defining RFQ and Quotations Profile Options

Approved Supplier Lists and Sourcing Rules Creating Approved Supplier Lists

- Understanding Supplier Statuses
- Understanding Supplier-Commodity/Item Attributes
- Understanding ASL Precedence
- Defining Sourcing Profile Options for Approvals

Requisitions

- Understanding the Requisition Lifecycle Notifications
- Requisition Structure
- Creating and Maintaining Requisitions
- Supplier Item Catalog
- Creating Requisition Templates
- Running Requisition Reports
- Defining Requisition Profile Options

Purchase Orders

- Understanding Purchase Order Types
- Purchase Order Components and Record Structure
- Creating Standard Purchase Orders
- Creating Contract Purchase Agreements
- Revising Purchase Orders
- Maintaining Purchase Orders
- Identifying Key Reports Creating Global Agreements

Automatic Document Creation

- Understanding AutoCreate
- Creating Purchase Documents from Requisitions
- Modifying Requisition Lines
- Running the Create Releases Program
- Understanding the PO Create Documents workflow

Receiving

- Receiving Locations
- Receipt Routing
- Receipt Processing Methods
- Receiving Tolerances
- Entering Returns and Corrections



Overview of Pay on Receipt

Running Reports
Defining Profile Options

Professional Buyer's Work Center

Learning Business Benefits of the Buyer's Work Center
Understanding Requisitions in the Buyer's Work Center
Creating a Purchase Order in the Buyer's Work Center
Purchase Agreements in the Buyer's Work Center
Creating a Personalized Requisition View
Understanding Implementation Considerations
Using Document Styles
Creating a Purchase Agreement in the Buyer's Work Center

Document Security, Routing and Approval

Document Security and Access Levels
Document Approval - Jobs and Positions
Creating Position Approval Hierarchies
Defining Document Security Levels
Creating Approval Groups
Defining Document Access Levels
Using Oracle Workflow for Requisitions and Purchase Order Approvals
Running the Fill Employee Hierarchy Process

Purchasing Accounting

Overview of Purchasing Accounting
Closing the PO Period
Using foreign currency
Purchasing Accounting Implementation Considerations
Setup options
Accrual Reconciliation Process

Setup Steps

Setting Up Document Sequences
Setting Up Key Profile Options
Setting Up Descriptive Flexfields
Defining Purchase Order Matching and Tax Tolerances
Defining Approval Groups and Assignments
Defining Purchasing Options
Setting Up Sourcing Rules and Assignments
Performing Additional System Administration

Purchasing Administration

Maintaining Oracle Purchasing Database Records
Using Mass Update on Purchasing Documents
Using Purchasing Mass Cancel
Using Mass Close of Purchasing Documents
Understanding Purge
Running the Purchasing Concurrent Processes