

List of Reports

The list of reports to remember in Oracle Purchasing

- 1- View and print purchase order
- 2- Purchase order details report
- 3- Open purchase order report
- 4- Run Year End PO Close report for POs to be closed
- 5- Run Year End PO Close Program for POs not received
- 6- Run Year End PO Close Program for POs with remaining fiscal year budget
- 7- Run PO Reopen Program
- 8- PO accrual report

Glossary

List of few glossary terms uses in Oracle Purchasing and iProcurement.

Term	Definition
Account Period	The fiscal period an organization uses to report financial results.
Blanket Purchase Agreement	A type of PO you issue before you request actual delivery of goods and services. Use blanket PO as a tool for specifying agreed prices and delivery dates for goods and services before ordering them.
Blanket Release	An actual order of goods and services against a blanket purchase agreement.
Buyer	Person responsible for placing item resupply orders with suppliers and negotiating supplier contracts.
Contract	An agreement between you and a supplier for unspecified goods or services.
Copy	An AutoCreate option that lets a buyer designate a specific requisition line as the source of information that Purchasing copies to the purchase order or RFQ line.
Express receipt	A site option that lets you receive an entire purchase order or blanket purchase agreement
Four-way matching	Purchasing performs four-way matching to verify that purchase order, receipt, inspection and invoice quantities match within tolerance.
Parameter	A variable used to restrict information in a report, or determine the form of a report.
Purchased item	An item that you buy and receive. If an item is also an inventory item, you may also be able to stock it.
LOV	List of Values



ORACLE PURCHASING

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Requisition

Oracle Purchasing provides you the features you need to satisfy the following basic requisition needs.

You should be able to :

- Create, edit and review requisitions. You should also be able to enter suggested supplier information, delivery instruction, multiple accounting distribution and notes to buyers, approvers and receivers.
- Review and approve requisition that needs your approval.
- You should be able to track the status of the requisition through approval process.
- Forward all requisition awaiting approval from one approver to an alternate approver.
- Create requisition via Oracle forms and iProcurement.

Purchase Order

Purchasing provides the Purchase Orders window that you can use to enter standard and planned purchase orders as well as blanket and contract purchase agreements.

You must be defined as a BUYER to use this window.

Purchasing provides you the features you need to satisfy the following purchasing needs. You should be able to :

- Review all of your purchases with your supplier to negotiate better discounts.
- Create purchase order by simply by entering a supplier and item details.
- Check your funds availability while creating purchase order.
- Communicate purchase orders to suppliers flexibly using a number of options.
- Copy purchase orders.

Event Catalog for Procurement

